



Scottish Funding Council
Comhairle Maoineachaidh na h-Alba

Guidance for Interim Outcome Agreements for Colleges and Universities AY 2020-21: Annex A

SFC Guidance

Issue Date: 1 December 2020

Guidance for Interim Outcome Agreements for Colleges and Universities AY 2020-21 - Annex A: Self-evaluation report for AY 2019-20

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Summary: This guidance outlines the steps required to ensure an agreement is in place between SFC and each university, college or college region during this emergency period which captures, at a high level, contributions, impact and outcomes and provides assurance on use of allocated funding in AY 2020-21. This annex provides information on the self-evaluation reporting requirement for AY2019-20.

FAO: Principals and Chairs of Scotland's colleges and universities and regional strategic bodies

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Annex A: Self-evaluation report for AY 2019-20

Introduction

1. In a normal year universities would submit an annual self-evaluation report; and colleges would submit an Evaluative Report and Enhancement Plan (EREP) as part of the Quality Framework for Colleges; at the end of October. This allows institutions to reflect and report on successful delivery of commitments, targets and milestones and also quality of provision (for colleges) for the previous academic year.
2. Earlier this year SFC agreed with Education Scotland that EREPs would not be required during the emergency period prompted by the COVID-19 pandemic and revised arrangements would be considered. Universities have been awaiting confirmation of arrangements for self-evaluation reporting for AY 2019-20.
3. This guidance confirms details of the request for a self-evaluation report. SFC is now seeking to understand the scale of the impact of the pandemic on progress and expected delivery against targets for both colleges and universities in AY 2019-20.
4. We are anxious not to place additional burdens on institutions still working under crisis conditions and therefore we will apply flexibility in terms of format and timing. For example, we will accept a report already prepared for internal purposes that covers the data requested; we will also consider some adjustment to the submission deadline if required.

What?

5. A brief factual report comprising:
 - Reflection on your available statistical/performance data for AY 2019-20. This recognises that, for the year in question, audited statistical data will not yet be available and that we will rely on institutions' own data at this point in time.
 - Qualitative and quantitative progress, including specific reference to published milestones/commitments in the Outcome Agreement for AY 2019-20 agreed with SFC and signed in June 2019 and the impact that the COVID-19 pandemic has had on achievement of these milestones and commitments.

- Reporting on the assessed impact of lockdown from March 2020 on the remaining part of the academic year and key issues arising.
 - Reporting on early mitigations in place to address challenges moving into this year, AY 2020-21.
6. The report should be no more than 6 pages.
 7. The report should be signed off by the Principal or head of institution on behalf of the governing body. If the timelines set make this difficult you should discuss with your Outcome Agreement Manager/contact.
 8. **Universities** should refer to SFC's National Performance Measures for AY 2019-20 as outlined in the [Guidance for the development of University Outcome Agreements: 2019-20](#) and focus on reporting against the key priorities outlined including:
 - Access to Higher Education.
 - High Quality, Efficient and Effective Learning.
 - Right Learning, Right Place.
 - A Developed Workforce.
 - Internationally Competitive Research Base.
 - Greater innovation in the economy.
 - Sustainable Institutions.
 9. **Colleges** should refer to SFC's National Performance Measures for AY 2019-20 as outlined in the [Guidance for the development of College Outcome Agreements 2019-20](#) and focus on reporting against the key priorities outlined including:
 - High quality, effective and effective learning and teaching.
 - An outstanding system of learning that is accessible and diverse.
 - Includes delivery by colleges for senior phase age pupils studying vocational qualifications.
 - Where students succeed and flourish in employment and further study.
 - Ensures greater innovation and collaboration with employers to deliver for the economy.
 - Sustainable institutions.

Why?

10. Provides colleges and universities with an opportunity to identify highlights and challenges from the preceding year, recognising that audited data will not be available but institutions will have prepared their submissions.
11. SFC recognises that delivery will have been seriously impacted by COVID-19 and it is important to capture and reflect the scale of this impact at an early point through both quantitative and qualitative data. This will help SFC plan for the remaining part of this year and into AY 2021-22. SFC will report to its Board in spring 2021.
12. This evaluation will sit alongside periodic in-year data and statistical collections carried out by SFC that reflect progress and performance.

When?

13. The self-evaluation report is due by 20 January 2021.

Further information

14. Contact your Outcome Agreement Manager for further information. Details available on the SFC website at: [Access, Learning and Outcomes](#).