

Which path fits you?

ReSTART self-assessment · paper version

Twenty-eight short questions, about fifteen minutes on paper. At the end, your trainer works out with you which of the four job paths fits you best, what you are already good at, and what to build first.

There are no wrong answers. This is not a test and it is not marked. Answer as you are today — the result is only useful if it is honest.

Name _____ Date _____ Partner _____

Part 1 · What you want

Tick ONE answer in each question.

1. Which of these sounds most like a good day at work?

- ☐ A) Keeping things running, so nothing is late or lost.
- ☐ B) Helping people who are stuck, one at a time.
- ☐ C) Planning ahead so somebody else's week works.
- ☐ D) Making something people want to read or look at.

2. When something goes wrong, what would you rather be the one to do?

- ☐ A) Answer the person who is upset, and put it right.
- ☐ B) Find where the mistake entered the records, and correct it.
- ☐ C) Rearrange the plan so the deadline still holds.
- ☐ D) Write the message that explains it publicly.

3. Which would you most like to be trusted with?

- ☐ A) Somebody's diary and travel.
- ☐ B) The team's documents and filing.
- ☐ C) The company's replies to customers.
- ☐ D) What the company posts publicly.

4. How do you prefer to work with other people?

- ☐ A) Mostly one person I support closely.
- ☐ B) Many different people, briefly, all day.
- ☐ C) A steady team, with my own clear tasks.
- ☐ D) An audience I do not meet in person.

5. Which sentence is closest to how you like to work?

- ☐ A) I like a checklist and a clear order.
- ☐ B) I like solving whatever arrives that day.



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- ☐ C) I like protecting somebody else's time.
 - ☐ D) I like a blank page and an idea.

6. Which of these have you already done, even unpaid?

- ☐ A) Organised an event, a trip or a family schedule.
- ☐ B) Dealt with a complaint, a landlord, or an office.
- ☐ C) Kept records, forms or accounts for somebody.
- ☐ D) Run a page, a group or posted for a club.

7. What kind of writing feels most natural to you?

- ☐ A) Short, clear, polite messages to one person.
- ☐ B) Notes and summaries after a meeting.
- ☐ C) Forms, records and instructions.
- ☐ D) Something with a hook, meant to be seen.

8. Two jobs pay the same. Which advert would you open first?

- ☐ A) "Support one manager. Diary, travel, follow-up."
- ☐ B) "Answer customers by email and chat."
- ☐ C) "Keep records accurate. Prepare documents."
- ☐ D) "Plan and write posts. Reply to comments."

Part 2 · What you can do now

Circle a number for each one. 0 = not yet · 4 = confident. Nobody is expected to circle 4s.

1. Using a computer, files and folders without help.

0 1 2 3 4 0 not yet 4 confident

2. Learning a new app or website on my own.

0 1 2 3 4 0 not yet 4 confident

3. Writing a clear, polite message to somebody I do not know.

0 1 2 3 4 0 not yet 4 confident

4. Explaining something complicated in simple words.

0 1 2 3 4 0 not yet 4 confident

5. Working in a spreadsheet — sorting, checking, spotting an error.

0 1 2 3 4 0 not yet 4 confident

6. Noticing when a number or a date does not look right.

0 1 2 3 4 0 not yet 4 confident

7. Planning my week so nothing is forgotten.

0 1 2 3 4 0 not yet 4 confident

8. Staying calm with somebody who is annoyed, and still helping them.

0 1 2 3 4 0 not yet 4 confident

9. Coming up with an idea for a post, a picture or a headline.

0 1 2 3 4 0 not yet 4 confident

10. Knowing what an AI tool is good at, and where it makes things up.

0 1 2 3 4 0 not yet 4 confident

11. Checking an AI answer before I use it, instead of trusting it.

0 1 2 3 4 0 not yet 4 confident

12. Knowing what should never be typed into a website or an AI tool.

0 1 2 3 4 0 not yet 4 confident

Part 3 • What you would do

Tick the ONE answer you think is wisest. Some of the others sound reasonable — that is deliberate.

1. A colleague asks you to draft a letter. The file they send you includes a note about somebody's health. You want to use an AI tool to help with the wording.

- ☐ A) Paste the whole file in — it is a work task.
- ☐ B) Leave the health note out entirely, and use labels instead of the real names.
- ☐ C) Paste it in, then delete the conversation afterwards.
- ☐ D) Remove the name and paste the rest.

2. An AI tool writes a reply to a customer. It says their refund will arrive in three days. You cannot find that anywhere in the company's rules.

- ☐ A) Send it — it sounds confident and helpful.
- ☐ B) Send it, but change three days to about a week.
- ☐ C) Take the promise out, and check the rule before you answer.
- ☐ D) Ask the AI whether it is sure.

3. You are asked to book a meeting for people in Dublin, Madrid and Warsaw. A scheduling tool proposes Wednesday at 10:00.

- ☐ A) Accept it — the tool checked the calendars.
- ☐ B) Check what 10:00 means in each city, and whether all three calendars are really shared.
- ☐ C) Send it and ask people to say if it does not suit.
- ☐ D) Pick a later time to be safe.

4. You are writing a post about a weekend offer. The AI draft says the desserts are “award-winning” and “the best in the city”. Nobody told you about an award.

- ☐ A) Leave it — everybody writes like that.
- ☐ B) Keep it but add “we think”.
- ☐ C) Take both claims out, and say only what you were actually told.
- ☐ D) Change it to “one of the best in the city”.

5. A spreadsheet you have been given has the same customer twice, with two different phone numbers.

- ☐ A) Delete the older row.
- ☐ B) Keep both — more information is safer.
- ☐ C) Find out which is current before changing anything, and say what you changed.
- ☐ D) Ask an AI tool which number looks more likely.

6. A customer writes an angry message. It is the third time they have asked the same thing.

- ☐ A) Answer the question again, exactly as before.



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- ☐ B) Say you understand the frustration, answer clearly, and check why it was not resolved the first two times.
- ☐ C) Pass it to somebody else without reading it.
- ☐ D) Apologise at length and promise it will not happen again.

7. You need a photo for a post. You find a good one through an image search.

- ☐ A) Use it — it was public on the internet.
- ☐ B) Use it and credit the photographer.
- ☐ C) Use only an image you are allowed to use, and write a description of it for people who cannot see it.
- ☐ D) Ask an AI tool to change it slightly first.

8. Your final draft still has one square bracket in it, like [END DATE].

- ☐ A) Delete the bracket — it looks untidy.
- ☐ B) Send it; the reader will understand.
- ☐ C) Treat it as a missing fact, and find the real answer before anything is sent.
- ☐ D) Ask the AI tool to fill it in.

Scoring sheet

For the trainer. Two or three minutes by hand.

1 • The path

Write the letter the learner ticked for each Part 1 question, then add the points from the key below into the four columns. Do the same for every Part 3 answer that matches the key. The highest column is the recommended path.

Q	Ticked	VA	CS	AS	SM
P1.1					
P1.2					
P1.3					
P1.4					
P1.5					
P1.6					
P1.7					
P1.8					
P3.1					
P3.2					
P3.3					
P3.4					
P3.5					
P3.6					
P3.7					
P3.8					
TOTAL					



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2 • The skill map

Add the circled numbers for the questions in each row. Highest two rows are strengths; lowest two are what to build first.

Everyday digital confidence	Q 1, 2	_____ / 8
Writing & communication	Q 3, 4	_____ / 8
Working with data & detail	Q 5, 6	_____ / 8
Organising & process	Q 7	_____ / 4
People & communication	Q 8	_____ / 4
Creativity & content	Q 9	_____ / 4
AI awareness & judgement	Q 10, 11	_____ / 8
Privacy & safe use	Q 12	_____ / 4

3 • Judgement

Count the Part 3 answers matching the key. 6 or more of 8 suggests starting at EQF 4 rather than 3. Everybody begins at Lesson 1 either way — the level only tells the trainer how fast to go.

_____ of 8 correct

Answer key

Trainer copy — do not hand this page to the learner.

Part 1 • profile points per answer

Q1

- A) AS 3 · VA 2
- B) CS 3
- C) VA 3
- D) SM 3

Q2

- A) CS 3
- B) AS 3
- C) VA 3
- D) SM 3

Q3

- A) VA 3
- B) AS 3
- C) CS 3
- D) SM 3

Q4

- A) AS 1 · VA 3
- B) CS 3 · SM 1
- C) AS 3 · VA 1
- D) CS 1 · SM 3

Q5

- A) AS 3
- B) CS 3
- C) VA 3
- D) SM 3

Q6

- A) AS 1 · VA 3
- B) CS 3
- C) AS 3
- D) SM 3

Q7

- A) AS 2 · CS 2
- B) VA 3
- C) AS 3



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D) SM 3

Q8

A) VA 3

B) CS 3

C) AS 3

D) SM 3

Part 3 · wisest answer, and the points it adds

Q1 — B (AS 2 · VA 1)

Q2 — C (CS 3)

Q3 — B (VA 3)

Q4 — C (SM 3)

Q5 — C (AS 3)

Q6 — B (CS 3)

Q7 — C (SM 3)

Q8 — C (AS 2 · VA 1)



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