



SKILLS TO SUCCEED ACADEMY

Getting Started Guide



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ABOUT THE SKILLS TO SUCCEED ACADEMY

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

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

Our requests 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 organization.
- 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 Staff 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.org.

HOW DO I GET ACCESS?

Getting access to the Skills to Succeed Academy training material is easy - all you need is an Access Code to register on the site to get started. If you are unsure of the access codes for your location, **check with the Skills to Succeed Academy point of contact at your organization or reach out to us at contact@s2sacademy.org** .

Once you have your access codes, go to <http://s2sacademy.org> and click on

REGISTER NOW

There are two types of access codes. Be sure you and your learners are using the proper type to register:





Staff Access Codes – Provide the exact same user experience as learners, but provide access to additional support materials and features for advisors, instructors, and program managers.



Learner Access Codes – Allows your learners to be counted in your organization's metrics.

PLEASE COMPLETE THE GROUP REPORT!

The Skills to Succeed Academy is offered free of charge to our partners. In return, we ask that you help us to capture the number of Learners you train. If you are delivering the training in a group setting where learners are not registering individually, please complete the Group Report for each cohort by clicking the Advisor tab  and then Create Group Report. 

It takes about a minute and allows us to show progress toward our goals and continuing to offer the S2S Academy to our partners.



WHAT **CONTENT** IS IN THE SKILLS TO SUCCEED ACADEMY

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

6 modules

Choose Your Career

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

20 modules

Getting a Job

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

10 modules

Success in Work

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

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

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

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

HOW DO I CHOOSE THE RIGHT MODULES

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 high-level [Module and Character Reference](#) or the detailed [Module Guide and Diagnostic](#).

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

In many cases, it may be best not to start with the first module in each course as these are more basic in content and are usually only suitable for Learners at the very early stages of their career journey.

THE PRE-ASSESSMENT

A LEARNER'S PERSONALIZED 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. They can answer several questions at the top of the Courses tab, and the Academy will recommend modules aligned with their needs. Staff can also access the same assessment if to select modules to teach to their students.

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

The Academy can be delivered through one of these approaches or a hybrid:



COMPUTER LAB

Training is delivered in a classroom or lab setting in which each student has his or her own PC or tablet. The instructor answers questions and facilitates discussion.



HOMEWORK

The instructor assigns modules to be taken outside of class as self-study, and then the learners return to the classroom for debrief and discussion to reinforce the learning. As a starting point, we'd recommend sharing the [Learner Quick Start Guide](#) to help guide Learners to get set up on the site. Learners can also share their progress with you via their Progress tab.



CAREER CENTER

An advisor meets with a jobseeker and recommends specific modules based on his or her needs. The jobseeker learns the basics through the Academy and returns to the advisor for targeted 1:1 coaching.




PRESENTER

The instructor presents the Academy on a projector in front of the class. This is a great option for locations with lower access to computers or wi-fi, for example a rural or prison setting, where the instructor can use their laptop and hotspot to share the Academy with learners. The presenter approach also has the benefit of “protected” classroom time, compared to having learners complete modules on their own as homework. **Note:** if using this approach, be sure to fill out a [Group Report](#) for each cohort.

HOW DO I TRACK USAGE?

The easiest way to track Learner progress is via the:

- **LEARNER PROGRESS REPORT:** All Learners will have a  page detailing which modules they have completed. Learners can email this to Staff/Advisors via the site.
- **ACTIVITY PACKS:** Available to download, these give Learners the chance to consolidate and apply the lessons they have learned 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.

WILL YOUR ORGANIZATION REACH

1,000 S2S ACADEMY LEARNERS PER YEAR?

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

- Reporting to understand how your Learners are using the Skills to Succeed Academy.
- Potential for additional support and training from the Skills to Succeed Academy Team.

To apply for a unique Access Code, please contact us at contact@s2sacademy.org

HOW DO I SHARE THE 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 organization:

- 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 [Staff Quick Start Guide](#) with steps on how to get access.

TRAINING FOR YOUR COLLEAGUES – COMING SOON

The online Advisor Training will be 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.

HOW DO I SHARE THE ACADEMY OUTSIDE OF MY ORGANIZATION?

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:

- Poster/Leaflet – Poster to use when promoting to learners and advisors.
- Social Media Toolkit – Tips to help you talk about the Skills to Succeed Academy on social media channels.
- Marketing Messages – Messages to be used in your communications.
- Promotional Video – 3-minute video that can give learners a quick understanding of what the Academy is all about.

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

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

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

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

HOW HAVE OTHER ORGANIZATIONS USED THE ACADEMY?

Check out the examples below to find out how different types of organizations have rolled out the Academy to their learners.

Community Colleges

The Skills to Succeed Academy has been used with small rural colleges, as well as large, urban college systems in a variety of programs – including First Year Experience, CTE, dual enrollment, career center workshops and many others.

Large Non-Profit

Through our partnership with a large, national non-profit organization, the Skills to Succeed Academy has been used in more than 30 cities at employee orientation/onboarding, professional development workshops, career readiness courses, career centers, digital skills training, and in 1:1 coaching for jobseekers. The Academy has served a diverse range of people, including youth, adults, people with intellectual disabilities, senior citizens, veterans, justice-involved youth and adults, and TANF recipients.

Small and Medium-Sized Non-Profits

The Academy has been embedded into many employability programs. One non-profit embedded the Academy into its refugee job training program. Another non-profit used the Academy modules to complement their technology training program.

Government Agencies

The Academy has been used with by workforce development agencies as part of their summer jobs programs and other job training. Also, a state department of corrections has used the Academy to provide justice-involved adults with career readiness skills as they prepare to exit the justice system and re-enter the workforce. The Academy has been delivered in workshop-style settings even with limited access to the internet.

High School

The Skills to Succeed Academy has been rolled out by individual schools and by school districts to support advisors and teachers in helping young learners to develop career skills.

HOW CAN I START PLANNING?

Complete this grid with your team, and prioritize the programs to get started.

PROGRAM NAME	LOCATION	AUDIENCE	COURSE(S) YYC GAJ SIW	DELIVERY 1 2 3 4 5	REQUIRED? Yes or No	START DATE	OWNER	EFFORT Hi Med Lo	IMPACT Hi Med Lo

COURSE
 YYC-You and Your Career
 GAJ-Getting a Job
 SIW-Success in Work

DELIVERY
 1. **Computer Lab Approach** - Training delivered in a classroom setting; each student has PC
 2. **Homework Approach** - Partial Advisor-led training in workshop, partial self-study training
 3. **Career Center Approach** - Advisor referral to the training, plus 1:1 coaching
 4. **Presenter Approach** - Advisor presents on a projector in front of the class
 5. **Other**