



# Data Skills Bootcamp

With CompTIA Data+



Funded by  
UK Government

CompTIA®

## Your Course at a glance

# Skills Boot Camp Digital Business Services

The Data Skills Bootcamp from iMeta Training provides a practical introduction to the full data lifecycle, from collection and preparation to analysis, visualisation, governance, and ethical handling. Suitable for beginners and upskillers, it includes hands-on projects and preparation for the CompTIA Data+ certification. Learners gain experience in data mining, statistical techniques, and using AI to support business decisions, leaving them equipped to manage, interpret, and present data effectively in modern organisations.

## Sector-specific AI skills included





Every course now includes AI modules, making iMeta one of the first regional providers to embed AI learning across all programmes, helping learners get ahead in the future of work

## Who is this course for?

- ✓ Career switchers ready to explore data roles
- ✓ Returners to work seeking practical, funded training
- ✓ Anyone who enjoys problem-solving and analytical thinking
- ✓ Business development professionals who want to make data-driven decisions



## Course Overview

-  **Duration:**  
11 Weeks - Part Time
-  **Format:**  
Live tutor-led classes
-  **Qualification:**  
CompTIA Data+
-  **Funding:**  
Fully Funded by the WMCA



# Finding The Talent In You

iMeta Training was founded in 2023 in Birmingham with a simple mission: create accessible, high-quality training opportunities for everyone, no matter your starting point.

Our small team of tutors, learner support staff, employment and recruitment officers and operations experts have decades of experience in adult education. We recognise and remove the barriers that many adults face in the West Midlands, from financial hardship to childcare difficulties, to managing neurodivergence and addressing confidence and self-esteem.

We deliberately provide opportunities to train in fast-growing sectors, ensuring that learners have clear pathways for progressing their careers and education after they complete their course. 8 out of 10 of our learners move onto new jobs in their chosen field, secure a promotion, or continue into further education at university or through an apprenticeship.

Every part of the iMeta learning journey is designed so no learner is left behind. We find the talent in you.



# What We Stand For

We're here to make learning more accessible, more relevant, and a whole lot more human. These are the values that guide everything we do.

## Making Learning More Enjoyable

Training should feel motivating. We design our courses to be practical, engaging, and focused on real-life outcomes, so you actually enjoy learning and want to keep going.

## Staying on the Pulse of Business Technology

We keep up with the latest tools, trends, and tech so our learners stay ahead of the curve. From digital skills to industry-specific know-how, we've got it covered.

## Keeping Brum in Business

We're proud to be based in Birmingham and even prouder to support local people and businesses. Whether you're in Brum or beyond, we're here to help you grow and thrive.

## Encouraging Personal and Professional Growth

We go beyond teaching technical skills by fostering soft skills like critical thinking, collaboration, and problem-solving. We want our graduates to be confident and capable of taking ownership of their careers in technology.

# Learner Support

At iMeta Training, we are committed to providing tailored support for learners with Learning Difficulties and/or Disabilities (LLDD) to ensure their success throughout their learning journey.



## Initial Outreach

At the start of each course, our Tutors and careers & inclusions coaches proactively engage with learners who may have learning difficulties or disabilities. This outreach aims to assess the specific support they may require to thrive during their time with us.

## Personalised Support Plans

Once a learner's needs are identified, we create a personalised support plan. This is documented in our LLDD Support Forms, completed by both Tutors and careers & inclusions coaches. The plan may include adjustments such as additional learning resources, modified assessments, or specialised learning tools to accommodate individual needs.

## Tracking & Accessibility

Each learner's support plan is uploaded to their Personal Information and Curriculum (PICs) file, ensuring it is easily accessible to all relevant staff. This guarantees that the learner's support is consistently tracked and updated as necessary.

## Regular Check-ins

To ensure the support remains effective, we hold fortnightly LLDD Support Meetings. These meetings allow us to regularly review each learner's progress, address any new challenges, and make adjustments to their support plan as needed.

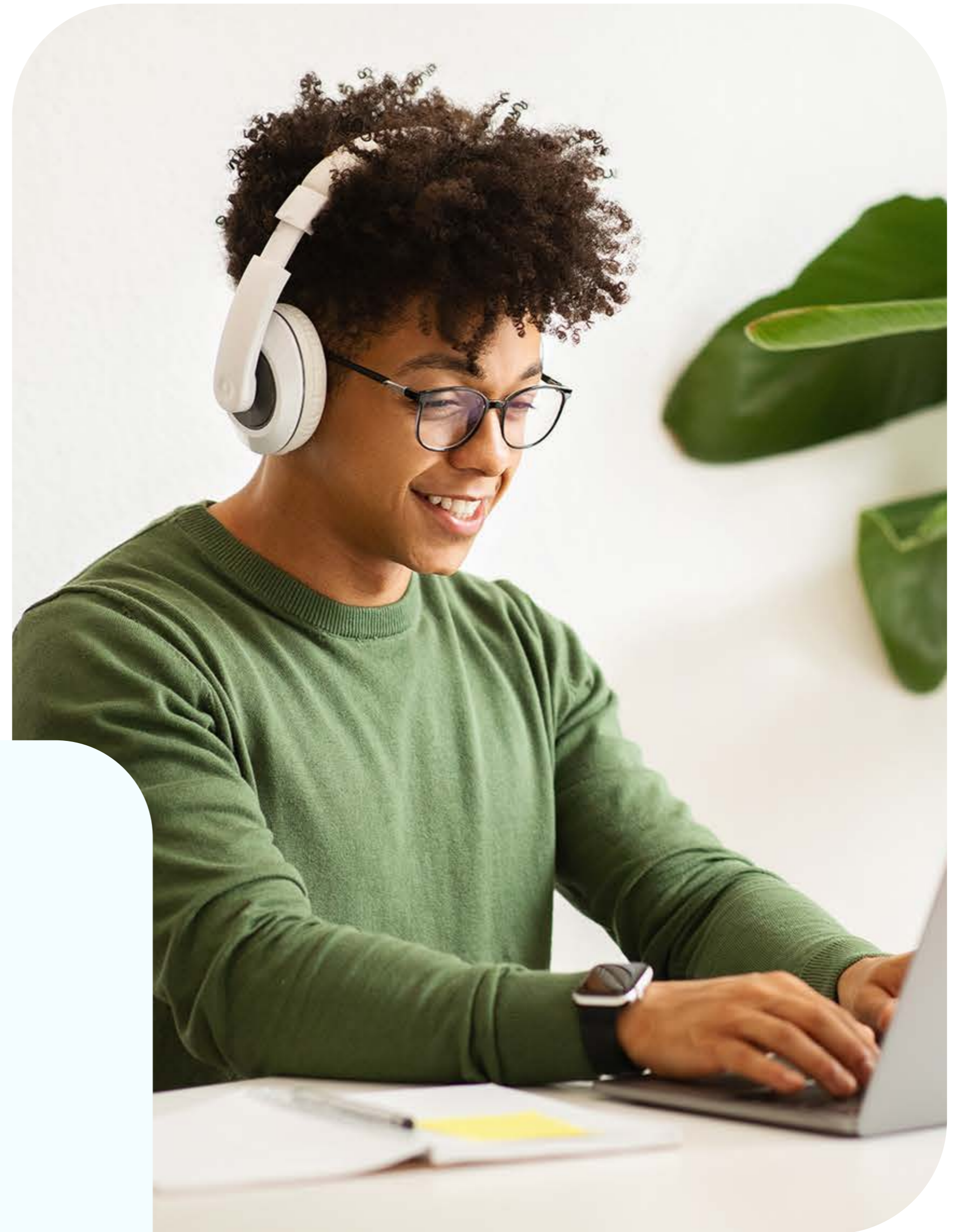
## Weekly Review Meetings

Our team including Tutors, Admin, and careers & inclusions coaches - meets weekly to review learner progress, discuss ongoing LLDD support, safeguarding, and any other learner-related needs. These meetings ensure that no learner's needs go unnoticed and that all learners receive the support required to succeed.

# Career Advice and Guidance

As part of our commitment to your success, iMeta Training offers a high-quality, impartial, relevant, and confidential Careers Education, Information, Advice, and Guidance service. Once enrolled you will be assigned a dedicated careers & inclusions coach who will support you in:

- ✓ CV guidance and support
- ✓ Interview preparation
- ✓ Planning and organisation
- ✓ Job search tips and techniques
- ✓ Career pathway planning and support
- ✓ Motivation and confidence building sessions



# Online Learning & Support Materials

You'll be able to access all your online learning materials and support resources for this course through a Microsoft Teams account. We'll set you up with your own Teams account when your course starts, giving you easy access to everything you need to succeed. This includes things like:

- ✔ **Coursework and learning materials:** Essential materials like assignments, lectures, presentations, and helpful guides will be readily available within your Teams account.
- ✔ **Online discussions and forums:** Connect and collaborate with your fellow students and course instructors through online discussions and forums hosted within Teams.
- ✔ **Announcements and updates:** Stay informed about important course updates, deadlines, and announcements directly through your Teams account.



# Empowering the West Midlands

iMeta Training is proud to partner with the West Midlands Combined Authority (WMCA) to provide transformative IT education to learners across the region. Through WMCA's funding and support, we are able to offer accessible, industry-focused training programs that empower individuals to upskill and secure rewarding careers in the tech sector.

This collaboration allows us to remove financial barriers for learners, particularly those from underrepresented communities, and ensures that they have access to the skills and opportunities needed to thrive in the ever-evolving digital economy. Together with the WMCA, we are committed to closing the digital skills gap, fostering a diverse workforce, and driving economic growth in the West Midlands.



**West Midlands**  
Combined Authority

# Technical Requirements

To fully participate in the iMeta training course and benefit from all its features, learners must meet the following technical requirements:

## Hardware Requirements

### Device:

A Windows laptop or desktop is essential.

**Tablets, phones, and Chromebooks are not supported.**

### Operating System:

Windows 10 or later (64-bit recommended).

Mac users may participate only if they have Windows installed via Parallels.

### RAM:

Minimum: 8 GB

Recommended: 16 GB or more (for optimal performance)

### Processor:

Minimum: Intel Core i5

Recommended: Intel Core i7 or better

### Storage:

Minimum: 256 GB free disk space

Recommended: 1 TB total storage

## Software Requirements

All software applications used in the course require Windows:

### Microsoft Excel

(Mac version has limited functionality for data analysis tasks)

### Python

### SQL Server Management Studio (SSMS)

(MySQL may be used, but it is more complex to work with)

### Power BI

This application is Windows-only and essential for training.

## Apple Users

**Mac users must ensure they can run Windows applications.**

**Options include:**

Installing Windows Parallels to emulate a Windows environment

Preferably using a Windows laptop or desktop to avoid compatibility issues and additional costs

## Additional Equipment

### Extra Monitor (Recommended)

Having a second screen (e.g. a monitor or TV) is highly encouraged for better multitasking during live training—one screen for viewing lessons, another for hands-on coding.

# What You'll Learn

## Data Concepts & Environments

- ✓ Understand relational databases, tables, columns, and rows
- ✓ Differentiate structured vs. unstructured data
- ✓ Explore data types, schemas, and file formats

## Data Mining & Collection

- ✓ Learn ETL (Extract, Transform, Load) processes
- ✓ Perform web scraping and data profiling
- ✓ Handle missing values and redundant data
- ✓ Use public datasets for business insights

## Data Analysis Techniques

- ✓ Manipulate field data and create variables
- ✓ Apply measures of central tendency and dispersion
- ✓ Optimize queries and interpret statistical results

## Data Visualisation & Reporting

- ✓ Create visuals that tell compelling stories
- ✓ Develop dashboards and reports for business audiences
- ✓ Apply best practices for delivering insights effectively

## Data Governance & Quality

- ✓ Understand data security and privacy regulations
- ✓ Apply governance principles and access controls
- ✓ Prepare for the CompTIA Data+ certification

## AI in Business Analytics

- ✓ Explore AI's role in data analysis and automation
- ✓ Learn AI tools for customer and market insights
- ✓ Understand ethical considerations and responsible AI use
- ✓ Discover how AI improves accuracy and efficiency in analytics

# Frequently Asked Questions

## Who is the Data Skills Bootcamp best suited for?

This course is ideal for adults looking to start or advance a career in data. It's suitable for career changers, upskillers, and professionals in roles like marketing, operations, admin, or finance who want to become more data-driven. No prior experience is needed; just a basic understanding of spreadsheets and a willingness to learn.

## Is this really free to take?

Yes, the bootcamp is fully funded by the government for eligible learners. There are no hidden fees, and you won't need to take out a loan or pay anything upfront.

## What jobs could I apply for after the course?

After completing the bootcamp, you'll have the core skills for entry-level analytical work, including data handling, reporting, insight generation, and performance tracking. These skills can support progression into roles that involve data-driven decision-making across a wide range of sectors.

## Will data analysis still be relevant with AI?

Definitely. AI is changing how we work with data, but it still relies on human analysts to interpret results, define business questions, and ensure data quality. Learning data skills now means you'll be better prepared to work alongside AI, not be replaced by it.

## What software and tools will I use?

Throughout the course, you'll work with a range of widely used data and analytics tools. These include platforms for databases, data visualisation, reporting, and basic AI-driven analysis. You'll also use software for data cleaning, profiling, ETL processes, and dashboard creation, giving you hands-on experience with the types of tools

## What support is available after completing the course?

You'll receive tailored career support to help you take the next step, whether that's applying for jobs, updating your CV, or exploring further learning. Many learners also go on to pursue advanced data certifications or transition into junior analyst roles with confidence.

# Let's Get You Enrolled!

You're just one step away from starting your journey with us! To get enrolled or to ask any questions, reach out to iMeta. We are here to guide you through the process and make sure everything runs smoothly. You can reach to us by phone or email - we're excited to help you take this next step!

 0121 714 4129

 [info@imetatraining.co.uk](mailto:info@imetatraining.co.uk)

 [www.imetatraining.co.uk](http://www.imetatraining.co.uk)

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