

# Grofar – training

Core system June 2018

# Topics to cover

1. Setting up Grofar
  1. Quickstart guide
  2. Videos
  3. Example student – Gary Grofar
2. Careers planning
3. Student database
4. Student passport
5. Resources
6. Events and feedback
7. External IAG
8. Activity logging
9. Destinations data collection
10. Business database
11. Dashboards
12. Action plan

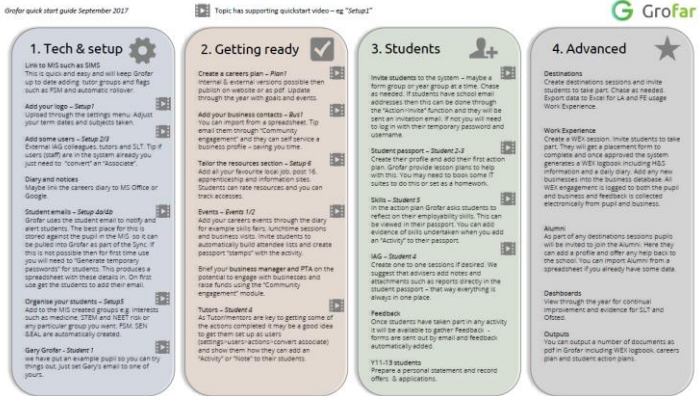
*Note as this is a hands on course make sure all participants have users and logins before starting*

# Setting up Grofar

- Review quick start guide
  - Signpost support documentation
- Discuss student email situation
  - Have student emails in MIS
  - Do not have student emails in MIS

## Activity – 5 minutes

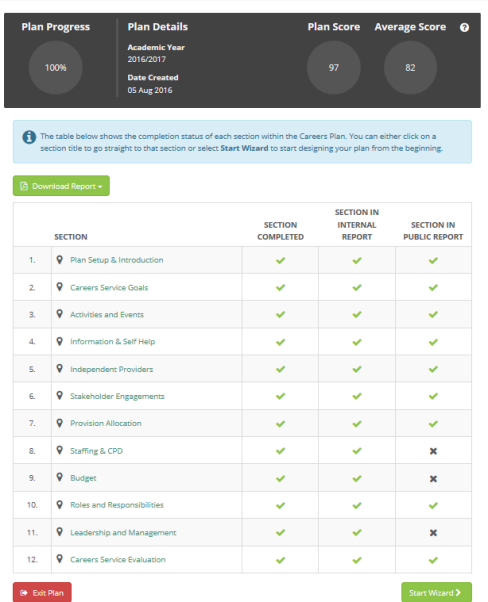
- Find Gary Grofar in the student database
- Open the full profile
- Set or change the email to one of your choice/access
- Save and “Invite” Gary Grofar
- You will now have an invitation email in your inbox
- You will now use Gary Grofar throughout the training



# Careers planning

- Overview
- Describe sections and coverage
- Show example plan output

- Activity – 10 minutes
- Create a new careers plan
- Start the wizard
- Enter the basic information in “Plan setup and Introduction”
- Save and exit – you can complete later



The screenshot displays the Grofar careers planning interface. At the top, there are four tabs: Plan Progress (100%), Plan Details (Academic Year: 2016/2017, Date Created: 05 Aug 2016), Plan Score (97), and Average Score (82). Below the tabs is a blue information box stating: "The table below shows the completion status of each section within the Careers Plan. You can either click on a section title to go straight to that section or select Start Wizard to start designing your plan from the beginning." Below this is a green "Download Report" button. The main part of the interface is a table with the following columns: SECTION, SECTION COMPLETED, SECTION IN INTERNAL REPORT, and SECTION IN PUBLIC REPORT. The table lists 12 sections, with most marked as completed (green checkmarks) and some as not completed (red X marks). At the bottom, there are "Exit Plan" and "Start Wizard" buttons.

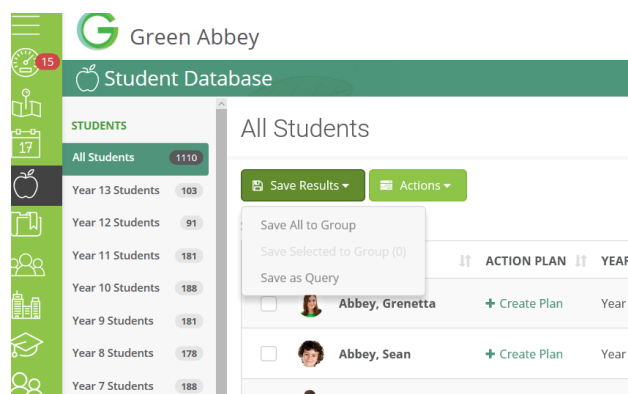
SECTION	SECTION COMPLETED	SECTION IN INTERNAL REPORT	SECTION IN PUBLIC REPORT
1. Plan Setup & Introduction	✓	✓	✓
2. Careers Service Goals	✓	✓	✓
3. Activities and Events	✓	✓	✓
4. Information & Self Help	✓	✓	✓
5. Independent Providers	✓	✓	✓
6. Stakeholder Engagements	✓	✓	✓
7. Provision Allocation	✓	✓	✓
8. Staffing & CPD	✓	✓	✗
9. Budget	✓	✓	✗
10. Roles and Responsibilities	✓	✓	✓
11. Leadership and Management	✓	✓	✗
12. Careers Service Evaluation	✓	✓	✓

# Student database

- Open student database
- Show groups, filtering, student and full student passport
- Select a number of students and save to a “Group” – for example

## Activity 5 minutes

- Open the student database
- Filter to a particular yeargroup, gender and funding type (eg FSM)
- Select some students
- Under “Save Results” Save to a new group with name of your choice



# Student passport



- Look at all sections of student passport in adviser view
- Show how an adviser can add
  - Note
  - Attachment (eg IAG meeting)
  - Activity (and record a skill against the Activity)
- Show the student view of the passport in either web or mobile – and show the “Jobs” and “Industry” sections from the main dashboard

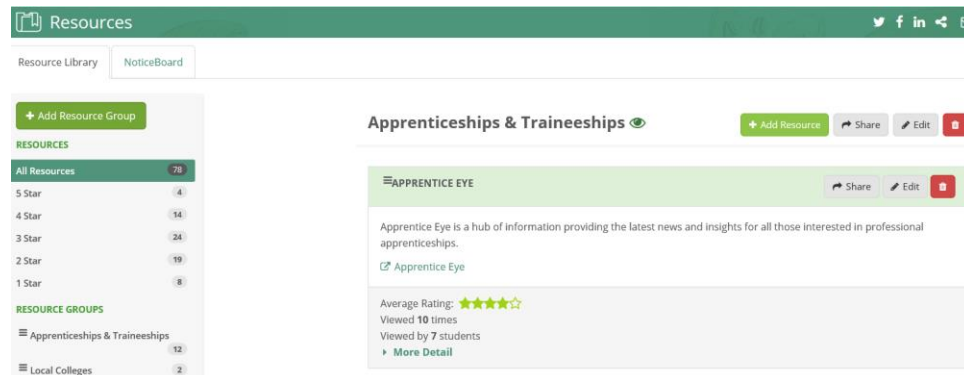
## Activity - 15 minutes

- Find Gary Grofar
- Create a new action plan
- Go through the wizard completing sections such as skills and add a goal



# Resources

- Overview of the resources section
- Adding resources
- Resource feedback from students and tracking access



## Activity – 5 minutes

- Open the resources section
- In another tab find a local Post16 provider or other desired resource
- In Grofar “add a resource”
- Paste the link from the other window in the new resource form

# Events

- Overview of calendar and events
- Add an event inviting students including Gary Grofar and a business to attend. Set date to “yesterday”.
- Record attendance at the event and show how event can be added back into the careers plan

## Activity – 5 minutes

- Open the section “Feedback”
- Your event will be available for feedback
- Invite Gary Grofar to provide feedback
- If possible open the email sent to Gary (your email chosen earlier) and complete feedback

Activity Feedback

Activities For Feedback

ACTIVITY	SUB TYPE	ACTIVITY DATE	ATTENDED	COMPLETED	AVERAGE RATING
One to One Meeting	One to One Meeting (Session)	18 Sep 2017	0	0	☆☆☆☆☆
Introduction to UCAS	Careers Talk	18 Sep 2017	0	0	☆☆☆☆☆
Build a network of Business contacts.	Goal	16 Sep 2017	0	0	☆☆☆☆☆
Build a network of Business contacts.	Goal	16 Sep 2017	0	0	☆☆☆☆☆
Careers in Speech Therapy	Independent Provider Meeting	14 Sep 2017	7	0	☆☆☆☆☆
Test Sept	Skills Fair	12 Sep 2017	0	0	☆☆☆☆☆



# External IAG

- External IAG partners are typically set up as “users” in Grofar
- They can then see the student passports to prepare
- They can directly enter notes and attachments into the student passport which could include reports or psychometric results
- Show how users can be set up including choosing their permissions

## Activity – 5 minutes

- Open the student passport for Gary Grofar
- View the activity log
- Add a “note” – they can be shared or private
- See how you can add an “attachment”
- Complete a 1:2:1 form

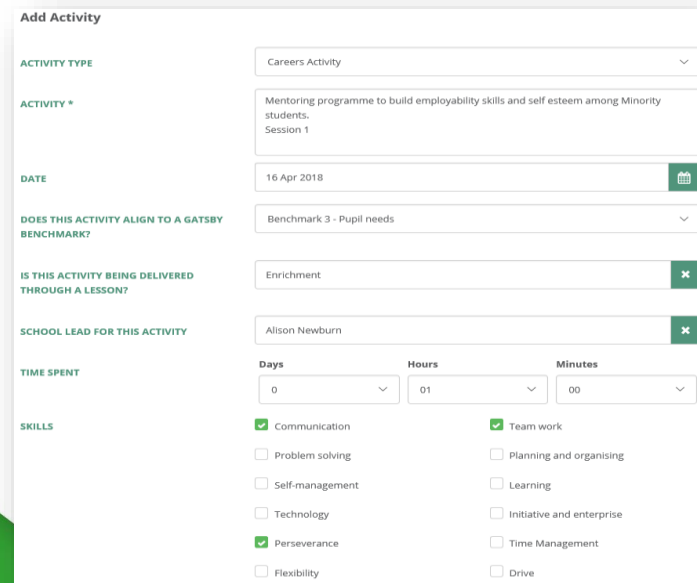
**USER ROLES**

Use this section to configure the permissions for your Adviser Users. Click the **Save User Roles** button to commit your changes.

PERMISSION	CAREERS LEAD	ADVISER / COORDINATOR	EXTERNAL ADVISER	TUTOR	SLT
Careers Dashboard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Calendar Update	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Careers Plan Read Only	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Careers Plan Update	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Database Read Only	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Database Update	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Destination Data	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
One to One	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Experience	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Business Database Read Only	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Business Database Update	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alumni Database	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individuals Database	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Engagement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feedback	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Settings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Activity logging

- Students do not have to log activity themselves it can be done centrally
- An activity can be added to multiple students at once
- There is a dedicated screen to manage activities – alongside the calendar

A screenshot of the 'Add Activity' form in the Grofar system. The form is titled 'Add Activity' and contains several sections: 'ACTIVITY TYPE' with a dropdown menu set to 'Careers Activity'; 'ACTIVITY \*' with a text area containing 'Mentoring programme to build employability skills and self esteem among Minority students. Session 1'; 'DATE' with a date picker set to '16 Apr 2018'; 'DOES THIS ACTIVITY ALIGN TO A GATSBY BENCHMARK?' with a dropdown menu set to 'Benchmark 3 - Pupil needs'; 'IS THIS ACTIVITY BEING DELIVERED THROUGH A LESSON?' with a checked checkbox; 'SCHOOL LEAD FOR THIS ACTIVITY' with a text field containing 'Alison Newburn'; 'TIME SPENT' with three dropdown menus for 'Days' (0), 'Hours' (01), and 'Minutes' (00); and 'SKILLS' with a grid of checkboxes for various skills, including 'Communication', 'Team work', 'Problem solving', 'Planning and organising', 'Self-management', 'Learning', 'Technology', 'Initiative and enterprise', 'Perseverance', 'Time Management', 'Flexibility', and 'Drive'. The 'Communication' and 'Team work' checkboxes are checked.

## Activity – 5 minutes

- Find Gary Grofar in the student database
- Add an activity (eg Duke of Edinburgh Bronze).
- Choose a date and add a description.
- Add a number of hours of appropriate “skills” development
- Add Gatsby benchmark and Careers Learning as desired for other activity types.

# Destinations data collection

- Grofar has the three main types of survey
- A destinations data session is created and students are invited
- They are emailed destination forms and they appear in the passport.
- Chase or help complete as appropriate
- Export as spreadsheet

## Activity – 5 minutes

- Go do the destinations section
- Create a September guarantee session
- Invite Gary and then look at his form – either in Admin or as Gary

**i** If you don't know what you want to do when leaving school, simply click "I don't know" then click the "Save" button at the bottom of the page to complete the form

I DON'T KNOW

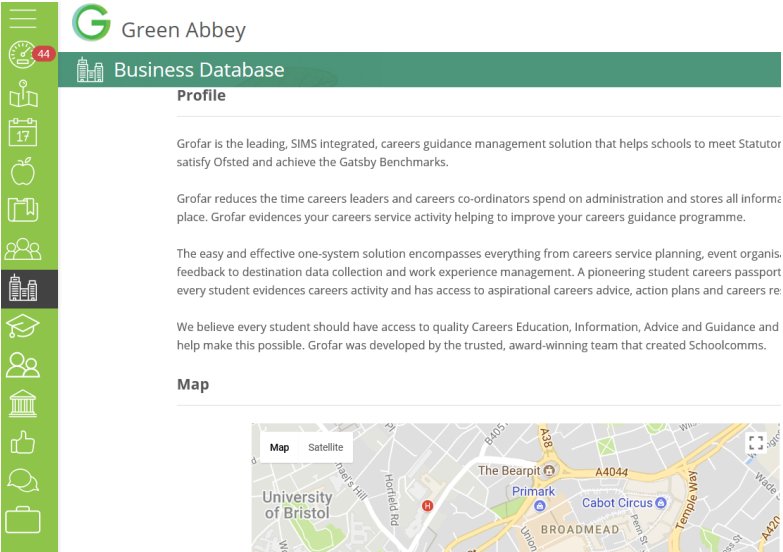
Options Applied For

		FIRST CHOICE	SECOND CHOICE
OPTION TYPE	Full-time Education	<input checked="" type="checkbox"/>	<input type="checkbox"/>
QUALIFICATION LEVEL	Level 3		
<b>i</b> Level 2 is equivalent to GCSE, Level 3 to A level & Advanced Apprenticeship, Level 4 to HNC & Higher Apprenticeship, Level 5 to HND & Foundation degree and Level 6 is a Degree with Honours. For more info <a href="https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels">https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels</a>			
OPTION TITLE	A levels		
PLACE OF STUDY	City of Bristol College		
INTERVIEW	Interview Booked		
HAVE RECEIVED OFFER	<input type="checkbox"/>		
OPTION TYPE		<input type="checkbox"/>	<input type="checkbox"/>

# Business database

- Outline the business database
- Recording of contact information and docs such as Insurance and H&S
- Adding businesses to events and activities

- Activity 5 minutes
- Create a dummy business and add contacts and business profile



The screenshot shows the Grofar Business Database interface for Green Abbey. On the left is a vertical navigation menu with icons for home, notifications (44), business database, calendar (17), documents, users, buildings, graduation, groups, location, and a briefcase. The main content area is titled 'Green Abbey Business Database' and includes a 'Profile' section with the following text:

**Profile**

Grofar is the leading, SIMS integrated, careers guidance management solution that helps schools to meet Statutory Ofsted and achieve the Gatsby Benchmarks.

Grofar reduces the time careers leaders and careers co-ordinators spend on administration and stores all information in one place. Grofar evidences your careers service activity helping to improve your careers guidance programme.

The easy and effective one-system solution encompasses everything from careers service planning, event organisation, feedback to destination data collection and work experience management. A pioneering student careers passport evidences every student's careers activity and has access to aspirational careers advice, action plans and careers resources.

We believe every student should have access to quality Careers Education, Information, Advice and Guidance and help make this possible. Grofar was developed by the trusted, award-winning team that created Schoolcomms.

**Map**

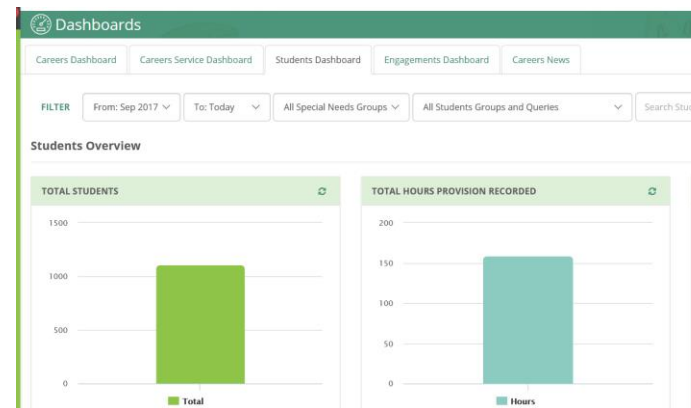
Below the text is a map showing the location of Green Abbey, with landmarks like the University of Bristol, Primark, and Cabot Circus visible.

# Dashboards

- Grofar has a number of data dashboards
  - Careers service
  - Student
  - Engagement
- Each can be filtered to various groups
- Data comes from the events and activities logged by you or the students

## Activity – 5 minutes

- Open the dashboard section
- Open the student dashboard
- Filter to students in Y7 with FSM



# Discussion – your action plan

- Creating a careers plan
  - Logging Activity
  - Adding Events to Calendar & Event Feedback
  - Adding Businesses
  - Record 1-1 meetings + notes
  - Destinations data survey
- Introduce students
    - Year groups?
    - PSHE?
    - Action plan?
    - Careers Research?
    - Enrichment day?

*Note – use online implementation checklist to help*



<https://kwiksurveys.com/s/05YRf02c>

# Next steps and support

- Support area in Grofar
  - Lesson plans
  - Videos
  - Guides/Presentation
  - Template letters to parents
- Intercom and messaging support
- Phone
- Email [support@grofar.com](mailto:support@grofar.com)
- Post Training feedback survey

