Webinar transcript - Delivery, analysis and impact of Future Skills Questionnaire

0:01
Hello everyone, good afternoon and welcome to our webinar this afternoon on the Delivery Analysis and impact of future skills questionnaire.

0:10
Thank you for just bearing with us there for a moment.

0:12
We were just waiting for a few more of the registered participants to come online.

0:16
So just before we do get started, just to let everybody know that today's session is being recorded.

0:21
So if there is anybody that has registered, hasn't been able to make it for whatever reason, then you will still get a copy of the recording webinar in the post session comms.

0:31
So just to get started, so my name is Peter McKinney.

0:33
I am a Compass+ trainer for CEC and I lead on our virtual delivery programme.

0:38
I also assist with our face to face delivery.

0:41
So some of you that are on the session today may have met me already.

0:45
Joining me today, I have Tahmid who is one of our customer service advisors.

0:50
Tahmid, would you like to jump on and say hello?

0:52
Good afternoon everyone.

0:53
My name is Tahmid.

0:54
I'm a part of the customer service advisor team at CEC.

0:57
If you guys have any questions related to the to today's session, please do just leave it in the Q&A down below and I'll be more than happy to help.

1:04
Thank you.

1:05
Brilliant.

1:05
Thanks very much Tahmid.

1:06
It's so great to have you on board today.

1:08
But yeah, just like Tahmid said there, just to sort of reiterate that as I'm going through the webinar the slide deck and then also the demo today.

1:16
If you do have any questions, please drop them in the chat and the Q&A and Tahmid would work his way through them.

1:21
There is quite a lot to get through in today's session.

1:24
The future skills questionnaire webinars always quite a busy 1, so please bear with me if I do go a little bit quick at times.

1:33
There's just quite a lot to get through.

1:35
But also you will not receive a copy of the web, the recording in the post session comms, so you can always watch it back if that is the case.

1:44
So just want to go through a couple of learning objects.

1:46
So things that we really want you to be taking away from today's session.

1:49
So we want you to understand the value of the future skills questionnaire and how using this effectively within your institutions within your schools can really help you to develop and progress to having an effective careers programme.

2:04
We want you to be able to really prepare and plan effectively to launch the FSQ.

2:11

So this is a really, really big part of having high completions, you know, really thinking about what you're going to do and when you're going to do is so vitally important to the high percentage in completion rates.

2:24

With the sort of analysis side of things, we want you to understand how to export and analyse the learning responses.

2:30

So really allowing you to dig deep into that learner authentic voice and what you can then do as a result of it.

2:37

So we will show you that today as well.

2:39

We want to help you identify where you can identify individual learning needs and then as a result of that, plan some really granular targeted support and interventions so that you can help move your learners lack of knowledge and understanding around particular areas of careers.

2:58

You can help move that forward as a result.

3:01

And then lastly there with all of our training both online and face to face, we will always direct you to where that further support and that further training may be if you require it.

3:12

OK, so at this point, I'm just going to turn my camera off so I can then see the full screen.

3:16

So just as a recap, because we may well have attendees on the webinar today that are at a different stage to each other in terms of future skills questionnaire and using it.

3:27

So we may have some people on that have heard a future skills questionnaire and want to start engaging with the two within the product and really seeing how they can use that.

3:39

We may also have people who have used it quite a few times.

3:41

We now want to really fully embed that into our institution.

3:46

So as a recap, the future skills questionnaire, like it says on this slide here, it is the tool or a tool to measure learners career readiness.

3:54

So it's that opportunity for you to gather that authentic learner voice around what your learners are fully understand, linking into their skills and their attitudes and helping them to successfully move forward into a positive next step in a positive transition, whatever that may be when they leave your skills or institution.

4:14
So the questions are designed to really dig deep into that sort of understanding of your learners helping you then to help them as a result.

4:26
OK, so this is a new slide and this has been introduced as a result of the new statutory guidance that has been launched today.

4:35
And there's a really, really important message there from the DfE where it says that they're strongly recommended schools use FSQ as an evaluation tool for their careers programme.

4:44
So real advocacy from DfE towards future skills questionnaire and understanding the power that it gives you the careers leader in terms of that data and that information.

4:55
So it could be said that learners that do complete FSQ are more career ready and that might be an indication that your the institution, yourselves and that you have a robust careers programme and that it's been effective and that the learners have then received as a result of that, some tailor it and quality careers information, advice and guidance.

5:20
So really, really important slide here to just emphasise the how such an amazing tool future skills questionnaire is.

5:30
OK, So what I'm going to actually play now.

5:32
OK.

5:32
And this is a little future skills questionnaire animation video that we always suggest to play for your learners in advance of rolling out the questionnaire.

5:43
This gives your learners and it's literally it's 2 minutes, 14 seconds long.

5:47
It gives your learners a bit more affinity with other learners that have completed the questionnaire and just allows them to understand what the future Skills questionnaire is and why they should be completing it.

6:06
Future skills Questionnaire is a set of questions that have been designed for young people in schools and colleges to help us think about our skills, strengths, and what we might like to do in the future.

6:21
Completing the questionnaire and answering the questions is really easy to do.

6:24
It isn't a test or anything.

6:25
There's no right or wrong answer.

6:27
Just take your time, go through each question and pick the right answer for you.

6:34
Each answer has an emoji next to it too.

6:37
If you're not sure what the words say, you can pick the emoji that best fits how you feel about the question.

6:49
If your friends all know what they want to do when they leave school or college and you don't, it can be scary, but it's totally normal.

6:55
to feel a little bit lost, that's why completing

6:58
The future skills questionnaire can help.

7:02
The questions about what you want to do after school are really good as they get you thinking about the different options that are out there and what you might be able to do in the future.

7:20
At first I thought it was just another task my teacher wanted me to do, but actually during the Future skills questionnaire really made me think about what I'm good at.

7:30
It also helped me to see the areas that I need to work on to develop and improve. thousands of young people like me all of the country have done the future skills questionnaire.

7:49
My whole form group did it and my teacher is going to use the results to help make our employee programme better.

7:55
This will make sure that our young people like us are supported to make the right choices about our next step after school or college.

8:14
OK, So just quickly there, I hope the, audio came through on that video recording.

8:21
If it, was a little bit sort of jittery, then I will certainly show you where you can access the resource within Compass+ itself.

8:29
But it was really just to emphasise the importance of sharing that information with the learners prior to completing the questionnaire.

8:37
So they're fully aware of what it is or what you're asking them to do, why you're asking them to do it.

8:42
And hopefully you can then follow that up with the whole you said we did approach.

8:46
So you know, you've said this as our learners and this is what we are going to do to try and support you with your careers moving forward.

8:54
So it's a really what we have found feedback is the video, the animation has been really well received by learners.

9:02
It's given them more of an understanding of what it is that you want them to do.

9:07
And in addition to the PowerPoint presentation where that video is embedded into, it allows in you to also add on and sort of explain the importance of the learners completing it.

9:19
So just moving on from that video and looking at the value of future skills questionnaire.

9:23
So this is very much that the why should you do or why should you roll out the future skills questionnaire?

9:29
And obviously, in addition to the DfE guidance there as well.

9:34
So firstly, if I move sort of from right round and sort of in this top right corner here round as we go.

9:40
So it allows you to respond directly to your learner voice.

9:43
So it really does asking the questions, getting your learners to completely and wholeheartedly answer those questions honestly, not what you not getting them to answer it how you think you would like them to answer, but getting them to be very, I'm going to say what's and all you know, the good, the bad and the ugly, getting them to respond so that you can then make any changes and any interventions based on that data.

10:07
The next one there identifying learners at risk of becoming neat.

10:10
So there are certainly certain questions within some of the questionnaires based on the different transition stage that if you start to of we start to analyse that data, it can very quickly unpick those learners that don't feel supported, don't feel confident, don't have a plan.

10:27
And it allows you to really focus in on those learners and unpick any barriers, any blockers that may be in existence and try to help those learners move past it.

10:35
So that when they do leave in let's say you 11 or year 13, that they are moving on to a positive next step and they are not just leaving with no sort of decision made.

10:46
So the questions and the data absolutely allow you to be able to do that second, third, one, Third Point, sorry.

10:54
It is here aligning with the Theme 2 with the careers impact maturity model.

10:57
So if you have taken part of one of the internal leadership reviews and part of that is looking at the maturity model and engaging yourself.

11:06
And in theme 2, it's where we start to look at things like learner perception.

11:10
And if we are scoring ourselves low on that, then that's probably an indication that we are either here rolling out future skills questionnaire or B we are, but without a real plan in mind.

11:20
And so therefore the completion rates are quite low.

11:23
So the data isn't really as valuable as we'd like it to be.

11:27
So the questions linked nicely with theme two of the maturity model as well.

11:32
The 4th one here measured the progress of learners career renders over time.

11:36
Now again, this one is a little bit up to debate in terms of your accessibility to towards having it.

11:45
And if you don't, then it may be that you don't do it from your 7 to 11 or your seven through to 13 each year that you then maybe pick the transition points, you know, 7, 9, 11, that type of thing.

11:57
But even in doing that, you can still gauge how your learners and knowledge, perception, understanding of careers and their careers readiness is developing over that period of time based on, let's say, the inventions, the changes, the careers plans, the programmes, the events that you put on place for them to help that knowledge and career readiness grow as well.

12:17
And we'll be able to or you'll be able to certainly map and chart that progress, identifying where learners may have had little knowledge at the start of year 7 all the way through to year 11, leaving with, you know, some really positive outcomes ahead of them.

12:32
And then the last two identifying trends and help tailor in activities.

12:35
I feel these two go nicely together.

12:37
So by identifying trends or gaps in provisions or, or gaps in knowledge and understanding, it helps you to be able to then tailor activities to meet those needs.

12:46
So for example, you know, in GCSE years questionnaire or even earlier years, if we start to pick jobs of interest or sectors of interest and we identify that we don't have any activities that meet these particular needs of these learners, then we can start to address that.

13:03
We can sort of critique our activities plan and start to make changes based on that data that we've got from the future skills questionnaire.

13:12
So it is such a really valuable and powerful tool that gives you so much back in reward for your planning, preparation and to roll it out.

13:23
OK, so I'm going to now play an impact story as well.

13:25
And again, this is just for a couple of minutes, but it's really to give you now that sort of authentic voice from an actual user.

13:32

So rather than me just telling you how good Future Skills Questionnaire is, which I'm obviously going to do, I really love it.

13:39

We've got Simon Wareham here, so he is obviously the assistant head, you can see on the slide and he's going to talk about how he uses the Future Skills Questionnaire at the Academy where he works.

13:52

The Future Skills questionnaire really helps us to evaluate our careers provision.

14:00

My name is Simon Wareham, I'm assistant head teacher responsible for student progression at South Moor Academy in Sunderland.

14:07

Using Compass+ has had a great impact on our school and mainly for two reasons.

14:12

One, because it's managed to record everything to do with careers together in one place, so that means it's making the management of careers much easier.

14:21

We also find that using the Future Skills questionnaire, for example, it has had a huge impact on our careers programme that allows us to be able to see what the students are actually saying is that we can put interventions in place where necessary.

14:32

My name is Julie Robinson and I'm the Trust Director of Progressions and Careers advisor at Southmoor Academy Sandhill View and Sixth Form.

14:40

I use Compass+ quite a bit in my role here at Southmoor.

14:44

In terms of recording destinations, it just helps to for me have kind of like a quick glance if I need to and terms of what their plans are so far and helping me to look to see if they require any further interventions as well.

14:58

If they change the mind about the job sector that they're interested in, then again, I can have a look at that and record that information if we need to.

15:06

Just keeps things really, really accurate.

15:08
We need to record the post 16 destination in terms of whether that be sixth form, whether that be a college, whether that be a training provider, or of course whether they're interested in moving on to an apprenticeship.

15:20
The Future skills Questionnaire really helps us to evaluate our careers provision.

15:23
So it shows us where things are going well within our careers provision.

15:27
So it shows us where it's had an impact, but it also shows us the areas where there might be gaps and things that need improving as we move on.

15:34
It really shows that student level voice.

15:37
The benefits of using the future Skills questionnaire is that it really helps you as a school to really find out what the students actually think because it could be different.

15:45
It could be something that you think as a school that you do really well, but actually the students said something totally differently and you haven't picked up on that previously.

15:52
So it really helps you to identify those gaps in your provision from the actual students themselves.

15:57
Previous Future Skills questionnaire that we did last year showed that our students didn't really know where to find the careers advisor, for example, or where to go to get direct careers advice that came through with an area of development that they really weren't sure.

16:10
So that therefore they have said that they don't know where to go for careers advice.

16:14
We are providing there the information that they need and therefore that will have an impact moving forward where students were able to answer that question differently as time goes on.

16:23
So it really helps us to evaluate that impact and really give a voice to our young people future skill.

16:37
Yeah.

16:37
So just to sort of recap on what Simon said there.

16:41
So you can see that from his perspective, it's a really great tool that allows them to gather that information, gather that data from the learners that they maybe it's ordinarily would not have being able to understand or have at their fingertips and then be able to do something about it as well.

16:58
So we can really start to demonstrate that the impact of the change in the interventions that you have based on the information that you then get back from the future skills questionnaire.

17:08
So again, apologies if the audio was a little bit sort of shaky, but I will certainly show you where you can find the actual video within product as well.

17:18
So this slide here is just a little sort of information sharing of a survey that that was carried out sort of nationwide around sort of institutions that have completed future skills questionnaire and kind of what the landscape was looking like in terms of the information that was sort of retained as a result.

17:38
So really as a side note to this, when you roll the future skills questionnaire out, you absolutely are wanting to find out the information and data about your learner so that you can then support them moving forward.

17:50
But there is also a wider perspective involved here as well in the data and the information that you get back also feeds into sort of national level.

18:00
And so we can then start to see what the landscape of careers is looking like up and down there the country.

18:06
So just a couple of insights that came out.

18:07
So the first one you'll people show high levels of interest in critical sectors such as construction and their opportunities to ensure they're further inspired by these growth sectors.

18:17
So that's a real nice one.

18:19
So that the opportunities are being put in front of the learners are having an impact.

18:24
Certainly I love the number in site #2 so young people feel more career ready as they approach key transition points such as year 11.

18:31
And we would only really be able to gather that data information by using something invite the Future skills questionnaire.

18:37
And then insight 3, by age 16, young people feel more confident in most work related skills.

18:43
And again, that information and data is accessed through the future skills questionnaire.

18:48
And if it's in the earlier years that the answers are quite sort of low in terms of that knowledge and understanding of these areas, then we can start or you can start making those changes to, to support the learners.

19:01
So just moving on to this side.

19:03
And this is all or these are sorry, all of the future skills questionnaires.

19:08
Okay, So in the amber or the yellow section there, we've got what we'll call the mainstream curriculum questionnaire.

19:13
So we've got 7 all the way through to 13 and they are sectioned together for those transition points.

19:19
So in year 7, we've got a separate question there.

19:22
There year 8-9 that's exactly the same, 1011 is the same and 12 and 13 and the same.

19:27
Now the questions broadly do remain the same through all of these questionnaires.

19:31
But as you move through the transition stages, some of the questions do change to reflect that learners time at your school and within their careers journey.

19:40
So they are asking just more relevant questions to that learners point in time.

19:45
On the right hand side of that, we've got the two sets of questions that are asked within each of these questionnaires.

19:50
So we've got the careers knowledge and skills and the essential skills for life and work.

19:55
And within these, the learners are asked to select one of four options in terms of an answer and then they click next and then move on, so on and so forth.

20:04
So there's very little, in fact, there's no writing for them to input and it's also a tick box.

20:10
So the question is.

20:12
Do remain the same there for or broadly the same in the curriculum version.

20:17
Now underneath we've got the send version there and that's in red.

20:20
The reason that is separate is that this is different to the mainstream version in that it's it stays the same.

20:26
The questions and the question is do not change.

20:30
And these are designed to be held as part of a one to one careers guidance conversation.

20:34
So these learners, your SEND learners, you're not setting this as a come into class, sit down and complete the questionnaire on your own.

20:43
You would sit with the SEND learner or a pastoral support would send Co and start to give that support and guidance and that facilitation to your SEND learner so that they can then complete the questionnaire adequately.

20:55
Underneath we've got three sets of questions for our SENDS version.

20:59
So we've got the creative knowledge and skills, essential skills for life and work.

21:02
And then we've got a very short career planning one at the end and there are fewer questions within the SEND version.

21:08
And they are the language is more sort of simplified and the terminology simplified as well.

21:14
But in terms of the completion of the questionnaires, if you have a SEND learner at your or your school or institution, but you feel they are working at a sort of, you know, a GCSE levels and you feel that those learners may be able to complete the mainstream curriculum questionnaire, then by all means you can absolutely get them to do that.

21:34
Just because they may be categorised ascend, it doesn't mean they have to complete the SEND version.

21:40
We always say, and I'm sure one of the slides alludes to this usual professional judgement.

21:44
You know your learners better than what we do.

21:46
And if you feel that they can complete one of those questionnaires, absolutely you can get them to do that.

21:52
That's just a sort of a recap as to the questionnaires, just a little bit of info around the questionnaires themselves.

21:59
So the links are generated within Compass+.

22:01
So you need to be upgraded to the Compass+ product and from within there you can generate links and then you can like the second point here is you can send them directly out to your learners as long as we have the correct e-mail address for your learner.

22:16
So what we advise is to not have parental emails in there.

22:20
But normally when learners join the school, they get a school e-mail address as well as you know the learner number.

22:26
And we advise that that e-mail is housed within your MIS system so that when Compass+ pulls that data information through overnight, it's then populated into Compass+.

22:36
So you can then use that to send out the questionnaire links.

22:39
There is obviously the option like it says there to use mail Merge as well if you wanted to go down that route.

22:45
I'm not as confident if I'm being completely honest with that, but you may well be.

22:48

So you could use Mail merge.

22:50

A nice or an important point here actually.

22:52

So any uncompleted links.

22:53

So once you've generated the links and you have sent them out, if a learner does not access that link, that will expire and it will expire on the 1st of August each year.

23:02

So let's say we generate links today, 8th of May, and our learners don't access them for whatever reason, then those links that we generate today will expire on the 1st of August.

23:12

And what that then means is I've missed the opportunity for this academic year to gather that data and information about my learners knowledge and understanding and careers.

23:20

And I've got to regenerate a new link in the next year, in the next academic year for that learner questions themselves are fixed, can't edit them, can't amend them.

23:29

They are designed with an intention and a purpose in mind in terms of the data that we want to be able to, to gather from them.

23:36

So the questions are fixed.

23:39

So unfortunately, we cannot change them.

23:41

The questions questionnaires cannot be saved and returned too late.

23:44

So unlike your compass evaluations where if you start one of those, you can come save it, come back and then complete it at your own leisure.

23:51

The future skills questionnaire, once the link is accessed, the learner cannot then have any other links to access within that academic year.

24:02

If the learner starts to complete the questionnaire, get so far through it, then let's say there's a school emergency, they need to log off, come back, they can still access the same link again.

24:11
But what will happen is they will need to then start the questionnaire again.

24:14
It does not save their progress.

24:16
So they would need to go back in and then access the questionnaire, which might be a little bit frustrating.

24:22
But if we sort of caveat that with the questionnaires only take about 10 to 15 minutes tops to complete, it's not too much of an issue, but I can appreciate that it could be frustrating.

24:35
And then the last point there, the future skills responses do not link into your compass evaluations.

24:39
However, they probably do support it.

24:40
So if you are within some of your evaluation questions answering quite low in certain areas, it may be then reflective of where you may be experiencing some gaps in trends in provision within future skills questionnaire as well.

24:56
OK, so this slide here just before I start to go into the demo is so vitally important and it's the preparation, the planning to roll quicker the future skills questionnaire out.

25:05
So really important that we take on board these five points.

25:08
The first one being making sure that the careersandenterprise.co.uk e-mail address is whitelisted.

25:13
What we mean by that is it's just given access to go through school firewalls because when you generate the links within the product and send them out to learners, that is where it will come from.

25:23
It will not come from your school e-mail.

25:24
It will come from this one here.

25:26
So we need to make sure that they are given the green light to get through firewalls.

25:30
Like I just mentioned about the emails, we need learner emails in your MIS system.
25:34

So when Compass+ pulls that information through overnight, the accurate information's stored within product.

25:41
So that when you then send out those emails to the learners to run a session around for you, which is skills questionnaire, they haven't got the parental emails and the learners then have access to that link.

25:52
Thirdly, which is really important is, is thinking about what you are going to do and, and when you're going to do it to having a plan of what you're going to do, who's going to be in IT suites, that type of thing.

26:02
What lessons are we going to run it in all of this planning is really, really important.

26:09
It's, it's so, so important so that you've got learners that know where they're going to be at, what they're going to be doing.

26:15
And then things should hopefully run a lot smoother #4 looking at the, the engagement resources, I'm going to show you where you can find those within products, but absolutely sharing them with learners ahead of the, the send out of the link so that the learners know exactly what it is that's landing in their inbox.

26:32
They don't then see something from thecareersandenterprise.co.uk and then think, oh, I don't know what that is.

26:37
Delete or they ignore it.

26:40
Having or sharing these resources is really important.

26:42
And one of the resources is the short 2 minute video that I played at the start of this webinar.

26:48
And then .5.

26:50
So this is more just to make sure that you're that you can be confident that any links that you generate and send out will be in the learner's inbox in time for them to complete the questionnaire.

26:59
So we say leave a minimum of 72 hours from generation and send out of the links before you actually run the session with the learners.

27:08

And that is just to give you confidence that the links will actually be in the learner's inbox when you want to run the session.

27:14
So some really important points there to make note of how you might deliver future skills questionnaire.

27:21
So like I've mentioned before, you are the expert.

27:24
We try trust your professional judgement.

27:26
You know your learners better than we do.

27:28
You know their abilities.

27:29
If you have SEND learners that you feel could complete a mainstream questionnaire, absolutely do that.

27:34
Like we said, they're sort generating the links and sending them out.

27:38
Get learners to obviously complete the future skills questionnaire and from a send perspective, having somebody to facilitate that with them.

27:46
And then obviously the analysis side, which I'll show you today as well.

27:49
So I always kind of split future skills questionnaire as a 5050.

27:54
First part being the generation of links and sending them out.

27:56
And then just as important is the analysis side of things.

27:59
What does that data tell you?

28:02
If you don't have time to analyse the data, it's almost just like a tick box exercise because you haven't benefited, your learners haven't benefited.

28:10
And really it's just come at the expense of your time and their time.
28:13

So really important to be able to have time to analyse those results so that you can, like it says there, influence and drive positive change.

28:23
OK, so I'm just going to jump into my demo account now and run you through where you can generate links, how we can analyse that data, where you can find resources and how we can sort of best utilise future skills questionnaire.

28:37
OK, So hopefully everybody that is on the session today is familiar with this screen here.

28:42
So this is your dashboard page.

28:43
When you get logged onto Compass+, this is what you'll be presented with.

28:47
And where we're interested in today is on our navigation bar on the left hand side here down into Learner.

28:52
So we're going to click into Learner and then into Questionnaire and this is what we will be presented with.

28:58
So we've got 5 tabs here in front of us.

29:00
We've got the generate and manage links.

29:02
So that's where you would generate them, send them out, that type of thing.

29:05
And then we've got these four tabs which are our data analysis tabs.

29:09
So we've got the summary report, which gives you that high level overview, the detailed and the send report.

29:13
They are pretty much identical other than one is kind of mapped around the mainstream curriculum version and the other one is for send.

29:21
And, and it allows us to filter into how boys and girls have answered questions and gives you some lovely bar charts to sort of show that representation.

29:30

And then the all important question reporting, how can we export that data and really start to get into the analysis side of that.

29:40
So before we get to that bit, I'm just going to go into the this little hyperlink here says what is the future skills questionnaire?

29:45
Because in here is where all of our implementation and our engagement resources are housed.

29:52
You'll notice straight away here, this is the, the short animation video that I played a little bit further down here, we will have the same aware of video as well.

30:03
So again, if the audio was a little bit iffy for whatever better word when I played it through the slide deck, you can obviously access those there as well.

30:14
We've got PDF versions, online versions of all the questionnaires here.

30:18
But where I'm going to take us to 1st is just on the right hand side.

30:21
Here is the future skills questionnaire implementation resources.

30:25
OK, So if we just click into that, what we've got in front of us now are multiple, there are hyperlinks that are going to take you to lots of really helpful PDFs, checklists that you can look through to make sure that you are preparing effectively to roll out the future skills questionnaire.

30:42
So if I just click on future skills engagement resources, OK, that takes us to our PowerPoint presentation, which I mentioned earlier.

30:50
So I'm just going to Scroll down, download the future skills presentation, the PowerPoint, OK.

30:55
And what we have here is we have a 5 slides and PowerPoint that we absolutely advise going through with your learners.

31:06
So the first slide, it's really four slides because the first slide just is welcome to future skills questionnaire.

31:10
The second slide is the animation video, which you've already watched.

31:15

And then slides 3-4 and five give you or a colleague, a tutor, the opportunity to give more context to what the future skills questionnaire is.

31:24
So certainly having your teachers and your colleagues involved in this is really important and letting them know what the future skills questionnaire also.

31:33
So going through this or slide three talks about what the future skills questionnaire designed for.

31:39
It's about looking at skills and strengths.

31:41
Slide 4 is that we really want the learners to answer this openly and honestly and given us their true reflection of their understanding of careers.

31:51
And then the last one, what you are going to do as a result of looking at this data and information.

31:55
So this 5 slide PowerPoint is really, really important to share with the learners.

32:00
And you can see, you know, if this slide 2 is 2 minutes long, this could be done in 10 minutes or certainly something that could be covered within a registration session on a morning or even an afternoon as well.

32:14
So that is the presentation.

32:19
So that's within our engagement resources.

32:22
Following on from that, we've now got the questions in PDF format.

32:27
So we've got each one of the questionnaires in PDF version.

32:30
So if you wanted to share that with the learners, you could do so you could click those and download them and save them.

32:36
So that's how PDF versions we've got our future skills 11 page and say one liner that's not a Comedy Festival, but we've got our future skills questionnaire one page.

32:46

And this gives you some really insightful information as to sort of why you might use future skills questionnaire what it is.

32:53
So if you want to share information maybe with some of your teachers as well or support staff, you could do that through this here.

32:59
Then we have our checklist, so we've got the future skills questionnaire checklist and then a one for send as well.

33:07
So if I just click on to the checklist and again, these are interactive.

33:11
So these hyperlinks will work and it will take you through to help centre articles within products and you can take these off as you go.

33:18
So it really gives you, if you are new to using Future Skills Questionnaire, a step by step approach to successfully launching the tool.

33:26
I've also got the same for send and it's the send one is quite detailed.

33:30
So it's there to give you that really robust support and allowing you to know what to do and when to do it.

33:36
So we've got that section there as well.

33:39
And then we've got our future skills questionnaire completion tips.

33:42
So things that you should sort of take into consideration when you want to, to really drive forward, you know, high completion rate with your learners.

33:53
So that is where you would find all of that information on the Future skills questionnaire.

33:58
So a really, really vital hyperlink to go into first.

34:02
So we've gone in, you've got full understanding around what you're going to do, how you're going to do it, what steps you're going to take.

34:08

The next part would be to generate links and send them out to your learners.

34:12
So where we'd go for that is in the generate and manage questionnaire links.

34:16
The next part that we need to do, and we just systematically, everyone, we just systematically work our way down this page.

34:21
So we would first of all select the right academic year, so we're in 2425.

34:25
And then you would just start to choose which year group you want to generate some links for.

34:31
Now, it may be that you are new to this.

34:33
You want to start small and then grow it big once you know that it works in the way that you want it to.

34:39
So for example, let's say I want to generate some questionnaires for my year nines.

34:44
I've just selected year nine.

34:45
If I then click generate new links, the first thing that compass+ takes me to is this little drop down box here.

34:51
Now it's a little bit of a safeguard.

34:54
So it's making sure that as you're in the year 9 year group, it's making sure that you're going to generate links for the right questionnaire.

35:01
And you will always have two options when you select a questionnaire type.

35:04
That's because the send version does not change.

35:07
It will always be an option no matter what age group or year group you select.

35:10
So that will always be an option and they'll always have the questionnaire certainly in the mainstream curriculum version relevant to that year group.

35:18
So let's say I want to generate a transition from key stage 3 questionnaire.

35:22
OK now if I wanted to send it out to all of my year nines.

35:27
Granted I've only got 3 here at the moment, but if I wanted to send it out to all of my year nines I would just select the box and I would generate the links.

35:36
But as I am just new to using future skills questionnaire, I just want to generate a link for Christy Freeman.

35:45
And I want to then sit with her and make sure that it works in the way that I want it to.

35:49
And then I can sort of expand that.

35:51
So if I just click generate new link, So Compass+ is letting me know that it's generating a link for Christy.

35:59
And once that's complete, it will let me know.

36:02
So it's just taking us a little bit of time there.

36:06
So that's done.

36:07
So what I would do now to find Christie's link, all I would need to do in here is type in her name and we can see it there.

36:13
So Christie Freeman, I have generated a transition from key Stage 3 questionnaire.

36:19
Here is Christie's individual unique questionnaire link.

36:23
So no other learner in the country will have that link.

36:26
And what I could then do is one of a couple of things really is 1, I could copy that link.

36:33
I could open up my emails.

36:34
I could send that to Christie and ask her to open up the questionnaire and to make sure that it's worked in the way that we wanted it to.

36:43
Once it's done that and once Christie has been able to access that, I then know that it works in the way that I wanted to.

36:50
So I could then go back in to generate new links for new learners and then send them out in that respect as well.

36:58
Now, if there were learners that sorry, not learners.

37:03
But if you had an issue with emails and that you, some of your learners don't have access to emails, Once you've generated links for your learners, what we can do is if we click into the actions button and click download links.

37:17
What I can then do is as I've just generated this link for Christy, but she doesn't have access to her emails.

37:23
If I select Christy as an option and click download link, what Compass+ is now doing is it has transferred the link that I've just generated for Christy.

37:33
It transferred it to my spreadsheet so it gives me the information on her.

37:37
Now again, if I had 50 in here, they would they would all be here.

37:42
I could scroll along.

37:43
I could do one of a couple of things.

37:44
Now I can either print this out and give this link to Christy.

37:48
All she would need to do is take this into a web browser, hit enter and it will take her through to a questionnaire.

37:54

Or I could have it up on the screen in the classroom and get Christy as well as other learners to take this link into a web browser, hit in there and it will take them to their questionnaire.

38:04
So there is a work around whereby if learners don't have access to emails that you can then share the links with them in different formats.

38:13
So that is where we would generate the links for our learners.

38:18
There's also another section within this part whereby if we were wanting to know what learners have either received any a link or haven't received a link.

38:31
If we scrolled along within this section here, what we have got is we've got questionnaire link and we've also got questionnaire status.

38:38
Now in the status bar.

38:40
If I click the little upside down box, if we have learners that I have completed the questionnaire, I could click that and then I'll be able to see the responses for those learners.

38:53
Or alternatively, if we've got link delivered to learner, I could select that one.

38:58
I'm going to deselect the view responses.

39:00
Now.

39:00
I don't have any in here at the moment because I haven't sent any links out.

39:03
But if you had sent links to learners and they were in here, that would mean that the learners received your questionnaire link, but they haven't actually done anything with it.

39:12
So this were where any learners that were in here.

39:15
Now we could then click into our actions.

39:17

We could then either resend links to the recipients with incomplete questionnaires, or we could then download these links again in exactly the same way we could download the links for the learners that haven't completed questionnaires, take them to form groups or registration tutors and get them to assist with the learners completing it in registration.

39:37
So it's just a work around as to how we can identify those learners.

39:42
Now looking at our data analysis side of things.

39:45
So we've looked at where we can generate links, looking at our summary report and it's called summary because it gives you that high level overview.

39:52
If I select an academic year, Compass+ is going to give me data and information on how my learners have completed the questionnaire within each of my year groups.

40:02
So at the moment we are looking at the crease knowledge and skill set of questions and how that data is represented there.

40:08
If I wanted to move it to essential skills for life, you can see that data set shortened because that set of questions is shorter.

40:14
At the moment we've got everything filtered on question number, so one through to 17, so it's in numerical order.

40:20
But if I filtered onto positive responses, Compass+ then arranges the data with the most positively answered questions at the top and the most negatively answered questions at the bottom.

40:30
Now when we start to analyse this data, we're looking, we want to look at these bar charts first here across the top because this represents how many of our learners within those year groups have answered the questionnaire.

40:40
So for example, in my year sevens, I've got 105 learners have completed the questionnaires and that represents 95% of my year sevens.

40:49
So it's a really good completion rate.

40:51

And if I'm going to start to make any changes or interventions based on this data, I know that it's coming from a good place and that I can really, really rely on that data and information.

41:02
If the learners, if these bar charts are almost half empty, that means that, you know, there's still a lot of learners to complete the questionnaires.

41:09
And that when you make changes that it should be done with the sort of understanding that this data may well change when all of the learners are complete the questionnaire.

41:18
So really to try and just sort of tread with a little bit of sort of delicacy when we start to make any changes.

41:25
If this data set up here doesn't say, you know, 99 Percent, 97, 99, 95 that type of thing.

41:32
Now in terms of looking at the data and what it tells you and where you can then be more efficient with your time in what we look for in our custom report section, we have let's say for example, I want to look at how my learners in my GCSE years have answered the question.

41:49
So I want to look at my year elevens and I want to see, you know, what questions do I really need to focus on so I can provide some really targeted provisions.

41:59
So for example, question 13 in the GCSE years questionnaire, is do you have a plan after your next step after year 11?

42:06
Now I've got 53% of my learners in year 11 answering this in a negative manner, which would suggest that they don't have a plan after year 11.

42:15
And so therefore they would be absolutely my learners that are at risk of becoming NEET if I don't start to have a conversation with these 53% and understand what the barrier of the blocker is with themselves.

42:28
So this information in terms of data is really vital and it's really important for you to be able to analyse so that you can then start to provide some of that targeted support and provision for your learners.

42:42
Similarly, there was a question that Simon alluded to in his video saying, you know, do you know who to go to for information and guidance about careers at school?

42:52
I've got 2/3 of my year sevens are basically saying they don't know who I am.

42:56

So I may then start to make some changes and interventions based on that.

43:00
Granted, it might not solve it for my set of year sevens at the moment, but if I reduce myself at the start of the next academic year to the year 7th, they'll start to understand who I am and be aware of who could who to go to.

43:13
And this question might not sit down the bottom, it might be right up the top.

43:17
So the summary report really does give you that high level overview and does allow you to be more sort of directional when you want to extract the data from the questionnaire.

43:30
So the details and the send reports are just touching in the details here.

43:34
So we've got again, the information is presented in the same way.

43:39
So I've got 105 learners, which represents 95% of my year sevens.

43:44
We're looking at the careers knowledge and skills questionnaire.

43:48
Sorry, starting secondary questionnaire year 7.

43:51
So what this tells me this 40, 58 and seven is the makeup of my 105 learners.

43:56
I can see that I've got 40 learners that are answering questions in a really negative manner.

44:00
So they're answering less than 1/3 of the questions positively.

44:04
If I wanted to know who those 40 learners were, all I need to do is select that box or bar chart and then I get a breakdown of those learners.

44:12
At this point in time, I could create a question group for these learners.

44:16
It may be though, if they are answering questions quite negatively that we need to provide some one to one support.

44:21

However, we can if we start to move across into this right hand side, look at how learners are answering questions.

44:28
So we could look at the low scoring questions for example.

44:31
And then if I hover over those, have you thought about how jobs and careers?

44:35
So for example, question 5 looks to be my low scoring question and I want to know how my boys and girls in year 7 are answering this.

44:42
So if I just select that bar chart and then look at the no not yet.

44:46
These are the learners for me in my year 7 that are saying they have not, of which there are 45.

44:53
They have not thought about how jobs and careers may change.

44:56
Now at this point I could create a custom group for these learners.

44:59
So just clicking on create custom group compass+.

45:01
So I could just year 7.

45:05
What was it?

45:06
It was question 5 careers understanding.

45:11
So if we call it that, I could create a question group for these year sevens and then that will then move into my group section of the product.

45:19
And I can then start to if I scroll all the way down, I can then start to create activities for these learners to help them understand how jobs and careers are changing in the future.

45:29
So a really great way that Compass+ lets you extract that data from the product and then start to create custom groups for tailored support for your learners.

45:39

The send report looks exactly the same everyone other than rather than having the individual case and transitions years here we've got our key stage.

45:48
So the data though is presented in exactly the same way as it is in the detailed report.

45:54
Now just moving on to our custom reporting to finally go through this section.

45:58
And what we need to select straight away is our questionnaire type.

46:01
So I'm going to select our GCSE year's questionnaire.

46:03
I'm going to select the 2425 academic year.

46:06
And what I've got now is a set of data 180 learners in years 10, 11 have answered the questionnaire.

46:13
I can if I want to select all of the questions within the questionnaire to analyse how my year 10, 11 have done that.

46:20
And the way I do that is I would just select all.

46:23
So what's happened now is you can see here every single question in the questionnaire has been selected and within my data set here, if I start to scroll along, we can see all of the questions are evident here and it lets me know how each one of my 180, year 10 and year 11 learners have answered that question.

46:41
Now that data set is way too big to really be able to let you analyse it in great detail.

46:46
So let's say, for example, I looked at question 13 in the summary review, which was do you have a plan for your next step after year 11?

46:54
And I want to know how my year elevens have answered this particular question.

46:58
So I've selected that particular question in the questionnaire.

47:01
I then want to apply a filter to my year elevens because I just want to know how they have answered it.

47:05

So apply the year 11 filter will now notice that I've gone from 180 learners down to 99.

47:11
Now if I scroll along, you know, there are also lots of different filters here everyone.

47:17
So you could filter onto form groups, you could filter on to pupil premium status and you know, understand how our pupil premium learners are answering questions.

47:25
But at the very end here we've got question 30.

47:27
OK, so these are now if I click in my little upside down triangle, this gives me the options that the learners have in terms of answering the questionnaire.

47:38
So if I click on the no, not yet.

47:40
What I've basically told Compass+ is give me my year 11 learners that are saying to me they do not have a plan after year 11.

47:48
So I've gone from 180 learners as a combined year 10/11 putting a filter on down to 99.

47:54
Another filter on.

47:55
I've got 18 learners.

47:57
So I've got 18 learners.

47:58
And if I click into actions and download report, Compass+ is going to now move this information into either a CSV file or a spreadsheet for me.

48:08
And it will then give me the information and I can now start to have a conversation with these learners.

48:15
Because if I don't, these are absolutely my learners that are at risk of becoming NEET.

48:19
So my learners that are saying to me, Peter, I don't have a plan after year 11, you know, so in the next couple of weeks, I'm going to do my GCSEs and then I'm just going to leave.

48:28

I don't know whether I'm going to go to college, whether I'm going to do an apprenticeship.

48:31
These learners I've got to sit down and have a conversation with.

48:34
Now, if 18 learners is too much for me as an individual to handle, I need to take this information to my SLT, my manager, and ask for some extra resource, extra support in order to be able to sit down with these learners and really understand where their barriers and blockers are in terms of that next step and that progression after year 11.

48:54
Now there is also, I don't think at this point I will create a custom group for these learners because this would be again, an individual approach.

49:01
However, there are questions though, within the GCSE ones as well as other questionnaires that you might look to sort of put on a session for.

49:10
So, for example, question 21, I'm asking my learners, do you feel confident about talking about your skills in an interview?

49:16
Again, let's focus on our year elevens and if I move to the end and analyse the question in terms of the no, not yet.

49:25
I have 28 learners in year 11 that are saying to me, Peter, I don't feel confident that when I leave your school that whether I'm talking in an interview for an apprenticeship to another college, to an actual employer for a job, I don't feel confident.

49:41
So I need to be able to support my learners effectively.

49:45
So what I might do from this is create a custom group.

49:48
This could be my year 11 learners.

49:52
Oh, learners law on confidence might call it that.

49:57
Just as an example, I could create this group and then I could start to put on an event or an activity.

50:04

I could get all these learners together and we could do a session on confidence building interview skills, whatever it might be.

50:09
But I'm now starting to provide that targeted support for these learners.

50:14
Again, you could, you know, apply more filters and you could say, right, I want to do one just for the boys and just for the girls to help with sort of that interaction.

50:22
But you can apply lots of different filters so you can get that data set, so you can provide that targeted support.

50:29
OK, So just going to jump back into my demo and sort of sort of wrap things up now.

50:34
So completions and how we can increase our future skills questionnaire completion.

50:39
So I've shown you we can go into our learning section.

50:44
So going into the questionnaire, selecting a year group, which I did filtering on a teaching group.

50:50
I didn't filter on a teaching group.

50:51
I just showed you where you could look for the link delivered to learn it, which suggests that the learners had it but haven't done anything with it.

50:58
What we could then do from that is download that information, reach out to our support staff, whether that be pastoral, whether that be tutor support, whatever it may be.

51:09
We can then get them to follow that up with the learners to increase our completions again.

51:15
Sure.

51:16
I showed this in the demo as well.

51:18
And this is just where we can start to create question groups from sort of having that in house data.

51:23

So looking at a particular question, maybe the low scoring question, looking at the learners that are saying absolutely, I haven't thought about that.

51:30
And then from that, creating that custom group and you've now got that targeted support for those learners.

51:36
And it's a really amazing tool to be able to do that with.

51:39
And again, having that data your fingertips allows you to really support those learners at an individual level.

51:46
Similarly with the questionnaire, the custom reporting, you can select on all if you wanted to, but it may work better analysing particular questions to see where you can provide that support.

51:57
But this is certainly the area where we'd start to export that data.

52:00
And if we needed to share it with SLT, then we can do because we've got that in, you know, CSV or Excel format.

52:08
And then this is how we kind of would are suggesting to fully optimise future skills questionnaire.

52:13
So I'm not going to read all of these out of verbatim, but just going to pick on a couple.

52:18
Certainly that first one plan, have a real plan.

52:21
Have a meeting around what you want to do and how you want to do it.

52:25
And making sure that the future skills questionnaire roll out fits in with your careers calendar so that learners are able to complete it effectively.

52:33
And you can then start to measure their career readiness over time, identifying learners who require intervention and targeted support.

52:40
So hopefully with that last example on the custom reporting, I've just showed you how we can identify learners that might be at risk of becoming NEET learners that have little or no understanding or confidence around their interview skills.
52:52

So we can start to be very tailored and very focused towards the support we give to our learners.

52:58

And we, you know, we already know that the DfE are a big sort of advocates for future skills questionnaire as are Ofsted.

53:07

So they, they love this data.

53:08

They, they can really see how you are providing support towards your learners.

53:14

This slide here and this is something that we're going to I'm trying, I'm going to reach out to encourage if, if you are using future skills questionnaire really effectively within your setting, We are reaching out for sort of impact stories.

53:26

If you would like to be involved and sort of put your name forward to talk to us about how you view future skills questionnaire.

53:32

We've got a couple of different case studies here, one from a SEND setting and sort of quite low learners, one from mainstream and sort of high learners, a high number of learners and just how these particular and teachers have used future skills questionnaire within their establishments.

53:50

And if you would like to be a one of these cases, please reach out to us.

53:54

We're trying to build that portfolio so that we can then demonstrate the effectiveness of this part of the product.

54:02

OK, so just bring us to a close now around the resource and the training.

54:06

So help centre articles are housed within the product and they give you direction towards all things future skills questionnaire and also the wider product as well.

54:15

So they are always being updated in in sort of connection with the product team.

54:21

We've got our webinars which are housed within the help centre on the within the product.

54:26

So today's webinar will make its way there as well.

54:29

So you can sign up for future ones.

54:31
You can also watch previous ones and that allows you to do that at your own leisure.

54:35
So you can watch your back pause and then really take the most from them.

54:39
We've got the self-paced online learning, and again, I'm going to touch on that in a moment.

54:44
And this is where you can sort of log on to the Careers Academy and go through the different stages of the product and really understand how it works and get the most from it in that respect.

54:56
And then also a resource is absolutely your ECs.

54:59
So if you are having any problems or if you are needing any support to reach out to those first.

55:04
They are absolutely a front of knowledge and, and are there to help and support you as well.

55:11
OK, so just coming to the last couple of slides now around the training.

55:13
So this is the fully funded careers leader training.

55:17
And this training has been put together to really allow you to be the best that you can be within your job and within your role.

55:24
So allowing you to understand the, the requirements and the expectations of a careers leader, things that you need to focus on 1st and, and things that you can move further down the line, excuse me.

55:34
And that's accessed by this QR code here.

55:36
So accessing that you can then sign up for the training at a time that suits you, but something that you know will be really, really beneficial for yourselves as the landscape of careers leaders and careers leadership changes.

55:51
This is so vitally important for you.

55:54

And then we've got our careers in enterprise, our Academy and we've got the additional online training as well.

56:02
And when you sort of log in through the QR code and set up an account, you've got the opportunity to have access to all of these types of training on the right hand side.

56:11
It may be that there will be something that's linked to a webinar that you've watched.

56:15
So we can see here highlighted in the turquoise the future skills questionnaire 1.

56:19
So that might then just sort of reiterate and reconfirm what we've gone through today.

56:23
But this training, again, accessed via the QR code on the training Academy is absolutely is vital as well.

56:31
It will really help you develop your, your knowledge around careers and, and being a careers leader as well.

56:39
OK, so literally just a couple of minutes left and just before I bring Tahmid back in, if I could ask everyone that is still on the with me.

56:54
Thank you.

56:56
Pardon, I will start that part again.

56:58
Apologies if you are still on the webinar, if I could get you to access the QR code there and leave feedback from today's session.

57:06
So we do take your feedback really, really importantly.

57:10
And if it's from a constructive perspective in that you've come on the session today and we really do appreciate how valuable your time is, that we want these sessions to be impactful and really informative as they can possibly be.

57:23
So if there's been anything that you maybe thought could have been included there hasn't, please leave feedback to reflect that because we can then action that further down the line.

57:32

On the flip side of that, if today's session has really been useful and it's given you some great insight into future skills questionnaire, how you can use it, please again, leave that feedback.

57:41
It's always nice to know if we are doing things in the in the correct way for you so that we can, you know, copy and paste that further down the line and repeat that.

57:49
So your feedback like I said earlier, it's really important to us and we do work off it as well.

57:56
So just while you're doing that, Tahmid, if I can just come to you, are there any outstanding questions at all from today?

58:02
Hey, Pete, nothing on my end.

58:03
Thank you.

58:04
OK, that's great.

58:05
Thank you for your support today, Tahmid.

58:07
It's always very much appreciated.

58:09
And lastly, everyone thank you for your time.

58:11
I really do appreciate you coming on today.

58:13
Hopefully the session has been really helpful for you and that you can now feel confident with some of those objectives at the start.

58:21
Go away, start to launch it, have a plan, understand what future skills questionnaire is and then importantly looking at that data afterwards and what you can do with it and how you can make any interventions.

58:31
So once again, thank you for coming along today.
Really do appreciate it and we hope to see you again on our next webinar.
Thanks now bye, bye.