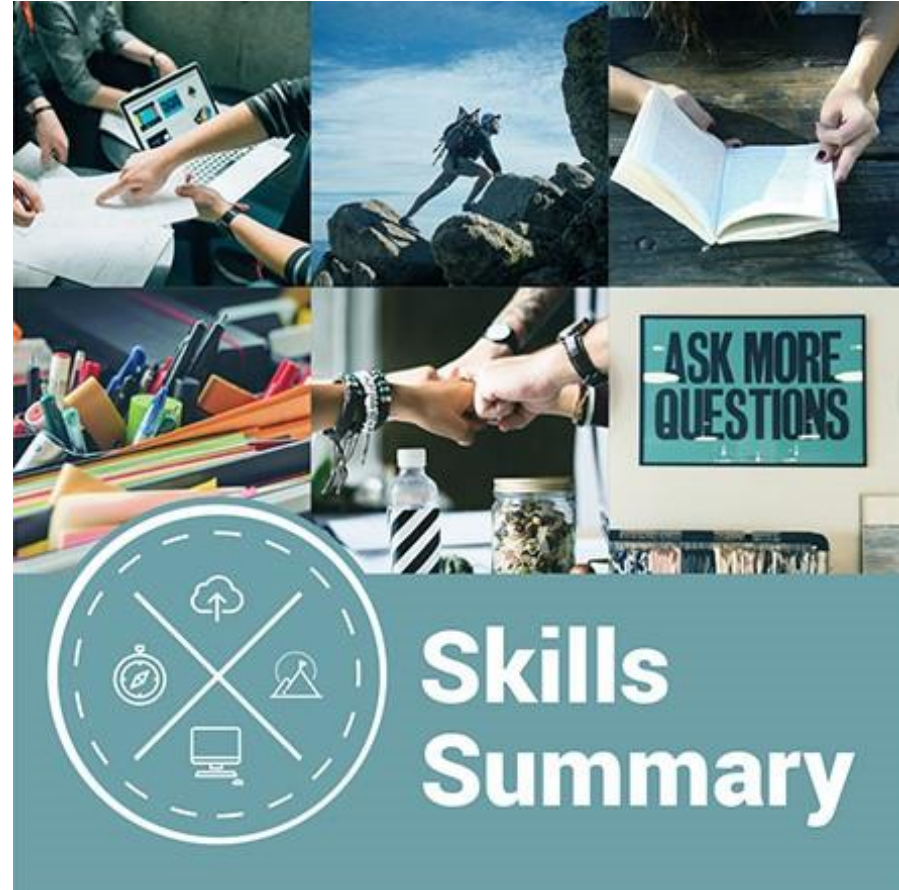


Skills Summary

The easy way to track and develop your life skills



An Roinn Leanaí
agus Gnóthaí Óige
Department of Children
and Youth Affairs



What is Skills Summary?



- ✓ An easy to use online tool for young people between 16 and 25
- ✓ Measures skills young people gain in non-formal learning settings like youth work, volunteering or other out-of-school activities
- ✓ Builds the confidence around these life skills
- ✓ Supports particularly vulnerable or disadvantaged young people, or those most challenged by school
- ✓ A self-assessment and self-reflection tool
- ✓ Supports CV and job interview preparation
- ✓ Values non-formal education like youth work or volunteering and skills gained with it
- ✓ Developed in a collaborative project between the National Youth Council of Ireland, Accenture and SpunOut.ie
- ✓ Funded by the Department of Children and Youth Affairs and recognised measurement tool in the Youth Employability Initiative



What need is Skills Summary addressing?

- ✓ 65% of the young people starting school today will hold jobs that don't exist yet*
- ✓ Young people need to be prepared for lifelong learning
- ✓ Life skills are important and needed in the digital economy and for future workforce
- ✓ Need to identify competencies that value people's full range of skills
- ✓ Need to assess and market these skills
- ✓ Participating in non-formal learning settings helps life skill development
- ✓ The positive impact of non-formal learning to the individual, the local community and society must be valued and receive more acknowledgement

*New Skills Now: inclusion in the digital economy, Accenture, 2017, https://www.accenture.com/t20171012T025413Z_w_/in-en/acnmedia/PDF-62/Accenture-New-Skills-Now-Report.pdf

What did happen so far?



- ✓ Officially launched in Dublin on 7th March by Minister for Children and Youth Affairs with around 90 guests, young people and an interactive `Skills Journey`
- ✓ Almost 400 account registrations on Skills Summary to date (aim to reach 1,500 young people by end of 2019)
- ✓ 160 youth work and other organisations expressed their interest in using Skills Summary
- ✓ 18 organisations with national and regional reach signed up for being part of the `Skills Summary Pilot` (aim to reach 20 organisations by end of 2019)





Who is using Skills Summary in Ireland?

- Youth Clubs
- Job Clubs
- Youth Services
- Scouting and Guiding Organisations
- Charity Organisations
- Schools (with Transition Year students)
- ...

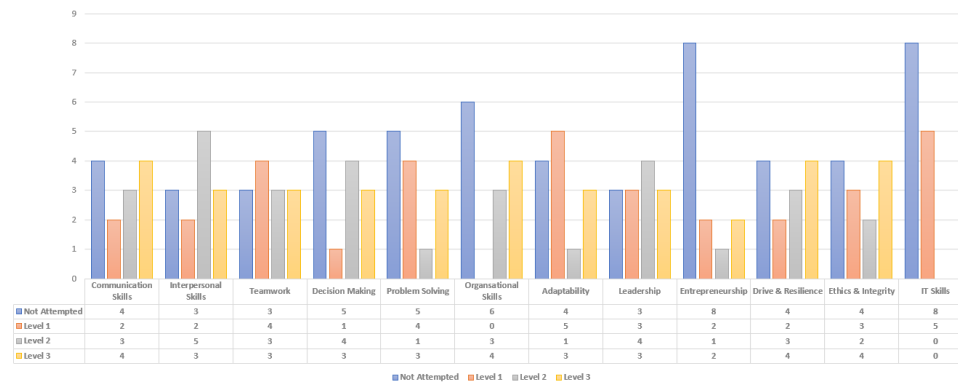
Organisations that work with vulnerable young people like:

- Early school leavers
- Refugees and migrants
- Traveller community
- ...

How can organisations benefit from Skills Summary?



- ✓ Values non-formal learning like youth work or volunteering and skills gained with it
- ✓ It can be used as a dialog tool between a young person and a mentor, youth worker or teacher
- ✓ It measures the achievements and impact of the organisations` work and activities for reports and funding applications



How to use Skills Summary for measuring impact?



- ✓ Young people create a free account on www.skillssummary.ie
- ✓ They can use their own mobile phone, a tablet or a computer
- ✓ They explore what the 12 life skills are about
- ✓ They test their skills during or after participating in youth work activities by answering simple multiple choice questions
- ✓ They record examples of what they experienced with these activities
- ✓ They can ask a mentor, youth worker or teacher for online endorsements
- ✓ They create their personal `Skills Summary` PDF with an overview about their finished skill levels, examples of experience and endorsements received
- ✓ Organisations can get further assistance from the Skills Summary team in how to facilitate the tool and receive skill development reports

SKILLS SUMMARY

Katrin Wolschke
k.wolschke@gmx.net

BIOGRAPHY

I am volunteering for the National Youth Council of Ireland and captain of the tennis ladies in local sports club, looking for a job in educational sector.

SUMMARY

	Level 1	Level 2	Level 3
Communication Skills	●	●	●
Interpersonal Skills	●		
Teamwork	●		
Problem Solving	●		

EXAMPLES

Communication Skills

Example 1: I am responsible for writing the newsletter of my sports club.

Example 2: I have experience in developing learning resources for my organisation.

Example 3: I supported my organisation to organise events, sent out invitations and liaised with the venues.

Interpersonal Skills

Example 1: During a workshop there was discord among two participants. I encouraged them to sit down with me and talk things over.

Teamwork

Example 1: We organised an event and I suggested a weekly meeting to make sure to keep

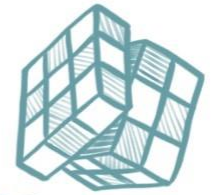
What skills are we talking about?



Skills Summary



12
SKILLS

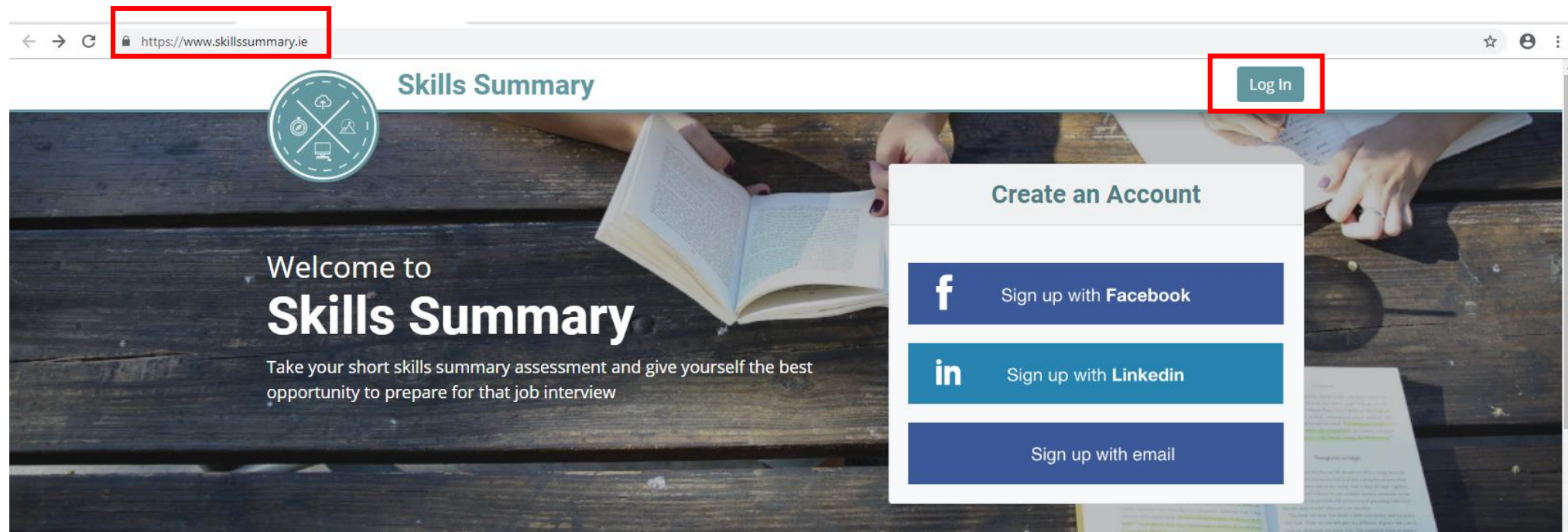


How does Skills Summary work?

Login

Skills Summary can be used by all internet-enabled devices, such as mobile phones, tablets or computers.

Simply login on: www.skillssummary.ie



Create an account

If you don't have an account yet, you can simply sign up with your email address, or optionally with an existing Facebook or LinkedIn account.




The screenshot shows the Skills Summary website interface. At the top left is a circular logo with icons for a cloud, a compass, a mountain, and a computer monitor. The page title is "Skills Summary" and there is a "Log In" button in the top right. The main content area features a dark wood background with an open book. The text reads: "Welcome to Skills Summary" and "Take your short skills summary assessment and give yourself the best opportunity to prepare for that job interview". A white modal box with a red border is overlaid on the right side, titled "Create an Account". It contains three buttons: "Sign up with Facebook" (with a Facebook 'f' icon), "Sign up with LinkedIn" (with a LinkedIn 'in' icon), and "Sign up with email".

Dashboard

On your Dashboard you will find a summary of the skill courses and your progress. You can start or continue a skill course by simply clicking on the skill.



 **Skills Summary** [Dashboard](#) [Profile](#) [Account](#) [Sign out](#)

Help you identify your key areas of strength!

Skill Courses

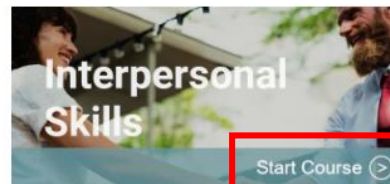
Communication Skills

Do you enjoy debating, drama or blogging?



Course progress 3 of 3 levels complete

Do you enjoy having positive relations with others?



Course progress 0 of 3 levels complete

Are you involved in team sports, a club or take part in team activities at school or college?



Course progress 3 of 3 levels complete

Productivity Skills

Do you make snap decisions or follow a thought process?



Can you simplify complex situations and problems?



Are you good at organising events or activities for others?



Skill Courses

When starting a skill course, you can watch a short video first. To begin the course click start in the lower right corner.



Welcome to Interpersonal Skills

Having Strong Interpersonal Skills Involves:

1. Helping build trust with others
2. Handling stress or conflict
3. Staying confident & calm as you do so

When you're ready to begin, click start!

Identify your key strengths by answering 12 simple multiple choice questions. There are 3 levels in each of the 12 skills.



Ethics & Integrity

1 of 3

- 1 I am honest and act with integrity. I am viewed as personally credible by others. **i**
- Strongly agree
 - Agree
 - Not sure
 - Disagree
 - Strongly disagree
- 2 I am aware of common professional, legal and ethical standards that all organisations follow. **i**
- Strongly agree
 - Agree
 - Not sure
 - Disagree
 - Strongly disagree

You will find examples for each question in a pop-up window when you click on the information icon.



2

Strongly agree

Agree

Not sure

Disagree

Strongly disagree

I am a ... legal and ethical standards that all organisations follow.

Information

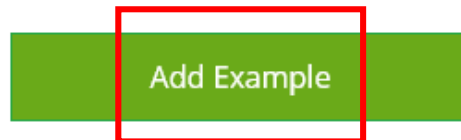
When I was scheduling an outing for my youth group, I realised that the proposed venue was not wheelchair accessible and therefore did not meet the organisation's standards for diversity and inclusion. I raised this issue with the group leader.

To successfully complete a level you have to add your own example at the end of each level.



Well done!

Your answers indicate you have all the qualities needed for this skill.




After adding an example, you can either go to the next level of the skill or begin a new skill.




Well done!

Your answers indicate you have all the qualities needed for this skill.

Edit Example 

➔ Next Level of Interpersonal Skills

Begin a new skill ➔

See your Skills Summary 

Profile

On your personalised profile page you will find the tools to build your CV. You can review your skill levels, input or edit examples and request endorsements.



Welcome to your Skills Summary

Here you can find the tools to build your Stand Out CV!

You need the key components! Review your Skill Levels, Input Examples & Request Endorsements

Symbols chart

- = Skill not yet answered
- = You have some of the qualities for this skill
- = You have all of the qualities for this skill

Download as PDF

Email PDF

Key Skills

Communication Skills	● ● ●
Interpersonal Skills	● ● ●
Teamwork	● ● ●
Decision Making	● ● ●
Problem Solving	● ● ●

3 Skills Complete



Badges

You can download or email your Skills Summary on the badges page.



Skills Summary Dashboard **Profile** Account Sign out

Badges Examples Endorsements

Welcome to your Skills Summary

Here you can find the tools to build your Stand Out CV!

You need the key components! Review your Skill Levels, Input Examples & Request Endorsements

Symbols chart

- = Skill not yet answered
- = You have some of the qualities for this skill
- = You have all of the qualities for this skill

[Download as PDF](#)
[Email PDF](#)

Key Skills

Communication Skills	● ● ●
Interpersonal Skills	● ● ●
Teamwork	● ● ●
Decision Making	● ● ●
Problem Solving	● ● ●


3 Skills Complete



PDF

Your Skills Summary PDF gives you an overview of all finished skill levels, your examples and endorsements. You can use this document to supplement your CV or to track your progress.



 **SKILLS SUMMARY**

Katrin Wolschke
k.wolschke@gmx.net

BIOGRAPHY

I am volunteering for the National Youth Council of Ireland and captain of the tennis ladies in local sports club, looking for a job in educational sector.

SUMMARY

	Level 1	Level 2	Level 3
Communication Skills	●	●	●
Interpersonal Skills	●		
Teamwork	●		
Problem Solving	●		

EXAMPLES

Communication Skills

Example 1: I am responsible for writing the newsletter of my sports club.

Example 2: I have experience in developing learning resources for my organisation.

Example 3: I supported my organisation to organise events, sent out invitations and liaised with the venues.

Interpersonal Skills

Example 1: During a workshop there was discord among two participants. I encouraged them to sit down with me and talk things over.

Teamwork

everyone updated and to have space for asking for support and advice.

Problem Solving

Example 1: When my boiler was broken I fixed it.

ENDORSEMENTS

Endorsement from My Mentor
She is a very communicative and outgoing person. She has experience in newsletter writing, preparing internal workshops and liaising with members of the partner organisations.

Examples

On the examples page you can paint a picture of your past experience by inputting examples. Click on an empty note to create one or on a completed note if you wish to modify an existing example.



Skills Summary Dashboard **Profile** Account Sign out

Edit Account

Badges **Examples** Endorsements

Communication Skills

Edit Example Edit Example Edit Example Request Endorsement

Interpersonal Skills

Edit Example Add Example Add Example Request Endorsement

Teamwork


Edit Example Edit Example Edit Example Request Endorsement

Endorsement

Pick a skill with a completed example and click on the request button to send a request to receive an endorsement from your peers or mentors. They will receive an email that will allow them to add their feedback.



Skills Summary Dashboard **Profile** Account Sign out

 [Edit Account](#)

Badges **Examples** Endorsements

Communication Skills

[Edit Example](#) [Edit Example](#) [Edit Example](#) [Request Endorsement](#)

Interpersonal Skills

[Edit Example](#) [Add Example](#) [Add Example](#) [Request Endorsement](#)



You will find a summary of all your received endorsements on the endorsement page.

Skills Summary

[Dashboard](#) **[Profile](#)** [Account](#) [Sign out](#)

[Badges](#)

[Examples](#)

Endorsements

Communication Skills

She is a very communicative and outgoing person. She has experience in newsletter writing, preparing internal workshops and liaising with members of the partner organisations.

My Mentor

Account

In your account you can update your personal details. You can add or edit your biography and a photo, change your email address or password.




Skills Summary Dashboard Profile **Account** Sign out

Account

Profile Email Password Social Login

Logged in.

Update Profile

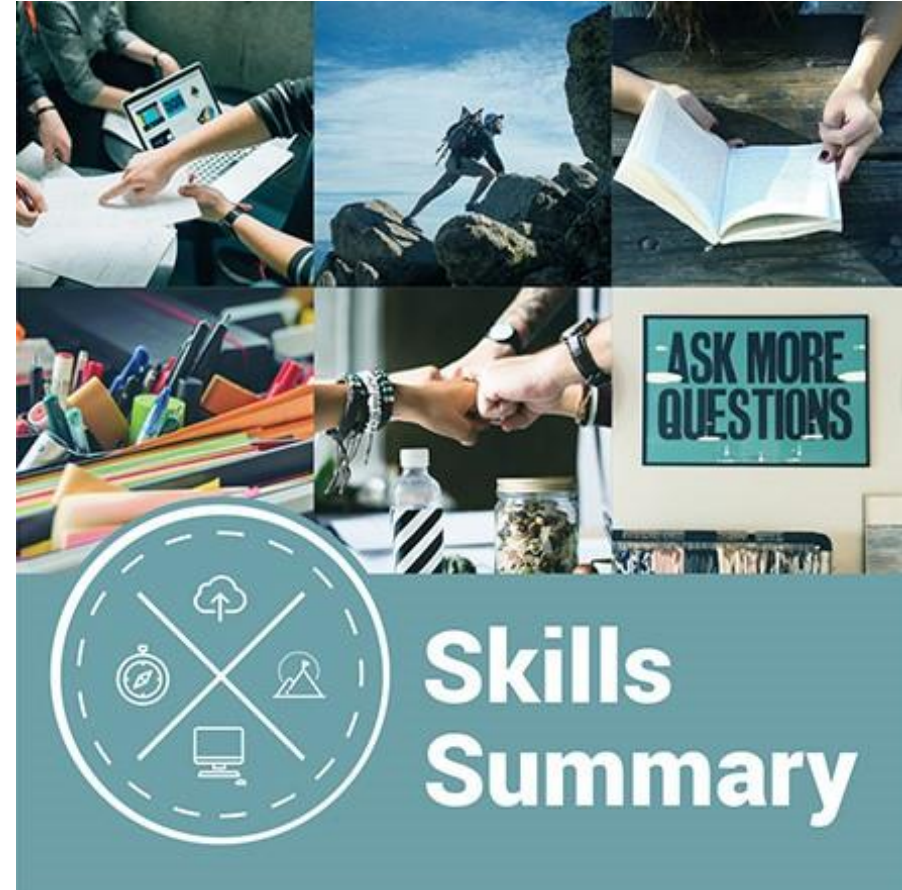
 Change Photo (Max 1MB, jpg/png)
Choose file No file chosen
Upload Photo
Delete Photo

First Name Last Name
Katrin Wolschke

Biography
Project Co-ordinator of Skills Summary

For any questions
contact
skillssummary@nyci.ie

Katrin Wolschke
Skills Summary
Project Co-ordinator



An Roinn Leanaí
agus Gnóthaí Óige
Department of Children
and Youth Affairs

