

Demonstration Organisations Skills Assessment Tool

Tool Requirements

Microsoft Windows operating system with complete installation of Microsoft Excel 2000, XP or 2003. Other versions of Excel may work (for example Excel 97 or Excel 98 on the Macintosh) but it has not been tested on these platforms and their use is not supported.

Instructions

1. Download the tool and save it to your hard disk - you may wish to do this by right-clicking on the link and selecting "Save Target As..." rather than left-clicking the link as typically open the tool in your browser window.
2. Open the tool. You should be prompted with a warning that the file contains Macros. You should select 'Enable Macros' to continue. If you are not offered this choice, please refer to the Troubleshooting section.
3. The tool opens at a title page and selection screen, where you can choose the set of skills you would like to review. Make a selection by clicking one of the four buttons on the right [pictured in file selection.jpeg].
4. Proceed with the questionnaire by using the drop-down menu after each question [pictured in file questionnaire.jpeg] to select the most appropriate response. You will probably need to scroll the page down to answer all the questions. When you get to the bottom, you should click the link to proceed to your performance chart.
5. The chart [pictured in file scores.jpeg] shows your performance in the skills measures and your readiness to deliver the programme in question. The red, dashed line represents the 'satisfactory' level - considered the minimum requirement in any skill category to deliver the programme.

Troubleshooting

If the tool does not open as expected, the first thing you should do is check Excel's security settings, which must be at the 'medium' level. To check and alter this, run Excel, then select Macro/Security... in the Tools Menu. If it is not set to "Medium: You can choose whether or not to run potentially unsafe macros", change it to this setting, and re-open the tool, following the instructions above.