Proficiency Test
Guidance

Introduction

The Future-Fit Proficiency Test aims to assess a candidate's understanding of the Future-Fit Business Benchmark. Candidates should expect to be questioned on the conceptual underpinnings of the Benchmark, their understanding and awareness of its contents, their ability to navigate through the Benchmark's documents to locate key information, and their ability to apply its reasoning to draw conclusions. The test is "open book", allowing candidates to draw on Future-Fit's published tools and guidance documents.

Preparation

Prior to taking the Proficiency Test, candidates should read and be familiar with all of the Future-Fit Business Benchmark documents – the Methodology Guide, Implementation Guide, Positive Pursuits Guide and Break-Even Action Guides. These are free-to-access and available here: https://futurefitbusiness.org/benchmark-documents/. They consist of over 600 pages of guidance across 26 documents in total, so new-comers to the Benchmark should expect preparation to take at least 35 hours.

Once you are ready to take the test, you will find it extremely helpful to have the Benchmark documents open and readily available to you. The test contains a number of numerical questions, so you should also have a pen/paper/calculator or Excel spreadsheet ready to use, depending on your personal preference. Future-Fit recommends trying all of the calculations in advance, to ensure you are comfortable with how to calculate the Progress Indicators.

Accessing the Future-Fit Proficiency Test

Registration

Please follow this link to create your account: https://test.futurefitbusiness.org/

Once on the homepage, select **'Get Started'** and fill out your details.
When you get to **'Account Type'**, please select either System Thinker (Only Access Module 1) or Accredited Advisor (Full Access), depending on the certification you require.

Once you've signed up, your account will be locked for verification. Once a Future-Fit representative has verified your account, you will be notified via the email you provided. You can then log back in and complete the test.

System Thinker

- This short course is aimed at anyone wishing to get a better understanding of systems thinking. For more information on study materials and content please email proftest@futurefitbusiness.org.

Accredited Advisor Proficiency Test

- This test is aimed at everyone wishing to receive official Future-Fit accreditation and become an Accredited Advisor. For more information, please email alisa@futurefitbusiness.org.

Scheduled Maintenance

Note that you should not experience any issues relating to maintenance updates, however if the system goes down whilst you're in the middle of sitting a module, please contact Future-Fit at proftest@futurefitbusiness.org.

Test Structure

The test is split into four modules. Each module focuses on different areas of the Benchmark, as outlined in the table below. Once you complete module 1, the 2nd module will unlock and so on. Once you complete module 4, the Future-Fit team will be notified automatically and will contact you with next steps.

Please complete each module from start to finish in one go. For the avoidance of doubt, there is no time restriction *between* taking subsequent modules – i.e. you do not need to take all four in one sitting. However, we hope to see all **advisors finish the test within 4 weeks of signing up**.

You will be scored on a module-by-module basis, with a pass rate of 70%. If you fail a module, you can redo it an unlimited number of times until you pass. You will be required to pass all four modules in order to successfully complete the Proficiency Test.

Questions are chosen randomly from large questions banks, so the test will vary each time. There is a timer per module. We recommend using as much of the allotted time as necessary when answering the questions – do not feel you need to rush to finish the test.

module	Number of questions	Time allowed	Documentation and content to be tested
1	35	120 mins	Methodology Guide, Implementation Guide, and SDG linkage across all goals
2	27	90 mins	Business Input and Activity Break-Even Goals (BE01 – BE09)
3	27	90 mins	Employee and Citizenship Break-Even Goals (BE10 – BE14 & BE20 – BE23)
4	25	90 mins	Product Break-Even Goals and Positive Pursuits (BE15 – BE19 & FFPP)

Question Types

The test contains a variety of question types, all of which are worth one point. For each question, candidates will be presented with four possible multiple-choice answers. The correct answers are all based on the contents and concepts contained within the Benchmark documentation.

The question types that candidates will encounter are as follows:

- **Single answer:** Questions allow the selection of one answer only. 'Select Response' after the question indicates that only one answer is needed.

- **Multiple answer:** These can be identified when followed by "(Tick all that apply)" and 'Select multiple responses'. Candidates are advised that such questions can have anywhere between one to four correct answers. Please note, if you get at least one of the answers incorrect, the whole question will be considered incorrect and not counted towards your score.

- **Scenario-based:** Candidates will be presented with a scenario and required to perform basic calculations, as outlined in the 'Progress indicator' sections of the Benchmark's Action Guides. **This will require the use of a calculator or simple spreadsheet.** It is recommended that candidates familiarize themselves with the use of these formulas, calculations and their principles prior to starting the test. Note that each scenario should be treated on a standalone basis and candidates should **not** carry over assumptions between scenarios.

Every answer that you select will be highlighted in orange with a thick black outline. For all multiple-choice answers, please select **'Save Responses'** before moving on to the next question.

Reviewing Answers

- If you don't pass a module, you will be able to return to the homepage and click to review your answers to get a better understanding of the ones you got incorrect.
- If you do pass a module and want to review your answers, then simply click on the button that shows your score inside the module box.

Correct/Incorrect Answers

Correct and incorrect answers will only be shown when you have completed the whole module.

Single Answers: your selected answer will always show a black outline. If you got it correct the box will be green and if you got it incorrect it will stay orange. Please refer to the **'ticks'** inside the answer boxes to see all correct answers and **'crosses'** to see all the incorrect answers.

Multiple Choice Answers: your selected answers will all have a black outline. For the ones you got correct the box will be green and for all the ones you got incorrect the box will stay orange. Please refer to the **'ticks'** inside the answer boxes to see all correct answers and **'crosses'** to see all the incorrect answers.

Contact

You can easily contact a Future-Fit representative if you have any questions by clicking **'Support'** in the left-hand panel or emailing proftest@futurefitbusiness.org.

Certificate

Your Accredited Advisor certificate will be issued when you have successfully passed the test and paid the annual membership fee.

Good Luck!