

FEC Baseline Survey 2022-2023

Guidance notes and instructions for completing the online survey with students

Please note this survey has been created for Level 3, first year students. It can also be completed by Level 2 or Level 3, second years if you would like their responses included in the Baseline Data Dashboard for your college.

1. Introduction

Hello and welcome to the KaMCOP FEC Baseline Survey 2022-2023. This document includes the following sections:

- How to complete the survey with students – the essentials
- Re-setting the survey (if completing on the same device multiple times)
- Background information about KMPF, KaMCOP and the baseline survey
- Baseline survey privacy notice

2. How to complete the survey

Steps for staff:

1. Introduce students to the survey (see the text below)
2. Instruct students to logon to bit.ly/FEBase22 or to scan this QR code: 
3. Advise the students of the correct college and campus to select (dropdown list)
4. Advise students of the correct department for their course (dropdown list)
5. Advise students of the correct level of their course (dropdown list)
6. Advise student of the correct course title
7. Offer students the chance to review the privacy notice before continuing (they will see some abridged text and can click on a link to the full privacy notice if they wish). Please encourage students to provide their personal data. They are not obliged to provide this but this will allow KaMCOP to monitor and evaluate impact of activities.
8. The survey can be taken on the same device by multiple students. The survey must be completed and submitted before the next student can start. If the survey needs to be reset (and it was not completed), close the browser/window, delete cookies and then re-enter the survey link.

Introducing the survey to the students

The following text can be read to the students:

You are being asked to complete this survey on behalf of the college and KaMCOP (Kent and Medway Collaborative Outreach Programme). KaMCOP is a project that is funded to support the aspirations and attainment of young people that may not otherwise consider going to university or higher education (HE – level 4 courses+).

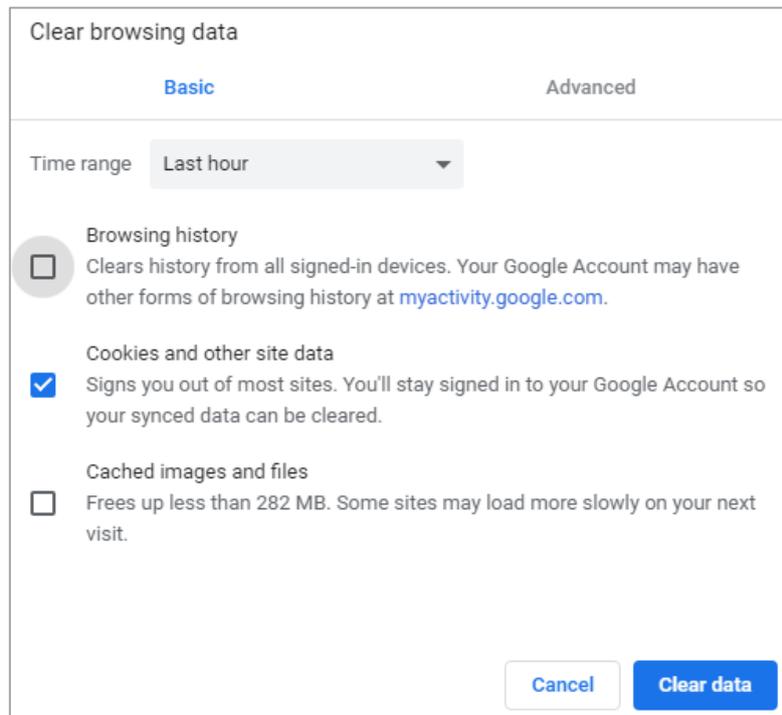
We are asking you to complete this survey to help ensure that the college and KaMCOP can develop activities and support that best meets your needs based on your responses.

*The survey asks to collect some of your **personal details** (including name, gender, date of birth and post code). Before you enter any personal details you will first see the KaMCOP privacy notice which outlines how your personal details will be stored and used. You have the option not to include your personal data but we would be grateful if you could allow us to use this information so that we can continue to develop activities for students like you.*

KaMCOP (including its partner organisations) and your college will use the data collected in this survey to develop activities to help support your needs.

3. Resetting the survey

The survey can be taken on the same device by multiple students. The survey must be completed and submitted before the next student can start. If the survey needs to be reset (and it was not completed), close the browser/window, delete cookies (see example below) and then re-enter the survey link. As such, an individual can restart the survey if they have made an error or are not happy with their response but there is no Back button (Back buttons are provided where possible but due to the structure of the survey and the question display logic, it is not always possible to go 'back').



Example of clearing recent cookies (Google Chrome)

4. Background information

KMPF and KaMCOP

The Kent and Medway Progression Federation (KMPF) is a partnership between Canterbury Christ Church University, the University of Kent, the University for the Creative Arts, the University of Greenwich, Canterbury College, the EKC Group, MidKent College, HEAT, Switch Youth Services and schools and colleges in Kent and Medway. Collaboratively, we work to support the aspirations and attainment of young people from backgrounds who might not otherwise consider progression to higher education.

The Office for Students (OfS), through Uni Connect, continues to fund outreach in Kent and Medway through the Kent and Medway Collaborative Outreach Programme (KaMCOP). KaMCOP outreach activities are provided through KMPF. These activities are available for students that the OfS have identified as having the potential to progress to higher education but live in areas where progression to higher education courses is lower than expected. The OfS are currently committed to supporting KaMCOP outreach activities until July 2022.

Activity provided by KMPF via KaMCOP is designed to address potential barriers to progression and to give young people an insight into higher education. As such, KaMCOP aims to predominately work with Level 3 students, with some light touch work with Level 2 students.

Why complete baseline surveys?

Baselining students has two benefits. Firstly, following analysis of the data, it allows us to understand where the current needs of students may lie. With data collected and analysed at the beginning of the academic year, programmes of activities can be designed to give young people support where they most need it. Secondly, it supports us in evidencing the impact of our work, by understanding the different types of disadvantage (whether it be based on geographic indicators or personal characteristics such as being disabled or potentially the first in family to attend HE), and through longitudinal evaluation that can report on changes over time in attitudes, knowledge of HE and, ultimately, outcomes in terms of attainment and HE progression data.

The OfS is also evaluating Uni Connect at a national level to assess how successfully the programme meets its aims and to understand how well it's working and who it's working for. This information is used to support OfS funding decisions and refine practice at a local level.

Using the information gathered

Once the data is collected in the survey, it will be uploaded into a baseline survey data dashboard. The data dashboard allows the results to be easily explored by applying a variety of filters and looking at differences in the responses for different by department and course. Raw data can also be provided to the colleges, under our data sharing agreements, so that the data can be used by the colleges to derive additional insight into the needs of their students.

This insight can be used by the college and by KaMCOP to tailor activities to meet the needs of students, thus contributing to the Personal Development section of the Ofsted and Inspection Framework.

FEC Baseline Privacy Notice 2022-2023

Why am I receiving this survey? Your college is part of the Kent and Medway Progression Federation (KMPF). This survey is provided by KMPF via the Kent and Medway Collaborative Outreach Programme (KaMCOP) and is designed to gather information on your current thoughts about your future. You may be asked the questions again at the end of your course to measure any changes. There are no right or wrong answers to these questions.

Who are KMPF? KMPF is a partnership between Canterbury Christ Church University, the University for the Creative Arts, the University of Kent, University of Greenwich and schools and colleges in Kent and Medway. Collaboratively, KMPF works to raise the aspirations and attainment of young people who might not otherwise consider progression to higher education. You can find further information on the KMPF website www.kmpf.org/about-us

What is going to happen to the information you hold about me? The University of Kent and Canterbury Christ Church University are joint data controllers and store your data on a database called HEAT (Higher Education Access Tracker). You can read about it here: www.heat.ac.uk. We use the information you provide to follow your progress through education. The HEAT database will store your data securely and only people with the correct level of permission can view your information on the database.

We collect your data for three main reasons under the legal basis of Public Task:

- **For the purpose of monitoring**, which allows us to fulfil compulsory external reporting requirements to regulatory bodies such as the Office for Students, as well as giving us a clear picture of the activities we deliver and people we work with.
- **For the purpose of evaluation**, which helps us assess the effectiveness of different initiatives on widening participation to HE. This includes long-term tracking of participants' educational journeys, which lets us see how many of the students who participate in our activities go on to university. If you are unable to provide some of the information requested (e.g. if you do not know your postcode), we will use other sources of information available to us, such as your student record, to supplement the information you have provided in order to meet our outlined objectives.
- **For the purpose of contextualised admissions**, where we want to improve inclusivity, the consortium may use this data to inform and support its decision-making process. Your data will never be used to your detriment. Any sensitive information about yourself, such as your ethnicity, health/disability status, is used solely for monitoring and evaluation purposes and for equalities monitoring, both by the University of Kent and Canterbury Christ Church University and as part of wider national research projects.

We will use the information you provide in this survey to match it to your attendance at subsequent activities that you participate in throughout your studies.

How long will my data be retained for? We will hold your data for a long period, usually between 15 and 20 years. We do this to track and evaluate participation in activities and progression to Higher Education. Whenever our findings are published, all information will be anonymised.

Can I opt out from this data sharing?

You may opt out of data sharing by writing to: outreachdataprotection@kent.ac.uk or you can write to: Outreach & Widening Participation Team, The Registry, University of Kent, Canterbury CT2 7NZ.

Will other institutions be able to access my data? Your data may be shared with the Office for Students, CFE Research, Higher Education Statistics Agency, or the University and Colleges Admissions Service (UCAS). It will also be shared with partners including HEAT service subscribers and the National Data Service. We share your data to help evaluate the effectiveness of our work. This sharing is a requirement of government policy to widen participation in higher education and to develop future policy. We will not release data to anyone who is unauthorised.

Why do you use my data? The Higher Education and Research Act 2017 asks us to help people who might not think about going to university and who are from groups who are under-represented. We use your data to understand how well our project is performing.

How can I find out more about how you use my data? You can find out more about Canterbury Christ Church's data protection policy and procedures on their website here: <https://www.canterbury.ac.uk/university-solicitors-office/data-protection/data-protection.aspx> and the University of Kent's data protection policy in full at <https://media.www.kent.ac.uk/se/15415/data-policy.pdf>.

Is there anything else I should know? You can ask for a copy of the data we hold about you. To do this you can email outreachdataprotection@kent.ac.uk. If you have any other questions, you can email us at kmpf@canterbury.ac.uk. You can complain if you are unhappy about how your data is used. You can find more information about your rights on the Information Commissioners' website here: <https://ico.org.uk/your-data-matters/>