

Introduction to Data Skills – SQA NQ Data Skills SCQF 3

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| What? | <p>The purpose of the course is to help learners to gain and develop essential digital and data skills by using a range of digital devices, software applications and tools safely and securely. Nowadays these core IT and data skills are crucial for further learning, life and work. The focus of the course is to equip the participants with the fundamental skills in Microsoft Excel and basic knowledge around data, however, it also encourages learners to develop self-management skills, social intelligence and innovation. It is suitable for all learners.</p> <p>Topics covered in the academic year 2025/2026 included:</p> <ul style="list-style-type: none"> • Intro: uses of data in daily life and media, OneDrive, conducting basic internet searches, screenshotting tools. • Introduction to Excel & data theory: types of data, 5 steps of data analysis, visualizing data. • Summarizing data. • Basics of cybersecurity (e.g. passwords, password managers, firewalls, VPNs). <p>Please note that the course content might be updated for the upcoming semester.</p> | |
| When? | <p>Wednesdays from 10:00 am to 12:30 pm, 12th Aug 2026 to 21st Oct 2026</p> <p>Depending on individual skills and pace of work, this course may require up to 5 hours p/w of self-directed study to allow completing any assignments unfinished during class hours. Please note that the delivery details (e.g. delivery day, timings, mode, or length) are subject to change in the event of any unforeseen circumstances.</p> | |
| How to apply? | <p>To apply, please fill out the online form: https://forms.office.com/e/CtArg39CH6</p> <p>Successful applicants will be invited to short interviews, to further ensure the course is suitable to their needs and existing skills.</p> | |
| Where? | <p>Access to Industry, 156 Cowgate, EH1 1RP – in person delivery.</p> | |
| Progression options | <p>On completion of this course participants will be able to move onto a range of courses, including:</p> <ul style="list-style-type: none"> • Developing Your Data Skills (SQA Data Skills SCQF 4) • Access to Industry’s IT course (SQA ICT Core Skills SCQF 4/5) | |
| Support | <p>Prior to the course start all participants will be required to register for Access to Industry Access Data programme, which will give them access to a dedicated Access Data caseworker to help with any issues they may face in or out of the course. Our caseworkers also provide wider employability support (e.g. CV creation and tailoring, help with job applications and writing supporting statements, interview preparation, and more).</p> <p>Access to Industry can provide Day Saver tickets to all students commuting to the course using Lothian Buses.</p> | |
| Fees | <p>The course is fully funded, but eligibility criteria apply (see below).</p> | |
| Eligibility | <p>Essential criteria – must tick all:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Unemployed <input type="checkbox"/> 20+ years old <input type="checkbox"/> Lives in Edinburgh (EH1 to EH17 & EH28 to EH30) <input type="checkbox"/> Wants to move into education or employment related to IT or data | <p>Additional criteria – must tick at least one:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Minority ethnic background <input type="checkbox"/> Over 50 years old <input type="checkbox"/> Long-term health issues, including mental health <input type="checkbox"/> Part of a family that has: a lone parent, a disabled adult or child; a mother aged under 25; a child under one; 3 or more children |
| Entry Requirements | <p>Basic use of IT (turning a PC on/off; using an internet browser such as Chrome, Edge or other; accessing and opening folders & files; sending and receiving emails). Some basic familiarity with any of the MS Office software (including old versions).</p> <p>Our tutors are dedicated to making the course as accessible as possible for students whose first language is not English. However, all participants should be comfortable studying in English with no additional language support. No formal certification is required but language skills will be assessed during a course interview.</p> | |