

Compass+ Bitesize - Learner Reporting transcript

- 0:03
OK, good afternoon everyone.
- 0:04
We will make a start.
- 0:06
We're just waiting for a few more of the registered participants to join there before we kicked off.
- 0:13
So I think we've got most people on now.
- 0:15
But just to point out that before we do start, that today's session is being recorded so that if anybody has registered for today's webinar and hasn't been able to make it and then you know of anyone, then they will still get a copy of today's webinar in the post session coms.
- 0:32
So welcome to our Compass+ bitesize session today on learner reporting.
- 0:38
My name is Peter McKinney, I am a Compass+ consultant for CEC and I lead on our virtual delivery programme and also assist with the face to face delivery for CEC as well.
- 0:50
Joining me today, I have Tahmid, who is one of our customer service advisors.
- 0:54
Tahmid, would you like to just jump on and say hello?
- 0:57
Good afternoon, everyone.
- 0:58
My name is Tahmid.
- 0:58
I'm part of the customer service team at CEC.
- 1:01
If you guys have any questions, please leave it in the Q&A down below and I'll be happy to help.
- 1:04
Thank you.
- 1:05
Brilliant.

1:06

Thanks very much Tahmid, great to have you on board today.

1:09

So yeah, like Tahmid has just mentioned, if during today's webinar you do have any questions, any queries, any concerns, anything that you want explaining in a little bit more detail, then please drop them into the Q&A and the group chat and Tahmid will work his way through them during the session.

1:26

So just a few learning objectives for you to take away from the next sort of 30 minutes or so.

1:31

So what we would like you to be able to take away is to understand the learner reporting fields within Compass+.

1:36

So the importance of populating the information and the data into the interests and destinations section within the learner profiles.

1:45

By doing that it allows you greater depth and greater flexibility to then create reports and do searches on within Compass+

1:56

Secondly there to understand the built in learning reports are available.

2:00

So there are already some learner reports that have been created and are saved within your Compass+ account.

2:07

That allows you to save time by clicking straight onto them.

2:10

So I will show you where they are as well as creating your own and saving those for a later date as well.

2:17

We want you to take away seeing the value of entering interest and destination data.

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So like I just mentioned before and how that can then impact on the dashboard and that custom reporting that's available.

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So there are different areas within your dashboards, that house that data and information that you populated into Compass+ and giving you a snapshot, a quick visualisation of where learners are progressing onto next post 16, post 18, that type of thing.

2:43

But then also the importance of having that data in your product so that you can then create your custom reports as a result.

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Learning how to save and access custom learner reports again.

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And I just mentioned it there.

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I will point out where the pre saved reports are within Compass plus.

3:04

But then also how you can create and save your own again for use at a later date and then saving time. Explore how data can be used to inform your career's provision.

3:12

So depending on the nature of your search within your learner reporting function, it may be that you want to understand what careers or jobs or industries that your learners are interested in.

3:25

And having that data and information in there readily available for you to access can allow you to then see your provision to support those levels of interest and keep your learners enthused and motivated around careers whilst in your school.

3:41

And then the last one there is all around the training and support with all of our sessions, both webinars or bitesize and sort of deep dives, we always leave time to show you where there is further training and support available if you need it.

3:55

So we'll leave that for the end as well.

3:58

OK, so I'll just turn my camera so I can then see that full screen.

4:02

So for those that are new to using Compass+ and to using the product, one of the sections that is housed within the navigation bar is around your learner.

4:13

So where all of your learners data and information are saved and stored based on that information being pulled through from your MIS.

4:21

So one of those functions within that learner section is the learner reporting and the learning reporting.

4:26

Like it says there.

4:27

It allows you as a careers lead or another user of the product to analyse and filter in on specific areas of learner data.

4:37

So depending on how that information is being input into the product, whether that is quite surface or whether that is quite in depth, will allow you to then search and filter on certain sections of learner data to create reports to support conversations with SLT, with governors, to answer questions if people are asking for certain aspects of information.

5:01

And that allows you to filter on a range of different criteria.

5:04

So there are learning characteristics in interests and destinations.

5:08

They're all housed in there.

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And again, in today's session, we will show you how having that data information in there can really support you to generate that information quite quickly for whoever needs it.

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So really important actually just to mention this point as well.

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This for those that again, are quite new to using the product, to using Compass+, that it is very much a data-driven tool.

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So it is only as good, you only get out, sorry, as much of information that you put in there.

5:38

So it's only as good as the information that you house and store within the product itself.

5:42

But certainly something that Compass+ does is that it very much repays you tenfold in terms of the data, the reports, the visualisation that you can glean from the product once you've got that data and information in there.

5:56

But it's very much a speculator accumulate scenario where it is worth investing the time and the effort to get that data in so that you can then start to create those reports based on like it says, there are lots of the different learner characteristics.

6:12

OK, So the value of the learner reporting function then.

6:15

So like we just mentioned on that first slide there, you can save custom reports for future access.

6:21

So if you are running multiple reports or even the same report but different year groups, that type of thing, rather than having to recreate every report each time you go into the product, you can save your custom reports and either tweak them each time but have that sort of base information already in there or literally just create a custom report, save it as a particular year groups.

6:44

You can have it year seven-year eight-year-nine, etcetera.

6:46

And then if you do need to then go back into it to access that data again, then it's already pre saved again, saving you a little bit of time.

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The second one there allowing you to filter on key learner characteristics.

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So there are lots of different pieces of information that are stored and housed within the learner section.

7:04

And it all filters through from the interesting destinations where you're having those key one to one guidance conversations with your learners and getting their learner voice on what their next steps and their interests, their job roles may be in the future and allowing you to then filter onto those so that you then can then provide some targeted support.

7:28

Not only does it house the characteristics of the information you're putting in, But remember also there will also be the information that's pulled through from your MIS.

7:37

So you know, if you've got learners that are pupil premium SEN, EAL, whatever it may be, that those characteristics will be in there as well.

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So you can then alley philtres and searches on those particular ones.

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Bottom one there so filter around interests and destinations.

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The data so very much what I've just mentioned there about you get out what you put in.

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It's a data-driven product, Compass+

7:59

So it houses this quantitative and qualitative data for you to access and for you to analyse and interrogate in whatever way, shape or form you choose.

8:08

And that could be based on request from, you know another teacher member of SLT, maybe even Ofsted wanted to get some hands on data and information around specific sets of learners, cohorts of learners.

8:22

And having as much information in there within the learner report function allows you to do that as well.

8:30

The next one there on creating customer reports based on strategic priorities.

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So again, dependent on what your approach is within your school, you know, you may have strategic priorities that come out the back of the internal leadership review and you want to focus on specific areas that you have scored low in and having that data and information housed within Compass+ on your learners will allow you to do that as well.

8:55

And then the last one there reporting on current and left learners, we could apply filters to the system to allow you to identify particular learners, particular groups within your year groups within your form groups, etcetera and create any type of report that you may need to.

9:14

Again, the reporting side of things here is going to purely come down to your own individual needs.

9:20

So what are you looking to report on and then how can we go into the product and start to apply those filters so that you get that custom report?

9:31

OK, so this is what the learner reporting function looks like.

9:34

So once we're into product and again, I will demonstrate this, within our learner section, underneath this we will have all of our learners that are housed within our Compass+ account.

9:46

And again, that is then pulled through like it says at the top, there's pulled through from your MIS, that happens overnight.

9:51

So all of this data and information certainly that you see on that top line that will all be pulled through from your current MIS.

9:58

So your date of birth, EAL, emails, that type of thing, that's all going to be pulled through. The other information underneath

10:07

that is where we would start to populate that through, you know, one to one guidance conversations and they house like it says there the interest, the current destinations and they're entered manually within compass+

10:19

So again, in this section here the more information that you can put into the system during these sort of one to one guidance appointments, progression interviews, the better really.

10:30

Because then again, it allows you to apply more direct filters and get sort of more specific information out of the product that allows you to then provide targeted support interventions to those learners that you feel may certainly need it.

10:47

And if they don't then get it, you know, could potentially be at risk of becoming NEET as well.

10:52

We've got in the bottom there where it says use paper version to collate, then ask colleagues to support with the entering into the product.

10:58

Hopefully, if you're at this stage of using the product, you're already aware of the kind of basics of compass+ one of those being adding users or colleagues onto the system.

11:10

And a lot of the time they could be admin support and they just purely help with those time expensive administrative of tasks such as entering information from a paper based version of a one to one or a guidance interview.

11:26

So housing that information or populating that information into Compass+ is the part that takes the time.

11:32

But like I mentioned before, it certainly allows you and it repairs you tenfold by allowing you to then apply lots of different filters onto to these sections that are in front of us and then giving you that detailed information for you to then work with moving forwards.

11:49

OK, so why collect the destination data?

11:53

We'll notice one of the parts there 1234, the 4th one down is comparing institution data and trends with key regional LMI.

12:02

So, you know, it's really important that we understand the landscape and are we preparing our learners to meet what is out there within the local landscape, the local labour market?

12:15

And are they then aware of the pathways available to them in their current area?

12:22

So again, allowing us to inform them and then vice versa, having this data in Compass+ is really important.

12:30

So we can align what the local industry needs may be with also what our learners are saying that they're interested in as well.

12:37

And then we can try to address those gaps that appear in between. The top one there is inform careers provisions, support improvements in development.

12:46

So very much looking at what our learners are saying they are interested in, in terms of industries, in terms of jobs, in terms of next steps and really analysing that data so that we can then make sure that our careers programmes within our institutions support what their interests are.

13:02

And by doing that, we can really keep that fire alive within our learners in terms of their interest and their motivation and their desires. We then provide a careers programme or careers provision that matches what they are saying they're interested in as well. Through collecting the destination.

13:23

I'm not going to read all of these, everybody.

13:25

It's because you will get a copy of this.

13:27

But we can support successful transitions into positive destinations again, by having a careers programme that meets the needs of each of our individual learners.

13:36

By addressing the information that we've got in Compass+, it allows us to create bespoke events and activities for our learners so that they are making really informed decisions about their next steps.

13:48

And when they do make a positive destination, the positive next step, that it is a well informed and well thought out one from their own perspective.

13:57

So by having that preparation in place, we'll hopefully sustain sort of longevity for our learners and they'll not be kind of going in dipping into a transition point, realising they're not that interested in it because we didn't prepare them effectively enough.

14:11

Having this destination data in compass+ can allow us to try and do that for those learners.

14:19

There is also the local authorities will also want this destination data and know this is for another conversation.

14:27

But the more information and next steps in terms of destinations, the data that we've got for our learners to share with the local authorities, they've obviously got to track the next steps for learners as well.

14:40

And they all want different piece of information in different ways as well.

14:43

But that is another conversation, but certainly another reason why you as Careers leads should be collecting that destination data.

14:52

OK, everyone.

14:52

So what I'm going to do now, I'm just going to jump into my demo account and show you where to find the learner reporting function within Compass+.

15:07

OK, so for everybody that's on the call today, hopefully you are familiar with Compass+, when you get logged on, this is what you will be faced with.

15:18

So this is our dashboard, our landing page.

15:21

And on the left hand side here we have our navigation bar.

15:24

And on our navigation bar is where all of the, the different areas of functionality within Compass+ are housed.

15:31

And what we're interested in today is in the learner section.

15:35

So within learner we want to be in current.

15:38

And then the first thing that we will see is hopefully what will look familiar that was on the PowerPoint earlier there on the slide deck is all of this information here.

15:48

So these are all of the different areas within the learner reporting that we can start to create reports on, but for our learners or for any particular need that you may have.

16:00

Now, the first part that I want to draw our attention to is this little section here.

16:03

So where we've got year and forms, these are our custom reports that are already pre saved into to compass+.

16:09

So if I just click on the drop down, we can see here we've got four different reports and these are the built in ones.

16:14

So we've got year and form, which we can see here.

16:17

That is these two sections highlighted.

16:20

If I click student details, we'll notice now that we've got the year and the form group, then we've also got parts of the learner or the student details.

16:29

If we've got current interests, we've now got the year and form group.

16:32

And then you'll notice over in the little interest section.

16:34

We've got our current interests and then current destinations.

16:38

We've got, you know, from our one to one guidance conversations, our progression interviews.

16:42

We've got all of the data and the information that should be saved and housed within your compass+ account relevant to all of your learners.

16:50

So that is, that's where the built in reports would be underneath.

16:53

You'll notice I've already got a few different custom reports.

16:56

So I've applied some filters.

16:59

So for example, if I've just gone year 7, not the greatest year 13 information.

17:06

So you can see here that I've carried out a report on all of these different aspects within Compass+.

17:14

But when you do create your own filters and your own custom reports, you would give them a name.

17:20

They would then appear in here and I'm going to show you how to do that.

17:24

OK, so if let's say I'm just going to go on to current again just to reset sort of all of those filters.

17:32

So if I had a query that I wanted to know or I had a member of SLT that wanted to know who are all of my boys that are on free school meals in year 7 very quickly by just having year group, form group.

17:50

If I just clicked on free school meals and then gender, I can now, down the bottom here, Compass+ has applied some filters or it's applied these two sections here.

18:00

So I've got gender and then I've got the free school meal.

18:03

If I just clicked on to who are the free school meal learners?

18:07

What we'll notice in fact, if I just come back off that at the bottom here, I have 787 learners within my compass+ account.

18:15

If I wanted to know who the learners were that were on free school meals within my compass+ account.

18:20

If I just clicked on yes there.

18:22

So I've applied a filter for free school meals.

18:25

It's now gone from 787 down to 176.

18:28

If I then wanted to know who are all of my boys that are on free school meals, I could then apply another filter and now I've got 84 learners.

18:37

So I've gone from 787 to 84.

18:43

OK.

18:43

Now what I can then do is for this particular report, before I download it, I can save this as a new report just by clicking on save report.

18:52

And if I just put free school meal boys, so that would help if I just did free school meal boys click save.

19:00

You could put a little description there if you wanted to as to what that report was for, who was going to be maybe sent to that type of thing.

19:07

But what we can see is that hopefully now within my custom reports, you can see there's the free school meal boys.

19:15

So I'll create that report.

19:17

Now if I wanted to go back to it at a later date, I can just simply click into this, go down that report and then it will be the right filters will be applied. now to download this report.

19:27

If I was wanting to share this information with whoever had asked for it.

19:32

If I just click download report and then click download filtered table, compass+ will say, OK, Pete, you've applied four filters.

19:39

We've got the year group form group, free school meals and then the gender and then we filtered on boys.

19:43

If I just click download report, what Compass+ will then do is it will generate the CSV file for me.

19:51

And I've got my boys that are in my Compass+ account that are on free school meals.

19:57

Again, that information now can be shared with whoever has asked for it depending on whatever their need is as well.

20:04

So that's just one particular report that you could generate.

20:08

Another one, maybe if I just unselect all of those, another one could be OK.

20:13

So we'll want to know year groups.

20:15

And then maybe who has had a guidance interview.

20:19

So I've selected a year group, I've selected the guidance interview.

20:22

So if I then Scroll down again and what I could then find is if I just select on guidance interview complete, I can then see who has had a guidance interview within my compass+ account.

20:37

And again, I could then save that as a new report, guidance interview complete, click save and I've created another new report.

20:51

And again, there's no limit on how many reports you can have there.

20:55

But again, then you could then download this report and send that on to whoever wanted the data and the information there.

21:03

Now, somewhere I just wanted to point out where you start to populate that data information and the importance of doing this within the learner section is if we click into a learner profile, and I'm just going to go to the very first one here, where all of that information is coming from when I'm generating those reports is in the interest and destination section of our learners.

21:25

So what we'll notice here is as we scroll from the top to the bottom, we've got did they consent for long term tracking.

21:31

So that's again, something else that we could apply a filter to and create a report on.

21:36

And then as we scroll from the top to the bottom, we've got what are our learners interests?

21:40

What are they?

21:41

Where are they going post 16?

21:42

So after year 11, what are they doing?

21:44

Have they had a post 16 guidance interview and then we're moving down post 18?

21:48

So this learner was in year 13.

21:50

So have they made a decision what they're doing once they finish their A levels and then their actual destinations?

21:58

And then if they've allowed us to sort of gather information as alumni as well?

22:04

But the importance here being the more information and data that we populate into this section here allows us to apply greater filters and greater searches when it comes to this learning reporting section here.

22:16

So the information that's housed in the individual learner profiles very much drives the information and data that you've got available to you in this section here.

22:28

So hopefully that just shows you really how simple and easy it can be to create a custom report based on any of the pieces of information that you've got in front of you here.

22:38

How you can then download that report and then send on to share it with whoever has requested it.

22:44

Or if you've got it for your own need, once you've started to apply some filters, you can then save that as a new report.

22:50

And again, you'll notice in here now I've got my free school meal boys and I've also got my guidance interviews complete.

22:56

So I've got those reports saved in there for quick and easy access at a future date.

23:03

OK, so just to come back to our slide deck and kind of pull through to the end.

23:08

So some top tips for learning reporting.

23:12

Clear all filters so we can double select on the select all and unselect all, which I did in that last search there select the e-mail filters to quickly download a list of learners and their e-mail addresses.

23:24

We've got interests filtered by subject and industry and job role to inform targeted employer engagement.

23:30

So again, having that data information housed within your learner profile section allows you to create these searches.

23:36

Once you're in to the learner reporting function and see what learners are interested in doing next, There are different filters that you can apply based on whatever the need is in terms of your reporting as well.

23:51

OK, so just coming to towards the end now.

23:54

So the training and resources.

23:56

So start from the top, from the bottom to the top, the ECS and hub support, please.

24:00

If you do need extra resource, extra help and support to reach out to your ECS and hub support as they are always on hand.

24:08

They are more than happy to help and share best practise in terms of schools that may be in your local area that are using the learner reporting function effectively and can share that sort of best practise with you as well.

24:21

The next three, these are all housed within our Compass+ account.

24:26

So in the help centre, the self-paced online learning is housed in this section and these are some modules for you to access when time allows.

24:34

We've got our help centre articles here which help you get started within using Compass+ and the product itself.

24:42

And then we've got our contact support.

24:44

So if you're having any problems with any issues with using the product or navigating your way around it to try and explore all these avenues and options first.

24:53

But if you were struggling to click the contact support and generate a ticket and send it through to Tahmid and the team.

24:59

So there are the webinars as well.

25:02

Actually, sorry, I will just mention those.

25:04

We've got our webinars section here.

25:05

So like today's, we do deep dives into all of these different areas as well, as well as obviously the bitesize shorter sessions that we've done today.

25:14

And they're all housed here.

25:15

So you can access the previous webinars in the top part and then sign up for future ones in the bottom part.

25:22

OK, So the last couple of slides are just around the careers leader training that is available for you.

25:26

So accessed by the QR code here.

25:28

This is the fully funded careers leader training and it's designed to help you really be the best careers leader that you could possibly be.

25:36

So the landscape of careers leadership changes so very often that this training is put in place to keep you up to date with all the statutory requirements, the changes in white papers, the changes in reporting that you may need to do.

25:51

And by accessing the QR code and signing up to the training, it allows you to complete that by one of these training providers here at the bottom.

26:01

We've also got the wider training offer.

26:05

Now this is through our digital hub and again, accessed by the QR code here.

26:09

You can go on to the digital hub & sign up to some of these courses here.

26:14

And again, you can do these at your own leisure and you can start to develop your knowledge and understanding all of these different areas and work your way through this.

26:22

Short YouTube videos on there for support, lots of narrative.

26:25

And then there are some questions on there as well for you.

26:30

OK, the penultimate slides of the what's coming soon.

26:33

So hopefully people that are on the session today have heard of the careers impact system.

26:37

And one of the elements of that is the internal leadership review.

26:40

Now if you're starting to engage with the internal leadership review the link there in the article there can take you through to the guidance and the sort of preparation information that you would need in order to carry that out.

26:53

And then the bottom one there is around the updates and development.

26:56

So there's been lots of developments within product of late, things like the custom report with FSQ, the learner activities reporting.

27:04

And so there's lots of different things that are happening within the product and will be sort of further down the line as well.

27:11

So there's lots of new developments to come soon.

27:13

And by keeping to date with this particular article here, that just keeps you abreast of any things that are coming on soon.

27:21

OK, so just on the final slide now and just before we go off and come to Tahmid

27:27

If I could ask anybody that's still on the call, if you can access the QR code there for me and leave any feedback from today's session really based around sort of did it do what you wanted it to do?

27:40

Are you more aware now of the learner reporting function, how to use it, the reasons that you may want to use it and the purpose of storing that interest and destination data in your Compass+ account?

27:52

So by leaving the feedback for us today, it helps in a constructive way that if there are certain things that you maybe wanted us to cover, but we didn't, then we can address that further down the line.

28:03

And certainly we know that time is quite precious for you.

28:06

So when you do come on to these sessions, we want to make sure that they are useful and really beneficial for you.

28:11

But similarly, if it did sort of tick the boxes for you and it did achieve what we wanted. to leave that type of feedback as well, because then we can always, it's nice to know where we're doing things well and we can replicate that further down the line to make sure that we meet your needs when you do come on to these sessions.

28:27

So Tahmid, just before we finish, are there any outstanding questions at all?

28:32

Hey Pete. None at all on my end.

28:34

Thank you.

28:35

Nothing, brilliant.

28:35

OK, Thank you very much for your support today, Tahmid.

28:38

It's very much appreciated.

28:39

And lastly, everybody hopefully now you are more aware of the learning reporting function and our call to action will be to go away, have a play with it.

28:46

Start to create some custom reports that maybe suit your purpose and your needs within your own schools and really start to be able to try to focus in and provide that targeted provision for those areas that you need to.

29:01

So thank you very much for joining us today and hope to see you again soon.

29:05

Thanks now bye, bye.