

SPOC Activity Report FAQs

2020/21 Academic Year

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1. What is the purpose of a SPoC Activity Report?

The SPoC Activity Report is used to document all the activities your students take part in as part of the Southern Universities Network (SUN) programme. This means any activities paid for by SPoC funding; any activities led by the SUN team; and any activities your Local Authority provide which are funded by SUN.

2. Why is it important I keep my SPoC Activity Report up to date?

SUN is funded by the Office for Students (OfS), the regulatory body for higher education in England. A core requirement for the partnership is to evidence how funding has been spent. As your school receives funding to provide activities for students, we require you to report how it has been used.

Future funding may be affected if SUN is unable to provide accurate information on how students have engaged in activity.

3. When should I be updating my SPoC Activity Report?

Ideally, you should be updating the SPoC Activity Report as and when students engage in an activity. We understand that this may not be possible for everyone so, as a minimum, we would advise that you update it at least once each half term. This means that you do not have a lot of information to update and it's less likely you will miss information.

4. What is the next reporting deadline?

As per the 'SUN Funding Guidance', schools should ensure all reports are ready to be sent to OfS for data collection on the following dates: **Monday 8th February 2021 and Friday 12th July 2021**

5. Why is there now a School Summary tab?

SUN has created the School Summary tab to enable you to get a quick snapshot of engagement across your school.

This tab has been formatted so you can quickly print the three graphs for use in conversations with other colleagues or for evidence as to how the SUN programme is engaging students in your school.

6. Why is there 'a number of participants' row and 'participated in activity' column?

For reporting purposes SUN needs to tell OfS how many students attended each activity. To do this SUN has added in this column. SUN also hope it will help you in identifying if you have missed any students, or inputted incorrect attendance data.

The 'participated in activity' column will support you in identifying any students who may not have engaged in activity. SUN suggests you use this column to identify where UNI CONNECT students may need some support or encouragement in attending activities or events funded by SUN.

7. Why do you need so much information for each event?

There are 7 things we need you to complete when an activity takes place:

- a) Activity title – this is so SUN can identify the name of an event
- b) Activity description – this provides SUN with further information about the activity. If your activity forms part of a wider project e.g. a visit to a University which is linked to a bigger mentoring project, you should put the project title as the activity title then in this section describe the activity
- c) Activity directed by – this is so SUN can understand how you have been engaging with the wider SUN partnership (e.g. Local Authorities). This appears as a drop-down list on the SPoC Activity Report.
- d) Type – the OfS requires SUN to document the type of events students have been engaged in. This appears as a drop-down list on the SPoC Activity Report.
- e) Sub-type – a further level of detail required by the OfS. This appears as a drop-down list on the SPoC Activity Report
- f) Activity delivery method – Covid-19 is likely to impact upon how activities are delivered. The OfS wants us to record how activities have been delivered e.g. online, in person or via other methods.
- g) Event duration – OfS requires SUN to provide information on how many ‘contact hours’ a student has received as part of the SUN programme
- h) Event date – SUN needs this information to create an event on the database called HEAT
- i) Cancelled – OfS have stipulated any cancelled activities should be logged and recorded. This is for any cancelled activities, not just those cancelled due to Covid-19.
- j) Attendance – SUN needs to know which individual students have attended an event so it can be logged in the HEAT database

8. I don't know what to choose from in the drop-down list. What should I do?

It's important that activities are recorded correctly as the OfS analyses the data we send them.

Please refer to the tables over the next few pages which will help you when recording activity in your SPoC activity report.

Event directed by:

Event directed by	Description of when to use	Example activities of when to use
SUN LED WORKSHOP / SESSION IN SCHOOL	Where a member of the SUN team has come into school to deliver a workshop or presentation. A HEAT activity ID will be given to you to record on your SPoC Activity Report Where you have attended an event led by SUN. A HEAT activity ID will be given to you to record on your SPoC Activity Report	A Careerpilot Workshop Creative and Digital Industries Event
SPOC FUNDING ACTIVITY	Any activities or events that you use your SPoC funding towards.	Attending a careers fair or higher education fair at a Further Education College. Organising a bespoke trip to a specific University academic department. Using funds to hire in a third-party provider to run a revision session for some Year 11 students.
LOCAL AUTHORITY ACTIVITY	Only to be used when directed by your relevant Local Authority. A HEAT activity ID will be given to you to record on your SPoC Activity Report	Year 11 transition project for invited schools in Portsmouth and Southampton
PROJECT PROPOSAL	Only to be used if you have received funding for a specific project via our project proposal process.	Only to be used if you have received funding for a specific project via our project proposal process.
SAINTS COMMUNITY CHAMPIONS	Only to be used by specific Southampton schools who are engaging in the Saints Community Champions project	The following schools should be reporting activity for this project in their SPoC Activity Report <ul style="list-style-type: none"> • Bitterne Park School • Cantell School • Chamberlayne College for the Arts • Oasis Academy Lords Hill • Oasis Academy Mayfield • Redbridge Community School • St Anne’s Catholic School • Woodlands Community College
FUNDING USED FOR TRANSPORT TO ATTEND EVENT OR ACTIVITY	Where you have used the SUN SPoC funding to attend an event organised by a specific University’s Outreach / Widening Participation team	Transport to a University of Southampton, Learn with US event Transport to a University of Portsmouth, UP for Uni event Transport to a Solent University outreach event Transport to a University of Winchester outreach event Transport to a Arts University Bournemouth outreach event Transport to a Bournemouth University outreach event

Event type:

Event type	Description of when to use	Example activities of when to use
Exhibition	You should use this for large scale events such as careers fairs	Careers Fairs Higher Education Fairs (including UCAS) Get Inspired Event
General HE Information	You should use this for any events or activities that are a general introduction to higher education	A talk about options in higher education
HE Campus Visit	You should use this for when you attend an event on a University campus or Further Education College campus	Campus tour University outreach or widening participation event
HE Subject Insight	You should use this for events which are about a specific University course or subject area	A talk or workshop led by a University academic from a specific subject area
Mentoring	This should be used for any activities that include a mentoring aspect	Marginal Gains Saints Community Champions
Non-Student	Any events that do not involve students	Teacher CPD funded by SUN SPoC funding Parent or family engagement event funded by SUN SPoC funding
Other	Please do not use this option.	Please do not use this option.
Skills and Attainment	This option is for any activities that relate to attainment raising	GCSE revision sessions
Summer School	This is for any activities that include a residential element	Outdoor residential trip funded by SUN SPoC funding

Event sub-type:

Event sub-type	Description of when to use	Example activities of when to use
General UCAS	This should be used for general information or awareness raising relating to UCAS	A talk about how to apply to Universities via UCAS
General HE	This should be used for general higher education awareness raising activities	A talk about higher education
Student Finance (workshop/talk/session etc)	This should be used if you have invited a speaker to talk to your students about Student Finance	MoneyExplorer workshop A talk from a University about Student Finance
UCAS Application/Statement Support	Where you have arranged specific support for students with their personal statements or UCAS application	A workshop on how to write a personal statement A talk about how to apply via UCAS
Careers Related	Any activities relating to specific careers	A talk by a local employer Creative and Digital Industries event Festival of Engineering and Manufacturing Industries
Subject Specific	Any activities that you have organised, or have used SPoC funding towards, which is specific to a subject	A science workshop led by an external or third party provider Medical Mavericks A visit to a specific University subject department
Soft Skills	Any activities that support learners in developing personal or soft skills	Marginal Gains Saints Community Champions Resilience workshops or talks
IAG	You should use this for information, advice and guidance events and activities	Careers Interviews
Work Experience	This should only be used for where you have used your SUN SPoC funding towards UNI CONNECT learners attending work experience	Only to be used for work experience
Open Day	Where you have used your SUN SPoC funding to attend a University's Open Day	Only to be used for University Open Days
Campus/Facilities Tour	This should be used for where you have used your SUN SPoC funding to attend a	A campus tour at a University

at HE or FE institution	campus tour at a University or Further Education College	
UCAS Fair	To be used if you have used your SPoC funding towards attending a UCAS fair	Attending a UCAS fair
Raising Attainment	This should be used for any GCSE or Level 3 qualification attainment raising activity	GCSE revision events A-level revision events

9. How do I record an activity that includes multiple sessions like careers interviews or a mentoring project?

If you have an activity that includes multiple sessions, like a mentoring project, you only need to create one entry for this. SUN suggests you do this in the following way:

Event Duration – enter in the typical duration of a single session

Attended – you can put in the number of times a student has engaged in the activity as outlined below

Event Name	Example 1	Example 2	Example 3
Event Directed by	SPOC FUNDING ACTIVITY	SUN LED WORKSHOP/SES	PROJECT PROPOSAL
Event Type	Exhibition	General HE Information	Skills and Attainment
Event Sub-type	Careers Related	General HE	Soft Skills
Event Duration (Hrs)	6	1	1
Event Date	13/11/19	14/11/19	18/11/19
HEAT activity ID (SUN will provide you with this for relevant activities)	297171	299138	328791
Number of Participants	20	66	17
Target Ward	Attended	Attended	Attended
SWAYTHLING		1	10
HAREFIELD		2	12
SWAYTHLING		1	1
SWAYTHLING		3	6
SWAYTHLING	1	1	6
SHOLING	1	2	

Entering the information this way ensures that SUN is able to report more accurately to OfS.

10. Do I have to put student names and postcodes in the SPoC Activity Report?

Ideally, SUN would like you to input all student names in the SPoC Activity Report. Your school has either signed a Data Sharing Agreement, or is in the process of signing a Data Sharing Agreement with SUN. The Data Sharing Agreement enables SUN to share data back you/the school in line with GDPR.

SUN uses student names and postcodes to:

- Understand if a student is from a target ward
- Match students to the HEAT database for impact evaluation purposes including understanding how many students progress to higher education

11. I don't feel comfortable putting student names in the SPoC Activity Report – what should I do?

Your school has either signed a Data Sharing Agreement, or is in the process of signing a Data Sharing Agreement with SUN. The Data Sharing Agreement enables SUN and the school to share data with each other in line with GDPR. SUN suggest you speak with your school's Data Protection contact and read the Data Sharing Agreement which has been shared with a member of your SLT.

If you have been advised not to input student names on your SPoC Activity Report, as a minimum, please enter student postcodes. This is not an identifiable piece of information. Contact SUN contact (as outlined in the 'how to complete' tab of your SPoC Activity Report) to discuss how we can match students to our HEAT database for reporting purposes.

12. I filled cells with a colour so you couldn't see student names, but now they are appearing. How did you get this information?

Filling a cell with colour doesn't remove the data. When you click on a coloured cell, the data still appears. We have not gathered this information from another source.

If you are not comfortable with providing student names, please refer to FAQs 10 and 11 above.

13. What's a Q1 or a Q2?

The Office for Students has expanded the SUN remit to include engaging learners in additional areas with low higher education participation. They use a measure called POLAR 4 and this is split into 5 quintiles. SUN must provide information on how many learners from quintiles 1 and 2 (Q1 and Q2) is has worked with. SUN is not given additional funding to work with these learners so this will not affect the funding your school receives.

14. Why can't I add a column or row in any of the tabs?

SUN has 'protected' the SPoC Activity Report. You are unable to make additional changes including adding columns or rows as this impact upon the data calculations in hidden areas of the SPoC Activity Reports.

15. The question I have isn't on this list, what should I do?

Please contact your SUN Contact – information is provided in the 'how to complete' tab of your SPoC Activity Report. You can also contact the SUN Office via sun@soton.ac.uk or 02380 591 727.