



SKILLS TO SUCCEED ACADEMY

Getting Started Guide



CONTENTS



PAGE 3	<u>ABOUT THE SKILLS TO SUCCEED ACADEMY</u>
PAGE 4	<u>HOW DO I ACCESS THE SKILLS TO SUCCEED ACADEMY?</u>
PAGE 5	<u>WHAT IS IN THE SKILLS TO SUCCEED ACADEMY?</u>
PAGE 6	<u>HOW DO I CHOOSE THE RIGHT MODULES?</u>
PAGE 7	<u>HOW CAN I DELIVER THE SKILLS TO SUCCEED ACADEMY?</u>
PAGE 8	<u>HOW DO I TRACK USAGE?</u>
PAGE 9	<u>HOW DO I SHARE THE SKILLS TO SUCCEED ACADEMY WITH MY COLLEAGUES?</u>
PAGE 10	<u>HOW DO I SHARE THE SKILLS TO SUCCEED ACADEMY OUTSIDE OF MY ORGANISATION?</u>
PAGE 11	<u>DO I NEED TO DO ANYTHING WITH MY I.T.?</u>

ABOUT THE SKILLS TO SUCCEED ACADEMY

Created specifically to meet the needs of jobseekers, the Skills to Succeed Academy offers 36 bitesize, interactive modules to pick and choose from, preparing learners for the entire journey of choosing the right career, finding a job and succeeding in the work place. To find out more about our story, please visit [Accenture's Skills to Succeed Academy](#).

If your mission matches ours, we'd be delighted for you to use the Skills to Succeed Academy.

Our asks of you:

- Please do not charge anyone for access to our training materials or receive money specifically for delivering the training.
- If you are a Client of Accenture please advise us before beginning to use the Skills to Succeed Academy within your organisation.
- In return for using our training resources we ask that you help us to accurately report its use – please ensure that the Staff Access Codes are not shared with Learners and please encourage Advisors to complete the Group Report when delivering to groups of Learners.

For full details of our Terms of Use please click [here](#).

If you are not sure if your mission matches ours or have any questions on the above then you can get in touch at contact@s2sacademy.ie

HOW TO GET ACCESS

Getting access to the Skills to Succeed Academy training material is easy – all you need is an Access Code to register on the site and get started. If your organisation is an existing partner please speak to your Coordinator for details of your specific Access Code. This will ensure that your use of the training is included in your organisations reporting. If your organisation does not have an access code then please use the codes provided below.



Your Staff/Advisors should register [here](#) using Access Code: **01OPEN0001**



Your Learners should register [here](#) using Access Code: **01OPEN**

Your Learners can also find their code by clicking the link on the right hand side of the Access Code field when registering.

It is important that your Staff/Advisor Access Code is not shared with Learners - this allows for accurate reporting on usage. Your Staff/Advisor Access Codes also give you access to a host of Support Materials that help support training delivery.

Using these open Access Codes means that it will not be possible to report on your organisation's usage of the training. For more information on obtaining an Access Code that is unique to your organisation [click here](#).

PLEASE COMPLETE THE GROUP REPORT!

The Skills to Succeed Academy is offered free of charge. Our only ask is that you help us to capture Learner numbers. If you are delivering the training in a group setting where learners are not registering individually, please select:

[CREATE A GROUP REPORT](#)

in the Advisor Home of the site:

[Advisor Home](#)



WHAT IS IN THE SKILLS TO SUCCEED ACADEMY

The Skills to Succeed Academy contains three training courses designed to support Learners in building the core skills they need to choose the right career for them, as well as to find and keep a job.

6 modules

Choose Your Career

What do you want to do with your career? This course will teach you the basics of what makes a career and the key decisions you need to make.

20 modules

Getting a Job

This course will guide you through the whole process from deciding which jobs to apply for and writing your CV to succeeding in an interview.

10 modules

Success in Work

Congratulations! You got the job! This course will now teach you how to succeed in work and think about the next stage of your career.

Within each course, Learners can complete two types of training modules:

PRACTICE IT MODULES: Interactive simulations guide a Learner through a scenario, such as a challenging interview panel or a first day in their new job. Learners are able to make decisions on the behalf of virtual characters and see the consequences of their chosen actions. This type of behavioural learning provides a chance to explore and practice skills which can often be difficult to teach - such as body language and first impressions.

LEARN IT MODULES: Engaging training modules that are focused on a particular theme such as creating a great CV or how to structure responses to competency based interview questions. Each module aims to build Learners' confidence by focusing on the "how to" of specific skills related to the topic. These skills can be practiced by Learners by downloading the [Activity Pack](#) at the end of each module

HOW DO I CHOOSE THE RIGHT MODULE

Delivery of the Skills to Succeed Academy modules is entirely flexible. Learners can complete all the modules in a course, complete standalone modules or choose to complete a combination of modules to cover a specific training theme (i.e. preparing for an interview). To understand what is covered in each module and how to pick the right modules for your Learners, have a look at the [Module Guide & Diagnostic](#).

A 'pick and mix' approach is highly recommended, where modules are tailored to the needs of each Learner or are selected in order to compliment existing programmes.

It's worth noting that the courses aren't designed to be completed from start to finish. In most cases, it is best not to start with the first module in each course as these are more basic in content and are usually only suitable for Learners at the very early stages of their career journey.

THE PRE-ASSESSMENT

A LEARNER'S PERSONALISED CURRICULUM

This quick pre-assessment will tailor the content of the Skills to Succeed Academy to your Learners' needs based upon the stage they are at in their job search and the specific activities they need help with. To access the pre-assessment, Learners click the 'Take Assessment' signpost on the Course Menu screen. Once they have completed the pre-assessment they will be provided with their own personalised menu of training modules. Their personalised curriculum of training can be accessed at any time by clicking on the "Your Learning" signpost.

HOW CAN I **DELIVER** THE SKILLS TO SUCCEED ACADEMY



ONE TO ONE

You can coach Learners directly and recommend particular modules based on their needs. See the [Module Guide & Diagnostic](#) for guidance on selecting relevant modules.

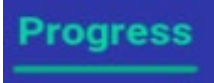


GROUP DELIVERY

Sessions can be run with Learners logged onto individual computers or tablets, completing the training independently, followed by a group discussion. It is also possible to deliver the training from a single computer at the front of a class to a group of Learners (please remember to complete the Group Report - [click here](#) for more information). For guidance on using each module in a group delivery setting please see the [Module Guide & Diagnostic](#).




REMOTE COACHING

You can recommend modules to a Learner to be completed remotely at a time that suits them. Identify the Learner's needs and tailor module recommendations accordingly. As a starting point, we'd recommend sharing the [Learner Quick Start guide](#) to help guide Learners to get set up on the site. Learners can also share their progress with you via their  tab.

To hear from and see others delivering the training, have a look at the Advisor Training Module **(Coming Soon!)**.

HOW DO I TRACK USAGE

The easiest way to track Learner progress is via the:

- **LEARNER PROGRESS REPORT:** All Learners will have a  page detailing which modules they have completed. Learners can email this to Staff/Advisors via the site.
- **ACTIVITY PACKS:** Available to download, these give Learners the chance to consolidate and apply the lessons they have learnt after completing a training module. These can be used flexibly i.e. completed by Learners independently or can be incorporated into a group/classroom session. Learners can share completed Activity Packs with their Advisor.

IS YOUR ORGANISATION LIKELY TO REACH 500 LEARNER REGISTRATIONS PER ANNUM?

You might want to consider requesting a unique Access Code specific to your organisation, which will provide you with:

- Reporting to understand how your Learners are using the Skills to Succeed Academy.
- Potential to access support from the Skills to Succeed Academy Team to help embed the training within your organisation and provide additional employability support.

To apply for a unique Access Code [click here](#).

HOW DO I SHARE THE SKILLS TO SUCCEED ACADEMY WITH MY COLLEAGUES

We've done the hard work for you! Below are some handy materials and templates you can use to introduce the Skills to Succeed Academy to your organisation:

- For a short and snappy overview of the Skills to Succeed Academy, you could share our 3 minute [Promotional Video](#).
- For a fuller introduction, you can share our [Introductory Email](#) for Staff/Advisors which includes all the information required to get started, or access our [Advisor Quick Start Guide](#) with steps on how to get access.

If you would like to create your own internal communication material, please see the Skills to Succeed Academy [Marketing Messages](#) document for guidance.

TRAINING FOR YOUR COLLEAGUES

The online Advisor Training (**Coming Soon!**) is a quick bite-size overview for Staff/Advisors to learn about the Skills to Succeed Academy and how it can best be used to support Learners. It is packed with lots of great information, including how to register, what learning content is available, top tips on how to deliver it to get the best results, as well as what materials are available for extra support. Made up of clear sections with bitesize videos, you can dip in and out to find the information you need quickly and easily, as and when you need it. In the meantime, check out our new [Advisor Training video](#) which contains all the information you need to get started.

HOW DO I SHARE THE SKILLS TO SUCCEED ACADEMY OUTSIDE OF MY ORGANISATION

There are ready to go, off-the-shelf marketing materials available on the Skills to Succeed Academy site which can be used for external communications. These include:

- [Marketing Messages](#): Ready-made templates and guidance on how to promote the Skills to Succeed Academy on various communication channels i.e. Social Media, Web Pages, newsletters etc.

If you would like to share a communication that is not covered by the Marketing Messages guide, please get in touch with us at contact@s2sacademy.ie

- The [Social Media Toolkit](#): Includes tips and tricks for promoting the Skills to Succeed Academy using Social Media platforms such as Twitter and Facebook. It also includes ready-made Tweets and Posts which you can use and tailor as you wish.

DO I NEED TO DO ANYTHING WITH MY I.T.?

The Skills to Succeed Academy is available online so all you'll need is an internet connection.

However, to ensure the Skills to Succeed Academy runs effectively on your systems, it is a good idea to be aware of the following:

- You will need to use either Internet Explorer 11 (or above) or Google Chrome internet browsers.
- Sometimes your organisation's IT set up can effect how quickly content will appear, so we would recommend testing a module before using it with Learners. The [Technology Guide](#) provides simple step by step guidance on how to manage this.
- If you are using the training with multiple Learners at the same time, it's worth checking that your internet will run quickly enough to cope with a large number of Learners completing modules in one setting. You can complete a quick Load Test, as outlined in the [Technology Guide](#). If you encounter any issues during delivery, you can always present the training from one computer at the front of the class.
- If your Learners will be accessing the Skills to Succeed Academy on tablets, please note the guidance in the [Technology Guide](#).

If you happen to encounter an issue that is not covered by the above, we would recommend:

1. Checking out the [FAQs](#) on our site for quick fixes.
2. Contacting your IT team and sharing the [Technology Guide](#) with them for support on a wide range of issues.
3. If your issue persists, get in touch at contact@s2sacademy.ie