



# HIGHER HORIZONS SCHOOLS AND COLLEGES DATA SHARING INFORMATION SHEET

2023/24

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## SECTION 1 - INTRODUCTION

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### WHO ARE WE?

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Higher Horizons is a group of Higher Education institutions in the Midlands, Government-funded via the Office for Students (OfS) as part of their Uni Connect programme (formerly the National Collaborative Outreach Programme or NCOP). Our aims are to increase the number of underrepresented young people progressing to Higher Education, and to support young people to make well-informed decisions about their future education. We work with schools and colleges across Staffordshire, Cheshire, and Shropshire, and engage with students from Year 7 up.

We are writing to you as a trusted partner school or college that is eligible for Higher Horizons activity, as we need your help with the collection and sharing of certain data.

### WHY DO WE NEED DATA?

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As a condition of our funding, we must demonstrate that our activities are effective, suitable for their audience and provide value for money. To do this we conduct detailed evaluation and tracking analysis. The continued provision of our activities is dependent on our ability to evidence the effectiveness of our activities to our funders, the OfS.

Higher Horizons delivers hundreds of activities across the region, interacting with thousands of young people each year. We cannot continue to do this without the ongoing support of our partner schools and colleges.

The OfS has a statutory duty to ensure its resources are used in an efficient, effective, and economic way to deliver value for money for taxpayers. Good quality tracking data is required to enable strong monitoring and evaluation which helps the OfS understand value for money.

**If we cannot provide the OfS with the appropriate data, and therefore evidence our effectiveness, funding will not be continued.**

### WHAT IS 'TRACKING DATA'?

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Tracking data is simply data that allows us to track which activities and events young people have taken part in, and the educational journey of those young people. Eventually we aim to see whether the young people we have worked with have applied to HE or not, and whether their involvement in our activities has impacted their decision.

As a condition of our funding, the OfS requires us to collect data to allow us to track the activities young people take part in, and their educational journey. This enables us to measure the effectiveness of our provision and to see if our activities have made a difference to young peoples' future progression. **All finalised and published reports are completely anonymous.**

## WHO ARE EMWPREP?

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EMWPREP is a collaboration of Midlands-based Higher Education providers, based at Loughborough University. They manage a database which securely stores information about the type of activities we deliver and who takes part in them. This is done by collecting certain personal data from young people who take part in our activities, their parents/carers, or their school or college. The data we collect for EMWPREP is strictly confidential and is stored securely on a web-enabled database. It is only handled by Higher Horizons and EMWPREP staff.

Further information about EMWPREP research can be found on their website - [www.emwprep.ac.uk](http://www.emwprep.ac.uk)

Further information about Higher Horizons' use of EMWPREP can be found here - <https://higherhorizons.co.uk/privacy-policy>

## SECTION 2: THE AIMS OF OUR DATA SHARING AGREEMENT

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The purpose of our Data Sharing Agreement, which has been provided alongside this guidance document, is to **allow us to share data in a legal, safe, and transparent way.**

All data will be handled in accordance with the law and with our Data Sharing Agreement. Further information can be found here: <https://higherhorizons.co.uk/privacy-policy>

### ALLOW US TO PROVIDE CONTINUED SUPPORT FOR PARTNER SCHOOLS AND COLLEGES

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As we progress through Phase 3 of the Uni Connect programme, we aim to cement the working relationships we hold with our partner schools and colleges. We are keen to build on the support and activities provided over the last five years, and to work in partnership with you to ensure that we continue to provide tailored, effective support to your school/college.

Your engagement with our Data Sharing Agreement will allow us to ensure that all data is shared in a legal, safe, and transparent way. It will also limit the administrative burden sometimes associated with taking part in our activities and events.

Higher Horizons cannot be a success without the continued support from our partner schools and colleges across the region.

### ALLOW US TO EVIDENCE THE EFFECTIVENESS OF OUR WORK TO THE OFS, AND ACCESS FUTURE FUNDING

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As highlighted above, a condition of our funding is that we evidence our effectiveness and value for money to the OfS. This is achieved through a rigorous evaluation process and collection of tracking data. Your engagement with our Data Sharing Agreement will allow us to report back as necessary, as well as to extend the longevity of our programme by allowing us to access funding in future years.

## SECTION 3: WHAT WE CAN PROVIDE YOU WITH

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- Continued access to our wide range of activities and events, tailored to support your school or college's needs, and to help towards your achievement of the Gatsby Benchmarks
- A dedicated Higher Horizons single point of contact
- Upon receipt of completed 'Higher Horizons Tracking Data' document, we will provide you with a cohort list of Uni Connect target learners for your school/college to help you with targeting for our activities
- Virtual support to your learners through The Ambassador Platform (TAP)
- Online resources which can be downloaded and used by your school/college to support teaching, or can be accessed by your learners directly
- CPD for teachers and advisors
- Individual activity reports based on the feedback and evaluative data we collect, upon request
- General school/college engagement reports, upon request

## SECTION 4: WHAT WE NEED FROM YOU

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We require the following from your school or college in order to continue to access our provision:

### COMPLETED DATA SHARING AGREEMENT

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We would appreciate if you could complete and sign the attached Data Sharing Agreement and return it to us. You can return the signed Agreement via email to your Higher Horizons contact, and we will return a counter signed copy for your records.

### ACTIVITY ATTENDANCE REGISTERS FOR ALL HH ACTIVITIES OR EVENTS

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You will be provided with a standard register template to complete. This will include the following personal data for learners in attendance:

- First name and surname
- Date of Birth and year group
- Postcode
- Number of learners in additional WP categories including BAME students, FSM eligibility, disability, care status. (NB. This will not be required on an individual level).

## TRACKING DATA FOR THE EMWPREP DATABASE

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We ask all schools and colleges complete the attached 'Higher Horizons Tracking Data' document with details of all learners in Years 7 and above. This includes the following personal data:

- First name(s) and surname
- Date of Birth and year group
- Postcode
- Gender
- Ethnicity
- FSM status
- Disability
- Care status
- Military status (parents in armed forces)

## SUPPORT WITH THE ADMINISTRATION OF EVALUATION OF OUR ACTIVITIES, INCLUDING COMPLETION OF FEEDBACK SURVEYS AND FOCUS GROUPS

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We ask those participating in our activities and events to complete evaluation and feedback surveys at every activity. We usually ask for surveys to be completed more than once (before and after an activity). We may also occasionally ask for participants to volunteer to take part in further evaluative activities such as focus groups. Where this is the case, schools and colleges will be consulted first, and appropriate parental consent gathered.

## YOUR HELP WITH TARGETING THE RIGHT LEARNERS, AS PER OUR FUNDING RESTRICTIONS

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As you are aware, our funding prescribes target learners with whom we can work. Mainly this is dependent on place-based measures, using a learner's postcode to determine their eligibility.

We are aware that historically there has been an administrative burden placed on our partner schools and colleges to confirm learners' eligibility. We aim to reduce this burden by providing you with cohort lists of Uni Connect target learners, based on the data you provide in the 'Higher Horizons Tracking Data' document attached.

## SHARING THE DATA WITH US

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We have worked hard to ensure data can be shared with us securely and quickly.

We appreciate that each school has different processes, including access limitations to some software. Therefore, we are more than happy to work flexibly around how data is submitted to us, should the below processes be outside of your organisational policy. Please contact Libby Tozer, Higher Horizons Data and Research Manager, at [l.c.tozer@keele.ac.uk](mailto:l.c.tozer@keele.ac.uk) to discuss.

## COMPLETED DATA SHARING AGREEMENTS

Please share your signed and completed Data Sharing Agreement with your dedicated Higher Horizons contact via email. Your contact will arrange for the Agreement to be signed on Higher Horizons' behalf, and will send a finalised, fully signed copy back to you.

### **COMPLETED ACTIVITY ATTENDANCE REGISTERS**

Please continue to share attendance registers with your dedicated Higher Horizons contact via email. For data security, please remember to password protect registers and convey the password to your Higher Horizons contact in a separate email.

### **COMPLETED 'HIGHER HORIZONS TRACKING DATA' DOCUMENT**

We have set up a secure SharePoint folder for your school/college to submit this document directly. The folder can only be accessed by named individuals who need access, which will include selected members of the Higher Horizons management team. We will need to assign access to a named individual at your school/college to allow you to upload your tracking data.

To do this, please respond to your Higher Horizons contact confirming the full name and email address of the person who will be responsible for providing tracking data for your school/college. This can be yourself or a colleague you nominate. Please note, the email address you provide must be a work email address, not a personal one.

Once we have received confirmation, the named individual will receive an email containing a link providing access to the upload folder. The email will have the subject 'Libby Tozer shared a folder with you'. The named individual should follow the access instructions, including additional security procedures, provided in the email. Please note, occasionally notification emails are directed to junk/spam folders.

Once you have accessed your school/college's folder, you can simply drag and drop files from your document library or click the 'Upload' button to upload an existing file.

Your Higher Horizons contact will be in touch to provide your cohort list of Uni Connect target learners (to help you with targeting for our activities) once your data has been processed.

If you need any assistance with the above process, please contact your Higher Horizons contact or the Higher Horizons Data and Research Manager, Libby Tozer, at [l.c.tozer@ Keele.ac.uk](mailto:l.c.tozer@ Keele.ac.uk).

We understand this is a considerable undertaking on top of your already very busy role and would like to thank you for your support.