



Data Analytics SCQF Level 8 Workshop Breakdown

Course 1: Principles of Project Management

1 Day

- Introduction to Projects
- Stakeholders
- Business Cases
- Project Planning
- Risk Management
- Project Monitoring and Change Control

Course 2: Fundamentals of SQL

2 Days

- Write basic SQL queries to select, filter and aggregate data from multiple tables
- Analyse the results of SQL queries to identify trends and patterns in data
- Apply the SQL concepts in real-world scenarios

Course 3: Data Modelling and Management

2 Days

- Data Sources and Structure
- Access and Security
- Databases and Modelling
- Data Tools
- Data Management

Course 4: Planning Data Analysis

1 Day

- Business and Stakeholder Requirements
- Planning Data Activities
- Security, Risk and Privacy

Course 5: Transforming Data for Analysis

1 Day

- Transforming Data
- Data Quality

Course 6: Analysing Data

2 Days

- Statistical Tools and Techniques
- Understanding Data Analysis

Course 7: Visualising and Communicating Data

2 Days

- Designing Visualisations
- Reporting and Documenting Insights

Course 8: Implementing Machine Learning – Digital Only Module (Optional)

- Understanding Machine Learning
- Statistics and Algorithms to Support
- Methods and Strategies
- Machine Learning Models and Design

Optional: AI for Everyone

Introduction to Microsoft 365 Copilot – digital content – 1 hour self-paced learning

AI Literacy: Safe & compliant AI use for all staff – digital content – 2 hours self-paced learning

Upgrade your productivity with Copilot – 90-minute webinar

Hands-on Copilot ½ day session:

By the end of this course learners will be able to use Copilot in Excel to analyse, interpret, and visualise data