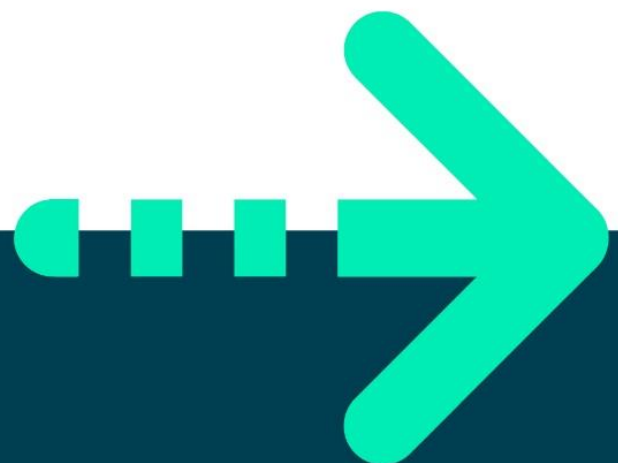




Digital by Design (DxD) Technical Specification Guide

Project Manager Level 4



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1. About this guide

Level 4 Project Manager 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 link included below:

- Those that should work via any modern web browser.
- Those that are used as integration links between platforms and will not work by clicking the link on its own.



Platform	Description/Use Case	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 https://qa-auth.bud.co.uk/Account/Login? https://auth.bud.co.uk/Account/Login?	
BKSB	BKSB is an online platform for assessing your English and Maths functional skills. You will be required to take a functional	https://www.bksblive2.co.uk https://www.bksbcloudfront.bksblive.co.uk	



	skills assessment as part of your application process.	https://www.services.bksb-demo.co.uk (These are advised by BKSb themselves)	
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 https://static.zdassets.com	
Cloud Academy	Cloud Academy is QA's own enterprise digital skills platform, providing Learning Paths, hands-on labs and technical skills assessments.	https://app.qa.com https://bud.sso.app.qa.com – this should divert to the Bud login page	



4. Websites

Category	URL(s)	
Safeguarding	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 https://www.mind.org.uk	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
General (likely sites)	https://www.youtube.com	https://www.instituteforapprenticeships.org

5. Email Domains

Domain	Description
bud.co.uk	Bud will send out automated messages throughout your learning journey, from asking you to set a password, to informing you when your Digital Learning Consultant provides you with feedback.
qa.com	Throughout your apprenticeship, you and your line manager will need to be able to receive emails from various teams within QA.

NOTE: Detailed documentation on data and storage available on request.

6. Software

For all programmes, we recommend that you should have access to the standard MS Office suite, or an equivalent that is able to run macros. You will also need a recognised, up-to-date browser.



7. Programme-specific requirements

Platform	Description/ Use Case	URL
Google	Search engine	https://www.google.co.uk
The Association of Project Management	Developing project management appreciation and understanding	https://www.apm.org.uk
YouTube	Accessing third party video-based learning content	https://www.youtube.com
IFATE	To view the Project Management Level 4 Apprenticeship Occupational Brief	Associate project manager / Institute for Apprenticeships and Technical Education
Vimeo	Accessing video-based learning content	https://vimeo.com/673549838/843d3fbb2b
Boxuk	Battleship game focusing on delayed feedback.	https://boxuk.com/battleships
Atlassian	Self-study and research resources, blog posts and articles	https://www.atlassian.com



PMI.org	Self-study and research resources, blog posts and articles	https://www.pmi.org/-/media/pmi/documents/public/pdf/ethics/pmi-code-of-ethics.pdf
Harvard Business Review	Self-study and research resources, blog posts and articles	https://hbr.org
assets.publishing.service.gov.uk	Self-study and research resources, blog posts and articles	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/749086/Project_Business_Case_2018.pdf
fivecasemodel.co.uk	Self-study and research resources, blog posts and articles	http://fivecasemodel.co.uk
praxisframework	Self-study and research resources, blog posts and articles	https://www.praxisframework.org
HS2	Self-study and research resources, blog posts and articles	https://www.hs2.org.uk



TED	Accessing third party video-based learning content	https://www.ted.com
McKinsey	Self-study and research resources, blog posts and articles	https://www.mckinsey.com/about-us/new-at-mckinsey-blog/dame-vivian-hunt-the-path-to-more-inclusive-stakeholder-capitalism
CIPS	Self-study and research resources, blog posts and articles	https://www.cips.org
Roman Pichler	Self-study and research resources, blog posts and articles	https://www.romanpichler.com
Quokka Labs	Self-study and research resources, blog posts and articles	https://quokkalabs.com
Scrum.org	Self-study and research resources, blog posts and articles	https://www.scrum.org
mountaingoatsoftware	Self-study and research resources, blog posts and articles	https://www.mountaingoatsoftware.com



investopedia	Self-study and research resources, blog posts and articles	https://www.investopedia.com
Agile Alliance	Self-study and research resources, blog posts and articles	https://www.agilealliance.org
Bloomfire	Self-study and research resources, blog posts and articles	https://bloomfire.com
Learning Solutions Magazine	Self-study and research resources, blog posts and articles	https://learningsolutionsmag.com
toolshero	Self-study and research resources, blog posts and articles	https://www.toolshero.com
lucidchart	Self-study and research resources, blog posts and articles	https://www.lucidchart.com
ISO	Self-study and research resources, blog posts and articles	https://www.iso.org



ISIXISIGMA	Self-study and research resources, blog posts and articles	https://www.isixsigma.com
CIPD	Self-study and research resources, blog posts and articles	https://www.cipd.org
Performance Consultants	Self-study and research resources, blog posts and articles	https://www.performanceconsultants.com
ReWork	Self-study and research resources, blog posts and articles	https://rework.withgoogle.com
Belbin	Self-study and research resources, blog posts and articles	https://www.belbin.com
mindtools	Self-study and research resources, blog posts and articles	https://www.mindtools.com
Indeed	Self-study and research resources, blog posts and articles	https://www.indeed.com



kilmanndiagnostics	Self-study and research resources, blog posts and articles	https://kilmanndiagnostics.com
hbr	Self-study and research resources, blog posts and articles	https://hbr.org
Program on Negotiation (PON) Harvard University	Self-study and research resources, blog posts and articles	https://www.pon.harvard.edu/free-mium/batna-basics-boost-your-power-at-the-bargaining-table/
Baker Communications Inc	Self-study and research resources, blog posts and articles	https://www.bakercommunication.com
TalentSmartEQ	Self-study and research resources, blog posts and articles	https://www.talentsmarteq.com
Daniel Goleman	Self-study and research resources, blog posts and articles	https://www.danielgoleman.info/
keystepmedia	Self-study and research resources, blog posts and articles	https://www.keystepmedia.com

