

SCOTTISH WIDER ACCESS PROGRAMME SCIO  
SCOTTISH CHARITY NO - SC048288

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR TO 30TH APRIL 2022

# SCOTTISH WIDER ACCESS PROGRAMME

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Scottish Wider Access Programme (West) SCIO  
Report of the trustees for the period 1<sup>st</sup> May 2021 to 30<sup>th</sup> April 2022

The trustees present their report with the financial statements of the charity for the period 1<sup>st</sup> May 2021 to 30<sup>th</sup> April 2022. 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

Julie Maxwell (chair)  
Marcus Ross (vice chair)  
Myra Sisi (secretary)

The following were elected trustees at the AGM of the SCIO on the 14<sup>th</sup> January 2022 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John Rafferty – Glasgow Clyde College (John has subsequently been replaced by Claire Glen)  
Robin Ashton – Glasgow Kelvin College  
Nicola Mulholland – New College Lanarkshire  
Myra Sisi – South Lanarkshire College  
Cathy MacNab – West College Scotland (Cathy has subsequently been replaced by Lee Coutts).

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 7<sup>th</sup> 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 14<sup>th</sup> January 2022. Project work was implemented for the Scottish Funding Council (SFC). The funding is currently for the period 1<sup>st</sup> August 2021 to 31<sup>st</sup> July 2022. Additional funding was secured from SFC for the period 1<sup>st</sup> August 2022 to 31<sup>st</sup> July 2023. Additional funding has been secured as being 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 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 ongoing global pandemic

impacted our work throughout the reporting period. From February 2022 we began to see the impact of the cost of living crisis on student retention and on recruitment. The on the financial position and organisation 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 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 2020 – 2021, there were sixty five programmes in Access to Humanities, Science & Technology, Nursing, Health Studies, Childhood Practice and Medical Studies offered by college partners. 1387 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. 39% of completed students came from SIMD20.
2. First in family to enter Higher Education – 81% of students enrolled.
3. No qualifications at SCQF level 6 – 79% of students enrolled.
4. 10% of our students are from a BAME background
5. 20% have a disclosed disability, mainly dyslexia and mental health issues.

1047 (76%) students completed their programmes. 772 students progressed to a university degree, 233 to an HNC at college and a further 28 students to another college course. The

2020 – 2021 student cohort were impacted by the pandemic. College partners continued teaching online and with the challenges throughout the year most students were taught on an online basis for the full year. University partners put in place additional support. Over the summer period students with exceptional circumstances and guided to appropriate higher education provision. An incredible amount of work went into students being able to complete their programmes under the most challenging of situations.

For the academic year 2021 – 2022, SWAPWest delivered 67 access programmes. 1448 students were enrolled. And while out with the reporting period, 995 students completed. For most students' delivery and completion of the programme remained online. There were considerable challenges with colleges having to shift to various modes of delivery during the year.

#### 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.

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 - £25405 and the Scottish Funding Council (SFC) - £108329. Funding from Erasmus Plus projects provided £37439 for specific project funding. 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:

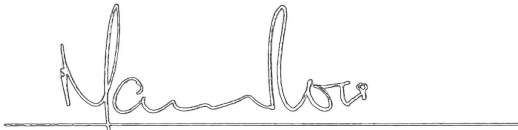
- (a) select suitable accounting policies and then apply them consistently;
- (b) make judgements and estimates that are reasonable and prudent;
- (c) prepare the accounts on the going concern basis unless it is inappropriate to presume SWAPWest will continue to operate.

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.



Julie Maxwell



Marcus Ross

Trustees

Date: 13<sup>th</sup> January 2023

# SCOTTISH WIDER ACCESS PROGRAMME

## Independent examiner's report

I report on the accounts of the charity for the year to 30th April 2022 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

13/01/2023



## SCOTTISH WIDER ACCESS PROGRAMME

### Receipts and Payments Account for the Year to 30th April 2022

	Notes	Unrestricted Funds £	Restricted Funds £	30.4.22 Total Funds £	30.4.21 Total Funds £
<b>Receipts</b>					
University of Edinburgh					
Members' Contributions	2	25,405	-	25,405	32,575
Other Grants (Feti)	3	-	14,137	14,137	10,240
Other Grants (Comm)	3	-	3,923	3,923	4,242
Other Grants (Master)	3	-	-	-	22,839
Grant (Scottish Funding Council) SWAP		-	108,329	108,329	
Other Grants (Advance)		-	82,739	82,739	110,666
<b>Total receipts</b>		<b>25,405</b>	<b>209,127</b>	<b>234,532</b>	<b>180,561</b>
<b>Payments</b>					
Cost of charitable activities	4	24,055	199,885	223,940	165,430
Governance costs	5	1,350		1,350	1,260
<b>Total Payments</b>		<b>25,405</b>	<b>199,885</b>	<b>225,290</b>	<b>166,690</b>
<b>Excess of Receipts over Payments</b>		<b>-</b>	<b>9,242</b>	<b>9,242</b>	<b>13,872</b>
<b>Transfer between funds</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Excess of Receipts over Payments</b>		<b>-</b>	<b>9,242</b>	<b>9,242</b>	<b>13,872</b>

SCOTTISH WIDER ACCESS PROGRAMME  
Statement of Balances - as at 30 April 2022

	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
	£	£	£	£
Opening cash at bank	78931	37653	116,584	102,713
Movement in year:				
Excess of Receipts over Payments	0	9242	9,242	13,872
Closing cash at bank	78931	46895	125,826	116,585
 Assets				
Grant Receivable (Restricted Funds)			0	-
 Liabilities				
Independent Examiner			1,450	1,350

The accounts were approved by the Trustees on 13th January 2023 and signed on their behalf by:

*Julie Maxwell*

Chair

*Kenneth Ash*

Director

# SCOTTISH WIDER ACCESS PROGRAMME

## NOTES TO THE ACCOUNTS FOR YEAR TO 30TH APRIL 2022

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### 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	30.4.22	30.4.21
	£	£
Members contributions	<u>25,405</u>	<u>32,575</u>

# SCOTTISH WIDER ACCESS PROGRAMME

## NOTES TO THE ACCOUNTS FOR YEAR TO 30TH APRIL 2022

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### 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 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.

The project was delayed due to COVID. The project concluded in August 2022.

SWAP used the project to support refugee students.

The extension developed a workshop for organisations working with Ukrainians.

The grant paid to SWAP for our contribution is due to be 56,439 euros (£48,831).

Due to completion of project milestones £14,137 was received during the accounting period.

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. Due to COVID the project was extended until 31st 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 initial sum has been received of £21,717.

Remainder of funds were paid outwith the current accounting period.

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 are arranged to share practice.

SWAP is due to receive 17861 euros / £16075 for the project.

Project monies are to be used for the costs of travel and staff for the training events.

The project has been delayed due to COVID. The first peer event in Tenerife being an online visit for SWAP due to the Omnicron virus. The remainder of visits will take place face to face.

The project is due to conclude in June 2023. SWAP received the sum of £3,922.89 during 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 has delivered a report on the key characteristics of the digital needs of learners. A digi skills app was developed during the accounting period. SWAP will be developing an accessible learning module.

The project started on 1st July 2021 and concludes 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. £82,739 was received for the project during the accounting period. £63,360 was allocated to partners. SWAP received £19,379. The project remains on target and on budget.

# SCOTTISH WIDER ACCESS PROGRAMME

## NOTES TO THE ACCOUNTS FOR YEAR TO 30TH APRIL 2022

### 4 Cost of Charitable activities

	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
	£	£	£	£
Salary to allocate		- 0	- 0	
Development Officers	11,236	98,307	109,543	93,823
Director's Remuneration	11,528	27,454	38,982	37,055
Administrative Salaries		2,738	2,738	9,367
Consultancy Fees			-	14,228
Implementation of Advance Project		32,020	32,020	
European Project Partners		31,340	31,340	
Postage, Printing and Stationery		842	842	1,455
Insurance	545		545	545
Advertising and Marketing		17	17	
Subscriptions and Membership Fees	37		37	
Travel expenses		4,076	4,076	
Sundry/office expenses	572	531	1,104	4,432
Conference and Meeting expenses	136	1,483	1,619	3,025
Bank charges		78	78	
	<u>24,055</u>	<u>198,885</u>	<u>222,940</u>	<u>163,930</u>

	2022	2021
<b>5 GOVERNANCE COSTS</b>		
Strategic Management	1,000	1,500
Independent examiner's fees	1,350	1,260
	<u>2,350</u>	<u>2,760</u>

### 6 TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' expenses or other benefits for the year to 30th April 2022

### 7 Staff Costs

During 2021/22 the staff of SWAPWEST, included a full-time Director, one full time development officer. Six part time development officers and two part time admin officers.

SWAPWest employs a full time equivalence of 1 FTE Director 3.3 FTE Development officer and 0.4 Admin officers.