

Administrative Data Training Materials

The Centric logo is a blue circle with the word "centric" in white lowercase letters. It is surrounded by a pattern of yellow and blue dots of varying sizes, creating a sunburst effect.

FAQs

Answers to some frequently asked questions

How long will the course take to complete?

It is up to you how much time you spend on the course. However we estimate each module will take approximately 30min to complete and there are six modules.

Is this course accredited or endorsed?

This training has been developed with funding from the Information Commissioner's Office (ICO) and with input from the ICO, UK data providers and researchers. It is not currently accredited.

How long do I have to finish the course?

We will make the course and resources available to you for six months from the point that you enrol. If you would like to have longer to access the training (for example, you want to revisit or refresh yourself on some content) please get in touch to arrange.

Who is this course for?

This course is for researchers interested in or currently working with UK administrative data. It is suitable both for those with limited experience to date as well as those who are already involved in projects using administrative data.

Is there a cost for undertaking the training course?

There is no charge for this course.



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Will the course provide accreditation as a 'safe researcher'?

The training does not aim to cover details required under the safe researcher training requirements. Therefore, we do provide links to courses that do. This training instead provides a broader and practical range of topics such as applying for data, getting your organisation ready and working with the public.

How did you develop the course?

We launched a survey in 2019 for UK researchers to complete. This identified the types of data researchers worked with, common challenges they faced and areas where they felt training would help.

We spoke to four UK data providers to understand what training and support they thought would help researchers and complement resources their organisations already provide.

We recruited members of the public to explore the public's perspective on research that uses administrative data and how these views would shape the development of our training content for researchers working with administrative data.

We developed a logic model which underpins the training content, learning outcomes and impact. These align with the ICO's own strategic goals which can be found here. The logic model makes it clear how we consider the training will help researchers in their work and provide reassurance to the public.

Do I have to complete the course all in one go?

The course will be available to you for six months from the point you enrol. You can work through the modules and resources at your own pace and re-visit any course content in during that time.

Why do I only have access for six months?

We have a limited number of users who can access the content at one time so to give others an opportunity to access the course we are limiting access to six months. We will make some resources freely available via the [CENTRIC website](#) under the resources tab.



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What will you do with any information I record on the course?

Other registered users of the course will only be able to see your registered full name and no other details. The site administrator (from the CENTRIC team) has access to your email address and any other details you add to your user profile. This information will only be stored within the Moodle site. It will not be used for any purpose. See the [Moodle privacy policy](#) which all logged-in users must agree to in order to proceed further on the site.

Who should I contact if I have a problem trying to access or use the course?

Please contact CENTRIC@cardiff.ac.uk.

Do you offer any face-to-face training or other ways of learning?

We are running a number of webinars which will be advertised under General Announcements within Moodle and on the [CENTRIC website](#).

Can I access the course on a mobile device?

It is possible to access the course via a mobile device. However, we would recommend using a device with a larger screen for optimal experience. The module slides are also available via links in the resource section if you prefer to view the content via a mobile device.

Which web browser shall I use?

The following browsers are known to work with the training programme:
Google Chrome; Edge; Firefox & Safari. It is also possible to access via an NHS computer.

If you're experiencing issues, please do contact us: CENTRIC@cardiff.ac.uk.



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