CUMBRIA CAREERS HUB

CLEP
CUMBRIA
LOCAL
ENTERPRISE
PARTNERSHIP

THE CAREERS &
ENTERPRISE
COMPANY

GETTING STARTED AS AN ENTERPRISE ADVISER

PRIOR TO FIRST MEETING

- Read the Enterprise Adviser role description
- Complete the following paperwork and return to your Enterprise Coordinator:
  - Application form
  - Memorandum of Understanding (MOU)
  - DBS
- Attend the Cumbria Careers Hub Enterprise Adviser Induction
- Meet with your Enterprise Coordinator and get some background information on the school/College
- Read through the Enterprise Adviser Roadmap
- Check the school website for information on the school/College management structure, influential figures, the school vision, mission, careers plan

ADVICE FROM ENTERPRISE ADVISERS

Think strategic

- Invest time to get to know the Career Lead & influential figures at school
- Think like a parent
- Don't think of careers based on your experiences. It's all changed!
- Don't drown in acronyms
- Everyone is starting from a different place, and everyone has value to add
- Invest some time to get to know your school/College

Collaborative working is key

- Attend the County Enterprise Adviser Network meetings; they offer valuable insights
- Collaborative working is key
- Work together with your Careers Leader (CL) to identify the challenges, and work collaboratively to address them
- Agree a plan of action together, and consider what the outcomes will be
- Make sure the match is right for you
- Look at examples of best practice for inspiration
- Network with other Enterprise Advisers

ADDITIONAL SUPPORT

Speak to your Enterprise Coordinator if you would like to:

- Attend optional support network meetings for new Enterprise Advisers (smaller meetings)
- Have regular review meetings with your Enterprise Coordinator/complete a self assessment
- Set up a buddy/mentor system with a more experienced EA

FIRST MEETING

Below are a few suggestions that you could cover during your first meeting:

- Introduce yourself; provide an overview of your business and your role
- Receive a brief summary of the school or College (Strengths, number of students, year groups, the school ethos, attitudes and aspirations of students)
- Ask about the school's previous and current experiences of careers education, work related learning, enterprise and events
- Explain your role as an Enterprise Adviser (EA) and why you volunteered
- Discuss the school's expectations of the Enterprise Adviser Programme
- Discuss which areas the school would like to focus on and what actions are a priority

- Find out what is working well, or not so well
- Key dates in the school calendar
- Discuss any upcoming activities and any additional activities that could be planned and how you could support this
- Exchange contact details and best means and times of contact
- Agree next steps, actions and the date and time of the next meeting
- Speak to your Enterprise Coordinator (EC) if you don't feel that you are a good match with the school/College- not everybody is. We can look at alternatives and find a better match

By the end of the first year, some things you could have achieved…

- To have had a meeting with the Senior Leadership Team (SLT)
- To have had a meeting with the Link Governor
- Developed a good relationship with your Careers Leader
- Attended EA County Meetings
- Understand the school or Colleges vision, careers strategy

WHAT SHOULD I BE DOING ON A MONTHLY/TERMLY/ANNUAL BASIS?

Monthly
- Check in with your Career Leader
- What is coming up?
- Review any activities or events that have taken place
- Are there any follow up actions?

Termly
- Attend tripartite meeting with your CL and EC
- Review the school's or College Compass results

Annual
- Meeting with School or College Head/ SLT/ Governor/Link Governor meeting
- Review progress, consider completing a self audit

FOR MORE INFORMATION CONTACT:

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