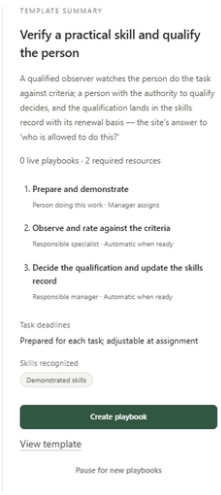
VERIFY A PRACTICAL SKILL AND QUALIFY THE PERSON

Make practical skill reviews specific about what was observed

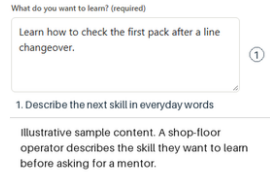
Use selected criteria to record ratings, the observer, practical or on-the-job setting and outcome. The qualification review can see which requirements were demonstrated and which need further evidence.

Prepare and demonstrate (when selected) > Observe and rate against the criteria > Decide the qualification and update the skills record

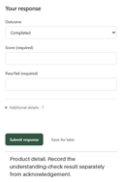
SkillSmith · Separate demonstration, observation and qualification decisions



SkillSmith · Describe a practical learning goal before requesting a mentor



SkillSmith · Record the understanding-check result separately



Separate demonstration, observation and qualification decisions

Pay only when you see results

Agree the outcome for your first workflow with our team.

SELECTED CLIENTS FEATURED BY SKILLSMITH

verizon · KEYSIGHT TECHNOLOGIES · AMERICAN EAGLE · Berkeley UNIVERSITY OF CALIFORNIA

YOUR TEAM / THE DECISIONS THAT MATTER

The people involved in the working method

Each role has a defined contribution. Your team selects the people responsible for those parts of the work.

Your role	The contribution	SkillSmith support
Assigned team member	Prepare and demonstrate	Respond with demonstration record or simulation result.
Designated specialist	Observe and rate against the criteria	Respond with criteria ratings, observer, outcome and setting (practical / on the job).
Team lead	Decide the qualification and update the skills record	Respond with qualified / not yet / conditional, renewal basis (legal, issuer or company policy) and date and skills record updated.

Identify the criterion needing further evidence

In a worked example, a confident self-report does not demonstrate one required criterion; the assessor records the observed evidence and the gap.

WORKED DECISION

Decision point	Information to use	Responsible next step
Working material	Criteria and Skills	Open the selected material for this occurrence.
Recorded response	criteria ratings, observer and outcome	Save the response with its work context.
Review point	outcome and setting (practical / on the job)	Agree the next action with the person responsible for this decision.

Review the selected material, this occurrence's response and any conditional follow-up.

CONNECTED WORK / PREPARED PLAYBOOKS

Verify a practical skill and qualify the person

Bring criteria and skills into the prepared work. Assigned team member, Designated specialist and Team lead each receive the context needed for their part.

01 Prepare and demonstrate

When the self-recorded demonstration variant is selected for a simulation, record demonstration record or simulation result.

02 Observe and rate against the criteria

Record criteria ratings, observer, outcome and setting (practical / on the job).

03 Decide the qualification and update the skills record

Record qualified / not yet / conditional, renewal basis (legal, issuer or company policy) and date and skills record updated.

Prepare the useful part of the workflow

Use the prepared sequence with the resources and responsibilities selected for your team.

Verify a practical skill and qualify the person

A qualified observer watches the person do the task against criteria; a person with the authority to qualify decides, and the qualification lands in the skills record with its renewal basis - the site's answer to 'who is allowed to do this?'

Forklift practical evaluation · Warehouse

YOUR INFORMATION / CONNECTED WORK

The materials that make this method usable

Keep the relevant material available at the point it is used. The resource choices below support different parts of the work.

Your work context > SkillSmith > Your next contribution



Criteria The task uses this material	The observation criteria (forklift practical, LOTO application, crane signals, first-piece check).
Skills The task uses this material	The skills catalog and the person's qualifications - the qualification decision proposes one row change.
Procedure The task uses this material	The procedure being demonstrated.

YOUR DELIVERY PLAN / OUR TEAM

Prepare the first useful playbook

Start with the materials and people you already have. We help make the setup choices explicit before your team uses the method.

01 Select the working material

Choose criteria and skills from the resources your team uses.

02 Agree the responsibilities

Confirm assigned team member, designated specialist and team lead for this method, then choose the people eligible to receive its work.

03 Walk through the selected route

Walk through these conditional steps: “Prepare and demonstrate”.

We are here to help



Rohit Singh
VP of Strategic Partnerships



Brent Jackson
Director of Customer Success

Prepare the method for your team

What stays with the recorded response?

The response for this occurrence retains criteria ratings, observer, outcome and setting (practical / on the job). It belongs to the work being reviewed, rather than replacing a different occurrence's record.

Which materials do we need to bring?

Bring criteria and skills. We use those choices to prepare the working context, then check that each task opens the material it needs.

How do the conditional steps become part of the method?

The conditional route is used when the self-recorded demonstration variant is selected for a simulation. Select the variant or respond to the recorded condition before treating that step as required.

What is the outcome for the wider workflow?

Qualification decision recorded with its renewal basis; the skills record updated by the authorized qualifier.

WHY SKILLSMITH / YOUR NEXT STEP

Bring your work; we help prepare the method

We work with your team to organize the source material, responsibilities and review choices. Start with one useful example, then carry the agreed method into everyday work.

Without connected follow-through	With SkillSmith
Practice, reflection and assessment are disconnected.	Connect learning and practice to a separate practical assessment and qualification decision.
The person has to leave the work to find its instructions or help.	Open the selected resources with the task, and keep a question attached when help is needed.
The current status hides which response or version came before it.	Keep criteria ratings, observer and outcome with the work, with recorded history available for later review.

Walk through this method with us

Bring one real example and the material your team uses. We will walk through the task sequence and the decision that matters to you.

- What did the assessor observe against the selected skill criteria?
- The resource choices for this method
- Each responsible person's response
- The conditional route and wider outcome

Request a demo

skillsmith.com/contact