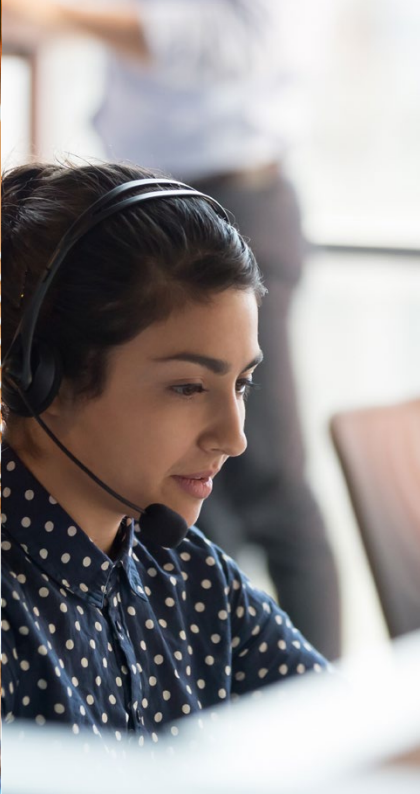




# Grow

AT COMPASS







# Intro

The Compass family stretches far and wide across the UK and Ireland delivering outstanding food, drink and support services to thousands of customers and clients every day, from school children to hospital patients, from sports fans to service personnel and many more in between. You, our colleagues, are the magic that makes this happen every day; we couldn't do it without your skills, passion and commitment.

With our scale and market leading position comes opportunity. Opportunity to join us and to grow with us – whether that's by moving up the organisation to more senior roles, moving across to a different part of the business, moving to a new location or even switching to a different work pattern – the opportunities are endless.

We believe that everyone must have the opportunity to develop and progress as far as they want to and we have many different options to help colleagues to do this. We offer the vital 'First Rung' on the ladder – the first job that enables you to gain confidence and skills – through to progressing through our ranks.

In this brochure you will find information on how you can **grow and develop with Compass**, no matter where you are or what your job role. There's the **new Career Pathways** which describe how to move up, move across or develop your skills. You will find details of **over 60 apprenticeships** available to support your skills development and career progression. There's information on how to **find jobs in Compass if you're ready for a change or know someone who'd like to join the Family**. Finally, there's a reminder of some of the many benefits of working with us.



**Robin Mills**  
Managing Director,  
Compass Group UK & Ireland



# Grow YOUR CAREER

## Step on to a Career Pathway

Many of our colleagues have told us that they want to know how they can move role or develop their skills at Compass. That is why we have developed a set of pathways for **everyone in the Compass Family** - from our frontline teams such as cleaning, catering, security and culinary through to our central functions and support staff.

The pathways offer you different options whether you want to:

**‘Move Up’** – if you want to work towards a promotion

**‘Move Across’** – if you want to move into a different type of role or the same role in a different sector

**‘Master your Craft’** – if you want to strengthen your knowledge and skills in your existing role or gain a professional qualification.

Each Pathway describes the skills you need, the training you need to complete, and the job experiences that are important to get you ready for specific roles. Once you sign up, all this is listed up in your online learning profile so you can work through it at your own pace.

### Job types included in the Career Pathways cover:







# How to Sign Up

You can sign up in three easy steps:

- Sign in to the Learning Portal
- Choose your pathway and sign up
- Have a quick call with our L&D team and get started



**Scan the code to watch our career pathway video  
and access your Career Pathways.**

All of our career paths, learning modules and much more can be found by logging in to the **Learning Portal**.

If you haven't already accessed this all you need is:

- your **Compass employee ID / number**  
(found on your payslip or from your manager)
- **NI Number**
- **Date of Birth.**



**Scan this code  
to access the  
Learning Portal**

A screenshot of the Compass Connect login page. The page has a dark background with a light-colored header. The header contains the 'connect' logo with the tagline 'we're stronger, connected' and the 'COMPASS GROUP' logo. Below the header, the word 'Login' is displayed. There are two input fields: 'Enter your username' and 'Enter your password'. Below these fields are two buttons: 'Register' (highlighted with a yellow circle) and 'Login'. Below the buttons are links for 'Forgotten your username?' and 'Forgotten your password?'. At the bottom, there is a small disclaimer about the use of the system and cookies.

### **Need a quick reminder of how to log in to the Learning Portal?**

The Learning Portal can be found at **[www.mylearningatcompass.co.uk](http://www.mylearningatcompass.co.uk)** - you will be taken to the Compass Connect login page before you can access the portal.

If you haven't used this before, you'll need to register your account (circled); have your employee number, NI number and date of birth to hand.

### **Forgotten your password?**

We know it is easy to forget passwords, especially if we have not used them in a while, no need to worry it's easy to do!

You can reset and unlock your Compass Connect account by clicking the Register button on the login page.

If you still cannot reset your password please contact IT support:

Tel: **0845 602 5555 opt 3**  
Email: **[support.services@compass-group.co.uk](mailto:support.services@compass-group.co.uk)** or **[service.password.reset@compass-group.co.uk](mailto:service.password.reset@compass-group.co.uk)**  
with your name and employee number.

**You can do this from your phone, a tablet or computer.**

**Did you know...**Compass Learning & Development is completely free!

## Grow your skills

As well as our Career Pathways and the training required to do your role, we offer a whole host of learning which you can freely access whenever and wherever you want it. With over 200 On-Demand modules available as E-learning, recorded webinars and videos; the world of learning is at your fingertips!

Our Video Arts offer lets you watch up to 100 learning videos with the help of some familiar celebrity faces. Training is available in many categories including:

- **Business, personal or team development**
- **System training and skills**
- **Management and Leadership skills**



Log in to the Learning Portal or scan the QR code to head to the Learning Library to check out our full list of **FREE ON Demand content and professional qualifications**, it is as simple as 'Click and Learn!'

## Skills Awards...

If you want to develop a specific skill and would like some structured learning, why not check out our Skills Awards, covering multiple topics including; Effective Communication, Finance Skills, Computer & Digital Skills. You can start at Foundation level and work your way up to Advanced. Scan the QR code to take a look and sign up today!



# Get a Qualification

## PROFESSIONAL QUALIFICATIONS

We have over **50 professionally recognised qualifications** that we have handpicked to suit you and our business. With everything from IT developer courses to CIPD and alcohol licence there is something for everyone plus you may get some financial help from Compass to complete them.

## APPRENTICESHIPS

Apprenticeships are a great way to gain a nationally recognised qualification and support your career development.

We offer over 60 different apprenticeships across England, Scotland, Wales & Ireland from Level 2 to L6 & 7 Degree Level Apprenticeships in Culinary, Hospitality, Facilities Management, Accountancy, Procurement, Retail, Sustainability and so much more!

We work closely with our partners, training providers and colleagues to deliver industry leading, aspirational structured Apprenticeships that offer genuine opportunities for all roles and ages across all business sectors within Compass Group UK & Ireland. We all have a passion for food, our people and for great service, with our core training values deeply embedded into our philosophy. An apprenticeship is defined as a job with structured development aligned to an apprenticeship standard.

There are three core elements:

- **Skills:** – how to apply the knowledge you learn through ‘on / off the job training’ and the experience gained to your current job role
- **Behaviours:** – the attitude, mindset and approaches you already have, but with the opportunity to further enhance and develop these
- **Knowledge:** – the technical detail and know-how needed for your role. Some of these will be specific to the chosen occupation but others maybe broader.







## WHO CAN BE AN APPRENTICE?

Apprentices can be new or existing Compass Group UK & Ireland colleagues. You can do an apprenticeship at any stage of your career; whether you've just started on your career journey or have years of experience. Most of our apprenticeships usually last 12-15 months, however the higher the apprenticeship level, the longer the apprenticeship duration will be. For example some Level 3 and 4 qualifications can last up to 15-18 months while a Level 5 qualification could last between 18 and 24 months.

Several of our apprenticeships such as Business Administration, Customer Service and Retail are delivered on-site by one of our delivery partners. For others, including some of our culinary apprenticeships, you will attend workshops or masterclasses.

**If you are interested in learning more,  
please email [apprenticeships@compass-group.co.uk](mailto:apprenticeships@compass-group.co.uk)**

**...or scan this code  
to access apprenticeships dashboard**



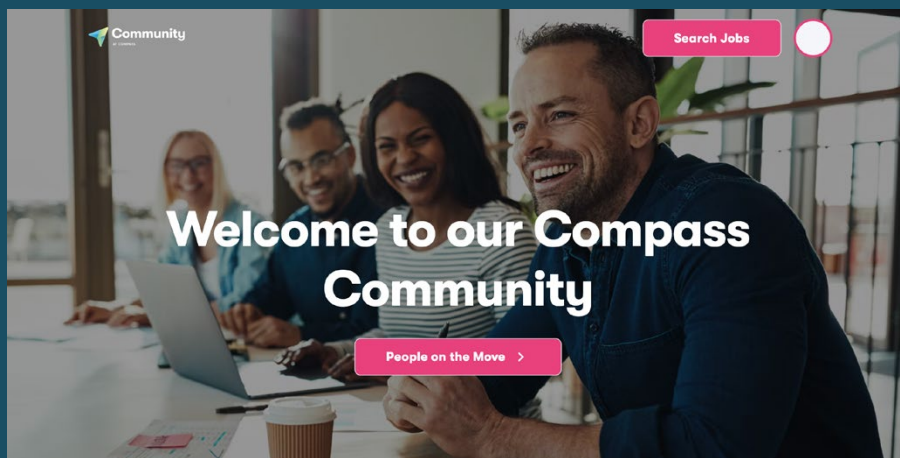
# Move Up or Move Across WITH COMPASS

Compass has thousands of work locations across the UK and Ireland; we operate in many different sectors, with a range of jobs, hours, and shift patterns – so making changes to your job doesn't mean you have to change company.

Whether you're ready for a promotion, feel it's time for a change of role or want a different shift pattern, more hours or a move to a different location – you can find it at our Compass Community webpage.

Here you will receive priority internal applicant status when applying for a new job opportunity, whilst also accessing Company News and quick links to Employee Benefits.

Our Compass Community webpage, incorporating 'People on the Move'



[www.compass-group.co.uk/internal](https://www.compass-group.co.uk/internal)



# It's more than a job...

## ...it's about being part of the family.

Looking after our Compass family by creating a positive and supportive environment is top of our agenda. Having a workplace that not only offers the opportunity to progress and develop plus is somewhere you feel welcome to be yourself, helps to ensure that people join us and stay with us. Read more below to see some of the benefits of being in the Compass family.

## EMPLOYEE NETWORKS

We want everyone in Compass to be able to be themselves, where everyone is welcome and can thrive. One of the ways that you can help us do this is through our Employee Network groups. Email [diversity@compass-group.co.uk](mailto:diversity@compass-group.co.uk) if you'd like to get involved or scan the QR code to visit our D&I Portal.



**Within** aims to promote cultural diversity in a work environment and inspire others to do the same. The Within Network aims to share common D&I practises, and by generating new ideas and initiatives to make inclusion a reality.



**Pride in Food** strives to create an inclusive and diverse work environment where everyone can freely be themselves and maximise their potential with an emphasis on Respect, Equality, Teamwork and Growth.



The **Women in Food** Network is working to create a more inclusive culture by attracting diversity, creating a safe, supportive environment where everyone can thrive and ensuring development for women at all levels. Our community covers all job roles in Compass from food to all support services, and functions.



**You Matter** – Our You Matter group aims to create positive working environments which support employee wellbeing, a culture of openness and acceptance of mental health issues and ensure that colleagues know where to go for support when they need it. Visit the Learning Portal and click on the You Matter tab for more information and tips on mental health and well-being.



**Ability** aims to raise awareness and educate ourselves on the challenges faced by employees and customers who identify as having a disability, either visible or invisible.

We want to create a more inclusive workplace that highlights the benefits people with disabilities bring to the workplace and support us in attracting new employees.



## Supporting You When You Need It

### AXA PPP

**When you need support, we are there for you.**

We know that life isn't always plain sailing, so Compass colleagues have access to a **24/7 telephone counselling helpline.**

There's support on a range of everyday matters, such as financial, legal, consumer, family care and housing issues.

There's also a portal which gives you tools, information, guidance and accessible support.

Call +44 (0)800 072 7072 at any time of the day or night.

To use the web portal log into <http://www.axabesupported.co.uk>

and enter **Username: compassgroup Password: supported**

## Be A Star



**We've supercharged our #teamCompass recognition programme!**

Our Be A Star programme has been relaunched to be bigger and better than ever, recognising more people from every part of the Compass family.

Be A Star asks you to nominate colleagues who have gone above and beyond in: Helping Colleagues, Delighting Customers and Supporting Communities. The programme runs every quarter and each winner is presented with £/€250, a certificate and Be A Star pin as well as a paid day off with their nominator to enjoy a celebratory regional 'lunch is on us' with other winners at a special Compass venue.

The most exciting addition to Be A Star is the inclusion of our brand new 'Legend' award - the ultimate accolade. Each year, an overall winner is crowned 'best of the best' and receives £10,000 - our biggest ever cash prize!

At **#teamCompass** our colleagues take centre stage – it's your time to shine!





# Perks at Work

**Bag yourself some amazing deals and savings through Perks at Work.**

## **The Best Reward Programme. Anywhere.**

Did you know that Perks at Work offers you an unbeatable range of benefits and 'perks', where you can save money and time when you shop online, instore or on your mobile?

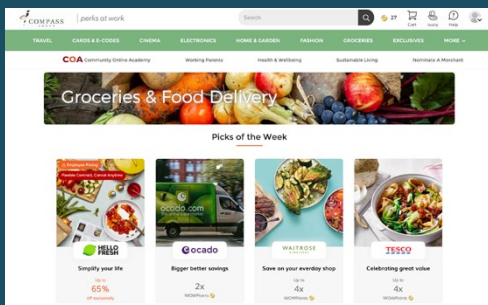
As a #teamCompass colleague you can take advantage of thousands of local and national deals and discounts with popular high street retailers– like Tesco, Morrisons, ASOS, Samsung, Apple, Just Eat, Uber and Argos - plus many more. **These savings and deals can also be shared with up to FIVE of your family and friends too!**

You'll have access to big savings via unique #teamCompass discounts - we call these our 'employee exclusives' – and we add the latest deals and new retailers to the site all the time.

As an added bonus, every time you shop on the Perks at Work site, you'll also earn WOWPoints which you can then spend just like cash or transfer as cash direct into your bank account.

So, if you're not already a member, then visit **www.perksatwork.com** and join today!

**It really is the best reward programme. Anywhere.**





— REACHING NET ZERO BY 2030 —

# OUR CLIMATE PROMISE

