The Basic Key Skills Builder (bksb) is an established and recognised suite of basic, key and functional skills assessments and training resources for literacy and numeracy.

All new TAFE Queensland SkillsTech students are encouraged to complete a bksb analysis before starting any training. This could be to provide useful information to your teachers or as part of the VET Student Loan eligibility process.

**Important Notice:**

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
- Achieve at least an ACSF Exit Level 3 (Working at Level 4) on both the English and maths initial bksb assessments.

**Go to** [tafeskillstech.edu.au](http://tafeskillstech.edu.au).

**Hover over the Current students option in the top menu.**

**Under Student support, click on Skills Review (bksb).**

**Click on access the bksb portal here link.**

* If you require additional assistance, you can complete the assessment at a training centre with one of our Learning Support team members.

For more information on how the Student Services team can assist you, visit us at your local training centre or email studentservices.skillstech@tafe.qld.edu.au.
To log into bksb

1. **Student ID:** Your 10 digit Student ID  
   **Password:** password

2. You will now be prompted to change your password
How to take your initial assessments

You are now ready to take your Maths Initial Assessment.

These assessments are not timed, however please allow approximately 25 minutes for each.

1. Click on View Courses under “FOCUS English & Maths”

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

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

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

Well done! You have completed the Maths assessment. Now click on the results button.

4. Click on the Home button 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 View Courses under “FOCUS English & Maths”

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

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

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

4. Click on the Exit button at the top of the screen to log out of bksb.

Congratulations! You have now completed the initial assessments.

You may choose to take further diagnostic assessments to help you improve your skills, however these are optional.

If you are a VET Student Loan applicant, you may be contacted regarding your results and eligibility.
For more information on how the Student Services team can assist you, visit us at your local training centre or email studentservices.skillstech@tafe.qld.edu.au.