

## **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
<b>Step 1</b> Make effective use of your Compass evaluation	<ul> <li>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</li> <li>Make sure you share and discuss your results each term with your Manager/SLT/Link Governor/Enterprise Adviser</li> <li>Consider how to share progress with learners and parents/carers to celebrate achievement (displays, newsletters, emails, website, social media etc)</li> <li>Get support with weaker Gatsby Benchmark scores through your Enterprise Co-ordinator and Hub, learn from best practice in the <u>Resource Directory</u>, Hub webpages and from your peers. Be prepared to share your successes too!</li> </ul>	How to use the results from your Compass evaluation How to export Dashboard data visualisations	
<b>Step 2</b> Maximise the impact of your Dashboard data	<ul> <li>Use your Compass evaluation results to inform the planning of further activities</li> <li>Adjust your activities to ensure full coverage of the Benchmarks over time</li> <li>Pay particular attention to coverage for disadvantaged/vulnerable learners to ensure their needs are met effectively</li> </ul>	<u>How to understand your</u> <u>Dashboard evaluation data</u>	
<b>Step 3</b> Maximise your planned Activities	<ul> <li>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)</li> <li>Ensure you have planned to gather feedback about your careers provision from each of these groups</li> <li>If you use a Partner Platform, ensure you have entered all activities or uploaded them from your Partner Platform</li> <li>Become familiar with the Dashboard data visualisation 'Your activities for the year', adjust activities accordingly</li> </ul>	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	
<b>Step 4</b> Make effective use of Interests and Destinations	<ul> <li>Enter learners' interests and destinations in Y11 or Y13 and see how it appears on the Dashboard visualisation</li> <li>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)</li> <li>Once completed, ask your Compass+ Admin (or other appropriate colleagues) to help input the information in Compass+</li> <li>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</li> <li>Once populated, you can export this information for individual learners. You can also export interests and destinations</li> </ul>	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	
	data to Excel, and use the Dashboard visualisation for reporting to Governors/SLT	use the data	

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<b>Step 5</b> Next steps with Future Skills Questionnaire	<ul> <li>Ask all year groups to complete the FSQ (decide within your programme when best to do this each academic year)</li> <li>Baseline each year to identify trends and patterns to support interventions and inform planning within your progressive careers programme</li> <li>Think about using Y9 to measure the effectiveness of your KS3 provision and Y11 to measure Post-16. You will likely aim to complete FSQ with these groups towards the end of these years</li> <li>View your FSQ responses via the Summary, Detailed or SEND report data visualisations in Compass+</li> <li>Identify strengths and areas for improvement in your careers programme</li> <li>Compare groups of learners</li> <li>Filter results by learner characteristics</li> <li>Identify learners in need of additional support</li> <li>Decide how you plan to share your findings and next steps with relevant stakeholders</li> </ul>	How to generate questionnaire links Using the Future Skills Questionnaire to identify areas of strength and areas for improvement in your careers programme Using the Future Skills Questionnaire to compare groups of learners Using the Future Skills Questionnaire to identify learners in need of additional support	
<b>Step 6</b> Use the Help Centre	<ul> <li>If you get stuck, use the Help Centre articles and short 'how-to' videos (most are around 2-3 mins long)</li> <li>Access free, high-quality training for yourself and colleagues (face-to-face training and webinars)</li> <li>You can also access the Resource Directory through the Help Centre. The Resource Directory hosts thousands of useful resources to support you in your role</li> </ul>	Browse all Help Centre articles Sign-up for a webinar Resource Directory	
<b>Step 7</b> Use the Apprenticeships feature	<ul> <li>Use the Apprenticeships finder to search for apprenticeships</li> <li>Use this with individual learners who are looking for an apprenticeship but haven't applied for one yet. This is a quick way to see how many apprenticeship vacancies there are in your local area</li> </ul>	Find an Apprenticeship	
<b>Step 8</b> Build your Careers Partners database	<ul> <li>Use the Careers Partners database to record all of your contacts safely and easily in one place</li> <li>You may wish to download our Careers Partner Info sheet, write down the organisation/employer information on this, then login to Compass+ and record the information later. Ask an appropriate member of staff to help enter this information with you</li> <li>Maintaining your Careers Partners database can reduce time adding partners to activities, as you simply pull them through from the database</li> <li>Use the advanced search to narrow down choices of contacts for specific events</li> <li>With their permission, consider adding Alumni as contacts in this section so their details stay live on the system</li> <li>Sustain regular engagement with your Careers Partners through effective relationship building.</li> </ul>	Download Careers Partner Info sheet How to use the Careers Partners database	