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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 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 29th August to 31st October 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 (SQA Data Skills 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). |
| **Eligibility** | Access Data is for those **living in Edinburgh** who are **unemployed or on a low income**, want to move into education, training or employment that is **related to IT or Data**, and belong to at least one of the following groups:   * have a disability or learning difficulty, * are a woman, * are an Armed Forces veteran, * are from a minority ethnic background, * have parental responsibilities.   There are no formal entry requirements for the course apart from satisfying the above eligibility criteria.  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 an interview.  If you are unsure whether you are eligible, 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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