

INSTRUCTION SHEET



BE WHAT YOU WANT TO BE

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Basic Key Skills Builder

All students enrolling at CQU are required to complete a bksb (basic key skills builder) literacy and numeracy assessment before enrolment. bksb is an online assessment tool that provides an overview of your learning strengths and determines your Maths and English levels. These results help us identify how we can best support you through your studies but may also affect your eligibility to access a VET Student Loan.

Important Notice:

If you are applying for a VET Student Loan you must either;

- Provide a copy of an Australian Senior Secondary Certificate of Education that has been awarded by an agency of authority of a State or Territory for the completion of Year 12.
- Achieve at least an ACSF Exit Level 3 (Working Level 4) for both English and Maths Initial Assessments on the bksb.
- Provide a copy of an Australian Cert IV or higher level qualification.

To access the bksb Initial Assessments click the link sent out in your enrolments email. This will direct you to the bksb site. **You are only required to complete the Initial Assessments prior to enrolling.**

Log into bksb

1. **USI:** Unique Student Identifier

Password: password

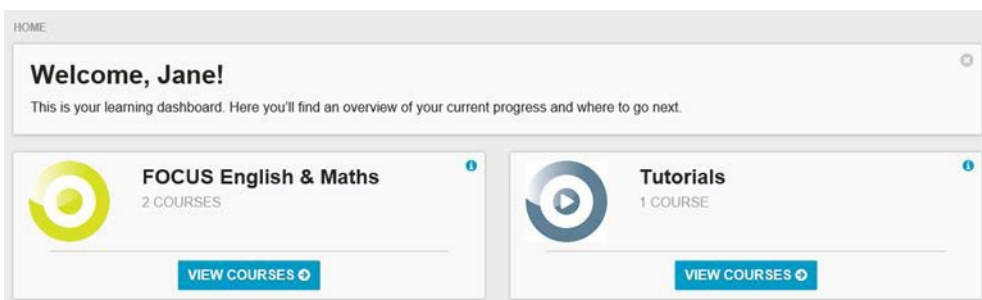
Log into <https://cqu.bksblive2.com.au>

2. You will now be prompted to change your password.

How to take your Initial Assessments

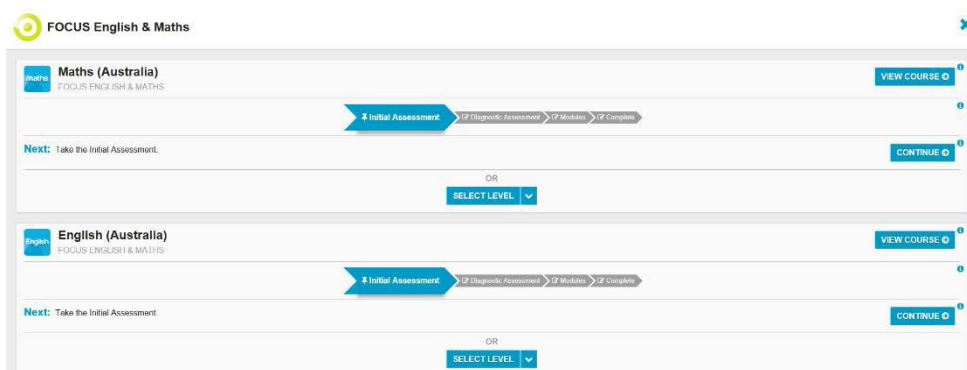
There are two Initial Assessments, one for Maths and one for English. The assessments are not timed, however, please allow between 20 - 30 minutes for each assessment. **You are only required to complete the Initial Assessments prior to enrolling.**

1. Click on **View Courses** under 'Tutorials' to view a short video on how to answer the different types of questions you will find in the assessments.

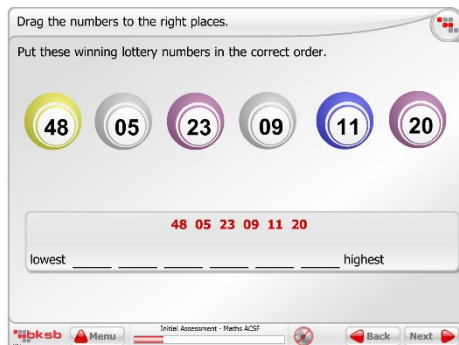


2. Click on **View Courses** under 'Focus English & Maths'.

3. Click **Continue** under the Maths heading to take the Maths Initial Assessment.

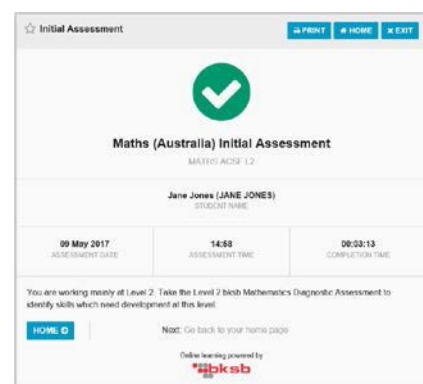


4. Answer each question and click **next** to continue. Initial Assessments auto save so you can exit and return later.



5. When complete, click **Results** to view your results, then click **Home** to return to the Homepage.

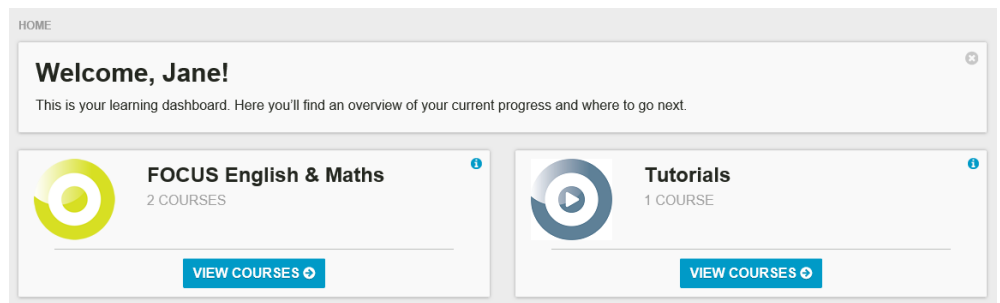
End of Assessment
This is the end of assessment. Please select the button to view results.



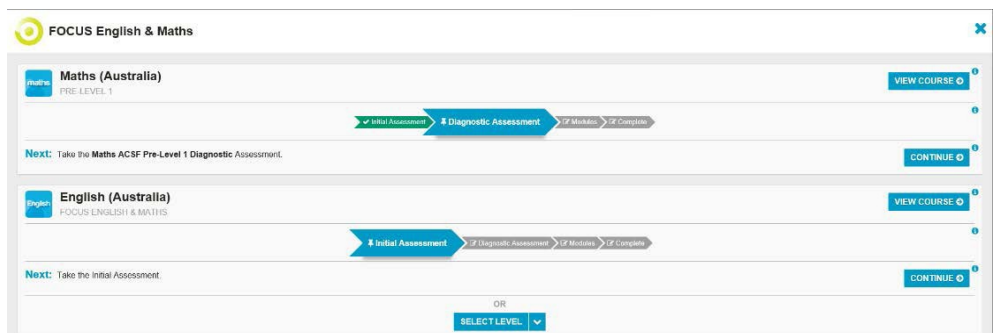
How to take your Initial Assessments

You are now ready to take your English Initial Assessment.

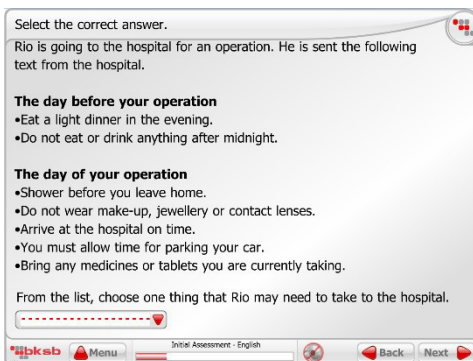
1. Click on **View Courses** under 'Focus English & Maths'.



2. Click **Continue** under the English heading to take the English Initial Assessment.



3. Answer each question and click **next** to continue. Initial Assessments auto save so you can exit and return later.



4. When complete, click **Results** to view your results, then click **Home** to return to the Homepage.

End of Assessment
This is the end of assessment. Please select the button to view results.



You have now completed the Maths and English Initial Assessments. You will be contacted by a member of the Student Success Team to complete your enrolment. You are not required to complete further assessments or resources prior to enrolment.