

Purpose of this document

This document is a ready-to-build specification for the FairCare Section 1.1 Google Form. Copy each question exactly as written into Google Forms. Field types are specified for each question. The form takes approximately 10 minutes to set up.

Google Forms setup steps:

1. Go to forms.google.com and click the + (New Form) button.
2. Set the form title and description as shown in Section 1 below.
3. Add each question in order. Match the field type exactly.
4. Turn on 'Required' toggle only for questions marked REQUIRED.
5. Set the form to 'Anyone with the link can respond' in Share settings.
6. Copy the link and share it with participants before the session.

SECTION 1 — Form Title & Introduction

 **Trainer note:** Paste this text directly into the Form Title and Description fields in Google Forms.

Form title:

FairCare — My Profile – Carer Version (Section 1.1)

Form description:

Welcome! This form is part of the FairCare online session on Self-Assessment for Carers. Take your time. There are no right or wrong answers. You only share what you want to share. You can skip any question.

SECTION 2 — Warm-up (Activity 1)

Add a Section break in Google Forms titled: "Warm-up"

Q1 To get started — choose one sentence that is true for you right now:

Field type: Multiple choice (select one)

- ☐ I bring a strength to my caregiving role.
- ☐ There is something that challenges me in care work.
- ☐ I prefer not to share right now.

 **Trainer note:** This is the only warm-up question. It is NOT required — remind participants via chat that they can pass.

SECTION 3 — Self-Reflection & My Profile (Activity 2)

Add a Section break in Google Forms titled: "My Profile — Self-Reflection"

Q2 What is your name or how would you like us to call you?

Field type: *Short answer text* — NOT required

 **Trainer note:** Do not mark this as required. Participants may prefer anonymity.

Q3 ★ What I can offer – What strengths do I bring to my caregiving role?

Field type: *Paragraph text (long answer)* — NOT required

 **Trainer note:** Paste in helper text: "Think of skills, qualities, or knowledge you bring to your role as a carer."

Q4 🧘 My limits — Where do I experience stress or find things difficult?

Field type: *Paragraph text (long answer)* — NOT required

 **Trainer note:** Paste in helper text: "Think of situations or tasks that drain your energy or feel hard to manage."

Q5 🤝 What support I need — What helps me collaborate better in my caring role?

Field type: *Paragraph text (long answer)* — NOT required

 **Trainer note:** Paste in helper text: "Think of things that would help you feel more sustainable and supported in your role."

Q6 How do you prefer to participate in the session?

Field type: *Checkboxes (select all that apply)*

- ☐ I like to speak
- ☐ I prefer to write in chat
- ☐ I need extra time
- ☐ I prefer to listen
- ☐ Other (please specify below)

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Q7 If you answered Other above — please describe your preference here.

Field type: *Short answer text* — NOT required

SECTION 4 — Pair Feedback (Activity 3)

Add a Section break in Google Forms titled: "Pair Feedback"

Q8 Two strengths I see in my partner are...

Field type: *Paragraph text (long answer)* — NOT required

 **Trainer note:** Participants complete this after the breakout pair activity. Remind them via chat: "You can type your answer here after your conversation."

Q9 One idea that could support my partner's role is...

Field type: *Paragraph text (long answer)* — NOT required

SECTION 5 — Closing & Comfort Check (Activity 4)

Add a Section break in Google Forms titled: "Closing"

Q10 How comfortable did you feel in today's session?

Field type: *Linear scale (1 = Not at all comfortable → 5 = Very comfortable)*

Q11 What support helps you collaborate more effectively in FairCare?

Field type: *Paragraph text (long answer)* — NOT required

 **Trainer note:** After the session, download responses from Google Forms as a spreadsheet (Responses > Download as CSV) for your records.

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