BCS Foundation Certificate in Business Analysis - 4 day Training

Duration: **4 Day**

BILGINC IT Academy
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The **BCS Foundation Certificate in Business Analysis** introduces learners to the essential principles, techniques, and responsibilities of the Business Analyst role. Business Analysts play a vital part in helping organisations deliver successful change by connecting business objectives, stakeholder needs, and technology solutions.

This four-day foundation course provides a practical introduction to Business Analysis through interactive discussions, real-world examples, and hands-on exercises based on a case study. Participants will gain an understanding of the tools, techniques, and best practices commonly used throughout the business analysis lifecycle while developing the confidence to apply them in workplace scenarios.

At the conclusion of the course, learners have the opportunity to take the official**BCS Business Analysis Foundation** multiple-choice examination. This internationally recognised certification forms the knowledge-based entry point to the **BCS International Diploma in Business Analysis** and provides an excellent foundation for further professional development.

Whether you are starting a career in Business Analysis or looking to broaden your understanding of business change initiatives, this course offers the practical knowledge and recognised certification needed to progress.

Prerequisites

There are no formal prerequisites for this course.

It is designed for individuals who are new to Business Analysis or anyone wishing to gain a clearer understanding of the Business Analyst role.

Learners with previous Business Analysis experience or those who have already completed modules within the BCS Diploma pathway may prefer the accelerated three-day version of this programme.

What You Will Learn

After completing this course, learners will be able to:

- Describe the core responsibilities, skills, and competencies required of a Business Analyst.
- Explain how business strategies are developed, analysed, and implemented.
- Apply a structured Business Analysis process model to support organisational change.
- Identify stakeholders, understand their perspectives, and manage stakeholder engagement effectively.
- Analyse and model business processes using recognised Business Analysis techniques.
- Elicit, analyse, validate, document, and manage business requirements.
- Explain the purpose and structure of a business case used to justify change initiatives and investment decisions.

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Training Outline

Day 1 – Introduction to Business Analysis

- Understanding the Business Analysis discipline
- The role and responsibilities of the Business Analyst
- Core skills and professional competencies
- Introduction to strategy analysis
- Business Analysis Process Model
- Investigation and information gathering techniques

Day 2 – Stakeholder and Process Analysis

- Advanced investigation techniques
- Stakeholder identification and analysis
- Stakeholder engagement and management
- Business process modelling
- Process improvement concepts

Day 3 – Solution Definition and Requirements Management

- Defining business solutions
- Developing business and financial cases
- Identifying business requirements
- Documenting requirements effectively
- Managing requirements throughout the project lifecycle

Day 4 – Requirements Modelling and Solution Delivery

- Requirements modelling techniques
- Delivering business requirements
- Supporting successful solution implementation
- Examination preparation and revision
- Course review and final assessment guidance

Examination

At the end of the course, participants may take the official:

BCS Business Analysis Foundation Examination

- Duration: **60 minutes**
- Format: **Multiple-choice examination**
- Certification: Internationally recognised BCS qualification

Key Benefits

- Build a strong foundation in Business Analysis principles and practices.

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- Gain practical experience with industry-recognised Business Analysis tools and techniques.
- Develop skills in stakeholder management, process analysis, and requirements engineering.
- Learn how Business Analysts contribute to successful business change initiatives.
- Prepare for the official BCS Foundation certification examination.
- Create a solid pathway towards the **BCS International Diploma in Business Analysis** and future career progression.