

SCOTTISH WIDER ACCESS PROGRAMME SCIO
SCOTTISH CHARITY NO - SC048288

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR TO 30TH APRIL 2023

SCOTTISH WIDER ACCESS PROGRAMME

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Scottish Wider Access Programme (West) SCIO
Report of the trustees for the period 1st May 2022 to 30th April 2023

The trustees present their report with the financial statements of the charity for the period 1st May 2022 to 30th April 2023. 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
Marcus Ross (chair)
Myra Sisi (vice chair)

The following were elected trustees at the AGM of the SCIO on the 13th January 2023 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Julie Maxwell – Ayrshire College (Julie has subsequently been replaced by Elaine Hutton)
Julia MacDonald – Dumfries & Galloway College
Claire Glen – Glasgow Clyde College
Robin Ashton – Glasgow Kelvin College
Nicola Mulholland – New College Lanarkshire
Myra Sisi – South Lanarkshire College
Lee Coutts – West College Scotland

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

Bankers
Virgin Money (formerly Clydesdale bank)
Ingram Street Glasgow

Members:	Glasgow Caledonian University	Scottish Rural University College
	University of Glasgow	Glasgow Clyde College
	The University of West of Scotland	Glasgow Kelvin College
	University of Stirling	New College Lanarkshire
	University of Strathclyde	South Lanarkshire College
	Ayrshire College	West College Scotland
	City of Glasgow College	
	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 13th January 2023. Project work was implemented for the Scottish Funding Council (SFC). The funding is currently for the period 1st August 2022 to 31st July 2023. Additional funding was secured from SFC for the period 1st August 2023 to 31st July 2024. Additional funding has been secured during the period as part of Erasmus plus partnerships, funded by the European Union. The ADVANCE, FETI, COMM online and MASTER projects provide additional resources to meet the objectives of SWAPWest. The advance and FETI projects concluded during the reporting period. 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. During the reporting period we began to see the impact of the cost of living crisis on student retention and on recruitment.

In addition our funding from the Scottish Funding Council remains on an one year basis with no uplift in resource. The financial position of SWAPWest 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 continue to meet operational plans by becoming flexible in working arrangements. 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 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 **2021 – 2022**, there were sixty seven programmes in Access to Humanities, Science & Technology, Nursing, Health Studies, Childhood Practice and Medical Studies offered by college partners. 1448 students provided SWAPWest with registration data. Numbers increased from the previous year due to planned developments and increased demand for the programmes.

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

1. Scottish Index of Multiple Deprivation – 42% of enrolled students came from the 20% most deprived communities of Scotland (SIMD1). 40% of completed students came from SIMD1.
2. First in family to enter Higher Education – 84% of students enrolled.
3. No qualifications at SCQF level 6 – 82% of students enrolled.
4. 10% of our students are from a BAME background
5. 21% have a disclosed disability, mainly dyslexia and mental health issues.

995 (69%) students completed their programmes. 747 students progressed to a university degree, 205 to an HNC at college and a further 21 students to another college course. The

2021 – 2022 student cohort had considerable challenges in mixed delivery. The cost of living crisis having a major impact on student retention from February 2022.

For the academic year 2022 – 2023, SWAPWest delivered 64 access programmes. 1173 students were enrolled. And while out with the reporting period, 841 students completed.

Promote the success of SWAPWest students

Students continue to show resilience during this period. SWAPWest continues to work with a student network of former SWAPWest students who provide support and guidance online to students. The network provided evidence to the Scottish Government for their purpose and principles policy development. Students also provided evidence to a peer network of European organisations as part of the comm-online project.

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 - £25268 and the Scottish Funding Council (SFC) - £108407. Funding from Erasmus Plus projects provided £8865 for Master. The final total for the project was £53420.63. The budget was amended due to COVID. SWAP received £4001.84 for the Comm project during the reporting period. The project concluded in June 2023. The Advance project managed by SWAP received the sum of £84129.42 after the successful interim report. SWAP immediately released £63,360 to partners. SWAP received £20769.42 for the project.

The highest expense during the year was SWAPWest staff whose continued support and effort allowed the charity to pursue activities to further our objectives. The cost amounted to 90% of the overall costs incurred.

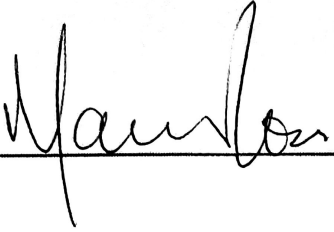
Statement of Trustees Responsibilities

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:

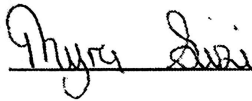
- (a) select suitable accounting policies and then apply them consistently;
- (b) make judgements and estimates that are reasonable and prudent;
- (c) prepare the accounts on the going concern basis unless it is inappropriate to presume SWAPWest will continue to operate.

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.



Marcus Ross



Myra Sisi

Trustees

Date: 12th December 2024

SCOTTISH WIDER ACCESS PROGRAMME

Independent examiner's report

I report on the accounts of the charity for the year to 30th April 2023 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 FCCA

18 Ledi Road Glasgow, G43 2AJ
12/01/2024

SCOTTISH WIDER ACCESS PROGRAMME

Receipts and Payments Account for the Year to 30th April 2023

	Notes	Unrestricted Funds £	Restricted Funds £	30.4.23 Total Funds £	30.4.22 Total Funds £
Receipts					
University of Edinburgh					
Members' Contributions	2	26,343	-	26,343	25,405
Other Grants (Feti)	3	-	-	-	14,137
Other Grants (Comm)	3	-	4,002	4,002	3,923
Other Grants (Master)	3	-	8,865	8,865	-
Grant (Scottish Funding Council) SWAP		-	108,407	108,407	108,329
Other Grants (Advance)		-	84,129	84,129	82,739
Total receipts		26,343	205,403	231,746	234,532
Payments					
Cost of charitable activities	4	28,426	212,984	241,410	223,940
Governance costs	5	700	700	1,400	1,350
Total Payments		29,126	213,684	242,810	225,290
Excess of Receipts over Payments	2	(2,783)	(8,281)	(11,064)	9,242
Transfer between funds		0	0	0	0
Excess of Receipts over Payments		(2,783)	(8,281)	(11,064)	9,242

SCOTTISH WIDER ACCESS PROGRAMME

NOTES TO THE ACCOUNTS FOR YEAR TO 30TH APRIL 2023

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.

Reporting an excess of payments over receipts in the unrestricted funds of £2,783. This was due to the allocated Director salary for work on unrestricted funds. The Directors salary is paid by City of Glasgow College. SWAP receives invoices to re-charge the salary 3 times a year. The invoices received were for a period longer than 12 months.

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.

Reporting an excess of payments over receipts in the restricted funds of £8,281. This was due to the nature of Erasmus plus project funding. Final funding received for the FETI project was received in May 2022 and for Advance in October 2023.

2 Receipts	30.4.23	30.4.22
	£	£
Members contributions (including £1,281 for European Training)	<u>25,061</u>	<u>25,405</u>

SCOTTISH WIDER ACCESS PROGRAMME

NOTES TO THE ACCOUNTS FOR YEAR TO 30TH APRIL 2023

3 Grants - FETI, MASTER, COMM and ADVANCE

Erasmus plus projects FETI, MASTER, COMM and Advance

The projects are all Erasmus plus strategic partnerships for adult education. They are all 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 was managed by Oslo Service centre, who are an organisation who look at the career development, skills, and education of adults across Oslo. The project ran from November 2019 until 31st August 2022.

SWAP used the project to support refugee students.

The project extension developed a workshop for organisations working with Ukrainians.

The grant paid to SWAP for our contribution was finalised at £45,683.76.

Payment of the final contribution (£19093.31) of the grant came after the accounting period in May 2023.

MASTER project (Measures for Adults to Support Transition to further Education and Re-skilling opportunities) - The project was managed by Forma Azione from Perugia. They are an adult education Institute. Partners are Roma University, and adult education organisations in Cyprus, Portugal and European Association for the Education of Adults based in Brussels.

The project developed competencies of adults looking to return to education.

The project concluded in May 2022.

The grant paid to SWAP for our contribution was concluded during the accounting period.

SWAP received £8865 during the accounting period a total of £53,420.63.

COMM on line project. This project aims to create, guide and support online learning communities. Using a peer support methodology. The project looks to share good practice in relation to online delivery and interaction with our students.

The project is managed by CVV Kisp in Belgium. With partners from Iceland, Belgium, Tenerife and Belgium. 7 training events were arranged to share practice.

SWAP was budgeted to receive 17861 euros / £16075 for the project.

The project has been delayed due to COVID.

A successful visit took place in Scotland during the accounting period.

The project concluded in June 2023. SWAP received the sum of £4,001.84 during the accounting period. Balance was received after the accounting period.

Advance project (An innovative approach to reduce the digital divide in Vocational Education and training)

The project is managed by SWAP. With partners from Belgium, Romania, the Netherlands and North Macedonia.

The advance project aims to enhance digital and learn to learn competences, enabling citizens to confidently engage in further training and education.

The project delivered a report on the key characteristics of the digital needs of learners.

A digi skills app was developed. SWAP will be developing an accessible learning module during the accounting period.

The project started on 1st July 2021 and concluded on 30th June 2023. SWAP is due to receive £56,417 during the project.

SWAP manages the contract with funds received from Erasmus from the British Council.

The funds are then allocated to partners. £84,129.42 was received for the project during the accounting period. £63,360 was allocated to partners. SWAP received £20,769.42. The project remained on target and on budget.

With final allocation being received outwith the accounting period.

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NOTES TO THE ACCOUNTS FOR YEAR TO 30TH APRIL 2023

4 Cost of Charitable activities

	Unrestricted Funds	Restricted Funds	Total 2023	Total 2022
	£	£	£	£
Salary to allocate		0	0	
Development Officers	9,302	88,548	97,850	109,543
Director's Remuneration	13,590	38,922	52,512	38,982
Administrative Salaries		-	-	2,738
Consultancy Fees			-	-
Implementation of Advance Project		65,062	65,062	32,020
European Project Partners			-	31,340
Postage, Printing and Stationery	36	868	904	842
Insurance	545		545	545
Advertising and Marketing	250		250	17
Subscriptions and Membership Fees	35		35	37
Travel expenses	1,714	16,960	18,674	4,076
Sundry/office expenses	2,259	92	2,351	1,104
Conference and Meeting expenses	598	2,533	3,131	1,619
Bank charges	96		96	78
	<u>28,426</u>	<u>212,985</u>	<u>241,411</u>	<u>222,940</u>

5 GOVERNANCE COSTS

	2023	2022
Strategic Management	1,400	1,000
Independent examiner's fees		1,350
	<u>1,400</u>	<u>2,350</u>

6 TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' expenses or other benefits for the year to 30th April 2023

7 Staff Costs

During 2022/23 the staff of SWAPWEST, included a full-time Director, one full time development officer. Six part time development officers and One part time admin officer.
SWAPWest employs a full time equivalence of 1 FTE Director 3.2 FTE Development officer and 0.2 Admin officers.