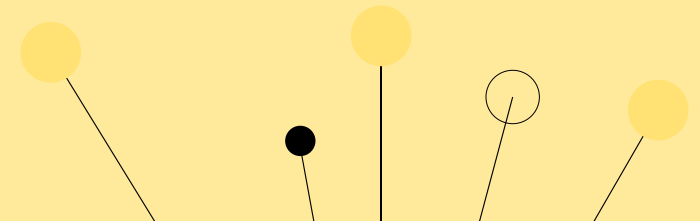# Data Essentials

Level 3 Apprenticeship

Programme Guide

Sky closed cohort only.

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:

35+
Years of training experience

1,000+
AI, cloud & coding hands-on labs

40,000+
Careers launched & accelerated

£500M+
Levy spend invested

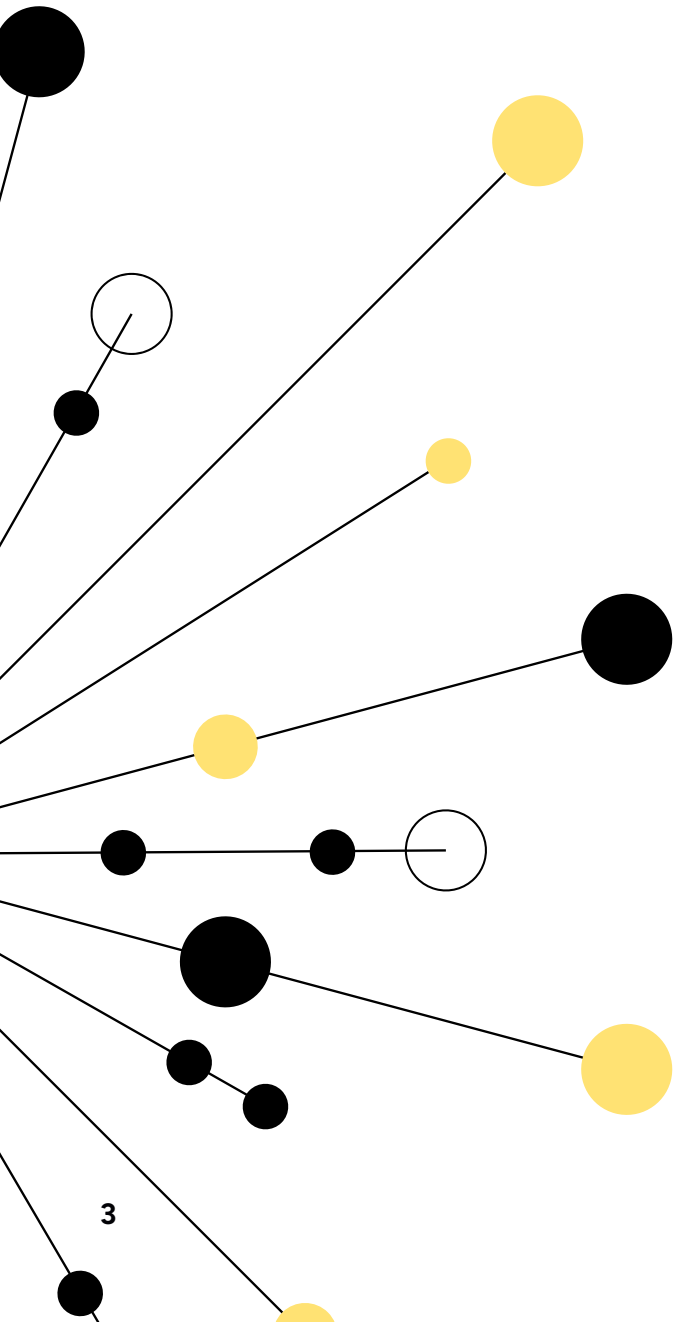**24 hours**
Feedback time for submissions

<1 minute
Response time to learner queries

Ready to explore how QA can support you?
Let's dive in!

Contents

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
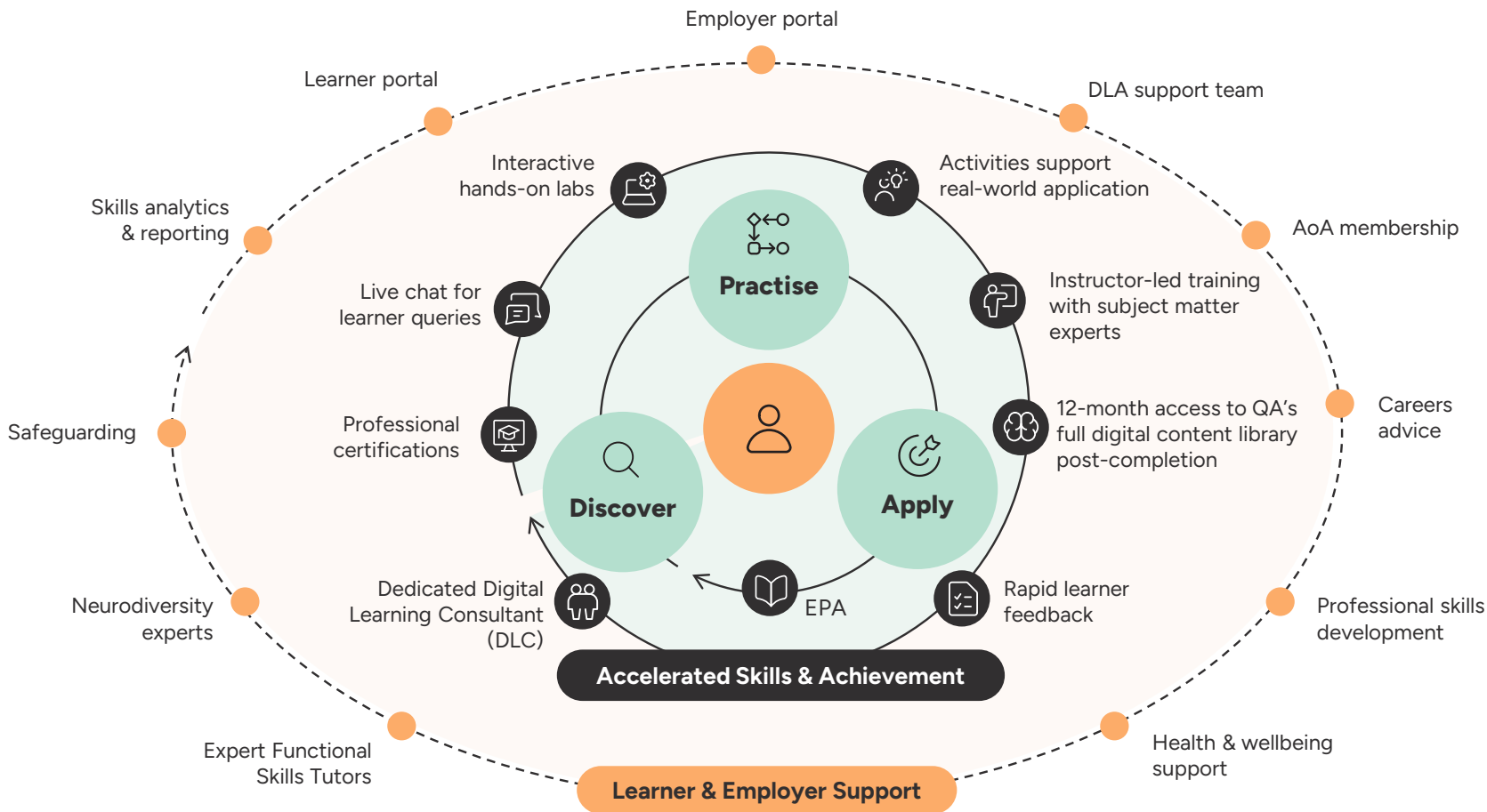
Graduate from a cost-centre to profit-centre

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.

Employer portal

Learner portal

DLA support team

Skills analytics & reporting

Interactive hands-on labs

Activities support real-world application

AoA membership

Live chat for learner queries

Practise

Instructor-led training with subject matter experts

Professional certifications

Discover

Apply

12-month access to QA's full digital content library post-completion

Careers advice

Safeguarding

Dedicated Digital Learning Consultant (DLC)

EPA

Rapid learner feedback

Professional skills development

Neurodiversity experts

Accelerated Skills & Achievement

Expert Functional Skills Tutors

Health & wellbeing support

Learner & Employer Support

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.

5

Programme Overview

Details of standard: Data Technician

Total cost: £12,000

Programme duration: 17 months

Live instructor sessions: 14 days

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

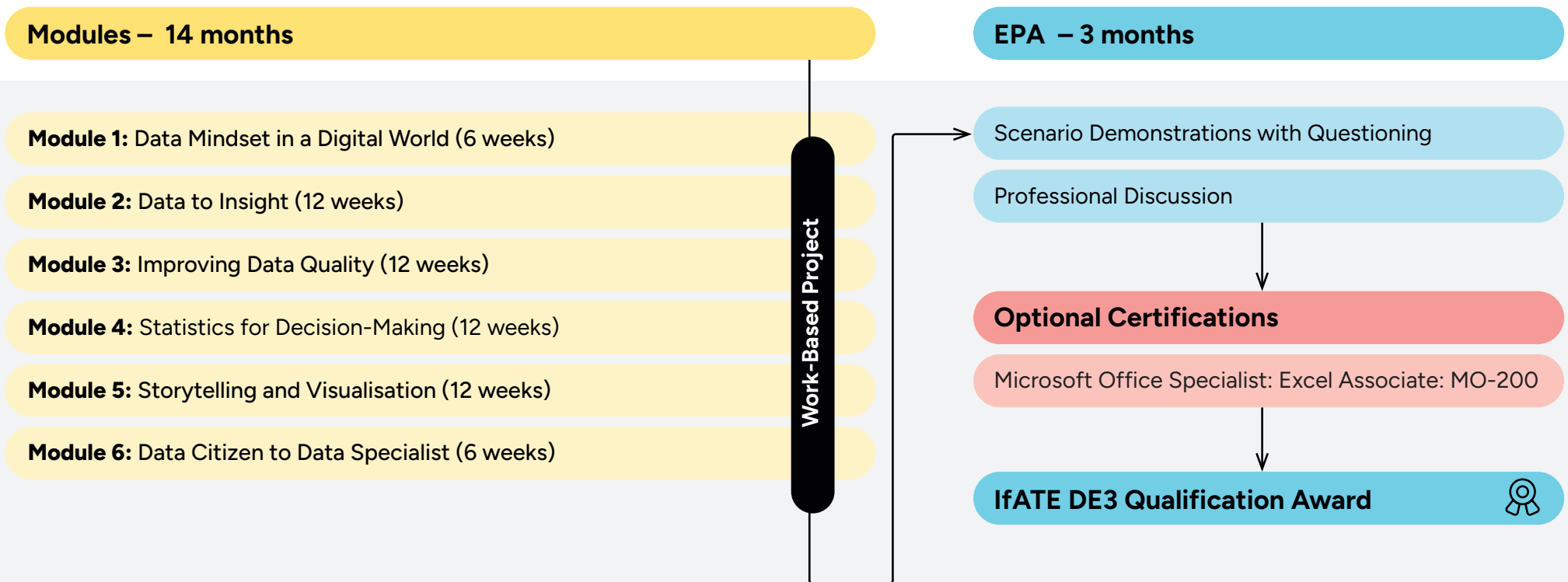| Data Mindset | Data to Insight | Improving Data Quality | Statistics for Decision-Making | Storytelling and Visualisation | Data Citizen to Data Specialist |

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 Office Specialist: Excel Associate: MO-200

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 Tableau
- Presentation Tools
- Technical Documentation
- Collaborative Technologies

Live Instructor Sessions: 2 Days

06

Module 6:
Data Citizen to Data Specialist

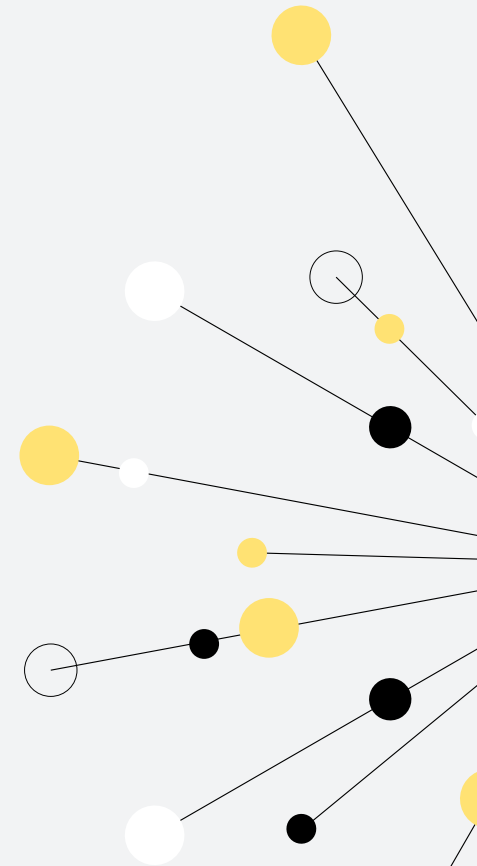Focuses on the future of data and emerging technologies to support global growth and personal development.

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

Tableau

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.

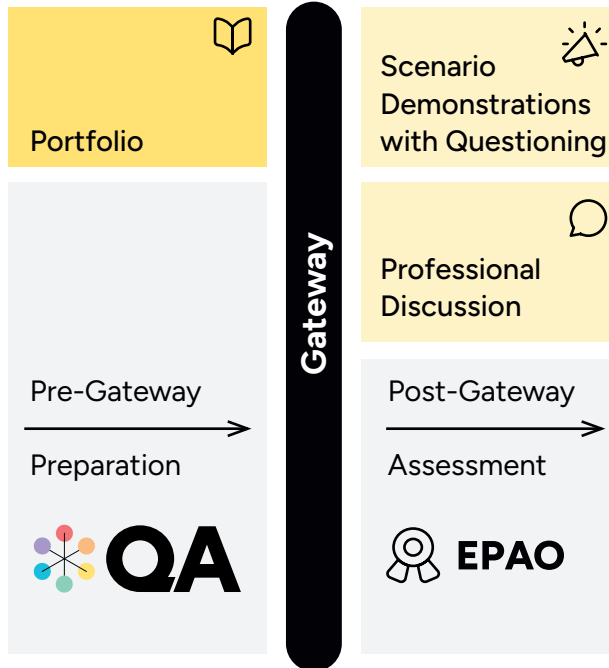## 02

Skills
Demonstrate practical skills with confidence.

03

Behaviour
Exhibit professional workplace behaviour.

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

EPA process:

Portfolio

Scenario Demonstrations with Questioning

Professional Discussion

Gateway

Pre-Gateway
Preparation

QA

Post-Gateway
Assessment

EPAO

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