

## User Guide: SkillsTX | Beneficiary

### Purpose of this Guide

This guide outlines what is expected of you as a beneficiary participating in the Work-Integrated Learning (WIL) programme.

Your responsibility is to demonstrate applied workplace proficiency, showing how the skills are developed through real work activities.

All skills must be supported by credible workplace evidence, reflecting actual outputs and outcomes from your job role.

### Your Role as a Beneficiary

You are responsible for:

- Completing your initial self-assessment honestly
- Logging meaningful workplace activities
- Uploading clear, defensible evidence
- Aligning evidence to the correct SFIA skill codes
- Engaging with your mentor throughout the programme

#### Step 1: Initial Self-Assessment

Once your SkillsTX profile is active:

- Complete the self-assessment against the listed core skills
- Be honest - this is not a pass or fail
- The results help your mentor identify where support is needed

#### Step 2: Completing Workplace Activities

During the WIL programme:

- Focus on real work tasks, not training exercises
- Apply the tools and technologies used in your role
- Ensure activities relate directly to the defined core skills

#### Step 3: Uploading Evidence

For each activity:

- Upload evidence that clearly shows what you did
- Evidence may include documents, screenshots, code samples, reports, or logbooks
- Label files clearly (activity, skill code, date)
- Poorly labelled or unclear evidence may be rejected

## Step 4: Engage with your mentor

- Engaging with your mentor is a core part of the WIL process and supports the development and verification of your SFIA skills.
- Meet with your mentor regularly to review progress, workplace activities, and submitted evidence.
- Use mentor feedback to improve the quality of your evidence, ensuring it clearly demonstrates SFIA Level 3 capability.
- Address identified skill gaps early, allowing time to adjust activities and strengthen evidence before final verification.

## Step 5: Progress and Completion

Progress reports are generated at:

- 1 month: Baseline self-assessment at the commencement of the WIL Programme to identify current proficiency and any gaps
- 3 months: To measure progress and adjust activities aligned to the Programme Skills Mapping Report.
- 6 months: To confirm achievement of all the activities aligned to the Programme Skills Mapping Report.

At completion of the WIL programme:

- All core skills must be demonstrated at SFIA Level 3, meaning you are able to apply the skill independently in real workplace situations and produce evidence of competent performance.
- Your mentor will review and sign off your skills, confirming that the workplace activities and submitted evidence accurately demonstrate the required SFIA Level 3 capability.
- You can download a digital CV that lists your verified SFIA skills together with supporting workplace evidence, providing a credible, portable record of your capabilities.
- If you are not employed at programme completion, a qualified SFIA assessor will conduct the final verification, which includes a review of all submitted evidence and a structured interview to confirm skills application.

