Collecting activity registers for NSSW

To evidence our work to the Office for Students (our funders), it is essential that we collect key information about student engagement whenever an activity takes place. To do this we need to collect key student data (first name, surname, date of birth, home postcode, year group) from schools directly and use this to keep a record of all student engagement with NSSW on the HEAT database.

For individual activities we therefore require the following information:

1. Activity title
2. Activity date
3. The school/college name
4. Year group involved
5. A list of all students that attended.
6. HEAT Activity ID

In some instances, the register will require just the students' name, in others we will need name, date of birth and postcode. Please see the table below and speak to you IO for more information.

	Year 8	*Year 9*	*Year 10*	*Year 11*	*Year 12*	*Year 13*	*FE Y1*	*FE Y2*
Name	✓	✓	✓	✓	✓	✓	✓	✓
Date of Birth	✓	✓	×	×	×	×	✓	✓
Postcode	✓	✓	×	×	×	×	✓	✓
Year Group	✓	✓	✓	✓	✓	✓	✓	✓

It is the responsibility of the IO to ensure that the correct register data has been sent to the Evaluation Team. This can either be done through the IO or directly from the ISC to the Evaluation Team. Please also complete information on accompanying cover sheet which can be found at TS>General Project Documents.

If you have any questions or concerns regarding this process, please don't hesitate to contact a member of the Evaluation Team at evaluation.nssw@plymouth.ac.uk or the NSSW Evaluation Team Lead, Rob Hart at robert.hart-1@plymouth.ac.uk – 01752 584037