**FE Monitoring and Evaluation overview**

**2022/23**

**All paperwork and supporting documents can be found in the KMPF FE folder on Microsoft Teams and in the College pack on the KMPF website**

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|  | **Timing** | **Paper Form** | **Electronic Form** | **Supporting Resources** | **Notes** |
| **Pre-Activity** | September 2022 | **Baseline Survey**  (No paper copy) | [bit.ly/FEBase22](https://bit.ly/FEBase22) | **Privacy Statement summary for students.**  **Guidance notes**  **Sample paper** **version** (not to be completed by students).  **PowerPoint Survey**  **Process flow for baselines** | Baseline surveys to be completed as part of induction programme where possible. Deadline to be included in Baseline Dashboard: 30th September (EKC Group) and 21st October (NKC and MKC)  Progression Mentors to complete baseline survey with students in one to ones (check if they haven’t completed already) |
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| **Activity** | Throughout year (at each activity/event) | **Event Register**  **(for groups or one to ones)**  (paper copies should not be used unless there is no alternative. KMPF will not be able to accept paper copies) | Qualtrics survey (bit.ly.links)  EKC Group:  [bit.ly/EKreg22](https://bit.ly/EKreg22)    North Kent College:  [bit.ly/NKreg22](https://bit.ly/NKreg22)    MidKent College:  [bit.ly/MKreg22](https://bit.ly/MKreg22)    *Or*  Individual college using barcode/chip scanners | **Privacy notice animation:** <https://www.youtube.com/watch?v=8-OyesSoKZ4>  **Privacy Statement summary for students**  **Event Register Procedures**  **Process flow for registers** | A register needs to be taken for each activity you run or deliver. (HE partners to take registers when they are delivering). There are three options for taking registers   1. Electronic register (Qualtrics/bit.ly) which has been set up for each college 2. Barcode scanners/card readers 3. Import template   We strongly advise that paper registers should not be used. However, we understand that on occasion there may be no other alternative. If this is the case, Project Officers will need to take the information from a paper register and enter the details on the ‘Import Template’ Please store/destroy paper registers securely according to your colleges GDPR policy. Send the completed Import Template to Phillip Marsh at [KMPF@canterbury.ac.uk](mailto:KMPF@canterbury.ac.uk) (shared securely according to your college’s GDPR procedures)  All events (both group and 1-1s) should be added to the ‘Weekly Activity Summary Sheet’ by Project Officers.  Progression Mentors do not need to do ‘Weekly Activity Summary Sheets’ but must send Caseload spreadsheet to Phillip Marsh at [KMPF@canterbury.ac.uk](mailto:KMPF@canterbury.ac.uk) at month end (shared securely according to your college’s GDPR procedures) |
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|  | **Timing** | **Paper Form** | **Electronic Form** | **Supporting Paperwork** | **Notes** |
| **Post-activity** | **April-June 2023** | **Exit Survey Evaluation for 21/22** baselined students | TBC | **Privacy Statement summary for students**  PowerPoint for students | To be completed with targeted L3, 2nd years(who started their course in September 2021 and completed the baseline survey in 2021 (ask Joni/Phillip for a list if unsure). Ensure students are reminded of their KaMCOP experiences (the activities they have taken part in). |
| **April-May 2023** | Focus Group  Evaluation | N/A | **Privacy Statement summary for students**  **Question guide**  **Consent guidance** | TBC whether this is going to take place in 22/23 |
| **June-July 2023** | *Staff Evaluation* | TBC |  | *To be created by April 2022* |

Copies of all documents can be found at <https://kmpf.org/schools-and-colleges/who-we-work-with/kmpf-colleges-pack/>