

# Digital Tool Guidance

How to use the online evaluation tool to  
assess your careers provision against the  
Gatsby Benchmarks

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# What are Compass and Tracker?

## COMPASS CAREERS BENCHMARK TOOL

A digital tool to evaluate current careers provision against the eight Gatsby Benchmarks

## TRACKER CAREERS PLANNING TOOL

An interactive planning tool that enables a school or college to plan to improve their provision



# What are the benefits of Compass?



## For your school or college?

- Evaluate careers and enterprise activity in around 30 minutes
- Compare their school/college to the 8 Gatsby Benchmarks for good career guidance
- Identify strengths and areas for improvement
- Get relevant online resources to help them improve on their score in relation to each benchmark, including dedicated resources to support careers provision for students with SEND



# What are the benefits of Tracker?

## For your school or college?

- Build and manage their annual plan for careers & enterprise activity, targeted to gaps
- Easily record events, classes and all careers activities in one place
- Access, download and share their plan in Word or Excel format with colleagues, Leadership Teams, OfSTED, governors, Enterprise Coordinators and Enterprise Advisers
- Evaluate the success of completed activities



# Schools

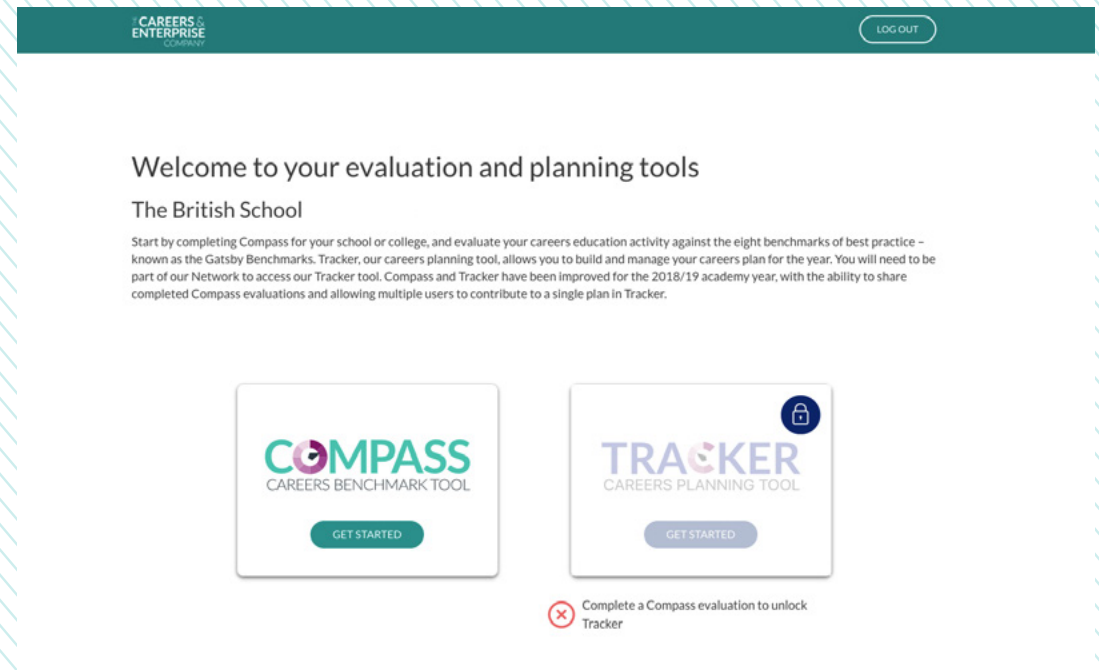


# Getting started with Compass

Beginning with Compass evaluation against Gatsby benchmarks

**1** | Click on “GET STARTED” on the Compass logo which will take you to the Compass dashboard

**2** | Once on the Compass dashboard, click “GET STARTED” which will begin the questionnaire





# Getting started with Compass

## Beginning with Compass evaluation against Gatsby benchmarks

**3** | It will ask you to confirm your URN (your institutions unique reference number)

Please note: it is important you use the same URN used to create the account otherwise Tracker will not unlock

**4** | Selecting if you are you a College, School or Sixth form comes next

Please note: if you have a sixth form, select the school option



### Start a new evaluation

Completing an evaluation once a year will help to track your institution's progress, but use Compass more often if you find it helpful.

You can save your progress to complete later and all of your results will be available in your account.

[EXIT TO TOOLS](#)

[GET STARTED](#)

#### Compass support

If you need support with your evaluation please reference the documents below or email our support team who will be able to help you.

[Printable Compass for schools questions \[PDF\]](#)

[Printable Compass for colleges questions \[PDF\]](#)

[Guidance and FAQs](#)

[Contact us by email](#)

### 2018/19 Evaluations

#### My evaluations

Compass ID	Last Updated	Academic Year	Created by	URN	Institution	Status	Actions	Shared
No matching records								

#### Evaluations shared with me

Compass ID	Last Updated	Academic Year	Created by	URN	Institution	Status	Actions
No matching records							

#### Complete evaluations from previous years

Compass ID	Last Updated	Academic Year	Created by	URN	Institution	Status	Actions	Shared
No matching records								

#### Email preferences

Joe Bloggs - <a href="#">@joe.bloggs@compas.co.uk</a>
Your email address is subscribed to:



### Your institution

Is this the institution you're evaluating now?

ABC International School  
Postcode:  
URN: 141415

- ☐ Yes  
☐ No

[Back](#) [NEXT](#)  
[Save and complete later](#)

#### About Compass

Compass helps you to plan your careers and enterprise work by benchmarking your current activity.

[Contact us by email](#)

[More about Compass](#)

[The Careers & Enterprise Company](#)

[The Gatsby Good Career Guidance Report](#)

[Printable Compass questions \[PDF\]](#)



# Getting started with Compass

Beginning with Compass evaluation against Gatsby benchmarks

**5** | The question after the next will ask you how many students you have

Please note: image is schools and sixth form option



Please answer the questionnaire as clear and accurate as possible in order to have an accurate result against the Gatsby Benchmarks.

## Related Articles:

- [What are Compass & Tracker](#)
- [Getting started with Compass](#)
- [Sharing Compass result](#)
- [View shared Compass result](#)

**COMPASS**  
CAREERS BENCHMARK TOOL



### Your School

Which year groups attend your school?

Years	No. of students
Below year 6	<input type="text" value="0"/>
Year 6	<input type="text" value="0"/>
Year 7	<input type="text" value="0"/>
Year 8	<input type="text" value="0"/>
Year 9	<input type="text" value="0"/>
Year 10	<input type="text" value="0"/>
Year 11	<input type="text" value="0"/>
Year 12	<input type="text" value="0"/>
Year 13	<input type="text" value="0"/>

☐ None of the above

[Back](#) [NEXT](#)

#### About Compass

Compass helps you to plan your careers and enterprise work by benchmarking your current activity.

[Contact us by email](#)

[More about Compass](#)

[The Careers & Enterprise Company](#)

[The Gatsby Good Career Guidance Report](#)

[Printable Compass questions \[PDF\]](#)

# Sharing Compass result

There are two ways to share your Compass results with anyone with or without an account:

1. Share via account: Person you share with will need to have a Compass and Tracker account.
2. Share via link: Person you share with does not need to have an account, a link will be generated with your results and breakdown in which you can copy the link to them. The link is ideal for sharing information with the Headteacher, SLT members, Chair of Governors or your Enterprise Advisers (if in the network).

**1** | Go to your Compass Dashboard

**2** | Click the action button, select "share via account"

## Start a new evaluation

Completing an evaluation once a year will help to track your Institution's progress, but use Compass more often if you find it helpful.

You can save your progress to complete later and all of your results will be available in your account.

[EXIT TO TOOLS](#)

[GET STARTED](#)

to help you.

[Printable Compass for schools questions \[PDF\]](#)

[Printable Compass for colleges questions \[PDF\]](#)

[Guidance and FAQs](#)

[Contact us by email](#)

## 2018/19 Evaluations

### My evaluations

Compass ID	Last Updated	Academic Year	Created by	URN	Institution	Status	Actions	Shared
13012	28/11/2018	2018/19		141415	ABC International School	Completed	⋮	

### Evaluations shared with me

Compass ID	Last Updated	Academic Year	Created by	URN	Institution	Status	Actions	Shared
No matching records								

### Complete evaluations from previous years

Compass ID	Last Updated	Academic Year	Created by	URN	Institution	Status	Actions	Shared
No matching records								

### Email preferences

Joe Bloggs - yayusayabe@rsvhr.com

Your email address is subscribed to:

- View results
- Print results
- Share evaluation (via account)
- Copy results link
- Duplicate evaluation

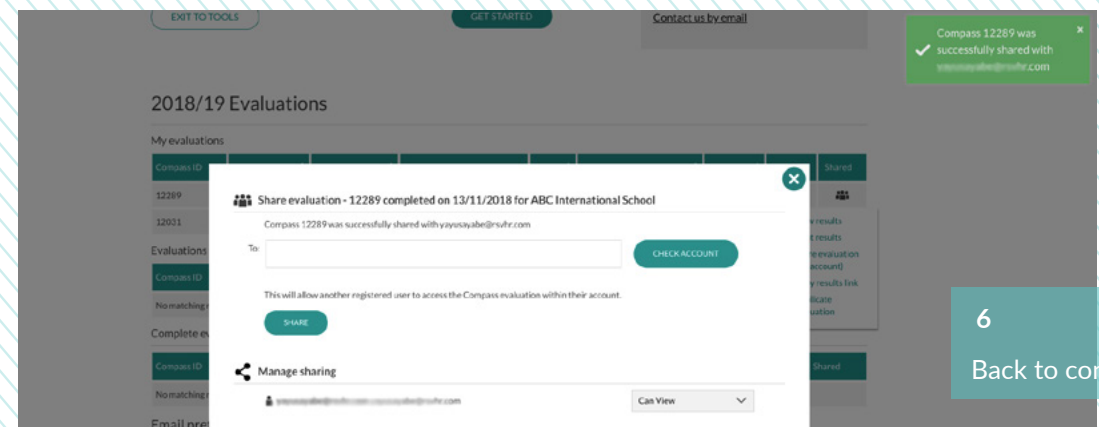
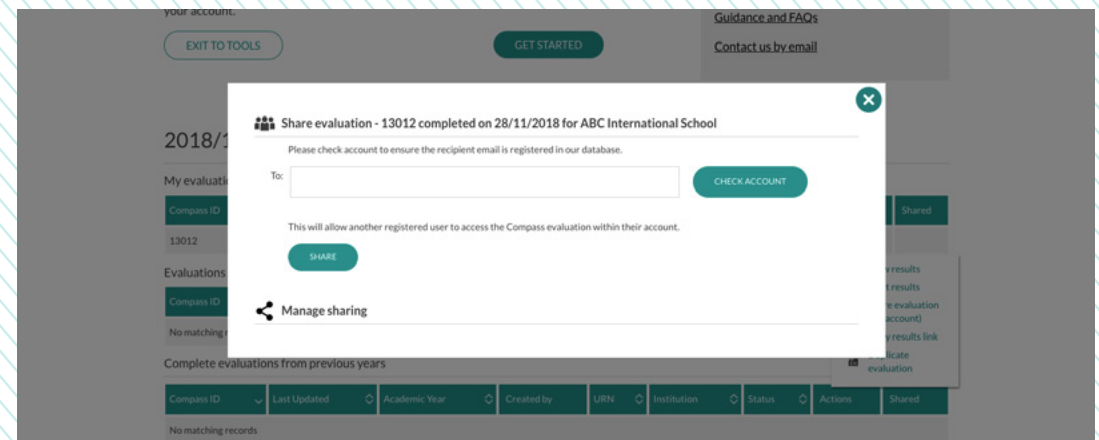
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There are two ways to share your Compass results with anyone with or without an account:

1. Share via account: Person you share with will need to have a Compass and Tracker account.
2. Share via link: Person you share with does not need to have an account, a link will be generated with your results and breakdown in which you can copy the link to them. The link would be ideal for sharing information with the Head-teacher, SLT members, Chair of Governors or your Enterprise Advisers (if in the network).

**3** | Enter the account email of the person you wish to share the survey with, click “CHECK ACCOUNT” to verify they have a compass and Tracker account, if they do the message above should say valid account and then press “SHARE”

**4** | You should then see a successful green dialogue box appear in the top right corner





# Sharing Compass result

There are two ways to share your Compass results with anyone with or without an account:

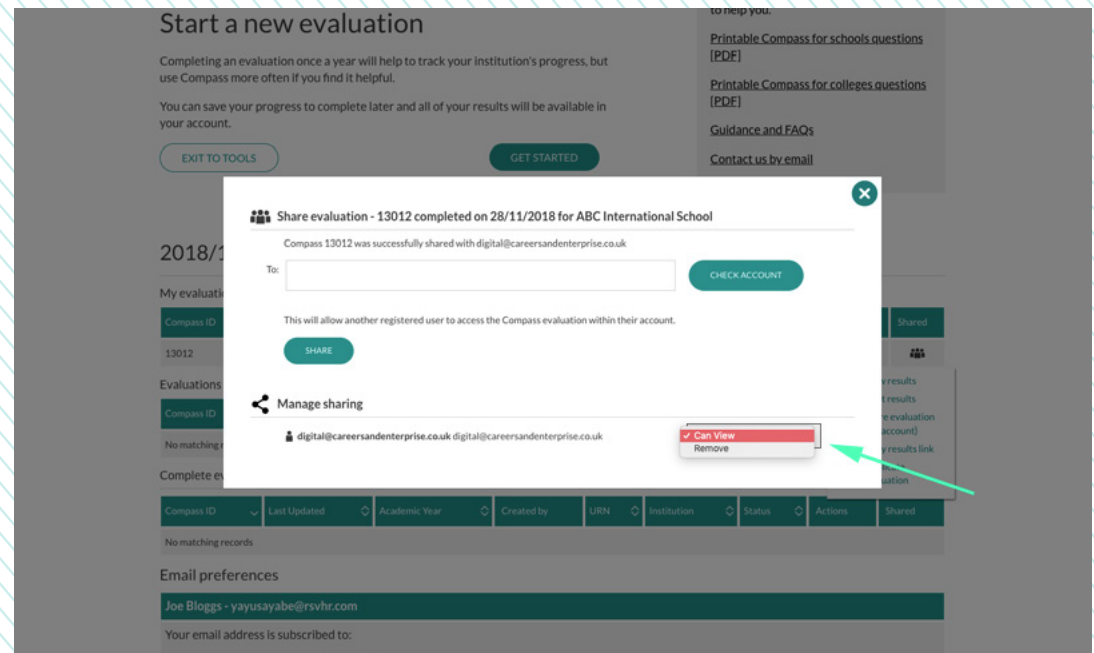
1. Share via account: Person you share with will need to have a Compass and Tracker account.
2. Share via link: Person you share with does not need to have an account, a link will be generated with your results and breakdown in which you can copy the link to them. The link would be ideal for sharing information with the Head-teacher, SLT members, Chair of Governors or your Enterprise Advisers (if in the network).



You can also revoke your share permission by clicking on the action button and selecting "remove"

## Related Articles:

- [What are Compass & Tracker](#)
- [Getting started with Tracker](#)
- [Copy current plan to next year](#)
- [Opening a shared Tracker plan](#)
- [Sharing Tracker plan](#)



# View shared Compass result

Viewing and printing shared Compass results

**1** | Once the Compass result has been shared to your account, go to your Compass dashboard

**2** | Scroll down to the sub heading “Evaluations shared with me” and click the action button

## Related Articles:

- [What are Compass & Tracker](#)
- [Getting started with Compass](#)
- [Opening a shared Tracker plan](#)
- [Sharing Tracker plan](#)
- [Sharing Compass results](#)



## Start a new evaluation

Completing an evaluation once a year will help to track your institution's progress, but use Compass more often if you find it helpful.

You can save your progress to complete later and all of your results will be available in your account.

[EXIT TO TOOLS](#)

[GET STARTED](#)

## Compass support

If you need support with your evaluation please reference the documents below or email our support team who will be able to help you.

[Printable Compass for schools questions \[PDF\]](#)

[Printable Compass for colleges questions \[PDF\]](#)

[Guidance and FAQs](#)

[Contact us by email](#)

## 2018/19 Evaluations

### My evaluations

Compass ID	Last Updated	Academic Year	Created by	URN	Institution	Status	Actions	Shared
13012	28/11/2018	2018/19	yayusayabe@rsvhr.com	141415	ABC International School	Completed	...	...

### Evaluations shared with me

roy.margolis@hotmail.com has shared the Compass evaluation for ABC International School								
Compass ID	Last Updated	Academic Year	Created by	URN	Institution	Status	Actions	
12289	13/11/2018	2018/19	roy.margolis@hotmail.com	141415	ABC International School	Completed	...	

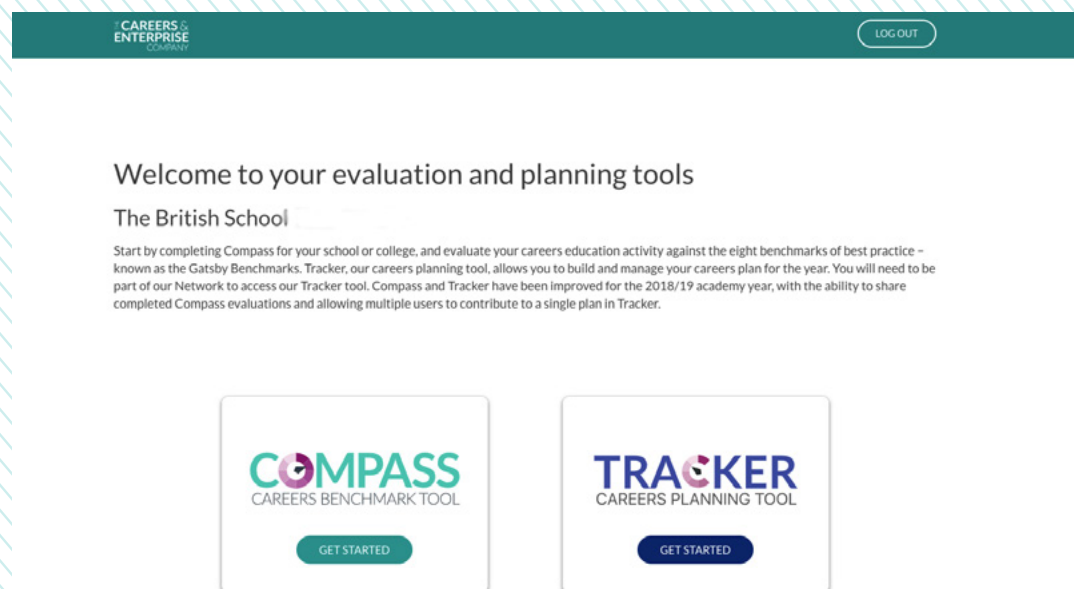
Complete evaluations from previous years

# Getting started with Tracker

After Compass has been completed, Tracker allows you to plan activities based on the results of your survey.

**1** | Once you've completed a Compass survey on your account, Tracker will unlock automatically

**2** | Click "GET STARTED" on the Tracker image which will take you to the dashboard

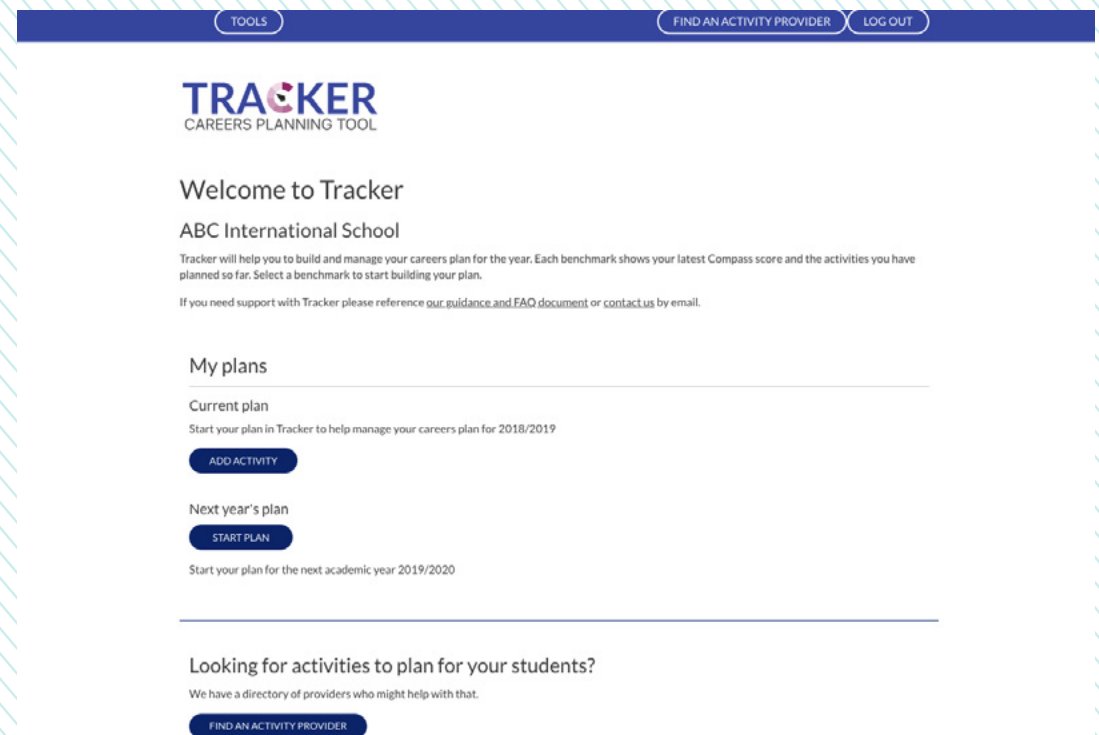




# Getting started with Tracker

After Compass has been completed, Tracker allows you to plan activities based on the results of your survey.

**3** | Click “ADD ACTIVITY” to begin planning activities



# Getting started with Tracker

After Compass has been completed, Tracker allows you to plan activities based on the results of your survey.

**4** | As you see, the benchmark boxes indicate the percentages from your Compass questionnaire results. You can then plan activities on whichever benchmark box you click on

Once you've entered your Tracker plan details it should formulate a plan (please see example image)

## Related Articles:

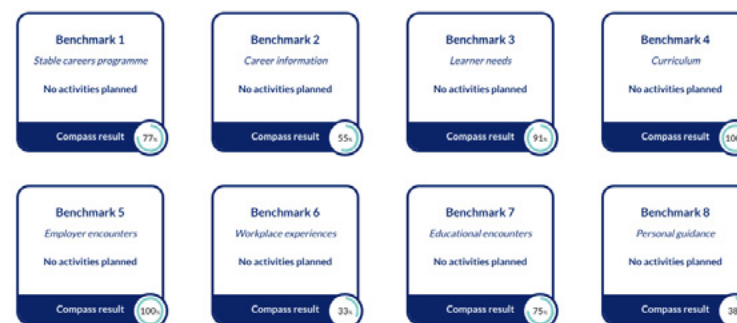
- [What are Compass & Tracker](#)
- [Getting started with Tracker](#)
- [Copy current plan to next year](#)
- [Opening a shared Tracker plan](#)
- [Sharing Tracker plan](#)

## Welcome to Tracker

### The British School

Tracker will help you to build and manage your careers plan for the year. Each benchmark shows your latest Compass score and the activities you have planned so far. Select a benchmark to start building your plan.

Select a benchmark to add an activity



Activity name	Start date	Finish date	College lead	Category	Benchmark	Mark as completed
Parity	29/11/2018	29/11/2018	Joe Bloggs	Employer mentoring	5	
Year groups: Students, Providers: Careers activity provider (1), Frequency: One off event						
Year 16-18 (250), 19-24 (with EHCP) (250), Eliza						
View activity notes, Add evaluation notes, Edit, Remove						
YPM	04/12/2018	05/12/2018	Monnie Smith	Local authority collaboration	3	
Year groups: Students, Providers: Traineeship provider (1), Frequency: One off event						
Year 16-18 (250), 19-24 (with EHCP) (250), Workshops						
View activity notes, Add evaluation notes, Edit, Remove						

DOWNLOAD PLAN

# Copy current plan to next year

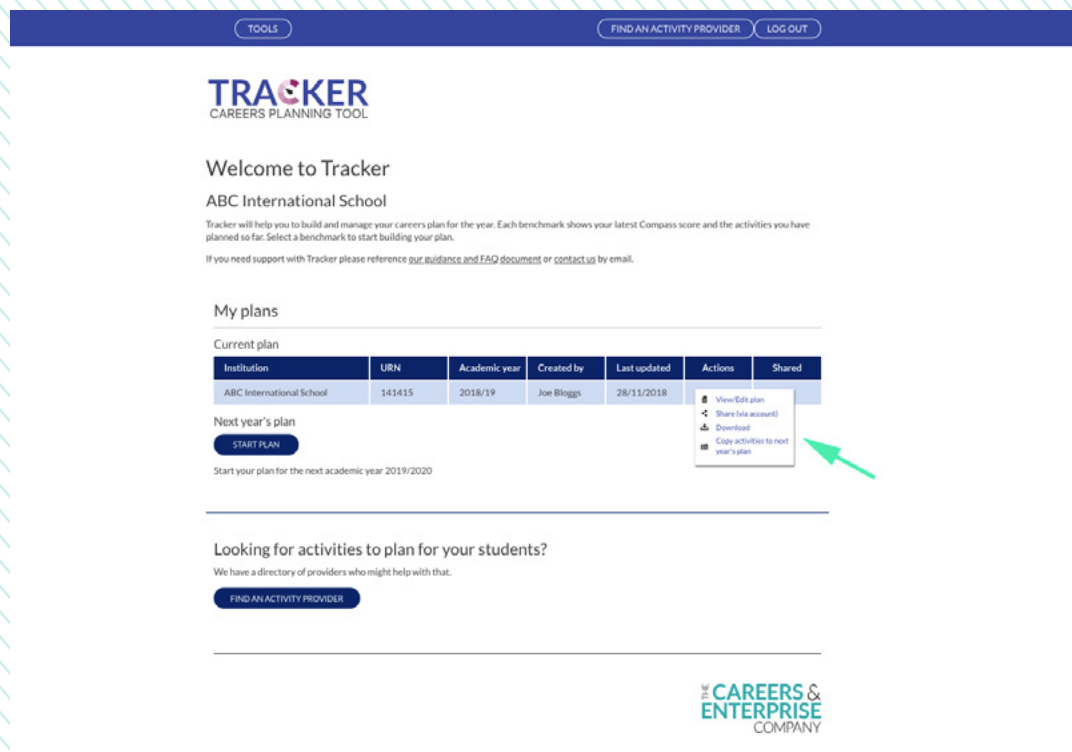
You can now copy your current Tracker plan to your next years plan.

**1** | Go to your Tracker dashboard and click the action button

**2** | Click on the action button and select “copy activities to next years plan”

**3** | A dialogue box will appear asking you to confirm, click “COPY ACTIVITIES”

Please note: this may take a few moments if you have a lot of activities



The screenshot shows the Tracker dashboard for ABC International School. The top navigation bar includes links for TOOLS, FIND AN ACTIVITY PROVIDER, and LOG OUT. The main heading is 'Welcome to Tracker' followed by the school name. Below this is a brief description of the tool and a link to support resources. The 'My plans' section displays a table with columns for Institution, URN, Academic year, Created by, Last updated, Actions, and Shared. The 'Current plan' row is highlighted, and its 'Actions' dropdown menu is open, showing options: View/Edit plan, Share (via account), Download, Copy activities to next year's plan (highlighted with a green arrow), and a 'START PLAN' button. Below the table, there is a section for the 'Next year's plan' with a 'START PLAN' button and a note to start the plan for the next academic year 2019/2020. At the bottom, there is a section for finding activity providers and the logo for The Careers & Enterprise Company.

Institution	URN	Academic year	Created by	Last updated	Actions	Shared
ABC International School	141415	2018/19	Jon Bloggs	28/11/2018	<ul style="list-style-type: none"><li>View/Edit plan</li><li>Share (via account)</li><li>Download</li><li>Copy activities to next year's plan</li></ul>	



# Copy current plan to next year

You can now copy your current Tracker plan to your next years plan.

## 4

You will then get a green successful box in the top right corner indicating the migration has been successful

The screenshot shows the Tracker Careers Planning Tool interface. At the top, there is a dark blue header with navigation links: TOOLS, FIND AN ACTIVITY PROVIDER, and LOG OUT. A green notification box in the top right corner states: "All activities from Tracker plan created by digital@careersandenterprise.co.uk in 2019 have been copied to next year's plan". The main content area has a white background with the Tracker logo and the text "Welcome to Tracker" and "ABC International School". Below this, a section titled "My plans" shows a table for the "Current plan" with columns: Institution, URN, Academic year, Created by, Last updated, Actions, and Shared. The table contains one row for "ABC International School" with URN "141415", Academic year "2018/19", Created by "Fred Flintstone", Last updated "22/01/2019", and icons for Actions and Shared. Below the table, there is a section for "Next year's plan" with a "START PLAN" button and the text "Start your plan for the next academic year 2019/2020". At the bottom, there is a section titled "Looking for activities to plan for your students?" with a "FIND AN ACTIVITY PROVIDER" button. An "FAQ's" link is visible in the bottom right corner.

Institution	URN	Academic year	Created by	Last updated	Actions	Shared
ABC International School	141415	2018/19	Fred Flintstone	22/01/2019		

## Related Articles:

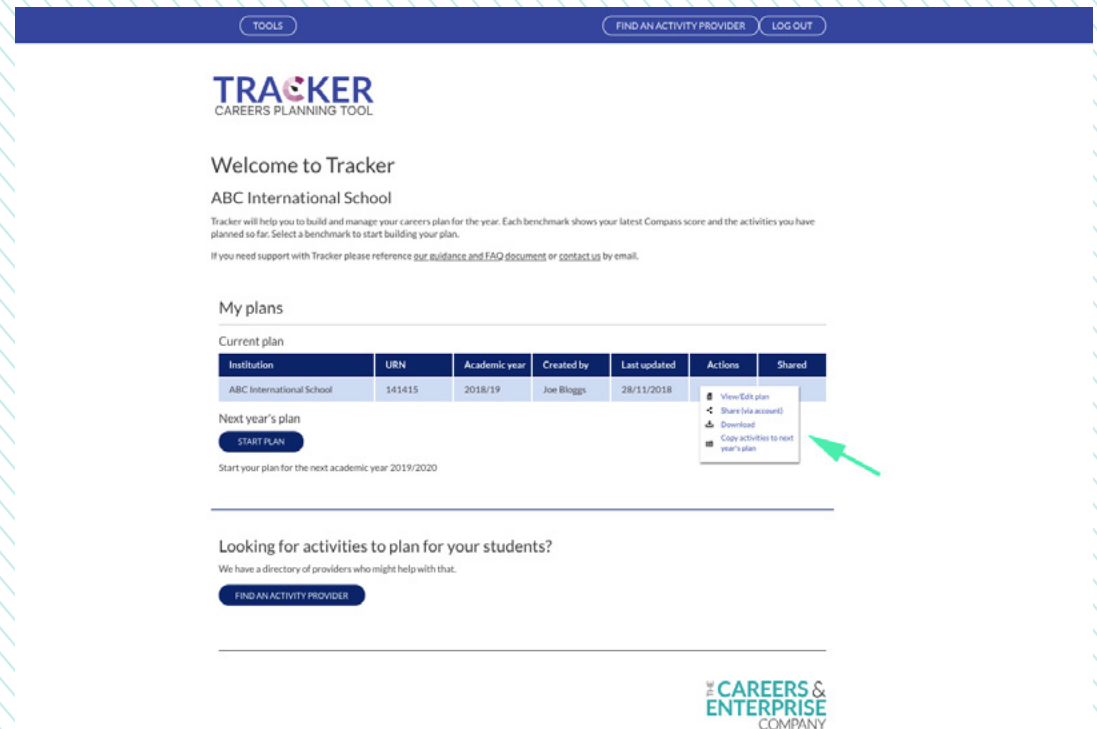
- [What are Compass & Tracker](#)
- [Getting started with Tracker](#)
- [Copy current plan to next year](#)
- [Sharing Tracker plan](#)
- [Opening a shared Tracker plan](#)

# Sharing Tracker plan

You can now share your Tracker plan with another user who has a Tracker & Compass account. If you are in our network, please share your plan with your Enterprise Coordinator.

**1** | Go to your Tracker dashboard and click the “Action” button

**2** | Select “share via account” which will open a dialogue box (please see example on next page)



The screenshot shows the Tracker dashboard interface. At the top, there's a navigation bar with 'TOOLS', 'FIND AN ACTIVITY PROVIDER', and 'LOG OUT'. Below this is the 'TRACKER CAREERS PLANNING TOOL' logo. The main heading is 'Welcome to Tracker' for 'ABC International School'. A brief description of the tool's purpose is provided. The 'My plans' section contains a table with columns: Institution, URN, Academic year, Created by, Last updated, Actions, and Shared. The 'Current plan' row is highlighted, and its 'Actions' dropdown menu is open, showing options: 'View/Edit plan', 'Share via account' (highlighted with a green arrow), 'Download', and 'Copy activities to next year's plan'. Below the table, there's a 'Next year's plan' section with a 'START PLAN' button and a note to 'Start your plan for the next academic year 2019/2020'. At the bottom, there's a section 'Looking for activities to plan for your students?' with a 'FIND AN ACTIVITY PROVIDER' button. The footer features 'THE CAREERS & ENTERPRISE COMPANY' logo.

Institution	URN	Academic year	Created by	Last updated	Actions	Shared
ABC International School	141415	2018/19	Jon Bloggs	28/11/2018	<ul style="list-style-type: none"><li>View/Edit plan</li><li>Share via account</li><li>Download</li><li>Copy activities to next year's plan</li></ul>	

# Sharing Tracker plan

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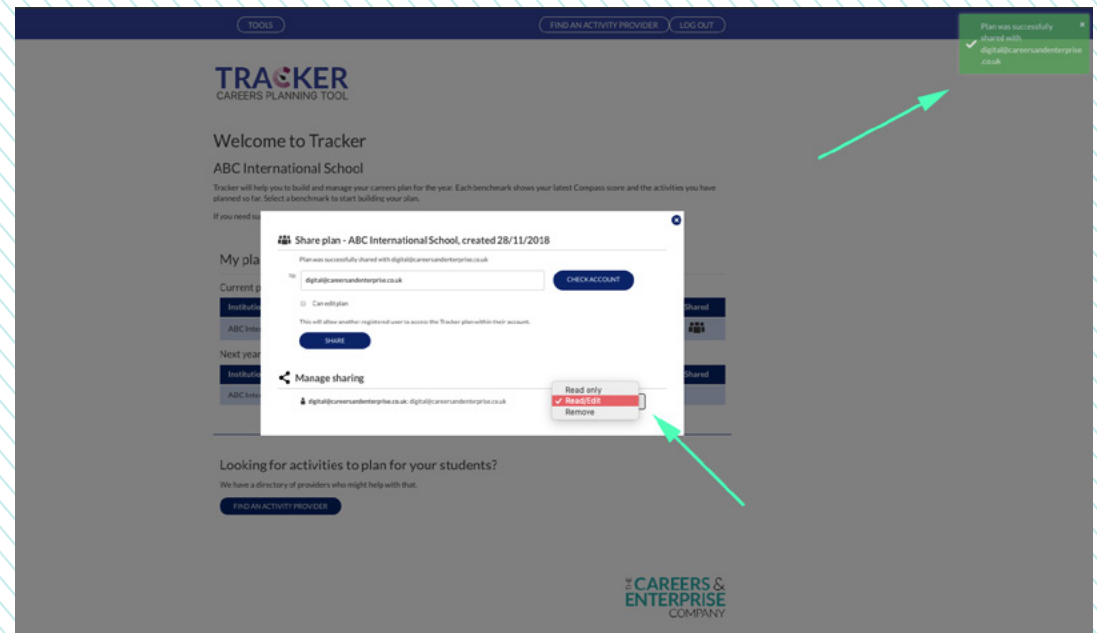
**3** | Enter email for the account of the person you wish to share with and select “check account”

Please note: People you share via account with must have a Compass and Tracker account

**4** | You also have the option to give them different permissions:

- read only
- read/edit

Once you've successfully shared with them, you should see a green box in the top right corner indicating it has been successful





# Sharing Tracker plan

You can now share your Tracker plan with another user who has a Tracker & Compass account. If you are in our network, please share your plan with your Enterprise Coordinator.

**5** | On your Tracker dashboard you will see an icon that indicates you have shared your plans

## Related Articles:

- [What are Compass & Tracker](#)
- [Getting started with Tracker](#)
- [Copy current plan to next year](#)
- [Sharing Tracker plan](#)
- [Opening a shared Tracker plan](#)

**TRACKER**  
CAREERS PLANNING TOOL

Welcome to Tracker

ABC International School

Tracker will help you to build and manage your careers plan for the year. Each benchmark shows your latest Compass score and the activities you have planned so far. Select a benchmark to start building your plan.

If you need support with Tracker please reference [our guidance and FAQ document](#) or [contact us](#) by email.

### My plans

#### Current plan

Institution	URN	Academic year	Created by	Last updated	Actions	Shared
ABC International School	141415	2018/19	Joe Bloggs	28/11/2018	...	

#### Next year's plan

Institution	URN	Academic year	Created by	Last updated	Actions	Shared
ABC International School	141415	2019/20	Joe Bloggs	28/11/2018	...	

### Plans shared with me

[james.smith@schools.com](#) has shared the Tracker plan for ABC International School

Institution	URN	Academic year	Created by	Last updated	Actions
ABC International School	141415	2018/19	Fred Flintstone	28/11/2018	...

### Looking for activities to plan for your students?

We have a directory of providers who might help with that.

[FIND AN ACTIVITY PROVIDER](#)

# Opening a shared Tracker plan

How to view/edit a Tracker plan that has been shared with you.

1 | Go to your Tracker dashboard

2 | The “Plans shared with me” sub heading will have all the plans shared to you via account below

**TRACKER**  
CAREERS PLANNING TOOL

Welcome to Tracker

ABC International School

Tracker will help you to build and manage your careers plan for the year. Each benchmark shows your latest Compass score and the activities you have planned so far. Select a benchmark to start building your plan.

If you need support with Tracker please reference [our guidance and FAQ document](#) or [contact us](#) by email.

My plans

Current plan

Institution	URN	Academic year	Created by	Last updated	Actions	Shared
ABC International School	141415	2018/19	Joe Bloggs	28/11/2018	...	...

Next year's plan

Institution	URN	Academic year	Created by	Last updated	Actions	Shared
ABC International School	141415	2019/20	Joe Bloggs	28/11/2018	...	

Plans shared with me

ABC International School has shared the Tracker plan for ABC International School						
Institution	URN	Academic year	Created by	Last updated	Actions	
ABC International School	141415	2018/19	Fred Flintstone	28/11/2018	...	

Looking for activities to plan for your students?

We have a directory of providers who might help with that.

[FIND AN ACTIVITY PROVIDER](#)

# Opening a shared Tracker plan

How to view/edit a Tracker plan that has been shared with you.

- 3** | Click the action button to view, edit, download plan or copy plan to current year (depending on the permissions given to you by sharer)



- “View” will allow you to see the sharers plan, you will not be able to edit
- “Edit” will allow you to view and make changes to the plan details, delete and complete tasks

## Welcome to Tracker

ABC International School - 2018/19

Tracker will help you to build and manage your careers plan for the year. Each benchmark shows your latest Compass score and the activities you have planned so far. Select a benchmark to start building your plan.

Select a benchmark to add an activity

**Benchmark 1**  
Stable careers programme  
18 activities planned  
Compass result: 85%

**Benchmark 2**  
Career information  
3 activities planned  
Compass result: 100%

**Benchmark 3**  
Pupil needs  
4 activities planned  
Compass result: 85%

**Benchmark 4**  
Curriculum  
1 activity planned  
Compass result: 100%

**Benchmark 5**  
Employer encounters  
3 activities planned  
Compass result: 100%

**Benchmark 6**  
Workplace experiences  
2 activities planned  
Compass result: 100%

**Benchmark 7**  
Educational encounters  
1 activity planned  
Compass result: 100%

**Benchmark 8**  
Personal guidance  
1 activity planned  
Compass result: 100%

Activity name	Start date	Finish date	School lead	Category	Benchmark	Mark as completed
new activity	13/11/2018	14/11/2018	Fred	Online Resources	2	<
Test1	22/11/2018	23/11/2018	testing1	Continuing Professional Development (CPD)	2	

**Year groups**  
Year 16-18 (100)  
19-24 (with EHCP) (100)

**Students**  
**Providers**  
**Frequency**  
One off event

[View activity notes](#) [Add evaluation notes](#) [Edit](#) [Remove](#)

DOWNLOAD PLAN

# Opening a shared Tracker plan

How to view/edit a Tracker plan that has been shared with you.



“Copy plan to current year” will allow you to migrate the shared plan to your personal plan on your account

Current plan

Institution	URN	Academic year	Created by	Last updated	Actions	Shared
ABC International School	141415	2018/19	Joe Bloggs	28/11/2018	...	...

Next year's plan

Institution	URN	Academic year	Created by	Last updated	Actions	Shared
ABC International School	141415	2019/20	Joe Bloggs	28/11/2018	...	...

Plans shared with me

Copy activities to current plan

All activities in this plan will be copied to your current plan. The activities will be changed to DRAFT status in your current plan and the activity dates will be changed to the first of the month in which they originally occurred. Activities can be deleted if they are not required in the current plan.

[COPY ACTIVITIES](#)

Looking for activities to plan for your students?

We have a directory of providers who might help with that.

[FIND AN ACTIVITY PROVIDER](#)

THE CAREERS & ENTERPRISE

## Related Articles:

- [What are Compass & Tracker](#)
- [Getting started with Tracker](#)
- [Copy current plan to next year](#)
- [Opening a shared Tracker plan](#)
- [Sharing Compass results](#)

# Download/Print Tracker plan

Viewing and printing shared Compass results.

**1** | Click on the Tracker action button and select “view/edit plan”

**2** | This should open your Tracker plan, scroll to the bottom and click on “DOWNLOAD PLAN” which will open in a Microsoft excel spreadsheet

## Welcome to Tracker

ABC International School - 2018/19

Tracker will help you to build and manage your careers plan for the year. Each benchmark shows your latest Compass score and the activities you have planned so far. Select a benchmark to start building your plan.

Select a benchmark to add an activity

**Benchmark 1**  
Stable careers programme  
18 activities planned  
Compass result 65%

**Benchmark 2**  
Career information  
3 activities planned  
Compass result 100%

**Benchmark 3**  
Pupil needs  
4 activities planned  
Compass result 85%

**Benchmark 4**  
Curriculum  
1 activity planned  
Compass result 100%

**Benchmark 5**  
Employer encounters  
3 activities planned  
Compass result 100%

**Benchmark 6**  
Workplace experiences  
2 activities planned  
Compass result 100%

**Benchmark 7**  
Educational encounters  
1 activity planned  
Compass result 75%

**Benchmark 8**  
Personal guidance  
1 activity planned  
Compass result 100%

Activity name	Start date	Finish date	School lead	Category	Benchmark	Mark as completed
new activity	13/11/2018	14/11/2018	Fred	Online Resources	2	✓
Test1	22/11/2018	23/11/2018	testing1	Continuing Professional Development (CPD)	2	□

Year groups  
Year 16-18 (100)  
19-24 (with EHCP) (100)

Students

Providers

Frequency  
One off event

[View activity notes](#)[Add evaluation notes](#)[Edit](#)[Remove](#)

DOWNLOAD PLAN



# Download/Print Tracker plan

Viewing and printing shared Compass results.



This is what the spreadsheet should look like

The screenshot shows a Google Sheets interface with the following content:

- Header:** The Careers and Enterprise Company
- Metadata:**
  - School: ABC International School
  - URN: 141415
  - Date: 28/11/2018
- Section:** Activities for the 2017/18 school year
- Table:**

Benchmark	% achieved	Headings	Category	Activity Name	Start Date	End Date	Activity done Pre 16	Year 16-18	19-24 (with School Lead	Total number	Notes	Evaluation notes
Gatsby benchmark 5	55%	Employer on	Employer m	Party	29/11/2018	29/11/2018	No	250	250	Joe Bloggs	1	
Gatsby benchmark 3	83%	Pupil needs	Local author	IPM	04/12/2018	05/12/2018	No	250	250	Monnie Smith	1	

## Related Articles:

- [What are Compass & Tracker](#)
- [Getting started with Tracker](#)
- [Copy current plan to next year](#)
- [Opening a shared Tracker plan](#)
- [Sharing Compass results](#)

# Colleges



# Compass for Colleges

Many colleges are now part of a merged group and will be operating separately or will come under one URN. There are also colleges who may have multiple sites and faculties who wish to complete an evaluation for each site/faculty. Once a user has identified the URN, the college tool now has the functionality to enable users to complete an evaluation for whole colleges, site, faculty or department.

Each one of those evaluations will be a separate evaluation in the list.

# 1

Option to select “evaluate as a whole College, site, faculty or department”

The screenshot shows the Compass Careers Benchmark Tool interface. At the top, there is a dark teal header with 'TOOLS' and 'LOG OUT' buttons. Below the header, the 'COMPASS CAREERS BENCHMARK TOOL' logo is displayed. A progress bar with 8 steps is shown: 1. Your institution (selected), 2. Stable careers programme, 3. Career information, 4. Individual needs, 5. Curriculum, 6. Employer encounters, 7. Workplace experiences, 8. Educational encounters, 9. Personal guidance, 10. Results. The main section is titled 'Your College' and asks the user to select which part of the college they are evaluating. The options are: Whole college, A site, A faculty, and A department. There are 'Back' and 'NEXT' buttons, and a link to 'Save and complete later'. On the right, there is a sidebar with 'About Compass' information, including links to 'Contact us by email', 'More about Compass', 'The Careers & Enterprise Company', 'The Gatsby Good Career Guidance Report', and 'Printable Compass for college questions (PDF)'. At the bottom, the 'THE CAREERS & ENTERPRISE COMPANY' logo and 'GATSBY' logo are displayed.

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**2** | If you don't select Whole College the next question will let you specify

The screenshot shows the COMPASS CAREERS BENCHMARK TOOL interface. At the top, there is a dark teal header with 'TOOLS' and 'LOG OUT' buttons. Below the header, the COMPASS logo is displayed. A progress bar with 10 steps is shown: 1. Your institution, 2. State careers programme, 3. Career information, 4. Individual needs, 5. Curriculum, 6. Employer encounters, 7. Workplace experiences, 8. Educational encounters, 9. Personal guidance, and 10. Results. The first step, 'Your institution', is currently active. Below the progress bar, the section 'Your College' is titled, followed by the instruction 'Please state the name of the site/faculty/department:'. A text input field is provided for this purpose. To the right of the input field, there are 'Back' and 'NEXT' buttons. Below the 'NEXT' button, there is a link that says 'Save and complete later'. On the right side of the page, there is a sidebar with the following content: 'About Compass' (describing the tool's purpose), 'Contact us by email', 'More about Compass', 'The Careers & Enterprise Company', 'The Gatsby Good Career Guidance Report', and 'Printable Compass for college questions (PDF)'. At the bottom of the page, the logos for 'THE CAREERS & ENTERPRISE COMPANY' and 'GATSBY' are displayed.

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# 3

Followed by the number of students and so on

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- [Getting started with Compass](#)
- [Sharing Compass result](#)
- [View shared Compass result](#)

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Years	No. of students
Pre-16	<input type="text" value="0"/>
16-18	<input type="text" value="0"/>
19-24 (With EHCP)	<input type="text" value="0"/>

Back NEXT  
Save and complete later

THE CAREERS & ENTERPRISE COMPANY GATSBY



# Viewing Compass results

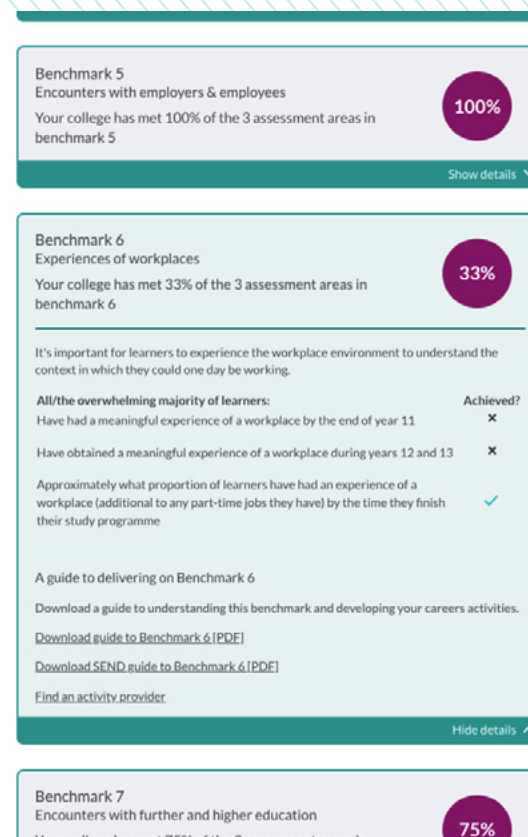
Once you've completed the Compass questionnaire it will produce your results which is marked against the Gatsby benchmarks.

**1** | Once you've completed the last question you will be prompted to view results

Please note: the results below are based on College benchmarks, text breakdown will be different for schools

## Related Articles:

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