bksb
STUDENT
START UP
GUIDE
All new TAFE Queensland Brisbane students are required to complete a bksb (basic key skills builder) analysis before starting any training. This could be to provide useful information to your teachers or as part of the VET FEE-HELP eligibility process.

1. Go to tafebrisbane.edu.au
2. Click on current students in the top menu.
3. Click on student support in the drop down menu. A new page will open.
4. Click on bksb (basic key skill builders) A new page will open.
5. Click on access the bksb portal here link.

Complete the assessment at a Learning Skills Centre for extra assistance.

**Important Notice:**

If you are applying for a VET-FEE HELP 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

To access the bksb skills review or for more information visit the TAFE Queensland Brisbane website: tafebrisbane.edu.au.

If you cannot supply a valid Australian Senior Secondary Certificate of Education or achieve a minimum of Exit Level 3 in the ACSF (in both reading and numeracy) you will be unable to access VET FEE-HELP.
To log into bksb

1  LOG into bksb
   Student ID:  Your 10 digit Student ID
   Password:   welcome

2  Change your password
   You will now be prompted to change your password.

For more information on how the Learning Skills Centre can assist you, visit us at your local campus library or email LearningSkills.Brisbane@tafe.qld.edu.au.
How to take your initial assessments

You are now ready to take your initial assessments.

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

1. Click on View Courses under the FOCUS English & Maths heading.

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.

4. Well done you have completed the Maths assessment. Now click on the results button.

   **Note: do not click the continue button on this page**
How to take your initial assessments

You are now ready to take your English initial assessment.

1. Click on View Courses under the FOCUS English & Maths heading.

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

   **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.

VET-FEE HELP students may be contacted regarding their results and eligibility.

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