

Careerpilot

Careerpilot user guide for a new career leader

Congratulations on your new role as career leader!

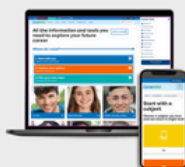
As a school or college that is already set up with access Careerpilot, we would like to ensure a smooth handover so you can continue to use Careerpilot to support your school/college careers programme.

Your school/college currently has access to all four zones of Careerpilot. Contact Careerpilot to check if you also have access to the Pathway Planner tool if unsure.

Careerpilot

Student Zone

Information, advice and tools to empower young people to explore their strengths, understand their options and inspire their future career planning.



Start with
you

Explore your
options

Plan your
next steps

careerpilot.org.uk

Careerpilot PATHWAY PLANNER



Pathway Planner online triage tool

Assess the personal guidance needs of Year 11-13 at three levels, use tools to book sessions and track progression.

Schools and colleges: Use Careerpilot to support a stable careers programme and meet the individual needs of your students at every stage

Year
7

G1-8
CAREERPILOT

Year
13

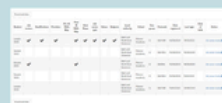
Adviser Zone

Access careers resources for every year group, with student outcomes.



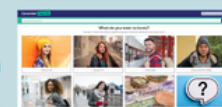
Reporting Zone

View student data and record personal guidance.



Parent Zone

Support parents and carers in having careers conversations.



Find out more about Careerpilot and Pathway Planner, view a short video introduction or book on to a Introduction to Careerpilot webinar:

www.careerpilot.org.uk/adviser-zone/introduction-to-careerpilot-and-the-pathway-planner-tool

Contact us to request a Getting Started Booklet to help implement using Careerpilot

careerpilot@bath.ac.uk

Do you have an admin password set up to access Careerpilot yet?

You will need an admin password to log in to Careerpilot to access:

- careers resources for every year group in the Adviser Zone;
- data and reports on the choices students are making in the Reporting Zone;
- the Pathway Planner tools and reports (if your school is set up to access this).

Ask a member of your SLT or the existing password keeper to email us to give permission for us to get you set up on the system - careerpilot@bath.ac.uk

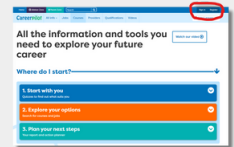


Support more students to register on Careerpilot

Students can register for their own FREE account on Careerpilot and save their choices and quiz results to their Career Tools, which you can view in the Reporting Zone. They can use Careerpilot in school (download Careerpilot lesson resources from the Adviser Zone to help you deliver) or they can access Careerpilot independently, on their phone or online device at home. Its easy to register:

1

Students register themselves, they click on 'register' in the top right-hand corner of the home page or visit careerpilot.org.uk/register



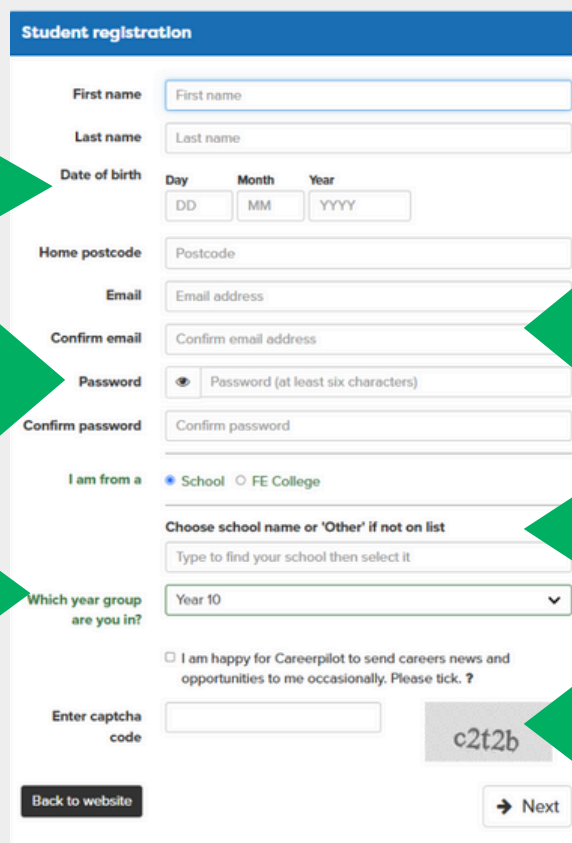
2

They need to complete the short registration form

Students need to enter their name, date of birth and home postcode.

They will need to make up their own password—we recommend choosing one that they are least likely to forget or make a note of it somewhere!

Students need to select their year group. This automatically moves up on the system each year on August 31st.



The screenshot shows the 'Student registration' form with the following fields and options:

- First name: [Text input]
- Last name: [Text input]
- Date of birth: [Day (DD)] [Month (MM)] [Year (YYYY)]
- Home postcode: [Text input]
- Email: [Text input]
- Confirm email: [Text input]
- Password: [Text input with eye icon, label: Password (at least six characters)]
- Confirm password: [Text input]
- I am from a: ☒ School ☐ FE College
- Choose school name or 'Other' if not on list: [Text input with placeholder 'Type to find your school then select it']
- Which year group are you in?: [Dropdown menu showing 'Year 10']
- ☐ I am happy for Careerpilot to send careers news and opportunities to me occasionally. Please tick. ?
- Enter captcha code: [Text input]
- Captcha code: c2t2b
- Buttons: 'Back to website' and 'Next' (with arrow)

They can use either their school email address or a personal email address—we suggest they use the one that they use most often.

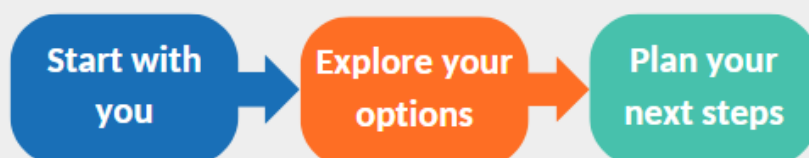
Then can then choose their school or college from the drop down list.

Finally, they will need to type in the Captcha Code (this is to make sure that they are human!).

*They must tick the box to say that they have read the Ts and Cs to complete registration

3

Students can then log in to explore their strengths, understand their options and inspire their future career. And you can view their choices in the Reporting Zone.

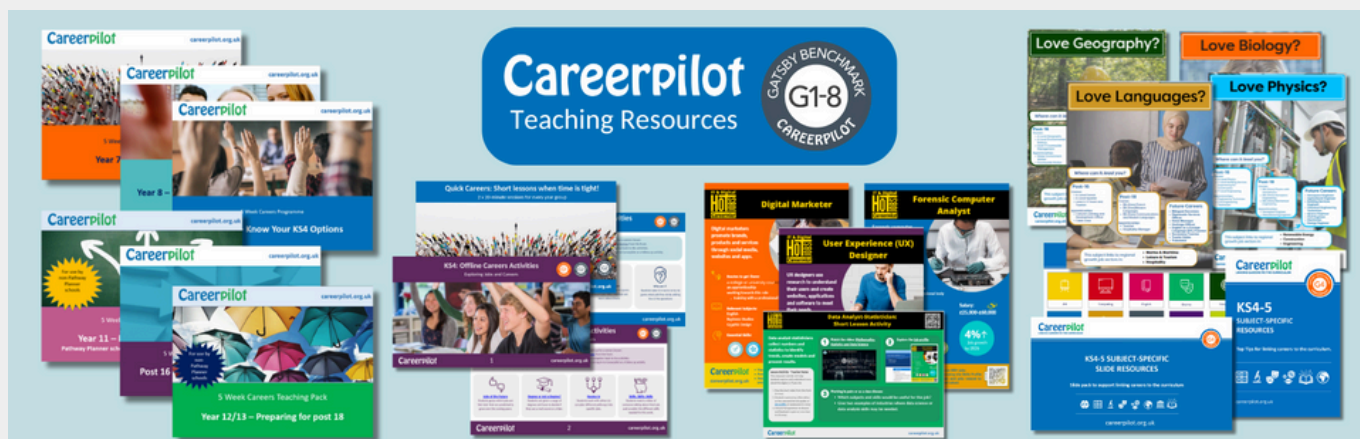


Careerpilot

Careerpilot as part of your whole-school career provision

Careerpilot can be used as part of a stable careers plan across your whole school or college. Careerpilot puts the students at the centre of the career programme and provides activities and resources to support effective careers provision for 11-19 year olds, with support for the careers leader, career advisers and teaching staff. The information students build in their Career Tools reports helps staff and career advisers find out more about what their students are interested in, meeting individual needs.

Log in to download Careerpilot teaching resources in the Adviser Zone



www.careerpilot.org.uk/adviser-zone

Log in to access student data in the Reporting Zone

Access individual and group reports to view the choices your students are making, their interests and tasks completed, so you can support their individual needs. Find out more about using the Reporting Zone and access user guides and support videos:

www.careerpilot.org.uk/adviser-zone/viewing-student-data-in-the-reporting-zone



Log in to access the Pathway Planner online triage tool

Careerpilot Pathway Planner is a model and online tool, which provides effective, efficient and targeted personal guidance to meet the individual needs of young people, using triage and a whole-school, integrated approach. Find out more, book training and set up access:

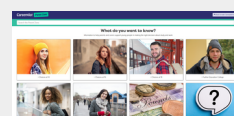
www.careerpilot.org.uk/adviser-zone/introduction-to-careerpilot-and-the-pathway-planner-tool/what-is-the-pathway-planner-triage-tool



Support parents in having careers conversations with the Parent Zone

Share a link to the Careerpilot Parent Zone with your parents and carers and invite them to our exclusive Careerpilot Parent Webinars for support with choices at 16 and 18.

www.careerpilot.org.uk/parent-zone



Careerpilot

More support for you as Career Leader

Download Careerpilot maps to Gatsby



Access support for mapping your Careerpilot activity to the eight Gatsby Benchmarks: www.careerpilot.org.uk/adviser-zone/meeting-the-gatsby-benchmarks/using-careerpilot-to-help-meet-the-gatsby-benchmarks

Book Careerpilot and Pathway Planner Online Training

We offer a regular programme of training webinars for staff that are new to Careerpilot as well as refresher training where needed. Book on to an upcoming webinar: www.careerpilot.org.uk/adviser-zone/free-training-for-schools-and-colleges



Still have questions or need more support?

Contact us on the Careerpilot Helpline with any queries about Careerpilot access, or to request bespoke one-to-one training or support at careerpilot@bath.ac.uk

