



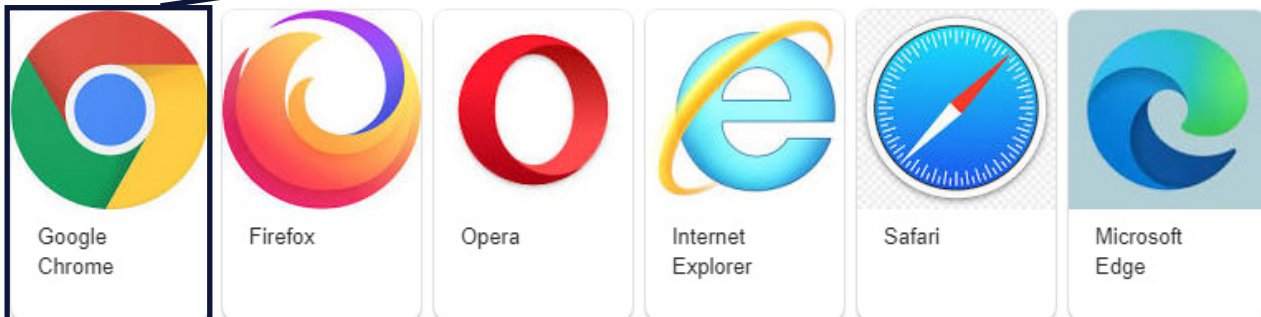
User Guide

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Logging into Skills Forward

1. Open your Web Browser (Preferably Chrome)



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



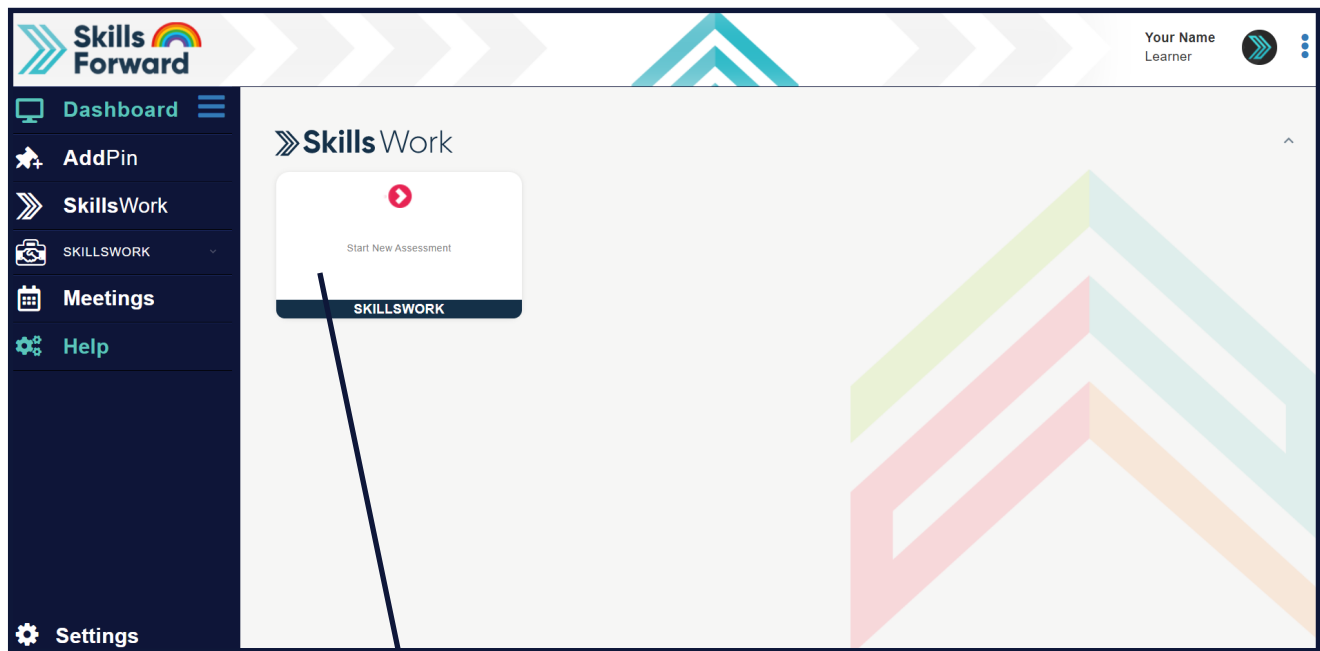
3. Enter your User name

4. Enter your Password

5. Select the Login button.

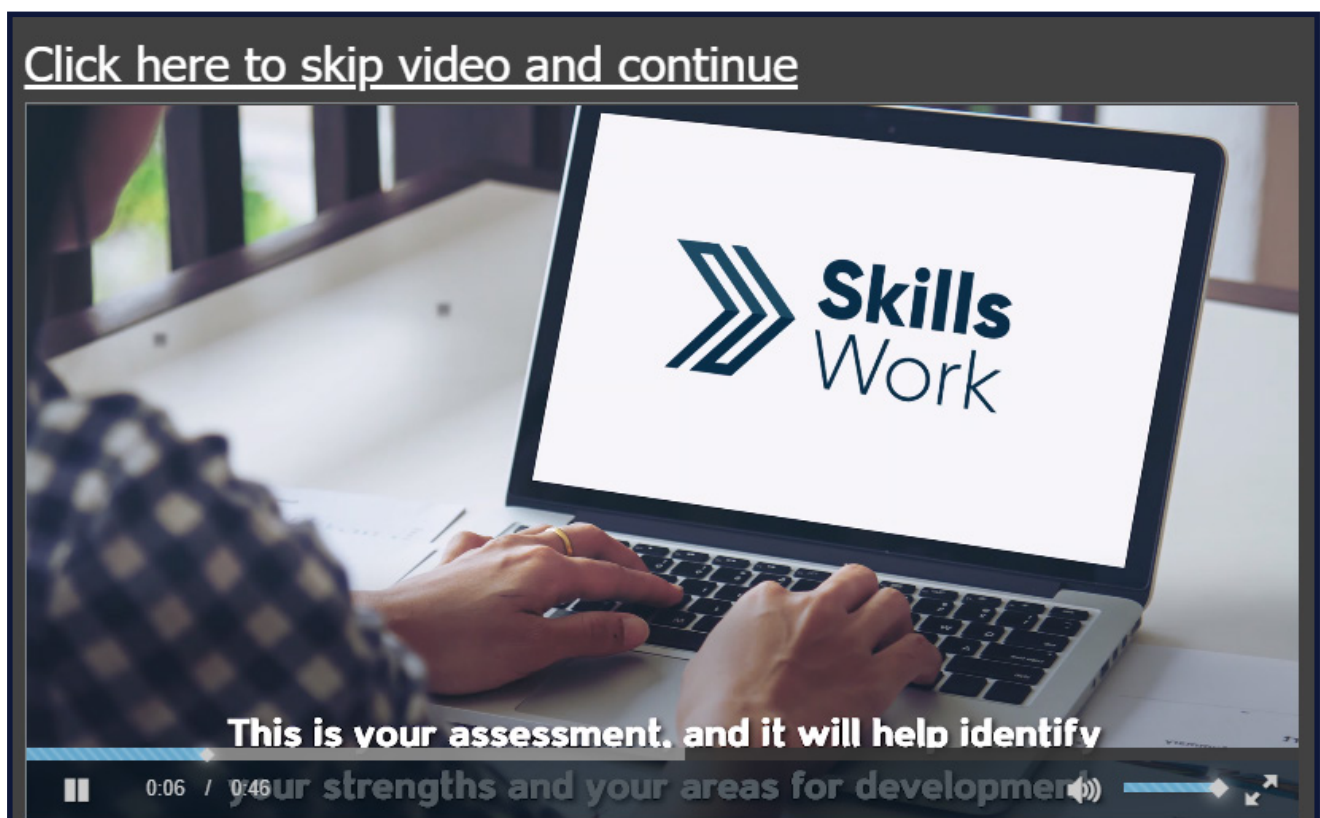
Accessing your Assessments

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



Select **Skills Work Tile (Start a New Assessment)** on the dashboard.

This will present you with a short video regarding the assessment and preferences that you can set.



Start answering the Assessment questions.

SkillsWork Assessment
CV Writing Question ID: 19407

Choose the most appropriate word to complete this sentence from a job application, and drag it into place.

I am very and keen to progress in the company.

painstaking popular ambitious quick

SkillsWork

SkillsForward

NAVIGATE KNOW RESET PLAY AGAIN

Continuing your Assessment

Select Skills Work Tile (Continue Assessment) on the dashboard.

Skills Forward

Your Name
Learner

Dashboard

AddPin

SkillsWork

Meetings

Help

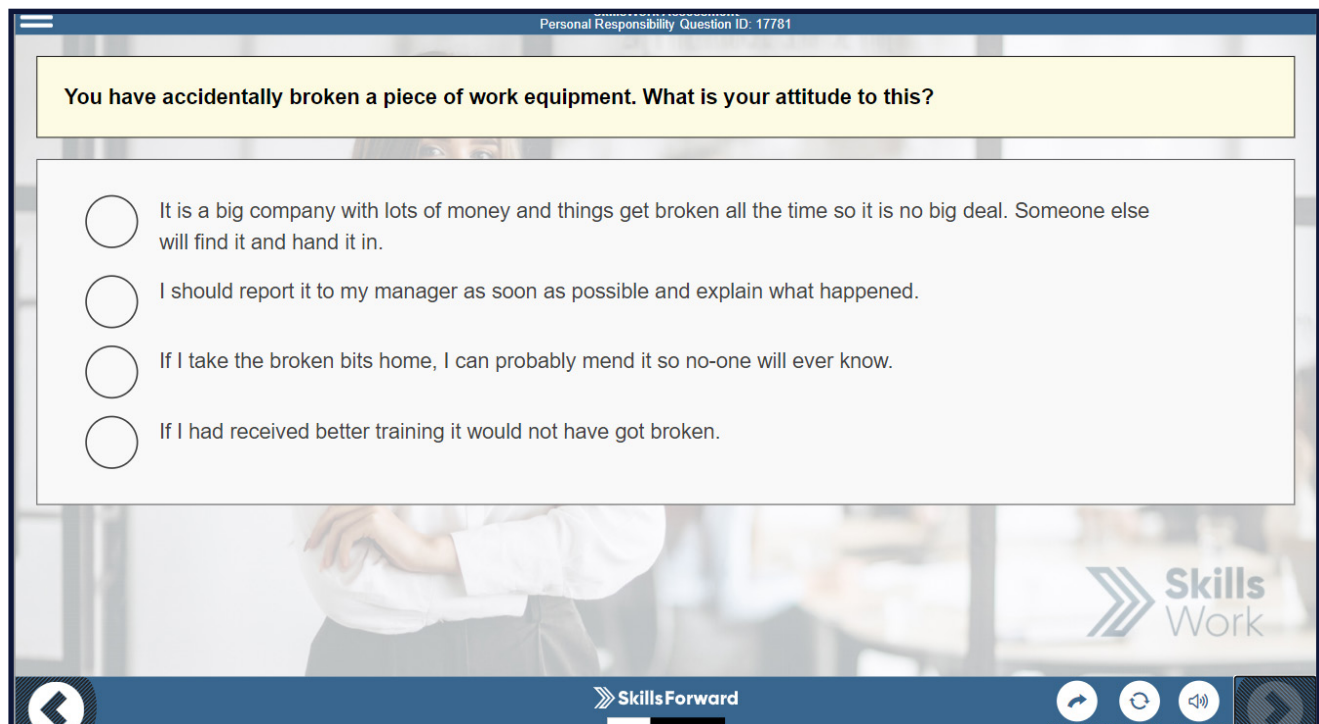
Settings

SkillsWork

CONTINUE ASSESSMENT

SKILLSWORK

This will take you to the last unanswered question in your assessment.
Continue answering the Assessment questions.



Personal Responsibility Question ID: 17781

You have accidentally broken a piece of work equipment. What is your attitude to this?


- It is a big company with lots of money and things get broken all the time so it is no big deal. Someone else will find it and hand it in.
- I should report it to my manager as soon as possible and explain what happened.
- If I take the broken bits home, I can probably mend it so no-one will ever know.
- If I had received better training it would not have got broken.

Skills Work

SkillsForward

Accessing your Results

Select **(Skills Work)** on left hand side drop down
Select **(Assessments)**



The diagram illustrates the navigation path from the Skills Work menu to the Assessments sub-menu. On the left, a vertical menu contains the following items: Dashboard, AddPin, SkillsWork, Meetings, and Help. The SkillsWork item is highlighted with a white arrow pointing to a horizontal box labeled SKILLSWORK. From this box, another white arrow points to a vertical sub-menu on the right, which contains the following items: ASSESSMENTS, LEARNING / ISP, TARGETS, and MARKED RESOURCES. The ASSESSMENTS item is highlighted with a white arrow.

Select **Report** on the Results you would like to view.

SkillsWork List All Assessments

To view your results, select the button in the 'Results' column below.

Type ↓	Progress	Date(s)	Result(s)	Action(s)	Compare
Actual Assessment	▶ Completed Diagnostic	07/11/2019	▶ REPORT		<input type="checkbox"/>

Accessing your Skills Plan

Select **Skills Work Tile (Skills Plan)** on the dashboard.

The screenshot shows the Skills Forward dashboard. On the left is a dark blue sidebar with navigation options: Dashboard, AddPin, SkillsWork, Meetings, Help, and Settings. The main content area features a 'SkillsWork' tile with a progress bar and a 'SKILLS PLAN' label. A blue arrow points from the text above to this tile. The top right corner shows 'Your Name Learner' and a user profile icon. The background has a large, colorful chevron graphic.

Choose which **(Topic)** to work on, **select (Continue)**.

This skills plan shows which skills gaps you have at present. You have been given learning materials you need to fill these gaps. Hover over any icons to learn what they mean.

You should discuss the plan with your tutor and decide which of these skills you need to improve first and anything you both think may need altering in the plan. As you complete the learning materials, your plan will update and show the progress you are making.

Revision available for completed topics. Select to view.

Topics	Initial Status	Targets	Learning Progress	Progress	Actions
<input checked="" type="checkbox"/> Collaboration	R	1	0%		<input type="button" value="CONTINUE"/>
<input checked="" type="checkbox"/> Communication	R	✓	0%		<input type="button" value="CONTINUE"/>
<input checked="" type="checkbox"/> Creativity	R		0%		<input type="button" value="CONTINUE"/>

Play video or answer the question on your screen.

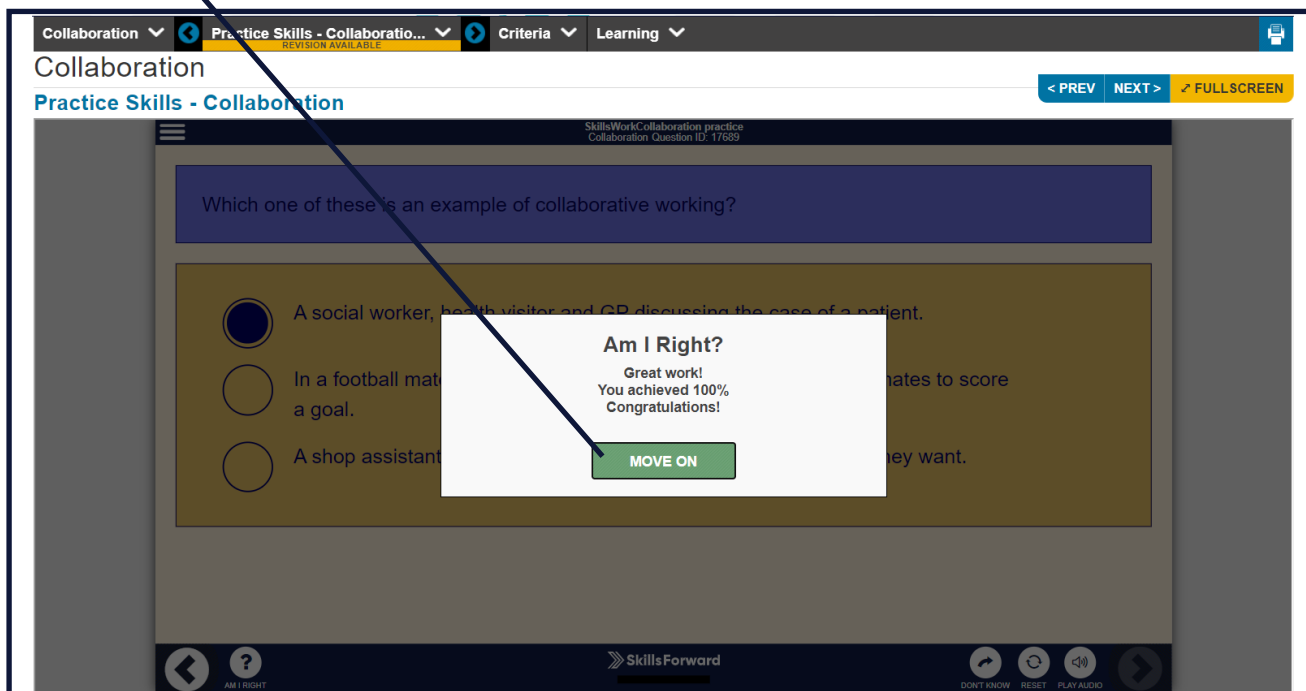
Collaboration video 1

Collaboration video 1

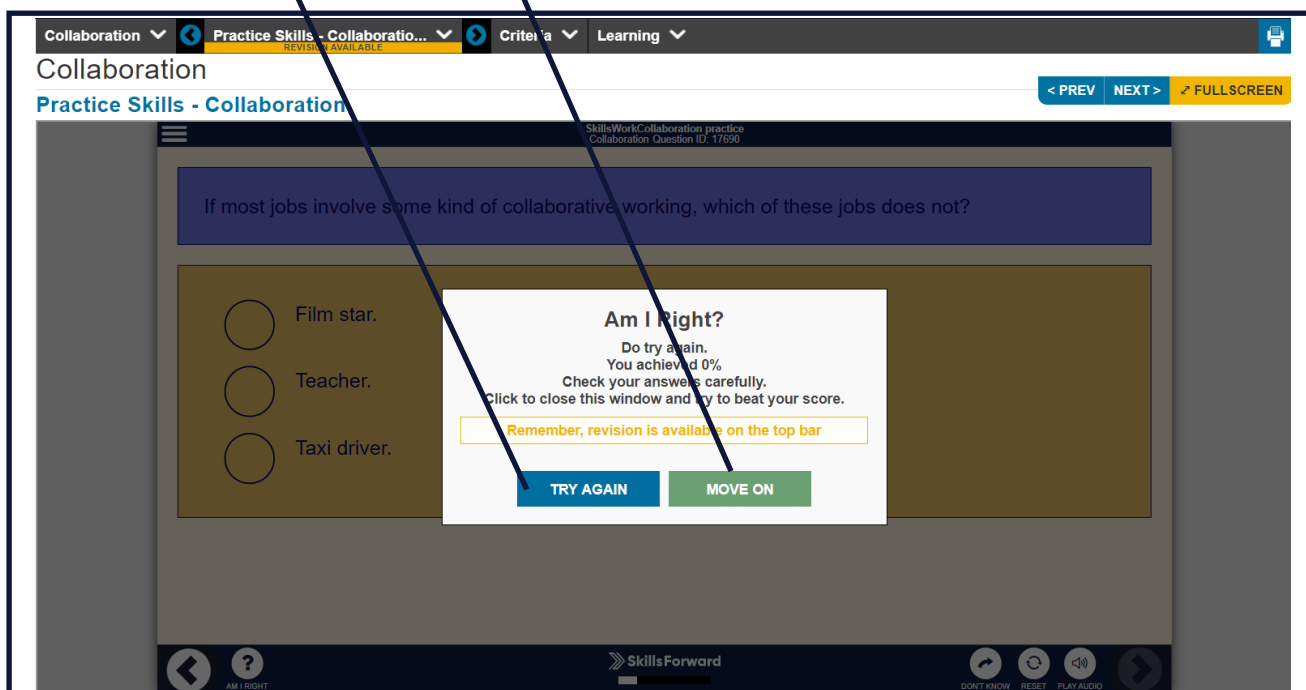
Collaboration Part 1

Skills Forward

Select **Move on** if Correct (You can leave the section at any time).

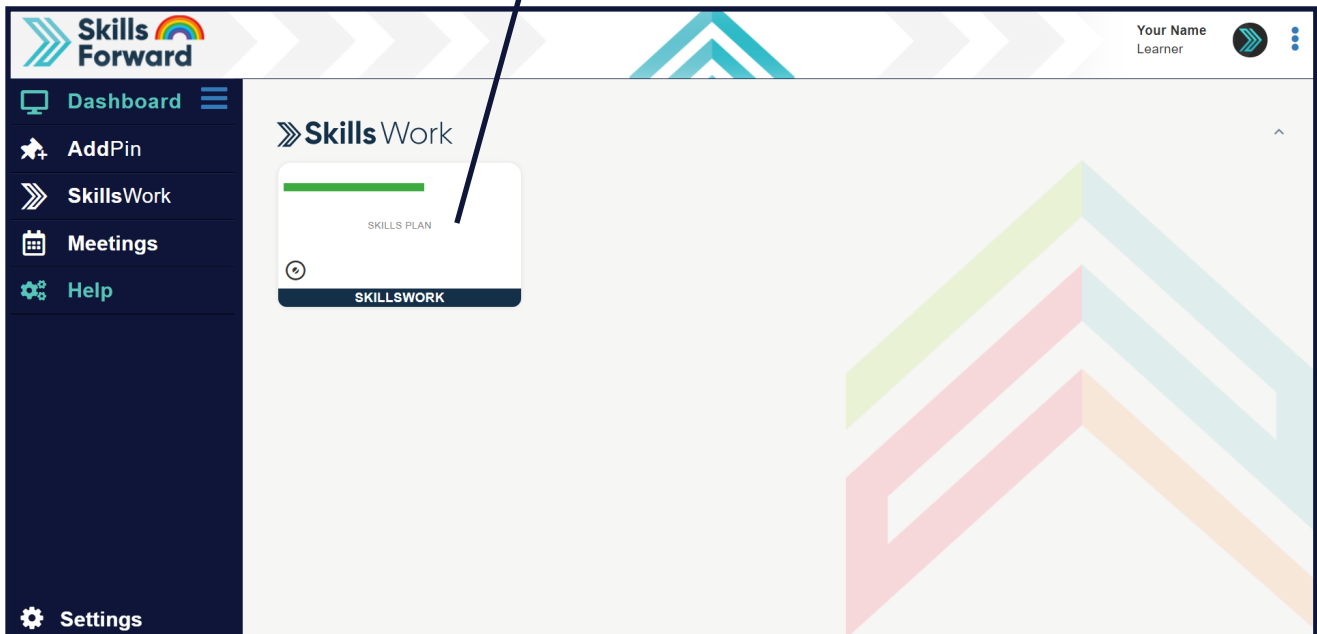


Or you can **Try again / Move on** if incorrect (You can leave the section at any time).



Submitting Targets Set

Select **Skills Work Tile (Skills Plan)** on the dashboard.



Choose which **(Topic)** to work on with a **(Target)**, select **(Continue)**

The screenshot shows the Skills Plan interface. At the top, there are progress bars for 'Assessments' (100%), 'Learning' (40%), 'Portfolio' (0%), and 'Distance Travelled' (0%). Below this is a blue informational box with text about skills gaps and learning materials. A yellow banner below the box says 'Revision available for completed topics. Select to view.' Below the banner is a table with columns: Topics, Initial Status, Targets, Learning Progress, Progress, and Actions.

Topics	Initial Status	Targets	Learning Progress	Progress	Actions
<input checked="" type="checkbox"/> Collaboration			<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%		CONTINUE
<input checked="" type="checkbox"/> Communication			<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%		CONTINUE
<input checked="" type="checkbox"/> Creativity			<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%		CONTINUE

A blue arrow points from the text above to the 'CONTINUE' button in the first row of the table.

1. Select **(Target)**

2. Select **(Submit)**

Revision available for completed topics. Select to view.

Topics	Initial Status	Targets	Learning Progress	Progress	Practice Passed	Actions
Collaboration				50%	1 of 2	
Communication				0%		
Creativity				0%		
CV Writing				50%		
Initiative				100%		
Job Seeking				0%		

Target	Status	Evidence	Start Date	Target Date	Complete Date	Actions
i want		-	-	-	-	

A new window will appear, here you will need to **Enter (Status) as Complete.**

Target

Title:

Details:

Status:

- Set
- Select
- Set
- Complete**
- Not Required

Start Date:

Target Date:

Enter **(Complete Date)** and select **UPDATE**.

The screenshot shows a form with the following fields and values:

- Status: Complete
- Start Date: (empty)
- Target Date: (empty)
- Complete Date: 13/10/2020
- Criteria: Job Seeking

At the bottom right, there is a green button with a checkmark and the text "UPDATE". A "Back To Top" button is visible at the bottom left.

Your tutor/assessor/admin will be notified of this.

Exporting Your Results/Report

Select **(Skills Work)** on left hand side drop down

Select **(Assessments)**

The navigation menu is shown with the following items:

- Dashboard
- AddPin
- SkillsWork** (selected)
- Meetings
- Help

The sub-menu for SkillsWork is open, showing the following options:

- SKILLSWORK
- ASSESSMENTS** (highlighted)
- LEARNING / ISP
- TARGETS
- MARKED RESOURCES

Select **(Report)** on the Assessment you would like to export.

SkillsWork List All Assessments

To view your results, select the button in the 'Results' column below.

Type ↓	Progress	Date(s)	Result(s)	Action(s)	Compare
Actual Assessment	▶ Completed Diagnostic	07/11/2019	▶ REPORT		<input type="checkbox"/>

Select **(Print)**

Learner1 Work
Assessment taken online HTML5

Name	Work, Learner1	Assessment	SkillsWork Assessment (id:17550962)	Date Completed	07/11/2019
Email	skills@work.co.uk	Type	Formative (Actual Assessment)	Time Taken	2m 5s
Learner Ref		Status	Completed		

Print
Incorrect

SkillsWork Assessment Result

Title	Description	Status
CV Writing	You need to improve your awareness of what makes a good CV and how to use it.	✘ ○ ○ ○ ○
Job Seeking	You need to improve your understanding of the methods for identifying suitable job opportunities.	✘ ○ ○ ○ ○
Personal Responsibility	You need to do some work on taking responsibility for your decisions and actions.	✘ ○ ○ ○ ○

Select **Save** and choose a destination for it to be saved.

Name	Work_Learner1	Assessment	SkillsWork Assessment (id:1750962)	Date Completed	07/11/2019
Email	skills@workforce.uk	Type	Formative (Actual Assessment)	Time Taken	2m 5s
Learner Ref		Status	Completed		

SkillsWork Assessment Result

Section	Score %
CV Writing	30
Job Seeking	30
Personal Responsibility	30
Communication	30
Collaboration	30
Initiative	30
Persistence	30
Motivation	30
Creativity	65

Title	Description	Status
CV Writing	You need to improve your awareness of what makes a good CV and how to use it.	
Job Seeking	You need to improve your understanding of the methods for identifying suitable job opportunities.	
Personal Responsibility	You need to do some work on taking responsibility for your decisions and actions.	
Communication	You need to develop your understanding of communication skills.	
Collaboration	You need to improve your understanding of collaborative working.	

Print 2 pages

Destination: Save as PDF

Pages: All

Layout: Portrait

More settings

Paper size: A4

Pages per sheet: 1

Margins: Default

Scale: Default

Options: Headers and footers, Background graphics

Save **Cancel**

Understanding Your Report

You have been assessed on your personal and professional traits. These have been separated in 9 sections for the system to be able to identify your current capabilities within those areas. You are rated on % and a RAG rating. You will now be able to revise in the areas that you need to improve on and achieve a 100% score.



Skills Work



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