

The Positive Role of Training Adults in my Professional Development as a Business Analyst (BA)

Qualifications and Experience

I first became qualified to teach and assess adults in the UK at the very start of my career, and then subsequently updated the qualifications in 2012. The teaching qualification is Preparing to Teach in the Lifelong Learning Sector (PTTLS) and the assessing qualification, Certificate in Assessing Vocational Achievement (CAVA).

As well as the qualifications, I have experience teaching and assessing adults on vocational qualifications. I am also a qualified Teacher of English to Speakers of Foreign Languages (TESOL) and have taught English to adults.

In combination with the above, I have also completed comprehensive training on instructional design, as my last BA intensive role was working for a distance learning college on educational products and learner experience.

Transferable Skills

*The reason I am highlighting my qualifications and experiences in adult education is that there are clear transferable skills into the role of **business analyst**.*

- ✓ As a **BA** I am constantly working with adults and having to provide explanations and instructions within diverse teams. Often, I am required to explain complex subjects in ways that are easy for everyone to understand. I work with many different people, all unique, with their own learning needs and preferences.
- ✓ I often produce presentations and run workshops, facilitate meetings etc.
- ✓ I regularly need to be aware of legislation and regulations such as data protection, equality and diversity, inclusion, safeguarding, health and safety etc. all of which I learned about when training to teach.
- ✓ On a daily basis I am cross referencing work against requirements and standards – likewise assuring the quality of work.
- ✓ Working closely with others, I am often required to provide tactful, clear, constructive feedback.
- ✓ Depending on the project I may manage user testing sessions and focus groups.
- ✓ Business analysts face a constant stream of largely unpredictable challenges every day and they need to analyse situations and develop

solutions on the fly showing resourcefulness, flexibility and adaptability – as do teachers.

- ✓ Teaching, coaching, and mentoring adults develops various qualities relevant to team leading and management within BA teams.

I am certain that I am a much better **BA** for having completed PTTLS/CAVA/TESOL qualifications and courses on instructional design.

Thank you for your time and interest!

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