

0:00

Hello and welcome to today's webinar on using Compass+ effectively to support vulnerable groups.

0:07

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

0:16

Now as always everyone, we have your best interest at heart when delivering Compass+ training and we want to make sure that you are well equipped with the knowledge and expertise to use Compass+ effectively to support vulnerable groups.

0:27

Now as such, we'll run through quite a bit of content today, but please don't worry if you've joined the webinar today.

0:34

You will be sent a copy of the recording after the session so you can then review this at your own pace later if you need to.

0:41

Now the recording will be added to YouTube.

0:43

It'll be chapterized 2 so that you can then quickly jump to the relevant part of the webinar that you need to watch again.

0:49

So we have the webinar support and resource.

0:52

It's designed to help embed your learning from today's session.

0:55

Now that's available in both PDF and Word format from the Compass+ help centre.

1:00

And if you're joining the webinar today, you can ask questions at any time during the session by using the Q&A function in Zoom.

1:07

So just click on the Q&A icon on screen and one of our technical specialists will be more than happy to help.

1:13

Now before I move on, I just want to highlight that I'll be using a specialist demo account today.

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So we've been working hard behind the scenes to develop a specific Compass+ account with dummy data that's representative of a specialist setting.

1:28

So as I'm using a demo account today that's kind of isn't connected to a real school, 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.

1:41

So although there might be a slight difference in what you see, the core function that I'll be demonstrating today remains the same.

1:50

Now, when we're designing or when we were designing this webinar, I should say, we knew it would be very difficult to write a specific definition of what vulnerable means.

1:58

So we thought it would be more relevant to provide some examples of vulnerable groups instead.

2:03

So as I'm sure you'll all agree, this list here, it isn't exhaustive and you may have groups of your own that you can add in here too.

2:12

So the last academic year, this webinar only focused on learners in send settings.

2:16

However, we've acknowledged that learners with send are just one of the groups that you may consider as vulnerable as is reflected in this slide.

2:26

So you can see there are four groups highlighted in bold that's to flag that in Compass+

2:30

there are built in filters for each of these characteristics.

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So across all of our reporting functionality, it allows you to focus on data for learners with these specific characteristics.

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Now I'll come back to these filters during the demo as part of today's session.

2:46

So here are the learning objectives for today.

2:49

Now don't forget you can ask questions at any time using the Q&A.

2:52

And towards the end of the session, I'll show you the Compass+ Help Centre.

2:56

Now this is where you can find guidance and resources to help you fully utilise Compass+ functionality.

3:02

So this webinar is being primarily designed for Compass+ users in a specialist setting, careers leaders, Sencos, careers advisors, and pastoral teams, for example, essentially those colleagues who are involved with supporting vulnerable learners and have access and use Compass+.

3:19

So we appreciate that the number of vulnerable learners in mainstream settings is also starting to increase.

3:24

So everything I'm going to go and walk through today in today's webinar is also applicable to how you might use Compass+ in a mainstream setting too.

3:35

Now, very briefly for those of you who might be joining today and you don't know what Compass+ is or you just need a quick reminder, Compass+ itself is a free digital product recommended by the Department for Education.

3:48

And then that enables you to benchmark, track and report on your careers provision right down to individual learner level.

3:56

Now Compass+, it's available to more schools, Sixth Forms and specialist settings in England.

4:03

So Compass+ integrates with a range of management information systems and this then provides a secure and scalable platform that performs effectively as a product usage or product usage, excuse me also grows as well.

4:17

So Compass+ it integrates with other digital products or partner platforms as we call them like Unifrog or Morrisby.

4:24

So if you're already using something like that in your setting, you can often use them with Compass+ too without importantly duplicating the effort.

4:33

Now, my demo today will walk through this functionality here, looking at how we can help you target and support vulnerable learners.

4:41

Towards the end of the session, we'll be focusing on the learner profile and I'll show you how powerful creating a meaningful learner profile, how powerful it can really be, and when this information can be shared to support careers conversations and provide additional support.

4:58

Now, just in case you're not familiar with the acronym, FSQ stands for Future Skills Questionnaire.

5:04

And OnTrack+ is a new feature that was released in early February.

5:08

5:08

So OnTrack+, it's been designed to help educators identify emergent supporting needs for their learners in years 7 to 11 strengthen and sustained engagement and post 16 transition.

5:24

Now in this quote, everyone from the DfE, it aligns very much with our intent to show you how to create, access and share a meaningful learner profile.

5:33

As it says there, not only does the learner profile act as a record of all the careers activities learners have been involved with, but it also allows them to use this information themselves when they leave your institution to support their next steps.

5:53

OK, great.

5:55

So let's dive into the demo everyone and start with the Future Skills questionnaire.

6:01

So just going to go into my demo account.

6:03

So from our homepage here, we can either click on the View Reports section here button, this little blue button, or we can use the main navigation bar on the left here and click into Questionnaires and then Future Skills Questionnaire.

6:20

Now to maximise the time we have available today, I'm only going to focus on some NEET features in FSQ reporting that can help you identify and target learners that may require additional support.

6:31

So if you want to learn how to plan, prepare or deliver an FSQ session, please do watch our dedicated FSQ 5 Steps to success webinar, which is housed on YouTube.

6:41

Or alternatively, we have a bunch of resources available on the Compass+ help Centre to support you with this as well.

6:48

Now I'll show you where you can then find these on the Compass+ help Centre a little bit later on.

6:53

So once you've decided what version of the questionnaire will be most appropriate for your learners, and you've then generated the links and you've shared these with your learners, the learners have also then completed the questionnaire, ideally as part of a meaningful careers conversation and their responses, and they are now saved automatically into Compass+.

7:15

So if I just Scroll down so you can see here, there are five tabs along the top.

7:20

The first tab is where you generate and manage your links.

7:23

The second tab is the summary report.

7:26

So just click into the summary report now.

7:28

The summary report gives you an overview of the positive and negative responses to each question from each key stage questionnaire type that the learners have been also completed.

7:37

Now you can use the summary report to see, for example, the questions that had the least positive responses per cohort.

7:44

Then use the data to plan careers activities that would address these particular needs.

7:49

So if I just select the current academic year, so 2526, the careers knowledge and skills section, it's also selected by default.

7:58

So you can then select essential skills if you so wish.

8:02

So we're going to leave careers, knowledge and skills, and then we're also going to apply filter by positive responses.

8:08

So for each key stage version of the questionnaire that's been completed, we can then see at a glance the low scoring questions.

8:16

Now please be aware that if all of the learners in your setting complete the send version, there'll be no data displayed here for this particular report.

8:24

The summary report only pulls through responses from the key stage versions of the FSQ.

8:32

Now the next tab is the detailed report.

8:38

So the detailed report everyone.

8:39

This provides you with a more in depth analysis of the responses from each key stage questionnaire type that the learners have completed.

8:46

So you can use the detailed report to view a learner drill down for each question, allowing you to then identify which responses were selected by individual learners.

8:56

Now again, the detailed report only pulls through responses from key stage versions of the questionnaire.

9:02

So you could just click into each of the filters at the top to review responses per questionnaire type or per year group as well.

9:10

So if we then looked at, for example, GCSE years and then year 11 Scroll down, we can see the data that's representative of the GCSE years and year 11.

9:24

Now the 4th tab is the send report.

9:27

Now the data displayed in this tab is really valuable as it provides a more in depth analysis of the learning responses to just the SEND questionnaire.

9:37

So the SEND report follows a very similar structure to the detailed report, but the only difference is that you filter by key stage.

9:45

So instead of so you filter by key stage instead of questionnaire type.

9:49

And this is because the SEND version of the future skills questionnaire.

9:52

This remains the same across all of the year groups.

9:57

Now we can see here that we have learners at key stage 3, 4 and 5 have completed the SEND version of the questionnaire.

10:06

Now let's take a closer look at the FSQ visualisations for the SEND report.

10:12

So the visualisation here on the left, this shows the number of learners who responded to the questions mostly negatively, mixed or mostly positively as we haven't applied a key stage filter at this moment.

10:22

This shows responses across all key stages.

10:26

So excuse me.

10:29

And then therefore for all the learners that have completed the send questionnaire, now we can very quickly click on any bar to see the learner drill down.

10:36

So let's have a look at the 25 that have answered mostly negatively.

10:41

So just clicking into that bar, if I then Scroll down, we can see these learners.

10:46

I can then, if I want to sort by the Pupil Premium, have the period learners at the top, and this then highlights how this particular characteristic group have then responded to the questionnaire.

11:02

The learner drill down might be as you'd expected.

11:06

So this information below might be as you'd expected and you know your learners better than anybody.

11:11

So you may be able to predict who would have answered the question mostly negatively.

11:15

Then this is actually, it's a good start because it helps you identify learners that may require additional support to discuss next steps and then aspirations after education.

11:25

Now another feature here is the ability to be able to create a custom group directly from this learner.

11:30

Drill down and it's as easy as clicking a button.

11:34

So if we click on the create a custom group, OK, then you would just enter the relevant information in here for the group title.

11:44

Once you've got everything in here, you'd scroll all the way down to the bottom and then you would click save now custom groups.

11:49

They're a great way to target provision and address learners needs.

11:53

After we've walked through FSQ reporting, I'll be able to.

11:57

So I'll be moving on to show you where to manage custom groups within Compass+.

12:03

Now if we apply the key stage filter scroll up here.

12:10

So I'm going to apply the key stage filter.

12:11

So I want to apply to key stage 4.

12:14

Now the data in here, now the data displayed in the visualisation, it changes.

12:18

So it's great here now that we can see that 20 learners have answered mostly positively to these questions.

12:26

Now let's move on to the question by question analysis on the right hand side here.

12:31

And again, we'll still focus on our learners in Key Stage 4.

12:34

So a top tip for you here is to apply the highlight questions filter OK, at the top.

12:40

And then let's select the lower scoring questions.

12:45

So finding out what questions these are and review and learn responses to these questions, It's a really good place to start when analysing FSQ data.

12:54

So let's have a look at question 9 here, for example.

12:59

So what we've got is have you learned something about new jobs by working in or visiting different places?

13:07

So if we then click the bar chart, OK, now we see here a pop up box has appeared with different response options that correspond and have then correspondent emojis attached to them for that particular question.

13:19

All you then need to do is just click on the relevant response to see the learners that have selected that response.



13:24

So if we selected the I haven't worked in or visited places yet, you can then see who these learners are.

13:33

Now if you want to select a different response, you could just click the + in the bottom corner here and then you would select the response that you want to look at.

13:43

Now for this one, we're going to sort this information by tutor group, so we can quickly then drill down to see if any of the year elevens haven't worked in in any, I haven't worked in or visited any workplaces yet.

13:58

OK, so we can then scroll along filter by the tutor group.

14:04

So we're looking at year elevens and it's important here, or this could be particularly important.

14:08

These learners will be leaving our setting at the end of the academic year and we might want to prioritise supporting them to gain experience of the workplace.

14:17

So if we wanted to create a custom group for these learners, OK, we would just click the create a custom group and then we could enter the relevant information for these 11 learners.

14:28

Now again, let's just call this sort of hot group, OK?

14:35

And then we would just deselect those learners that were not year 11th.

14:39

So it was the first four.

14:42

So we're now left with Callum, Elliott, Gavin and Morag.

14:45

Now once you've got this group created, you would just click save and then that would be housed in your custom group section.

14:56

OK, so now the green bar here at the top of the Questions by question analysis visualisation.

15:03

If I just hover over it, this is a great way to see how many learners have completed the send version of the future skills questionnaire.

15:09

So with the Key Stage 4 filter applied, you just hover over the bar to see how many learners have submitted FSQ responses and the percentage of generated links that this equates to.

15:18

So in our example, it's great here to see that 100% of the links were generated and shared with learners and they have then been accessed and the corresponding questionnaires have been completed.

15:28

So we generated 50 links.

15:30

We have 50 learners have completed them and their responses are now in Compass+.

15:35

Now the average score here at the right hand side.

15:38

So we can see the average score percentage shows that these 50 learners have answered 59% of the questions positively.

15:45

And there are if you wanted to, there are additional filters you can use in the question by question analysis visualisation where it allows you to compare groups and then filter further by gender or pupil premium.

15:57

So if we just quickly had a look, if I just filtered onto pupil premium learners here, OK, so the like grey bars everyone, these indicate a yes as a learners are pupil premium.

16:13

So my biggest piece of advice here with the send report, as with Compass+ reporting is to just go in and have a play with it.

16:21

Select different cohorts, apply different filters and then sort the learner, drill down by gender, tutor group, pupil premium.

16:28

But make time to explore the send report to help you identify learners with vulnerable characteristics who may require some targeted intervention and support.

16:40

Now the last tab is custom reporting.

16:43

So this is a real game changer.

16:44

OK, so when it comes to identifying also the identification process, I should say as within this section you can create your own reports by selecting specific questions or filtering responses.

16:57

And you can also download the data you may need into XLS.

17:02

Well, now we do have a feature focus session specifically on analysing FSQ data and the actions that you might want to take based on the learning responses.

17:11

The recording it's available via the Compass+ Help Centre.

17:15

So for today's session, I'm just going to show you the basic functionality for the custom reporting section.

17:24

So we will choose the same questionnaire from the drop down box.

17:28

We'll then also choose the 2526 academic data.

17:33

OK, so from the select questions drop down box here, just going to scroll up a little bit.

17:38

So you can then choose to look at our responses for all of the questionnaire or all of the questions I should say by selecting the select all.

17:55

OK.

17:56

I will just deselect that as well now.

18:00

So we can also select questions for just specific sections.

18:05

So essential skills for life and work.

18:08

And then with the send version, we've also got the career planning section as well.

18:13

So don't forget with the send version, and this has that third section as well.

18:22

So additionally to selecting every question or all the questions in the future skills questionnaire, we can also select specific questions.

18:31

Now, a top tip here is for you to print out the questions for each of the questionnaires that the learners are going to complete in your setting and circle any questions that you feel are particularly relevant to your career strategy, your strategic plan, or close to your settings priorities.

18:47

So for my example, I'm interested in learner responses to questions that refer to their next steps and then plans for the future as well.

18:55

So I'm going to look at question 10, I'm going to look at question 16 and I'm going to also look at question 20.

19:08

So question 10 was looking at do you have any ideas about what you might do for work in the future?

19:13

Question 16 is do you feel positive when you think about your future?

19:17

And question 20 is asking do you have a career plan or vocational profile with actions or goals attached.

19:25

Now, once we've selected the questions As for us to analyse, we can then have a look at the data set underneath here.

19:35

Now if I just scroll along, if I hover over the green symbols here, each one when you hover over it, it lets you know what the question is that we have selected.

19:49

So for example, question 10 and 16, I've chosen these ones as it's about sort of vocational profiles and question 20.

20:01

Sorry, the question 20 is vocational profiles, so it allows me to analyse that data now.

20:06

I will go to come back to see these again later when I show you the learner profile.

20:11

So once you've selected the relevant questions for your custom report, you can then filter the data further by clicking the upside down triangles next to each of the column headers.

20:24

Or at this stage, you can just choose to download the entire report as it is or also create a custom group of learners who displayed in this data set or this report underneath.

20:34

Now the way we do that is if I click into actions, we could then download the report and the report will download as an Excel spreadsheet onto your computer.

20:44

And it's great that Compass+ gives you the option to review the FSQ data in Compass+ or create reports and explore data in Excel instead.

20:52

So you could then just go to the approach that you really feel most comfortable with.

20:57

The other option is that you can then create a custom group and the custom group learners will then also be displayed in the report as well.

21:07

So again, you just click create a custom group.

21:10

You'd simply fill in the relevant details here from the pop ups and then scroll all the way down to the bottom.

21:19

And then you would just click save and the custom group.

21:21

Everyone will then be added automatically to the group section in Compass+.

21:28

Now we will take a closer look at the group section in Compass+.

21:33

After we've explored OnTrack+ and some ways in which the feature can then help you identify the emergent support needs for learners in year 7 to 11.

21:42

Then strengthening sustained learner engagement and post 16 transition.

21:46

So I'm just going to click home on the navigation bar and then from here I'm going to click into Learner and then into OnTrack+.

21:56

So we can think about using OnTrack+ to support vulnerable learners in four stages.

22:01

So the first stage is about the process of considering and defining vulnerability.

22:05

You can do this with these in OnTrack+ by filtering learner data by a range of indicators.

22:11

Now OnTrack+ indicators are learner data points, and these are things that can be used to support users professional judgement when identifying learners who may require additional support.

22:24

So we've got our automatic indicators here.

22:27

So we've got persistence absence, persistent lateness, free school meals, pupil Premium, EHCP SEN and IDACI.

22:37

So we've got each of those and each are derived from the data your education setting provides to Compass+ from your MIS, which is your management information system.

22:48

They will then reflect data imported into Compass+ from your MIS daily.

22:54

They cannot be edited in Compass+

22:57

Now the manual indicators below here.

23:00

So we've got multiple school moves, suspension, young carer, academic achievement below standard and then looked after child.

23:08

These are additional indicators that can be updated and maintained by Compass+ users.

23:12

So the manual indicators are optional, but if used, it's essential to check manual indicators regularly to ensure that they are kept up to date.

23:21

Now, as you can see, I just Scroll down.

23:24

Once I select an indicator, the corresponding column displays in the table below.

23:29

So if I just scroll along here, we can see all of the indicators that I have selected.

23:36

So we can then start to sort and filter the functionality next to each of the column headers and then it allows us to refine the data further.

23:46

So for my example, I'm going to deselect a few filters and just have sort of three automatics and three manuals.

23:53

So I'm going to deselect persistent lateness, deselect that one.

23:58

I'm going to deselect Pupil premium and IDACI as well, OK, And then I'm then going to deselect suspension and I am going to deselect achievement below academic standard.

24:14

OK.

24:15

I'm then going to apply a filter on my free school meals.

24:21

So I'm just going to apply the filter for yes, there, OK.

24:28

And then I'm going to sort by persistent lateness, persistent absence, absence, sorry.

24:39

So I'm going to do a sort by that to have those at the top.

24:44

And then I'm going to look to see which learners have been identified as having five indicators on OnTrack.

24:54

OK, So what we can say here now I've got 13 learners in my table.

24:59

I might want to flag all of them for intervention or I might want to create a custom group for these learners.

25:05

More on that shortly, everyone.

25:07

Both of which will help with stage two of the process, which is communication.

25:12

So clearly communicating with the wider staff where appropriate, as in, you know, pastoral teams, heads of year, SLT etcetera about learners who may be considered vulnerable after reviewing OnTrack+ data.

25:26

Now if you want to get a holistic view of the learners engagement with careers, including OnTrack+ learner level information, you could just click on the view profile in the OnTrack+ actions column.

25:40

So we will choose, let's choose Dale.

25:43

OK, so Dale is in year 11.

25:47

OK, so Dale is in year 11, so we might want to prioritise him seeing that he's going to be leaving at the end of the academic year.

25:57

So we could click on to Dale's profile.

26:00

So here with you and Dale's learner profile now, which we'll explore in more detail there, but you can see the 5th tab here along the top is OnTrack+

26:10

now we can see a list of indicators and the status here as well.

26:18

We can then also choose to select any manual indicators that might apply to Dale.

26:24

So we could select multiple moves and then if we wanted to scroll at the bottom and we can add in here any notes, OK.

26:35

And in the flag for intervention section, we have then an audit trail of when we have flagged or unflagged Dale for intervention.

26:50

So let's go back to the OnTrack+ section.

26:54

OK, So once you've identified learners who may be at risk of disengaging with education or becoming NEET, stage 3 is to do something.

27:03

So this is the plan and deliver an activity to them.

27:09

So there's a handy toolkit from Bath University available on the resource directory for a little bit of inspiration and support around this one.

27:19

So being able to create a custom group from here also helps.

27:23

And once you've refined the data, selected the relevant indicators and filters, etcetera, you can then just click up here to create a custom group for the learners.

27:38

And then you just enter an amend the relevant information.

27:48

So here we have our created custom group.



27:51

Enter the relevant information as we've already demonstrated, Scroll down to the bottom, click save, and then that would appear in your custom group section, which we can look at later.

28:09

OK.

28:09

The 4th and final step in the OnTrack+ process is tracking progress with identifying learners who've been flagged and unflagged for intervention.

28:18

What's contributed to this?

28:20

What support they've received to enable that change.

28:25

And we'll explore the learner profile and learner report towards the end of the demo.

28:29

But Compass+ allows you to share a whole careers learning journey with a learner, allowing them to take this information with them onto their next destination.

28:39

So in the interest of time, I've just introduced you to OnTrack+ today there.

28:43

But please do register for our OnTrack+ in Compass+ webinar on the 25th of March where you can learn more about the feature and how to use it effectively actively in your setting.

28:56

So just going home on the navigation bar.

28:59

So as I mentioned earlier, custom groups are a great way to help you manage and deliver targeted support to learners.

29:05

Now you can add learners from different year groups to a custom group.

29:08

And when a learner is added to a custom group, the group will automatically display in their individual learner profile.

29:14

Now we have a feature focus session on custom groups, which explores how to use them effectively in your settings.

29:20

So I won't go into too much detail today, but it will be valuable for you to see how easy it is to create and manage custom groups.

29:28

So from the main navigation bar on the left hand side here we're going to go into learner and then into groups.

29:35

Now at the top here we've got the tab that says Create a new group.

29:39

So if we just click on Create a new group, a pop up now will appear where you can then start to enter the details that are required to create your new group.

29:49

So we're going to give the group names for my example, I'm going to call it, let's call it next step support.

29:54

So next steps support.

29:58

OK, so that's our group name.

30:02

And really everyone just to point out here a quick reminder, do be mindful what you call your custom group at this stage as this will be displayed in the individual learners learner profile.

30:13

Now once you've given your Group A name, you can then start to add your learners.

30:16

So don't forget you can add learners across cohorts to a custom group.

30:21

The easiest way to do this is to type their names into the box and then select who you want to add to that custom group.

30:28

So let's go with Morag.

30:32

So we had more like this is from our earlier information that we found when I was looking through the data.

30:40

So we'll go Callum on.

30:45

We can also at this point, if we wanted to, we can also use these checkbox filters as well.

30:49

So for example, if we just wanted to add learners with specific characteristics, we could just make sure that the characteristic box is of me to say is ticked.

30:59

So if I then deselect these boxes here and just leave the characteristic box ticked, if I then just click into the box, I can then Scroll down and add in any particular characteristic group that I want to.

31:11

So let's say I want to add Pupil Premium 10.

31:16

So we're going to add in Pupil Premium 10.

31:18

You'll notice now that the membership start date is the date that you added the learner to the group and the membership end date is the end of the academic year.

31:28

You can amend these membership start date and then dates for any learner by clicking into the relevant field.

31:34

So if I want to just edit for column, I'm just going to edit the end date and I'm just going to change his end date to the 1st of April.

31:45

So I'm going to end it at the 1st of April.

31:46

Once you're happy with the information that you've entered for your custom group, you would then just click save and then that group is added to your custom group section.

32:01

Now to manage your custom groups, you would just select the custom groups from the group type filter.

32:09

So if we then just do the drop down click into custom groups, you can hear you can view the number of activities associated with a custom group by clicking on the first icon here.

32:20

So we can see what groups are attached to a particular sorry, activities are attached to a particular group by selecting the pencil icon to the right here.

32:32

We can then edit the custom group.

32:36

And if you wanted to click the trash can icon, you can then delete the custom group as well.

32:42

OK, so moving on now, Next in our five steps to success framework is Compass+ reporting.

32:47

So Compass+ reporting can be broadly categorised into the following area.

32:52

So we've got evaluations.

32:54

This includes the compass evaluation and the internal leadership review, future skills questionnaire, reporting, learning reporting, activities reporting and careers partners.

33:03

Now you can engage with each type of reporting to evidence and identify support for vulnerable learners.

33:08

So if you want to learn about more about any of these in more detail, do join our next Compass+ data and reporting webinar, and I'll show you where you can register for this at the end of the session.

33:21

We've also remembered what feature for sessions specifically for each type of reporting that they're also available to watch on YouTube.

33:29

And my demo today will just outline where you can find these reporting features in product and some keyways in which you can then use them.

33:37

So let's start with evaluations, excuse me.

33:44

So just selecting evaluations here, everyone.

33:47

And you can see here that this is where, excuse me, this is where you will find your Compass evaluation and your internal leadership review.

33:57

So just clicking on our Compass evaluation to view your results for your compass evaluations, you just Scroll down to the previously completed or in progress Compass evaluation section, so this one here.

34:11

And then you can just click on View results.

34:15

And if we start with, if we just head straight to the data visualisation tab, we can see at a glance your performance against the benchmarks.

34:25

So you might look at this and kind of say, are there are there any in particular that align with your, with the support provided for vulnerable groups, IE you know, got to be benchmark 8 or maybe benchmark 3.

34:41

And for a more in depth breakdown of your results, you just go back to your results tab, OK?

34:49

And then down here, you would just click on results.

34:52

So if we went to Benchmark 3 and if we clicked our little down arrow which expands the data, you can then see the questions and the achievement status, plus links to resources to help you achieve 100% across all of the benchmarks.

35:08

So you can see where you're achieving.

35:11

And then you've got your resources down here at the bottom as well.

35:16

Now to download and share your results, you would just click the green download button here, OK, at the top.

35:24

So you can download your compass evaluation report as a PDF.

35:27

This includes the data visualisation and the benchmark breakdown.

35:31

Or you can download your results as an Excel spreadsheet.

35:35

And then you can see the answers given to each of the evaluation questions.

35:40

If you wanted to, you can share your results, OK.

35:43

And you'll be able to here generate a link that you can then share with anyone who has access to the Internet.

35:48

They don't actually need to be a registered Compass+ user to access the link and view your Compass evaluation results.

35:57

So next in evaluation is the internal leadership Review.

36:01

So on the navigation bar, clicking into Internal Leadership Review.

36:05

So again, as you can see from this screen, the internal leadership review page is very similar to the compass evaluation section.

36:12

Now this is intentional by design, everyone.

36:15

It's to help provide consistency across the product and also enhance the experience of using Compass+.

36:22

So viewing your responses also works in a similar way to your compass evaluations.

36:26

You would just click view responses, Excuse me, in the previous or progress careers impact internal leadership review section, which I'm on here.

36:39

Click view responses and the key areas of focus on the visualisation here.

36:45

They cover the keystone themes of the careers impact maturity model.

36:50

And they're specific sub themes that then will directly align with supporting vulnerable groups.

36:55

So we've got themes 2.1 that would support with it 2.2 and then 2.5 as well.

37:11

Now if we scroll then further down, we can view all the responses by clicking on the View all responses button here.

37:22

And then we can then start to hone in on other themes or sub themes that align with the support offer.

37:29

We can then engage with gentle enquiry into your education settings, the position on the maturity model and what you can then do to progress or maintain this position.

37:39

So just scrolling down to show you what these look like.

37:44

So this allows you to see your current education position setting on the maturity model and then also how you can then make progress as well.

37:54

Now, as you can see here at the top of the page, you can download and share the information as well.

38:03

So this functionality is available for the internal leadership review the same as it is for your compass evaluations and then for all your responses as well.

38:13

And if we just go back into the insights section here again, we've got the download button, so you can then only download your internal leadership review as a PDF.

38:30

OK, so now we're going to have a quick look at activities reporting.

38:35

Now, as I mentioned earlier, we have a whole feature focus session on this one, so I won't go into too much detail today on it.

38:42

So from the home page here we have access to activities reporting by either clicking on Find out more from the activities tile or we can select activities on the navigation bar and then we can go into your activities.

39:02

And then from here we've got our activities reporting.

39:08

So as with all of the reporting functionality in Compass+ there are always a range of filters that you can select here at the top.

39:16

So some of the filters to highlight, you might want to highlight the status.

39:21

OK.

39:22

You can then review the planned, completed and cancelled activities with this particular filter.

39:28

Is this activity for a parent or a learner?

39:31

Again, you can then review activities that have engaged with parents or carers.

39:36

We could look at meets PAL requirements.

39:39

So here you can then review activities that comply with the provider access legislation and you can then start to drill down into specific characteristics to see how many learners with a particular characteristic was added to a particular activity.

39:53

So you could then start to select things like pupil premium free school meals EAL SEN.

40:01

And if you want to then use activities important to monitor attendance data, the attendance filters are also then very important.

40:08

And by selecting the relevant filters, you can then start to create reports that can evidence who attended activities and then who didn't.

40:16

And then this enables you to have those targeted follow-ups with learners to make sure that they are not missing out.

40:23

So what we can then do is we can select the total number of learners invited, the number of learners that attended, and the number of learners that were absent.

40:34

Now, once you've selected all of the reporting filters that you want, you can then use the sort and the filter functionality in this table below to further refine your data to sort.

40:48

To sort our data here, let's click the double arrows in one of the column headers.

40:53

So we'll click for parent and learner column, we will click our double arrows.

41:00

OK.

41:02

If we then also in the filter status if we filter to just completed activities.

41:11

So sorting this data, this can then help you to review the progress and performance at a glance.

41:17

It can allow you to sort and filter functionality next to each of the column headers as well.

41:22

And this is also available in Learning Reporting and FSQ Custom Reporting.

41:28

Now if you prefer to sort and filter data into Excel, you can download these activities into a spreadsheet.

41:37

You would just click the download button at the top of the screen here a pop up will appear like this, letting you know the data that you've selected to download.

41:45

And then you just click download report to then continue.



41:52

Now you can only utilise activities report.

41:54

And once you've actually added activities into Compass+, so you can enter activities directly into Compass+, you can populate activities into our activities upload template and then upload them into Compass+ as well.

42:09

And if you use a partner platform like Unifrog or Morrisby, you can also upload activities from there into Compass+ too.

42:16

Now there are templates and guidance available on Compass+ help Centre that walk you through the different ways that you can activities into Compass+.

42:24

Now we always encourage everyone a whole setting approach to using Compass+.

42:30

For example, it's not just a careers leader's responsibility to enter information into the product.

42:36

So if appropriate in your setting, you could ask either the teaching or support staff to enter activities directly into Compass+ themselves.

42:43

You know, you get your careers advisor, pastoral teams and even your Sencos to help as well.

42:49

For example.

42:50

Now this approach is particularly handy.

42:52

So why the staff can record 1 to 1 interventions with learners straight into Compass+ personal guidance interviews, for example, or any pastoral support meetings that have been delivered.

43:02

Now, if you're also, if you're a careers advisor, sorry, if your careers advisor, I should say, is employed externally, that you can then also add them in as a careers partner into Compass+.

43:14

And this will make it easier for them to assign themselves to any personal guidance meetings that they then want to record in Compass+.

43:22

So at that point, let's move on to careers partners now so that I can show you the advanced search functionality in this section.

43:30

And it's also included under the umbrella of Compass+ reporting.

43:35

So to access careers partners database, you can either click in the find out more tile on the home screen here or you can go directly to the navigation bar and go to careers partners from here as well.

43:55

OK, so I want you to think about Careers Partners everyone as your little black book.

44:02

It's that safe and scalable database where you can record all the different employers, organisations and the agencies that deliver careers activities to your learners.

44:11

Now adding a careers partner is easy.

44:14

You can either add their details directly into Compass+ or you can use the upload template instead.

44:21

So just clicking, I'm just going to move this over here, just clicking into the green actions button at the top here you can see the different options that you've got available to you.

44:32

So we recommend adding your own education setting as a careers partner.

44:36

Certainly if you deliver enterprise activities or enrichment opportunities to your learners and then record these in Compass+ as well.

44:44

Now if you feel more comfortable reviewing data in a spreadsheet, you can then.

44:54

Section as well.

44:55

Now we're not going to download any data today.

44:57

Instead, we're just going to focus on the advanced search functionality.

45:01

So I will just Scroll down a little bit and click into Advanced Search.

45:10

So you can use the different filters here at the top.

45:14

So you could use the organisation type filter here and you could have name contact filters that you can then check to that you have a broad representation of careers partners recorded in Compass+ the advanced search function.

45:30

It helps you to identify any gaps in careers partner coverage and it also then helps you support that targeted employer engagement as well.

45:38

So once you've clicked into the organisation type, you'll see numbers in brackets after the name or the title.

45:45

And in this example, it denotes the number of each organisation type you have recorded in Compass+.

45:52

The same applies for organisation sector.

45:55

OK, so again, if we hover over here, we can see that we've got one careers partner recorded in Compass+ within the creative Arts sector.

46:03

Now I also want to highlight the third filter here as well, which is the PAL compliance.

46:09

And you can quickly see here how many career partners you have that deliver PAL power compliant activities.

46:14

So if I just select yes, I can Scroll down and I can see the partners that do that.

46:21

So when you've selected a filter, the relevant filter will display down here in the data set.

46:28

Now, another key filter to highlight is the contact available for.

46:32

So if I just clear all in the contact available for, we can see what businesses have said they can then provide support for.

46:42

So filtering careers partners by activity is an easy way to sense check that you have organisations and employers that can deliver a range of important careers activities to your learners.

46:53

So when we think about careers partners, it's also important to note that you can use the Future Skills Questionnaire data to support building a diverse careers partners database, so you can analyse your FSQ responses to see the industries and the sectors that learners are most interested in.

47:09

Then you would use this as a checklist almost to make sure that each of these areas are represented by a careers partner who you have then got recorded in Compass+.

47:25

OK, so we're now on to the final step in our five steps of success framework.

47:31

So the learner profile, so this is one of the most valuable assets in Compass+ as the learner profile brings together an individual learners whole careers learning journey in one place.

47:42

It includes their activities they've got planned or have already completed.

47:46

It shows their interests and destinations.

47:47

If that information has already been ended manually in Compass+ it also everyone shows their future skills responses and they're at risk of NEET information too via the OnTrack+ tab.

48:00

So it's a really useful part of the product.

48:03

So you can also choose to download and share the information with the learner or appropriate adults who may be supporting them by utilising the learner report function.

48:13

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

48:21

So I'm going to use the search bar and look for a learner called Zayn.

48:27

OK, so we've got Zayn here.

48:29

OK, We would then just click on the view profile on the left.

48:34

So this is what an individual learner profile looks like, so you can see all the different tabs along.

48:46

How the learner is tracking against the Gatsby benchmarks.

48:49

You can see their planned and completed and cancelled activities plus their parental engagement activities as well interesting destinations.

48:58

This is where you would manually record earners interest and destinations information and their alumni contact information before they leave your setting just to get to the alumni.

49:08

So this is where you can house the alumni information.

49:14

We could click into questionnaires.

49:16

OK, This tab allows you to see the learning responses to the future skills questionnaire.

49:21

Now a top tip here as well, which is really great is that you can toggle between the answers only at the top here.

49:28

And this makes it a little bit easier for you to then view their responses.

49:33

We've also got personal information.

49:35

Now, the data in the personal information tab here.

49:38

This is pulled through from Compass+ from your management information system.

49:43

And as I mentioned earlier, this tab is for OnTrack+.

49:48

OK, so OnTrack+ everyone, it helps educators to identify, excuse me, emergent support needs for learners in year 7 to 11.

49:57

Therefore, then strengthening that sustained learner engagement and also the post 16 transition.

50:03

So please as another reminder, do join us for our webinar on the 25th of March to explore OnTrack+ in more detail.

50:11

Now for my example here, I want to just use some of the information in Zayn's learner profile to support a personal guidance interview I'm going to have with them.

50:20

So I want to have a copy of his FSQ responses and I want to use these to prompt the discussion and support my understanding of his thoughts about his future, his aspirations and his next step.

50:31

So from Lynn's Zayn's learner profile I want to generate a learner report.

50:37

To help me do this, I just click on the Generate learner report button and then go to click on Download Learner report.

50:45

I'm now going to click the drop down arrow.

50:47

This allows me to customise the report and only select the information I want to include.

50:52

So as I mentioned earlier, I only want Zayn's FSQ responses and I only want to look at the current academic year as well.

50:59

So I'm going to take or I would take or untick the relevant boxes to customise this report.

51:04

So I'm going to deselect activities and I'm going to deselect interests and then the destinations as well.

51:11

And from the future skills questionnaire section, I'm just going to select the most recent questionnaire.

51:16

I would then click confirm.

51:20

Compass+ will then generate Zayn's learning report for me, showing just the information that I've selected and that will then download as a PDF onto my computer.

51:33

Now this is what that would then look like.

51:36

OK, so I might, I'm going to now print this out prior to Zayn's personal guidance appointment and they're going to review his responses to help guide the discussion and help identify any further advice, guidance or targeted support that he might require.

51:50

Now using the learner report in this way, it's really, and it's an effective approach when support learners with EHCPs during their annual review.

52:00

You could also customise and print off the learner report to include their vocational profile too.

52:07

OK, so back to Compass+.

52:10

OK, now when I click the generate learner report button, you may have also noticed that there's an e-mail learner report option too.

52:19

So if I just click on to this and click the e-mail learner report, this works everyone in exactly the same way as the download function as you can then also customise the report and only include information that you want.

52:31

The only difference is that that a pop up box would appear here with the learner's e-mail address.

52:38

Now the e-mail address on the screen here, this comes from your management information system.

52:43

So if you need to send the report to a different e-mail address for that particular learner, you can enter it here.

52:50

But you must verify that the alternative e-mail address belongs to the learner.

52:55

Now if you're sending the learner report to someone other than the learner, you must ensure that you speak to the learner to obtain their consent to share their information.

53:07

Now you can also e-mail learner reports in bulk.

53:10

Now I'm not going to go into that now as I'm mindful of time, but there is a help centre article that walks you through this in the learner data section.

53:20

OK, that's it everyone.

53:22

That's the end of the demo.

53:23

So I'm just going to go back to the slide deck now and start to draw things to a close.

53:29

Now before I move on to talk about additional Compass+ training and support, I just want to cover this one here.

53:36

So this slide highlights all of the developments to Compass+ that consider the needs of users who support vulnerable groups, users in specialist settings and users in mainstream settings too.

53:49

So starting at the bottom there, our customer Experience Manager, Frances Jenkins, she facilitates our send working group and also has worked hard tirelessly to ensure all our training materials, including help centre articles and resources that they apply to users in specialist settings.

54:07

Now the actions in green, they've been completed or are currently live.

54:12

And as I mentioned at the start of the webinar, I've used a Compass+ demo account today that's more representative of a specialist settings.

54:18

So we have specific resources on the Help Centre to support delivering FSQ to learners we SEND, but these are also applicable for learners with other vulnerable characteristics too, who might be more suited to complete in the SEND version of the questionnaire.

54:33

Now the responses across all versions of the Future Skills questionnaire, they were updated at the start of the academic year and this was influenced by user feedback and engagement from users who support vulnerable learners.

54:47

So as always, a massive thank you to you all for those who have been all are involved with projects the CEC run to help tackle the disadvantage.

54:58

The two actions at the top in red everyone, they are in this scoping stage.

55:02

So we are reviewing all our training content to see if there's an appetite for a feature focus on delivering FSQ to learners with send.

55:10

And we are currently working with the product team to recommend some developments to Compass+ around identifying those learners individual support needs with their learner profile.

55:23

Now, if you're keen to learn more about Compass+, please do join me for another Compass+ training webinar this term.

55:29

I'll show you where you can register for these webinars just in a moment.

55:33

But don't forget you can watch any of the previous webinar recordings back via our Compass+ training playlist on YouTube.

55:40

And we also have our feature focus series on YouTube now as well.

55:45

So if you've joined today, another reminder that you will be sent a link to our YouTube playlist in the post session comms.



55:53

Now I just want to take a moment to highlight the OnTrack+ in Compass+ webinar we'll be delivering on Wednesday the 25th of March at 3:30 to 4:30.

56:03

Now, as mentioned earlier, the OnTrack+ feature was released in Compass+ early February.

56:09

It's been designed to help educators identify emergent support needs for learners in year 7 to 11 and strengthening the sustained learner engagement and post 16 transition.

56:19

When I show you the Compass+ Help Centre, you'll see where you can register for this webinar to learn about OnTrack+ and how you can then use it effectively in your setting.

56:30

Now here's a quick overview of further support and guidance that's available for you all.

56:34

You can access the Compass+ Help Centre when you're logged into Compass+, but you can also everyone.

56:39

You can also access it online.

56:41

It's hosted on a public URL, which means anyone with the Internet can view the help Centre articles.

56:48

Now I'm just going to show you what this looks like.

56:52

So to go to our help Centre online, you'll just open up a browser and head to the Compass+ Help Centre.

56:59

You would then click on the Compass+ help centre link here.

57:03

Here you will then see all the different sections of the help centre.

57:06

You just then select the title or the article that you wish to view.

57:11

So if I'm going to have a little look at learner data.

57:14

So I've scrolled down, I'm going to select learner data.

57:17

So these are all of the articles, for example, that have been designed to support your understanding of learner data, the learner profile and the learner report.

57:26

So if I click on a title to view, for example, let's have a look at the how to customise and send or download learner report from the learner profile.

57:41

This gives you the information on that particular section.

57:47

Now to register for under the Compass+ webinar, you just click on the Register for Compass+ training link from the Help Centre landing page there and then you would just click on whichever webinar you want to register for.

58:02

So if I just Scroll down a little bit here, we've got here's where you can find or you can register for our upcoming OnTrack+ webinar.

58:13

Now if I then just scroll back up, a top tip here for help centre is to use the search bar of the top here.

58:20

So if there is something in particular that you need help with, all you would then need to do is just pop the word or the phrase in here and all of the articles that contain that term will then be displayed.

58:30

So I'm going to type the word watch into that search bar now so I can show you where you can watch previous webinar recordings.

58:38

OK, If I just Scroll down, click on the watch previous webinar recordings here, Scroll down a little bit.

58:48

You can then simply click on the title of the webinar or recording that you want to watch.

58:54

Now you can also access our feature focus and sessions too by clicking on this link here on the left hand side.

59:02

And then you can either click on the title of the feature focus session house below here or you can click on the whole playlist link here at the top as well.

59:16

Now, if you ever run into any technical difficulties, you can always raise a support request with one of our technical specialists from the help centre too.

59:25

So just click the submit a request link up the top here, Scroll down.

59:30

You would then complete the form with the relevant information, scroll all the way to the bottom, and then you would click submit at the bottom of the page here.

59:41

OK, so I'm just going to finish off running through the support offer here.

59:46

So next is the resource directory.

59:48

Here you can quickly find world class, trusted, high quality resources to help you plan, grow and achieve.

59:54

You can complete a range of short courses on the careers and Enterprise Academy.

59:58

And finally, please do reach out to your Compass+ champions, your ECS, or your hub if you have any questions about using Compass+ effectively in your setting.

1:00:10

Now, thank you so much for joining me today, everyone.

1:00:13

A lot to get through there for you all.

1:00:15

And I'd really be grateful if you could just take two minutes to complete our feedback form.

1:00:20

Just scan the QR code there, or you can type the link into your web browser and share your thoughts and feedback about today's session.

1:00:27

This information that you provide us with is so important as it helps us to develop our training offer.

1:00:31

And then we really, really do appreciate it.

1:00:34

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

1:00:37

Goodbye.