

## 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')



The screenshot shows the SkillCheck login and registration interface. At the top, the 'unionlearn' logo is displayed with the tagline 'with the TUC'. Below the logo, the text 'Welcome to SkillCheck' is visible. The form contains two input fields: 'Username (Email address):' and 'Password:'. Below these fields are two links: 'Remember me' and 'Forgot your password?'. There are two prominent buttons: a blue 'Sign in' button and a red 'Register' button. At the bottom of the form, a small note states: 'If you require assistance, please email your system administrator at [info@unionlearn.org.uk](mailto:info@unionlearn.org.uk)'.

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

Enter your details

Step 1 of 3

First Name*	<input type="text" value="First Name *"/>	Last Name*	<input type="text" value="Last Name *"/>
Email Address*	<input type="text" value="Email Address *"/>	Mobile	<input type="text" value="Enter Mobile number"/>
Password	<input type="password" value="Enter Password"/>	Confirm Password	<input type="password" value="Re-enter Password"/>

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.

Enter your details

Step 2 of 3

Are you undertaking this learning assessment in association with unionlearn/ TUC Education?\*

Please select...

Non-Unionlearn

Unionlearn

Previous Next

Step 3 of 3

Are you undertaking this learning assessment in association with unionlearn/ TUC Education?\*

Non-Unionlearn

Union\*

BFAWU

Region\*

Please select...

London and South East

Midlands

North West

Northern

South West

Yorkshire and Humberside

- 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.



The image shows the Unionlearn login page. At the top, the logo 'unionlearn' is displayed in blue, with 'with the TSE' in smaller text below it. The main heading is 'Welcome to SkillCheck'. Below this, there are two input fields: 'Username (Email address):' and 'Password:'. A checkbox labeled 'Remember me' is next to the password field, and a link 'Forgot your password?' is to its right. Below the input fields are two buttons: a blue 'Sign in' button and a red 'Register' button. At the bottom, there is a small note: 'If you require assistance, please email your system administrator at [sk@vodafone.co.uk](mailto:sk@vodafone.co.uk)'.

- 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.

