

How to...



Use SILSAF in Excel



SILSAF in Excel

The majority of the spreadsheet is locked for editing, except for individual user details and recording sheets. If you need to adapt any parts of the spreadsheet that are locked please contact us silsaf@brookfields.w-berks.sch.uk

Set up

From the Master, copy a spreadsheet for each of your students and save individually. One spreadsheet will last a student from year 10 -14 if needed (Cohort/Year group headings can be adapted if needed)

To ensure full functionality, please ensure you click 'enable content' in the yellow bar at the top of the page. We are aware there are some functionality issues when using the spreadsheet on high resolution devices such as Surfaces and Mac Books, a standard monitor or laptop should work fine.

Please enter student details on the opening screen (contents page).

Navigate using the grey buttons

(Print setup should be set to print out assessment sheets one per page.)

The 5 modules are:

- **Independent Travel**
- **Kitchen Skills**
- **Work Based Learning**
- **Home Management**
- **Accessing The Community**

To enter data

Select the correct year and module from the content page.

Depending on how you want to run the system either:

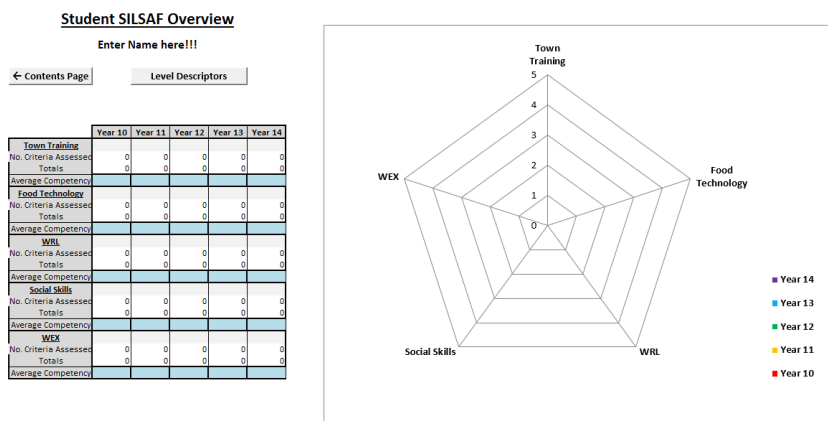
- In the first editable column (White), enter baseline data against all relevant statements. (Remember to add date and staff initial at the top of the column)



- It is up to you if you would like to make use of the target feature (selecting focus areas to be working on over a year)
- To view the targets and progress towards them from the content page click on targets and charts.

Student SILSAF Overview / Student SILSAF Overview 2

The student overview shows a student's average competency year on year. We feel this is the best visual representation on a student's progress. This is based on the total figure in the last column (final value). This does mean that a student can go backwards if they are assessed in a larger number of areas on a second assessment.



However, this is easy to explain and we feel is a more robust measure of what a student can do rather than dividing the total figure by the total number of statements.

To combat this we have developed a secondary system (Student SILSAF Overview 2) that measures the number of levels 0 (Unable to Access) – 5 (Mastered) a student has achieved.

Student SILSAF Overview 2

Enter Name here!!!

← Contents Page Level Descriptors

	Year 10	Year 11	Year 12	Year 13	Year 14
Town Training					
5 - Mastered	0	0	0	0	0
4 - Secured	0	0	0	0	0
3 - Developing 2	0	0	0	0	0
2 - Developing 1	0	0	0	0	0
1 - Emerging	0	0	0	0	0
0 - Unable to Access	0	0	0	0	0
No. Criteria Assessed	0	0	0	0	0
Total	0	0	0	0	0
Average Competency					