

Intelligence Analyst Level 4 Apprenticeship Standard

Level: 4

Duration (norm): 18 months

Code: ST0516

Max Funding Value: £11,000

Delivery Model: The apprentice will visit the training center once every four weeks (day release). In addition, the trainer will visit the employer site for reviews throughout the duration of the course.

English and Mathematics: Level 2/C for both must be achieved prior to End Point Assessment (this content will be blended into the apprentice's study programme if it is required).

Knowledge

- Legal and organisationally appropriate intelligence collection and storage methods, together with their limitations. Applying this knowledge to sensitive and classified materials and other openly accessible information.
- The implications of the loss of sensitive material. Remaining alert to the methods required to protect against physical and cyber security risks and what procedures to follow in the event of the loss of such material.
- The processes involved in the collation and evaluation of organisationally relevant sources of information for use within intelligence products. Includes learning to use specialist software systems.
- Commonly used intelligence sources such as Open Source, Imagery, Communications and Human.
- The Intelligence Cycle: processes involved in direction, collection, processing and dissemination of intelligence.
- The main factors influencing an organisation's internal and client environments, including specific threats and key intelligence priorities. For example, tax evasion, passport fraud, people smuggling and organised crime.
- The benefits of generating or using intelligence obtained from a number of sources as opposed to a single source. How validity and credibility can be affected by sources.
- How to use analytical development techniques to identify and produce key findings and judgements in assessments. Techniques could include, but are not limited to, pattern and trend analysis, geospatial analysis, network analysis and others as appropriate to the organisation and its unique risks.
- How to carry out data analysis from a numerical or factual perspective, and considerations relating to data quantity and quality.
- How to identify intelligence gaps and opportunities for further analysis. Developing and maintaining an expert level knowledge or expertise to allow considered assessment through interpretation and evaluation.

- How to identify/source relevant and credible information sources and to recognise the need to collect new data when necessary from internal and external sources.
- How bias can affect judgement, the dangers it presents and measures to mitigate these.

Skills

- Engage with clients appropriately to ensure effective understanding of intelligence tasks. Actively monitor ongoing intelligence requirements by engaging with all levels in an organisation, the customer and other interested parties in order to respond to demands.
- Recommend what information should be collected based upon identified intelligence gaps, and/or issue requests for information to external organisations in order to collect or process information.
- Identify, review, and interpret significant information, applying organisationally appropriate analytical techniques such as the use of diagnostics (links, patterns, and trends), scenario generation and validating assessments to identify key findings and opportunities for further analysis.
- Think critically, through objective analysis and evaluation of an issue, to form a judgement which is unbiased, undistorted and can withstand challenge.
- Produce written reports to a high standard as well as confident verbal briefings and presentation of findings, using an appropriate range of methods dependent on factors like audience, available time and the organisation's culture.
- Obtain client views on outcomes so as to feed back into the Intelligence Cycle and enrich the process of collection, processing, dissemination.
- Use existing and emerging IT (including digital) applications in the analysis, development and dissemination of intelligence products in line with organisational requirements.
- Operate in accordance with applicable security and legislative responsibilities such as applying appropriate audit trails, handling instructions, and protective markings, including the Official Secrets' Act.
- Organise appropriate disposal when working with sensitive materials.

Behaviours

- Demonstrates confidence in own ability and courage in own convictions.
- Displays clear logic and good attention to detail.
- Demonstrates discretion and trustworthiness when working with highly confidential materials.
- Open minded innovator with effective problem solving skills.
- Agile and able to adjust rapidly and decisively, especially when operating in complex situations.
- Persistent and resilient; acknowledging that not all intelligence activity will immediately be successful.
- Flexible and open to different ways of working.

External Qualification

This apprenticeship does not feature any external qualifications.

Endpoint Assessment

- Presentation of a work-based project followed by a question and answer session.
- A knowledge and skills test answered through a series of multiple-choice and scenario-based questions.
- A professional interview.

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