

Why complete a... Software and Data Foundation Apprenticeship

A solution for your training needs and career progression

ROLE OVERVIEW

Software and data operatives support the collation, formatting and storage of data. They also validate data checking and identifying errors. They will follow instructions to support elements of software development and testing.

They will carry out fundamental duties, including supporting the storage, retrieval and sharing of data, the manipulation of data by following instructions and testing and or the development of software, all by following guidance and instructions.

KEY POINTS

- **Level:** 2 Foundation
- **Duration:** 8 months + Apprenticeship Assessment
- **Entry requirements:** The apprentice must normally be aged 16 to 21 at the start of their apprenticeship.
- **Career progression:** Upon successful completion you may progress onto role specific apprenticeships

KNOWLEDGE REQUIREMENTS

- Documentation and systems
- Function and operation of the stages within the solutions life cycle
- User requirements, needs and priorities
- Essential solution architecture and testing
- Emerging technologies, for example automation or AI in the sector and or occupation
- Identify types and sources of data
- Essentials of safely storing and retrieving data
- Principles of data extraction, validations, formatting, collating and anonymising
- Fundamentals of data presentation
- Essentials of the software development cycle and how it connects with the user experience
- Software testing frameworks

SKILL REQUIREMENTS

- Use of infrastructure, networks, software, packages or programmes
- Apply knowledge to resolve issues and support users knowing when and who to escalate to
- Test performance and usability
- Apply sustainability practices in their role
- Safe and ethical use of emerging technologies
- Format, present and save data
- Support to store, retrieve and communicate data
- Review data sets to ensure accuracy
- Write or source simple code for software requirements

BEHAVIOUR REQUIREMENTS

- Act in a professional manner including good time keeping and conduct
- Apply new learning and feedback to everyday practice
- Complete own work tasks and ask for help when needed
- Work with colleagues to contribute to team outcomes

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