

12. The Self-Evaluation Document (SED)

The key document produced by the PPR Committee is the Self-Evaluation Document (SED). The preparation of the SED is a very important part of the PPR and should include 'core' information presented in a structured way. This should be analytical and evaluative rather than descriptive. It is also the key document through which the FICS conveys a snapshot about itself. The preparation of the SED also serves as a starting point for critical reflection by the FICS about the way it is organised and managed, the mechanisms used to evaluate its activities and how these are sustaining continuous enhancement. It is an opportunity for the FICS to trigger an open professional dialogue with internal and external stakeholders about what is working well, less well, and what might be done to address areas for development.

It is essential that there is full consultation with all members of the FICS during the preparation of the SED. The draft SED should be submitted to all academic staff members for comment and fully discussed at a meeting. Students should also be given the opportunity to comment on the SED – this can often best be done either through a special meeting or focus groups in consultation with the FICS student representatives and/or student/staff liaison mechanisms.

The document should aim to be around 12–15 pages and should not exceed 20 pages (excluding appendices). A full SED template is available in **Annex 1**.