

## Utilising your Enterprise Adviser – A guide for Careers Leaders

An Enterprise Adviser – a senior business volunteer from a local company – who will use their business experience and knowledge to work closely with your headteacher or senior leadership team to develop a careers and enterprise plan, help you connect with local and national employers and share their insights on local and national skills needs and opportunities.

The checklist below will help you to consider ways in which you can engage with your Enterprise Adviser effectively.

No.	Action	Done
1	Invite Enterprise Adviser into school/college for planning meeting	
2	Agree communication preferences and Enterprise Adviser engagement (ie Strategic vs Operational)	
3	Introduction to senior leadership – ie Head Teacher, Governors	
4	Share overview of careers programme/plan and compass scores	
5	Offer a tour and insight into the school/college	
6	Gain feedback from Enterprise Adviser on your –careers programme/plan, website, evaluation processes, compass scores	
7	Agree objectives and priorities in partnership with your Enterprise Adviser and agree an action plan to review termly	
8	Create employer engagement strategy – work together to consider strengths and gaps	
9	Plan collaborative CPD to introduce Enterprise Adviser to wider school/college community	
10	Consider using your Enterprise Adviser as a first point of contact for employer engagement activities (ie network connections, volunteering, feedback on employer facing communications/resources)	

\*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:

[Schools road map - top tips](#)  
[EA network](#)