TAFE Queensland



Skills Check Start Up Guide

Enquire now





RTO 0275 | CRICOS 03020E | PRV13003

About the Skills Check

All TAFE Queensland students are invited to complete a Skills Check after applying and before enrolling to your studies.

This helps you to decide if your course is right for **you** and allows us to understand your current abilities in:

- English
- Maths
- Digital Technology

Students should complete the three initial tasks (one Maths, one English, one Digital Technology) either:

- as a mandatory requirement for funding, applying for a VET Student Loan, Program Subsidy or as part of a course application process, **OR**
- immediately after you have submitted your application for your course.

To see the list of students who are exempt from completing the Skills Check visit tafeqld.edu.au/skillscheck

How do I complete the Skills Check?

The platform used by TAFE Queensland to undertake the Skills Check is called 'bksb' and is an approved online testing to determine a student's reading and numeracy levels

Log in and step by step instructions are detailed below to support you to complete the Skills Check.

Your results will be available in the platform after each task and may be used by staff when assessing your application and releasing you a place on your course at TAFE Queensland.

To access FAQs about the Skills Check, visit the Skills Check section of the TAFE Queensland website: tafeqld.edu.au/skillscheck

Important notice:

Applying for a VET Student Loan?

If you are applying for a VET Student Loan you must show academic suitability by either:

- providing a copy of an Australian Senior Secondary Certificate of Education that has been awarded by an agency or authority of a State or Territory for the completion of year 12; OR
- providing evidence of the successful completion of an Australian Qualifications Framework (AQF) Certificate IV or higher qualification (where the language of instruction is English); OR
- demonstrating Level 4 in both English and Maths by completing the Skills Check.

Note: You are only permitted to perform the tasks only ONCE. Note: Applicants must meet all the minimum eligibility requirements to be approved for a VET Student Loan.

If your initial task results are not at the required level for entry into a program or a VET Student Loan, we will contact you to discuss your options.

You are only required to do the English, Maths and Digital Technology initial tasks

- Make sure you complete the Skills Check on a computer, laptop or tablet do not compete this on your mobile phone as you will not see everything on screen.
- · You must be using either Microsoft Edge or Google Chrome web browsers to access the Skills Check.
- The tasks are not timed, so take your time, read the questions very carefully and do them when you know you can focus and don't have any distractions.
- You are only permitted to complete each initial task once only.
- Allow approximately 30 60 minutes for each task, and please complete the task by yourself.
- You don't have to complete the task in one sitting. You can stop them and come back later to continue or to complete the questions for each task.
- · You can use a dictionary and a calculator if you need to unless otherwise stated.
- It may take up to an hour after submitting your application to become active in the Skills Check (bksb platform). If you have any problems logging on to the system or accessing the tasks, please use the contact at the bottom of the email you received.

About the Skills Check

To access the Maths, English and Digital Technology tasks:



Go to the Skills ChecK page on the TAFE Queensland website: tafeqld.edu.au/skillscheck Scroll down and click on **COMPLETE THE SKILLS CHECK** button.

To log into Skills Check

1 STUDENT NUMBER: Your 9 digit Student Number. PASSWORD: Please type in the word password (all lowercase), click on the 'LOGIN' button. (If you have already completed a Skills Review you will need to use the password you set up previously or reply to the email and ask to have your account reset).	Login Student Number Student Number Student Number Password Password Remember me Forgotten details? LOGIN ©
2 Check your email for the code.	Tue 25/10/2022 11:23 AM bksbLIVE <support@bksblive.co.uk> bksbLIVE2 MFA code To CAUTION: This email originated from outside of the organisation. Do not click links Here is your MFA code for bksbLIVE2 XYZ123 Enter this code into the MFA field in your browser in order to log in. This code will be valid for 5 minutes.</support@bksblive.co.uk>
3 Enter the code to login.	Login A code has been sent to the email address associated with this account Authentication Code What's this?
4 You will now be prompted to update your password. Note: your new password MUST contain letters and a number.	Change Password You must now update your password before you start using bksbLIVE 2. Current Password Current Password New Password New Password Confirm Password Confirm Password Confirm Password Confirm Password Confirm Password

Before you start your tasks, watch a short video which outlines how to answer the types of questions you will be asked.



You are now ready to take your Maths initial task.

1 Click on FOCUS English, Maths & Digital Technology	Welcome, Max
	This is your learning dashboard. Here you'll find an overview of your current progress and where to go next.

2 Click on the 'Take the Initial Assessment' link under the Maths heading.



REMEMBER Read the instructions carefully. They are located at the top of the page and they tell you how to enter your answer.

You are now ready to take your English initial task.

Click on FOCUS English, Maths & Digital Technology,	
	Welcome, Max
	This is your learning dashboard. Here you'll find an overview of your current progress and where to go next.
	FOCUS English & Maths

2 Click on the **'Take the Initial Assessment'** link under the **English** heading.

REMEMBER Read the instructions carefully. They are located at the top of the page and they tell you how to enter your answer.

You are now ready to take your Digital Technology initial task.

1 Click on FOCUS English, Maths & Digital Technology.	Welcome, Max
	This is your learning dashboard. Here you'll find an overview of your current progress and where to go new provide the second se
2 Click on the 'Take the Initial Assessment' link under the Digital Technology heading.	FOCUS English & Maths A English (Australia) FOCUS English & Maths Course English & Maths WEW COURSE CONTINUE FOCUSE CONTINUE
3 Answer the questions. Once you have entered your answer, click the Next button located in the bottom right hand corner to move to the next question.	 21 Intel Assessment Longital ACM Select the box and choose the correct answer. Rio is going to the hospital for an operation. He is sent the following text from the hospital. The day before your operation Box at glipti driver in the evening. Box at dor drivit any information gather midnight. Denot wear make-up; investigery contact lenses. Proor twear make-up; investigery contact lenses. Hoor twear make-up; investigery contact lenses. Thom the list, choose one thing that Rio may need to take to the hospital.
Well done. You have completed the Digital Technology assessment. Now click on the Results button.	Results
5 Click on the HOME button, at the top of the page to return to the home page.	☆ Initial Assessment PRINT ● PRINT ● EXIT English (Australia) Initial Assessment
	English ACSF L2 Kerin B (KERIN B) Student Name 21 November 2017 00:11:44 Viewed Date You are working mainly at Level 2. Take the Level 2 bksb English Diagnostic Assessment to identify
	skills which need development at this level.

How to take your initial tasks CONGRATULATIONS You have now completed the Skills Check!

Please do not complete any further tasks, assessments or modules unless otherwise instructed to do so by TAFE Queensland.

1300 308 233 tafeqld.edu.au

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