KS5 Target Setting Administration

KS5 Target Setting Administration

V2.0

March 2017

Contents

Key Stage 5 Target-Setting Administration Guide

The following processes are suggested in order for schools to make the most of the Key Stage 5 (KS5) benchmarks in FFT Aspire for KS5 Target-Setting. Once the Autumn Census data for the academic year is included in the Aspire system, it will only be necessary to import any Year 12 and 13 pupils that were not included in that census return.

This guide contains all the basic steps needed to set up KS5 Target-Setting. More detailed guidance is highlighted at the end of each section. All of the guidance documents referred to can be found in the FFT Aspire Help Centre, either in the Aspire for Administrators site or the main Aspire site.

Selecting subjects for the school

There are a total of 96 KS5 subjects included in Aspire, with the 20 most popular KS5 subjects being displayed as the default setting. Aspire Administrators can tailor the system for their school to select only the subjects that are taught at the school; this will ensure that any Aspire users will only see KS5 benchmarks for the relevant KS5 subjects.

1. Login into FFT Aspire for Administrators https://admin.fftaspire.org

2. Hover over **'Target-Setting'** and select **'Subjects'**.
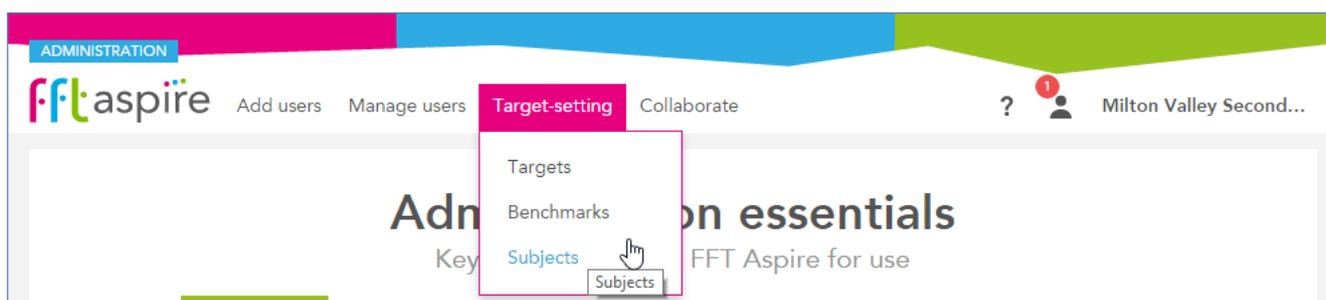
3. Click the **'Key Stage'** button and choose KS5.

4. Click the **'Year'** button and select the relevant year group.
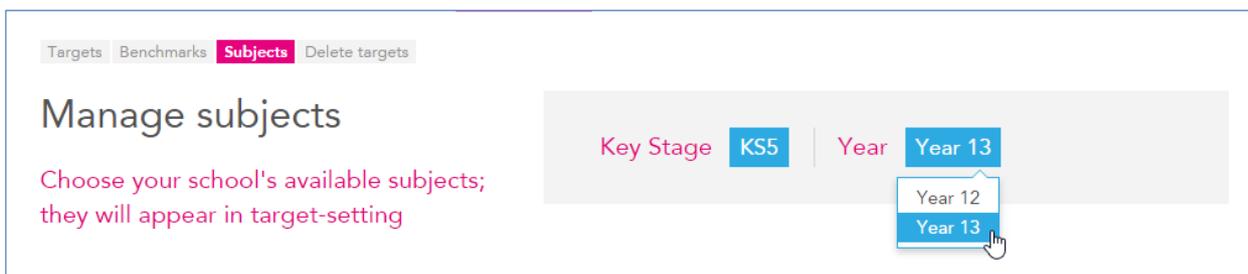
5. Tick the KS5 subjects delivered by your school and ensure that all other subjects are unticked.

6. Click **'Save'**.

NOTE: 'Select all' and **'Select none'** buttons are available at the bottom-right of the page.

Further guidance is available from the FFT Aspire for Administrators Help Centre under the question mark icon. Please see the [School Administration help guide,](#) pages 19–20 for **'Target Setting'** – **'Manage subjects'**.

Selecting subjects for pupils

Aspire users with either 'Head Teacher' / 'Senior Leader' or 'Data Manager' accounts can assign pupils to individual subjects in FFT Aspire. This ensures that pupils on the system only have benchmarks displayed for the subjects that they are taking at KS5.

1. Login into FFT Aspire https://fftaspire.org

2. Hover over the Cog icon.

3. Select **'Subject groups'** under the **'Manage'** header.
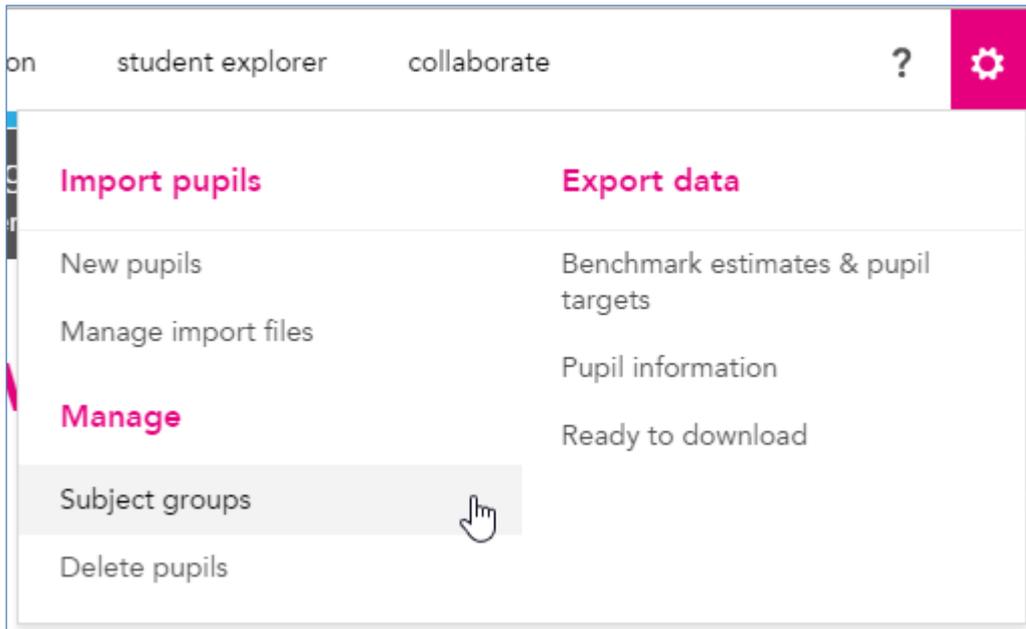
4. Click the **'Key Stage'** button and choose KS5.

5. Click the **'Year'** button and select the relevant year group.

6. Set **'Hide excluded subjects / Show'** toggle to **'Show'** (toggle to right).

7. Click on the blank spaces in the pupil row / subject column to ensure that benchmarks are generated for the relevant pupils and subjects.

Hint 1: Click and drag over the grid to create or remove large numbers of pupil/subject associations.

Hint 2: A green plus icon indicates a selected subject; a red minus icon represents an unselected subject. Clicking on a space, (as above), or a plus or minus icon changes the selection status.

Further guidance is available from the FFT Aspire Help Centre under the question mark icon. Please see the [Subject groups](#) Help Guide for further guidance on managing subject groups in Aspire.

Importing Year 12 pupils and any new Year 13 pupils

Aspire users with either 'Head Teacher' / 'Senior Leader' or 'Data Manager' accounts can import pupils into FFT Aspire in order to access the benchmarks and other information for them. Schools with KS5 Year 12 or 13 pupils can complete a spreadsheet with certain pupil details, or use a file from SIMS, if these pupils are not in the Aspire system. Once the Aspire system has matched the pupil details and the import process has finished, the Aspire users will be able to access KS5 benchmarks for these Year 12 and 13 pupils.

1. Once logged into FFT Aspire https://fftaspire.org

2. Select **'New pupils'** under the **'Manage'** header.

3. Select either:
    -   Option1: Fill in a pupil data file (instructions in the next step and the first sheet of the Excel template)
    -   Option 2: SIMS (instructions in the next step).

4. Upload file and proceed through the matching process.
Hint: If the pupil(s) attended the school at KS4, their details will be the same as the most recent Census Return.

Further guidance is available from the FFT Aspire Help Centre under the question mark icon. Please see the Importing from a pupil data file Help Guide for detailed guidance on completing the import process. The Importing from SIMS Help Guide explains how to use a file from the SIMS system to import a complete year group.

Delete pupils

Pupils can be deleted from the Aspire system if they have left the school or have been included in previous census returns in error. Once the pupils have been deleted from Aspire, all subject groups, targets and notes associated with these pupils will be deleted.

1. Once logged into FFT Aspire https://fftaspire.org hover over the Cog icon.

2. Select **'Delete pupils'** under the **'Manage'** header.
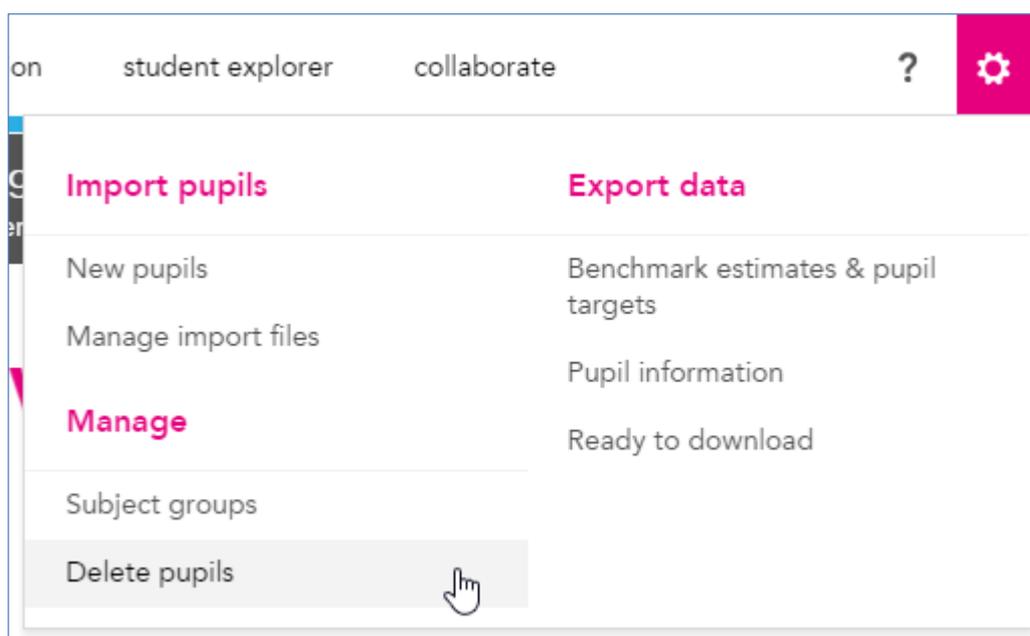
3. Click the **'Key Stage'** button and choose KS5.

4. Click the **'Year'** button and select the relevant year group.

5. Click the red bin 🗑 icon next to any student requiring removal.

6. Click the **Continue** button.

7. Confirm by clicking **'Delete pupils'**. **Delete pupils**

Further guidance is available from the FFT Aspire Help Centre under the question mark icon. Please see the Deleting pupils Help Guide for a detailed explanation of the process of deleting pupils from the Aspire system.

Viewing subjects based on school definitions

This function allows a school to see a view of the data in Aspire based on any changes that have been made to include new pupils and subject groups. The **'school settings'** option applies to the following reports:

Subject dashboard: Overview; Pupil groups; Pupils – benchmark estimates and set targets; **Pupil dashboard:** Subjects – benchmark estimates.

1. Click **'School'** (under the **'Filters'** button).

2. Set **'Use school settings'** to Yes (toggle to the right).

New KS4 Grades and A*-G
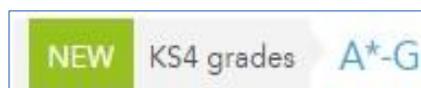
This relates only to the reformed GCSE grading system being phased in from summer 2017 onwards. It does not apply to KS5 as the reform at KS5 relates only to the points allocated to each KS5 qualification grade.