

0:01

Hello and welcome everyone to today's webinar on Compass+ data and Reporting.

0:06

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

0:16

So as always everyone, we have your best interest at heart when delivering our Compass+ training and we want to make sure that you are well equipped with the knowledge and the expertise to use Compass+ data and reporting effectively in your setting.

0:30

Now as such, we'll run through quite a bit of content today, but please don't worry if you joined the webinar today, you will be sent a copy of the recording after the session, so you can then review this at your own pace later.

0:43

If you wanted to do that now, the recording will be added to YouTube and it'll be chapterized too.

0:48

So you can then quickly jump to the relevant part of the webinar that you then want to watch again.

0:53

So we've got remember the webinar supporting resource now that's designed to help embed your learning from today's session and that's available everyone both in PDF and Word format from the Compass+ help Centre.

1:06

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

1:14

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

1:21

Now before I move on to the learning objectives for today's session, I just wanted to highlight I'll be using a Compass+ demo account for this particular webinar.

1:30

Now when I go into my demo account later, you may spot a few differences between what you see on your screen when you're logged into Compass+ and what you then see in my demo account.

1:41

Now this is because we use a specific demo environment that's populated with dummy data that enables us to then deliver all of our virtual training.

1:50

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

1:58

So it's also important to know that I'll be using a demo account that's set up like a mainstream school, really important.

2:04

So if you're a specialist setting, please don't worry.

2:07

The functionality that I'll show you today works in exactly the same way for all education settings.

2:12

So just follow along and learn how to use Compass+ data and reporting with confidence.

2:19

Now here are the learning objectives for today.

2:21

So please again, don't forget you can ask questions at any time using the Q&A.

2:25

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

2:29

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

2:39

Now I'm not going to go into great detail with this one.

2:44

We've got a short quote here from the DfE statutory guidance or relatively medium sized quote and this quote here everyone.

2:52

This endorses using Compass+ in your setting to help you plan your careers programme and then also deliver personalised and targeted support to your learner.

3:02

So we're going to go through some of the key reporting functionality in Compass+ today that supports these particular priorities.

3:11

Now this slide here, this is all around reporting functionality and the reporting functionality everyone, it's underlined here and it directly aligns with the quote that we've just seen from the DfE on the previous slide where they talk about using Compass+ to help to plan and to deliver an effective and targeted careers programme.

3:31

Now as you can see here, there are really or this is a really valuable slide in highlighting the value in using Compass+ data and reporting.

3:41

And I'm just going to pick out a couple of these here.

3:44

So there may be the first one looking at your key stakeholders, how they can, how you can regularly ask for careers data for specific groups of learners, for example, or maybe even data about certain cohorts.

3:58

And Compass+ can help you with that as you can retrieve rich data for SLT, for your governors, your ECs and for even Ofsted as well.

4:07

On Compass+, it also interprets your data into visualisations.

4:10

So you can get biographs and charts that you can then often download or screenshot and add into presentations and briefing papers that you might or be required to create for your colleagues, for senior management and learners or even parents and carers, for example.

4:26

Now you can also download reports into Excel spreadsheets too.

4:29

So if you're more comfortable using Excel, you can apply your current ways of working with spreadsheets to Compass+ reporting as well.

4:37

Now OnTrack+

4:38

it has a new feature which was released in February.

4:42

And it's been designed to help educators identify emergent support needs for learners in year 7 to 11, and in doing this, strengthen and sustained learner engagement and that post 16 transition.

4:57

Now my demo today will walk through this functionality on screen and the date and report that you can find within each one of these the five steps to success.

5:06

So the webinar support and resource that I've already mentioned and that we have on the help centre for this webinar, it's online with this framework as well.

5:15

And that's so that it can help embed your learning from today's session.

5:18

So 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 can be and how you can then share this as a learner report as well.

5:31

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

5:36

So I'll show you FSQ reporting today as well and also OnTrack+.

5:41

Now, as I mentioned in the previous slide OnTrack+ has been designed to help educators identify emergent support needs for learners in year 7 to 11, strengthening that sustained learner engagement and that Post 16 transition.

5:55

But more about that later.

5:58

Now, before we get started with the demo, I just wanted to introduce you to Mandy Saunders.

6:04

Now Mandy will be a learner that I'll use throughout my demo today and it's going to be to really help illustrate the value of Compass+ data and reporting and how you can use it to support a progressive careers programme that includes identifying and planning targeted interventions and support.

6:21

So we've introduced these learner personas into Compass+ training to provide examples of learners and career journeys that you may resonate with sort of real world examples within your own particular setting.

6:34

Now, we hope that this approach will help you to use Compass+ more effectively to support the development and the delivery of your careers programme.

6:43

And this includes building the meaningful learner profile within Compass+.

6:48

And then you can do that by recording interventions and activities that you've delivered that help each young person find their best next step.

6:58

OK, great.

7:00

That's the introduction part.

7:01

So let's dive into the demo and start with our evaluation.

7:05

So I'm just going to jump into my demo account here.

7:08

So from the main navigation bar, we're going to go to evaluations.

7:12

OK, now here you'll find your compass evaluation and where you record your internal leadership review responses.

7:19

Now we'll go and look at the internal leadership review first.

7:22

So we'll just click on Internal Leadership Review.

7:25

Now we appreciate that you'll all be at different stages of your careers impact system journey.

7:30

But essentially the internal leadership review, it's based on the careers impact maturity model, which provides a shared language of how careers can be positioned as a driver for school, for special school and also college improvement as well.

7:45

Now undertaking an internal leadership review, it supports the quality assurance of your careers provision and encourages continuous improvement which is then aligned to your whole institutions priorities.

7:58

Now, once you've completed the review, you can then record your responses here in Compass+ and then you can use the data visualisations to clearly identify priority action areas and also your indicated areas of strength as well.

8:12

Now, I'm not going to cover entering all the responses in the Compass+ today, but if you do need further guidance for that, you can watch our feature focus session that's on YouTube, which is available via the Compass+ help Centre.

8:25

Then that recording walks you through the process from start to finish.

8:28

Excuse me now for today's session though, I'm just going to focus on the data visualisations.

8:34

So from our internal leadership review page here, if we click down here, if we click on view responses, we can then see our insights summary.

8:45

So the key areas of focus for the visualisation, it covers the keystone themes of the careers impact maturity model, which is themes which we can see here.

8:55

It's themes one and two.

8:57

Now we can, if we want to, if I just scroll up here a little bit, that off to the side, we can download the, the information.

9:07

So we can click the, the, the green download button and then we can download the visual visualisation that we just got below as a PDF.

9:15

And then it's ready to add into a presentation or report from maybe SLT governors, that type of thing.

9:21

Now we can also, if I just move to the side here, we can also share the responses with key stakeholders and, very quickly and easily by clicking on the share button.

9:30

This will then generate a link to your visualisation.

9:34

You can just copy that link and then a green notification will appear at the top right of the screen to confirm that a link to the visualisation has been copied to your clipboard.

9:45

You then just simply paste this link into an e-mail or a Teams message or whatever version of communication you're using to then share your inside summary and your responses with others.

9:56

Now, if you wanted to view all of your responses that's mapped against the Careers impact maturity model, you would just Scroll down a little bit here, everyone, and then you would just click on View all responses.

10:09

OK, so if we just do that, we can see all of the responses here that you've given to the internal leadership review.

10:18

And then you could just click download or share as that is here as well.

10:22

In exactly the same way that I just showed you on the previous page using the download share buttons at the top of the screen here.

10:29

So when I go on to show you Mandy's learner profile later, you'll see how information in the learner profile can really help to support your internal leadership review discussions now, especially if you need to persuade others on which level you think the careers provision currently sits.

10:45

So for Theme 2 of the maturity model, for example, you can use your learner data as real evidence of good practise taking place and why you've chosen specific responses that are then aligned to particular themes.

10:58

Now another key part of Compass+ that can help sort of inform your internal leadership review discussions is the Compass evaluation.

11:05

Now I'm just going to move that back over to the other side there.

11:10

So if we just click on our compass evaluation here from the main sort of navigation panel here.

11:16

So we've just gone into compass evaluation and the compass evaluation, everyone, it's really easy to use and it follows the same format as the historic version as well.

11:25

So you just Scroll down, you would just click on start the evaluation, OK, And then you would click on record evaluation responses.

11:35

And then you would just literally work your way through the evaluation, answering all the questions as you go, selecting the most appropriate answer for your setting, clicking save and continue and yes, ETC.

11:46

And you would just work your way through it.

11:48

Now, you'll then automatically be emailed a link to your results after completing a compass evaluation.

11:54

And if you want more support, complete the compass evaluation.

11:57

There again is guidance available on the resource directory.

12:00

And we also have a feature focus on this subject as well.

12:05

So if we just go at home on the main navigation bar, OK, now once you've completed a compass evaluation, you can view your results.

12:14

You can copy them to a new evaluation and you can update your answers as well or sorry, I should say, you could share your results and delete them if required.

12:24

Now where you can do that in compass evaluation if I just Scroll down a little bit here.

12:29

So all for your previous ones, you can look at the results, you can copy them, you can share them or you can then delete them.

12:40

Now if we wanted to then have a look at our completed compass evaluation, we would just click on view results, OK?

12:48

And if we just Scroll down now, we can then see how we have achieved against the benchmarks and the percentage achieved against each one of the benchmarks.

13:02

Now if I just click on the down arrow here, this will expand your results so you can view each individual question.

13:09

OK, now the questions with the Red Cross indicate areas where you've not achieved what's required to fully meet that particular benchmark.

13:17

And when you expand your results, you will also see.

13:20

If I keep scrolling down, you will also see down here links towards the bottom of the area that then signposts you to further guidance and resources that are then designed to help you achieve 100% for that particular benchmark.

13:37

Now if we move into the data visualisations, we've got the two tabs, results and data.

13:42

If we just go into the data visualisation here, OK, so you can view your results as a data visualisation, which is a great way to do them.

13:52

You can also, if we just move this over again, you'll notice here we can download that visualisation as well.

14:00

And when you click the download, you can see here you can download your compass evaluation report as a PDF.

14:07

Now this includes the data visualisation that you can see on the screen and the benchmark breakdown.

14:13

Or you can download your results as an Excel spreadsheet so that you can then see the answers given to each evaluation question.

14:22

Now you can also, as always, you can share a link with your compass evaluation results by clicking on that green share button.

14:28

There, now this works everyone in exactly the same way as the internal leadership review.

14:33

You'll just create a link that you can then share with anyone who has access to the Internet.

14:37

They don't specifically have to have a Compass+ account to be able to view the results.

14:43

And when you've completed more than one updated compass evaluation, you can then compare your results by using the comparison drop down.

14:51

So if I click on the drop down and what you can then see is that your previous evaluation results will be highlighted by the grey dotted line and your most recent evaluation results will be in the solid orange bar.

15:05

Now, as you can see in my demo account, we've increased on a majority of benchmarks and we've stayed the same on some as well.

15:13

So you can start to see that progress that's made over time.

15:21

OK, so just go back to our home page.

15:24

So the next section that we are going to look at everyone is the activities report and section.

15:28

Now from our home page here, we can get our activities by either clicking on the activities from the navigation bar here or we could if I Scroll down, we could click on the find out more from the activities tile down here as well.

15:45

So if I just click on find out more, OK, so from here we can download our activities to view as an Excel spreadsheet.

15:55

So we can download those activities there.

15:58

We can view and edit our activities to scan through our planned and completed or even cancelled activities as well.

16:08

Or we can use activities reporting function to explore activities data.

16:12

So to do that, we would just click into our activities and you can see here across the top, we've got our plan complete and cancel activities.

16:20

And we've got our activities reporting section here as well.

16:23

Now I know it seems obvious, but to use activities reporting, you do have to have activities recorded in Compass+.

16:30

Now you can enter activities directly into Compass+ or you can populate activities into our activities upload template and then upload them into Compass+ as well.

16:39

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

16:47

And there are templates and guidance and a feature focus session on recording activities, which is then available in the Compass+ help Centre.

16:55

And that can then walk you through the different ways that you can enter activities into Compass+.

16:59

Now don't forget by recording activities, careers activities into Compass+, you will then be able to answer yes to a Compass evaluation question for Gatsby Benchmark 3, which is about systemically keeping accurate records of each learner's participation in your careers programme.

17:17

Now to focus on activities report.

17:18

Now, as with the majority of the report and functionality in Compass+, you have a range of report and filters.

17:24

If I just click onto activities reporting, okay, so we've got a lot of filters here that we can use and we also have the data visualisation as well.

17:34

If I just go to the data visualisation first, okay, so, so the activities data visualisation, it's a great sense check to see the activities that are planned and completed for the academic year.

17:45

And you can click on the drop down box here to view the activities plans for and completed for specific groups, including your custom groups as well.

17:56

So you can see some of the different areas that you can then search on within the drop down box.

18:03

Now if I hover my mouse over each of these bars, we can then start to see the Gatsby benchmarks that the activities that we've got planned, we'll cover.

18:14

And it's great to see here that we've got activities planned to cover all benchmarks 2 to 8.

18:19

Now let's head back into Activities Report and tab, and I'll give you some solid examples of how you can use this neat little report and feature.

18:27

So to clear the preset filters, all we need to do is click on Select All twice.

18:34

So there we go; that's the filters cleared.

18:36

And now we're ready to use the activities report and to inform our compass evaluation or internal leadership review.

18:41

And this helps us to gain a better understanding of the activities that we've been delivered and the activities that have been differentiated based on particular learner needs.

18:50

Now for my example, let's focus on Mandy's Year 10.

18:55

So what I am going to do is if I go back to activities report in front screen here, I'm just going to quickly change that academic year.

19:07

I'm going to then go back into my activities report.

19:09

So I'm going to select everyone a range of filters, OK.

19:12

That will then enable me to review attendance to particular activities.

19:17

So if I just go with main category, I want to go with status, year group, form group.

19:25

And then I'm going to look at the total number learners planned, attended and then also absent as well.

19:32

Now I can then start to look at particular groups.

19:35

So I can look at my 10s, for example, OK.

19:39

And what I can then do to move that over.

19:42

If I scroll along, I can start to look at the absent column here and see if there was any absence that appears at the top of the table.

19:51

And the way to do that is if we click on the little sort arrows here, if we click twice that we will arrange the information with the most absolute learners to the to the fewest.

20:03

So if we click on any of these hyperlink numbers, we'll then go through to a new screen.

20:08

So I'll just click on this number 2 here to start with.

20:13

We then go through to a new screen.

20:16

Or we certainly should do.

20:26

Should definitely take us through to OK, that's definitely not what I wanted everyone.

20:35

What should actually happen there is the screen would take me through to the two learners that were absent from this particular activity.

20:43

So if you do have that, then it's a great way for you to be able to monitor attendance and then highlight any patterns or trends in learners who are absent for particular careers activities.

20:54

So it is a great way to sure that someone follows up with whoever the learners were, whoever those two learners were, so they can then catch up on what they have missed in particular.

21:03

Now what you can also do in those sections, in those extra reports is you can add Upns and having the Upns of the learners.

21:10

It's also really helpful as well because if there were more learners absent for activity, certainly more than two, that you might decide to then create a custom group for them, create a follow up activity and then invite them to attend.

21:22

So having the Upns really does distinguish the individual learner.

21:27

So sticking with activities reporting everyone, I'm going to hope that this works this time when I do it, we're going to focus on what activities we've got that meet pal compliance.

21:39

And this would then certainly be helpful for answering compass evaluation questions around Gatsby, Benchmark Seven and the activities that have engaged with parents.

21:48

So from the main navigation bar here, we are going to select the main category, we're going to select status, we're going to select does this meet PAL requirements?

22:02

And then we'll look at the year group as well.

22:05

So we just want to view activities that meet PAL requirements.

22:08

So if we just select yes for this particular one or you know what, I know I need to just nip back into here and I'm going to change my academic year to make sure that we have relevant activities and it's just taking a while, which can often be the case.

22:27

OK, So again, if I just go back into here into our activities report and everyone OK, going to then just clear this and fill the selection going to go with main category status meets PAL requirements and then year group.

22:44

And then we can start to look to see what activities we've got that meet PAL requirements.

22:51

So just by selecting the yes, we can then start to have a look.

22:55

We can then in the year group, if we select the filter there, we can see that we have a range of activities planned for our learners.

23:05

But it's also important to note that we can see here now that year 9 are currently missing out with no PAL activities planned.

23:13

So we'll need to do something about that.

23:15

So it's a great way to be able to identify what activities you've got for that meet PAL requirements.

23:22

But then by having the year group one, we can see are we meeting PAL requirements for all year groups?

23:27

If not, we can then start to address that and we can then start to have a look at our careers partners.

23:34

And we'll do that later.

23:35

And I'll show you how we can use careers partner data to help support a PAL compliant activity for our year nines.

23:42

So moving on to parental engagement now.

23:44

OK, So you can track and report on parental engagement as well via your activity support.

23:51

And so we've cleared the filter there.

23:53

So again, I'm just going to select main category status.

23:56

Is this activity for a parent or a learner?

23:58

And again, will go with year group.

24:00

Now again we're using we're going to use the relevant filters next to the column to then refine our data even further so we can see what we have for a parent and carer.

24:13

So there you can see here we're looking at is this for a parent, parent or carer and then we can also do a filter on year 10 as well.

24:23

So we can now see that Mandy's year group, which is year 10 if they've got any parent linkage activities that have been delivered.

24:32

And we can see here that we've got a couple of activities, which is excellent news that Mandy's parents or carers were invited to around sort of live market information event and a parent carer's information evening as well.

24:47

So we can see that those two have been completed there.

24:51

Now before we leave activities report and move on to careers partners, just a little reminder that you can apply multiple filters for activities reporting.

24:58

So you can just choose more than one filter that you want and certainly like I've used in my demo today.

25:05

OK, so an apologies about that first one not taking us to that hyperlink.

25:10

So my biggest piece of advice for using all of our reporting functionality in Compass+ is just to go in and have a play with it.

25:17

Everyone select a few different filters, create a range of reports that you can either view in a Compass+ or you can download them as an Excel spreadsheet as well.

25:26

Just use whatever approach to analysing the data that you feel most comfortable with, right?

25:31

Let's move on to Careers partners.

25:33

So on the navigation bar, down to Careers partners, so I can show you the advanced search functionality.

25:39

And this is also included under the umbrella of Compass+ Reporting.

25:44

So we've accessed Careers partners on the navigation bar.

25:47

There is also a tile.

25:48

If I just go back to the home section, there is also a tile down here where we can do exactly the same.

25:54

So if I click find out more, we go to exactly the same section.

25:59

Now I want you to think of careers Partners as your little black book.

26:05

So it's that safe and scalable database where you can record all of your different employees, all your different organisations and agencies that deliver careers activities to your particular learners.

26:15

Now adding a careers partner in is really easy.

26:18

You can either add their details and you can either add their details in directly into Compass+ or you can use the upload template, which is available in here as well.

26:31

You would just click on the green actions button at the top and then you can see the different options that you've got available.

26:36

Now.

26:36

We always recommend adding your own education sitting in there as a careers partner as well.

26:41

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

26:49

Now if you feel more comfortable reviewing data in a spreadsheet, you'll notice there that you can download your careers partners contact details from there as well.

26:57

So it's that middle one.

26:59

Now, we're not going to do that today or we're not going to download any data today.

27:02

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

27:05

So clicking on Advanced search, OK, in here, we can use careers partners data to help us find contacts to deliver careers activities and also review our careers partners to ensure that we've got that broad representation across all sectors, ensuring, excuse me, ensuring that our learners have the opportunities to engage with a range of employees.

27:28

So reviewing the careers partners data, it also helps to inform compass evaluation questions for Gatsby's benchmarks 5 and 6 and also aligning with theme five of the Careers Impact maturity model as well.

27:42

Now let's delve into some of these filters and just have a look in them in a little bit more detail.

27:47

So if we go into the organisation filter first, I'll just Scroll down a little bit so you can use the organisation in the name, contact filters to check that you've got a broad representation of careers partners recorded within Compass+.

27:59

Now the advanced search.

28:01

It helps you to identify any gaps in your careers partner coverage and then it also supports targeted employee engagement as well.

28:08

Everyone.

28:09

So when you click into a filter, so we've clicked into organisation type here, you'll see a number in the brackets.

28:16

Now in this example, it denotes the number of each organisation type that you've got recorded in Compass+.

28:24

So if you want to see the careers partners you have recorded in Compass+ for a particular sector, we could then move into the organisation sector.

28:32

OK.

28:33

You just click on this drop down here and you can then see what those businesses are.

28:40

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

28:46

And again if I just do the drop down and then if I click on yes, we can quickly start to see how many careers partners you have that deliver PAL compliant activities.

28:57

So we can see here that we have 14 entries and when you select this particular filter, the relevant data will be displayed down here in this section.

29:08

So from looking at this, we can see we've got 14 businesses that can provide PAL compliant activities.

29:16

Now early if you remember we identified that year 9 hadn't got any PAL compliant activities planned, so haven't applied the PAL filter here.

29:25

We've got 14 careers partners to choose from that all deliver PAL compliant activities.

29:30

All you would do is just click the arrow on the right hand side to and then see the careers partner details.

29:39

So you could, if we just go for let's look at digital solutions, for example, click the arrow, you can see the details and then we can just deselect it as well.

29:52

So another key filter to highlight is contact available for us.

29:56

So I'll just deselect that little X.

29:58

So in the contact available for section Now, remember Mandy that I introduced you to before in the slide deck, she hadn't secured any work experience yet.

30:08

So I'm going to use the contact available for filter to find a careers partner who can agree to offer work experience placements in the hub that we can then support Mandy to find that suitable placement.

30:20

So if we just look at work experience here, So I'm using this filter and certainly in a way to sense check that we've got the right organiser and employees that can deliver a range of important careers activities to our learners.

30:33

And what we can see in here is that we've got 8 careers partners to choose from.

30:38

So a top tip here will be to review Mandy's future skills questionnaire responses from the current academic year and cross reference her industries of interest with our list of careers partners in here.

30:48

And then see is there a match between the two.

30:51

So learners certainly will be more engaged with and willing to participate in work experience if the placement is within an industry or a sector that they are genuinely interested in as well.

31:02

Now, we'll look at Mandy's FSQ responses later, but I already know that she's interested in being a nurse or a doctor or working in the health sector, which is excellent because we can see that we've got the NHS County Hall who are going to offer or available to offer work experience.

31:17

So we would just click on the arrow and over here we get the details for that contact and then we'd make contact with NHS County Hall.

31:26

So using careers partners in this way, everyone.

31:28

It's a great example of how we can directly support our learners as well as influencing and informing the delivery careers activities across our institution.

31:38

So the last thing for this is when we think of our careers partners, it's important to note that you can use the future skills questionnaire data to support building that diverse careers database.

31:51

So you can analyse FSQ responses to see the industries in the sectors that learners are most interested in.

31:57

Then you can use this as a bit of a checklist to make sure that each of the areas are represented by your careers partner that you've then got recorded in Compass+.

32:06

So from this it looks it's just natural to let's have a look at the future skills questionnaire.

32:11

And as there is a range of support and that we can use to analyse learning responses.

32:15

So from this section here, just on the navigation bar, we are going to go into future skills questionnaire.

32:22

So we can access, if I just click on the home, actually, we can access the future skills questionnaire from this part here on the dashboard, which is the view report or we can go into questionnaire and then future skills questionnaire here as well.

32:38

Now I'm only going to focus on the FSQ reporting in this demo.

32:41

So I'm going to assume that if you've joined us today, you've already followed our FSQ 5 steps to success and you've delivered FSQ in your setting.

32:48

And this will then mean you will have FSQ responses in your Compass+ ready to analyse and using the FSQ report and that I'm going to show you.

32:57

So the tabs that we're going to focus on today are these four here across the top.

33:02

And I'm going to use Mandy and her year Group 10 to illustrate the value of FSQ.

33:08

So to start with, we will just look at the summary report.

33:11

So the summary report, everyone, this gives you an overview of the positive and the negative responses to each question from each key stage questionnaire type that the learners have completed.

33:21

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

33:28

Then you can use that data to plan the careers activities that would address those particular needs.

33:33

So go to sort over here by positive responses as well.

33:37

And then I'm going to apply the filter to just look at Mandy's year 10 data.

33:42

So what we can see here, we've got 77 learners have completed the future skills questionnaire and that is 97% of the links that we've generated.

33:53

And on average this part here, the 58% of those 77 learners, we've got 58% of the learners answering questions positively.

34:02

Now if I Scroll down to the bottom, we can see here question 22, that this is the least positively answered question from this particular question.

34:12

And it says do you know about different types of recruitment and selection processes including interviews and assessment centres?

34:18

Now a great place to start when reviewing the FSQS from a report is just to look at maybe your lowest three to five questions and then determine what activities needed for those particular learners for them to be able to answer it more positively.

34:33

Now the next report up here is the detailed report.

34:36

Now the detailed report, this provides a, I'm just going to Scroll down a little bit.

34:40

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

34:47

And you can use the detailed report to view a learner drill down for each question.

34:51

And this now then allows you to identify which responses were selected by individual learners.

34:58

Please note everyone, the detailed report only pulls through responses from key stage versions of the questionnaire.

35:04

So you just click on each filter at the top here and to review the responses per questionnaire and per type per year group.

35:12

So I'm going to again, and I'm going to reapply the filter for our year 10.

35:15

So I'm going to look at the GCSE year, then going to look at our year 10s.

35:20

Now, the data visualisation here on the left, everyone, this shows us the number of learners who responded to the questions, mostly negatively here, mixed in this one and then mostly positively in this one.

35:32

So you just click on the relevant bar to view that particular learner, drill down.

35:37

So if we look at the mostly negative answers, we can see here below by scrolling down that we've got 8 learners who answered the FSQ mostly negatively.

35:45

Now when you review this data, the learners here might be as you already expected, you know, or there could be a couple of surprises in there as well.

35:54

Now we might decide to create a custom group for these particular learners and then catch up with them all to explore why they responded mostly negative to the questionnaire.

36:04

All you would do is you would just click Create Custom group.

36:07

You then enter the relevant details for the custom group, Scroll down, click save, and then you can enter the catch up activity into Compass+.

36:15

You can then easily assign the learners to a custom group to a particular activity.

36:21

Now let's have a look for Mandy and see how she got on with the questionnaire.

36:25

So she didn't answer the questionnaire mostly negative because she's not in here.

36:29

So if we have a look at the mixed responses and if I, I maybe just type in Mandy into the search bar, there she is.

36:38

So it's great we found Mandy.

36:40

We can see that there's lots of interesting things to discuss with her, certainly if her responses were mixed.

36:46

And now moving across to this side here, everyone and this visualisation on the right, we can view the low score of questions again in a question by question analysis form.

36:57

So the easiest way to do this to start with is to highlight the questions at the top and look at the low scoring questions.

37:04

OK, Now we can see here that we've got question 22 and question 24 in the mix.

37:10

So if I just hover over question 22, OK, we can see what that question is.

37:17

If we wanted to look at question 24, which is do you feel confident talking about your skills in an interview?

37:23

If I just click that box there and start to highlight the information, we can see that the different responses and those responses have corresponding emojis for this particular question.

37:37

Now I'm going to select here the mostly negative answers.

37:40

I'm going to go with the no, not yet to view that learner, drill down to see who these learners are.

37:46

Now, if I then Scroll down over here, so we can see that there's 11 learners.

37:50

The drill down displays all of the data here on the left hand side and how the learners have responded to question 20.

37:57

So 24, sorry.

37:58

So we've got those 11 learners here.

38:00

And again, we can choose to create a custom group, OK, for these particular learners by clicking on the Create a custom group button here.

38:07

And then we can deliver an activity that helps increase their confidence, certainly talking about their skills in an interview in particular to this question.

38:15

Now you can also apply all the filters to the question by question analysis, visualisation, and certainly to review sort of responses from learners with specific characteristics.

38:25

And this could then be helpful certainly when reviewing data for learners with send as an example.

38:31

So if I just take that filter off and then I apply the send status filter.

38:38

So responses now from learners with Send are highlighted in grey.

38:43

OK, so if we hover over, for example, question 6, have you thought about how jobs and careers may change in the future?

38:50

We can see that 54% of the learners with SEND answered this one positively compared to 80% of learners without Send.

38:59

So if we wanted to look at more specific responses for this question and then view that learner, drill down, you just click on the bar like it did before and then the box with the emojis would then pop up as well.

39:10

Now moving on to the third tab, which is the Send report.

39:14

Now everyone, the data in here, this tab, it's displayed in exactly the same way as the detail and it's a really valuable tab as it provides a more in depth analysis of the learn response to just highlight and just the send questionnaire.

39:28

So the send report, it follows the same structure as the detailed report.

39:31

So the functionality that I just showed you for the data visualisations on the left hand side and for the question by question analysis on the right, that still applies here as well.

39:40

The only difference is that the filter is by key stage instead of questionnaire type.

39:45

Now, this is because the send version of the future skills questionnaire, it remains the same across all year groups.

39:51

So we can just click the key stage drop down here and we can see that Learners in key stage 4 and five, they've completed the send version of the questionnaire.

39:59

Now if I then click on this bar chart here, it's great to see that Ikram and Eva, they've responded to the send version of the questionnaire in a really positive manner.

40:10

Now the final section is the custom report.

40:13

Clicking into that.

40:14

Now everyone, this is a real game changer when it comes to analyse and learner's responses as you can now create your own report by selecting specific questions and then filtering on those responses as well.

40:27

Now you can also download the data in here into an Excel spreadsheet too.

40:31

And we do have a feature focus session specifically on analysing future skills questionnaire data and then the actions that you might want to take based on learning responses.

40:41

So the recording it's available in Compass+ in the help centre.

40:45

So, so for today's session, I'm just going to show you some essential functionality for custom report.

40:50

Now again, I'm going to focus on my year 10s because that's where our Mandy is, OK?

40:56

So apply the relevant filters there.

40:58

I'm going to now filter just onto my year ten group.

41:01

OK, now in here.

41:05

If I go into my select questions drop down box, you can fill your boots when you're in here.

41:10

So you can select lots of questions or just a few, whatever you need for your own reporting purposes.

41:18

Now you can choose to look at all the responses for all the questions by just selecting all and every question will be highlighted.

41:24

You can just select responses for careers, knowledge and skills.

41:27

Or if we move further down, you can do it for essential skills for life and work as well.

41:34

Now, a top tip for you here, everyone is to print out the questions for each questionnaire and that learners are going to be completing in your setting.

41:42

And then you can circle any questions that are particularly relevant to your career strategy, your strategic plan, or close to your settings priorities as well.

41:51

Now, for example, I want to understand how many of my year 10s are feeling and what they are feeling about their next steps.

41:58

So I'm going to Scroll down and I'm going to select question 16.

42:02

I'm going to select question 17, and then also question 25.

42:07

And then from the essential skills for life and work, I'm going to select question 32.

42:13

So I've selected a few different options there.

42:15

OK, Now if I just scroll across my table here, OK, we can see the questions and that we've selected and the corresponding responses from our learners.

42:25

So if you can't remember what question it is that you've selected, you can just hover your mouse over the green icon in the column header and then it will reveal what the particular question is.

42:35

Now from here we can then start to filter by specific responses.

42:39

So for question 25, do you feel optimistic when you when you think about your future?

42:44

I want to select the learners that have said no, not yet.

42:47

OK, Now I can also add in some additional filters here as well.

42:51

So to view responses from learners, I want to look at learners with free school meals.

42:58

So I'm just going to select yes to the free school meals.

43:02

And then I might also want to filter even further down to choose Mandy's form groups.

43:08

And Mandy's form group is 10 B.

43:10

So I might then just look at those particular learners there as well.

43:15

OK, so the sort and the filtering functionality next to each column header, they're really helpful for you to refine your FSQ data.

43:22

And you'll see this functionality is also available in learning report and activities reporting to.

43:27

So you can either filter the table here in Compass+, or if you're more comfortable analysing your data in Excel, you can download the information over here in the actions button.

43:36

You can download the data to Excel over here at this right hand side.

43:43

Now to confirm the download you would just click on download report and then it will give you the summary and then that report can then be downloaded.

43:53

Now to clear all the filters, you just click on reset filters.

43:56

Now another neat feature of this option is to create a custom group from here as well.

44:00

And that's particularly helpful when reviewing multi negative responses to questions.

44:05

So thinking about now question 16, OK, do you have a plan for your next step?

44:10

We might want to filter responses to

44:12

No, not yet to this particular one.

44:15

OK.

44:16

And then from this, we've got 30 learners, create a custom group, OK, for these particular learners ready to then add to a personal guidance activity that will go in and deliver and recording Compass+ as well.

44:29

So all you would do is enter the relevant information about your custom group and then click save to then continue.

44:35

Once you Scroll down, click Save to continue and then that custom group, it will be saved automatically in the group section of Compass+.

44:43

Now, when used effectively, everyone FSQ reporting, it can be really incredibly powerful to help you inform and then sort of help develop and deliver your careers programme as well.

44:56

Now, as mentioned earlier, you can review FSQ responses to help identify industries, sectors and careers learners and the sorry and careers that your learners are most interested in.

45:07

And then you can sense check that against your careers partner database to make sure that all of those sectors are covered by the information that you've got.

45:16

And then you can start to target those suitable employers that maybe offer work experience, that type of thing.

45:22

Now you can also gain insight into learners current understanding of pathways and progression routes at sort of key transition points.

45:28

You can then respond accordingly if learners knowledge of apprenticeships or technical education is low as well.

45:35

So you can also use the FSQ responses to inform targeted support and then you can sort of tailor interventions to meet the needs of those particular learners.

45:43

And this is because the FSQ responses, they can aid these discussions about aspirations and next steps certainly in those personal guidance meetings and EHCP reviews as well.

45:54

So you can share an individual learners FSQ responses with them directly or with an appropriate adult who may be supporting them.

46:01

And you might choose to include FSQ responses in a learner's information pack.

46:05

Now that might go with them to another setting as part of a managed move.

46:09

And this can then give another school specialist setting or even college those valuable insights into the learner's careers, knowledge development areas and aspirations for the future as well.

46:22

OK, so going back to the home page here.

46:25

So you can use the FSQ responses alongside OnTrack+ data to gain that full sort of picture of engagement.

46:33

And then to ensure that your young people transition effectively into post 16 options.

46:37

Now in early February, we launched a new feature in Compass+ called OnTrack+.

46:41

Now this feature helps educators to identify emerging support needs for learners in year 7 to 11 strengthen and sustain learner engagement and also that post 16 transition.

46:52

So when reviewed alongside FSQ responses, this information in OnTrack+ can be incredibly powerful everyone to support early prevention and detect learners who may be at risk of disengaging in education or becoming NEET, which is not in education, employment or training.

47:10

Now let's have a closer look at OnTrack+.

47:13

So from the main navigation bar, we're going to go into Learner and then into OnTrack+.

47:19

Now every Compass+ user in your setting who will be using OnTrack+, they must read the OnTrack+ feature guidance which is linked here at the top of the page.

47:30

And then once they've read that, they must tick this box here to say that they've read and acknowledged it.

47:35

And once that box has been ticked, you'll then be able to use OnTrack+.

47:39

Now ahead of using OnTrack+, we really do encourage you to review your data processing arrangements to make sure and ensure that you are ready to access the feature.

47:48

Now OnTrack+ is split into two tabs.

47:52

Now the first tab here is manage OnTrack+ records, and this has a range of filters and indicators that you can then select and refine to review that learner data.

48:01

So then you can also create a custom group within the OnTrack+ section.

48:06

And then the second tab is the reports tab.

48:08

So if we go to the reports tab first, so just clicking into reports, if I click the drop down box here, if I go to distribution report first, Scroll down a little bit.

48:17

So the distribution report, everyone, this report shows how many automatic indicators year 7 to 11 learners have in total.

48:27

Now if I look at the prevalence report and again just Scroll down a little bit, the prevalence report everyone, this report shows the percentage of learners that have each automatic indicator.

48:37

Now if I just double click these arrows next to the column header there, this will sort the information from highest to lowest.

48:44

So we can see the persistent absence is the automatic indicator with the highest prevalence across year 7 to 11.

48:51

Then it's free school meals and then pupil premium.

48:54

Now the last indicator here the IDACI which stands for the Income deprivation affecting children index.

49:01

If a learner has this indicator, it means they live in an area identified by IDACI as being one of the most 20% deprived areas in England now or however even it will only have a value in your MIS Sorry, it'll only have a value in Compass+ if your MIS shares the home post code of your learners with Compass+.

49:20

Otherwise, which we may well see, it will show as NA if not applicable.

49:24

So if you're unsure if a learner's post code is pulled through in Compass+, we would then recommend checking it with your IT team or the data manager as well.

49:33

Now reviewing the distribution prevalence reports, it offers useful insights at cohort level, helping you then understand which indicators might be associated with which particular learners.

49:44

Now to drill down into OnTrack+ data further, we're going to go back into the OnTrack+ managing OnTrack+ record tab here.

49:54

So OnTrack+ everyone.

49:55

It allows you to identify and prioritise and manage activities for learners who require enhanced intervention to help prevent them from becoming neet.

50:05

Now the identification process works by applying a range of indicators.

50:09

Now the learner data points that can be used to support learners, support users.

50:15

It can support the professional judgement when identifying learners who may require additional support.

50:20

So we've got the automatic indicators here.

50:23

I'm just going to select all of these.

50:26

OK, so the automatic indicators, everyone, these are derived from learner data that your education setting provides to Compass+.

50:33

Now this comes from your MIS management information system and they will then reflect data imported from your MIS daily.

50:40

These cannot be edited in Compass+.

50:43

The manual indicators which are here, just select all of those.

50:48

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

50:53

Now the manual indicators must be enabled in your account settings.

50:57

Now, if I just show you where you can find that if we go up to the plus button up here, go into product settings and then if we see here the manual indicators, they are optional.

51:10

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

51:16

So they all need to be accessed there.

51:20

So we'll just go back to our OnTrack+.

51:24

So as you can see, once I select an indicator the corresponding columns, they display in this table down here below.

51:33

And we can then start to use our sort and filter functionality to sort of next to each of the column headers here to then refine our data even further.

51:42

So for my example, I'm going to just deselect a few filters to just have a few automatic and manual ones selected.

51:49

So I'm going to deselect persistent lateness.

51:52

I'm going to deselect SEN and also IDACI.

51:56

And then I'm going to deselect suspension parent or pregnant below academic standard.

52:03

So I've deselected those.

52:05

And then all I'm going to do is I'm going to scroll across in my table.

52:08

I'm going to start to apply the filter to my most prevalent indicators, which was persistent absence, free school meals and pupil premium.

52:16

So I'm just going to scroll along persistent absence.

52:20

I want to apply a filter on yes there.

52:23

I am going to look at free school meals, so I'm going to apply one there.

52:28

And then I'm also going to apply a yes to pupil premium.

52:33

Now what I can also do is I want to sort my flag for intervention columns.

52:39

So the only learners that flag for intervention appear at the top.

52:42

So I'm going to double click my filter table there.

52:45

So only the learners flag for intervention are at the top.

52:48

And then I might also filter on the indicators column.

52:51

So this one here.

52:52

And I might just want to know what learners have 5 OnTrack+ indicators.

52:57

So if I just select five.

52:59

So what we can see is that I have 7 learners displayed in my table here that I might want to flag all of them for an intervention now by ticking one of these boxes.

53:13

However, I must remember that learners with more indicators are not necessarily more at risk.

53:18

Indicators just highlight factors for consideration and must not be used together.

53:23

Sorry, they must use, I beg your pardon, must be used together with your contextual knowledge.

53:28

They must not.

53:29

This is the must not be.

53:30

They must not be used to stereotype or assume outcomes.

53:33

So they really do just support the decision making.

53:36

They certainly do not determine it.

53:38

Now, once I have maybe flagged some more learners for intervention, my code very easily just create a custom group from here.

53:46

So if I scroll up, I would just click on custom group, enter the relevant information into here, click save, and the custom group will automatically be saved to the group section of Compass+.

53:58

So I'm just going to cancel that out.

54:01

Now we can also we can download the information that's displayed in the filter table below by clicking on download report.

54:07

So if I click download report, the pop up here confirms that the data that will be downloaded.

54:12

You then just click download report and that data in the filter table will be downloaded as an Excel spreadsheet onto your computer.

54:19

Now the download report functionality is particularly useful everyone if you want to share data with non Compass+ users or Compass+ users that don't have access to OnTrack+.

54:29

So you may want to integrate OnTrack+ data with data you have elsewhere.

54:34

Or you may want to use the Excel download to create a visualisation like a graph or a chart to include in the wider report and for maybe your SLT or your governors as an example.

54:46

Now OnTrack+ is provided to help learners in year 7 to 11 transition effectively through their secondary education and then into that post 16 option.

54:55

So you can use OnTrack+ report and functionality to manage interventions at both group or individual level and track the effectiveness of your interventions with young people by regularly assessing their OnTrack+ data and their FSQ responses.

55:10

Now to learn more about OnTrack+, watch the OnTrack+ in Compass+ webinar recording that is available on the Compass+ Help Centre.

55:18

And again, I'll show you where you can access that at the end of today's session.

55:22

Right?

55:23

Okay, so we're powering on through.

55:24

I am conscious of time.

55:25

So I did say at the start, there's a lot to get through in this one, but we're powering through today.

55:30

Everyone said thanks for staying with us.

55:32

So next stop now it is learner data.

55:35

First of all, we are going to look at learner reporting.

55:38

So I'm just going to go to my home screen and then towards the end of the demo, we'll look at the learner profile and then the learner report as well.

55:44

So to access learner reporting from the main navigation bar, we go into learner and then into current.

55:50

Now here, once this loads up, you will see a range of filters that are split into three different sections.

55:56

OK, which we've got personal information, we've got interest and current destinations.

56:03

And now before we go any further, I want to mention here that the personal information, it's pulled through from our MIS, but both interests and destinations data, and that's got to be entered manually into Compass+ for you to then be able to utilise the learner report and function here.

56:18

So before we select any filters, you can choose to download all of your destinations data by clicking over here.

56:26

So we can download, just want to move out.

56:28

You can download the destinations data here, okay?

56:32

And you just select that button there.

56:36

Or alternatively, you can choose to apply your filters in the learner report and 1st and then you could download which is above that filtered table of information that you created.

56:46

Now, exactly the same advice applies to learning reporting as it does to activities report.

56:50

And you just go in, have a play with it.

56:52

You definitely won't break it.

56:53

You just select a few different filters, create, create a range of reports that you can then either view in Compass+ or download as an Excel spreadsheet.

57:01

And you can use whatever report you want to analyse in the data that you feel most comfortable with.

57:06

Now I'm going to go through just a couple of examples to show you how the learning report and functionality works and what it looks like in action.

57:13

So a great way to use the learning report and is to sense check how many learners you have in a particular year group or form group with specific characteristics.

57:21

So my first example is I am going to select a year group and form group and then I'm just going to look at pupil premium.

57:28

OK, so we've selected the relevant filters and now I'm going to filter on my pupil premium learners.

57:34

So if I just Scroll down here a little bit, we can see that there are if I just scroll along and I just look at my yeses, we can see that there are 199 pupil premium learners across all year groups in our institution.

57:51

Now that's great to, to be able to, to see if I just move back up to the top.

57:57

Let's have a look for our, our Mandy's year.

58:02

Let's have a look at years 10.

58:03

So if we then move further down and if I've got my pupil premium still selected, and then if I want to just look at form group, not year group, apologies if I just look at my year 10's and then I Scroll down further, what I can see now is that I've got 23 pupil premium learners in my year 10.

58:25

So we can start to see how many pupil premium learners we've got in particular year groups.

58:29

And the last example I'll show you now is around personal guidance meetings.

58:33

And we're going to use learner reporting as a quick way to find out who's had a personal guidance meeting at post 16, post 18 points of transition.

58:41

Now don't forget you have to enter this information into Compass+ for the data to appear here in your report.

58:48

So if I just deselect our filters, OK, So if we select our year group and our form group, and then if we select destination type and then we look at guidance interview, we can see that the columns each filter have been selected in this learning table here.

59:06

Now we're just going to select for years 11 and year 13, OK?

59:12

And then we can apply the relevant filter column by clicking the inverted triangle next to that column header there as well.

59:20

So if we now start to sort this to make sure that the year thirteens are at the top, we just apply that sort function there.

59:28

And then we're also going to actually going to add in a SEN filter, OK, As it's important to make sure that learners with send support or EHCP have opportunity to discuss their plans in the future.

59:42

So we could then scroll along and look at those particular learners.

59:47

And then we could, if we scroll up now, we, you could save this as a new report and you could just call it year 11 and year 13.

1:00:03

Let's go Sen personal guidance meetings.

1:00:10

And then if we just click save, that information and data will now be saved in our reports now.

1:00:19

If you went to destination data into Compass+ looking at our destination visualisation, this is where you can see how we're called OnTrack Compass+.

1:00:29

This tracks the intended destinations you've got recorded.

1:00:32

Now you can use the drop downs to view the data for particular groups.

1:00:35

You can see here and then you can just hover over the bars to see the intended destinations in each of the categories here.

1:00:43

Now, once you've seen that, it's important to mention that the functionality that I've just shown you there, everybody okay is for your current learners.

1:00:54

And you can also use the information for your left learners as well.

1:00:58

And the way we get our left learners list is on the navigation bar.

1:01:02

Click into left learners and you'll see here a very similar layout with a range of filters that you can then select to create those custom reports from.

1:01:10

Now, a common way to use the left learner reporting is for contacting learners after they've left your institution when building your alumni for example.

1:01:19

So obviously you need to record their contact details in the learner profile before they leave.

1:01:24

Then you'd select the relevant filters under the alumni section here.

1:01:30

OK, so you would select the relevant filters and for contacting those learners and then you could download that information, that data to a spreadsheet and that is then your alumni database.

1:01:48

OK, excellent.

1:01:48

So now we're on to the last part of the demo, which is the learner profile and the learner report.

1:01:53

So the easiest way to look at an individual learner profile is to go into the learner report section here.

1:01:58

So from the main navigation bar going to learner report.

1:02:02

Now let's have a look for Mandy.

1:02:04

OK, so Mandy's our girl for today.

1:02:07

So we've got Mandy here.

1:02:08

I'll just click on her profile.

1:02:10

Now we're looking at Mandy's individual learner profile, everyone And the learner profile is one of the most valuable assets in Compass+.

1:02:17

As the learner profile brings together an individual learners whole careers learning journey into one place that would include the activities they've got planned or that they've completed, it shows the interests and destinations.

1:02:29

If that information is obviously being manually entered into Compass+.

1:02:32

It shows their FSQ results and their responses.

1:02:36

And following its release in February, the learner Profile also displays the risk of neet information too via the OnTrack+ tab.

1:02:43

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

1:02:51

And I'll show you how to do this in a moment.

1:02:53

And now all of the information you've got about your learners and their careers learning journey.

1:02:57

It's really powerful for a number of different stakeholders.

1:03:01

It's powerful for the learning themselves, their parent or their carer, their support and external staff, which could be, you know, social workers or college transition support staff.

1:03:10

And it really does hold the key information about the learner that highlights their plans and next steps and also provides that evidence of where the learners received additional support and targeted provision.

1:03:20

So as you can see here, the learner profile has four tabs or five tabs now so, the first one is the activities tab.

1:03:28

If I just Scroll down, we can see all of the activity information that's been pulled through for benchmarks 2 to 8.

1:03:36

And down here we've got a list of the activities she's being added to now, a lovely neat little feature.

1:03:40

He's been able to filter by parental engagement.

1:03:42

So if I just click on show the parent activities, it's great to see here that Mandy's parents are carers.

1:03:48

They've been invited to a few different activities, which will certainly help support help them to support Mandy and have those meaningful conversations about her next steps.

1:04:00

Now the next tab is interesting destinations.

1:04:03

OK, now this is where you would normally record Mandy's interest and destination information.

1:04:08

And also if I Scroll down to the bottom, also her alumni contact information before she leaves your setting.

1:04:14

OK, the third tab is our questionnaires.

1:04:17

So this tab displays Mandy's responses to the future skills questionnaire.

1:04:21

And a really good top tip here everyone is to toggle to just answers only at the top and that makes it easier to view her responses.

1:04:29

The 4th tab is her personal information.

1:04:31

Now this data at the top part of the personal information tab.

1:04:35

This is pulled through to Compass+ for me from MIS.

1:04:37

And then if we keep scrolling down, we can also see the groups that Mandy's part of at the bottom part of at the bottom part here.

1:04:44

And this information, this is not included door in the learner report.

1:04:48

And as I mentioned earlier, the 5th tab is our OnTrack+.

1:04:52

So within OnTrack+, this helps educators to identify emerging support and needs for learners in year 7 to 11, therefore strengthening that sustained learner engagement and post 16 transition.

1:05:05

Now we can collate activities, interests and destinations and questionnaire information into a PDF via the learner report.

1:05:11

So let's do this for Mandy now.

1:05:13

OK, so if we click on the green learner report button, we've got two options.

1:05:19

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

1:05:23

So let's start with downloading the report first, OK?

1:05:26

We can then click into the section here where we can start to customise the report.

1:05:32

Now I only want to select the information.

1:05:35

For example, on this one, I only want to download Mandy's most recent FSQ responses.

1:05:39

So I would untick activities, I would untick status, interest, post 16, post 18, and I only want Mandy's most recent questionnaire data.

1:05:50

I then click confirm and Mandy's most recent FSQ responses.

1:05:54

They'll be downloaded as a PDF onto my computer or on your computer and then you can open them up to see what they look like.

1:06:02

Once that's downloaded, I will show you.

1:06:04

OK, so here we go.

1:06:05

So we've got Mandy's information here.

1:06:10

These are her FSQ responses to our latest questionnaire.

1:06:18

OK, OK, now for that there, for those responses, I might choose to print them out certainly prior to maybe having a one to one conversation with Mandy about our next steps or I might share them with the careers advisor to discussing Mandy's next personal guidance meeting.

1:06:36

Now remember FSQ responses, they can only guide discussions and help identify any further advice, any guidance or any targeted support that learners might require.

1:06:45

No, using the learn report in this way is also it's a really effective approach when supporting learners with the ECPS certainly during their annual review as well.

1:06:54

So you could also customise and print off the learner report to include in a learners vocational profile as well.

1:07:01

So these are all great things that you can then do.

1:07:04

Now let's look at the e-mail learner report option.

1:07:11

So my demo account, it's, it's not connected to a real school.

1:07:14

So I need to search for another learner quickly to be able to show you that particular function.

1:07:21

So I'm just going to search for Rob James.

1:07:25

OK, So if I click into Rob James's learner profile and if I click on this now, now I can click on the e-mail learner report.

1:07:34

So this works in exactly the same way as the download function as you can then start to customise the report and only include information that you want.

1:07:42

And the only difference is that a pop up box appears here with the learner's e-mail address.

1:07:46

So this e-mail address comes from your MIS, your management information system.

1:07:50

And if you do need to send the report to a different e-mail address for that learner, you can then enter it in here as well.

1:07:56

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

1:08:01

Now if you are sending the learner report to someone other than the learner, you then need to speak to the learner to obtain their consent to share that information.

1:08:11

Now you can also e-mail learner reports to learners in bulk and this is particularly useful if you want to send all of your year 11 or all of your year 13 a record of their careers learning journey before they leave your education settings.

1:08:25

So from the main navigation bar, we go back into learner and then back into learner report.

1:08:31

Now as you can see here, there's functionality that's greyed out in my demo account.

1:08:35

And this is because I'm not connected to a real school and I'm using dummy data, but you'll be able to filter by your year group.

1:08:42

So for example, if I show you this, if I just select year 11, so the data set changes, OK.

1:08:48

And if I then wanted to tick the box up here to select all of my learners in that particular year group and you then click on actions over here, you would then select an e-mail learner report option, which from here and then customise that learner report.

1:09:06

But please, everyone, bear in mind that whatever customisation options you choose, they will apply to all of the reports that you sent to these learners.

1:09:15

OK, that's the end of the demo, which was I really make you want to do apologise that it's run over.

1:09:20

There's so much to get through.

1:09:22

And I'll just go back to my demo now to sort of bring things to a close.

1:09:27

Now, while I leave this one on the screen for you, I just wanted to reiterate again, the best way to learn is to go into the various sections of Compass+ and just have a play around, you know, play with the reporting functionality.

1:09:39

You honestly won't break it.

1:09:42

Now have a go at using the different types of reporting in Compass+ and find out what works best for you.

1:09:49

There really is a wealth of data that can be used to support impact evaluation, develop your careers programme and then also deliver that targeted support to your learners where it's needed the most.

1:09:59

So let's just have a little quick recap on this section here before I wrap things up.

1:10:04

So evaluations, you know, complete your compass evaluation once a term, complete an internal leadership review once a year, regular evaluations really healthy everyone to develop your provision, identify strengths, identify any development areas.

1:10:18

Looking now at activities reporting.

1:10:20

This allows you to track that attendance by downloading absent learners and then you can identify any trends.

1:10:25

You can track your activities that involve parental engagement as well.

1:10:29

Moving on to careers partners, we've got that advanced search functionality that allows you to have a broad representation or certainly an understanding of your representation of industries and sectors FSQ.

1:10:40

This allows you, you know, to identify the learners who need additional support the most.

1:10:45

It lets you identify careers and sectors of interest that your learners have.

1:10:51

And then you can again use that reporting function to be able to sense check if your careers partners really do match up learning report.

1:10:58

So you can use your current learner list to filter by specific criteria, and then you can download those results to excel.

1:11:04

You can filter by learner characteristics again to ensure that your careers programme is equitable for every young person and that they are all getting the same opportunity to engage with your activities.

1:11:17

And then finally, you're OnTrack+, you know, reviewing the OnTrack+ data via the manage OnTrack+ record tab and from the main navigation bar.

1:11:26

Or you can view the individual learners OnTrack+ data via the last tab in their individual learner profile.

1:11:33

Now when reviewing the OnTrack+ data, please don't forget that learners with more indicators are not necessarily more at risk.

1:11:40

Indicators highlight factors for consideration and they must then be used together with contextual knowledge.

1:11:46

They must not be used to stereotype or assume outcomes.

1:11:49

Indicators just support decision making.

1:11:52

They don't determine it.

1:11:54

OK, excellent.

1:11:55

So if you're keen to learn more about Compass+, you know, please do join me for another Compass+ training webinar this term and I'll show you where you can register for those webinars in a moment.

1:12:07

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

1:12:14

And then we've also got the feature focus series on YouTube now as well.

1:12:18

So if you join the webinar today, you will be sent a link to our YouTube playlist in the post session comes.

1:12:27

Now here's a quick reminder of the furthest important guidance that's available for you.

1:12:31

So you can access the Compass+ help centre when you're logged into Compass+, but you can also access it online as well as it's hosted on a public URL, which basically means anyone with the Internet can view the help centre articles.

1:12:43

So the way we can do that is if I then just go into this section here, OK, so open up a browser, head to the Compass+ help Centre like I've done here.

1:12:52

Here you'll see all the different sections of the help centre.

1:12:55

You just click on the Compass+ help centre here and these are all the articles, for example, that have been designed to help you understand how to access and analyse learner data effectively.

1:13:05

So if I Scroll down to the learner data section, select Learner Data and then from here you would just select any article or title that you want to view.

1:13:16

So you can see here that there's twelve articles.

1:13:19

It's a full list around learner data and you want to know more about sharing a learner profile with a learner.

1:13:27

So you would then just select how to customise and send or download a learner report from an individual learner profile.

1:13:34

So you can click on that and then it gives you all of that information.

1:13:38

Now to register for a webinar, you would just click on the home screen again.

1:13:45

So we've gone up to the icon, clicking on webinars, registered Compass+ training webinar, OK?

1:13:53

And you would then just click on any of the links here, OK, And you could register for that particular webinar.

1:14:06

Now, another top tip in this section here is to use the search function.

1:14:11

So up the top, we've got the search bar.

1:14:13

And if there's something in particular that you need help with, you just pop the word in this bar here or the phrase in here.

1:14:18

And all the articles that then contain that term, they will then be displayed.

1:14:22

So I'm going to type the word watch, OK, and hit enter.

1:14:27

And then I'm just going to click on the title of the relevant help centre article.

1:14:31

So I'm going to watch previous webinars and then I could just select whichever one I wanted to.

1:14:37

So for example, the first one on the list is for Supercharged Careers.

1:14:42

Now you could Scroll down and we've got OnTrack+ in here as well.

1:14:46

So you could then look at that.

1:14:50

Now you can also access our feature focus sessions from here as well.

1:14:54

And you do this on the left hand side here.

1:14:56

So accessing the feature focus sessions, you can either click an individual session or you can look through the whole playlist here as well at the top.

1:15:07

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

1:15:16

So you just select submit a request, OK, you then complete the form of the relevant information, scroll to the bottom and then you would click submit and the form will then be sent through to our help desk here.

1:15:29

So just going to finish off running through the support offer here to the next is the resource directory.

1:15:37

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

1:15:43

You can complete a range of short courses on the careers in Enterprise Academy as well.

1:15:48

And then finally down there, please do reach out to your Compass+ champion, your EC or your hub if you'll have any questions about dating, reporting or using Compass+ more widely in your setting.

1:16:00

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

1:16:03

If you've managed to stay on, I really do apologise.

1:16:05

We've run over this so much to get through in this webinar, but I'd be really grateful if you could just take a couple of minutes to complete our feedback form.

1:16:13

Just scan the QR codes and it's on the screen or just type the link into your browser and then share your thoughts and feedback about today's session.

1:16:20

The information that you provide us with.

1:16:22

It's really important and it really does help us develop our training offer and you know, it allows us to make sure that we're providing the best training for you.

1:16:30

So again, thanks so much for staying with me today.

1:16:33

I know that was a really big 1 and I really do look forward to seeing you on another webinar soon.

1:16:38

Goodbye everyone.