

**[00:00:00.27] - Speaker 1**

Okay. Good afternoon, everyone. We'll make a start with today's webinar. We were just waiting for a couple of more of the registered participants to join there. But just to point out at the start, the session is being recorded today, or the webinar is being recorded. So if for anybody that has registered that you know that hasn't been able to make it, then they still will get a copy of the slide deck and the video in the post-session comms. So welcome to our webinar this afternoon. On using Compass+ effectively in a send setting. So my name is Peter McKinney. I am a Compass+ trainer and I lead on our virtual delivery programme. I also support on some of the face to face delivery as well. And I've worked for CEC for just over two years now. Joining me today, I have Frances Jenkins. Frances, would you like to jump on and say hello?

**[00:00:56.10] - Speaker 2**

Hello, everybody. My name's Frances. So I'm the Customer Content Manager at CEC, and I'm also our CMT send champion, which is marvellous. I'll be talking through a few bits later on in the webinar. I'll also be looking at the Q&A and the chat. So any questions you have while Peter's going through delivery today, just pop them into the chat. Or the Q&A, I've got my eye on both of those. That's me. Thank you very much.

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Brilliant. Thanks, Frances. Yeah, just to reiterate, A, we've got obviously the best of the best on supporting us today with the chat and the Q&A function. Obviously, send is a really, really passion, big passion of Frances' It's fabulous to have her on board today. But then also, as I'm going through the webinar, if there is anything that you need answering, you've got any queries, concerns, questions, please drop them in the Q&A and the group chat, and Frances will work her way through them as we go. So brilliant to have her on board today. So some learning objectives for what we want for you to take away out of this next hour, and there is quite a lot to get through. So just to give you the heads up there, this could be information overload, but to identify who the key stakeholders are within your particular setting and how they should be engaging with Compass+ and how you can then support that as well. Looking at the key functionality of Compass+ itself, so how to capture that range of data and information and then to share that with stakeholders as well. So Compass+ being a very data-rich product, it's as good, or certainly the information you get out is only as good as that what you put in there.

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So looking at how you can make the most of that. We're going to do a little bit of a light touch on the future skills questionnaire, just really talking around where you can find the sections to access and generate those links, and then also where you can download the data and the information and analyse that as well. But we do have a full webinar that focuses purely on Future Skills Questionnaire. So it'll be a light touch and then a bit of an update of developments from Frances later on around that as well. In fact, it's it. So find out about the

ongoing developments on Compass+ for users in SEND settings. So not just FSQ. There are lots of other developments that are certainly being spearheaded by Frances in the background of things. So she's going to give you an update on all of those. And then with all of our sessions, both face-to-face and online, we will look to see where we can show you where you can get that information, advice, support, guidance, and training on using Compass+ and embedding that within your particular institution. Okay, so I'm just going to turn my video so I can see the full screen there.

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Right. Okay. So what we've got, and again, we may well have some new careers leads on the call today. Those that maybe have just upgraded to Compass+ in the process of doing that and are just starting to get to use it. So just to point the benefit of what it is. So Compass+, certainly a really key feature is that it's a free digital product. But the power of it, the beauty of it is that it enables you to benchmark, track, and report on your careers provision for your individual learner level. So that data that you put in there, the visualisations that Compass+ gives you back, and then also the reports that you can then download to track that progress and have those conversations with learners within your institutions that need that support at that individual learner level. This is what Compass+ does. Really, really data-rich product, fabulous tool for you to use in order to support your learners within your particular settings. Okay, so looking at the why. So this is why should you use and engage with Compass+? On the right-hand side there, we've got a small quote from one of, I say a quote, a small caption of one of what a previous user has said around Compass+ in that it creates your institutional memory.

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So careers should not just fall on the shoulders of a one person. It should be definitely a whole school approach and a shared responsibility. And by logging everything, saving everything onto Compass+, You create that longevity. And like it says there, that institutional memory. So as members of staff come and go, which they naturally do, you've got all of that data, information, safe and secure within Compass+. The reasons for using it is all of those things on that left-hand side. And we are going to go into a little bit more detail about those throughout the webinar. But it allows you to be strategic based on the visualisations that you get back from Compass+ and the data that it gives you from things like Compass evaluations and future skills questionnaire, you can really focus in on the areas that you need to, therefore avoiding duplications of things and being strategic, really, and focused in where you take your careers provision within your institution. It allows you to future proof your careers provision. Again, that saving things all in one space. It's the one-stop shop. You've got areas for careers partners, which I can see down there that it mentions on that last point.

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But it's having all of those contacts in that little black book of businesses and employers that support your careers plan and your careers programme in your institution and having them all in one place, safe, secure, so that nobody is going to delete them and that they are there for you to So really future proofing past that usage of one person having spreadsheets or USB sticks and really running the gauntlet of viruses and corruption happening to all of those as well. The third and the fourth, meeting individual needs and evaluating, analysing, and then plan. So they go a little bit together. Through the evaluation and the analysis of that data, it can then highlight trends, gaps in provision, etc. And then from that, you can really hone in on those individual learners that need that support and guidance from you as well. So you can definitely do that. Secure and scalable. So as you grow, as your careers plan grow, as your institution grows, Compass+ can grow with you as well. So it's very, very much scalable. It's a great place to store quantitative and qualitative data. And the security part there, everything is password protected.

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So as a careers lead, you would hopefully have the administration role of that. And then you can assign different roles to different members of SLT, teachers, SENDCo, support staff, that type of thing. And they can then have, excuse me, they can have their own login then so that you know only those people that you want to have access to the information on your learners can actually do so as well. So as I mentioned, it is a data product. The only way that that data gets in there is with investing time. And like what we've just said there, and again, I will touch on a couple of key areas here, is that you do have to invest time to save time. One of the areas that I'm going to look on there is that meeting the individual needs. So having your EHCP reviews there, having parental engagement conversations saved within Compass+ as well, it really allows you to certainly be focused towards the needs of your particular individual learners. So like I mentioned before, looking at the data as well from your FSQ report and your Compass+ evaluations, then you can start to create those custom groups and activities that really best fit the learners within your particular institution and setting as well.

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Quality issue, careers there. So through doing your evaluations, and we got it on there, completing them termly and annually, that you can really assess where you are within your programme and achieving those Gatsby benchmarks as well. So you can see from the visualisations, the areas that need to work on from those data visualisations you see there, the areas that you need to work on and that you can improve as a result of that data that's in front of you. So very much links into the very top one there about being strategic, that you focus on the areas that are low within your particular setting. And again, that is very time-efficient as well. And so therefore allows you to be more strategic. Okay, so we've got a slide here around who should be involved. And the colour coordination there suggests who should be actively involved in using Compass+, and then those that maybe just need to see the data and the information that's saved in there as well. So the top two in terms of

key stakeholders, we've got SLTs, teaching staff, SENDCo, certainly pastoral support. Those people within your setting that have a really active role in providing that careers advice, guidance, and support for your learners.

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And you can see there the value that they So by keeping teaching staff and SLT engaged with Compass+, it keeps it high on that agenda. It gives you that leverage to have careers talked about in meetings and really driven forward from a top-down approach. So as long as SLTs and managers are aware of where gaps in provision may be, that they can then go to meetings and conversations armed with real-time information and data provided by Compass+ to support those conversations where there may be extra resource needed, extra budget, whatever it may be, that they can do that and they've got the evidence to support it. For the careers advisors and SENDCo, certainly within your particular settings, they are the people that are going to be working, hopefully day in, day out with your learners, and then also capturing that data and then putting that into Compass+. So from things like we got there, the personal guidance, the one-to-one interview notes, if we've got EHCP plans and EHCP reviews that are going to be captured, they can all go in there as well. And the more that you get the SENDCo involved in doing this, then the easier it will be, certainly for you from a time perspective, that you don't have to have all of this heavy administration put on your shoulders.

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And like the very top line suggests there, it should be a whole setting shared responsibility. Moving down, if I looked at the bottom one to start with the parents and carers, these people are so vitally important in the careers education for the learners that are within your institutions. And these are the extra link, the missing link that's not in your institution that can actively support what you do, again, in your institution from a home perspective as well. So really re-emphasises and supporting what you do in your schools, in your settings, and that the parents or the carer then supports that as well externally. But they're only going to know that if you share that data and information with them. So giving them information on what you're doing with their sons and daughters at school, or certainly what the labour market information out there would suggest and what the options and the opportunities are for their learners once they leave your institution. And your EAs and your ECs are certainly people who you should be engaging with and certainly showing this data and this information. They will get to view it via their Power BI dashboards, etc.

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But letting them know how you are getting on with your careers and moving your careers plans forward, but then also where you may need their help and support. Now, remember, they obviously look after a lot of different schools, so they can then also support you with that best practice, and they can give you that strategic support as well and that advice on how other schools may be doing certain things related to the benchmarks

within your area and really get a collaborative approach going as well. So really, really heavily link those people in when you need their support. Okay, so I'm going to jump into my demo account now, and there's a few things to go through. So we're going to start systematically where we feel if you were new to using Compass+ and where you would start, and then as you would progress your way through as well. Okay, so for those that may be new to using Compass+, when you get your logins and when you get logged on, this is what you will be presented with. So this is what we call your dashboard page. And on your left-hand side here, on this navigation bar, you've got lots of different links that will take you to numerous different places within Compass+ that you may need to use and access.

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So you just hover over them and you just click them and they take you to different sections. Where we're actually going to start today, I'm just going to move that camera over there, is up in this top right-hand corner. So if you are new to using Compass+, what we always suggest is trying to get as many relevant people onto Compass Plus using the product to support you with the administration task, shall we say, of logging events, activities, creating evaluations, doing FSQs, etc. And the way that we do that is with this little plus button here. So up in the top right corner, click on the plus, and then we are looking at user management. So within the user management section, if you are new to using Compass+, this may be quite blank. If you've used it for a while, then you've added members of staff on there. It may look something similar to this. So these are all of the people within your institution that have access to using Compass+ or they've got a login to Compass+. And on this right-hand column here, it has the role or the capacity in which they can use the product.

**[00:14:47.25] - Speaker 1**

So there's three different roles that you can assign to individuals. If I just hover over the I button there, it shows us what they are. So the first one there is the admin. So for the careers leads that are on this call today, that would be yourself. Okay, so we always suggest having at least two admins on your On your Compass+ account. And that is just in case, for example, you're off sick, you are entitled to holidays, you may be on holiday, or there could be some other reason that you are uncontactable, etc. And by having at least another admin, admins can do absolutely everything within Compass+. So they can create users. It says there, they can create activities, do evaluations, run FSQ, download data, etc. So the admins have complete autonomy of the system. And having at least two on there means that if you are off, that things don't grind to a halt within your particular setting. Now, the next one there, the editor. So these are the people who you want to have access to be able to input data. It says there, create evaluations, create activities, and they can access learner data to download that information as well.

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Editors, in other words, they may be People like SENDCO's, they could be pastoral support. They could be teachers. So people who you want to have access to your system, they may even be SLT, potentially, if that's in managers, but people who you want to have access to the Compass+ account, but also to be able to actually functionally use it as well. And then the last one there, the viewer. So these are the people who you only want to be able to see the data. You don't want them to be able to do anything else with it. Just view it. So they could be SLT as well for other purposes. But they could be governors, they could be head teachers, it could be Ofsted, if Ofsted do come calling. So they then get access to the system and they can then use it in whichever capacity that you have set them. Now, the way in which you do that is really, really simple. So we just click on this create a new user. Takes you to a very small form here. You want to populate it with the email address of the person that you are wanting to add.

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Now, normally that would be the school email address, first name and last name, their job role within your particular institution, and then if they have a management level as well. And then the all important part is this one here. What role are you going to assign them to be able to use your Compass+ account? So once you've done all that, you click Create. That would then send a link through to that person and they can then just activate their account as a normal account activation would be. Now, one other thing just to mention on this page here is that as most schools So do have comings and goings of teachers, that if you do have somebody that leaves, you would want to make them inactive, as in take away their ability to be able to access your account and access all of that learner and data that's stored within there as well. And the way you do that is you would just literally deselect the active button. So by clicking that, I'm not going to do that for this particular person, but just say, are you sure you want to deactivate this user? They will no long be able to log into their account once you've done that.

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Just really, really simple. So you could go from the activation, deselect it, and then that takes away their ability to be able to access that account. So really straightforward. And again, the more the people that you can get on here in the right settings, the better. I'm going to say the hardest part of getting people that are within your particular setting on to hear you is actually getting them to say, yes, it's not actually the creation of the account. Everybody's time is precious within schools and institutions these days and getting them to agree to give up-time to help you put activities on could be easier said than done. But that is where you would do that part. Okay, so if I just take a spot from our dashboard, which is just on the dashboard button there, the next bit that we're going to go into is our evaluations. Okay, now, just before I do that, I'm just going to do a light touch on this one here. So the internal leadership review. So this is the new function within Compass+. Now, hopefully everybody's heard of the careers impact system and the internal leadership review forms part of that.

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So this is that self-reflection of how you and all of those people that's involved in careers within your institution, how they score themselves against a maturity model in terms of what that best quality assurance of careers leadership is. So there are three sections here. The first one gives you information and guidance around what you need to do prior to completing the internal leadership review. The second section gives you the maturity model which you will be assessing yourself against. And this is not just for the careers leaders that are on the session today. This is not just a one person job. This is not just for you to complete on your own, nor is it something that defines the role of a careers leader within your institution. This is something that should be done internally, like it says in the title, and it should be done as a collaborative approach as well. So that could be with SLTs, that could be other teachers, that could be SENDCO's, Pastoral Support. Anybody that you feel has an input into careers provision within your institution, they should be able to be involved in this and give their opinion. What you would then do is you would reconvene.

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You would all agree on that best fit of what careers assurance and leadership looks like within your institution. And then once you've done that, you then go into this section here and you log your answers and your results. From that, you then get some recommendations and how you can then move through that maturity model, of which there's only four stages, but It gives you that advice and guidance on how to move through them. So internal leadership review is a really, really valuable tool that is also within Compass+. Now, we're just going to go into Compass Evaluations. So Compass Evaluations, as mentioned in the slide deck, should be completed termly or certainly annually. And you would assess your school, your institution against the benchmarks and against the different parameters that sit within this as well. Now, there are different... It should be actually, I'll point out that my Compass+ account is set up as a mainstream Compass+ account. So the evaluation that I do and the questions that I get asked would look different to the send version. Now, if I just go into the help centre there and if I just put in evaluation questions and hit enter.

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Compass evaluation type questions. So what we'll notice here, you've got three different sets of evaluation questions, and looking at these would best determine which demo or which Compass+ account you would need to also carry out the evaluation questions. So you could go there to see the types of questions and really make sure they do align with your institution. And once you've done that, you would then come back to your Evaluations page and you would start your new evaluation. Okay, so you're going to work your way through each of these questions. So we can see here we've got the eight-part form of which these form each of the eight Gatsby benchmarks. So you would just put in that you're a careers lead. And once you've got this data and

information in front of you to then work your way through, it populates and gives you a visualisation on how you are achieving against your benchmarks. Something just to point out here is that being upgraded to Compass+ gives you this nice little time saving tool. So as it syncs with your MIS system, it pulls through, Compass+ pulls through all the data and information on all of your learners and populates it into Compass+.

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So when you go to do your evaluations, all of this data here is already pre-populated for you. So that's a really great bonus and benefit. So then you just working your way through your evaluation. We're at the first Gatsby benchmark now, that's Stable careers programme, so the really, vitally important one. And then it's just asking you, do you have your programme? Is it written down? What do you know? What? I don't know. As I've been approved by the governors, again, I'm new in a role, so I don't know that. And you just work your way through these questions. And what you'll notice is it starts to toggle along So as you progress through the parts of the evaluation, it moves along here. Now, if you need to go away, there's an emergency in school, you don't have to complete this all in one go. If you do, it takes around 30 minutes to do it just all in one go. But if we needed to go away and attend to an emergency, we could click Save and Complete later, and then we could return to our evaluations, which is going to take us back to that front screen in a second.

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So this is where we were to start with. And what we will find now is all of my complete evaluations are here, but I've got my in progress ones here as well. So we can see here, this is the one that I was just starting, the 10th of the 10th. So we've dealt with whatever the emergency was in our school. And if we want to just click Resume Evaluation, Compass+ will take us back to the very last question that we answered. So then it allows us to pick that up and take that forward to complete that evaluation. So the benefit of doing that to us within our particular settings is that we get this visualisation here. So we completed our Compass evaluation, and whenever that may have been, whether that was yesterday, last week, last term, This data here will then be representative of those answers. You can really gauge where you are mapping against the different Gatsby benchmarks and then where you need to focus in on to try and drive your careers programme forward to start achieving more of those areas. So it allows you to be quite strategic and quite focused on where you apply your time and your effort.

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So that visualisation there is printable, so we can generate a report It'll just take it into a PDF version. Now, again, this could be great to print out and take to members of SLT to show to governors to say, Look, we're doing really well. However, there are areas that we need support with. So it may be you're going for extra resource, extra budget, that type of thing. We can compare against our previous evaluations, and we can see we might have gone forward, we might have gone backwards. I go to another one there. You can see we've got a mix of

everything there. So this was an evaluation that we did two terms ago, and we can see that we've moved on benchmark one. We've moved from... We moved up 23 %. This one stayed the same. This one's gone down a little bit, encounters with further and higher education. So we may have had some activities and events cancelled for whatever reason, which does happen. But it gives you a good idea of where you are progressing, and you can then take that information forward to show to managers and to SLT. So that's the beauty of doing your Compass evaluations.

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It allows you to see visually where you are tracking against your benchmarks. Now, where that comes in useful is in our evaluations data and where we can then look to see where our areas of development are. And the way we do that is in our evaluations on the left-hand side, if we click into Compass Evaluations, we maybe want to look at more detail to see where we need to progress. So our last completed evaluation is here. So if I just click into Plus, and if I click View Results, Compass+ will now show us this, and this is the result of all of our eight benchmarks as per our last evaluation. And if we focused in on even say, benchmark three. So this is about addressing the needs of all of our pupils or all of our learners. And it gives you all of those sub criteria as well. So we can see where we're achieving in certain areas, where we're not achieving at all in others, and where we're obviously in progress with some of the other ones as well. So this can then again help you be strategic and focused when you're creating those events and activities for the learners within your particular setting and then how you can then take that forward.

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So if we've had a look at our results and we're going to say, let's work on benchmark three, we want to create an activity for it, where we go is on our navigation bar straight onto the next one, which is activities. And if I click on Create New activity. Compass+ will take me to this page here, which says, do you want to create an activity for benchmark one? So obviously, benchmark one is that stable careers programme, so we're not doing that. We're looking at benchmarks two to eight. So if I then create an activity, and it may be that, let's say it's to do with you doing all your EHCP reviews. Easy for me to say, sorry. So we're wanting to do them. We're wanting to get them in there and start to have them planned into our learners' activities plan. We would just put in here EHCP plan. Okay. Plan, sorry. Review. Then we would map this against a benchmark. For ourselves, it would probably fit within benchmark three, pupil needs, and then within send and vulnerable students. Then you just work your way down through all of these categories. Let's say we need a lead for this.

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Let's say I'm for Mr. Smith. What we can do is if we've got different events that are going to take place over multiple dates or certainly over a longer term, we can set a start date at, let's say today. But we could also then

set an end date, it's going to be the 12th of November. And in between that, we're going to carry out different reviews, whatever it might be. But you have the option to set activities over a time period. Now, what we would then do is we could map that again to particular learners. And again, you could do that in a few different ways. So at the moment, you'll notice that all of these characteristic groups are selected, at which point this lozenge is really small. So if I then just deselected quite a few of these, and then we had our characteristics, we could then see, okay, what learners are we going to then attach to this particular the EHCP review? Then we can start to attach any learners that we want to this particular activity. Once we've done that, if it was going to be something where we're bringing providers in, not that an EHCP review might necessarily be that, we could then attach providers there as well.

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And then once we've done that, we will click Save Activity. So you can see, hopefully, they're really, really simply at a few clicks, how quickly it's been to just create that activity for all of these learners here. Now, again, I could click onto the little pencil button. If I click Expand, that tells me what those learn or who those learners are within that particular group. And then if we know that some of them don't need an EHCP review, then we can take them out as well. So it allows you to be quite flexible in who you add in and take out with this particular activity. But once we've clicked Save, that would then populate into our learners' profiles. Okay, so if I then show you what that looks like as well. So within the learner profiles, if we go into current, this will then bring up all of our existing and current learners that are within our particular institution. And we can then start to look at individual learner profiles and filter down to see who's got what in terms of activities. So if I just clicked into... Let me just have a little look.

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So let's see, these are all my send learners. So if I just scroll down, we can see that I've just selected a filter to filter onto all of my send learners. So I just clicked Alice Clarke, for example. It will take me to Alice's personal profile. Now we've got a few headings across the top here. We've got activities, interest in destinations, questionnaires, and personal information. So the activities, these are all the activities that we have got in our plan for Alice. It will say that they're either planned or they're completed, which they are there for Alice as well. We can see if any of these activities are parental activities, which it is. So this one was around labour market information. So Alice and her parents or carer even has come along to that and that's been completed, so we can see that as well. Then you can also filter on to both learner and parental ones. We can see the types of activities and that spread of activities we've got for Alice. Questionnaires. If Alice had completed any of the send questionnaires, which I will touch on in a moment, they will be in here as well.

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That will show us the answers that Alice has given for those. Then we've got her personal information in here, too. What we can see, we don't have an email address, but that may be quite common for send learners. Now, interesting destinations. I'm just going to touch on as the learners progress through their time at your institution, you would gather the data and the information as to what they're interested in, what their next step might look like, and appreciating that that might be very different for all of the send learners. So whether that is actually moving on to do GCSEs and to maybe do work experience, etc., or whether it is just to have that progression within the community. That is all going to be captured within this section here. Now, something just to note and to point out down at the bottom here is we have an alumni contact. Now, something that I find really as beneficial is if you are creating activities and events, often it can be really great if you can invite previous learners back in to talk about their experience at your particular institution, what they've then gone on to next and what they're doing now, and then also come back in and talk to your current learners about that is really, really powerful.

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So you've got the option and the opportunity here to add alumni contact details in if that learner and with parent and carer consent allows you to give that. That can then be put into as well into your careers partner section, which is all around your business that support your careers programmes. Now, just something to touch on, and it's the questionnaire part. So we're in the learner section here. In the questionnaire part, this is where you would find the Future Skills questionnaire. Again, we do run a full webinar on the FSQ and how you can access the links, how you can generate the links and send them out to your learners or as a workaround, if in a SEND, setting emails aren't an option that you can then download pull those links and then send it to a SENDCO or a pastoral support, somebody who's going to support that learner through the questionnaires, and they could then send that to themselves and work through it in that respect. There's also a send report where once you generated these links and the learners have completed them with whoever's supporting, that you can then analyse that data in the send report as well.

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So that's where we would find the questionnaire. The last thing I want to just touch on before I jump back into the slide deck and then let Frances do her part, is just the careers partner section. And this is really, really important in that this is your little black book. This is your database of where you would store all of your providers' information that are going to support you with your careers programme. So you could, depending on how many you've got, this again is a big benefit when you've got more users on your Compass+ account that they can then add data into this. So everybody, every teacher, SENDCO, Pastoral support, etc. They all come with their own networks. They all come with their own background and connections, and you can then put them into here. Now, having as many businesses and employers that can support your programmes on here as you

can means that you've got that diverse asset to be able to pick and choose from when you're trying to invite employers in. Because I do appreciate that sometimes that can be quite difficult. And having the right employer coming in that can then meet the needs of your send learners.

**[00:36:05.00] - Speaker 1**

Having the relevant ones on here really allow you to have that diverse careers programme. And the way you do that is just clicking into careers partners, add new partner. It takes you to a small form where you would just add in the generic details of the organisation, so the name and the type. Certainly go and have the sector in there because that allows us to do an advanced search at a later date. And once you've done that, we would then just click into Add Contact. Now, this is the individual person that you would speak to at that particular business. And just coming back to having that stable careers programme, having things that are sustainable, is that by having all this data and information in here, if somebody within the business, within your institution, sorry, leaves, they've left this with you. So you've then still got that contact and that business or careers partner that you can still go to and invite them along to your institution to do an event for you. So once you do that, you just click Add Partner. They would then appear in this section here. And if you are wanting to then put an event on or an activity, and it's around a particular area for some of your learners, so you're focussing in on a niche cohort within your institution, rather than having to scroll through all of your business partners, if you just clicked on advanced search, what we could do is if we were wanting to run a session on, I don't know, being creative.

**[00:37:30.19] - Speaker 1**

So we've got creative arts. Rather than scrolling through 20, 30, 40 different businesses, we could select the one that's relevant to us. And then we know, right, we can get in touch with the hippodrome. The details will be there within this section here. And then we can start to make that reach out in connection to invite those businesses along to your event or your activity. Okay, so I'm just going to I'll jump back into my demo account. So just to reiterate on the Future Skills Questionnaire side of things. So for those that are not used to or aren't aware of what the FSQ or the Future Skills Questionnaire is, it is a tool which I've just shown there. It's embedded into to Compass+, and it is a tool that's used to measure the career readiness of your learners within your particular setting. So it asks a range of questions that then assesses the skills and the attitudes and the knowledge of your learners, how they've been supported throughout their time within your institution, and what their perception is of careers provision within your institution as well. So it allows you to really react positively to that data and information that you're getting back.

**[00:38:45.10] - Speaker 1**

There are a few different types of questionnaires. So we've got the mainstream version here of which they go through the different key stages. And then within these questionnaires, we've got two sets of questions mapped against them. But the send version, which we'll focus on here, this is at the bottom because it's slightly different. The send version remains the same throughout all key stages, throughout all ages, and it doesn't change. Whereas these ones do, because they are then slightly nuanced to that time of the learner at your school, this remains the same. The questions in here are slightly more simplified and there are fewer questions as well. The questions, whereas with the mainstream, they get two sets of questions asked within each questionnaire. With the send version, we get the three. So that career planning is linking into the EHCP and what is your plan? Do you have a plan? The next step, that type of thing. So the questionnaire can be accessed from there. Now, again, it's done like this as well because the FSQ questionnaires within a send setting, they are designed to be held as part of a one-to-one conversation. So not something that you're going to set your learner to do individually, that they will be done with the support of a SENDCO, a pastoral support, a parent or a carer, and they would help guide the learner through those particular questions.

**[00:39:58.17] - Speaker 1**

Now, you may have learners within your particular settings where you feel that they are able and capable of taking GCSEs, and so they are working towards that level. There's no mandatory requirement that you have to give or set the send version for your learners. If you feel they are able to be able to complete the mainstream ones. It is completely down to your professional judgement. And like we always say, you know your learners better than what we do. So please feel free to set them that if you feel they can do that. But if not, and also actually just to really caveat that, that if you feel as though the FSQ is not applicable at all, that is absolutely fine. If you feel as though that is not something that your particular learner can complete successfully, there is no mandatory requirement to do that. A couple of ways that you may deliver it, you could generate the link, share with learners, like I've mentioned in that section within Compass+. The learners completed and Frances is just going to touch on the new version that is coming out around that. And then we can analyse those results like I just mentioned in that send report.

**[00:41:09.29] - Speaker 1**

Now, highlighting this part here and this part here is that you definitely are the experts and you know your learners' ability, so please trust your own judgement. And if you feel as though it is applicable for them, then allow them to do either mainstream or the send version. If not, that is not an issue either. Okay, Frances, this is where you take over, I think.

**[00:41:34.24] - Speaker 2**

Lovely. Thanks so much, Peter. So, yeah, just to reintroduce myself, my name's Frances. I'm the Customer Content Manager and our CMT Send Champion. So I just wanted to briefly go through some of the developments that are happening for Compass+, specifically for users in send settings. So we'll start at the bottom and we'll work our way up on this one. So first of all, developing a send programme targeted support is part of our CMT customer plan. That's a strategic document that goes right up to our chief executive here at the CEC. It's really important to note that send is firmly on the agenda for us and the support that we offer to our users. As I've said, this would be the third time that I'm on Send Champion, so very much supporting users in send settings and seeing how we can make the product work a bit more effectively for users in send settings. That's not just special schools, but we're also looking at APs and Pru and everything around and in between that as well. I facilitate our send working group, so absolutely love that part of my job. We've got about 38, I think, practitioners, a range of settings, expertise, insight into working with learners who have send.

**[00:42:57.25] - Speaker 2**

They're a very valuable resource for me in providing feedback on resources, guidance, and content to support Compass+ users in send settings. As a team, so that includes our trainers like Peter, we're always promoting CPD in send settings. Actually spending some time with users in their setting to see what the barriers, what the challenges to usage might be, and how we might be able to support them to resolve some of those. The bits in green are things that are live. We've got the FSQ learner video. I can pop some of the links into the chat. Also, if you go on to our help centre, and just pop in engagement into the search bar, the FSQ engagement resources article will come up. Different resources there to foster engagement before completing FSQ with learners. We also have a Help Centre article around Future Skills Questionnaire for Learners with Send. In that article, you will find a PDF of the send version mapped to communication in print. Once I'm done explaining this slide, I've got a couple of excerpts from that to show you. We're still looking at compatibility of FSQ with a screen reader or some audio functionality there.

**[00:44:27.11] - Speaker 2**

We're just finalising the send demo, which is fantastic. That will have the Compass evaluation for special schools in it. It will also have data that is more reflective of a send setting. Then we've got our Using Compass+ effectively and a Send Setting webinar today. When we ask you to complete feedback, if you've got anything you feel could be improved or developed for this webinar, please, please, please let us know. Compass+ for Special Schools Programme. That was something that I delivered last year. No, sorry, this year, in June, July, this year, last academic year. That was three hubs, one MAT. It was all around using Compass+ in a special school. The outcome of that are some specific resources and checklists, one pages, and a bit of guidance around using the product in a special school setting. I am planning to roll out a similar programme for AP and Pru same time this

year as well. Keep your eyes and ears open for that one if you want to get involved. Then at the top there, we've got a document that we're going to review, which I'll show you an excerpt of a little bit later.

**[00:45:45.23] - Speaker 2**

That is the send guide for practitioners around completing FSQ with learners with send. It is a little out of date. It needs a bit of a refresh. The send working group will be supporting me with bringing that in line with what with current practice in send settings. And then the big one that a lot of users in send settings have asked for is the review of the send version of the FSQ. So that is really exciting. The research team here at CEC, fully on board and supporting that one. You have got until the first of November to complete our expression of interest form if you'd like to be involved in that. So that's a full review of Send FSQ, the questions, the language, the wording, everything in and around that. I'll drop a link into the chat for the expression of interest form for that one. If anybody wants to support that, then you are more than welcome to do that. Peter, thank you very much. Fantastic. That's an example of the send version of the questionnaire aligned with communication in print. If you want to move on, Peter, and move on again. You can just see there, there were some excerpts from different parts of the questionnaire.

**[00:47:10.19] - Speaker 2**

You could print that resource out and give that to a learner when you're supporting them to complete FSQ, or if you are delivering FSQ to a small group, perhaps you might have that up on PowerPoint as a presentation to support the learners to understand the questions a bit more fully and be able to answer them a bit more meaningfully. That's a resource, as I said, available on the help Centre, and there will be a link to those articles in the post-session comms as well. You'll receive a link to those after today. Next slide, please. This is the guide that I was talking about earlier. It needs a little bit of a refresh. I'm really excited to go through this and to bring it in line, as I said, with current practice and also reframing it very much around learners with send, not completing FSQ with learners in a send setting, because I feel there has been a bit of a change in the landscape and there are more learners in mainstream settings with send, so we need to think about completing the questionnaire with learners with send, no matter what institution they're in. I think that's the way we need to reframe this particular one.

**[00:48:29.12] - Speaker 2**

Next slide, please. Just to round up my bit is case study here. Becky Llewellyn very kindly gave up some time to talk to me about Compass+ and why she uses it in her setting and why she feels there is impact and value that can be driven from using the product. I won't read that out for you. I'll just leave that up there for you. But as Peter said, it's a data-driven tool. There's lots of great stuff in Compass+. It's very much about aligning it with your current practice and complementing your current practice as well. So there's lots of things that you can do.

And we have lots of webinars that drill down into certain functionality as well. So again, in the post-session comms, you'll get a link to sign up to more webinars. So if you are interested in unlocking the full potential of Compass+, then do join us on another webinar. I believe that is my little bit over. I'll go back to the Q&A.

**[00:49:35.05] - Speaker 1**

Thank you. Thanks, Francis. That's great. I think just something to mention on here as well, again, is on that left-hand side under Becky's name, just the different roles that she has. It's, and you guys probably have experienced something very similar. It's a time consuming thing to look after careers. And this is where we really emphasise that it should be a whole school approach and not just down to yourselves to do everything about careers within your institutions because you do have so many other things that you also need to focus on as well. Okay, so seamlessly, the way that Francis left that there about upgrading from Compass to Compass+. So there are so many features and benefits that upgrading from Compass to Compass+ gives you things like the FSQ for a starter, being able to then ask them questions and really get that learner voice information so that you can work from it and with it to make sure that you provide the best careers programmes and plans for your learners as you possibly can. In doing the upgrade, like it says on there, and I am not an IT guy, so I'm taking this as truth.

**[00:50:53.09] - Speaker 1**

It's an easy process to follow. It does integrate and sync with your MIS, so depending on what that is, I think Compass+ syncs with it. It's either eight or nine, I think it is. Different MIS systems and partner platforms that then pull through that data and information and makes your life so much easier. So the two systems do work hand in hand very harmoniously. It's done in the background without you needing to get too involved as a careers lead. So the customer service team at Compass+, and then also your IT team within your particular institution, they would do all of that for you. And any more information, advice, and guidance that you need on that, there is a link there to an article in Compass+. So like we said, or like I said at the start, I always leave time for resources and training. And so the way I'll go through this is from bottom up and then finish and have a look into the Help Centre article. So I've already mentioned about engaging with your EC, your Hub support, that type of thing. So if you are wanting to upgrade, you're wanting to just understand how to use Compass+ better within your particular setting or where you can maybe get past some barriers or blockers, reach out to your ECs and Hub support.

**[00:52:07.02] - Speaker 1**

They are there to give you that help and hands. They've got a real spread of knowledge, connections, networks that they can then put you in touch with as well. And they are there to really help you to drive things forward. Within Compass+, there is some self-paced online training. It is completely free, which is always a bonus. And you go on to the training section, you log on, you create an account and there's different modules there that

take you around the functionality of the Compass+ product and allows you to develop your confidence and competence in using the product as well. So hopefully allowing you to then troubleshoot yourself if you do start to experience any problems. And the lovely thing is you get a little certificate at the end to say, well done. Webinars like Frances has mentioned there. We do have lots of different webinars that do deep dives into all of the different areas where that was quite a lot to try and get through and a bit information overload for you at times. The webinars focus on a specific area, so it then does a deep dive and really goes into the details of how a specific section and area within Compass+ works and how it can work for you.

**[00:53:17.05] - Speaker 1**

And then the last one there is the Help Centre articles. So again, I'm just going to jump back into my Compass+ again. On the navigation bar, for those that are new to using Compass+, on the navigation bar at the very bottom here, we've got the little Help Centre button. Now, if we click into there, it will then take us to this page. This is where you do your online self-paced learning. This is where you would access previous webinars and sign up for future webinars. This is where we have lots of different resources that can provide you with lots of help and support in terms of creating events, activities. It gives you lesson plans, presentations, etc. And then within here, you've got all of the Help Centre articles. So you can click View More and it will take you in. And we've got lots of different articles in there that are on all the different sections that you would need. And then within each one, you've got lots of different links again as well. So that is our help centre. The other part within the help centre actually is down here at the bottom.

**[00:54:17.22] - Speaker 1**

And this is the contact support. So if you are having or you're experiencing any problems, you've tried these options here, your self-paced learning hasn't quite helped. It probably is going to be something like a technical issue. If you click into contact support, it takes you to a ticket. This ticket is partly populated already. You just then write in what your problem or your request is, little description to help out the customer service team. Click submit and that will then generate a ticket. That will go through to our customer service team and then they work very efficiently to deal with that for you and they'll get back in touch to give you the best support possible. Just a couple of final slides around more training that's available for you. So we've got our fully funded careers programme delivered by these partners down here at the bottom. And this is all designed around enabling you, like Frances mentioned before, the landscape of careers changes so often and so frequently that it can be quite difficult for you to keep up to date. But this training is designed to help you do that. So it's designed to help you be the best that you can be within your particular role and keeping your knowledge, skills, and your qualities all up to date to allow you to do as well.

**[00:55:30.09] - Speaker 1**

So you can access the QR code here. You would sign up to the programme and just select what is relevant to yourself. With this one here, we've got some further or some wider training, and this is with our hub on our portal. And so you can see here we've got free online modules for teachers, SENDCo, and the Wider Education Force. Again, access through the QR code. You just create a login, and then you got lots of different sections that you could log in and you do some online training, There's videos on there. There is information and advice in there. So for example, because we've done the Compass+, getting started with Compass+, so mastering the essentials, you can go on and do a little refresh training there. We've mentioned future skills, so you can do a little refresh with that. And certainly at the bottom here, we've got the SENDCo training, so understanding pathways and career opportunities there. So there's lots of great free online training and resources there for you as well. Okay, I think final slide before the feedback slide, and this is the what's new and coming soon. So if I started at the bottom there.

**[00:56:36.01] - Speaker 1**

So we've got the Compass+ updates and developments, and they are all in conjunction with the product team. So as the product team launch and release new updates and new things within product, all those updates and information will be housed there within that help setter article. So please stay up to date with that. Keep clicking on it. There's already lots of things being happening, like the new FSQ reporting We're going to have learning reporting quite soon. There's all the amazing stuff that Frances just mentioned around FSQ and development within the send arena within that part as well. So lots and lots of stuff happening. And then we've got the careers impact system. So like I mentioned before, the internal leadership review, lots of information to find out around how you could do it, why you should do it, but very much that you should do it. So definitely having that reflection of careers and careers leadership within your school, so vitally important. And there's lots of information in those articles there. Okay, so just before we come back to Frances and see if there's any questions, if I could ask anybody that's still on the session to log on or to access the QR code there and leave any feedback from today's session.

**[00:57:48.02] - Speaker 1**

So like Frances mentioned, we do take the feedback on board and it really does help us develop these sessions for you. We definitely know that your time is precious. And so when you come on, we want to make sure that what we deliver hits the mark and is relevant for you. So if there's anything that you feel we maybe could have included that we didn't today, then let us know. Similarly, if it was at the right pace, covered the right amount of things, let us know that as well, and then we can continue to do that. But really, this is all about development and making sure that we meet the needs of all of you when you come on to these sessions. So just to finish, we're right bang on time. Frances, is there anything outstanding or any questions that we need to answer?

**[00:58:32.14] - Speaker 2**

There was one question that I answered in a Q&A, but I just thought it would be good just to run through with everybody. So it's around parents and carers and learners having access to information in Compass+. Just to confirm that parents and learners don't have access to Compass+, that it's not accessible to learners or to parent carers. A user would go into the relevant learner profile, they would download that, they would print it out, and then they would be able to share it with that learner's parent or carer. Just to confirm that Compass+ isn't accessible externally or to learners either. It would be a user going into that profile, finding the relevant learner, and then extracting that information from Compass+ and sharing that with whoever's appropriate. That was the only thing I just wanted to cover, but that's it. Thank you.

**[00:59:32.02] - Speaker 1**

No, yeah, there is going to be the new function for that is in a way you can select multiple learners to download their learner profiles and then share with that learner as well. So that's going to be exactly what you were just mentioning there. So yeah, definitely. Okay, so thank you, everybody, for joining us today. It was great to be able to share all that information with you. There was lots to get through. So apologies if it felt like information overload. It's such a big product and big system to do it justice, it does need individual deep dives. So you can see where you can really utilise certain sections.