

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.

How to take your initial tasks

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 complete 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:

- 1 Go to the Skills Check page on the TAFE Queensland website:
tafeqld.edu.au/skillscheck

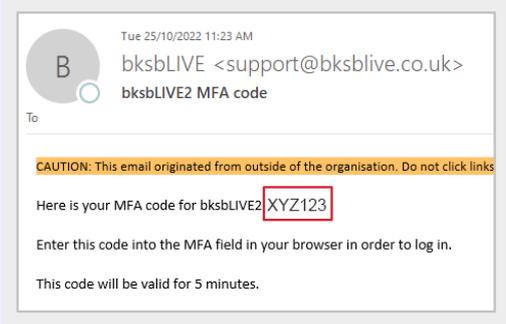
Scroll down and click on **COMPLETE THE SKILLS CHECK** button.

To log into Skills Check

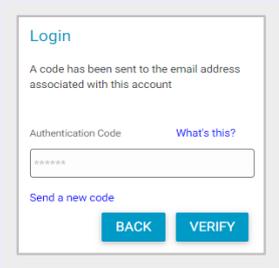
- 1 **STUDENT NUMBER:**
Your 9 digit Student Number.
PASSWORD:
Please type in the word **password** (all lowercase), click on the 'LOGIN' button.
(If you have already completed a Skills Review you will need to use the password you set up previously or reply to the email and ask to have your account reset).



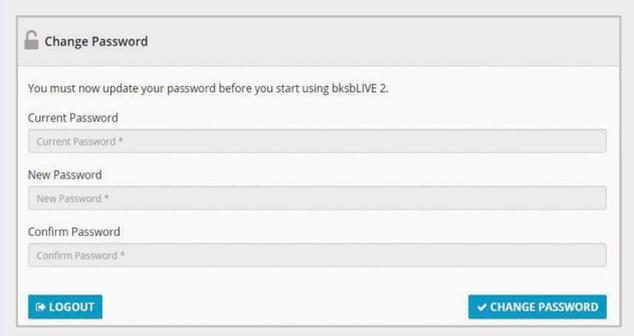
- 2 Check your email for the code.



- 3 Enter the code to login.



- 4 You will now be prompted to update your password.
Note: your new password **MUST** contain letters and a number.



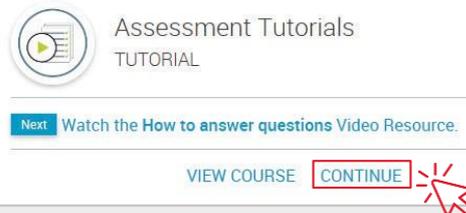
How to take your initial tasks

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

1 Click on **TUTORIALS**.



2 Click on **CONTINUE**.



3 The video will automatically start.

When it has finished, close the screen by clicking in the cross at the top right hand corner.

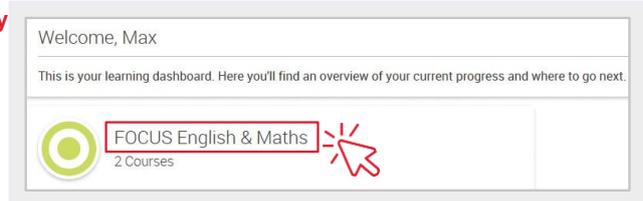
Click on **'Home'** at the top of the page to return to your home page.



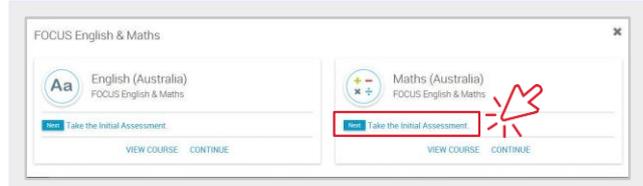
How to take your initial tasks

You are now ready to take your Maths initial task.

1 Click on **FOCUS English, Maths & Digital Technology**

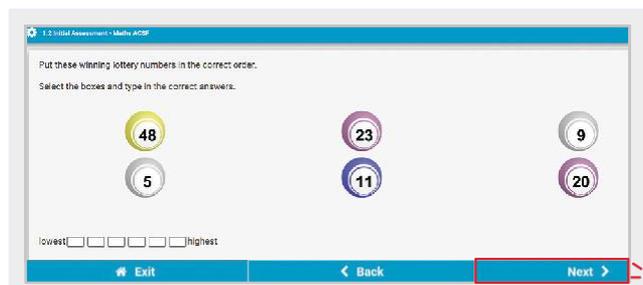


2 Click on the 'Take the Initial Assessment' link under the **Maths** heading.



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

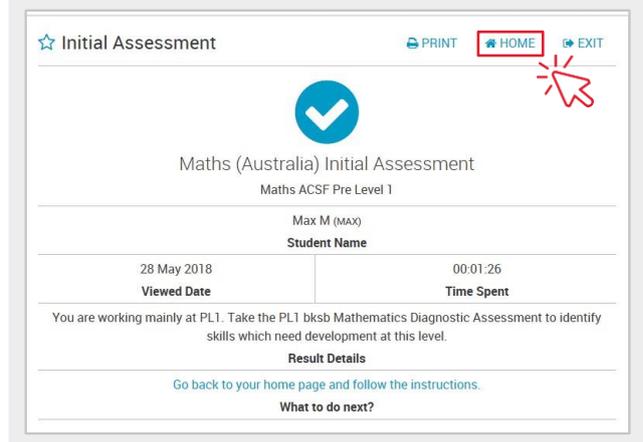
3 **Answer the questions**
Once you have entered your answer, click the **Next** button located in the bottom right hand corner to move to the next question.



4 **Well done.** You have completed the **Maths** assessment. Now click on the **Results** button.



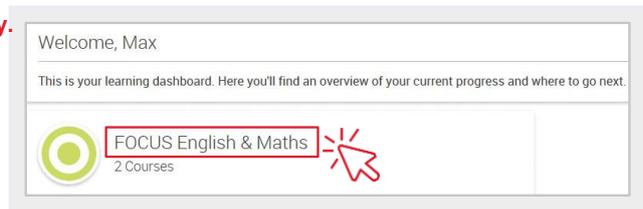
5 Click on the **Home** button, at the top of the page to return to the home page.



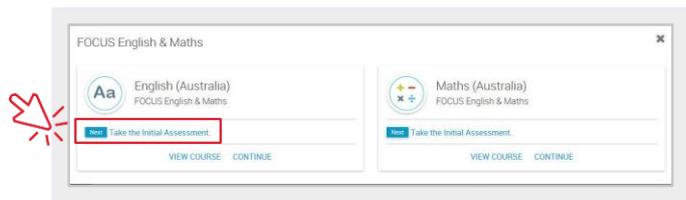
How to take your initial tasks

You are now ready to take your English initial task.

1 Click on **FOCUS English, Maths & Digital Technology**.



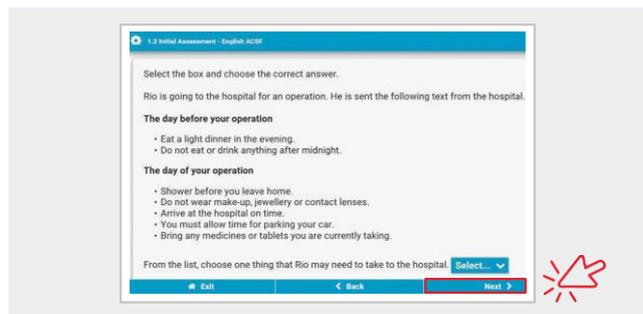
2 Click on the 'Take the Initial Assessment' link under the **English** heading.



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

3 **Answer the questions.**

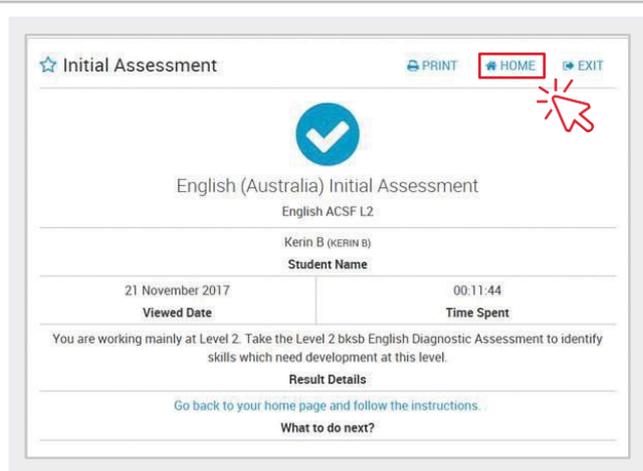
Once you have entered your answer, click the **Next** button located in the bottom right hand corner to move to the next question.



4 **Well done.** You have completed the **English** assessment. Now click on the **Results** button.



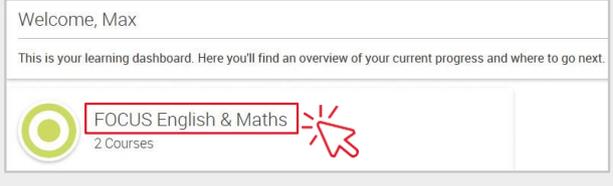
5 Click on the **HOME** button, at the top of the page to return to the home page.



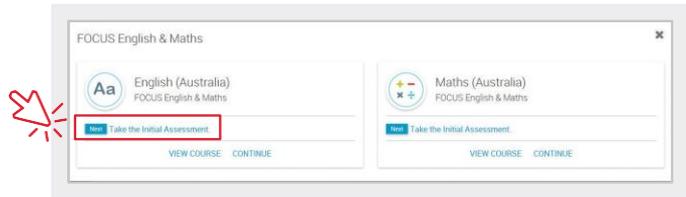
How to take your initial tasks

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

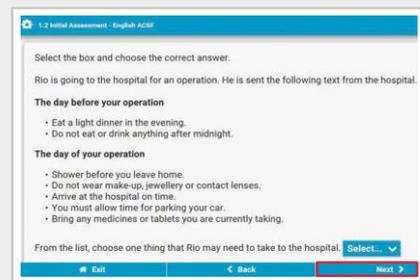
- 1** Click on **FOCUS English, Maths & Digital Technology**.



- 2** Click on the **'Take the Initial Assessment'** link under the **Digital Technology** heading.



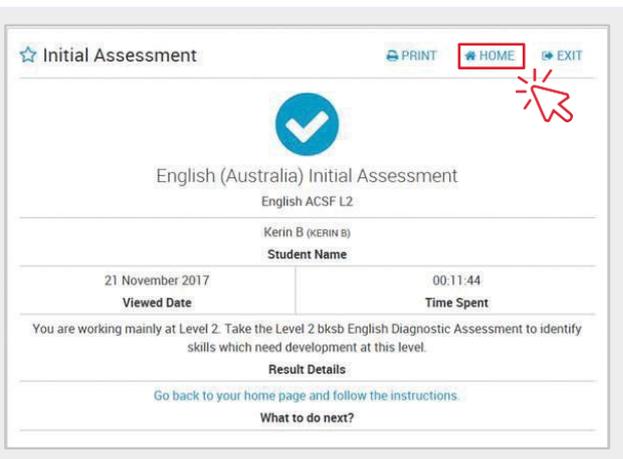
- 3** **Answer the questions.**
Once you have entered your answer, click the **Next** button located in the bottom right hand corner to move to the next question.



- 4** **Well done.** You have completed the **Digital Technology** assessment. Now click on the **Results** button.



- 5** Click on the **HOME** button, at the top of the page to return to the home page.



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.



CONNECT WITH US

1300 308 233

tafeqld.edu.au

