

Apprentice Assessment in Dealer

After a successful interview the prospective candidate needs to go through an on-line assessment for key Skills. Follow the instructions below to take the candidate through the assessment:-

DI = Dealer input requirements

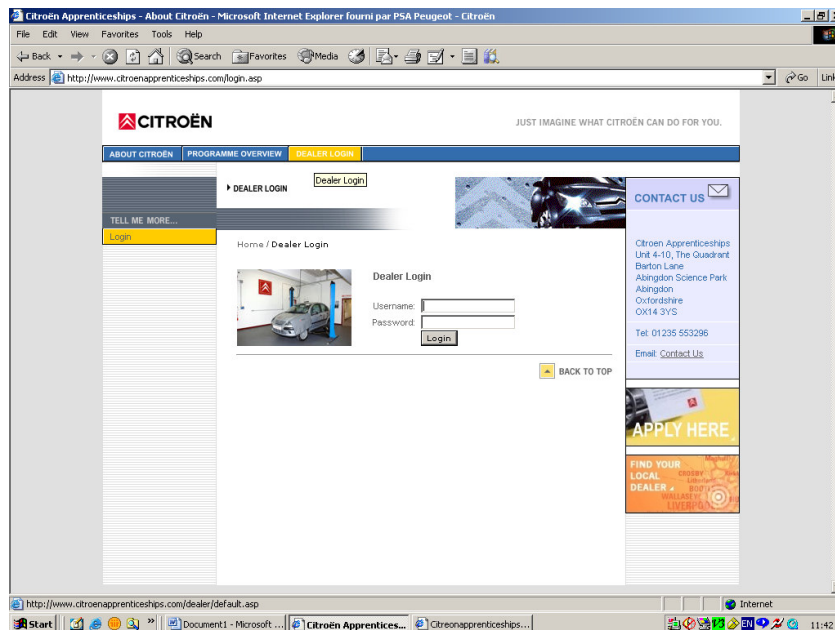
CI = Candidate input requirements

(DI) Log onto the Citroën Apprenticeship web site through www.citroenapprenticeships.com

(DI) Click on Dealer Log In button at the top of the screen

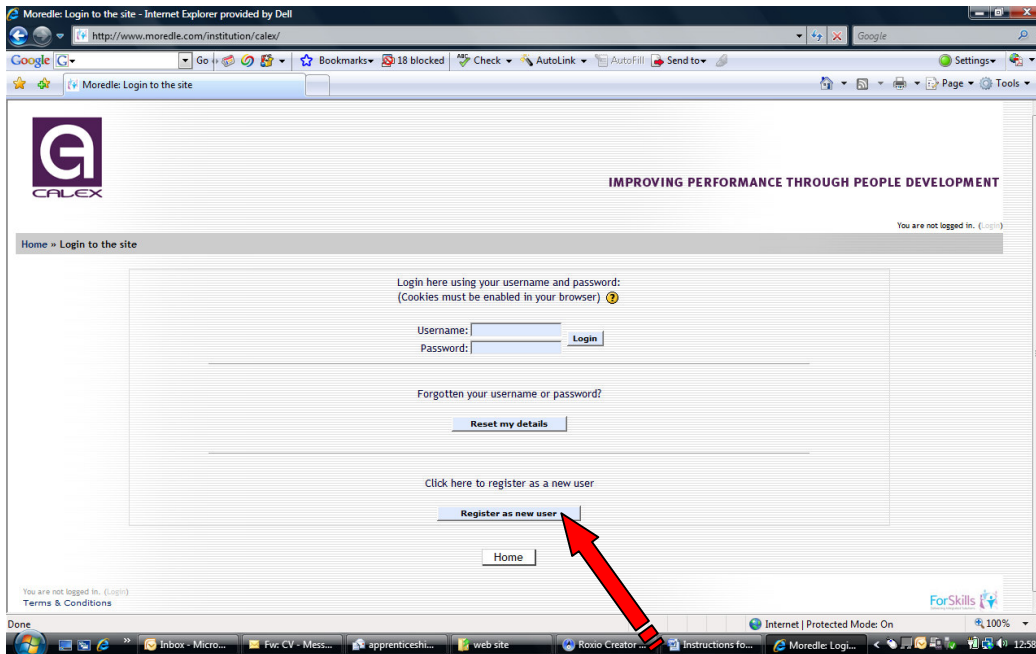
(DI) Log in to the dealer area using the following:

Username = ***citrecruit*** followed by the dealer account code
For example citrecruit1234 (remove and "0" before the number)
Password = ***C-Crosser***



Click on Online apprenticeship assessment yellow button

(CI) On the next screen the candidate clicks on the “Register as New User” button.



(CI) On the next screen the candidate is creating a unique account. This will be used for the term of the Apprenticeship programme as a personal learning portal if the candidate is successful in employment; therefore it is important that all information is accurate. The username is the candidate’s surname, the password and secret question is to be of their creation, they must also record this information for future reference.

(DI) However the “Dealership” must input passkey details securely in the passkey entry box (Red Arrow) as follows:- **apprenticeship**

(CI) When the candidate has completed all entry box requirements click on the “Create My New Account” button on the bottom of the page. On the group drop down menu pick “Citröen”.

Moredle: New User Sign-up - Internet Explorer provided by Dell

http://www.moredle.com/institution/calex/signup.php

Google

Moredle: New User Sign-up...

Password:

Confirm your password:

Secret Question:

Secret Answer:

Passkey:

First name:

Surname:

Email address:

Date of Birth: dd/mm/yyyy

Postcode:

Group:

Ethnicity:

Is English your first language?:

Do you often speak any other language at home?:

Do you often speak any other language at work?:

Do you often speak any other language with friends?:

Done

Internet | Protected Mode: On

100%

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(CI) After creating a new account you will return back to the screen log in screen, the candidate must now log-in with their newly created username and password.

(CI) After log-on the next screen takes them to the apprenticeship assessment page, click on the bksb assessments button.

Moredle - Internet Explorer provided by Dell

http://www.moredle.com/

Google

Moredle

IMPROVING PERFORMANCE THROUGH PEOPLE DEVELOPMENT

You are logged in as Citroen SuperAdmin (Logout)

Turn editing on

Administration

- Users
- Groups
- Reports
- Courses

Online Users

(last 5 minutes)

- Citroen SuperAdmin
- ashley.abraham

Courses

All courses...

Welcome to Moredle

To access your learning resources and assessments, just click on the course titles or buttons below

My courses

Welcome Citroen, you currently have 4 Courses and 186 Users assigned to Caalex.

To get information on using this site, you can access the user guide [here](#) or the help video [here](#).

To get started you can add a new user [here](#) or import a number of users [here](#)

Finally, you can then enrol your users to courses [here](#).

Calendar

November 2008

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Help

- Support Portal
- Admin Help
- Instructor Help
- Apprentice Help Video
- Phone Support: (08708) 030107

Messages

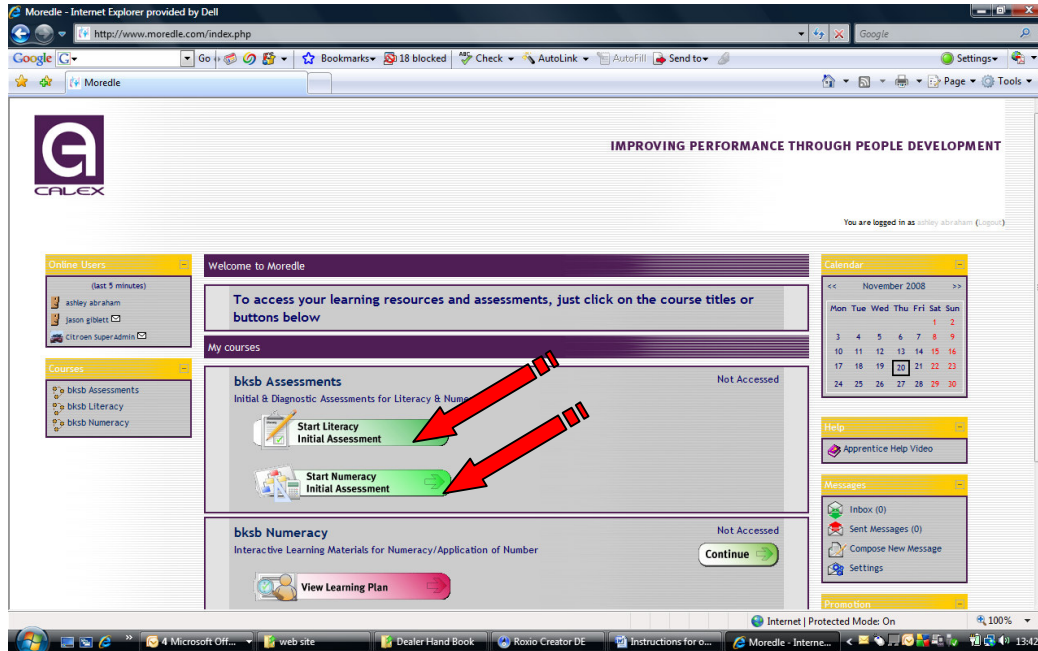
Done

Internet | Protected Mode: On

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(CI) The screen below appears, the candidate has two key skills assessments to complete, commencing with the literacy assessment. On completion of the literacy assessment the candidate clicks on the numeracy assessment.



(CI) After clicking on the literacy or numeracy tabs, screens similar to the example below appear, these are user friendly and easy follow. Click on the “continue” and “next” buttons after each set of instructions has been adhered to and as each question is answered.

The recruiting team will have access to the assessment results and will inform you of the candidate’s suitability to the programme on completion of both assessments.

If you have any problems please contact one of the apprenticeship team members for assistance using 01235 553296.

