

Compass+ Next Steps Checklist

This checklist is designed for Careers Leaders who have mastered the basics of Compass+ and are ready to make more effective use of Compass+ features and functionality.

Step	Actions	Resources	Complete
Step 1 Make effective use of your Compass evaluation	<ul style="list-style-type: none"> ● Screenshot your Compass evaluation termly to show progress against achieving the Gatsby Benchmarks and to build up your evidence base. You can also export your data visualisations ● Make sure you share and discuss your results each term with your Manager/SLT/Link Governor/Enterprise Adviser ● Consider how to share progress with learners and parents/carers to celebrate achievement (displays, newsletters, emails, website, social media etc) ● Get support with weaker Gatsby Benchmark scores through your Enterprise Co-ordinator and Hub, learn from best practice in the Resource Directory, Hub webpages and from your peers. Be prepared to share your successes too! 	How to use the results from your Compass evaluation How to export Dashboard data visualisations	<input type="checkbox"/> <input type="checkbox"/>
Step 2 Maximise the impact of your Dashboard data	<ul style="list-style-type: none"> ● Use your Compass evaluation results to inform the planning of further activities ● Adjust your activities to ensure full coverage of the Benchmarks over time ● Pay particular attention to coverage for disadvantaged/vulnerable learners to ensure their needs are met effectively 	How to understand your Dashboard evaluation data	<input type="checkbox"/>
Step 3 Maximise your planned Activities	<ul style="list-style-type: none"> ● Review your Benchmark 1 information termly to check progress on any actions, confirm compliance and that all stakeholder information is up-to-date (learners, staff, parents/carers, employers) ● Ensure you have planned to gather feedback about your careers provision from each of these groups ● If you use a Partner Platform, ensure you have entered all activities or uploaded them from your Partner Platform ● Become familiar with the Dashboard data visualisation 'Your activities for the year', adjust activities accordingly 	How to view or edit your Activities How to upload activities using our Activities Upload template Using Compass+ with a Partner Platform How to understand your Dashboard activities data	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Step 4 Make effective use of Interests and Destinations	<ul style="list-style-type: none"> ● Enter learners' interests and destinations in Y11 or Y13 and see how it appears on the Dashboard visualisation ● Alternatively, use a permission sheet template from the Resource Directory with one year group (or half a year group at a time) to gather interests and intended destinations, plus permission to track. (There are two forms to help you do this, you may choose to collect information in smaller cohorts) ● Once completed, ask your Compass+ Admin (or other appropriate colleagues) to help input the information in Compass+ ● Use one-to-one learner discussions as an opportunity to input information in this section. Other staff who could input this data may include: pastoral staff, those doing re-admission meetings following exclusion or Careers Advisers ● Once populated, you can export this information for individual learners. You can also export interests and destinations data to Excel, and use the Dashboard visualisation for reporting to Governors/SLT 	Learner profile Interests and Destinations tab Intended and destinations permission sheet How to understand your Dashboard learner intended destinations data How to export individual learner profiles and learner lists, plus helpful ways to use the data	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

