

Step	Actions	Resources	Complete
Step 1 Setting-up	<ul style="list-style-type: none"> ● Add other users to Compass+ so they can support you and share ownership of the information ● Share your Compass evaluation so key staff receive it automatically (Line Manager/SLT/Central Strategic Careers Lead/Link Governor/Enterprise Adviser) ● Share the Future Skills Questionnaire (FSQ) data visualisation with key staff so they can help you explore the responses; Head of Year, Data manager, SENDCo ● Arrange meetings with key stakeholders to discuss your findings 	How to manage users How to manually share Compass evaluations and Activities FSQ data visualisations	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Step 2 Activities	<ul style="list-style-type: none"> ● Enter your key Benchmark 1 information (this evidences statutory compliance) and screenshot or download ● Enter future evaluation dates in your calendar to keep you on track (we recommend completing Compass evaluations termly) ● Add Benchmarks 2-8 activities; start with big-ticket/whole-year events <ul style="list-style-type: none"> * If you have activities planned on spreadsheets, you can upload them using our Activities Upload template * You can also upload activities from Partner Platforms (We recommend this is done termly before completing an evaluation) ● Check the Benchmark activities you have planned for each year group by using the Dashboard visualisation 'Your activities for the year' 	How to create an activity (BM1) How to create an activity (BM2-8) How to upload activities using our Activities Upload template Using Compass+ with a Partner Platform How to mark an activity as complete or cancelled and managing attendance data	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Step 3 Interests and Destinations	<ul style="list-style-type: none"> ● Use the intended destinations permissions template to populate this section ● Ask colleagues to help by entering the data into Compass+ with you 	Learner profile Interests and Destinations tab Intended destinations permissions sheet	<input type="checkbox"/> <input type="checkbox"/>
Step 4 Future Skills Questionnaire	<ul style="list-style-type: none"> ● Use the FSQ to gather learner voice and understand learner perceptions of your careers provision ● Use the outcomes to identify strengths and areas for improvement, trends and patterns ● Signpost learners with mostly negative responses to relevant stakeholders for support, use positive responses to inform future discussion groups, for when Ofsted visits for example ● Share FSQ data with key stakeholders, raise the profile of groups and individuals ● There is a separate checklist to guide you through successfully delivering FSQ 	How to generate questionnaire links Using the Future Skills Questionnaire to identify areas of strength and areas for improvement in your careers programme Using the Future Skills Questionnaire to identify students in need of additional support Using the Future Skills Questionnaire to compare groups of students Future Skills Questionnaire implementation resources (PDFs)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Step	Actions	Resources	Complete
Step 5 Careers Partners	<ul style="list-style-type: none"> ● Use the Careers Partners database to record all of your contacts safely and easily in one place ● You may wish to download our Careers Partner Info sheet, write down the organisation/employer information on this, then login to Compass+ and record the information later. Ask an appropriate member of staff to help enter this information with you ● Maintaining your Careers Partners database can reduce time adding partners to activities, as you simply pull them through from the database ● Use the advanced search to narrow down choices of contacts for specific events 	Download Careers Partner Info sheet How to use the Careers Partners database Helpful ways to use Careers Partner contact data	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Step 6 Help Centre and training	<ul style="list-style-type: none"> ● If you get stuck, use the Help Centre articles and short 'how-to' videos (most are around 2-3 mins long) ● Access free, high-quality training for yourself and colleagues (face-to-face training and webinars) ● Complete the free Compass+ online training (this will save you time in the long-run by getting you up-to- speed with all key features and functionality) ● You can also access the Resource Directory through the Help Centre. The Resource Directory hosts thousands of useful resources to support you in your role 	Using the Help Centre Sign-up for a Compass+ training webinar Access Compass+ training via the Digital Hub Visit the Resource Directory	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Step 7 Updates and developments	<ul style="list-style-type: none"> ● Check the Help Centre for the latest Compass+ updates and developments ● We are constantly working to improve Compass+ based on user feedback 	Compass+ updates and developments	<input type="checkbox"/>

Use this space to write down any notes/actions/ideas: