QA

POWERING
POTENTIAL
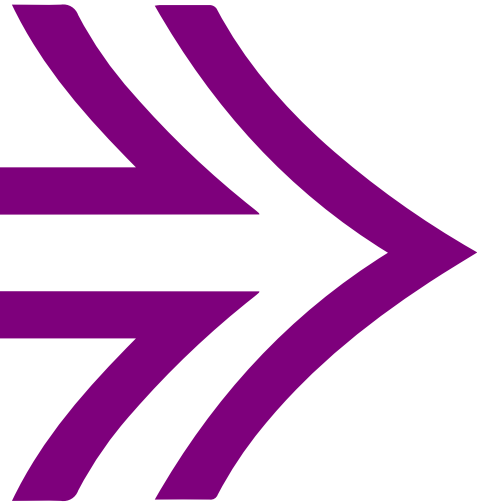
QAC Academy Contacts, Logistics & Code of Conduct

First of all...

If you get lost or disconnected

Don't worry!

Re-join this call from your invite and you will be back in ☺

Lets take the register ☺

TODAY'S AGENDA

10.00-11.00: A presentation on code of conduct, expectations etc... and an opportunity for questions.
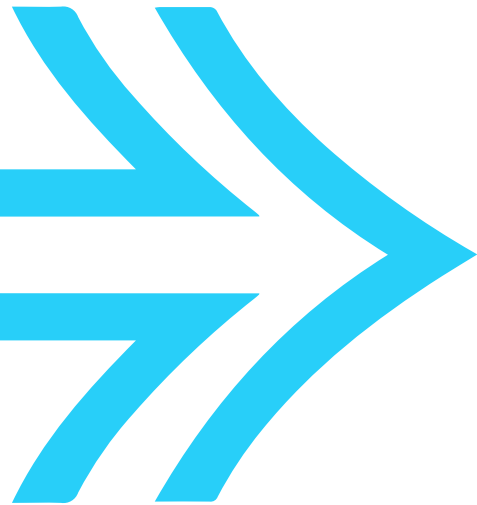Completing speculative applications ID Documentation and email

Key Contacts & Team
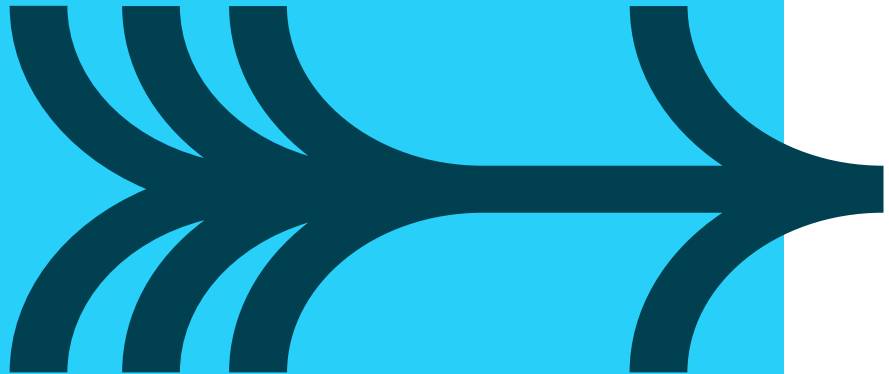
Who to contact and outline of the team

Key Contacts

Email Academy Ops Team for all enquiries:

AcademyQAC@qa.com

Please ensure you put your MS Team name in the subject heading e.g. 22JanEnable1

THERE IS A HUGE TEAM BEHIND YOU

Name/Team	Area
Christina El-Hawi	Director
Rory Eaglestone	Head of Academy
Anne-Marie Cosco	Learner Operations Manager
Jonathan Reynolds & Gavin Smith	Consultancy Skills Coach
Operations Admin	Issues, Attendance, Travel & Accommodation booking
Resource Team	CV's, Security Clearance, ID's
Sales Team	Deployment opportunities with clients
Tech Team	Trainers, Upskilling, BCS Membership
Consultancy Team	Liaison Officers, Client Feedback, Timesheets

Logistics

Hours of training & communication tools

Hours of Training

➢ Monday = 10:00-16:45

➢ Tuesday-Friday = 9:00-16:45

Tech training will finish at 3:30 on Friday, but you may be asked to completed CV tasks in the final hour

All training will be held in MS Teams apart from Week 6 which will be in-person. Further details on this will be communicated nearer the time ☺

Please arrive to your session promptly, ready to begin the day.

Registration will be taken and lateness will be recorded, which may effect your continuation with the programme.

Code of Conduct

Professional expectations during the Academy

Lateness, Absence & Holidays

- If you aren't able to make it to training due to sickness, **you must contact the Academy Operations team by email, prior to 08:45.**

- Please also let your trainer know (CC them in or let them know separately)

Due to the volume of material covered in the Academy we are unable to authorise absences. If you are absent for more than 3 days you will be dismissed from the programme, unless there are extenuating circumstances.

You will not be able to book holiday during your first 2 months **post-training** to allow time to secure and deploy to a placement. Should you commence employment in April or May you will be eligible to carry over your holiday entitlement to the next holiday year.

UNAUTHORISED ABSENCES COULD = REMOVAL

If you don't tell us why you aren't available for training we will take it as you are no longer interested in our roles.

Every working day in the academy is mandatory so please treat it as such (even when working on projects)

All it takes is a quick email to let us know what is going on.

If there is an issue with you joining training then we must be informed.

Remote Conduct

➢ Work alongside other trainees and staff to create an inclusive, positive, vibrant and supportive working environment for all.

➢ Respect and support your co-workers – beliefs, practices and needs.

➢ Assume camera-on as default for all meetings.

➢ Embrace all tasks set by the operations team. (More on this later)

➢ Communicate with us via the Operations email if anything is preventing you from making the best of your training.

OWN YOUR SUCCESS

Participate

❖ Hands-on learning opportunities

❖ One-to-ones

❖ Q&A's

However, the volume of content you will be learning means there are also many points where we turn to more traditional delivery styles.

Additional Material

❖ Recorded lectures

❖ Notes

❖ Signposted to additional, non-QA learning materials.

You should expect to find some elements of the course difficult, requiring revision and homework to make sure the knowledge sticks.

Vitally: Do communicate if you are struggling, we will do everything we can to help you succeed.

Digital Hygiene

➢ Webcam on should be default for meetings unless being recorded

➢ Be aware of your browser tabs – you may be required to share screens.

➢ Be aware of context – short messages can seem impersonal.

➢ Inappropriate behaviour of any kind within your teams may result in removal from the academy.

SECURITY

SECURITY IS VITAL, BOTH IN THE ACADEMY AND ON-SITE!

- Do not invite members of the public to your training.

- QA will never ask for you password. Do not share it with others.

- Do not share QA content outside of the Academy.

- Do not plagiarise others work and try to pass it as your own.

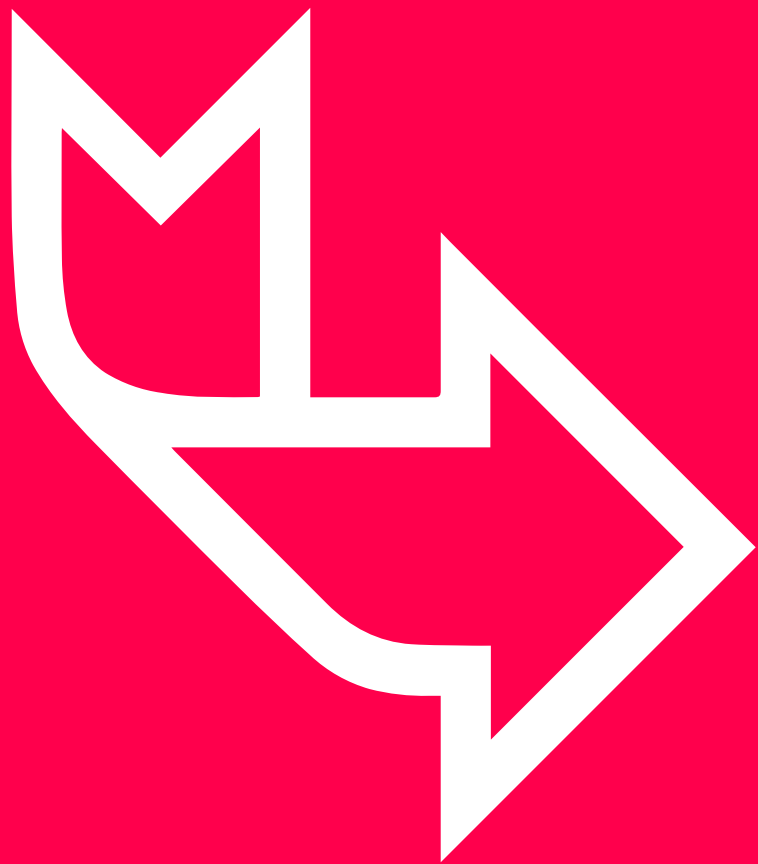- These will all be considered grounds for instant dismissal.

QA

Resource & Ops Team

We help run the show:

- Please embrace **All** tasks sent by our team ASAP.
  This includes (but is not limited to):

  - Documents and Academy on-boarding
  - Clearance tasks such as DBS & BPSS
  - Bursary Information
  - Academy CVs
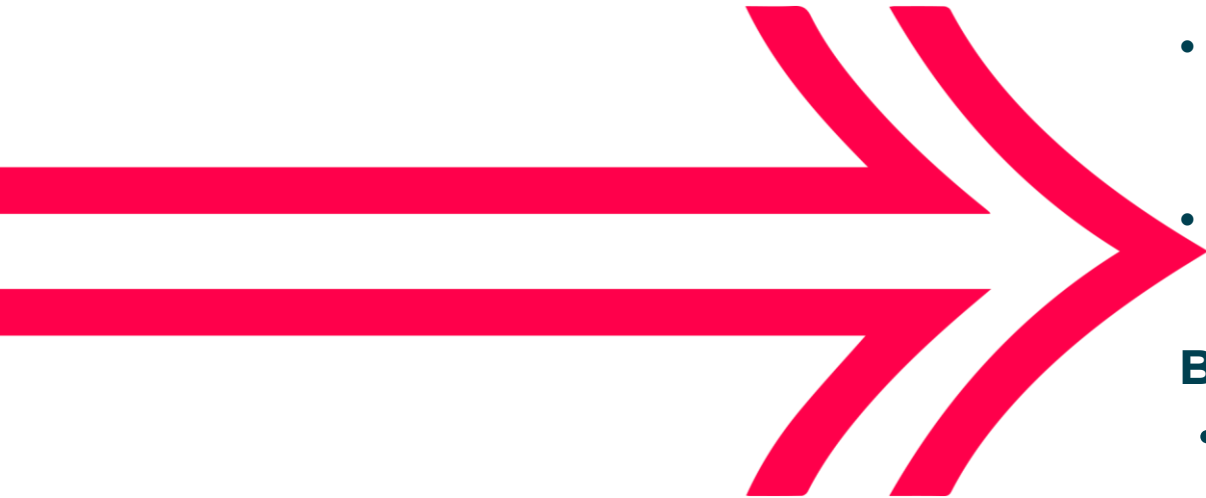 - And any further deployment information we may need.

YOUR EXPECTATIONS

Our promises to you

Our promises to you

World Class Training

- With skilled and experienced trainers.
- Supportive Operations Team.

Supporting Materials

- You will have access to significant QA material, including our bespoke learning platform, QA Community
- You will be signposted to wider material used by the developer community at large.

Training opportunities & ongoing development

- Your development doesn't end with the 12 weeks – we will continue to upskill you, support you in gaining new certifications and aligning you with roles.
- Your Tech Managers will work closely with you to develop your career.

Bursary

- Paid for the first 5 weeks of the training

Our promises to you

Salary:

- On being successful on your assignment, we will move you over to a salary in Week 6 where you will become a QA employee

- Pending when your Week 6 falls, please be aware payment might be made the following month, due to payroll cut off

BCS Membership

- All of our consultants are eligible for BCS membership – the chartered institute of IT Professionals.

- BCS provide an additional layer of professional development and support.

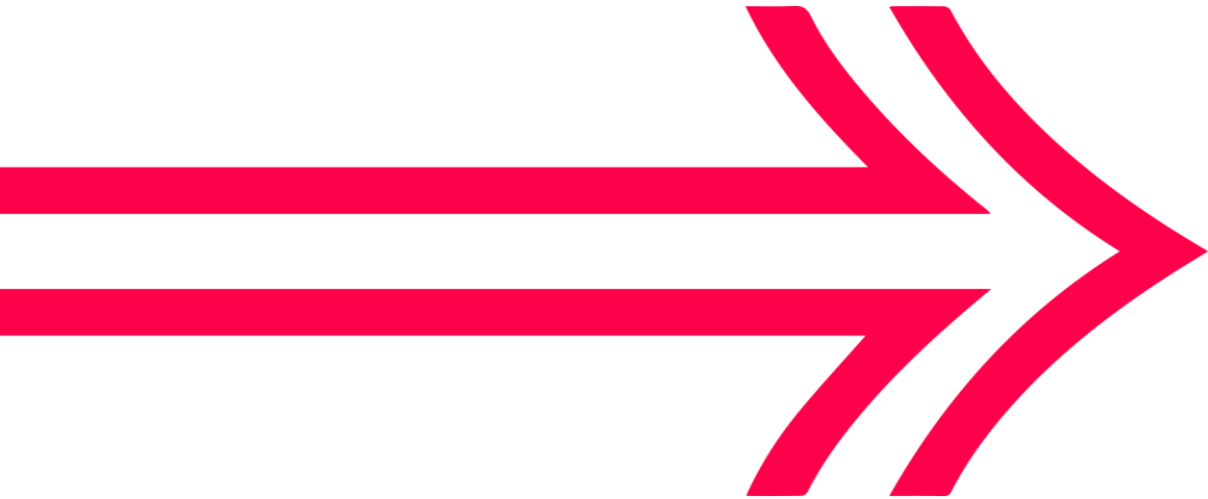- Access to UK leading forums, literature and meet up groups.

Support

- We have significant experience with remote and home learning, and know the challenges you might face.

- We're all focussed on you succeeding.

Finally:

- All we need from you is your focus on learning and letting us know of any challenges you face.

QA

Recent Changes

Exit Fees

- We've decided to remove the repayment charges for your training costs if you cease employment with us.

- We're doing everything we can to provide amazing career opportunities while building a work culture that is fun, inclusive and supportive.

- And we want you to stay and grow with us – by choice.

- Notice periods will extend to 3 months to allow time for replacements and to minimize any disruption to projects and clients.

- During your probation period your notice will still remain as 1 week.

Progress Reporting
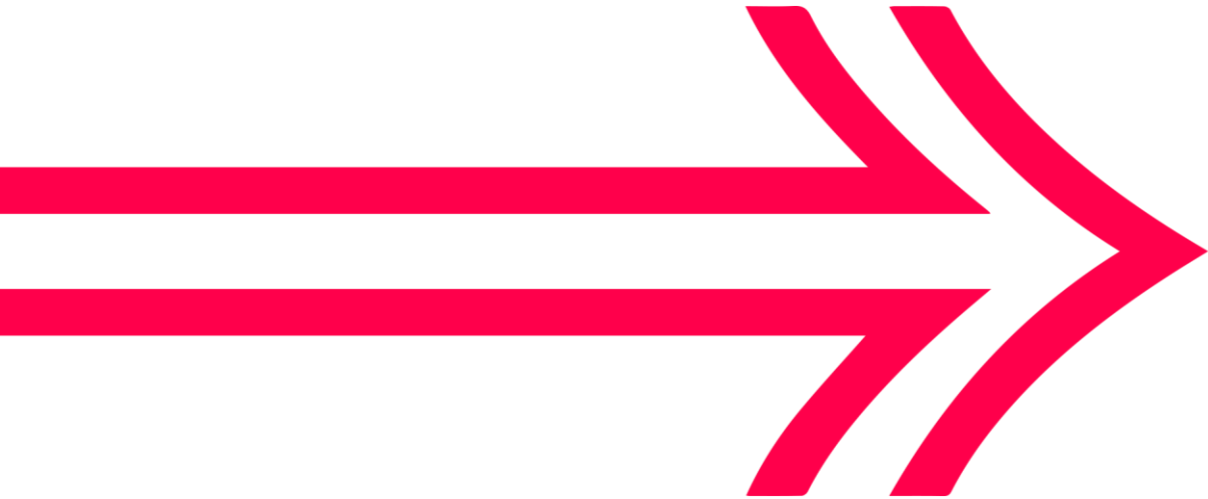
Fortnightly feedback report

- Every 2 weeks we will be sending out a report to each of you.

- This will include feedback from your trainers based on your soft skills, attitude and tech skills.

- From this, strengths and weaknesses will be highlighted, and using this we can set you goals

- We will also feedback on your attendance if there have been any slips.

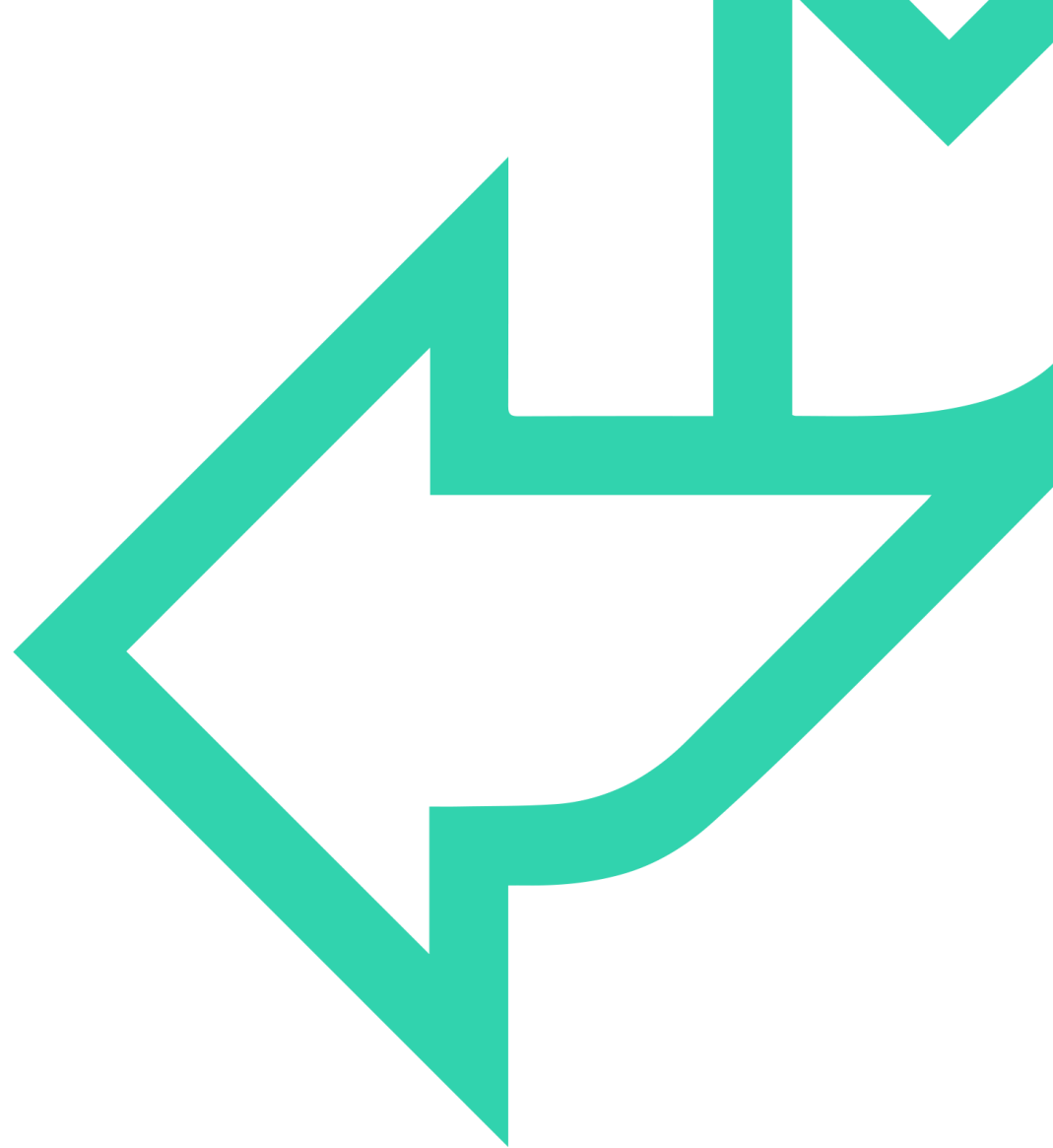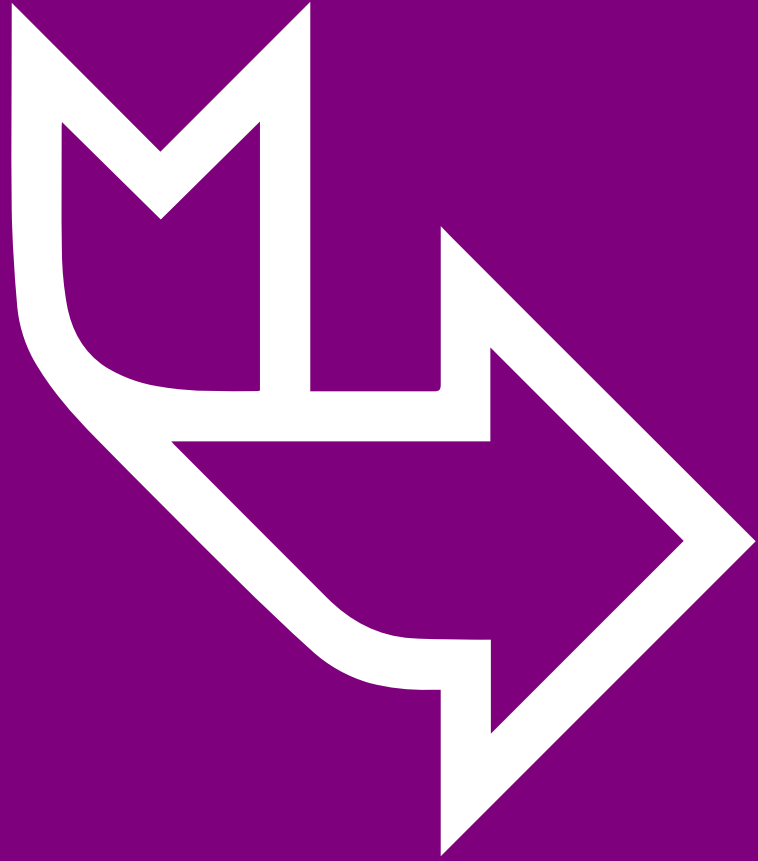You're the most important part of our business – and treated as such!

Any Questions?
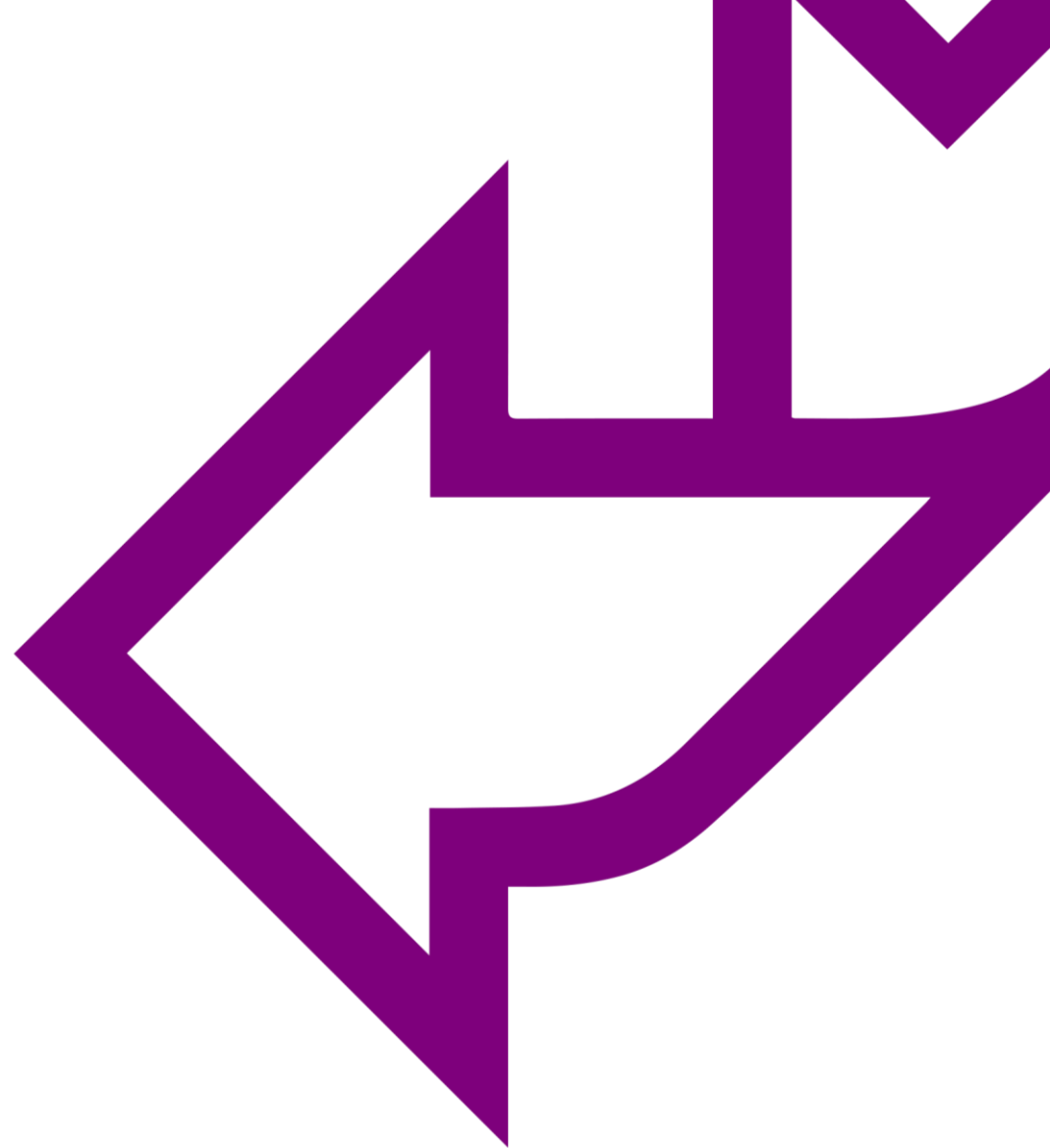
Let's get going!

Speculative Application

To ensure, that on being successful by Week 5 we can employ you

Speculative Application

Please click on this link and complete the form to speculatively apply to work for QA.

Please include the CV you used earlier in the process ☺

https://qa-career.talent-soft.com/my-account/log-in.aspx?ReturnUrl=%2fmy-account%2fmy-CV-file.aspx#ancrecontenu

Speculative Application

https://qa-career.talent-soft.com/my-account/log-in.aspx?ReturnUrl=%2fmy-account%2fmy-CV-file.aspx#ancrecontenu

Log in to candidate area

Log in to candidate area

› The **candidate area** is a place where you can post your CV online so that it can be viewed by our recruiting team.

› Your candidate area enables you to apply more quickly for our vacancies .

› Logging in is simple: Enter your username and password below.

Username (email address)

Password

Forgotten password?

☐ Keep me logged in

Log in

Create account
CREATE CANDIDATE AREA

› If you don't yet have your own candidate area, create one below.

Username (email address)

Password

Confirm username   Confirm password

By registering and proceeding with this application, you are confirming that you have read and accepted the contents of our Privacy Notice

Create candidate area

Create an account using your current email address

Your password must be a minimum of 5 characters

On completion click here and the page will refresh

Speculative Application

Type in your username & password

On completion click here to log in

Speculative Application

Scroll to the bottom of the screen and upload your CV

To apply, you must upload your CV

Note: Only doc, rtf, docx, pdf, jpg, png, avi, mp4 file types are permitted.
* : Required fields

MY ATTACHMENTS

My CV

Please choose an attachment ⌄

Name of attachment:

Browse	...

Note: attachments must not exceed 5000 KB

Add

Please call this 'CV'

Please upload the CV you used to apply to the Academy

Please click on 'add' and once uploaded click 'continue'

Cancel | **Continue**

Speculative Application

The page will refresh and you will now need to enter your personal details

CANDIDATE INFORMATION

Identity

Title *

Please select a value

First name *

Surname *

Personal information

APPLICATION INFORMATION

Message

How did you hear about this vacancy? *

Recommendation

Please select 'recommendation'

If referral or other please provide more details

0/1000 characters

My attachments

Note: Only doc, rtf, docx, pdf, jpg, png, avi, mp4 file types are permitted.

Speculative Application

Please continue to complete your personal info

Personal information

Address line 1 *

Address line 2

Address line 3

Address line 4

Postcode *

Country *

Please select a value

My attachments

Note: Only doc, rtf, docx, pdf, jpg, png, avi, mp4 file types are permitted.

My CV

Test CV.docx

CV

Please upload relevant documents here

Test CV.docx
Test CV.docx   (11 Kb)

Name of attachment:

Browse   ...

Note: attachments must not exceed 5000 KB

Add

Your CV will be automatically added

Speculative Application

Please complete the sections titled 'Diversity & Inclusion' 'Additional Information' & 'Reasonable Adjustments'

Main experience

Current/most recent company *

QA

Current/most recent position *

Academy trainee

Current/most recent salary *

N/A

Notice period *

Available now

Salary aspirations *

£20k - £25k

Please complete with the details highlighted in yellow

Speculative Application

Scroll to the bottom of the screen and upload your CV

Consent

Select yes once you have read and accepted the contents of our Privacy Notice *

Yes

By registering and proceeding with this application,
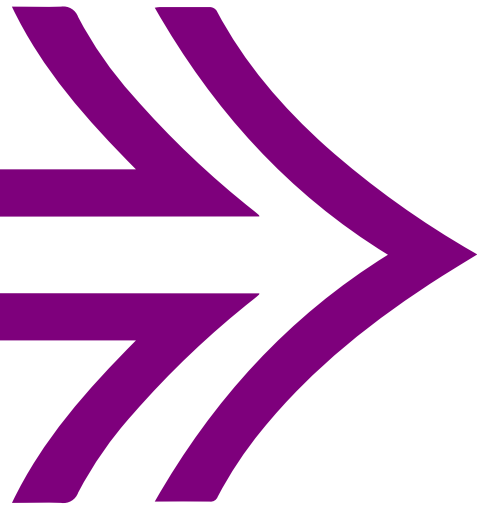you are confirming that you have read and accepted the contents of our Privacy Notice

When happy, please click on 'yes' and then send

Cancel   Send

Speculative Application

Thank you for completing this.

To confirm you have done this please 'like' the hyperlink in the chat box ☺