

Staff guide to the Ignite Hub

How Springpod Ignite works, how to get your school or college set up, and how to use it with your students day to day.

For careers leads, teachers and advisers running Ignite in their school or college.

Featuring experiences with **Barclays · the RAF · Rolls-Royce · Aldi · Airbus · NHS · Amazon** plus many more.

WHY IGNITE

A Ready-to-Use Careers Delivery Solution

Springpod Ignite is a structured careers delivery solution for students aged 13+ that connects your students with real employers, real experiences and real pathways — without adding to your workload. Once your licence is set up, everything runs inside your existing Springpod account.

It's designed to solve the problems every careers lead recognises: limited time and resource for organising employer encounters, unequal access to high-quality work experience, and the challenge of engaging students at scale.

The challenge you're solving

- Limited time and resource for organising employer encounters
- Unequal access to high-quality work experience
- Difficulty engaging students at scale
- Evidencing impact for Ofsted and governors

What Ignite gives you

- A structured programme aligned to Gatsby Benchmarks & skills frameworks
- CPD-accredited employability & digital skills content
- Virtual work experience, short-form experiences & university tasters
- Engagement tracking via the Educator Portal

 **In short:** Ignite lets you deliver meaningful, employer-backed careers provision at scale — with less admin, more consistency, and clear evidence of impact.

The Ignite Journey, Step by Step

Once a student links their Springpod account to your institution's licence, they move through a structured four-step journey inside their own Ignite Hub — on-demand, self-paced, and available to them anytime.

STEP	FOCUS	WHAT IT IS
1 • Explore	Industry Insight Programmes	Short, focused content introducing students to different industries and careers.
2 • Experience	Virtual Work Experiences & University Tasters	Flexible, real-world experiences with employers and universities, including Barclays, the RAF, Rolls-Royce, Aldi, Airbus, NHS, Amazon plus many more.
3 • Build	Digital & Employability Skills Programmes	Practical, transferable skills that employers consistently look for.
4 • Demonstrate	AI Interview Coach	Instant, judgement-free feedback as students practise real interview questions.

 **Career Ready Certificate:** students who complete the full journey earn a Career Ready Certificate — real, downloadable proof of initiative for their CV, personal statement or UCAS application, and a ready-made moment to celebrate in assembly.

Every step is tracked automatically, so you can see exactly who's engaged and what they've completed via your Educator Portal — without enrolling or chasing students individually.

Setting Up Ignite for Your School or College

Getting started takes a handful of steps — most only need doing once.

- ☐ **Book your onboarding meeting.** A short call to set up your licence and answer any questions — book a time that suits you [here](#).
- ☐ **Receive your access code and student guide.** Once onboarding is complete, we'll send your unique access code plus a downloadable student guide you can forward straight to your students.
- ☐ **Create your own student account.** See exactly what your students will see — sign up as if you were a student, selecting your school/college and an age of 13+.
- ☐ **Check your IT allowlist.** Share our Troubleshooting Guide [here](#) and check that students can receive emails from no-reply@springpod.com.
- ☐ **Educator Portal:** Request access to your Educator Portal [here](#) so you can invite students, track engagement and download certificates without creating or chasing student accounts yourself.

How Students Get Set Up

Here's exactly what your students will see and do when they unlock their own Ignite Hub – useful to know so you can support them if they get stuck.

- ☐ **They get their access code.** This is the code you'll have received after onboarding – share it with students by email, on a slide, or via your VLE.
- ☐ **They create a student account, or log in.** New students create an account and verify their email; returning students simply log in as normal.
- ☐ **They tell us about themselves.** It's important they select the correct school or college name when asked, so their activity is recognised as one of yours.
- ☐ **They unlock the Ignite Hub with the access code.** There are two ways to do this once logged in – students use whichever they see first:

Option A – From their dashboard

- They may see a prompt that says “Got a licence code?”
- Select “Unlock your experiences”
- Enter the code from your email and submit it

Option B – From their settings

- Select the Settings icon in the account menu
- Find “Activate School Experience Hub”
- Enter the code and select “Submit Code”

That's it – their Ignite Hub is unlocked and ready to explore from their dashboard.

-  **No re-entering codes:** once unlocked, students can always get back into their Ignite Hub from the left-hand menu (“Ignite Hub”) or their dashboard (“View Ignite Hub”) – anytime, anywhere, with no limit on how many experiences they complete.

Using Ignite With Your Students

Everything in Ignite is on-demand and self-paced, so you can build it into whatever fits your programme — there's no fixed timetable to work around.

Ideas for delivery

These flexible experiences can be spread across multiple sessions. Consider building Ignite into:

- Launching your work experience programme
- Ongoing experience for vocational students
- An alternative to in-person experience where appropriate
- A careers week or a dedicated drop-down day
- Form time or independent study — ideal when in-school/college time or IT access is limited
- Homework or independent learning, so students can progress at their own pace
- A blended model — pair a virtual experience with an in-person follow-up discussion or workshop

Introducing Ignite to staff and students

For staff

- Book a staff CPD session on making the most of Springpod. Just email jo.bishop@springpod.com to arrange.

For students

- Book a Springpod-led talk [here](#) to introduce Springpod
- Deliver your own session using our shared slides [here](#) or playing our recorded intro from our Ignite playlist [here](#)
- Forward the student guide and access code directly

Keeping it simple

Students create and manage their own accounts, so you don't need to enrol or set anyone up individually. Their progress is saved automatically and visible to you at any time through your Educator Portal.

Tracking Engagement and Impact

The Educator Portal is your live dashboard for Ignite, built so you can evidence impact without extra admin.

What you can see

- Which students have signed up
- Which programmes and experiences they've started or completed
- How engagement is trending over time
- Downloadable certificates to celebrate achievement

Why it matters

- Evidence for Gatsby Benchmarks 5 & 6
- Ready-made reporting for Ofsted, governors or SLT
- Something to celebrate in assemblies or newsletters
- No need to enrol or chase students individually

Spotted an issue with Ignite or the Educator Portal, or have general feedback? Let us know — we're always improving Ignite based on what staff tell us.

WE'RE HERE TO HELP

Let's make Ignite work for your school

Whether you need a walkthrough, want to book a staff CPD session, or just have a question — reach out any time.

[Email Jo Bishop](#)

[Book a Meeting](#)

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