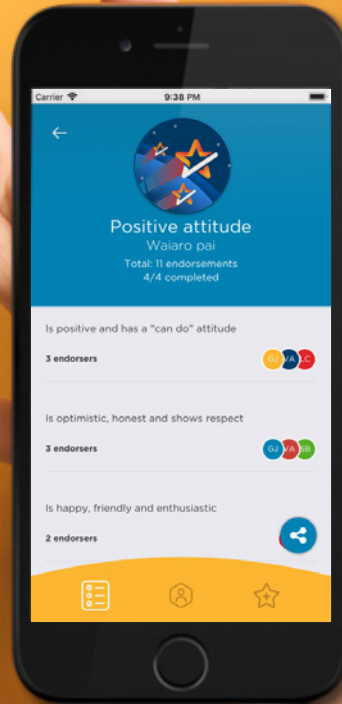



Supporting youth-to-employment success!



What is endorseMe®?

endorseMe® is based on the NZ employability skills framework, a set of skills or capabilities which have been most commonly identified by New Zealand employers as essential.

 endorseMe® is a digital 'work readiness' tool to **identify, record and develop real skills for the real world.**

 The endorseMe® system consists of a smartphone app for **students and online portal for co-ordinators and endorsers.**

endorseMe® is an initiative of:  **smartnz**
MATATAU AOTEAROA

endorseMe® Employability Skills Community

SMARTNZ



- Registration
- Helpdesk
- Enquiries
- Professional Development

COORDINATOR

- School Careers/gateway
- Youth Workers
- Work Brokers
- Business
- Government Department
- Tertiary Education Providers
- SmartNZ

ENDORSER

- Teachers
- Coaches
- Mentors
- Employers
- Work Experience Providers

ENDORSEE

- Student
- Rangatahi
- Apprentices and Trainees
- Young Employees
- Job Seekers
- Interns
- Cadets



The benefits

The benefits of integrating endorseMe® in your organisation:

- » endorseMe® is simple to use and readily integrates with your organisation and your programme.
- » Rangatahi can earn an Employability Record based on their endorsements.
- » Staff receive professional development and help desk services.
- » endorseMe® is an excellent measurement and evaluation tool.

PROFESSIONAL DEVELOPMENT & TRAINING

We will tailor our services to best suit the needs of you and your programme. endorseMe® is a tool that can adapt to work with (and for) you.

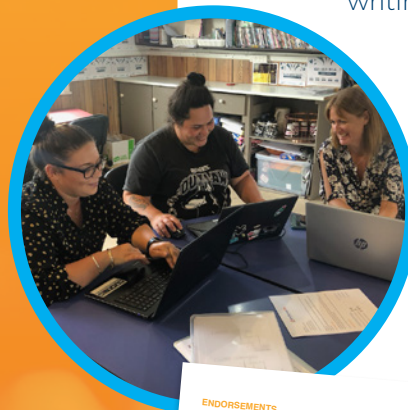
Our team can travel to you for in-person training and capability coaching (where feasible). This includes both technical training on how to use the digital platform and capability training on how to get the most out of endorseMe®. Technical training is supported by a suite of free resources including step-by-step tutorials, videos and FAQs online at:

 www.endorseme.nz

We also offer a helpdesk service for employers and external endorsers working with youth.

Capability training can be tailored to suit the needs of your organisation and includes...

- » Understanding the employability framework
- » Activities for rangatahi
- » Resources for facilitators and endorsers
- » Utilising the Employability Record
- » Courageous conversations and encouraging growth in your rangatahi



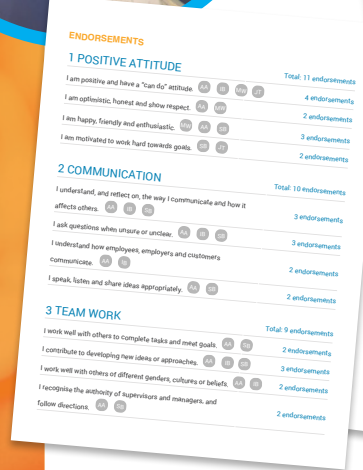
Rangatahi EMPLOYABILITY RECORD



endorseMe® will generate an Employability Record for each young person as they receive endorsements. This record can be used to produce certificates to acknowledge student growth and achievement.



The Employability Record can also complement CVs and applications. This formal record also details their endorsers. The positive language used in this record is also an excellent starting point when writing cover letters.



ENDORSEMENTS

1 POSITIVE ATTITUDE

Total: 11 endorsements

I am positive and have a "can do" attitude. AA IB MW JT 4 endorsements

I am optimistic, honest and show respect. AA MW 2 endorsements

I am happy, friendly and enthusiastic. MW AA SB 3 endorsements

ENDORSERS

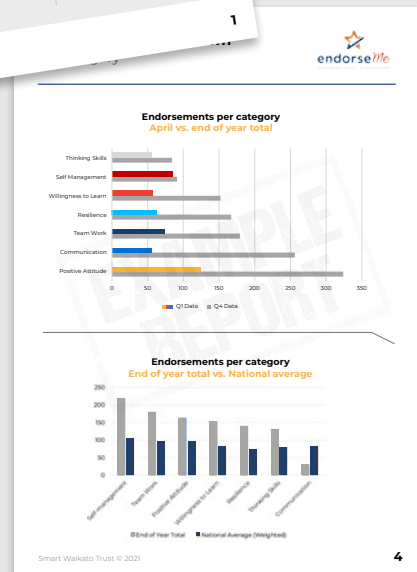
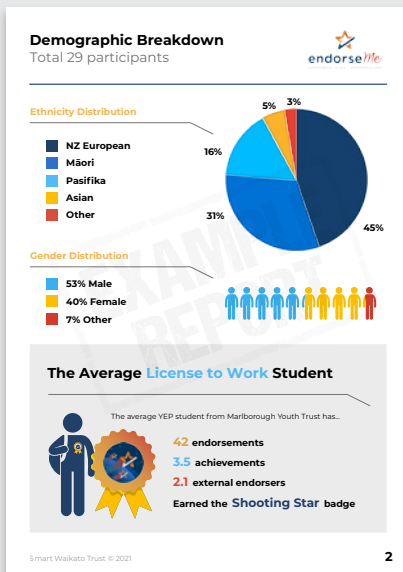
Name	Phone	Organisation	Position
AA Amanda Abbot	021 123 4567	Waikato Youth	Youth Worker
MW Mary Williams	020 987 654	Waikato High School	Teacher
MW Madison White	027 345 5678	Hamilton YWCA	Project Support
SB Samuel Baker	022 678 9101	Supermarket Hamilton	Supervisor
IB Isiah Brown	021 456 789	Fairview Rugby Club	Team Coach

RESULTS & REPORTING

endorseMe® can provide statistics on...

- » Endorsements of 30 different skills
- » Employability skills by 7 key categories
- » Gender
- » Ethnicity
- » Year level
- » Achievements (such as NCEA achievements, drivers license and extracurricular activities)

These statistics can be used to measure and evaluate student achievement and progress over time. Results from these reports can be used alongside your organisation's reporting, evaluation and funding applications.



*Example report

WHY USE endorseMe?

- » Rangatahi centred
- » Simple to use
- » Readily integrates with organisation needs
- » Generates employability record for rangatahi
- » Professional development opportunities for staff
- » Robust training and helpdesk facilities
- » Excellent measurement and evaluation tool



For...

YOUNG PEOPLE (Endorsee)



What is endorseMe®?

endorseMe® is a work readiness tool that gives you the opportunity to **be endorsed for your employability skills**. Once you have started to collect endorsements, you can **print a summary and attach it to your CV**.

endorseMe® will help to **identify which skills you already have and those you need to build on or develop further**, which will then help to set you up for a successful transition into long-term employment.

How does endorseMe® work?

1.

DOWNLOAD THE free APP

You must be registered to use endorseMe®. To get started now, email anna@smartwaikato.co.nz



2.

ASK ANY OF THE FOLLOWING PEOPLE TO ENDORSE YOU

- » Teachers
- » Coaches
- » Mentors
- » Employers
- » Work Experience Providers
- » Community Leaders
- » Volunteer Supervisors

Your endorsers will need to be approved by your co-ordinator.

3.

Become a Supernova!

The more endorsements you receive the more badges you will receive.

4.

Identify skills you need to build on or develop further such as 'asking questions when unclear'.

5.

PRINT A SUMMARY of your endorsements and attach it to your CV.

If you have any questions about the app or to get help on how to increase your skills to get more endorsements, please ask your endorseMe® coordinator. **They are there to help.** Otherwise, email anna@smartwaikato.co.nz

For...

COORDINATORS



endorseMe® is:

- » based on the NZ Employability Skills Framework
- » a record of work readiness
- » an overview of your endorsees work readiness strengths and weaknesses – both individually and collectively
- » a tool for goal setting
- » a platform for courageous conversations
- » available as a stand alone model or as part of the full Career Central subscription

THE COORDINATOR/HOST ORGANISATION WILL:

- » **host the young people** (endorsees)
If a Career Central organisation, all endorsees will be automatically registered. If not a Career Central organisation, endorsees will be manually entered or imported.
- » **register and approve endorsers** (employers, coaches, mentors, teachers, community and youth leaders)
- » **liaise with endorsees and endorsers**
- » **engage in coaching conversations**
- » **assist with goal setting**

How do I use endorseMe®?

- » If you are a Career Central organisation, endorseMe® is available as part of the package. Administration is accessed through your login on the Career Central website and it also sits on the student dashboard.



careercentral.school.nz

- » If you are not a Career Central organisation, Smart Waikato will issue you with a login and password and you will access via the Career Central website.

For...

EMPLOYERS AND MENTORS (Endorsers)



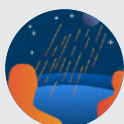
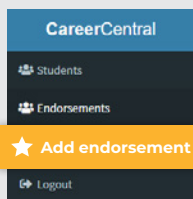
endorseMe® gives young people the opportunity to be endorsed for their employability skills by employers (for paid and unpaid work-experience), coaches, mentors, teachers, community and youth leaders.

How does endorseMe® work?



You will be asked to **endorse the young person under different categories**. There are a total of 30 endorsements that you could potentially tick. It will only take you between 5-10 minutes to complete.

You can endorse the young person through their app or the online web portal.



Please note you do not have to endorse any skill that the young person does not yet have or has not yet demonstrated in front of you.

If you do not endorse a skill or behaviour or attribute, this may be an area that the youth needs to build on or develop further. Helping to identify skills is still a positive step towards work readiness.



Once the young person has started to collect endorsements on this app, **they will be able to print a summary of their work readiness or employability skills and attach it to their CV. Your name and contact will appear on this.**

How do I get started?

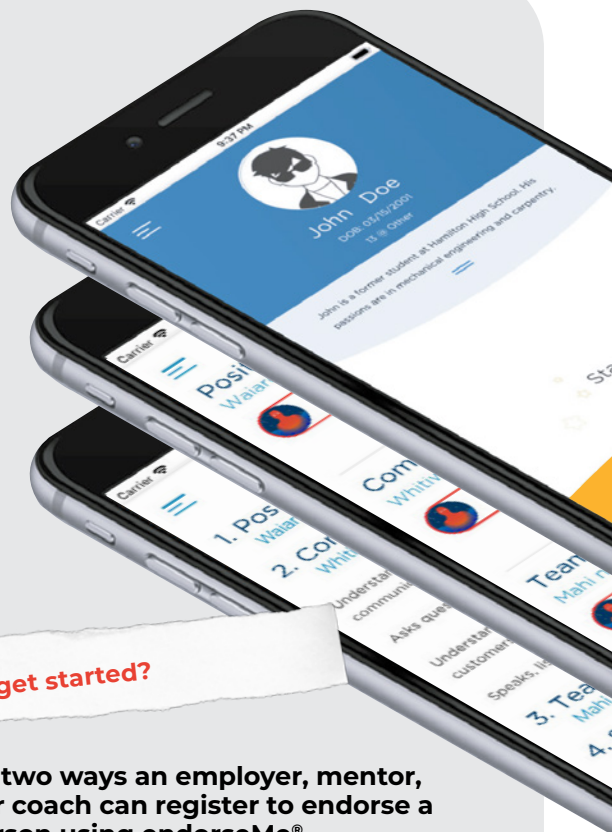
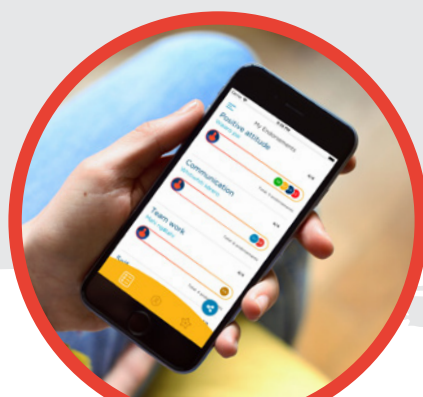
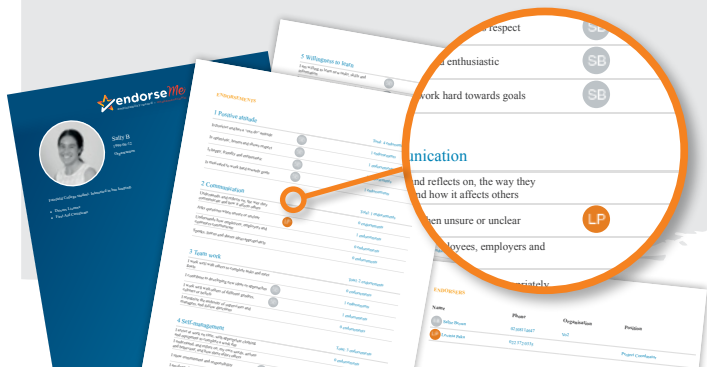
There are two ways an employer, mentor, teacher or coach can register to endorse a young person using endorseMe®.

- » You can either be **pre-registered by an admin person** (eg: Gateway coordinator), who will provide you login details
- » Or you can **set up your own account in the young person's app**. Once you have been approved by the coordinator, you will receive an email with your login details to gain access and endorse a young person.

How will endorseMe® benefit our young people?

This tool will help the young person to identify which skills they already have, and those they need to build on or develop further, which will then help to set them up for a successful transition into long term employment.

By engaging in the endorseMe® process, you are not only having a positive impact on our youth but also on the economic development of your region by helping to develop a strong, committed and work ready job force.



endorseMe® is based on the employability skills framework, a set of skills or capabilities which have been most commonly identified by New Zealand employers as essential for all young people to be work ready.

definition: work readiness;
making sure our young people have the right skills, attitudes and preparation to help them find and keep a job

These skills include: positive attitude, communication, team work, self management, willingness to learn, thinking skills (problem solving and decision making) and resilience.

EMPLOYABILITY » How many circles do you tick?

1 POSITIVE ATTITUDE » *Waiaro pai*

- Is positive and has a “can do” attitude.
- Is optimistic, honest and shows respect.
- Is happy, friendly and enthusiastic.
- Is motivated to work hard towards goals.

2 COMMUNICATION » *Whitiwhiti kōrero*

- Understands, and reflects on, the way they communicate and how it affects others.
- Asks questions when unsure or unclear.
- Understands how employees, employers and customers communicate.
- Speaks, listens and shares ideas appropriately.

3 TEAM WORK » *Mahi ngātahi*

- Works well with others to complete tasks and meet goals.
- Contributes to developing new ideas or approaches.
- Works well with others of different genders, cultures or beliefs.
- Recognises the authority of supervisors and managers, and follows directions.

4 SELF MANAGEMENT » *Whakahaere-whaiaro*

- Arrives on time, with appropriate clothing and equipment.
- Understands, and reflects on, their own words, actions and behaviour, and how these affect others.
- Shows commitment and responsibility.
- Is dependable, follows instructions and completes assigned tasks.
- Is responsible for their own health and wellbeing, and follows health and safety guidelines.
- Is clean, tidy and smells fresh.

5 WILLINGNESS TO LEARN » *He hiahia ki te ako*

- Willing to learn new tasks, skills and information.
- Curious and enthusiastic about the job, organisation and industry.
- Looks for opportunities to work more effectively to make the organisation better.
- Accepts advice and learns from feedback.

6 THINKING SKILLS (problem solving and decision making) » *Ngā pūkenga whakaaro (rapa rongoā me te tuku whakatau)*

- Identifies and assesses options before making a decision.
- Recognises problems and uses initiative to find solutions.
- Thinks about consequences before they act.
- Recognises when they need to seek advice.

7 RESILIENCE » *Pakaritanga*

- Adaptable and flexible in new and changing situations.
- Handles challenges and setbacks and does not give up.
- Able to seek support and help when needed.
- Recognises and accepts mistakes made and learns from them.

For more info on endorseMe®

CONTACT ANNA

E :: anna@smartwaikato.co.nz



www.endorseme.nz



endorseMe® is powered by Career Central. Career Central is New Zealand's leading careers management platform for youth organisations. endorseMe® is available as a standalone module, or as part of the full Career Central subscription. **Please note:** you must be registered with a coordinator or Smartnz to use endorseMe®.

