

SKILLS SUMMARY

User Manual



Skills Summary – The easy way to track and develop your life skills.

Skills Summary is the result of a partnership project between the National Youth Council of Ireland (NYCI), Accenture and SpunOut.ie. It was developed with input from Volunteer Ireland and a range of NYCI member organisations. Funded by the Department of Children, Equality, Disability, Integration and Youth, Skills Summary was officially launched in March 2019 by Minister Dr Katherine Zappone. It is recognised as a measurement tool by the Youth Employability Initiative.

National Youth Council of Ireland

The National Youth Council of Ireland is the representative body for voluntary youth organisations in Ireland. We use our collective experience to act on issues that impact on young people.

Youth.ie

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An Roinn Leanaí, Comhionannais,
Míchumais, Éanpháirtíochta agus Oige
Department of Children, Equality,
Disability, Integration and Youth



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Welcome to Skills Summary

Skills Summary is an easy-to-use online tool that measures the skills young people acquire by participating in non-formal education, such as volunteering, youth work and other out-of-school opportunities.

Why should I use Skills Summary? Skills Summary builds confidence so that you can communicate better the value of essential skills gained through non-formal education (youth work, volunteering, etc.) to future employers.

Using this tool will help you to:

-  **Assess your career skills**, including communication skills, interpersonal skills and more.
-  **Identify your key strengths** for your career and areas needing development.
-  **Develop your job interview skills.**
-  **Build an online profile** to track your career progress.
-  **Gather endorsements** to help develop a winning CV.
-  Do all of the above for **free!**

Who is Skills Summary for? Skills Summary is suitable for anyone working on, or interested in, their personal and professional skills development. It is particularly tailored for young people aged 16-25 and for youth workers and mentors in their role to support young people's skills development.

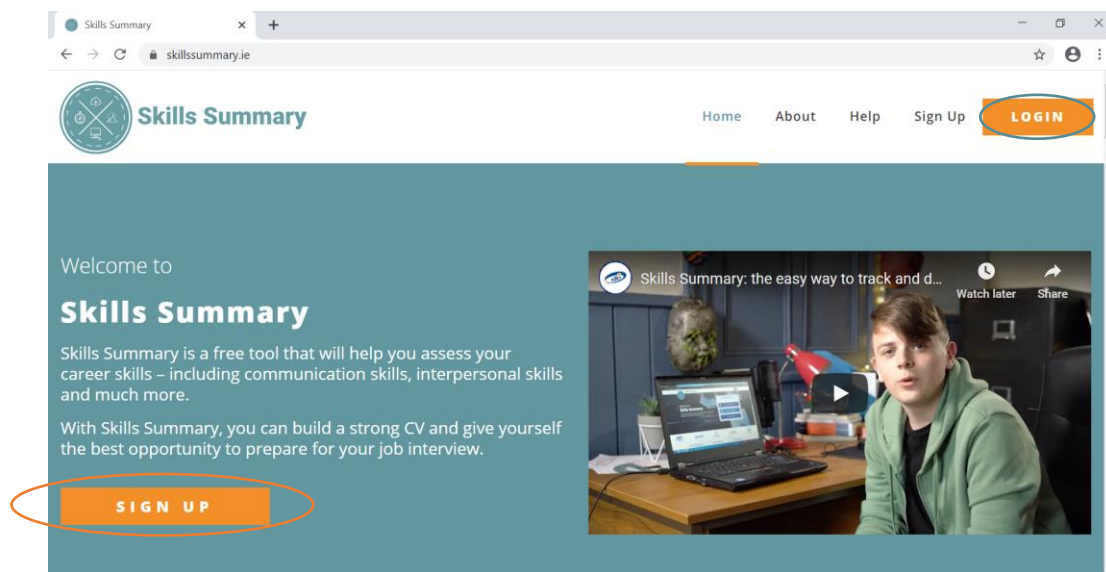
Don't have an account yet? Sign up now at www.skillssummary.ie.

Logging in and Signing up

The Skills Summary website can be used by all internet-enabled devices including smartphones, laptops and tablets. An offline copy of the resource can also be downloaded from the resources section of our website.

Start by navigating to the Skills Summary website at www.skillssummary.ie.

Click the 'Sign Up' button to create an account. Alternatively, if you have already made one, click 'Login'.

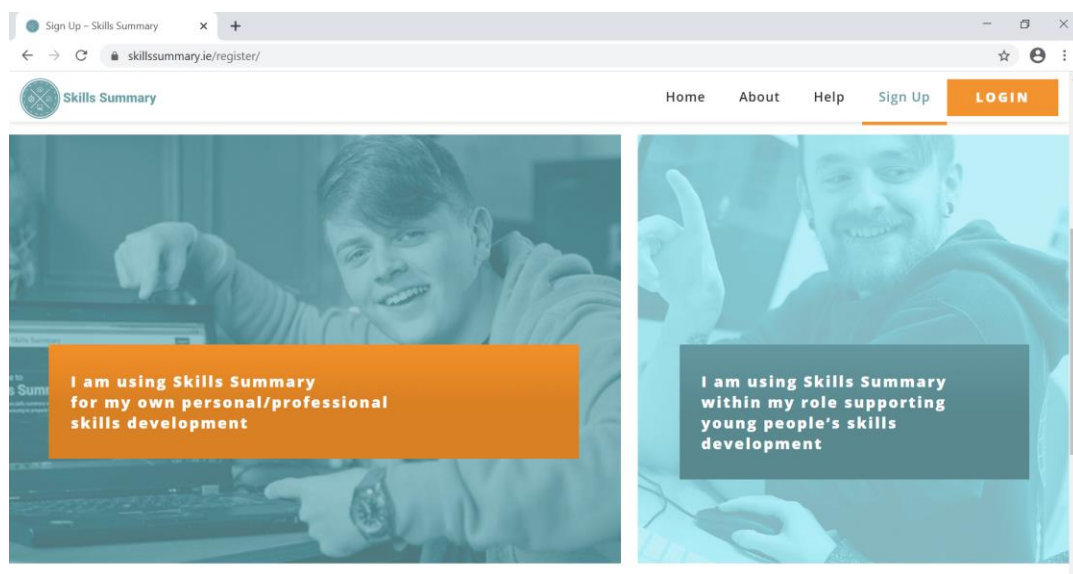


Skills Summary homepage

When signing up, please select a user group:

- ✎ if you are using Skills Summary for your own personal development (e.g. a young person, a volunteer, etc)
- ✎ if you are using Skills Summary within your role to support young people's personal development (e.g. youth worker, educator, etc).

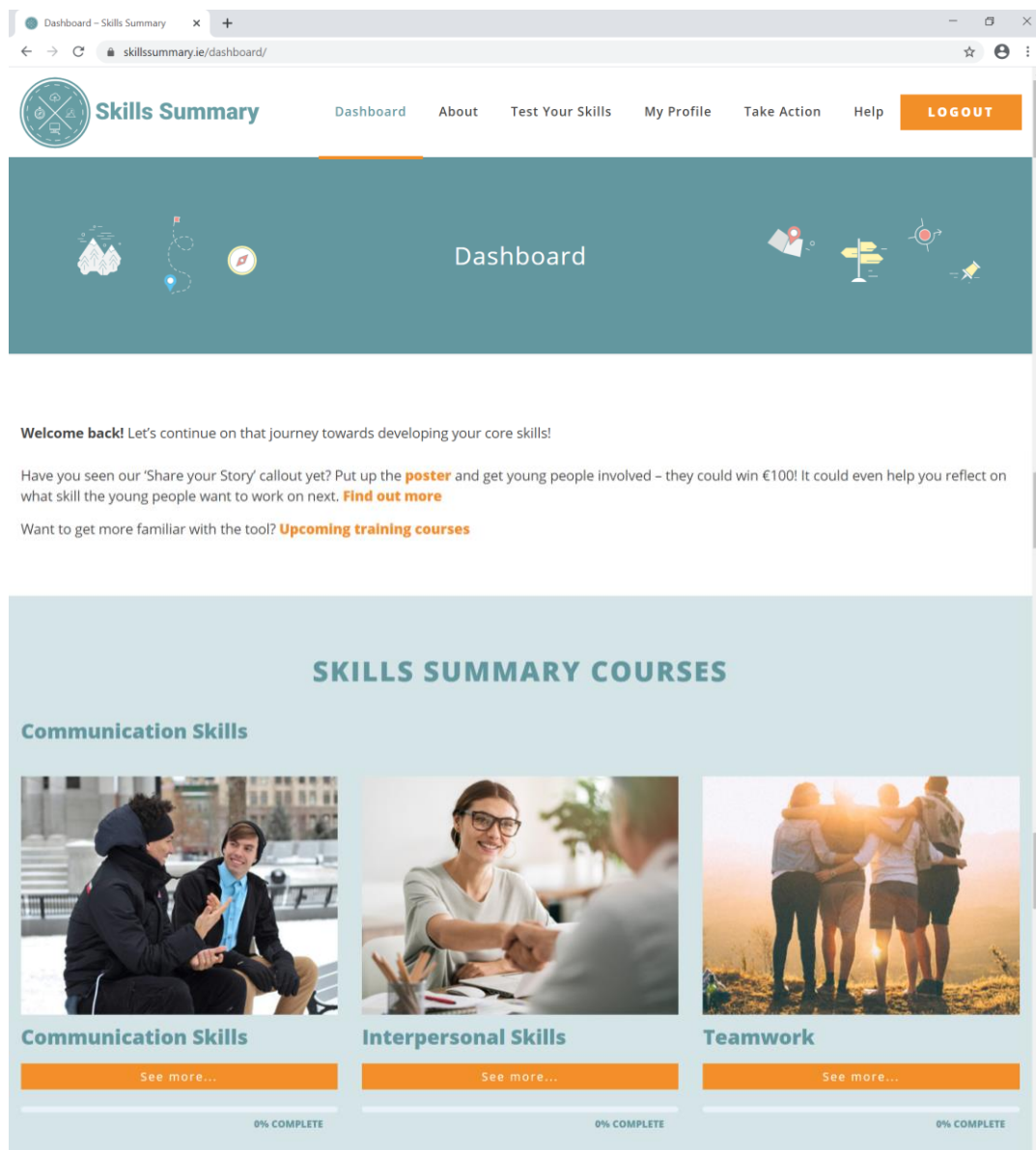
Please be careful to select the one that applies to you as this reflects the features you will see.



'Sign Up' page options

The Dashboard

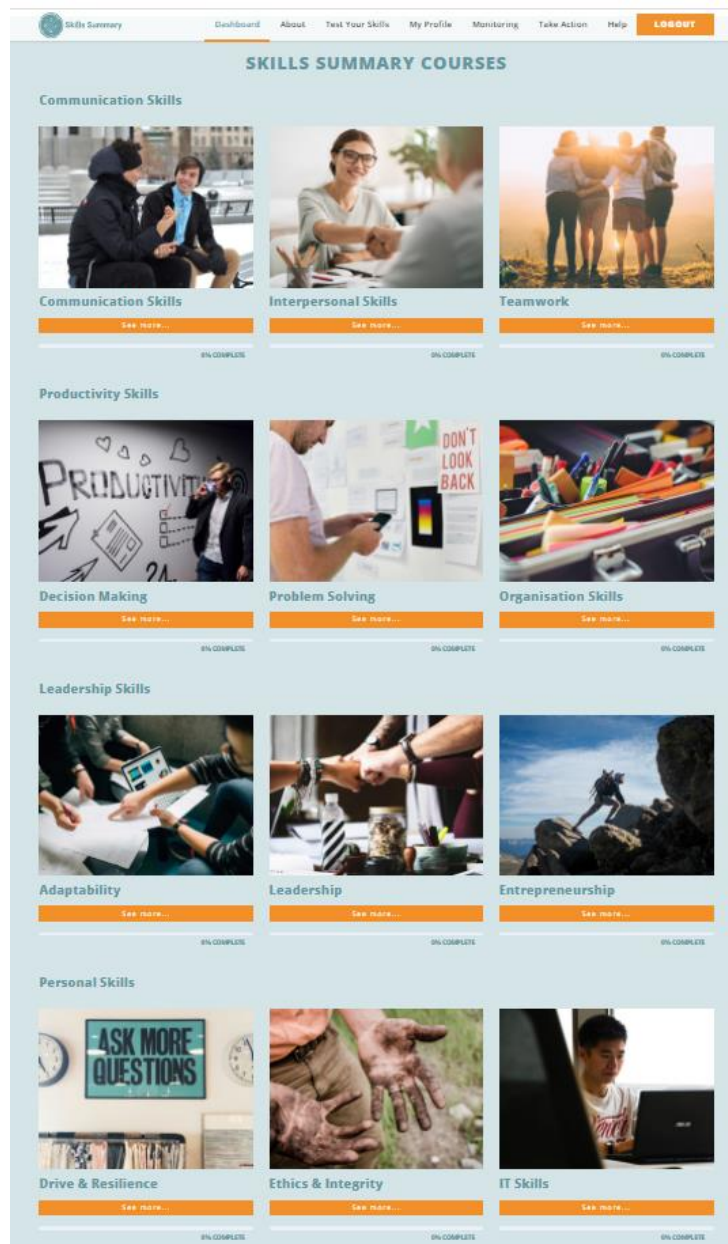
The 'Dashboard' is your personal skills homepage. Here you will find a summary of the twelve skills courses, including your progress. Keep an eye on the dashboard message at the top of the page where you can find regular updates on Skills Summary.



'Dashboard' view

Start a new skills course, or continue with a course you have already begun, by clicking on the skill. Each skills course:

- ✎ Has three levels.
- ✎ Each level involves two tasks: a quiz and writing a personal example of how you have put the skill into practice!
- ✎ You can also request endorsements for each skill (see page 18).



The 12 skills courses at a glance

Skills Courses

The skills courses are available under the [‘Test Your Skills’](#) tab on the top taskbar and can also be accessed through your dashboard.

Skills courses assess your knowledge of each of the twelve skills through a fun quiz. Each skills course has three levels, each of which includes a personal example.

Once you have clicked into a skill course, start by watching the introductory video which will give you an overview of the skill. You can then click ‘Level 1’ to get started.

Organisation Skills

0% COMPLETE 0/3 Steps

Organisation

Watch later Share

ORGANISATION

Welcome to Organisation Skills

Course Content

ORGANISATION SKILLS LEVEL 1 Not Completed	ORGANISATION SKILLS LEVEL 2 Not Completed	ORGANISATION SKILLS LEVEL 3 Not Completed
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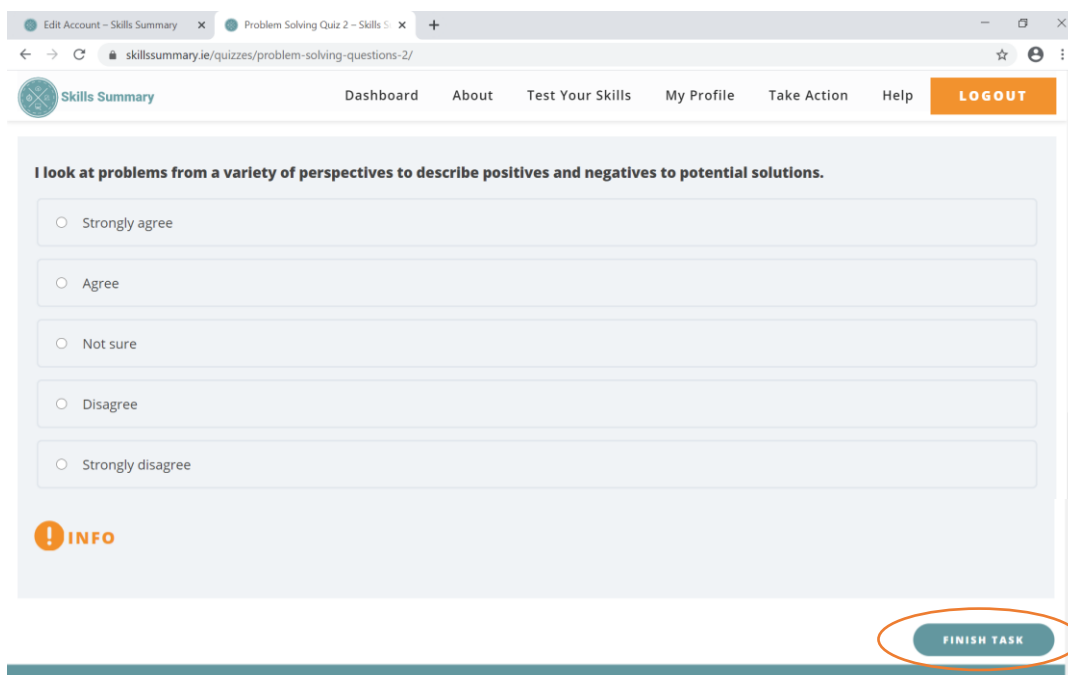
Skills course: 'Organisation Skills'

Within each quiz, you will identify your key strengths by answering twelve simple multiple-choice questions. To begin a 'Skills Quiz', click into it as shown below. You must complete the skills courses in order. This means you cannot complete 'Level 3' before 'Level 1' or 'Level 2'.



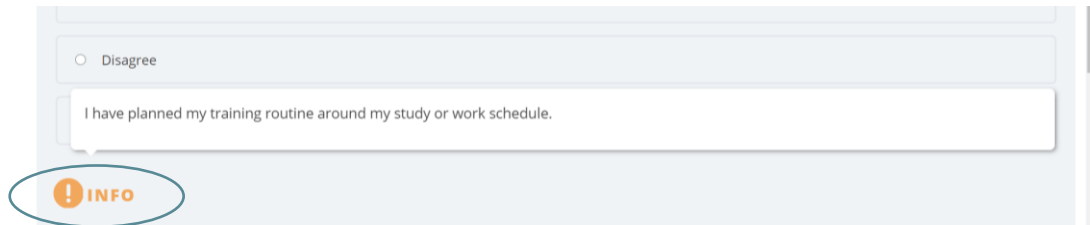
Starting a 'Skills Quiz'

Once on the 'Skills Quiz' page, answer the questions honestly from 'strongly agree' to 'strongly disagree'. When you have finished answering all the questions, click 'Finish Task' to submit your answers and see how you did!



Answering a 'Skills Quiz'

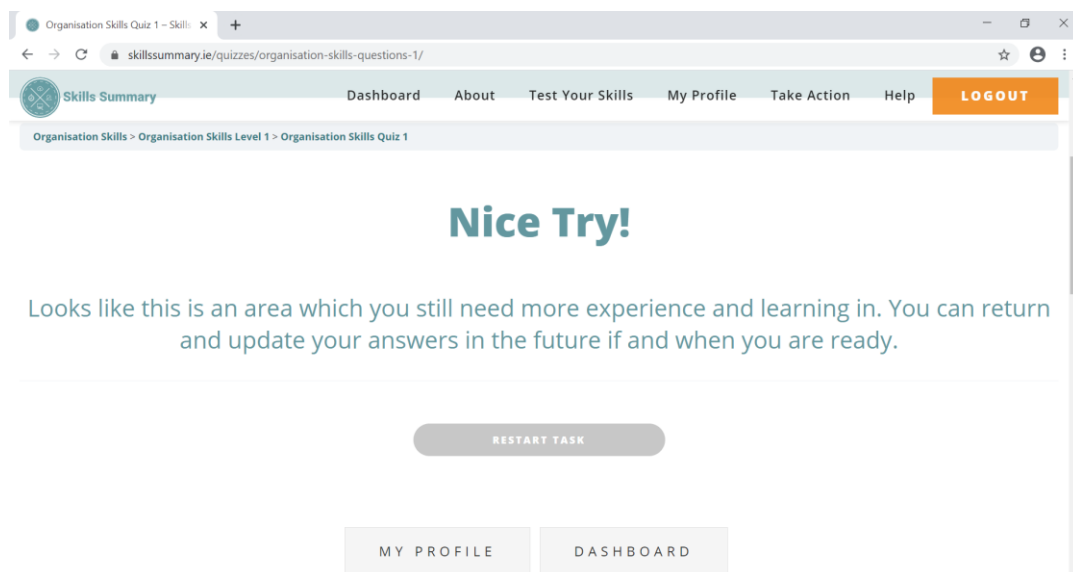
In addition, to see an example of how a question could look in reality, you can click the 'Info' button underneath each question section, as shown below.



The 'Info' button

There are two results you can receive on a quiz:

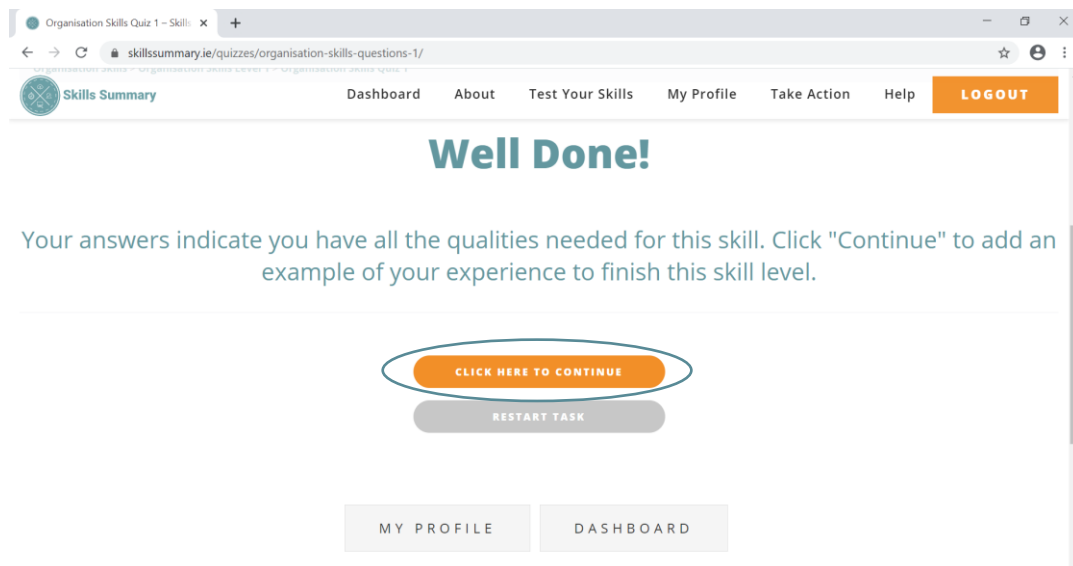
- ✎ 'Nice Try!': if you receive this answer, you will need to work a little more on these skills before returning to do the quiz. Hopefully with some more skills practice, you will have more experience to get you to the next level the second time around!



'Nice Try' webpage

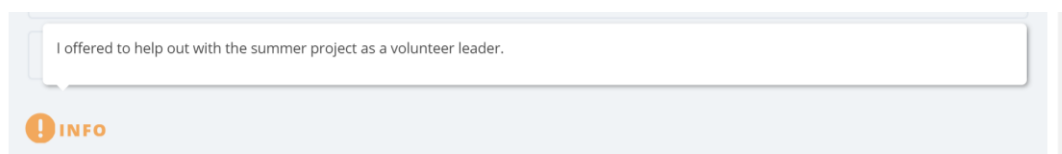
- ✎ 'Well Done!': if you receive this answer you have all the attributes for this skill at this level. You can progress to adding a personal example and moving to the next level (if applicable).

Once you receive the ‘Well Done!’ notice that you have completed the skills quiz, you can click to continue. You will then write an example of when you have demonstrated this skill to compete the level. You can only write an example after you have completed the level’s quiz successfully.

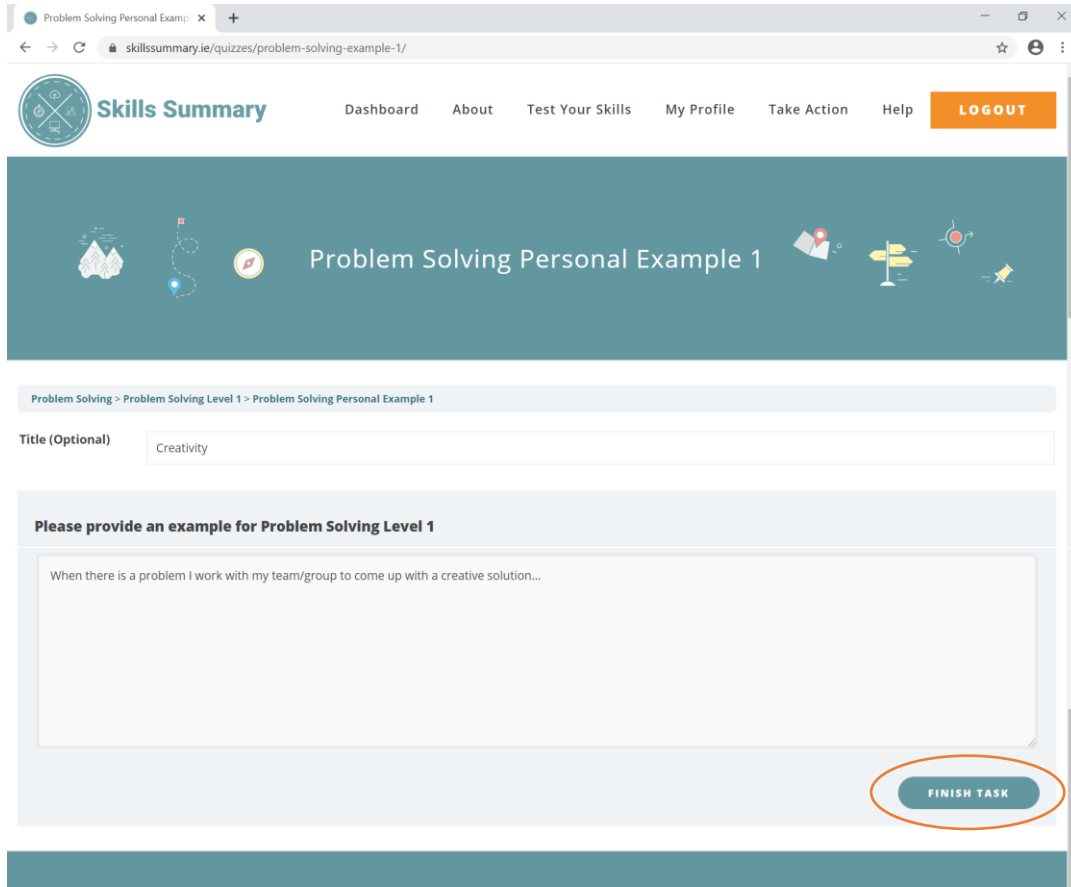


‘Well Done’ webpage

In the text box, include an example from your personal experience. By adding a title to your example, you can make your personal Skills Summary look stronger and more professional. There is no doubt that you already have this experience. Take a look at the ‘Info’ buttons while going through the skills quizzes and see if any relate to experiences you have had. It’s that easy to pick up skills in our everyday lives! If you need any more help, you could ask a mentor, such as a youth worker, to support you.

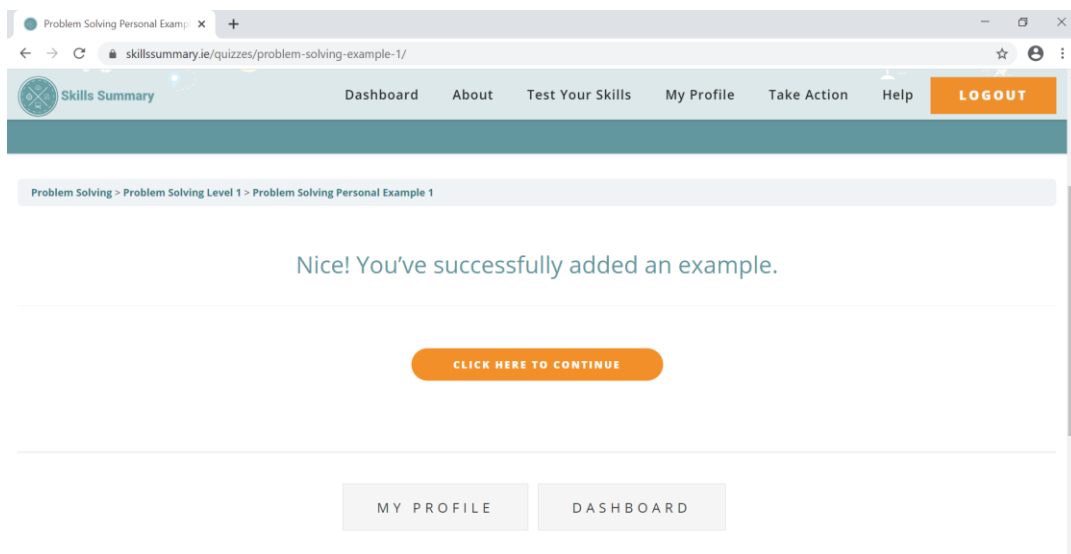


The ‘Info’ button might give you an example that resonates with an experience you have had



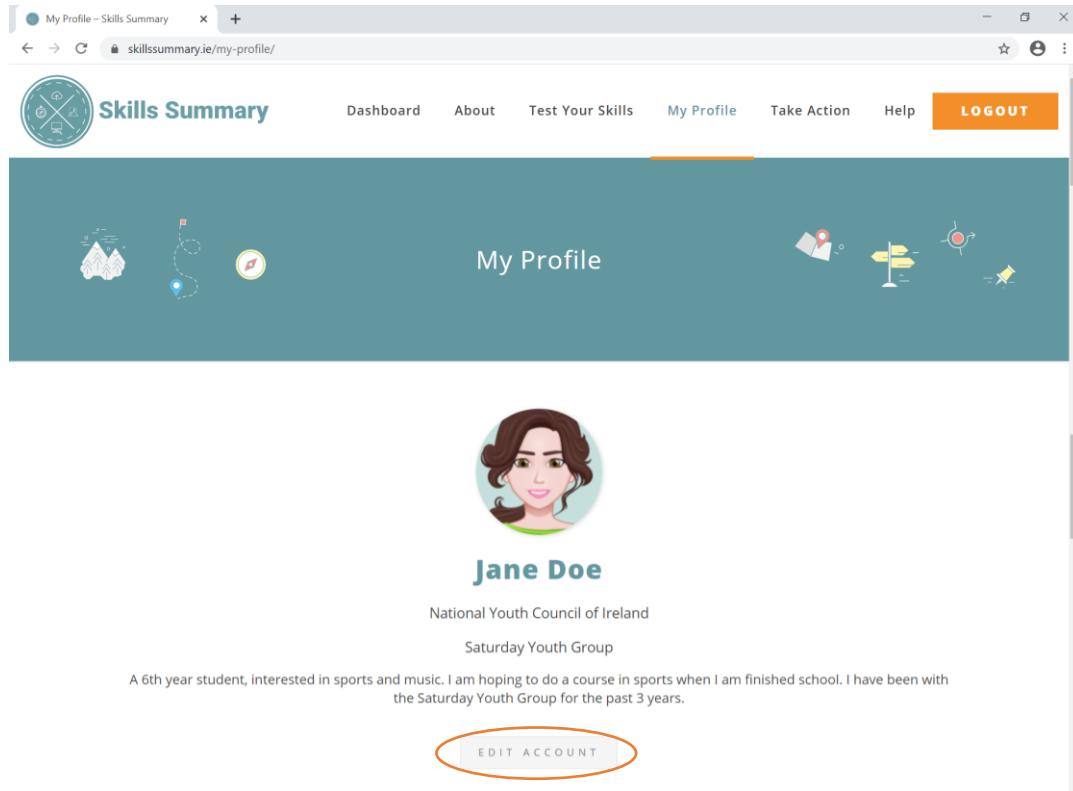
'Skills Example' page

When you have finished click 'Finish Task' to save your example and complete this skill level. When your example is saved, the website will show the page below.



The notice you receive when your example has been saved

My Profile




'My Profile' page

On your personalised profile page, you will find the tools to build your own Skills Summary. You can use this to supplement your CV, show your life skills to future employers or simply track your skills development progress.


Edit Account

At the top of the page, under 'Edit Account' you can edit your profile. This includes adding a short biography, an avatar, changing your project group name, and more. These features really help to strengthen your personal Skills Summary.

← → ↻ skillssummary.ie/edit-account/ 🔍 ☆ 🌐 ⋮


Skills Summary


Dashboard
About
Test Your Skills
My Profile
Take Action
Help
LOGOUT



Edit Account

Avatar
Requires a jpg or png file. Max filesize is 1 megabyte. The image will be automatically cropped square for use on the site.

Choose file | No file chosen



Name *

First Last

Gender *

Female

Male

Other

Email *

Date of Birth: 24/05/2000

Organisation(s): National Youth Council of Ireland

If you would like to change your date of birth, or change/add an organisation (youth club, volunteer centre, etc) to your profile, please contact us at skillssummary@nyci.ie.

User Type: Personal

Project/Group

Location *

County / State / Region Country

Password: To change your password, please go [here](#) and follow the instructions. You will be sent a password-reset link by email.

Biography

A 6th year student, interested in sports and music. I am hoping to do a course in sports when I am finished school. I have been with the Saturday Youth Group for the past 3 years.

179 of 1000 max characters

UPDATE

Delete My Account: Use the button below to delete your account and all its associated data on this site. Confirmation will be required before any data is deleted. Please note that deleting your account is irreversible.

Delete My Account

Edit Account page

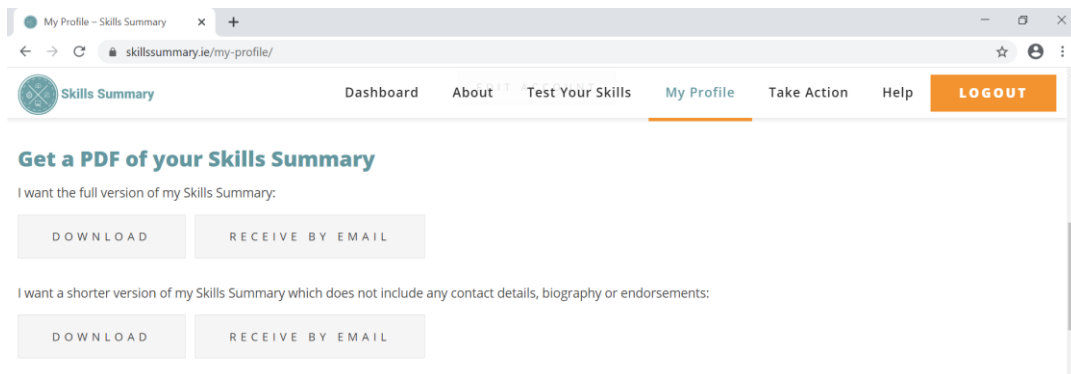
Your Personal Skills Summary

Below this on your 'My Profile' page, you can download a PDF of your Skills Summary.

There are two options to select from:

- ✎ 'I want a full version of my Skills Summary': gives you a detailed overview of your skills progress, including the information from your profile page, such as your biography. We recommend this version for sharing with prospective employers, and as a CV supplement.
- ✎ 'I want a shorter version of my Skills Summary': does not include any contact details, your biography or endorsements. We recommend this view for sharing with your youth worker, educator or mentor.

For both versions, you can opt to download them directly to your device or receive a copy to your email. Please note, this sends a copy to the email you registered your account with.



'My Profile' page: your Skills Summary PDF

Your personal Skills Summary gives you an overview of your completed skills courses, examples and endorsements. You can use this document to supplement your CV and track your progress.



Jane Doe
janedoe123@gmail.com

BIOGRAPHY

A 6th year student, interested in sports and music. I am hoping to do a course in sports when I am finished school. I have been with the Saturday Youth Group for the past 3 years.

SUMMARY

	Level 1 Completed	Level 2 In Progress	Level 3 Approved
Ethics & Integrity	●	●	●
Communication Skills	●	●	●
Interpersonal Skills	●	●	●
Teamwork	●	●	●

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MY EXPERIENCE

Ethics & Integrity

Ethics and Integrity Level 1 Example

When someone in my area was being given a hard time by some lads I know, I confronted them about it and said that it wasn't fair just because he was different to them. Actually he was pretty cool, he was really good at computer games, so I showed the lads this and even though they aren't friends, they don't bother him anymore because they see something in common.

Ethics and Integrity Level 3 Example

In my last work at the local Spar in Castlebar, I treated everyone that came here equally and put my best foot forward. The managers noticed this and gave me more duties from that.

Ethics & Integrity Example 2

Ethics and Integrity Level 2 Example

I know recently I could have not done my school work, not being in school but doing it all from home, but I tried my best to do it during the day because I know its only to my benefit in the end.

Communication Skills

Listening

I work hard to listen to other people's needs and adapt as much as possible, to get the best possible outcome!

Reaching Compromise

When I am in a group, trying to make a decision and people have different ideas of what we should do, I try to listen to everyone equally and see if we can come up with a compromise so everyone is happy.

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Communicating clearly and confidently

When I am giving a presentation, or communicating in general, I remember to speak clearly and confidently and to use good body language like to stand up straight or shake hands and introduce myself to someone I don't know.

Interpersonal Skills

Respect

I respect the opinions of other people, even if we disagree. Sometimes even just having a conversation, sometimes I find I understand where their opinion comes from, or even change my mind too!

Including Everyone

At school, I often notice if someone is being singled out and I try to find ways to be friendly to them as much as I can. For example, last week I had lunch in the canteen with this girl who is new and we actually have a lot in common.

Interpersonal Skills Level 3 Example

When I started a new job at the local supermarket, I worked hard to get off on a good foot with everyone working there and built strong work relationships.

Teamwork

Problem solving

I try to work hard within my Saturday Youth Group to think creatively when we are coming up with solutions to any problems we might have. For example, when we went into lockdown, we worked hard as a group to come up with an online way to do our disco.

Team player

I try to be a team player when I'm in a team and listen to those who have taken on the role of managing the project.

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Team Morale

I work hard to keep team spirits up when working in a group, like bringing in treats for the group sometimes when we are having a tough week!

MY ENDORSEMENTS

Teamwork

Endorsement from John Doyle – Youth Worker, Saturday Youth Club

"Jane is a great teamworker. Since joining the Saturday Youth Club I have seen her work hard at getting used to being part of a team, she is always working away in the background to make sure everyone is included and heard. She certainly is a great teamworker!"

Skills Summary is an online tool that supports the skills acquisition by providing a non-formal education, such as youth work, volunteering and other opportunities across the education. The Skills Summary is an additional document that can be used with QQI courses. It is reviewed by the work that a person has, and a working out, so we can document examples and endorsements from those who have worked with and have experience with the person. Skills Summary is a partnership project between the National Youth Council of Ireland, SkillsNet, and An Bord Fáilte. It is funded by the Department of Children, Equality, Disability, Integration and Youth, an integrating and a cross-cutting tool of the Youth Skills Strategy. www.skillsnet.ie

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An example of the full personal Skills Summary

 **SKILLS SUMMARY**

Jane Doe

SUMMARY

	Level 1 Competent	Level 2 Proficient	Level 3 Mastered
Ethics & Integrity	●	●	●
Communication Skills	●	●	●
Interpersonal Skills	●	●	●
Teamwork	●	●	●

MY EXPERIENCE

Ethics & Integrity

Ethics and Integrity Level 1 Example

When someone in my area was being given a hard time by some lads I know, I confronted them about it and said that it wasn't fair just because he was different to them. Actually he was pretty cool, he was really good at computer games, so I showed the lads this and even though they aren't friends, they don't bother him anymore because they see something in common.

Ethics and Integrity Level 3 Example

In my last work at the local Spar in Castlebar, I treated everyone that came here equally and

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put my best foot forward. The managers noticed this and gave me more duties from that.

Ethics & Integrity Example 2

Ethics and Integrity Level 2 Example

I know recently I could have not done my school work, not being in school but doing it all from home, but I tried my best to do it during the day because I know its only to my benefit in the end.

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When I started a new job at the local supermarket, I worked hard to get off on a good foot with everyone working there and built strong work relationships.

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I try to work hard within my Saturday Youth Group to think creatively when we are coming up with solutions to any problems we might have. For example, when we went into lockdown, we worked hard as a group to come up with an online way to do our disco.

Team player

I try to be a team player when I'm in a team and listen to those who have taken on the role of managing the project.

Team Morale

I work hard to keep team spirits up when working in a group, like bringing in treats for the group sometimes when we are having a tough week!

Skills Summary is an initiative that engages the full programme team by participating in contextual activities, such as youth work, volunteering and other opportunities outside the classroom. The Skills Summary job involves assessing and supporting with 100+ pupils the progress they have made in a previous year, and is working on as well as receiving feedback and understanding from those who have worked with and have experience with the previous Skills Summary as a positive achievement for Special Needs/Disability Support, Special Needs and Inclusion. It is funded by the Department of Children, Equality, Disability, Integration and Youth and recognised as an essential tool in the Youth Disability Initiative.

www.doe.gov.ie

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An example of the short personal Skills Summary

My Achievements

Under 'My Achievements' you can view all your hard work so far. By clicking the down arrow beside a skills course, you can view your progress. You can also edit existing personal skills examples by clicking on them.

The screenshot shows a web browser window with the URL `skillsummary.ie/my-profile/`. The page title is "My Profile - Skills Summary". The navigation menu includes "Dashboard", "About", "Test Your Skills", "My Profile" (highlighted), "Take Action", "Help", and a "LOGOUT" button. The main heading is "My Achievements". Below the heading, there is a sub-heading "Here you can track your achievements and progress towards your standout Skills Summary!" and a button labeled "EXPAND ALL". A paragraph of text reads: "Review your skill levels, record examples of your experience and request online endorsements to take your employability to the next level." The main content is a list of skill categories, each with a progress indicator (a circle) and a "COMPLETE" button with a dropdown arrow. The categories are: COMMUNICATION SKILLS, INTERPERSONAL SKILLS, TEAMWORK, DECISION MAKING, PROBLEM SOLVING, ORGANISATION SKILLS, ADAPTABILITY, LEADERSHIP, ENTREPRENEURSHIP, and DRIVE & RESILIENCE. The dropdown arrow for "DRIVE & RESILIENCE" is circled in red.

Skill Category	Progress Indicator	Completion Status	Action
COMMUNICATION SKILLS	●	COMPLETE	▼
INTERPERSONAL SKILLS	●	COMPLETE	▼
TEAMWORK	●	COMPLETE	▼
DECISION MAKING	○		▼
PROBLEM SOLVING	○		▼
ORGANISATION SKILLS	○		▼
ADAPTABILITY	○		▼
LEADERSHIP	○		▼
ENTREPRENEURSHIP	○		▼
DRIVE & RESILIENCE	○		▼

'My Profile' page: My Achievements

By expanding a skills course, you can view your history for this course. Here, you can also edit any examples you have already written or request an endorsement for that skill.

ETHICS & INTEGRITY COMPLETE

COURSE PROGRESS 100% COMPLETE 3/3 Steps

03 November 2020 01:09 pm
Ethics & Integrity Quiz 1 100%

03 November 2020 01:09 pm
Ethics & Integrity Quiz 2 100%

03 November 2020 01:09 pm
Ethics & Integrity Quiz 3 100%

03 November 2020 01:09 pm
Review or Edit Ethics & Integrity Personal Example 1
Ethics and Integrity Level 1 Example

03 November 2020 01:09 pm
Review or Edit Ethics & Integrity Example 2
Ethics and Integrity Level 2 Example

03 November 2020 01:09 pm
Review or Edit Ethics & Integrity Personal Example 3
Ethics and Integrity Level 3 Example

Endorsements
You do not currently have any endorsements for this skill
REQUEST ENDORSEMENT FOR ETHICS & INTEGRITY

IT SKILLS

'My Profile' page: Skills Course history

Endorsements

Further down under 'Endorsements' you can click the button to request an endorsement for this skill, or view endorsements you already have. Ask those who know you best, like your youth worker or mentor, to write a brief reference about your experience and strengths. By sending them an endorsement, they will receive a request to their email that will allow them to add their feedback. You will receive a notification when you have been endorsed and will be able to view it in your personal Skills Summary.

The image shows a web browser window with a pop-up form titled "Request Endorsement for Ethics & Integrity". The form contains the following fields and options:

- Endorser Email (Required)**: A text input field.
- Endorser First Name (Optional)**: A text input field.
- Endorser Last Name (Optional)**: A text input field.
- Endorser Organisation (Optional)**: A text input field.
- Endorser Role (Optional)**: A text input field.
- Endorser Role examples**: "Youth Worker", "Coach" or "Librarian"
- Include a personal message (Optional)**: A text area labeled "Optional message".
- Preview**: A link labeled "Show Preview" to view the email content.
- Send Request**: An orange button at the bottom of the form.

The background of the browser shows the "My Profile - Skills Summary" page. The navigation menu includes: Dashboard, About, Test Your Skills, My Profile, Monitoring, Take Action, Help, and LOGOUT. The "Endorsements" section is visible, with a "REQUEST ENDORSEMENT" button. The page footer includes the Accenture logo and the text "In association with accenture".

'Request Endorsement' pop-up

Take Action Tips

Under the 'Take Action' tab on the top taskbar, select 'Take Action Tips'. This will give you simple, practical tips to improve your life skills and bring you to the full list of 'Take Action Tips', with three tips for each skills course.

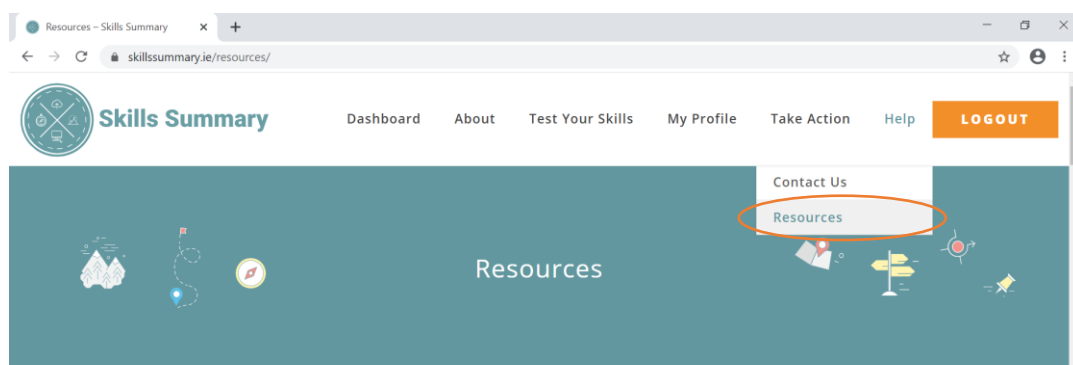
The screenshot shows a web browser window with the URL `skillssummary.ie/take-action-tips/`. The navigation menu includes 'Dashboard', 'About', 'Test Your Skills', 'My Profile', 'Take Action', 'Help', and a 'LOGOUT' button. The 'Take Action' menu item is highlighted. Below the navigation is a teal banner with the text 'Take Action Tips' and several icons. A red circle highlights the 'Take Action Tips' text in the banner. Below the banner is a paragraph: 'Are you looking for new ways to improve your skills profile? Check out our Take Action Tips, which you can use to improve your life skills with some simple and practical steps... One tip even gives you an excuse to order your favourite take-away!'. The section is titled 'Communication Skills' and contains three tip cards:

- Make a takeaway order for a group**
Why? Think about the communication skills needed for this. Honestly! You need to ask everyone what they want, you may need to write it down, you [...]
[Read more](#)
- Send a voice message to a WhatsApp group**
Example: Imagine you've been sent to a meeting on behalf of the group and you have to give them feedback from your notes. Now, you could [...]
[Read more](#)
- Organise a group discussion on a topic of interest**
Example: Think about this... a decision has been made to change the bus timetable and YOU know that it is going to have a huge impact [...]
[Read more](#)

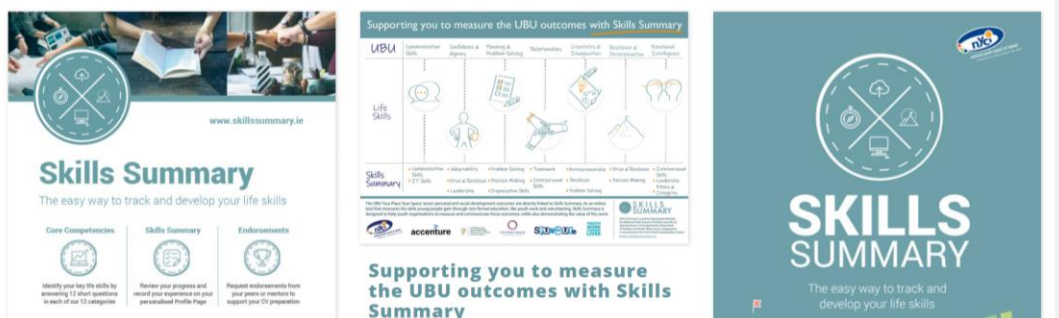
'Take Action Tips' page

Resources

Under the 'Help' tab on the top taskbar, select '[Resources](#)'. This contains an up-to-date list of all the resources to make the most of Skills Summary. Here, you can find examples such as the 'Offline Version of Skills Summary' and some inspiring videos. Some resources are aimed at those supporting others in using Skills Summary.



We hope that the following resources will support you in using Skills Summary with your young people and give you inspiration and ideas about how to include Skills Summary in your youth work practice.

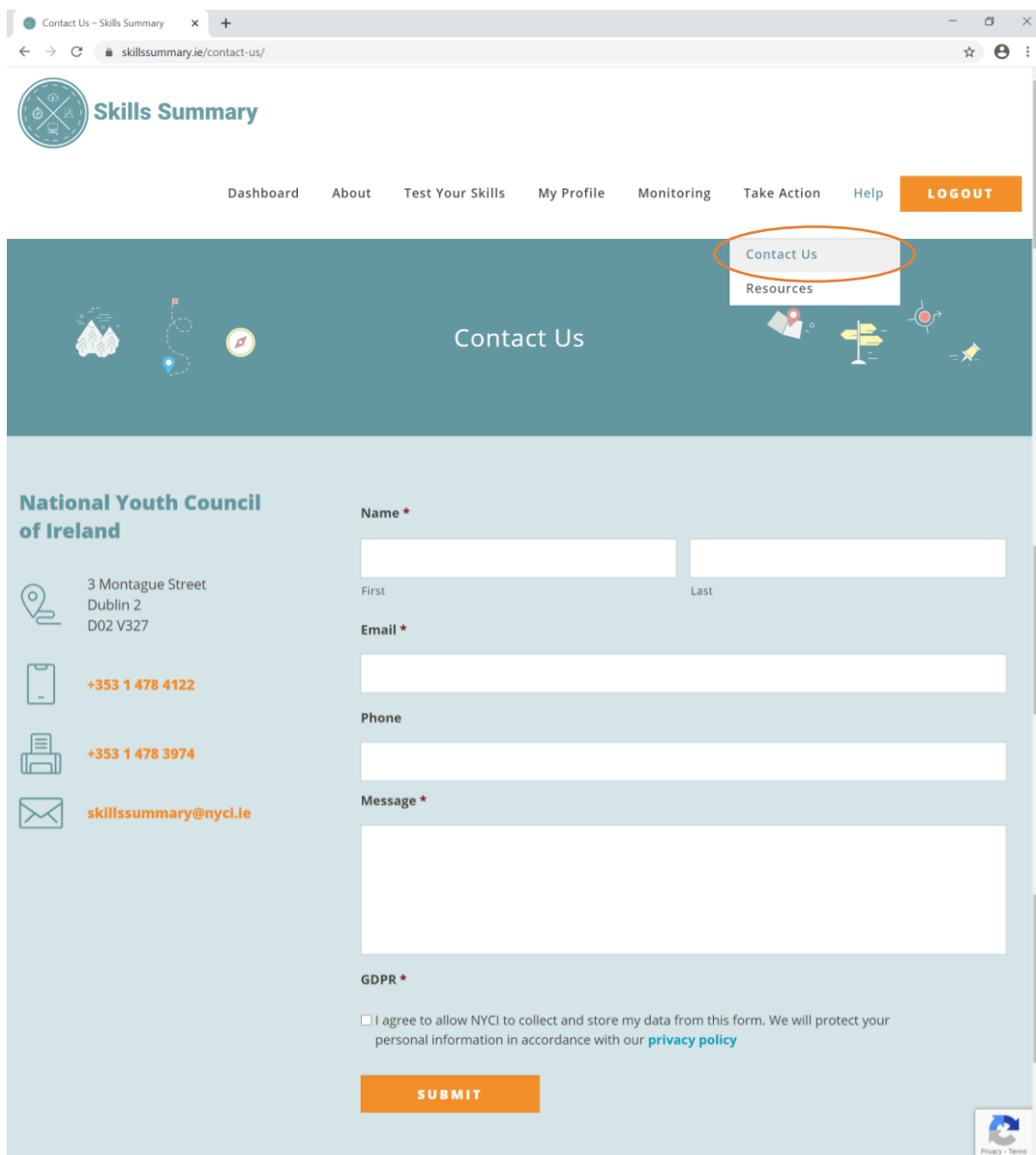


'Resources' page

Contact Us

We'd love to hear from you!

You can contact us via the 'Contact Us' page on the website whenever you have a question or if you would like to give us any feedback.





National Youth Council of Ireland
3 Montague Street
Dublin 2
D02 V327

w: youth.ie/skillssummary
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