

# Building digital capabilities

## Tailored Headings

The discovery tool has several default options available that organisations can choose to use when directing staff and students to log in. These default options are taken from HESA and Ofqual and dictate the analytics fields in the admin area of the tool and allow for clear sector benchmarking.

The tool also allows organisations to tailor their departmental and subject headings to make their aggregated analytics more bespoke. The subject tailoring can be applied to both staff and student log-in options.

It is important to note that this tailoring should be completed before your onboarding call and before your organisation 'goes live' with the tool. We recommend tailored headings are only changed or reviewed on an annual basis to preserve consistent benchmarking.

**The 'work area/role' drop down at log in is not customisable and remains in addition to any tailored departmental choices to give consistent sector benchmarking data. The work area options are**

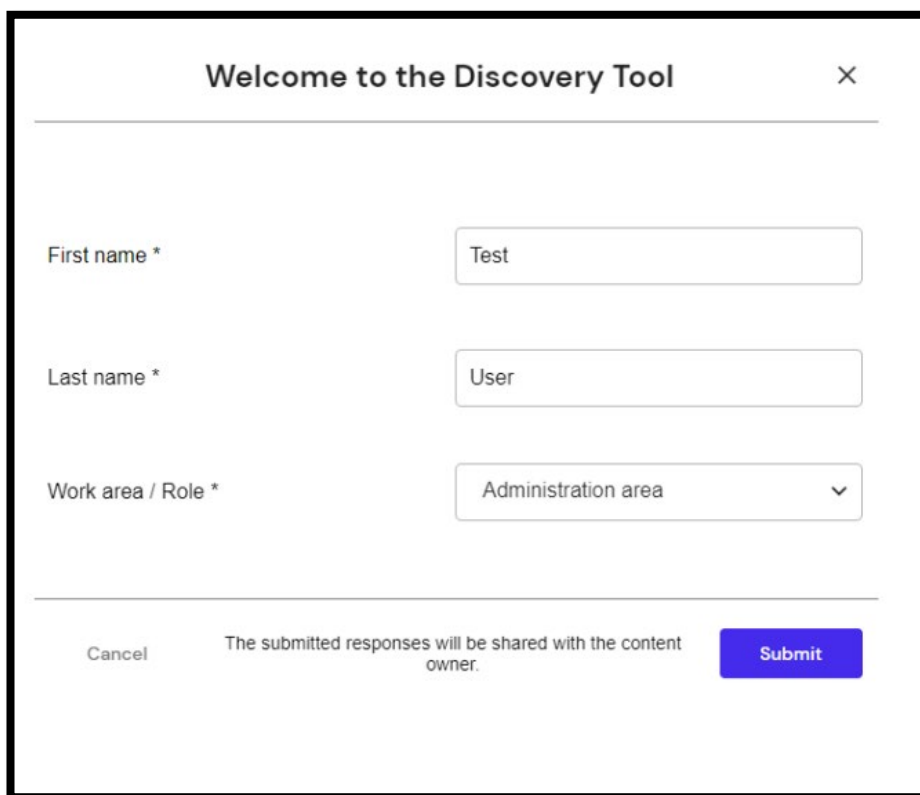
- **Academic/Training**
- **Administration area**
- **Alumni relations**
- **Careers**
- **Educational development**
- **Estates and facilities**
- **Finance area**
- **Hospitality, retail, conferences and events**
- **HR and Organisational development**
- **International activities**
- **IT**
- **Learner support**
- **Learning technology**
- **Library and learning resources**
- **PR, marketing, sales and communication**
- **Research**
- **Student records and MIS**
- **Student services**

If you are happy to use the default work area as above and subject headings in the tool you don't need to do anything. The default subjects can be found here

- HE subjects are based on [Higher Education Statistics Agency \(HESA\) Joint Academic Coding System \(JACS\) subjects](#)
- FE/Skills subjects are taken from [The Office of Qualifications and Examinations Regulation \(Ofqual\) sector subject areas](#)

## Using default headings

If you decide to use the system default subject headings and do not request tailored departmental headings, your staff will see the following options when they first log in. They will not need to repeat this process.



The screenshot shows a login form titled "Welcome to the Discovery Tool" with a close button (X) in the top right corner. The form contains three input fields: "First name \*" with the value "Test", "Last name \*" with the value "User", and "Work area / Role \*" with a dropdown menu showing "Administration area". Below the form, there is a "Cancel" button, a message "The submitted responses will be shared with the content owner.", and a blue "Submit" button.

If the work area chosen is academic/training or research, users will be asked to select the subject they work within. This drop-down will be populated by the sector standard list of subjects described above.

## How do I customise my subjects and departments?

Once you have signed up for the BDC service and tool you will be sent a welcome pack with three templates (examples can be found at the end of this document), one for department headings, one for FE subject headings and one for HE subject headings.

To customise your subjects (and the subject drop down option in the staff view if you do not wish to use JACS subjects) organisations will need to fill in a template with their chosen subjects and then **must match these subjects** to a benchmarking subject already on the template to enable sector comparison. It is important you're your subjects are not too granular, don't include course codes and don't include very small cohorts, they should be high level e.g. 'Business studies' rather than one of the module titles under the business studies umbrella

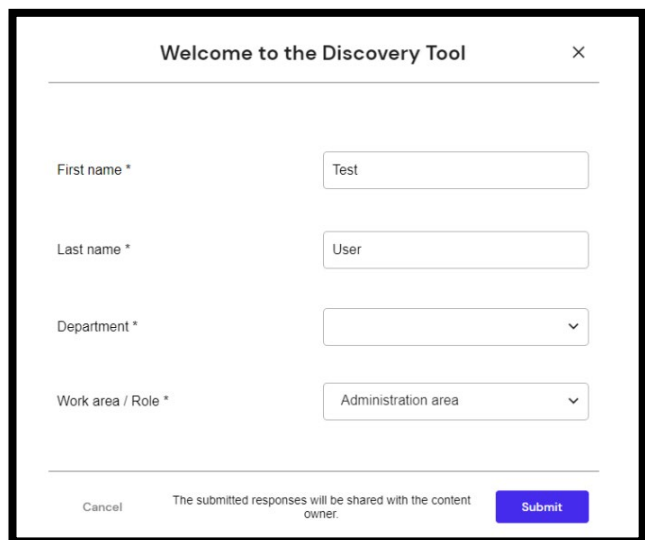
## Tailored department headings

If you chose to tailor your departmental headings, your staff will see an extra drop down at first log-in prior to 'work area/role' which shows your chosen departments (eg schools, admin dept, IT dept).

YOU WILL ONLY SEE THE 'DEPARTMENT' DROP DOWN IF YOU HAVE SENT US YOUR CHOSEN DEPARTMENTAL HEADINGS.

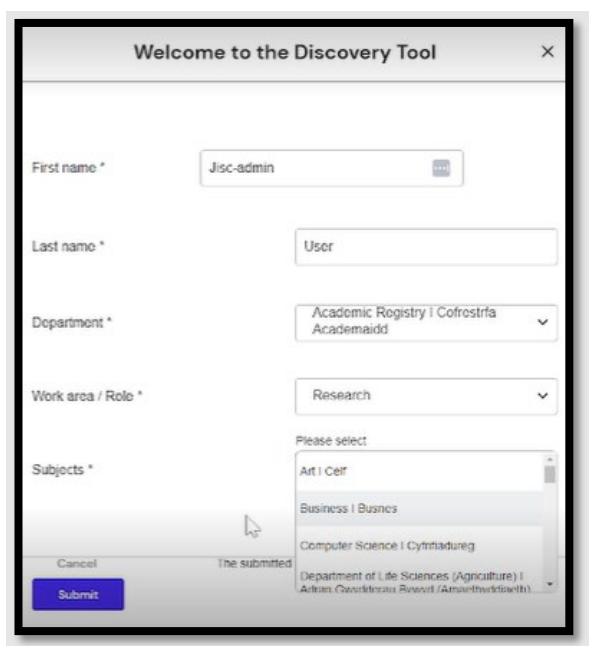
The 'work area/role' drop down is not customisable and it remains in addition to your departmental choices in order to give consistent sector benchmarking data.

The departments you choose need to be high level and not too granular as very small or niche departments risk not having enough staff to trigger visible analytics – if fewer than 5 staff members in a department complete a question set their aggregated data will be suppressed to maintain the response anonymity.



The screenshot shows a form titled "Welcome to the Discovery Tool" with a close button (X) in the top right corner. The form contains four input fields: "First name \*" with the value "Test", "Last name \*" with the value "User", "Department \*" which is a dropdown menu, and "Work area / Role \*" with the value "Administration area". At the bottom left, there is a "Cancel" button. At the bottom center, there is a note: "The submitted responses will be shared with the content owner." At the bottom right, there is a blue "Submit" button.

If the work area chosen is 'Academic/Training' or 'Research', users are asked to select the related subject. This drop-down list will be populated by either the default or custom list of subjects.



The screenshot shows the same form as above, but with the "Subjects \*" dropdown menu open. The menu is titled "Please select" and contains a list of subject options: "Art | Celf", "Business | Busnes", "Computer Science | Cyfrifiadureg", "Department of Life Sciences (Agriculture) | Adran Gwybodaethau Bywyd / Adran Ffurfio a Bwyt", and "Education | Addysg". At the bottom left, there is a "Cancel" button. At the bottom center, there is a note: "The submitted". At the bottom right, there is a blue "Submit" button.

## Tailored subject headings - students

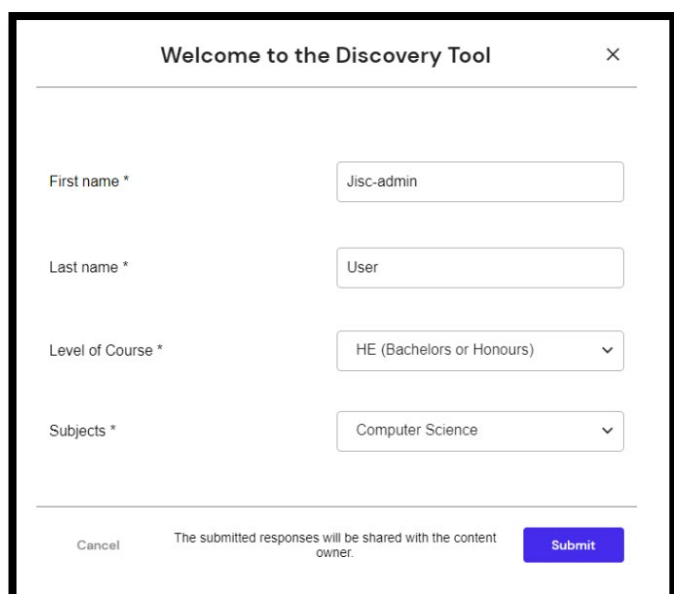
When signing in for the first time, students will be asked to select the level of the course they are taking -

- FE Entry Level (England, Wales, NI or FE Level 1, Level 2 or Level 3 (Scotland)
- FE Entry Level 1 or Level 2 (England, Wales, NI or FE Level 4, Level 5 (Scotland)
- FE Level 3 (England, Wales, NI) or FE Level 6 (Scotland)
- HE (Bachelors or Honours)
- HE (Certificate or Diploma)
- HE (Doctoral)
- HE (Master)

They will then be asked to choose the subject they are studying. Your organisation may wish to tailor the subject options here to make your data more bespoke. As the subject choices are for data collection and have no impact on the questions within the tool, we recommend that organisations direct students studying multiple subjects (eg A-Level students) to choose the option that will give you the best data outcome. In order to create sector comparisons for your aggregated analytics, your chosen subjects will need to be matched to the sector standard subject headings (JACS/Ofqual)

The subjects you choose need to be high level and not too granular as subjects with small student cohorts risk not having enough students take question sets to trigger visible analytics – if fewer than 5 staff students in a cohort complete a question set their aggregated data will be suppressed to maintain the response anonymity.

### Student first log in screen



Welcome to the Discovery Tool

First name \*

Last name \*

Level of Course \*

Subjects \*

Cancel The submitted responses will be shared with the content owner.

## Template examples

### Departmental template

	A	B	C
1	Institution name		
2	NAME HERE		
3	Custom departments		
4	CUSTOM DEPARTMENT HERE		
5	CUSTOM DEPARTMENT HERE		
6	CUSTOM DEPARTMENT HERE		
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			

### HE Subject template

Your subject headings here

Institution name	Benchmarked to *	* List of benchmarking subjects
NAME HERE		
Custom subjects	Benchmarked to *	
CUSTOM SUBJECT HERE	BENCHMARK SUBJECT HERE	Agriculture and related subjects
CUSTOM SUBJECT HERE	BENCHMARK SUBJECT HERE	Architecture, building and planning
CUSTOM SUBJECT HERE	BENCHMARK SUBJECT HERE	Biological sciences
		Business and administrative studies
		Combined
		Computer science
		Creative art and design
		Education
		Engineering and technology
		Historical and philosophical studies
		Languages
		Law
		Mass communications and documentation
		Mathematical sciences
		Medicine and dentistry
		Physical sciences

### FE Subject template

	A	B	C	D	E	F	G	H	I	J	K
1	Institution name										
2	NAME HERE										
3	Custom subjects	Benchmarked to *									
4	CUSTOM SUBJECT HERE	BENCHMARK SUBJECT HERE									
5	CUSTOM SUBJECT HERE	BENCHMARK SUBJECT HERE									
6	CUSTOM SUBJECT HERE	BENCHMARK SUBJECT HERE									
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											

**\* List of benchmarking subjects**

- Agriculture, Horticulture and Animal Care
- Arts, Media and Publishing
- Business, Administration, Finance and Law
- Construction, Planning and the Built Environment
- Education and Training
- Engineering and Manufacturing Technologies
- Health, Public Services and Care
- History, Philosophy and Theology
- Information and Communication Technology (ICT)
- Languages, Literature and Culture
- Leisure, Travel and Tourism
- Preparation for Life and Work
- Retail and Commercial Enterprise
- Science and Mathematics
- Social Sciences

