

## User Guide: WIL Skills Programme Mapping & SkillsTX Process | Mentor and Beneficiary

These guidelines set out the required steps that beneficiaries and mentors must follow during the Work-Integrated Learning (WIL) Skills Programme Mapping and SkillsTX process.

Each step must be completed in sequence to ensure that skills identification, workplace activities, and supporting evidence are aligned, credible, and verifiable.

### Overview of the WIL Programme Skills Mapping & SkillstTX Process

The WIL Skills Programme Mapping and SkillsTX process consists of two linked stages, each with a distinct purpose, which must be completed in sequence before the next stage begins.

#### Step 1: High-Level WIL Programme Skills Mapping (SFIA Level 3)

Before any detailed WIL programme plan is designed or implemented, the mentor must confirm which skills are developed through the workplace role. This is done through completion of the High-Level WIL Skills Programme Mapping Report, using the prescribed template and example provided.

At this stage, the focus is on accurately describing real workplace activity, not training plans or simulations.

The mentor is required to:

- Identify the core workplace activities performed in the role
- Describe activities at an appropriate role level
- Ensure activities reflect real work outputs, not classroom or hypothetical tasks
- Indicate the tools, technologies, or systems used (e.g. Python, Java, Microsoft tools)

The completed WIL Skills Programme Mapping Report is submitted to Collective X for review. Where gaps or clarification are identified, the mentor will be requested to revise the content. Once finalised, the report is submitted to SkillsTX and uploaded to the SME's dedicated SkillsTX domain.

The skills programme is not assessed or accredited. Their purpose is to guide mentors and beneficiaries in producing defensible SFIA Level 3 (Applied Proficiency) evidence.

#### Step 2: Skills Configuration and SkillsTX Profile Setup

Using the approved High-Level WIL Skills Programme Mapping Report, SkillsTX configures the skills environment required to support beneficiary assessment and verification. This includes extracting workplace activities and linking them to SFIA-aligned skills, resulting in a defined set of core skills for the job role.

These core skills form the basis for beneficiary self-assessment, evidence submission, mentor review and final proficiency confirmation.

The following setup actions are completed:

- A SkillsTX domain is created for the SME
- Core SFIA skills are configured within the domain
- An SME mentor is formally identified
- The mentor is authorised to review and approve all activities and evidence

Once beneficiaries are confirmed:

- A SkillsTX profile is created for each beneficiary, linked to the SME.
- Each beneficiary completes an initial self-assessment, which is not pass/fail and is used as a gap analysis to guide mentoring focus.

Each beneficiary receives a 12-month SkillsTX licence with access to:

- ActionIQ, which interprets workplace activity against SFIA skills and creates an action record
- CareerIQ, which identifies skill gaps and informs upskilling actions

Beneficiaries are responsible for logging workplace activities and uploading clearly labelled, defensible evidence aligned to the relevant SFIA skill codes.

## Evidence, Monitoring and Reporting

Throughout the WIL programme, evidence submission, mentoring oversight, and progress monitoring are supported through structured reporting at key milestones. These reports provide visibility of skill development and ensure alignment to the approved Programme Skills Mapping Report.

Reports are generated at the following points:

- 1 month: Self-assessment snapshot to establish a baseline and confirm initial mentoring focus.
- 3 months: Progression report to measure development and adjust workplace activities where required.
- 6 months: WIL completion report to confirm achievement of all activities and mapped SFIA Level 3 skills.

These reports support ongoing mentor review, early identification of gaps, and final proficiency confirmation, reducing the risk of remediation at programme completion.

## Final Assessment and Badge Sign-Off

At the completion of the WIL programme, final verification by the mentor is conducted to confirm applied proficiency at SFIA Level 3 and signed off.

If the beneficiary is not employed at programme completion:

- An independent SFIA assessor reviews all submitted evidence.

- A short, structured skills discussion is conducted to confirm applied workplace proficiency.
- Digital badges are signed off once proficiency is confirmed.

If the beneficiary is employed at programme completion:

- Mentor sign-off of the WIL completion report is sufficient for final verification.
- This approach ensures consistent, credible assessment outcomes while recognising validated workplace supervision where formal employment is in place.

## BENEFICIARY OUTPUTS

At programme completion, all beneficiaries can download a digital CV that lists their verified SFIA skills, together with supporting workplace evidence that has been reviewed and signed off by the mentor.

This digital CV provides a credible, portable record of applied workplace proficiency for use in employment, placement, or further skills development.

