

TAFE Queensland



# bksb Student Start Up Guide



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 **bksb**  
an advanced company

# Basic Key Skills Builder (bksb)

All TAFE Queensland students are encouraged to use the Basic Key Skills Builder (bksb).

Students should complete the two initial bksb assessments (one Maths, one English) either:

- prior to enrolment as a mandatory requirement for funding, applying for a VET Student Loan, Program Subsidy or as part of a program application process, **OR**
- as soon as enrolled for all other programs.

## What is bksb?

bksb is an approved online testing tool that TAFE Queensland uses to determine a student's reading and numeracy levels within the Australian Core Skills Framework (ACSF). Results will be used by staff to support students with their study at TAFE Queensland.

To access the **bksb skills review** or for more information, visit the bksb section of the TAFE Queensland website:

[tafeqld.edu.au/bksb](http://tafeqld.edu.au/bksb)

Important notice:

## VET Student Loans and bksb

If you are applying for a VET Student Loan you must either:

- provide 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**
- provide evidence of the successful completion of an Australian Qualifications Framework (AQF) Certificate IV or higher qualification (where the language of instruction is English); **OR**
- achieve the required standard in reading and numeracy. This is assessed by completing the English and Maths initial bksb assessments and achieving at least an ACSF Exit Level 3 (Working at Level 4) in both initial assessments

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

If your initial assessment 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 and Maths initial assessments

- Do not complete the bksb tests on a phone as you will not see everything on screen.
- You must be using Google Chrome web browser to access the program.
- The assessments **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 assessment once only**.
- Allow approximately 30 – 60 minutes for each assessment, and please complete the assessments by yourself.
- You don't have to complete the assessments in one sitting. You can stop them and come back later to continue or to complete the questions for each assessment.
- You can use a dictionary and a calculator if you need to unless otherwise stated.
- It may take 24 hours after enrolment for your account to become active in bksb. After this time, if you have any problems logging on to the bksb system or opening the tasks, please use the contact at the bottom of the email you received.

# How to take your initial assessments

To access the bksb Maths and English assessments:

**1** Go to the Basic Key Skills Builder page on the TAFE Queensland website: [tafeqld.edu.au/bksb](http://tafeqld.edu.au/bksb)

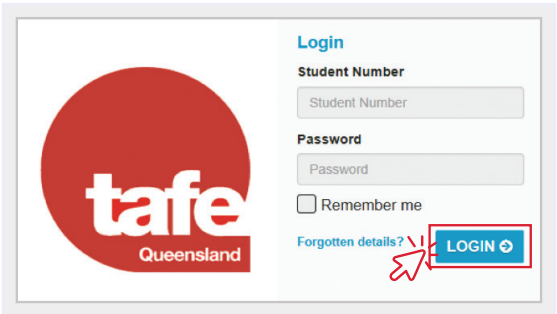
**2** Scroll down and click on **COMPLETE THE bksb ASSESSMENT** for the region that you have applied to study with, or are currently enrolled with. If you are not sure of the region, select the campus that you are studying at or apply to study from the drop down menu.

To log into 

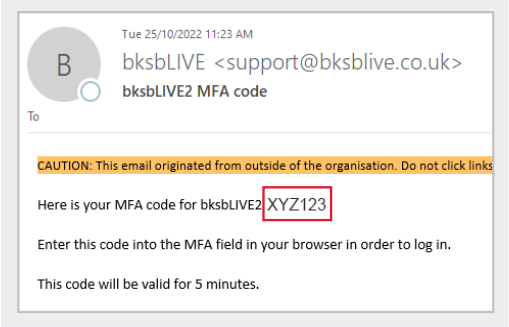
**1 STUDENT NUMBER:**  
Your 9 digit Student Number.

**PASSWORD:**  
Please type in the word **password** (all lowercase), click on the 'LOGIN' button.

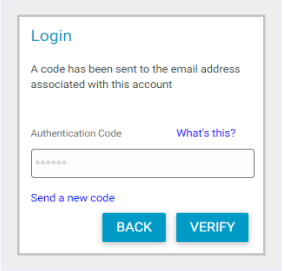
(If you have already completed a bksb Skills Review you will need to use the password you set up previously or reply to the email and ask to have your account reset).



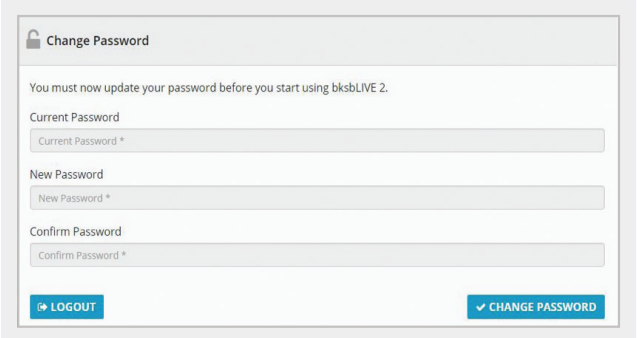
**2** Check your email for the code.



**3** Enter the code to login.



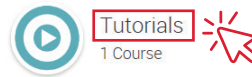
**4** You will now be prompted to update your password.  
**Note:** your new password **MUST** contain letters and a number.



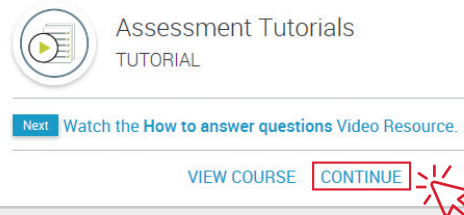
# How to take your initial assessments

Before you start your assessments, 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.

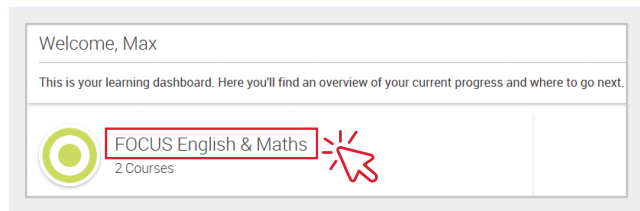
Click on **'Home'** at the top of the page to return to your home page.



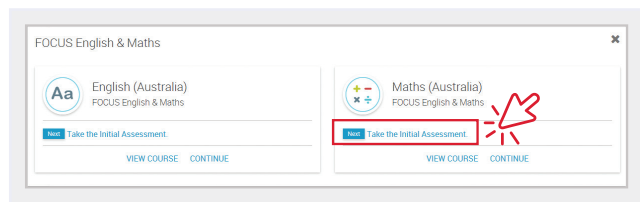
# How to take your initial assessments

You are now ready to take your Maths initial assessment.

- 1** Click on **FOCUS English & Maths**.

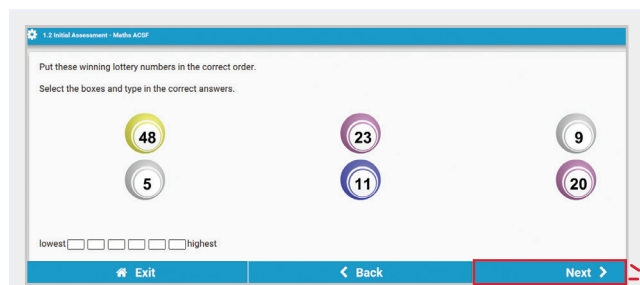


- 2** Click on the **'Take the Initial Assessment'** link under the **Maths** heading.



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

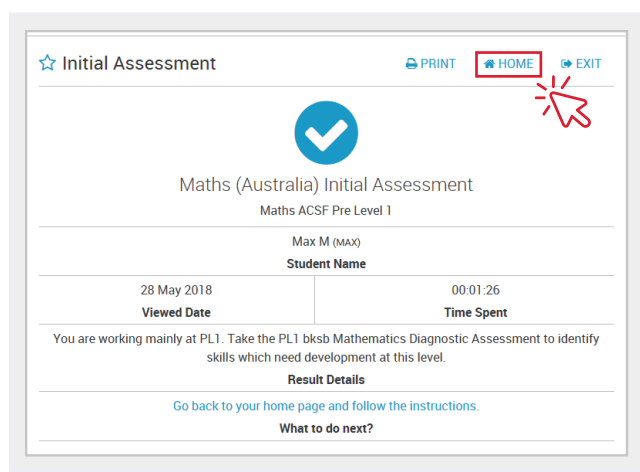
- 3** **Answer the questions**  
Once you have entered your answer, click the **Next** button located in the bottom right hand corner to move to the next question.



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



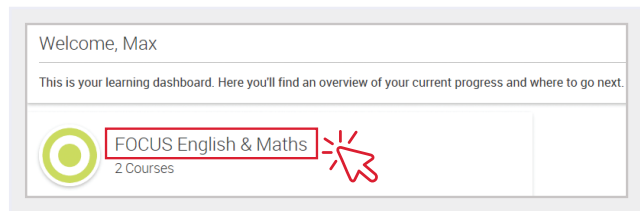
- 5** Click on the **Home button**, at the top of the page to return to the home page.



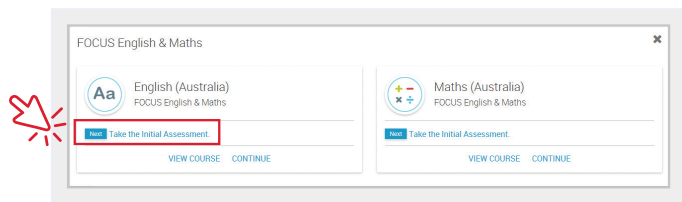
# How to take your initial assessments

You are now ready to take your English initial assessment.

- 1** Click on **FOCUS English & Maths**.

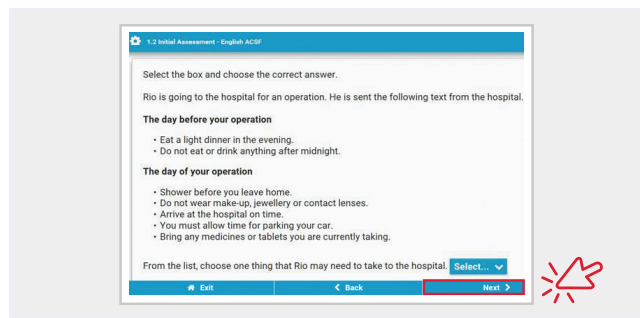


- 2** Click on the **'Take the Initial Assessment'** link under the **English** heading.



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

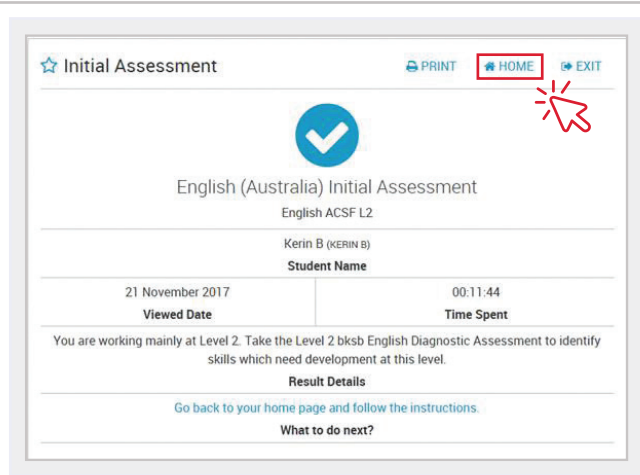
- 3** **Answer the questions.** Once you have entered your answer, click the **Next** button located in the bottom right hand corner to move to the next question.



- 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.



# CONGRATULATIONS

You have now completed the initial assessments.

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



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**1300 308 233**

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