

Scottish Wider Access Programme East

**Annual Report & Financial Accounts
year ending 31st July 2022**



SCOTTISH WIDER ACCESS PROGRAMME (SWAP East)

Charity Number: - SCO26180

Members: -

Borders College	Heriot Watt University
Dundee & Angus College	Queen Margaret University
Edinburgh College	University of St Andrews
Fife College	Abertay University
Edinburgh Napier University	University of Dundee
Newbattle Abbey College	University of Edinburgh
West Lothian College	University of Aberdeen
University of Stirling	University of the Highlands & Islands
North East Scotland College	Scotland's Rural College (SRUC)

Independent Examiner: -

Gillian Caughey, CA
Fearless Financials Ltd.
674 Pollokshaws Road
Glasgow
G41 2QE

Office:-

22B Buccleuch Place
Edinburgh
EH8 9LN

SCOTTISH WIDER ACCESS PROGRAMME (SWAP East)

CONTENTS

	Pages
Report of the Trustees	4-16
Statement of Members Responsibilities	17
Independent Examiner's Report	18
Statement of Financial Activities	19
Balance Sheet	20
Notes to Accounts	21-25

SCOTTISH WIDER ACCESS PROGRAMME (SWAP East)

REPORT OF THE TRUSTEES

The trustees present their charity's annual report and financial statements for the year ended 31 July 2022. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts.

Structure, Governance and Management

SWAP East is governed by a consortium (named the Executive Group), made up from member colleges and universities. Membership of the group is open to all FE and HE institutions in the east of Scotland and each is entitled to vote at the AGM. Current members of the group are listed on Page 2. There are 18 members represented within the consortium (10 universities and 8 colleges). The colleges who make up the University of the Highlands & Islands are counted as 1 member. During the year a few staff members representing their institutions have changed. Institutions must ensure representatives are sent to meetings and feedback information to their institutions. Membership is agreed at the AGM by a simple majority of those present and entitled to vote. Each partner member has one vote. Membership of the group is fluid and the group has the power to invite other bodies engaged in the provision and promotion of further and higher education in the east of Scotland. Other organisations with an interest in adult returners may also be invited to participate in the group's activities.

SWAP East holds a general meeting annually, normally within 20 weeks of the end of the financial year (July 31st). The AGM is quorate when at least one third of the institutions are present. This must include at least 2 colleges and 2 universities. The Director of SWAP East and other SWAP East staff attend the AGM and other Executive group meetings. The AGM elects a chair and a vice-chair from the executive group for a term of two years and thereafter renewable every two years by a simple majority of those present and entitled to vote. Ordinarily the Chair and Vice Chair will represent the university and college sectors with the Chair occupied in alternate terms by a representative from these two sectors. The current chair is from Fife College and the current vice chair is from the University of Edinburgh. Both were appointed for their 2nd term in these roles by the members at the AGM in December 2020. Both will step down from their current roles in December 2022 and new appointments will be made.

The executive group may delegate its functions to academic advisory groups or other task groups whose remit is determined by the AGM. Curriculum review groups/forums may meet annually within the SWAP East partner consortium. Meetings are held with both college and university partners involved in different subject areas. Discussions take place mostly around curricula, progression routes, the university application process, access programme frameworks and the widening access to higher education agenda.

SWAP West and SWAP East exist as separate registered charities. However, the two organisations collaborate closely and meetings held with the Directors, Chairs and Vice Chairs take place at a national level. The main focus of this work centres on SWAP's strategic development and funding applications.

SCOTTISH WIDER ACCESS PROGRAMME (SWAP East)

REPORT OF THE TRUSTEES

Objectives and activities

The principle purpose of SWAP East is to promote the advancement of adults from widening participation backgrounds into education by means of access programmes specifically tailored to enable them to progress into higher education. In furtherance of this aim SWAP East may/shall:

- Work as a partnership of colleges and universities to promote the education of adults and to work 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 SWAP students and develop their talents to help SWAP'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.

SWAP East works with partner colleges and universities, with community and other agencies to design and support access programmes, market programmes, broker and maintain progression agreements and recruit students.

Achievements and Performance

Programmes

In 21/22, the number of classes remained consistent with the previous year. However there was a slight drop off in Science & Humanities and a slight increase in Nursing programmes running (as shown in Table 1 below). Programmes continued to run throughout the east of Scotland - from Thurso in the north to Galashiels in the south.

Student enrolment

900 students enrolled at college in 2021-22. Table 1 shows the breakdown of numbers at subject area level, for the last 7 years. Nursing students have increased steadily each year. In 13/14 the figure was 24%; in 21/22 it had risen to 57% of the total intake.

Table 1 Student enrolments from 13/14 – 21/22

Student Enrolments	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22
Humanities	248	256	265	243	244	275	249	262	250
Nursing	105	101	135	165	170	208	318	496	513
Science & Engineering	86	119	103	124	134	121	114	144	137
Total	439	476	503	532	548	604	681	902	900

SCOTTISH WIDER ACCESS PROGRAMME (SWAP East)

REPORT OF THE TRUSTEES

Programme development

SWAP East continues to work with its partner colleges to address any gaps there might be for adult returners wanting to access higher education. Since 2018, when SWAP East began looking at opportunities for running SWAP programmes in the north east and north of Scotland, SWAP has aimed to address further the barriers to learning for adult returners. Numbers from the north have steadily increased since then and now make up 14% of student enrolment to SWAP programmes. During the same period, the number of students moving on to a northern university (Aberdeen, Robert Gordon University and the University of the Highlands & Islands) increased from 18 in 2018 to 117 in 2021. Some of these students also came from other colleges, mainly Dundee & Angus & Perth; made possible by these new progression routes now being available to SWAP students at other colleges as well.

Additional programmes running for the 1st time in 21/22

Access to HNC Social Care at North East Scotland College
 Access to Medical & Life Sciences at North East Scotland College
 Access to Humanities (fully online) at UHI Perth

SWAP East also collaborated with UHI Perth College to develop an [online Access to Health & Life Science](#) programme, to address accessibility for adults living in remote areas where campus based learning was not possible. SWAP was also involved in setting up a new Access to Allied Health professions programme which will give students routes into RGU's degrees in Physiotherapy, Occupational Therapy & Midwifery for the first time. A series of meetings last summer, with RGU, NESCol and NHS Grampian resulted in the creation of this programme and its new progression routes to university. This programme means that, for the first time, adult returners living and working in the Grampian area and who are vested in remaining in the area on completion of their degree, have SWAP access routes into these degrees at RGU.

Edinburgh College continues to offer the largest number of SWAP programmes in the east of Scotland. This year, 13 SWAP programmes ran, with a total enrolment of 290 students. Edinburgh College offers programmes in the 3 general areas of Humanities, Science and Nursing. It is also the only college in Scotland to offer SWAP Access to Language programmes. The 2nd and 3rd largest contingent of SWAP students come from Fife (144) and Dundee & Angus (115). West Lothian College is 4th largest, with 100 SWAP students enrolled in 21/22.

In March, 2 short life working groups with partners were set up to look at more flexible methods of delivery and to look at improving recruitment to STEM subjects. 12 action points came out of these 2 meetings and SWAP has begun to move them forward and in some places, has actioned and completed them.

Results

In 21/22, 621 (69%) SWAP East students successfully completed their access programme. This is a 5% drop from recent previous years. 46% of the students who withdrew left before Christmas, with almost half citing health or personal/family circumstances as the reason.

SCOTTISH WIDER ACCESS PROGRAMME (SWAP East)

REPORT OF THE TRUSTEES

Progression onto higher education

From the 621 who successfully completed their access programme, 597 progressed on to higher education (515 to university and 82 to HN programmes at college). This means that 96% of students who passed the access programme have moved on to H.E. This is an exceptional achievement on the part of many of our students and also demonstrates that universities are recognising the potential of students coming from access programmes as students prepared for entry into H.E. From the remaining 4%, some returned to college study at F.E. level (including a few who are returning to their access programme having had to withdraw due to their circumstances at the time), some entered employment and some plan to apply to university next year.

Slightly less students applied to university than last year (despite having similar numbers enrolled on programmes). This may be due to the numbers who withdrew from their programme prior to the UCAS deadline, or who decided that they would finish the programme first and then apply the following year. In total 625 students applied. From this, 515 (82%) achieved the required conditions of offer for either their 1st or 2nd choice and gained a place at university.

For the 3rd year running, some of our Access to Medical Studies' students achieved a place for Medicine at Edinburgh. This pathway has proved a successful route into this highly competitive degree and SWAP is especially pleased to report that these students' retention so far at Edinburgh is 100%, with our 1st cohort now in 3rd year. This year, the first SWAP student was accepted into the University of Edinburgh's Veterinary Medical School.

Table 2 below gives the breakdown of SWAP East students' progressions to universities in 2022. The figures in brackets list the previous year's intake. Universities with an intake of less than 5 are not detailed.

Table 2 university destinations

Aberdeen	Abertay	Dundee	Edinburgh	Napier	Heriot Watt	QMU	RGU	St Andrews	Stirling	UHI	SWAP West Unis
6 (23)	13 (18)	101 (98)	61 (72)	112 (93)	12 (14)	63 (84)	40 (44)	13 (14)	33 (35)	35 (50)	20 (21)

Widening Access indicators

The Scottish Funding Council funds SWAP to support the achievement of its key outcomes, which in turn contributes to the following SFC strategic objectives:

- To invest in education that is accessible to learners from all backgrounds, gives them a high-quality learning experience, supports them to succeed in their studies, and equips them to flourish in employment, further study and fulfilling lives
- To ensure colleges, universities and specialist institutions form part of a successful, world-leading, coherent and sustainable system of education that responds effectively to the future needs of learners and the skills needs of the economy and society, enhances our rich cultural life, and strengthens Scotland's international connections

SCOTTISH WIDER ACCESS PROGRAMME (SWAP East)

REPORT OF THE TRUSTEES

It thereby also supports the following Scottish Government strategic priorities:

- To provide the best student experience, seamlessly connected for learners of all ages and backgrounds
- To provide high quality learning in a system where institutions work in partnership and demonstrate the highest standards of governance and financial accountability and contributes to the following Scottish Government National Performance Framework Outcomes:
 Communities – We live in communities that are inclusive, empowered, resilient and safe
 Education – We are well educated, skilled and able to contribute to society
 Human Rights – We respect, protect and fulfil human rights and live free from discrimination
 Poverty – We tackle poverty by sharing opportunities, wealth and power more equally.

SWAP uses a range of widening participation indicators to evidence that the programme is achieving its aims as set out in our constitution and in our agreed outcomes with the SFC. SWAP East and SWAP West report together to their main funders, the Scottish Funding Council, on outcomes that have been agreed with them. The outcomes, therefore, are at a national level and the detail below shows the outcomes achieved as a result of SWAP enrolments and programme delivery throughout Scotland, both from east and west college partners.

A Enrolment Target is 2300 (increased target by 300 from the previous year's funding)

Actual = 2349; completers = 69%

B MD20 students Target is 35%, Completers 35%

Actual = 35%; completers = 33%

C No school qualifications above SCQF Level 5. Target is 80%

Actual = 79%; completers = 76%.

D No parental experience of higher education Target is 55% of intake

Actual = 83%; completers = 81%.

E Gender division – to increase proportion of males accessing higher education.

Target is 25% males

Actual = 21% If Nursing enrolments are removed, this figure **rises to 30%**

F Disability Target is 15%

Actual = 23%; completers 20%.

SCOTTISH WIDER ACCESS PROGRAMME (SWAP East)

REPORT OF THE TRUSTEES

G BME Target is 8%

Actual = 9%; completers = 8%

We also report to the Funding Council on student experience, transition to university & retention after 1st year to inform and evidence the success of the programmes.

Progression routes from access programmes to degree courses at university

Universities recognise the value of SWAP access programmes as an entry route for adult returners. Each year, the numbers of degree opportunities on the SWAP progression database increase, as university partners offer new progression routes and new programmes are offered by college partners. These agreements on progression to their university are based on agreed programme frameworks and profile grade entry requirements. There are now nearly 1,000 formal routes into degree courses at SWAP's partner HEIs in the north and east of Scotland. SWAP West HEIs also give consideration to applications from SWAP East students for the majority of their degree courses.

Dissemination of information and good practice

As with the previous year, participation in all meetings/conferences and seminars was done virtually, due to COVID restrictions. Therefore, by these means, it was more challenging to strengthen contact and develop relationships with other sector bodies. However, in terms of student engagement, SWAP was able to adapt processes and work practices in order to continue to give support, guidance and information to prospective, current and former students using a variety of media. Student induction presentations at the start of term were pre-recorded and distributed to course tutors at the end of August, for all students to view ahead of a live Q & A session which SWAP carried out with every class. Study skills sessions with university partners also took place virtually, using MS Teams. MS Teams was also used for meetings with college and university staff to review curriculum and programme development and to give induction sessions to new tutors. SWAP East also took part in and/or co-ordinated various review college/university meetings throughout the year. These meetings were carried out to consult and share information as well as to review curriculum progressions, UCAS systems and results. SWAP is part of the Fife and Tayside Nursing forum and virtual meetings were held in December 2020 and June 2021 with the University of Dundee, Perth College, Fife College and D & A College to discuss access programme curricula, progressions and any updates on admissions processes. A virtual meeting was also held with Edinburgh Napier University & West Lothian, Edinburgh, Fife & Border Colleges to discuss Nursing programmes and progression.

The SWAP East partners/trustees meet twice a year at Executive Group level, one of these meetings being the charity's AGM. At these meetings, the SWAP East Director reports on SWAP's activities during the year, including any development work undertaken to further widen access. At these meetings, the SWAP student experience, & actions relating to meeting Strategic Plan outcomes are reported on and discussed. At the AGM the annual report and end of year accounts are discussed and ultimately approved.

SCOTTISH WIDER ACCESS PROGRAMME (SWAP East)

REPORT OF THE TRUSTEES

SWAP sits on the UCAS Advisors Advisory group, which meets regularly throughout the year.

SWAP is in very regular contact with partner colleges and universities. Discussions are usually about programme development, eligibility of students to be SWAP, progression opportunities, admissions & partnership working and is usually specific to each individual institution. SWAP regularly disseminates information & guidance to tutors, either directly by email or through the tutor's section of the website, which is password protected. SWAP currently works with over 50 tutors as well as college UCAS advisers & guidance tutors. SWAP also works with Skills Development Scotland Advisers, mainly on eligibility matters, and regularly sends them updates on SWAP programmes.

In May and June SWAP carried out student surveys with access and university SWAP students to gain feedback on the student experience. A report was given to university partners that highlighted possible areas for development. This was reported to partners for discussion at June's Executive group meeting. SWAP also meets and sends reports regularly to the SFC.

Provision of accessible guidance

In 2021/22, the SWAP East office provided one-to-one guidance to approximately 3,500 student enquiries. The enquiries (through email, MS Teams and phone calls) come from:- prospective students who are unsure of their best route back into education; current students who are looking for advice and guidance on their UCAS and more generally for their preparation to H.E. and from former SWAP students who are at university. SWAP also provides information and guidance to course tutors and other college staff throughout the year. SWAP staff have worked remotely since March 2020. Communication has been maintained with students, tutors and college and university partners and other sector bodies through email and a variety of media platforms. Additional assistance was given in August/September to ensure that any pre-start activities/materials available from university partners for WP students were highlighted to students. Catch-Up Chemistry on-line materials were given to Science students going to the University of Edinburgh to help with transition to Level 8 teaching in 1st year. Edinburgh University's WP team worked with their School of Engineering to offer pre-start & term-time Maths support to SWAP Engineering students. Heriot Watt also supported our Engineering students through their [Maths Gym project](#).

SWAP co-ordinated with the REACH team at the University of Edinburgh to offer information materials and recorded guidance sessions to SWAP Access to Medical Studies students to help prepare them for the UCAT (Universities Clinical Aptitude Test), the interview process and the transition to 1st year. SWAP also organised a Q & A session with 1st year university SWAP medical students to help prepare the access students further and allow them to hear from their peers about their experiences from moving from the access programme into a medical degree. SWAP also liaised with the University of Edinburgh to arrange an information session on campus for the Vet Medicine applicants at Easter Bush. This is the first year that SWAP students have this pathway (both East & West) into Veterinary Medicine at the University of Edinburgh and we are delighted that we have our first Vet Med student starting at Edinburgh this year. An online Q & A session was also run for students moving onto Primary Education.

SCOTTISH WIDER ACCESS PROGRAMME (SWAP East)

REPORT OF THE TRUSTEES

SWAP also emailed to all students in July the final transition Prep for HE module to further aid their preparation for university. Students were again encouraged this year to connect with their university before term started.

SWAP continued to develop the website to enhance its use as an information tool. The *Current Students'* section <http://www.scottishwideraccess.org/east-current-students> is continuously reviewed and revised to ensure that the most up to date advice and guidance is available. There is detailed information about university open days, UCAS application guidelines, progression to H.E. opportunities, study skills events and materials, current programmes, funding (whilst at college and university) and opportunities to have contacts with our former SWAP students who act as Peer Support Volunteers.

In 21/22 SWAP completed and embedded the new, interactive Preparation for HE materials for access students onto our website. SWAP consulted with course tutors and students as these materials were being developed and also asked for formal feedback at the end of the year. Questions were also asked about their usage in the student survey and feedback will be used to inform any improvements that can be made for 22/23.

As with the previous year, in September 2021 SWAP staff held virtual sessions with all the access students in college. These talks covered enrolling with SWAP, the UCAS process, searching for university choices, the preparation for higher education materials and where to find this guidance on the SWAP website. Over and above that, time was also spent explaining about SWAP, how the programme works, the profile grading system, funding to support them whilst in H.E. and the progression route opportunities that are available to them for accessing higher education.

In collaboration with its partner universities, SWAP also organised virtual study skills days in Science & Engineering, Humanities & Social Sciences and Nursing. This year 7 on-line events took place. These sessions are seen as a vital part of the access students' preparation for higher education. They give the student the opportunity to learn more about the transition from college to university and the skills that will be needed to study successfully at university. Topics such as referencing, note-taking, essay writing, critical thinking are all part of the students' Prep for HE throughout the year on their programme, but these sessions help to reinforce their importance and are delivered by our university partners. The students also get the opportunity to talk to SWAP students already at university who can share their experiences with them. It also gives students an opportunity to speak to university staff.

SWAP continues to facilitate a peer support Facebook page for current and former SWAP students as a vehicle for sharing information about access programmes and university experiences. There are currently over 900 members, with the majority of them being former SWAP students now at university. Through this medium, lots of helpful information, guidance and advice is given by these students to current (or in some cases, prospective) access students.

SCOTTISH WIDER ACCESS PROGRAMME (SWAP East)

REPORT OF THE TRUSTEES

Database & website developments.

SWAP's database, which was created in 2013 to improve recording of student data and reporting, and to allow SWAP students to register online, now holds a significant amount of student data, including information on their progression if they move on to higher education. This has proved an extremely valuable tool for processing student data, reporting to partners and for compiling statistical information that can be used to evidence student success. Further work has also been done on the SWAP database to improve its reporting functionality, with a focus on improving the recording of the SWAP students' learning journey through university to graduation. Data sharing agreements are in place with all our SWAP East partners allowing us to share, record and evidence student achievement.

Work continues on the SWAP website to improve its function as an information and guidance tool for prospective and current students, college & university partners, stakeholders and other agencies who advise adults on returning to learning. The adaptation of the SWAP website to allow easier browsing from mobile phones has made it more readily available to students and easier to use as an information tool from a mobile device.

SWAP continues to use Twitter as a vehicle to promote activity, to advertise programmes, to give information and links to our SWAP partners' events and to share the success of our SWAP students on their learning journey.

Marketing

In April, SWAP East co-ordinated with North East Scotland College to run a social media campaign to raise awareness of opportunities for adult returners living in the north of Scotland. This included information on the new Access to Allied Health Professions programme leading to new routes at RGU. Recruitment for the SWAP programmes has been good for 22/23 and North East Scotland College is now the 2nd largest deliverer of SWAP programmes in the SWAP East partnership.

Evaluation of SWAP students' experience in education

Surveys were carried out at the end of each study skills day last year to gauge the usefulness of the event as a tool for preparing students for higher education. Attendance this year at both the Humanities and the Science & Engineering sessions was disappointingly low in comparison with the number of students enrolled on programmes. From those who attended however, feedback has generally been excellent with the vast majority of students commenting that the events had given them a better understanding of what would be expected of them at university and that they now felt more confident about moving on to university.

"absolutely brilliant. I won't lie i thought this would be a boring day. but all of you made it highly interesting and I found myself really enjoying it. So as a whole, all you were brilliant. thank you it is greatly appreciated and you've made me think about my future and what choices i have." Humanities & Nursing event December 2021

SCOTTISH WIDER ACCESS PROGRAMME (SWAP East)

REPORT OF THE TRUSTEES

"I found the note-taking session particularly useful as I have recently been reconsidering my note-taking methods and considering which methods may be more efficient; for both college and university-level study." Science event March 2022

"Listening to the experience of current Uni students studying Nursing in the Inverness Highlands and Island University helped me understand what to expect and prepare for." UHI Nursing event February 2022

"The Q&A with the students - there was a nice range of questions and the suggestion of going to Freshers Week was really useful. The session on Tutorials was the most useful because I didn't know the difference between a lecture and a tutorial." Science event March 2022

Surveys were also carried out at the end of the year with access and 1st year university students to evaluate their learning experience. Findings were reported back to the SWAP East Executive Group and detail also given to individual university partners for information. These reports were also given to the SFC to inform them of the SWAP student's experience. In the feedback from 1st year students, where a significant amount of learning remained online for a second year, the 2 biggest challenges were:

Lack of structure to study/motivation/time management difficulties/disturbances within the home environment when trying to study/unsuitable study environment.

AND

Internet issues/learning new systems/media platforms, lack of IT knowledge/lecturers inexperienced with IT

Access programme students were asked what they liked most about their programme. Here are some of the responses:

I have had amazing support from day 1, was terrified about returning to education in my late 30's but honestly can't express enough how amazing it has been, this has been the quickest year ever, all my tutors have been amazing. Access to Nursing student 21/22 Fife College

Meeting some amazing classmates, who will I'm sure, become life long friends. Learning chemistry, I loathed it at school, but I've thoroughly enjoyed it this time around. Being voted Class Rep, I was able to communicate my class's worries and fears to tutors, and help them get the support they needed. Access to Life Sciences student 21/22 Edinburgh College

As a mature student I was very worried about studying at 37 years old. But my tutor Linda has been fantastic, I like the subjects that we do. It's a bit of everything and I think will be handy when I start university. For someone who has had very little education I was starting from scratch but found the way it was set out I could pick up on things way along the way with the help and support from my tutors. Brilliant course! Access to Nursing 21/22, North Highland College

SCOTTISH WIDER ACCESS PROGRAMME (SWAP East)

REPORT OF THE TRUSTEES

I liked that you are supported through your learning journey by amazing lecturers while being simultaneously guided towards your university goals by the SWAP team. Access to Teaching student
21/22 West Lothian College

Programme development work

The North of Scotland development project finished in 19/20 and these programmes in the north east and north-west are now embedded in SWAP's core work. However, SWAP is continuing to look at ways where better access can be given to adults with few or no qualifications, living in more remote areas in Scotland, who are looking to find ways to access higher education. With this aim, and to increase flexibility in the delivery of learning, SWAP has worked with UHI Perth who are now offering 2 new online access programmes, in Humanities and in Health & Life Sciences.

Additional activities

Peer Support activity

During the year 2021/22 SWAP engaged with SWAP university students to offer peer support to those at college. These peer support volunteers (PSVs), as they are now called, include students who have previously offered support as mentors and new recruits. Rather than just focusing on mentoring, the PSVs were asked to choose from a range of activities they were interested in taking part in, including college and university Q&A sessions, university campus tours and other forms of ad hoc support. SWAP currently has just under 50 PSVs who have offered to get involved with supporting access students. Only half indicated that they would be available as mentors, which shows the value of offering multiple options to potential volunteers for getting involved. A small number of PSVs have been trained and matched as mentors. The main aim has been to match mentors with mentees coming to their university, to study the same course where possible.

A Newbattle Abbey College (NAC) applying for Primary Education at QMU was matched with a mentor who was in her first year of that course. They had an introductory conversation online while the mentee was still finishing her access programme. They then agreed to speak again once the access programme was complete and the mentee had her place at university confirmed. The mentee passed with AAA and got the result she needed in the National 5 Maths exam too. She also won the NAC academic development award. The mentee took up her place at QMU and, despite, such a strong performance at college, was struggling with confidence and the classic imposter syndrome. She also began to doubt she had what it took to be a teacher. Luckily, she has overcome those feelings for now, thanks in part to the contact she had with her mentor. They were in regular contact and met up on the campus while the mentee was struggling. The mentee is back on track now and remains in contact with her mentor.

PSVs took part in the Q&A sessions that we held for access students throughout the year. Many of the PSVs agreed to having their contact details shared with SWAP students progressing to their universities to offer them support if required. This was done in July and August. Many PSVs also agreed to go back to the college they studied at and speak to this year's students.

SCOTTISH WIDER ACCESS PROGRAMME (SWAP East)

REPORT OF THE TRUSTEES

Their contact details were shared with SWAP college lecturers to set-up the visits. Finally, over 900 SWAP students at various stages of their studies are members of the SWAP East Peer Support Group on Facebook. Many of the PSVs are contributory members.

SWAP held on-line Q & A sessions throughout the year with a panel made up of SWAP students now at university. Sessions took place for Science & Engineering, Humanities, Primary Education, Medicine as well as 3 sessions for students going to UHI, Robert Gordon and Dundee to study Nursing. Feedback from the access students was really positive:

"Talking to the students at university gave me a real insight and it really helped."

"Having current students come and talk to us was great. It was also great having an insight into university life. Having the opportunity to have questions answered was also fantastic."

Student Success

SWAP East tracks students' progression into and through university and uses this data to inform and report to partners and other sector organisations on the students' learning journey and to evidence that SWAP programmes are a successful route for entry into higher education. Progression data is reported to the members of the SWAP East Executive group and to the Scottish Funding Council. This year's tracking of 2020 entrants to university show that 93% of SWAP East students returned to study in Year 2. 19% of the SWAP East students who gained a place at university in 2020 were SIMD 20 students. Their retention rate was slightly lower (88%) and gives an indication that these students still face disadvantage after they've moved on to university.

Last year, a SWAP student was awarded the Mike Porter Memorial Award by the University of Edinburgh, for top performance in 1st year of Medicine. In addition to this, SWAP has its first Veterinary Medicine student at Edinburgh University, after the progression route was established in 2021 between the Dick Vet school and SWAP East.

SWAP has produced a video of former students, who have now graduated and have moved on into degree related work. The students talk about their learning journey and the big differences that enrolling on the SWAP programme and getting a degree has made to their lives. This video will be used to inspire and give confidence to prospective students who may lack the self-belief that they can achieve a university education. You can view it [here](#)

Financial Position

Since 2011, SWAP East's core activity has been funded directly by the Scottish Funding Council. SWAP East & SWAP West receive their funding as one allocation and the funds are held by the University of Edinburgh. The tranche of funding covering 21/22 came to an end on 31st July 2022. SWAP applied and was successful in being awarded further funding for 2022/23.

SCOTTISH WIDER ACCESS PROGRAMME (SWAP East)

REPORT OF THE TRUSTEES

Income for the charity in 21/22 was £132,000 (20/21 £134,000) and at the year-end net funds of £34,829 (20/21: £35,322) will be carried forward into the next financial year.

Core funding of £132,000 is in place for 22/23. In February 2023, SWAP will apply to the Scottish Funding Council for funding for 23/24.

Staffing

Throughout the year, SWAP East employed 3 members of staff which amounted to 2.6 FTE. The Director and Co-ordinator are full-time; the Administrator is on a 0.6 contract. These 3 posts are permanent. In 2020, the core income from SFC increased (to reflect the additional north of Scotland work now part of core activity) which allowed us to continue to employ a co-ordinator on a full-time basis. This increase of 0.2 in staffing for core SWAP work was essential to continue to support the work of the charity, especially with the significant increase in student numbers in recent years and the desire to continue to facilitate as much peer support as possible (including mentoring) for our current students. The highest expense during the year was SWAP East staff, whose continued support and effort allowed the charity to pursue activities to further SWAP's aims and objectives.

Reserves Policy

Having taken into account our aims and objectives as a charity, our existing financial situation, proposed expenditure and potential future funding streams, it was agreed by the trustees that our reserves policy should be maintained at a minimum of 3 months of operating costs. This is in place.

Impact on Charity of COVID 19

As already detailed within various sections of the annual report, the activities of the charity and the mechanisms used to give guidance and support to SWAP students had to be significantly adapted by the SWAP partnership during the pandemic. Work practices, learning and teaching methods, preparation for HE events, attendance at university open days, interviews for university applicants and transition events for widening access students were all affected. Income was not affected and any planned expenditure around travel and student activity that could not take place, was re-allocated to other areas such as marketing to allow to us to continue to raise the profile of SWAP programmes and to give the best support possible for all students, partners and other sector organisations.

Retention rates have fallen markedly this year and students have faced significant challenges with cost of living crisis and ongoing issues related to COVID. The biggest factors in students leaving the programme early this year have been health and personal circumstances. Finances were also cited as a reason for withdrawal with some students leaving to get a job.

SCOTTISH WIDER ACCESS PROGRAMME (SWAP East)

REPORT OF THE TRUSTEES

Statement of Members' Responsibilities

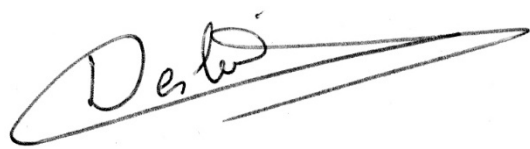
The charity trustees are responsible for preparing the trustees' annual report and financial statements in accordance with applicable law and the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)'.

The law applicable to charities in Scotland requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing the financial statements, the trustees are required to:

- a) select suitable accounting policies and then apply them consistently;
- b) observe the methods and principles in the applicable Charities SORP;
- c) make judgements and estimates that are reasonable and prudent;
- d) state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- e) prepare the accounts on the going concern basis unless it is inappropriate to presume SWAP East 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 the charity and to enable them to ensure that the accounts comply with the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities. The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.



DOROTHEE LESLIE
(Chair)



LESLEY DUNBAR
(Director)

2 December 2022

SCOTTISH WIDER ACCESS PROGRAMME (SWAP East)

INDEPENDENT EXAMINER'S REPORT

Independent Examiner's Report to the Trustees of SWAP-East

I report on the accounts of the charity for the year ended 31 July 2022 which are set out on pages 19 to 25.

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 (as amended). The charity trustees consider that the audit requirement of Regulation 10 (1) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44 (1) (c) of the Act and 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 (as amended). 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.

Gillian Caughey

Gillian Caughey, CA
Fearless Financials Limited
674 Pollokshaws Road
Glasgow
G41 2QE

2 December 2022

SCOTTISH WIDER ACCESS PROGRAMME (SWAP East)

STATEMENT OF FINANCIAL ACTIVITIES

Statement of Financial Activities for the year ended 31st July 2022

		Unrestricted funds	Restricted funds	31.07.22 Total funds	31.07.21 Total funds
Income and endowments from:	Notes	£	£	£	£
<i>Charitable activities:</i>					
Grants					
	2	132,000	-	132,000	134,000
Total income		132,000	-	132,000	134,000
Expenditure on:					
Charitable activities	3,4	131,653	-	131,653	131,788
Other	6	840	-	840	840
Total expenditure		132,493	-	132,493	132,628
Net Income/ (expenditure) and net movement in funds for the year		(493)	-	(493)	1,372

RECONCILIATION OF FUNDS

Total funds brought forward	35,322	-	35,322	33,950
Total funds carried forward	34,829	-	34,829	35,322

SCOTTISH WIDER ACCESS PROGRAMME (SWAP East)

BALANCE SHEET

Balance Sheet as at 31st July 2022

		Unrestricted Funds	Restricted Funds	Total Funds 2022	Prior Year 2021
Current assets	Notes	£	£	£	£
Funds held by Edinburgh University	9	35,669	-	35,669	36,162
Debtors - Prepayments		-	-	-	-
Total Current Assets		35,669	-	35,669	36,162
Liabilities					
Creditors falling due within one year – accruals		840	-	840	840
Net Current assets		34,829	-	34,829	35,322
Net Assets		34,829	-	34,829	35,322
The funds of the charity					
Unrestricted income funds	11	34,829	-	34,829	35,322
Restricted income funds	10	-	-	-	-
		34,829	-	34,829	35,322

The notes at pages 18 to 22 form part of these accounts.

Approved by the trustees on (signing date) and signed on their behalf by:



DOROTHEE LESLIE
(CHAIR)



LESLEY DUNBAR
(DIRECTOR)

2nd December 2022

SCOTTISH WIDER ACCESS PROGRAMME (SWAP East)

NOTES TO THE ACCOUNTS

Note 1 – Accounting Policies

Basis of preparation and assessment of going concern

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard FRS102, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended).

SWAP East constitutes a public benefit entity as defined by FRS 102. It is an unincorporated charity registered in Scotland. See page 2 of this document for further details.

The Trustees consider that there are no material uncertainties about SWAP-East's ability to continue as a going concern. The key assumption is that unrestricted funding will continue from Scottish Funding Council (confirmed for the next period). The most significant areas of adjustment and key assumptions that affect items in the accounts are to do with allocating costs to the restricted fund (see notes 3 and 6 for more information).

Funds structure

Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in furtherance of the charitable objects.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by the funding source. There is a single restricted fund, the Mentoring Project Fund, restricted to the delivery of a project helping former SWAP students to become mentors to current SWAP students in order to provide them with support and guidance as they move through the access programme and into higher education.

Income Recognition

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received, and the amount of income receivable can be measured reliably.

Resources expended

Expenditure is recognised on an accruals basis when liability is incurred. Expenditure includes any VAT which cannot be recovered and is reported as part of the expenditure to which it relates.

Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

SCOTTISH WIDER ACCESS PROGRAMME (SWAP East)

NOTES TO THE ACCOUNTS (CONTINUED)

Charitable activities include staff costs in running the charity and the costs of delivering projects.

Note 2 – Sources of Income

The following income was received in the year to 31 July 2022:

Grants	31.07.22	31.07.21
	£	£
Scottish Funding Council (unrestricted)	132,000	134,000
	<u>132,000</u>	<u>134,000</u>

Scottish Funding Council

Funding is received from the Scottish Funding Council for Further and Higher Education in order to enable SWAP to achieve its core goal of widening access to education for adults returning to education.

In the year to 31 July 2022, £108,000 (2021: £106,000) of the £240,000 received from the Scottish Funding Council for Further and Higher Education was transferred to SWAP-West, which is accountable for its utilisation. The remaining £132,000 is unrestricted grant income used by SWAP East (2021: £134,000) to run the charity and deliver projects.

Note 3 – Charitable Activities Costs

	31.07.22	31.07.21
	£	£
Staff Costs – Recurring		
Project Costs	126,295	127,544
	5,358	4,244
	<u>132,493</u>	<u>131,788</u>

SWAP East has completed this year with a planned overspend of £493 which used up part of the prior year underspend of £1,372.

SCOTTISH WIDER ACCESS PROGRAMME (SWAP East)

NOTES TO THE ACCOUNTS (CONTINUED)

Note 4 – Staff Costs and Numbers

Staff costs were as follows

	31.07.22	31.07.21
	£	£
Salaries	99,489	97,228
Social Security Costs	10,882	10,191
Employer's Contribution to Defined Contribution Pension Schemes	15,924	20,125
	<u>126,295</u>	<u>127,544</u>

The average number of employees during the year, calculated on the basis of a head count, was three (2021 - three).

No employees received employee benefits (excluding employer pension costs) of more than £60,000.

The total amount of employee remuneration and benefits (including employer pension costs) paid to its key management personnel was £67,184 (2021: £65,856).

Note 5 – Post-Employment Benefits

SWAP East's employees are treated as employees of the University of Edinburgh and as such participate in the University of Edinburgh Staff Benefits Scheme (EUSBS) and in The Universities Superannuation Scheme (USS). The University of Edinburgh operates a salary sacrifice for active staff members of these schemes.

USS is a multi-employer defined benefit scheme and it is not possible to identify SWAP East's (or the University of Edinburgh's) share of the assets and liabilities for this scheme. USS is accounted for as though it was a defined contribution schemes and as a result the costs charged to the Statement of Financial Activities as shown below reflect the contributions in year. A liability for the future contributions payable to USS that relate to a deficit recovery plan agreement is recognised by the University of Edinburgh and the resulting expense is included in its Annual Report and Accounts. There is no separate liability for SWAP East.

The EUSBS scheme is accounted for under Financial Reporting Standard (FRS 102, Section 28: Retirement benefits) and the funded pension costs charged to the Statement of Financial Activities as shown below reflect the service cost calculated under FRS 102. Further information on this pension scheme is provided in the University of Edinburgh's Annual Report and Accounts.

SCOTTISH WIDER ACCESS PROGRAMME (SWAP East)

NOTES TO THE ACCOUNTS (CONTINUED)

Note 5 – Post-Employment Benefits (continued)

The total pension costs for SWAP East were as follows:

	31.07.22	31.07.21
	£	£
USS – contributions paid	12,622	17,102
EUSBS – contributions paid	3,302	3,023
	15,924	20,125

Note 6 – Other Costs

The other costs relate to governance as follows:

	31.07.22	31.07.21
	£	£
Independent Examination Fees	840	840

These costs have been apportioned between the restricted and unrestricted funds based on the level of income received by each fund in the period.

The Independent Examiner did not receive payment for any other services other than for the independent examination.

Note 7 – Trustees' Remuneration and Benefits

There were no trustees' remuneration, expenses or other benefits for the year ended 31 July 2022 and 31 July 2021.

Note 8 – Related Party Transactions

See Note 2 for information on monies transferred to SWAP West, a partner organisation.

SWAP East is hosted by the University of Edinburgh, one of its members. As part of this agreement, the university provides office space and management of finances to SWAP East. See Note 9 and Note 11 below.

Note 9 – Cash funds

SWAP East does not hold a bank account. The funds of SWAP-East (2022: £35,669; 2021: £36,162) are held in trust by the University of Edinburgh, our current host partner, and the accounts are subject to scrutiny as part of the University's annual external audit.

SCOTTISH WIDER ACCESS PROGRAMME (SWAP East)

NOTES TO THE ACCOUNTS (CONTINUED)

Note 10 – Restricted Funds

Project grants received are restricted as their purpose is specified by the grant awarding body and any unspent monies may be required to be returned to them. There were no restricted funds in the year to 31 July 2022. There was a restricted fund (the mentoring project) that was completed and fully spent during the year to 31 July 2021. See prior accounts for further detail.

Note 11 – Reserves Policy

Reserves of £34,829 (2021: £35,322) are held in trust by the University of Edinburgh. None of these funds were restricted funds in 2022 or 2021. The unrestricted reserves are held in accordance with SWAP EAST's policy of holding three months operating costs as reserves.