

SkillsCourses User Guide

Your step-by-step guide to learning online

Platform: SkillsCourses

Website: <https://skillscourses.eu/>

Welcome to SkillsCourses

This user guide will help you get started with SkillsCourses, an online learning platform offering high-quality courses as microcredentials covering different thematic areas. Courses developed through European projects are provided free of charge.

Whether you are learning for personal development or professional growth, this guide will show you how to:

- Create an account
- Find and enroll in courses
- Navigate lessons and quizzes
- Track your progress
- Download your certificate

No prior learning with online learning platforms is required.

Who is this guide for?

This guide is designed for:

- New users of the SkillsCourses platform
- Professionals, students, educators and lifelong learners

What you need

To use SkillsCourses, you will need:

- A computer, tablet or smartphone
- An internet connection
- A valid email address

All courses are self-paced and accessible online.

How to use this guide

Read the sections in order if you are new to the platform or jump directly to the topic you need help with. Screens and buttons mentioned in this guide match what you see on the SkillsCourses website.

Let's get started and begin your learning with **SkillsCourses!**

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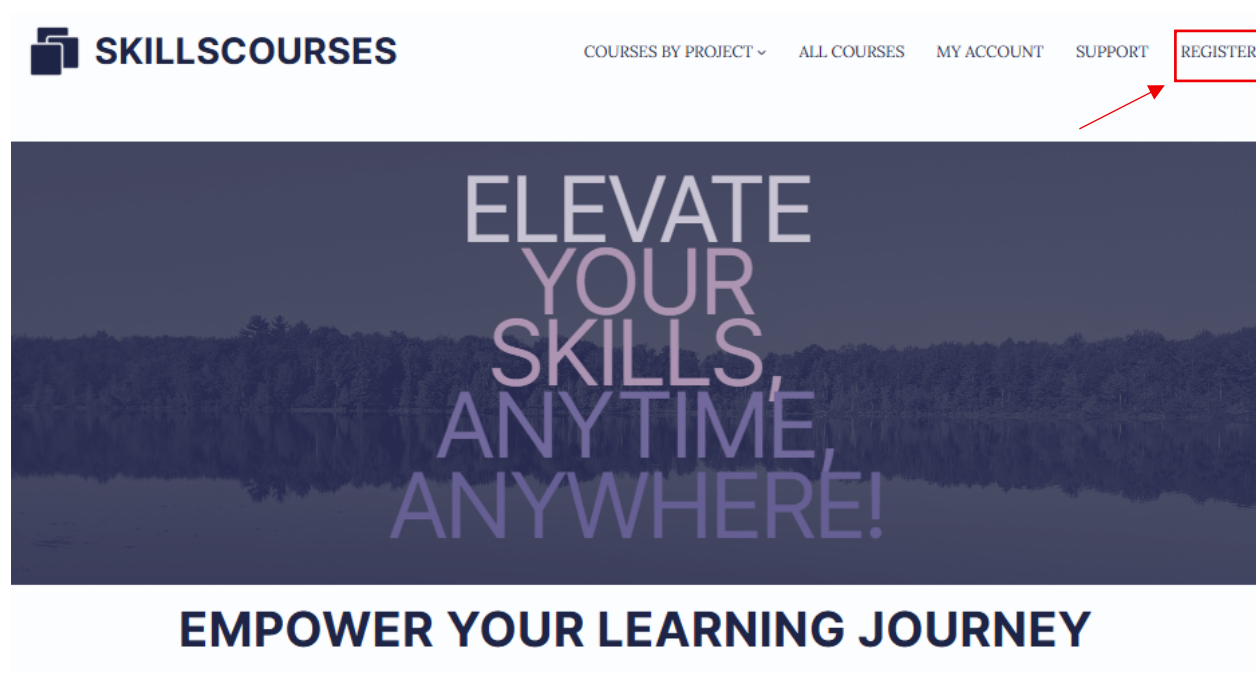
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1. What is SkillsCourses?

SkillsCourses is an e-learning platform offering online courses in various subjects. Courses and microcredentials developed through European Union-funded projects are provided free of charge. It is designed to support self-paced learning and help you build useful skills, whether you are looking to advance in your career, switch fields or pursue a new passion.

SkillsCourses was created by EUROMASC and NTI-MMM in 2024. The team design, host and manage visually engaging and user-friendly online courses in a MOOCs-type format across multiple languages. SkillsCourses facilitate every step of the process to ensure quality and accessibility for learners worldwide.

2. Creating your account



SKILLSCOURSES COURSES BY PROJECT ALL COURSES MY ACCOUNT SUPPORT REGISTER

ELEVATE
YOUR
SKILLS,
ANYTIME,
ANYWHERE!

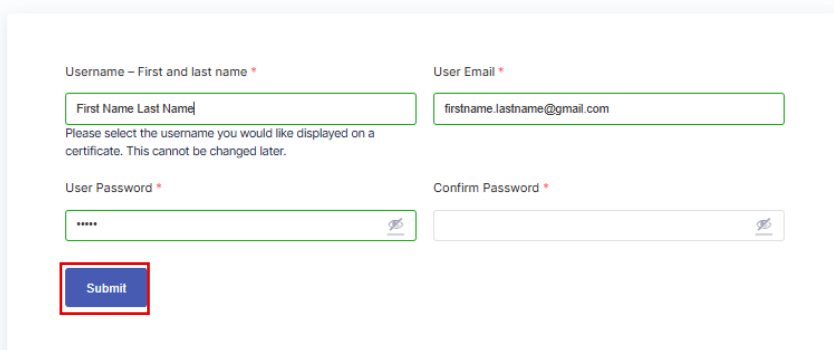
EMPOWER YOUR LEARNING JOURNEY

Go to <https://skillscourses.eu/> and click on the **Register** button, located on the top-right corner.

Choose your username, enter your email and select a password.

Important! Your username will be shown on your certificate, please choose your **real first and last name** as your username.

Registration



Username – First and last name * User Email *

First Name Last Name firstname.lastname@gmail.com

Please select the username you would like displayed on a certificate. This cannot be changed later.

User Password * Confirm Password *

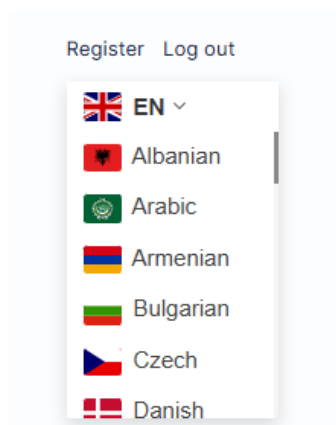
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Submit

Once you have clicked **Submit** you will get access to your dashboard. Here you will get an overview of the courses you are enrolled in, your progress and your completed courses. You can also edit your profile details and edit your password.

3. Language settings

You can change the platform's interface language you want the platform by clicking the flag icon at the bottom of the page. Course language options depend on the specific course/project.

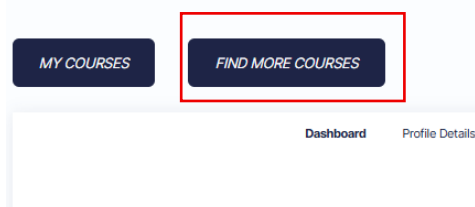


4. Finding courses

There are a few ways to find the courses available on the platform.

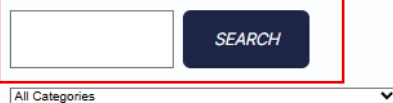
1. From your dashboard, you can click **Find More Courses**, and you will be able to see all the courses we offer, in all the different languages. If you already know the name of the course, you can use the search function at the top of the page.

My Account

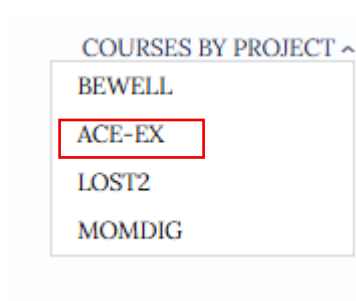


Courses

Browse the Skillscourses course catalogue or go to a pro



2. Also from your dashboard, you can click **All Courses** at the top of the page.
3. If you are interested or know about a specific project, you can find the relevant courses by clicking the **Courses by Project** button allocated at the top of the page and accessible both from the front page and your dashboard.



Once you click on the project you want, you will see the project's main page. Here you can learn more about the project, get an overview of all the courses offered and in what languages and read our FAQs.

Let's use ACE-EX as an example going forward.

ACE-EX courses

1. Leadership, Management & Soft Skills

- Leadership
- Open Management style
- Project Management
- Change management
- Organisational Skills
- Stakeholder Engagement, Marketing and Communication Skills

2. Circular Economy & Environmental Sustainability

- Circular Economy Principles
- Life Cycle Assessment
- Waste Management
- Water Management
- Agricultural Soil
- Technology and Resource Recovery
- Circular Economy Regulatory Framework

3. Innovation, Business & Entrepreneurship

- Innovation management and interdisciplinary research
- Business model adaptation
- Economics, Resilience and Diversification
- Economic impact of Energy cost
- Marketing & Communication

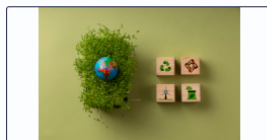
4. Green Technologies & Applied Solutions

- Biofertilizers
- Biogas
- Nutraceuticals
- 3D Printing
- System Thinking

Languages:



Click on the flag to see all courses available in that language.



Project Management

This course equips agricultural professionals with basic project management competencies to lead transformative projects from linear to circular agriculture, ensuring timely delivery, budget adherence, effective risk mitigation, and successful change management aligned with sustainability principles.

[START COURSE](#)

When you click on the title of the course, you will come to the course page. Here you will get an overview of the course:

- Number of modules, duration and EQF-level
- Course introduction and learning outcomes
- Overview of each module and lessons

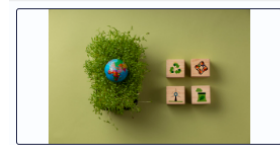
We recommend all learners to read through this page before starting the course.

5. Enrolling in a course

Find the course you want to take and click **Start Course**. If you haven't registered yet, you will be asked to do so. You can also access the **Start Course** button from the course main page.

3 Modules | 80 Minutes | EQF-Level: 5

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Project Management

This course equips agricultural professionals with basic project management competencies to lead transformative projects from linear to circular agriculture, ensuring timely delivery, budget adherence, effective risk mitigation, and successful change management aligned with sustainability principles.

[START COURSE](#)

6. Navigating through a course

Each course includes:

- Modules and lessons
- Assessment (quizzes)

Some courses will have additional materials in the lessons like videos, reading materials, etc.

Use the course menu to see your progress and the next lessons. Each lesson (also the introduction and reference) must be completed and passed for you to get your certificate.

To receive the certificate after completing a course, you will need to have an average grade of 75% or higher and fill out the course evaluation questionnaire at the end of the course.

Each assessment/quiz is graded, but you are allowed to retake the quizzes to obtain a passing grade.

On the right-hand side of the page, you can see all the modules and lessons in the course, as well as which lesson has a quiz.

Introduction

Module Duration: 80 Minutes

Introduction

This module provides learners with a foundational understanding of project management within the context of circular economy transitions in agriculture. It introduces key concepts such as the project lifecycle, the role of structured planning, and the importance of aligning sustainability goals with operational decisions. Emphasis is placed on the ability to define both strategic and specific objectives, ensuring that agricultural projects are not only visionary but also feasible and results-oriented.

Learners will become familiar with the PRINCE2® methodology, a process-based approach to project management widely applied across sectors and adaptable to the specific needs of circular agriculture. The principles of PRINCE2®—including product focus, staged management, and business justification—are explored in relation to managing complexity, maintaining control, and delivering measurable outcomes. Special attention is given to the concept of tolerances, which provides projects with flexibility while ensuring accountability across time, cost, quality, and scope.

Beyond methods and processes, the module highlights the centrality of people in project success. It explores how effective leadership, role clarity, and structured delegation can contribute to building competent, cross-functional teams capable of driving innovation and ensuring the long-term sustainability of project outcomes. The ability to manage teams, distribute responsibilities, and maintain motivation is presented as a key competence for project managers operating in dynamic agricultural environments.

The module concludes by examining how to structure project governance using the PRINCE2® framework, outlining roles and responsibilities across strategic, managerial, and operational levels. It stresses the importance of adapting organisational structures to the scale and complexity of the project and ensuring transparent communication across all levels. By the end of the module, learners will be equipped with the knowledge and tools to identify, organise, and manage projects that support the circular transformation of agriculture.

Learning Outcomes

1. Identify project opportunities that can drive the transition to circular agriculture
2. Compose and manage cross-functional teams for circular economy projects in agriculture

COMPLETE LESSON

Click **Complete Lesson** for each lesson. You will then be taken to the next lesson/module.

0 of 19 lessons complete (0%)

Introduction to Project Management for Circular Economy

Introduction

- 1. Getting Started with Project management Quiz
- 2. Project Management Method, Principles, Tolerances Quiz
- 3. People Management and Delegation Techniques Quiz
- 4. Project Organization Quiz
- References

Essential Project Management Practices for Circular Economy

6 lessons, 4 quizzes

Risk, Change, and Control in Circular Economy Project

At the end of each course there is a mandatory course evaluation questionnaire. Click on the link to access the evaluation form. Once you have completed this, go back to the lesson and select “I have given feedback”. The course has now been completed, and you can access your certificate.

If you have completed more than one of the ACE-EX courses, you need to fill in one evaluation questionnaire for each course to receive a certificate.

<https://wiabsurveys.limesurvey.net/263458?lang=en>

I have given feedback

7. Tracking progress

You can see your course progress in two ways:

- In your dashboard under My Courses
- In the course overview page: there is a progress bar that shows completion

8. Certificates

Once you meet the course requirements, a digital certificate is generated automatically. Open your certificate and save it as a PDF. You can upload it to LinkedIn, your CV or other platforms.

To access your certificate later:

- Go to **My Account** → **My Courses**
- From the drop-down menu at the top, select **Completed Courses**, then click **View Certificate** next to the course.

Certificates are issued using the username you provided during registration on SkillsCourses. Unfortunately, usernames displayed on certificates cannot be changed.

9. GDPR compliance

SkillsCourses is hosted in Sweden as a web-service of Loopia AB.

Further details in the *Data Protection Declaration for the Skillsbank System*

10. Support

If you run into problems, visit the Support and FAQ page. Common issues and answers are listed there.

Contact support via contact@skillstools.eu for unresolved issues.

We hope this guide helps you navigate the SkillsCourses platform with confidence. Enjoy learning, growing your skills and discovering new opportunities!