Skills to Succeed Academy

Module Guide and Diagnostic

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1.   Purpose of the Module Guide and Diagnostic

1.1. What is this document used for?

The Module Guide and Diagnostic is a great tool that helps you increase your understanding of the Skills to Succeed Academy training: Employability Skills and New Skills Now and providing a range of learning styles on offer; 'Learn It', 'Practice It', 'E-learnings', 'Explanation videos' and 'Learning videos'. This document helps you to identify which modules could be recommended to learners and embedded within your existing programmes.

There are a range of additional supporting documents that can help you with delivering the Skills to Succeed Academy content:

Advisor Training Module

Onboarding Module

An overview of everything you need to know to navigate the Skills to Succeed Academy.

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The Advisor Training Module provides staff / advisors with a quick overview of the Skills to Succeed Academy. It contains bite-size videos which helps to understand the breadth of learning content, virtual coaching and support materials that is available and how it can best be used to support learners.

The training covers these key areas:

- o   Background and benefits
- o   Learning content
- o   Registration
- o   Navigation and advisor materials
- o   Delivery

Training Handbook

If you are an Advisor wanting to run instructor-led sessions for Learners, refer to the Skills to Succeed Academy **Training Handbook**. It contains information on the contents of the training, options for how to deliver the training (classroom based/independent self-study), guidance on preparing for delivery of sessions as well as character descriptions.

1.2 Finding the right content for your learners

Learner Pre-assessment
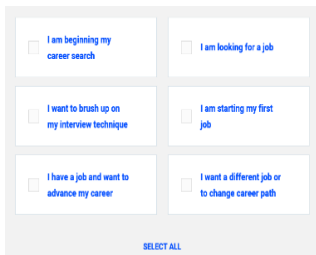
The learner pre-assessment is great for those who wish to complete self-study. Once registered and logged in, this can be accessed by selecting the course menu at the top of the learner homepage and completing the "What describes your current situation" section.

The learner pre-assessment creates a bespoke set of modules specifically tailored to the learner based on the stage they are at in their job search and the specific activities they need support with. Their personalised curriculum of training can be accessed at any time by clicking on the Course Menu.

Training course and module overviews

THE TRAINING
COURSES AND
MODULES OVERVIEW

Find out more about our Skills to Succeed Academy training - Employability Skills and New Skills Now, the modules within them and how they can be used by learners in our Training Course and Module Overviews. For more information on Training Course and Module Overviews, please click **here**.

The Training Course and Module Overviews provide recommendations of modules that are most suitable to learners at different stages of their career journey. The Module Overview can be used by advisors to best pick out modules that are relevant to the learner.

Scenario based module recommendations

Scenario based module recommendations are a useful starting point to help advisors pick out the most relevant modules for their learners based on common scenarios that learners face.

For example, if a student needs help writing or tailoring their CV (Scenario 7), they can refer to the Identify Your Skills, Create Your CV or Tailor Your CV modules. For more information on which modules to direct your learners to, please click **here.**

Individual module guides

Individual module guides have been designed to support advisors with employability module delivery and discussions with learners once they have completed a module. Each guide includes:
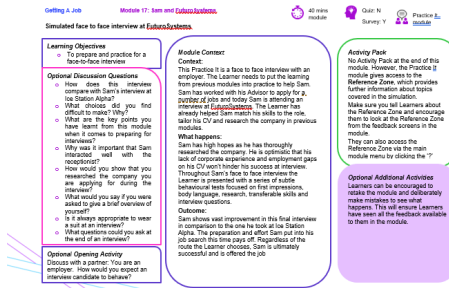
○ Module objectives
○ Discussion points
○ Length of module
○ Type of training ('Learn It'/'Practice It')
○ Information about the activity pack (where applicable)

Please note that we do not recommend that learners complete every module on the Skills to Succeed Academy, only those that are most relevant to them and their job search.

2.   Scenario-based module recommendations

2.1 Scenarios overview

Whilst every learner's employability needs and circumstances will differ, there are some common scenarios that learners face. Different combinations of the Skills to Succeed Academy modules work well together to address specific employability skills needs. To access the scenario based module recommendations, click **here**.

The types of scenarios we have identified can be summarised into five broad categories:

Category	Scenarios	Description of scenario types
No/minimal understanding	Scenario 1- Indecisive about career	Scenarios where learners are in the very early stages of the job seeking process (i.e., they are unsure what they want to do or need to know more about the types of jobs to apply to).
	Scenario 2 – Unsure how to find out more about careers	
	Scenario 3 – Needs help identifying the right job to apply for	
	Scenario 4 – Wants to understand what transferable skills they have	
	Scenario 5 – Wants to know how to apply for a specific job	
Complication	Scenario 6 – Poor attitude/resistant to help and authority	Scenarios where the learner may have other responsibilities or situations that will impact on their ability to job seek.
Early application stage	Scenarios 7 – Needs help writing or tailoring their CV/Resume	Scenarios where learners who are in the initial stages of applying for a job (e.g., they are writing their CV/Application form/Covering letter).
	Scenario 8 – Needs help writing an application form	
	Scenario 9 – Wants to develop their LinkedIn profile and online presence	
	Scenario 10 – Needs help preparing for an in person interview	
	Scenario 11 – Needs help preparing for a telephone interview	
Before Starting a Job	Scenarios 12 – Wants to know how to prepare before starting a new job	

	Scenario 13 – Wants to know how to succeed in the first few weeks in a new job	Scenarios where learners have secured a job and are waiting to start.
In employment	Scenario 14 – Wants to know how to advance their career	Scenarios where learners are already in employment or training and want to progress.
	Scenario 15 – In employment and wants to learn how to improve their performance	
	Scenario 16 – Considering a career change or new job	

Advisors can use these scenarios as a starting point for identifying modules that will be most useful to their learners. Clearly not all learners will fit neatly in to one of the scenarios; please use the **Training Courses and Module Overviews** to adapt the suggested module combinations and therefore best meet the needs of individual learners.

3. Tailoring use of the Skills to Succeed Academy for different needs

There are several specific areas that the Skills to Succeed Academy can provide support with. These include:

- Using the Skills to Succeed Academy within education. We have created a bespoke Educator's Guide which can be used to support delivery in a classroom-based setting.
- Embedding the Skills to Succeed Academy into work experience programmes, increasing the value of work experience for both the learner and the employer.
- Mid-Career Worker Curriculum – the Skills to Succeed Academy can be used by those over the age of 25 who may want to refresh their employability skills and learn new skills to stay relevant in the digital economy.

3.1. Optimising Academy use in education setting

The Skills to Succeed Academy modules can be embedded into an already existing school curriculum. For example, the Skills to Succeed Academy can be integrated into a PSHE curriculum. Some organisations also use it as part of traineeship and apprenticeship preparation and training.

We have created a bespoke Educator's guide to support you with using the Skills to Succeed Academy in Education. The Educator's Guide provides a range of information on topics including:

- How to use the Skills to Succeed Academy to complement your existing curriculum
- Using the Skills to Succeed Academy with learners, preparing them for work experience placements and enhancing careers conversations
- Guidance on delivery methods
- Guidance on how using our online learning tool can help schools meet the Gatsby benchmark and achieve Ofsted outstanding

The Academy and Digital Skills programmes have achieved a Skills Builder Impact Level 3: Practising Essential Skills - **https://www.skillsbuilder.org/universal-framework**

To access the Educator's Guide, please **here**.

3.2. Work experience programmes

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

Learners often lack the skills and confidence needed to operate and succeed within the work environment. Both the Skills to Succeed Academy and the Digital Skills programmes support learners 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 learners to capitalise on the value of their experiences. The curriculum covers three main areas:

In the workplace

- o Helping learners through the steps needed to prepare for their work placement through modules such as 'Having the Right Attitude' and 'Finding Your Feet', emphasising the importance of having the right attitude and creating a good first impression.

Employability skills
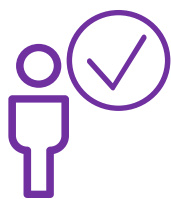
- o Helping learners identify the skills they have developed over the course of their placement and showcase these skills in a CV or application for further education.
- o Helping learners develop a dynamic mix of skills that they can apply throughout their career journey such as lifelong learning and communication skills.
- o Module to use as a starting point is 'Identifying Your Skills'.

Digital skills

- o The Digital Skills programme helps learners to gain exposure to the various digital skills needed in the workplace.
- o The 'Digital Skills for Work and Life' course provides guidance on how digital is changing the world of work and how learners successfully grow a career in a digital world.

To find out more on how you can use the Skills to Succeed Academy and the Digital Skills programme to support your learners with their work experience placements, please refer to our **Work Experience Curriculum Guide**.

3.3. Mid-career worker curriculum

Testing was carried out to understand the suitability of modules within the Skills to Succeed Academy for mid-career workers. We received great feedback and it was identified that certain modules from the *Employability Skills: Getting A Job* course were particularly useful for this audience group.

The Mid-Career Worker Curriculum has been designed to support learners over the age of 25 who may want to refresh or hone their employability skills. The Mid-Career Worker Curriculum supports individuals with their job search, building the necessary skills to successfully apply for and secure a job.

Modules suitable for all mid-career workers

One set of modules has been recommended for **all mid-career workers,** including those who might be more experienced with their career search and want to refresh their CV or skillset.

A few useful modules are:

- o GAJ 5: Identify Your Skills
- o GAJ 13: Tailor Your CV
- o GAJ 10: Test Drive the CAR Technique

Additional modules for those less confident at job seeking

A second set of modules are recommended for learners who may have been unemployed for some time and are less confident with job searching and application process.

A few useful modules are:

- o GAJ 8: Do Your Research
- o GAJ 9: To Apply Or Not To Apply?
- o GAJ 11: The Selection Process

To access the full Mid-Career Worker Curriculum, please click **here**.

For additional learning content, the New Skills Now training courses also offers a range of courses designed to help learners evolve and learn new skills needed to stay relevant and thrive in the fast-evolving digital economy.

4. Introduction to the training courses and modules

4.1. Training Course and Module Overviews

Created specifically to meet the needs of jobseekers, the Skills to Succeed Academy is a free, online learning programme offering over 100 bite-size interactive modules designed to guide learners through the entire journey of choosing the right career, to finding a job and achieving success in the workplace.

4.1.1 Employability training

The 41 Employability Skills modules are split over three training courses designed to support people in building the core skills needed to choose a career as well as gain and sustain a job. The three courses are:

CAC refers to the 'Choose a Career' course

6 modules exploring:

- o What a **'career'** really means
- o How to **choose a career** by considering motivations, skills, and passions
- o Where to **find information** to understand career options

This course is perfect for those starting out their career search, particularly younger learners.

GAJ refers to the 'Getting a Job' course

23 modules providing guidance on how to find and secure a job. Learners can:

- o Take modules **that identify** their transferable skills
- o **Tips and tricks** on how to create and tailor a CV
- o Gain **advice on the application** process and interviews

This course also includes a module on how to enhance online professional presence.

This is a great course for learners who are looking for jobs, further education, training, or work experience. It is also a great course for those who have been out of work for some time and are looking to get back into employment.

SIW refer to the 'Success in Work' Course

12 modules which show the learner:

- How to navigate within **different stages** of starting a job
- How to **manage** a career
- Stay **motivated**
- Be **successful** in the workplace.

These set of modules are useful for those who are applying for or about to start a new job.

There are two types of training modules within the Employability courses:

Learn It modules:
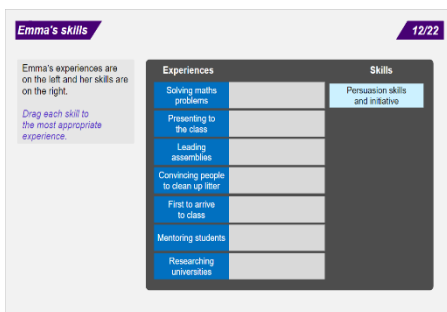
Interactive online training modules focused on a theme such as identifying your transferable skills, creating a great CV or completing a standout application. Each module will focus on building specific skills related to the topic and focus on the "how to".

To make the training engaging and interactive, concepts are introduced using videos of a character or other professional, e.g., employment advisor, young person.

Learners can consolidate their learning through various activities: drag and drop activities, flip cards and quiz questions. Downloadable activity packs are available at the end of the module, allowing learners to apply what they've learnt in their own time.

Practice It modules:
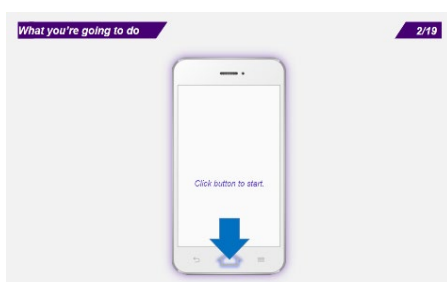
Interactive simulations where learners guide a character through a scenario, such as a first job interview, a challenging panel interview or the first day in their new job, deciding how to respond to questions and as a result, then see the consequences of their chosen actions.

Practice It modules are an example of behavioural learning, providing a chance for learners to explore and practice skills which can often be difficult to teach - such as body language, eye contact and making first impressions.

4.1.2 New Skills Now training

New Skills Now covers 72 modules which are split over eight training courses designed to support people in building the core skills needed to be successful in an increasingly digital world, such as problem solving, critical thinking and lifelong learning.

New Skills Now offers a combination of self-directed, online learning content and facilitation materials for group discussion. While the online content is intended to provide a rich learning experience on its own, partners and advisors can choose to supplement it with in-person workshops for a blended learning approach.

This variety of learning formats generates a unique learning experience that can be tailored to different target groups, needs and skills. The majority of the New Skills Now content is custom-made learning content. Please note: The below courses do not include activity modules.

The eight courses are:

'Lifelong Learning' course

7 modules which show the learner:

- o How important a **growth mindset** is to your success
- o How to **stay positive and successful**
- o The best way to **master mistakes**

This course shares ways to persevere and adapt, even in the face of challenges. An ideal module for learners who have difficulties with adopting a new skill.

'Emotional Intelligence' course

 6 modules which show the learner:

- o How to **gather information** about your audience
- o Tips and tricks on how to **adapt your communication** to their interest and needs
- o How to **improve communication** by practicing active listening**.**

This course discovers strategies for managing emotions, coping with stress, and working effectively with others. Providing learners with key elements of working with others.

'Solving Problems' course

8 modules which show the learner:

- o How to **handle problems** better
- o Decide on the best to **solve solutions**

Everyone faces problems at work and in life. This course presents approaches to make problem solving easier.

'Thinking Critically' course

9 modules which show the learner:

- o Discover how **critical thinking** is used in our day-to-day life
- o How to **develop** your critical thinking

This course describes methods for evaluating information and thinking through decisions.

Understanding Technology course

7 modules which show the learner:

- o Understand the **history and future** of technology
- o **Get and stay update** to date with latest technology

Explore the basics of technology and the history and future direction of technological development.

'Technology at Work' course

12 modules which show the learner:

- o Learning how the **search engine** works
- o **Identify and develop** in computer and internet basic
- o **Understand** how they are used in the workplace

Learners can improve their digital literacy with this introduction to computers and the internet, and how they are used in the workplace.

'Exploring Coding' course

16 modules which show the learner:

- o Understanding what coding is and **coding concepts**
- o Explore the **basic of coding** and difference

This course provides an overview of coding and an introduction to the key programming languages.

'Discovering Data' course

**7 modules** which show the learner:

- o Learn the **different types** of data
- o Discover the **power of data** and how to use it to use it make decisions

This course will help you learn the ways to collect and interpret data, and how it can be used to guide decision making.

If you would like a detailed description of the training modules for each course, take a close look at our Courses Leaflet, click **here**.

Three types of training modules within the New Skills Now course:

Self-direct learning modules:
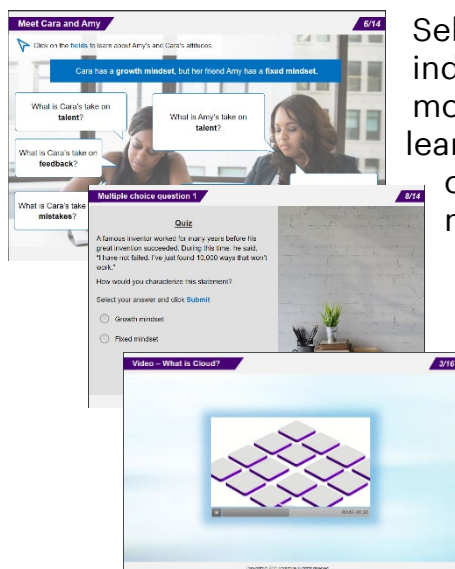
Self-direct learning allows learners to work independently through extensive selection of modules, such as e-learnings, explanation videos and learning games. The Learners have the opportunity create their own learning journey by picking which module they are most interesting in.

- o E-learnings is interactive style of learning that draws upon knowledge. Learners must convey new concepts and build new skills, using real word concepts, such as case studies, business problems, making decisions or performing tasks.
- o Learning videos and games provides the opportunity to present information in an understanding manner but also gives learners practice on the specific content in a practical setting.

Activity modules:
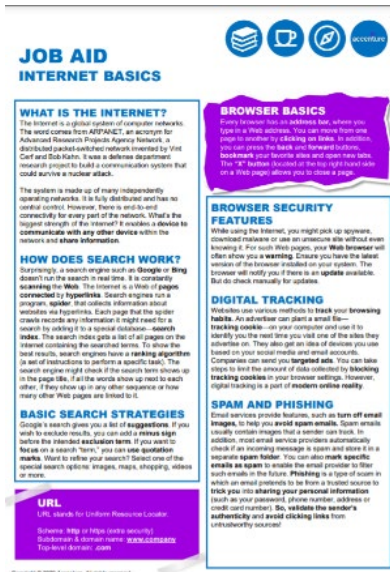
Activity modules contain different activities. These activities prompt learners to practically apply learning content in different tasks to deepen their understanding of the topics covered.

These activities include:

o   Worksheets – this activity material is a handout activity where learners must work independently on specific tasks to build a clearer understanding of the content.
o   Job aids – a written document that provides learners with a succinct overview of a topic or process.
o   Infographics – a compact and visually appealing way to represent important information or facts needed to understand the topic.

Group learning modules:

Group learning modules are all workshops. These are led by the advisor and are mainly in small groups. The workshop is a combination of slides with a classroom training with a predefined agenda, which allows learners to be active and engaged with the topic by discussing content, brainstorming, group exercises then evaluating the ideas together in a group setting.

Use of the Skills to Succeed Academy is very flexible: modules can be completed as standalone modules, or a combination of modules can be completed to cover a specific training 'theme' (i.e., preparing for interview). Modules can be completed by learners independently or alternatively can be used within group training.

4.2 All modules overview

The All-Module Overview Guide contains a breakdown of modules within the Employability Skills and New Skills Now courses to help Advisors understand the objectives of each module and how it can help their customers.

See the below tables for examples of the Module overviews:

'Choose a Career' course modules						
Module No.	Module name	Module objective	Characters in module	Type of learning	Time to complete	Preparation and suitability for instructor-led delivery
1	Lila's Dilemma	By the end of this module, learners will be able to recognise why it is important to think about their career	Lila, Nan	Practice It	30 – 60 mins 50 mins recommended	**Simple preparation** This is a Practice Its module that can be effectively delivered from the front of a room to a class/ group.

Lifelong Learning' course modules						
Module No.	Module name	Module objective	Type of learning	Time to complete		Preparation and suitability for instructor-led delivery
1	Intro to Growth Mindset	By the end of this module, learners will be able to: Discover the meaning of a growth mindset Find out how a growth mindset differs from a fixed mindset and how it affects our everyday day lives	eLearning	20 mins Recommended		**Independent working** Learners can effectively work through this e-learning module independently

To see the full list of modules, please click here.

For reference, see below for a list of all the modules you can access across the Employability Skills and New Skills Now training content:

Employability Skills courses:

Choose a Career	Getting a Job	Success in Work
Lila's Dilemma	Ice Station Alpha	The Night Before
Career Pursuit	Your Training Journey	Getting On Track
Why Do You Want to Be A…?	Who Can Help You?	Ready.. Steady.. Prep!
What Makes You Tick?	Jenny And Sam	Welcome to WurkyWorld
Find Your Future	Identify Your Skills	Finding Your Feet
Get Some Experience	Create Your CV	Getting To Know You
Lila's Shout Outs animation	Work Your Network	Knowing Your Job
	Do Your Research	Having the Right Attitude
	To Apply Or Not To Apply?	Life at WurkyWorld
	Test Drive The CAR Technique	Using Your Skills to Succeed
	The Selection Process	Thrive in the Virtual Workplace
	The Call Out of The Blue	Virtual Working
	Tailor Your CV	
	The Application Form	
	A Better Cover Letter	
	Prepare For Your Interview	
	Sam And Futuro-systems	
	Ace Your Interview	
	The Pearly Bank Panel	
	Online Professional Presence	
	Master Virtual Interviews	
	Prep for a Virtual interview	
	The Virtual Interview	

New Skills Now courses:

Lifelong Learning	Emotional Intelligence	Solving Problems	Thinking Critically
Intro to Growth Mindset	Emotional Self-Regulation	Welcoming the Problem	Intro to Critical Thinking
Growth Mindset and the Brain	Self-Regulation Scenarios	Handling Problems Better	Four Cs for Future success
Why a Growth Mindset Matters – Lifelong Learning Workshop 1	Choosing a pet to suit your personality	Basic Problem Solving	How to think Critically
Intro to the Learning Quotient	Identifying Personality Types	Try it Out! Problem solving for beginners	Useful Questions to Apply Critical Thinking
Importance of Lifelong Learning	Grounding Exercises	Basic Problem Solving	How to Apply Critical Questions
Six Principles to stay positive and successful – Lifelong Learning Workshop	Improving your Emotional Self-Regulations	Solving Complex Problems	Traits of a Critical Thinker
How to Master Mistakes	Coping with stress	Pros and Cons	Skills for Critical Thinking
Four Steps to Growth Mindset	The STOPP Technique for Emotional Self - Regulation	How to Decide on a Solution	Is this real or fake?
Growth Mindset in Daily life	The STOPP Technique	Good, Better, Best?	Traits and skills for Critical Thinking
The WOOP Strategy for Achieving Goals –	Knowing Your Audience	So Many Options!	How to Validate Sources
Lifelong Learning Workshop 3 -The WOOP Exercise	Active listening	Try it Out! So many options – Task 1	How to analyse an Online Source
New Roles Models – Lifelong Learning Workshop 4	Managing Conflict	Try it Out! So many options – Task 2	3 Skills for Success at work
	Improving Your Communication Skills	Creating a Hypothesis	Five Steps to Think Critically
	Communicating Better	Using a Logic tree to make decision	Taking time to solve problems
		Verifying Assumption	Tips for using Critical Thinking at work
		Evaluation and Measuring	How to become a Critical Thinker
		Try it out! Problem solving in action	Reflecting on Critical Thinking

accenture

Understand Technology	Technology at Work	Exploring Coding	Discovering Data
Technology Then and Now	What is Digitalisation	What is coding	Data interpretation Simplified
Technology Trends over the Years	Learn about Digitalisation	JavaScript and Python	It's All About Data
Using Technology in Daily Life	Computer basics	Python Coding Games	How to Collect data
What's New on the market	Internet Basics	JavaScript Coding Game	Five Scales of Measurement
The Automated life	Digital Natives	Common coding structures	Methods of Data Interpretation
Quiz on Everyday technology	Digital natives Vs digital immigrants	Black-based Coding Game	Data Interpretation
Skills for Critical Thinking	Quiz on Technology basics	Web Development for beginners	Taking Initiative
Changing Technology	Hardware and Software	Introduction to App Development	Excel Basics
Discuss and practice the 5 Ws	Basic online Technologies	Introduction to Software Development	How to Interpret Data
How to stay up to date with Technology	Email Basics	How to create a Video game	How to interpret data– sample data for exercise
	Using Emails	Becoming a specialised developer	
	Working Efficiently	12 Common Coding Languages	
	Virtual Communications	Type of web Development	
	How Search Engines Works	Python Coding Game	
	Learn to Search for Your Digital Footprint	Comparing iOS and Android	
	Digital Transformation	Becoming an App Developer	
	A glimpse into future technology development	Game Development	
	Imagine the world in 2100	Focus on JavaScript	
	History and Future of Technology	Coding – What all Codes and Coders have in common?	
	Deep Dive into Tools		

5. Delivering the Skills to Succeed Academy

5.1. Employability Skills: Individual Module Guides

The Individual Module Guides are a handy tool to help advisors deliver the Employability Skills modules. Each module guide provides detail on module contexts, learning objectives and accompanying discussion points to support conversations with learners. Additionally, there are useful hints and tips to help your present modules to learners or groups.

Below are two examples of the module guides, in order to access the full set of individual module guides, click **here**.

Crib Sheet Icons	Description of what information is included
	Estimated time to run modules and offline activities
	Practice It module (type of learning)
	Learn It Module (type of learning)
	Quiz and Feedback information: Information on the availability of quizzes and feedback surveys in the module
N/A	Learning Objectives: What Learners will achieve upon module completion.
N/A	Optional Discussion Questions: Ideas of questions for Advisors to ask Learners during/after the module
N/A	Module Context: Summary of the module.
N/A	Activity Pack: Details of the activities in the downloadable pack which allows Learners to apply what they've learnt.
N/A	Optional Opening Activities and Additional Activities: Examples of activities that can be used with Learners at the beginning of a session or if Learners finish a module early.

How to write a Cover Letter

Learning Objectives
- o Explain what a Cover Letter is and what it is used for
- o Describe what to include in a Cover Letter

Optional Discussion Questions
- o What are the differences between a CV and Cover Letter?
- o What sections would you include in your Cover Letter?
- o Give me an example of how you would make yourself stand out?
- o Give me an example of the sort of language that you would use on a Cover Letter?
- o What points would you want to include in the opening and closing of your Cover Letter?
- o What things about the company you are applying to could you include in your Cover Letter?

Optional Opening Activity

Discuss with a partner: What is a cover letter? What should you include in a cover letter?

Module Context:

This module takes the Learner through the different elements needed to create a Cover Letter. Learners are shown examples of Cover Letters and what should be included in them. The Learner has the opportunity to improve a Cover Letter based on this information. The purpose of this module is to ensure the Learner understands how a Cover Letter can be laid out, what language to use and what information should stand out. The text from each of the Cover Letters (when in the scrolling boxes) can be copied and pasted into text editing programs

Introduction to cover letters: What a Cover Letter is, why one is used and how they can be written differently to a CV

Good features of a cover letter: What makes a Cover Letter better

Activity: Rank the Cover Letters for Daniel, Ameera and Sam (drag and drop activity)

Improve a cover letter: How to improve a Cover Letter by thinking about layout, the introduction and close, the use of positive language, using company information and how to stand out

Activity: Spot where Daniel's Cover Letter layout can be improved (click to find), What can Daniel do to improve the introduction and end of his letter (multiple choice quiz), Pick positive words to improve Daniel's Cover Letter (drop-down lists)

Activity Pack

Prerequisite for activity: Learners need a CV and a job description they want to apply for to be able to fully complete this Activity Pack.

Activity 1: A template to help start a Cover Letter, along with a checklist and some helpful hints and tips

Optional Additional Activities

Learners can think about what information they would include in a Cover Letter for a job they are interested in.

Simulated face to face interview at FuturoSystems

Learning Objectives

o To prepare and practice for a face-to-face interview

Optional Discussion Questions

o How does this interview compare with Sam's interview at Ice Station Alpha?
o What choices did you find difficult to make? Why?
o What are the key points you have learnt from this module when it comes to preparing for interviews?
o Why was it important that Sam interacted well with the receptionist?
o How would you show that you researched the company you are applying for during the interview?
o What would you say if you were asked to give a brief overview of yourself?
o Is it always appropriate to wear a suit at an interview?
o What questions could you ask at the end of an interview?

Optional Opening Activity

Discuss with a partner: You are an employer. How would you expect an interview candidate to behave?

Module Context

Context:

This Practice It is a face to face interview with an employer. The Learner needs to put the learning from previous modules into practice to help Sam.

Sam has worked with his Advisor to apply for a number of jobs and today Sam is attending an interview at FuturoSystems. The Learner has already helped Sam match his skills to the role, tailor his CV and research the company in previous modules.

What happens:

Sam has high hopes as he has thoroughly researched the company. He is optimistic that his lack of corporate experience and employment gaps on his CV won't hinder his success at interview. Throughout Sam's face to face interview the Learner is presented with a series of subtle behavioural tests focused on first impressions, body language, research, transferable skills and interview questions.

Outcome:

Sam shows vast improvement in this final interview in comparison to the one he took at Ice Station Alpha. The preparation and effort Sam put into his job search this time pays off. Regardless of the route the Learner chooses, Sam is ultimately successful and is offered the job

Activity Pack

No Activity Pack at the end of this module. However, the Practice It module gives access to the **Reference Zone**, which provides further information about topics covered in the simulation.

Make sure you tell Learners about the Reference Zone and encourage them to look at the Reference Zone from the feedback screens in the module.

They can also access the Reference Zone via the main

Optional Additional Activities

Learners can be encouraged to retake the module and deliberately make mistakes to see what happens. This will ensure Learners have seen all the feedback available to them in the module.

5.2. New Skills Now: Workshops

The Workshops are a handy tool to help advisors deliver the News Skills Now course in a classroom setting. Each course contains at least two workshops that provide helpful material to facilitate conversations and interactive learning.

Below find two examples of different New Skills Now course workshops. To access to the full set of workshops, click **here**.

Lifelong Learning Workshop 1 – Why does a growth mindset matter?

Solving Problem Workshop 1 – Basic problem solving

6. Quick links

You can access a range of supporting material to help you to deliver the Skills to Succeed Academy, by clicking the links below:

- **Advisor Training Module** – This module provides staff / advisors with bite-size videos to help better understand the Skills to Succeed Academy. To access the handbook, please follow this link: https://s2sacademy.com/course/non_replay/uk/onboarding/

- **Training Handbook** – A great tool to use for guidance on preparing for delivery of sessions. To access the Handbook, please follow this link: https://s2sacademy.com/cms/uk/delivering_s2s_files/Skills%20to%20Succeed%20Academy%20Training%20Handbook.pdf

- **Training Course and Module Overview** – The Training Course and Module Overview is a quick and easy tool to use, providing advisors access to information on each of the Skills to Succeed modules, which can be used to plan delivery. To access this section, please click here.

- **Scenario Based Module Recommendations** – This tool allows advisors to choose modules based on the learner's employability needs and circumstances. To access the Scenario based module recommendations, please click here: https://s2sacademy.com/cms/uk/delivering_s2s_files/Skills%20to%20Succeed%20Academy%20Scenario%20Based%20Module%20Recommendations.pdf

- **Individual Module Guides** – These guides are super useful for helping advisors plan delivery for the Skills to Succeed Modules. To access the Guides, please click here: https://s2sacademy.com/cms/uk/delivering_s2s_files/Skills%20to%20Succeed%20Academy%20Individual%20Module%20Guides.pdf

- **Educator's Guide** – A super handy document for educators who wish to integrate the Skills to Succeed Academy into their existing curriculums. To access the Educators Guide, please click here: https://s2sacademy.com/cms/uk/delivering_s2s_files/Skills%20to%20Succeed%20Academy%20Educator's%20Guide.pdf

o **Delivering the Skills to Succeed Academy** – The Delivering the Skills to Succeed Academy section gives an easy overview of how to deliver and facilitate the course workshops and different activities within the courses. To find out more, click here: https://s2sacademy.com/facilitation-materials/

o **Work Experience Curriculum Guide** – This document highlights how the Skills to Succeed Academy can be used to enhance the value of work experience. To access the guide, please follow this link: https://s2sacademy.com/cms/uk/delivering_s2s_files/Skills%20to%20Succeed%20Academy%20Work%20Experience%20Curriculum%20Guide.pdf

o **Mid-Career Worker Curriculum Guide** – A curriculum specifically tailored to support learners over the age of 25 who may want to refresh or hone their employability skills. https://s2sacademy.com/cms/uk/delivering_s2s_files/Skills%20to%20Succeed%20Academy%20Mid%20Career%20Worker%20Curriculum.pdf

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