

## An example of how to analyse your SLCF data

- Login to communication help point (<http://www.communicationhelppoint.org.uk/>)
- Download the data from the link at the bottom of the group report page: <http://www.communicationhelppoint.org.uk/en/Group%20Report.aspx>. This page can take a long time to load if you have a lot of people in your group.
- The excel sheet you download will contain all universal, enhanced and specialist data – whether the members of your group have completed all three levels or not. The order of these groups of columns is alphabetical – Enhanced, Specialist and Universal. Delete the columns that you are not going to analyse. In my example, I have deleted Universal and specialist
- Expand the width of the columns if you need to so that you can see the names of the competences.

	A	B	C	D	E	F	G	H	I	J
	UserID	email	firstName	lastName	DfESNumber	Roles	Enhanced A1	Enhanced A2	Enhanced A3	Enhanced A4
2	Madeupn:	not@arealem	Alan	Madeupname	ABC/0001	Teacher	Other staff			
3	Madeupn:	not1@arealen	Eleanor	Madeupname	ABC/0001	Teacher	Not very confident	Not very confident	Not very confident	Fairly confident
4	Madeupn:	not2@arealen	Janet	Madeupname	ABC/0001	Teacher	Fairly confident	Fairly confident	Not very confident	Fairly confident
5	Madeupn:	not3@arealen	kim	Madeupname	ABC/0001	Teacher	Very confident	Very confident	Very confident	Very confident
6	Madeupn:	not4@arealen	Matthew	Madeupname	ABC/0001	Teacher	Fairly confident	Fairly confident	Fairly confident	Very confident
7	Madeupn:	not5@arealen	Robert	Madeupname	ABC/0001	Teacher	Fairly confident	Fairly confident	Fairly confident	Very confident
8	Madeupn:	not6@arealen	David	Madeupname	ABC/0001	Teacher	Fairly confident	Fairly confident	Fairly confident	Fairly confident

- At the bottom of your list, create 4 new rows called “Count”, “Not very confident”, “Fairly confident” and “Very confident”.
- In the Count row, under the first competence (Enhanced A1 in this case), enter **=COUNTIF(G\$2:G\$8,"\*")**. This counts how many people have entered *something*. The references G\$2:G\$8 tell excel which values to analyse - you will have to change these to suit your data.
- In the next row, “Not very confident”, enter **=COUNTIF(G\$2:G\$8,"Not very confident")**
- In the next row, “Fairly confident”, enter **=COUNTIF(G\$2:G\$8,"Fairly confident")**
- In the next row, “Very confident”, enter **=COUNTIF(G\$2:G\$8,"Very confident")**
- In the no answer row, enter **=COUNTBLANK(G2:G8)** – as above, change this range to whichever range of cells you are analysing.

These are the total number of people that have answered each competence with that answer, we will extend this across the rest of the competences shortly. Check that you are getting the right results.

The screenshot shows an Excel spreadsheet with the following data:

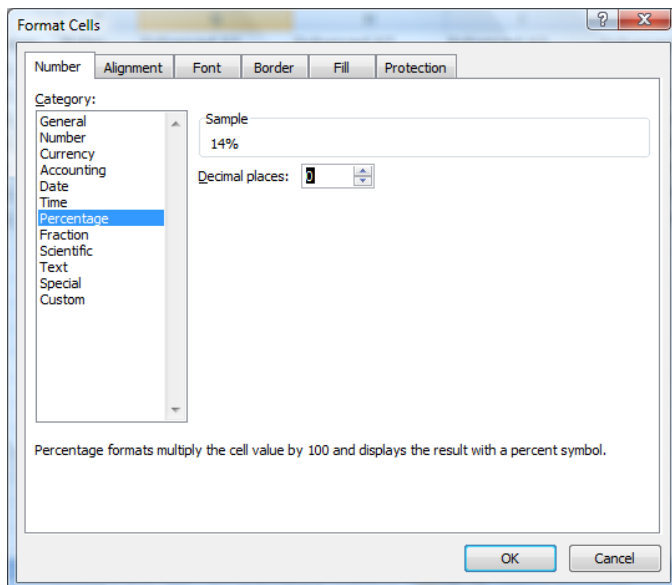
	A	B	C	D	E	F	G	H	I	J
1	UserID	email	firstName	lastName	DfESNumber	Roles	Enhanced A1	Enhanced A2	Enhanced A3	Enhanced A4
2	Madeupname	not@arealem	Alan	Madeupname	ABC/0001	Teacher	Other staff			
3	Madeupname	not1@arealen	Eleanor	Madeupname	ABC/0001	Teacher	CNot very confident	Not very confident	Not very confident	Not very confident
4	Madeupname	not2@arealen	Janet	Madeupname	ABC/0001	Teacher	CFairly confident	Fairly confident	Not very confident	Fairly confident
5	Madeupname	not3@arealen	kim	Madeupname	ABC/0001	Teacher	CVery confident	Very confident	Very confident	Very confident
6	Madeupname	not4@arealen	Matthew	Madeupname	ABC/0001	Teacher	CFairly confident	Fairly confident	Fairly confident	Very confident
7	Madeupname	not5@arealen	Robert	Madeupname	ABC/0001	Teacher	CFairly confident	Fairly confident	Fairly confident	Very confident
8	Madeupname	not6@arealen	David	Madeupname	ABC/0001	Teacher	CFairly confident	Fairly confident	Fairly confident	Fairly confident
9	Count							6		
10	Not very confident							1		
11	Fairly confident							4		
12	Very confident							1		
13	No answer							1		
14										

- Now add 3 more rows “NVC – percent”, “FC – percent” and “VC – percent”. These will be used to work out the percentages. Leave a row free above if you wish, for better clarity.
- In ‘Not very confident – percent’ cell you need to divide the ‘Not very confident’ total by the ‘Count’. In the example here, that is =G10/G9
- In ‘Fairly confident – percent’ cell you need to divide the ‘Fairly confident’ total by the ‘Count’. In the example here, that is =G11/G9
- In ‘Very confident – percent’ cell you need to divide the ‘Very confident’ total by the ‘Count’. In the example here, that is =G12/G9

The results will all be decimals, as below:

	A	B	C	D	E	F	G	H	I	J
1	UserID	email	firstName	lastName	DfESNumber	Roles	Enhanced A1	Enhanced A2	Enhanced A3	Enhanced A4
2	Madeupname	not@arealem	Alan	Madeupname	ABC/0001	Teacher C	Other staff			
3	Madeupname	not1@arealen	Eleanor	Madeupname	ABC/0001	Teacher C	Not very confident	Not very confident	Not very confident	Not very confident
4	Madeupname	not2@arealen	Janet	Madeupname	ABC/0001	Teacher C	Fairly confident	Fairly confident	Not very confident	Fairly confident
5	Madeupname	not3@arealen	kim	Madeupname	ABC/0001	Teacher C	Very confident	Very confident	Very confident	Very confident
6	Madeupname	not4@arealen	Matthew	Madeupname	ABC/0001	Teacher C	Fairly confident	Fairly confident	Fairly confident	Very confident
7	Madeupname	not5@arealen	Robert	Madeupname	ABC/0001	Teacher C	Fairly confident	Fairly confident	Fairly confident	Very confident
8	Madeupname	not6@arealen	David	Madeupname	ABC/0001	Teacher C	Fairly confident	Fairly confident	Fairly confident	Fairly confident
9	Count							6		
10	Not very confident							1		
11	Fairly confident							4		
12	Very confident							1		
13	No answer							1		
14										
15	NVC - percent							0.16666667		
16	FC - percent							0.66666667		
17	Very - percent							0.16666667		
18										
19										
20										
21										

To change these results to percentages, highlight the 4 cells with decimal results, and right-click>format cells. Choose number > Percentage and choose 0 decimal places.



Check the figures look correct, because you are about to copy and paste this across the rest of the results

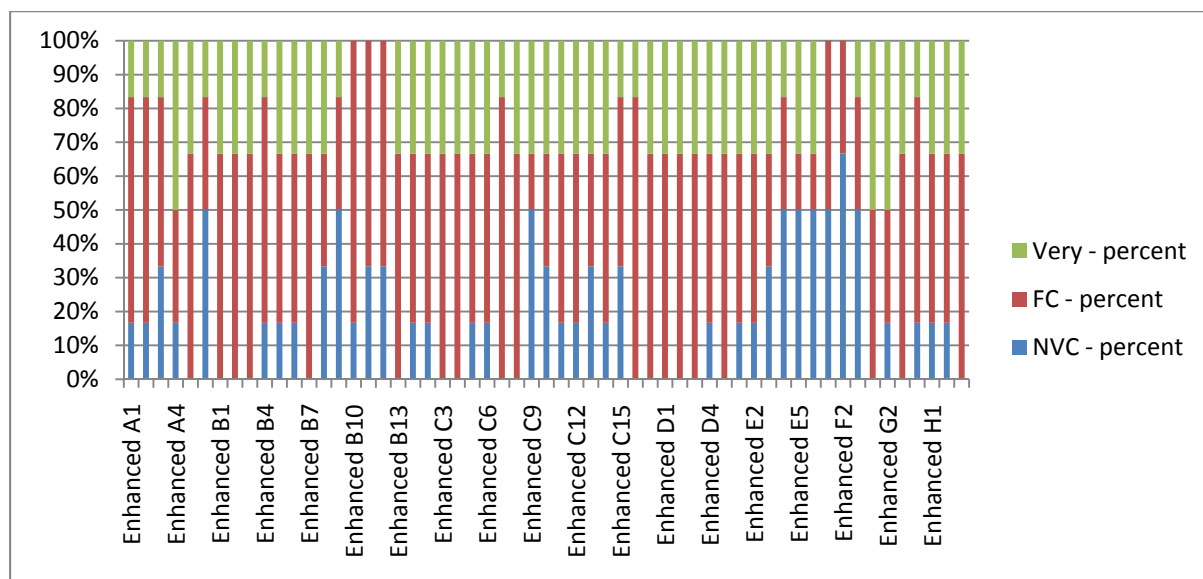
	A	B	C	D	E	F	G	H	I	J
1	UserID	email	firstName	lastName	DfESNumber	Roles	Enhanced A1	Enhanced A2	Enhanced A3	Enhanced A4
2	Madeupname	not@arealem	Alan	Madeupname	ABC/0001	Teacher Other staff				
3	Madeupname	not1@arealen	Eleanor	Madeupname	ABC/0001	Teacher C	Not very confident	Not very confident	Not very confident	Not very confident
4	Madeupname	not2@arealen	Janet	Madeupname	ABC/0001	Teacher C	Fairly confident	Fairly confident	Not very confident	Fairly confident
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6	Madeupname	not4@arealen	Matthew	Madeupname	ABC/0001	Teacher C	Fairly confident	Fairly confident	Fairly confident	Very confident
7	Madeupname	not5@arealen	Robert	Madeupname	ABC/0001	Teacher C	Fairly confident	Fairly confident	Fairly confident	Very confident
8	Madeupname	not6@arealen	David	Madeupname	ABC/0001	Teacher C	Fairly confident	Fairly confident	Fairly confident	Fairly confident
9	Count							6		
10	Not very confident							1		
11	Fairly confident							4		
12	Very confident							1		
13	No answer							1		
14										
15	NVC - percent							17%		
16	FC - percent							67%		
17	Very - percent							17%		

Highlight all of the calculated values, and drag the handle - the black square in the bottom right of your selection, along to the right until it has covered all of the competences. This is quite a long drag – but persevere , it will work.

	BE	BF	BG	BH	BI	BJ	BK	BL	BM
1	Enhanced G1	Enhanced G2	Enhanced G3	Enhanced G4	Enhanced H1	Enhanced H2	Enhanced H3		
2									
3	Fairly confident	Not very confident	Fairly confident	Not very confident	Fairly confident	Fairly confident	Fairly confident		
4	Very confident	Very confident	Fairly confident	Fairly confident	Fairly confident	Fairly confident	Fairly confident		
5	Very confident	Very confident	Very confident	Very confident	Very confident	Very confident	Very confident		
6	Very confident	Very confident	Very confident	Fairly confident	Very confident	Very confident	Very confident		
7	Fairly confident	Fairly confident	Fairly confident	Fairly confident	Not very confident	Not very confident	Fairly confident		
8	Fairly confident	Fairly confident	Fairly confident	Fairly confident	Fairly confident	Fairly confident	Fairly confident		
9	6	6	6	6	6	6	6		
10	0	1	0	1	1	1	0		
11	3	2	4	4	3	3	4		
12	3	3	2	1	2	2	2		
13	1	1	1	1	1	1	1		
14									
15	0%	17%	0%	17%	17%	17%	0%		
16	50%	33%	67%	67%	50%	50%	67%		
17	50%	50%	33%	17%	33%	33%	33%		

Your sheet is now complete. Please note the percentages are based on the number of people that gave an answer for that competence, not the total number of people in your data. There are many other variations, for example, analysing for each stage rather than by competence.

By using the chart software on excel you can very easily create a chart like below, which can help you visualise the skills in the group. You do of course need the SLCF competences to hand to make best use of this.



This is just one way to analyse the data – it’s really up to you as group co-ordinator to use the data how you wish. If you have a specific way you want to analyse the data, but feel your excel skills are not quite up to it, you might want to ask your IT department, or another member of staff who is proficient in Excel.