



# Data Collection Template

User Guide

because  
sport works

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# 1: INTRODUCTION

**(You will find the password for the template on page 7)**

Your 'data' is information (facts and numbers) that you hold about what you do. Collating this data enables you to make informed conclusions and decisions about your work. You may have inspirational stories about the work you do, but you should avoid making big conclusions or decisions based on one person or example. Data is important because it demonstrates that these stories are not just one-off situations. Data should always be collected for a *purpose* and never just for the sake of collecting data. Your purpose might be to demonstrate who you are delivering to, what you are delivering, or what difference your programmes are making.

This **Data Collection Template** has been designed to support Sported member groups who are at the beginning stages of exploring data collection. It is a basic template for entering and compiling data and, built in Excel, has no expensive fees or software requirements. We hope the template can act as an introduction to the area of data collection and analysis, allowing your group to capture and analyse your data at a basic level and enabling you to make informed decisions around any future investments in tools.

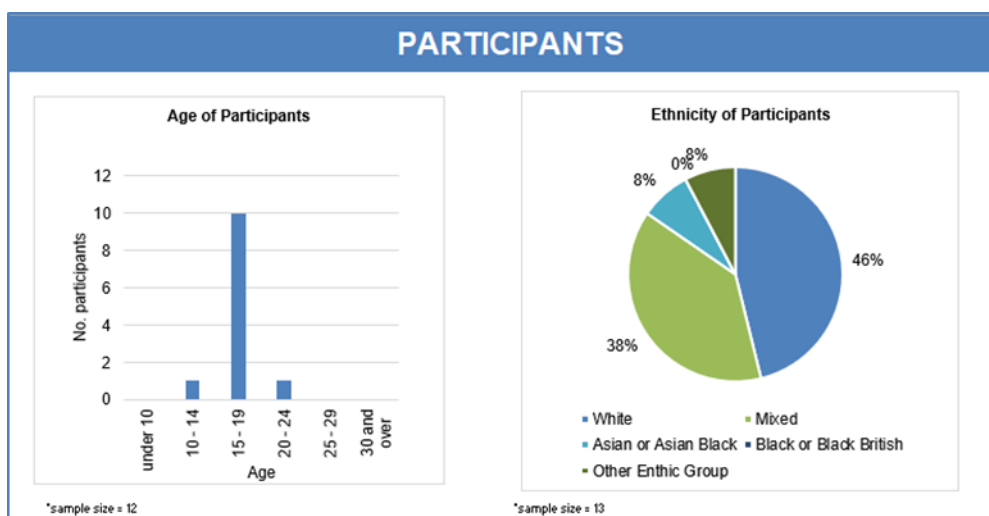
The Data Collection Template is designed to be inclusive for all grassroots community sports groups and enable groups to track and measure:

- A **record of attendance and your activities**
- **Basic demographics** of your beneficiaries

It also provides guidance and recommended survey questions to provide a **basic measure of your social impact** around 'Sport for Development' outcomes such as:

- Physical activity
- Subjective wellbeing
- Self-efficacy
- Self esteem
- Educational attainment
- Access to training & employment
- Employability skills
- Fairness & equality
- Social trust
- Anti-social behaviour and youth offending

The Template is essentially a **collection of simple data entry spreadsheets**, the data from which is automatically summarised into tables and charts:



The data entry spreadsheets are based on validated and recommended surveys or questionnaires, each of which are explained in Section 3. A number of these surveys have been recommended by Sport England but are applicable across the UK.

## How to use – an overview

The Data Collection Template is essentially a collection of **simple data entry spreadsheets**.

You will collect information (data) from your participants, using surveys or questionnaires, and input this data into the spreadsheets. The data on your spreadsheet will be aggregated (which means 'combined' or 'collected') and the tables and charts will be automatically updated to provide a summary of your results.

1. Decide on your areas of focus, related to the Sport for Development outcome areas (see page 8 for more)
2. Explore the relevant questions or surveys signposted on the Template
3. Collect the information from your participants
4. Enter the data into the spreadsheet
5. Use the automatically generated "tables" and "charts" to analyse and interpret your data.

The Data Collection Template has been designed and provided as something that you can use independently. Sported can offer *limited* technical support if you encounter problems with the spreadsheet. If you require any support then please contact Member Services on [membership@sported.org.uk](mailto:membership@sported.org.uk) with email subject “Data Collection Template”.

Sported’s remote support – ‘Light Touch’ – is available for additional support to decide on your areas of focus, or as you implement the spreadsheet. If you would like to access this support please complete this short form, available via Your Sported Network - <https://www.surveymonkey.co.uk/r/lighttouch>. Please see *Section 4* for more information.

## Limitations

The Data Collection Template is just that – a *template*.

As such, we acknowledge that it does have limitations and unfortunately will not be able to be “all things to all groups”. It is our hope that this Template can provide the framework for you to develop a tool that is **appropriate** and **proportional** to the resource available to your group.

There are a number of things the Template cannot do:

- There may be areas you wish to track, or outcomes you would like to measure that will require an additional or alternative tool.
- As with any manual-entry data system, the Template’s results could be affected by data entry errors (mistakes made while inputting the info into the spreadsheet).
- At present, the template is set to track attendance for up to 12 sessions. If your project/programme delivers more than 12 sessions, please get in touch with Sported. (The attendance record is not linked to any other calculations. If you have your own system for tracking attendance, please continue to use this. You may want to input some data into this template to provide summaries or information around specific projects. See the guidance under pg. 12 for more)
- The measurement of social outcomes is *quantitative* – for example, based on ‘yes/no’ or scaled answers (such as Strongly Agree to Strongly Disagree). This template does not interpret *qualitative* measures. You should continue to collect qualitative case studies, quotes or ‘stories’ to go alongside the quantitative ‘figures’
- Charts showing direct comparisons of outcome data at two points in time are *not* available in this version of the Data Collection Tool but may be available in future versions. If you want to compare between two points in time, we suggest you save two versions of the Data Collection Template, one for ‘pre’ (before) and one for ‘post’ (after) your programme. You could then copy and paste charts side-by-side to show a comparison.

## 2: INSTALLATION

### Preparation

Before you implement any Impact Measurement Tool or capture data from beneficiaries, it is important to think through how you want to use this information. **Planning** your impact measurement is an important first step in the Impact Practice cycle.

If your group has completed part of the Impact Journey programme, you will have identified your core outcome areas and drafted your Theory of Change. If not, you will have a strategic document that outlines the core outcomes for your group. This might be your business or strategic plan. An 'outcome' is the change or benefit you want to see – for example, improved mental wellbeing or a reduction in crime rates. If you need further support to clarify your outcomes, prior to data collection, please check out our Impact Journey programme (see *Section 4 for more information*).

Your Theory of Change or other planning document will form the basis of your measurement framework, highlighting the key indicators and measures along the way that will enable you to track your progress and longer-term impact.

It is important that you & your committee have taken the time to discuss your information or data requirements. This will highlight any surplus information that may not be required, or any data that you are not aware you need to collect.

Through our Light Touch support, a Spotted Volunteer can support you to identify the core elements that you should capture, many of which are included in the template.

### System Requirements

The Data Collection Template has been designed on Microsoft Excel, and so this is the system that we would recommend for use. It will also operate using the following software:

- Microsoft Excel (recommended)
- Numbers
- Open Office
- Libre Office

It should be noted that some calculations on the spreadsheet may not operate as expected if using other software packages.

## Transferring onto a computer

The spreadsheet is password-protected so that it is only available to Sported members. In order to load the spreadsheet onto your computer, please complete the following steps:

1. Download from Sported's google drive:  
<https://drive.google.com/file/d/1LjoIBMjezBke2nRKfClqnb1r8GBR6Ukb/view?usp=sharing>
- 2. Enter the password: Data4Decisions**
3. Download spreadsheet
4. Enter the password again
5. "Save as" – onto your computer

We recommend you also save a backup copy every few weeks.

## Password Protection

It is important to take the necessary steps to secure the data on the spreadsheet, in order to protect your beneficiaries and comply with Data Protection and GDPR legislation. We fully recommend you keep the spreadsheet password-protected, but you can change to your own password by following these steps:

1. Open the Data Collection Template spreadsheet on Microsoft Excel
2. Select 'File'
3. Select 'Info'
4. Select 'Protect Workbook'
5. Select 'Encrypt with password'
6. Type new password (remember that they are case sensitive)

*(NB: this is only a guide for Microsoft Excel. Other software will vary)*

**It is important to remember your password - if forgotten, you won't be able to recover the content. Sported cannot recover your new password.**

# 3: USING THE TEMPLATE

## An Overview

When you open the spreadsheet, you will see the following tabs along the bottom of the sheet:

- Guidance
- Tables
- Charts
- A: Participants
- B: Attendance



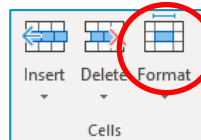
These are the main or 'essential' tabs you will use when entering and interpreting your data.

The 'essential' tabs are followed by a series of tabs related to specific outcome measures, *which are currently hidden*.

1. Physical Activity
2. Subjective Wellbeing
3. Self-efficacy
4. Self-esteem
5. Attainment
6. Training, Volunteering & Employment
7. Employability Skills
8. Fairness & Equality
9. Social Trust
10. Anti-social Behaviour and Youth Offending

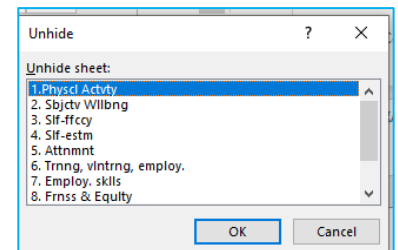
Your organisation/group may not be interested in capturing data for all these outcome measures, so you can follow this process to access the data entry spreadsheets you need:

1. Left click 'Format' in the top right:



2. Click 'Hide & Unhide' then 'Unhide Sheet'

3. From the list, choose the outcome you are interested in:



4. You should now see an additional tab where you can enter your data.

5. Find the appropriate section in the following pages to guide you through the next steps.



**Note:** there is an additional 'Hidden Tab' that you will not need to access, so please keep this hidden. It contains important information that, if edited, could interfere with the calculations for the spreadsheet.

Enter information in the grey cells.

When using the Data Collection Template, you should input data into the **grey data cells**. Don't change any other cells as this could interfere with the calculations.

You can track your participants using either names or 'Participant ID'. You may prefer to use 'Participant ID' if you want to keep the information anonymous. (If you do this, you may wish to keep list of names and ID in a separate location.)

Participant ID	Participant Name
1	Rose Chilton
2	Judith Rankin
3	

**Top Tip**

Remember to regularly 'save' your updates! It is 'good practice' to also save a *backup copy* every few weeks.

# The 'Basic' Tabs

## GUIDANCE

### HOW TO USE THIS TOOL

---

This is a template designed to help you record information about the people you work with and your activities. The information is then automatically summarised in tables and charts. You can use these tables and charts as you wish, perhaps for a funding application or an impact report.

**Step 1:** Decide which of the areas you want to focus on:

**Monitoring participants:**

A. Participants      B. Attendance

**Monitoring participant's outcomes:**

1. Physical Activity      2. Subjective Wellbeing      3. Self Efficacy      4. Self Esteem      5. Attainment

6. Training, volunteering and employment      7. Employment Skills      8. Fairness and Equality      9. Social Trust      10. Anti-social behaviour and youth offending

**Step 2:** Find the relevant question or survey for areas you want to focus on, from the list below.

**Step 3:** Collect the information from your participants.

The Guidance tab provides a short overview of how to use the template and, importantly, contains **links to the Survey Questionnaires** related to each outcome (*further explained in the relevant sections below*). A number of these surveys have been recommended by Sport England but are applicable across the UK.

## TABLES & CHARTS

As you input your data, the automatically generated “tables” and “charts” will update to provide a summary of your information. You can use this to analyse and interpret your data.

The charts are visual summaries of your data that may be useful to include in funding applications. The tables will provide you with a summary of your data, which might aid with programming decisions or reviews.

Explanations of each table/chart are included in the relevant sections that follow. There may be outcomes around which you choose not to input data – these tables will be blank.

**Top Tip**  
The graphs from this tab might look good in funding applications!

## **A: PARTICIPANTS**

This is perhaps the most important section of the Template, as it will be the basis for a lot of your calculations. It is therefore important that the data entered is as accurate as possible.

### Collecting the data:

This tab is a data-entry spreadsheet based on *Sport England's Question Bank on Demographics*.

<https://evaluationframework.sportengland.org/media/1322/sport-england-question-bank-new.pdf> – see page 2]

A few questions have been adapted; the question about *religion* includes options for different denominations of Christianity, the questions about *gender* and *sexual orientation* have been adapted as recommended by Stonewall, which can be found here: [https://www.stonewall.org.uk/sites/default/files/do\\_ask\\_do\\_tell\\_guide\\_2016.pdf](https://www.stonewall.org.uk/sites/default/files/do_ask_do_tell_guide_2016.pdf) – pg 20 – 21]

This 'Participants' data entry spreadsheet will collect basic information about your participants, including their:

- **Gender**
- **Age**
- **Ethnicity**
- **Disability**
- **Religion**
- **Sexual Orientation**
- **Postcode**
- **IMD area** (*IMD stands for Index of Multiple Deprivation. This is an official national measure of how deprived an area is. For more information about how to link post codes of your participants to IMD figures, see the guidance on this tab*)

This basic demographic information is important to capture for any report for funders or stakeholders. Some information may be sensitive so only ask those questions if you will use the information.

This is likely to be information you already collect through your registration forms or other surveys – the spreadsheet is one way you could collate this information.

### **Top Tip**

**If you want to use the data from a participant in a funding application or report but you don't want to use their name, you can use their 'Participant number' to identify them.**

Inputting the data:

You may collect much of this data on your registration forms, but this spreadsheet is designed to allow you to collate the data and organise this, all in one place.

To input the data, you should **complete one row per participant**. Please note, you should delete the 'Example Person' provided in the template and replace with your own data.

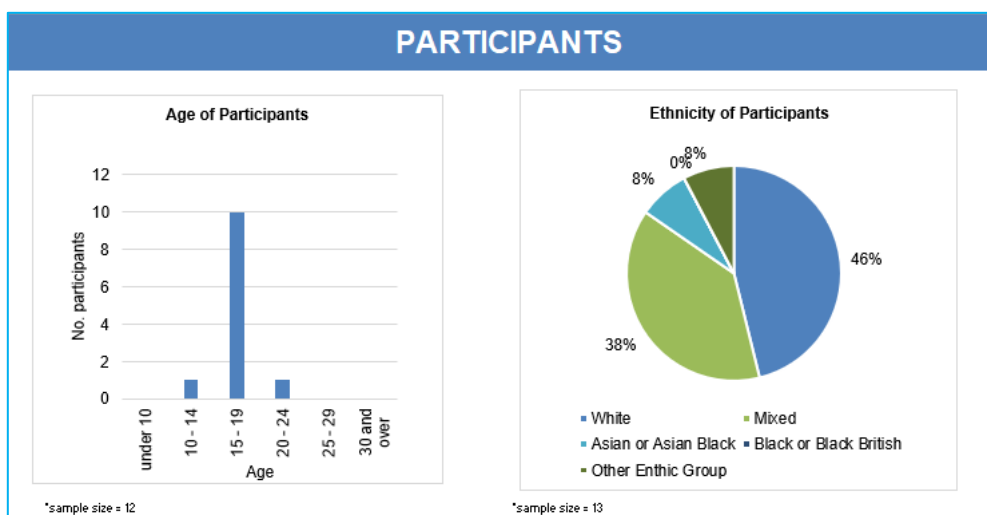
	B	C	D	E	F	G	H	I	J	K	L	M	N
	Participant Name	Date Entered	Gender	Gender - if self describe	Age	Ethnicity	Disability 12 months	Disability Effect	Religion	Sexual Orientation	Sexual Orientation - if self describe	Postcode	IMD Area
1	1	09/08/2018	Male		15	Mixed	No	N/A	Christian - C	Heterosexual / Straight			2
2	2	09/08/2018	Female		15	Mixed	No	N/A	Christian - C	Gay or lesbian			1
3	3	09/08/2018	Prefer to self describe		16	White	No	N/A	Christian - Pr	Heterosexual / Straight			3
4	4	09/08/2018	Prefer Not to Say		17	White	No	N/A	Christian - Pr	Heterosexual / Straight			2
5	5	09/08/2018	Female		18	Asian or Asia	Yes	No	Christian - CC	Heterosexual / Straight			1
6	6	09/08/2018	Female		16	Mixed	No	N/A	Christian - CC	Heterosexual / Straight			1
7	7	09/08/2018	Male		18	Other Ethnic (	No	N/A	Christian - CC	Gay or lesbian			3
8	8	09/08/2018	Female		21	White	No	N/A	No Religion	Heterosexual / Straight			2
9	9	09/08/2018	Male		19	White	No	N/A	Prefer Not to	Heterosexual / Straight			5
10	10	09/08/2018	Prefer to self describe		16	White	Yes	Yes	Muslim	Heterosexual / Straight			3
11	11	09/08/2018	Prefer not to say		15	Mixed	No	N/A	No Religion	Heterosexual / Straight			2
12	12	09/08/2018	Male		15	Mixed	No	N/A	No Religion	Prefer not to say			4
13	13	09/08/2018	Female		14	White	No	N/A	Christian - Pr	Heterosexual / Straight			6

Index of Multiple Deprivation (IMD) Data

On the far left is a column called 'IMD Area'. IMD is an official national measure of how deprived an area is, on a scale of 1 to 10. 1 means it is among the most deprived areas in the country. Further to the right on the spreadsheet there is more information about IMD, and where you can go to find your nation's IMD data.

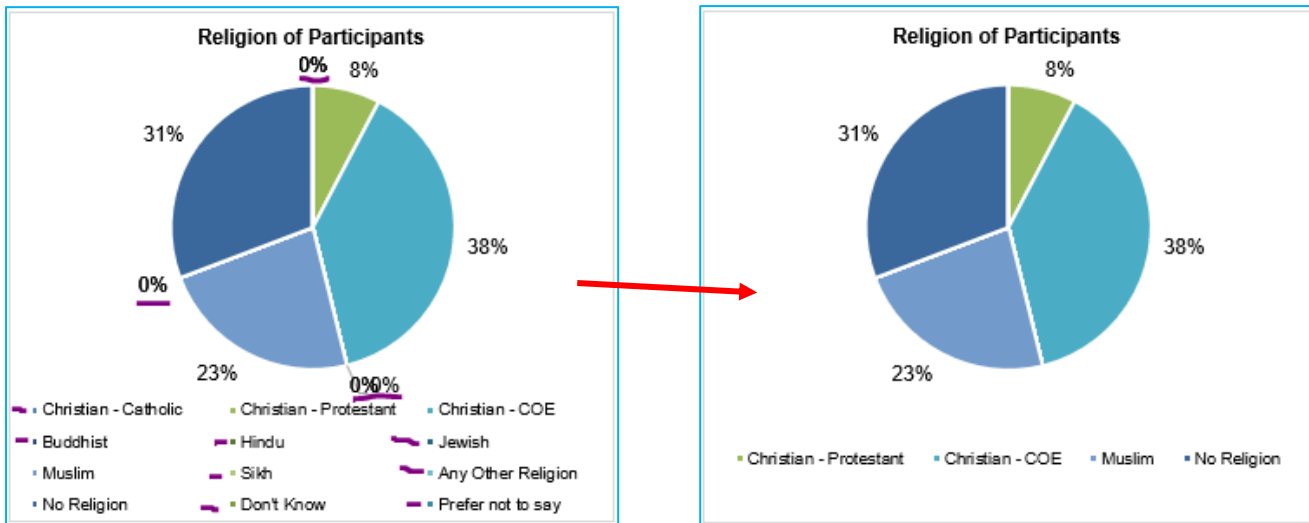
Interpreting the data:

The 'tables' & 'charts' tabs start with an overview of the data held in the 'Participants' tabs:



This gives a useful visual summary of your participants and shows that you can say with confidence who your participants are.

You may get some charts which show '0%' if none of your participants gave that answer. You could delete those that say 0% to 'tidy' the chart (see example below).



Ensure you only do this once you have finished collecting data and you are happy with the content of the chart. Before making changes or deleting rows, you might want to copy the chart into another document for reference.

### Index of Multiple Deprivation (IMD) Charts



If your graphs looks roughly like the shape on the left, you have an even spread of participants from all types of areas. If your graph looks roughly like the shape on the right, you have a disproportionate number from deprived areas, meaning you are successfully reaching those in deprived areas (10 means it is among the least deprived).

### Top Tip

Research shows that women, people from BAME backgrounds, people with a disability, and people who live in areas of deprivation are less likely to be physically active. If you have a good proportion of these participants, this may be something worth highlighting to your stakeholders.

## **B: ATTENDANCE**

This section is where you can record participants' attendance at sessions. This template is limited to recording attendance for 12 sessions. You may have an existing attendance register, which you can continue to use, but may find some of the summary tables below helpful.

### Inputting the data:

This is a basic data entry spreadsheet, that enables you to track attendance of your participants. It's recommended that you do this over a minimum of 12 sessions (if appropriate for your project). For each session you just need to mark whether the participant attended:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Participant	Participant	Attended Session 1	Attended Session 2	Attended Session 3	Attended Session 4	Attended Session 5	Attended Session 6	Attended Session 7	Attended Session 8	Attended Session 9	Attended Session 10	Attended Session 11	Attended Session 12
2	ID	Name	(dd/mm/yy)	(dd/mm/yy)	(dd/mm/yy)	(dd/mm/yy)	(dd/mm/yy)	(dd/mm/yy)	(dd/mm/yy)	(dd/mm/yy)	(dd/mm/yy)	(dd/mm/yy)	(dd/mm/yy)	(dd/mm/yy)
3	1	RC	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
4	2	JD	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
5	3	GE	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
6	4	GS	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
7	5	DE	Yes	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	No
8	6	CW	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes
9	7	AS	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
10	8	WE	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
11	9	LK	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	No

Remember to **add the date** of each session to the top of each column.

O	P	Q
For how many sessions did you track? (change if not 12)		
12		
Approx. how long is each session? (in hours)		
2		
These sessions happen every: (change if not every week)		
week		

Once your project/programme is complete, remember to add the 'summary' information to the columns on the right of this spreadsheet. You should enter information into the grey cells.

Don't change or 'unhide' any other cells further along this spreadsheet, as they contain lots of calculations that will affect the calculations for the whole Template.

The spreadsheet will update as you add more sessions. If it doesn't seem to be updating, it may be because you haven't updated the number here.

The template is set up to track attendance at **up to 12 sessions**. If your project/programme delivers more than 12 sessions, please get in touch with Sported.

Interpreting the data:

The 'tables' under this section show some summary sentences of your participant's attendance record.

ATTENDANCE		
<b>Total sessions tracked = 12</b>	'we tracked attendance over 12 sessions' 'we run our sessions every week'	
<b>Average attendance at each session = 15</b>	'our sessions are attended by approx. 15 young people every week' 'our sessions are attended by between 12 and 17 young people every week'	
<b>Total number of young people reached = 17</b>	'In total we have reached 17 young people over the 12 sessions'	
<b>Average number of sessions attended = 11</b>	'On average, participants attended 11 out of the 12 sessions'	
<b>Average hours contact time = 21</b>	'Each session is 2 hours long, so we have approx. 21 hours contact time with each participant'	
<b>Attended more than 60% of sessions = 100%</b>	'100% of participants attend more than 60% of our sessions'	<input type="checkbox"/>
<b>Attended more than 80% of sessions = 76%</b>	'76% of participants attend more than 80% of our sessions'	
<b>% who come back for the next session = 89%</b>	'when a young person attends our sessions, 89% of the time they come back the next week'	

Session	Attendance
1	16
2	15
3	16
4	15
5	14
6	12
7	17
8	17
9	14
10	16
11	16
12	14

These exemplar sentences may be helpful to include in funding applications, as they provide an overview of how regularly your participants attend.

**Top Tip**  
Do your participants have multiple, complex needs, or would stakeholders say they are 'hard to reach'? If so, and they attend regularly this is a great first step to demonstrating your Impact. If you have consistent contact where others don't this is something worth highlighting.

# Specific Outcome Measures

## 1. PHYSICAL ACTIVITY

This tab will let you collect information around the amount / level of Physical Activity undertaken by your participants. You might want to collect this data if you have a focus on **Physical Wellbeing** or **Health & Wellbeing**.

### Collecting the data:

This is a data entry spreadsheet, based on Sport England's Short Active Lives Questionnaire, which provides information about how much physical activity a person does.

You can find the survey questions here (and it's appropriate for outside England too!):

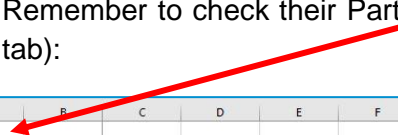
<https://evaluationframework.sportengland.org/media/1321/short-active-lives-questionnaire.pdf>

You should collect this information by asking participants to complete the survey.

### Inputting the data:

This spreadsheet tab allows you to input the participants' survey responses, completing one row per participant.

Remember to check their Participant ID is correct (related to their details in the 'participant' tab):

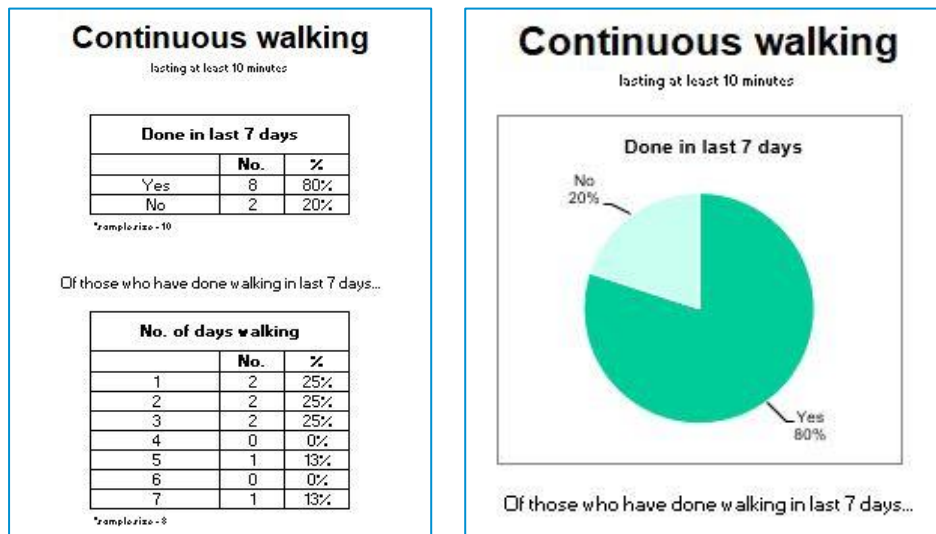


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	Participant ID	Date Entered	Walk Continuous	Walk Days	Walk Time Hrs	Walk Time Mins	Walk Raise Breath	Cycle	Cycle Days	Cycle Time Hrs	Cycle Time Mins	Cycle Raise Breath	Sport Fitness Dance	Sport Days	Sport Time Hrs	Sport Time Mins	Sport Raise Breath
1		09/08/2018	Yes	7	0	10	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A
2	1		Yes	2	0	20	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A
3	2		Yes	2	3	30	Yes	Yes		5	0	45	Yes	No	N/A	N/A	N/A
4	3		Yes	2	3	30	Yes	Yes		5	0	45	Yes	No	N/A	N/A	N/A
5	4		Yes	3	0	10	Yes	Yes		2	1	0	Yes	Yes	3	2	0
6	5		No	N/A	N/A	N/A	Yes	Yes		5	1	0	Yes	No	N/A	N/A	N/A
7	6		Yes	5	0	45	Yes	No	N/A	N/A	N/A	N/A	Yes	2	5	0	Yes
8	7		Yes	1	3	0	Yes	Yes		4	0	20	No	Yes	2	0	30
9	8		No	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A
10	9		Yes	3	0	30	No	Yes		1		20	No	Yes	1	0	45
11	10		Yes	1	1	0	No	Yes		2		45	Yes	Yes	1	0	45



Interpreting the data:

Under the 'tables' and 'charts' tabs, you will find a summary of the data collected. For example:



**Top Tip**

You could save two versions of the Data Collection Template, one for 'pre' (before) and one for 'post' (after) your programme. You could then copy and paste charts side-by-side to show a comparison.

Charts showing a direct comparison are not available in this version of the DCT but may be available in future versions.

## 2. SUBJECTIVE WELLBEING

This tab will let you collect information around the 'subjective wellbeing' of your participants – this means, it records how *they* rate their own 'wellbeing'. You might want to collect this data if you have a focus on **Mental Wellbeing** or **Health & Wellbeing**.

Collecting the data:

The Template includes a data entry spreadsheet, based on the four Office of National Statistics (ONS) questions, recommended by What Works Centre for Wellbeing and the Sport for Development Coalition. You should collect this information by asking participants to complete the survey or capturing their answers to the four questions in conversations.

You can find the survey questions here:

<https://measure.whatworkswellbeing.org/homepage/recommended-questions/>

Inputting the data:

The 'Subjective Wellbeing' spreadsheet tab allows you to input the participants' survey responses, completing one row per participant:

	A	B	C	D	E	F
1	Participant ID	Date Entered	Satisfied	Worthwhile	Happy Yday	Anxious
2	1	31/12/2018	2	3	5	5
3	2		5	5	6	2
4	3		3	8	3	2
5	4		5	3	8	4
6	5		1	5	7	4
7	6		4	4	6	3
8	7		2	4	3	10
9	8		5	4	6	3
10	9		4	5	5	4

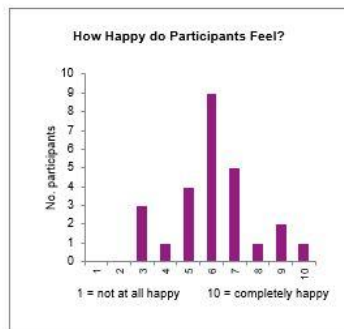
Remember to only **complete the grey boxes** – don't change any other cells.

Interpreting the data:

**Happy Yesterday**

Overall, how happy did you feel yesterday?		
Scale	No.	%
1 - not at all happy	0	0%
2	0	0%
3	3	12%
4	1	4%
5	4	15%
6	9	35%
7	5	19%
8	1	4%
9	2	8%
10 - Completely happy	1	4%

\*sample size = 26  
\*mean = 6.08



There are charts and tables to summarise this 'Subjective Wellbeing' information. These are *frequency charts*. Interpreting the shape can tell you how your participants *in general* are feeling.

**Positively skewed shape.**  
Your participants are bunched around the positive/ happier end of the scale

**Negatively skewed shape.**  
Your participants are bunched around the negative/ less happy end of the scale

### 3. SELF-EFFICACY

This tab will let you collect information around the ‘self-efficacy of your participants. ‘Self-efficacy’ is defined as an individual’s belief in their own ability to achieve something. You might want to collect this data if you have a focus on outcomes such as **Self-Efficacy, Individual Development** or an interest around a **Welcoming & Confident Society**.

Collecting the data:

You should collect this data by asking participants to answer the self-efficacy question: **To what extent do you agree with the statement ‘I can achieve most of the goals I set myself’?** [Participants rate as: *Strongly Agree, Agree, Neither agree nor disagree; Disagree; Strongly disagree; Don’t know; Prefer not to say*].

You might add this question to an existing survey, or simply ask the Participant during their session.

While specifically recommended by Sport England, this is applicable across the UK You can find out more here: <https://evaluationframework.sportengland.org/media/1322/sport-england-question-bank-new.pdf>

Inputting the data:

	A	B	C
1	Participant ID	Date Entered	Achieve Goals
2	1		Strongly Agree
3	2		Agree
4	3		Disagree
5	4		Agree
6	5		Strongly Disagree
7	6		Don't Know
8	7		Prefer not to Say
9	8		Agree
10	9		Neither Agree or Disagree
11	10		Agree
12	11		Strongly Agree
13	12		Don't Know

Make a note of the Data Entry date, and ensure you use the correct Participant ID.

Add the participants; response to column C.

Interpreting the data:

The 'tables' and 'charts' tabs will provide a summary of this information. If you collect pre- and post- surveys, you might want to compare these charts and consider any significant changes.

SELF-EFFICACY		
Achieve Goals		
"I can achieve most of the goals I set myself"		
	No.	%
Strongly Agree	4	17%
Agree	8	35%
Neither Agree or Disagree	3	13%
Disagree	5	22%
Strongly Disagree	2	9%
Don't Know	0	0%
Prefer Not to Say	1	4%

\*sample size = 23

**4. SELF-ESTEEM**

This tab will let you collect information around the 'self-esteem' of your participants – how they rate their confidence in their own worth or abilities. You might want to collect this data if you have a focus on *Life, Learning & Work*.

Collecting the data:

This is a data entry spreadsheet, based on the Rosenberg Self Esteem Scale.

You can find the survey questions and a little more information here:

<https://socy.umd.edu/about-us/using-rosenberg-self-esteem-scale>

You should collect this information by asking participants to complete the 10 survey questions – you might add these to an existing survey. Don't be concerned about how you would 'score' participants' responses as this will be **automatically calculated** for you.

**Top Tip**

You'll see from the link above that of the 10 questions are 'reverse' scored – marked by two asterisks (\*\*). When you ask participants to complete this survey, make sure you remove these. The results will be more reliable if participants aren't aware of this reverse scoring.

Inputting the data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Participant ID	Date Entered	I feel that I'm a person of worth, at least on an equal plane with others	I feel that I have a number of good qualities	All in all, I am inclined to feel that I am a failure**	I am able to do things as well as most other people	I feel I do not have much to be proud of**	I take a positive attitude toward myself	On the whole, I am satisfied with myself	I wish I could have more respect for myself**	I certainly feel useless at times.**	At times I think I am no good at all.**	Self-Esteem Score	
1	1		Agree	Agree	Disagree	Agree	Strongly Disagree	Strongly Agree	Agree	Disagree	Disagree	Disagree	22.00	
2	2		Strongly Agree	Agree	Disagree	Agree	Strongly Disagree	Strongly Agree	Agree	Disagree	Strongly Disagree	Disagree	24.00	
3	3		Agree	Strongly Agree	Disagree	Agree	Agree	Disagree	Agree	Agree	Disagree	Disagree	18.00	
4	4		Agree	Agree	Disagree	Strongly Agree	Strongly Disagree	Agree	Strongly Agree	Disagree	Strongly Agree	Agree	20.00	
5	5		Strongly Agree	Strongly Agree	Strongly Disagree	Agree	Strongly Disagree	Strongly Agree	Agree	Disagree	Disagree	Strongly Disagree	26.00	
6	6		Disagree	Agree	Disagree	Disagree	Disagree	Agree	Agree	Agree	Disagree	Strongly Disagree	18.00	

Make a note of the Data Entry date, and ensure you use the correct Participant ID. Add the participants' response to columns C-L.

Interpreting the data:

Under the 'tables' tab, you will find an average score with details of the range. Each question is scaled from 0 – 3 (with some reversed scored.) so the overall scale ranges from 0-30, with 30 indicating the highest possible self-esteem.

**Top Tip**

You could compare this figure with other studies or research. Alternatively, you could save two version of the template and compare 'pre' and 'post.'

## 5. EDUCATIONAL ATTAINMENT

This tab will let you collect information around educational attainment. You might want to collect this data if you have a focus on ***Life, Learning & Work***.

Collecting the data:

This is a data entry spreadsheet, based on the following questions about attainment: ***Which of the following best describes how well you do at school in the following subjects?***

	Excellent	Good	Average	Below average	Don't know	Prefer not to say
Maths						
English						
School in general						

You should collect this data by asking the Participants directly. You might add this question to an existing survey, or simply ask the Participant during their session.

Inputting the data:

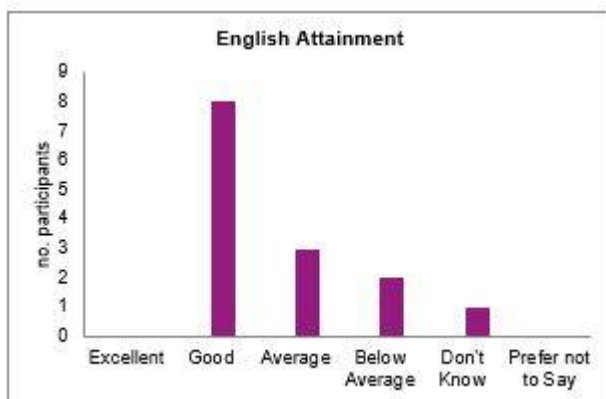
	A	B	C	D	E
1	Participant ID	Date Entered	Maths	English	School in general
2	1		Excellent	Good	Average
3	2		Good	Average	Average
4	3		Below Average	Good	Good
5	4		Good	Good	Average
6	5		Excellent	Below Average	Good
7	6		Good	Good	Good
8	7		Average	Below Average	Average
9	8		Good	Good	Good
10	9		Excellent	Good	Excellent
11	10		Good	Average	Below Average
12	11		Below Average	Good	Good
13	12		Good	Don't Know	Don't Know

Make a note of the Data Entry date, and ensure you use the correct Participant ID.

Add the participants' response to columns C-E.

Interpreting the data:

Under the 'tables' and 'charts' tabs, you will find a summary of your data, which you can use in reports or applications. As with other outcomes, you may be most interested in any changes over time and may wish to compare 'before' and 'after' scores.



How well you do		
	No.	%
Excellent	1	7%
Good	5	36%
Average	4	29%
Below Average	2	14%
Don't Know	1	7%
Prefer not to Say	1	7%

\*sample size - 14

## 6. ACCESS TO TRAINING, VOLUNTEERING & EMPLOYMENT

This tab will let you collect information around your participants' employment status. You might want to collect this data if you have a focus on **Life, Learning & Work**.

### Collecting the data:

This is a data entry spreadsheet, based on the following simple question: **Which of the following best describes your current situation?** [At school; at college; at university; vocational training; working F/T; working P/T; looking for work; volunteering; other].

You should collect this data by asking the Participants directly. You might add this question to your registration forms, existing surveys, or simply ask the Participant during their session.

### Inputting the data:

Add the participants' response, making a note of the Data Entry date, and ensure you use the correct Participant ID.

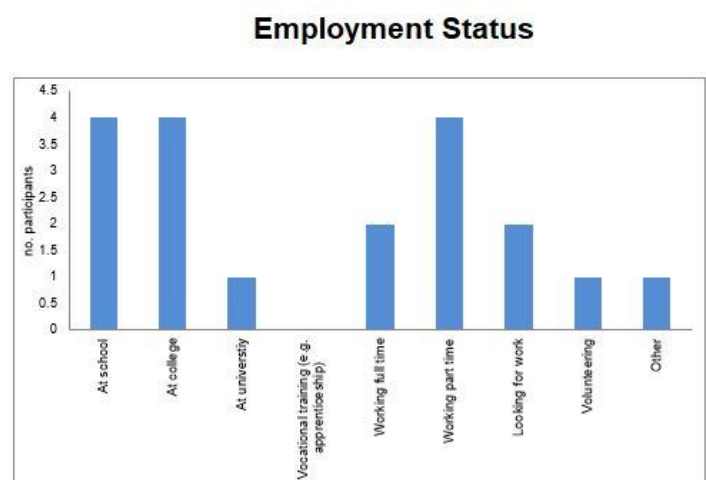
	A	B	C
	Participant ID	Date Entered	Employment Status
1	1		Working part time
2	1		Working part time
3	2		Vocational training (e.g. an apprenticeship)
4	3		At university
5	4		At school
6	5		At school
7	6		At school
8	7		At college
9	8		Vocational training (e.g. an apprenticeship)
10	9		Working part time

### Interpreting the data:

Under the 'tables' and 'charts' tabs, you will find a summary of your data:

Current situation		
	No.	%
At school	4	21%
At college	4	21%
At university	1	5%
Vocational training (e.g. apprenticeship)	0	0%
Working full time	2	11%
Working part time	4	21%
Looking for work	2	11%
Volunteering	1	5%
Other	1	5%

\*sample size - 19



These may be useful if you want to demonstrate which type of participants you work with.



**7. EMPLOYABILITY SKILLS – to be added later**

**8. FAIRNESS**

This tab will let you collect information around fairness and equal opportunities in relation to sport.

Collecting the data:

This is a data entry spreadsheet, based on the following simple question: **To what extent do you agree with the statement ‘I have the same opportunities to participate in sport as anyone else’** [Strongly Agree, Agree, Neither agree or disagree, Disagree, Strongly disagree, Don’t know, Prefer not to say.]

You should collect this data by asking the Participants directly. You might add this question to your registration forms, existing surveys, or simply ask the Participant during their session.

Inputting the data:

Add the participants’ response, making a note of the Data Entry date. If you are using Participant ID ensure you use the correct ID.

Participant ID	Participant Name	Date Entered	Same Opportunities as Others
1			Neither Agree or D
2			Agree
3			Agree
4			Neither Agree or D
5			Strongly Agree
6			Agree
7			Neither Agree or D
8			Disagree

Interpreting the data:

Under the ‘tables’ and ‘charts’ tabs, you will find a summary of your data:

<b>Opportunities</b>		
"I have the same opportunities to participate in sport as anyone else"		
	No.	%
Strongly Agree	2	10%
Agree	5	24%
Neither Agree or Disagree	8	38%
Disagree	3	14%
Strongly Disagree	1	5%
Don't Know	0	0%
Prefer Not to Say	2	10%

\*sample size = 21

These may be useful if you want to demonstrate how your participants feel about equal opportunities.



## 9. SOCIAL TRUST

This tab will let you collect information about social trust. This encompasses cooperative norms, such as willingness to help each other, reciprocity, tolerance or respect (see [here](#) for more info). It is often referred to as 'Community Cohesion', and commonly measured by a question about how much people in your area can be trusted.

### Collecting the data:

This is a data entry spreadsheet, based on the following simple question: **To what extent do you agree or disagree that most people in your local area can be trusted?** [*Strongly Agree, Agree, Neither agree or disagree, Disagree, Strongly disagree, Don't know, Prefer not to say.*]

This is based on a validated question, and is recommended in Sport England's question bank: <https://evaluationframework.sportengland.org/media/1322/sport-england-question-bank-new.pdf>

You should collect this data by asking the Participants directly. You might add this question to your registration forms, existing surveys, or simply ask the Participant during their session.

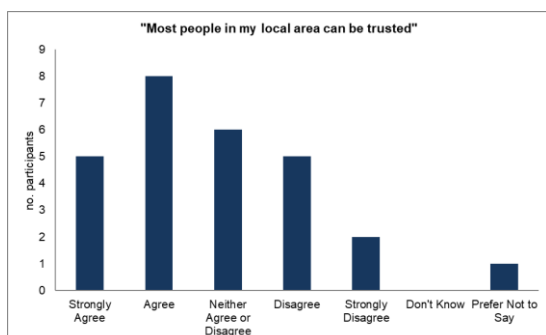
### Inputting the data:

Add the participants' response, making a note of the Data Entry date. If you are using Participant ID ensure you use the correct ID.

Participant ID	Participant Name	Date Entered	People can be trusted
1			Strongly Agree
2			Agree
3			Disagree
4			Agree

### Interpreting the data:

Under the 'tables' and 'charts' tabs, you will find a summary of your data:



This may be useful if you want to demonstrate how your participants feel about their neighbourhood.

### Top Tip

This may be an outcome which lends itself to a 'pre' and 'post' - saving two versions of the template and comparing.

10. **ANTI-SOCIAL BEHAVIOUR AND YOUTH OFFENDING – to be added later**

# **4: ADDITIONAL SUPPORT**

## **Technical Support**

The Data Collection Template has been designed and provided as something that you can use independently, and this User Guide should answer any immediate and general user questions.

If the spreadsheet appears to have errors or is not working properly (e.g. calculations are not automated), please contact Member Services on [membership@sported.org.uk](mailto:membership@sported.org.uk) with email subject “Data Collection Template” and we will seek to address this as soon as possible.

## **Sported’s Light Touch Volunteer Support**

Sported’s remote support – ‘Light Touch’ – is available for additional support. This support is offered over the phone or through email and is appropriate for any short-term requests or specific questions. This may be beneficial if you need additional support around understanding general Excel functionality or deciding which outcomes your group should monitor.

If you would like to access this support please complete this short form, available via Your Sported Network - <https://www.surveymonkey.co.uk/r/lighttouch>

## **Sported’s Impact Journey**

Sported have developed our Impact Journey programme [[more information here](#)] to continue to support you as you embed good Impact Practice within your group. Module 3 of this Journey will provide you with the guidance and support to select the most appropriate data collection method for your group – which may be this Data Collection Template. For more information on this 1:1 Volunteer support, please contact your regional Sported contact or [membership@sported.org.uk](mailto:membership@sported.org.uk).

Following the completion of Module 3, remote support is available via our online resources – accessed through Your Sported Network – and Light Touch Volunteer support.