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|  | **Introduction to Digital and Data Skills (SCQF 3)** |
| **What?** | **SQA Digital Literacy – SCQF 3 (J3H6 43)**  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 course also encourages learners to develop self-management skills, social intelligence and innovation. It is suitable for all learners. The course will be delivered by an Edinburgh College lecturer. |
| **When?** | **Mondays from 9:30 am to 12:30 pm over 8 weeks, from 21st February to 25th April 2022.** |
| **How to apply?** | Complete the attached form and return it to [MagdaGucman@accesstoindustry.co.uk](mailto:MagdaGucman@accesstoindustry.co.uk) or call Magda Gucman on 07809 555 709 to apply by phone.  Successful applicants will be invited to interviews. As a part of our interview process we will support applicants in filling out an online application form provided by the Edinburgh College. |
| **Where?** | Access to Industry, 156 Cowgate, EH1 1RP – in person delivery. |
| **Progression options** | On completion of this course participants will be able to move onto a range of courses, including:   * Develop Your Data Skills course with Access to Industry & Edinburgh College (SCQF 4) * Access to Industry IT course, potentially leading to achieving ICT Core Skills and European Computer Driving Licence |
| **Support** | Prior to the course start all participants will be asked 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.  Access to Industry can provide Day Saver tickets to all students commuting to the course using Lothian Buses. |
| **Fees** | The course is **FREE** but eligibility criteria apply (see below). |
| **Benefits** | As the course is under 16 hours a week, it should not affect benefit entitlement. |
| **Eligibility** | The course is available to those meeting our Access Data project criteria. Access Data is made for **parents, or those with parental responsibilities, living in the City of Edinburgh,** who are either **unemployed** **or on low income**, and find themselves in one or more of the groups listed below:   * They are disabled or have a disabled child * They are from a minority ethnic background * They are a lone parent * They have 3 or more children * They have a child below 1 year of age * They are below 25 years of age   If you are unsure, please contact Magda Gucman at [MagdaGucman@accesstoindustry.co.uk](mailto:MagdaGucman@accesstoindustry.co.uk) or 07809 555 709 for further information. |

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