

Future Skills Questionnaire (FSQ) Completion Tips

Below is a list of recommended steps to increase the conversion rate of generated FSQ links

STEP	ACTIONS	RESOURCES	COMPLETE
Delivering FSQ in a controlled environment, during working hours, has shown to result in a higher number of completed questionnaires. However, it is very important that you use your professional judgement to choose the most appropriate delivery methods for your setting.			
Step 1 Planning, communication, logistics and technology	<ul style="list-style-type: none"> ● Planning: Consider when to do FSQ with learners, e.g. tutor time, during IT lessons, in a Careers lesson, during PSHE etc. You'll need approximately 15 – 20 minutes to deliver the session. When planning the session, make sure you consider factors such as computer access, learners' understanding and technical ability plus time to introduce FSQ and access FSQ links. 	FSQ implementation resources	<input type="checkbox"/>
	<ul style="list-style-type: none"> ● Communication: Plan how you are going to engage learners to complete the questionnaire. Start with why learners are completing FSQ - use the FSQ Learner PowerPoint presentation and the FSQ Learner animation to effectively introduce the questionnaire at the beginning of the session. If appropriate, perhaps include using recognition and praise to increase completions e.g. reward house points for FSQ completion or reward the group who get 90% of FSQs completed first. 	FSQ Engagement resources	<input type="checkbox"/>
	<ul style="list-style-type: none"> ● If you are going to ask other members of staff to facilitate FSQ delivery, plan how you are going to engage them to gain deeper, more active involvement during the session. It's important that staff are prepared to answer any questions learners may have if they get stuck when completing FSQ. As a minimum, we recommend staff familiarise themselves with the questions for each version of the questionnaire. 	FSQ Learner animation	<input type="checkbox"/>
	<ul style="list-style-type: none"> ● Logistics: Ensure staff know where and when the FSQ session is taking place, to ensure learners arrive at the allotted time, e.g. will learners be going to a computer room for tutor time instead, or are staff aware they will be delivering a shorter IT lesson as they are including FSQ delivery. 	Questions for each questionnaire type in PDF format	<input type="checkbox"/>
	<ul style="list-style-type: none"> ● Technology: Check computer rooms or laptops are booked, enough are available and they are all in working order. Liaise with your IT/Data Manager to ensure FSQ emails will be delivered successfully and access to FSQ is not blocked for learners. 	How to send Future Skills Questionnaire (FSQ) links to learners	<input type="checkbox"/>
Deliver the FSQ sessions you have planned!			
Step 2 Monitor progress	<ul style="list-style-type: none"> ● Review FSQ responses in Compass+ - how many learners have completed the questionnaire vs your expectations. Where possible, aim for as close to 100% completions, this will enable you to analyse the responses right down to individual learner level for all learners. 	Future Skills Questionnaire (FSQ) Data Visualisations	<input type="checkbox"/>

<p>Step 3 Review learners who haven't completed FSQ yet</p>	<ul style="list-style-type: none">● Log in to Compass+, from the main navigation bar go to Questionnaire > Generate and manage questionnaire links > select a year group > filter by form or teaching group > tick 'Link delivered to learner' (previously Email Delivered) in the Questionnaire Status column. The total number of FSQs still to be completed will display at the end of the table.– FSQ links for individual learners: In the Questionnaire Link column, you can copy the unique link for each individual learner– FSQ links for groups of learners: Click the green "Actions" button > Download links. In the pop-up window, filter by form or teaching group. Select all learners then scroll to the bottom to download the unique links for all the learners into a spreadsheet. <p><u>Please note:</u> If you'd like to know which groups particular learners are in, you'll need to download each group separately.</p>	<p>How to generate questionnaire links</p> <p>How to download questionnaire links</p> <p>Future Skills Questionnaire status definitions (when sending FSQ links to learners via email or sharing links manually)</p>	<div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div>
<p>Step 4 Consider a range of strategies to increase FSQ completions.</p> <p>In recommended order...</p>	<ol style="list-style-type: none">1. Highlight FSQ completion rates vs your target to increase awareness and encourage more completions: Provide an update to staff, learners, parents and carers summarising how each year group, form group or teaching group is doing with regards to FSQ completion.2. Group Mop Ups with the key member of staff who delivered the FSQ session: Review groups to see who hasn't completed FSQ yet (Step 3). Email the key member of staff e.g. tutor, teacher who delivered the session to a particular group attaching the downloaded spreadsheet with each learner's unique link – ask the key member of staff to chase up learners who haven't completed FSQ yet and provide learners with their unique link directly.3. Group Mop Ups with a different key member of staff: Review groups to see who hasn't completed FSQ yet (Step 3). Email the key member of staff with regular responsibility for a particular group e.g. tutor. Ask for their support in ensuring the remaining learners complete their questionnaire. Attach the downloaded spreadsheet with each learner's unique link – ask the key member of staff to chase up learners who haven't completed FSQ yet and provide learners with their unique link directly.4. Individual Mop Ups with a key member of staff: Identify individual learners who haven't completed FSQ yet. (Step 3). Copy their unique link directly from Compass+ and email it to a key member of staff who works with them on an individual basis, e.g. SENCO, Pastoral Support, Alternative Provision Manager. Ask if they could plan in time to support the learner to complete it.		

	<p>5. Mop Ups via invite to an FSQ Support Session: Identify learners who haven't completed FSQ yet. (Step 3). Invite them to come to an FSQ Support Session in a computer room at a specific time e.g. tutor time, breaktime, lunchtime or after school. Support them to access their FSQ link via their school/institution email or save the downloaded links to an internal computer drive/system that learners can access. i.e. Teams, Google Classroom.</p> <p>6. Mop Ups via Homework: Identify learners who haven't completed FSQ yet. (Step 3). Set them a task to complete their FSQ via your internal homework system. If appropriate, invite learners to an FSQ Support Session where they can complete their homework with your support, this may be particularly helpful if learners are experiencing barriers at home. If applicable, you may choose to inform parents and carers that time was given to complete FSQ in lesson-time, but as it has not been completed it has been set as homework.</p> <p>7. Mop Ups via Parents & Carers: Identify learners who haven't completed FSQ yet. (Step 3). Send an email to their parents/carers asking for their support with ensuring their child completes FSQ. Within the email, explain the benefits of their child completing FSQ, consider including a link to the FSQ Learner animation or using our email template as a guide. If applicable, invite their child to an FSQ Support Session where they can complete it with your support, this may be particularly helpful if learners are experiencing barriers at home.</p> <p>8. Individual Mop Ups with the final few learners: Have one last push towards achieving 100% completions. Get permission from teachers to complete FSQ on a 121 basis with learners during lesson time. Ask the learner to come out of their lesson to complete FSQ with you, to minimise time out of lesson, have their questionnaire open and ready on your laptop. Provide support if needed by reading the questions or answering any queries that the learner might have.</p>		
Step 5 Celebrate, analyse and communicate	<ul style="list-style-type: none"> ● Celebrate the completion rate with your staff, parents and carers, governors, learners and other key stakeholders. ● Highlight the importance and benefit of being able to view the interests and career-readiness of so many learners across your institution. ● Set time aside to analyse learner responses - prioritise areas to improve and develop plans for the future. 		
Step 6 Embed FSQ	Delivering FSQ is an annual process. Remember to note down the highs and lows of delivery to prepare for next academic year..!		
Step 7 Visit the Compass+ Help Centre	<ul style="list-style-type: none"> ● If you ever get really stuck, visit the Compass+ Help Centre. With comprehensive help articles and short 'how-to' videos, it should always be your first port of call for support ● Find out more about Compass+ and how to use it effectively in your setting - access free, high-quality training for yourself and colleagues ● You can also access the Resource Directory - it hosts thousands of world-class, trusted, high-quality resources to help you plan, grow and achieve in your role. 	Compass+ Help Centre Register for a webinar Self-paced training Resource Directory	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>