

# User's Guide

## Purpose

### The target groups

With an increasing number of immigrants, migrant workers and asylum seekers in Europe, speeding up adjustment in the labor market has become vital. Finding suitable jobs for them, or education, is a demanding task. The FAST TRACK online quiz was made to assess the skills of workers for: Kitchen Helper, Tiler and Health Care Helper. The tests are non-verbal since the target group has very little knowledge of the language that is spoken in the new country. Some of them may have been educated in their native country, but have lost the diploma that proves it.

### Users of the tests

Possible users of the tests are counsellors in the following places: job centers, work places, schools, directorates of labor, and centers for volunteers.

### Main purposes - passing or not?

The main purpose of the quizzes is to find out whether the tester has basic knowledge, required for one of the jobs, mentioned above. However, after doing the quiz, the tester will not get an official certificate or diploma. If he appears to have basic knowledge regarding kitchen work, for example, a counsellor will probably recommend him for that kind of a job or guide him towards education in that sector. If the tester does not "pass" he should be advised to try another line of work or be educated in a field of his interest.

The tests can be used as a placement test or screening of prior work experience; this would give ideas for work integration or education.



Using the quizzes as training material is also possible.

The quiz can detect the testers' interest regarding certain jobs.



Does the tester know how to dress an invalid with a broken arm?

### Short description of the tools

Each quiz includes approximately 40 questions, which are divided into 4 subtests. The question types are: yes/no questions, sequences and matching. There is always a framed "question picture / symbol" first and a question mark beside it. The result, (how many right answers), appears once the quiz is done.

The tiler test is done for an actual profession, tiler, whereas assistants in kitchens and nursing homes are generally considered to be unskilled workers. Nursing homes are either private or public, and the same could be said about kitchens. Regulations on work procedures differ somewhat between countries, regarding the three jobs chosen by Fast Track. However, we believe that the tool defines whether a person should be encouraged to look for a certain type of work or education in the new country.

## Delivery

### What you need

You need a computer or tablet and internet access to take the test. In order to get the best results, you need a peaceful place and time to do the test and to give feedback and recommendations. If you want to give the results printed, you need a printer. It is also possible to send the results by email.

### Short description of the test

This test is for assessing migrants' prior vocational skills without using a language. All three tests consist of four or five subtests. The reason for dividing the tests is that job titles differ in different countries. Instead of the title, it's more relevant to pay attention to the participant's previous work tasks and to choose the subtests on that basis.

### Time Frame

There is no time limit in the tests. Based on our experience, the estimated time for health care helper and kitchen helper is approximately 30 minutes and for tiler 45 minutes. Remember to reserve some time for the feedback and recommendations after completing the test.

### The whole test or relevant parts

It is possible to complete all the subtests or some of them depending on the background of the participant as well as the purpose of the test.

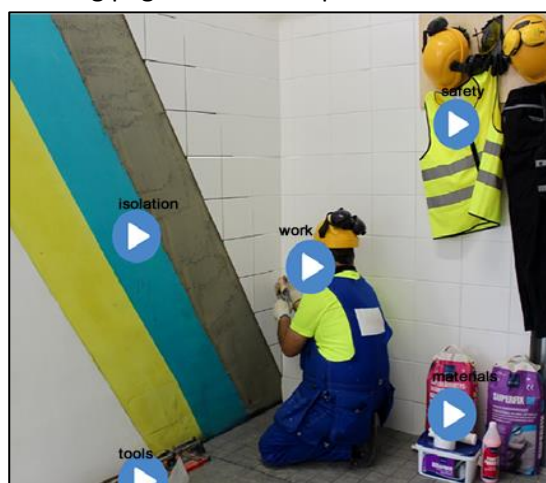
If the participant undergo the test for **Health Care Helper**, the subtests are: *medication, relocation, nutrition and hygiene*.

If the participant undergo the test for **Tiler**, the subtests are: *tools, materials, safety, isolation and work*.

If the participant undergo the test for **Kitchen helper**, the subtests are: *ergonomics, hygiene,*

*general and production*.

In the picture below we can see the tiler test and its subtest. By clicking the arrow the starting page of the test opens.



### How results can be used afterwards

Tests give a rough estimation of a person's vocational skills in a certain profession or field. Results can be used at workplaces in recruiting process, in introduction and for example in defining the educational needs of the workers. Vocational schools or language course providers can use the results as guidance and counselling tool, in validation process, in vocational education etc. In addition, different stakeholders working with migrants can also take the benefit of the tests.

## Examples

The tools have been, and may be used, by different persons and for different purposes:

Based on pre-testing and valuable feedback and input from the stakeholders of the project, the assessment tools have specifically been designed, and subsequently re-tested, by different working life parties. They may be used at different 'levels', by different target groups and for different purposes.

Below you can take part of a few cases/ examples that may prove useful when



## Interpretations

In general, these three skills assessments have two main aims. The first aim is to give information about the participant's vocational skills in a certain profession or field (recognition of prior learning). The second aim is to increase the participant's knowledge of requirements, skills and competence required to enter working life in his/her own profession or field in a new country.

### Results of the skills assessment

The validity of the questions and the interpretation of the results have been evaluated during piloting of the tests. The evaluation of the piloting indicates whether questions are too difficult or too easy. The result of the skills assessment is still not an absolute fact of a person's vocational skills in a certain profession. The result can be taken as one way of making the participant's skills and competencies visible with the help of a picture-based non-linguistic tool. The result gives guidelines of skills familiar to the participant and some guidelines of skills that need improvement before entering working life.

Making observations during the test is important: Is the participant confident while doing the test or is he/she guessing the answers? In our experience, participants let the test taker know if he/she is not familiar with the topic asked in the skills assessment. In case the test taker has a common language with the participant, it is also possible to ask, whether he/she has been working with that kind of tasks.

There can be different ways of interpreting test results. It is possible to consider results as one question or one subtest at a time or a profession as a whole; it depends on the purpose of the test. It is also possible to look at the results together with the participant and to

give feedback in a test situation after every question, one subtest or after the whole test. However, it is important that each person gets feedback in terms of results or recommendation.

The result can be influenced by various things such as capability of reading pictures and low level of basic computer skills, situation when making the assessment, nervousness management in stressful test situations, tiredness etc. These matters are relevant when interpreting results.

It is important to remember that test maker should always interpret results from the positive point of view: what a person can do and what kind of skills he/she has –not what he/she cannot. It does not mean that the test maker has to ignore the skills that are lacking, but it is essential to empower the participant and keep the emphasis on skills and competencies that the participant has acquired.