

Job Description

Job Title:	Data & Compliance Apprentice
Apprenticeship Standard:	Data Technician, Level 3 (ST0795)
Salary	£20-25k
Department:	BPIF Training
Location:	Hybrid role
Responsible to:	Data & Compliance Manager
Contract Type:	Fixed-term (duration of apprenticeship, typically 15–18 months plus end-point assessment)
Hours:	Full-time, 37.5 hours per week (minimum 6 hours per week off-the-job training)

Main Purpose of the Job

The Data & Compliance Apprentice is an entry-level, developmental role designed to build the knowledge, skills and behaviours set out in the Level 3 Data Technician apprenticeship standard, while providing practical support to BPIF Training's data and compliance function. Working under the supervision of the Data & Compliance Manager, the apprentice will help to source, collate, validate and present apprenticeship data securely and accurately, supporting the organisation's obligations under DfE funding rules and Ofsted requirements.

This role combines structured off-the-job learning with hands-on experience of the systems and processes that underpin compliant apprenticeship delivery, including the Individualised Learner Record (ILR), the PICS management information system, Smart Assessor, and Power BI. It offers a genuine pathway into a career in education data, MIS and compliance.

Learning & Development (Apprenticeship)

The Standard

The post holder will be enrolled on the Level 3 Data Technician apprenticeship (ST0795). This standard develops the ability to source, format and present data securely and in a relevant way for analysis, using industry-standard tools and methods. Achievement of the standard requires completion of an end-point assessment and Level 2 English and maths (where not already held).

Off-the-Job Training

The apprentice will spend at least six hours per week in off-the-job learning. BPIF Training will provide protected time, a workplace mentor, and meaningful on-the-job activities mapped to the standard's knowledge, skills and behaviours.

Main Responsibilities

Data Collection, Formatting & Validation (K1–K4, S1–S4)

- Support the collection and extraction of learner and employer data from a range of internal and external sources, including PICS, Smart Assessor, SharePoint and Azure Blob Storage.
- Help collate and format data in line with organisational and industry standards, ensuring consistency and accuracy ahead of reporting.
- Assist with routine data validation checks, learning to identify errors, gaps and anomalies in learner records before funding claims and ILR submission.
- Under supervision, help maintain accurate records of off-the-job (OTJ) hours and functional skills data in line with DfE evidence requirements.

Data Analysis & Presentation (K5–K8, S5–S8)

- Support the production of routine reports and summaries, identifying basic trends and patterns in learner performance, retention and achievement data.
- Contribute to the maintenance and refresh of Power BI dashboards and the BPIF Training Data Hub, ensuring compliance and performance data is accurate and up to date.
- Use visualisation and presentation tools to present data clearly for internal stakeholders, developing skills in data storytelling appropriate to the audience.
- Help prepare data extracts and summaries to support the Data & Compliance Manager during audits, self-assessment and Ofsted inspection readiness.

Data Security, Quality & Compliance (K9–K11, B1–B4)

- Handle all data in a compliant, safe and secure manner, adhering to GDPR, BPIF Training's data policies, and information security standards.
- Develop a working understanding of DfE funding rules, ILR data requirements and Ofsted compliance as they apply to apprenticeship delivery.
- Apply attention to detail and a quality-focused mindset to all data tasks, escalating issues and risks to the Data & Compliance Manager promptly.
- Maintain confidentiality and act with integrity when handling sensitive learner and employer information.

Professional Development & Collaboration (B5–B7, S9)

- Engage fully with the apprenticeship programme, completing off-the-job learning, building a portfolio of evidence, and preparing for end-point assessment.
- Work collaboratively with colleagues across the operations, quality and delivery teams, developing effective communication and stakeholder skills.
- Take responsibility for own learning and workload, seeking feedback and continuously improving performance.
- Keep pace with relevant tools, software and good practice in data handling within the education and skills sector.

Person Specification

Essential

- GCSEs (or equivalent) at grade 4/C or above in English and maths, or a willingness to achieve Level 2 in these subjects during the apprenticeship.
- A genuine interest in data, numbers and problem-solving.
- Good working knowledge of Microsoft Office, particularly Excel.
- Strong attention to detail and a methodical, accurate approach to tasks.
- Good written and verbal communication skills.
- Willingness to learn, take direction, and work as part of a team.
- Ability to handle confidential information responsibly.
- Eligibility for an apprenticeship under ESFA funding rules and the right to work in the UK.

Desirable

- Some exposure to data tools such as Power BI, SQL, or advanced Excel functions (e.g. pivot tables, lookups).
- An interest in the education, skills or apprenticeship sector.
- Experience of working to deadlines in a structured or professional environment.

Safeguarding & Equal Opportunities

BPIF Training is committed to safeguarding and promoting the welfare of learners and expects all staff to share this commitment. This post is subject to an enhanced DBS check. We are an equal opportunities employer and

welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.