



# Skills Review

---

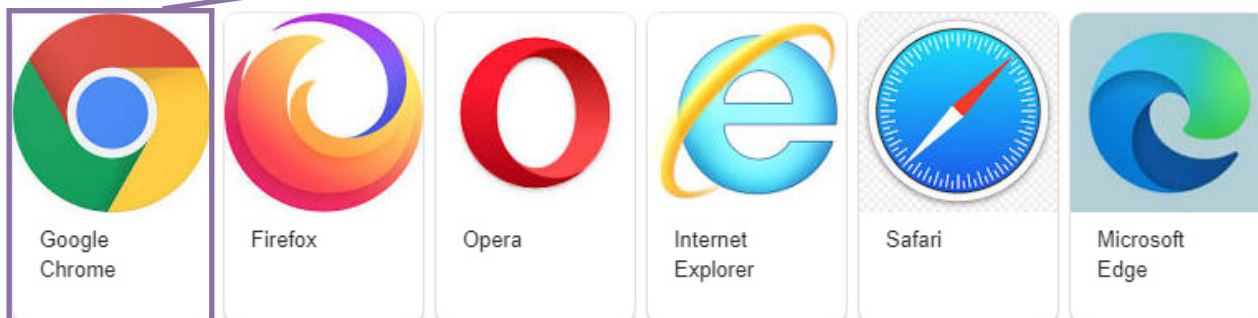
## User Guide

# Contents

|   |                |
|---|----------------|
| <b>Logging into Skills Forward</b>                                    | <b>Page 3</b>  |
| <b>What Is Skills Review ?</b>  | <b>Page 4</b>  |
| <b>Agreeing the permissions of who can amend funding</b>              | <b>Page 5</b>  |
| <b>Setting default funding bands for each Apprenticeship standard</b> | <b>Page 6</b>  |
| <b>Creating a user</b>  | <b>Page 9</b>  |
| <b>How to navigate to a learner profile</b>                           | <b>Page 11</b> |
| <b>Bulk assigning access to Skills Review</b>                         | <b>Page 12</b> |
| <b>Assigning the skills review attempt</b>                            | <b>Page 14</b> |
| <b>Interpreting Results</b>   | <b>Page 16</b> |
| <b>Engaging in professional discussion</b>                            | <b>Page 18</b> |
| <b>Making amendments to funding (if permissions granted)</b>          | <b>Page 20</b> |
| <b>Viewing learner progression over multiple attempts</b>             | <b>Page 22</b> |

# Logging into Skills Forward

1. Open your Web Browser (Preferably Chrome)



2. Enter the following address - [myskillsforward.co.uk](https://myskillsforward.co.uk)



3. Enter your Username

4. Enter your Password

5. Select the Login button.

## What is Skills Review?

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

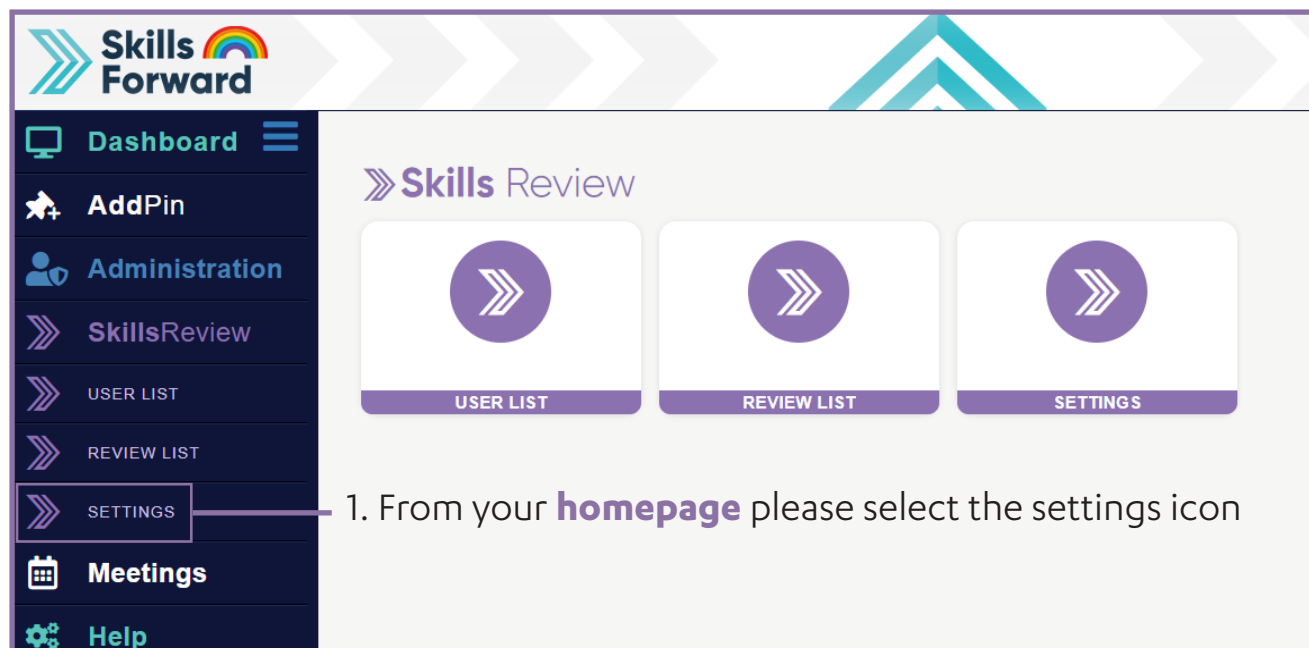
The generated result is then used to have a detailed discussion in relation to how the apprenticeship is structured, delivered and funded. The functionality allows you to document and evidence any changes to duration, funding and clear milestones that are to be achieved on programme.

You can repeat the review process over time to demonstrate progress against the KSBs within the standard enabling you to monitor readiness for End Point Assessment.

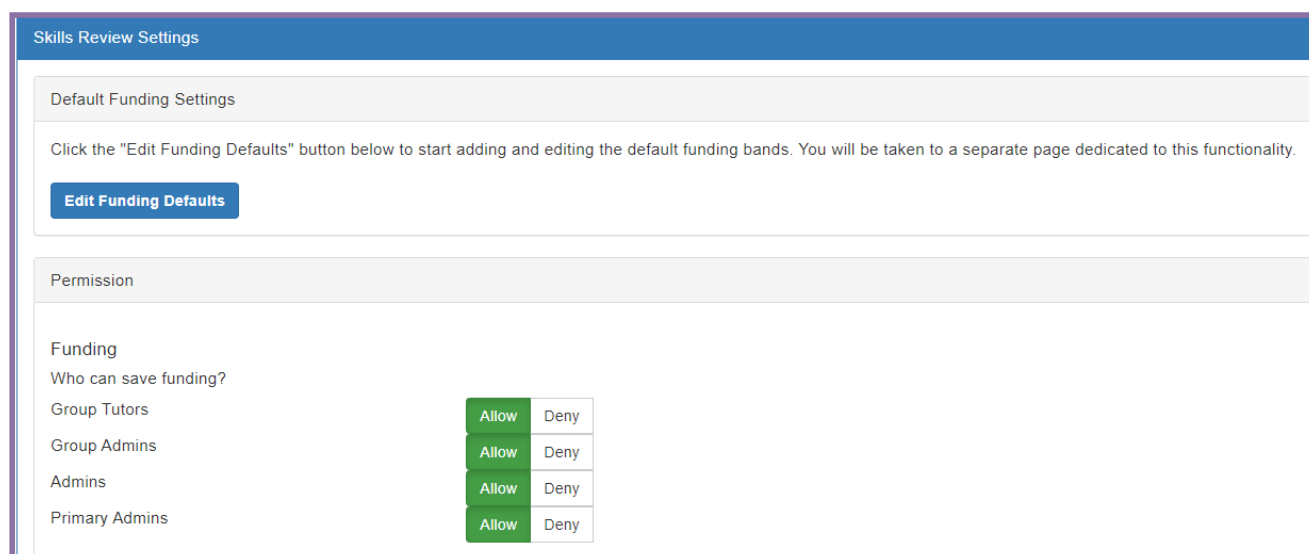
The Skills Review software enables you to remain compliant with the ESFA funding rules and also evidence quality of delivery in line with the Ofsted EIF requirements.

# Agreeing the permissions of who can amend funding

The initial steps after obtaining the product would be for the primary admin to decide who can and cannot make amendments to the default funding once the result is generated on the completion of the assessment. Each institution will have their own processes of who has authority to make adjustments to funding based on the RPL and existing KSBs evidenced.



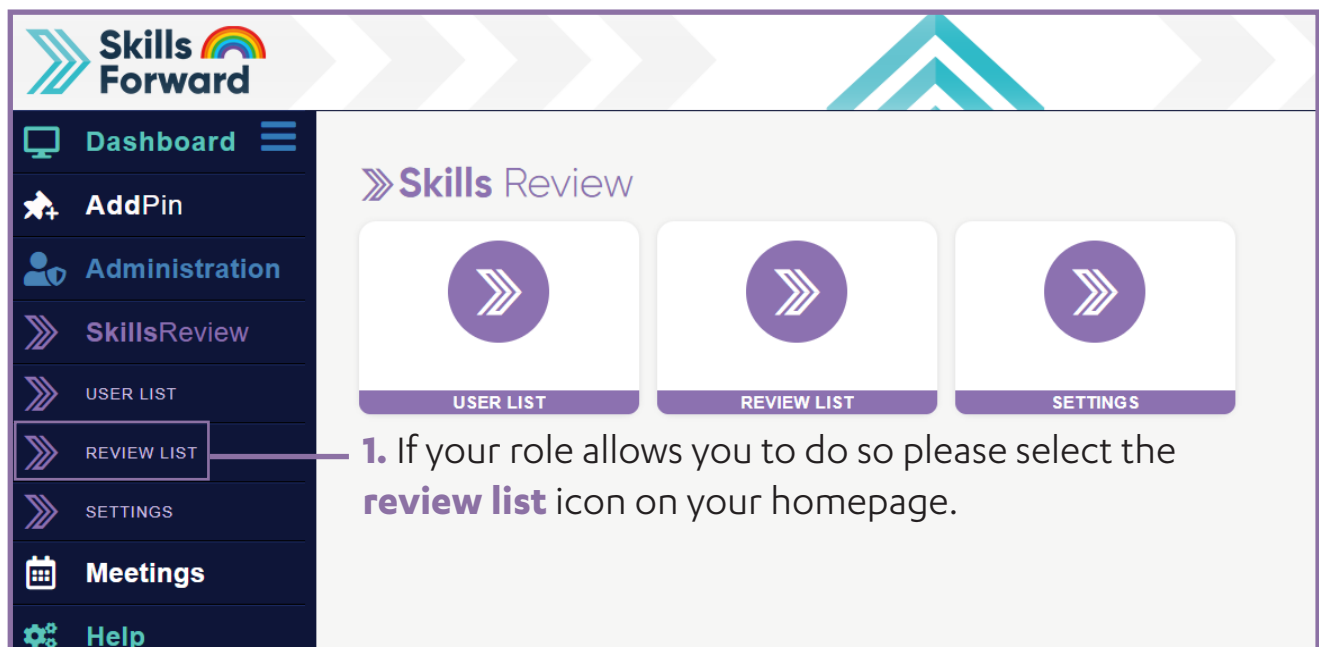
2. Here you will see all account types with the option to **allow or deny** permission, based on your organisations processes please select allow or deny for every user type. This will validate **who can and cannot** edit funding on completion of the Skills Review.



# Setting default funding bands for each Apprenticeship standard

Before assigning the Skills Review assessment you need to specify the default funding for your institution in relation to the eligible items of expenditure based on your delivery model of the standard.

We appreciate that although the standard is the standard, that each organisation will have own model of delivery and structure of how the standard is funded. Failure to do so will remove functionality from the product as there will be no data to amend on the completion of the assessments.



1. If your role allows you to do so please select the **review list** icon on your homepage.

## 2. Proceed to select **edit funding**

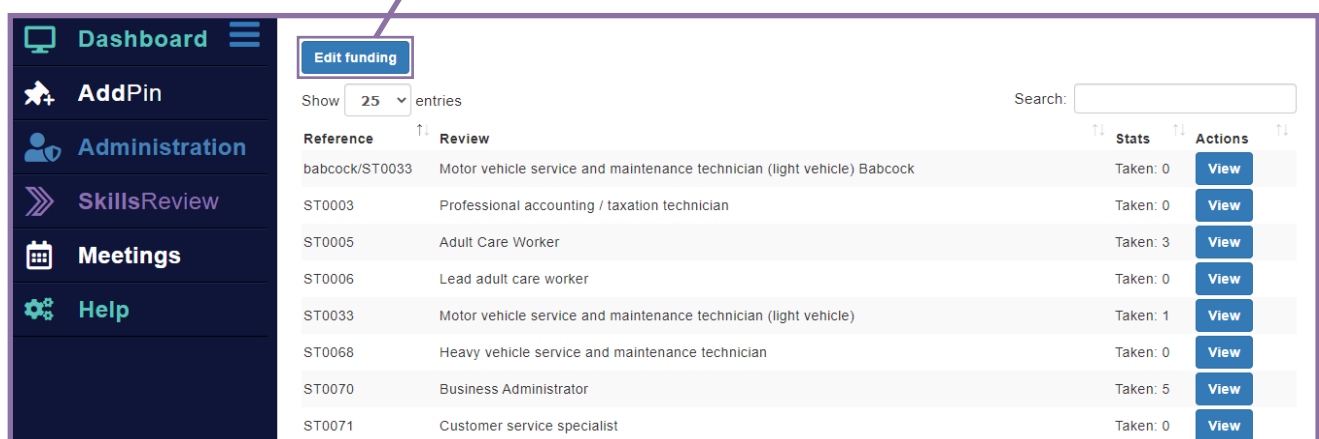


Table data:

| Reference      | Review   | Stats    | Actions              |
|----------------|--|----------|----------------------|
| babcock/ST0033 | Motor vehicle service and maintenance technician (light vehicle) Babcock | Taken: 0 | <a href="#">View</a> |
| ST0003         | Professional accounting / taxation technician                            | Taken: 0 | <a href="#">View</a> |
| ST0005         | Adult Care Worker  | Taken: 3 | <a href="#">View</a> |
| ST0006         | Lead adult care worker   | Taken: 0 | <a href="#">View</a> |
| ST0033         | Motor vehicle service and maintenance technician (light vehicle)         | Taken: 1 | <a href="#">View</a> |
| ST0068         | Heavy vehicle service and maintenance technician                         | Taken: 0 | <a href="#">View</a> |
| ST0070         | Business Administrator   | Taken: 5 | <a href="#">View</a> |
| ST0071         | Customer service specialist  | Taken: 0 | <a href="#">View</a> |

### 3. Select **add funding default**

Skills Review Default Funding

What is Skills Review Default Funding

This is where you can set default costs associated with individual Skills Review's. This cost will override any Institutional default costs set under the "Institutional Default Costs" page. If you can't see the review in the list below, then click "Add funding default" to select the review that you want to add funding to. After adding, this page will refresh.

Add funding default

Show  entries

| Reference | Review | Level | Funding  |
|-----------|--------|-------|--|
|           |        |       | <ul style="list-style-type: none"> <li>£100.00 - Off-the-job training</li> <li>£100.00 - Registration, examination and certification</li> <li>£100.00 - Regular planned on-programme assessments</li> <li>£100.00 - Materials (non-capital items)</li> <li>£100.00 - Administration</li> </ul> |

### 4. Navigate through the list of standards and select the **customise funding button** in relation to the **relevant standard**.

Back to funding home

Show  entries

Search:

| Reference      | Review   | Level   | Actions  |
|----------------|--|---------|--|
| babcock/ST0033 | Motor vehicle service and maintenance technician (light vehicle) Babcock | Level 3 | <a href="#" style="background-color: #0056b3; color: white; padding: 5px 10px; text-decoration: none;">Customise funding</a> |
| ST0003         | Professional accounting / taxation technician                            | Level 4 | <a href="#" style="background-color: #0056b3; color: white; padding: 5px 10px; text-decoration: none;">Customise funding</a> |
| ST0005         | Adult Care Worker  | Level 2 | <a href="#" style="background-color: #0056b3; color: white; padding: 5px 10px; text-decoration: none;">Customise funding</a> |
| ST0006         | Lead adult care worker   | Level 3 | <a href="#" style="background-color: #0056b3; color: white; padding: 5px 10px; text-decoration: none;">Customise funding</a> |
| ST0033         | Motor vehicle service and maintenance technician (light vehicle)         | Level 3 | <a href="#" style="background-color: #0056b3; color: white; padding: 5px 10px; text-decoration: none;">Customise funding</a> |
| ST0068         | Heavy vehicle service and maintenance technician                         | Level 3 | <a href="#" style="background-color: #0056b3; color: white; padding: 5px 10px; text-decoration: none;">Customise funding</a> |
| ST0071         | Customer service specialist  | Level 3 | <a href="#" style="background-color: #0056b3; color: white; padding: 5px 10px; text-decoration: none;">Customise funding</a> |

5. Here you will see a box for every eligible item of expenditure from the funding rules. Please proceed to **type the figure you would usually fund** for this item of delivery of the standard.

Back to funding home

Software developer

**Reference:** ST0116  
**Level:** Level 4  
**Maximum funding:** £18,000  
<https://www.instituteforapprenticeships.org/apprenticeship-standards/software-developer/>

Edit default funding

Enter values in the boxes below to set the default costs that should be applied to this review.

Funding for discussions is calculated in the following order, the first one with a set value is used:

- Cost saved against a discussion
- Default cost set against a Skills Review (This page)
- Default institution cost **Click here to set**
- Fallback value of £0 and must be manually entered by the person entering funding

**Off-the-job training** ⓘ

Institution default: Not set

Enable

**Registration, examination and certification** ⓘ

Institution default: Not set

Enable

6. Be sure to press **enable to save changes** throughout the process.

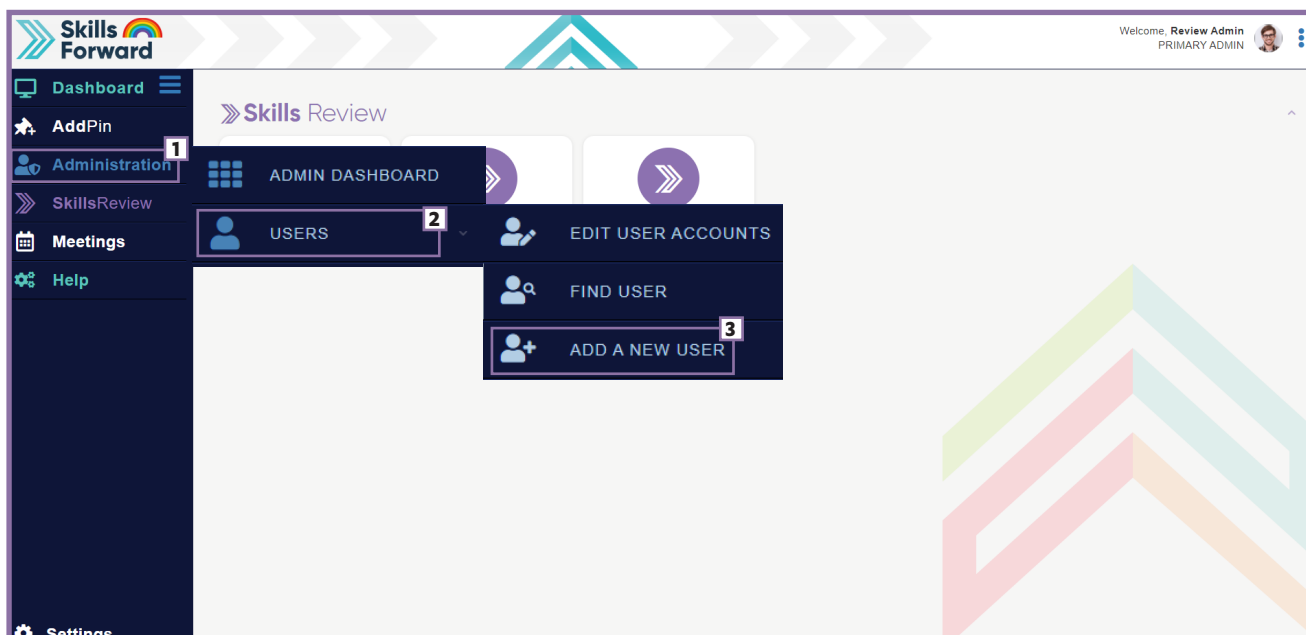
7. Repeat process for all standards you are delivering/assigning to learners.

8. You may set multiple finding bands for the same standard based on your delivery model for different employers, and you will be able to repeat this process for the same standards you have already amended.



# Creating a User

1. From the **homepage** please select the **administration tab** in the tool bar located on the left hand side of the page > Proceed to select user's icon > Select add a new user.



2. Here you are now met with **five fields**, please be sure to populate every one and press **update**. ( see guidance below )

**3. Select update** to finalise the creation of this account

**Username** – Please create a username for your learner, there are no rules it just needs to be bespoke as no two usernames can be the same.

- **Password** – if you know what the learners password is going to be please populate this field accordingly, in the event you do not please use the temporary password of changeme and tick the force password change tick box.

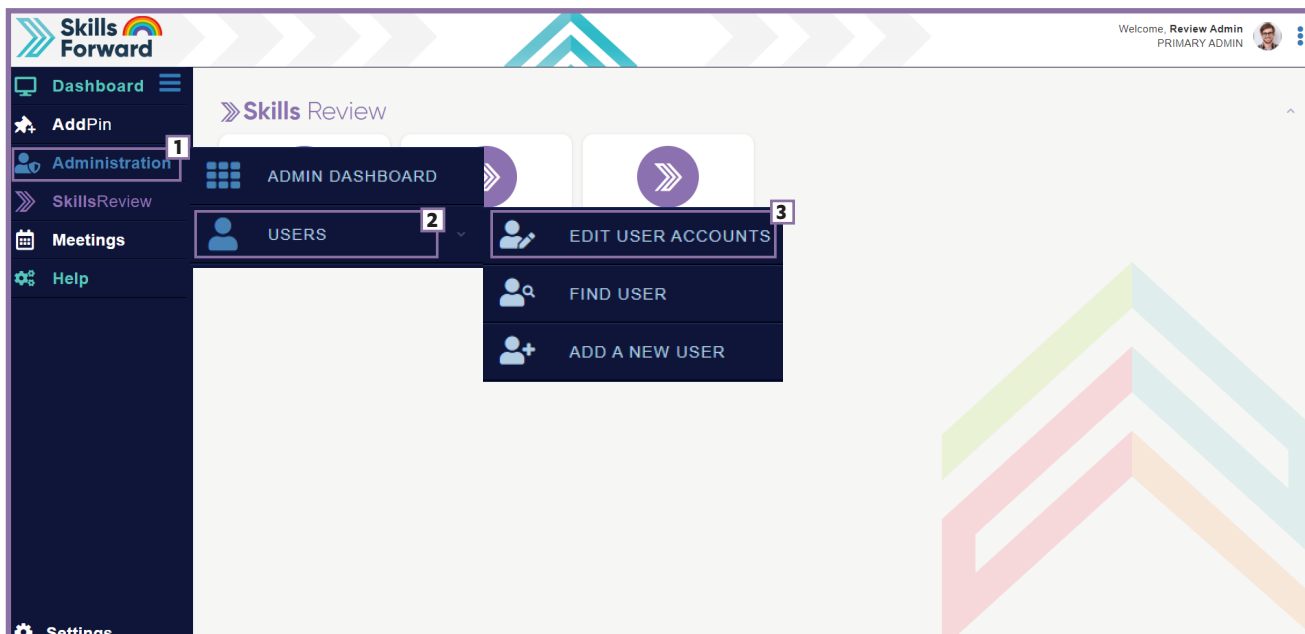
- **First name**- please specify the first name of your learner

- **Surname** – please specify the surname of your learner

- **Email address** – please specify the email address of your learner if you have it, by doing this once you press the update button to create the account we will send an automated email instructing the user how to get logged in.

# How to navigate to a learner profile

1. From the homepage please select the **administration tab** in the tool bar located on the left hand side of the page.
2. Proceed to select **users**.
3. **Select edit user account** to receive a list of all users



Groups:  Show Users:  Filter Text:

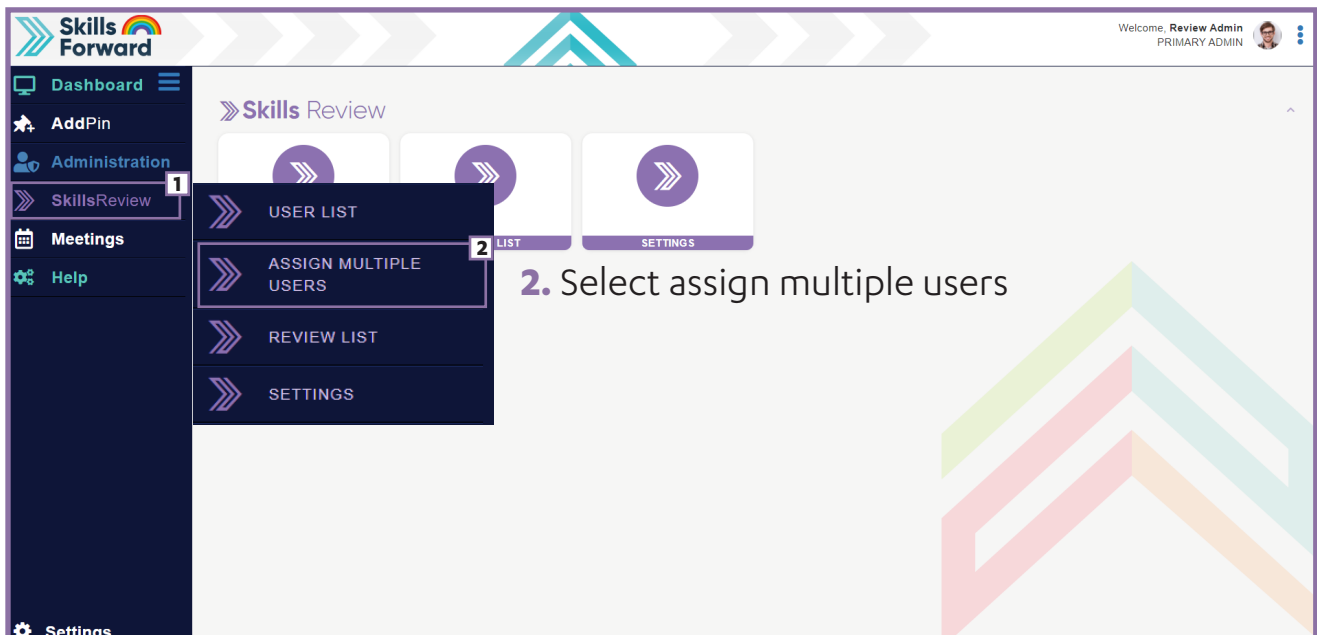
Results ⏪ ⏩ 1 ⏴ ⏵

|  | Name            | Email address               | Username        | Learner Reference | Last access     | Actions                                  |
|--|-----------------|-----------------------------|-----------------|-------------------|-----------------|--|
|  | Admin, Review   | demo@demo.co.uk             | reviewadmin1    |                   | now             | <input type="button" value="VIEW USER"/> |
|  | Mark Fisher     | mark@skillsforward.co.uk    | markf           |                   | 1 day 1 hour    | <input type="button" value="VIEW USER"/> |
|  | Jane Wilko      | jane@skillsforward.co.uk    | janew           |                   | 32 days 3 hours | <input type="button" value="VIEW USER"/> |
|  | Madison Bex     | madison@skillsforward.co.uk | maddisonb       |                   | 30 days         | <input type="button" value="VIEW USER"/> |
|  | John Butcher    | john@skillsforward.co.uk    | johnb           |                   | Never           | <input type="button" value="VIEW USER"/> |
|  | Learner, Review | demo@demo.co.uk             | reviewlearner01 |                   | 44 days 3 hours | <input type="button" value="VIEW USER"/> |

**4. Select view user** to open a user profile.

# Bulk assigning access to a Skills Review

1. From home page please select the Skills Review tab located in the tool bar on the left of the page



3. Select a skills review to assign from the **first drop dropdown**.

The screenshot shows the 'Skills Review - Assign multiple users to a review' form. It has a blue header and a yellow step indicator 'Step 1 - Select a Skills Review'. Below this, there is a section titled 'Select Skills Review - Click the Skills Review that you'd like to bulk assign'. This section contains a dropdown menu labeled 'Type name of Skills Review' with a list of options: Adult Care Worker - Level 2 - ST0005, Business Administrator - Level 3 - ST0070, Customer Service Practitioner - Level 2 - ST0072, Dental Nurse - Level 3 - ST0113, Digital marketer - Level 3 - ST0122, HR support - Level 3 - ST0239, and Leisure duty manager - Level 3 - ST0301. Below the dropdown is a 'Selected Users' field which currently shows 'No users selected'. At the bottom right, there is a blue button labeled 'Assign to Skills Review'.

4. Use the **second dropdown** to highlight the learners you are going to **assign** the Skills Review too.

Skills Review - Assign multiple users to a review

Step 1 - Select a Skills Review

Select Skills Review - Click the Skills Review that you'd like to bulk assign



Business Administrator - Level 3 - ST0070

Step 2 - Use the "Select user" box below to search for the user you wish to add, keep adding the users until you have everyone needed.

Select user - clicking on a user will add them to the list below

Type name, email or username...

No user selected

|   |   |
|---|---|
|  | Name: Review Admin<br>Email: demo@demo.co.uk<br>Username: reviewadmin1<br>Reference:      |
|  | Name: Review Learner<br>Email: demo@demo.co.uk<br>Username: reviewlearner01<br>Reference: |

5. Press **assign Skills Review** to finalise changes.

Skills Review - Assign multiple users to a review

Step 1 - Select a Skills Review

Select Skills Review - Click the Skills Review that you'd like to bulk assign

Business Administrator - Level 3 - ST0070



Step 2 - Use the "Select user" box below to search for the user you wish to add, keep adding the users until you have everyone needed.

Select user - clicking on a user will add them to the list below

Type name, email or username...

Assign new attempt if user has already completed a review

Selected Users

|   |  |
|---|--|
|  | Name: Review Admin <br>Email: demo@demo.co.uk<br>Username: reviewadmin1<br>Reference: |
|---|--|

Assign to Skills Review

# Assigning the skills review attempt

1. Once on the learners profile please select the **Skills Review button**, this is found under the **Profile dropdown**.

2. Proceed to select **add review**

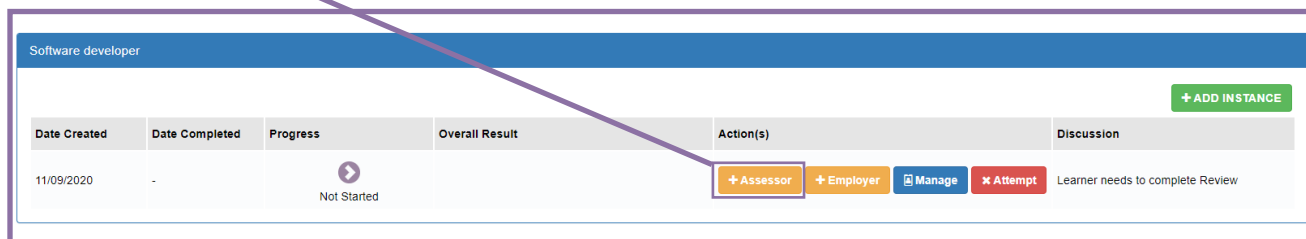
| Date Created | Date Completed | Progress           | Overall Result | Action(s)      | Discussion                       |
|--------------|----------------|--------------------|----------------|----------------|----------------------------------|
| 10/09/2020   | -              | Started Assessment |                | Manage Attempt | Learner needs to complete Review |

3. Select the **drop down menu** to expand the list of standards and **select the standard** that is relevant to the learner.

4. **Press add** in order to successfully assign this assessment type to your learner's profile.

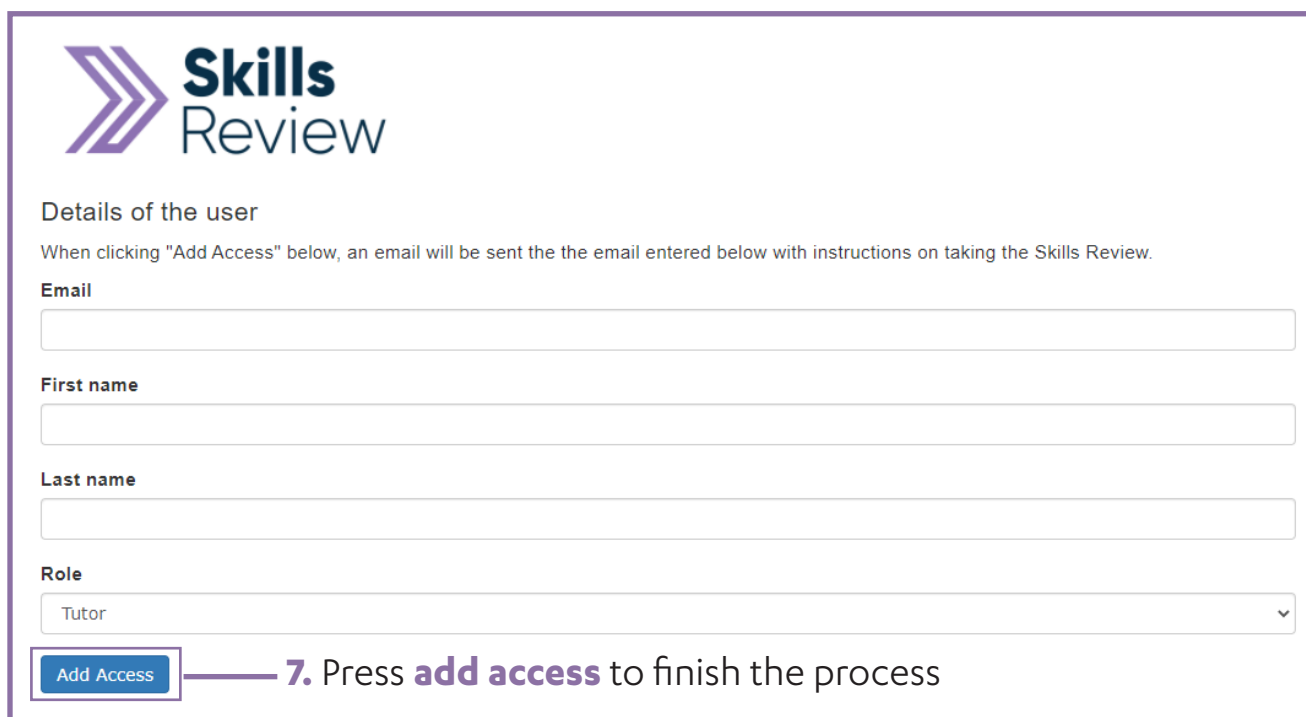


5. You will now be redirected to the **learner's results page** in which you will be able to see the review type added. This gives you clarity that you have successfully added the relevant assessment to this learner. The only thing left to do at this stage is to select the orange buttons to invite the assessor and employer to take this assessment. Select the **'+ assessor'** button.



| Date Created | Date Completed | Progress    | Overall Result | Action(s)  | Discussion                       |
|--------------|----------------|-------------|----------------|--|----------------------------------|
| 11/09/2020   | -              | Not Started |                | <a href="#">+ Assessor</a> <a href="#">+ Employer</a> <a href="#">Manage</a> <a href="#">Attempt</a> | Learner needs to complete Review |

6. Please **complete all fields** using the following guidance below.



**Skills Review**

Details of the user

When clicking "Add Access" below, an email will be sent to the email entered below with instructions on taking the Skills Review.

**Email**

**First name**

**Last name**

**Role**

**Add Access** — 7. Press **add access** to finish the process

- **Email** – please specify the email address of this user, as they are invited to take the assessment via a link on an automated email. No external users will require skills forward user accounts.
- **First name** – specify the first name of the external user, this is essential for reporting reasons
- **Last name** – specify the first name of the external user, this is essential for reporting reasons
- **Role** – clarify the role of this user is correct

8. Repeat until both parties have been invited

# Interpreting Results

1. Once on the learners profile please select the **Skills Review button**, this is found under the **Profile dropdown**.

Home » Administration » Users » Review Learner

Review Learner Profile 44 days 5 hours ago LOGIN AS

**Review Learner**

- Profile
- Edit profile
- Groups
- Activity
- Skills Review**
- Personal Notes

More Details Options

reviewlearner01

demo@demo.co.uk

User Add Page

Skills Forward Password (manual)

EPAO

No Courses [+ ADD COURSES](#)

No Roles [↑](#)

2. Select the **results button**

Home » Review Learner » Skills Review Reviews

[+ ADD REVIEW](#)

Operations/Departmental Manager

[+ ADD INSTANCE](#) [VIEW PROGRESS](#)

Knowledge Skills Behaviours

| Date Created | Date Completed | Progress             | Overall Result         | Action(s)                                      | Discussion                 |
|--------------|----------------|----------------------|------------------------|--|----------------------------|
| 02/03/2020   | 02/03/2020     | Completed Assessment | <a href="#">Result</a> | <a href="#">Manage</a> <a href="#">Attempt</a> | <a href="#">Discussion</a> |
| 06/03/2020   | 06/03/2020     | Completed Assessment | <a href="#">Result</a> | <a href="#">Manage</a> <a href="#">Attempt</a> | <a href="#">Discussion</a> |
| 29/07/2020   | 29/07/2020     | Completed Assessment | <a href="#">Result</a> | <a href="#">Manage</a> <a href="#">Attempt</a> | <a href="#">Discussion</a> |



3. Here will be a page that breaks down the score out of 10 given by each of the three parties for each KSB statement.

The result will also show you the combined result based on the algorithm within the assessment engine. Accompanying the scores will be the relevant statement. Users may also be tempted to break this down more visually by selecting the knowledge, skills or behaviours icon located in the top centre of this page.

Review Learner
Assessment taken online HTML5

|                    |                 |                   |   |                       |            |
|--------------------|-----------------|-------------------|---|-----------------------|------------|
| <b>Name</b>        | Learner, Review | <b>Assessment</b> | Operations/Departmental Manager (id:19284585) | <b>Date Completed</b> | 29/07/2020 |
| <b>Email</b>       | demo@demo.co.uk | <b>Type</b>       | SkillsReview                                  | <b>Time Taken</b>     | 1m 31s     |
| <b>Learner Ref</b> |                 | <b>Status</b>     | Completed                                     |                       |            |

Combined Overall
Knowledge
Skills
Behaviours
Detailed

- Knowledge
- Skills
- Behaviours

**Combined Overall** - This graph shows the full skills gap analysis, which has been validated by the Employer and Assessor.

| Category         | Statement | Combined   | Review Learner (Self) | Luke ".Cordon (Tutor) | Jess Vick (Employer) |
|------------------|-----------|--|-----------------------|-----------------------|----------------------|
| Statement 1 (K)  | Knowledge | Understand operational management approaches and models, including creating plans to deliver objectives and setting KPIs.  | Maximum Understanding | 10/10                 | 10/10                |
| Statement 2 (K)  | Knowledge | Understand business development tools (e.g. SWOT) and approaches to continuous improvement.  | Maximum Understanding | 10/10                 | 10/10                |
| Statement 3 (K)  | Knowledge | Understand operational business planning techniques, including how to manage resources, development of sales and marketing plans, setting targets and monitoring performance.                              | Maximum Understanding | 10/10                 | 10/10                |
| Statement 4 (K)  | Knowledge | Understand how to initiate and manage change by identifying barriers and know how to overcome them. Understand data security and management, and the effective use of technology in an organisation.       | Maximum Understanding | 10/10                 | 10/10                |
| Statement 5 (K)  | Knowledge | Know how to set up and manage a project using relevant tools and techniques, and understand process management. Understand approaches to risk management.  | Maximum Understanding | 10/10                 | 10/10                |
| Statement 6 (K)  | Knowledge | Understand business finance: how to manage budgets, and financial forecasting.   | Maximum Understanding | 10/10                 | 10/10                |
| Statement 7 (K)  | Knowledge | Understand different leadership styles, how to lead multiple and remote teams and manage team leaders.   | Maximum Understanding | 10/10                 | 10/10                |
| Statement 8 (K)  | Knowledge | Know how to motivate and improve performance, supporting people using coaching and mentoring approaches. Understand organisational cultures and diversity and their impact on leading and managing change. | Maximum Understanding | 10/10                 | 10/10                |
| Statement 9 (K)  | Knowledge | Know how to delegate effectively.  | Maximum Understanding | 10/10                 | 10/10                |
| Statement 10 (K) | Knowledge | Know how to manage multiple teams, and develop high performing teams. Understand performance management techniques, talent management models and how to recruit and develop people.                        | Maximum Understanding | 10/10                 | 10/10                |
| Statement 11 (K) | Knowledge | Understand approaches to partner, stakeholder and supplier relationship management including negotiation, influencing, and effective networking.   | Maximum Understanding | 10/10                 | 10/10                |

17

# Engaging in professional discussion

1. Once on the learners profile please select the **Skills Review button**, this is found under the **Profile dropdown**.

Home > Administration > Users > Review Learner

Review Learner Profile 44 days 5 hours ago LOGIN AS

Profile  
Edit profile  
Groups  
Activity  
Skills Review  
Personal Notes

More Details Options

reviewlearner01  
demo@demo.co.uk  
User Add Page  
Skills Forward Password (manual)  
EPAO

Edit profile Groups Activity Skills Review

No Courses [+ ADD COURSES](#)

No Roles [+](#)

2. Select the **discussions button**

Home > Review Learner >

Review Learner Skills Review Reviews

+ ADD REVIEW


Operations/Departmental Manager

+ ADD INSTANCE VIEW PROGRESS

Knowledge Skills Behaviours

| Date Created | Date Completed | Progress             | Overall Result | Action(s)      | Discussion |
|--------------|----------------|----------------------|----------------|----------------|------------|
| 02/03/2020   | 02/03/2020     | Completed Assessment | Result         | Manage Attempt | Discussion |
| 06/03/2020   | 06/03/2020     | Completed Assessment | Result         | Manage Attempt | Discussion |
| 29/07/2020   | 29/07/2020     | Completed Assessment | Result         | Manage Attempt | Discussion |

3. Here you will be met with a page that includes of the **learners RPL** and their combined understanding in relation to the statements within their chosen standard.



Knowledge Skills Behaviours

### Professional Discussion

We have now highlighted within the apprenticeship standard the areas of knowledge, and Skills that already exist and how the learner behaves in certain situations.

[VIEW FULL REPORT](#)

**Learner Details**

**Name:** Review Learner  
**Email:** demo@demo.co.uk  
**Username:** reviewlearner01

As per the learner's survey results at 10:19 on 29/07/2020.  
 The learner has worked in the sector for **6-12 Months** and has worked in the business for **6-12 Months**.  
 The learner also **hasn't** completed an apprenticeship in this subject area before.

**Education History**


- GSECEs Qualifications
- Traineeship

**Training History**

- Mandatory company / organisation training

Discuss / Record any amendments to:

**Content, delivery and clear milestones to be achieved**



| Statement   | Combined              |
|-------------|-----------------------|
| Statement 1 | Maximum Understanding |
| Statement 2 | Maximum Understanding |
| Statement 3 | Maximum Understanding |
| Statement 4 | Maximum Understanding |
| Statement 5 | Maximum Understanding |
| Statement 6 | Maximum Understanding |

You will use this data to have a professional discussion in which you will cover any amendments to:


- **Content**, delivery and clear milestones to be achieved
- **Duration** (minimum of 372 days with 20% OTJ)
- **Duration** Description – Explaining why you have made any amendments to the delivery duration.
- **Learner** Comments
- **Assessor** Comments

4. Select the **save button** on completion of the discussion, this will lock down this record

Choose an option below

- **Save** to save the current data on this page
- **Mark as completed** to save and mark the discussion as completed.

 Save

 Mark as complete

# Making amendments to funding (if permissions granted)

1. Once on the learners profile please select the **Skills Review** button, this is found under the **Profile dropdown**.

Home » Administration » Users » Review Learner

Review Learner Profile 44 days 5 hours ago LOGIN AS

**Review Learner**

Profile Edit profile Groups Activity Skills Review Personal Notes

More Details Options

reviewlearner01

demo@demo.co.uk

User Add Page

Skills Forward Password (manual)

EPAO

No Courses [+ ADD COURSES](#)

No Roles

2. Select the **discussions** button

Home » Review Learner » Skills Review Reviews

Operations/Departmental Manager [+ ADD REVIEW](#)

[+ ADD INSTANCE](#) [VIEW PROGRESS](#)

Knowledge Skills Behaviours

| Date Created | Date Completed | Progress             | Overall Result         | Action(s)                                      | Discussion                 |
|--------------|----------------|----------------------|------------------------|--|----------------------------|
| 02/03/2020   | 02/03/2020     | Completed Assessment | <a href="#">Result</a> | <a href="#">Manage</a> <a href="#">Attempt</a> | <a href="#">Discussion</a> |
| 06/03/2020   | 06/03/2020     | Completed Assessment | <a href="#">Result</a> | <a href="#">Manage</a> <a href="#">Attempt</a> | <a href="#">Discussion</a> |
| 29/07/2020   | 29/07/2020     | Completed Assessment | <a href="#">Result</a> | <a href="#">Manage</a> <a href="#">Attempt</a> | <a href="#">Discussion</a> |

### 3. Scroll to the **funding section**

Funding

Show preset apprenticeship costs

|   |  |
|---|--|
| <b>Off-the-job training</b> ⓘ                                       | <input style="width: 80%;" type="text" value="£ 100.00"/> 33.33% ⓘ |
| <b>Registration, examination and certification</b> ⓘ                | <input style="width: 80%;" type="text" value="£ 100.00"/> 33.33% ⓘ |
| <b>Regular planned on-programme assessments</b> ⓘ                   | <input style="width: 80%;" type="text" value="£ 100.00"/> 33.33% ⓘ |
| <b>Materials (non-capital items)</b> ⓘ                              | <input style="width: 80%;" type="text" value="£ 0"/> 0.00% ⓘ       |
| <b>Administration</b> ⓘ   | <input style="width: 80%;" type="text" value="£ 0"/> 0.00% ⓘ       |
| <b>Additional learning</b> ⓘ  | <input style="width: 80%;" type="text" value="£ 0"/> 0.00% ⓘ       |
| <b>Accommodation costs</b> ⓘ  | <input style="width: 80%;" type="text" value="£ 0"/> 0.00% ⓘ       |
| <b>Costs of an apprentice taking part in a skills competition</b> ⓘ | <input style="width: 80%;" type="text" value="£ 0"/> 0.00% ⓘ       |
| <b>Other</b> ⓘ  | <input style="width: 80%;" type="text" value="£ 0"/> 0.00% ⓘ       |
| <b>Eligible costs for end-point assessment</b> ⓘ                    | <input style="width: 80%;" type="text" value="£ 0"/> 0.00% ⓘ       |

4. To the right of every figure will be icons that allow you to **increase or decrease** the amount of funding you are going to draw down for this particular item, use the icon accordingly and repeat the process for all items.

This will be changes against what has been set as the default funding for each item based on your institutions delivery of the standard.

Choose an option below

- **Save** to save the current data on this page
- **Mark Funding as Completed** to save and mark the funding as final.

5. On completion of amending funding please **press save** to lock down this record

# Viewing learner progression over multiple attempts

1. Once on the learners profile please select the **Skills Review button**, this is found under the **Profile dropdown**.

3. Here you will be able to see some **imagery that relates to your learners progression**.

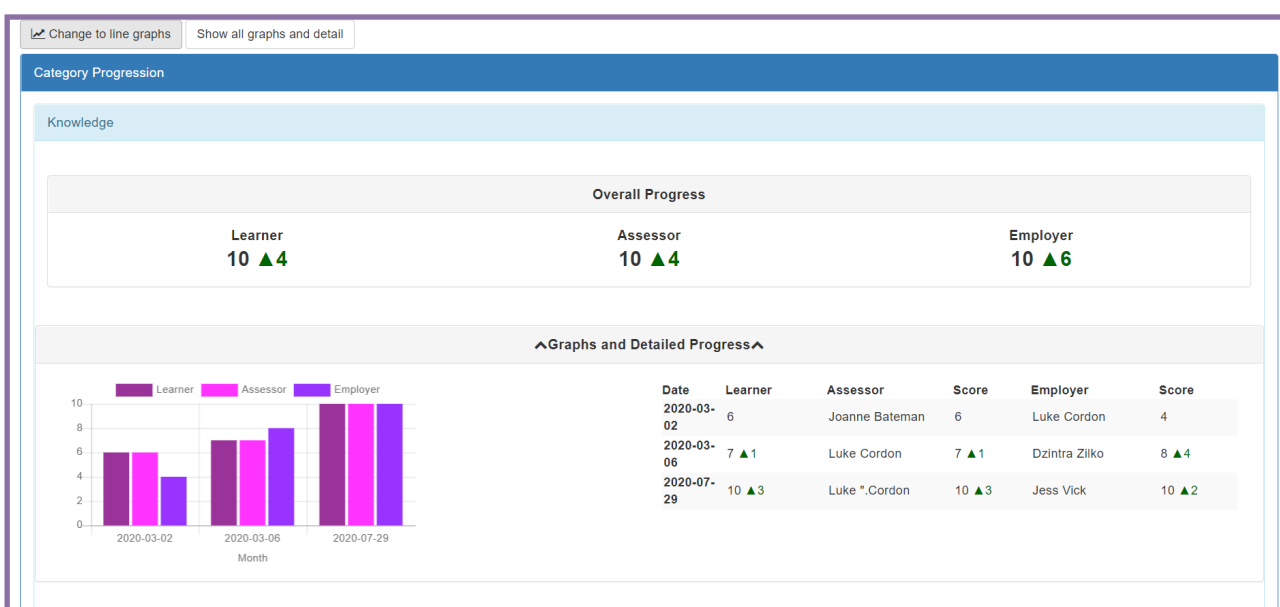
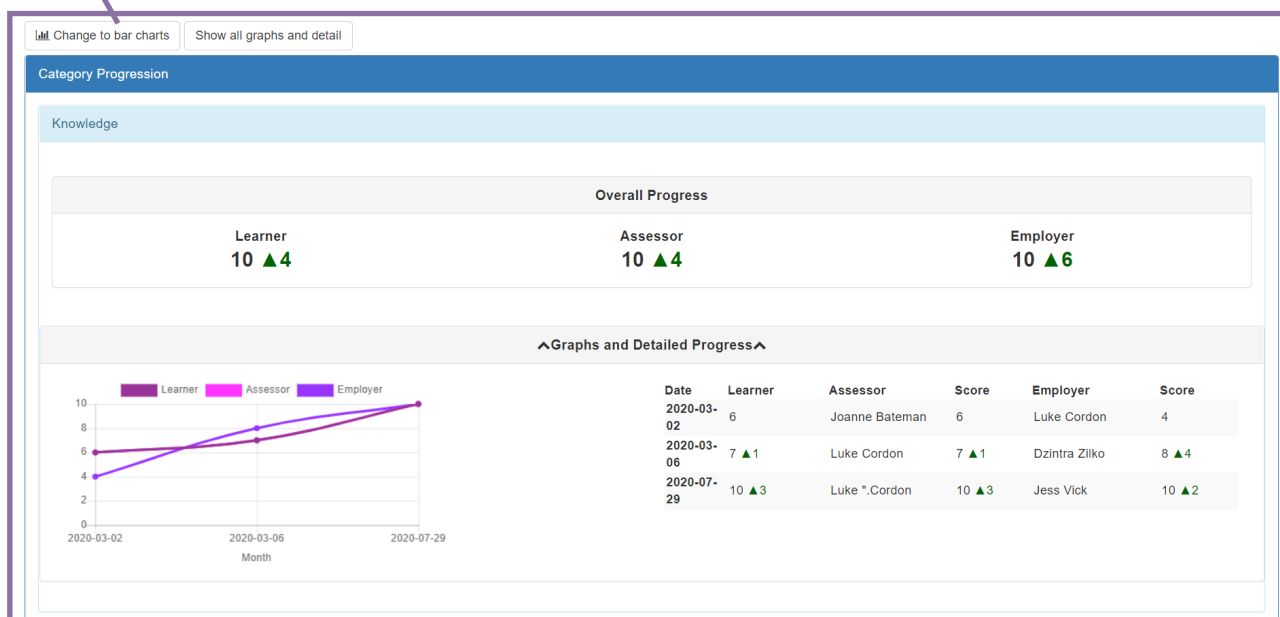
4. To view these graphs in more detail please select the **view progress icon**.

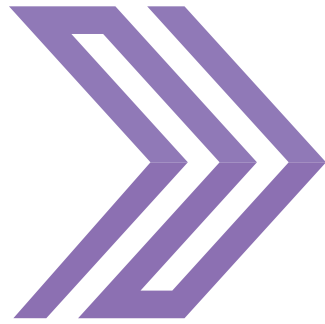
| Date Created | Date Completed | Progress             | Overall Result | Action(s)      | Discussion |
|--------------|----------------|----------------------|----------------|----------------|------------|
| 02/03/2020   | 02/03/2020     | Completed Assessment | Result         | Manage Attempt | Discussion |
| 06/03/2020   | 06/03/2020     | Completed Assessment | Result         | Manage Attempt | Discussion |
| 29/07/2020   | 29/07/2020     | Completed Assessment | Result         | Manage Attempt | Discussion |

Here you will be able to see a scatter graph that reflects the learner's **K, S, B progression** over various skills review attempts.

Use the dropdowns in order to get a more in depth breakdown of each parties score; you will notice this takes the theme of a stock market table. This is a great tool to measure and evidence readiness or EPA.

5. If a scatter graph does not suit your style, please **select the change to bar charts icon**.





# Skills Review

---

## User Guide