

# e-skills Passport Guide for Users

A short guide for individual users of e-skills Passport



The screenshot shows the e-skills Passport website interface. At the top left is the iT logo, and at the top right is the e-skills passport logo. Below the logos are navigation links: Home | ABOUT US | CONTACT US | HELP. The main banner features a woman's face and a computer mouse with the text "Using technology... How good are you?". Below the banner, there is a "Welcome" section with introductory text and a "SIGN IN" box containing fields for "User Name" and "Password", a "Remember your password?" checkbox, and a "Keep me signed in" checkbox. A "Log out" button is also visible.

## Contents

1. What is e-skills Passport?
2. What is ITQ?
3. How to register with e-skills Passport
4. A learning journey through e-skills Passport
5. Essential contact information

## 1. What is e-skills Passport?

e-skills Passport is a comprehensive e-skills learning management system that enables individuals and organisations to assess IT skills, identify gaps, set learning targets and record improvements.

e-skills Passport is split into two parts:

- [www.e-skilspassport.com](http://www.e-skilspassport.com) – where e-skills Passport holders go to register, complete self-assessments, add qualifications, view targets and plan learning.
- [www.e-skilspassport.com/passportoffice](http://www.e-skilspassport.com/passportoffice) - where administrators and managers go to manage e-skills Passports across their organisation, configure the framework, manage users, set targets, define training, view instant reports and complete many more functions.

At the heart of e-skills Passport is an employer-defined framework of skills, which is linked closely to the IT user National Occupational Standard, upon which most IT training in the UK and all UK IT qualifications are based. The self-assessments and targets that can be set within e-skills Passport are based on this framework of skills.

Organisations use e-skills Passport to get a snapshot of workforce IT skills and subsequently improve them. If you wish to set users a qualification target, then e-skills Passport is the ideal tool to use to gain the new IT user qualification – the ITQ (see section 2 for details).

This guide will explain in detail how best to use e-skills Passport Office and allow you to get the most out of it for your organisation.

**NB: e-skills Passport requires a minimum set of “Operate a Computer” skills such as the ability to use a mouse, access the internet, and enter data using a keyboard. e-skills Passport is not intended, or suitable, for individuals with no IT skills whatsoever, and those individuals may need help using the tool at first. Each user will also need a valid e-mail address.<sup>1</sup>**

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<sup>1</sup> If users do not have an e-mail address they can set up a free web-based account that is accessible from any computer with internet access. For more information please ask your IT department or e-mail [passportinfo@e-skills.com](mailto:passportinfo@e-skills.com).

## 2. What is ITQ?

*The framework at the heart of e-skills Passport has been used to create a new qualification: the ITQ. This qualification is fast becoming the de-facto standard for IT users in the UK and is increasingly being recognised by employers as a critical requirement for anyone using technology at work.*

ITQ is different from other qualifications for three key reasons.

Firstly the qualification can be attained by knowing and/or learning skills at different levels according to those needed to do the job. For example, if database skills are not needed in your job then these skills need not be acquired but an individual can still get a full qualification. That means the ITQ qualification can be completely customised or “shaped” to suit the needs of individuals.

Secondly, the ITQ recognises and gives exemptions for most existing qualifications that may already have been obtained. For example, if an individual already has an ECDL module (BCS), CLAIT unit (OCR) or e-Equals unit (City & Guilds), these will exempt that individual from certain elements of the ITQ.

Finally, ITQ is unique in that you can import units from existing NVQs and use those to contribute towards the overall ITQ qualification. For example, if Health & Safety is important in a particular job, alongside technology skills, then you can import units from the Health and Safety NVQ which will contribute towards that individual’s ITQ.

If your sponsoring organisation is encouraging you to consider an ITQ qualification, then your administrator can set up an ITQ target profile in your e-skills Passport which you can work towards. You also have the ability in e-skills Passport to record any existing qualifications that contribute towards an ITQ (which will gain you exemptions). The e-skills Passport will also sign-post you to required learning to help you achieve your ITQ.

### 3. How to register with e-skills Passport?

There are three easy steps to get started<sup>2</sup>

1. You will receive an email containing a user name and password once your administrator has set up an e-skills Passport for you. Please ensure your email software will accept e-mail from our system ([passportinfo@e-skills.com](mailto:passportinfo@e-skills.com)) and check your junk mail folder regularly.
2. Visit [www.e-skillspassport.com](http://www.e-skillspassport.com) and sign in with your user name and password.
3. Complete the registration forms, which will enable you to create a new password of your choice (see right and below). Please note all fields are mandatory.

You will also need to agree to our *Terms and Conditions* and *Privacy Policy* before accessing your e-skills Passport for the first time. You can read details of these by clicking on those underlined words.

Once you have signed in to your e-skills Passport you can modify your user details at any time using the *Modify Details* link at the top right of the page.

#### Forgotten your password?

Click on *Forgotten your password?* located under the sign in fields, enter your e-mail address and click *Go* to receive a copy of the original welcome email containing your user name and password, within minutes.

<sup>2</sup>Those individuals who obtained an e-skills Passport before the site upgrade (prior to March 2006) should simply type in their existing user name and password to access e-skills Passport. Because of the new functionality we have added we strongly recommend you re-assess your skills again and try out some of the new functions.

## 4. A learning journey through e-skills Passport

e-skills Passport represents a learning journey with an individual e-skills Passport, providing a summary of your skills, qualifications, targets and learning plan, as your destination. Once registered, you can follow the menu heading from left to right through the five areas as follows:



e-skills Passport homepage



### 1. Assess My Skills

Complete your self-assessment to establish your current skill level.



### 2. Add a Qualification

Record qualifications and/or units you have already gained or return in the future to add in new achievements.



### 3. View Skills Targets

If your sponsoring organisation has assigned you a skills or qualifications target, your skills gaps will be identified here.



### 4. Plan Learning

Based on gaps identified in Step 3, build an individual learning plan for improvement.



### 5. Use your e-skills Passport

View, PDF, email and print your e-skills Passport. It is your record of achievement en route to better IT skills.



## Step one - Assess My Skills

In *Assess My Skills*, you are presented with a skills grid displaying a set of techniques to assess yourself on.

Consolidated: ITQ Level 1  
Start to create your IT user e-skills profile by choosing the level that you think applies to you for each skill section. Click **ASSESS** to start.

Profile status: Not approved

Skills	Inexperienced	Foundation	Intermediate	Advanced	Super User
Operate a Computer	100%				
IT trouble-shooting for users	100%				
IT maintenance for users	100%				
Email		100%			
Word processing software		100%			
Website software	100%				

  

Mandatory Skill	Inexperienced	Foundation	Intermediate	Advanced	Super User
Make selective use of IT			100%		
Health & Safety					
Basic Medicine					

Assess My Skills

Click **Assess** next to the skill you would like to self assess against and you will be presented with five skill levels:

- Inexperienced
- Foundation (equivalent to ITQ level 1)
- Intermediate (equivalent to ITQ level 2)
- Advanced (equivalent to ITQ level 3)
- Super User

**Operate a Computer**

This is the ability to carry out the initial steps in using an IT system (e.g. logging on a personal computer (PC) and using a mouse to navigate around a screen) and operate hardware and software day-to-day (e.g. a PC or personal digital assistant (PDA), operating systems and software that is suitable for the task in hand).

Select the level you consider you will be at:

**Inexperienced (current skill level)** Go

I have little or no experience of operating a computer. I need help before I can use a computer on my own.

**Foundation** Go

I have some experience in operating a computer. I can use common types of computer hardware and I am able to perform basic commands.

A brief description of each level (right) will help you to decide where to start your self-assessment. Click **Go** for the level that is most applicable.

Self-assessment consists of a series of Yes/No statements to determine your skill level more accurately. Once you have answered all the statements at your chosen level you will be asked to look at the level above or below. If you answered **Yes** to every question then you will be pushed to the level above. On the other hand, if you did not answer **Yes** to every question then you will be advised to look at the level below. This process will continue until the highest level you can answer **Yes** to, is determined.

### My Skills

*My Skills* shows your completed skills profile, viewable in either *Pictorial view* or *Detailed view*. *Detailed view* describes your current level and shows all statements answered **Yes** to at the level above.

## Step two – Qualifications



This section allows you to add qualifications you have achieved. Qualifications added to your e-skills Passport are displayed on your skills profile (see Step three) and your e-skills Passport (see Step five).

### Add a Qualification

A list of qualifications is stored on e-skills Passport, which can be filtered by entering the awarding body or qualification title.

**Add a Qualification** | My Qualifications

**Add a qualification**  
Use this section to add your qualifications. Enter the first few characters of the Qualification / unit title and / or the awarding body and click 'Search'.

Your qualifications will be validated by e-skills and the awarding body. In the meantime they will be shown in 'My qualifications' as awaiting validation.

**Add a qualification**

Qualification / Unit title

Awarding Body

Choose the qualification / unit achieved

Once you have selected the qualification you want to add, you will need to enter minimum details, which you should find on your certificate.

**Add a Qualification** | My Qualifications

**City & Guilds e-Quals 'IT User Certificate' - 001 IT Principles**

Please enter the following details

Candidate Number:

Registration Number:

Date of Certification: (dd mm yyyy)

Enter minimum details about the qualification

All BCS qualifications (for example ECDL) added are instantly validated by the system against records held by BCS. Please ensure that you enter your qualification details exactly as they are held by your awarding body. Non-BCS qualifications will be shown in *My Qualifications as Awaiting Validation*.

### My Qualifications

Shows a record of any qualifications you have added to your e-skills Passport.

## Step three – Targets



### View Skills Targets

Shows your current skills level (in blue), qualifications you have achieved (in yellow/orange), and your targets (in red). Your progress towards the level above your current level is also displayed as a percentage.

You can view just your skill level details, just your qualification details, or both together in your profile (see below).

Example Target Profiles:

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**Pictorial view** [Detailed view](#)

**Key**

Show Skill Level Details  
  Show Qualifications Details  
  Show Both  

<b>Personal Assessment</b> <i>Partially completed</i>	<b>Provisional Qualification</b> <i>100% coverage - Unit achieved</i>	<b>Validated Qualification</b> <i>100% coverage - Unit achieved</i>	<b>Target</b> <i>New skill level</i>
<b>Personal Assessment</b> <i>Completed</i>	<b>Provisional Qualification</b> <i>Less than 100% coverage - Requires further evidence</i>	<b>Validated Qualification</b> <i>Less than 100% coverage - Requires further evidence</i>	

Skills	Inexperienced	Foundation	Intermediate	Advanced	Super User
Operate a computer			100%	87%	
IT trouble-shooting for users			100%	40%	
IT maintenance for users		100%	50%		
IT security for users	100%	0%			
Internet and intranets		100%	85%		

[View Skills targets](#)

It is also possible to compare your skills against a variety of job or ITQ profiles that have been defined by e-skills UK in conjunction with employers. This list of example target profiles is found in the drop-down box above the skills grid (see above).

As with My Skills (see step one) you can see a *Detailed view* of your profile. This will list your current skill level and your immediate learning objectives to reach the next level.

[Pictorial view](#) [Detailed view](#)

**Operate a Computer**

This is the ability to carry out the initial steps in using an IT system (e.g. turning on a personal computer (PC) and using a mouse to navigate around a screen); and operate hardware and software day-to-day (e.g. a PC or personal digital assistant (PDA), operating systems and software that is suitable for the task in hand).

**My current skill level - Inexperienced**  
I have little or no experience of operating a computer. I need help before I can use a computer on my own.

**My target skill level - Foundation**  
I have some experience in operating a computer. I can use common types of computer hardware and I am able to perform basic commands.

*Detailed view: skills objectives*

### My Assigned Profile

My Assigned Profile allows you to view the targets profile set for you by your sponsoring organisation. Again, the detailed view lists your immediate learning objectives.



## Step four – Learning

### Plan Learning

For each technique you have assessed yourself on, it is possible to add learning to help achieve your target level. By default, the system suggests a choice of qualifications you can do to bridge any skills gaps that have been identified. If your organisation has enabled in-house training, it will only suggest the training they have added themselves and none of the default

qualifications.

If you click the + symbol next to the technique, there will be a list of any training that is available and you can add it to your e-skills Passport to plan your learning .

**Operate a Computer**

Current skill level: Inexperienced
Target skill level: Foundation

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**From Inexperienced to Foundation**

+ City & Guilds e-Quals 'IT User Certificate' - 001 IT Principles	Add →
+ NCFE Level 1 Certificate for IT Users - 01 Operate a Computer	Add →
+ Edexcel BTEC Introductory Certificate and Diploma at Level 1 in IT@Work - Unit 7 PC Systems	Add →
+ OCR Level 1 Certificate for IT Users - 'New CLAIT': Unit 7 - Using a computer	Add →
+ ECDL Part 1 Unit B - Using the computer and managing files	Add →

### My Learning

This section will show any training that you have added and it will also be listed in your e-skills Passport (see Step five).



## Step five - My e-skills Passport

At this stage, you will have completed the self-assessment, added any qualifications you have achieved and set any necessary training. *My e-skills Passport* will show your skill level for each technique, what qualification you have achieved, list your skills objectives and any training you have undertaken. It will be your record of development, which you can re-visit, print or email at any time. If you update any of the above sections at any time, then your e-skills Passport will be automatically updated.

## 5. Essential contact information

For further information about e-skills Passport:

- visit: [www.e-skillspassport.com](http://www.e-skillspassport.com);
- email: [passportinfo@e-skills.com](mailto:passportinfo@e-skills.com); or
- write to e-skills UK at 1 Castle Lane, London SW1E 6DR.

For further information about ITQ:

- visit [www.e-skills.com/itq](http://www.e-skills.com/itq).