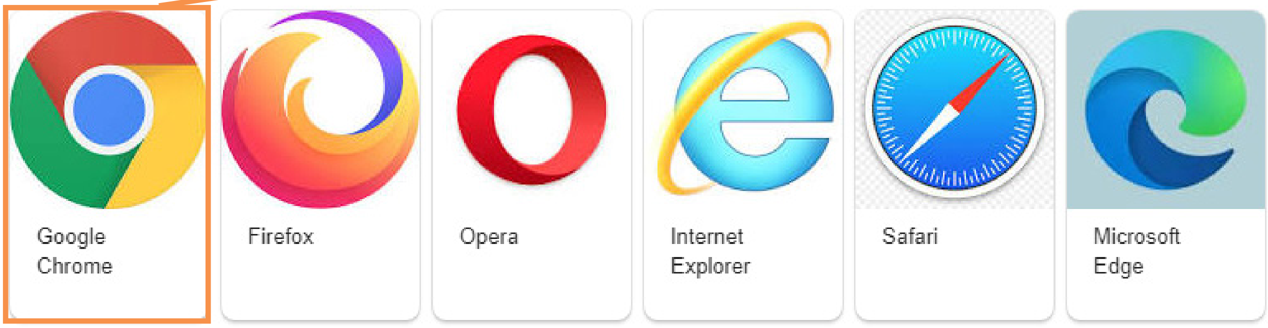
Skills Portfolio

How to Build/Assign an Assessment Plan

Contents

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.

What is an Assessment Plan?

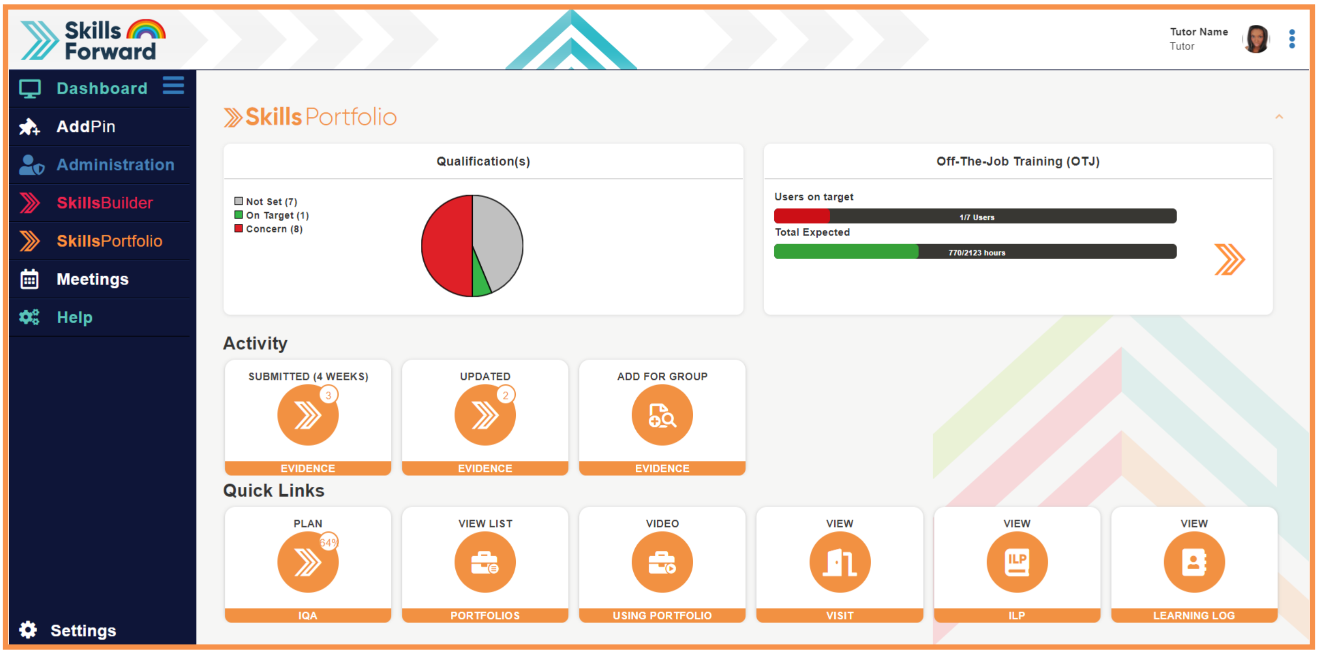
An assessment plan is for **portfolio users only**. An assessment plan is a series of task/instructions hosted on templates that can be assigned to learner's profiles.

These tasks/instructions will be directly linked to criteria present in a qualification they are assigned too. The idea is once the task has been completed it will mark off progression in relation to their qualification.

You must be an administrator to create an assessment plan; customers have the rights to do so.

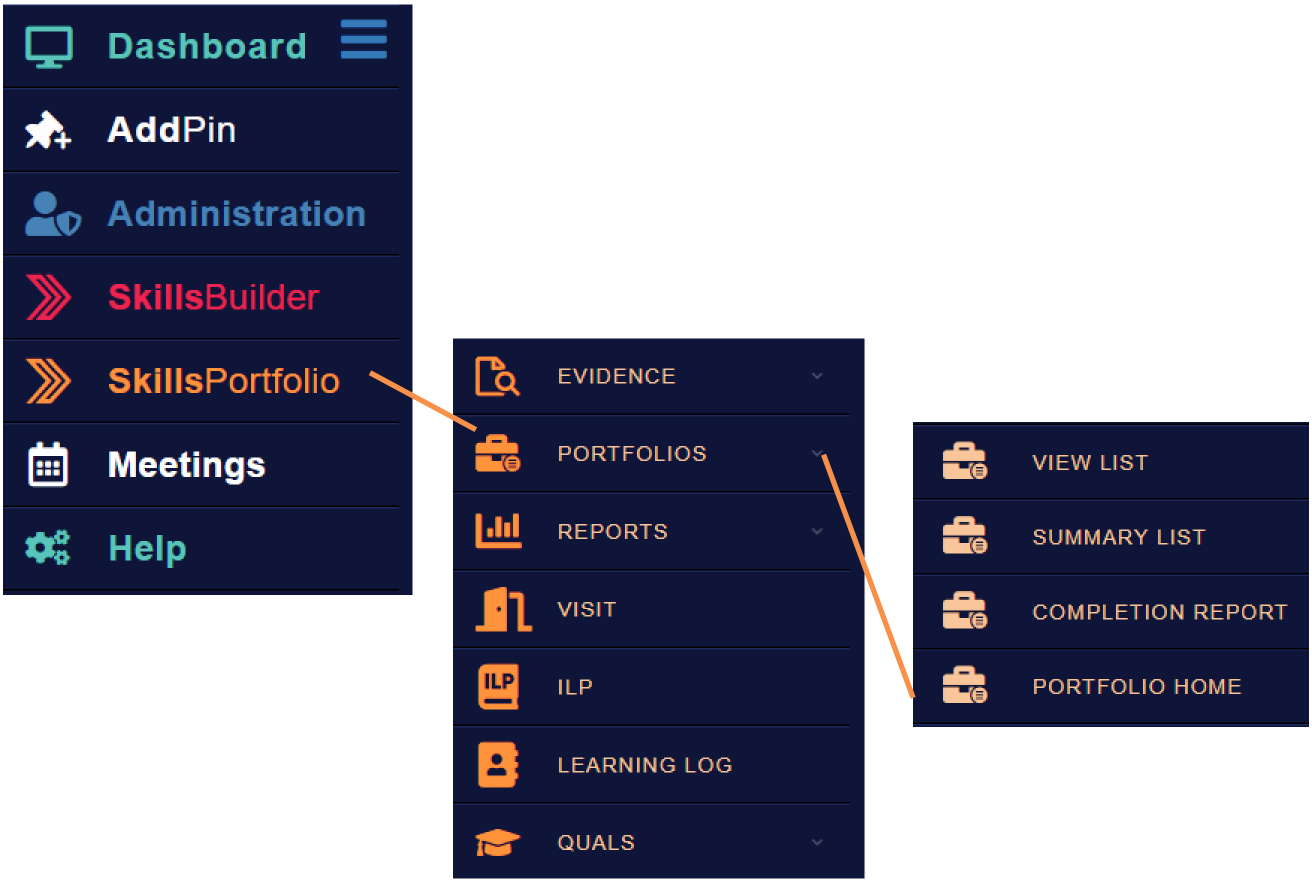
Process:

In order to create an assessment plan first you must add all templates that hold the relevant instruction, you will then knit/LINK these templates together to form the assessment plan.

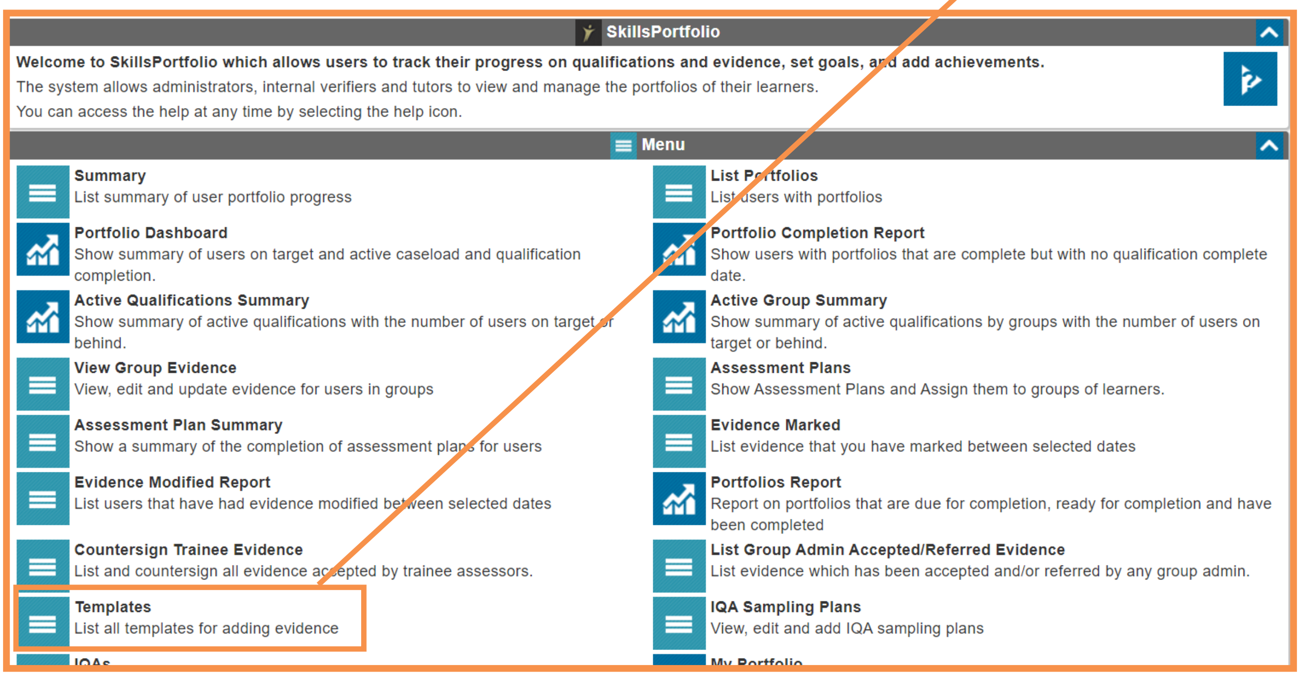


Add a Template

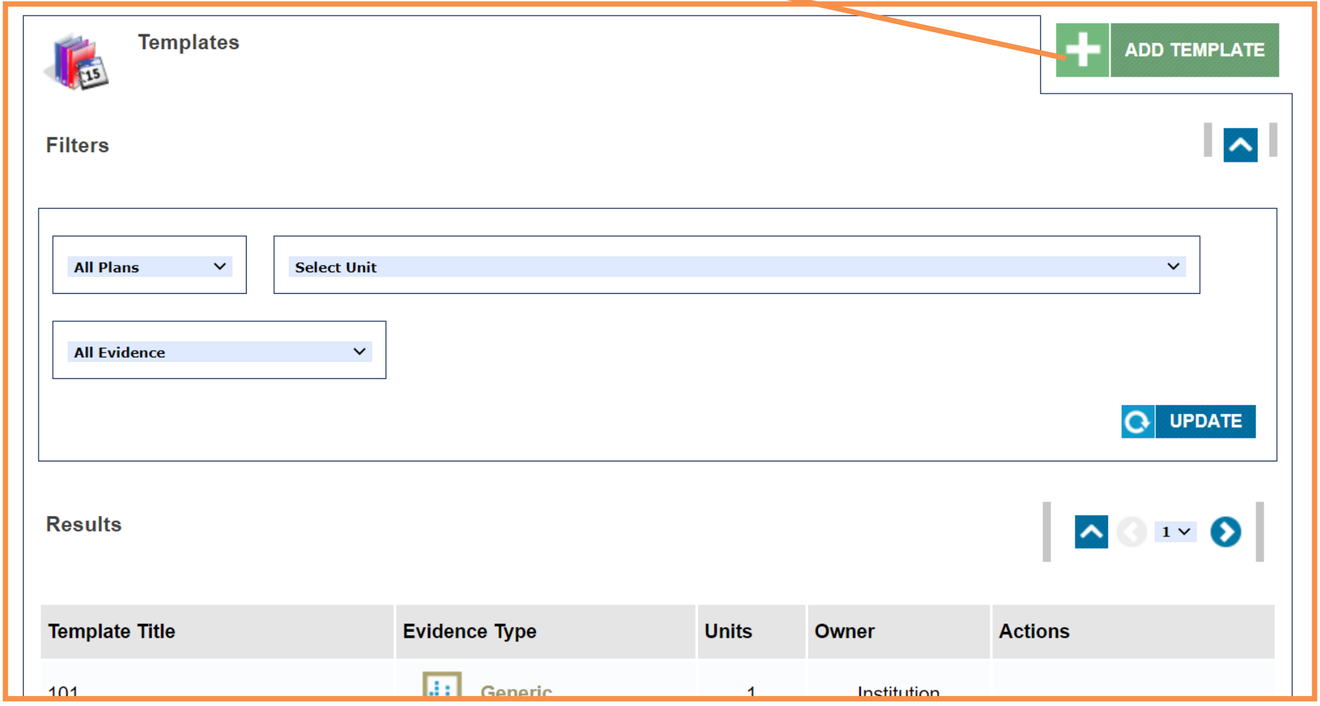
From the home page, click the portfolio button that appears on the side tool bar, Proceed to select **Skills Portfolio** > **Portfolios** > **Portfolio Home**.



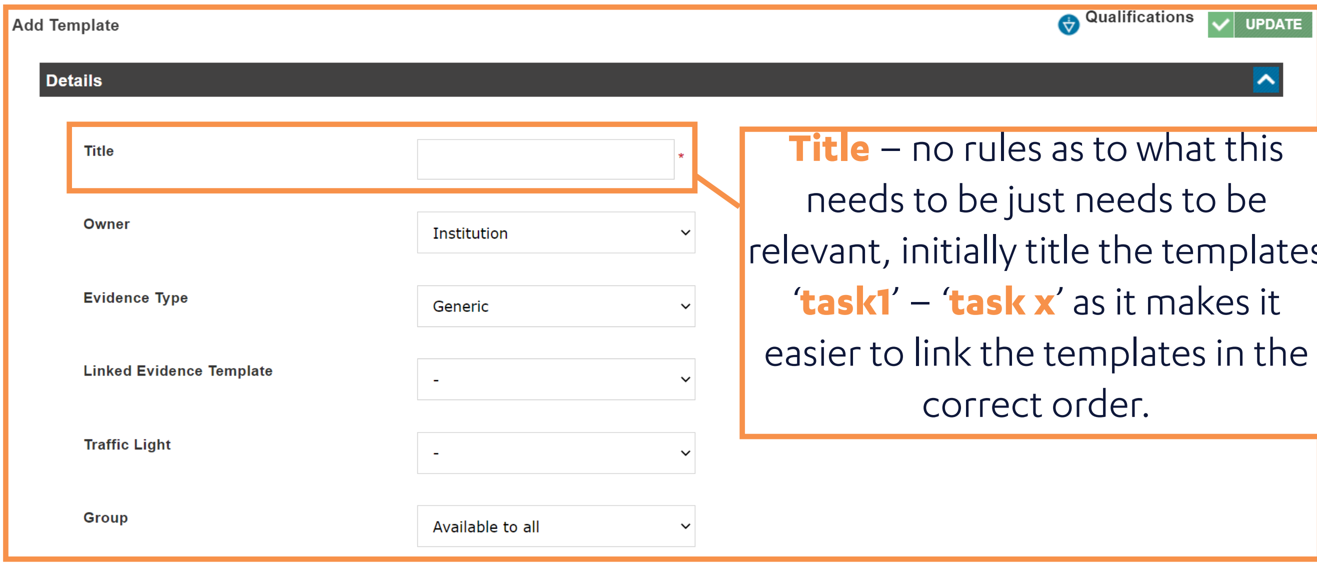
From Portfolio Home you will be able to click the icon '**Templates**'



Begin by selecting the green **ADD TEMPLATE** button present on this page.

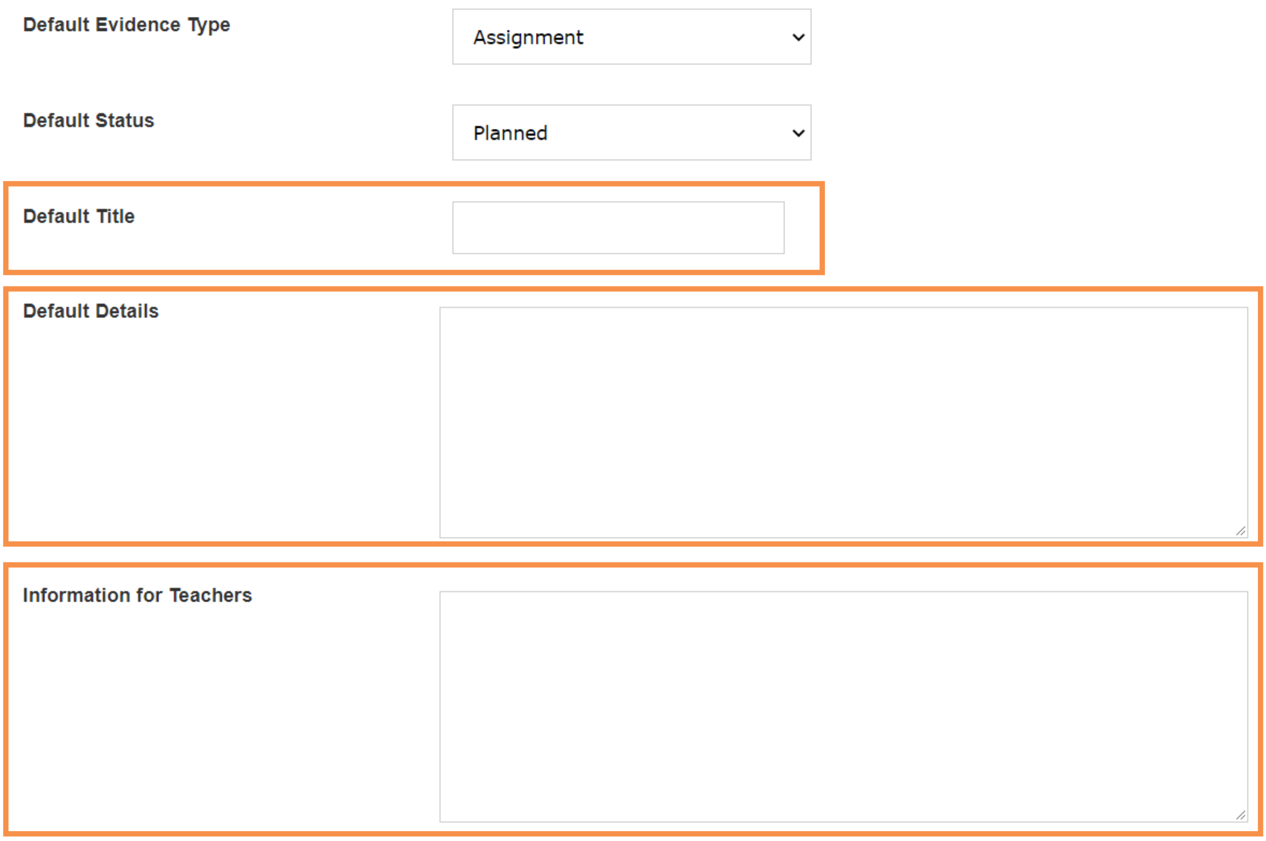


Please begin to populate the fields on this template using the following guidance.



Title – no rules as to what this needs to be just needs to be relevant, initially title the templates '**task1**' – '**task x**' as it makes it easier to link the templates in the correct order.

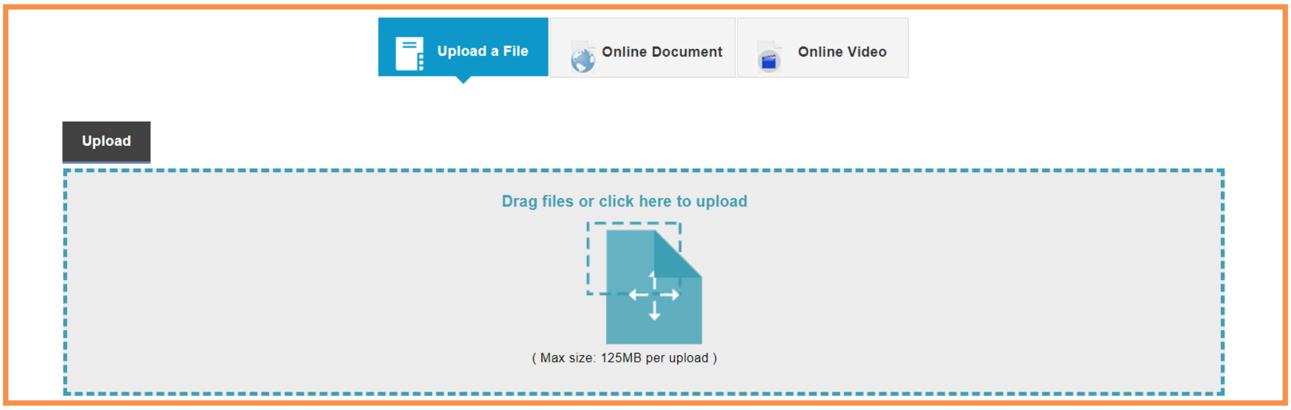
Default title – this will only show once the user physically opens the template so can hold more data if needs be.



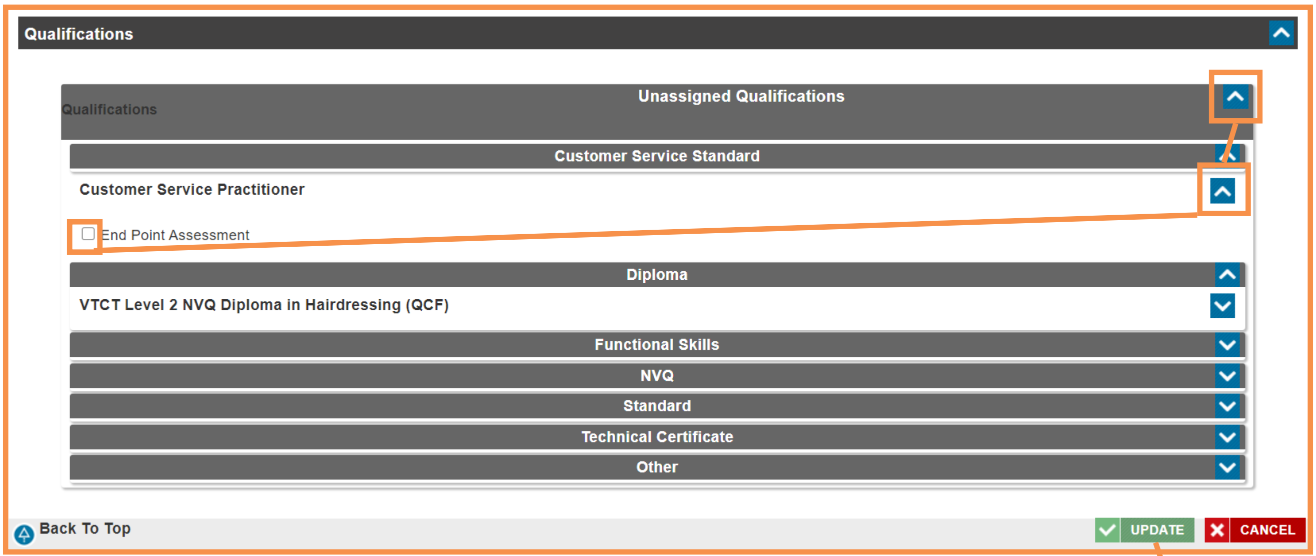
Default details – this is where you will specify the task itself e.g.: 'Please record yourself dealing with a phone call and attach the recording to evidence'.

Information for Tutors – this is where you will specify any data the tutor making this needs to be aware of e.g.: don't accept evidence if the text isn't in red'.

Drag files or click here to upload - If the template requires attachments please drag and drop them here.



It is essential you then map this template to the relevant unit/criteria using the **blue drop down** in relation to the qualification icon located at the bottom of page.



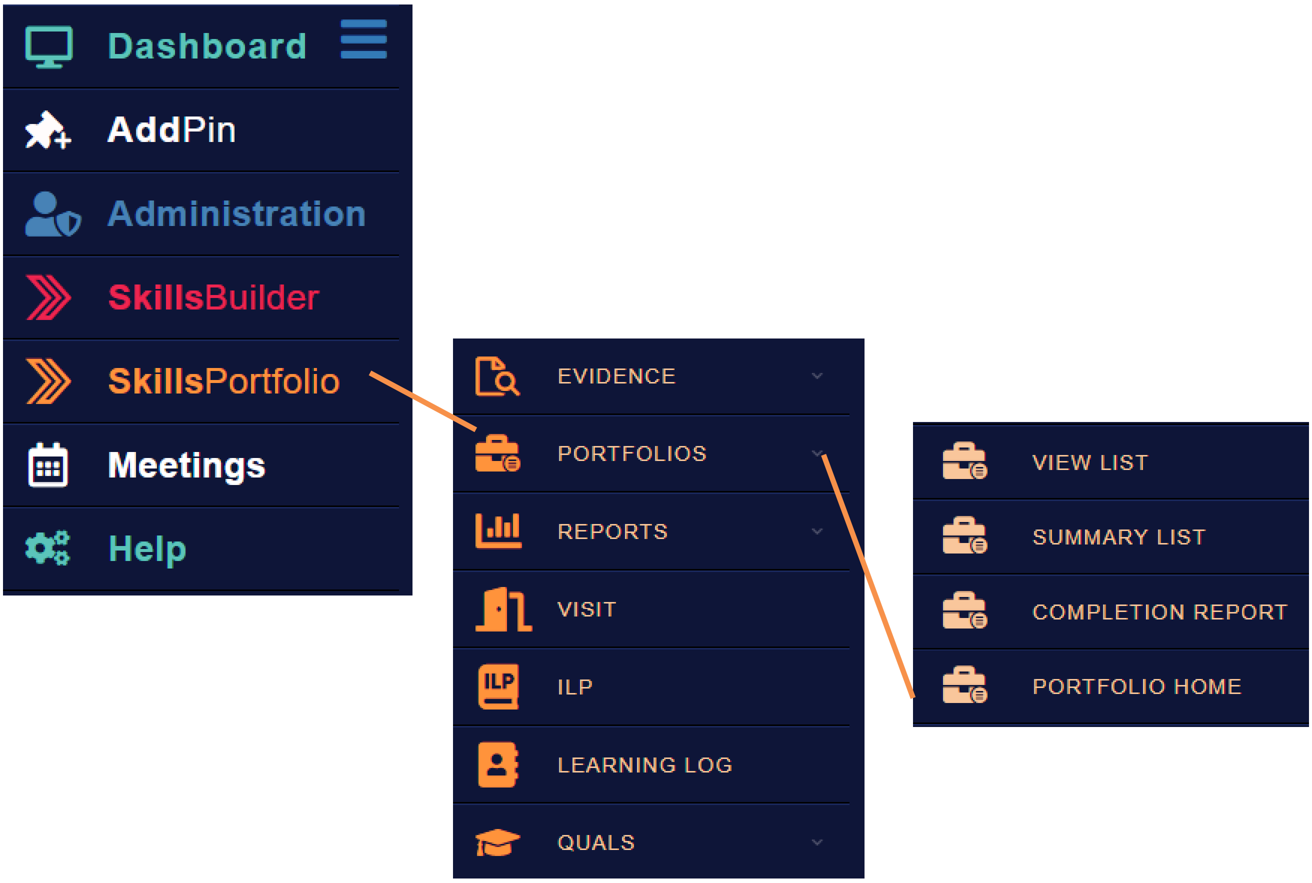
Here you will be able to tick the box of the relevant unit and press **update**. You will map it to the criteria once you have pressed update in the same fashion as before.

All other fields are not mandatory and are not usually required to populate them.

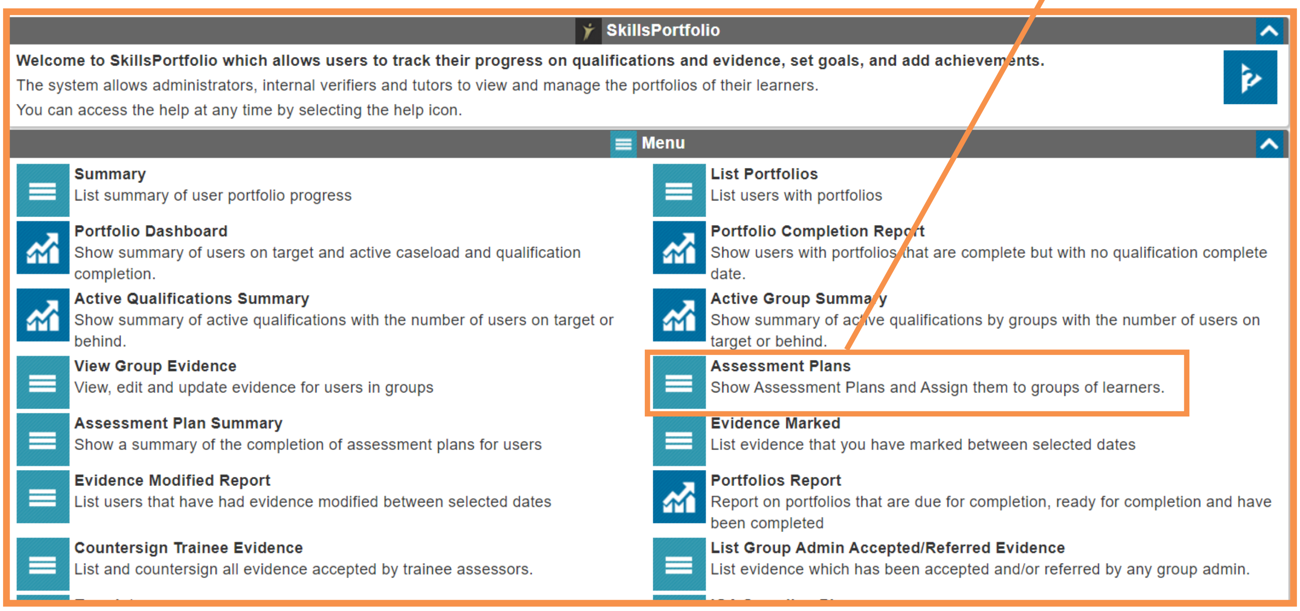
REPEAT THIS PROCESS UNTIL YOU HAVE A TEMPLATE FOR VERY UNIT/ CRITERIA PRESENT ON THE DESIRED QUALIFICATION.

Knit / LINK Templates together to form the Assessment Plan

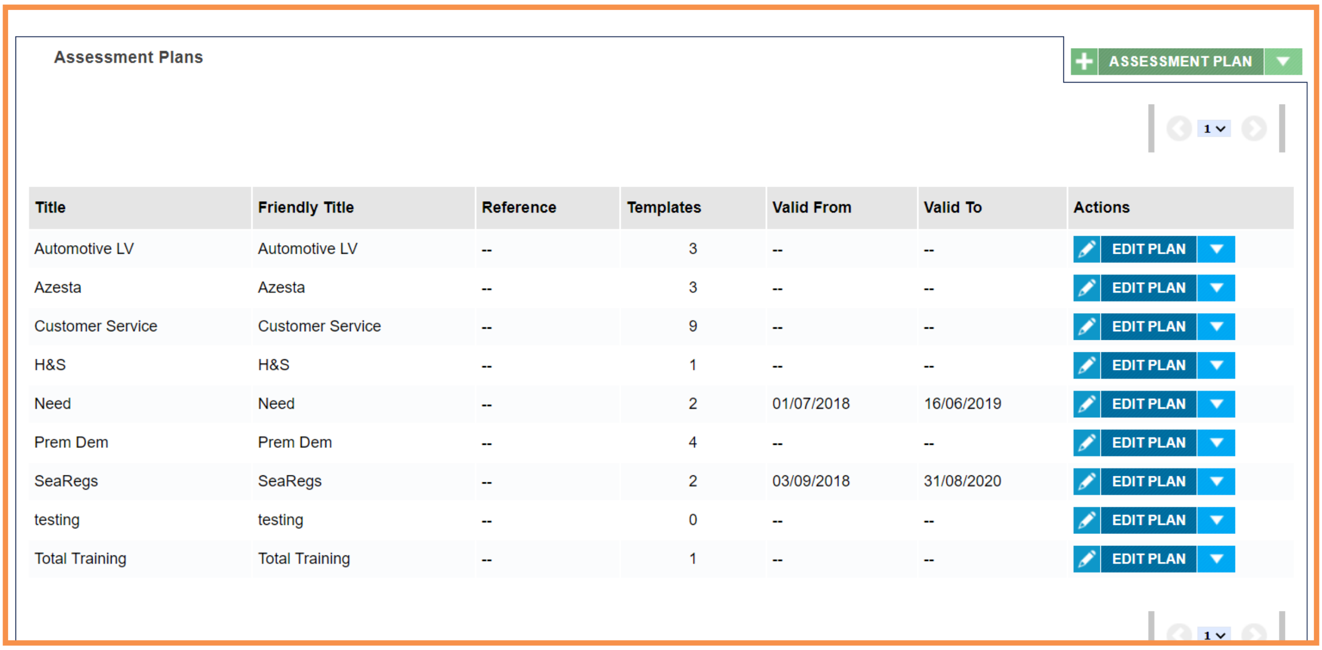
From the home page, click the portfolio button that appears on the side tool bar, Proceed to select **Skills Portfolio** > **Portfolios** > **Portfolio Home**.



From portfolio home you will be able to click the icon **'Assessment Plans'.**

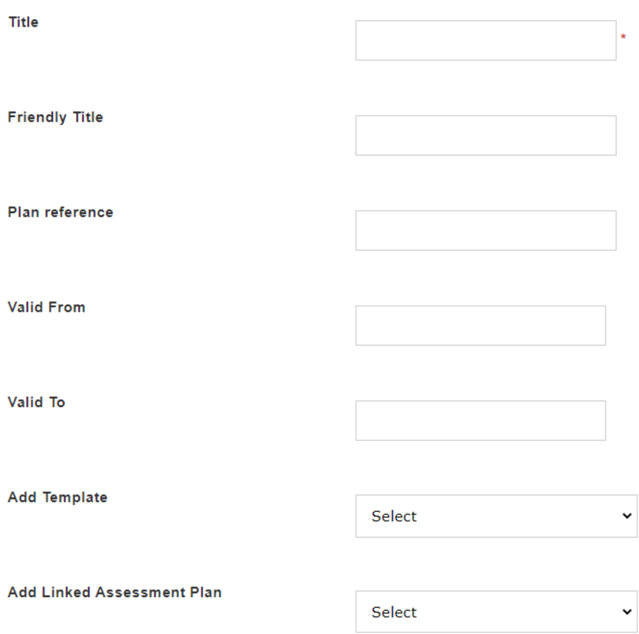


From this page you can see any existing Assessment Plans, if you wish to add a new one then select the green **ASSESSMENT PLAN** button.



Title	Friendly Title	Reference	Templates	Valid From	Valid To	Actions
Automotive LV	Automotive LV	--	3	--	--	EDIT PLAN
Azesta	Azesta	--	3	--	--	EDIT PLAN
Customer Service	Customer Service	--	9	--	--	EDIT PLAN
H&S	H&S	--	1	--	--	EDIT PLAN
Need	Need	--	2	01/07/2018	16/06/2019	EDIT PLAN
Prem Dem	Prem Dem	--	4	--	--	EDIT PLAN
SeaRegs	SeaRegs	--	2	03/09/2018	31/08/2020	EDIT PLAN
testing	testing	--	0	--	--	EDIT PLAN
Total Training	Total Training	--	1	--	--	EDIT PLAN

Please begin to populate the fields on this template using the following guidance.



Title - no rules as to what this needs to be just needs to be relevant I usually consult the client for their input.

Friendly title – this will only show once the user physically opens the plan so can hold more data if needs be.

Plan reference - no rules as to what this needs to be just needs to be relevant I usually consult the client for their input. E.g.: LETTA/01

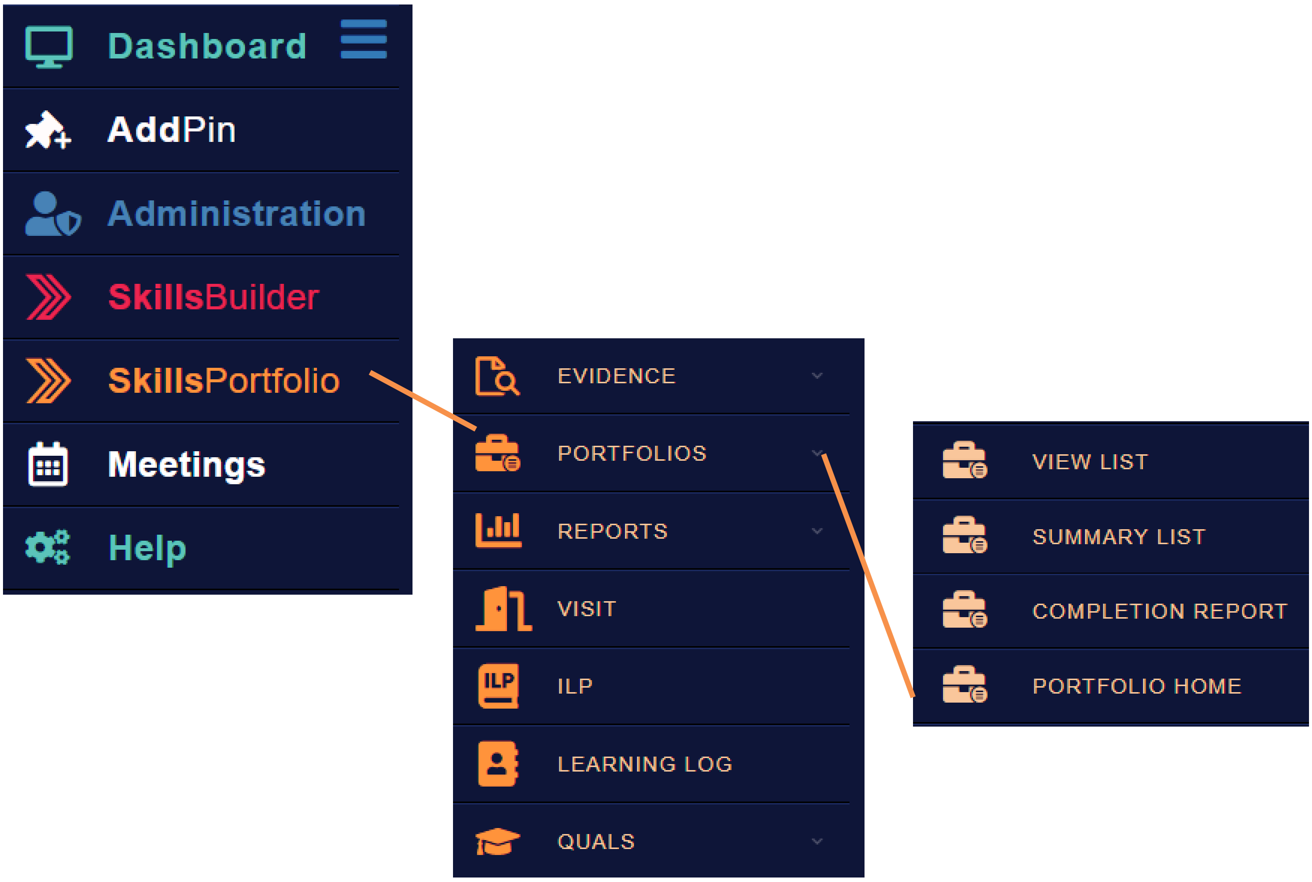
Add template – select the template you would like to be shown first in the plan. And proceed to press update

Add Linked Assessment Plan – repeat the previous step until all templates are present in the plan in the order you would expect.

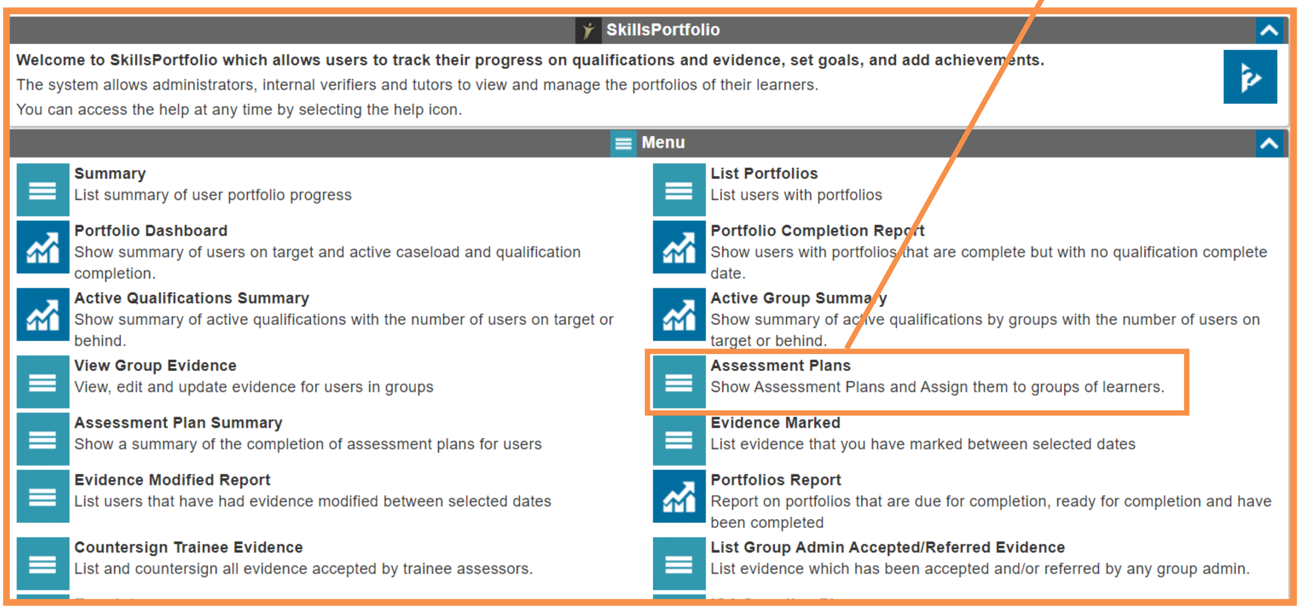
Press **update** to finish the build of the assessment plan.

Assign an Assessment Plan

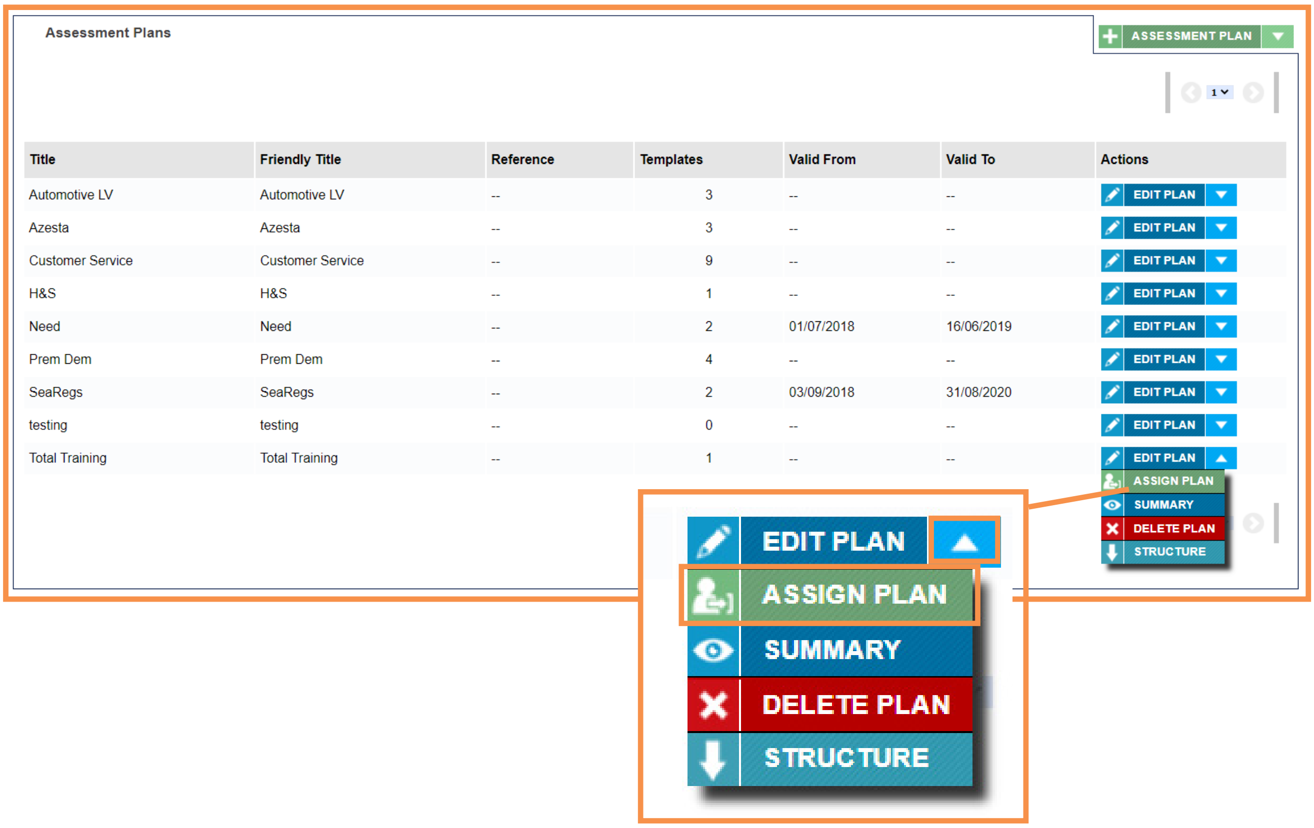
From the home page, click the portfolio button that appears on the side tool bar, Proceed to select **Skills Portfolio** > **Portfolios** > **Portfolio Home**.



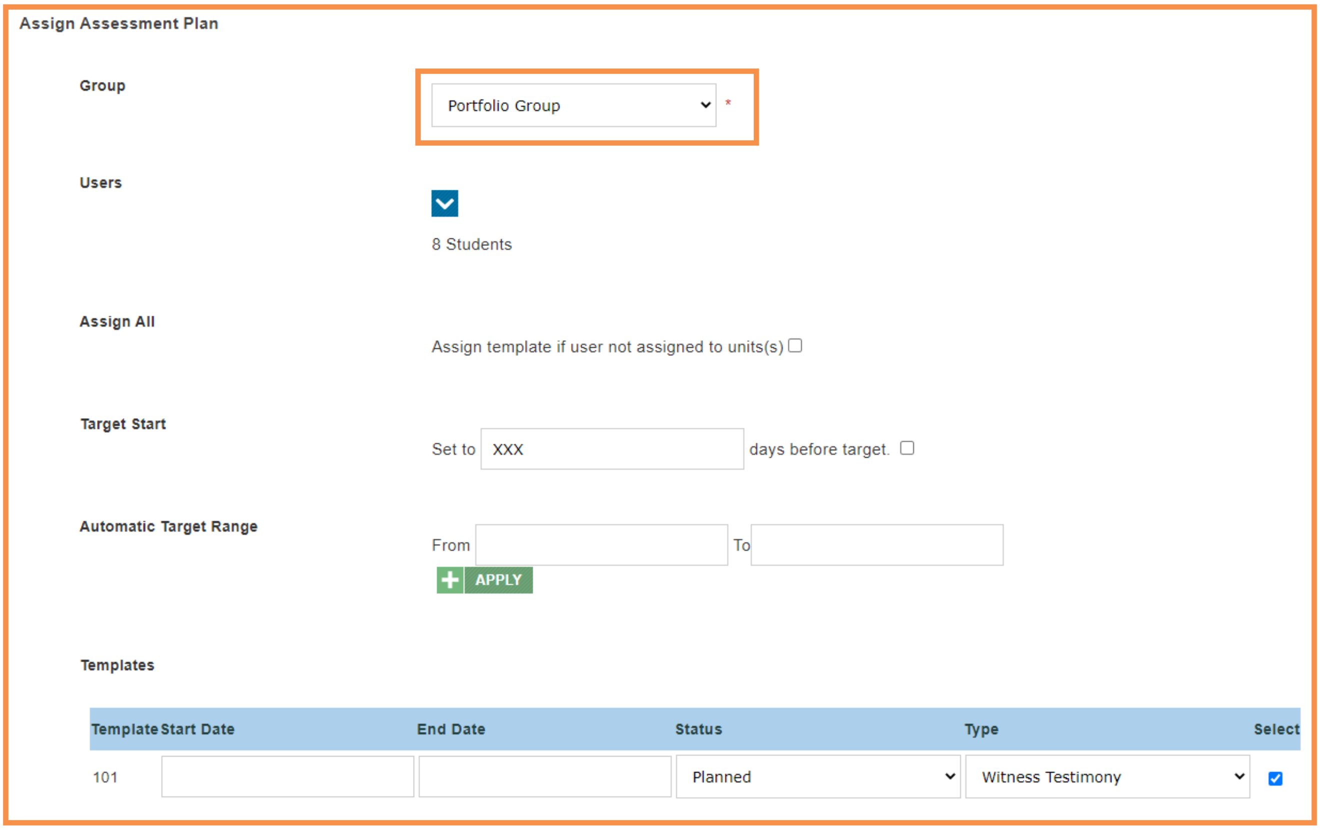
From portfolio home you will be able to click the icon **'Assessment Plans'.**



Here will be a list of all assessment plans please select the **dropdown arrow** next to the edit plan icon in relation to the relevant plan. Proceed to select **Assign Plan.**



Here you will be able to **select a group of users** to assign the plan too.



Select **update** to finalise the assign of an assessment plan.

Be aware of the fact, adding new users to the group will not assign them to the plan you will need to repeat these steps.

Skills Portfolio

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