

SCOTTISH WIDER ACCESS PROGRAMME (West) SCIO
SCOTTISH CHARITY NO - SC048288

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR TO 30TH APRIL 2021

SCOTTISH WIDER ACCESS PROGRAMME

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Scottish Wider Access Programme (West) SCIO
Report of the trustees for the period 1st May 2020 to 30th April 2021

The trustees present their report with the financial statements of the charity for the period 1st May 2019 to 30th April 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issues in March 2005.

Reference and Administrative Details

Registered Charity number SC048288

Principal address
123 Flemington Street, Glasgow G21 4TD

Trustees
Office Bearers
Neil Croll (chair)
Julie Maxwell (vice chair)
Myra Sisi (secretary)

The following were elected trustees at the AGM of the SCIO on the 11th of December 2020 as representatives of the Members

Eleanor Wilson – Glasgow Caledonian University
Neil Croll – University of Glasgow
Marcus Ross – The University of the west of Scotland
Shona Barrie – University of Stirling
Stephanie McKendry – University of Strathclyde
Julie Maxwell – Ayrshire College
Julia MacDonald – Dumfries & Galloway College
John Rafferty – Glasgow Clyde College
Robin Ashton – Glasgow Kelvin College
Carolyn Laird – New College Lanarkshire
(Carolyn has subsequently retired and has been replaced by Nicola Mulholland)
Myra Sisi – South Lanarkshire College
Cathy MacNab – West College Scotland

Accountant
Kristina Bowie
Chartered Certified Accountant
18 Ledi Road Glasgow G43 2AJ

Bankers
Clydesdale Bank plc
Ingram Street Glasgow

Members:	Glasgow Caledonian University	Scottish Rural University College
	University of Glasgow	Glasgow Clyde College
	The University of West of Scotland	
	University of Stirling	Glasgow Kelvin College
	University of Strathclyde	New College Lanarkshire
	Ayrshire College	South Lanarkshire College
	City of Glasgow College	West College Scotland
	Dumfries and Galloway College	

Structure, Governance and Management

The charity operates under the name Scottish Wider Access Programme (West) SCIO. The charity is a Scottish Charitable Incorporated Organisation. The Charity is governed by its Constitution, which was formally adopted at the first partnership meeting, on 7th December 2018.

The charity continues the work of the Scottish Wider Access Programme (West and Central Scotland Consortium) which has provided access programmes since 1987.

Assets and liabilities

Scottish Wider Access Programme (West) SCIO (referred to as SWAPWest) agrees an annual subscription with members. The subscription value is set at the AGM on 11th December 2020. Project work was implemented for the Scottish Funding Council (SFC). The funding is currently for the period 1st August 2020 to 31st July 2021. Additional funding was secured from SFC for the period 1st August 2021 to 31st July 2022. Additional funding has been secured as being part of Erasmus plus partnerships, funded by the European Union. The FETI, COMM online and MASTER projects provide additional resources to meet the objectives of SWAPWest. The SWAPWest office is kindly hosted by Glasgow Kelvin College as an in-kind donation. Human resources and pay roll facilities are kindly provided by City of Glasgow college for the Director and two development officers. The printer contract is with NCS Scotland.

Organisational Structure

All major operating decisions are decided by the trustees and day to day management has been delegated to the Director. All members are represented in executive, curriculum, and coordinator groups to guide and inform the decisions made by Trustees. During the report period the coordinators from all partners met once, the curriculum groups twice.

Risk Management

The trustees examined the major strategic business and operational risks which the charity faces and confirms that systems in place enable regular reports to be provided so that necessary steps can be taken to minimise any potential risks. The impact of COVID 19 in

March 2020 impacted our work throughout the reporting period. The impact of the pandemic on the financial position was considered by the executive group. An agreed provision was made to fund from the reserves any additional support for the partnership work if required. In the circumstances this was not required but provision will be closely monitored by the executive.

SWAPWest office team were able to maintain operations by moving to home working. Member subscriptions and project work being implemented fully.

Objectives and Activities

The charitable objectives as stated in the charitable constitution of The Scottish Wider Access Programme (West) SCIO (hereinafter referred to as SWAPWest) are to promote the advancement of adults into education, with a focus on adults from widening access backgrounds, by means of access programmes specifically tailored to enable them to progress onto higher education. In furtherance of this purpose, we shall:

Work with colleges and universities to promote the education of adults and to work with and alongside other organisations committed to adult education.

Provide accessibility of educational opportunities for adults to move into higher education by means of coherent, effective pathways and quality programmes.

Promote the success of SWAPWest students and develop their talents to help SWAPWest's work in widening access to education.

Highlight social justice and work with wider initiatives to promote equality and diversity within further and higher education.

Achievement and Performance

In the academic year **2019 – 2020**, there were fifty-eight programmes in Access to Humanities, Science & Technology, Nursing, Health Studies, Childhood Practice and Medical Studies offered by college partners. 1210 students provided SWAPWest with registration data. Numbers increased from the previous year due to planned developments in Dumfries and Lanarkshire.

SWAPWest monitors success using a wide range of widening participation indicators. For students enrolling on the programme:

1. Scottish Index of Multiple Deprivation – 43% of enrolled students came from the 20% most deprived communities of Scotland. 42% of completed students came from SIMD20.
2. First in family to enter Higher Education – 85% of students enrolled.
3. No qualifications at SCQF level 6 – 82% of students enrolled.
4. 11% of our students are from a BAME background
5. 16% have a disclosed disability, mainly dyslexia and mental health issues.

934 (77%) students completed their programmes. 720 students progressed to a university degree, 167 to an HNC at college and a further 52 students to another college course. The 2019 – 2020 student cohort were impacted by the pandemic in March 2020. College

partners continued teaching with flexible provisions made to ensure completion. University partners put in place additional support. Over the summer period students with exceptional circumstances and guided to appropriate higher education provision. Where it was appropriate students were allowed to defer for a further year. An incredible amount of work went into students being able to complete their programmes under the most challenging of situations.

For the academic year 2020 – 2021, SWAPWest delivered sixty access programmes. 1387 students were enrolled. And while out with the reporting period, 1023 completed. For most students' delivery and completion of the programme was online.

Promote the success of SWAPWest students

The pandemic has provided the focus of our efforts. On that basis it is difficult to single out individual students. The partnership prioritised and highlighted the issues of SWAPWest students who were also working in key worker roles. Students showed great resilience during this period. Students studying in academic year 2020 – 2021 continued to show considerable resilience. Developing peer support networks through social media. Ensuring the continuing success of the programme.

We were particularly pleased to celebrate the success of Florence Aura, who was awarded student of the year at Argyll College on our new access to nursing programme.

We celebrated virtual graduations in July. A significant success was our five first class honours students studying Primary Education at Strathclyde University. A reminder that education continues throughout a pandemic as they moved into their probation year in primary schools.

SWAPWest continues to work with a student network of former SWAPWest students who provide support and guidance online to students.

Financial Review

Reserves policy

The charity's policy on reserves is to hold sufficient funds in reserve to ensure the charity's ability to fulfil its charitable objectives.

Principal funding sources

Principal funding during the year came from member subscriptions - £32,575 and the Scottish Funding Council (SFC) - £110,666. Funding from Erasmus Plus projects provided £37,320 for specific project funding. The highest expense during the year was SWAPWest staff whose continues support and effort allowed the charity to pursue activities to further objectives. The cost amounted to 90% of the overall costs incurred.

Statement of Trustees Responsibilities

Charity law requires the Trustees to prepare accounts for each financial period which give a true and fair view of the state of affairs of SWAPWest and of the income and expenditure of SWAPWest for the period. In preparing these accounts, the Trustees are required to:

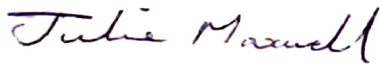
- (a) select suitable accounting policies and then apply them consistently;
- (b) make judgements and estimates that are reasonable and prudent;
- (c) prepare the accounts on the going concern basis unless it is inappropriate to presume SWAPWest will continue to operate.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of SWAPWest and to enable them to ensure that the accounts comply with the Charities SORP 2005.

They have general responsibility for taking such steps as are reasonably open to safeguard the assets of SWAPWest and to prevent and detect fraud and other irregularities.



Neil Croll



Julie Maxwell

Trustees

Date: 17th December 2021

SCOTTISH WIDER ACCESS PROGRAMME

Independent examiner's report

I report on the accounts of the charity for the year to 30th April 2021 which are set out on pages 7 to 11

Respective responsibilities of trustees and examiner

The Charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1)(c) of the Act to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements :
to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations have not been met or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Kristina Bowie



Kristina Bowie FCCA

18 Ledi Road Glasgow, G43 2AJ

17/12/2021

SCOTTISH WIDER ACCESS PROGRAMME

Receipts and Payments Account for the Year to 30th April 2021

	Notes	Unrestricted Funds £	Restricted Funds £	30.4.21 Total Funds £	30.4.20 Total Funds £
Receipts					
Members' Contributions	2	32,575	-	32,575	30,806
Other Grants (Feti)	3		10,240	10,240	2,214
Other Grants (Comm)			4,242	4,242	
Other Grants (Master)	3		22,839	22,839	21,717
Grants (Scottish Funding Council)			110,666	110,666	120,000
Total receipts		32,575	147,986	180,561	174,737
Payments					
Cost of charitable activities	4	27,793	136,137	163,930	165,622
Governance costs	5	2,130	630	2,760	2,225
Total Payments		29,923	136,767	166,690	167,847
Excess of Receipts over Payments		2,652	11,219	13,871	6,890
Transfer between funds		0	0	0	0
Excess of Receipts over Payments		2,652	11,219	13,871	6,890

SCOTTISH WIDER ACCESS PROGRAMME
Statement of Balances - as at 30 April 2021

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
	£	£	£	£
Opening cash at bank	112947	-10234	102,713	95,823
Movement in year: Excess of Receipts over Payments	2652	11219	13,871	6,890
Closing cash at bank	<u>115599</u>	<u>985</u>	<u>116,584</u>	<u>102,713</u>

Assets

Grant Receivable (Restricted Funds)	<u>0</u>	<u>-</u>
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Liabilities

Independent Examiner	<u>1,350</u>	<u>1,300</u>
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The accounts were approved by the Trustees on 17 December 2021 and signed on their behalf by:



Chair



Director

SCOTTISH WIDER ACCESS PROGRAMME

NOTES TO THE ACCOUNTS FOR YEAR TO 30TH APRIL 2021

1 Basis of accounting

These accounts have been prepared on the Receipts and Payments basis in accordance with the Charities and Trustee Investment (Scotland) 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

2 Nature and purpose of funds

Unrestricted funds are those that may be used at the discretion of the trustees in furtherance of the objects of the charity. The trustees maintain a single unrestricted fund for the day to day running of the charity.

Income from grants awarded on an individual project is used exclusively for the project intended.

Expenditure is accounted for and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Restricted Funds can only be used for particular restricted purposes within the objectives of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

2 Receipts

	30.4.21 £	30.4.20 £
Members contributions	<u>32,575</u>	<u>30,806</u>

SCOTTISH WIDER ACCESS PROGRAMME

NOTES TO THE ACCOUNTS FOR YEAR TO 30TH APRIL 2021

3 Grants - FETI, MASTER and COMM online

Erasmus plus projects FETI, MASTER and COMM online

The projects are Erasmus plus strategic partnerships for adult education. They are funded through the schemes for Cooperation for innovation and the Exchange for good practices. **FETI** project (from exclusion to inclusion - a model towards upskilling and integration)

The project is managed by Oslo Service centre, who are an organisation who look at the career development, skills, and education of adults across Oslo. The project is due to run from November 2019 until 1st June 2022. SWAP will use the project to support our refugee students. The grant paid to SWAP for our contribution is due to be 56,439 euros (£48,831).

An additional sum of £10,240 has been received during the accounting period.

Two further payments will be paid from the project management team during the period of the project and on receipt of the final report.

The final figure will change due to changes in scheduling and the difficulties with transnational partner meetings due to COVID.19. The project is on target to complete.

MASTER project (Measures for Adults to Support Transition to further Education and Re-skilling opportunities) - The project is managed by Forma Azione from Perugia. They are an adult education Institute. Partners are Roma University, and an adult education organisations in Cyprus, Portugal and European Association for the Education of Adults based in Brussels. The project is looking at developing competencies of adults looking to return to education. How these can be identified and developed. It is looking at a broad range of competencies and targeting the development resources at adults with no or few qualifications. The project is due to run from November 2019 until 1st May 2022. SWAP will use the project to support our development of preparation for higher education. The grant paid to SWAP for our contribution is due to be 64,645 euros (£55,594).

An additional sum of £22839 has been received during the accounting period.

One subsequent payment will be paid from the project management team during the period of the project and on receipt of the final report.

The final figure will change due to changes in scheduling and the difficulties with transnational partner meetings due to COVID19. The project is on target to complete

COMM online (Creating, guiding and coaching professional learning opportunities in an online learning environment) - The project is managed by centrum voor volwassenenonderwijs Kisp Gent from Brussels, Belgium. Partners are a broad range of adult education providers from Spain, Iceland, North Macedonia and Belgium.

The project is an exchange of good practice. Considering how teaching and developing communities of practice are managed in online environments. Involving an innovative peer learning methodology the project aims to enhance our learning of working with new technologies. SWAP will use the project to consider how we can use technology better in our partnership work.

The project is due to run from 1st November 2020 to 31st October 2022. The grant paid to SWAP for our contribution is due to be 23,861 euros (£21,475). A sum of £4,242 has been received during the accounting period.

Three subsequent payments will be paid from the project management team during the period of the project and on receipt of the final report.

The final figure will change due to changes in scheduling and the difficulties with transnational partner meetings due to COVID19.

SCOTTISH WIDER ACCESS PROGRAMME

NOTES TO THE ACCOUNTS FOR YEAR TO 30TH APRIL 2021

4 Cost of Charitable activities

	Unrestricted Funds	Restricted Funds	Total 2021	Total 2020
	£	£	£	£
Development Officers		93,823	93,823	89,380
Director's Remuneration	8,758	28,297	37,055	43,936
Administrative Salaries		9,367	9,367	8,690
Consultancy Fees	14,228		14,228	10,772
Project costs			-	2,764
Postage, Printing and Stationery	520	935	1,455	1,296
Insurance	545		545	545
Advertising and Marketing			-	470
Subscriptions and Membership Fees			-	275
Travel expenses			-	3,337
Sundry/office expenses	2,216	2,216	4,432	1,127
Conference and Meeting expenses	1,526	1,499	3,025	3,030
	<u>27,793</u>	<u>136,137</u>	<u>163,930</u>	<u>165,622</u>

5 GOVERNANCE COSTS

	2021	2020
Strategic Management	1,500	1,000
Independent examiner's fees	1,260	1,225
	<u>2,760</u>	<u>2,225</u>

6 TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' expenses or other benefits for the year to 30th April 2021

7 Staff Costs

During 2020/21 the staff of SWAPWEST, included a full-time Director, seven part-time development officers and two admin staff during the year - on a range of projects.