

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.

Step	Actions	Resources	Complete
Step 1 Check-in with IT team	<p>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.)</p> <ul style="list-style-type: none"> Ask your IT Manager to whitelist/allow 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	<input type="checkbox"/>
Step 2 Training and support	<ul style="list-style-type: none"> 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 free self-paced training Bookmark the FSQ Help Centre articles in your web browser so that you can refer back to them if you need to 	Register for a webinar Watch previous FSQ webinar FSQ free training modules FSQ Help Centre articles	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Step 3 Plan delivery	<ul style="list-style-type: none"> 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) Review the FSQ animation and plan where to include this as part of the session 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 15-20 mins 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 FSQ Engagement resources Future Skills Questionnaire for learners with SEND	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Step 4 Generate links	<ul style="list-style-type: none"> 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 72 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	<input type="checkbox"/> <input type="checkbox"/>
Step 5 Analyse results	<ul style="list-style-type: none"> View your FSQ results via the Summary, Detailed or SEND report data visualisations in Compass+ Drill down into responses for specific questions of interest via the FSQ custom reporting feature 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 Reporting in Compass+ FSQ data visualisations Comparing groups Identifying learners in need of additional support	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Step 6 Think ahead...	<ul style="list-style-type: none"> 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	<input type="checkbox"/>