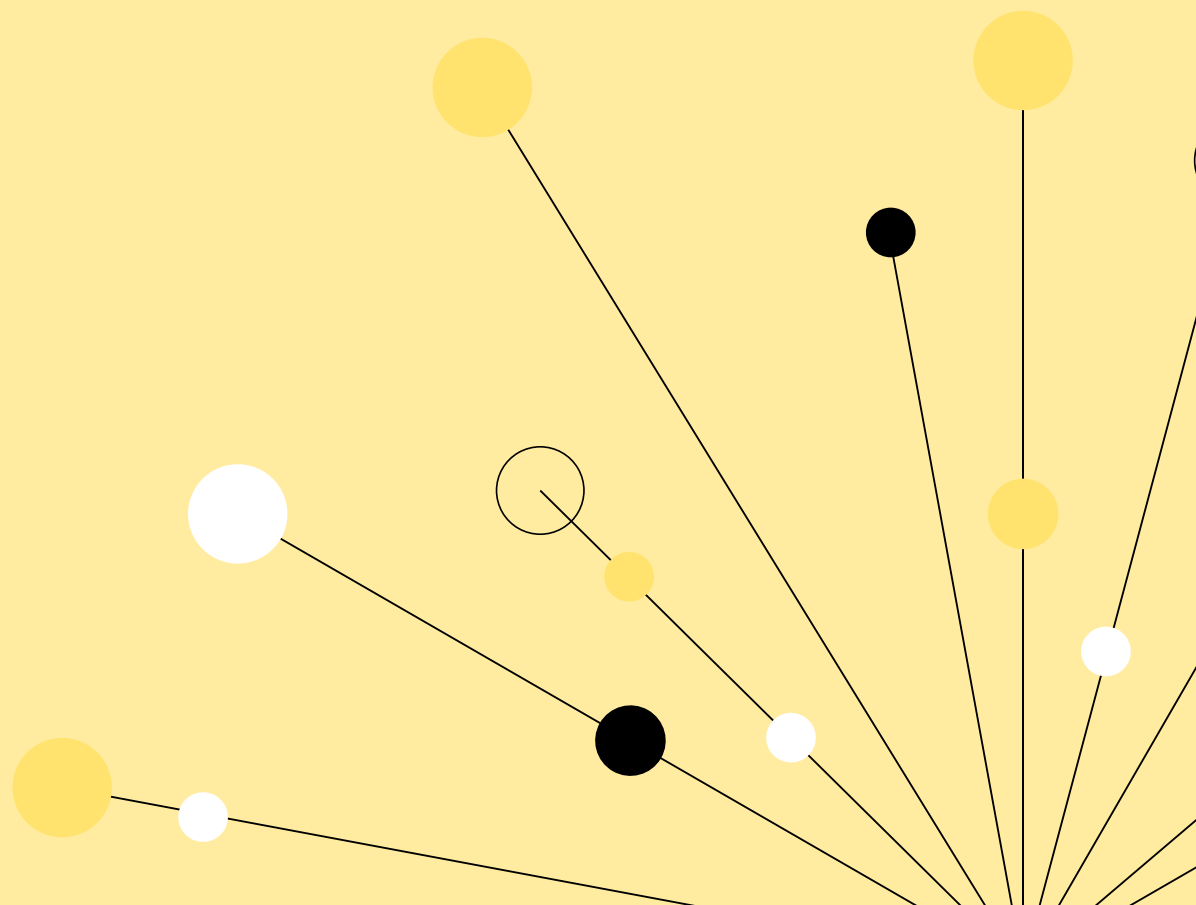


Data Essentials

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:

40+

Years of training
experience

1,000+

AI, cloud & coding
hands-on labs

50,000+

Careers launched
& accelerated

£500m+

Levy funds
invested

24 hours

Feedback time for
submissions

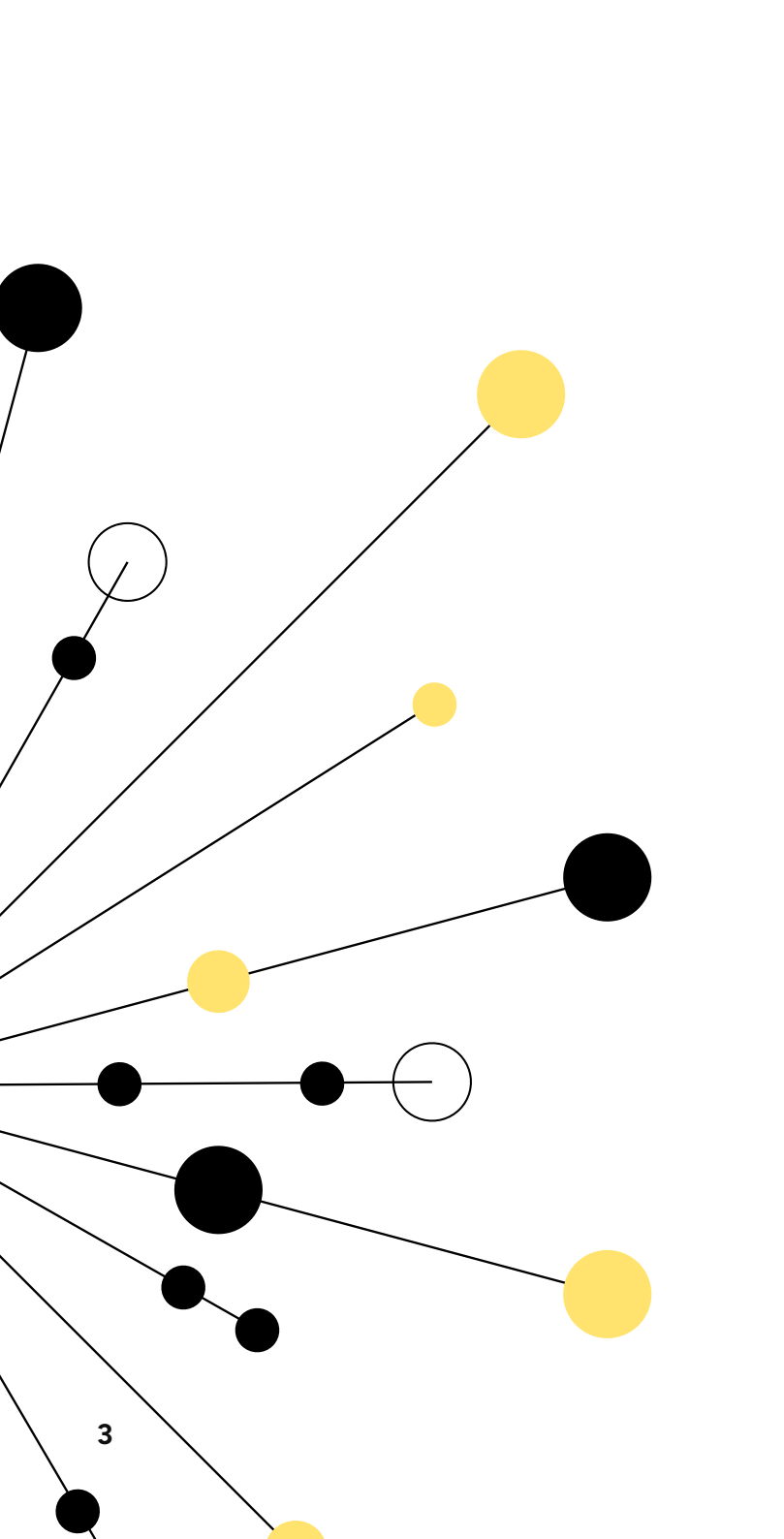
<1 minute

Response time to
learner queries



Ready to explore how QA can support you?

Let's dive in!



Contents

Creating Change	04
Digital by Design	05
Programme Overview	06
Learner Journey	07
Modules	08
Tools and Technologies	10
End-Point-Assessment	11

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.



Empower your data community

Graduate from a cost-centre to profit-centre.

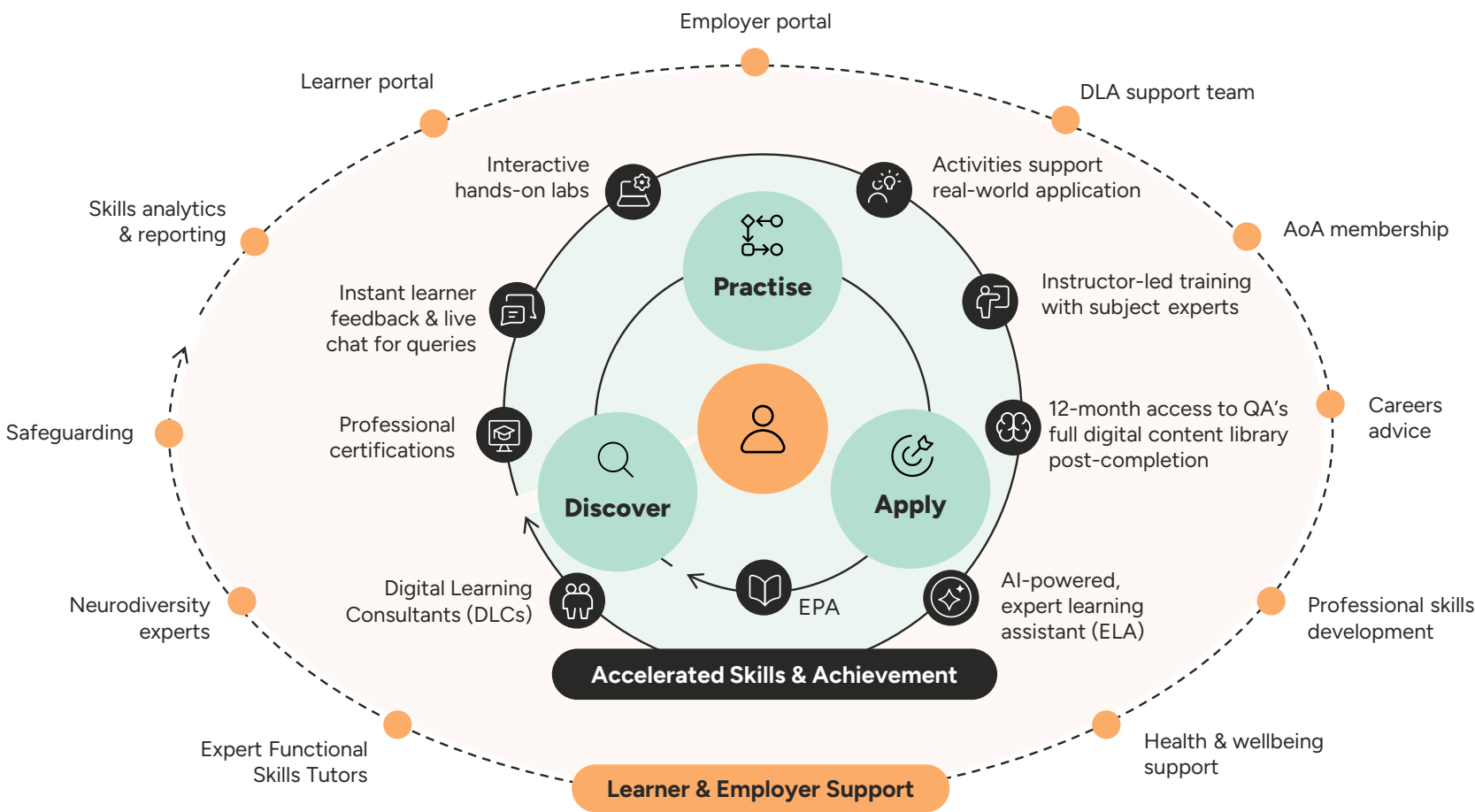


Unlock time and cost savings

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 join instructor-led sessions, practise skills in hands-on, risk-free labs, and collaborate with peers.



Apply

Learnings are applied on the job through work-based activities at key stages, supported and reviewed by specialist DLCs.

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 – 14 months

Module 1: Data Mindset in a Digital World (6 weeks)

Module 2: Data to Insight (12 weeks)

Module 3: Improving Data Quality (12 weeks)

Module 4: Statistics for Decision-Making (12 weeks)

Module 5: Storytelling and Visualisation (12 weeks)

Module 6: Data Citizen to Data Specialist (6 weeks)

Work-Based Project

EPA – 3 months

Scenario Demonstrations with Questioning

Professional Discussion

Optional Certifications

Microsoft Certified: Power Platform Fundamentals: PL-900

IfATE DE3 Qualification Award





Modules

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

01

Module 1:

Data Mindset in a Digital World

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

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

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.

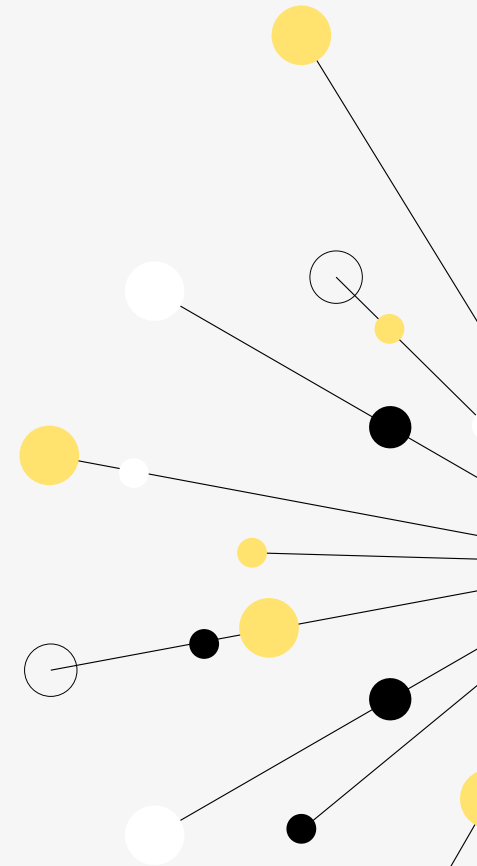
Topics:

- 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.

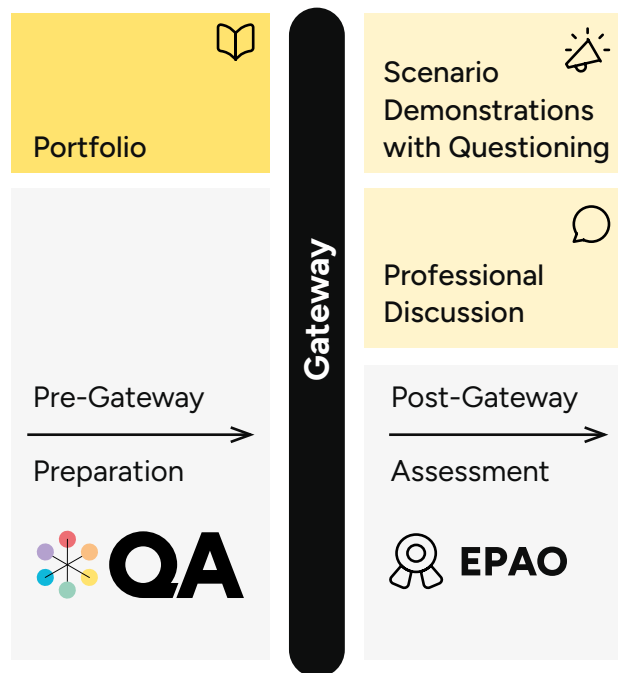
03

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



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