

e-skills Passport Office | Quick start guide

Once you have registered with e-skills Passport by following the instructions in your welcome email, you can customise the system for use with your organisation. The following three steps take you through the basics of getting started and will help you get the most out of the system.

1. Set target profiles to be assigned to your learners

By setting profiles your learners will only be displayed skills that are relevant to them. There are two ways to create target profiles in the **Set Targets** section:

Manage ITQ Profiles – (pictured right) helps you build a target profile that meets the requirements of the ITQ. Once you have selected the level and units of your learners' ITQ, press **Calculate** at the bottom of the skills grid to check you have enough points. Don't forget to **Save** the profile before continuing.

Manage Job Role Profiles – allows you to create target profiles by choosing skills from any of the techniques available in your framework. Note that you can add organisation-specific techniques to your framework via the **Configure Passport > Framework Viewer** section.

Profile Evaluation: Total points so far: 100

For a Level 2 ITQ Qualification your target is:	You currently have
25 Points from the mandatory unit at Level 2.	25 Points from the mandatory unit at Level 2.
40 Points from any other Level 2 units.	70 Points from other units at Level 2.
35 Points from any other units at any level.	5 Points from other units at any level.

Under the rules of combination, your choices **WILL** give you an ITQ at Level 2.

Skills	Exclude from Profile	ITQ Level 1 Foundation	IT Int
Operate a computer	<input type="radio"/>	<input type="radio"/> 10	<input checked="" type="radio"/> 2
IT trouble-shooting for users	<input checked="" type="radio"/>	<input type="radio"/> 5	<input type="radio"/> 1
IT maintenance for users	<input checked="" type="radio"/>	<input type="radio"/> 5	<input type="radio"/> 1

Tips: To find out what it means to be at each level of each technique click the **Details** button to the right of the technique.

You can assign one target profile to many learners if it is relevant to a group of learners. For example, you could use one target profile for your finance team and another for your administration team.

Remember to make target profiles active when you have finished. Do this from the **Set Targets** page by clicking **Modify** next to the relevant profile, and ticking the active box.

2. Issue your learners with their e-skills Passports

To issue individuals with e-skills Passport go to **Manage Users > Create Users**.

A welcome email will be sent to the learner containing their user name and password and instructions on how to sign in. It is advisable to notify the learner before you set them up with e-skills Passport so they know to expect an email and will understand what to do. You can un-tick this box if you do not wish an email to be sent.

It is much quicker to assign profiles to learners as they are created in the system rather than assigning them one by one later. This is especially important when creating multiple users at one time (see tips that follow). Assigning profiles to learners when you create them ensures they are only shown skills that are relevant to them.

Usage allows you to select how long, and for what use, e-skills Passports are issued. Each usage type has a finite balance of e-skills Passports attached to it, so if there is more than one choice available to you please select carefully.

Tips: It is possible to issue e-skills Passports to learners one at a time or in batches using a CSV (comma separated value) file*. A CSV file simply contains a list of email addresses separated by commas and can be created using software such as Notepad or MS Excel.

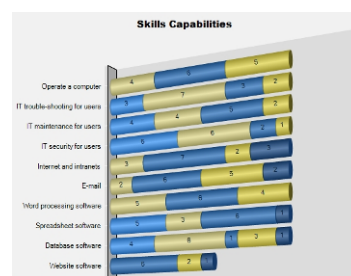
Using the **Manage Users > Search** feature, you can find, edit and view e-skills Passport accounts. You can:

- edit their personal details and re-set the password;
- assign an e-skills Passport holder e-skills Passport Office Administrator rights;
- assign an Administrator with an e-skills Passport (select **Create Passport**);
- extend a learner's e-skills Passport when it expires (select **Extend Passport**);
- view and change the target profile that is assigned to them; and
- view a log of their activity.

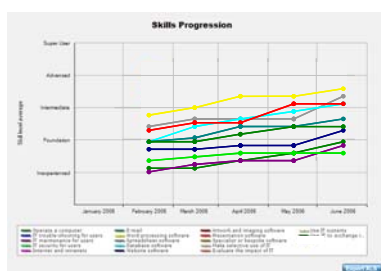
3. Analyse learner skills using the available reports

e-skills Passport Office has four built-in reports, all of which can be exported to MS Excel. Reports can be run across all your learners, by team if you have set them up*, or by target profile.

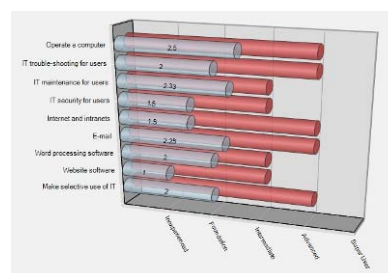
Skills Capabilities – (pictured right) view a snapshot of skills capabilities across your learners. Drill down to create lists of exactly which learners are at each level of each skill area.



Skills Progression – (pictured left) monitor the skills progression of your learners over time. To get the best results from this report you should encourage your learners to keep their e-skills Passports up-to-date and re-assess after they learn new skills.



Skills Gap Analysis – (pictured right) view the average skill level of a group of learners compared to a target profile. You must select a target profile to run this report.



Skills Gap Ranking – (pictured left) identify your learners' skills gaps for all skill areas. Drill down to create lists of exactly which learners have skills gaps at any given level of each skill area.

*For full details of this, and other functionality please visit www.e-skillspassport.com/passportoffice and download the e-skills Passport Office guide from the bottom right-hand side of the sign in page. For an overview of the product you may also like to view the product tour video available from www.e-skillspassport.com/tour.