Future Skills Questionnaire (FSQ) Checklist

Below is a list of recommended steps to effectively deliver the Future Skills Questionnaire.
Please note: not all steps may be required in your setting.

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Step	Actions	Resources	Complete
Step 1 Check-in with IT team	Before delivering FSQ, it's best practice to always review your learner data in Compass+ to ensure that it correctly reflects your learners, and their corresponding year groups in your MIS (Management Information System.) • Ask your IT Manager to whitelist/safelist all emails from @careersandenterprise.co.uk • Ensure all current learner emails are captured in the WorkEmail or HomeEmail field in your MIS	How to send FSQ links to learners	☐
Step 2 Training and support	• Register for an upcoming webinar or training session in your area (your Enterprise Co-Ordinator will be able to advise of any local training opportunities) • Watch a previous FSQ webinar recording, or complete the free FSQ training modules available via the Digital Hub • Bookmark the FSQ Help Centre articles in your web browser so that you can refer back to them quickly and easily if you need to	Register for a webinar Watch previous FSQ webinar FSQ free training modules FSQ Help Centre articles	☐ ☐ ☐ ☐
Step 3 Plan delivery	• Identify the year groups that you want to complete the questionnaire (minimum **one** year group) • Go to 'Learner > Questionnaire' in Compass+, select the year group and review emails captured under the Email column. Ensure the emails are learners school email addresses, not personal learner emails or parent/carer email addresses • Review and make any optional updates to the learner presentation (you may wish to add your school logo for example) • Decide on the delivery date and how questionnaire completions will be gathered e.g. IT lesson, PSHE lesson, Form Time, Homework • The SEND version of the questionnaire has been designed to be used as part of a one-to-one careers conversation • **Plan 20-25 mins in lesson time to allow for presentation and completion of the questionnaire** • Plan comms to key stakeholders: learners, teachers, parents/carers (e.g. learner assembly, staff briefing, staff training, external comms channels)	FSQ Implementation guide Learner guide (PPT) SEND guide for practitioners (FSQ) Parent information (FSQ email/letter template)	☐ ☐ ☐ ☐
Step 4 Generate links	• Decide on how you will send your questionnaire links to learners (either manually or automatically if available) • Generate links and send to learners, a minimum of 24 hours before planned completion time • Learners' complete links, when they click 'submit' it will automatically store the results in Compass+ for each learner	How to generate FSQ links How to send FSQ links to learners	☐ ☐
Step 5 Analyse results	• View your FSQ results via the Summary, Detailed or SEND report data visualisations in Compass+ • Identify gaps in your provision and build interventions into your careers programme • Identify groups who may require more targeted support, create custom groups to tailor activities to individual needs • Share results with key stakeholders, consider who can be added to your account as a viewer e.g. Head of Year, Data Manager, Curriculum/Pastoral staff or your Enterprise Adviser	Viewing and downloading FSQ results FSQ data visualisations Comparing groups Identifying learners in need of additional support	☐ ☐ ☐ ☐
Step 6 Think ahead...	• Add completion of the FSQ to your careers calendar to ensure that this is delivered annually • Measure the progress of your careers programme over time.	Identifying areas of strength and improvement in your careers programme	☐