

# FREE DIGITAL DATA SKILLS TRAINING FOR YOUR BUSINESS

PART OF THE DfE SKILLS BOOTCAMP

In an ever-increasing world of remote working and a reliance on digital technology, Babington is committed to *Developing Better Futures* by helping your employees adapt, change and thrive in revolutionised and modern workplaces.

These DfE Skills Bootcamps in **Analysing Data** are part of the Government's Lifetime Skills Guarantee and Plan for Jobs; designed to sustain business growth and productivity, by digitally upskilling employees in a bid to support job retention and increase productivity.

Whether it be sales, marketing, operations, finance or customer care, this Skills Bootcamp will instil the principles and working practices of data analysis and storytelling.



# WHAT IS THE SKILLS BOOTCAMP IN ANALYSING DATA AND WHO IS SUITABLE?

This pilot scheme is being rolled out to help businesses nationally access training that will upskill their employees in the use of digital technology, and is suitable for:

- Those who need to reskill to meet the current economic demands of a digitally changing environment.
- Individuals you may have identified as needing clarity in how to present stories with their data.
- Team members that are required to become data literate in their role, helping them understand and use data in making actionable insights.
- Organisations experiencing significant changes in resources, due to the impact of Covid 19, who are looking for a skilled workforce that can adapt to those changes.
- Organisations needing to enhance their workforces in order to stay relevant in an ever-growing digital marketplace.

Employers wishing to access Skills Bootcamps will need to contribute 30% of the costs with the remainder fully funded.



“Sarah is 28 and works in marketing for a large, corporate client. Over the last two years she’s increasingly had to use data to present findings and make recommendations to the business. She is IT savvy but has no formal data qualifications and as such, struggles to identify the trends and stories from the data she’s preparing. Sarah recognises that this is a real business need and that if she can understand the process of analysing data, she will be better placed to make better decisions and confidently present her findings to senior team members.”

# OPTIONS FOR EMPLOYERS

Babington has a reputation for developing close client relationships and works flexibly with its employers to ensure programmes meet the needs of individual businesses.

Employers can submit multiple employees to attend this Skills Bootcamp. Submitting a larger cohort allows us to be flexible and offer a more personalised training programme, making it relevant to your specific business needs.

Employers wishing to access this route will need to contribute 30% of the costs with the remainder fully funded.

Alternatively, you may be looking to hire learners once they've completed the Skills Bootcamps to fill key vacancies within your business; or perhaps you would like to be part of our bank of employers, interested in interviewing our candidates for future positions. Our team can work with you to meet your requirements. In this instance, your business will not be liable to fund the Skills Bootcamps\*

*\*Subject to T&Cs. Speak to your Account Manager, or a member of the team to discuss further.*



# LEARNING PLAN AND CERTIFICATE

Designed to support employees from both large organisations and SMEs, the Skills Bootcamp content focuses on the areas our employer partners have told us will make the most difference to their business success. The Skills Bootcamp is assessed against the **Level 3 Data Skills Programme** with an additional enrolment onto the **uCertify Excel course**, giving employees access to a nationally recognised programme with Microsoft certification.

As part of the programme, your staff will be introduced to the Contribution Compass; a profiling tool that provides tangible, realistic, work-based scenarios to engage with. It will help them assess their emotional intelligence and build on the skills they already have. At the end of the programme, they will confidently be able to use this information to shape the way they work and collaborate with others in their teams and the wider business.



# LEARNING CONTENT

Within the 12-week programme, learners will be expected to commit the relevant time to their studies as outlined adjacently. One day is equal to a full day of training, however the nature of this will be delivered in various ways from dedicated workshops, one-to-one coaching sessions and project-based activities.

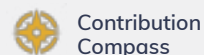
In weeks 1, 5 and 8 learners will attend a whole day, online session with their coach and fellow learners. The other weeks will focus more on self-study, with shorter e-learning sessions, guided and supported by the dedicated skills coach.

Towards the end of the programme, learners will be tasked with completing a project proposal that can subsequently be presented to managers or senior leaders within the business. The aim is to embed the learning and focus on business improvement.

## Week 1

### Induction Day

- Programme introduction
- What is data
- Project introduction



Duration: 1 Day



## Week 2

### Meet a Data Analyst

- A day in the life of a data analyst
- A beginners guide to excel

Duration: 1 Day

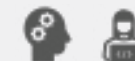


## Week 3

### What is Data Analytics in every day life

- Data and the law
- Collecting and preparing data
- The importance of clean data

Duration: 1 Day



## Week 4

### Using Microsoft tools for data

- An intermediate guide to excel
- An advanced guide to excel

Duration: 3 Days



## Week 5

### A high level look at Analytical tools

- The possibilities of data
- Analytical tools
- Introduction to big data
- Advanced application

Duration: 1 Day



## Weeks 6 & 7

### How to tell a story using data

- Interpreting value
- Data visualisation
- Non-Graphical Visualisation

Duration: 3 Days



## Week 8

### Communicating big data in small messages

- Workshop
- Tasks
- Excel recap

Duration: 1 Day



## Weeks 9 & 10

### Presentation and meeting skills

- Methods of communication
- Presenting with confidence

Duration: 2 Day



## Week 11

### Project Presentation

- Record yourself presenting your data project to your line manager and skills coach

Duration: 1 Day



## Week 12

### Simulation

- A safe environment to demonstrate capabilities analysing and visualising data
- Feedback and review session

Duration: 3 Days



# EMPLOYER BENEFITS

- Developing your workforce into endorsed, business-ready employees able to operate efficiently within a digital environment.
- Babington can either recruit staff for you, or place people in your recruitment pipeline during the programme as part of preparation and selection. In turn, you nurture your employees for a rewarding, long term career within your business.
- There is flexibility within the programme to enable it to be contextualised around your organisation. Instil your company values and processes into your people and give them the tools to be successful from the beginning.
- Consider using this as a key CSR initiative and engaging your local community for key roles within your business.
- The programme can be used for reskilling potential redundancy candidates or those looking for career change support.

**Babington is here to support your people to gain new skills and develop careers.**



# Developing Better Futures

# OVERVIEW



## START DATES

Start dates are available from now until January 2022.



## LEVEL

Level 3 Data Skills Programme.



## DURATION

12 weeks; typically between 8-12 learning hours per week, inclusive of self study time.



## DELIVERY

Digitally delivered.



## PROGRESSION OPPORTUNITIES

A higher level apprenticeships, further learning, role progression or a new role.



## ENTRY REQUIREMENTS

Open to all learners 19+ with access to online learning and a commitment to develop your skills over 12 weeks.



Funded by



Department  
for Education

# READY TO DEVELOP YOUR EMPLOYEES' DIGITAL SKILLS IN ANALYSING DATA?

If you would like to find out more about our Skills Bootcamps in  
Analysing Data, please contact

 0333 323 4050

 [skillsbootcamps@babington.co.uk](mailto:skillsbootcamps@babington.co.uk)

 [Babington Digital Skills Bootcamps](#)

 Babington

PLAN FOR  
**JOBS**