

TAFE QUEENSLAND SOUTH WEST

# **bksb** **STUDENT START** **UP GUIDE**



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## bksb student start up guide

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To access a VET Student Loan, the eligibility criteria requires you to demonstrate you are academically suited to undertake the course. This can be done by:

- Supplying a copy of your Year 12 Certificate that has been awarded to you by the Board of Studies of a Australian State or Territory; OR
  - Supplying a copy of your Certificate IV or above qualification in the Australian Qualifications Framework that has been delivered in English from 1995 onwards; OR
  - Completing a Literacy and Numeracy skills review, called the Basic Key Skills Builder (BKSB) and achieving a Level 4 (Exit level 3) in both literacy and numeracy.
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- The assessments are not timed, so take your time, do them when you know you can focus and make sure you don't have any distractions.
  - Allow an hour for each assessment.
  - You can use a dictionary and a calculator if you need to unless otherwise stated.
  - Do the assessments by yourself without anyone else's help.
  - Only do the assessments ONCE - only your first attempt will be accepted.
  - Once you have completed your initial assessment the BKSB system will prompt you to complete a diagnostic test. You do not need to complete the diagnostic test, only the initial assessment.
  - Remember to read the instructions for each question carefully.
  - You don't have to complete the assessments at the same time, you can complete the English assessment and come back and complete the Maths assessment at another time or vice versa.
  - Please note that the bksb does not work on a phone, Internet Explorer or Google Chrome are the preferred web browsers.
  - **Please note: It may take 24 hours after enrolment for you to become active in bksb.** After this time, if you have any problems logging on to the bksb system or opening the tasks, please email our bksb Officer at [CustomerServiceBKSB.SouthWest@tafe.qld.edu.au](mailto:CustomerServiceBKSB.SouthWest@tafe.qld.edu.au) or phone (07) 3817 3292.

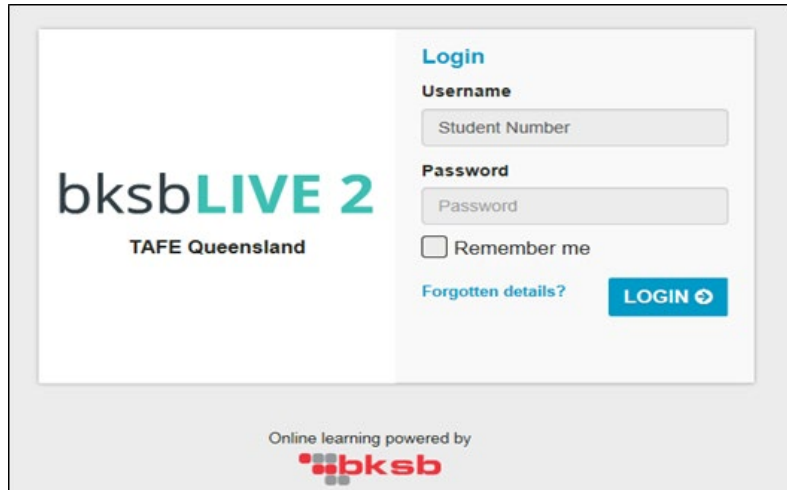
## bksb student start up guide

To access the bksb Maths and English assessments, click on the link:

<http://tafequeensland.bksblive2.com.au>

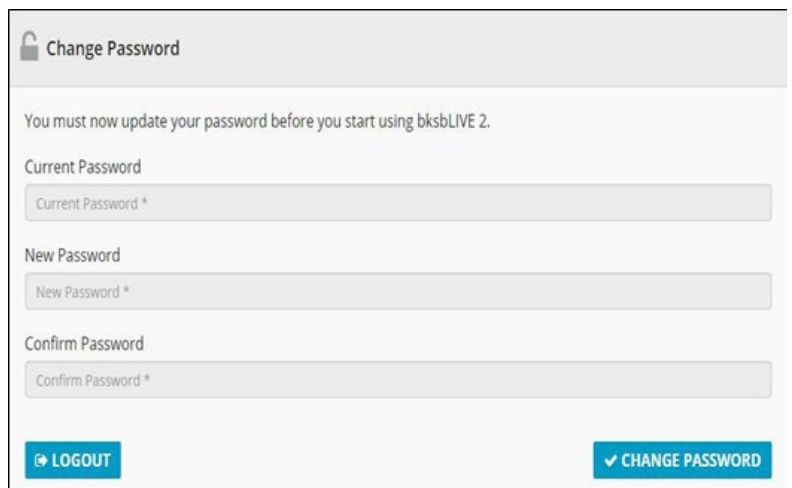
To log into 

- 1 Student ID:** Your 10 Student ID  
**Password:** Please type in the word “password” (all lowercase).



The screenshot shows the login interface for bksbLIVE 2. On the left, the text reads "bksbLIVE 2" and "TAFE Queensland". On the right, under the heading "Login", there are two input fields: "Username" with the placeholder "Student Number" and "Password" with the placeholder "Password". Below these is a checkbox for "Remember me" and a link for "Forgotten details?". A blue "LOGIN" button with a right-pointing arrow is positioned to the right of the "Remember me" checkbox. At the bottom of the page, it says "Online learning powered by" followed by the bksb logo.

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

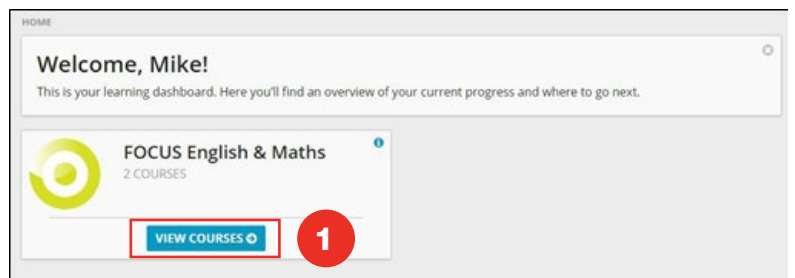


The screenshot shows the "Change Password" page. At the top, there is a lock icon and the text "Change Password". Below this, a message states: "You must now update your password before you start using bksbLIVE 2." There are three input fields: "Current Password" with the placeholder "Current Password \*", "New Password" with the placeholder "New Password \*", and "Confirm Password" with the placeholder "Confirm Password \*". At the bottom left is a blue "LOGOUT" button with a left-pointing arrow, and at the bottom right is a blue "CHANGE PASSWORD" button with a checkmark icon.

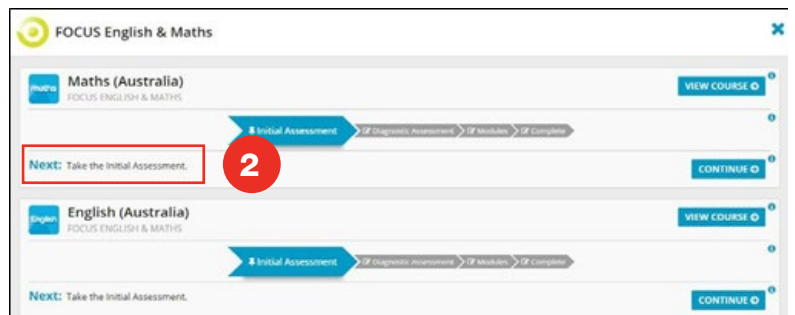
# bksb student start up guide

You are now ready to take your **initial assessments**.

**1** Click on **VIEW COURSES** under **FOCUS English & Maths**



**2** Click on the “Take the Initial Assessment” link under the **Maths** heading

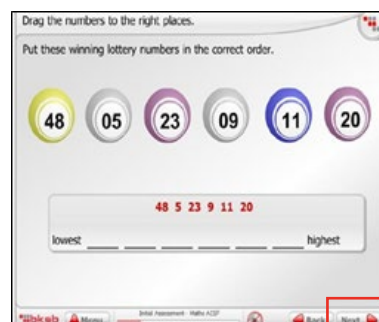


**3** **Answer the questions.**

Once you have entered your answer, click the **Next** button located in the bottom right hand corner to move to the next question.

### REMEMBER

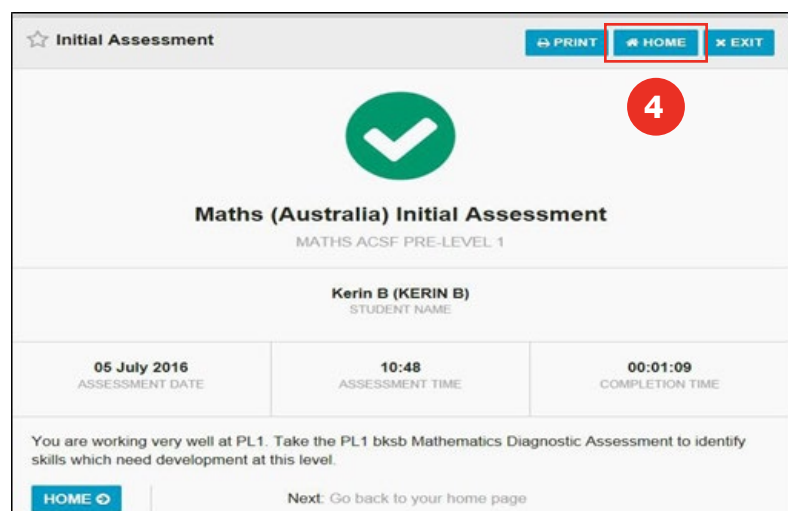
Read the instructions carefully. The instructions are always located at the top of the page and they tell you how to enter your answer.



**Well done. You have completed the Maths assessment.**

**Now click on the results button.**

**4** Click on the **Home** button to return to the Home page.

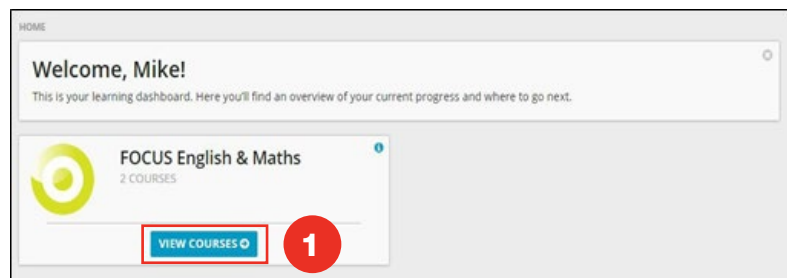


Congratulations! You have now completed the initial assessments.  
PLEASE DO NOT COMPLETE ANY FURTHER ASSESSMENTS, DIAGNOSTICS OR MODULES

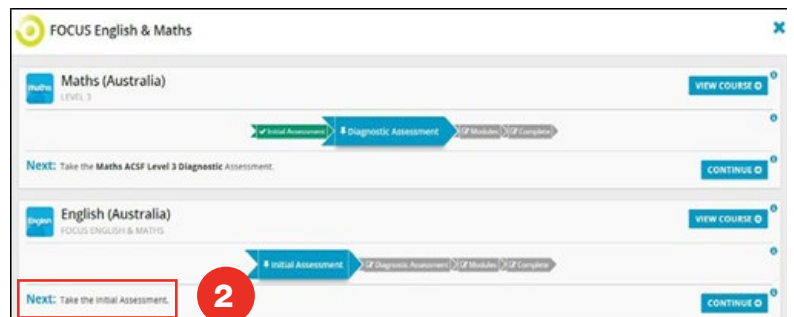
# bksb student start up guide

You are now ready to take your **English initial assessments.**

**1** Click on **VIEW COURSES** under **FOCUS English & Maths**



**2** Click on the “Take the Initial Assessment” link under the English heading

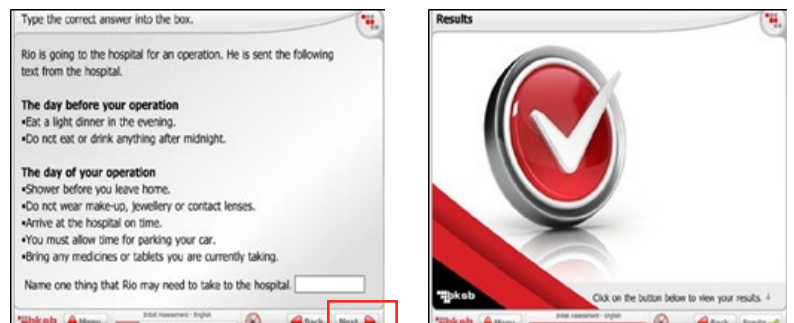


**3** **Answer the questions.**

Once you have entered your answer, click the Next button located in the bottom right hand corner to move to the next question.

### REMEMBER

Read the instructions carefully. The instructions are always located at the top of the page and they tell you how to enter your answer.



**Well done. You have completed the English assessment.**

**Now click on the results button.**

**4** Click on the **Home** button to return to the Home page.



Congratulations! You have now completed the initial assessments.  
PLEASE DO NOT COMPLETE ANY FURTHER ASSESSMENTS, DIAGNOSTICS OR MODULES

1300 914 754  
TAFE Queensland South West



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