

STEP	ACTION	RESOURCES	COMPLETE
Step 1 Preparation	- Watch a previous FSQ webinar recording, or complete the free FSQ training modules available via the Digital Hub to deepen your understanding of the Future Skills Questionnaire - Bookmark the FSQ Help Centre articles in your web browser so that you can refer to them quickly and easily if you need to - Talk to your Compass+ Champion or Enterprise Co-Ordinator, can they connect you with a colleague who is experienced with FSQ and could offer support and advice? - Familiarise yourself with the different versions of the questionnaire, as there may be some learners with SEND who will complete the Key Stage version of the FSQ instead of the SEND version	Watch a previous FSQ webinar FSQ free training modules FSQ Help Centre articles FSQ questions in PDF format	☐ ☐ ☐ ☐
Step 2 FSQ session planning	- 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) - Identify the learners that you want to complete the questionnaire, make a note of the FSQ version you think they will be able to complete most independently - Decide and plan how you are going to deliver FSQ to learners, we recommend completing FSQ as part of a careers conversation e.g. personal guidance or pastoral appointments although FSQ can also be delivered effectively to small groups of learners - Download the FSQ presentation to introduce FSQ to learners - the FSQ Learner engagement animation is embedded in the presentation (a link to the animation is available on the Compass+ Help Centre) Plan 25-30 mins for the session; this includes time for a brief introduction to FSQ plus time for learners to complete the questionnaire - If there are other colleagues involved in delivery e.g. Teaching Assistants, Learning Mentors, Careers Advisors, make sure they have been briefed and given a copy of the relevant questionnaires that will be completed during the session so that they can anticipate any questions learners may have - Print off as many copies of the SEND FSQ mapped to communication in print as required, ensure learners can have this to hand if needed - Plan in time to let learners know how and when they will be completing FSQ - We have learnt from experience that the more prepared and better-informed learners are before completing FSQ, the more likely they are to fully engage in completing it. This will lead to a higher volume of completed questionnaires, giving you rich and valuable learner data to support the development of your careers programme	Practitioner Guide - Completing the Future Skills Questionnaire for learners with SEND FSQ Engagement resources Link to FSQ animation on YouTube FSQ questions in PDF format SEND version of FSQ mapped to communication in print	☐ ☐ ☐ ☐ ☐

Step 2 FSQ session planning continued...	- You may want to connect with learners' parents/carers to let them know that their child will be completing FSQ as part of their individual careers learning journey (we have a suggested email template available on the Compass+ Help Centre for this). If appropriate, you may want to invite them to be present when the learner is completing their questionnaire - Consider how FSQ responses can align with other systems you have in place for recording learner progression (i.e. Evidence for Learning, Tapestry, partner platforms)	FSQ Engagement resources Using Compass+ with a Partner Platform	☐ ☐
Step 3 Generating and distributing FSQ links to learners	- Follow the Help Centre article to generate FSQ links for learners who will be completing FSQ – only, Compass+ users with Admin or Editor permissions can generate FSQ links for learners - Remember that learners will only be able to complete the questionnaire for the year group they are in or the SEND version of FSQ - Once you have generated FSQ links for your learners, we recommend distributing links to them manually then supporting them to complete the questionnaire as part of a careers conversation - Follow the Help Centre article to learn how to download learners' FSQ links ready to share manually - If you'd rather email learners their FSQ link, you can do this from Compass+ but you MUST have a learner email address recorded on your MIS pulled through to Compass+ successfully	How to generate questionnaire links How to download questionnaire links Email learners FSQ links from Compass+	☐ ☐ ☐
- Compass+ user logs in to Compass+ and generates FSQ links for relevant learners - Downloads links into a spreadsheet - Sends spreadsheet to relevant members of staff who will be facilitating the careers conversation with the learners - Alternatively, you could add the spreadsheet to a secure internal shared area or equivalent if this is something you use in your institution (e.g. SharePoint, Google Drive)		- Compass+ user logs into Compass+ and generates FSQ links for relevant learners - Goes to the Questionnaire section in Compass+ - Selects the year group that the learner belongs to - Uses search bar to find the relevant learner - Clicks the 'copy the questionnaire link to your clipboard' icon - Pastes this into an email - Sends to the relevant member of staff who will be supporting the learner to complete the questionnaire	
We acknowledge that all institutions work differently, and there is not a 'one size fits all approach' to delivering FSQ to learners with SEND. Please find three examples below that you might find helpful.			
During a careers conversation, open the spreadsheet and find the learners name, click on their individual link to open it in a browser in front of them. Allow the learner to select the relevant responses to each question as independently as possible.	Print out the SEND version mapped to communication in print, open the relevant learner link, ask the learner to circle their responses on the widgit version, then you click on the relevant answer on screen.	If learners will struggle to answer all the questions in one go, record learner responses in a separate document, such as a paper copy of the questions and responses, then generate their individual learner link in Compass+, copy and paste this into your browser and work through each question, selecting the relevant response you have recorded for the learner.	

