

Transcript for DBAAT video

Using the assessment tool

Screen 1

DBAAT training

Using the assessment tool

Screen 2

This video introduces the assessment tool and will help you complete it.

The assessment tool is an Excel document with 7 tabs.

It will operate consistently across tabs. It is protected so you can only select or edit certain cells.

These are the key things to bear in mind when using it.

Screen 3

[Visuals: Shows DBAAT Excel spreadsheet which is onscreen throughout as cursor moves to the relevant areas as described in the onscreen text.]

Boxes coloured blue are mandatory. The blue colour will disappear once you have completed the box.

Date format is DD/MM/YYYY. The assessment tool will correct date formats where it can, or show an error message.

Use the drop-down options where available to complete the assessment tool. To remove data from a cell with a drop-down, select the cell and hit 'delete'.

Cells requiring numbers will accommodate numbers, currency and percentages where relevant.

Boxes coloured in grey are 'closed' and you don't need to complete them. But some will 'open' depending on how you answer other areas of the assessment tool.

There are several free text boxes. If you need to expand these, use the formula bar at the top.

Purple boxes are automatically completed by the assessment tool once you complete all the relevant mandatory blue boxes.

It is important that you enter data in cells individually. Do not copy and paste between cells, unless they are both free text cells. Using copy and paste in any other way may corrupt the assessment tool.

Once you have completed all the relevant cells in a tab, you should move on to the next tab.

Screen 4

The assessment tool is built so you can do a 'four eyes' review. i.e. two reviewers.

If you are doing a second 'Quality Assurance' review, you should select 'Yes' in cell G12 of the information tab.

Screen 5

This will turn on new parts of the tool to record a Quality Assurance review. QA should use these new areas to clarify whether they agree or disagree with the first stage reviewer and why.

This video has introduced you to the assessment tool, including its main functionality. The next videos explain the purpose of each tab within the assessment tool.

Screen 6

FCA

Financial Conduct Authority