



# Skills Tracker

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Quick Start Guide for Centre  
Course Managers & Tutors



**Sports  
Leaders**



**SKILLS  
TRACKER**  
#GOTSKILLS

# Getting Started with Skills Tracker

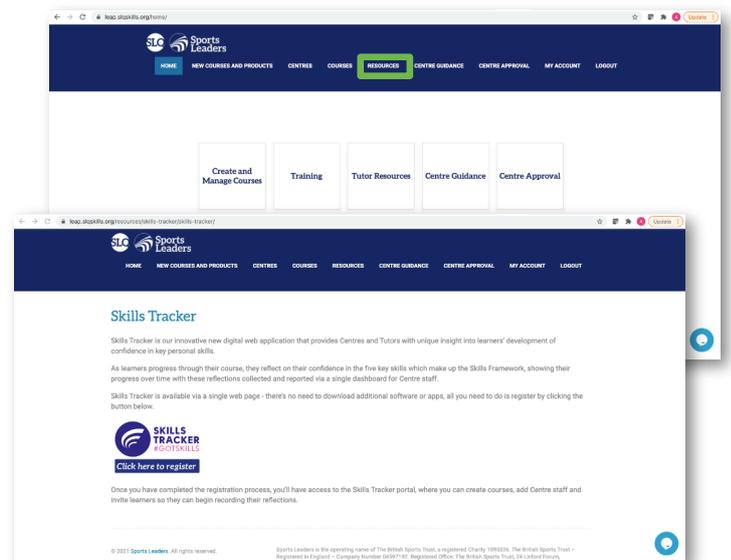
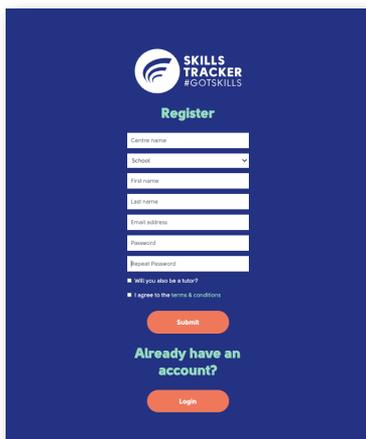
Skills Tracker is our new online application that supports Centres to measure and monitor the impact of delivering our Qualifications on young people's confidence in their skills, providing essential insight to influence key delivery decisions.

We've designed Skills Tracker to be simple and straightforward to use with just a few steps to getting started. Use this guide to support your first steps in getting setup and started with Skills Tracker.

## 1 Finding & Launching Skills Tracker

Skills Tracker is accessible through your LEAP account - you can find a link to LEAP in the top left-hand corner of our website, [sportsleaders.org](https://sportsleaders.org) or by visiting [leap.slqskills.org](https://leap.slqskills.org). You'll need to click on the 'Resources' tab and then you should see a button for Skills Tracker - if you click this button, you'll be taken to a page with a link to register for Skills Tracker.

Skills Tracker can only be setup by the Centre Course Manager (CCM) for Centres with active courses, so LEAP will grant you access accordingly.

## 2 Register your details

Use the form to fill in your details and complete the registration process.

If you're a tutor as well as a CCM, make sure to tick the appropriate box to access all the tools available to you in the dashboard.

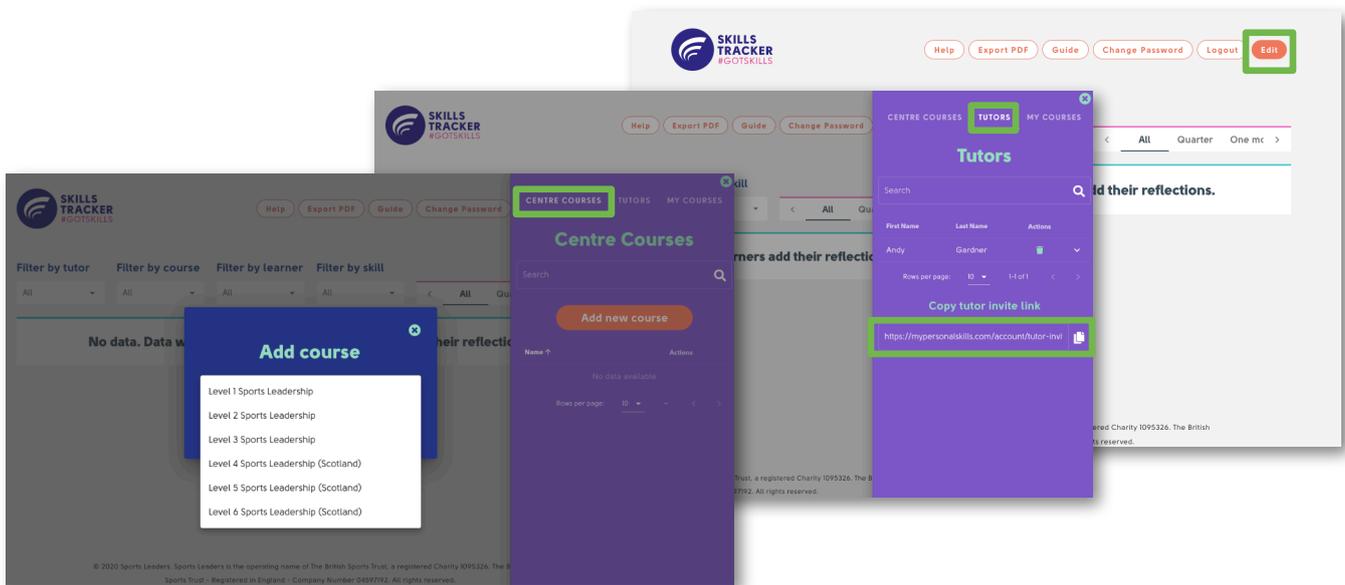
Your learners will register using a similar portal later in the process.

### 3 Add your Tutors, Courses & Learners

Initially your dashboard will be empty - once learners start adding their reflections, this will soon start to build. Click the 'edit' button to start adding tutors and course for your Centre.

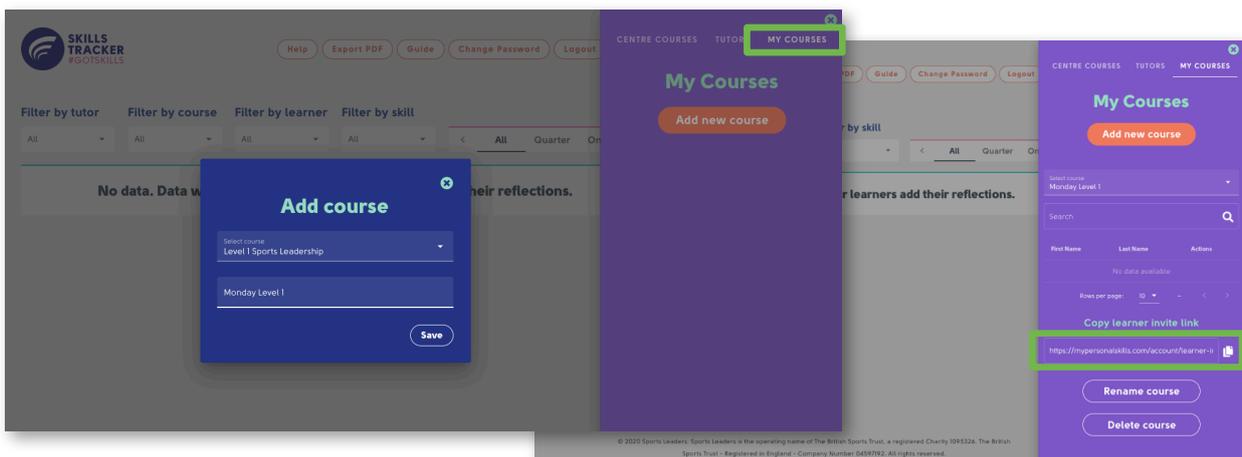
To add a tutor, click the 'tutor' button and copy the link text. You can provide this to your tutors to invite them to sign up and be part of your Centre.

You can also use this page to add courses to your Centre - click the 'Centre Courses' tab and choose from the dropdown menu that appears.



Once you've added your courses, tutors can start to invite learners (you can do this too if you're a CCM and a tutor). Click on the 'My Courses' tab then 'Add new course' and choose your course from the dropdown - you can add an alias if you need to differentiate between different courses (for example, if you have a Monday Level 1 course and a Thursday Level 1 course).

To add learners to your course, copy and distribute the learner invite link - your learners will be sent an automatic invite to the registration page, where they can complete their own details and sign up.

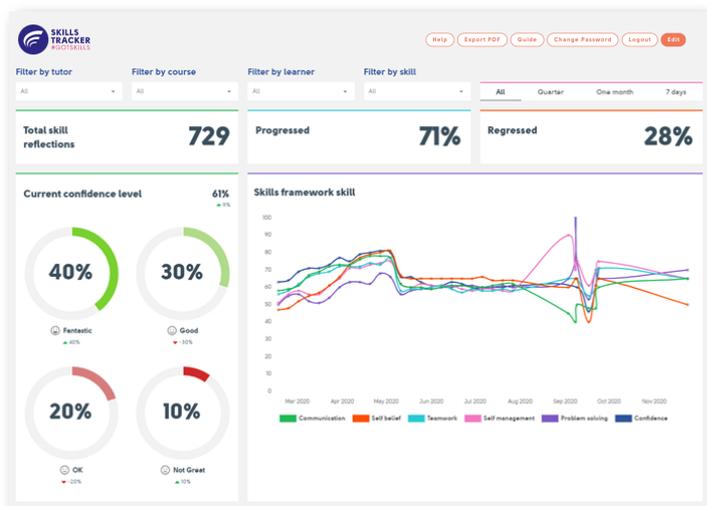


## 4 Using the Data in your Dashboard & Exporting a PDF Report

You can ask your learners to reflect on their confidence in five skills (Communication, Teamwork, Self-Management, Self-Belief and Problem Solving) as well as their overall confidence at any time during their course.

Once they start providing their reflections, your dashboard will soon begin to populate and show these reflections.

By clicking on the 'Help' button, you can see a few different popups with information on each area of the dashboard. Use the dropdown menus on this page to filter your data by a variety of different measures and click the 'Export PDF' button to create a pdf file of your filtered dashboard data.



Using the dashboard tools in Skills Tracker provides Centre staff with unique insight around the impact of delivering our Qualifications to young people.

If you are not yet delivering Qualifications from SLQ Sports Leaders, our Business Development Team can guide you through the process and offer guidance on the best options for your Centre. After agreeing the right package for you, we'll support you in setting up as a Centre and we'll provide all your team with the training they need to get started - training is free and available to anyone in your Centre.

Once your Centre's team has completed the training, it's over to you (with our help) and you're ready to register your Qualification course and start using Skills Tracker. Find out more about Skills Tracker by visiting [sportsleaders.org/SkillsTracker](https://sportsleaders.org/SkillsTracker).

"Leadership is tough to measure, even personally. Skills Tracker provides a great insight into the short- and long-term impact leadership experiences and practice makes on a student's personal development.

"It is quick and simple to use which allows for instant feedback to be provided and paints a realistic picture of the benefit of a leadership programme over a scheme of work or year, which can be really helpful in demonstrating progress to students, parents and senior leaders."

Team Leader for PE  
Shenley Brook End School

To find out more about how Skills Tracker and our leadership qualifications can help your organisation build a community of leaders, please get in touch!

Call 01908 689180 or email [devteam@sportsleaders.org](mailto:devteam@sportsleaders.org)



For more information search  
**Sports Leaders Skills Tracker**