

Scotland Excel and Improvement Service

Business Analysis Programme: Part 1

Business Analysis Unit and Professional Development Award in Decision Making and Innovation (SCQF Levels 8 & 9)



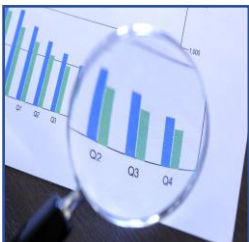
Scotland's councils are facing increasing demands for smarter, data-driven decision-making. This Business Analysis Programme is designed to equip council staff with practical, accredited skills to lead change, manage projects, and drive innovation.

This programme responds to a national shortage of business analysis expertise and is ideal for new or aspiring business analysts, or those whose current roles involve analysis and transformation.

Why Choose This Programme?

- Work-based learning tailored to local government
- Nationally accredited qualifications (SQA, CMI, CIPS)
- Flexible career pathway – from entry to strategic level
- Delivered by trusted public sector partners

What is a Business Analyst?



The term Business Analyst refers to a multitude of roles and specialisms. Its origins came from an IT role centred round the implementation of systems but the role has evolved over the last few decades to include business backgrounds and focuses on using tools and techniques to ensure change is implemented in a holistic approach.

Part 1: Business Analysis Programme	Credits	Location
Part 1 Analysing operations using business analysis tools (H66X 04)	5	Online
Part 2 PDA Decision making and innovation (G9CM 49)		
Decision making for managers (F5GG 36)	16	Online
Management: organisational innovation (J1BX 36)	8	Online

Course Dates

Attendance at all five workshops is required:

- 18 February 2026
- 04 March 2026
- 29 April 2026
- 06 May 2026
- 26 August 2026



Who Should Apply?

Council staff new to business analysis

Staff involved in service redesign, transformation, or project delivery.

Anyone seeking to formalise and grow their analysis skills

Cost Per Person

- **£813** – Scotland Excel local authority members
- **£895** – Associate members
- **£976** – Other public sector candidates



Course Format & Commitment

- Blended delivery: virtual workshops, online modules, and work-based projects
- Duration: ~8 months
- Total effort: ~305 hours (based on SCQF credit model)

Register Now – Limited Places Available

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