



THE UNIVERSITY OF
BUCKINGHAM



Level 4

Intelligence Analyst

Apprenticeship

EMPLOYER AND APPLICANT GUIDE



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About the programme

Supporting your organisation in training its workforce.

The **Level 4 Intelligence Analyst Apprenticeship** is a career-focused programme designed to equip professionals with the essential skills, knowledge and behaviours needed to thrive within an intelligence environment.

This apprenticeship prepares intelligence professionals to apply analytical thinking against managed information and intelligence data, identify patterns and trends, interpret complex information and transform raw data into actionable insights that inform effective decision making.

Apprentices will undergo training that provides both methodology and practical application, applicable across various organisations, including public and private sectors, military, law enforcement, security, finance and commerce, whilst working within an intelligence environment.

Through hands-on experience and practical application utilising several diverse data sources (e.g., telephone records, OSINT, surveillance, human intelligence, incident and crime), apprentices will develop proficiency in using analytical techniques and specialised software to build comprehensive intelligence reports. They will learn to produce briefings that inform senior decision-makers on current or future threats aligned with organisational priorities at strategic, tactical, investigative and operational levels such as organised crime, counter terrorism and economic crime.

In addition to analytical skills, apprentices will gain expertise in legal and security protocols and enhance their abilities in critical thinking, unbiased judgment and effective communication.

The students will be supported from induction to the End Point Assessment (EPA) and will be guided through the process to ensure they are able to manage their work/life balance, complete the programme and achieve the accreditation. At the EPA stage, a consultation between the student, line manager and assessor will agree a final project that links to their workplace.



The apprenticeship can last up to 18 months (12 months taught up to six months for the End Point Assessment). The goal is to have the student ready to apply for the EPA on the 12-month-and-1-day mark, with support from the delivery team and the appointed EPA team.



This programme provides apprentices with a strong foundation for roles within an intelligence led environment such as intelligence, crime, finance/economics, risk, terrorism, business, supporting diverse organisational and client needs.



Why Buckingham?

Specialised Expertise

The University of Buckingham offers a curriculum tailored to intelligence and security needs, equipping apprentices with relevant, in-depth knowledge for real-world applications.

Industry Connections

Through strong relationships with law enforcement, security and financial sectors, the University ensures training is aligned with current industry standards and trends.

Experienced Faculty

Apprentices are taught by knowledgeable instructors with backgrounds in intelligence, law enforcement and risk management, providing insights drawn from extensive professional experience.

Flexible, Applied Learning

The University provides adaptable learning formats, combining in-person and digital tools to maximise flexibility while maintaining rigorous, practical training.

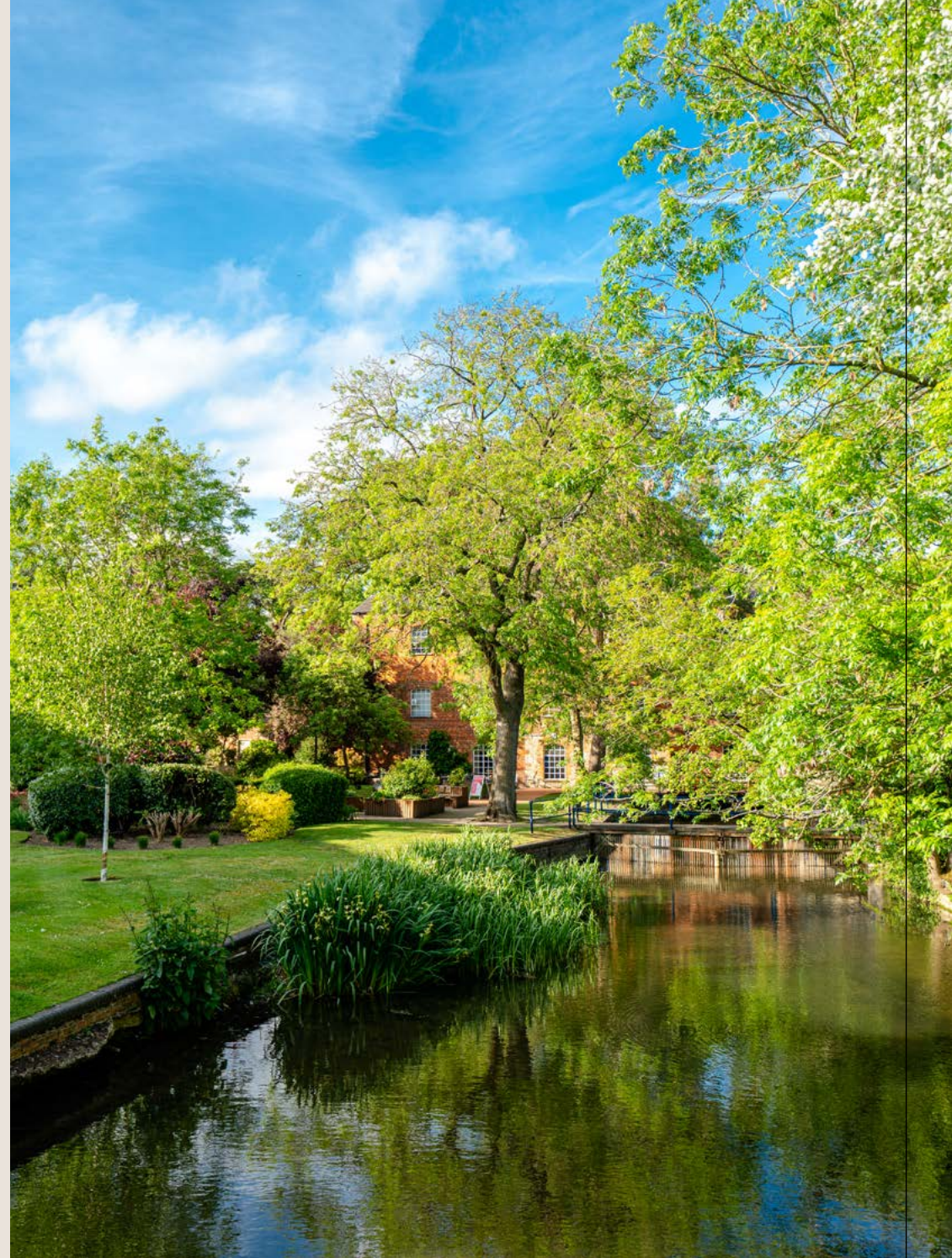
Reputation and Accreditation

As a recognised institution with strong academic credentials, The University of Buckingham adds credibility and value to the apprenticeship, enhancing both the apprentice and employer's reputation in the industry.

Accreditations

Level 4 Apprenticeship, CPD Standards, International Association of Law Enforcement Intelligence Analysts (ILEIA). For agencies engaged in the Intelligence Professionalisation Programme (IPP), we will work to align the delivery to the apprentice's submission.

Ofsted: rated 'Good'



Occupational profile

The Intelligence Analyst Apprenticeship Programme is designed for both current and aspiring analysts looking to enhance their knowledge, skills and behaviours in the field of intelligence analysis. It caters to individuals aiming to deepen their understanding of intelligence processes, develop their critical thinking and analytical capabilities and gain practical experience in a professional setting.

An intelligence analyst works across sectors such as public and private industries, military, law enforcement, security, finance and commerce, within an intelligence environment, where they analyse and interpret information to support organisational decision-making. Collaborating with other intelligence professionals such as research/development officers, data analytics, strategic, performance and investigation/operational teams, to transform raw data into actionable insights, identifying patterns, trends, and potential threat, risk, vulnerability and harm issues.

Key responsibilities include receiving and securely handling sensitive intelligence materials, monitoring data to pinpoint crucial information and synthesising diverse data sources including surveillance data

and open-source intelligence. By interpreting this data, intelligence analysts help to build comprehensive intelligence reports, inform effective decision making and aid organisations in understanding and responding to current and future threats such as fraud, organised crime and national security risks.

Intelligence analysts work in many environments and organisations providing strategic, tactical and operational support. They advise on current and future threats, intelligence-gathering, strategic priorities and provide analytical support. This specialist function may include applying structured analytic techniques such as visualising data and intelligence through pictorial representation, reporting findings to inform effective decision making,

enhancing the intelligence picture, identifying opportunities to reduce the level of threat, risk, vulnerability and harm. Analysts may operate both in-office and in the field, where they may engage with internal and external stakeholders to support intelligence objectives.

Upon completion of the programme, apprentices may pursue various careers, including but not limited to:

- Intelligence Analyst
- Crime Analyst
- Financial Crime Analyst
- Risk Analyst
- Security Analyst
- Fraud Investigator
- Intelligence Officer
- Operational Support Analyst
- Threat Analyst
- Covert Units, including Dedicated Source Units (DSU)



Why should employers invest?



By investing in the Level 4 Intelligence Analyst programme, employers not only develop a skilled workforce but also position their organisation for long-term success in a rapidly changing landscape.

- Enhanced Skill Development**

The programme equips employees with advanced analytical skills, knowledge of intelligence processes and practical tools needed to effectively assess and interpret data, ultimately improving overall organisational capabilities.
- Improved Decision-Making**

By training analysts to identify patterns and trends, employers benefit from better-informed decision-making, allowing for timely responses to potential risks and threats.
- Addressing Skills Gaps**

Investing in this apprenticeship helps bridge skills gaps within the organisation, ensuring that current and future analysts are well-prepared to meet the evolving challenges of the intelligence landscape.
- Cost-Effective Training**

By investing in apprentices, organisations can develop talent from within, reducing recruitment costs while cultivating a workforce that understands the company's specific needs and culture.
- Increased Employee Retention**

Providing professional development opportunities through apprenticeships fosters employee loyalty and satisfaction, leading to reduced turnover and associated recruitment costs.
- Competitive Advantage**

Organisations that invest in continuous learning and skill enhancement are better positioned to navigate complex environments, gaining a competitive edge in their respective fields.
- Alignment with Industry Standards**

The programme is designed in consultation with industry experts, ensuring the training is relevant and aligned with current best practices and regulations in intelligence analysis.
- Strengthened Collaboration**

Apprentices learn to work effectively within teams, enhancing collaboration across departments and contributing to a more cohesive organisational environment.

Fees and finance

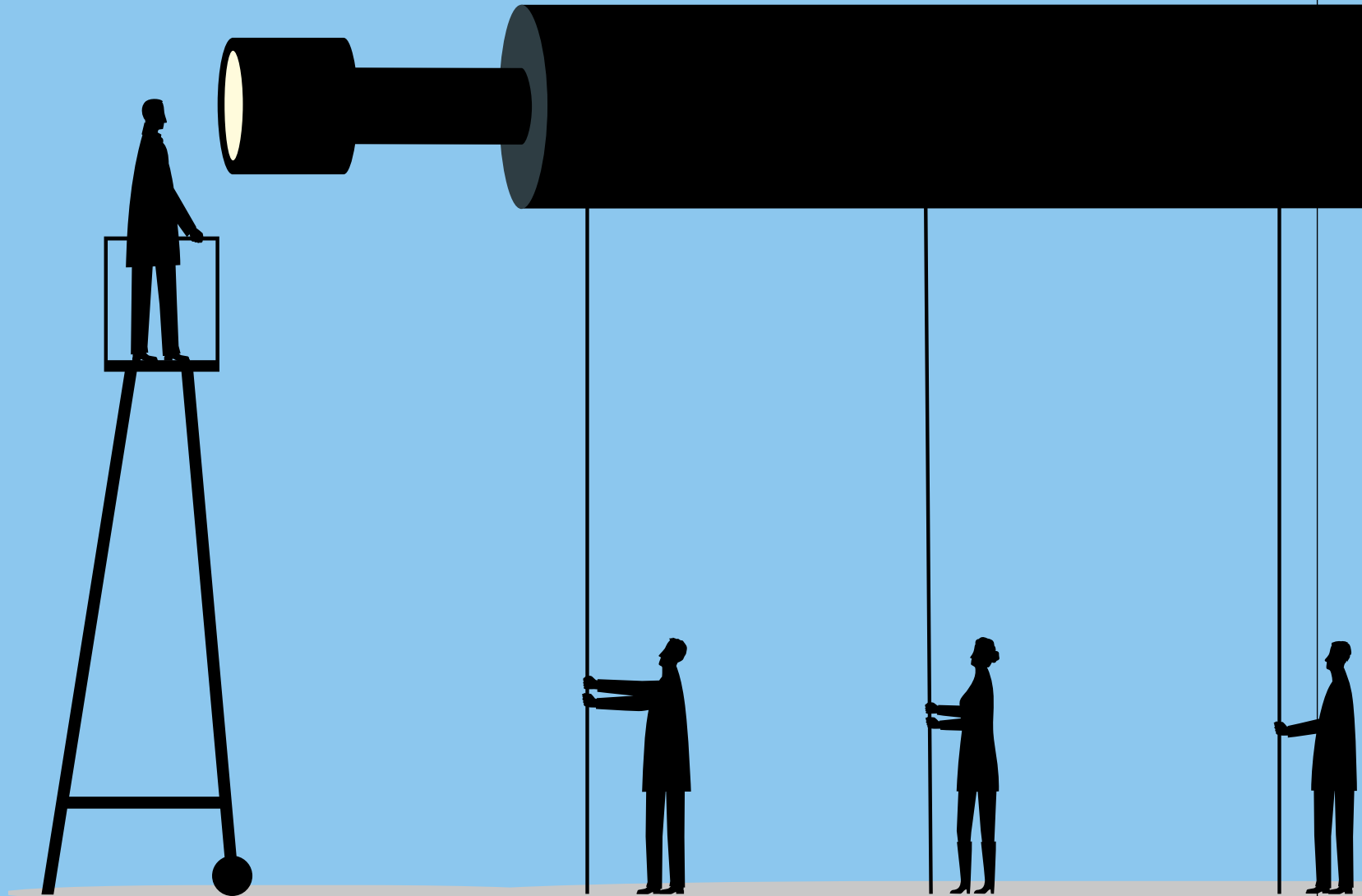
The cost of the apprenticeship is £11,000. This can be paid in full by the Apprenticeship Levy account if the employer is a Levy Payer.

If the employer is a non-levy payer, or under co-investment, the employer can claim government funding for 95% of the cost, meaning the cost to the employer is just £550 per apprentice.

FUNDING ELIGIBILITY:

To be eligible for apprenticeship funding, applicants must evidence that they:

- are eligible to work in England
- have been ordinarily resident in the European Economic Area, Gibraltar, or the United Kingdom for at least the previous three years before the start of the apprenticeship – if this is not the case please contact apprenticeships@buckingham.ac.uk before applying, as there are some exceptions to this rule.
- Apprenticeship funding covers armed forces personnel, their dependants, Crown servants overseas and apprentices with significant travel, if they meet residency and work requirements.



The details

ENTRY REQUIREMENTS

Educational Qualifications

Level 2 English and Maths is desirable, but not essential.

Background and Experience

- Previous experience in a relevant field may be beneficial but is not always mandatory. Employers may prefer candidates with some background in data analysis, law enforcement, security, finance, or related disciplines.
- Apprentices must be working in a setting where they can apply the knowledge gained during training to develop their skills and behaviours, enabling them to successfully achieve the final certification of the programme.

Technical Skills

A basic understanding of intelligence and analytical concepts and familiarity with technology and software used in intelligence analysis will be advantageous.

Personal Attributes

- Apprentices should demonstrate their intention or ability to apply analytical thinking, attention to detail and the ability to work collaboratively in a team environment.
- Discretion and trustworthiness are crucial, as apprentices will handle sensitive information.

Interview and Assessment

Apprentices will be interviewed before being accepted into the programme, to gauge suitability for the apprenticeship, focusing on their motivation, relevant skills and understanding of the role and the Programme.

Commitment to Learning

A strong willingness to learn and adapt, along with a proactive approach to professional development, is essential for success in the programme.

SALARY

All employers must ensure that, for the period of training and assessment (18 months), all applicants have a contract of employment and are paid in accordance with at least the minimum national apprenticeship wage for the period of their training.

SUPPORT FOR THE APPRENTICE

The employer will need to supply a workplace mentor for the apprentice. The workplace mentor will play a vital role in shaping and supporting the apprentice in their profession. The mentor will need to dedicate time to this role.





Teaching

Our Intelligence Analyst Apprenticeship is a comprehensive programme designed by industry experts and academics with extensive professional experience in intelligence, law enforcement and risk management.

Apprentices are provided with both theoretical and practical application of the training delivery and a rounded understanding of pitfalls and positive application.

Upon completing the Intelligence Analyst Apprenticeship Programme, apprentices will demonstrate a comprehensive understanding of the many types of analytical techniques and how they are applied within an effective intelligence, operational or investigative environment. They will be able to utilise and apply the intelligence cycle, including the processes involved in setting direction, collection, evaluation, analysing, disseminating and monitoring results of intelligence tasking. They will possess knowledge of the value of intelligence and the management of data and intelligence within the laws and legal processes for intelligence collection and storage, alongside an awareness of the implications of handling sensitive data.

Apprentices will be skilled in evaluating diverse data/ information sources, employing analytical techniques to identify patterns and trends and producing high-quality reports and briefings that inform decision-makers about potential threats and risks. They will also understand the importance of collaboration with various stakeholders and be adept at adjusting their approaches based on evolving intelligence requirements. Overall, apprentices will emerge as well-rounded professionals capable of making informed judgments and contributing effectively to their organisations' intelligence efforts.

Modules and delivery schedule

MODULES

Modules in months one to four will include delivery of a set intelligence-based scenarios, whereas months five to eleven will focus on structured analytic techniques as well as their methodology and practical application.

By the end of the programme, we aim to accredit apprentices with a pass or distinction in the Level 4 Intelligence Analyst Apprenticeship, CPD Standards, International Association of Law Enforcement Intelligence Analysts (ILEIA).

For those agencies engaged in the Intelligence Professionalisation Programme (IPP) we will work to align the delivery to the apprentice's submission.

Please see the table to the right for a full breakdown of modules.

DELIVERY SCHEDULE

The Intelligence Analyst Apprenticeship will be delivered via a blended delivery model with interactive online and occasional in-person sessions throughout the programme.

For a full schedule of this year's professional learning days, please contact apprenticeships@buckingham.ac.uk.

This Apprenticeship standard is assessed at the end of the course typically during the final 5/6 months via an End Point Assessment (EPA). This is completed by an independent organisation to remove bias and maintain standards and comprises of three distinct assessment methods:

- A work-based project followed by a presentation of the work-based project, with questions and answers.
- A knowledge and skills test answered through a series of multiple-choice questions and scenario-based questions.

To achieve final certification, the apprentice must have achieved a minimum of a pass in each assessment method. A pass in the EPA will demonstrate that the apprentice can apply the knowledge, skills and behaviours required by this apprenticeship standard. Apprentices achieving a distinction will be demonstrating performance above the minimum requirements of the occupational standard.

| MODULE | MODULE CONTENT | MONTH OF DELIVERY |
|--|---|-------------------|
| Introduction to Intelligence and Analysis | Introduction to Intelligence and Analysis | One |
| | Intelligence Models | |
| | The role of the Analyst | |
| Outputs from the Intelligence Process | Managing and Grading Intelligence | One |
| | Data Sources and Management | |
| | The Intelligence Process | |
| | Intelligence Products | |
| Psychology and Intelligence Analysis | Analytical Techniques | One |
| | Thinking Processes | |
| | Psychology of Analysis | |
| Analytical Processes: Core Principles | Critical Thinking | Two |
| | Key Assumptions Check | |
| | Inference Development | |
| Analytical Processes: Visualisation | History and Evolution of Analytical Charting | Two |
| | Charting Techniques: Link Analysis | |
| | Charting Techniques: Event Charting | |
| | Charting Techniques: Directional Data | |
| Analytical Planning: Key Considerations | Intelligence Collection Plans | Two |
| | Commissioning and Terms of Reference | |
| | Threat, Risk, Vulnerability and Harm | |
| Analytical Planning: Further Considerations | Control Strategies and Business Plans | Three |
| | Performance, Monitoring and Evaluation | |
| Analytical Processes: Geospatial and Behavioural | Geographic Analysis of Crime | Three |
| | Behavioural Analysis | |
| | Crime Pattern and Comparative Case Analysis | |
| Dissemination, Briefing and Debriefing | Report Writing, Briefing and Dissemination | Three |
| | Disclosure, Analyst in the Courtroom | |
| Analytical processes: Digital Data and Open Source | Introduction to Communication and Digital Data | Three |
| | Introduction to Open Source Intelligence | |
| Intelligence Scenario Presentations | Delivery of intelligence related scenarios applying taught analytical techniques | Four |
| Structured Analytical Techniques | Suggested SATs: Idea Generation, Scenarios and Indicators, Hypothesis Generation, Decomposition and Visualisation, Challenge Analysis, Decision | Five to Nine |
| Technology & Innovation within Analysis | AI in modern day analysis, Chat GPT | Ten to Eleven |
| End Point Assessment Preparation | Supporting Apprentice to EPA | Twelve |

What does an apprentice do?

Weekly

- Attend interactive training sessions online
- Undertake independent learning
- Upload evidence
- Update off-the-job hours log

Monthly

- Optional catch-up session with the university and workplace mentor to discuss progress (knowledge, skills, behaviours) and any arising issues

Termly

- Progress review meeting with employer and university mentor (every 10-12 weeks)
- Assessment submission

OFF-THE-JOB TRAINING TIME AND TIMETABLING

Off-the-job training is one of the essential components of a quality apprenticeship. To attract government funding, a six-hour minimum threshold has been set per week. This is the minimum amount of time that should be spent on occupational off-the-job training during an apprenticeship.

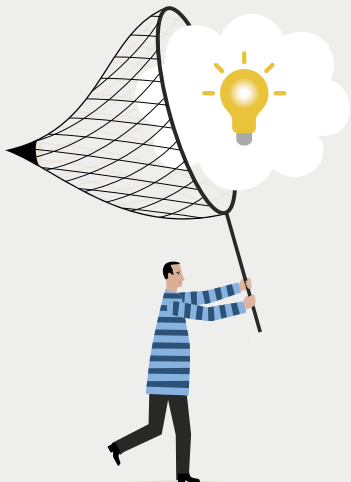
Apprentices will need to keep a log of all their training, which will then be monitored by the University, as the training provider, and the employer, to ensure completion to meet ESFA funding regulations. If an apprentice is not given the minimum off-the-job training time in paid work hours and it is not recorded, they cannot achieve their apprenticeship. Off-the-job hours are important as they should develop the apprentice's skills, knowledge and competence in their intelligence role.

Off-the-job training for Intelligence Analysts will include attending lectures, shadowing others, speaking with their university and workplace mentor, reading, employer training relevant to the course and completing apprenticeship work set.

The total number of off-the-job hours will be communicated on the training plan. It is not descriptive about when they are completed, as

long as they are within normal working hours.

Apprentices are required to meet all deadlines during the course or funding may be at risk.



How to apply

FUNDING APPROVAL

The employer must approve and ensure the apprenticeship can be funded. In some cases, i.e if the applicant is employed within a local authority, approval will need to be sought from the council following their specific processes. Once approved, the applicant should apply via The University of Buckingham website.

Once an offer has been made, the employer must complete a few steps to secure the funding for the apprenticeship.

FUNDING

If the employer is a non-levy payer or requires co-investment, funding will need to be reserved. If the employer is a levy payer with sufficient funds, the funds will not need to be reserved in advance.

Instructions on how to reserve funding can be found [here](#). This must be done by the employer before the apprentice can start (three months in advance of the start date at the earliest but at least three weeks before the start date). **Failure to reserve the funding successfully may result in a loss of funding for the course.**

The following information is needed to reserve the funding:

- The month the apprenticeship training will start
- The apprenticeship standard – Intelligence Analyst Level 4 (ST0516)

After a reservation has been made, it can be converted into a full apprenticeship record, or a commitment, by adding the chosen apprentice's details and being agreed upon by both the employer and provider – further guidance [here](#).

To link The University of Buckingham as the provider, the following **UKPRN number is required: 10007787**.

Once the apprentice's details have been entered (regardless of levy status) and they have been accepted onto the course, the University will be in touch to approve the entry. A member of the University staff will contact you to complete and guide you through the next stages, including signing: a contract, training plan, apprenticeship agreement, health and safety audit and workplace contact details. To secure funding, these documents must be completed and signed **ahead** of the apprenticeship start date.

Assistance is available throughout the process, by emailing apprenticeships@buckingham.ac.uk.

Myth buster

“APPRENTICESHIPS ARE ONLY FOR NEW EMPLOYEES”

Apprenticeships can be used to upskill and/or retrain employees of any age, including older workers or existing staff, as long as the apprenticeship is giving them new skills to enable them to achieve competence in their chosen occupation.

“APPRENTICESHIPS ARE ONLY FOR YOUNG PEOPLE (16-18)”

Apprenticeships are available to people of all ages; anyone over the age of 16 living in England can apply. There are different entry requirements depending on the industry, job role and apprenticeship level.

“20% OF OFF-THE-JOB TRAINING IS INFLEXIBLE: IT HAS TO INVOLVE ONE DAY OFF A WEEK, SPENT IN COLLEGE”

Off-the-job training does not have to involve one day a week spent in a college or university. It can be delivered in a way and place that suits you and the provider, allowing the apprentice to learn the new knowledge, skills and behaviours required. The style and timing of the learning is very varied – it could be a block of time in a residential setting or online learning to fit in with shifts.

“PROVIDERS HAVE TO ADVERTISE APPRENTICESHIP VACANCIES FOR EMPLOYERS”

Employers are free to advertise their own apprenticeship vacancies directly on their own websites, along with any other details including application processes. Employers do not have to advertise through providers. The University also encourages vacancies through the **‘Find an apprenticeship’** service (FAA), so that potential apprentices can find lots of vacancies all in one place. Employers are able to post their own vacancies on **‘Recruit an apprentice’** which will then be visible to potential applicants on FAA.





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