

## Use bksb tool for all learners to establish baseline level.

This will help to support maths, English and ICT skills development. The learning can be undertaken from home via a laptop, PC, tablet or mobile phone.

Find out more about the [tool here](#) and find out **how to access it for your organisation** [here](#).

### LEVEL 1 OR ABOVE

Use bksb learning suite and/or other learning (e.g. at employer and/or in conjunction with local training provider) to upskill to level 2. Maintain connection with learner and check learning progress using bksb tool.

Take functional skills exam with local provider, with aspiration of achieving level 2.

If level 2 not achieved, work with local provider and data from bksb tool to identify gaps and weaknesses, focus on these areas and book second exam when learner is ready.

### BELOW LEVEL 1

Look at detailed diagnostic and identify areas of weakness. Are there any learning needs? If yes, [click here for further support](#).

Use subject-specific confidence building tools to engage learner. Online, at employer and/or in conjunction with local training provider. (more info in specific topic areas)

When you think progress has been made, take bksb diagnostic again. Once level 1 is achieved, follow flow chart from there.