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

**Data Analysis & Action Plan**

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

**Step 1: Review FSQ Detailed Report**

Using the **Detailed Report** and **comparison functionality**, identify individual learners or groups of learners who need additional support.

Group comparisons:

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| --- | --- |
| **GROUP COMPARISON** | **OBSERVATIONS** |
| **Gender (male vs female)** |  |
| **Pupil Premium (PP vs non PP)** |  |
| **SEN (SEN vs non-SEN)** |  |

**Step 2: Record insights using report filters**

Use the Detailed Report filter functionality to explore specific criteria, for example:

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| **Less than 50% answered positively:** Highlight any questions where fewer than half of the group responded positively |
| **Less than 25% answered positively:** Focus on significant areas of concern |
| **Lowest scoring questions:** Identify the questions with the lowest percentage of positive responses overall |

Now use the Bar Graph to compare responses across groups (Gender, PP, SEN).

Look for discrepancies between groups (e.g. do girls score significantly lower on confidence-related questions compared to boys? Are PP learners less familiar with trusted career websites than their non-PP peers?)

**Step 3: Summarise Disparities and Common Needs**

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| Use the space below to highlight any key gaps or differences you have observed: |

**Step 4: Plan interventions and next steps**

Based on your observations, outline targeted actions for each group of learners, or individual learners, who require additional support. Describe how these interventions will address their needs.

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| **GROUP INTERVENTION** | **TARGETED ACTIONS** |
| **Gender (if applicable)** |  |
| **Pupil Premium (if applicable)** |  |
| **SEN (if applicable)** |  |

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| --- | --- |
| **INDIVIDUAL LEARNERS** | **PLANNED SUPPORT AND TARGETED ACTIONS** |
| **Enter name or initials** |  |
| **Enter name or initials** |  |
| **Enter name or initials** |  |

To add a new row, hover your mouse in the row above, right-click your mouse, go to ‘insert’ > ‘insert rows below’.

Review the ‘Number of learners who responded to the questions mostly negatively, mixed or mostly positively’ bar chart, enter the information below:

**TOP TIP**

Click on a question in the ‘Question by question analysis’ bar chart to identify the names of learners who answered the question positively or negatively.

A screenshot of a computer

Description automatically generated

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| --- | --- | --- |
| **RESPONSES** | **CAREERS KNOWLEDGE  AND SKILLS** | **ESSENTIAL SKILLS FOR  LIFE AND WORK** |
| How many learners have answered ‘**Mostly Positive’** |  |  |
| How many learners have answered ‘**Mostly Negative’** |  |  |
| How many learners have answered ‘**Mixed**’ |  |  |

Click on the bar to show learner names.

Consider creating a [Custom Group](https://careersandenterprise.zendesk.com/hc/en-gb/sections/360004984939-Managing-Groups) for learners who answered mostly negative, then record targeted activities for these learners directly into Compass+.

**Step 5: Review careers programme**

Based on the data insights, outline adjustments to the careers programme for next term/next academic year.

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| --- | --- |
| **ACTIVITIES PLANNED** List any immediate changes (e.g. a workshop on interview skills, introducing Careers Ambassadors) | **EXPECTED IMPACT** Describe how these changes aim to  improve specific areas of FSQ |
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Long-term adjustments:

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| **CURRICULUM CHANGES** Note any planned revisions to career learning, curriculum planning/delivery, partnerships etc | **EXPECTED IMPACT** Outline how these adjustments will contribute towards better FSQ outcomes in the future |
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**Step 6: Evaluate the impact of your planned adjustments**

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| **FSQ delivery**: Specify the date for the next FSQ session to assess progress |
| **Additional data**: List any other forms of data (e.g. learner feedback, progression data) that you will engage with to evaluate the impact of your planned adjustments |
| **Evaluation notes**: Use the space below to keep a record of your observations and identify any further adjustments needed |