



Evaluation Practicalities: Issues about collecting core participant data **6A**

Collecting data is a crucial activity that involves a range of different people. It is important that everyone knows what their roles and responsibilities are in this process and how their contribution connects to the work of others. Group discussion and clarification is an important part of the process. Depending on your context you may already have made a number of decisions about data and already have systems in place, in which case you might use these questions to review your progress or use one of the appendices to record details to aid communication between partners.



The following questions provide a basis for a discussion about data collection. The two appendices offer alternative ways of capturing your decisions and recording who will undertake what roles in the data collection, recording and reporting process.

Questions to discuss

1. Who collects the information? You or another organisation?
2. Who can provide the participant information? Parents could be asked to provide the information when young people are joining the Aimhigher cohort or signing up for a specific HEI initiative
3. Do partner organisations have data they can share? This will depend on the permission they sought when they originally collected the information
4. When is the information collected? After each event, when participants become part of the Aimhigher cohort, or enrol in an HEI initiative? Are there ways the bulk of the information can be collected once and then future feedback connected using a unique identifier (see above about who provides the information)
5. Do you have to ask for all information or could some information be pre or post entered on a form? For instance the school / college or training provider could be printed on the form before it is distributed, or a bundle of forms could be submitted with a proforma stating specific details
6. What aspects of participant data could pupils or students submit electronically? The use of an electronic survey which automatically enters data into a database, provides young people with an ICT learning opportunity that could be linked to their ICT lesson and could save time in data entry. However, important to ensure accuracy.
7. What is the format for the information you collect? It is worth thinking about this at the beginning because it can save time later if you specify clearly the format you need. For instance how will you record disability and ethnicity?
8. Who will record the details on a database? This can be a time consuming task, good data relies on accuracy of input and it is helpful if you can undertake this task as you go along.
9. Who will access the data to provide monitoring information about participants in your programme? (See also **6B** about data sharing data on outcomes for participants)
10. How will you use this participant data in your evaluation of activities? To help identify or describe your sample of participants, to use as a sample for tracking.

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Evaluation Practicalities **6A** - Appendix 1

Questions about Collecting Core Participant Data

Questions	A summary of your approach
1. Who collects the information? <ul style="list-style-type: none"> ▪ Name ▪ DoB ▪ Gender ▪ Ethnicity ▪ Disability ▪ Postcode ▪ NS-SEC – Occupational Background ▪ School / College / Training Provider ▪ Activity 	
2. What data do partners have that they can share?	
3. Who can provide the participant information?	
4. When will you collect the information?	
5. Do you have to ask for all information or could some information be pre or post entered on a form?	
6. What aspects of participant data could pupils or students submit electronically?	
7. What is the format for the information you collect?	
8. Who will record the details on a database?	
9. Who will access the data to provide monitoring information about participants in your programme?	
10. How will you use this participant data in your evaluation of activities?	

What other questions or points do you need to discuss?



Evaluation Practicalities **6A** - Appendix 2 Roles and responsibilities for data collection

You will need to collect some data more than once so that you can attach it to data collected about a participant with data already collected. You may also find that more than one partner will collect the information this table can help you identify who collects what information.

Data	Who will collect this?	When	Collected every time
Name			
DoB			
Gender			
Ethnicity			
Disability			
Postcode			
NS-SEC – Occupational Background			
School / College / Training Provider			
Other participant data			

You could also use this record sheet for recording participant outcomes and progression details.