



# **Tosa Skills Framework**

## **WordPress**

# Overview

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# **Introduction to Tosa Skills Framework**

## **For Tosa Assessment and Certification**

## Tosa<sup>®</sup> (Test on Software Applications)

The Tosa assessments and certifications will determine and validate a candidate's proficiency and skill level in software applications used in a professional environment. The Tosa assessments are designed to validate the professional WordPress software skills of individuals (students, trainees, employees, or jobseekers) in supporting their employment, professional or academic objectives.

Tosa assessments employ the Adaptive Testing methodology, which creates a personalized testing experience adapted to a candidate's skill level for a selected software application. The score is based on the Item Response Theory using a 3-parameter logistic model, similar to the GMAT scoring method. Adaptive-based testing selects questions that challenge candidates to the limit of their knowledge and abilities.

## Tosa Skills Framework Objective

This Tosa framework provides an overview of the subject areas being assessed during the Tosa Assessment and Certification exams. Tosa assessments and certification exams validate candidate proficiency in the most popular professional WordPress software programs using a score on a scale from 1-1000 for the Certification Assessment, and a score divided into five levels, from "Beginner" to "Expert," for the Diagnostic Assessment.

The objective of this document is to present an overview of the technical skills associated with each of the four main WordPress domains within each proficiency level. This information will also support educators and trainers in tailoring their training programs to achieve desired proficiency levels.

## Unique Tosa Scoring

The Tosa assessments and certifications are based on a unique score, divided into five levels.

- ranging from 1 to 1000 for the certification.
- divided into five levels, from Beginner to Expert, for assessment.

Tosa <sup>®</sup> levels	Corresponding Tosa <sup>®</sup> score	Certification status & documents issued
<b>Expert</b>	876 - 1000	Certification earned - diploma & Credly digital badge issued
<b>Advanced</b>	726 – 875	Certification earned - diploma & Credly digital badge issued
<b>Productive</b>	551 – 725	Certification earned - diploma & Credly digital badge issued
<b>Basic</b>	351 – 550	Certification failed - certificate of completion issued
<b>Beginner</b>	1 – 350	Certification failed - certificate of completion issued

## WordPress Domains and Subdomains

<b>Admin and Configuration</b>	<ul style="list-style-type: none"> <li>■ WordPress admin</li> <li>■ Updating and backing up</li> <li>■ WordPress configuration and security</li> </ul>
<b>Plugins and Widgets</b>	<ul style="list-style-type: none"> <li>■ Knowledge and management of the main plugins</li> <li>■ Knowledge of widgets</li> <li>■ The WooCommerce plugin</li> </ul>
<b>Writing and Integrating Content</b>	<ul style="list-style-type: none"> <li>■ Knowledge of pages and articles</li> <li>■ Content management</li> <li>■ Organizing your site using menus</li> <li>■ SEO</li> </ul>
<b>Themes</b>	<ul style="list-style-type: none"> <li>■ Theme management</li> <li>■ Child themes</li> </ul>

## About the WordPress Certification

The Tosa WordPress certification relies on a database of around 150 questions. It is composed of 35 questions and lasts one hour. The algorithm adapts to each answer of the candidates to adjust the difficulty level of the questions until they reach the exact definition of the candidates' skill level by calculating the limit of their skills.

Since the test is adaptive, the series of questions that each candidate gets is unique for each test. This uniqueness allows for a more accurate evaluation of the candidate's level. It also limits cheating and the memorization of questions on different passages.

Our platform allows individuals to take the certification in class, in an approved testing center, or remotely via our integrated asynchronous online proctoring solutions.

Our remote proctoring solutions provide added flexibility for both the administrator and the candidate, allowing the certification exam to be taken anywhere, at any time. The candidate only needs an internet connection and a computer equipped with a working webcam and microphone.

Candidates receive a numeric score out of 1000 points associated to a proficiency level on a five-level scale. Candidates who score between 1 and 550 points don't earn the certification. They will not receive a diploma but a certificate of completion. Candidates who score 551 points or above earn the certification. They will receive a diploma by email within five (5) business days and are eligible to a Credly digital badge.

There is no requirement to be eligible to take the exam, but our recommendations to be well prepared on exam day are:

- Take at least one Tosa WordPress adaptive assessment to estimate your level and get familiar with the test format
- Use free practice tests on our website for training
- Follow e-learning or training courses (average duration per level is between 10 and 15 hours per certification so around 150 hours total)

Tosa certification diplomas are valid for three years from the date of issue as skill levels evolve or decline over time, depending on the use of the software. New software and software versions are released every year, and skills must be updated. We cannot legitimately certify a digital skills level for more than three years. Limiting the certification validity reinforces the need for life-long learning and professional development.

Tosa certifications can be retaken when it is expired. Earners willing to improve their score and level can also retake the exam at any time.

# **Level 1 – Beginner User**

**Between 1 and 350 points**

The Beginner Proficiency is set for a score from 1 to 350, which is the lowest Tosa score category. Achievement of Beginner score defines little or limited knowledge of the WordPress application, including the application's basic functions and features, highlighting the inability to use the application in a professional environment.

## Overview

Domain	Skills Assessed
Admin and Configuration	<ul style="list-style-type: none"><li>Download WordPress software</li><li>Create an account</li><li>Open WordPress</li><li>Identify basic menus and functions</li></ul>
Plugins and Widgets	<ul style="list-style-type: none"><li>Find the plugins menu</li><li>Enable or remove a native plugin</li><li>Find the widgets menu</li><li>Identify native plugins</li></ul>
Writing and Integrating Content	<ul style="list-style-type: none"><li>Identify the articles menu</li><li>Create a new article</li><li>Apply basic formatting to an article</li></ul>
Themes	<ul style="list-style-type: none"><li>Recognize a theme</li><li>View the list of themes</li></ul>



## **Level 2 – Basic User**

**Between 351 and 550 points**

Prior to the acquisition of the skills of the Basic level, the candidate will have mastered the skills of the Beginner level.

## Admin and Configuration

The candidate can navigate the interface and identify basic WordPress tools to configure their account.

## Plugins and Widgets

The candidate knows how to use the WordPress functions to configure a website.

## Writing and Integrating Content




The Basic level candidate can manage data and content to create pages and articles in WordPress.

## Themes

The candidate can access the themes menu and apply one to their website.

## Overview

Domain	Skills Assessed
Admin and Configuration	<ul style="list-style-type: none"> <li>🔧 Navigate the dashboard</li> <li>🔧 Identify the various menus and their uses</li> <li>🔧 Use the admin bar</li> <li>🔧 Manage and configure your account (password, name, email address, etc.)</li> </ul>
Plugins and Widgets	<ul style="list-style-type: none"> <li>🔧 Be aware of the uses of plugins and widgets</li> <li>🔧 Apply plugins and widgets</li> <li>🔧 Perform updates</li> </ul>
Writing and Integrating Content	<ul style="list-style-type: none"> <li>🔧 Add an article</li> <li>🔧 Publish an article</li> <li>🔧 Edit an article</li> <li>🔧 Format an article</li> <li>🔧 Unpublish an article</li> </ul>

	 Delete an article
Themes	 Recognize a theme  View the list of themes

## **Level 3 – Productive User**

**Between 551 and 725 points**

Prior to the acquisition of the skills of the Productive level, the candidate will have mastered the skills of the Basic level.

## Admin and Configuration

The admin and configuration of WordPress at the Productive level requires skills that allow the candidate to master the WordPress interface to configure it and manage the various users and their status.

Business application: for example, on an editor profile, these skills allow the candidate to configure their workspace and manage its content (production, backup, restoration, etc.).

## Plugins and Widgets

The management of WordPress plugins and widgets at the Productive level requires skills that allow the candidate to install, configure and integrate a plugin to a publication to customize their website.

Business application: for example, on a web editor profile, these skills allow the candidate to add widgets and plugins to their website to secure their content or perform SEO.

## Writing and integrating Content

Writing and integrating content on WordPress at the Productive level requires skills that allow the candidate to manage their articles and the publication of articles to illustrate and optimize their content.

Business application: for example, on a webmaster profile, these skills allow the candidate to configure and integrate editorial content (texts, articles, publications, etc.) provided by the web editor to enhance it, optimize website pages, and perform SEO.

## Themes

Managing themes in WordPress at the Productive level requires skills that allow the candidate to manage the appearance of a website by customizing a WordPress theme.

Business application: for example, on a web editor profile, these skills allow the candidate to choose and customize the appearance of a website to highlight its content according to the pages of the site.

## Overview

Domain	Skills assessed
Admin and Configuration	<ul style="list-style-type: none"> <li>Configure your dashboard</li> <li>Manage your profile (appearance)</li> <li>Manage layout using the WordPress editor</li> <li>Perform updates</li> <li>Create new user profiles and assign them an appropriate role</li> <li>Manage user rights</li> </ul>
Plugins and Widgets	<ul style="list-style-type: none"> <li>Identify your plugin and widget needs and perform an appropriate search (editing, security, form, caching etc.)</li> <li>Download new plugins and enable them</li> <li>Download widgets and enable them</li> <li>Disable or remove plugins or widgets</li> </ul>
Writing and Integrating Content	<ul style="list-style-type: none"> <li>Add tags or categories to an article</li> <li>Add media to an article</li> <li>Edit media</li> <li>Use page templates</li> <li>Create a logo and a favicon from a defined palette of colors and fonts</li> <li>Schedule publication</li> <li>Backdate publication</li> </ul>
Themes	<ul style="list-style-type: none"> <li>Download a new theme and enable it</li> <li>Customize your homepage</li> </ul>

## **Level 4 - Advanced User**

**Between 726 and 875 points**

Prior to the acquisition of the skills of the Advanced level, the candidate will have mastered the skills of the Productive level.

## Admin and Configuration

The admin and configuration of WordPress at the Advanced level requires skills that allow the candidate to manage the technical parameters of their website to master its content.

Business application: for example, on a webmaster profile, these skills allow the candidate to configure and manage a website by taking charge of all the technical and editorial aspects.

## Plugins and Widgets

The management of plugins and widgets on WordPress at the Advanced level requires skills that allow the candidate to design internal navigation using anchors, menus, and widgets to facilitate navigation.

Business application: for example, on a webmaster profile, these skills allow the candidate to perform technical management, and correct and optimize the features of the website.

## Writing and Integrating Content

Writing and integrating content on WordPress at the Advanced level requires skills that allow the candidate to configure the assorted options offered by WordPress to master the content of the site.

Business application: for example, on a web editor profile, these skills allow the candidate to configure and write the lines of code necessary to integrate content (texts, articles, publications, etc.).

## Themes

Managing themes in WordPress at the Advanced level requires skills that allow the candidate to manipulate the enabling and disabling of themes to change them without losing data.

Business application: for example, on a WordPress specialist consultant profile, these skills allow the candidate to train and develop the skills of their customers to improve the latter's independence so they can update the content of their website themselves.



## Overview

Domain	Skills assessed
Admin and Configuration	<ul style="list-style-type: none"> <li>Be GDPR compliant</li> <li>Enable maintenance mode for your website</li> <li>Move your website to production</li> <li>Backup and restore website data</li> <li>Import or export website data</li> <li>Schedule actions</li> <li>Delete user data</li> <li>Manage Gutenberg blocks</li> </ul>
Plugins and Widgets	<ul style="list-style-type: none"> <li>Add a server caching plugin</li> <li>Debug a plugin</li> <li>Add plugins for SEO</li> <li>Secure a WordPress site using a security plugin</li> </ul>
Writing and Integrating Content	<ul style="list-style-type: none"> <li>Manage URL (Universal Resource Locator) formats for article SEO</li> <li>Be aware of the file and media types supported by WordPress</li> <li>Configure the WordPress site menu</li> <li>Archive articles according to options</li> <li>Manage comments</li> <li>Create multi-page publications</li> <li>Manage form fields</li> <li>Configure notifications</li> </ul>
Themes	<ul style="list-style-type: none"> <li>Customize themes</li> <li>Develop a theme</li> <li>Prepare for a change of theme</li> <li>Identify the elements to be corrected after enabling a new theme</li> <li>Back up your data before changing themes</li> </ul>

# **Level 5 – Expert User**

**Between 876 and 1000 points**

Prior to the acquisition of the skills of the Expert level, the candidate will have mastered the skills of the Advanced level.

## Admin and Configuration

The admin and configuration of WordPress at the Expert level requires skills that allow the candidate to master all WordPress settings to customize their interface and optimize its use.

Business application: for example, on a WordPress specialist consultant profile, these skills allow the candidate to install, configure and secure the CMS to comply technically with the specifications of their customers.

At this level, the candidate can provide training on the software.

## Plugins and Widgets

The management of plugins and widgets on WordPress at the Expert level requires skills that allow the candidate to master WordPress plugins and widgets and use all the features offered to customize their website.

Business application: for example, on a WordPress specialist consultant profile, these skills allow the candidate to customize websites according to customer feedback and requirements (e-commerce, setting up a WordPress website network in multi-site mode, etc.). They are capable of developing tailor-made widgets for their customers.

At this level, the candidate can provide training on the software.

## Writing and integrating content

Writing and integrating content on WordPress at the Expert level requires skills that allow the candidate to master all WordPress options for formatting, layout, and content management to secure their website and optimize CMS use.

Business application: for example, on a WordPress specialist consultant profile, these skills allow the candidate to train and develop the skills of their customers to improve the latter's independence so they can update the content of their website themselves.

At this level, the candidate can provide training on the software.

## Themes

The management of themes in WordPress at the Expert level requires skills that allow the candidate to develop their themes and modify child themes to adapt the customization of the site as closely as possible to their needs.

Business application: for example, on a WordPress specialist consultant profile, these skills allow the candidate to use their expertise to carry out and optimize the graphic management and development of their customers' websites (design, integration and modification of themes, compatible with all browsers, W3C valid and optimized for natural SEO, etc.).

At this level, the candidate can provide training on the software.

## Overview

Domain	Skills assessed
Admin and Configuration	<ul style="list-style-type: none"> <li>🔧 Debug WordPress</li> <li>🔧 Secure a WordPress site</li> <li>🔧 Migrate a WordPress site to another domain</li> <li>🔧 Identify errors or bugs and resolve them</li> <li>🔧 Edit directories and know their functions</li> <li>🔧 Optimize WordPress performance</li> <li>🔧 Administer and manage comments</li> <li>🔧 Create custom permalinks</li> </ul>
Plugins and Widgets	<ul style="list-style-type: none"> <li>🔧 Translate themes and associated plugins</li> <li>🔧 Access the must-use plugin directory (mu-plugins)</li> </ul>
Writing and Integrating Content	<ul style="list-style-type: none"> <li>🔧 Manage slugs</li> <li>🔧 Create menus, sub-menus, and sub-sub-menus</li> <li>🔧 Manage moderation options</li> <li>🔧 Set up an automated, external backup system</li> </ul>
Themes	<ul style="list-style-type: none"> <li>🔧 Create child themes and apply them</li> <li>🔧 Manage the graphic part of WordPress</li> <li>🔧 Manage favicons</li> <li>🔧 Develop a theme and submit it to the WordPress directory</li> </ul>

