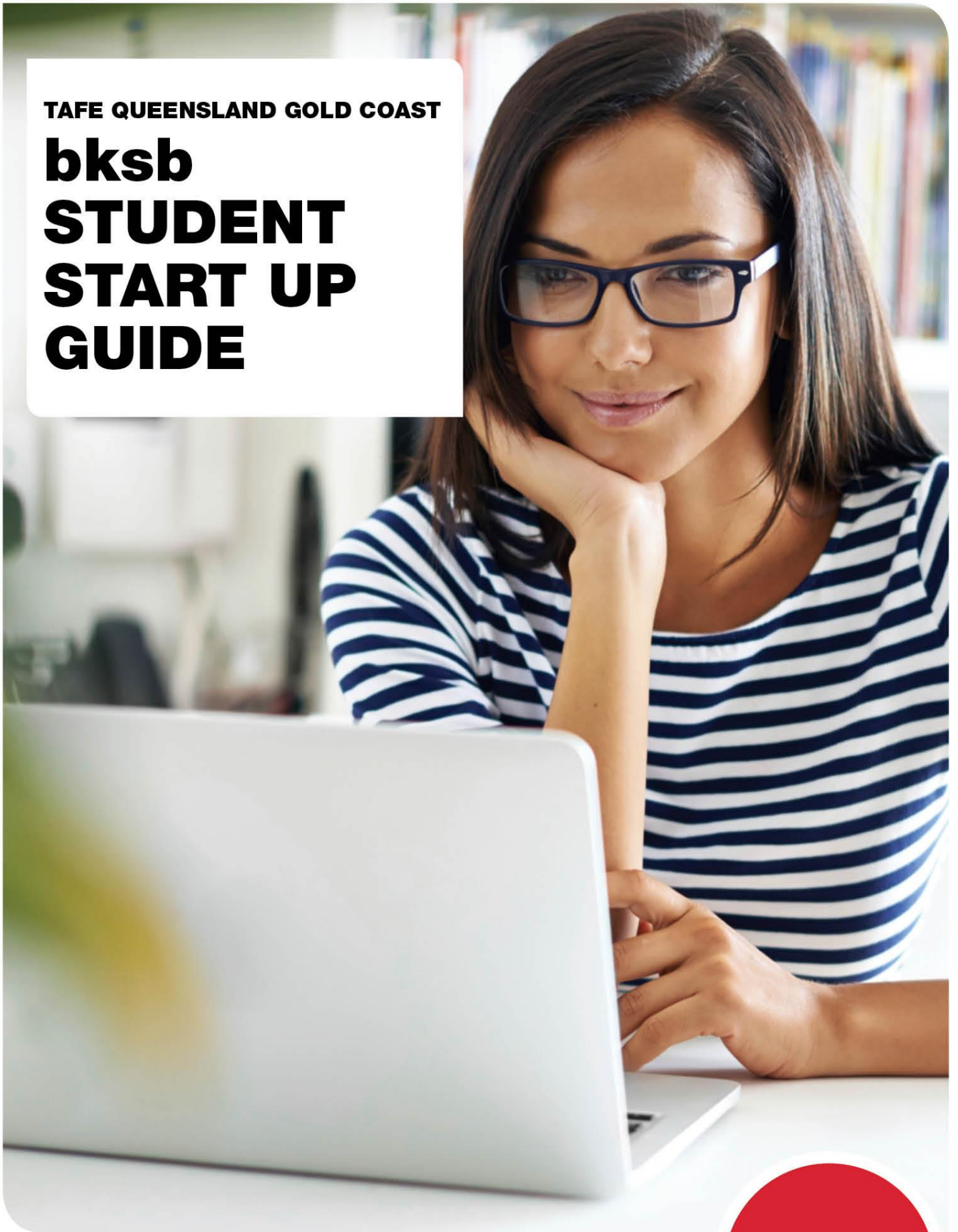


**TAFE QUEENSLAND GOLD COAST**

# **bksb STUDENT START UP GUIDE**



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## Basic Key Skills Builder (bksb)

### What is bksb?

Basic Key Skills Builder (bksb) is a Commonwealth approved online testing tool that TAFE Queensland utilises to determine reading and numeracy levels within the Australian Core Skills Framework (ACSF). We want to make sure you have the right skills and support to be successful in your course. To do this we ask that you complete the **approved bksb assessments** as soon you enrol, so that we can identify any areas that you may need to improve on.

### Who needs to complete the bksb assessment?

- Most TAFE Queensland Gold Coast students.
- All TAFE Queensland Gold Coast students applying for VET Student Loans who do not have a an Australian Year 12 Senior Certificate issued by a State Agency of Authority or a copy of successful completion of an [Australian Qualifications Framework](#) Certificate IV or higher qualification (where the language of instruction is English).

## VET Student Loans and bksb

As part of the entry procedure for VET Student Loans you are required to demonstrate that you are academically suited to access a VET Student Loan. You can do this by:

- Providing a copy of an Australian Year 12 Senior Certificate issued by a State Agency of Authority; OR
- Providing a copy of successful completion of an [Australian Qualifications Framework](#) Certificate IV or higher qualification (where the language of instruction is English); OR
- Displaying competence at Exit Level 3 in the Australian Core Skills Framework in both reading and numeracy, by completing the bksb assessments and achieving Exit Level 3 or above in English and Maths

Applicants must meet all the minimum eligibility requirements to be approved for the loan.

A VET student loan gives rise to a HELP debt that continues to be a debt due to the Commonwealth until it is repaid.

TAFE Queensland trading as TAFE Queensland Gold Coast RTO No: 0083 CRICOS No: 03037G

\*\*\*\*\***ONLY DO THE ENGLISH AND MATHS INITIAL ASSESSMENTS**\*\*\*\*\*

Only do them **ONCE** - only your first attempt will be recorded.

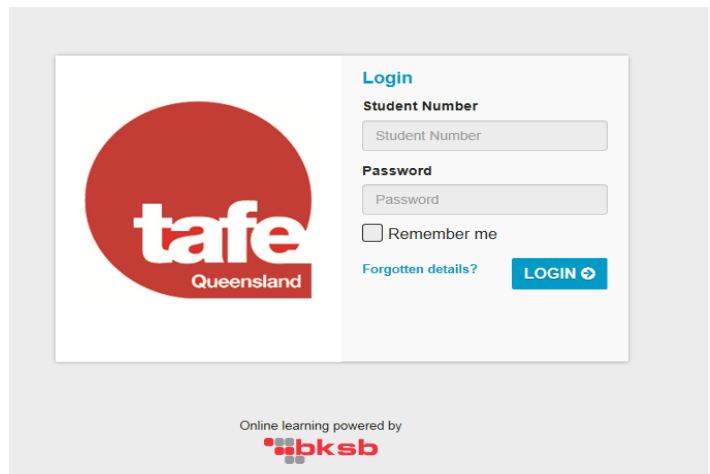
- The assessments **are not timed**, so take your time and do them when you know you can focus.
- Allow at least 30 minutes for each assessment.
- You can use a dictionary and a calculator if you need to.
- Do the assessments by yourself and make sure you don't have any distractions.
- You don't have to complete the assessments in one sitting. You can stop them and come back later to continue or to complete the questions.
- Remember to read the instructions for each question carefully.
- **Please note: It may take 24 hours after enrolment for you to become active in bksb.** After this time, if you have any problems logging on to the bksb programme or opening the tasks, please call our Technical Support Team on (07) 55 818 300 (Option 3).
- Please note that the bksb does not work on a phone. Internet Explorer or Google Chrome are the preferred web browsers for this programme.

To access the bksb Maths and English assessments, click on this link:

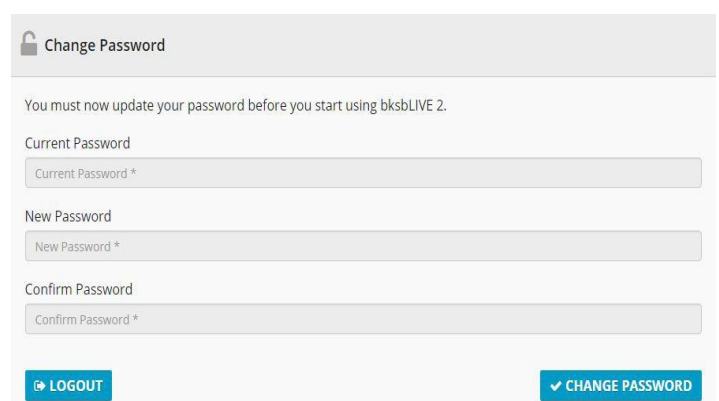
<https://tafequeensland.bksblive2.com.au>

To log into 

- 1 Student ID:** Your 10 digit Student ID  
**Password:** Please type in the word "password" (all lowercase).



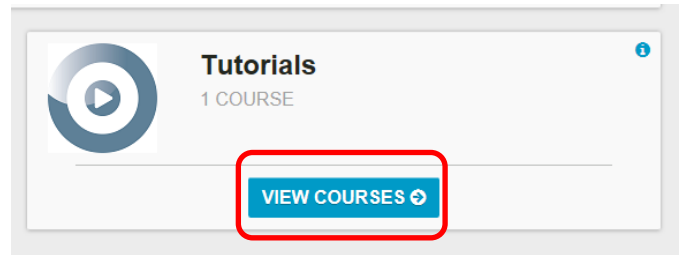
- 2** You will now be prompted to change your password.



# How to take your initial assessments

Before you begin, view a short video which outlines how to answer the questions in the assessments.

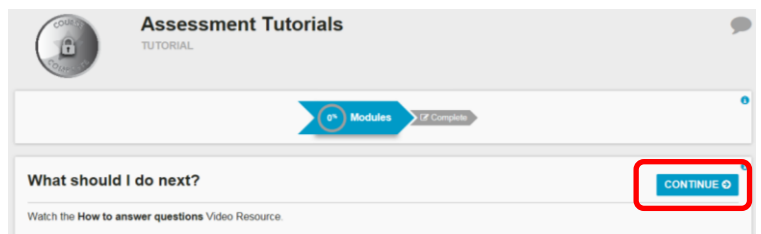
- 1 Click on VIEW COURSES under Tutorials.



- 2 Click on SELECT LEVEL and select 'Assessment Tutorials' in the drop down box



- 3 Click on CONTINUE



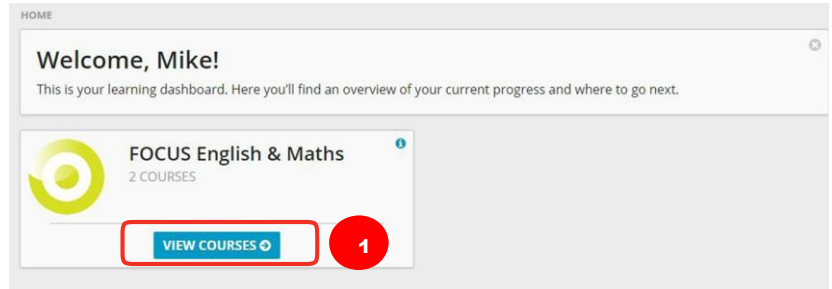
- 4 The video will automatically start. When it has finished, close the screen by clicking in the cross at the top right hand corner, then click on "Home" at the top of the page





You are now ready to take your **initial assessments**.

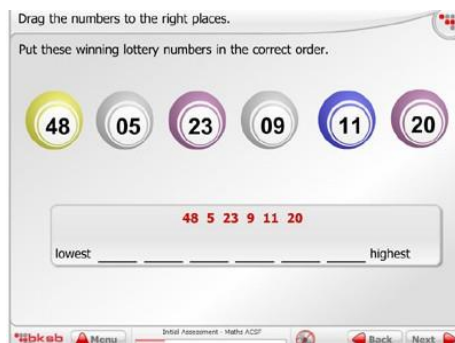
**1** Click on **VIEW COURSES** under **FOCUS English & Maths**



**2** Click on the “Take the Initial Assessment” link under the **Maths** heading



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



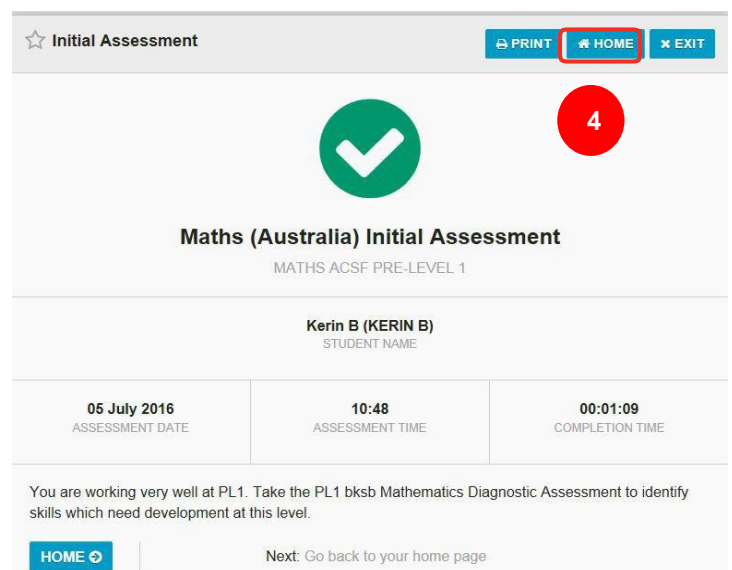
### REMEMBER

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.**

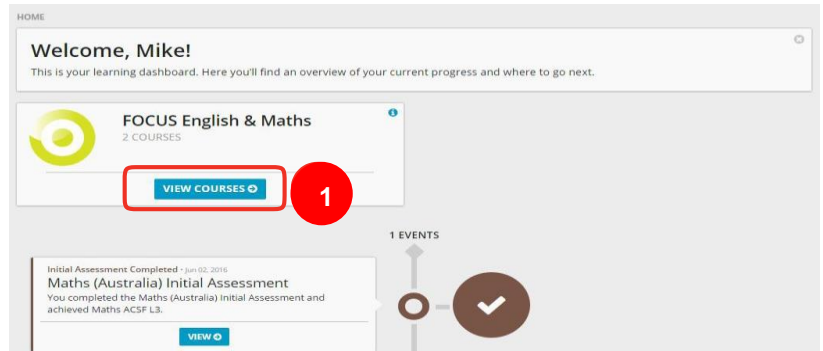
**4** Click on the **Home** button to return to the Home page.



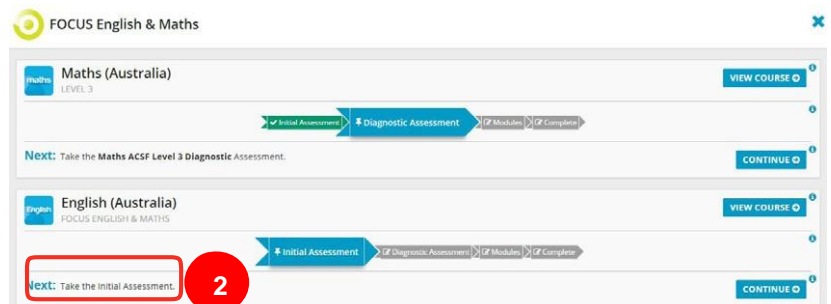
# How to take your initial assessments

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

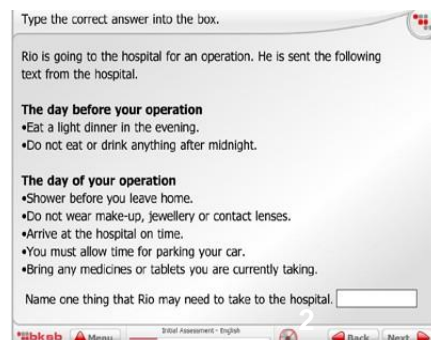


**3** Answer the questions.

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.

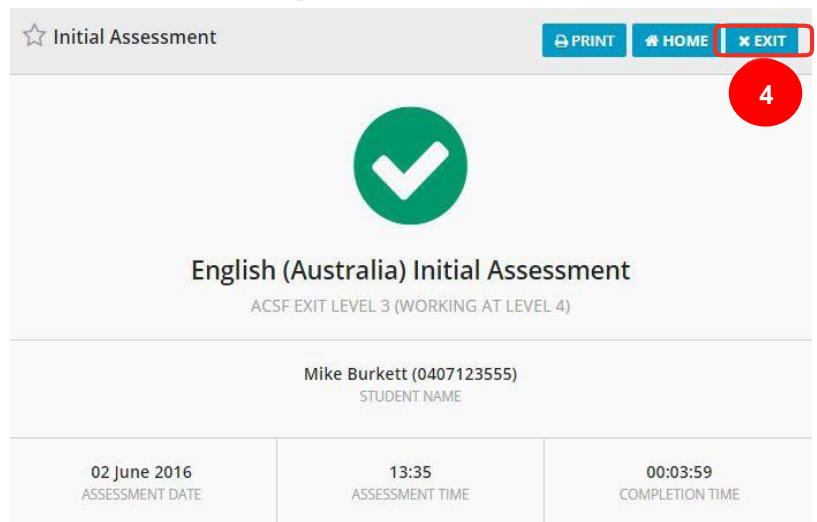


**3**

**Well done. You have completed the English assessment.**

**Now click on the results button.**

**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.**

**PLEASE DO NOT COMPLETE ANY FURTHER ASSESSMENTS OR MODULES**

(07) 5581 8300  
TAFE Queensland Gold Coast



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