Future Skills Questionnaire (FSQ) Checklist

Below is a list of recommended steps to effectively launch FSQ. **Note:** not all steps may be required in your setting.

Month	Actions	Resources	Complete
Step 1 Check-in with IT team	• Ask your IT Manager to whitelist all emails from @careersandenterprise.co.uk • Ensure all current student emails are captured in the WorkEmail or HomeEmail field in your MIS	How we use your data in Compass+ (FSQ)	☐
Step 2 Training and support	• Register for an upcoming webinar or training session in your area (Your EC will be able to advise of any local training opportunities) • If there are no webinars or training sessions taking place before your proposed launch date, watch a previous FSQ webinar recording • Bookmark the FSQ Help Centre articles to refer back to at any point	Register for webinars Register for face-to-face training Watch previous FSQ webinar	☐
Step 3 Plan your launch	• Identify the year groups you are going to send your questionnaires to (minimum **one** year group) • Review and make any optional updates to student presentation (you may wish to add your school logo) • Decide on the launch date and how questionnaire completions will be gathered e.g. IT lessons, PHSE lessons, Form Time, Homework etc. (Plan 20-25 mins in lesson time to allow for presentation and completion of survey) • Plan to update key stakeholders: students, teachers, parents/carers (e.g. student assembly, staff briefing and external comms channels)	Implementation guide SEND guide Student guide (PPT) Parent guide	☐
Step 4 Generating your links	• Decide on how you will send your questionnaire links to students (either manually or automatically if available) • The SEND questionnaire has been designed to be used as part of a one-to-one careers conversation • Send links to pupils, a minimum of 24 hours before planned completion time • Students complete links, when they click 'submit', it will automatically store the results in Compass+ for each student	How to generate questionnaire links How to send questionnaire links	☐
Step 5 Analysing you results	• View your FSQ results via the Summary, Detailed or SEND report data visualisations • Identify gaps in the school's provision and build interventions into your Careers programme • Identify groups who may require more targeted support, create custom groups to tailor activities to individual needs. • Share results with key stakeholders, consider who can be added to your account as a viewer e.g. HOY, Data Manager, Curriculum/Pastoral staff or your EA	Viewing and downloading questionnaire results Data visualisations Comparing groups Identifying students in need of additional support	☐
Step 6 Thinking ahead	• Add completion of the FSQ to your careers calendar • Measure the progress of your careers programme over time	Identifying areas of strength and weakness in your careers programme	☐