Accelerate People

Sample Scenario 2 Task

Accelerate People L3 EPA for Data Technician ST0795/V1.1

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Classification: Confidential

Version History		
Version	**Date Amended**	**Changes Made**
1.0	February 2026	Document created.

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Sample Scenario

This sample scenario demonstration is designed to familiarise you with the task you may encounter during your Data Technician scenario demonstration; while the layout and format of your live assessment is reflected in this scenario, the business context and task will differ. You may be given data sets that are in a different business domain to the one in which you normally work.

Completing this sample does not contribute to your end-point assessment grade.

Introduction

This is the scenario demonstration with questioning (assessment method 1) for your Data Technician end-point assessment (EPA).

The scenario demonstration with questioning gives you the chance to showcase how you work with data. You will complete the task independently while being observed by an independent assessor. They will ask you some questions during the demonstration, which form part of the assessment, but will do so in a way that is considerate of your focus and the time you have to complete the task.

You may ask questions about the scenario demonstration if you need clarification. The independent assessor will not be able to provide guidance on how to approach or carry out the tasks, but they can help ensure you understand what is being asked.

During the scenario demonstration you can use the internet or open-source artificial intelligence tools to follow instructions to complete tasks. Whilst you can use these tools to source information and guidance, they cannot be used to complete the tasks for you.

You have 90 minutes to complete the scenario demonstration, you can choose to end the assessment early; however, you must be confident that you have demonstrated competence against all the assessment requirements. The independent assessor can suggest continuing the assessment and will document any requests to end the assessment early.

Assessment Method Grading

The grades available for this assessment are fail, pass, or distinction, and these grades will be combined with the grades from your professional discussion (assessment method 2) to determine your overall grade of the EPA. We will provide the results of both assessment methods and the combined final grade at the end of the EPA process.

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Pass Criteria

- Explains different data element formats and how their selection can impact precision, analysis and communication.
- Demonstrates how to access and extract data as well as select and migrate data from identified sources.
- Demonstrate how to collate and format data in line with organisational standards and able to collect, format and save datasets whilst being able to summarise and explain their gathered data.
- Demonstrate how to combine data from multiple sources using tools to identify trends and is able to present these in an appropriate format and enable manipulation of data sets as required.
- Demonstrates how to audit data results to ensure accuracy, completeness, consistency, and traceability from original data. Understands how data analysis and querying tools can answer questions, solve problems and have the potential to use automation for repeated data manipulation.
- Demonstrates how to filter details by focusing on information relevant to the data tasks and purpose, while identifying faults and cleansing the data.
- Uses basic statistical methods to extract relevant information from both structured and unstructured data.
- Demonstrates the use of tools or methods that can or have been applied as prompts to research and evaluate data transformation techniques.

Distinction Criteria

- Demonstrates a comprehensive understanding of collating, formatting, and saving data in strict adherence to industry standards, while efficiently analysing, summarising, and explaining the gathered data in a highly organised, systematic, and precise manner.
- Identify how automation could be used for repeatable data manipulation to improve efficiency and accuracy.

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Sample Scenario 2 - Hotel Chain Performance

Business Context

Coastal Hotels Group operates four hotel properties across the region and needs to prepare a monthly performance report for the regional manager. The operations manager requires essential information about occupancy rates, guest satisfaction, and revenue performance to demonstrate business performance and identify improvement opportunities. This report format will be used monthly going forward.

You work in the Group's operations support team and have been asked to create this monthly summary using data collected from the booking system, guest feedback surveys, and revenue management system. The manager wants to see which properties are performing best, what room types are most popular, and when demand is highest so they can optimise pricing and staffing levels.

Your Task

Preparation Step: Before starting your data analysis, research online to find practical data transformation techniques that could be applied to this hotel data task. Document 2-3 techniques you find and explain which ones you plan to use for this analysis and why.

Create a simple monthly report showing:

1. Which hotel property achieved the highest occupancy rate this month.
2. What room types were most popular across all properties.
3. Which time periods show the highest demand for check-ins.
4. What was the overall guest satisfaction score and total revenue generated across all properties.
5. Based on your analysis, provide 2-3 evidence-based recommendations for performance improvements, considering pricing and staffing.

Present your findings in a clear summary with simple visualisations that the operations manager can present to the regional manager at their monthly review meeting.

Data Sources

File 1: room_bookings.csv

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File 2: guest_feedback.csv

File 3: revenue_performance.csv

File 4: properties_ref.csv

File 5: note_missing_data_hotel.png

Expected Deliverables

1. Research Documentation

- 2-3 data transformation techniques found through online research.
- Brief explanation of which techniques are appropriate for this scenario and why.

2. Data Quality Assessment

- Document any data issues found and how resolved.
- Note any missing or questionable values.

3. Clean Combined Data File

- One file with data from all sources.
- Remove any obvious duplicates.
- Fix simple formatting issues (like extra spaces).

4. Performance Analysis Report

- Visualisations showing property performance comparison.
- Trend analysis of usage patterns.
- Statistical summary of key metrics.

5. Business Recommendations

- Evidence-based suggestions for performance improvements.
- Pricing and staffing considerations.
- Implementation priorities.
- Note: The presentation of the business recommendations is not assessed, do not spend a lot of time on formatting the information – a simple text-based file is sufficient.

Suggested Time Allocation

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Timings are suggestions only and allow time for questions to be asked during the demonstration.

- Online research for data transformation techniques: 10 minutes.
- Open files and understand data: 10 minutes.
- Fix simple formatting issues: 20 minutes.
- Join data sources and do calculations: 30 minutes.
- Create visualisations and write summary: 20 minutes.

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