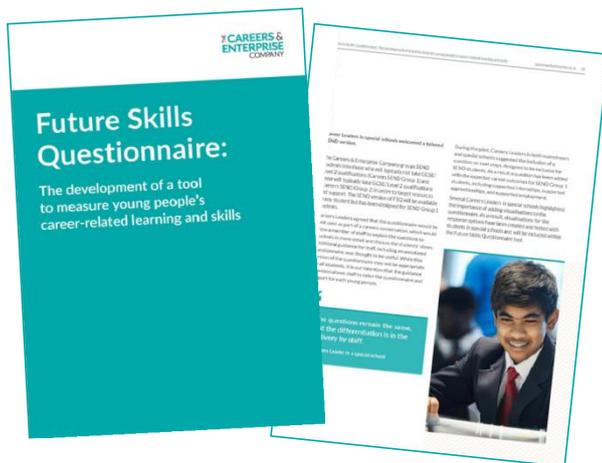


# Future Skills Questionnaire Implementation Guide



## Information on FSQ

The Future Skills Questionnaire (FSQ) is designed to capture the learning outcomes of careers guidance based on student perceptions and is not appropriate as a pre-/post-measure for individual career activities. The FSQ covers careers knowledge and skills and skills for life and work, with versions tailored for key transition points throughout secondary education and students with SEND. The questions are mapped against the [Gatsby Benchmarks](#), learning outcomes from the [CDI framework](#) and the [Skills Builder framework](#) for essential skills. The questionnaires were developed in consultation with Careers Leaders and sector experts and were piloted in 2020. You can find more detail on the background in [this report](#).

## When to use the Future Skills Questionnaire

There are five versions of the Future Skills Questionnaire, these are tailored to key transition points throughout secondary education and students with SEND. We suggest asking students to complete the questionnaire at each of these transition points, allowing you to evaluate and plan your careers programme. These key transition points are:

**Start of Year 7**, to find out students' baseline level of knowledge and views at the start of secondary school. This aggregated information could be used to design responsive career programmes.

**Year 9**, to encourage students to think about their strengths and preferences, to make the connection between their GCSE subjects and careers, and to highlight needs for information and guidance.

**Year 11** as students make post-16 transition plans, to identify those with and without a plan or career ideas, to identify whether students know where to find IAG, and their understanding of selection/recruitment processes.

**Year 13/age 18-19** to support students to make post-18 transitions.

## Students with SEND

The SEND version of the FSQ has been designed for those who may struggle to complete the longer versions of the questionnaire. The SEND version of the FSQ should be completed one-to-one with a member of staff as part of a careers conversation. This is so that the staff member can explain the purpose of the questionnaire and work through the questions with the student, ensuring they understand each question. Please see the linked SEND guide for more information on how this can be delivered.

We encourage you to choose a schedule that fits with your school. You may want to ask students to complete the questionnaire every year in which case we suggest you use your discretion as to which version of the questionnaire is best suited to your students.

# COMPASS+

THE CAREERS LEADER DASHBOARD

## Future Skills Questionnaire in Compass+

The FSQ can only be accessed through Compass+, this is so that the results can be viewed alongside MIS and career activities data. This will enable you to plan and evaluate your careers programme and to tailor individual support.

## How to generate questionnaire links for each student on Compass+

On Compass+ all schools that are piloting the FSQ should have access to a new section called 'Questionnaires' you will find this under 'Pupils' in the main navigation.

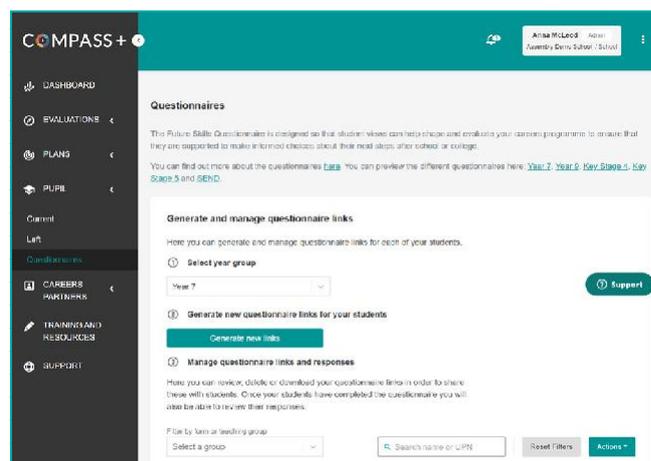
In this new section you will be able to:

- Select the year group you want to generate questionnaires for
- Then select the type of questionnaire you want students to complete, the questionnaire types include Year 7, Year 9, Key Stage 4, Key Stage 5, and SEND
- And then select the students you would like to generate a questionnaire link for.

This process generates a unique link for each student that will need to be shared with them. You can either send the link directly to students from Compass+ (if this option is available to you), or download the links and send them manually. Full instructions on both options are provided [here](#).

Once the links has been shared with students, you can monitor who has completed their questionnaire from the Compass+ 'Questionnaires' section.

Upon completion, a student's questionnaire responses are saved back to their profile on Compass+.



## How to engage students in completing the questionnaire

The FSQ has been designed for use in a classroom setting. This is so that the supervising staff member can provide information on the questionnaire before it is completed and offer support or guidance if needed.

The questionnaire should not take longer than 15 minutes to complete. Students should complete the questionnaire on their own and will need access to a device with internet, for example a laptop or mobile phone.

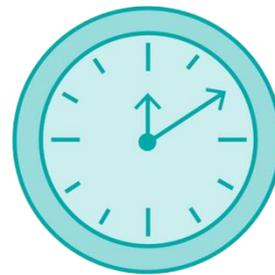
Students should understand the purpose of the questionnaire ahead of completion and so it is important that staff understand this. The reasons for asking students to complete the FSQ may be specific to your school, however the two main purposes are:

- 1. For student views, needs and interests to shape the careers programme**
- 2. To ensure students have the support they need to make informed choices about their next steps.**

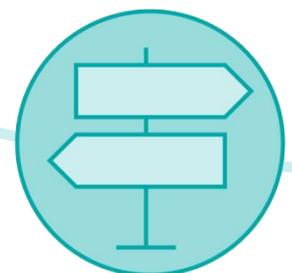
The supervising staff member should explain the purpose of the questionnaire to the students, the topics that will be covered and how to answer the questions. It is important to emphasise that this is not a test and there are no right or wrong answers.

Students should be informed of who they can contact in the school if they have any questions or concerns after completing the survey. This could be the Careers Leader, their form tutor or another member of staff.

Please see the linked PowerPoint presentation which can be used by teachers to introduce the FSQ to students. You may want to tailor this to your school.



# 15



## How to view Future Skills Questionnaire responses

Once a student has completed the questionnaire and submitted their answers successfully, their responses will then be accessible to school users of Compass+ in the 'Questionnaires' section of the tool, saved to each individual student's profile.

## How we process student personal data

The Future Skills Privacy Notice for students completing the Questionnaire outlines their personal data collected and used. As part of this [Privacy Notice](#) we inform the student to get in touch with a member of the school staff if they want to change their personal information or for the school not to use their personal data in this way.

The source of the student personal data is the school's Management Information System (MIS) which shares this data to our tool, Compass+. Any requests for changes to this data or how it is used will need to be managed by the school within their MIS for this change to be reflected on Compass+ and the FSQ.

## How we use students' questionnaire responses

The Careers & Enterprise Company (CEC) accesses students' questionnaire responses for research and reporting purposes, this will help CEC and local partners improve careers provision for young people across the country. CEC Researchers will access students' data in pseudonymised form. This means that the researchers will not see students name and will not be able to identify them. We will combine responses with other students so it will not be possible to identify any individuals in outputs. Questionnaire responses will be held safely on secure servers that complies with data protection regulations.

If you have any questions on the Future Skills Questionnaire, or the pilot please contact [research@careersandenterprise.co.uk](mailto:research@careersandenterprise.co.uk)

## Text for parents

You may wish to inform your students' parents/carers that they are completing this questionnaire. Below you can find some example text which can be sent out.

Dear parent/carer,

This [week/ month/ term students] will be completing the Future Skills Questionnaire (FSQ). This will help us evaluate the school's careers programme, plan future careers activities and target students who may need additional support.

Students will complete the 15-minute questionnaire which asks questions on their career related knowledge and skills. This should be an enjoyable activity for students and encourage them to begin thinking about future careers and next steps after school.

We use a third-party tool called Compass+ to administer the questionnaire. All student data is processed in compliance with General Data Protection Regulation (GDPR) and you can find more information about how Compass+ collects, uses and stores personal data in this [privacy notice](#) for students.

If you wish to know more about the careers programme in school and/or would like to get involved please contact [Careers Leader].

Kind Regards,

[Name]