

How to validate activities for Children's University Online

A guide for getting existing Learning Destinations on board.



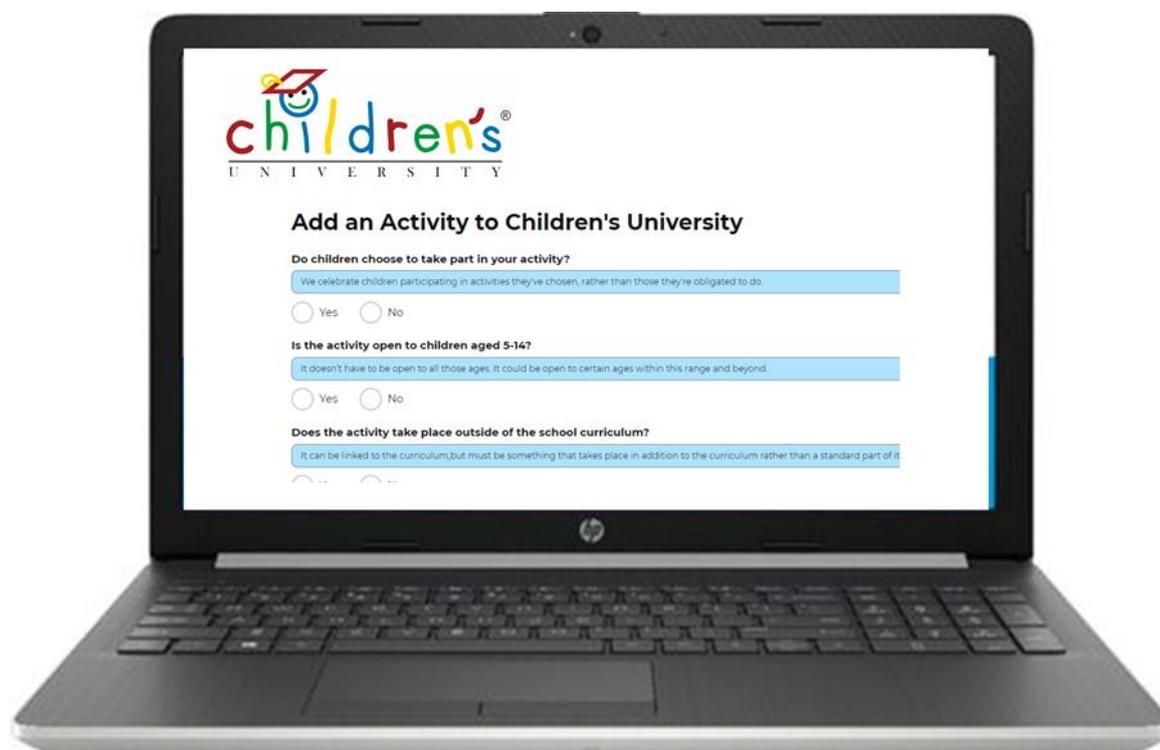
Introduction

In order to populate our new Children's University Online with all our existing Learning Destinations, we need to re-engage with our learning partners and get them to work with us on re-validating their activities. If we do this efficiently, for our Children's University Managers this should be as simple as sending an email and having follow up phone calls. For our learning partners, this should be as simple as filling in an online form and having a phone call. This will be an ongoing process but we need to start this process as soon as possible. The CU Trust team will do all we can to help.

This guide has been written to give Children's University Managers a clear step by step guide as to what needs to be done. There are hyperlinks that will take you around the document and plenty of frequently asked questions, but if you don't find the answer you're looking for, do just get in touch.

Section one answers any general questions you may have; **this is where you'll also find details of how to log into Children's University Online for the first time.** This is followed by section two consisting of detailed questions based around each of the stages of validation.

Should you not find the information you need, simply email liam.nolan@childrensuniversity.co.uk



Section 1 – General FAQs

- [Why is this important?](#)
- [Do I need to do this even if I'm not planning on using this with all my schools?](#)
- [Can you not just transfer the information from the old epassport to the new Children's University Online?](#)
- [When do I need to do this?](#)
- [When do I need to have finished this by?](#)
- [How do I access the new platform to log in?](#)
- [What will I see when I log in?](#)
- [What does the validation process look like?](#)

- [***Take me to Section 2 – the stages of validation***](#)

Why is this important?

Having all our learning activities added to the new Children's University Online is important to ensure that:

- we can list the activities online for participant families and the public to see
- we can add value to their existing validation by adding further information about skills and engagement for all activities
- we can make sure that the details and contacts are up to date and activity providers are fully engaged
- we can enable children to make the most of the new platform as soon as they get online
- we can be fully GDPR compliant

This isn't just an administrative task, but rather it's an incredibly valuable exercise in re-engagement, updating our records, and most importantly, adding value to all our learning activities by adding skills and categorisation to them. By re-engaging and working through this short process with us, our learning partners will be adding huge value to what children will be able to get from participating in their activities.

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Do I need to do this even if I'm not planning on using this with all my schools?

We appreciate that some Children's Universities are wanting to start by only using the new system with a few select schools in the first instance (which is fine) but this is a very important thing for us **all** to do, whether you're planning on launching the platform with all your schools or not.

Having **all** our learning activities added to the new Children's University Online is important to ensure that:

- we can list the activities online for participant families and the public to see
- we can add value to their existing validation by adding further information about skills and engagement for all activities

- we can make sure that the details and contacts are up to date and activity providers are fully engaged
- we can enable children to make the most of the new platform as soon as they get online
- we can be fully GDPR compliant

This isn't just an administrative task, but rather it's an incredibly valuable exercise in re-engagement, updating our records, and most importantly, adding value to all our learning activities by adding skills and categorisation to them. By re-engaging and working through this short process with us, our learning partners will be adding huge value to what children will be able to get from participating in their activities. By having as many activities online as soon as possible, we will also be illustrating to the outside world - and particularly to potential new schools - the scope of Children's University and the full extent of opportunities available as we launch.

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Can you not just transfer the information from the old epassport to the new Children's University Online?

As this is a new system, we need to get all learning activities added again. While we're naturally keen to keep this process as simple as possible, both for our CU Managers and the activity providers we work with, there are a few reasons that make it impossible for us to simply transfer information.

- **GDPR** – In short, as this is a new system that will host and share information in new ways, providers need to be aware of this in order for us to remain GDPR compliant
- **Adding value through skills** – The new Children's University Online adds value to the activities by associating each one to essential skills that children can reflect on. Rather than simply recording participation, children will be encouraged to reflect on the skills they're gaining from taking part. This will also help teachers and you as CU Managers to spot successes and cold spots around the skills we're offering children access to. We're using the skill set outlined by Skills Builder: <https://www.skillsbuilder.org/> This information will be added using new activity tags that weren't on the old epassport.
- **Adding value through FE / HE / Employer engagement** – Like with the new skills above, we've added tagging to the activities so that we can monitor whether an activity will provide children with opportunities to engage with employers, places of work, or FE/HE environments. The ability to report on this information will be key for schools to monitor their own progress against the [Gatsby Benchmarks](#) as part of the government's careers strategy
- **Issuing stamp codes** – As the new validation includes the issuing of a simple stamp code – we need to associate each activity with its own unique code. This will then need to be communicated with the provider once they've added their details online
- **Ensuring information is up to date** – Some of the information relating to activities and learning destinations that is held on the old epassport dates as far back as 2011. Historically Children's University has had guidelines that validation should be repeated every three years to ensure that organisations are still keen to partner with us, staff information remains up to date and that activities are still being provided in ways previously described. By re-submitting information, we can ensure that activity information is up to date

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When do I need to do this?

This is an ongoing project and validation is an ongoing and fundamental part of being a Children's University Manager so there is no deadline for completing this. However we ask that all Managers begin this process and email current partners **before the end of January 2019**

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When do I need to have finished this by?

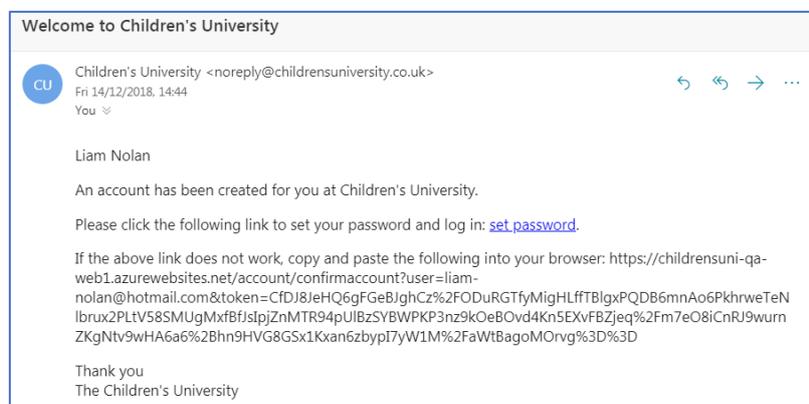
This is an ongoing project and validation is an ongoing and fundamental part of being a Children's University Manager so there is no deadline for completing this. However, it's important that we are all aware that the current website will be switched off and revert to our new site at the end of March. When this happens, all public listings of activities taken from the old epassport will no longer show. As an organisation Children's University is constantly on the look out for new learning activities we can direct our participants to and we expect this to be the case for our CU Managers too.

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How do I access the new platform to log in?

If you're reading this document because you've been sent it directly, then you can assume you have been added to the system already. To log in, simply follow these instructions

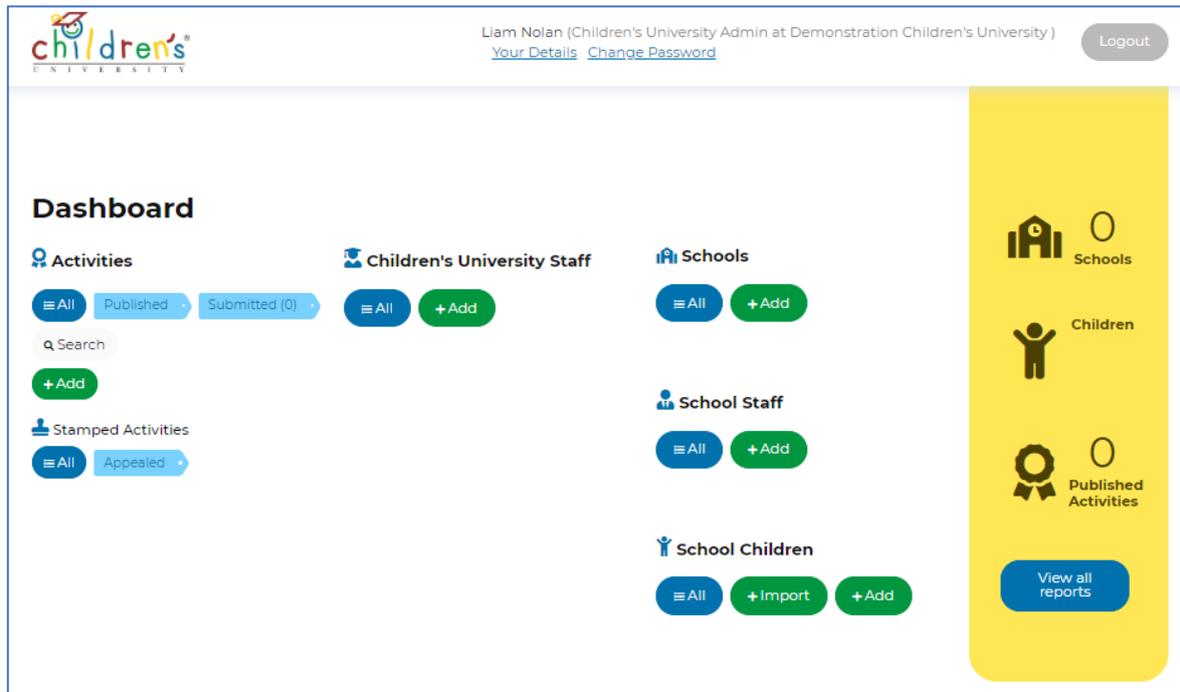
1. Go to this URL <https://childrensuni-p-web2.azurewebsites.net/> This will change in due course and become part of childrensuniversity.co.uk but while this is in it's pre-public launch phase, this is the URL you will need to save.
2. **Do not try to log in**, instead click on the button that says FORGOTTEN PASSWORD
3. Enter the email address that you use for Children's University work – this will be the same email address to which you were sent this document
4. You will receive an automated email similar to the one pictured below. Note: **this may take a few minutes** to come through. It also **may go to your junk file**. If it goes to your junk file, you will need to move it to your inbox so that the hyperlinks function.
5. Follow the link in the email and create a memorable password



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What will I see when I log in?

When you log in, you will see the dashboard for your Children's University Online. This is still being developed and will change slightly over time. At present, it will look like something like this:



A few things to note:

- Whether your 'schools' tally shows 0 or not will depend on whether you've submitted your schools information to us or not. If you have done this already but still see 0, just let us know.
- The 'view all reports' is still being styled.
- The section you will need to focus on as part of this phase is the **Activities** section.

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What does the validation process look like?

In a nutshell, this is what the validation process looks like...



Stage 1 – The online form

The activity provider completes an online form that is automatically submitted to their local Children's University with all the information they need.

Stage 2 - The review

Once the form is received, the local Children's University can review the information that's been submitted – Has the activity provider checked the right skills and categories? What value stamp do you think the learning activity is worth? Do you have enough information to validate it?

Stage 3 – The phone call

The CU Manager and the activity provider have a quick call or meeting to verify what's been written and clarify what's being agreed to. This call is also where stage 4 happens

Stage 4 – Issuing a stamp code

Once the CU Manager is satisfied, the learning provider is given a stamp code for the activity that can be passed on to children who participate. This is done in a way that is understood by the activity provider and suits their way of working. E.g. If the activity is a 10-week course – do they want a code that can be submitted 10 times, or does the provider just want one code that is submitted once that will automatically add 10 hours?

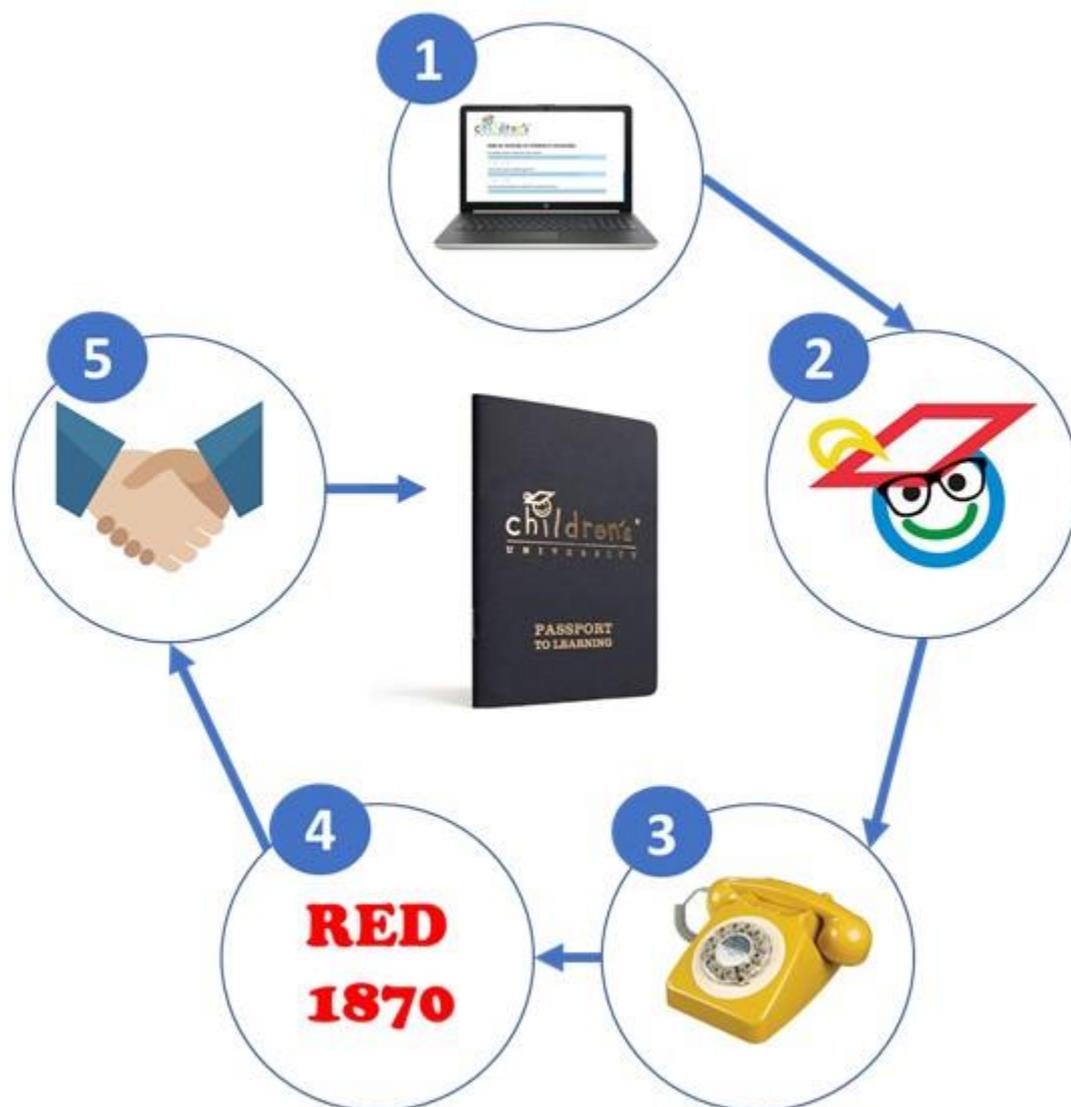
Stage 5 – Going forward

Going forward you and the activity provider can work together to promote the activity, develop new activities together and ensure children are getting the most out of the provider.

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Section 2 – The stages of validation in detail



Click on the question to be taken to the answer

Stage 1 – The online form

The activity provider completes an online form that is automatically submitted to their local Children's University with all the information they need.

- [Where is the validation form online?](#)
- [Is the form on the Children's University website?](#)
- [How do I send this form to existing activity providers?](#)
- [Can I send this to new learning destinations?](#)
- [Can you send me details for my learning destinations?](#)
- [Where does the information go when it's been submitted?](#)
- [What information do you ask for?](#)
- [What are the skills listed?](#)
- [What are the categories we're using?](#)

- [Why are you asking about FE / HE / employer engagement?](#)

Stage 2 - The review

Once the form is received, the local Children's University can review the information that's been submitted – Has the activity provider selected the right skills and categories? Is the time and usage of the stamp what you think the learning activity is worth? Do you have enough information to validate it?

- [How do I review what's been submitted?](#)
- [What do I need to check?](#)
- [How do I edit the information?](#)
- [How do I validate?](#)

Stage 3 – The phone call

The CU Manager and the activity provider have a quick call or meeting to verify what's been written and clarify what's being agreed to. This call is also where stage 4 happens

- [What do I need to say on the phone?](#)
- [Do I need to meet the activity provider?](#)
- [How do I give them a code?](#)

Stage 4 – Issuing a stamp code

Once the CU Manager is satisfied, the learning provider is given a stamp code for the activity that can be passed on to children who participate. This is done in a way that is understood by the activity provider and suits their way of working. E.g. If the activity is a 10-week course – does the provider want a code that can be issued 10 times, or does the provider just want one code that is submitted once that will automatically add 10 hours?

- [How do I issue a stamp code?](#)
- [Do all stamp codes have the same value?](#)
- [Can I make a stamp code that can only be used once?](#)
- [Can I make a stamp code that can be used a fixed number of times?](#)
- [How does the activity provider give the code to the child?](#)
- [What about activities that equate to more than one stamp – e.g. a 4-hour activity that needs to add 4 credits?](#)
- [Can I create new stamp codes once codes have been issued?](#)

Stage 5 – Going forward

Going forward you and the activity provider can work together to promote the activity, develop new activities together and ensure children are getting the most out of the provider.

- [How can we work together going forward?](#)
- [I have more questions that aren't answered above!](#)

Answers

Where is the validation form online?

The link to the online form is here: <https://childrensuni-p-web4.azurewebsites.net/activity-create>
For ease, you can also direct people to access the same page by visiting www.tinyurl.com/CUvalidation

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Is the form on the Children’s University website?

Not at present. Once Children’s University Online and our new website is fully launched, we will have this form in a prominent place on our website at childrensuniversity.co.uk. However, while we are in this onboarding phase, the site hosting the form is <https://childrensuni-p-web4.azurewebsites.net/activity-create> For ease, you can also direct people to access the same page by visiting www.tinyurl.com/CUvalidation

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How do I send this form to existing activity providers?

You can send this link to your existing learning destinations and ask them to complete the information about the activities they offer. They will read an online introduction about Children’s University before being asked to do a quick eligibility check. Once they pass this, they will be asked to complete the form.

CU Trust will also be sending each Children’s University:

- an export of contact details from the old epassport for Learning Destinations that have previously been validated
- a template email for you to send that explains why we are asking them to complete this information
- guidance on how this can be done in one email using the Mail Merge function in Microsoft Word.

For any key or significant Learning Destinations in your area, you may wish to write a personalised email based on the template we circulate. However, you may wish to simply send one email to all using the blind copy (BCC) function.

Please note that if emails are being sent to multiple contacts and BCC is not used, this may be considered a data breach under GDPR.

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Can I send this to new learning destinations?

This link can be used by all activity providers – whether they’ve been validated previously or not. If you have new activities awaiting validation, you can send this link to them.

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Can you send me details for my learning destinations?

CU Trust will be sending each Children's University:

- an export of contact details from the old epassport for Learning Destinations that have previously been validated
- a template email for you to send that explains why we are asking them to complete this information
- guidance on how this can be done in one email using the Mail Merge function in Microsoft Word.

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Where does the information go when it's been submitted?

When an activity provider completes the form, the information will be sent to the Children's University closest to them. One of the first questions a provider is asked is about who the activity is for: children in their area, or children all across the country? If the local area is selected, it will ask for a Children's University to be selected so you will need to ask them to select your Children's University. If they select 'children across the country' it will be directed to the CU Trust team as a national activity. On your dashboard, you will see a notification number next to the word **Submitted** under **Activities**. When you click here, you'll be able to review what's been submitted.

The screenshot shows the admin interface for Children's University. At the top, the user is identified as 'Liam Nolan (Children's University Admin at Demonstration Children's University)' with links for 'Your Details' and 'Change Password', and a 'Logout' button. The main dashboard area is divided into several sections: 'Activities' with filters for 'All', 'Published', and 'Submitted (0)', a search bar, and a '+ Add' button; 'Children's University Staff' with an 'All' filter and '+ Add' button; 'Schools' with an 'All' filter and '+ Add' button; 'School Staff' with an 'All' filter and '+ Add' button; and 'School Children' with an 'All' filter, '+ Import' button, and '+ Add' button. On the right, a yellow sidebar contains three icons: a school building for 'Schools' (0), a person for 'Children', and a ribbon for 'Published Activities' (0). A 'View all reports' button is located at the bottom of the sidebar.

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What information do you ask for?

We ask for information describing the activity for a public listing, as well as information for Children's University's reference describing the learning that's involved. We collect contact details and information about where an activity takes place, as well as things such as cost of participation, details of any membership that's required and the age of children the activity is relevant for. Activity providers can also select categories that the activities fit within and skills that they believe children will gain by participating. They are also asked about whether children will be exposed to employers and work environments, or students and an FE / HE environment – this information is to be used for schools to monitor engagement with the Gatsby Benchmarks. A full example of the fields that are to be completed is here: <http://www.childrensuniversity.co.uk/media/2075585/childrens-university-online-validation-form-illustration.pdf>

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What are the skills listed?

The skill set we are using on Children's University Online is that defined by the Skills Builder partnership. These are:

- Listening
- Presenting
- Problem solving
- Creativity
- Staying positive
- Aiming high
- Leadership
- Teamwork

Children's University is a Skills Builder partner organisation and over time we will be working with Skills Builder to promote these essential skills and ensure that you and your schools are able to offer children the best we can. For now, you can read more about Skills Builder here:

<https://www.skillsbuilder.org/>

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What are the categories we're using?

We are categorising the activities using the following categories:

- Sports and physical
- Outdoor learning
- Arts, culture and music
- Science, technology, engineering and maths
- Uniformed groups
- Languages
- Social and community action
- Family learning
- History and heritage
- Nature and the environment
- Mental health and well-being
- Online
- Practical life skills
- Citizenship
- Careers and enterprise

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Why are you asking about FE / HE / employer engagement?

We are asking all activity providers three key questions about FE / HE / employer engagement in the validation form:

- Does your activity demonstrate a link between learning and a career pathway?
- Will participants be exposed to FE or HE environments, students and/or staff?
- Will students interact with employers or a professional environment?

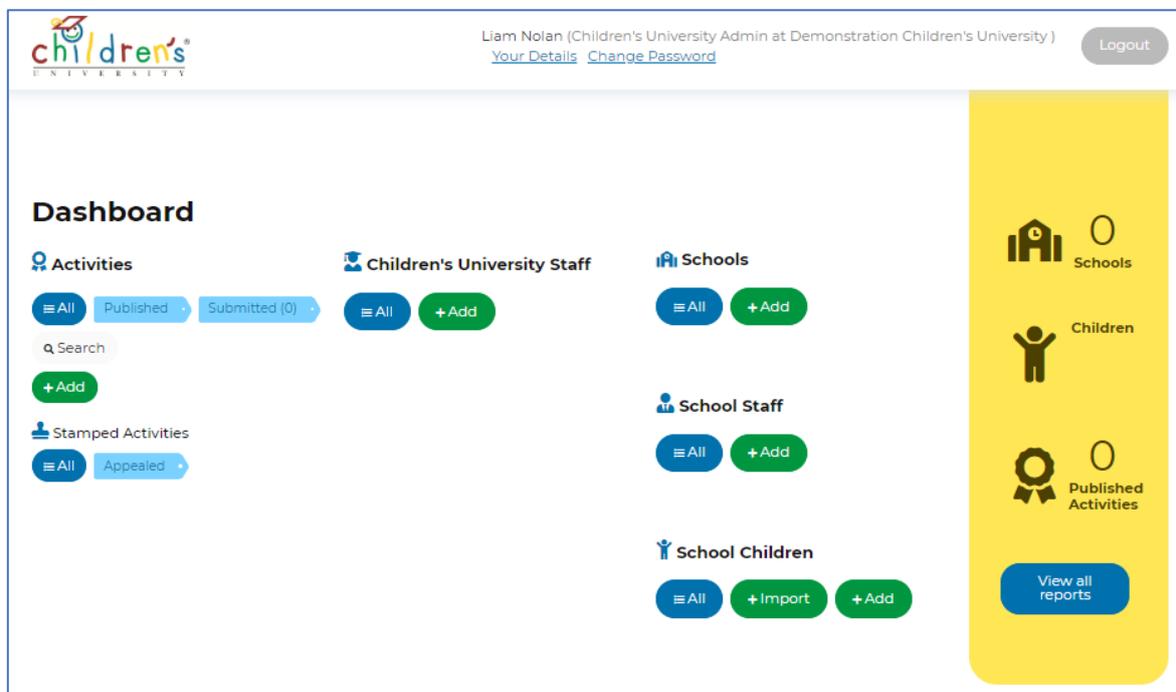
Through answering positively to these questions at the point of validation, Children’s University and schools will then be able to report on the number of activities that children take part in that link to these scenarios. These then link directly to the [Gatsby Benchmarks](#) (5, 6 and 7).

The Gatsby Benchmarks are a framework for best practice in careers, and a key part of the [government's Careers Strategy](#). Schools are expected to report on the encounters they offer their children. It is our intention that by providing schools with a method for easily reporting on this, we will be demonstrating added value beyond our standard Children’s University offer. This will be of great interest to secondary schools, where careers and employability has a greater focus. But also as this focus spreads to primary schools, this will be of great benefit to primary schools.

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How do I review what’s been submitted?

On your dashboard, you will see a notification number next to the word **Submitted** under **Activities**. When you click here, you’ll be able to review what’s been submitted.



The screenshot shows the 'Dashboard' for a user named Liam Nolan (Children's University Admin at Demonstration Children's University). The dashboard is divided into several sections:

- Activities:** Includes filters for 'Published' and 'Submitted (0)', a search bar, and a '+ Add' button.
- Children's University Staff:** Includes an 'All' filter and a '+ Add' button.
- Schools:** Includes an 'All' filter and a '+ Add' button.
- School Staff:** Includes an 'All' filter and a '+ Add' button.
- School Children:** Includes an 'All' filter, a '+ Import' button, and a '+ Add' button.
- Stamped Activities:** Includes an 'All' filter and an 'Appealed' filter.

On the right side, there is a yellow sidebar with icons and counts for 'Schools' (0), 'Children', and 'Published Activities' (0). At the bottom of the sidebar is a blue button labeled 'View all reports'.

If you click on Submitted, you’ll be presented with a list of activities that have been submitted by activity providers in your area. It will look something like this:

[DASHBOARD](#) > ACTIVITIES LIST

Q Search

+ Add New

SORT BY: Date modified ↑↓

≡ Search and Filters

Id	Type	Name	Status	Hours	Location Type	Created			
22	National	Half-term tennis skills course	Suggested	0	Fixed Single	17/01/2019	View	Validate	Delete

1 results, page 1 of 1

If you click **View** you will be shown all the information that's been submitted for the activity.

Half-term tennis skills course

Id	22
Status	Suggested
Type	National
Membership	Must be a member of Chorlton tennis club to participate. If you're not a member, call Debbie in advance on 028308239
Description	Join our half-term tennis skills course and learn all the skills you need to become the next Serena Williams or Andy Murray. For three hours per day over five days, you'll learn from the best coaches and improve your game.
Learning	This is a fun structured course which will work on team building, confidence and develop motor skills. Each session starts with an hour of warm up games and fun before two of skills development and matches. Children will receive a Tennis Association certificate.
Occurrence	Every day / all the time
Starts	11/02/2019
Ends	15/02/2019
Ages	7 - 14
Cost	10
Hours	0
Employer Engagements	
Categories	Sports and physical
Skills	Staying positive, Teamwork

Stamps

Stamp	Can be claimed	Hours Granted	Created	Status
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Location

Location Type	Fixed Single
Venues	<p>Venue Name Chorlton tennis club</p> <p>Venue Address 1 Chorlton Road Manchester M16 5QB</p> <p>Venue Description Located by Chorlton park. Car parking can be found to the rear and costs £1.</p>

Activity Provider

Name	Betty Brown
Email	betty.brown@chortlontennis.co.uk
Phone	07840948860
Position	Head coach

Form completed by

Name	Betty Brown
Email	betty.brown@chortlontennis.co.uk
Phone	07840948860
Position	Head coach

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What do I need to check?

The information that is submitted is now all there and ready for you to review. The key things for you to check:

- Does the **activity title** make sense? This will be the top of the listing when it shows online, so check that this accurately describes the activity.
- Is the **description** clear? This will be what goes online so needs to be written in a way that is suitable to be featured online and clear to children and families what the activity is.
- Is there adequate **learning** involved? The learning information is for your reference to check that this activity contains elements of structured learning. Are there clear outcomes for children? Do you get a sense of what will be achieved by participating?
- Are the **employer engagements** responses accurate? This links to the Gatsby Benchmarks (read [the answer to this question](#) for more information on why we ask these questions) so it's important that these are correct.
- Does this activity fit in the right **category** or could it fit in more than one?
- Do the **skills** look relevant? There may be some skills you think the activity provider has missed, or perhaps you disagree with some of the skills they have selected.
- Think about the **hours** that you think should be added to a passport for this. If the activity lasts for 5 hours, for example, do you think a child will be learning for all 5 hours? Think of a total you are comfortable with. Note: this will need to be the total hours for the whole activity so if – as in the [tennis example above](#) – it's a course of multiple days, think of the total number of hours for all of the days.

If you're unhappy with any of the above, you can edit the information (details below) but if you're happy with it you can go on to validate it.

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How do I edit the information?

Once you've clicked on **Submitted** under **Activities** on your dashboard, you'll be presented with a list of activities that have been submitted by activity providers in your area. It will look something like this:

The screenshot shows the Children's University dashboard. At the top right, the user is identified as 'Liam Nolan (Super Admin)' with links for 'Your Details' and 'Change Password', and a 'Logout' button. The main heading is 'DASHBOARD > ACTIVITIES LIST'. Below this is a search bar with a magnifying glass icon and a '+Add New' button. To the right, it says 'SORT BY: Date modified ↑↓' and a 'Search and Filters' button. The table below has the following columns: Id, Type, Name, Status, Hours, Location Type, and Created. One activity is listed: Id 22, Type National, Name Half-term tennis skills course, Status Suggested, Hours 0, Location Type Fixed Single, and Created 17/01/2019. Below the table, there are three buttons: 'View', 'Validate', and 'Delete'. At the bottom left, it says '1 results, page 1 of 1'.

Id	Type	Name	Status	Hours	Location Type	Created
22	National	Half-term tennis skills course	Suggested	0	Fixed Single	17/01/2019

If you click **Validate** you will be able to view and edit the information that's been submitted. Having previously reviewed the information (see [this answer](#)) you'll then be able to amend and correct anything you're not happy with and add in a total number of hours.

How do I validate?

Once an activity provider has submitted their information, the actual validation is only considered complete when two things have happened:

1. A conversation has taken place between Children’s University and the activity provider
2. The activity provider has been given a stamp code.

This stamp code is what the activity provider will be expected to give to children who take part in their activities. The paper Passport to Learning can still be used by children – they will just need to make sure that they or the activity provider writes down the stamp code when the paper passport is stamped or signed.

To validate, go to the activity in question. As described [here](#), once you’ve clicked on **Submitted** under **Activities** on your dashboard, you’ll be presented with a list of activities that have been submitted by activity providers in your area. It will look something like this:

The screenshot shows the 'ACTIVITIES LIST' page. At the top right, the user is identified as 'Liam Nolan (Super Admin)' with links for 'Your Details' and 'Change Password', and a 'Logout' button. The breadcrumb trail is 'DASHBOARD > ACTIVITIES LIST'. Below this is a search bar with a magnifying glass icon and a '+ Add New' button. To the right of the search bar is a 'SORT BY: Date modified ↑↓' dropdown and a 'Search and Filters' button. The main content is a table with the following columns: Id, Type, Name, Status, Hours, Location Type, and Created. A single row is displayed with the following data: Id 22, Type National, Name Half-term tennis skills course, Status Suggested, Hours 0, Location Type Fixed Single, and Created 17/01/2019. To the right of the 'Created' column are three buttons: 'View' (blue), 'Validate' (green with a checkmark), and 'Delete' (red).

Id	Type	Name	Status	Hours	Location Type	Created	
22	National	Half-term tennis skills course	Suggested	0	Fixed Single	17/01/2019	View Validate Delete

1 results, page 1 of 1

If you click **Validate** you will be able to view and edit the information that’s been submitted. Having previously reviewed the information (see [this answer](#)) you’ll then be able to amend and correct anything you’re not happy with and add in a total number of hours.

Once this is complete, you will need to speak with the activity provider in order to verify what’s been submitted and clarify what’s being agreed to. You will need to:

- explain any changes you’ve made
- explain how many hours a child will be rewarded with for participation
- ensure they know about Children’s University and what they are agreeing to
- clarify that they are aware that they will need to stamp passports and issue stamp codes to the activity’s participants

Once you’ve clarified this information that’s been submitted, you can tick the boxes that record that this has been done. You can also make any notes for your own future reference. We recommend that this notes section is used to record how an activity provider will issue the code.

For example: *“The code will be kept behind the reception desk”* or *“Mike will have the code and give it to the activity leaders once the children have finished the final presentation”*

[DASHBOARD](#) > [ACTIVITY LIST](#) > HALF-TERM TENNIS SKILLS COURSE

Edit Activity

Activity completion

The activity and learning provider meet Children's University guidelines

I have discussed this with this activity provider

Activity validation

I have discussed this with this activity creator and validate it for inclusion

Notes

Once you've had this conversation, you'll need to generate a code and clarify how they would like to issue stamp codes to children. For example:

*A tennis course of 5 days which has 2 hours of structured learning each day. This would be a total of **10 hours**. Would the activity provider like to issue one code that the child receives each day that allows the addition of 2 hours each day, or would they like to simply give one code at the end of the week that will automatically add 10 hours to a child's passport?*

The activity will have a total number of hours. In the majority of cases this will just be 1 or 2, but if it is a larger number for a course or a multi-day activity, you'll need to talk about how best this will work for the activity provider.

Single-use Activity Stamps vs Multiple-use Activity Stamps

Using the example above of a 10-hour tennis course, you'll see that you're given the option of either a single-use stamp or a multiple use stamp:

Set Activity Stamp

Activity Hours

How will this stamp be used?

Single-use Activity Stamp

Multiple-use Activity Stamp

These two options are defined as follows:

Single-use Activity stamp

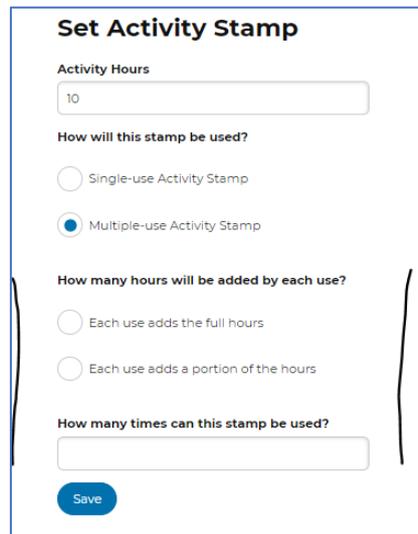
This is a stamp code that each child can only submit online **once** and it will add the **total number of hours** to the child's record. Once the child has entered the code to their Children's University Online, they will never be able to repeat this. This is what you should select when your activity is a one-off

activity. In the above example, this would credit a child with 10 hours for the full week's course of tennis skills.

If you select this option, just click **create stamp** and you'll be given a code.

Multiple-use Activity Stamp

If you select Multiple-use Activity Stamp, more options will open up for you:



This type of code has three main uses:

1. dividing up an activity over a number of sessions
2. allowing a child to do an activity multiple times
3. creating a limit to the number of times a single activity can be done

With the **first** of these:

*In the example above of a 10-hour tennis course, you could select **Each use adds a portion of the hours** and answer that this stamp can be used **5 times**. It will then automatically divide the total number of hours by the number of times it can be used. This will then give you a code that will **add 2 hours** to a child's record, and can be added **5 times**.*

With the **second** of these:

*You could select that **Each adds the full hours** and perhaps add a limit of a really large number. This means that children could then get the total amount of hours each time they submit the code. This is not recommended, however, as this could result in children repeatedly submitting the same code simply to increase the hours they have recorded. In order to best protect the integrity of the data we're collecting, you could use the third use.*

With the **third** of these:

*this is a way of limiting the number of times a child can do an activity. For example, if you have an activity that has a total of 1 hour, you may want to allow a child to submit this code multiple times but only a limited number. A museum, for example, may be somewhere a child goes once with school, but they may also go at a weekend with family. You want the child to be recognised for both visits, but you don't want them to abuse the system and add the same activity many times. In this instance, you could select **Each adds the full hours***

and perhaps add a limit to 3 times. After this has been submitted by a child for the third time, the code will stop working for the child. If you want to limit an activity to 10 times per term, for example, you could use this method to generate a code and simply generate a new one for the provider the following term.

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What do I need to say on the phone?

When you speak to the activity provider, you will need to verify what's been submitted and clarify what's being agreed to. You will need to:

- ensure they know about Children's University and what it means to be validated
- ensure they know what they are agreeing to. By submitting the form they commit to:
 - helping children who take part in this activity to record their participation in the Children's University Passport to Learning
 - supporting children who participate to fully engage with this learning activity
 - ensuring that other staff within the organisation/activity are committed to doing the same
 - working with Children's University to promote our partnership and to actively demonstrate a commitment to life-long learning
- explain any changes you've made to their description
- explain how many hours a child will be rewarded with for participation
- clarify that they are aware that they will need to stamp passports and issue stamp codes to the activity's participants
- find out how they will be issuing stamp codes
- establish a relationship for working together in the future

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Do I need to meet the activity provider?

When a provider submits their information, they can only do so if they acknowledge that: *"The Children's University validation process assures the quality of the learning. I acknowledge that matters of Health and Safety, Public Liability, GDPR and Safeguarding remain the responsibility of the activity provider. I acknowledge that all activity providers are expected to operate to their statutory requirements in these areas."* If this is clarified over the phone, you do not need to meet the provider. If in talking to the provider you have any reason to believe that this isn't understood or you have reason to believe that they are not operating in line with their statutory requirements, you are advised to not complete validation.

You may wish to meet the provider in order to help build an ongoing relationship and to develop a partnership with them, but you are not obligated to.

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How do I give them a code?

You will be able to generate the stamp code using the methodology above. You can then give this to the provider verbally on the phone and you can also follow this up with an email. You could support the provider by finding out a bit more about how they will be interacting with children at the end of the activity. Different ways that a provider might share a code include:

- **At a museum or library** – it may be that stamp codes are given out at a reception desk or customer service counter. You could suggest printing out the code with a brief message about Children’s University for them to keep for staff reference behind the desk. Staff can then stamp a passport as they always have done in the past, but also share the code with the child.
- **At a really busy destination** – it may be best that the stamp code is simply posted on the wall behind a reception desk or at the end of a physical trail. If the code is single-use or limited, this will stop children being able to simply see the code and add it multiple times.
- **At a workshop or one-off activity** – you may want to recommend that the person running an activity is clear on how they will communicate the stamp code or hand it out at the end of an activity. Do they want to add it to the final slide of a presentation? Do they want to hand it to a child once an activity is complete?
- **At a recurring activity or a course** – this is where children may attend the same activity week after week. Does the provider want to issue a code after each session or at the end of each term? Have a look at [Single-use activity stamps vs Multiple-use activity stamps](#).

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How do I issue a stamp code?

There are two ways to issue a stamp code.

1. For newly submitted activities you issue a stamp by following the validation process [described here](#).
2. For activities that have already been validated and need a new stamp code, you go to your **dashboard**, look at your **published activities** under **Activities**, select **view** next to the activity. You will then be able to scroll down and click **Add stamp** on the listing. This will then take you to the start of the options about Single-use Activity Stamp or Multiple-use Activity Stamp. [Read more on this here](#).

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Do all stamp codes have the same value?

No. The value of each stamp code will depend on the total number of hours you have selected for the activity and how you have selected for the stamp to be valued.

Have a look at [Single-use activity stamps vs Multiple-use activity stamps](#) for more details.

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Can I make a stamp code that can only be used once?

Yes. Simply select **Single-use Activity Stamp Code** when generating a stamp. Have a look at [Single-use activity stamps vs Multiple-use activity stamps](#) for more details.

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Can I make a stamp code that can be used a fixed number of times?

Yes. Simply select **Multiple-use Activity Stamp Code** when generating a stamp. Have a look at [Single-use activity stamps vs Multiple-use activity stamps](#) for more details.

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How does the activity provider give the code to the child?

This is a discussion that needs to happen between Children’s University and the activity provider. You could support the provider by finding out a bit more about how they will be interacting with children at the end of the activity. Different ways that a provider might share a code include:

- **At a museum or library** – it may be that stamp codes are given out at a reception desk or customer service counter. You could suggest printing out the code with a brief message about Children’s University for them to keep for staff reference behind the desk. Staff can then stamp a passport as they always have done in the past, but also share the code with the child.
- **At a really busy destination** – it may be best that the stamp code is simply posted on the wall behind a reception desk or at the end of a physical trail. If the code is single-use or limited, this will stop children being able to simply see the code and add it multiple times.
- **At a workshop or one-off activity** – you may want to recommend that the person running an activity is clear on how they will communicate the stamp code or hand it out at the end of an activity. Do they want to add it to the final slide of a presentation? Do they want to hand it to a child once an activity is complete?
- **At a recurring activity or a course** – this is where children may attend the same activity week after week. Does the provider want to issue a code after each session or at the end of each term? Have a look at [Single-use activity stamps vs Multiple-use activity stamps](#).

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What about activities that equate to more than one stamp – e.g. a 4-hour activity that needs to add 4 credits?

If the activity is worth 4 hours you can simply edit the hours of an activity to show that it is worth 4 hours. [Click here to read about editing activities](#).

If you want to look at different ways to divide out these hours, have a look at [Single-use activity stamps vs Multiple-use activity stamps](#) for more details.

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Can I create new stamp codes once codes have been issued?

Yes. After the initial validation, you can create new stamp codes for activities to replace the original stamp code, or to simply give providers new stamp codes. For activities that have already been validated and need a new stamp code, you go to your **dashboard**, look at your **published activities** under **Activities**, and select **view** next to the activity. You will then be able to scroll down and click **Add stamp** on the listing. This will then take you to the start of the options about Single-use Activity Stamp or Multiple-use Activity Stamp. [Read more on this here.](#)

When you've added a new stamp, it will automatically **deactivate** the previous stamp. If you don't want to delete this and you want to keep both stamps active, simply click **Restore**. In this illustration, red1189 is the original code and orange7072 is the new code. To have them both active you'd need to click restore next to orange7072.



Stamp	Can be claimed	Hours Granted	Created	Status	Action
orange 7 0 7 2	1 times	10	17/01/2019	Archived	Restore
red 1 1 8 9	1 times	10	21/01/2019	Active	Delete

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How can we work together going forward?

This is where Children's University Online will free up your time in the future. By making administration simpler for CU Managers, we hope that your time will be able to be spent doing what you do best and working with destinations to create, enable and improve opportunities for children. You may want to discuss with activity providers how you can help improve their offer for children, work with them to create new activities or promote what they're doing to the children you're working with.

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I have more questions that aren't answered above!

This has been put together with a view to answering lots of questions about validation using the new Children's University Online.

- [Click here to see the questions in Section 1 – General FAQs](#)
- [Click here to see the questions in Section 2 – The stages of validation in detail](#)

If there are questions that aren't answered here, do just get in touch with Liam liam.nolan@childrensuniversity.co.uk

As the system develops and we start introducing new users and functionality (e.g. schools users and children) we'll be putting together more guides. Any feedback will help us in creating these future guides.

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