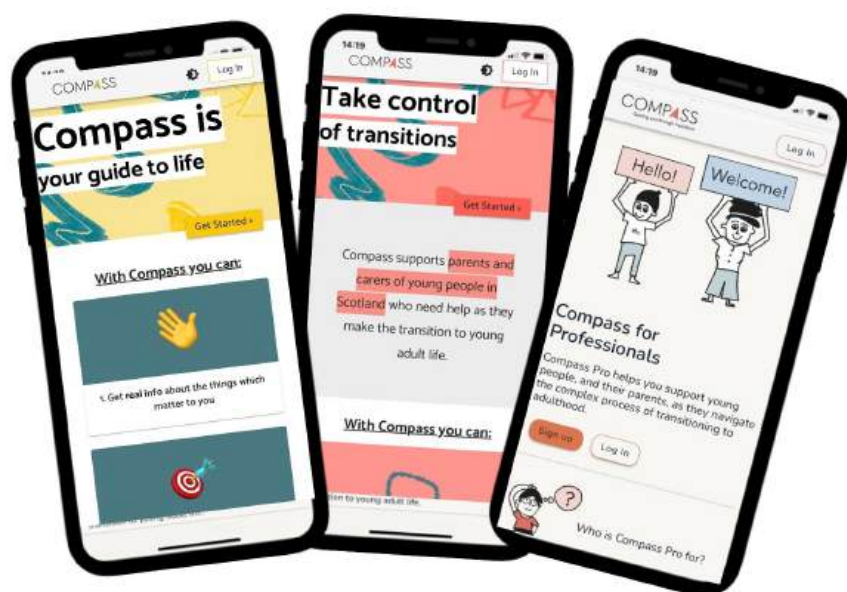


ARC Scotland

# All About Compass – a toolkit for professionals

Free online tools for young people with additional support needs and the adults in their lives



COMPASS  
Change, made easy

Association for Real Change is a registered charity:  
Registered Charity No. 285575 Scottish Charity No. SC039129

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If you have questions or require further information about anything in these Guidelines, please contact us at [transitions@arcuk.org.uk](mailto:transitions@arcuk.org.uk)

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**Sign up to Compass at [www.compasslaunch.scot](http://www.compasslaunch.scot)**

## ABOUT COMPASS

### What is it?

Compass is a set of three free online tools for young people with additional support needs and the adults in their lives, to support the transition to adulthood.

Each version is designed to meet the particular needs of its users – one for young people, one for parents and carers and one for professionals.

Compass gives all users accurate, up to date and individually tailored information relevant to Scotland, in one place and available whenever they need it.

### How it works

Every Compass user creates their own unique account.

The questions asked during sign-up, and while using the tool, allows Compass to tailor information to their needs.

By answering, they can unlock essential information and advice for their stage in the transitions process; link to other sources of information and support; create a personal to-do list; and check the meaning of unfamiliar terms or jargon.

Compass signposts to the best information available and is checked regularly so it is always accurate and up to date.

### Collecting data and GDPR

As well as the information entered when creating an account, users of all three tools are asked about their experience of transitions. Their answers are used to generate the annual Compass report, creating a strong evidence base to inform local and national policy and practice development (see p.12 for more about data reports).

Compass fully meets GDPR requirements and no answers can be linked to any individual or their personal circumstances. ARC Scotland is the sole data controller and each tool links to a privacy policy appropriate to its user group that sets out how data is stored and used.

Users have full control of their accounts and can amend or delete them at any time.



#### TOP TIP:

*Compass isn't an app, it's an interactive digital platform - so you won't find it in Google Play or the App Store. However by adding it to your favourites, or creating a shortcut from your device's home screen, you can access it quickly and easily providing you have an internet connection*

# USING COMPASS FOR PROFESSIONALS

## Getting started

- You can use your first name only if you prefer, or give yourself a nickname. You can choose to use a work or personal email.
- You will be asked for your job title, sector and where in Scotland you work (e.g. local authority area, health board).

## With an account, you can...

- See what transitions duties lie with you under legislation and government guidance. Find out what transitions duties apply to colleagues in other sectors. (Select *“Professional key duties”*.)
- Enter a young person’s date of birth to see the same stages of transition and top tips shown in the parent/carer tool. (Select *“Transition timeline”*.)
- View the transitions topics in the young people’s and parent/carer tools, and link to the most up to date and reliable sources of information. (Select *“Parent resources”* and *“Young person resources”*.)
- Use the Transitions A-Z to support a common language and terminology. (Select *“Transitions A-Z”*.)
- Answer questions anonymously to help complete a national picture of what is working well and where things need to change. (Home page.)

## You will not be able to ...

- Store information on Compass, or use it as a caseload management system.
- Connect directly with other users’ devices or accounts.
- Talk directly with colleagues through Compass.



### **TOP TIP:**

*Compass is there to help everyone understand the transitions process better and feel more confident about taking part. It doesn't replace conversations and relationship building with young people and families*

# COMPASS FOR PARENTS AND CARERS

## Getting started

- Parents and carers set up an account by entering their name (or a nickname if they want), an email address and creating a password.

## Creating a young person's profile

- Parents/carers are asked to create a profile for their young person. If they are using Compass for more than one young person, we recommend creating a profile for the person closest to school leaving age first. They will be able to add others later.
- Compass uses the profile to filter the most relevant information. Everything is encrypted and separated from the account details, making it impossible to identify any individual or family.
- Parents and carers can use Compass without completing a profile, but the information they receive may not be so individually relevant or useful to them.

## With a profile, they can ...

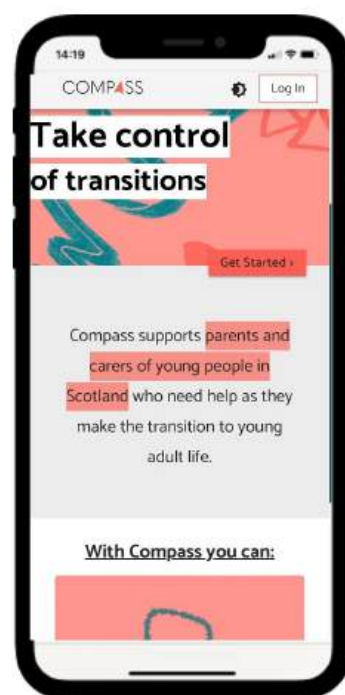
- See a personal timeline showing where the young person is in the transitions process and the priorities for families at that point. They can check previous stages, so nothing important is missed, and later stages, to prepare for what will happen next.
- Answer questions to make sure Compass provides the information they need and want. They can pause answering at any time and resume when it's convenient.
- Their answers create a personal "to do" list to work through at their own pace. Answering "no" or "I don't know" unlocks an explanation plus links to further resources and sources of information or support.
- Use the Transitions A-Z to check the meaning of unfamiliar terms or jargon.
- Answer questions anonymously to help build a national picture of what is working well and where things need to change.

## They will not be able to ...

- Connect to another Compass tool.
- Pass information or questions directly to professionals or support services.

“

**TOP TIP:**  
*Compass works for any young person with support needs whether they are in school or not, and regardless of whether they have a formal diagnosis*



# COMPASS FOR YOUNG PEOPLE

## Getting started

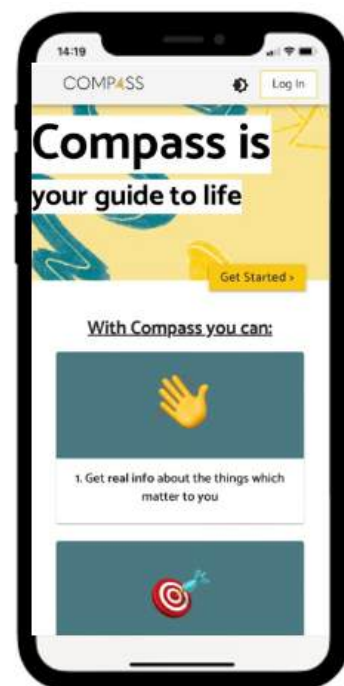
- Young people set up an account by entering their name (or a nickname if they want), and choosing from a list of options a) the next change they are preparing for; and b) their support needs. They enter an email address and create a password.

## With an account, they can ...

- Browse topics relevant to their stage in transitions and their future plans. These include physical and mental health and wellbeing, employment, housing and leisure as well as education and training.
- “Like” topics to create a personal list of those they find interesting or relevant.
- Click on each topic in turn to find out more about it and sources of further information.

## They will not be able to ...

- Connect to another Compass tool.
- Pass information or questions directly to professionals or support services.



“

### **TOP TIP:**

*Compass helps young people take part in the transitions process more effectively by exploring options, working out what is important to them and setting their own goals*

## SHARING COMPASS

# Getting people to use Compass!

## Who?

Anyone is free to use Compass if they find it useful. It doesn't have to be formally "adopted" by any area or organisation. (*N.B. see p. 12, Compass data reports.*)

## Why?

Compass benefits young people and families because it makes sure everyone involved in their transition has the knowledge to work towards the best experience possible. It supports a consistent, joined up approach across sectors and lets young people and families explore options and make informed decisions – whether they meet local eligibility criteria for support services or not. The data Compass gathers supports good commissioning decisions and allows improving practice to be evidenced and shared.

## How?

We have resources and ideas that can help. On the following pages you will find suggestions for social media posts, emails, articles, and a range of resources you can use freely to encourage colleagues and young people or families to try Compass. Simply copy and paste.

### Other people have shared their own ideas and tips to help you get started – is there anything here you could try?

Have a stand or hand out information at transitions events: parent meetings, careers fairs

Use social media channels, family Facebook pages, e-bulletins, communication networks

Share information with colleagues in team meetings, by email, intranet and other communication channels, and provide regular prompts and reminders

Use Compass to help young people and families who won't qualify for an enhanced service, but nevertheless need information, signposting and a plan if the young person is to make a smooth transition

Give out information from age 14, particularly ahead of transitions planning meetings: encourage young people, parents and colleagues to use Compass as preparation for the meeting

Share information with local carer organisations and agencies

Put flyers and posters in doctors' surgeries, libraries, leisure centres, community centres, local cafes, places of worship, anywhere young people and families are likely to go

Once is not enough! People will need reminding regularly that Compass is still there for them throughout a young person's transition journey – all the way up to age 25.

## WEBSITE AND NEWSLETTER COPY

### Suggested title: A Compass for transitions

#### Long copy (150 words)

Compass is for all young people with additional support needs, and the adults in their lives, throughout the transition to adulthood.

The three versions - for young people, parents and carers, and professionals - are completely free and link to the best, most up-to-date information, all in one place and there whenever it's needed.

Compass is tailored to the individual so it's always relevant and specific, saving time and reducing stress.

- It helps young people explore what matters to them, and share their thoughts.
- It gives parents and carers an individual transitions timeline and highlights key actions at each stage.
- It guides professionals through the statutory duties that apply to transitions and supports a joined up approach.

Compass was developed by ARC Scotland working with young people and their families.

Create an account today. Go to [www.compasslaunch.scot](http://www.compasslaunch.scot) to find out more and sign up.

#### Short copy (50 words)

Compass helps all young people with additional support needs, and the adults in their lives, throughout the transition to adulthood. There's a version for everyone involved - young people, parents and carers, and professionals - all completely free and linking to the best, most relevant and up-to-date information available.

Find out more or create an account at [www.compasslaunch.scot](http://www.compasslaunch.scot).

#### Promotional copy for parents

Transitions are often baffling and exhausting for families of young people with additional support needs. Compass can help! ARC Scotland worked with disabled young people and their families to build a digital tool with the most relevant, up to date and accurate information in one place, completely free and tailored to you. If your child is 14 or 25 or anywhere in between, Compass can save you time and give you the knowledge you need.

Go to [www.compasslaunch.scot](http://www.compasslaunch.scot) to find out more and create your account today.

## SOCIAL MEDIA POSTS

Pair any post with one of the images on pp.11 and 12. You're welcome to link to the videos or other resources, but please make sure you always include a link to the sign-up page ([www.compasslaunch.scot](http://www.compasslaunch.scot)).

### LinkedIn/Facebook

#### **Compass. For ... when you need to work together**

Joined up working means better transitions. Compass helps young people, parents and carers and professionals find a shared language and understanding – and means everyone has the best, most up to date information there is.

Why not create a Compass account today and plan more effectively? Go to [www.compasslaunch.scot](http://www.compasslaunch.scot) to find out more and sign up to the version that's best for you.

#### **Compass. For ... saving you time**

So much to do, so little time. Why waste hours hunting for information? Compass guides you through transitions, with everything in one place and there when you need it.

Be one step ahead. Create a Compass account today. Go to [www.compasslaunch.scot](http://www.compasslaunch.scot) to find out more and sign up to the right version for you.

#### **Compass. For ... when you just don't have time**

Find the transitions information you need – fast. Compass tells you who should do what, when. It guides you to what young people and families really need to know. And it links to the best resources in Scotland. Making transitions just a little bit easier

Create a Compass account today. Go to [www.compasslaunch.scot](http://www.compasslaunch.scot) to find out more and sign up.

#### **Compass. For ... the best transitions information, right in your hand**

Transitions information in one place and available whenever you need it. How good does that sound? Compass guides you to what you really need to know. It links to the best information in Scotland. And it's right there, on your phone.

Any young person, parent or carer or professional can create their own account and start using Compass today. Go to [www.compasslaunch.scot](http://www.compasslaunch.scot) to find out more and sign up.

#### **Compass. ... to be one step ahead**

You can't put transitions on hold – change comes, ready or not. Compass helps you be ready with the information you need. It gives clear, consistent guidance based on the most up to date information in Scotland. Giving you the edge.

Anyone can create their own account and start using Compass today. Go to [www.compasslaunch.scot](http://www.compasslaunch.scot) to find out more and sign up.

Transitions raise loads of questions! Compass gives you answers you can trust. The information is up to date, reliable and Scotland specific, so you're always supporting young people and families to the best of your ability.

Any professional can create a Compass Pro account today. Go to [www.compasslaunch.scot](http://www.compasslaunch.scot) to find out more and sign up.

## SOCIAL MEDIA POSTS

### **Compass. For ... when it's got to be up to date, relevant and reliable**

Young people and families look to professionals for advice that's spot on. But how can you be sure you're on top of the latest developments? Compass is always up to date on transitions in Scotland and helps you tailor information to a family's needs. Helping you support them just that little bit better.

Any professional can create a Compass Pro account today. Go to [www.compasslaunch.scot](http://www.compasslaunch.scot) to find out more and sign up.

### **Compass. For ... information you can trust**

One person says one thing, someone else another. We all know the feeling. Who do you trust? Compass gives you accurate, clear and consistent transitions information that really helps.

Anyone can create a Compass account today. Go to [www.compasslaunch.scot](http://www.compasslaunch.scot) to find out more and sign up.

## **X, Bluesky or similar (299 characters or less)**

Compass. Helping everyone work together better so young people with additional support needs have a better transition to adulthood.

Any young person, parent or carer or professional can start using Compass today for the best, most up to date information. Go to [www.compasslaunch.scot](http://www.compasslaunch.scot) to find out more.

Transitions raise lots of questions! Compass has answers you can trust. It's up to date, reliable and Scotland specific, ensuring the best support for young people and families.

Anyone can start using Compass today. Go to [www.compasslaunch.scot](http://www.compasslaunch.scot) to find out more.

So much to do, so little time. Why waste hours hunting for information? Let Compass guide you through transitions, with everything in one place and there when you need it.

Any young person, parent or carer or professional can sign up to Compass today at [www.compasslaunch.scot](http://www.compasslaunch.scot).

One person says one thing, someone else another. Who do you trust? Using Compass throughout transitions gives young people and families accurate, consistent information that really helps.

Sign up to Compass today at [www.compasslaunch.scot](http://www.compasslaunch.scot).

Find the transitions information you need – fast. Compass guides you to what young people and families really need to know, and links to the best resources in Scotland. Making transitions a little bit better

Anyone can create a Compass account today. Go to [www.compasslaunch.scot](http://www.compasslaunch.scot) to find out more and sign up.

## IMAGES, VISUALS AND RESOURCES

Click on any image to download a version you can print, share or use in your own comms. All images are suitable for use online and in social media or for photocopying but may not be print quality (except the flyer).

We can also supply printed copies of the flyer, along with bookmarks and fridge magnets to share with parents and carers. Contact us at [transitions@arcuk.org.uk](mailto:transitions@arcuk.org.uk) with your requirements



**All three  
Compass tools**



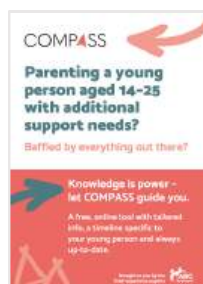
**Compass for  
professionals**



**Compass  
for parents  
and carers**



**Compass  
for young  
people**



**Compass flyer  
A5 double sided**



**ARC Scotland  
logo**



**Compass logo**



**QR code for  
Compass sign up  
page**

### Recommended for social media

Click on any thumbnail to go to the video and find the code to share it or embed it in your own comms



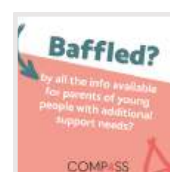
**Animation**  
32 s



**Animation**  
33 s



**Animation**  
17 s



Tiles for LinkedIn,  
Instagram, X, Bluesky

## RESOURCES FROM ARC SCOTLAND

### More Compass videos

Perfect for transitions events, team meetings and information sessions. Click on any thumbnail to go to the video and find the code to share it or embed it in your own comms.



**Divergent Influencers talk about creating Compass**  
6m 27s



**Introduction to Compass for parents/carers**  
6m 56s



**Introduction to Compass for professionals**  
13m 31s



**Young people, parents and professionals at Compass launch**  
3m 6s

### Compass data reports

ARC Scotland publishes a national report annually using data gathered through Compass, to inform policy and practice development decisions. Local authority areas that have enough Compass users to protect anonymity, and who have signed our data sharing agreement, can receive tailored local reports on transitions in their area as part of their overall improvement strategy.

Compass reports are essential reading for everyone who wants to improve the lives of young people with additional support needs and their families in Scotland.

**[Click here to download the most recent report.](#)**





### **Principles of Good Transitions 3**

The national benchmark for good transitions, referenced in Scotland's National Transitions to Adulthood Strategy and the basis for the Principles into Practice framework.

**[Click here to download the Principles.](#)**



### **Principles into Practice**

Practical framework for strategic leads, policymakers and practitioners to improve the experiences of young people with additional needs aged 14-25, and their parents and carers, as they make the transition to young adult life.

**[www.pn2p.scot](http://www.pn2p.scot)**



**About ARC Scotland:** ARC Scotland wants communities to celebrate difference, respect, listen to and include everyone. We believe all people with additional support needs, and their families, are experts by experience. We bring people and organisations together to work for change.