NAMIBIAN TRACER STUDY 2019 (NAMTRACE) TRAINING
Harald Schomburg, Tracer Study Consultant

Schedule of Workshop "Data Analysis and Report Writing"
The workshop will take place 01/07-05/07 2019 in Windhoek/Namibia.

Participants
- Three to five members of the tracer study teams of the participating institutions;
- five persons from the NCHE staff engaged in the tracer studies.

A maximum of 20 participants are expected.

Required equipment of the participants
All participants should be equipped with

1. a notebook with an installation of the following software:

   NOTEPAD++, TOTAL COMMANDER, WORD, EXCEL, POWERPOINT and SPSS;

2. a printed copy of the graduate survey questionnaire (with visible technical information like variable names);
3. a virus free USB stick;
4. a printed copy the tables report by Gender;
5. the method report of their University;
6. the address database of their tracer study;
7. a paper copy of the last tracer study report "National Graduate Survey 2018".

Individual preparation

1. SPSS: Participants are required to recall the content of the last two workshops (2015 and 2017) which concentrated on data cleaning and data manipulation with SPSS syntax. If participants did not participate at these workshops it is necessary that they learn the following SPSS commands by themselves:

SPSS data documentation of the surveys
- Data list
- Variable labels
- Value labels
- Variable level
- Missing values
- Save file
- Get file

Simple and basic data analysis with SPSS syntax
- FREQUENCIES
- DESCRIPTIVES (mean and variance)
- CROSSTABS

Data cleaning and data manipulation with SPSS syntax
- RECODE
- COMPUTE
- IF
- COUNT
- TEMPORARY
- SELECT IF
- LIST CASES

2. **Tables Reports**: All participants should choose a table report and examine the report very carefully to make proposals for improvements regarding the statistics, the title and other text elements of the tables. Please check also the footnotes and labels of the variables. Are more explanations necessary? Is other or additional statistical analysis necessary? Are more break variables required to write a meaningful report?

Objectives

The workshop has three main objectives:

1. Review of the of the data collection phase at every participating institution; *detailed draft written reports are required from every institution and should be distributed in advance*. Latest day of distribution of the reports to NCHE is the 20th June. These method reports will be part of the survey reports. All participating institutions should be enabled to finalise their method report within two weeks after the workshop.

2. Training of key aspects of data analysis. It depends on the demand of the participants to what extent topics like data editing, coding of open answers, procedures to detect data errors, data cleaning, data documentation, data quality, univariate and multivariate procedures of data analysis will be part of the workshop. The participants will be trained to produce ready-to-print tables for their table reports and presentations.

3. Training of the interpretation of the results of the tracer studies and report writing. At the end of the workshop drafts of five chapters of the final report should be ready:

> Chapter 1: Methodology of the Tracer Study
>
> Chapter 2: Course of Study, Study Conditions and Study Provisions
>
> Chapter 3: Employment Search for the First Job
>
> Chapter 4: Employment and Work three to five Years After Completion of Study
>
> Chapter 5: Relationship between Study and Work

Schedule of Workshop "Data Analysis and Report Writing"

Monday, 01/07	Introduction; Review of data collection	
8:30-9:00	Arrival of participants and registration	
	Opening and welcoming remarks	NCHE
	Introduction of objectives and procedures of the workshop	Harald Schomburg
10:00-10:30	*Coffee and tea*	
10:30-12:00	**Review of the data collection of the graduate surveys 2019** Presentations and discussion	Moderator: Harald Schomburg
	UNAM tracer study method report (20 minutes)	Reino Ihemba
	NUST tracer study method report (20 minutes)	Booysen Tubulingane
	IUM tracer study method report (20 minutes)	Seno Namwandi
	Discussion of methodological issues of the NAMTRACE 2019 graduate surveys; • Content of address database; • Calculation of response rates; • Costs of data collection; • The most effective method of data collection; • Representation of respondents; • Weighting cases; • Recommendations for further graduate surveys	
12:00-13:00	Lunch	
13:00-15:00	**Improvements of the tracer study method reports** The participants are writing a final version of their method reports	Group work
15:00-15:30	*Coffee and tea*	
15:30-16:30	**Group work continued**	Group work
16:30-17:00	**Presentation of the final versions of the method reports**	Each group presents

Tuesday, 02/07	**Basic Data Analysis: Tables Reports** Critical review of the existing tables reports; proposals for improvements; development of the final version of the table reports	
9:00-10:30	• Break variables • Tables for categorical variables • Tables for multiple reply answers • Tables for ordinal variables • Tables for metric variables • Tables for the whole questionnaire: Tables reports	Harald Schomburg
10:30-11:00	*Coffee and tea*	
11:00-12:30	**Cleaning and formatting of tables to produce high quality ready-to-print tables** • Requirements of ready-to-print tables • Cleaning of SPSS Output (OMS) • Formatting of the tables with MS WORD • Working with Word styles • Rules for table title • Columns header • Formatting of rows title • Formatting of the table body • Requirements and formatting of footnotes • Publication of tables • Cover page • Content • Explanations • The questionnaire	Harald Schomburg
12:30-13:30	*Lunch*	
13:30-15:00	**Practical training** Participants are creating a table report with new break variables Group A: Economic sector (Q122) - TAB23 Group B: Pre-study (Q036) - TAB24 Group C: Study prolongation (Q51) - TAB25 Group D: Duration of job search (Q061) - TAB26	Group work
15:00-15:30	*Coffee and tea*	
15:30-16:30	**Practical training continued**	Group work
16:30-17:00	**Reports from the group work: Achievements and challenges**	Each group presents
Wednesday, 03/07	**Multivariate data analysis**	
9:00-10:30	**Factor analysis and creation of index variables** Example: Question G1 - How would you rate the study conditions you experienced at your institution? and G2 - How do you rate the following study provisions at your institution?	Harald Schomburg (presenter and moderator)
10:30-11:00	*Coffee and tea*	
11:00-12:30	**Cluster analysis**: Ward and K-means (Example: Question G1 and G2) **Regression analysis**: Explanation of Job Satisfaction (Q138) by Job characteristics (Q137) and Study Conditions (Q054, Q056) **Reliability**: Study conditions (Q054, Q056); Job characteristics (Q137)	Harald Schomburg (presenter and moderator)
12:30-13:30	*Lunch*	
13:30-15:00	**Practical training** Group A: F3 How important were the following factors in choosing the higher/tertiary education institution where you completed your study programme? Group B: N1 In your current employment, how useful are the following elements of your study programme? Group C: O1 How satisfied are you with the following characteristics of your professional work situation? Group D: P7 How do you rate the following aspects of this questionnaire?	Group work

15:00-15:30	*Coffee and tea*	
15:30-17:00	**Practical training continued**	Group work
Thursday, 04/07	**Interpretation of findings and report writing**	
9:00-10:30	• Literature review • Basics of report writing	Harald Schomburg (presenter)
10:30-11:00	*Coffee and tea*	
11:00-12:30	**Report Writing - Update of the NAMTRACE 2017 report** Group A: Factors Influencing Higher Education Choices and Learning Outcomes Group B: Employment Search Group C: Employment and Work Group D: 11. Relationship between Study and Work	Harald Schomburg (moderator) Group work
12:30-13:30	*Lunch*	
13:30-15:00	**Report Writing - Update of the NAMTRACE 2017 report** Group A: Factors Influencing Higher Education Choices and Learning Outcomes Group B: Employment Search Group C: Employment and Work Group D: 11. Relationship between Study and Work	Group work
15:00-15:30	*Coffee and tea*	
15:30-17:00	**Reports from the group work: Achievements and challenges**	Each group presents
Friday, 05/07	**Further issues of data analysis and report writing**	
9:00-10:30	• Different reports • Figures and Powerpoint presentations • Method report • Recommendations • Questionnaire review	Harald Schomburg (presenter)
10:30-11:00	Coffee and tea	
11:00-12:00	Publication of the Tracer Study Results • Mass media • Web page • Report for the participants	Harald Schomburg (moderator)
12:00-12:30	Lunch	
12:30-14:00	Future activities, winding up and closing	NCHE
14:00	Departure of participants	