



SKILLS TO SUCCEED ACADEMY

Educator's Guide



TABLE OF CONTENTS

Please note, this guide is hyperlinked. Clicking on section title will take you to the relevant section of the guide.

- 1. Introducing Our Online Learning within an Educational Setting.....2
- 2. What is the Skills to Succeed Academy.....4
- 3. Benefits of the Skills to Succeed Academy.....5
 - 3.1 Benefits for Schools and Colleges.....5
 - 3.2 Benefits for Students.....6
- 4. Using the Academy in Education.....7
 - 4.1 Ofsted Aiming for Outstanding.....7
 - 4.2 The Gatsby Benchmarks.....9
 - 4.3 Work Experience Placements.....12
 - 4.4 Supporting Inclusion.....13
- 5. Ideas for Using the Training in Education.....14
- 6. Tracking Student Progress.....15
- 7. Support Materials for Skills to Succeed Academy.....16
- 8. Get Set Up On Skills to Succeed Academy.....22
- 9. Delivery Checklist.....23

1. INTRODUCING OUR ONLINE LEARNING WITHIN AN EDUCATIONAL SETTING

The Skills to Succeed Academy is a free, online, employability training programme developed by [Accenture](#). It offers bitesize, interactive, online training modules to prepare students for the entire journey of choosing the right career, finding a job and succeeding in the work place.

The Skills to Succeed Academy has been designed to help build student skills, knowledge and confidence and empower them to take ownership of their careers.

90% of new UK jobs will require digital skills¹. As a result Accenture has also developed Accenture Digital Skills, a series of collaborative social learning courses available online, for free to help learners compete and stand out from the crowd in today's digital workplace.

Both online training tools include diverse content that can be used **flexibly, picking and choosing content** to complement existing programmes and curriculums, or to tailor to meet specific student needs.

The training programmes can be used in Education to:

- **Provide best practice, high quality careers guidance** as outlined in the 'Gatsby Benchmarks' enabling students to transition from education to employment. This includes helping students to learn about the fast paced job market, how to confidently complete careers research and make careers decisions. To find out more, please click [here](#).
- **Enhancing the value of work experience for both students and employers** by building an understanding of the importance of first impressions and professionalism in the workplace, creating positive relationships with employees, and helping students to understand how they can optimise the skills and experience they have gained on their placement to successfully apply for a job or further education. To find out more, please click [here](#).
- **Provide the foundations to fulfil the latest Ofsted criteria for 'Outstanding' careers education**, providing consistent careers and employability training for

¹ House of Commons, Science and Technology Committee (2016-2017). Digital Skills Crisis *Second Report of Session*

students. Our training programmes have been designed to help build the skills, knowledge and confidence to empower students to take ownership of their careers. To find out more, please click [here](#).

- **A free online tool that enhances the value of careers events** by providing students with the essential building blocks they need to develop valuable career related skills that are beneficial to mock interviews, careers fairs, open days etc. To find out more, please click [here](#).

There are also a range of Support Materials to help teachers deliver the learning content, which are referenced throughout this document, e.g. lesson plans and student progress trackers. For more details see the Support Materials section [here](#).

The following sections predominantly focus on support provided by the Skills to Succeed Academy. Where content may refer to Digital Skills online learning, this will be outlined in more detail.

For access to Accenture Digital Skills material and support in reporting and delivery, please contact contact@s2sacademy.com.

2. WHAT IS THE SKILLS TO SUCCEED ACADEMY

The Skills to Succeed Academy training contains 36 online modules split over three training courses, designed to be used flexibly to support students in building the core skills needed to choose a career, as well as successfully find, apply and interview for a job and be successful in the work environment.

<p>6 modules</p> <p>Choose a Career</p> <p>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.</p> <p>YOU WILL LEARN</p> <ul style="list-style-type: none"> What a career is and what it can mean for you How to think about career decisions How to set and reach your career goals <p>VIEW COURSE</p>	<p>20 modules</p> <p>Getting a Job</p> <p>This course will guide you through the whole process from deciding what you want to apply for and writing your CV to succeeding in an interview.</p> <p>YOU WILL LEARN</p> <ul style="list-style-type: none"> How to identify your top skills and apply for the right jobs How to write a CV and fill out an application form Successful interview techniques <p>VIEW COURSE</p>	<p>10 modules</p> <p>Success in Work</p> <p>Congratulations! You got the job! This course will help you learn how to be successful in work and think about the next stage of your career.</p> <p>YOU WILL LEARN</p> <ul style="list-style-type: none"> How to prepare for work How to work alongside your colleagues How to stay motivated <p>VIEW COURSE</p>
---	--	---

3 Courses focus on helping students make the right career choices for them, find and secure a job; and be successful in the workplace.

36 Online Modules each take approximately 20 – 40 minutes to complete.



2 Learning Types



‘Learn It’ Modules

Character based modules that teach the ‘how-to’ of specific skills, e.g. how to structure a response to an interview question, including tools and techniques related to the topic



‘Practice It’ Modules

Interactive video-based simulation modules which enables students to guide characters through a scenario and see the impact of their decisions in a safe learning environment



26 Activity Packs that can be downloaded, edited online, saved, printed and emailed

3. BENEFITS OF THE SKILLS TO SUCCEED ACADEMY

3.1 BENEFITS FOR SCHOOLS AND COLLEGES

- The Skills to Succeed Academy enables non-specialists to **deliver careers education and employability skills** with ease
- The Skills to Succeed Academy provides a suite of skills that can help students **develop in the subject areas of PSHE, ICT and literacy**
- The Skills to Succeed Academy contains a **blend of tasks and activities to appeal to different learning styles**, it teaches complex soft skills including tone and body language.
- There are **two delivery options** available: group delivery or self-study, either supported or independent
- There are various courses, such as the 'Online Professional Presence' course which supports the **social and emotional development of students**
- The Academy is aligned with '**Outstanding**' Ofsted criteria, **Gatsby Benchmarks and the Skills Builder Universal Framework**. This will support teachers to see how the Academy supports their wider skills strategy and careers provision
- The Academy has achieved a **Skills Builder Impact Level 3: Practising Essential Skills**



“This ticks all the boxes ... the students love it!”

Andrew Leacy, Employability & Enterprise Manager, East London

3.2 BENEFITS FOR STUDENTS

- Courses such as ‘Choose A Career’ make learners aware of **career options** and ways to **explore new opportunities**
- The ‘Choose A Career’ module empowers learners to **take ownership of their career**
- The Skills to Succeed Academy leads to an increase in learners **confidence**
- The simulations in the ‘Practice It’ Modules show the most appropriate communication methods in interviews and in the workplace therefore improving learners **communication skills**
- Learners are challenged by **relatable and inclusive characters**
- Modules prepare learners for **applications, interviews and workplace expectations**
- Skills gained from the Skills to Succeed Academy are widely transferrable, for example the Academy helps students build **independent research skills** and understand how to **structure verbal and written responses** which can be used not only in the world of work, but in an educational setting i.e. for essay structuring.

“I had to send in a CV to officially apply for the apprenticeship. The Skills to Succeed Academy helped me to completely transform it! On top of this, I did not really know how to act in a professional interview – the training gave me everything I needed to be successful.”

Adam Bakirserver (18), former Sir George Monoux College pupil and now a Technology Apprentice

4. USING THE ACADEMY IN EDUCATION

4.1 OFSTED AIMING FOR OUTSTANDING

The Skills to Succeed Academy helps schools fulfil Ofsted ‘Outstanding’ criteria for careers education:

Ofsted Criteria	How the Skills to Succeed Academy supports
Overall Effectiveness	<ul style="list-style-type: none"> By meeting all of the criteria below the S2S Academy contributes to the overall effectiveness that is required to meet ‘outstanding’ criteria.
Effectiveness of leadership and management	<ul style="list-style-type: none"> The free, online training can be used to by staff to empower all students regardless of background to progress their future career ambitions
Quality of teaching, learning and assessment	<ul style="list-style-type: none"> The Skills to Succeed Academy was designed in collaboration with over 50 welfare to work experts to enable non career specialists to deliver high quality careers education The self-paced content and consolidation activities means the training can be used to support less able learners and challenge gifted learners to develop a careers mindset The S2S Academy design means that teachers / advisors can receive individual progress reports from students Support Materials, e.g. the Module Guide & Diagnostic help advisors / teachers to plan, prepare and deliver high quality work
Personal development, behaviours and welfare	<ul style="list-style-type: none"> The Skills to Succeed Academy helps build student’s confidence. 81% of our learners reported that they felt more confident and employable after completing a module The Skills to Succeed Academy modules work well when running group learning sessions, which help students to discuss and debate issues in a considered way The ‘Choose a Career’ course empowers students to make better and more personalised career decisions by supplying them with the tools they need to research The Online Professional Presence module helps students to engage and interact appropriately in today’s online world, building an awareness of their digital footprint and how they can manage their online presence effectively.
Outcomes for pupils	<ul style="list-style-type: none"> Learning Objectives are clearly stated at the beginning of each module building students understanding of careers/ job search, and skills to be successful in the work place.

Effectiveness of the 16 to 19 study programmes

- The Skills to Succeed Academy provides high quality careers guidance content and support materials to assist teachers / employment advisors and students to make realistic plans for the future
- The Pre-Assessment provides students with a highly individualised selection of modules tailored to their stage of the career journey.
- The Skills to Succeed Academy develops core careers and employability skills, alongside building the confidence of each student.

“The S2S Academy is not only invaluable in improving the employability prospects of our students, but through its offer of interaction with real characters, I believe its modules will also better equip our students to develop general life skills, particularly their use of language.”

Sarah Jacobs, Headteacher, Newham School

4.2 THE GATSBY BENCHMARKS

The Gatsby Benchmarks are 8 guidelines defining best practice in careers guidance as specified by the Department of Education for schools and colleges in England. Each benchmark explains how educational institutions can develop, enhance and sustain high quality careers guidance to help all students transition from education to employment.

In addition to the Skills to Succeed Academy, we have another suite of free, online digital training called Accenture Digital Skills which you could also use to meet the Gatsby Benchmarks. Both innovative training programmes support individuals throughout their career journey; building their confidence and empowering them to take ownership of their careers. They can both be used by schools and colleges to help plan and evidence the 8 Gatsby Benchmarks through:

- **Personalised Training**
The flexible, online training facilitates individualised, self-paced learning at every stage of a student’s journey.
- **Careers Preparation Support**
Content supports students with the ‘how to’ of practical career development activities, such as researching different industries, identifying their transferrable skills and interview preparation; aiming to build practical skills and confidence in parallel.
- **Enhancing Career Conversations**
The training content and support materials are designed to kick-start career conversations and help students identify the right choices for them.
- **Supporting the Careers Journey**
Preparing students for the entire journey of choosing the right career, finding a job & succeeding in the workplace.

The table below outlines how the training meets the benchmarks:

Gatsby Benchmark	Benchmark Explanation	How our training can help you meet the benchmark
1. A stable Careers Programme	Schools/colleges need an embedded programme of career education and guidance that can be understood by students, teachers, parents and employers.	<p>The Skills to Succeed Academy has been developed in partnership with employability experts. It enables non-specialists to deliver careers education with ease, using a combination of ‘Learn It’ modules where students consolidate their understanding of a specific skills e.g. how to structure a response to an interview questions, and ‘Practice It’ interactive video-based modules where students practice making decisions in a workplace scenario.</p> <p>Schools/colleges can pick and choose the modules, directly embedding them into their existing careers programme, to support the development of key</p>

		employability skills and encourage meaningful careers discussions.
2. Learning from career and labour market information	Students and their parents (where appropriate) should have easy access to reliable / relatable information on future study options and labour market opportunities.	<p>The Skills to Succeed Academy provides a range of interactive content, helping students to critically analyse information and use their network to learn about the labour market. Our 'Getting a Job' modules, 'Work Your Network', 'Do Your Research' and 'Online Professional Presence' help students to learn about the fast-paced job market, how to confidently complete careers research and make careers decisions.</p> <p>Accenture Digital Skills provides students with an insight into the future world of work. For example, our 'Digital Skills for Work and Life' and 'AI' courses help students to understand how digital is changing the workplace, and how to successfully build a career in the digital age.</p>
3. Addressing the needs of each student	Each student has different career guidance needs and will be at different stages in their career discovery journey. Resources and advice should be tailored for the individual.	<p>Both the Skills to Succeed Academy and Accenture Digital Skills programmes are flexible and enable you to pick and choose the elements that are relevant to your programme. There is a range of support materials to help you to do this including top tips on how to get the best results when using the Skills to Succeed Academy content with students. Click here for more information.</p> <p>The Skills to Succeed Academy Pre-Assessment is also available to assess each student and provide them with a personalised menu of content.</p>
4. Linking curriculum learning to careers	All teachers/advisors should be focussing on linking their curriculum with careers.	<p>Accenture Digital Skills enables non-specialists to incorporate exposure to new digital skills/careers in traditional curriculum areas. For example, the 'Digital Skills for Work and Life' course can be linked to ICT introducing the fundamentals of digital in the workplace. The 'Web Analytics' course introduces students to a career path linked to Maths. The 'Social Media' and 'Digital Marketing' courses link to English literacy and language skills.</p> <p>Each course also includes written assignments and social commentary; supporting English curriculum requirements to demonstrate the ability to form and express opinions.</p>
5. Encounters with employers and employees	All students should have a variety of opportunities to learn and interact with employers to learn about the work environment.	<p><i>Supports delivery of benchmark</i></p> <p>The Skills to Succeed Academy modules give exposure to a wide range of employers who share guidance about expectations and ways to behave in the workplace. Simulation modules such as 'Welcome to WurkyWorld', allow students to practise successfully navigating</p>

		challenging situations and making the right decisions when starting a new job.
6. Experience of workplaces	Every student should have first-hand experience of the workplace through visits / shadowing / work experience placements.	<p><i>Supports delivery of benchmark</i></p> <p>To support your work experience placements, we have developed a Work Experience curriculum which brings together content from both the Skills to Succeed Academy and Accenture Digital Skills programmes to support students before, during and after work placements.</p> <p>The curriculum focuses on 3 themes:</p> <ol style="list-style-type: none"> 1) In the Workplace – students learn about common workplace behaviours such as professionalism and making a good first impression 2) Employability Skills – students understand how to optimise the skills and experiences they have gained to successfully apply for a job or further education, through CV writing modules, and interview simulations 3) Digital Skills – students build a better understanding of digital fundamentals to stand out from the crowd <p>Teachers / advisors can recommend this guide to students undertaking placements, to help them maximise the opportunity their placements provide. Click here for more information.</p>
7. Encounters with further and higher education	All students should understand the diversity of further learning opportunities available to them both academic and vocational.	N/A
8. Personal guidance	All students should have the opportunity for guidance interviews with a Career Advisor who can provide training and provide direction for a student’s future careers.	<p><i>Supports delivery of benchmark</i></p> <p>Whilst our programmes do not offer individual interviews, the Skills to Succeed Academy is designed to enhance conversations with careers advisors by building the baseline understanding of crucial employability skills and empowering students to take ownership of their career journey. Students will come to personal guidance sessions with questions and a clearer career focus, increasing the value of individual conversations.</p>

4.3 WORK EXPERIENCE PLACEMENTS

The value of work experience placements can be significantly increased for both students and employers by providing training, advice and guidance to students as part of their work experience journey.

Students often lack the skills and confidence needed to operate and succeed within the work environment. Both the Skills to Succeed Academy and Accenture Digital Skills programmes support students to build the core skills and understanding they need to operate successfully in the workplace, and make the most out of their placement.

Our work experience curriculum has been designed to support students to capitalise on the value of their experiences. The curriculum covers three main areas:

IN THE WORKPLACE



- The ‘In the Workplace’ topics provide students with an understanding of common workplace behaviours such as the importance of having the right attitude and creating a good first impression, building the skills and confidence they will need to make the most of the opportunities available on their work experience placement.

EMPLOYABILITY SKILLS



- The ‘Employability Skills’ topics help students to understand how best to optimise the skills and experience they have gained on their placement to successfully apply for a job or further education. For example, showcasing new skills in a CV, or application for further education.

DIGITAL SKILLS



- Accenture Digital Skills helps students to gain exposure to the various digital skills needed in the workplace.
- The ‘[Digital Skills for Work and Life](#)’ course provides guidance on how digital is changing our lives and work and how to develop the skills to thrive in the digital world of work.

To find out more on how you can use the Skills to Succeed Academy and Accenture Digital Skills programmes to support your students with their work experience placements, please refer to our [Work Experience Curriculum guide](#).

4.4 SUPPORTING INCLUSION

The Skills to Succeed Academy is currently working towards meeting AA Accessibility standards as outlined in the Web Content Accessibility Guidelines (WCAG) to increase suitability for a range of audiences, and to make the Skills to Succeed Academy user friendly to more people.

Currently the Skills to Succeed Academy adheres to the below design principles:

- Provides a **safe environment** where students can practice for real life situations through interactive video simulations of common job seeking scenarios
- Characters who appear in the Skills to Succeed Academy are **realistic and have diverse life experiences** to resonate with learners
- Modules can be **delivered in a group setting** supporting SEN students
- Content is **self-paced**, there is no time limit and you can pause the content and resume at a later time
- It can and should be **used flexibly**. Students can use the pre-assessment to identify which modules are right for them and those delivering content can use the Module Guide & Diagnostic to identify the best modules to complement their existing training programmes
- A **blended media approach exists**, including audio, video and text as well as transcripts
- Fonts used can be enlarged with a **screen magnifier** and activity packs can be enlarged when printed out
- Provides a **glossary** which is easily accessible from all pages, for students with lower literacy levels
- Extension tasks and activity packs can challenge students to complete further research and engage with topics in more depth

“Being able to do the courses in your own time and in a safe environment, such as your own home, means (autistic) learners can learn and improve the essentials, whilst building the confidence to achieve much more. The interactive sessions allow users to go through the same steps repeatedly to learn exactly what works and what doesn’t, without judgement. The language is particularly helpful: ‘That didn’t go too well’, as opposed to ‘you went wrong there’”.

Peter Kennard, DWP Work Coach

5. IDEAS FOR USING THE TRAINING IN EDUCATION

The Skills to Succeed Academy training is very flexible and can be embedded into your timetable according to your requirements. Student’s progress can be bookmarked so if they decide to take a break, they can return to where they were and continue. Please see the table below for the different ways in which you could use the Skills to Succeed Academy within your lessons.

Please note that module specific [lessons plans](#) for the Skills to Succeed Academy have been created to support you with delivering the learning content to your students.

TIP: The training can be combined with other activities, such as mock interviews, to make the training as interactive as possible.

<i>How</i>	<i>When</i>	<i>Why</i>	<i>What</i>
<i>One-off session or day</i>	<ul style="list-style-type: none"> ○ Careers and PSHE Days ○ Pre and post Work Experience ○ Year-Group Assemblies ○ Extended Tutor Times ○ At points of transition, such as options choices 	<ul style="list-style-type: none"> ○ To prepare students for choices and transitions ○ When time is short ○ To provide engaging extra-curricular activities 	<ul style="list-style-type: none"> ○ Students work through content on computers or the educator delivers content from the front ○ Use the Activity Packs to relate the training to student’s needs.
<i>Sequence of Lessons</i>	<ul style="list-style-type: none"> ○ Timetabled Lessons ○ Tutor periods 	<ul style="list-style-type: none"> ○ When you want to provide consistent Careers education ○ When you have a regular timetabled slot available 	<ul style="list-style-type: none"> ○ Students work through content on individual computers or staff deliver from the front ○ Homework and extension tasks are provided in the lesson plans
<i>Work Experience Placement</i>	<ul style="list-style-type: none"> ○ Before students begin their work experience placement ○ During students’ time with their employer ○ After students’ return from completing a placement 	<ul style="list-style-type: none"> ○ To enhance the development of students’ employability skills ○ To consolidate skills learnt from work experience placements 	<ul style="list-style-type: none"> ○ Students work through content on individual computers or staff deliver from the front ○ The Work Experience Guide provides clear recommendations on what modules would be of use

6. TRACKING STUDENT PROGRESS

Your Progress

- The 'Your Progress' screen can be accessed from the course menu
- It displays a list of all the modules completed
- Useful when advisors discuss progress with students
- Students can email their report in PDF format

The End of Module Quiz

- Students complete this online at the end of each 'Learn It' module
- Questions are based on the module and selected randomly
- Students can write their score on the Student Progress Tracker

Student Progress Tracker

- Click [here](#) to access the printable paper resource that can be placed in a folder or book.
- The tracker includes space for the student to write module objectives, their quiz score, a self-assessed target as well as space for teacher / advisor feedback

Activity Packs

- There are 26 Activity Packs that can be directly accessed from the Advisor homepage, or by clicking the cog icon once you have selected a specific module
- Activity Packs include templates and learning aids which consolidate the learning objects and personalise learning for students
- They can be used to set goals, targets and next steps for a topic as well as assess progress and check for understanding

Further Discussion Questions

- Post-module discussion points and questions are included in the individual module breakdowns in the [Module Guide and Diagnostic](#)
- Use this to verbally get feedback about student understanding
- This is a great opportunity to link the learning to student experiences, future plans and goals
- Students can be asked to verbally share any targets they have written on the Student Progress Tracker

7. SUPPORT MATERIALS FOR THE SKILLS TO SUCCEED ACADEMY

There are a variety of support materials available for career advisors / teachers which can be found in the advisor section of the Skills to Succeed Academy. The materials are designed to facilitate face-to-face discussions, identify learner challenges to overcome and support the use of the training within your programmes.

MODULE GUIDE AND DIAGNOSTIC

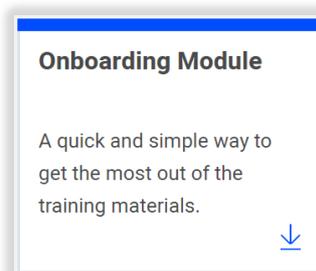


The [Module Guide and Diagnostic](#) was created to:

- Help advisors identify the most appropriate modules for students to complete
- Help prepare for the delivery of Group Sessions
- Support when running 1:1 sessions
- Provides module recommendations for students completing content independently

This can be used alongside [Lesson Plans](#) which contain a more detailed description of each module. Each lesson plan also contains discussion points / questions, which can support discussions with learners.

ADVISOR TRAINING



The [Advisor Training Module](#) provides staff/advisors with an overview of the Skills to Succeed Academy. The training is made up of bitesize chapters, which help to understand the breadth of learning content, different delivery methods and support materials that are available for Advisors. This module also demonstrates how Advisors can use the Academy to best support their learners.

The training covers five key areas:

- Background and Benefits
- Learning Content
- Registration
- Navigation and Advisor Materials
- Delivery Approaches

LESSON PLANS

Lesson Plans have been provided to support lesson planning across all modules. An example lesson plan is detailed below:

For access to more Lesson Plans, please click [here](#).

<p>Course: Getting A Job</p>	<p>Module 10: Test Drive CAR Technique</p>	<p>Learn It: 25 mins</p>
<p>Objectives:</p> <ul style="list-style-type: none"> ○ To define what CAR stands for ○ To recognise when to use CAR ○ To understand how to use CAR to help structure communications 		<p>Keywords:</p> <p>Context, Action, Result, Structure, Competency</p>
<p>Curriculum Links: PSHE and SEAL, Careers Education, Literacy, ICT</p>		
<p>Starter:</p>	<p>While waiting for computer/s to load students can:</p> <ol style="list-style-type: none"> 1) Fill in the date and module name on the Student Progress Tracker. 2) In a pair list 5 questions you could be asked in a job interview. 	
<p>Main:</p> <p>Success Criteria:</p>	<p>Complete 'Getting A Job' Module 10: Test Drive the CAR</p> <p>This module focuses on how to use the 'Context, Action, Result' (CAR) technique as a way of structuring communication. The purpose of this module is to introduce the concept of the CAR technique and ensure participants are able to use it to structure their communications on their journey into employment.</p> <p>Once the module is completed the blue progress bar  will appear complete on the module screen. Encourage students to leave this on the screen to allow you to check it.</p>	
<p>Extension:</p>	<p>If some participants finish this module early, they can access the Reference Zone via the question mark icon on the main module menu. The Reference Zone provides further information on the topics covered in the Practice It.</p>	

<p>Plenary:</p>	<p>Students can complete the progress tracker, setting themselves a target based on what they learnt.</p>	
<p>Success Criteria:</p>	<p>Completed progress tracker. Targets and quiz score could also be verbally fed back and shared.</p>	
<p>Extension:</p>	<p>Discussion:</p> <ul style="list-style-type: none"> ○ What does CAR stand for? ○ What are the benefits of using CAR? ○ What situations do you think you can use the CAR technique in? ○ When do you not need to use CAR? ○ What makes a SuperCAR answer different from a CAR answer? ○ Can you provide a CAR answer? Can you turn this CAR answer into a SuperCAR answer? 	
<p>Homework:</p>	<p>Students can complete the Activity Pack. Here they apply the CAR technique using their own skills and experience.</p>	
<p>Resources:</p> <ul style="list-style-type: none"> ○ Computer/s ○ Progress Tracker ○ Headphones (if working on individual computers) ○ Access codes ○ Activity Packs. 	<p>Assessment for Learning:</p> <ul style="list-style-type: none"> ○ Blue progress bar complete.  ○ Completed progress tracker. ○ Verbal feedback. ○ Student target and quiz score recorded. 	<p>Differentiation:</p> <ul style="list-style-type: none"> ○ Visual: Visual LEARN IT module. ○ Auditory: Spoken ICT module. Verbal feedback. ○ Reading: Written text. ○ Kinaesthetic: Interactive ICT module.

THE STUDENT PRE ASSESSMENT

What describes your current situation?

<input type="checkbox"/> I am beginning my career search	<input type="checkbox"/> I am looking for a job	<input type="checkbox"/> I want to brush up on my interview technique
<input type="checkbox"/> I am starting my first job	<input type="checkbox"/> I have a job and want to advance my career	<input type="checkbox"/> I want a different job or to change career path

NEXT

Students can also create a bespoke curriculum of training based upon their needs.

1. Start the 'What describe your current situation?' Course Menu screen
2. Complete the short pre-assessment
3. Your recommended modules will appear at the top of the course page with a progress bar. You can take the pre-assessment again by clicking the 'Change' button.

Students can retake the assessment as many times as they like, adjusting their curriculum to meet their needs at every stage in their journey.

Students can always access the full suite of Skills to Succeed Academy training modules by clicking the individual course on the Course Menu Screen.

MARKETING MATERIALS

Raising Awareness about Skills to Succeed Academy

<p>Poster Leaflet</p> <p>Poster to use when marketing to learners and advisors.</p> <p>↓</p>	<p>Social Media Toolkit</p> <p>Tips to help you talk about Skills to Succeed Academy on social media channels.</p> <p>↓</p>	<p>Marketing Messages</p> <p>Messages to be used in your communications.</p> <p>↓</p>	<p>Promotional Video (mp4 file)</p> <p>High-level promotional video.</p> <p>↓</p>
---	--	--	--

[VIEW ALL](#)

There are a range of Marketing Materials and templates that you can use to introduce the Skills to Succeed Academy to your organisation, such as:

- **Poster Leaflet** – can be used when referring students to the Skills to Succeed Academy training.
- **The Promotional Video** – uses characters Sam and Lila to explain the impact that the tool is already having across the UK

Find out more by logging in and accessing the advisor section of the Skills to Succeed Academy website.

ADDITIONAL USEFUL RESOURCE

The Skills Builder Partnership is a collaboration of over 700 educators, organisations and employers working together towards a common mission: to ensure individuals of all ages build the essential skills to succeed.

An essential skills framework has been developed which breaks down eight essential skills into teachable and measurable steps. For more information on the Skills Builder Partnership, take a look at their interactive Universal Framework, which breaks down each skill into teachable nuggets and outlines six principles for robustly building skills: <https://www.skillsbuilder.org/universal-framework>.

8. GET SET UP ON SKILLS TO SUCCEED ACADEMY

Registering with the Skills to Succeed Academy is a quick and easy process. Navigate to www.s2sacademy.com and select the registration link.

Please note that staff and students have different registration pages and access codes. Check if your organisation has its own access code for the Skills to Succeed Academy. If you do not, you can use our open access codes which can be found in our [Getting Started Guide](#).

Once an access code is obtained, you will be able to create an account on the Skills to Succeed Academy. Please refer to the [Advisors Quick Start Guide](#) on how to get started.

If your organisation is 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, please get in touch with us at contact@s2sacademy.com.

There is also a [Learner Quick Start Guide](#) for students to refer to. The guide is an easy way of sharing access code with your students, just add your student access code in the space provided. You can then display it on an interactive whiteboard or print it out.

Please do not share your “Staff” access code with students. Staff have access to support and marketing materials on the site and therefore have a different access code to students.

9. DELIVERY CHECKLIST

1. Use the [Module Guide and Diagnostic](#) to identify suitable modules for students.

2. Troubleshoot any IT problems using the [Technology Guide](#).

3. The Academy [Advisor Training Module](#) highlights a number of ways in which content can be delivered:

- Group session with students using individual computers
- Group session delivered by a teacher / advisor from the front of the class
- Students independently accessing the modules

4. Refer to the [Lesson Plans](#) to better understand how to structure lessons around particular modules.

5. Ask students to record progress in the [Student Progress Tracker](#).

6. Skills to Succeed Academy Certificates of Achievement for both [Courses](#) and [Modules](#) can be edited, printed or emailed to students to congratulate them for completing certain content.

7. If the session was delivered by a Teacher / Advisor from the front without students logging on, complete a 'Group Report'. The Group Report form also contains the option to provide feedback.

8. If any issues / queries occur, please refer to the FAQs at first instance. If you are unable to resolve queries yourself, please email contact@s2sacademy.com

