INCAP
INDIANA CAREER APPRENTICESHIP PATHWAY

FOR HIGH SCHOOLERS

TECH/IT

APPRENTICESHIP PROGRAM OCCUPATION PROFILE:

DATA ANALYTICS AND BUSINESS INTELLIGENCE ASSOCIATE

Data Analytics and Business Intelligence Associates help organizations make informed decisions by collecting, preparing, analyzing, and presenting data. They use spreadsheets, SQL, business intelligence tools, and approved AI tools to answer business questions, maintain reports, and communicate findings. The Data Analytics and Business Intelligence Associate apprenticeship offers a paid, hands-on path into many different data analytics roles.

This occupation is ideal for a student who:

- Likes classes that involve math and technology.
- Enjoys solving problems and finding patterns.
- Is interested in learning about databases and how businesses analyze information.

What is the average starting hourly wage for this apprenticeship?

The salary varies by employer, but the range for the typical starting wage in the first year is **$13-17/hour**. Apprentices are employees and fall under their employer's policies for benefits, performance reviews, and salary increases.

What do apprentices do during their apprenticeship?

The first year of the apprenticeship starts with training at an intercompany training center and job shadowing. As students gain skills and confidence, they will take on increasingly involved projects. Examples of tasks include:

- **11th grade:** Developing data literacy, understanding business needs, collecting and cleaning data, and using tools like SQL to report and analyze data.
- **12th grade:** Analyzing data for trends and anomalies, developing data dashboards and reports, understanding data governance, and responsibly using AI tools to accelerate work.

What are some of the skills students learn on the job?

- Data collection, cleaning, and preparation
- SQL and data querying
- Data analysis
- Data visualization and data storytelling
- Data quality, security, and privacy
- Applied AI

TYPICAL SCHEDULE

What year in school do students begin this apprenticeship?

11th grade

How long does this apprenticeship last?

Two years (year-round)

How many days each week do students participate in the apprenticeship?

11th grade: Three days/week — one in an intercompany training center, two with their employer

Summer after 11th grade: Five days/week with their employer

12th grade: Four days/week — one in an intercompany training center, three with their employer

Summer after 12th grade: Five days/week with their employer

What hours do students work during their apprenticeship?

Employers and apprentices work together to identify individual schedules. However, apprentices should expect to spend full eight-hour days with their employer.

What classes do students take at their high school to complete this apprenticeship?

Students are not required to take specific courses at their high school because all coursework will be taught to apprentices during their time at the intercompany training center. However, students are encouraged to take related classes if available at their school (examples include data-focused mathematics, computer science, and business courses). The only requirement for students is that their school schedule allows them to leave the school building to work while still completing the classes they need to graduate.

What credential does a student receive when they complete this apprenticeship?

Through this apprenticeship, students will meet the key requirements for Indiana's new Employment Honors Plus diploma seal: completing at least 650 hours of work-based learning and earning an INCAP credential, which is recognized by the Indiana Department of Education as a Credential of Value. The diploma seal and the INCAP credential will be recognized by businesses as indicators of industry experience, and the INCAP credential may count toward college credit in a related degree program. Students may also earn industry-recognized certifications during this apprenticeship, such as CompTIA Data+, Microsoft Power BI Data Analyst Associate, or Tableau Desktop Specialist.

If a student chooses to continue working after their apprenticeship, what jobs are they qualified for?

This program prepares an apprentice to be hired immediately into a position a step above many entry-level Tech/IT roles. Current examples include:

- Data Analytics and Business Intelligence Associate
- Junior Data Analyst
- Junior Business Intelligence Analyst
- Reporting Analyst
- Data Operations Associate
- Analytics Support Specialist
- Junior Power BI/Tableau Analyst