School / College Name:   
ISC Name:

You may want to bookmark some of these links.

|  |  |  |
| --- | --- | --- |
| **Task** | **Notes** | **Completion Date** |
| Read and develop an understanding of NSSW, Uni Connect and Office for Students.  <https://nextstepssw.ac.uk/about-us/>  <https://www.officeforstudents.org.uk/advice-and-guidance/promoting-equal-opportunities/uni-connect/>  <https://www.officeforstudents.org.uk/> |  |  |
| Explore the NSSW website and bookmark the ISC Area. <https://nextstepssw.ac.uk/isc-area/>  Password: NSSWI-SC |  |  |
| Establish contact with your allocated Institutional Outreach Officer (IO) and ensure you have regular meetings with them (at least once every half term). | County Team Lead -  IO - |  |
| Sign up to NSSW Schools & Colleges Newsletter.  <https://nextstepssw.ac.uk/next-steps-south-west-newsletters/> |  |  |
| Explore the NSSW website. <https://nextstepssw.ac.uk/core-offer/>  <https://nextstepssw.ac.uk/resources-for-teachers/>  <https://nextstepssw.ac.uk/parents-carers/> |  |  |
| Review and understand the procedure for sending in registers and data sensitive documents for NSSW activities.  <https://nextstepssw.ac.uk/content/uploads/2021/10/NSSW-Guidance-on-Sending-and-Receiving-Data-1.pdf> |  |  |
| Obtain postcode data for all years 9-13 students and send to the Evaluation Team. evaluation.nssw@plymouth.ac.uk |  |  |
| With assistance from the Evaluation Team, review and provide attainment data for years 9-13 students who fall within target postcodes. |  |  |
| With assistance from your IO, organise and book in Baseline sessions with the target students. |  |  |
| Establish contacts with relevant staff within your establishment who can help you with room bookings and IT support. |  |  |
| Find out when in the school diary would be good times for NSSW activities to take place within the academic year. |  |  |
| Double-check that NSSW newsletters are not going to your junk email folder. |  |  |
| If you have KS5 provision at your establishment, you can familiarise yourself with the NSSW Travel Card application. <https://nextstepssw.ac.uk/key-stage-5/> |  |  |

Any questions about NSSW sessions, core offer, extra student support or feedback about your role, please contact your NSSW Institutional Outreach Officer (IO) or your County Team Lead.

Any queries regarding Data and Evaluation, please contact [evaluation.nssw@plymouth.ac.uk](mailto:evaluation.nssw@plymouth.ac.uk)

Any queries regarding finance and ISC hours, please contact [julie.allen@plymouth.ac.uk](mailto:julie.allen@plymouth.ac.uk)