



**Digital by Design (DxD)
Apprenticeships: Technical
Specification Guide
Level 4 Data Analyst with Tableau**



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1. About this guide

Level 4 Data Analyst with Tableau is one of QA's portfolio of digital-by-design (DxD) apprenticeships.

To help prepare and support you for digital learning, 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

- Internet connectivity
- Internet browser
- Webcam
- Enabled microphone (laptop/desktop)

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



3. Key technologies and digital platforms

There are two types of link included below.

- Those that should be directly accessible via any modern web browser.
- Those that are links to download, install and configure software applications.



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. Important – You will need to be able to download learning files such as training data sets, slide decks, etc, shared by the instructor via Webex fileshare – this is sometimes restricted by IT policies. You will not be asked to	https://www.webex.com	



	upload files via Webex. See the 'Alternative file sharing' section (page 20) for more information on this.		
Microsoft Teams	MS Teams is an alternative means of video conferencing, if Webex is not enabled in your organisation. If you will be unable to use Webex, please ensure that this is highlighted before sign-up.	https://teams.microsoft.com	
Bud	Bud is QA's DxD apprenticeship delivery platform. This is where you will access all your learning activity instructions, submit tasks, communicate with your DLC, and keep track of your progress. Your DLC will also have access to a dashboard from where they can monitor your progress.	https://web.bud.co.uk	



BKSB	BKSB is an online platform for assessing your English and Math functional skills. You will be required to take a functional skills assessment as part of your application process.	https://qa.bksblive2.co.uk/bksbLive2/Login	
QA Evaluations	At certain intervals from the beginning of your programme to completion, QA would like to get your feedback on your experience of the programme and support. This will be done using surveys.	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 enterprise digital skills platform,	https://app.qa.com	



	<p>providing Learning Paths, hands-on labs and technical skills assessments.</p> <p>It may be used in any IT or technical programme involving coding.</p>		
Gotomypc	<p>QA uses gotomypc to share remote machine enabling you to connect to a virtual pc with the requisite software and training files. The URL is extended with an embedded GUID #.</p>	<p>https://www.gotomypc.com</p>	
Alternative to Gotomypc	<p><i>QA offers an alternative VM in the case that gotomypc is not accessible for you (prior notice requested). Learn on Demand – ‘Skillable’</i></p>	<p>https://alh.learnondemand.net/</p>	
Miro	<p>Miro is a collaborative digital whiteboard which QA uses to support a total learning experience during your apprenticeship. In Module 2, you will</p>	<p>https://miro.com/</p>	



	need access to and interact with a whiteboard for which the instructor will share a URL.		
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, you will be required to create a profile on this site and upload tableau files to save.	https://public.tableau.com/app/discover	

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?
SQL Server	Microsoft SQL Server is a relational database management system for storing and retrieving data as requested by client applications (CLI). You can use the following unlicensed versions (SQL Server 2022 Express or SQL Server 2022 Developer edition).	https://www.microsoft.com/en-us/sql-server/sql-server-downloads	
SQL Server Management Studio	Microsoft SQL Server Management Studio is the CLI for viewing, querying and editing data stored in SQL instances virtual or local using SQL statements.	https://learn.microsoft.com/ssms	
Anaconda	Anaconda is a package installation which includes Jupyter Notebook and Python. These tools are used to code mathematical and	https://www.anaconda.com/products/distribution	



	<p>statistical models, process and visualise data via an in-memory data project</p> <p>Minimum version Anaconda 2022 / Python 3.9</p>		
MS Excel	<p>You can utilise MS Excel & Power Query to open, review and manipulate data sets during the live and digital activities of this apprenticeship</p> <p>Minimum version Excel 2010 Recommended version Excel 2016 +</p>	<p>https://www.microsoft.com/microsoft-365/excel</p>	
Tableau	<p>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.</p> <p>Minimum version: Tableau 2022.1</p>	<p>Tableau Public (free, unlicensed edition – limitations) https://www.tableau.com/products/public/download</p> <p>Tableau Desktop (licensed version, 14-day free trial) https://www.tableau.com/products/desktop</p>	
R	<p>R is a programming language for</p>	<p>https://cran.r-project.org/src/base/R-4/</p>	



	<p>statistical computing and graphics. Recommended version 2022.07.2</p>		
RStudio	<p>RStudio is an integrated development environment for R, a programming language for statistical computing and graphics. Please note: R must be installed before installing RStudio. Recommended version 2022.07.2</p>	<p>https://posit.co/downloads/</p>	

4. Websites

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



	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	<p>The following methods are alternative ways that QA instructors will share course files with you:</p> <ul style="list-style-type: none">• 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. <p>If you utilise a QA provided virtual machine, an instructor can share files directly to you.</p> <p>If Webex file share is disabled, you can receive files via any of the following:</p> <p>https://www.dropbox.com/ https://drive.google.com https://onedrive.live.com</p>

