**WEST (WALES ESSENTIAL SKILLS TOOLKIT) SCREENING GUIDE**

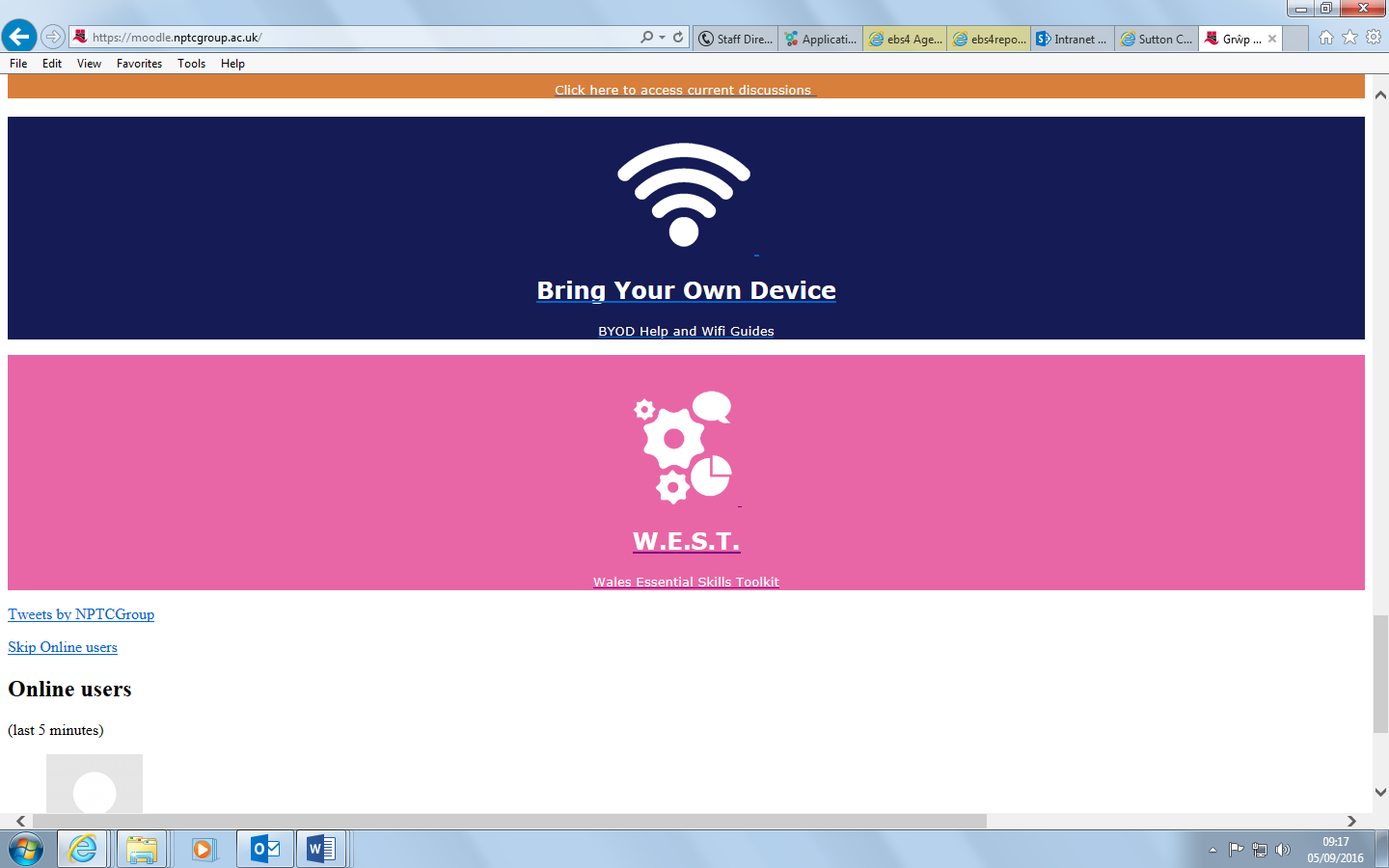
**Login Details**

**Student Username:** Student ID

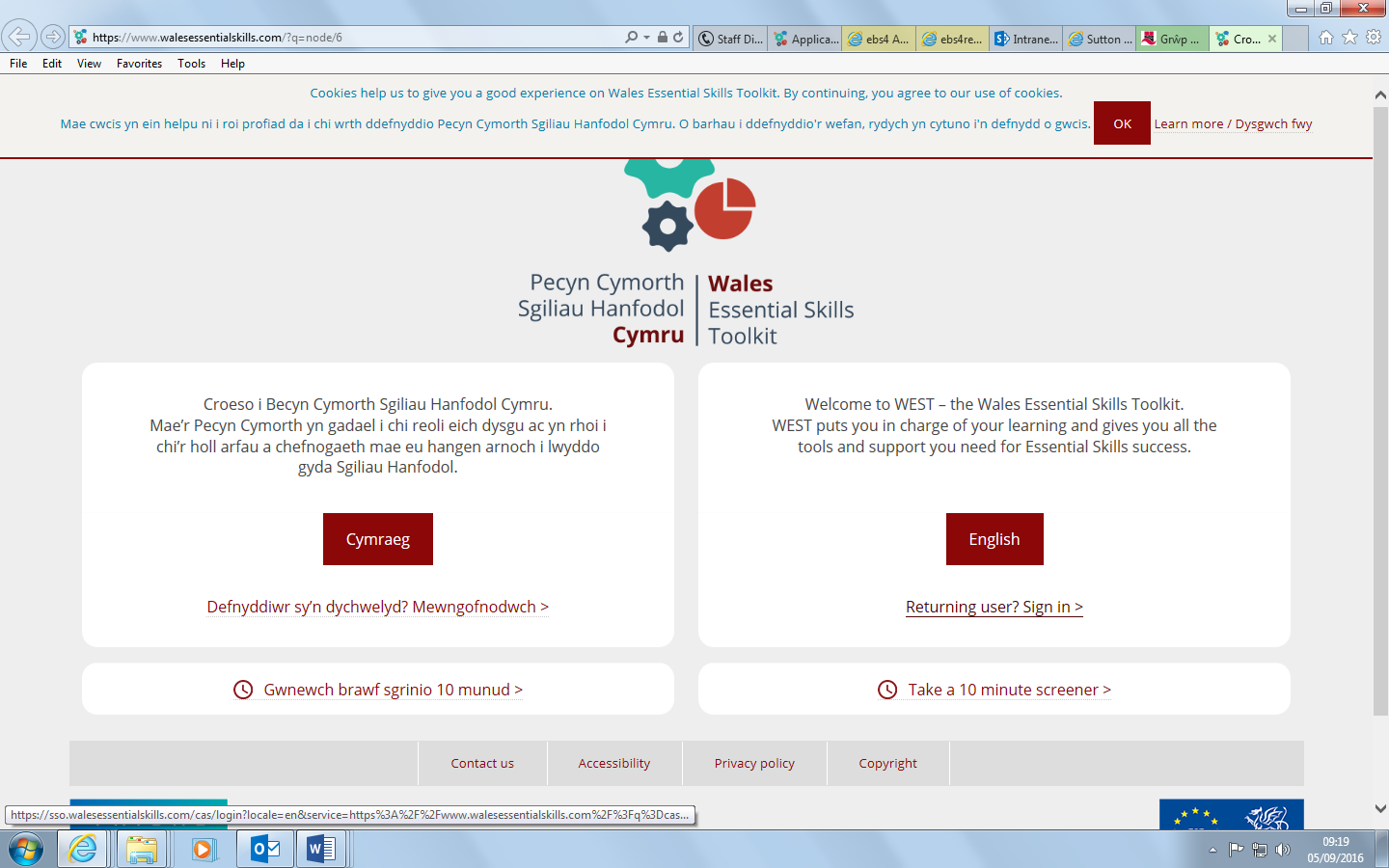
**Student Password:** Student D.O.B- format is DD/FEB/YYYY

All students will need to complete 3 assessments (Communication, Numeracy, Digital Literacy)

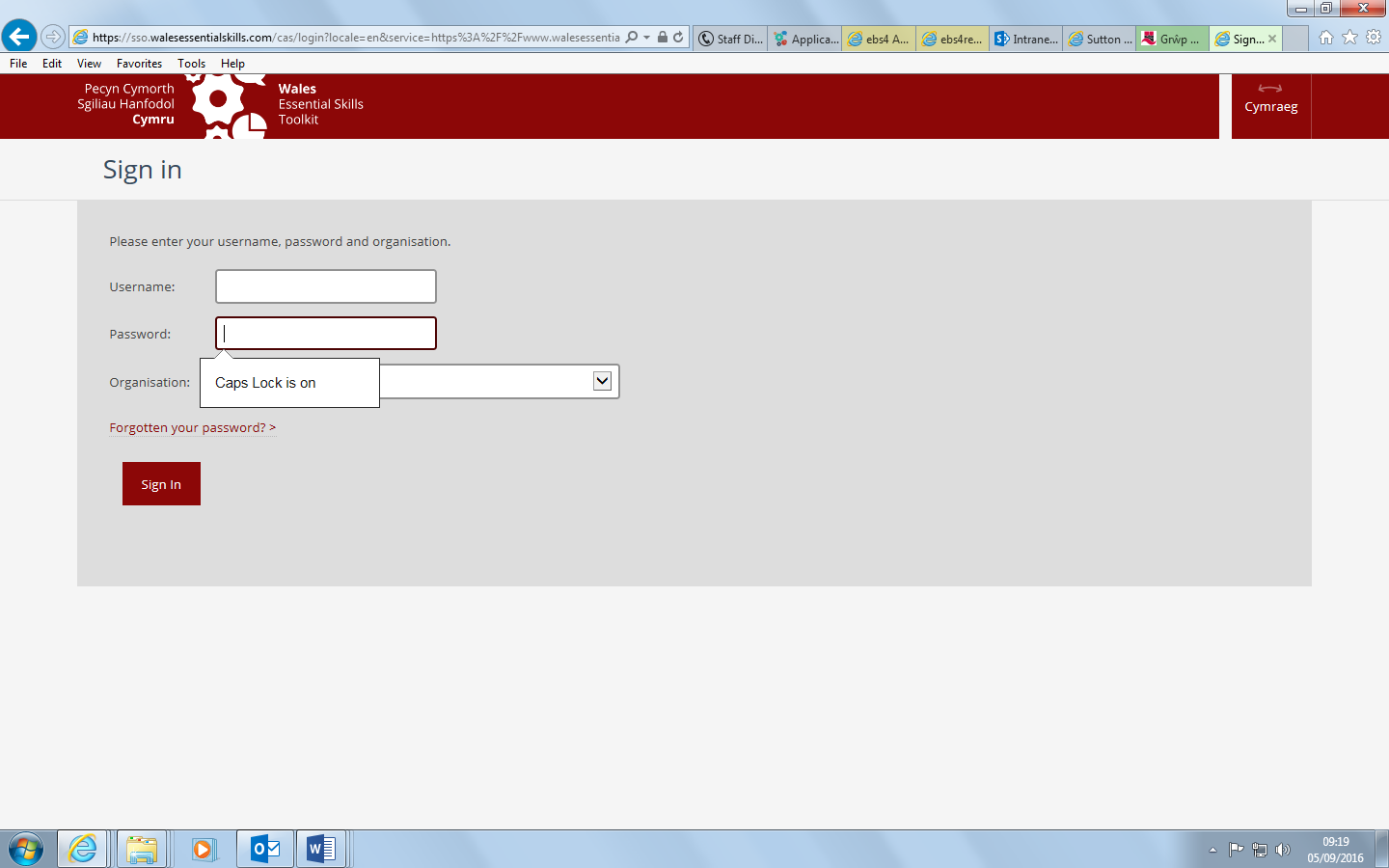
Headphones will be needed for the Communication part (please contact Natalie Joseph or a Study Skills Coach, alternatively please ask students to bring their own)



1. Go to the main NPTC Group **Moodle** page for the **WEST Link**.



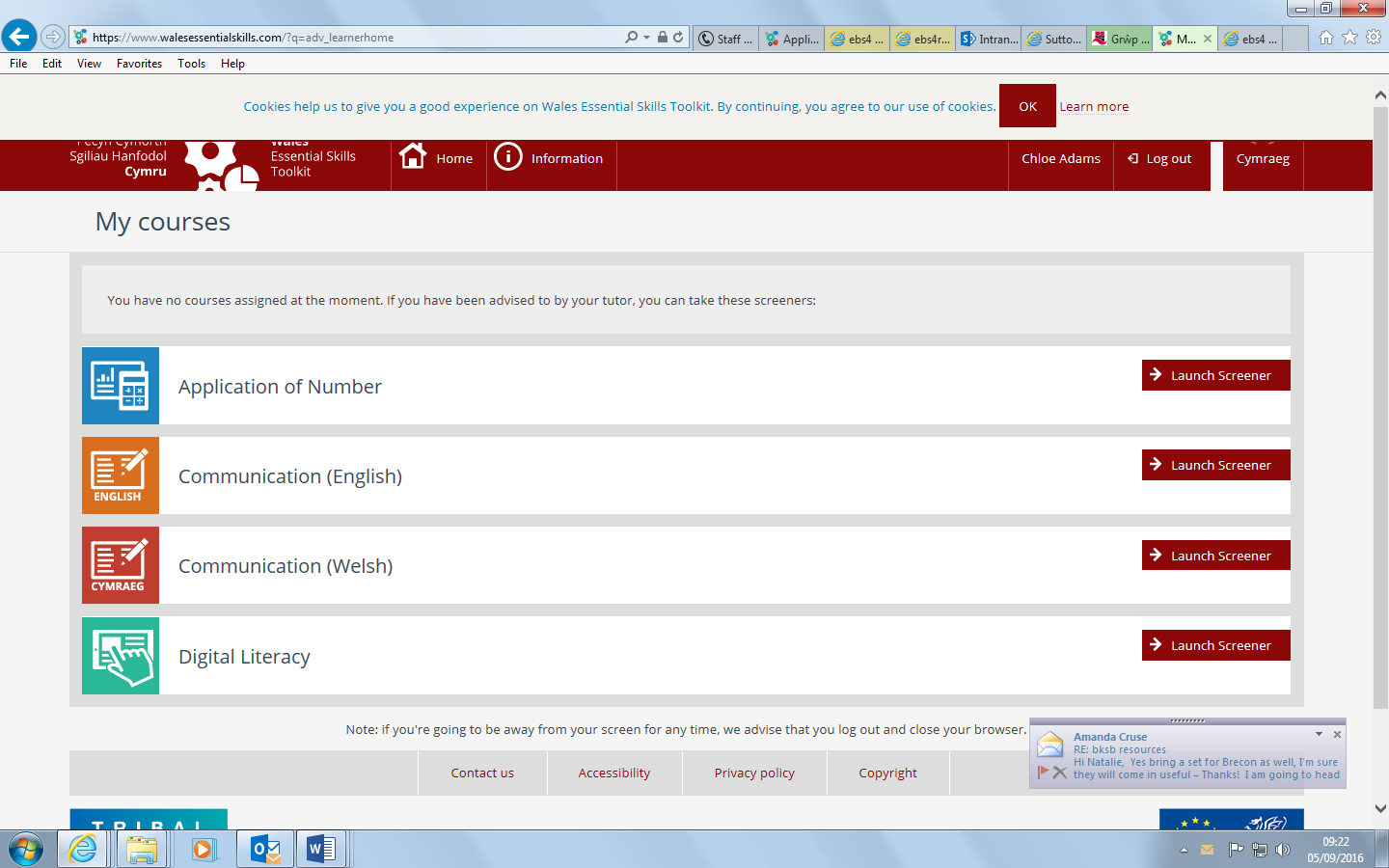
Click on **‘Returning User’**



Complete student info- see above.

Select NPTC Group from organisation drop down bar.

Sign in.



Launch Screener.

The assessment will save if not completed.

Once completed an ILP and a level will be shown.

More detailed information can be found in the handout: **WEST Tutor ‘Quick Start’ Guide**, which can be found on SharePoint under- Functional-Student Support-Skills check.

Information on Tutor Login:

Tutor Username- Staff login (josenat)

Password- staff ID number (some will have an N at the beginning)

Please contact Natalie Joseph (Essential Skills Co-ordinator) for further information- 01639 648074.