COMPASS+

Using the Compass+ Activities Upload template

THE CAREERS & ENTERPRISE COMPANY

THIS GUIDE IS FOR WIDER TEACHING AND SUPPORT STAFF - Please follow the steps below to use the Activities Upload template effectively.

Your Careers Leader will share a copy of the Activities Upload template with you. Please ensure you enter activity details as instructed in each column, this is critical as entering information in an incorrect format will affect uploading the data into Compass+

STEP	ACTION	RESOURCES	COMPLETE
Step 1 Identifying careers activities	• Familiarise yourself with Gatsby Benchmark 4 (Linking curriculum learning to careers) • Head to the CEC Resource Directory for supporting resources and guidance for GBM 4, including My Learning My Future - a suite of resources that have been developed to help you speak confidently about careers related to a range of subjects as well as the various pathways and skills needed by employers • Complete free self-paced training to support your understanding; Teachers Part 1: Understanding Career Pathways and Teachers Part 2: Careers in the Curriculum Awareness	[Gatsby Benchmark 4](#) [Gatsby Benchmark Toolkit](#) [CEC Resource Directory](#) [My Learning My Future](#) [Sign up or register for free self-paced training](#)	☐ ☐ ☐ ☐
Step 2 Accessing the spreadsheet	• Open the Activities Upload spreadsheet • Ensure the spreadsheet is saved in a sensible location and that you will easily be able to find it to add activities as they are delivered in your subject/specialist area • Remember to save the spreadsheet regularly when you are inputting activities so that you do not lose any information		☐
Step 3 Understanding the spreadsheet	• The spreadsheet has two tabs - Activities and Benchmarks ○ Activities tab: record specific activity details here ○ Benchmark tab: to be used as a guide for selecting the correct option for columns A (Benchmark) and B (Main category) for each activity recorded ****Remember – you MUST follow the format as instructed at the top of each column!****	[Additional guidance on how to complete the Activities Upload spreadsheet](#)	☐
Step 4 Using the spreadsheet	• Enter careers activities that are delivered in your subject/specialist area • Attribute the relevant benchmark to the activity (the Benchmarks tab can help you choose the correct one for each activity (see Step 3) • If an activity may be applicable to two or more benchmarks, pick the one that is the most relevant to the activity		☐
Step 5 Sharing the spreadsheet	• Check in with your Careers Leader regularly • Ask them when they want you to send through your populated spreadsheet, we would suggest termly as a minimum • Confirm if they want you to keep all activities you have entered on the spreadsheet , or if they want you to start afresh after you have sent it to them Your Careers Leader will collate your activities into a MASTER spreadsheet - this will then be uploaded into Compass+ so that all your institutions' careers activities are safely and securely stored in the system.		☐ ☐ ☐
Step 6 More information	• Find out more about Compass+ on the Compass+ Help Centre • Talk to your Careers Leader about how you can continue to support the delivery of your institution's careers programme.	[Quickstart with Compass+](#)	☐