



cdn

College Development Network

Jargon Buster for College Board Members

January 2023



Term	Explanation
Accountable Officer	Usually the Principal, the Accountable Officer is responsible for the propriety and regularity of the finances of the college, and for ensuring the college's economic, efficient, and effective use of resources.
Advance HE	Supports equality and diversity for staff and students in higher education institutions across all four nations of the UK and in colleges in Scotland.
AGS	The Auditor General for Scotland (AGS) is the public official in charge of Audit Scotland, the body responsible for auditing most of Scotland's public bodies. The Auditor General oversees the scrutiny of how public money is spent by the directorates of the Scottish Government, government agencies, NHS Scotland, further education colleges and most Non Departmental Public Bodies.
ALF	Arm's Length Foundation ALFs were established to mitigate the impact of ONS reclassification in relation to cash reserves and future surpluses. Colleges had the option of establishing a local ALF or participating in the sector 'umbrella' ALF (Scottish Colleges Foundation). (See ONS below)
Apprenticeships	Skills Development Scotland administers Scottish Apprenticeships on behalf of Scottish Government, which incorporates <ul style="list-style-type: none"> • Foundation Apprenticeships (FAs) - help young people still at school gain work experience and a qualification • Modern Apprenticeships (MAs) - combine a qualification with on-the-job experience • Graduate Apprenticeships (GAs) – supports employers to provide employees with work-based learning up to master's degree level
APUC	Advanced Procurement for Universities and Colleges
Assigned College	A college assigned and accountable to a Regional Board, instead of being accountable to the SFC.
Audit and Assurance Committee Handbook	Scottish Government publication which provides guidance on the principles and best practice for the organisation of Audit and Assurance committees.
AY	Academic Year, the session from 1 August to 31 July.
CBI	Confederation of British Industry.
CDN	College Development Network – the development and training agency for Scotland's Colleges
CIPFA	Chartered Institute of Public Finance and Accountancy, the professional body.
The Code	Code of Good Governance for Scotland's Colleges
Code of Audit Practice	The Code of Audit Practice sets the framework for public audit in Scotland.

Collective Responsibility	Each board member is collectively responsible and accountable for all board decisions. Board members must make decisions in the best interests of the college and/or region.
College Employers Scotland (Formerly the Employers' Association)	Established in 2016, it is the body through which the Scottish Government's Policy of National Bargaining is delivered and implemented by employers in the college sector, in partnership with the trade unions (EIS-FELA, GMB, UNISON and UNITE). Membership of College Employers Scotland is made up of senior leaders from colleges across Scotland.
Conflict of Interest Definition	Whether a member of the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice your discussion or decision making in your role as a member of a public body.
Corporate Governance Statement	Each college board must state its adoption of the Code in the corporate governance statement contained in its annual financial statement. The chair, on behalf of the board, is expected to report as to how the principles have been applied by the board.
Credits	SFC provides grants to colleges and college regions to deliver a specified volume of activity measured in credits. 1 credit is equivalent to 40 hours of learning.
CPD	Continuing Professional Development
CPG	College Principals Group
CPP	A Community Planning Partnership (or CPP) is the name given to all those services that come together to take part in community planning.
CS	Colleges Scotland is the membership organisation for colleges across the country: campaigning, advocating, and influencing policy on behalf of the sector.
EER	Externally facilitated effectiveness review Each college board must keep its effectiveness under annual review and have in place a robust self-evaluation process. There should also be an externally facilitated evaluation of its effectiveness every three to five years.
EIS	Education Institute of Scotland The Further Education Lecturers' Association (EIS-FELA) is a self-governing organisation within the EIS and is constitutionally autonomous in respect of the distinct interests of their members in the further education sector in Scotland.
ELS	Extended Learning Support - additional support available to students who have a disability or who have learning needs.
EMA	Education Maintenance Allowances (EMAs) give financial support to eligible 16- to 19-year-olds who want to continue learning.
ERDF	European Regional Development Fund

EREP	Evaluative Report and Enhancement Plan forms part of the quality improvement framework <i>How good is our college?</i>
ESF	European Social Fund
ESOL	English for Speakers of Other Languages - the Scottish Government's Adult ESOL strategy aims to give all Scottish residents, for whom English is not a first language, the opportunity to access high quality English language provision.
External Auditor	An auditor whose main function is to give an opinion on financial statements over a specified period.
FE	Further Education - further education courses offer a wide range of vocational qualifications below the level of HNCs and HNDs. Further education takes place in colleges.
FECs	Further Education Colleges
FES	Further Education Statistics - FES are data provided by colleges to the SFC which inform decisions relating to college grant allocations.
FM	The Financial Memoranda with colleges and universities set out the formal accountability relationship between SFC and institutions, and the requirements that institutions are expected to comply with in return for funding.
FOI	The Freedom of Information Act 2000 provides public access to information held by public authorities.
FFR	Financial Forecast Return (SFC)
FTE	Full-time equivalent (FTE) - for comparison and funding purposes, numbers of part-time students and staff are converted to full-time equivalents. This is because a direct headcount is often a poor indication of the actual volume of activity.
FWDF	Flexible Workforce Development Fund
GDPR	General Data Protection Regulation (GDPR) New laws about data protection came into force in the UK in 2018. These laws ensure that: <ul style="list-style-type: none"> • organisations can only use personal information when they are legally allowed to • the public are more aware of ways their personal information can and cannot be used.
GGSG	The Good Governance Steering Group (GGSG) was established in October 2013 at the request of the Scottish Government initially to take forward the development of the ' Code of Good Governance for Scotland's Colleges ', which was published in December 2014 and revised in 2016 and 2022.

Governance Hub	Supported by CDN, the Governance Hub provides members of boards in the college sector, and their staff, with access to the key training courses and supporting resources that they need to fulfil their roles. The college Governance Professional can arrange access.
Governance Professional	All college board members must have access to a governance professional who has an important governance role in advising the board, the committees and individual board members and supporting good governance. Also known as Board Secretary or Clerk to the Board.
GRIGGS	Griggs Review 2011/12 independent review of college governance.
GTCS	General Teaching Council for Scotland (registration body for teachers and lecturers)
HE	Higher Education - higher education courses leading to qualifications, or credits which can be counted towards qualifications. They include HNCs, HNDs, degree courses, and postgraduate courses. Higher education takes place in universities and colleges.
HEIs	Higher Education Institutions - HEIs is a general term used for education institutions that do not have a university title. However, as with universities, they provide courses that lead to qualifications including HNCs, HNDs, degree courses, and postgraduate courses.
HESA	Higher Education Statistics Agency collects, analyses and reports on higher education statistics for universities and colleges in the UK.
HIE	Highlands and Islands Enterprise is the Scottish Government's economic and community development agency for Scotland's Highlands and Islands region. HIE aims to build sustainable economic growth in all parts of the Highlands and Islands.
HNC/D	Higher National Certificate/Diploma
IiP	Investors in People
Innovation Centres	There are 8 Innovation Centres in Scotland established by the SFC which are industry-led to generate research activity and innovation needed by their sector.
IPR	Intellectual Property Rights protect the creator's right to be appropriately acknowledged for their work, such as an invention or a manuscript.
JISC	Joint Information Systems Committee - JISC is funded by the UK higher education funding bodies to provide world-class leadership in the innovative use of ICT to support education and research.
Jiscmail	An email list service to facilitate discussion, collaboration, and communication within the UK academic community.

Job Evaluation	The Job Evaluation project forms part of a national agreement between employers and support staff trade unions – UNISON, GMB and UNITE – to ensure that Equal Pay underpins all aspects of pay and reward for the purposes of National Bargaining. College Employers Scotland and trade unions are committed to joint ownership of this Job Evaluation process See College Employers Scotland above.
Knowledge Exchange	Knowledge Exchange is the process by which universities, HEIs, and colleges' knowledge, expertise and intellectually linked assets are constructively applied beyond further and higher education for the wider benefit of the economy and society, through two-way engagement with business, the public sector, cultural and community partners.
KPIs	Key Performance Indicators
LMI	Labour Market Information (LMI) is information about the current economic and employment situation. It includes data on graduate destinations, average starting salaries, current trends in employment sectors and recruitment patterns.
MA	A Modern Apprenticeship is a job which lets people earn a wage and gain an industry-recognised qualification. For employers, modern apprenticeships help develop their workforce by training new staff, and upskilling existing employees.
Ministerial Letter of Guidance	Ministerial letters of Guidance from the Scottish Government to the SFC set out their priorities for colleges and universities in Scotland. Available on the SFC website.
MIS	Management Information Systems
Model Code of Conduct	Issued by Scottish Ministers the purpose of the Code is to set out the conduct expected of those who serve on the boards of public bodies in Scotland and includes the nine principles of public life in Scotland. Each College will have a Code of Conduct based on the Model Code.
National Bargaining	See College Employers Scotland above
National Strategy for Economic Transformation (NSET)	The National Strategy for Economic Transformation is the Scottish Government's 10-year strategy for economic transformation. Published in March 2022.
NDPB	Non-Departmental Public Body - they have a role in national government but are not government departments. They operate at arm's length from Ministers, although Ministers remain accountable to Parliament for their performance. The Scottish Funding Council is an NDPB.
NED	Non-Executive Director
NES	NHS Education for Scotland

NPD	Non-Profit Distributing. A funding source that allows major infrastructure projects to be built. It replaced the PFI model. The NPD model is led by the Scottish Futures Trust.
NSS	National Student Survey, conducted annually
NUS Charity	National Union of Students - a confederation of local student representative organisations in colleges and universities throughout the United Kingdom.
NVQ	National Vocational Qualification
ONS	Office of National Statistics ONS reclassification of colleges – colleges in Scotland are now classed as public bodies, and hence fall under the accounting requirements of the ONS. This means that colleges require government consent to borrow funds and from 1 April 2014, colleges could no longer carry forward surplus funds to future years.
OSCR	Office of the Scottish Charity Regulator
Outcome Agreement	Outcome Agreements set out what colleges and universities plan to deliver in return for their funding from SFC. SFC Outcome Agreement Managers work with institutions to develop their Outcome Agreements.
PAC	Public Audit Committee, part of Scottish Parliament.
PACE	Partnership Action for Continuing Employment - the Scottish Government's national strategic partnership framework for responding to redundancy situations
PFI	Private Finance Initiative. A procurement method which uses private sector investment to fund public sector infrastructure and / or services according to a specification defined by the public sector.
PIs	Performance Indicators - a set of indicators produced which measure the performance of institutions in a number of areas (sometimes KPIs).
ROA	Regional Outcome Agreements were introduced by the Scottish Funding Council in academic year 2012/13 as the primary means for SFC and colleges to work together to demonstrate the impact of the sector and its contribution to Scottish Government priorities. See Outcome Agreement above
RSB	Regional strategic body (which is regarded as a fundable body by SFC)
SAAS	Student Awards Agency for Scotland - SAAS is a Scottish Government agency. Its purpose is to assess and pay student support for individuals entering and continuing in higher education. (HNC courses and above)

SCQF	<p>Scottish Credit and Qualifications Framework – The SCQF is the national qualifications framework for Scotland which promotes lifelong learning in Scotland. The framework is managed by the SCQF partnership, a registered charity.</p> <p>For qualifications and learning programmes to be included on the SCQF, they must have their SCQF level and credit formally confirmed. This process is called credit rating. There are a number of SCQF Credit Rating Bodies in Scotland, including the SQA, colleges, universities and approved bodies such as the Scottish Police College.</p>
SDI	<p>Scottish Development International is Scotland’s trade and foreign direct investment agency. Their aim is to encourage and support more overseas businesses to set up a location here, invest in Scottish businesses or buy high quality Scottish products and services.</p>
SDS	<p>Skills Development Scotland is the national skills agency of Scotland. It is an executive non-departmental public body of the Scottish Government which was created from Careers Scotland, Learndirect Scotland and the skills functions of Scottish Enterprise and Highland & Islands Enterprise.</p>
SE	<p>Scottish Enterprise - an NDPB which encourages economic development, enterprise, innovation, and investment in business. The body covers the eastern and central parts of Scotland whilst similar bodies, Highlands and Islands Enterprise and South of Scotland Enterprise, operate in north-western and southern Scotland respectively.</p>
SFC	<p>Scottish Funding Council it is the national strategic body that is responsible for funding teaching and learning provision, research and other activities in Scotland's colleges and universities. SFC provides grants to colleges and college regions to deliver a specified volume of activity measured in credits (1 credit is equivalent to 40 hours of learning). The SFC is also an NDPB.</p>
SG	<p>Scottish Government</p>
SGLLD	<p>Scottish Government Lifelong Learning Directorate - the Directorate is responsible for Scottish Government policy on all aspects of learning that take place after people leave school - from basic employability training through to post-doctoral research.</p>
SIPs	<p>Skills Investment Plans – developed by SDS to identify skills development needs.</p>
SLA	<p>Service Level Agreement - the SLA is a part of a service contract where the level of service is formally defined.</p>
SMEs	<p>Small and Medium Enterprises - SMEs are companies whose headcount or turnover falls below certain limits (defined by the EU).</p>
SMT	<p>Senior Management Team</p>
SoRP	<p>Statement of Recommended Accounting Practice</p>

SOSE	South of Scotland Enterprise launched officially on 1 April 2020 as the Economic and Community Development Agency for Dumfries and Galloway and Scottish Borders.
sparqs	student partnerships in quality Scotland
SPFM	Scottish Public Finance Manual is issued by the Scottish Ministers to provide guidance to the Scottish Government and other relevant bodies on the proper handling and reporting of public funds.
SQA	Scottish Qualifications Authority - the national accreditation & awarding body in Scotland.
SSCs	Sector Skills Councils are independent organisations developed by employers in industry. They are employer-led and involve trade unions and professional bodies.
STEM	Science, Technology, Engineering and Mathematics subjects
STUC	Scottish Trade Union Congress - the co-ordinating body of trade unions, and local Trades Councils in Scotland.
Student Association	Students' associations are the legally representative voice of students. A strong, effective students' association should enable students to make their voices heard, and to take collective action to change and improve their student experience.
SVQ	Scottish Vocational Qualifications (SVQs) are work-based qualifications.
TES	Times Educational Supplement
TQ(FE)	Teaching Qualification (Further Education)
TUPE	Transfer of Undertakings (Protection of Employment) Regulations 1981
UCAS	University and Colleges Admissions Service
WBL	Work Based Learning

www.cdn.ac.uk

 College Development Network

 @ColDevNet  CDN  CDN

