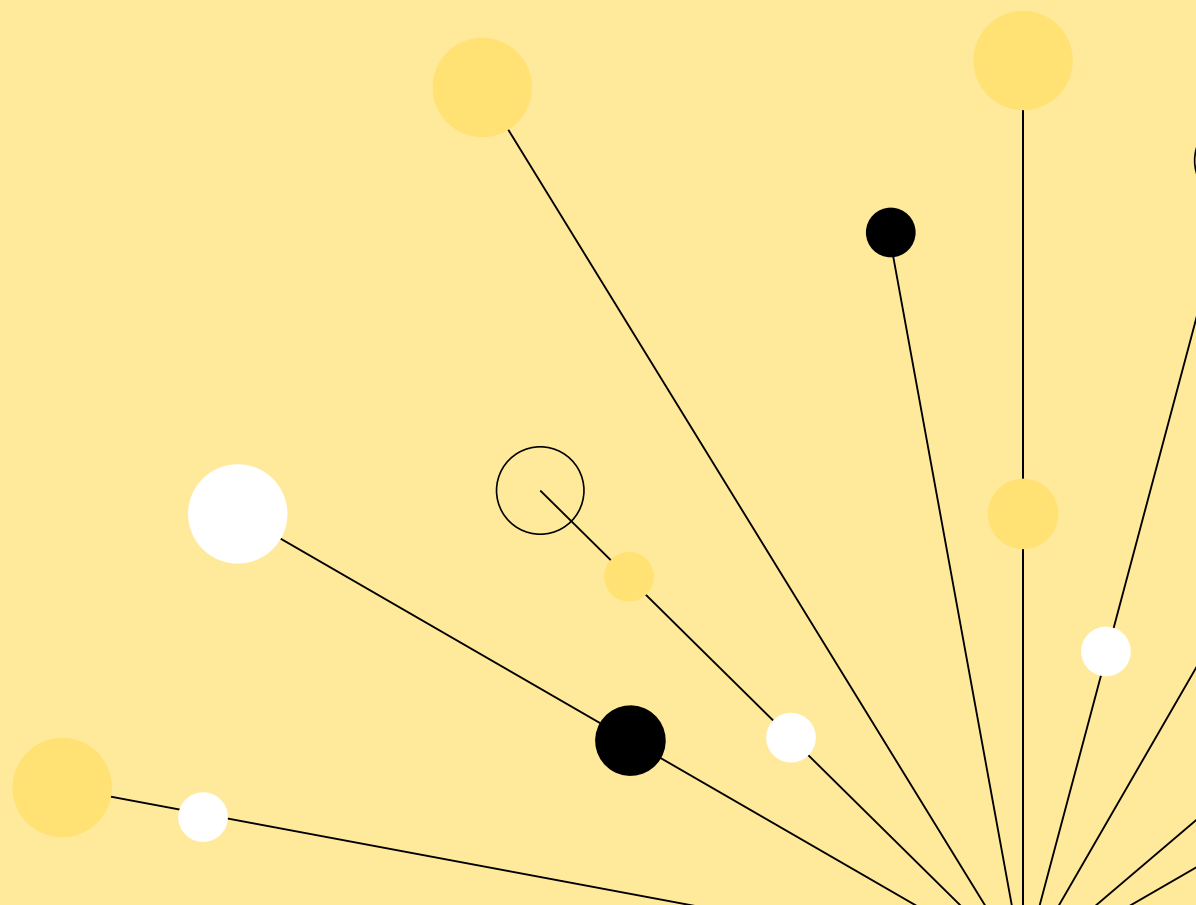


# Data Essentials

Level 3 Apprenticeship

Programme Guide





## Why QA?

Endorsed by 4,000+ global clients, we are the leader in applied and cohort-based learning academies.

Today's biggest technological shifts are shaped by AI, cloud, and data.

In every technology revolution, there are winners and losers – and teams with applied skills make all the difference. We believe you can't change an organisation unless you change the capabilities of its people and ensure human and machine intelligence work together.

### Success in numbers:

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**35+**

Years of training experience

**1,000+**

AI, cloud & coding hands-on labs

**40,000+**

Careers launched & accelerated

**£500M+**

Levy spend invested

**24 hours**

Feedback time for submissions

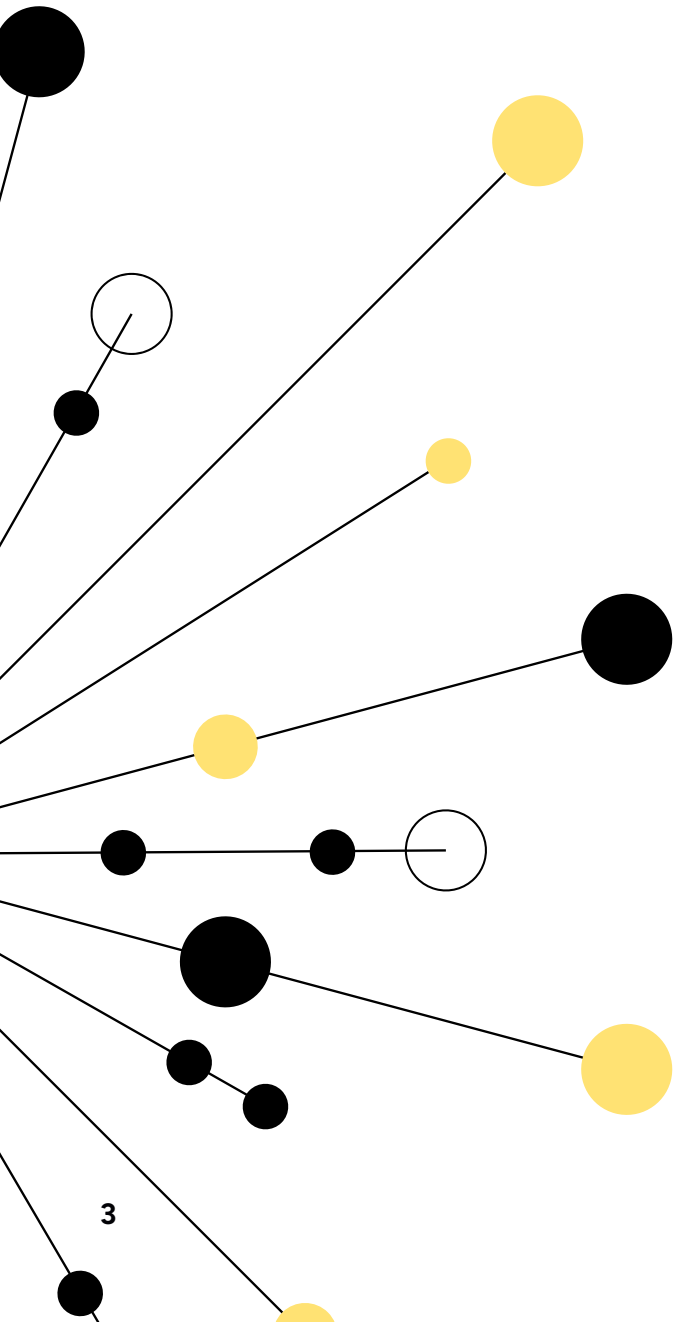
**<1 minute**

Response time to learner queries



**Ready to explore how QA can support you?**

Let's dive in!



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# Creating Change

Data literacy is the foundation for lasting business success.

This programme equips your organisation with core skills to securely navigate and analyse data, craft narratives, present findings to stakeholders, and inform business decisions.

Our apprenticeships drive business results by empowering organisations to apply skills consistently at speed and scale.



## Data citizen to data specialist

Accelerate fluency in data literacy skills

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## Empower your data community

Graduate from a cost-centre to profit-centre

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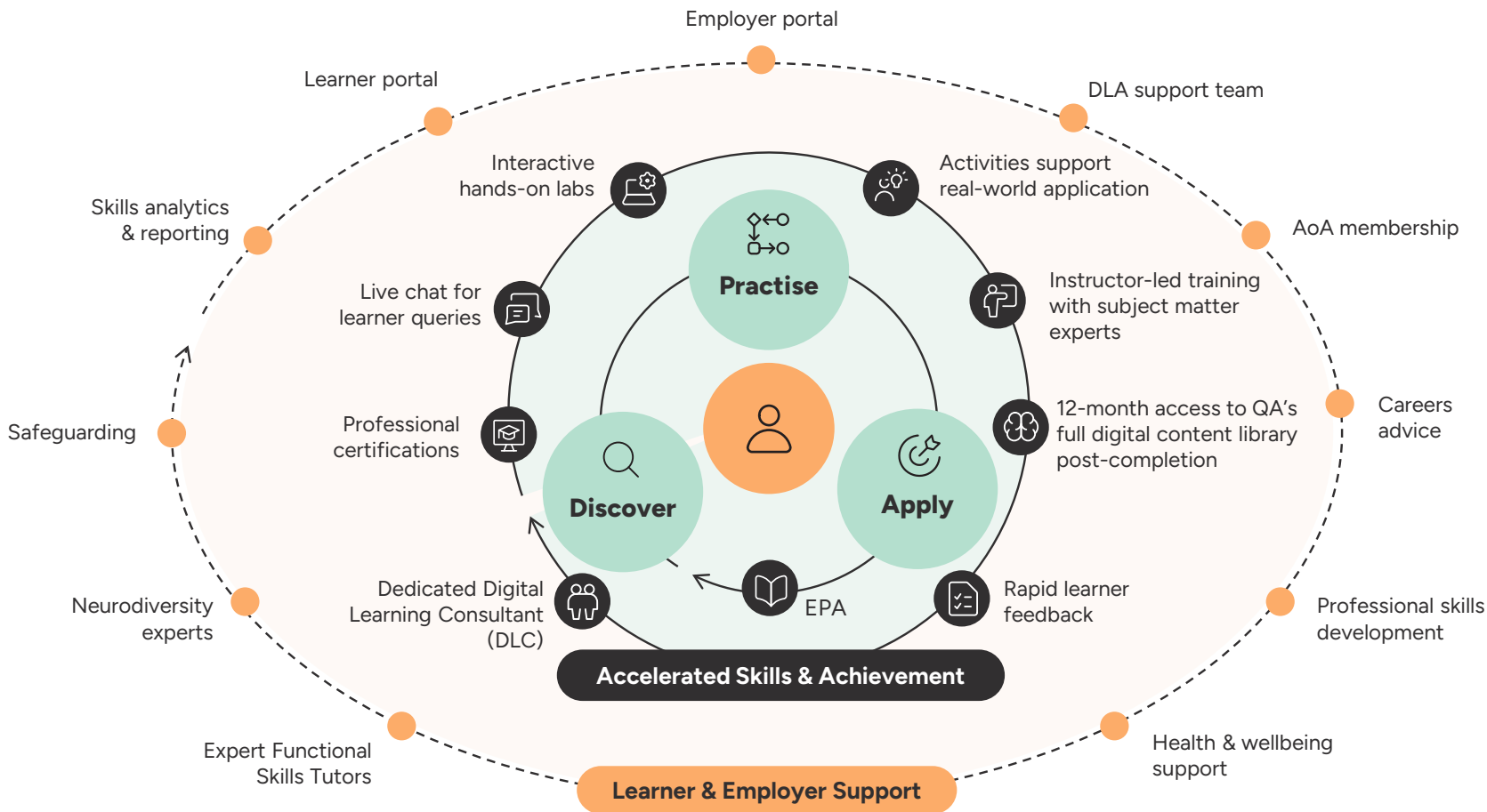


## Unlock time and cost savings

Stem revenue loss by capturing missed insights

# Digital by Design

Our market-leading approach accelerates skill development and achievement through our **Discover, Practise, Apply** methodology, ensuring that both learners and employers are fully supported throughout their programme.



## Discover

Leveraging QA's learning platform, learners follow a development path focused on their job role.



## Practise

Learners come together for instructor-led training sessions, practising their skills through hands-on labs and sandboxes in a safe environment while collaborating with peers.



## Apply

These practiced learnings are applied on the job through work-based activities at key and sequenced stages, fully supported and reviewed by the specialist DLC team.

# Programme Overview



**Details of standard:** [Data Technician](#)



**Total cost:** £12,000



**Programme duration:** 17 months



**Live instructor sessions:** 14 days

Delivered in collaboration with our strategic vendor partner:

 **Microsoft**  
Solutions Partner  
Microsoft Cloud

Training Services

Experience QA's self-paced learning platform with interactive labs and configurable learning.



Data Mindset



Data to Insight



Improving Data Quality



Statistics for Decision-Making



Storytelling and Visualisation

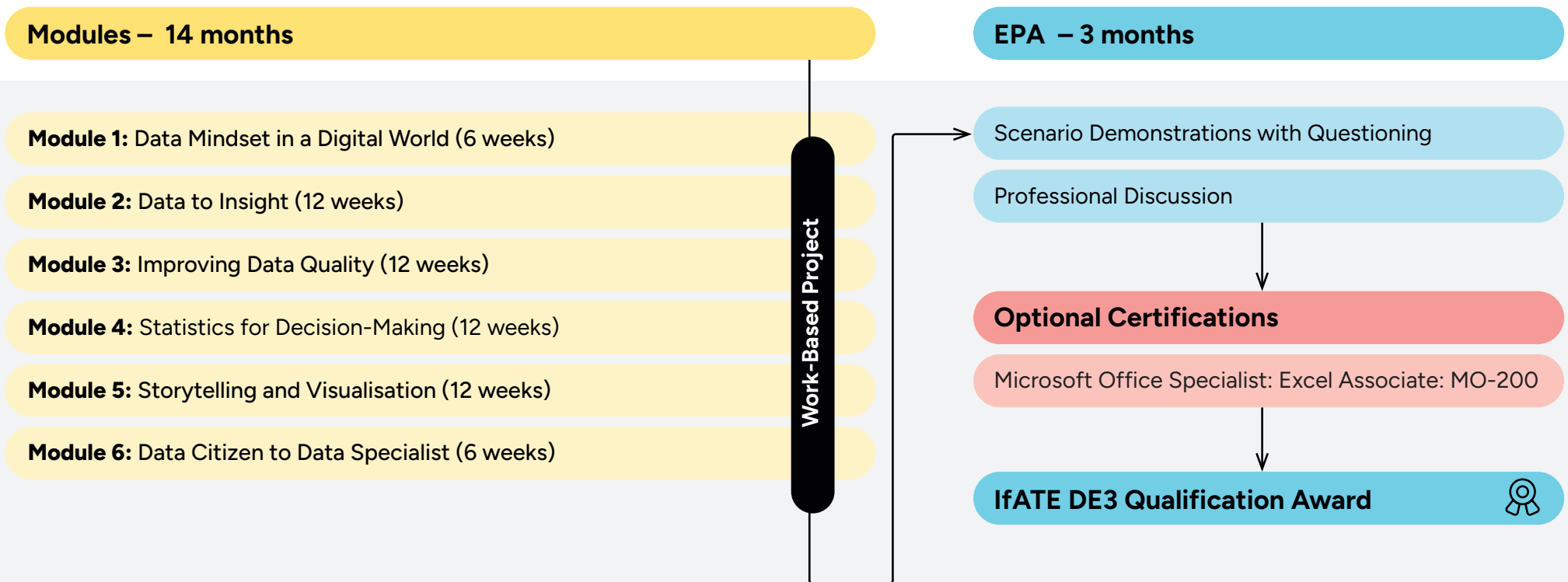


Data Citizen to Data Specialist

# Learner Journey

The Data Essentials programme integrates live and online workshops with self-paced learning, employing a guided discovery approach for individual learner contexts.

Learners are assigned a Digital Learning Consultant (DLC) for personalised coaching and support. These specialists ensure their successful progress, wellbeing, and readiness for assessments.





# Modules

Following each module, learners apply their newly acquired knowledge and skills to ongoing work projects.

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## 01

### **Module 1:** Data Mindset in a Digital World

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Explores the transformative power of data in shaping digital ecosystems and driving the modern economy.

Offers an in-depth overview of data fundamentals – from legal and ethical considerations, data types, performance metrics, data management techniques, and Excel skills.

#### **Topics:**

- The Digital Landscape
- Data Types & Formats
- Data Architecture & Platforms
- Accessing, Extracting & Sourcing Data
- Data Migration
- Data Legislation, Protection & Security
- Excel Fundamentals

**Live Instructor Sessions:** 2 Days



# 02

## **Module 2:** Data to Insight

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Enhances proficiency in analysing diverse datasets and communicating insights through real-world scenarios.

### **Topics:**

- Value of Data to Business
- Data Types, Structure & Patterns
- Importance of Data Formats
- Collate, Format & Save Data
- Data Manipulation & Effective Filtering
- Blending Data
- Identifying Trends
- Excel Formulas & Power Queries

**Live Instructor Sessions:** 3 Days

# 03

## **Module 3:** Improving Data Quality

---

Examines data legislation, security, and ethics to safeguard sensitive information and ensure lawful handling practices throughout the data lifecycle.

### **Topics:**

- Data Quality Issues
- Validating & Ensuring Data Accuracy
- Interpreting & Translating Data Meaning
- Legal, Regulatory, & Ethical Requirements
- Good Data Management & Data Sharing

**Live Instructor Sessions:** 2 Days

# 04

## **Module 4:** Statistics for Decision-Making

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Engages in the application of statistical techniques to drive strategic decisions, covers insights into algorithms and key metrics.

### **Topics:**

- Evidence-Based Decision-Making
- Value of Data & Emerging Technologies
- Data Accessibility
- Algorithms & Statistical Methods
- Use of Statistics in Business
- Data Modelling & Normalising Data
- Decision-Making
- Excel for Structured & Unstructured Data

**Live Instructor Sessions:** 3 Days

# 05

## Module 5: Storytelling and Visualisation

Explores crafting compelling data narratives, tailoring insights to audiences, and selecting the right medium for storytelling.

### Topics:

- Communication Methods
- Data for Audiences
- Storytelling & Narrative
- Data Visualisation
- Introduction to Power BI
- Presentation Tools
- Technical Documentation
- Collaborative Technologies

**Live Instructor Sessions:** 2 Days

# 06

## Module 6: Data Citizen to Data Specialist

Focuses on the future of data and emerging technologies to support global growth and personal development.

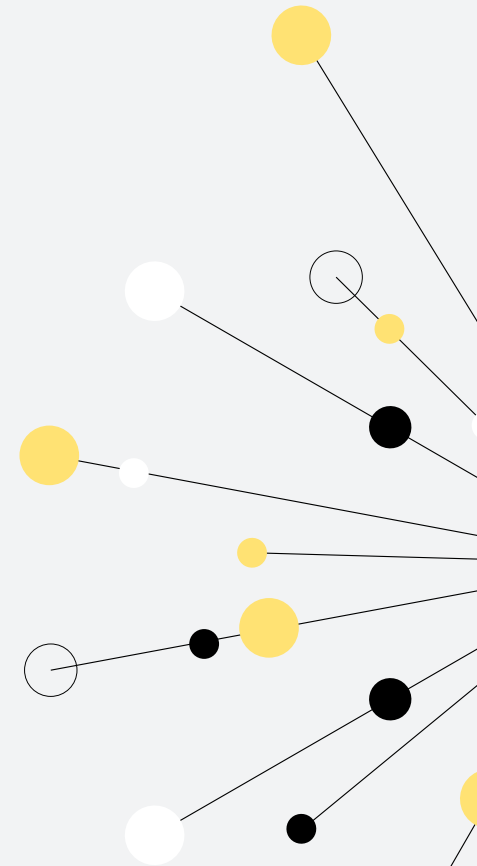
### Topics:

- The Future of Data
- Introduction to AI Tools
- Professional Development & Next Steps
- EPA Preparation: Scenario Demonstration

**Live Instructor Sessions:** 2 Days

# Tools and Technologies

## Microsoft Excel Power BI



# End-Point-Assessment

We ensure all learners are fully prepared for their End-Point-Assessment (EPA) through our internal gateway process, maximising their success rates.

## Assessment criteria:

### 01

#### Knowledge

Ability to convey knowledge effectively.

### 02

#### Skills

Demonstrate practical skills with confidence.

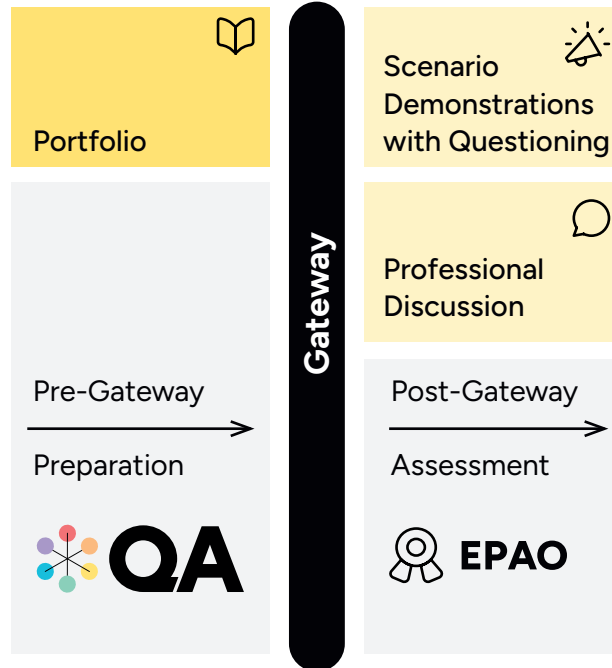
### 03

#### Behaviour

Exhibit professional workplace behaviour.

Explore the detailed assessment criteria within the **Data Technician standard**.

## EPA process:



### Scenario Demonstrations with Questioning:


Complete two scenarios, supplemented by Q&As to explain reasoning.

**Professional Discussion:** Engage in a formal two-way conversation to showcase knowledge, skills, and behaviours.



# Ready to partner with us?

## Let's talk:

 0113 220 7150

 [qa.com/contact](https://qa.com/contact)

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