## Enrolment on Skillcheck - A step by step guide

1. Open the internet and type the address below in the address bar:

https://www.unionlearn.org.uk/skillcheck

This will open the skillcheck page

## SkillCheck

SkillCheck is a tool created by unionlearn for the use of unions to help deliver learning in the workplace.

This tool contains five learning themes designed to help engage with learners, providing both an initial assessment and a way to encourage further learning.

2. Scroll down to the 'Web version' and click on the link in blue.

## Web version

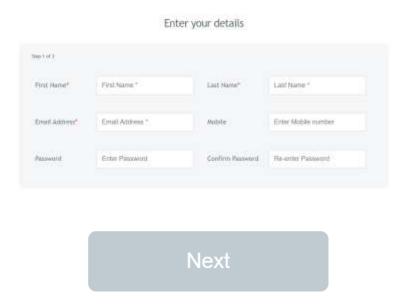
To access the web version, go to https://skillcheck.unionlearn.org.uk

From here you can register to access SkillCheck or you are able to login if you have already registered previously.

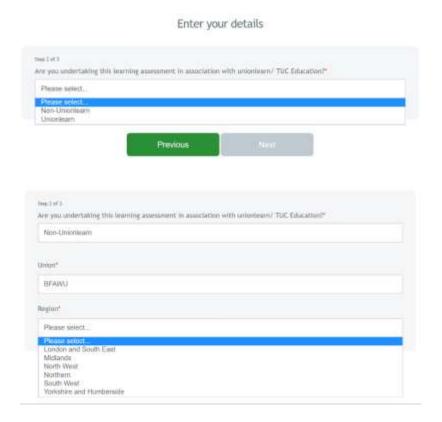
3. This will open the 'sign in' and 'Register' box. If it's your first time you will have to complete a short registration – click on 'Register' (If you have already registered then type in your username, normally your email address, and password and click 'Sign in')



4. Just enter your details, as below, then click 'Next'.



5. When you get to this page, please select 'Non-Unionlearn' and that will open the option to select your union (please don't worry if you are not a union member, it is just for our records) Please select BFAWU then select your 'Region' from the drop down menu.



6. Click 'Register' and once this is done you will be re-directed back to the 'Sign in' page, just type in your Username and password and your assessment page will load.



7. Now you can click on an assessment, answer the questions and at the end it will show you what level you have assessed at. Once you have completed an assessment it will have a tick in the top right corner to show you what you have completed.

