



Scottish Funding Council  
Comhairle Maoineachaidh na h-Alba

## Annex A: Self-evaluation reporting for AY 2020-21

**SFC Guidance**

Issue Date: 31 August 2021

## Guidance for Outcome Agreements for Colleges and Universities AY 2021-22

### Annex A: Self-evaluation reporting for AY 2020-21

Issue date: 31 August 2021

Reference: SFC/GD/22/2021

**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 transitional period which captures, at a high level, contributions, impact and outcomes and provides assurance on use of allocated funding in AY 2021-22.

This annex provides information on the self-evaluation reporting requirement for AY 2020-21.

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

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## **Self-evaluation report for AY 2020-21**

### **Introduction**

1. In a typical 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 has allowed 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. This guidance confirms our requirements for institutional self-evaluation reporting. SFC is now seeking to understand the scale of the impact of the pandemic and recovery on the quality of learning and teaching for both colleges and universities in AY 2020-21.
3. As before, we are anxious not to place additional burdens on institutions still working under recovery 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.

### **Quality arrangements for colleges**

4. For AY 2020-21 reporting, SFC has again decided with Education Scotland (ES) not to seek a formal submission of an EREP from colleges. This recognises the challenges faced by colleges as they begin to recover from the disruption caused by the COVID-19 pandemic. Instead, revised arrangements as described below are in place. However, maintaining and developing EREPs should continue to be an internal process that supports college planning and remains part of ongoing ES engagement with colleges. Colleges should undertake a process of critical assessment and appraisal which will support both SFC self-evaluation reporting and Education Scotland engagement and review work.

### **Quality arrangements for universities**

5. Guidance to higher education institutions on quality arrangements for the cycle 2017-2022 is available on the [SFC website](#). We expect all institutions to continue to operate a system of institution-led review (ILR) of the full range of their provision on a cycle of no more than six years.

### **Self-evaluation reporting**

6. SFC requires a factual report provided, appended as an annex to your AY 2021-22 Outcome Agreement, that comprises the following:

- A reflection on your available statistical/performance data for AY 2020-21. 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.
  - Reporting on qualitative and quantitative progress, including specific reference to published milestones and commitments in the Interim Outcome Agreement for AY 2020-21, and the impact that the COVID-19 pandemic and ongoing recovery has had on achievement of these milestones and commitments.
  - Reporting on the cumulative impact of lockdown and the return to on-campus learning since March 2020 and emerging or existing key issues.
  - Reporting on early mitigations in place to address challenges moving into AY 2021-22.
7. The report should be no more than 6 pages and 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.
8. Both **Colleges** and **Universities** should refer to SFC's Outcome and Impact Framework AY 2021-22 as outlined in the Guidance for Outcome Agreements for Colleges and Universities AY 2021-22, and focus on reporting against the key priorities including:

**Outcomes for Students:**

- Fair access and transitions.
- High quality learning, teaching and support.
- Partnership, participation and student experience.
- Learning with impact.
- Public health emergency.
- Equalities and inclusion.

**Outcomes for Economic Recovery and Social Renewal:**

- Responsive institutions.
- Confident and highly capable – work ready – graduates.

- Knowledge exchange and innovation.
  - Collaboration.
  - Climate emergency.
9. **Universities** are also required to report against the following key priorities focussed on Research outcomes:

**Outcomes for Research:**

- Research excellence.
  - Research sustainability.
10. Institutions should also use available evidence to report on the use and impact of additional in-year funding allocated by SFC.

**Purpose**

11. Self-evaluation reporting 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. In advance of formal data submission, institutions can account for how their data on AY 2020-21 is influencing their work and activity in priority areas.
12. In their reporting, institutions should identify any areas for improvement and consider outcomes for all learners and also account for any variance in outcomes by protected characteristic and special interest groups (care-experienced, deprivation and senior phase).
13. SFC recognises that delivery continues to be impacted by the COVID-19 pandemic and it is important that we continue to capture and reflect the scale of this impact through both quantitative and qualitative data. This will help SFC plan for the remaining part of this year and into AY 2022-23.
14. This evaluation will sit alongside periodic in-year data and statistical collections carried out by SFC that reflect progress and performance.

**Submission date**

15. The self-evaluation report is due for submission to SFC by 30 November 2021 and should be appended as a separate document to your AY 2021-22 Outcome Agreement.

## Further information

16. For further information about outcome agreement self-evaluation reporting please contact your Outcome Agreement Manager. Contact details are available on the SFC website at: [Access, Learning and Outcomes](#).