

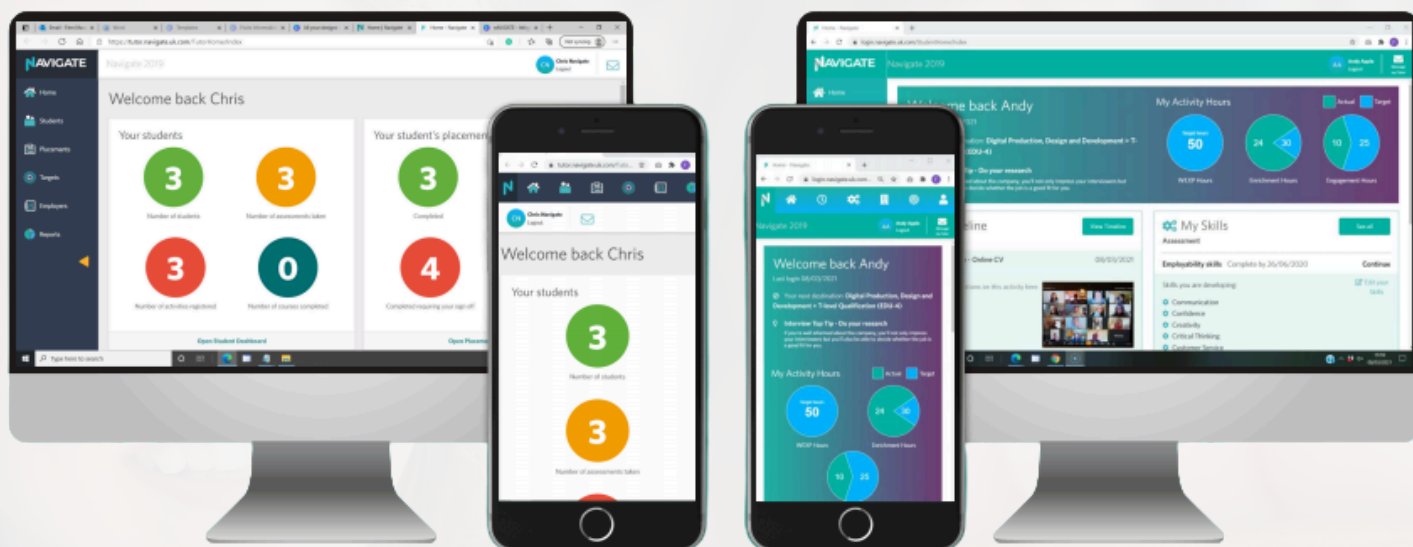
A How To Guide

SKILLS ASSESSMENTS MODULE

For Work and Industry placement coordinators

Assessm

The Skills Assessments Module



Key Benefits for WEXP and IP Coordinators

The Navigate platform offers the tools to track and manage student skill development. Staff can easily view individual and group assessment results, enabling them to tailor interventions and activities to meet specific student needs. The platform's reporting features allow staff to monitor progress over time, ensuring that the enrichment programs are effective and aligned with student development goals.

- **Individual and Group Insights:** Staff can access detailed reports on both individual students and groups, helping to identify areas needing improvement.
- **Tailored Interventions:** The ability to see which skills are lacking allows staff to design targeted activities and interventions.
- **Progress Monitoring:** Navigate's reporting tools enable staff to track skill development over time, ensuring that all enrichment activities are effective.

Key Benefits for Learners

Navigate provides a structured way to assess and develop student employability skills. By taking regular assessments, students can identify their strengths and areas for improvement, which helps students focus their efforts on specific skills. The platform also allows students to track their progress and see the impact of their activities, making their development journey easy to track.

- **Skill Identification:** Students can pinpoint their starting skill levels and identify areas for improvement.
- **Progress Tracking:** The platform allows students to see their development over time, providing motivation and a clear sense of achievement.
- **Focused Development:** By tagging activities to specific skills, students can ensure they are working on the areas that need the most attention.

Using the Assessments module for both student and staff

Student Guide

1

Accessing the Assessment:

- Log in to your Navigate account.
- Go to the "My Skills" module on your student dashboard.
- Click on "Start a new skill assessment."

2

Taking the Assessment:

- Choose a due date for completion (you can return to the assessment later if needed).
- Select the specific assessment you want to take.
- Answer all 35 real-world scenario questions honestly for the most accurate results.

3

Reviewing Your Results:

- Once finished, you'll see your initial skill assessment results.
- Scores are organized into three themes: My Well-being, My Relationships, and My Future.
- Identify areas where your scores are lower, indicating skills for improvement.

4

Building Your Skills Focus:

- Based on your results, choose 5-6 skills you want to prioritize developing.
- Add these skills to your "Skills You're Developing" list at the top of the page.

5

Tracking Your Progress:

- As you participate in college activities like enrichment programs or placements, tag them on your timeline with the relevant skills you developed.
- Your "Skills You're Developing" list will track the number of activities associated with each skill, allowing you to monitor your progress.

6

Reassessing Your Skills:

- Take the skill assessment multiple times throughout the year to track your development.
- Review the "Distance Traveled" report to see graphs of your progress for each skill over time.

Staff Guide

Viewing Individual Student Results:

1

- Log in to your Navigate staff account.
- Use the "Quick Links" search bar to find a specific student by name or student number.
- On the student record page, access their skill assessment results, including both initial scores and the "Distance Traveled" report.

Identifying Students Who Haven't Completed Assessments:

2

- Go to the "Students" module on the left-hand side menu.
- Ensure the filters are set to your desired student group (e.g., your tutor group or the entire college) and the current academic year.
- The pie chart on the right will show the number of students who have completed assessments and how many haven't.
- Click on the relevant segment of the pie chart to see a list of students who haven't completed an assessment.

Analysing Student Skill Levels:

3

- Navigate to the "Reports" module.
- Choose either the "Starting Point" or "Distance Traveled" report for skill assessments.
- Use the filters to select a specific timeframe, department, course, or tutor group.
- Review the report to see the average skill scores for the selected cohort, identifying areas where students are generally strong or need improvement.

Using Data to Inform Interventions:

4

- Based on the cohort skill reports, identify skills where students need the most support.
- Develop targeted activities, workshops, or interventions to help students improve in those specific areas.
- Track student progress over time using the assessment tools and adjust your approach as needed.