

Glossary of Terms relevant to the college sector in Scotland

Term	Explanation
ACC	Audit and Compliance Committee
ACOP	Audit Code of Practice
AGS	Auditor General for Scotland
AIC	Access and Inclusion Committee
AY	Academic Year, the session from 1 August to 31 July
CBI	Confederation of British Industry
CDN	College Development Network – supporting the professional development of college staff across Scotland
CEG	Chief Executive's Group
CPD	Continuing Professional Development
CS	Colleges Scotland – the collective voice for college sector in Scotland
GGC	Code of Good Governance for Scotland's Colleges
GGSG	Good Governance Steering Group
CIPFA	Chartered Institute of Public Finance and Accountancy, the professional body
CPD	Continuing professional development, a range of short and long training programmes
BEIS	Department for Business, Energy and Industrial Strategy (replaced BIS in 2016)
DDA	Disability Discrimination Act (1995), UK legislation setting out the rights of disabled people not to encounter unjustified discrimination in society on account of a disability
DRC	Disability Rights Commission - an independent body established to eliminate discrimination against disabled people and to promote equality of opportunity
DWP	Department for Work and Pensions, responsible for welfare and pension policy
EAUC	Environmental Association of Universities and Colleges
ECU	Equality Challenge Unit
EIS	Education Institute of Scotland – the trade union of many college staff
ELIR	Enhancement-Led Institutional Review – now being replaced with new partnership view
ELS	Extended Learning Support - additional support available to students who have a disability or who have learning needs
EMA	Education Maintenance Allowance
ERDF	European Regional Development Fund
ESF	European Social Fund - one of the EU's Structural Funds aimed at improving living standards across EU Member States and regions, by giving citizens more opportunities to improve skills and job prospects
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
EURIYDICE	the information network on education in Europe
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

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FES	Further Education Statistics - FES are data provided by colleges to the SFC which inform decisions relating to college grant allocations
FM	Financial Memorandum
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 head-count is often a poor indication of the actual volume of activity
GNVQ	General National Vocational Qualification
GRIGGS	Griggs Review 2011/12 independent review of college governance
HE	Higher Education - higher education courses are programmes 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 higher education institutions, and colleges
HEA	Higher Education Academy - it works to help universities, colleges and others to deliver the best possible learning experience for all students. The academy was formed in 2004 from a merger of the Institute for Learning and Teaching in Higher Education, the Learning and Teaching Support Network and the Teaching Quality Enhancement Fund National Co-ordination Team
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. HEIs is also commonly used when talking about universities and HEIs as a group.
HESA	Higher Education Statistics Agency - it collects, analyses and reports on higher education statistics for universities and colleges in the UK
HIE	Highlands and Islands Enterprise – an NDPB, it 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
HMIE	(now Education Scotland) - Her Majesty's Inspectorate of Education, HMIE has responsibilities to evaluate the quality of pre-school education, all schools, teacher education, community learning and development, further education and local authorities.
Incorporated College	A college with a board of management under part 1 of the Further and Higher Education (Scotland) Act 1992
ICs	Innovation Centres – there are 8 ICs in Scotland established by the SFC which are industry-led to generate research activity and innovation needed by their sector
IiP	Investors in People
IPR	Intellectual Property Rights - intellectual property rights protect the creator's right to be appropriately acknowledged for their work, such as an invention or a manuscript. IPR gives the creator a means of controlling how their protected work is exploited, thereby ensuring that they are properly rewarded for their creative endeavours. Includes patents, registered trademarks and copyright

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JANet	Joint Academic Network - high-speed, secure computer network for the academic community
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, run solely on the JANet network
KE	Knowledge Exchange – it 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
MIS	Management Information Systems
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
NEET	“Not in Education, Employment or Training” - refers to young people in Scotland who are unemployed and not in work or education
NES	NHS Education for Scotland
NIACE	National Institute of Adult Continuing Education
NSS	National Student Survey, conducted annually
NUS	National Union of Students - a confederation of local student representative organisations in colleges and universities throughout the United Kingdom
NVQ	National Vocational Qualification
NXD	Non-Executive Director
OAM	Outcome Agreement Manager
ONS	Office of National Statistics – colleges in Scotland are now classed as public bodies, and hence fall under the accounting requirements of the ONS
OSCR	Office of the Scottish Charity Regulator
PAC	Public Audit Committee
PACE	Partnership Action for Continuing Employment - the Scottish Government's national strategic partnership framework for responding to redundancy situations
PCDL	Personal and Community Development Learning
PFI	Public Finance Initiative (now replaced with PPI, and then Scottish Futures Trust)
PIs	Performance Indicators - a set of indicators produced by which measure the performance of institutions in a number of areas (sometimes KPIs)
PLSP	Personal Learning and Support Plans - colleges making claims for funding of additional support needs activity complete this form detailing an individual students learning and educational support needs
RB	Regional Board - the type of regional strategic body that has no other functions (i.e. it is not a college or university)

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Regional College	A college assigned and accountable to a Regional Board, instead of being accountable to the SFC
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	Scottish Credit and Qualifications Framework - a framework which promotes lifelong learning in Scotland. The framework is managed by the SCQF partnership, a registered charity made up of several organisations
SDB	Strategic Delivery Body
SDI	Scotland Development International [Invest in Scotland] part of Scottish Enterprise
SDM	Strategic Dialogue Meeting
SDS	Skills Development Scotland - an NDPB, created from Careers Scotland, Learndirect Scotland and the skills functions of Scottish Enterprise and Highland & Islands Enterprise
SE	Scottish Enterprise - an NDPB which encourages economic development, enterprise, innovation and investment in business. The body covers the eastern, central and southern parts of Scotland
SFC	Scottish Funding Council – an NDPB, 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
SG	the Scottish Government
SGHD	Scottish Government Health Directorate
SGLLD	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
SIPs	Skills Investment Plans – developed by SDS to identify skills development needs
SLA	Service Level Agreement - the SLA is a part of a service contract where the level of service is formally defined
SMEs	Small and Medium Enterprises - SMEs are companies whose headcount or turnover falls below certain limits (defined by the EU)
SMT	Senior Management Team
SOCRATES	European Community Action Programme in the field of education
SoRP	Statement of Recommended Accounting Practice
sparqs	Student Participation in Quality Scotland
SPFM	Scottish Public Finance Manual - it 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
SPMF	Strategic Performance Management Framework
SPTV	Scottish Parliament TV – which records and archives parliamentary discussions
SQA	Scottish Qualifications Authority - the national accreditation & awarding body in Scotland
SRDP	Scottish Rural Development Programme

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SSCs	Sector Skills Councils - 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. As at 2010, the STUC represented around 630,000 trade unionists. Their policy framework is set by their Annual Congress. The STUC is a completely separate and autonomous organisation from the Trades Union Congress (TUC) of Great Britain
SUMs	Student Units of Measurement - it equates to roughly 40 hours of classroom-based attendance on a programme of study and relates directly to one Scottish Qualifications Authority credit. SUMs & Weighted SUMs now replaced by Credits
SuperJANet	the advanced higher speed fibre-optic computer network linking universities and colleges in the UK - a development of JANet
tCO₂	tonnes of carbon dioxide
TDP	Training and Development plan
TES	Times Educational Supplement
TUPE	Transfer of Undertakings (Protection of Employment) Regulations 1981
UCAS	University and Colleges Admissions Service
UCCFS	Universities and Colleges Climate Commitment for Scotland
UCU	University and Colleges Union (NATFHE and AUT merged June 2006)
WBL	Work Based Learning