**Future Skills Questionnaire (FSQ) Summary Report**

**Data Analysis & Action Plan**

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| **INSTITUTION NAME** |  |
| **YEAR GROUP** |  |
| **QUESTIONNAIRE TYPE COMPLETED** |  |

**Step 1: Review FSQ Summary Report**

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| **Completion rate (%)** |  |
| **Number of Questionnaires Completed** |  |
| **How many learners missed the FSQ session** |  |
| **Are you planning a catch-up session to achieve a more comprehensive data set? Yes/No** | |

**Step 2: Identify areas of strength**

Using the **Summary Report** in Compass+, sort by positive responses for **Career Knowledge and Skills**.

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| **Top Positive Questions -** List questions with the highest positive responses |
| **Reflections**: What previous activities, lessons, or workshops may have contributed to this success? (E.g. guest speakers, specific curriculum topics, trips and visits etc) |
| **Action**: Identify successful activities to replicate or build upon in the programme for next year |

Now is a good time to use Compass+ and copy successful activities across into next year > [Activities](https://careersandenterprise.zendesk.com/hc/en-gb/sections/360004616779-Activities)

**Step 3: Identify Areas for Improvement**

Using the **Summary Report** in Compass+, identify responses that were the most negative for **Career Knowledge and** Skills.

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| **Most Negative Questions -** List questions with the highest negative responses |
| **Reflections :** What challenges may be contributing to lower scores in these areas? (E.g. lack of exposure to specific career knowledge or skills, limited practical activities, resources etc) N.B You may dismiss some low questions if they have fallen outside of the years planned programme of study |
| **Action** : Plan targeted interventions to address these challenges. Describe specific activities, resources, employer engagement etc that could help improve these areas |

Now is a good time to enter planned activities into Compass+ even if you haven’t identified who will be delivering them > [Activities](https://careersandenterprise.zendesk.com/hc/en-gb/sections/360004616779-Activities)

**Step 4: Next steps**

Think about the **Summary Report** in Compass+.

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| **Sharing FSQ responses :** Identify key staff you may wish to engage with this data (Pastoral and Support Staff, Curriculum Staff, Careers Adviser, SENDCo etc) |

Now, repeat this analysis with Essential Skills for Work and Life.

**Step 5: Identify areas of strength**

Using the **Summary Report** in Compass+, sort by positive responses for **Essential Skills for Life and Work**.

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| **Top Positive Questions -** List questions with the highest positive responses |
| **Reflections**: What previous activities, lessons, or workshops may have contributed to this success? (E.g. guest speakers, specific curriculum topics, trips and visits etc) |
| **Action**: Identify successful activities to replicate or build upon in the programme for next year |

Now is a good time to use Compass+ and copy successful activities across into next year > [Activities](https://careersandenterprise.zendesk.com/hc/en-gb/sections/360004616779-Activities)

**Step 6: Identify Areas for Improvement**

Using the **Summary Report** in Compass+, identify responses that were the most negative for **Essential Skills for Life and Work**.

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| **Most Negative Questions -** List questions with the highest negative responses |
| **Reflections :** What challenges may be contributing to lower scores in these areas? (E.g. lack of exposure to specific career knowledge or skills, limited practical activities, resources etc) N.B You may dismiss some low questions if they have fallen outside of the years planned programme of study |
| **Action** : Plan targeted interventions to address these challenges. Describe specific activities, resources, employer engagement etc that could help improve these areas |

Now is a good time to enter planned activities into Compass+ even if you haven’t identified who will be delivering them > [Activities](https://careersandenterprise.zendesk.com/hc/en-gb/sections/360004616779-Activities)

**Step 7: Next steps**

Think about the **Summary Report** in Compass+.

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| **Sharing FSQ responses :** Identify key staff you may wish to engage with this data (Pastoral and Support Staff, Curriculum Staff, Careers Adviser, SENDCo etc) |