# **Process flow for FEC Baseline surveys** 2022/23

Baseline Surveys completed by students (depending on college arrangements).

Link to Baseline survey: <https://www.bit.ly/FEbase22>

All baselines must be completed by agreed deadline (EKC by 30th September and MKC/NKC by 21st October). Any surveys completed after this date will be used for evaluation purposes, but will not be included in baseline reports.

**FEC**

Baseline data cleaned, and dashboard reports produced and sent to colleges within 4 weeks of the deadline.

All students’ information entered into KMPF HEAT Account.

# **Process flow for FEC Registers** 2022/23 (Group work)

Project Officers/Progression Mentors to ask students to complete a register at the start of every activity (either electronically or using the barcode scanner/chip reader). **No paper registers** should be sent to KMPF.

 If using Qualtrics, links are as follows:

EKC Group: <https://bit.ly/EKreg22>

NKC: <https://www.bit.ly/NKreg22>

MidKent College: <https://www.bit.ly/MKreg22>

If using barcode scanner/chip readers please send a completed spreadsheet (following GDPR guidelines) by last working day of the month to Phillip Marsh at kmpf@canterbury.ac.uk

KMPF to add all activities from the **Weekly Activity Summary** (once registers are received) to the KaMCOP HEAT account.

KMPF to add all registers to the relevant activities on a KMPF HEAT account.

KMPF to send an email to the Project Officer, CC Joni, **by Thursday each week** confirming:

* Activity ID of all activities added to HEAT
* How many students registered for each activity

Project Officer to check that all activities have been entered, and to ask any questions if needed.

**Weekly Activity Summary** to be completed by Project Officers every week and emailed to Phillip Marsh at kmpf@canterbury.ac.uk. All summaries to be sent by **Friday of each week**.

**All** **group** activities undertaken that week must be entered into the **Weekly Activity Summary**

# **Process flow for FEC Registers** 2022/23 (One to Ones)

Project Officers: If a student is attending a one to one activity/meeting then they should fill out an online register. The Project Officer can list the activity on their weekly summary sheet.

Progression Mentors: do not need to complete a Weekly activity summary sheet for their one to ones. The student should complete an online register in the first session. Where the interaction with a student is over a number of sessions, they will not need to fill out a register each time. The Progression Mentor then keeps a log of the student details as well as the details of the sessions and email that into KMPF at the end of each term. An example log format can be seen below:

