

Annex B: Self-evaluation report

What?

1. A brief factual report on the college/region's view of:
 - Reflection on available audited statistical data
 - Qualitative and quantitative progress in the preceding year, including specific reference to published milestones (recognising that, for the year in question, audited statistical data will not be available and that we therefore rely on institutions' own data at this point in time)
 - Early thoughts on progress in the current year (for example, towards recruitment targets, any internal evidence on retention)
 - Rationale for any proposed changes to targets in the draft outcome agreement.
2. The report should not exceed 5 pages maximum.
3. The report should be signed off by the Principal or Chair of College Board/Regional Body.
4. For the self-evaluation of AY 2012-13, we wish colleges/regions to comment specifically on:
 - The delivery of the commitment to Opportunities for All
 - Improved progression in access-level provision

- Progress with SFC employability provision, including responses to local employability partnership/CPP needs
- Industry-linked provision with a focus on employer needs, including involvement of employers in curriculum design.

When?

5. The report is due by 31 October each year, to support adjustments to the outcome agreement within the three-year cycle.

Why?

6. To provide an early opportunity to identify highlights and challenges from the preceding year, recognising that audited FES data will not be available, but that institutions will have prepared their FES submissions.
7. To provide an opportunity to review and where appropriate revise milestones towards three-year targets (note: we would not normally expect three-year targets themselves to change, unless external circumstances had also changed significantly).
8. To sit alongside periodic in-year monitoring arrangements and to contribute to SFC's monitoring process.

Further information

9. Contact: John Kemp, Director, tel: 0131 313 6637; email: jkemp@sfc.ac.uk.