



Skills to Succeed Academy

Getting Started Guide



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About Skills to Succeed Academy

Created specifically to meet the needs of jobseekers and students, Skills to Succeed Academy offers 108 bitesize, interactive modules to choose from, preparing learners for the entire journey of choosing the right career, finding a job and succeeding in the workplace. To find out more about our story, please visit [Accenture's Skills to Succeed page](#).

If your mission matches [ours](#), we would 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](#).

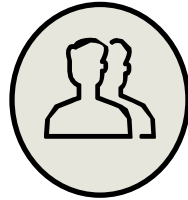
If you are not sure if your mission matches ours or have any questions on the above, then you can get in touch at contact@s2sacademy.com.



How do I access Skills to Succeed Academy



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 open Access Codes provided below.



Staff/Advisors should register [here](#) using their Access Code:

ACCESS4STF



Your **learners** should register [here](#) using their Access Code:

ACCESS



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](#) on the Advisor tab on the site.

What is in Skills to Succeed Academy's Employability courses?

Skills to Succeed Academy contains Employability courses designed to support learners in building the core skills they need to choose the right career for them, find and successfully apply for a job, and be successful in work.

The image displays three course cards for the Skills to Succeed Academy. Each card has a purple header with the course title and number of modules, a white body with a description and a list of topics, and a purple footer with a 'VIEW COURSE' button.

- Choose a Career (6 modules):** 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.
 - 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
- Getting a Job (20 modules):** This course will guide you through the whole process from deciding which jobs to apply for and writing your CV/resume to succeeding in an interview.
 - How to identify your top skills and apply for the right jobs
 - How to write a CV/resume and fill out an application form
 - Successful interview techniques
- Success in Work (10 modules):** 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.
 - How to prepare for work
 - How to work alongside your colleagues
 - How to stay motivated

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.



What is in Skills to Succeed Academy's New Skills Now courses?



Skills to Succeed Academy also contains New Skills Now training, which covers key skills that are critical for success in a digital world, such as problem solving, critical thinking and using technology and data, supporting learners to stay relevant as the nature of work evolves. The training focuses on capabilities that individuals can learn at any age and refine over time.

- [Lifelong Learning](#)
- [Emotional Intelligence](#)
- [Solving Problems](#)
- [Thinking Critically](#)
- [Understanding Technology](#)
- [Technology at Work](#)
- [Exploring Coding](#)
- [Discovering Data](#)

Within each New Skills Now course, there are three types of learning modules:

Self-directed learning modules: An extensive range of interactive learning modules including eLearning, explanation videos and learning games to support learners with building new skills and consolidating their understanding of a topic. Learners can practice specific content in a practical setting, e.g., through exploring business problems, case studies or trying out coding to create video games.

Activity modules: A variety of activities which prompt learners to practically apply learning content in different tasks such as worksheets, job aids and infographics, thereby deepening their understanding of the topics.

Group learning modules: Modules available as workshops enabling advisors to lead small group sessions on a specific topic. Learners can engage with the topic by discussing content, brainstorming and evaluating ideas in a group setting.

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 to complement 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: Learners' 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 complete the pre-assessment, learners need to complete the "What describes your current situation" section at the top of 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 will stay at the top of the Course screen.

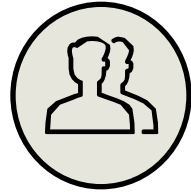
Learners can retake the assessment as many times as they like, adjusting their curriculum to meet their needs at every stage in their journey. Learners can always access the full suite of Skills to Succeed Academy training modules by clicking the individual course tiles on the Course Menu Screen.



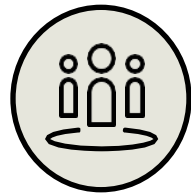
How can I deliver Skills to Succeed Academy?



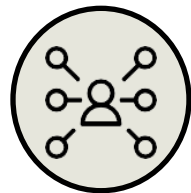
To hear from and see others delivering the training, have a look at the [Advisor Training Module](#). You can also take a look at some [Case Studies](#) to understand how other organisations have successfully delivered the Skills to Succeed Academy.



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



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](#).



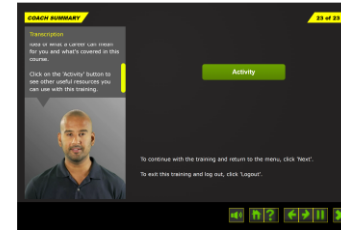
You can recommend modules to a learner to be completed remotely at a time that suits them. Find the INDEPENDENT learner's needs and tailor module recommendations accordingly. As a starting point, we would recommend SELF STUDY sharing the [Learner Quick Start guide](#) to help guide learners to get set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

How do I track usage?

The easiest way to track learner progress is via the:

- **Learner Progress Report:** All learners will have a progress page on the Skills to Succeed Academy, 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.

Progress



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, please get in touch with us at contact@s2sacademy.com.



How do I share 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](#) 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. You can also check out our [Advisor Training video](#) which contains all the information you need to get started.

How do I share 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.com.
- 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.

Share your story

We would love to hear about how the Skills to Succeed Academy has helped your Staff/Advisors and learners. To share your story, [click here](#).

To read about how others have received help from using the Skills to Succeed Academy, [click here](#).

Do I need to do anything with my IT?



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 affect 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 many 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.

How have other organisations used Skills to Succeed Academy?



Take a look at the below Case Study to find out how the Skills to Succeed Academy allowed the ELBA team to focus on coaching people in the specific areas they were struggling with, rather than assisting in basic preparation and how this ultimately drove a far better success rate at interview.



Creating Possibilities
in East London

ELBA

East London Business Alliance (ELBA) have partnered with the Skills to Succeed Academy in order to equip youth across the UK with the right skills and create more meaningful conversations between their learners and advisors.

How can I access other opportunities with Accenture?

Accenture has several other programmes you may be interested in:



Accenture Digital Skills

Accenture Digital Skills is a suite of free, online, digital courses that help learners enhance their employability or start their own business.



Movement to Work

A strategic coalition of employers, civil society and government, working with high end enterprises to supply 100,000 + placements across Industry.



Apprenticeship Programmes

We offer multiple Apprenticeship Programmes, including a Master's degree apprenticeship, a Consulting apprenticeship and a Technology Degree Apprenticeship which currently being offered in multiple locations.

