Government CAMPUS

Digital and data skills for all

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Why are digital and data skills important for everyone?

Digital and data are the defining tools of the 21st Century and are essential for delivering better services and improving outcomes for citizens. But these tools will only be effective when everyone — not just technical specialists — understands them and knows how to use them.

To meet our ambitions of being a world-leading government in the use of digital and data — and keep pace with technological advances — we need to continue upskilling ourselves and ensure every civil servant is equipped to use digital and data effectively in their roles. Strong digital and data skills are critical to our cross-government reform strategy.

This guide will help you find the digital and data learning which is right for you. Our learning is designed to take you from awareness level (the essential capability for all civil servants) to expert level (deep expertise outside of the specialist professions).

"Digital and data skills for all" is part of the working in government strand of the Government Campus learning curriculum.

'One Big Thing': a day of data learning in 2023

'One Big Thing' is a new annual initiative by the Cabinet Secretary for all civil servants to take shared action around a reform priority. For the first 'One Big Thing' in 2023, the theme is data – with every civil servant completing at least one day's worth of data training.

We can all harness the power of data in our individual roles, whether using it to inform decision-making, presenting information to others, managing our own workloads or leading teams to deliver excellent outcomes.
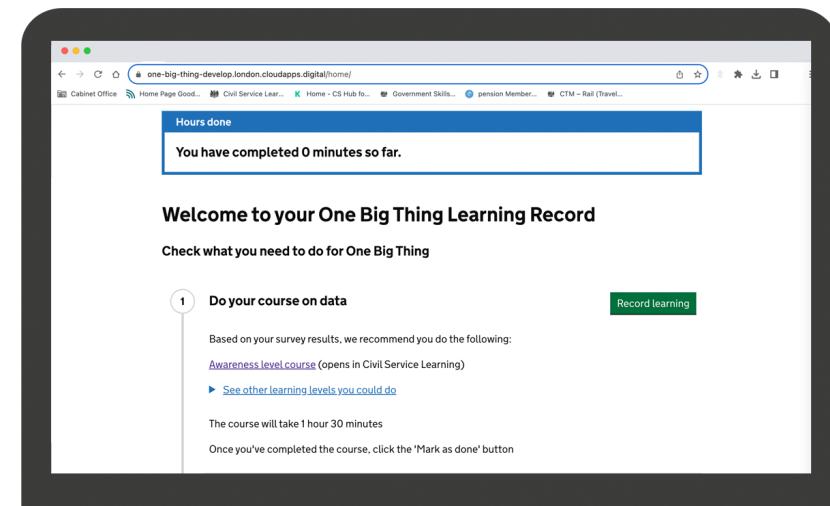
One Big Thing

'One Big Thing': how to get started

To support civil servants to achieve this, we have developed three new learning products, suitable for every level of existing knowledge. Each course is 90 minutes long and can easily be completed in the flow of work:

- Understanding data

- Working with data

- Data masterclass

To find out which course is right for you, visit our One Big Thing website. Once you've identified the right course, you must complete this by 31 December 2023. However, all courses will continue to be available after that – either as a refresher or for new joiners – as an integral part of our digital and data skills for all offer.

You can find out more about this offer on the next pages. We have also curated some data learning resources which complement One Big Thing and are suitable for every level of existing knowledge.

Digital Excellence

Digital and data skills are important for everyone but leaders have a particularly important role to play. Leaders need to understand these tools and then know how to embed them into the culture of their teams and organisations.

To equip leaders with the skills they need, we have developed the Digital Excellence programme. We have piloted the first three modules of this programme and are rolling these out across the Civil Service at SCS and grades 6/7:
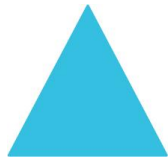
- **Building a Digital Culture in Government** – To unlock the transformational potential of digital, the culture of government needs to evolve: to be more user-centred, better integrated and more agile. This course provides leaders with the insight they need to lead cultural change.

- **Building a Data Culture in Government** – Data fuels our digital society.
  The two are inextricably linked. This course equips leaders to be more confident in both the science and management of data in government.

These modules are available now but must be booked through your department or agency. Please contact your local L&D team to register your interest.

We are continuing to develop Digital Excellence into a programme of ten core modules plus optional Masters-level qualifications.

What is available now

Expert:

We are currently developing new products at expert level –
see next page for details.

Practitioner:

[Digital Excellence](#)

[Data Masterclass](#)

Working:

[Working With Data](#)

[Data Quality](#) | [Working with Agile](#)

Awareness:

[Understanding Data](#) | [Data Visualisation 101](#)

[Microsoft 365 Essentials](#) [Introduction to Generative AI](#)

Our [data learning resources](#) page curates additional content suitable for all levels.

What is coming in the future

Expert:
From 2025, we are aiming to introduce Digital Excellence postgraduate qualifications for senior leaders.

Practitioner:
By the end of 2024, we are aiming to have rolled out all ten modules of the Digital Excellence programme.

Working:
From 2024, we are aiming to rollout Digital Fluency products, enabling all civil servants to go further than just digital literacy,

Awareness:
By the end of 2023, we are aiming to rollout Digital Essentials to ensure digital foundations are in place for civil servants

About the Government Campus

The Government Campus is the home of all government training available centrally, by professions and functions, and within departments. United by a clear, assured curriculum framework, the Government Campus is created for, and owned by all of us in government to provide civil servants and ministers with the necessary skills they need to succeed.

The Government Campus is accessible to everyone in England, Scotland and Wales, whatever role in the Civil Service you hold and whatever level you work at.

To find out more about the Government Campus, visit **www.gov.uk/gscu**.

Contact us if you have any enquiries about this Word document, including requests for alternative formats, at: **gscu.comms@cabinetoffice.gov.uk**