G Grofar

1. Tech & setup

Link to MIS such as SIMS
This is quick and easy and will keep Grofar up to date adding tutor groups and flags such as FSM and automatic rollover.

Add your logo – *Setup1*
Upload through the settings menu. Adjust your term dates and subjects taken.

Add some users – *Setup 2/3*
External IAG colleagues, tutors and SLT. Tip if users (staff) are in the system already you just need to "convert" an "Associate".

Diary and notices
Maybe link the careers diary to MS Office or Google.

Student emails – *Setup 4a/4b*
Grofar uses the student email to notify and alert students. The best place for this is stored against the pupil in the MIS so it can be pulled into Grofar as part of the Sync. If this is not possible then for first time use you will need to "Generate temporary passwords" for students. This produces a spreadsheet with these details in. On first use get the students to add their email.

Organise your students – *Setup5*
Add to the MIS created groups e.g. interests such as medicine, STEM and NEET risk or any particular group you want. FSM, SEN &EAL are automatically created.

Gary Grofar - *Student 1*
we have put an example pupil so you can try things out, Just set Gary's email to one of yours.

2. Getting ready

Create a careers plan – *Plan1*
Internal & external versions possible then publish on website or as pdf. Update through the year with goals and events.

Add your business contacts – *Bus1*
You can import from a spreadsheet. Tip email them through "Community engagement" and they can self service a business profile – saving you time.

Tailor the resources section – *Setup 6*
Add all your favourite local job, post 16, apprenticeship and information sites. Students can rate resources and you can track accesses.

Events – *Events 1/2*
Add your careers events through the diary for example skills fairs, lunchtime sessions and business visits. Invite students to automatically build attendee lists and create passport "stamps" with the activity.

Brief your **business manager and PTA** on the potential to engage with businesses and raise funds using the "Community engagement" module.

Tutors – *Student 4*
As Tutor/mentors are key to getting some of the actions completed it may be a good idea to get them set up as users (settings>users>actions>convert associate) and show them how they can add an "Activity" or "Note" to their students.

3. Students

Invite students to the system – maybe a form group or year group at a time. Chase as needed. If students have school email addresses then this can be done through the "Action>Invite" function and they will be sent an invitation email. If not you will need to log in with their temporary password and username.

Student passport – *Student 2-3*
Create their profile and add their first action plan. Grofar provide lesson plans to help with this. You may need to book some IT suites to do this or set as a homework.

Skills – *Student 5*
In the action plan Grofar asks students to reflect on their employability skills. This can be viewed in their passport. You can add evidence of skills undertaken when you add an "Activity" to their passport.

IAG – *Student 4*
Create one to one sessions if desired. We suggest that advisers add notes and attachments such as reports directly in the student passport – that way everything is always in one place.

Feedback
Once students have taken part in any activity it will be available to gather Feedback - forms are sent out by email and feedback automatically added.

Y11-13 students
Prepare a personal statement and record offers & applications.

4. Advanced

Destinations
Create destinations sessions and invite students to take part. Chase as needed. Export data to Excel for LA and FE usage Work Experience.

Work Experience
Create a WEX session. Invite students to take part. They will get a placement form to complete and once approved the system generates a WEX logbook including H&S information and a daily diary. Add any new businesses into the business database. All WEX engagement is logged to both the pupil and business and feedback is collected electronically from pupil and business.

Alumni
As part of any destinations sessions pupils will be invited to join the Alumni. Here they can add a profile and offer any help back to the school. You can import Alumni from a spreadsheet if you already have some data.

Dashboards
View through the year for continual improvement and evidence for SLT and Ofsted.

Outputs
You can output a number of documents as pdf in Grofar including WEX logbook, careers plan and student action plans.