

0:02
Hello and welcome to today's webinar on fully optimising Compass+.

0:07
My name is Peter McKinney, I'm a Compass+ consultant and I lead on the delivery of our virtual training offer.

0:13
Before we kick off, there's just a couple of things that I want you to know.

0:17
So as always, we have your best interests at heart and when delivering Compass+ training and we want to make sure that you are well equipped with the knowledge and expertise to fully optimise Compass+ in your settings.

0:29
So as such, I'll be running through quite a lot of content today, but please don't worry, you'll be sent a copy of the recording after the session so you can review this at your own pace.

0:39
Now, the recording will be chapterised in YouTube, which means that you can jump to the relevant part of the webinar you want to watch again when you want to watch it.

0:48
When I do go into my Compass+ account today, you may spot a few differences between what you see on screen when you're logged into Compass+ and what you see in my demo account now.

0:58
This is because we use a specific demo environment populated with dummy data to deliver all of our virtual training.

1:05
So although there may be a slight difference in what you see, the core functionality I'll be demonstrating today remains the same.

1:15
OK, so just moving on.

1:17
So today I've got Tahmid, one of our technical specialists, joining me today to answer any questions and he'll introduce himself in the chat to you all.

1:26
Now.

1:28
Now some learning objectives for today.

1:31
So don't forget you can ask questions at any time using the Q&A.

1:34
And Tahmid will also be posting various links into the chat as we go as well.

1:40
And as I mentioned when I introduced myself, as you've registered for today's webinar, you'll be sent a copy of the recording in our post session comms.

1:50
OK, so now if you're joining me today, what we expect is that you have a good understanding already of how to use the functionality or the essential functionality in Compass+.

2:00
And you've already engaged with our other webinars.

2:04

And you can see there on the left.

2:07

Now our webinars all follow a specific journey through Compass+ and gently introducing you to the product in our supercharged webinar.

2:14

Then layering on additional functionality like the future skills questionnaire and data reporting, culminating in today's session.

2:22

All around fully optimising Compass+ to improve learner outcomes and the support with the development and the delivery of an inclusive and progressive careers programme.

2:32

So it's important for me to mention our feature focus sessions too, which are listed here on the right.

2:38

So these will be launching soon and they are laser focused on using specific functionality in Compass+ that will also help contribute towards fully optimising product usage in your setting.

2:49

Now Tahmid will be dropping a link into the chat to our feature focus playlist on YouTube.

2:54

So please keep your eyes open over the next few days as additional sessions will also then be added.

3:01

OK, so as you'll be aware, the statutory guidance for careers was updated in May 2025.

3:07

So you can see here that the DfE specifically referenced Compass+ with regard to planning your careers programme and then also delivering personalised and targeted support to your learners.

3:18

So the the demo in today's session will cover both of these.

3:27

OK, so the planning delivery evaluate slide.

3:30

So fully optimising Compass+ can be broken down more broadly into two key areas.

3:36

So using the product to support planning, delivery and evaluating your careers programme and then also utilising functionality in Compass+ to create meaningful learner profiles and record a learner comprehensive careers learning journey for every learner.

3:53

So to fully optimise Compass+ means that you are using its features and not just its compliance, but as an embedded part of careers education as well.

4:02

So helping you really identify and evidence impact efficiently and effectively.

4:09

OK, our five step slides for my demo today, we'll walk through our five Steps to success framework.

4:15

The webinar support and resource we have in the help centre for this webinar is also aligned with this framework to help embed your learning from today's session as well.

4:23

So now as I mentioned earlier, if you're joining this session today or watching the recording back on YouTube, we expect that you will already have a basic understanding of Compass+.

4:33

So when we when I jump into the demo, my focus will be more around the learner profile and recording a careers learning journey rather than steps one to four on this slide here.

4:46

So before we move on, I just wanted to highlight that we have a lot of experience supporting careers leaders and colleagues that work within the careers space.

4:55

And we fully acknowledge that every setting will be and is different.

4:59

So we appreciate that no matter your role, you will be on a sliding scale of how much time, capacity and resources you can dedicated to careers.

5:07

So therefore, the amount that you use Compass+ may also vary depending on your situation as well.

5:13

Now, our key recommendations from today's session are all designed to help you make the most of your time, your capacity and also your resources that are available at your disposal.

5:25

So helping you to be able to embed using Compass+ into your everyday practise, right?

5:33

So this is a great time now to introduce Ayat.

5:36

Now Ayat will be the learner I'll be using throughout the careers learner journey, part of my demo today, and I'll walk through Ayat's learner profile to really illustrate the value of building that meaningful learner profile within Compass+ and how this can then be used effectively to support your learners careers and their journey.

5:55

Now we've introduced learner personas into Compass+ training to provide examples of learner careers journeys that may resonate with real world examples in your own settings.

6:06

So we hope that this then will support with the development and the delivery of your careers programme as well.

6:12

Now this includes building meaningful learning profiles in Compass+ by recording things like interventions and activities that you've got delivered that help each young person find their best next step.

6:27

Excellent.

6:28

All right, so let's dive into the demo now.

6:31

As I mentioned earlier today, today's demo will be a game of two halves.

6:35

Plan, deliver and then evaluate first, then moving on to the learner profile and Ayat's Careers learner journey as well.

6:45
OK, so go to our Compass+ homepage.

6:50
Take that off there and now.

6:51
A fundamental part of optimising Compass+ is underpinned by managing access to the product and also maintaining your data within Compass+ as well.

7:00
So we often refer to this as Compass+ housekeeping and for compliance purposes, it's really important to everyone that you keep your Compass+ user permissions up to date and only allow users access to what they need.

7:15
So it's really important that when members of staff leave your institution that you deactivate them as a user as well within Compass+.

7:24
So where we go for this is if we click into our plus button here.

7:29
So we're going into user management and it's very straightforward here with Compass+, how to do this.

7:33
So we clicked on the plus button and then we'll just go to click on user management.

7:38
Now here you'll see a list of your Compass+ users.

7:42
Admins can do everything.

7:43
So we've got admins in here, so admins can do everything.

7:46
Editors can create evaluations, activities and access learner data only.

7:51
And viewers, as you'd expect, can only view existing evaluations, existing activities and then access learner data as well.

7:58
Now, we always recommend having more than just one Compass+ admin.

8:03
Now this is to avoid creating that first point of failure.

8:05
So if you're on, if you're on leave or if you're sick, for example, it's best practise to have another admin who can log into the product and resolve any issues if any arise in your absence.

8:17
Now, some examples of effective user management that supports the distributed leadership for careers within your institution may include adding your careers advisor, your SENCO as editors so that they can then access the learner profiles and input information themselves.

8:35
You could also add curriculum staff as editors too, so they can they can enter activities directly under the Compass+ themselves.

8:42

And you may also choose to add your line manager or even your SLT as viewers so that they can then access your latest compass evaluation results or view individual learner profiles as well.

8:57

Now adding a new user is also really easy.

9:00

So the way we do that is if we click on create a new user and then all we do is fill in the relevant information that's in front of you here, the institution role drop down at the bottom OK, is where you then select the user permissions.

9:16

So admin editor or viewer.

9:21

Now, whilst we're in this page to deactivate a user is also very easy as well.

9:27

So you just find their name in the list here and then you would just untick the active button so a pop up will display.

9:37

OK, I'm asking you to confirm that you want to deactivate the user.

9:40

Just click deactivate to continue and that user will no longer have access to your Compass+ account.

9:49

Now it's also best practise to record your IT managers contact details in Compass+ as well and to keep these up to date.

9:55

So if there's a technical issue between your management information system and its connection to Compass+, for example, having your IT manager details in Compass+ will help resolve this rather quickly.

10:06

Now you can enter or update your IT managers details by going into the data status page.

10:13

So it's again clicking on the plus into data status page.

10:17

Excuse me now, I am limited to what I can show you here as I'm using a demo account and I'm not connected to a real school.

10:26

But you will have a green button at the bottom of this page that says update manager details.

10:32

Just going to Scroll down there.

10:34

So it'll say update IT manager details.

10:36

You would just click on that and then you'd update the relevant information.

10:39

So it's really important to flag here that if you fully optimise Compass+, you will be using it to e-mail information directly to learners.

10:48

They're they're linked to the future skills questionnaire, for example, or even their learner report.

10:53

Now to utilise this functionality, your IT manager must allow or whitelist our CEC domain which is at careersandenterprise.co.uk.

11:03

So this will then ensure everyone that emails can be sent to learners with ease.

11:10

Now at the beginning of each academic year, we also recommend using with your IT manager and asking them to check that the learners emails are showing in your MIS and that they are correct or they are in the correct field in your MIS as well.

11:23

So this is to ensure the the process of e-mail learners directly from Compass+ works correctly and as the way it's intended.

11:32

Now, we also suggest that you ask your IT manager to check your year groups and that they've got end dates on your MIS at the beginning of the academic year as well.

11:43

And if there are any anomalies, it's much easier to rectify this at the start of the year.

11:48

So you can sense check the learner data looks right in Compass+ by using the learner reporting.

11:54

So just go ahead and move that to there.

11:59

So where we do that from is if we just go into learner, OK and then we can apply the relevant filters here at the top and review the data displayed in the table below.

12:14

So we've gone into learner and then current learner and I'm just going to filter by year group and form group as well.

12:22

And then in the year group, I am going to select my year elevens.

12:27

I'm just going to Scroll down here.

12:29

It's going to select my year elevens, OK.

12:32

And if I scroll to the bottom of the page, I can see here that I've got 111 learners, beg your pardon in my year 11.

12:41

So again, we can sense check that to make sure that that data is correct.

12:46

You can also use this approach as well everyone to view how many learners you have within specific characteristics or pupil premium, for example, free school meals, EAL, Sen or even gender.

12:57

So if I now select Sen and then go to the filter column for that, just going to scroll along here, I'm going to filter on E.

13:07

And what I can see here is that I've got 6 learners in your 11 with an EHCP.

13:13

So that's a great way to send to check your data and information.

13:18

OK, So I'm going to just go back to our home page.

13:22

So we're back on the home page here.

13:23

And as you can see, there are some key features that have been added to our home page following the recent redesign that went live at the start of November.

13:30

So this makes my job a lot easier at this point as essentially if you are fully optimising Compass+, you are using these key features regularly and you'll be engaging with the data and also the reporting that's available within each one.

13:45

And then from that, you will be embedding this usage into your role and if realistic and achievable into everyday practise as well.

13:53

Now our basic formula for optimising Compass+ is to complete the Compass evaluation every term to monitor your progress towards achieving the 8 Gatsby benchmarks.

14:03

You'd use your results then to identify the strength and the development areas.

14:08

And then also you would deliver the future skills questionnaire to learners to capture learner voice and support effective impact evaluation of your careers provision from a learner perspective.

14:20

Now you would then deliver and record careers activities based on your evaluation results and then your learners future skills questionnaire responses, allowing you to then bridge the gaps and then ensure that your provision addresses the needs of each of your learners.

14:34

So to manage and maintain your careers partners section here as well.

14:38

So we've gone through from evaluations all the way down to careers partners section.

14:43

And these are the people who deliver the activities to ensure that you're building a diverse database of careers partners, ensuring that your learners are exposed to a range of industries, sectors and their job roles for each of the academic years.

14:58

And then finally, using the data and reporting from these key features to inform your annual internal leadership review with the ambition to move through the Careers Impact Maturity model to achieve a 4 in all of the statements.

15:13

Now I'm just going to show you where you can access each feature in the Compass+ now.

15:17

OK.

15:17

So if you need further guidance, any of these, please then just do head to Compass+ help centre where you can find step by step articles that will walk you through how to use them all effectively in your setting.

15:31

So Compass evaluation and internal leadership review are up here in the evaluation.

15:36

So this is where you complete your new evaluations and also access your results, including the data visualisation in your questionnaires.

15:45

This is where you would generate learners future skills questionnaire links and then also access the range of future skills questionnaire reporting as well into activities.

15:54

So you would enter activities into Compass+ here.

15:57

And if you use a partner platform, for example as well, our activities upload template.

16:03

This is where you can upload your activities data and access that reporting as well.

16:08

And then down into careers partners.

16:11

This is where we would find our careers partners database.

16:15

So this is where you can add existing careers partners or edit, sorry, you can add new ones or edit existing ones and you can utilise the advanced search functionality in there as well.

16:28

It's a really good thing to think of the careers partners as your little black book.

16:33

So keeping all of your contacts safe in a secure and scalable database just going to come out of that.

16:41

OK, so let's move on to the second part of today's demo that I mentioned earlier, which is all about building a meaningful learner profile.

16:48

So as I mentioned earlier, I'm going to walk you through Ayat's learner profile bit by bit.

16:55

And I'll also flag where the learner data comes from as well.

17:00

So if it's pulled through from other parts of Compass+ or if you enter it manually yourself.

17:06

So from the main navigation bar, we're going to go into learner and then we're going to go into learner report.

17:13

And then I'm going to use the search bar here to search for Ayat.

17:16

So we'll see her there if I just click on View profile.

17:21

OK, so welcome everyone to Ayat's learner profile.

17:24

So as a quick check to make sure we have the right learner, we can see her UPN up here and we can also see her year group and her form group along the top.

17:34

Now the learner profile consists of four tabs and the first one is activity.

17:39

So the Activities tab pulls through activities data that a user has either recorded directly in Compass+, uploaded via the Activities upload template, or uploaded from a partner platform.

17:51

Now, the quality of the insights gained from the activities data is very much dependent on the quality of the data entered into Compass+.

17:59

OK, so the top part here of the Activities tab that tracks Ayat against Gatsby benchmarks 2 to 8 and tracks her activities in line with the planned and completed activities she has been added to across all academic years.

18:16

So if there are any benchmarks here that aren't covered by planned or complete activities, a Red Cross will appear in the relevant column.

18:24

It can then be helpful for you to review this information to see where there might be any gaps in benchmark coverage for any of your specific learners.

18:32

Now, if we Scroll down a little bit further, the bottom part of this tab, we can see a record of all the activities.

18:38

Ayat has been added to since she started in year 7.

18:42

And we can view previous academic years by using this drop down box here.

18:49

Okay, so let's focus on the current academic year for Ayat.

18:53

So we can filter the activities to see the ones that Ayat has being added to.

18:57

Or you can view activities that her parents or carers have been involved with as well.

19:02

And the way we do that is clicking there and then show parent activities.

19:06

So it's great to see here that Ayat's parents or carers have been invited to two activities, both of which will support them to have a meaningful conversation with her about her next steps.

19:17

Now if we go back to the learner activities, so as time passes and activities are completed, we can easily see the attendance status, excuse me within this part of the activities tab.

19:28

So this gives us or gives you a quick way of viewing a specific learner's engagement with their careers.

19:35

Now we can also see a range of attendance status is here for Ayat my priority will be the activity that was offered to her, but she didn't attend.

19:45

Now, I'd probably just make a make sure that I caught up with Ayat to understand why she didn't attend the personal guidance meeting and then potentially reschedule it as well.

19:58

Now we appreciate you won't have time to check every single individual learner like this, but there is a time and a place for individual learner spot checks.

20:06

So for example.

20:08

In preparation for an EHCP annual review meeting as part of your exclusion conversation or reintegration back into school, or for specific learners where engagement or motivation is also low.

20:21

Now to empower colleagues who review attendance and behaviour to use activities data to help inform their decisions and discussions would really be key.

20:31

So bringing in other staff to use and update the learner profile is a fantastic way for you to be able to fully optimise Compass+

20:40

now having this shared knowledge all in one place is a really powerful way to ensure you are all seeing the full picture of an individual learner's career learning journey.

20:53

Now let's move to the second tab.

20:56

So the second tab is interest and destination.

20:59

So the information gathered in this tab, everyone, this enables you to have a valuable opportunity for collaboration and increased awareness of learners aspirations and also their intended natural next steps as well.

21:14

So we can see here that Ayat has given consent for long term tracking.

21:17

So we can see that there.

21:19

And really just to note that if a learner said no, their interest in their destinations information won't be included in any customised report that includes interest or Post 16 and Post 18 destination data.

21:32

Now I'll come back to that in a little bit and I'll show you how to share that within the learner report.

21:38

Now next are Ayat's interests.

21:41

So we can see these here.

21:42

This information can be recorded by Compass+ admins or Compass+ editors.

21:46

So if you add pastoral staff, curriculum staff, you senco careers advisor to Compass+, then they can all access the learner profiles and they can all enter this information themselves.

21:57

So if we just click on the down arrow here, you can either select the relevant option or enter it in yourself manually.

22:06

So now as Ayat is in year 12, we have both post 16 and post 18 destinations recorded in her learner profile.

22:14

So the same applies to to this information too.

22:17

So if you've got Compass+ admins and Compass+ editors, they can both record the destinations information here in the learner profile as well.

22:25

So we can then just click on the plus button and then we can start to complete each one of these sections here as well.

22:35

Now, a record of the advice and guidance I received from the careers advisor about a preferred pathway options can be seen in the notes field here as well.

22:45

So we'll enter Ayat's actual destination in here.

22:50

And then in subsequent years, if we are able to obtain this information, we can have it all in one place.

22:56

And finally, in the learner profile, you can also record Ayat's alumni contact details.

23:03

So this is further down here.

23:05

So we've got our actual destination data in there.

23:08

And then further down we've got the alumni contact details.

23:11

So we can see here at the bottom and that Ayat doesn't have any alumni contact details yet as she's in year 12 and conversations about becoming alumni are probably is more likely to take place in year 13.

23:25

OK, so to fully optimise this part of the learning profile, you would enter interest and destinations information for learners at key transition points.

23:34

So a neat way to do this could be during personal guidance meetings or one to one careers conversations with the learners as well.

23:42

And then you can add the careers advisor or relevant colleague as a user on Compass+.

23:47

And then you can ask that they update this information directly into the learner profile as it's been discussed with them during the meeting.

23:55

So you might also choose to capture the information manually during tutor time, or then maybe even input it into Compass+ a little bit later when the timing is more convenient for yourselves.

24:08

Now as the learner progresses through secondary education, the learner Profile is incredibly valuable as a live record of their participation and their engagement in careers education that's contributed to their current situation.

24:21

So it evidences the support, the interventions, the advice and the guidance that the learners received during their journey.

24:30

Now the third tab here is our questionnaires tab.

24:33

So we thoroughly recommend delivering the Future Skills Questionnaire as part of a fully optimised in Compass+ as the Future Skills Questionnaire is the first fully integrated feature in Compass+ that allows careers leaders to be responsive based on learner voice and the learner perception of their careers.

24:50

Education, information, advice and guidance as it's been delivered in your settings.

24:55

Now we can at this point here.

24:57

We can view Ayat's results from previous academic years in this drop down box here.

25:02

OK.

25:03

And we can toggle then also underneath, we can toggle between answers to full questions or answers only if we click on answers only then we've just got them here.

25:15

Now the future skills questionnaire responses can be absolute gold dust when preparing for personal guidance meetings, pastoral interventions, or for any other conversation where it's important for you to understand what the learners thinking and then also feel about what they're feeling about their future as well.

25:32

Now, in Ayat's case, the most recent FSQ, we can see that she's feeling pretty positive about her careers, knowledge and skills as most of these responses here, yes, a lot or yes, a little.

25:48

Now, if we were to look back a couple of years, if we just go to 23/24, we can see that the previous responses were a little more negative.

25:59

There's more.

25:59

No, not yet.

26:00

And possibly I'm not sure.

26:07

OK, so being able to see the progress or lack of progress for some learners is also a really key point when preparing for meaningful conversations with your learners about what their next steps may be.

26:20

And you can gain greater understanding of their needs and their potential barriers by and the blockers to them achieving their potential goals.

26:30

Now, the final tab here is personal information, OK.

26:33

And the information that is here at the top, this is pulled it through straight from your MIS systems, your management information system.

26:41

And we can see at the bottom.

26:42

Let's just Scroll down.

26:44

We can see at the bottom here the different groups that Ayat has also been added to.

26:48

So you can see she's in a few custom groups, the ones that are in black, which is really, really good.

26:53

And this evidence is that we are fully optimising Compass+ by tailoring provision, delivering targeted support based on Ayat's needs and aspirations and then reflecting this by utilising functionality in Compass+ to record her interests.

27:12

Now one of the most effective ways to fully optimise Compass+ at this point is to generate a learner report, which is essentially a PDF version of the information here in the learner profile.

27:25

So all of this information you have about your learners and their careers learning journey is very powerful for a number of stakeholders and the learner themselves, their parent or carer support and external staff such as you know, workers or college transition support staff.

27:43

This information is really important for them as well.

27:46

It absolutely holds the key information about the learner that highlights their plans and their next steps and then also provides evidence of where the learner has received additional support and also track targeted provision.

28:00

So let's go ahead and generate Ayat's learner report now.

28:04

So we just click into generate learner report.

28:07

So you can see here, we've now got two options.

28:09

We can either download the report or we can e-mail the report directly to Ayat.

28:14

So to start with, let's look at the download learner report.

28:17

So we've got the option now to be able to customise the learner report and only select the information that we want to include into it.

28:23

So we click into this box here.

28:26

So if the report was being sent to another provision, for example, if the learner was changing setting, or if Ayat left our institution in year 11, you can include activities and future skills questionnaire responses for all academic years.

28:40

So we're going to focus on generating a learning report for Ayat that includes a lot of the information covered in the four tabs of her learner profile.

28:49

So I'm going to select for this academic year.

28:54

I'm just going to select the activities for this one, okay?

28:59

And I'm going to also include in this not just a completed in the planned activities, but also the cancelled ones.

29:06

So you're able to at this point, you're able to choose to include or hide the sort of sub benchmarks for this particular example.

29:14

But for this one, I'm actually going to keep the sub benchmarks hidden.

29:21

OK, So moving further down, we're looking at the destination data.

29:26

So I'm going to keep Ayat's post destination data for 18.

29:35

Let me just see yeah, post 16 and post 18.

29:39

So the report will show Ayat's most current pathway choices.

29:42

So I'm going to take out post 16 and just leave in post 18.

29:47

And we're going to then make sure that the includes note boxes are ticked as well so that we can see the comments from our careers advisor as well.

29:57

So I'm only going to then choose to include Ayat's most recent future skills questionnaire.

30:03

So I'm just going to change that from all to most recent.

30:06

And then I'm going to also leave the alumni contact details blank.

30:12

OK, so if this selection was something I would regularly use, I'd just take the box at the bottom here to remember to save these settings as well.

30:20

So when I'm done, I just click on confirm and I at customised Learner report has been downloaded as a PDF onto my computer and I will just quickly open it up so we can then see what that looks like.

30:36

OK, so as I just scroll through this, we can see that Ayat has attended 2 completed activities and so far this academic year and that there are some planned and that she's been absent for one of them and that we've got personal guidance meetings in here as well.

30:51

Now we can see Ayat's interests and destinations as well.

30:55

So having the interests and recorded like this makes them really easy to view.

31:00

So then we've got Ayat's post 18 destination data.

31:03

Being able to print this out as well or e-mail this information to Ayat is also great as it's a brilliant way to be able to share a copy of her agreed next steps so that we can help her when she wants to progress with her career planning and her own personal development as well.

31:21

And then the final section of Ayat's learner report is her, once I get down to it, is her Future Skills Questionnaire.

31:29

So here we have the Future Skills questionnaire responses as well.

31:33

Now remember when you customise a learner report, you choose what you want to include in it.

31:38

So when we reschedule Ayat's personal guidance meeting that she missed, for example, we might choose to share her most current FSQ responses with the careers advisor to help guide that conversation as well.

31:54

OK, so just going back to Ayat's profile here.

31:59

Now the second option in here is the e-mail learner report.

32:03

So if I just click into e-mail learner report.

32:05

So if you have learner e-mail addresses in Compass+ the learners e-mail will automatically pull through into this box here.

32:13

Now, if we need to send the report to a different e-mail address for Ayat, we can also enter that in here.

32:18

And if we're sending the learner report to someone other than Ayat, just to point out, we must ensure that we have spoken to Ayat to obtain her permission to be able to then share that information as well.

32:29

So when we're ready to move on, we just click confirm and we are back to customising our learner report.

32:36

So we'll click on the customise box again and then you just do exactly the same as I showed you before.

32:42

You just tick the relevant boxes to select the information you want to e-mail to Ayat in a learner report.

32:47

And then you will just click the confirm or close.

32:51

Now before we head back to the slide deck, I just want to quickly point out and show you how you can share learner reports in bulk.

32:59

And this is particularly useful to give learners access to their careers learning journey for when they leave your institution.

33:06

So I'm just going to go back to the learner and then learner report from the main navigation bar here.

33:12

Now, as you can see, a lot of this functionality here is already greyed out in my account.

33:18

Now that's because I'm not connected to a real school and I am using at the moment dummy data.

33:23

But you will be able to filter by year groups, for example.

33:28

So I'm going to filter by my year elevens.

33:31

OK, then if you want to e-mail the learner report in bulk, you would just select this box up here and then you would click into actions and you would then be able to send that to all of your learners.

33:46

Now it's also important to note here that whatever options you've chosen when you've customised the report and that will apply to all of the reports that are being sent.

33:57

So if you just want to send learning reports to specific learners, you just tick the box next to their names and then you'd like you scroll through the list or you can type the name into the box here, search for them in the bar and then you could add them to your e-mail list.

34:11

Now, once you've selected all the relevant learners, you just click again on the actions button and you'd then select send learner reports to selected learners.

34:20

You can also everybody, you can also check the status of your learner reports as well that you've emailed from Compass+.

34:27

And the way we do that is at the end here.

34:29

Scroll along to the learner report status and then you can filter by the status on here.

34:36

OK, at the moment obviously I just have not sent.

34:39

So as I explained earlier I am restricted to what I can show you in the demo as it's not a live school account.

34:46

But when you click into here you'll either see e-mail sent, e-mail delivered, e-mail queued and or on occasion are sending.

34:54

But please be sure to monitor this page to check that your learning reports have been sent successfully to the relevant learners.

35:02

OK, so let's jump back into the slide deck now just for a bit of a recap.

35:09

OK, so as you've seen today, everyone generating the learning report is a really clear and easy way for us to view and evidence Ayat's individual careers learner journey.

35:19

So the learner report can be used in a number of ways, different ways to ensure you are fully optimising the information you have recorded in Compass+ and then also to address the needs of each learner, tailor your provision and deliver an equitable and progressive careers programme.

35:35

Now the report could be shared with pastoral staff within your institution or shared even with organisations that support the learner, so for example social services or career care agencies.

35:47

Now both your SENco and also your careers advisor, they can also use the information in the learner report and that can then help inform learner interventions and personal guidance meetings as well.

35:59

So curriculum staff, they may find the information in the learner report handy to support parents evenings or even 1 to 1 conversations with parents or carers about their child.

36:10

And the learner report.

36:11

It can be added to any information shared with future schools or with partner institutions if the learner is experiencing a managed move as well.

36:20

So it can be useful.

36:22

It can also be shared when a learner moves to the next phase of their education.

36:27

So learners can use the information in their learning report to help them prepare for college, to help them prepare for uni or job interviews as well.

36:36

By having that comprehensive record of all their careers activities that they've been involved in.

36:41

Now the learners latest FSQ responses, they can also be used to help them reflect on their individual strengths and also their development areas as well.

36:51

So by fully optimising Compass+ and using the learner report in this way, it enables you to answer yes to your compass evaluation questions for Gatsby Benchmark 3 for example, that cover the access to and sharing learners participation in careers programme.

37:10

Now as I start to draw things to a close, I just want to recap on our formula for optimising for fully optimising, sorry Compass+.

37:19

Now this is underpinned by creating a meaningful learner profile and that comprehensive and clear record of individual careers learning journey is really, really important.

37:29

So following the cycle from right to left, we would maintain and manage our Compass+ effectively.

37:36

We would complete a Compass evaluation every term to be able to monitor the progress towards achieving the 8 Gatsby benchmarks and for you to be able to use your results to identify strengths and development areas.

37:47

We would deliver the Future Skills Questionnaire to learners to capture learner voice and support effective impact evaluation of your careers provision from a learner perspective.

37:58

We would deliver and record careers activities based on your evaluation results and then also your learners Future Skills questionnaire responses, allowing you to bridge the gaps and then ensure that your provision addresses the needs of each of your learners as well.

38:14

You would also manage and maintain your careers partners who deliver these activities to ensure that you are building a really diverse database of careers partners to ensure that learners, your learners are exposed to a range of industries, sectors, job roles for each of their academic years.

38:32

And then finally, you would use the data and reporting from these key features to explore progress and performance.

38:39

And you would also use that to inform your annual internal leadership review with the ambition to move through the careers impact maturity model to achieve status for in all statements.

38:51

OK, so we have some exciting updates and developments coming soon.

38:55

Everyone to Compass+ and I can share them with you today.

38:58

So we've got the Ronnie tool, which is the risk of NEAT indicator.

39:02

So this feature will allow users to identify which learners require targeted interventions to help prevent them from becoming NEAT.

39:10

So not in education, employment or training and using the built in and custom indicators to flag the learners that might need that support.

39:18

So improvements to the activity sections of Compass+ being able to to bulk change activity status plus other user experience improvements.

39:28

This will also enable users to view more integrated data on the activities page.

39:33

And that will also make it easy for you to manage and update activities efficiently.

39:38

So the the last one here, the parent and carer questionnaire.

39:41

This will help users collect standardised data on parent and career and carer awareness.

39:47

OK.

39:48

It will allow you to look at knowledge and then confidence in careers provision, enabling a more strategic, data-driven approach to parental engagement support and better analysis and then comparison as well.

40:01

So please do reach out to your Compass+ champion or your EC or Enterprise coordinator if you want to find out more about any of these.

40:12

OK, so just bringing things to a bit of a close now.

40:15

So if you're really keen to learn more about Compass+, please do head to the YouTube where you can find out Compass+ training playlist full of previous webinar recordings.

40:25

Also keep your eyes peeled for more feature focus sessions too, they will be coming soon.

40:31

Tahmid will now drop a link to both of these playlists in the chat now for you.

40:38

OK, so as I've mentioned a couple of times today, we do have a range of support available to help you use future skills Questionnaire and Compass+ effectively in your setting.

40:47

And I've talked about the help centre a lot.

40:50

So I'm just going to go online now and show you what that looks like.

40:55

So into here and into our help centre.

41:01

So in here in the Compass+ help centre, you will see a range of different sections of the help centre to access your help and your support.

41:11

So to access the webinar support and resources, we would just go into the Compass+ training section here, webinar supporting resources and these help particles here.

41:21

They've all been designed to help embed your learning from today so that you really get to grips with using the key functionality effectively within your settings.

41:29

Now a top tip here within the help centre is to also use the search bar up here.

41:35

If there's something in particular that you need help with, just pop it in here and all the articles that have that term will display here.

41:42

So if I just type in data for example, all the information on the data appears here.

41:49

TRANSCRIPT

Webinar: Fully optimising Compass+

Now Tahmid will also pop the links for all of these into the chat view now.

41:54

Plus these will also be available in the post session comes to when you get those.

42:02

OK, so just to bring things to a close, I just want to sit here say thank you so much for joining me today.

42:09

Please do scan the QR code and leave your feedback or follow the link in the chat to complete the feedback form as well.

42:16

We would really be grateful if you could do this as it's so valuable to to help us develop and improve our training offer for you.

42:23

So thanks again and I look forward to seeing you on another webinar soon.

42:28

Bye everyone.