



Skills Portfolio

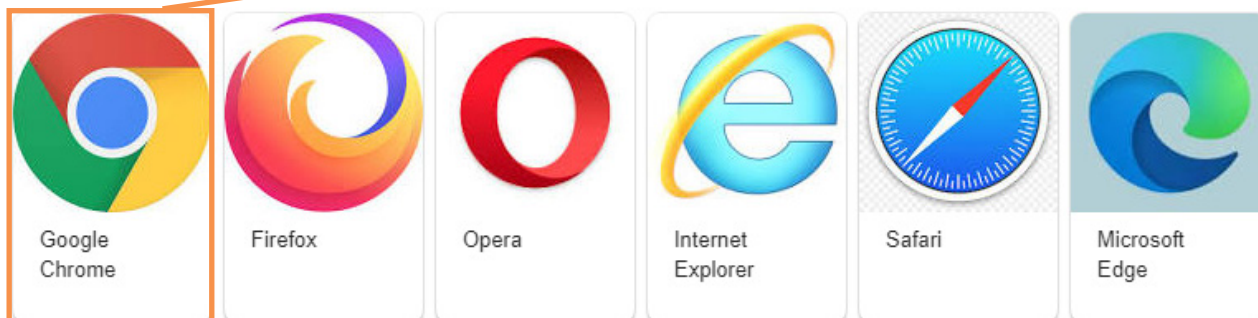
Learner Guide

Contents

Logging into Skills Forward	Page 3
An Introduction to your Dashboard	Page 4
How to Add Evidence	Page 4
How to Access your Assessment Plan	Page 7
How to Complete your ILP	Page 9
How to View Visits	Page 10
How to Approach Referred Evidence	Page 12
How to View your Progression in Relevance to your Qualification	Page 15

Logging into Skills Forward

1. Open your Web Browser (Preferably Chrome)



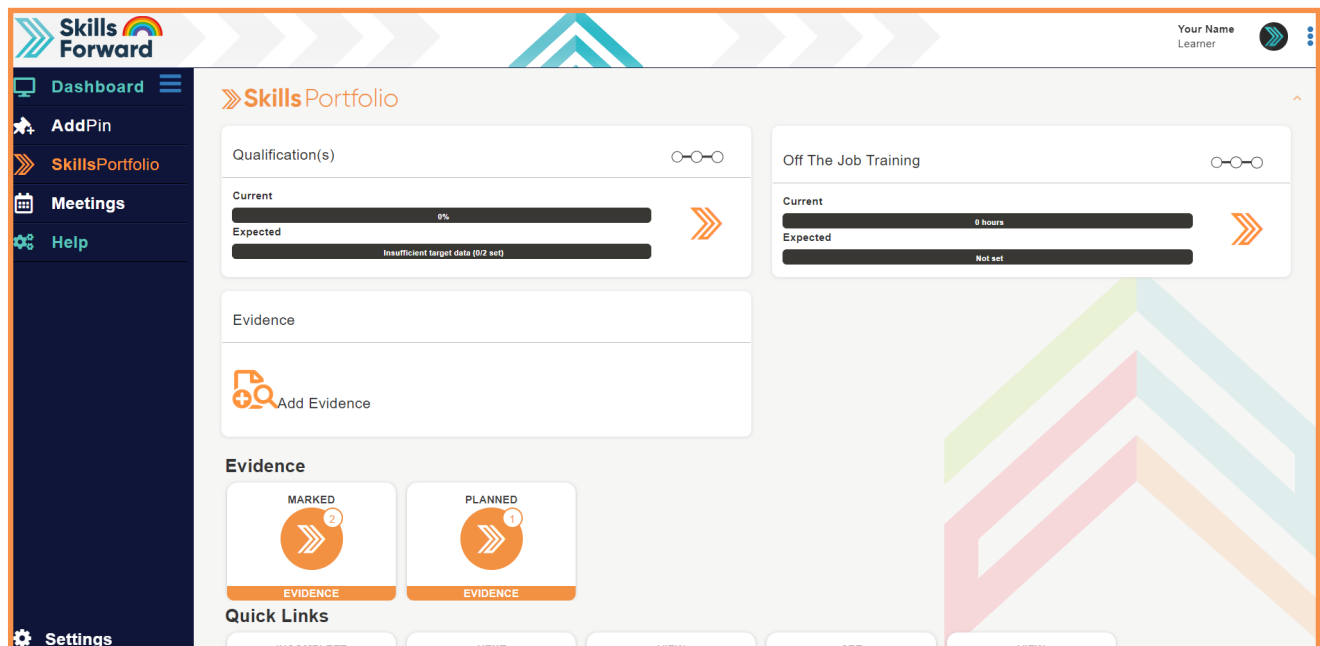
2. Enter the following address - myskillsforward.co.uk



3. Enter your User name
4. Enter your Password
5. Select the Login button.

An Introduction to your Dashboard

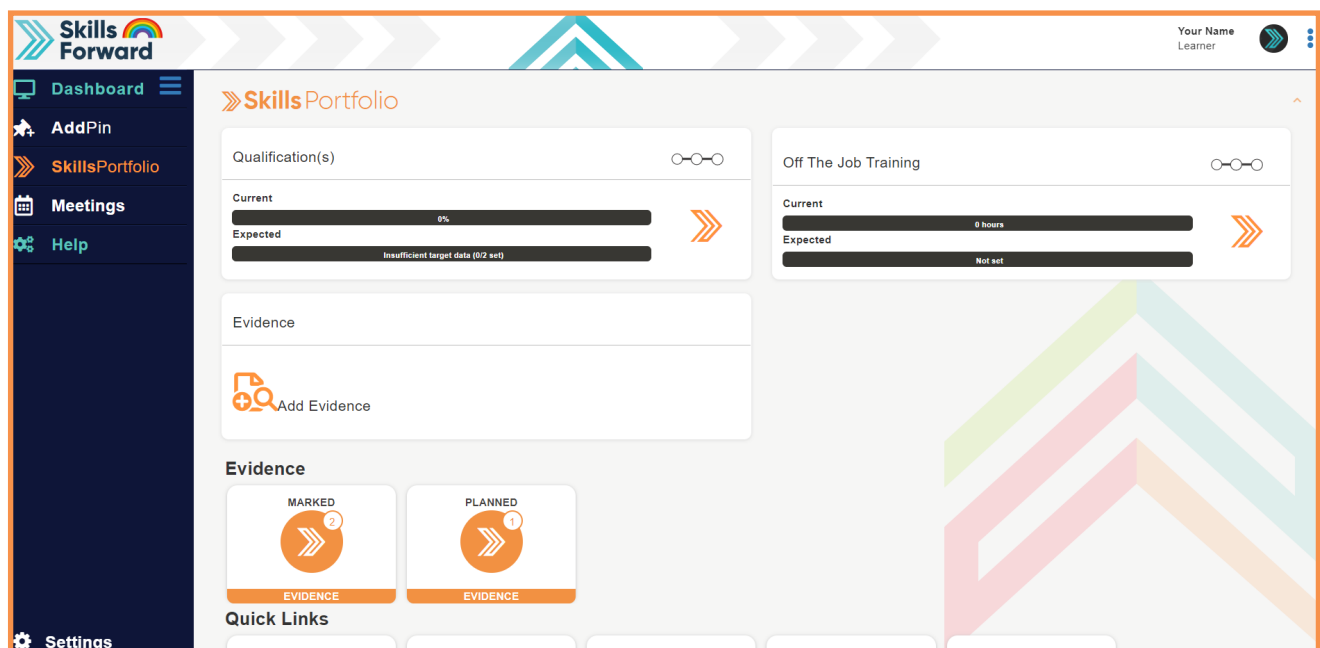
Having logged onto the platform you will arrive at the Dashboard which is your home page.



From this page you can control the majority of your Portfolio features and manage it from the main dashboard.









How to add Evidence

Select the **Add Evidence** tile on your home page.



Select the **Evidence Type** from the options given.

Select Evidence Type

<p> Assignment Written document covering criteria</p> <p> Digital Evidence Voice recording, photo or videos evidence</p> <p> Question & Answer Oral questioning</p> <p> Product Evidence Documents to support criteria</p>	<p> Professional Discussion One-to-one or group discussion & tutorial</p> <p> Reflective Account Reflective Account</p> <p> Witness Testimony Professionally competent statement or reference</p> <p> Test or Exam Mandatory or Non-Mandatory test papers</p>
--	---

Give your piece of evidence a **Title** and specify some **Details** surrounding the evidence you are uploading.

Add Evidence Details Qualifications UPDATE

Details

Title

Details

Details / Description for the Evidence.

Drag and drop the file of evidence to the grey box with dotted lines section of this page.

Files


Upload a File

Online Document

Online Video

Upload

Drag files or click here to upload



(max size: 125MB per upload)

Alternatively you can use the Upload button to select it.

If your training provider have requested this to be set, map your criteria to the relevant qualification unit by using the **blue dropdowns** in relation to your specific qualification.

Here you will be able to **check the tick box** in relation to the relevant unit.

Qualifications

Customer Service Practitioner

19 - End Point Assessment

VTCT Level 2 NVQ Diploma in Hairdressing (QCF)

UHB20 - Style and finish hair

UHB21 - Set and dress hair

UHB22 - Cut Hair Using Basic Techniques

UHB23 - Colour and lighten hair

UHB24 - Advise and consult with clients

UHB25 - Shampoo condition and treat the hair and scalp

UHB26 - Develop and maintain your effectiveness at work

select **Update**

Back To Top UPDATE CANCEL

As the previous section to map your criteria to the relevant criteria within the unit by using the blue dropdowns in relation to your specific unit. Here you will be able to fill the tick box in relation to the relevant criteria.

Link Evidence to Criteria

VTCT Level 2 NVQ Diploma in Hairdressing (QCF): **UHB23 - Colour and lighten hair**

Performance Criteria

<input type="checkbox"/> P1	<input type="checkbox"/> P8.2	<input type="checkbox"/> P13	<input type="checkbox"/> P22	<input type="checkbox"/> P31
<input type="checkbox"/> P2	<input type="checkbox"/> P8.3	<input type="checkbox"/> P14	<input type="checkbox"/> P23	<input type="checkbox"/> P32
<input type="checkbox"/> P3	<input type="checkbox"/> P8.4	<input type="checkbox"/> P15	<input type="checkbox"/> P24	<input type="checkbox"/> P33
<input type="checkbox"/> P4	<input type="checkbox"/> P8.5	<input type="checkbox"/> P16	<input type="checkbox"/> P25	<input type="checkbox"/> P34
<input type="checkbox"/> P5	<input type="checkbox"/> P8.6	<input type="checkbox"/> P17	<input type="checkbox"/> P26	<input type="checkbox"/> P35
<input type="checkbox"/> P6	<input type="checkbox"/> P9	<input type="checkbox"/> P18	<input type="checkbox"/> P27	<input type="checkbox"/> P36
<input type="checkbox"/> P7	<input type="checkbox"/> P10	<input type="checkbox"/> P19	<input type="checkbox"/> P28	<input type="checkbox"/> P37
<input checked="" type="checkbox"/> P8	<input type="checkbox"/> P11	<input type="checkbox"/> P20	<input type="checkbox"/> P29	<input type="checkbox"/> P38
<input type="checkbox"/> P8.1	<input type="checkbox"/> P12	<input type="checkbox"/> P21	<input type="checkbox"/> P30	

Range
None Selected

Knowledge
None Selected

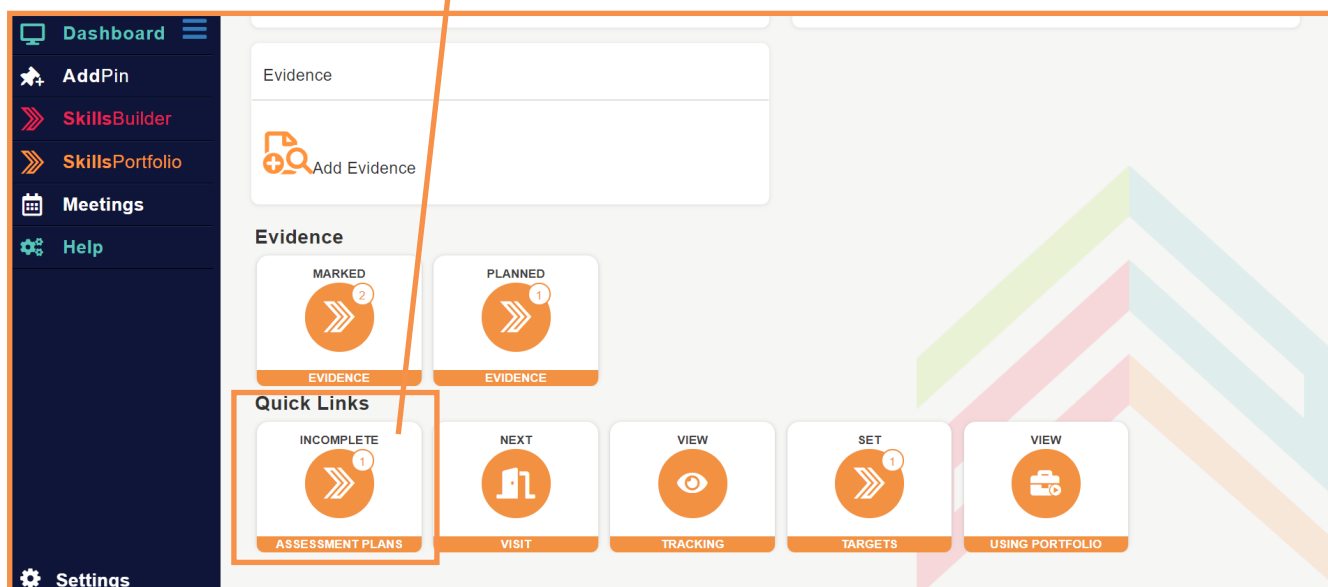
UHB24 - Advise and consult with clients

Press and Update to successfully upload Evidence.


UPDATE

How to Access your Assessment Plan




If your work has been assigned to you via an assessment plan:
 Select the **Assessment Plans** tile on your home page, you can find it in the Quick Links section.



Select the **View button** in relation to your desired assessment plan.

User	Assessment Plan	Assigned	Complete	Actions
Your Name	Need	50%	0%	 VIEW

Here you will see the list of templates that make up your assessment plan,
 Select **View button** to open a template.

Need				
Title	Evidence Type	Status	Target Date	Actions
Complete Need 2			05/01/2019	 VIEW

On this template will be a task for you to complete, be sure to interpret the task and complete the relevant evidence

In order to upload the evidence in relation to the task press the **Submit button** on the template itself.

Assignment: Need 2
↑ SUBMIT ↓

Target: **Due: 05/01/2019**
Status: Planned

Qualifications
+
UPDATE CRITERIA
↑

VTCT Level 2 NVQ Diploma in Hairdressing (QCF)

UHB20 - Style and finish hair

↓

- 1.1 Prepare for styling and finishing services
- 1.2 Apply safe and hygienic methods of working throughout services
- 1.3 Consult with clients to confirm the desired look
- 1.4 Select suitable products tools and equipment

Specify some **detail** surrounding the evidence you are uploading.

Update Status

⬇ Feedback/Note
⬇ Qualifications
✓ SUBMIT

Feedback/Note
↑

Enter feedback on the evidence

Drag and drop the file of evidence to the grey box with dotted lines section of this page.

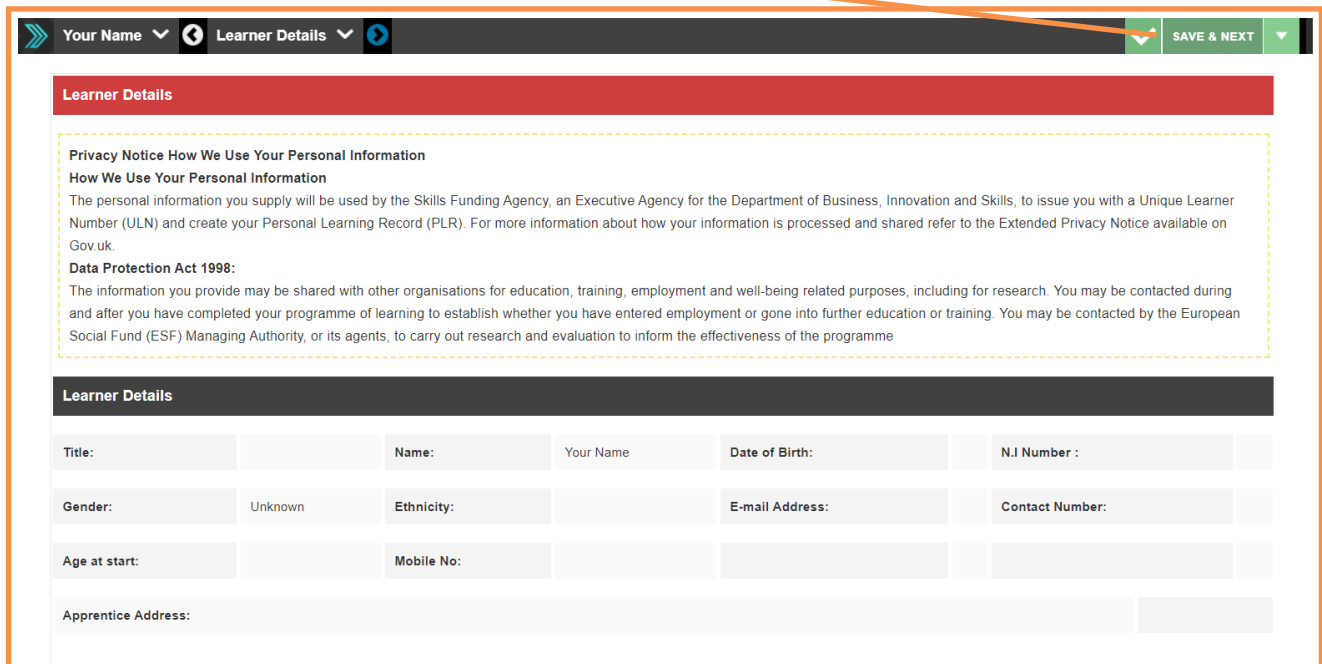
Alternatively you can use the Upload button to select it.

Press **Submit** to complete upload.

How to Complete your ILP

Your assessor will complete the majority of this. Select the **ILP tile** on your homepage.

Complete every field to its exact instruction e.g. if the field asks for name specify your name, be sure to press **save and next** on every page.



Your Name **Learner Details** **SAVE & NEXT**

Learner Details

Privacy Notice How We Use Your Personal Information
How We Use Your Personal Information
 The personal information you supply will be used by the Skills Funding Agency, an Executive Agency for the Department of Business, Innovation and Skills, to issue you with a Unique Learner Number (ULN) and create your Personal Learning Record (PLR). For more information about how your information is processed and shared refer to the Extended Privacy Notice available on Gov.uk.

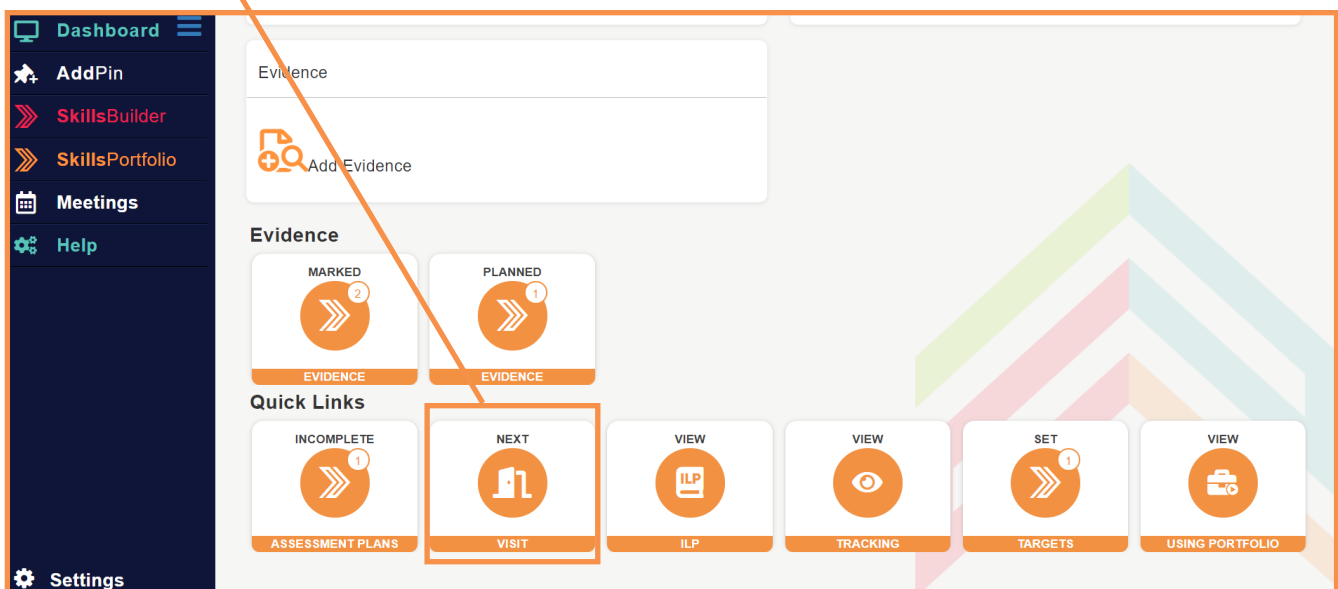
Data Protection Act 1998:
 The information you provide may be shared with other organisations for education, training, employment and well-being related purposes, including for research. You may be contacted during and after you have completed your programme of learning to establish whether you have entered employment or gone into further education or training. You may be contacted by the European Social Fund (ESF) Managing Authority, or its agents, to carry out research and evaluation to inform the effectiveness of the programme

Learner Details

Title:		Name:	Your Name	Date of Birth:		N.I Number :	
Gender:	Unknown	Ethnicity:		E-mail Address:		Contact Number:	
Age at start:		Mobile No:					
Apprentice Address:							

How to view Visits

Select the **Visit** tile on your home page.



Dashboard

- AddPin
- SkillsBuilder
- SkillsPortfolio
- Meetings
- Help
- Settings

Evidence

Add Evidence

Evidence



- MARKED EVIDENCE (2)
- PLANNED EVIDENCE (1)

Quick Links







- INCOMPLETE ASSESSMENT PLANS (1)
- NEXT VISIT**
- VIEW ILP
- VIEW TRACKING
- SET TARGETS (1)
- VIEW USING PORTFOLIO


Here will be a list of all visit types you may of encountered, select the **Open Visit** button that relates to the visit you are attempting to view.

Portfolio Visit List For "Your Name"


Visit Type	Number Of Visits	Last Visit status	Last Visit Date	Next Visit Date	Signature Count	Actions
Teaching, Learning & Assessment visit	2		--	--		 OPEN VISIT 

Here will be all the data covered during your last visit; you will have a target section in which you can review targets that set for yourself. You may have comments you need to complete.

 Your Name 
 Targets 
 SAVE 

Customer Service Practitioner
 ADD TARGET

This Qualification Has Not Been Started

VTCT Level 2 NVQ Diploma in Hairdressing (QCF)
 ADD TARGET

This Qualification Has Not Been Started

How to Approach Referred Evidence

In the event, the evidence you submitted was not sufficient enough to mark your unit as correct your tutor will refer this piece of evidence back to you in hope to get you to complete additional work and re-submit. It is important you recognise when this occurs and how to approach this.

Select the **Referred** tile on your home page.

Select the **View** button that relates to the referred piece of evidence.


Title	Evidence Type	Status	Target	Last Updated	Files/Items	Criteria Linked	Actions
Title of Evidence	Assignment	Referred		09/10/2020	--	--	VIEW

Read the feedback/notes and use this data to amend the piece of evidence you initially uploaded.

In order to re-upload the amended evidence press the **Submit button** on this page.

Assignment: Title of Evidence

SUBMIT

Status: Referred 

Feedback/Notes (1) ↑

Referred

Please make the changes we discussed.

Submitted by Trainee Assessor
09/10/2020

Qualifications + UPDATE CRITERIA ↑

VTCT Level 2 NVQ Diploma in Hairdressing (QCF)

UHB23 - Colour and lighten hair

UHB24 - Advise and consult with clients

Specify some **detail** surrounding the evidence you are uploading.

Update Status

Feedback/Note

Qualifications

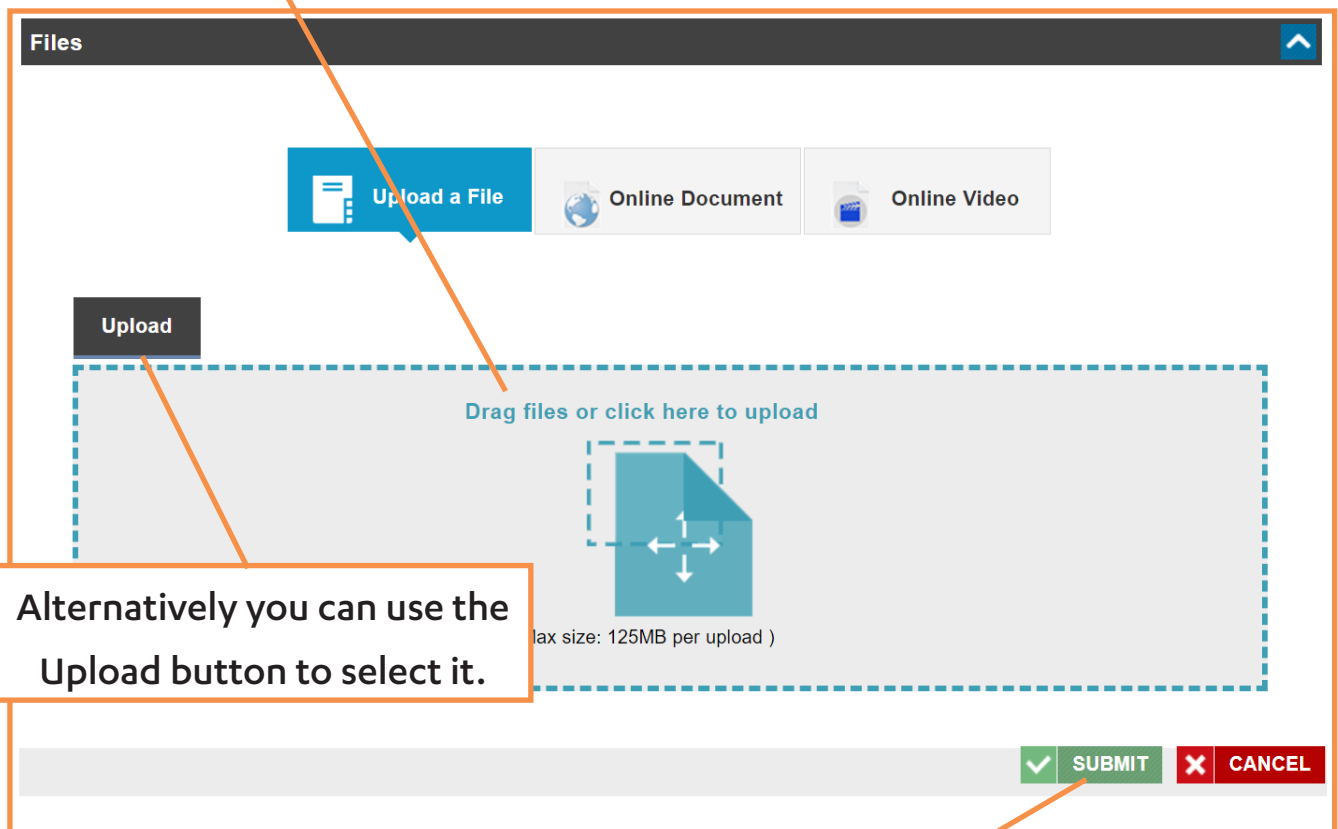
SUBMIT

Feedback/Note ↑

*

Enter feedback on the evidence

Drag and drop the file of evidence to the grey box with dotted lines section of this page.



The screenshot shows a file upload interface. At the top, there is a dark bar labeled "Files" with an upward arrow. Below this are three buttons: "Upload a File" (blue), "Online Document" (grey), and "Online Video" (grey). A large grey area with a blue dotted border is the main upload zone. It contains the text "Drag files or click here to upload" and a blue document icon with a dashed border and arrows. Below the icon, it says "(max size: 125MB per upload)". A black box labeled "Upload" is positioned to the left of the dotted area. At the bottom right of the interface are three buttons: a green checkmark icon, a green "SUBMIT" button, and a red "X" icon followed by a red "CANCEL" button. An orange arrow points from the text "Drag and drop the file" to the dotted area. Another orange arrow points from the text "Alternatively you can use the Upload button to select it." to the "Upload" button. A third orange arrow points from the text "Press Submit to complete upload." to the "SUBMIT" button.

Upload

Upload a File Online Document Online Video

Drag files or click here to upload

(max size: 125MB per upload)

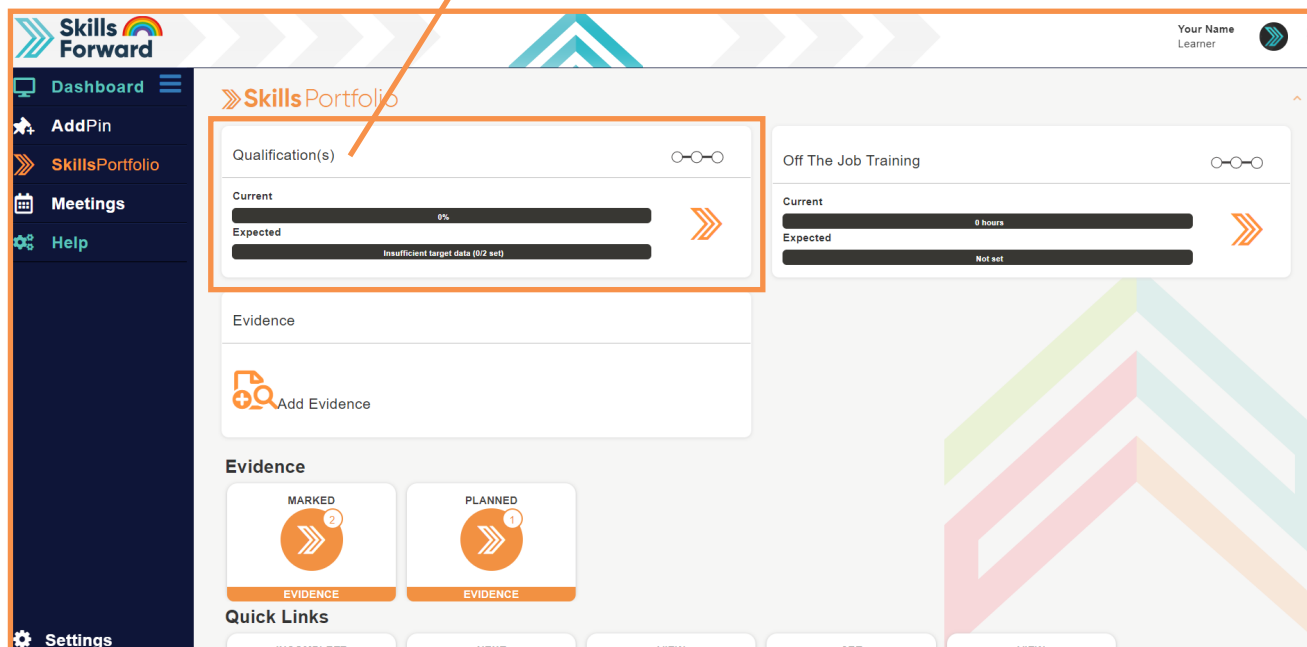
✓ SUBMIT ✕ CANCEL

Alternatively you can use the Upload button to select it.

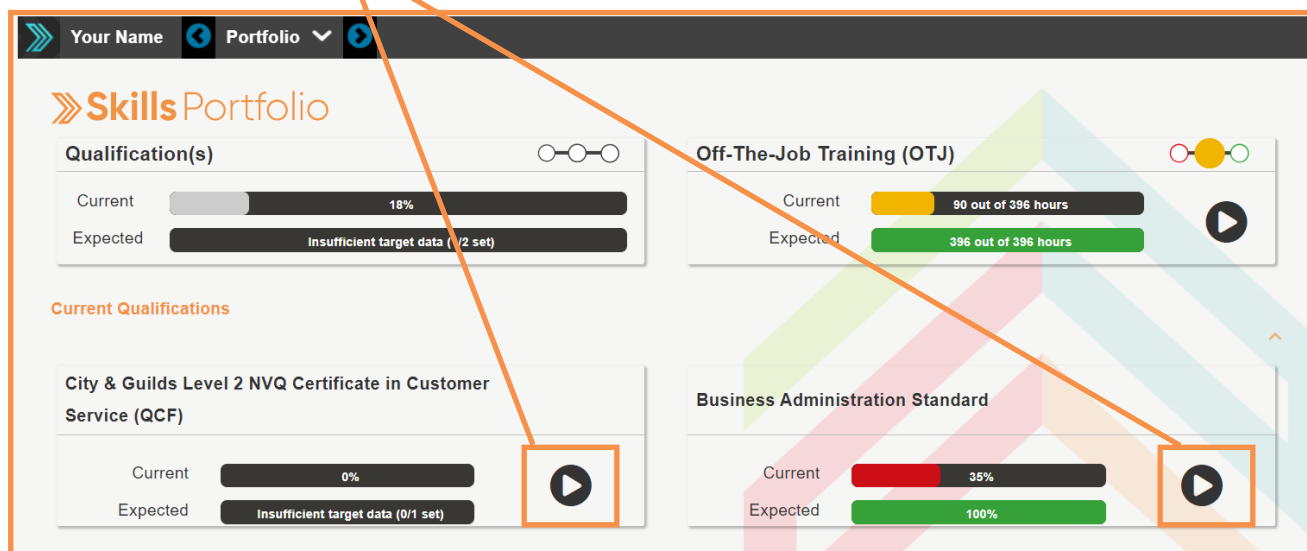
Press **Submit** to complete upload.

How to View your Progression in Relation to your Qualification

Select the **Qualification(s)** tile on your home page.



Navigate to the **Current Qualifications** section and press the icon that resembles a **play button**.



From here you will be able to see all progression in relation to the units within your qualification.

Business Administration Standard

35%

83%	80%	67%	33%	80%
40%	33%	0%	29%	50%
100%	25%	0%	0%	...

Units: 21 Evidence Items: 4

Business Administration Standard [VIEW EVIDENCE LIST](#)

Unit	Status	Evidence Items	Completion	Actions
ST0070/S1 - IT	Working Towards	3	83%	OPEN QUALIFICATION
ST0070/S2 - Record and document production	Working Towards	2	80%	OPEN QUALIFICATION
ST0070/S3 - Decision making	Working Towards	2	67%	OPEN QUALIFICATION
ST0070/S4 - Interpersonal skills	Working Towards	3	33%	OPEN QUALIFICATION
ST0070/S5 - Communications	Working Towards	2	80%	OPEN QUALIFICATION



Skills Portfolio



www.skillsforward.co.uk



info@skillsforward.co.uk



0300 102 1023

