

Reporting attendance on IAD events and courses



This document provides guidance to individuals, schools/departments and to IAD staff to clarify the circumstances in which data about participation on IAD events will be shared.

1. Statement of assumption of full reporting transparency

IAD policy and practice is to be transparent in making available information on event and course attendance to individuals, schools/departments and the University, always within the law and in line with University policy.

Continuing professional development (cpd) is important to individuals, and for maintaining an effective workforce. Reporting on course attendance is useful for individuals who wish to record their own cpd activity and for schools/departments who wish to plan and monitor cpd provision and participation.

Legally, IAD staff can disclose information about the participation of staff and students to other members of University staff if the purpose is to monitor performance, provide support, or for strategic planning.

We recognise that there are some circumstances where sharing data may be inappropriate, so some exclusions are noted in section 5.

2. Background to IAD events

IAD provides short courses, workshops and events for staff and students of the University. Many of these are administered through the MyEd event booking system, and in most cases an attendance register is taken in class. This data is transferred manually into the online system to record participation.

Some events are organised in other ways, particularly those organised with or for schools or external organisations. Currently we are not always able to record individual participation on these events, and attendance totals reported in those cases might be estimated.

Most of the courses provided by IAD do not carry University credit, the exception is the PG Certificate in Academic Practice (PGCAP) which is therefore described separately (section 4).

IAD offers some online resources on a self-sign-up basis e.g. LearnBetter. Currently usage data is monitored for evaluation purposes but not included in any reporting processes.

In addition to courses, IAD offers students 1:1 study advice appointments and offers staff mentoring and coaching opportunities.

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3. Non credit bearing short courses, workshops and events, provided by IAD

3.1 Data reported to University

We will report annually to the University:

- The total number of recorded attendances at events. Three separate totals will be reported for attendances by staff, by PG students and by UG students. Attendances at individual events will not be reported routinely to the University.
- The total number of staff who have taken advantage of mentoring or coaching opportunities.
- Data will be anonymised.
- Estimates will be used if complete & accurate data is not available.

3.2 Data reported to schools & organisation units

We will report the following data annually (usually in August) to schools. This data will be reported to equivalent organisational units if we are requested by those units to do so.

- The UUNs of individuals from the school and the titles of events they attended. Separate data will be provided for staff; PGR, PGT and UG students.
- The number of staff (anonymously) from the school taking advantage of mentoring/coaching opportunities .
- Estimates will be provided for total attendances where complete & accurate data is not available.

3.3 Data reported to personal tutors, PhD supervisors or other individual staff members

It is sometimes necessary to find ways to guide students who persistently book places and then fail to attend. This is normally managed by emailing the individual concerned only.

For PhD students we may additionally ask them to request that their supervisor contacts us before we will accept further bookings. In rare circumstances we may need to approach the School to seek help with managing persistent no-show behaviour.

3.4 Data reported to individuals on request

On request we will supply individuals with a written confirmation of their attendance on individual courses, or a list of courses over a specified period. Requests should be emailed to iad.director@ed.ac.uk and will be dealt with within 10 working days.

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4. PGCAP

The PGCAP - Postgraduate Certificate in Academic Practice - is a full University programme managed through DRPS and EUCLID. Data about the PGCAP and the courses that are part of the programme is reported in line with standard University processes.

Participants on courses that form part of the PGCAP are required to sign in and sign out for each event.

The full programme team is provided with anonymised data about the total number of registrations on courses, the total number of recorded attendances at events, and the total number of assessments submitted. This data is anonymised.

Schools will be provided with the names of participants on courses within the programme, and the names of those who have graduated from the programme. This will be included in the annual report on participation provided to schools (section 3.2).

5. Exclusions

We do not report to schools or to personal tutors the names of students who have requested or attended a 1:1 appointment with a study advisor.

Participation on some courses might be taken to indicate that the individual participating is encountering a difficulty, which they may reasonably expect to remain confidential. When we arrange such events then anonymised participation data will still be reported to the university, but attendance data will not be included in reports to schools.

In exceptional circumstances individuals may wish to request that the record of their attendance on a course or event should not be reported. In this situation they should contact IAD by telephone and request a manual booking stating clearly the request that the booking should remain private and not be included in reporting data, and explaining the reason(s) for the request. If agreed, written confirmation will then be needed.

6. Informing course participants of the policy

Staff and students are advised of IAD's reporting policy through a statement on the bottom of webpages advertising events. The policy will also be highlighted periodically in audience facing newsletters.

Draft statement: "IAD policy and practice is to be transparent and to share participation data with University schools and departments. The full policy document is available at: http://www.docs.hss.ed.ac.uk/iad/About_us/Policy_reporting_attendances_to_schools.pdf"