

# FSQ 8 Steps to Success Guide

## Technical Set-up

- 1 Contact your IT Team and notify them that you intend to deliver FSQ. Ask them to whitelist (allow) the [@careersandenterprisecompany.co.uk](mailto:@careersandenterprisecompany.co.uk) domain.
- 2 Identify which year group/s you want to run FSQ with (minimum one year group). Check that the relevant learners are in the correct groups on Compass+.

## Planning, Preparation and Delivery

- 3 Confirm a delivery date, time and delivery method. Plan 15-20 minutes minimum for delivery – this allows time for a presentation to learners and completion of the questionnaire.
- 4 Review [FSQ Implementation Resources](#). Consider where to include the FSQ Learner Engagement Animation as part of the FSQ session
- 5 Notify key stakeholders including Learners, Wider Staff and Parent/Carers
- 6 Decide on how you will send your questionnaire links to learners (either manually or automatically if available) then [generate links and send to learners](#), a minimum of 72 hours before planned completion.

**FSQ session is delivered > Learners complete links > When they click 'Submit' their responses will automatically be recorded in Compass+.**

## Analysis and reporting

- 7 View learners' FSQ responses via the [Summary, Detailed and SEND reports](#). Drill down into responses for specific questions via the FSQ custom reporting feature.
- 8 Allocate time to analyse learner responses and take action accordingly. Add FSQ delivery to your careers calendar to ensure that this is delivered annually helping you to measure learners' career-readiness over time.

**If you would like further support to successfully deliver the Future Skills Questionnaire in your setting, please [book a one-to-one support call](#) with one of our expert trainers.**

**Visit the [FSQ section of Compass+ Help Centre](#) for further guidance and resources.**

**If you happen to encounter any technical issues with FSQ delivery, please [raise a support request](#) with our Help Desk.**