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|  | **Introduction to Digital and Data Skills (SCQF 3)** |
| **What?** | **SQA Data Skills – SCQF 3**  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. |
| **When?** | **Mondays from 10:00 am to 1:00 pm over 9 weeks** (college holidays excluded – college calendar [here](https://www.edinburghcollege.ac.uk/information-and-advice/college-calendar)), **starting 29th January 2024 to 15th April 2024.** |
| **How to apply?** | To apply, please fill out the online form: <https://forms.office.com/e/CtArg39CH6>  Successful applicants will be invited to short interviews, to further ensure the course is suitable to their needs and existing skills. |
| **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 (Data Skills SCQF 4) * Access to Industry’s IT course (ICT Core Skills SCQF 4/5) |
| **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). |
| **Eligibility** | Essential criteria – must tick all:  ☐ Unemployed or on a low income (normally below £18,000 pa)  ☐ Lives in Edinburgh (EH1 to EH17 & EH28 to EH30)  ☐ Wants to move into education, training or employment related to IT or data  Additional criteria – must tick at least one:  ☐ Has a disability or a learning difficulty (e.g. dyslexia, ADHD, autism spectrum etc.)  ☐ A woman  ☐ Armed Forces Veteran  ☐ Minority ethnic background  ☐ Has parental responsibilities |
| **Entry Requirements** | 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) would be advantageous but is not required.  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. |