Digital by Design (DxD) Apprenticeships: Technical Specification Guide

Level 3 Microsoft Data Essentials Tableau version

1. About this guide

Level 3 Data Essentials (Tableau version) is one of QA's portfolio of digital-by-design (DxD) apprenticeships.

To help prepare and support you on your digital learning journey, this guide outlines the different technologies used to deliver our apprenticeship, with guidance on what you need to do to ensure you can access them as and when you need to during your programme.

Use this document to ensure everything works correctly on your device. If you experience any issues, please flag it to your IT department.

2. Technical Requirements

1. Internet connectivity
2. Internet browser
3. Webcam
4. Enabled microphone (laptop/desktop)

As part of your digital learning journey, our apprenticeships require you to connect with key contacts such as your Digital Learning Consultant (DLC) via web conferencing.

3. **Key Technologies & Digital Platforms**

There are two types of links included below.

- Those that should be directly accessible via any modern web browser.

- Those that are links to download, install, and configure software applications.

QA

The links in the table below should be directly accessible via any modern web browser.

Using a laptop/pc build provided by your organisation:

1. Select each link or enter them into your web browser address bar.

2. Can you successfully reach the intended page?

3. If no, please raise this with your internal IT team.

Platform	Platform purpose	URL(s)	Successful?
WebEx	WebEx is QA's main tool for video conferencing, online meetings, and screen share. You will have your sign-up and programme launch sessions, as well as ongoing reviews, via WebEx.	https://www.webex.com	
Microsoft Teams	MS Teams is an alternative means of video conferencing, if Webex is not permitted in your organisation. If you will be unable to use Webex, please ensure that this fact is highlighted with us before sign-up.	https://teams.microsoft.com	
Bud	Bud is QA's DxD apprenticeship delivery platform. This is where you will access learning activity instructions, submit tasks, communicate with your DLC, and keep track of your progress.	https://web.bud.co.uk	
BKSB	BKSB is an online platform for assessing your English and Maths functional skills. You will be required to take a functional skills assessment as part of your application process.	https://www.bksblive2.co.uk	

QA Evaluations	At certain points throughout your apprenticeship programme, QA will ask for feedback on your experience of the programme and support, via surveys hosted in our QA Evaluations system.	https://evaluation.qa.com	
SCORM Cloud	SCORM Cloud is a cloud-based course delivery platform that QA uses in the delivery of courses.	https://cloud.scorm.com	
Zendesk Chat	This is a live chat tool used by QA to provide you with real time, live support.	https://v2.zopim.com	
The QA platform	The QA platform is QA's own enterprise digital skills platform, providing Learning Paths, hands-on labs and technical skills assessments. It may be used in any IT or technical programme involving coding.	https://app.qa.com	
GoToMyPC	Used to host virtual machines in the cloud. You will need to provide your own Microsoft account and Training key (provided by QA).	https://www.gotomypc.com	
Alternative to Gotomypc	*QA offers an alternative VM in the case that gotomypc is not accessible for an apprentice (prior notice requested)* *Learn on Demand – 'Skillable'*	https://alh.learnondemand.net/	
Tableau Public	Tableau Public is a free web portal where tableau content creators can publish and share their visualisations built from non-commercial data. In Tableau courses apprentices will be required to create a profile	https://public.tableau.com/app/discover	

	on this site and upload tableau files to save.		

You may be required to utilise the QA provided virtual machines. If so, please download, install, and configure the below software applications. Please only use these if you cannot access the QA virtual machines.

The links below are to download, install and configure software applications.

Using a laptop/pc build provided by your organisation:

1. Select each link in the table below or enter them into your web browser address bar to review the application.

2. Do you already have this software installed, or are you able to download, install and configure the software?

3. If no, please raise this with your internal IT team.

Platform	Platform purpose	URL(s)	Successful?
MS Excel	We will ask you to utilise MS Excel & Power Query to open, review and manipulate data sets during the live and digital activities of your apprenticeship. Minimum version Excel 2010 Recommended version Excel 2016 +	https://www.microsoft.com/microsoft-365/excel	
Tableau	Tableau is a visual analytics platform owned by Salesforce. The free(public) or licensed (desktop) Tableau desktop applications can be downloaded from the Tableau website directly. Minimum version: Tableau 2022.1	Tableau Public (free, unlicensed edition – limitations) https://www.tableau.com/products/public/download Tableau Desktop (licensed version, 14-day free trial) https://www.tableau.com/products/desktop	

4. Websites

Category	URL(s)	
Safeguarding	https://www.bbc.co.uk	https://www.itai.info
	https://www.clientsuk.appitiere.com	https://educateagainsthate.com
	https://podcasts.apple.com	https://www.safecampuscommunities.ac.uk
	https://open.spotify.com	https://www.crosstheline.co.uk
	https://www.citizensadvice.org.uk	https://act.campaign.gov.uk
	https://get.nusextra.co.uk	https://homeofficemedia.blog.gov.uk
	https://www.childrenssociety.org.uk	https://www.remploy.co.uk
	https://www.nationaldebtline.org	https://youngminds.org.uk
	https://www.moneyadviceservice.org.uk	https://www.childline.org.uk
	https://www.moneysavingexpert.com	https://www.themix.org.uk
	https://www.gov.uk	https://www.samaritans.org
	https://www.victimsupport.org.uk	https://www.refuge.org.uk
	https://www.mind.org.uk	
General (likely sites)	https://www.youtube.com	https://www.instituteforapprenticeships.org

5. Alternative File Sharing

Category	URL(s)	
Sharing files such as data sets, reference material, during your apprenticeship	The following methods are alternative ways that QA instructors will share course files with you: • Option 1: You can receive files via Webex File Transfer. • Option 2: You can access Dropbox via dropbox.com. • Option 3: You can access Google Drive via drive.google.com. • Option 4: You can access OneDrive via onedrive.live.com. • Option 5: You can receive zip files via email. If you utilise a QA provided virtual machine, an instructor can share files directly to you.	**Sharing files such as data sets, reference material, during your apprenticeship**