

# ASSURE

## Assessing for Skills Audit or Employment

Whether you are doing a skills audit or hiring new staff, **Assure** is the tool to assist you in making the right decision.

Just because you're hiring workers instead of executives doesn't mean that you can cut corners doing it. It's precisely when job candidates are at matric level or below that you need to exercise great care in identifying the best of the bunch and selecting those who show great career potential.

We have developed a new assessment tool called **Assure**, which is designed to identify those who truly show promise. You can then arrive at a shortlist of those candidates you truly want to have working in your organisation.

The biggest cost faced by your organisation is arguably the cost of hiring the wrong people. **Assure** can help you to eliminate that cost.

### At a Glance

**Assure** is a computer-based assessment tool that works at two primary training levels:

- Adult Education and Training (AET)
- the Foundational Learning Competence (FLC)

At each level, **Assure** assesses a candidate's communication skills (listening and comprehension) and mathematical literacy skills.

It contains a third component, the learning-potential test, which assesses a candidate's ability to understand concepts and assimilate new information.

### Powered by Media Works

Media Works is the expert in Adult Education and Training (AET). Established in South Africa in 1996 we have a **national footprint** specialising in the provision of NQF (National Qualifications Framework) Level 1 training.

Our **outstanding track record** is undeniable and our client list is impressive. However, it is our **passion** for the provision of fundamental human skills that is the driving force behind our business. Media Works does not simply educate; it builds, enlightens and ignites fires in people.



## How it Works

**Assure** assesses the fundamental skills of a candidate determining the suitability for further training. It assesses their English, mathematical skills as well as their current learning potential.

### Two Gates

**Assure** is based on a two gate process.

- Gate 1 – The eliminator

The eliminator gate is designed to filter out those candidates suitable for a particular position. Successful candidates will progress through to Gate 2.

- Gate 2 – The predictor

This gate will drill down and identify the candidate's abilities. A one page report is produced highlighting the candidate's strengths and skills gaps.

Assessments are available at both Adult Education and Training (AET) and FLC levels. It is a great tool for identifying candidates for further training.

- Assessing candidates for employment

Using Gate 1, **Assure** first eliminates those candidates who don't meet the minimum level that the job requires. It then takes the remaining candidates through Gate 2, a more in-depth assessment, and produces a one-page report on their level of English listening, comprehension and maths skills. This report then serves as the basis for deciding who is offered employment.

- Assessing employees for a skills audit

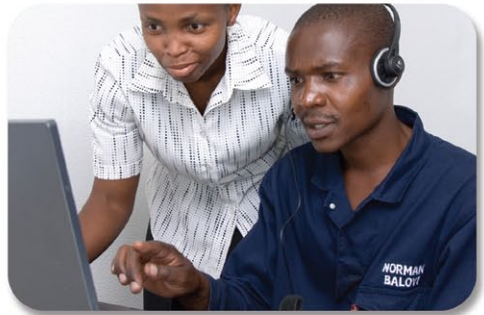
As there is no elimination required in a skills audit, **Assure** goes straight to Gate 2, the in-depth assessment and produces a one-page report that identifies each employee's strengths, weaknesses and potential.

A tough but fair tool, it ensures that you spend your valuable time, expertise and resources in focusing on those candidates who truly have the potential to make a difference in your organisation.

## Ease of Use

**Assure's** computer-based testing is quick, efficient and reliable. The multiple-choice questions are carefully designed to eliminate guesswork, and the assessment results are available immediately. **Assure** is suitable for all industry sectors.

**Media Works. It's never too late to learn.**



Call the Media Works Team on 0861 MWORCS / 0861 696 757

