

Step	Actions	Resources	Complete
Step 1 Get started	<ul style="list-style-type: none"> ● Open Compass+ on your desktop and bookmark the page to your favourites ● Add colleagues as Compass+ users to support you to input information (admin, careers/pastoral staff, other relevant staff) ● Give staff training on the system. See 'Quickstart with Compass+' ● Share your Compass evaluation so that key staff receive it automatically (Line manager/SLT/Central Strategic Careers Lead/ Link Governor/Enterprise Adviser) 	How to manage users Quickstart with Compass+ How to manually share Compass evaluations and Activities	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Step 2 Understand the Dashboard	<ul style="list-style-type: none"> ● Complete a Compass evaluation if you haven't done one already (you can ask your Enterprise Co-ordinator to support you) ● We recommend completing a Compass evaluation termly ● Compare your Compass evaluation results with national and regional statistics 	How to create Compass evaluations How to use the results from your Compass evaluation	<input type="checkbox"/> <input type="checkbox"/>
Step 3 Enter your planned Activities	<ul style="list-style-type: none"> ● Enter your key Benchmark 1 information (this evidences your statutory duties and also needs to be on your website) ● Ensure statutory compliance as quickly as possible and be realistic about planned improvements to your progressive careers programme ● Add activities for Benchmarks 2-8 (start with big ticket activities/whole-year events) ● If you also use a Partner Platform, upload activities from the Partner Platform to Compass+ (your Compass+ Admin user can do this with you) 	How to create an activity (BM 1) How to create an activity (BM 2-8) Using Compass+ with a Partner Platform	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Step 4 Plan to deliver the Future Skills Questionnaire	<ul style="list-style-type: none"> ● Plan to get one year group to complete the Future Skills Questionnaire (FSQ). Start by baselining Y7 or Y12 ● Baseline learners to identify trends and patterns to support early identification of potential NEETs, interventions and to inform planning of your progressive careers programme (use data visualisations to support with this) ● Use the outcomes to identify strengths and areas for improvement. 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 results with Heads of Year and your Data Manager ● There is a separate checklist to guide you through successfully delivering FSQ 	How to generate questionnaire links Viewing and downloading learners' questionnaire results Future Skills Questionnaire implementation resources (PDFs)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Step 5 Use the Help Centre	<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) ● 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 webinar Resource Directory	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Once you are confident with the suggestions in this checklist, take a look at our other [Compass+ support resources](#), including our Future Skills Implementation resources.