



CPT Summary Sheet: Getting Started!

'People do not wander around and find themselves at the top of Mount Everest'
Zig Ziglar

Where to start?

Click on the logo to access the CPT or use URL <https://www.csscni.org.uk/cssc-community-profiling-toolkit-0>

Look at the **flow chart** under the **instruction** tab to get an overview of the profiling stages.

Click through *each* of the **coloured tabs** on the CPT homepage, read the introductory **text**, and view each of the **downloads**, to familiarise yourself with overall content.

Save the instructions (ID Data Zone, FTB Community Profiling) to your computer, along with Appendix 2 (Variables). **Print** each of these documents so you have a hard copy to refer to when working onscreen. **Download** the *county* level Excel Template relevant to your school location.

ID Data Zone: the smallest area within which your school sits, for which there are statistics

- Have the printed copy of the **ID Data Zone instructions** to hand and **follow**.
- Identify your Data Zone when you are **in your school** so you can use the location services option. This is the simplest method of working out which data zone your school sits in.
- In identifying the data zone, you will also have identified your Super Data Zone (SDZ), and District Electoral Area (DEA). The Local Government District (LGD) is simply the name of your local council. This **geographical hierarchy** enables contextualisation of your local community.
- Data zones (DZs) are the building blocks for refining 'who' your local community is. In practice combining DZs can be used to build a realistic picture of your current or potential **school catchment area**, providing relevant statistics for the variables of interest. This is important to understand, for example, the number of potential school age children in the area, religion of the community, and socio-economic classification (SEC). It can also help you understand where your school community boundaries may overlap with other schools in the area, which may be important for shared learning opportunities.

Flexible Table Builder (FTB) for Community Profiling: ABC – Access data, Build table, Create charts

- Pick **one** variable such as school age children or religion to familiarise yourself with the CPT
- Open your saved county level **Excel** Template (or download from the **Excel Template** tab)
- Have the hard copy of your **FTB Community Profiling instructions** to hand for reference
- Carefully **follow** the FTB Community Profiling instructions using the variable classifications in Appendix 2 to capture the data for your selected variable from the NISRA FTB database.
- All **calculations and charts are created automatically** in your downloaded Excel template, once you copy and paste the data for your selected variable eg religion, from the table generated by the NISRA FTB
- Use the **worked examples** found under the **red** tab as a reference to understand what a community profile looks like and to keep you on track as you navigate through the process
- As with everything – first time through takes a bit more time and effort. This time is well spent! If you familiarise yourself with the process using the variables - religion, school age children, and parent qualifications - this will equip you to navigate the CPT and generate statistics for any other variable of interest. **Enjoy the journey!**

Have your say – scan or click on the QR code at the bottom of CPT homepage to send feedback!