

Getting started – A guide for Enterprise Advisers

The checklist below will help you to consider ways in which you can engage with your matched school/college effectively.

No.	Action	Done
1	Initial scoping meeting with careers leader/team and LEP representative	
2	Agree communication preferences and Enterprise Adviser engagement (i.e., Strategic vs Operational)	
3	Overview of careers programme/plan and compass scores shared	
4	Tour and insight into the school/college	
5	Introduction to senior leadership – i.e., Head Teacher, Governors	
6	If applicable invite careers lead to employer site	
7	Provide feedback on your school/college's careers programme/plan, website, evaluation processes, compass scores	
8	Agree objectives and priorities in partnership with your school/college and agree an action plan to review termly	
9	Consider using your expertise to advise your school/college on how to effectively engage with employers	
10	Utilise your own business networks and connections to support your engagement with your school/college	

*The above relies on maintaining effective communication between yourself as careers lead and your Enterprise Adviser to ensure a sustainable and meaningful partnership

Useful links:

[Enterprise Adviser Roadmap.pdf](#)

[Enterprise Adviser examples of best practice.pdf](#)