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# ANNEX A SELF-EVALUATION REPORTING FOR COLLEGES AND UNIVERSITIES

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## SELF-EVALUATION REPORT FOR AY 2021-22

### INTRODUCTION

1. This guidance confirms our requirements for institutional self-evaluation reporting. SFC is 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 2021-22.
2. In order not to place additional burdens on institutions 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

3. For reporting on Outcome Agreement (OA) AY 2021-22 colleges are asked to prepare a self-evaluation report meeting the criteria outlined below. Within the report, colleges should also evidence how they are reflecting on the outcomes of Education Scotland's review work in AY 2021-22.
4. SFC has again decided with Education Scotland (ES) not to seek a formal submission of an Evaluative Report and Enhancement Plan (EREP) from colleges. This recognises the continuing difficult circumstances we are operating within and the challenges facing institutions. However, maintaining and developing an EREP 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.
5. Colleges are asked to use the Jisc [Digital Elevation Tool](#) to establish a clearer picture of their digital elevation journey and to support internal reflection and next steps. The tool is free as part of their membership of Jisc.

### QUALITY ARRANGEMENTS FOR UNIVERSITIES

6. For reporting on the OA AY 2021-22, universities are asked to prepare a self-evaluation report meeting the criteria outlined below.

7. Universities provide an institution-led review report (ILR) to SFC as part of their reporting. [SFC's Guidance](#) on quality asks that universities submit an annual report to SFC by 30 September 2022, endorsed by their governing body, describing the scope, nature and outcomes of institution-led review over the previous academic year.

## SELF-EVALUATION REPORTING

8. SFC requires a factual report to be submitted with your AY 2022-23 OA, that comprises the following:
  - A reflection on your available statistical/performance data for AY 2021-22. 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 OA for AY 2021-22, and the impact that the COVID-19 pandemic and ongoing recovery has had on achievement of these milestones and commitments.
  - Institutions should provide reflection on how their learning and teaching strategies are adapting to the opportunities and challenges of digital and blended learning.
  - Reporting on early mitigations in place to address challenges moving into AY 2022-23.
  - Report on use and outcomes of UIF at an individual and collaborative level.
9. 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 make this difficult you should discuss with your Outcome Manager.
10. Both **Colleges** and **Universities** should refer to SFC's Outcome and Impact Framework AY 2022-23 as outlined in the Guidance for Outcome Agreements for Colleges and Universities AY 2022-23, 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 – how provision is being adapted, developed or shifted in response to stakeholders and intelligence.
  - Confident and highly capable – work ready – graduates.
  - Knowledge exchange and innovation.
  - Collaboration – examples of new collaboration between institutions and or stakeholders on provision.
  - Climate emergency.
  - Fair Work (as recipients of public funds, institutions must be committed to Fair Work practices, institutions should outline how they are delivering Fair Work First Principles).
11. **Universities** are also required to report against the following key priorities focused on Research outcomes:

## OUTCOMES FOR RESEARCH

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

## PURPOSE

13. Self-evaluation reporting provides colleges and universities with an opportunity to comment on performance, 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 2021-22 is influencing their work and activity in priority areas.
14. In their reporting, institutions should identify any areas for improvement and consider outcomes for all learners. Reports should also account for any variance in outcomes by protected characteristic and special interest groups (care-experienced, deprivation and senior phase).
15. This evaluation will inform SFC's thinking around how we can support institutions to

provide digital and blended learning and teaching.

16. 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.
17. This evaluation will sit alongside periodic in-year data and statistical collections carried out by SFC that reflect progress and performance.
18. The evaluation report will be used to inform and support university engagements with QAA and college engagements with Education Scotland.

## SUBMISSION DATE

19. The self-evaluation report is due for submission to SFC by 5 December 2022 and should be submitted as a separate document with your AY 2022-23 Outcome Agreement.

## FURTHER INFORMATION

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