SPoC Activity Report FAQs

2021/22 Academic Year

Contents

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. We are required to track engagement of ALL students who take part in Uni Connect funded activity.

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 on how it has been used and which students have engaged in activity. We are required to track engagement of ALL students who take part in Uni Connect funded activity.

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 close to reporting deadlines 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 complete and uploaded to Glasscubes on the following dates: **Friday 11th February 2022, 5pm and Friday 8th July 2022, 5pm**

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 have 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 10 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. The below table outlines examples of how the options should be used

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. Please choose the most relevant option to your activity.

e) Sub-type – a further level of detail required by the OfS. This appears as a drop-down list on the SPoC Activity Report. Please choose the most relevant option to your activity.

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) Activity duration – OfS requires SUN to provide information on how many 'contact hours' a student has received as part of the SUN programme

h) Activity date – SUN needs this information to create an event on the database called HEAT. If your activity covered a range of dates, please put the date the activity started

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. **This is a vital part of project monitoring and can impact future funding.**

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.

Activity directed by:

Activity description	Suggested activity led by label
You have used SUN funding to attend a campus visit or workshop at a university or FE College	SPoC funded activity
Your school has been contacted by your local authority and offered to take part in some SUN funded activities such as the Careers and Apprenticeship Show (CAS)	Local authority activity
You applied for a small project fund and have been awarded the money	Project Proposal / small project fund
A member of the SUN staff comes into your school and delivers a workshop	Activity delivered by the SUN team
You have a Saints Community Champion in your school and they have provided you with engagement activity for the term • 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	Saints Community Champions activity

Activity 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)
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
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	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 at HE or FE institution	This should be used for where you have used your SUN SPoC funding to attend a campus tour at a university or further education College	A campus tour at a university
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

	Example 1	Example 2	Example 3
Event Name			
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?

OfS require ALL students who engage in SUN funded activities to be tracked. To do this you will need 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:

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

IT IS A REQUIREMENT OF PHASE 3 FUNDING THAT ALL STUDENTS ENGAGED IN SUN FUNDED ACTIVITY ARE TRACKED.

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. Please contact your SUN Project Leader to discuss your concerns further.

12. What's an Outreach Hub student?

The Office for Students has expanded the SUN remit to include engaging learners in additional areas with low higher education participation. SUN must provide information on how many students from 'Outreach Hub' postcodes it has worked with. SUN is not given additional funding to work with these students so this will not affect the funding your school receives.

13. 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.

14. 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.

SUN Research and Evaluation Team

September 2021