Quick Guide to SkillPro 11

This document is only intended to highlight the primary enhancements to version 11 of the SkillPro profiling software. For complete details about the functioning of the software, refer to the many resources available at the Profiling Resources website.

SkillPro 11 should safely install over SkillPro 10, however, we recommend that you Export any profiles from SkillPro 10 (to a location such as a folder on your desktop), install SkillPro 11, and then Import the profiles back into SkillPro.

Enhancements of SkillPro 11

1. Increased Security
The key update to SkillPro is that the newest encryption protocols have been embedded so that SkillPro communicates even more securely when exchanging information with ACT.

Because of this update, as of August 18, 2020, SkillPro 10 will no longer be able to upload profiles to ACT. All other functionality should remain in place and you will still be able to complete a profile in SkillPro 10, however, you must upgrade to SkillPro 11 in order to transmit your profile to ACT.

You should also know that (a) Windows 10 will be the only operating system supported for use with SkillPro 11 and (b) you will need to install Microsoft .NET Framework 4.8 (if you have not already installed it for other software applications).

2. Updates to the Final, Curriculum, Occupation, and Graphic Literacy Addendum Report Templates and the Preliminary Results Document
The five reporting templates embedded in SkillPro have been revised. Fonts were updated to improve readability, references were updated, and the covers redesigned. You will also notice that references to 'job profilers' have been updated to read "WorkKeys Profilers" or "Profilers" -- to acknowledge that all ACT-authorized profilers have the skills to profile curricula and occupations as well as profile jobs.

Reminders: Features that have not changed

1. **SkillPro's 5 Reporting templates.** For all reporting templates, keep in mind that:
    - Some data fields in the documents remain to be completed by you and will appear in red. You will also need to review how the raw data has been inserted into relevant sections of the document (such as 3G and 5C of the Final Profile Report template) and format the data as needed (such as to complete the text shown in red and then turn those updates to black).
    - Components of the documents will be adapted by SkillPro based on the profile representing a single profiling session or two profiling sessions. If you conduct more than 2 profiling sessions you will need to make further edits.
    - General differences between the reporting templates are that:
        - The Final Profile Report template is to be used when you conduct a job profile which includes review of one or more WorkKeys skills.

- o The Curriculum Report template is to be used when you work with SMEs to review the curriculum objectives of a training program and then use those learning objectives to identify the WorkKeys skills and skill levels required for entry into, and exit from, the program.
- o The Graphic Literacy addendum is to be used when you supplement an existing profile by profiling Graphic Literacy. Text in the addendum refers to the previous job profile report, so use the addendum only when a previous profile has been conducted. Should the client only choose to profile Graphic Literacy, and no profile has been conducted previously, use the Final Report Template.
- o The Occupational Report is to be used when you work with SMEs to identify the WorkKeys skill levels required for an occupation across jobs, companies, or industries.
- o The Preliminary Results document can be used to provide the client with the skill level results of a profile shortly after the profile has been conducted. Providing the client with this document you can quickly share the skill level results of the profile and give yourself sufficient time to compile your notes and provide a comprehensive final report to the client.

Refer to the Profiling Resources website for more information about preparing client reports.

2. Archiving Profile Data

As always, profilers should upload profile data to ACT as soon as they can after completing a profile. This will ensure that the data has been uploaded to ACT in a timely manner and will signal the completion of your profiling requirements.

It is good practice for profilers to move profile data **out** of SkillPro to a safe location in case something happens to your laptop. Profile data can be moved to a flash drive, other media, or just to a folder on your desktop computer. Use the Export Profile feature to move single profiles from SkillPro to a different location.

And if you will be retiring your laptop and wish to move your entire profile database to another computer, follow the steps listed on the *Tips for Saving SkillPro Data When Replacing Your Computer* document found on the SkillPro Support page of the ACT WorkKeys Profiling Resources website.

Optimize

It is also good practice to click **Optimize** periodically so that the SkillPro data files are compacted to save space on your hard drive. You can find this option on the My Profiles screen.

Recycle Bin

When you delete a profile it is moved to the Recycle Bin. You can find the Recycle Bin on the My Profiles screen. You can review a deleted profile by clicking **Edit**. And if you **Delete** a profile from the Recycle Bin, the profile is deleted permanently.