



The Purpose of the SIA

The SIA is the first document reviewers read as they engage with the review documentation. Reviewers use the SIA to form an impression of the institution and its approach to quality enhancement. Annex D in the [TQER Guide for Institutions](#) provides guidance on the structure of the SIA.

The SIA should provide an executive-level summary, introducing the broader evidence base, without replicating large sections of narrative information from previous SEAPs or other documentation. Although some contextual information may be beneficial (such as a brief background to institutional enhancement, or an overview of structures and committees), the SIA should avoid focussing on details and data.

What an SIA is and is not

An SIA is not...	An SIA is...
A detailed discussion of all enhancement initiatives across the institution.	A framing document for the review, offering a high-level, executive narrative.
A descriptive catalogue of committees and processes, focussing on data and KPIs.	A concise, navigable document, offering a roadmap to the broader evidence base.
A compliance checklist demonstrating how institutions “meet” each TQEF principle.	A reflective analysis providing an evidence-based evaluation of the institution’s engagement with TQEF principles.
An operational account of enhancement initiatives.	A strategic overview of the institution’s approach to quality enhancement.
An overly positive, promotional-style outline of an institution’s successes.	An honest, reflective exploration of an institution’s strengths and challenges.
Written solely by quality staff.	Written by quality staff in collaboration with colleagues across the institution and in partnership with students.

Structure of the SIA

Institutions may choose to structure their SIA in a way that suits their context. All SIAs should include:

- **Institutional Context:** A brief overview of the institution and its approach to enhancement. Reference should be made here to previous SEAPs.

- **Evaluation against TQEF Principles:** An evidence-based exploration of each principle, including concise references to specific initiatives and examples. This should include a self-evaluation of current strengths and challenges.
- **Student Partnership and External Engagement:** A discussion of how stakeholders were involved in review preparation, including collaboration with students, staff, and external partners (such as employers or accreditors).
- **Reflection and Direction:** An executive reflection on the institution's progress and a brief outline of future priorities.

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