

2025

BUSINESS DATA ANALYSIS

PRACTICAL WORK EXPERIENCE

Comprehensive Manual to guide you through the training program for Practical Work Experience in phases.

Brand Me 4 Job



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INTRODUCTION

Gain industry experience in the field of Business Data Analysis

1. Welcome Message:

Welcome to Brand Me 4 Job's Business Data Analysis Practical Work Experience Program! Throughout this training, you'll acquire practical experience with advanced analytical tools and methodologies, preparing you to excel as a skilled professional in the industry.

02. Program Objectives:

- Convert academic learning into actionable business insights
- Master industry-standard Business Data Analysis tools and techniques
- Develop hands-on experience in data collection and interpretation
- Build a portfolio of real-world Business Data Analysis case studies
- Gain practical skills in process modeling and system analysis
- Understand how to support decision-making through analytical reports

03. Tools & Platforms Overview:

- | | |
|---|------------------------------------|
| Google Workspace / Microsoft Office Suite | Google Data Studio / Looker Studio |
| Calendly & Cal.com | Power BI |
| Monday.com | Trello or ClickUp |
| Prompt Engineering - ChatGPT & AI Tools | Orange Data Mining |
| Lucidchart | Zoho Analytics & BPMN.io |

04. Learning Outcomes:

- | | |
|--|---|
| Analyse business problems and suggest data-driven solutions. | Create business process models and system diagrams. |
| Interpret data to support decisions. | Present insights in clear reports. |
| Gather and document business requirements. | Understand Business Data Analysis in organisational change. |

05. Support Structure:

- | | |
|--------------------------------------|------------------------------------|
| Access to Brand Me 4 Job's resources | Continuous feedback and evaluation |
| Regular mentorship sessions | Practical task-based learning |

This program is designed to give you practical experience while building your professional portfolio in Business Data Analysis. You'll work on real projects using industry-standard tools, preparing yourself for a successful career in the field.

PHASE 1: IDENTIFICATION

Understanding Business Data Analysis Fresher Roles

01. Objective:

To comprehensively understand entry-level Business Data Analysis positions, their requirements, and growth potential in the UK job market.

02. Research Guidelines:

2.1 Use platforms like

- Stunited.org job board
- LinkedIn Jobs
- Indeed UK
- Major company career pages

2.2 For each role, document

- Average starting salary range
- Required qualifications
- Essential skills
- Common responsibilities

03. Deliverables:

Create a detailed report covering:

- Role description
- Key responsibilities
- Required skills
- Tools used
- Career progression path
- Companies currently hiring

PHASE 2: ANALYSIS

Deep-dive into Data Analyst Role Requirements

01. Objective:

Understand and analyze the core responsibilities and skill requirements for Business Data Analysis roles, focusing on practical implementation using Brand Me 4 Job's tool stack. Analyze fresher job roles across various industries and companies. Identify 10 key micro-categories of job roles commonly expected in entry-level positions.

02. Steps to Complete:

Find Out:

- Job Responsibilities:** Specific responsibilities & activities related to the job role.
- Top Companies:** Examples of organizations where these roles are prominent.
- Demanded Skills:** Core competencies & abilities that candidates need to succeed.
- Tools & Techniques:** Essential software, platforms, and processes needed for these roles.

PHASE 3: MEASUREMENT

Skill Assessment & Proficiency Mapping

01. Objective:

To help interns accurately evaluate their current Business Data Analysis competencies, identify skill gaps, and create a focused learning path using a structured three-level assessment framework. This self-evaluation process ensures targeted skill development aligned with industry requirements and our professional standards.

02. Understanding The Process:

In this crucial phase, you'll conduct a comprehensive self-assessment of your Business Data Analysis capabilities. Think of it as creating your personal skills GPS – understanding where you are now to better navigate where you need to go. Using our three-level framework, you'll evaluate your proficiency in each required tool and skill, from AI tools to social media management. This honest assessment helps customise your learning journey for the next step where you implement your gained skills.

03. Steps to Complete:

- Enlist top skills required for Data Analysis jobs from your previous analysis.
- Or take pre-decided top skills for Data Analysis enlisted.
- Create a self assessment chart template
- Enlist demanded skills in the template and mark them with appropriate remarks:
1. No Idea 2. Some Idea 3. Clear Idea

Self assessment Chart Idea:

Total Number of Skills I Have To Learn	No Idea	Some Idea	Clear Idea
Number of Skills	Skill Name 1	Skill Name 1	Skill Name 1

PHASE 4: LEARNING

Learn the demanded to reduce skill gaps and be ready for jobs.

01. Objective:

This step helps you learn the most demanded skills for your preferred industry and organisation and be ready for your desired job role.

02. Steps to Learn:

- Access curated videos & tutorials for each skill category.
- Cover 10 micro-features for every technical tool.
- Take notes and review learning

PHASE 5: PRACTICAL WORK

From Learning to Implementation

01. Objective:

To apply acquired Business Data Analysis skills in real-world scenarios through hands-on projects using Brand Me 4 Job's tool stack. This phase transforms theoretical knowledge into practical expertise while building a professional portfolio that demonstrates your capabilities to potential employers.

02. Understanding The Process:

This is where your learning journey culminates in practical application. You'll work on real projects for Stunited.org and Brand Me 4 Job, creating tangible outcomes that showcase your skills. Each project is designed to mirror actual job responsibilities, helping you build confidence and expertise in Business Data Analysis tools and strategies.

03. Steps to Complete:

- Complete assigned tasks related to top tools.
- Track progress using a structured dashboard.
- Focus on efficiency and continuous improvement.

05. Sample Task:

Problem Analysis and Solution Proposal:

- Identify a business problem from a given case study.
- Gather key requirements through stakeholder notes.
- Create a simple process flow diagram.
- Analyse data related to the problem.
- Prepare a summary report with recommendations.

Above mentioned task is a sample task. You will be provided with real-time practical work as per requirements and for you in-depth skill implementation.

04. Success Metrics:

- Project completion quality
- Tool proficiency demonstration
- Results achievement
- Documentation quality
- Presentation skills

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Contact us and let us know your desired field of work to start your internship with us, in the UK!

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PERSONAL BRANDING PROFILE RECOGNITION FOR INTERNS

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Premium Profile

- Stunited Profile Updated - 80%
- LinkedIn Profile Updated - 80%
- Personal Branding - 100%
- 100% Completion of Job Skills Training: 9 / 9

Regular Profile

- Stunited Updated - Below 80%
- LinkedIn Updated - Below 80%
- Personal Branding - 100%
- 60% Completion of Job Skills Training: 5 / 9

PERFORMANCE BADGES FOR INTERNS



Gold Rank

- Attendance: 90%
- Courses: 9/9
- Task Completed: 100%
- Engagement: Outstanding
- Connection: 3 People

Silver Rank

- Attendance: 80%
- Courses: 8/9
- Task Completed: 90%
- Engagement: Excellent
- Connection: 1 - 2 People

Bronze Rank

- Attendance: 70%
- Courses: 7/9
- Task Completed: 70%
- Engagement: Well Done



Best Intern of the Month!

- Attendance: 100%
- Courses: 9/9
- Task Completed: 100%
- Engagement: Outstanding
- Connections: 3 - 5
- Contribution for Project of Company: 50%

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by letting people know about it & get rewarded!

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BUSINESS DATA ANALYSIS**

FOR UK JOB MARKET

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