Table of Contents

About this website and user guide .................................................................................................................. 1
Minimum computer requirements ...................................................................................................................... 1
Learn about the website .................................................................................................................................. 2
Learn about supply chain occupations .......................................................................................................... 2
How to use the built-in dictionary ............................................................................................................... 3
How to register as an organization .............................................................................................................. 3
How to log in .................................................................................................................................................. 4
Terms of use agreement ................................................................................................................................. 4
Home page ..................................................................................................................................................... 4
How to set up cohorts .................................................................................................................................... 4
How to add workers and assign assessments ............................................................................................... 5
How to view and edit workers ....................................................................................................................... 6
General information about the assessments ................................................................................................. 6
How to view assessment results and learning plans ..................................................................................... 7
Understanding results reports ..................................................................................................................... 8
Understanding complexity ratings ............................................................................................................... 9
Understanding learning plans ..................................................................................................................... 10
About this website and user guide

Conestoga College Institute of Technology and Advanced Learning is working with supply chain employers, other colleges and the Canadian Supply Chain Sector Council (CSCSC) to address skills gaps in the supply chain sector.

The specific objectives of this project include:

- Demonstrating and communicating the value of literacy and essential skills workforce training in the supply chain sector in order to encourage increased and ongoing workplace literacy and essential skills training investment; and
- Developing, piloting and validating a literacy and essential skills curriculum specific to the supply chain sector in order to address job specific literacy and essential skills needs and gaps to help learners keep pace with the changing demands of their position.

The Stocking Up on Skills web application is part of this project. It has:

1. Built-in assessments that test seven important essential skills needed for success in the supply chain sector – reading, document use, numeracy, writing, thinking and listening skills.
2. Individualized test result reports that highlight workers’ skills and gaps. People signed up by organizations have the option to share, or not share, their test score with you. You cannot see the test results of people who have not agreed to share their scores.
3. Individualized learning plans that direct trainers and workers to useful learning resources. All of the learning resources are available on-line and free of charge.
4. Organizing features that allow test administrators to group workers into cohorts for reporting and evaluation.

To use this website, organizations must first register by completing the online registration. Once signed up, organizations can register workers, assign assessments and access results reports.

Minimum computer requirements

This website works on a wide range of devices including personal computers, laptops and tablets. Smartphones cannot be used because their screens are too small to display the questions properly.

Before taking an assessment, be sure that the device (e.g. laptop) you are using has a strong connection to the Internet. People who try to take assessments on wireless networks sometimes have problems – their device’s connection to the Internet may be too weak for the web application to function properly.

Devices that have speakers or headphones are needed for the listening skills assessment. They are also needed for other website features that have audio clips, such as built in dictionaries.
Learn about the website

Learn about the website by clicking on the information icon located in upper right side of the website.

The information includes answers to frequently asked questions (FAQ), troubleshooting information and videos about essential skills.

Click on the FAQ topic you’re interested in to receive more information.

Click on Troubleshooting to get helpful solutions to the most common technical problems people have when using the website.

Learn about supply chain occupations

Click on the Occupations tab.

Supply chain occupations are grouped into the following categories:

- Warehousing and Distribution
- Procurements and Asset Management
- Transportation and Logistics
- Supply Chain Management

To learn about the essential skills needed by each occupational group, click the View Profile button.
How to use the built-in dictionary

There is a built-in dictionary that provides definitions for some words and phrases. The words and phrases that have definitions are blue and underlined, like this word... bulletin.

Click on a blue underlined word and a window with a definition will open. Click the arrow (the play button) to hear the definition. Click Close This Window to close it.

How to register as an organization

Go to http://en.supplychain.essentialskillsgroup.com

Click the SIGN UP button located at the top right-hand side of the home page.

A new sign up page opens that gives you the option of signing up as an organization or an individual.

Click the SIGN UP button located under Organizations.

Complete the online registration form and click the SUBMIT button.

You create your own username and password. Each must be at least five characters long.

You will receive an email from the Conestoga College confirming your registration.
How to log in

Log in by clicking the Log in button located in upper right side of the website. Enter the username and password you picked when registered. Click Send.

Terms of use agreement

Each time you log in, a message that outlines terms of use is displayed. Only test administrators see it; workers do not. It’s a reminder about the importance of not using test results as the only source of information to determine a worker’s suitability for academic or employment opportunities. Only those who agree to the terms have access to the website.

Home page

A new webpage opens after you log in. It has a navigation bar with tabs used for various functions, such as setting up cohorts and adding workers.

How to set up cohorts

Organizations can group workers into cohorts. For example, cohorts can be set up by program type, location, start date, etc. There is no limit to the number of cohorts you can create.

To create a cohort, click the Cohort tab.

Click Add New Cohort, enter the name of the cohort (i.e. cohort 1) and click the Add button. The new cohort will be saved and listed under cohort.
How to add workers and assign assessments

Organizations can add an unlimited number of workers.

To add a worker, click the Add Worker tab.

Step 1 – Add worker
- Enter the worker’s first name, last name, etc.
- Enter a unique username and password. Each must be at least five characters long.
- If you enter the worker’s email address, the worker will automatically receive an email with the user name and password you assigned them.
- If you prefer to distribute passwords manually, enter your e-mail address instead.

Step 2 – Assign worker to cohorts
- Click on the cohort you wish to assign the worker to, if any (e.g. cohort 1).

Step 3 – Select occupational grouping
There are four assessment options available:
- Warehousing and Distribution
- Procurements and Asset Management
- Transportation and Logistics
- Supply Chain Management

Step 4 – Assign assessments
The web application has built-in assessments that assess seven essential skills. If you want a worker to take a specific assessment:
- Select the type of assessment (e.g. Reading on the Job) you want the worker to take by clicking on the box beside each choice. You can choose as many as you like. Click Save when done.

Three things happen when you click Save:
1. An e-mail is sent to the worker using the e-mail address you provided when registering the worker. You receive this e-mail if you entered your e-mail address.

2. The worker’s information will now appear on the Your Workers webpage.

3. The worker can take the assessments you assigned.

### How to view and edit workers

Click the Your Workers tab to view the workers you registered.

Use the search function to locate specific workers by cohort (e.g. cohort 1) or last name.

To edit a worker’s name or assessment selection, click the Edit button.

### General information about the assessments

Each assessment starts with a set of instructions. They include hints like having a note pad handy.

The assessments are multiple-choice and include a variety of questions relevant to the supply chain sector. Each essential skill is assessed separately and each occupational grouping has its own assessment.

**Reading, document use, writing and thinking** skill questions use adaptive algorithms. That means the web application automatically presents easier questions to workers who are struggling and more challenging questions for those who are doing well. Workers receive a total of nine questions for each assessment type.

**Numeracy** questions assess as many as six math foundation skills, depending on the occupational group selected. These math foundations include decimals, data analysis, equations, fractions, measurement conversions and per cents.

Test result reports and learning plans are generated as soon as an assessment is completed.
How to view assessment results and learning plans

Click the Reports tab. A page loads that lists the workers with assigned assessments.

The reports page has two sections: Shared Reports and Non-Shared Reports:

1. Shared Reports - The workers who agree to share their test results and learning plans
2. Non-Shared Reports - The workers who have not agreed to share their test results and learning plans

Shared Reports

Click the name of the worker. A page opens that reveals the assessment and skills assigned. Skills that have a date have been completed by the worker. Skills that do not display a date have not been completed.

Click the View button under Results Report to view the assessment results. Click the View button under Learning Plan to view the learning plan.

Non-shared Shared Reports

Organizations cannot view the test results and learning plans of workers who have not agreed to share their results. However, organizations can determine whether or not the worker has completed assessments.

To do so, click on the name of the worker. A page opens that reveals the assessments assigned and the status of each... either completed or not completed.
Understanding results reports

Results reports provide the results of the assessment your worker has completed.

A separate results report is produced each time the worker completes an assessment. A sample reading assessment results report is featured here.

On the front page of the results report, there is a table like this:

<table>
<thead>
<tr>
<th>Your score</th>
<th>Low Skill Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desired score for your occupational grouping</td>
<td>High Skill Level</td>
</tr>
</tbody>
</table>

It presents two scores:

1. **Your score.** This score indicates how well the worker performed on the assessment. They will receive one of three scores: low, medium or high skill level.

2. **Desired score.** The desired score is the ideal score for the type of job the worker was assessed against.

Numeracy (math) is different from the others. In addition to the overall results presented above, it also includes a breakdown of how well the worker performed in each math skill area.

Each numeracy area (e.g. fractions) has three questions. If a worker gets two or more questions correct, they received a check mark ✓. If not, they received an orange X.
The last section of the results report takes a closer look at the worker’s test results. You will see a check mark ✓ or an X beside each task statement. This tells you whether or not the worker can likely complete that task without supervision. Below are two sample task statements with the symbols.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>What it means</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>You likely have the Essential Skills to perform this task.</td>
</tr>
<tr>
<td>X</td>
<td>Further skill development is recommended to perform this task efficiently.</td>
</tr>
</tbody>
</table>

### Complete a variety of forms, e.g. complete vehicle maintenance and safety check forms. (Medium Complexity)

- **Symbol**: X
- **Description**: This task involves a research study, indicating a high complexity.

### Enter data into tally sheets and logbooks, e.g. complete delivery route logs to record arrival and departure times at each stop and how many packages were delivered or picked up. (Low Complexity)

- **Symbol**: ✓
- **Description**: This task is a simple set of instructions, indicating a low complexity.

---

**Understanding complexity ratings**

The four supply chain profiles (i.e. Warehousing and distribution) and test result reports make reference to terms "low, medium and high" complexity. This is what these terms mean.

When used on a profile these terms indicate how difficult a particular task is to perform. For example, a task involving a simple set of instructions will have a low complexity rating. A task involving a research study will have a high complexity.

### Reading (Bulletins, newsletters & reports / Policies and regulations)

- **Task**: Read installation, handling, storage and first aid instructions on a variety of product labels and packaging, e.g. read instructions on the storage of dangerous gases. (Low Complexity)

When used on a result report as an overall score, a score of low, medium or high describes the difficulty of tasks that that person can likely perform. For example, someone who did not correctly answer any hard questions on the assessment will get a score of "Low Complexity". This indicates that he or she correctly answered easier questions, such as those involving a simple set of instructions, but not harder ones. A person who correctly answers almost all questions will get a "High Complexity" score which indicates that he or she can successfully answer easy, intermediate and hard questions.

Visit [http://www.esdc.gc.ca/eng/jobs/les/definitions//index.shtml](http://www.esdc.gc.ca/eng/jobs/les/definitions//index.shtml) for more information about essential skills and complexity ratings. To compare our complexity ratings to the ESDC ratings, a “low” relates to Level 1, “medium” relates to Level 2, and “high” relates to tasks at Levels 3 and above.
Understanding learning plans

Customized learning plans are generated each time a worker takes an assessment.

It lists two types of learning materials:

- Materials developed by Conestoga College specifically for supply chain.
- Other free online learning materials.

These learning materials can be used to quickly and efficiently build the needed skills. They focus only on the skills the worker needs to build, not the ones they already have.

These lessons take workers from their current skill level to the level needed. For example, if they have medium level reading skills and need high level skills, their learning plan includes resources for medium and high skill levels.

To open a link, click the **website address**. It’s the long address highlighted in gold and underlined. It takes them directly to the lesson.

Click the **Print Report** button at the top of the page to print the learning plan.