



Skills Review

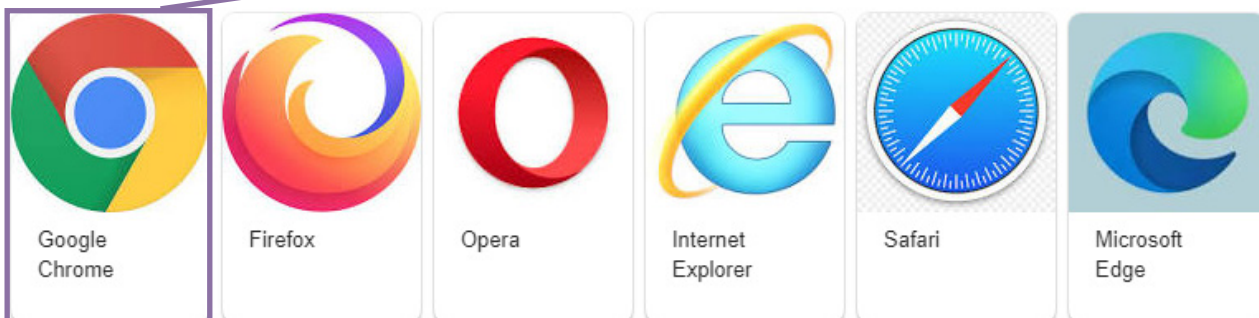
Learner Guide

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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

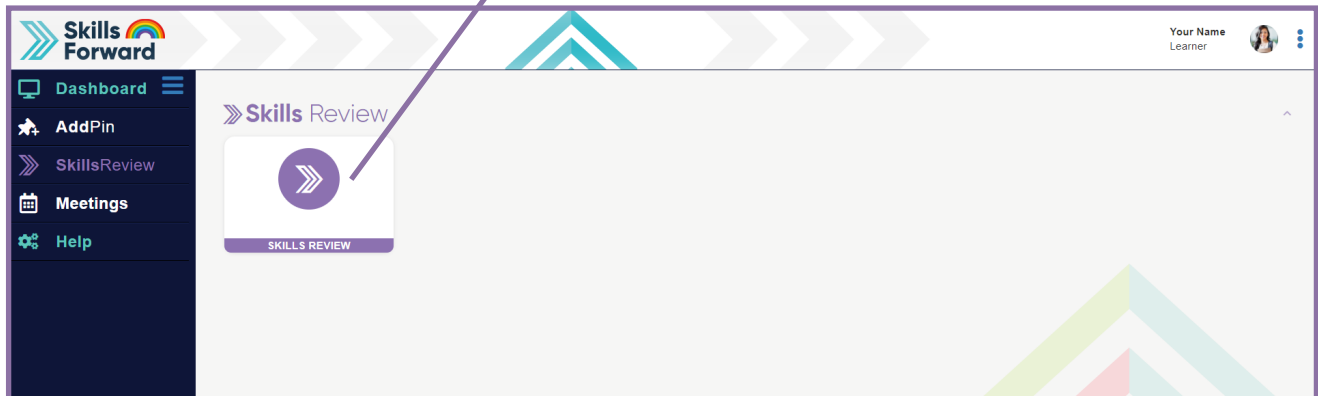
5. Select the Login button.

First step is to log into the Skills Forward platform using the account information and following the instructions provided by your Employer/Assessor.

Your Dashboard

When logged in there will be a **purple** coloured Skills Review tab on your home page, this is providing that an admin user has successfully added the attempt on to your account for you, in the instance where you log in and there is no Skills Review tab then please contact your Tutor/Assessor.

Begin by selecting the **Skills Review** tile on your Dashboard.



Start your Assessment

This will take you to a page that shows you which Skills Review they are about to take or any attempts you will have taken previously.

To start the assessment select the **start button** that falls under the actions column.

 A screenshot of the Skills Review assessment page. The top navigation bar includes 'Your Name', 'Skills Review', and 'Reviews'. Below this, there are two sections for different roles: 'Digital marketer' and 'Software developer'. Each section contains a table with columns for 'Date Created', 'Date Completed', 'Progress', 'Action(s)', and 'Discussion'. In the 'Action(s)' column, there is a 'Start' button. A purple arrow points from the text 'To start the assessment select the start button' to one of these 'Start' buttons.

Date Created	Date Completed	Progress	Action(s)	Discussion
11/09/2020	-	Not Started	Start	

Date Created	Date Completed	Progress	Action(s)	Discussion
11/09/2020	-	Not Started	Start	

The first page you are met with is a pre-fill for you to enter details about your current job role and include information with your prior experience in the Industry you work within.

Introduction to Skills Review

Skills Review is a self-assessed skills gap analysis that enables an apprentice, their training provider, and their employer to review prior learning and measure the key areas of knowledge, skills, and behaviours that are part of an apprenticeship standard.

A series of statements will be presented, which have been extracted from the apprenticeship standard in order to recognise any existing knowledge, skills, or behaviours.

You will be asked to rate your level of understanding against the knowledge, skills, and behaviours within the planned apprenticeship to identify if the chosen apprenticeship is the correct programme for you.

It is important to score all statements as accurately as possible by using the scale in order to identify where there is existing competency, and where there is a need for further development.

It is important that the Skills Review analysis is a true reflection of your current ability.

Next

Also on this page you will find a section to fill out regarding your prior education experience and any other training/qualifications you have.

Please complete the following questions.

Details required

Job Title <input type="text" value="CE Advisor"/>	Length of service in current role <input type="text" value="2-5 Years"/>	Length of service with current employer <input type="text" value="2-5 Years"/>
Length of service in sector/industry <input type="text" value="2-5 Years"/>	Prior Education <input checked="" type="checkbox"/> Functional Skills ✓ <input type="checkbox"/> Pre-employment <input type="checkbox"/> Entry Level Qualifications <input checked="" type="checkbox"/> GCSEs Qualifications ✓ <input type="checkbox"/> A and AS Level Qualifications <input type="checkbox"/> International Baccalaureate (IB) Diploma <input type="checkbox"/> Vocational Qualifications <input checked="" type="checkbox"/> Traineeship ✓ <input type="checkbox"/> Apprenticeship (Current Subject Area) <input type="checkbox"/> Apprenticeship (Other Subject Area) <input type="checkbox"/> Higher Education Qualifications	Training / Qualifications <input checked="" type="checkbox"/> Employer In-House CPD ✓ <input type="checkbox"/> Accredited Training and Development <input checked="" type="checkbox"/> Non-regulated training ✓ <input type="checkbox"/> Mandatory company / organisation training <input type="checkbox"/> Refreshers

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SAVE

Select **Save** and move on.

Practice Questions

Now you are about to start the Skills Review assessment, you are met with an introduction explaining the assessment is that you are about to sit.

You will then complete a series of practise questions which get you ready to sit the actual assessment.

Skills Review - Digital marketer
360 Question ID: 17928

- This is a practice question to help you understand the scale, how it works, and how you can use this within the Skills Review analysis for the chosen apprenticeship to recognise your levels of understanding. Remember this isn't a test, so be as honest as possible.

Rate yourself out of 10 in the following areas.

Driving Excellent Understanding

0 1 2 3 4 5 6 7 8 9 10

Baking Fair Understanding

0 1 2 3 4 5 6 7 8 9 10

Singing Minimal Understanding

0 1 2 3 4 5 6 7 8 9 10

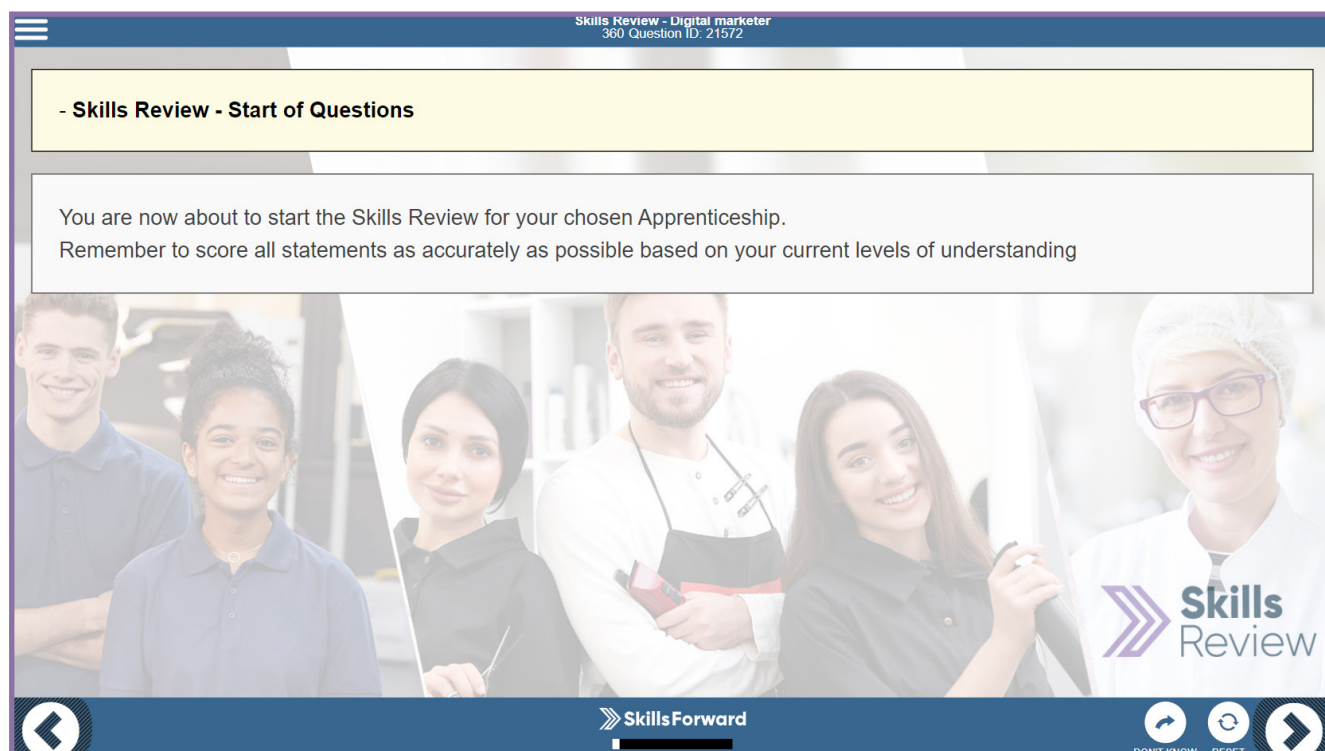
SkillsForward

DON'T KNOW RESET

Apprenticeship Questions

After you go through the practise questions you will then begin the actual Review with questions that are more relevant to your job role than the practise ones.

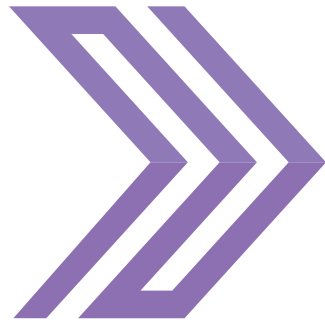
Read the statement and answer honestly until you have completed the assessment in its entirety.



Combined Assessment Results

You are able to view the combined assessment results from you, your assessor and your employer. They are invited to complete this test separately so once you have completed your side of the assessment your work is done.

Instructions of what to do next will be provided by your assessor/employer once they have completed the same assessment from their side.



Skills Review



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