



# SFC Guidance

## FES 1 Guidance notes 2017-18

Issue date: 03 April 2017 (revised 5 June 2017)

Reference: SFC/GD/01/2017

Summary: Guidance notes and code lists for completion of FES 1 course/programme data:  
Academic year 2017-18

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## Further Education Statistics (FES) – course / programme data (FES1)

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## Section 1

### Revisions to the FES 1 data collection

1. Additional explanatory text added for the field Ref: 25 – ‘Work experience’ course indicator.
2. Removal of the requirement for reporting the previous fields ‘Planned ELS Credits’ and ‘Tariff ELS Credits’. FES 1 file fields renumbered to reflect this change.
3. Addition of field Ref: 26 – ‘One Plus approved’ to signify that the course is either exempt or has been formally approved as an over One Plus credit claim.
4. Code list A Qualification Aim of study – correction to the placement of *SQA Advanced Higher* and *Scottish Baccalaureate* qualifications. Moved from Non-advanced qualifications section to the Advanced qualifications section.
5. Code list B Awarding bodies of qualifications – addition of code option 50, University of the Arts London.
6. Code list F Superclass II: Outline of main classes – significant changes made to this code list following Superclass classification revisions from Learn Direct. Full details of the revisions are provided in this guidance at Appendix 1: Summary of Superclass changes.
7. **June 2017 revisions:** corrections made to Code list F, Superclass II outline of main classes; Class FB description corrected to read ‘Culture/Gender/Folklore’ from previous ‘Languages Cultural Studies’ and to correct the spelling of the word ‘Complementary’ in Class PC.

## Section 2

### Coverage and timing of FES 1 data

8. FES 1 data should be returned for all programmes including non-fundable full cost recovery programmes. A return should be submitted for each year of the course, including years which consist entirely of industrial or practical training. Detailed instructions for the completion of FES 1 data are set out in Section 3.
9. All colleges should ensure that their FES return covers all FE and HE activity (with the exception of UHI Associated Colleges and SRUC that only return FE data to SFC). All courses / programmes including self-financing and profit making should be returned through the FES system. Consultancy activity involving college staff should be excluded.
10. For the purpose of these returns a course is defined as one or more programme(s) of instruction in which progressive study is undertaken throughout the period of the programme(s) in one subject or a number of related subjects. In general, a programme may be considered as any group of students having the same programme particulars (e.g. subject, mode of attendance for programme, qualification aim, programme start date, and programme end date.) The maximum duration of a programme is considered to be one academic year, whilst a course may run over a number of academic years. Colleges are free to define courses / programmes in any way which is meaningful to their delivery of education, subject only to the conditions listed below which are designed to avoid multiple counting of students:
  - Programmes should be set up so that they are identifiable by their dominant Superclass.
  - A full-time student enrolled on a programme of study should be counted only once. This particularly applies to full-time students studying National / Higher subjects. These students should be recorded against one FES 1 programme only.
  - Where a student is enrolled for a programme of study, even if this is not full-time (e.g. a group of Highers grouped together into the same Superclass and mode of delivery) they should not be included more than once in that programme and only one FES 2 for each student should be submitted.
  - Similarly the course should not be split into its component parts with separate FES 1 programmes for each part simply to avoid students appearing more than once.
  - However, where a student enrolls in two separate unrelated programmes of study in terms of subject area they may be enrolled and counted in more than one FES 1 programme.
  - Other students may enrol separately for individual National / Higher subjects or NC units in different Superclass groups. These students should be covered

by one FES 1 return for each Superclass group having common programme particulars, for which they are enrolled.

- Separate programme codes must be used to identify any fixed length programmes made up for infill students. Students who are infilling should be recorded in a separate FES 1 which is the infill FES 1 for the programme. The word 'infill' must be included in the programme title.

### **Attendance criteria for inclusion in the session count**

11. For full time programmes beginning before 11 September 2017 the 25% funding qualifying date should now be set at 1 November. This will be a later date for some programmes and an earlier date for others. This should simplify the administration of the funding qualifying date.
12. For all other programmes the qualifying funding date will be the day on which 25% of the total calendar days between the course start and end days have passed.
13. FES data is due for return to SFC via FES online by 5 October 2018, to include all enrolments during the entire academic session (1 August 2017 to 31 July 2018).
14. The Quarterly return dates are as follows:
  - 1<sup>st</sup> Quarter – 10 November 2017.
  - 2<sup>nd</sup> Quarter – 2 February 2018.
  - 3<sup>rd</sup> Quarter – 6 July 2018.
  - Final Return – 5 October 2018.

### Section 3

#### Notes and code lists for completion of FES 1

##### *Course/programme details*

Ref:	Field Name	Description	Length	Position
1	Programme directory number	This number is a unique serial number which identifies each programme and allows mapping to FES 2 data. For all colleges, the first two characters are unique for each college. The remaining characters, with exception of the final character, are the college's own choice. For all programmes, the final character denotes the year of the programme.	8	1-8
2	College programme ID	Unique identifier for programmes as used by the colleges.	20	9-28
3	Title of programme	BLOCK CAPITALS – programme titles should reflect the subject area of the programme. Nationally recognised programme titles should be used where appropriate.  For programmes that are defined as closed or joint collaborative arrangement programmes, then the programme title should also reflect this. For programmes that comprise of infill students, the term infill should appear in the title. ESOL course should contain the abbreviation 'ESOL' in the course title.	81	29-109
4	College code number	Enter unique seven digit college code number.	7	110-116
5	Department or faculty code	Optional	6	117-122
6	Qualification of study	Enter appropriate code for FES 1 code list A to reflect the qualification aim of study that the student group has enrolled to achieve.	2	123-124

		For programmes with more than one possible qualification on exit, code the qualification which can be obtained earliest within each particular year.		
7	Awarding body	Enter appropriate code from FES 1 code list B.	2	125-126
8	Advanced / non-advanced programme	Advanced (HE) = 1, non-advanced (FE) = 2  Code 1 is used if the programme is at Higher Education (HE) level and an appropriate HE Qualification of Study code should be used. The definition of higher education is that given in the Further and Higher Education (Scotland) Act 1992. A programme at FE level should be allocated code 2 and a relevant Further Education (FE) qualification code applied.	1	127
9	Source of finance	Enter appropriate code from FES 1 code list C.	2	128-129
10	Type of programme	Enter appropriate code from FES 1 code list D.  For all types of joint collaborative provision, in any one year of a course, tuition fees will be received only by one institution for the course year in question.  Where in any one year of a course the pattern of student attendance is such that there is no clear majority provider then institutions should refer the case to their respective funding bodies to agree which institution will receive tuition fees. The type of programme field should then be filled in appropriately.	2	130-131
11	HE subject code	To be completed for HE programmes only.  This field should be completed only if the advanced/non-advanced programme indicator is 1. Enter the appropriate code from FES 1 code list E.	4	132-135
12	Programme Superclass II code	Dominant Superclass II code from FES 1 code list F.	2	136-137
13	Year of course	First year = 1, Second year = 2, etc.	1	138
14	Length of course	Enter the length in years. All courses must have an entry. The length of course must	1	139

		be consistent with the qualification of the course (i.e. must be the shortest time in which students can leave the course on attaining the qualification). For an honours degree, length of course will include years of study at ordinary degree level.		
15	Duration of programme	<p>Enter the duration of the programme in weeks for the current academic session only (maximum 52 weeks). For programmes of less than five days duration, enter 00.</p> <p>Where the duration of the programme is not an exact number of weeks but instead, for example, is nine weeks and one day then the duration entered should be rounded up to the nearest week, so in this instance of duration of ten should be entered.</p> <p>Please note that for roll-on roll-off programmes, duration should reflect the timetabled activity per student (e.g. a one week programme running all year should be coded as 01 not 52).</p>	2	140-141
16	Mode of attendance of programme	Enter appropriate code from FES 1 code list G.	2	142-143
17	Start date of programme	<p>This is the date on which the first class / lecture / meeting of the programme is scheduled to take place on (in the format DDMMYYYY). Spanning courses from 2016-17 will have a start date within academic year 2016-17.</p> <p>Where the programme has no defined start date, such as for roll-on roll-off programme, the programme start date is to be the college year start date.</p>	8	144-151
18	End date of programme	This is the date on which the last class / lecture / meeting of the programme is scheduled to take place (in the format DDMMYYYY). Where the programme has no defined end date, such as for roll-on roll-off programme, the programme end date is to be the college year end date. Programmes spanning into academic year 2017-18 should show an end date within academic year 2017-18.	8	152-159
19	SCQF level or	Enter appropriate code from FES 1 code list J – see footnote on code list J for	2	160-161



	"broadly comparable" level of programme	guidance on comparing across from other national frameworks and on allocating a 'broadly comparable' level to non-credit rated courses.		
20	Gaelic indicator	Enter appropriate code from FES 1 code list H.	1	162

***Student numbers***

21	Number of students (session)	See section 2 for details.	4	163-166
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***Funding information (Programmes which are non-fundable should be assigned 0000.000 for the number of Credits.***

22	Number of planned Credits	Total planned Credits to three decimal places for the programme.  Credits for spanning programmes must only be claimed in the academic year in which the course year ends for each year of the course. Credits should only be claimed for students eligible for funding.	8	167-174
23	Dominant programme group	Dominant programme group for each programme from FES 1 code list I. This must be supplied for all programmes.	2	175-176
24	Tariff Credits	Total course Tariff Credits to three decimal places for the programme / course.	8	177-184
25	"Work experience" course indicator	To be counted, the period of "Work experience" <u>must</u> be over 40 hours duration or more and can be internal or external, supported or unsupported, assessed or non-assessed. <i>(Please also refer to the "Work experience" element indicator field in FES 3).</i> 0=course / programme does <u>not</u> include a "Work experience" element 1=course / programme includes a "Work experience" element	1	185
26	One Plus approval	1=approved One Plus course	1	186
27	Text	Explanation of warning errors.	256	187-442

## Code list A

Qualification aim of study (planned / expected programme outcome)

### *Advanced qualifications (SCQF Level 7 and above)*

Code	Description
BA	First Degree (honours)
BB	First Degree (ordinary)
27	Professional Body Qualification
28	Scottish Vocational Qualification or National Vocational Qualification
DC	Higher National Diploma or equivalent
DD	Higher National Certificate or equivalent
EE	HN units only but not leading to an award certificate
29	Advanced qualification not specified elsewhere
30	SQA Professional Development Award
KA	SQA Advanced Higher Award
26	Scottish Baccalaureate

### *Non-advanced qualifications (SCQF Level 6 and below)*

31	Scottish Vocational Qualification or National Vocational Qualification
32	SQA Professional Development Award
33	National Certificate Award (accredited group award)
34	National Qualification Award (college devised non-accredited award)
35	SQA National Progression Award
36	SQA Skills for Work Award
37	Non-advanced qualification not specified elsewhere
KB	SQA Higher Award
38	SQA National Award
39	Non-advanced units only but not leading to an award certificate
PB	Programme not leading to recognised qualification (fully non-assessed courses including most non-vocational programmes)

15. The **Qualification Aim** code should be used in conjunction with the **SCQF and "broadly comparable" Level** code (Code List J) to accurately inform the students intended aim and level of study.
16. The FES 1 qualification aim should reflect the qualification that the student has enrolled to achieve. If for example a student enrolls at college to achieve a national certificate over a period of three years, their qualification aim in each year should be a national certificate. The course year should either be year one

and the course length should be three or year two of a three year course or year three of a three year course.

17. If a course includes National Units in addition to other qualifications, code under the main qualification and SCQF or “broadly comparable” level.
18. If the awarding body for a programme of study is listed as being SQA, City and Guilds or any other listed awarding body (Code list B) then the programme should not be coded as a ‘programme not leading to recognised qualification’.
19. College programmes that have SCQF credit rating should not be coded as non-recognised but programmes that have not been credit rated should.
20. Where a qualification is not specifically mentioned, code under its nearest equivalent e.g. diplomas and certificates counted as Higher Education would be coded DC or DD as appropriate.
21. Programmes such as Duke of Edinburgh’s Awards and other like programmes leading to a recognised qualification that are not specifically mentioned in the ‘qualification aim of study’ code list should be coded as ‘Non-advanced qualification not specified elsewhere’ (37).
22. Where a student enrolls at the college with the intention of gaining three Highers, the ECDL or similar, the student should be enrolled on a single programme of study that comprises of all three Highers, or ECDL units, etc. Colleges should avoid breaking the enrolment down into a number of separate programmes which can be more easily achieved for performance indicator purposes.
23. Code PB ‘Programme not leading to a recognised qualification (fully non-assessed course including most non-vocational programmes)’, should only be used when a programme contains no formal accredited units.

## Code list B

### Awarding bodies of qualifications from code list A

Code	Description
01	SQA
02	City & Guilds
03	HEI
04	College
05	Other
06	No awarding body
07	Association of Accounting Technicians
08	British Computer Society
09	Chartered Institute of Personnel Development
10	Chartered Management Institute
11	Counselling & Psychotherapy in Scotland (COSCA)
12	Engineering Construction Industry Training Board
13	Engineering & Marine Training Authority
14	Institute of Leadership Management
15	The National Examination Board in Occupational Safety & Health
16	The Royal Environmental Health Institute of Scotland
17	Science, Engineering, Manufacturing Technologies Alliance
18	Alcohol Focus Scotland
19	ASDAN
20	British Institute of Innkeepers
21	Chartered Institute of Housing
22	Council for Administration
23	EDEXCEL
25	E-Skills UK
27	Institute of Customer Services

28	Institute of Logistics & Transport
29	IOSH
30	ITEC
31	Lloyds Register of Shipping
32	Management Standards Centre
33	NCFE
34	OCR
35	Sector Skills Alliance Scotland
36	Serve Wise
37	SITO
38	Skills for Active Scotland
39	The Early Years National Training Org
40	The Institute of the Motor Industry
41	Vocational Training Charitable Trust
42	Wine & Spirit Education Trust
43	Association of Chartered Certified Accountants
44	British Deaf Association
45	British Institute of Non-Destructive Testing
46	Chartered Institute of Purchasing and Supply
47	National Open College Network
48	Excellence, Achievement and Learning Ltd
49	College SCQF credit rating body
50	University of the Arts London

## Code list C

### Source of finance for programme

Code	Description
01	Cost recovery: Scottish Higher Education Institution
02	Cost recovery: Other UK (non-Scottish) Educational Institution
03	Cost recovery: HM Government Departments and Public Bodies (not including the European Community)
04	Cost recovery: Other, including Employers in UK Industry / Commerce (i.e. includes PICKUP type programmes)
05	Cost recovery: Employability Fund (SDS)
09	Scottish Funding Council (SFC)
10	Other full cost recovery

### Notes

24. All programmes that receive any funding from SFC must be coded source of finance 09.
25. For programmes other than those that receive SFC funding, the source of finance should be dominant source of funding that enables the college to provide each particular programme.

## Code list D

### *Type of programme*

Code	Description
01	Non-vocation programme
02	Programme taught in the institution but where the fees from students on the programme are received by a Scottish Higher Educational Institution
03	Programme taught in the institution but where the fees from students on the programme are received by some other Scottish FE College (see notes)
04	Programme taught in the institution but where the fees from students on the programme are received by some other UK (non-Scottish) Educational Institution (see notes)
05	Vocational programme – school link – for pupils with learning difficulties
06	Vocational programme – school link – other
07	Vocational programme – supported by Government training scheme (e.g. Employability Fund (SDS)) – for students with learning difficulties
08	Vocational programme – supported by Government training scheme (e.g. Employability Fund (SDS)) – other
09	Vocational programme – supported by European Funding – for students with learning difficulties
10	Vocation programme – supported by European Funding – other
11	Other vocational programme – for students with learning difficulties
12	Other vocational programme – other

### Notes

26. A vocational programme is one primarily designed to prepare students for employment or a profession, by increasing their knowledge, skill or proficiency in related subjects. All programmes primarily designed for students released from employment, and programmes leading to recognised external qualifications, except where the qualifications are primarily intended for recreational purposes e.g. City & Guild creative studies programmes, are regarded as vocational.
27. Day release programmes in General or Liberal Studies, programmes for pupils released from school to attend regularly at a further education college and programmes for students with Educational Support Needs (ESN) are all classed as vocational. By definition, all programmes which are not vocational should be regarded as non-vocational.

## Code list E

### Subject codes (for HE programmes only)

#### *Subject Classification*

<b>Group A: Medicine and Denistry</b>		C111	Clinical Science
A101	Clinical Medicine	C112	Life Sciences
A102	Dental Surgery Assistants	C113	Other Biological Sciences
A103	Dental Technology		
A104	Dental Health Education	<b>Group D: Agriculture and related subjects</b>	
A105	Other Clinical Dentistry	D101	Veterinary Sciences
		D102	Animal Husbandry
<b>Group B: subjects Allied to Medicine</b>		D103	Animal Nursing
B101	Anatomy and Physiology	D104	Agriculture
B102	Human Biology	D105	Fish Farming and Water Keeping
B201	Pharmacology	D106	Crop Production (including grassland - forage course)
B202	Pharmacy	D107	Horticulture
B302	Nutrition/Dietetics	D108	Vegetable/Flower Production
B401	Ophthalmics	D109	Floristry
B402	Contact Lens Fitting	D110	Agricultural Marketing and Merchenting
B403	Dispensing Opticians	D111	Farm Business Administration and Management
B404	Audiology	D112	Turf Culture/Green Keeping
B405	Chiropody	D113	Forestry
B406	Speech Therapy	D114	Food Science
B407	Physiotherapy	D115	Food Technology/Manufacture
B408	Occupational Therapy	D116	Food Hygiene
B501	Radiography/Radioagnostics	D117	Gamekeeping Sporting Management
B502	Medical Technology	D118	Natural Resources
B503	Medical Laboratory Science	D119	Other Agricultural Subjects
B504	Physiological Measurement	D201	Fisheries
B601	Community Psychiatric Nursing	D202	Fishing Crew
B602	District Nursing	D203	Sea Fishing
B603	District Nurse Tutors		
B604	Nursery Nursing	<b>Group F: Physical Sciences</b>	
B605	Midwifery	F101	Chemistry
B606	Nursing Related Studies	F102	Applied Chemistry
B607	General and Other Nursing	F103	Industrial Chemistry
B701	Occupational Health	F104	Chemistry with Languages or Business Administration
B702	Health Visitors	F105	Polymer Chemistry
B703	Health Visitor Tutors	F106	Analytical Chemistry
B704	Clinical Teaching	F107	Radio Chemistry
B705	Environmental Health	F108	Other Chemistry
B706	Others in Medical Health and Welfare	F201	Material Science (excluding Metallurgy)
		F301	Physics
<b>Group C: Biological Science</b>		F302	Applied Physics
C101	Biology	F303	Physical Electronics
C102	Applied Biology	F304	Other Physics
C103	Environmental Biology	F401	Astronomy
C104	Marine Biology	F501	Geology
C105	Botany	F502	Engineering Geology
C106	Zoology	F503	Geography Studies as a Science
C107	Microbiology – medical/non-medical	F504	Earth Science
C108	Molecular Biology and Biophysics	F505	Meteorology
C109	Biochemistry	F506	Other Environmental Science
C110	Psychology (unless solely as a social science)	F601	Other Physical Sciences



<b>Group G: Mathematical and Computing Science</b>		H133	Other Engineering (including multis not specified above)
G101	Mathematics	J101	Minerals Technology
G102	Applied Mathematics	J102	Mining
G103	Mathematical Sciences	J103	Other Mining Related Studies
G104	Numerical Methods/Analysis	J201	Metallurgy/Metals Technology
G105	Other Mathematics (including Arithmetic)	J202	Foundry Technology
G201	Statistics	J203	Ceramics Technology
G202	Mathematical Statistics	J204	Glass Technology
G301	Computer Science	J205	Plastics and Polymers Technology
G302	Computer Studies	J206	Paint Technology
G303	Software Engineering	J207	Rubber Technology
G304	Systems Analysis and Design	J208	Leather Technology
G305	Programming	J209	Timber Technology
G306	Information Technology	J210	Furniture Production
G401	Mathematics, Statistics and Computing	J211	Clothing and Footwear, Technology and Manufacture
G402	Other Mathematical and Computing Sciences	J212	Textile Technology
		J213	Printing
		J214	Musical Instrument Technology Manufacture
<b>Group H, J: Engineering and Technology</b>		J215	Silversmiths Work
H101	General Engineering	J216	Other Materials Technology
H102	Civil Engineering	J301	Marine Technology
H103	Structural Engineering	J302	Yacht and Boatbuilding
H104	Environmental Engineering	J303	Marine Electronics
H105	Public Health Engineering	J304	Biotechnology
H106	Mechanical Engineering	J305	Other Technologies
H107	Agricultural Engineering		
H108	Motor Vehicle Engineering		
H109	Vehicle Bodywork	<b>Group K: Architecture, Building and Planning</b>	
H110	Marine Engineering	K101	Architecture
H111	Marine Architecture and Shipbuilding	K102	Professional Practice Architecture
H112	Offshore Engineering	K103	Landscape Architecture
H113	Aeronautical Engineering	K104	Urban and Regional Planning
H114	Aerospace Studies	K105	Town Planning
H115	Electrical Engineering	K106	Urban Studies
H116	Electrical and Electronic Engineering	K107	Housing
H117	Electronic Engineering	K108	Other Architectural or Planning
H118	Computer Systems Engineering	K201	Building
H119	Electronics and Computer Technology	K202	Building Maintenance/Adaptation Conservation
H120	Communications Engineering	K203	Clerk of Works
H121	Instrumentation Control Engineering	K204	Building Technology
H122	Production Engineering	K205	Plumbing Technology
H123	Industrial Engineering	K206	Electrical Technology
H124	Engineering Design	K207	Brickwork Technology
H125	Engineering Design and Manufacturing	K208	Carpentry/Joinery Technology
H126	Fabrication Engineering	K209	Painting/Decorating Technology
H127	Welding	K210	Plastering Technology
H128	Chemical Engineering	K211	Roofing/Tiling Technology
H129	Plant Process Trades	K212	Other Building
H130	Gas Engineering	K301	Building Surveying
H131	Fuel Technology	K302	Quantity Surveying
H132	Other Chemical Engineering and Fuel Technology	K303	Surveying Science

<b>Group L, M: Social Studies</b>	N601	Industrial Relations
L101 Economics/Applied Economics	N602	Personnel Administration
L201 Sociology	N603	Trade Union Studies
L202 Applied Social Science/Studies	N701	Catering and Institutional Management
L203 Social Policy	N702	Hotel Chefs
L204 Social Administration	N703	Pastry Cooks
L205 Health Administration	N704	Hotel and Catering Administration
L206 Social Work	N705	Hotel Reception
L208 Youth and Community Work	N706	Home Economics
L209 Childcare	N707	Cookery
L301 Anthropology	N708	Bakery/Cake Decoration
L401 Psychology	N709	Home Management
L501 Geography (unless classified as a physical science)	N710	Food Service
M101 Politics	N711	Licensed Trade
M102 Government	N712	Other Catering or Institutional Management
M103 Public Administration	N801	Tourism
M104 Other Politics, Government and Administration	N802	Travel Agency
M201 Law	N803	Leisure and Recreation – Business
M202 Other Legal Studies	N901	Transport
M301 Women's Studies	N902	Road Transport
M401 Other Social Studies	N903	Navigation
	N904	Maritime Studies
<b>Group N: Business and Administrative Studies</b>	N905	Deck Officer
N101 Business Studies	N906	Sea Survival
N102 Management	N907	First Aid at Sea
N103 Business and Management Studies	N908	Other Transport
N104 Commerce		
N105 Administrative Management	<b>Group P: Mass Communication and Documentation</b>	
N106 Land and Property Management	P101	Librarianship
N107 Other Business Management and Administration	P102	Information Science
N201 Secretarial Studies	P103	Communication Studies
N202 Secretarial and Typing Skills	P104	Broadcasting Studies
N203 Shorthand and Shorthand Transcription	P105	Publishing
N204 Typewriting and Audio- typew riting	P106	Journalism
N205 Word Processing	P107	Other Media Studies
N206 Receptionists		
N301 Operational Research	<b>Group Q, R, T: Language and Related Disciplines</b>	
N401 Banking	Q101	Linguistics
N402 Building Societies	Q102	Language Studies
N403 Insurance	Q103	Comparative Literature
N404 Taxation	Q104	English Language & Literature
N405 Risk Management	Q105	American Studies
N406 Other Financial Management	Q106	Gaelic and Celtic Languages
N407 Accountancy/Accounting	Q107	Classic
N408 Cost and Management Accountancy	R101	French
N409 Certified Accountancy	R102	German
N410 Public Accountancy	R103	Italian
N411 Book - keep ing	R104	Spanish
N501 Marketing and Market Research	R105	Portuguese
N502 Purchasing and Supply	R106	Latin American Languages

R107	Scandinavian Languages	W223	Theatre Design
R108	Russian	W224	Theatrical Costumes
T101	Slavonic and Eastern European Languages	W225	Craft Design and Technology
T102	European Studies	W226	Others in Design
T103	Modern Greek	W227	Art and Design
T104	Dutch	W301	Music
T105	Chinese	W401	Drama
T106	Japanese	W402	Creative/Performing Arts
T107	Other Asian Languages	W403	Theatre
T108	Modern Middle-Eastern Languages	W404	Theatre Craft
T109	African Languages	W405	Stage Management
T110	Other Modern Languages	W406	Visual Studies
		W501	Craft Studies
	<b>Group V: Humanities</b>	W601	Beauty Therapy
V101	History	W602	Hairdressing/Wigmaking
V102	Modern History	W701	Others not already specified in Art and Design
V103	Economic History		
V104	History of Art	<b>Group X: Education</b>	
V201	Archaeology	X101	Education
V301	Philosophy		
V302	Logic	<b>Group Y: Combined and General Programmes</b>	
V401	Theology		<b>and programmes not otherwise classified</b>
V402	Religious Studies	Y101	Combined or General Science
		Y102	Combined or General Arts
		Y103	Combined SCE/GCE
		Y104	Sports and Hobbies
		Y105	Other Subjects not elsewhere coded
	<b>Group W: Creative Arts and Design</b>		
W101	Fine Art		
W102	Visual Art		
W103	Other Art		
W201	General Design		
W202	Foundation Studies		
W203	Environmental Design		
W204	Textile Design		
W205	Printing Design		
W206	Typography		
W207	Electronic Imaging		
W208	Furniture Design		
W209	Knitwear Design		
W210	Architectural Stained Glass Design		
W211	Fashion Design		
W212	Industrial/Product Design		
W213	Ceramic Design		
W214	Jewellery Design		
W215	Interior Design		
W216	Exhibition/Display Design		
W217	Audio Visual Design		
W218	TV Design		
W219	Film Design		
W220	Video Design		
W221	Photography		
W222	Technical Illustration		

## Code list F

### Superclass II: Outline of main classes

<b>A: Business/Management/Office Studies</b>		ED	Social Sciences
AA	Business (general)	EE	Social Studies
AB	Management (general)	<b>F: Area Studies/Cultural Studies/Languages/Literature</b>	
AC	Public Administration	FB	Culture/Gender/Folklore
AD	International Business Studies / Briefing	FC	Literature
AE	Enterprises	FJ	Linguistic Studies
AF	Management Skills (specific)	FM	Area/Diaspora Studies
AG	Management Planning and Control Systems	FN	Languages
AJ	Human Resources Management	<b>G: Education/Training/Teaching</b>	
AK	Financial Management/Accounting	GA	Education/Training/Learning (Theory)
AL	Financial Services	GB	Teaching/Training
AM	Call Centres	GC	Teaching/Training: specific subjects
AY	Administration/Office Skills	GD	Education/School Administration
AZ	Typing/Shorthand/Secretarial Skills	GF	Careers/Education Guidance Work
<b>B: Sales, Marketing and Retailing</b>		<b>H: Family Care/Personal Development/Personal Care and Appearance</b>	
BA	Marketing/Public Relations	HB	Personal and Self Development
BB	Export/Import/European Sales	HC	Career Change/Access
BC	Retailing/Wholesaling/Distributive Trades	HD	Basic Skills
BD	Retailing: Specific Types	HE	Personal Finance/Consumerism/Rights
BE	Sales Work	HF	Parenting/Carers
BF	E-commerce	HG	People with Disabilities: Skills/Facilities
<b>C: Information Technology and Information</b>		HH	Crisis/Illness/Self Help
CA	Information and Communication Technology	HJ	Personal Health/Fitness/Appearance
CB	Computer Science	HK	Therapeutic Personal Care
CC	Using Software	HL	Hair/Personal Care Services
CD	Information Work/Information Use	<b>J: Arts and Crafts</b>	
CE	Libraries/Librarianship	JA	Art Studies
<b>D: Humanities (History/Archaeology/Religious Studies/Philosophy)</b>		JB	Art Techniques/Practical Art
DA	Humanities	JC	Design (non-industrial)
DB	History	JD	Museum/Gallery/Conservation Skills and Studies
DC	Archaeology	JE	Collecting/Antiques
DD	Religion	JF	Arts and Crafts Leisure/Combined
DE	Philosophy	JG	Decorative Crafts
DF	Classics	JH	Decorative Metal Crafts/Jewellery
<b>E: Politics/Economics/Law/Social Sciences</b>		JK	Fashion/Textiles/Clothing (craft)
EA	Government/Politics	JL	Fabric Crafts/Soft Furnishings
EB	Economics	JP	Wood Cane and Furniture Crafts
EC	Law	JR	Glass/Ceramics/Stone Crafts

<b>K: Authorship/Photography/Publishing/Media</b>		<b>P: Health Care/Medicine/Health and Safety</b>	
KA	Communication/Media	PA	Health Care Management/Health Studies
KB	Communication Skills	PB	Medical Sciences
KC	Writing (authorship)	PC	Complementary Medicine
KD	Journalism	PD	Paramedical Services/Supplementary Medicine
KH	Print and Publishing	PE	Medical Technology/Pharmacology
KJ	Moving Image/Photography/Media Production	PF	Dental Services
<b>L: Performing Arts</b>		PG	Ophthalmic Services
LA	Performing Arts	PH	Nursing
LB	Dance	PJ	Semi-medical/Physical/Psycho/Therapies
LC	Theatre and Dramatic Arts	PK	Psychology
LD	Variety Circus and Modelling	PL	Health and Safety
LE	Theatre Production	PR	Social/Family/Community Work
LF	Music Studies	PS	Counselling/Advice Work/Crisis Support
LG	Music of Specific Kinds/Cultures	PT	Caring Skills
LH	Music Performance/Playing	PV	First Aid
LJ	Musical Instrument Making/Repair	<b>Q: Environment Protection/Energy/Cleansing/Security</b>	
LK	Music Technology/Production	QA	Environmental Protection/Conservation
<b>M: Sports, Games and Recreation</b>		QB	Energy Economics/Management/Conservation
MA	Sports Studies/Combined Sports	QC	Pollution/Pollution Control
MB	Air Sports	QD	Environmental Health/Safety
MC	Water Sports	QE	Cleansing
MD	Athletics Gymnastics and Combat Sports	QG	Funerary Services
ME	Wheeled Sports	QH	Security/Police/Armed Forces
MF	Winter Sports	QJ	Fire and Rescue Services
MG	Ball and Related Games	<b>R: Sciences and Mathematics</b>	
MH	Country/Animal Sports	RA	Science
MJ	Indoor Games	RB	Mathematics
<b>N: Catering/Food/Leisure Services/Tourism</b>		RC	Physics
NA	Hospitality/Catering	RD	Chemistry
NB	Food/Drink Services	RE	Astronomy/Space Science
NC	Catering Services	RF	Earth Sciences
ND	Hospitality Operations	RG	Land and Sea Surveying/Cartography
NE	Baking/Dairy/Food and Drink Processing	RH	Life Sciences
NF	Cookery	RJ	Materials Sciences
NG	Home Economics	<b>S: Agriculture, Horticulture and Animal Care</b>	
NH	Food Sciences/Technology	SA	Agriculture/Horticulture
NK	Tourism/Travel	SC	Crop Protection/Fertilisers/By products
NL	Leisure/Sports Facilities Work	SD	Crop Husbandry
NM	Country leisure Facilities Work	SE	Gardening/Floristry
NN	Arts/Culture/Heritage Administration	SF	Amenity Horticulture
		SG	Forestry/Timber Production

SH	Animal Husbandry	XE	Welding/Joining
SJ	Fish Production/Fisheries	XF	Tools/Machining
SK	Agricultural/Horticultural Engineering/Farm Machinery	XH	Mechanical Engineering
SL	Agricultural/Horticultural Maintenance	XJ	Electrical Engineering
SM	Rural/Agricultural Business Organisation	XK	Power/Energy Engineering
SN	Veterinary Services	XL	Electronic Engineering
SP	Pets/Domestic Animal Care	XM	Telecommunications
SQ	Land Based Studies	XN	Electrical/Electronic Servicing
<b>T: Construction and Property (Built Environment)</b>		XP	Aerospace/Defence Engineering
TA	Built Environment	XQ	Ship and Boat Building/Marine/Offshore Engineering
TC	Property: Surveying/Planning/Development	XR	Road Vehicle Engineering
TD	Building Design/Architecture	XS	Vehicle Maintenance/Repair/Servicing
TE	Construction	XT	Rail Vehicle Engineering
TF	Construction Management	<b>Y: Oil/Mining/Plastics/Chemicals</b>	
TG	Building/Construction Operations	YA	Mining/Quarrying/Extraction
TH	Building Maintenance Services	YB	Oil and Gas Operations
TJ	Interior/Fitting/Decoration	YC	Chemicals/Materials Engineering
TK	Construction Site Work	YD	Metallurgy/Metals Production
TL	Civil Engineering	YE	Polymer Science/Technology
TM	Structural Engineering	<b>Z: Transport Services</b>	
<b>V: Services to Industry and Commerce</b>		ZM	Logistics
VD	Quality and Reliability Management	ZN	Purchasing/Procurement and Sourcing
VE	Industrial Control/Monitoring	ZP	Distribution
VF	Industrial Design/Research and Development	ZQ	Transport Services
VG	Engineering Services	ZR	Aviation
VH	Facilities Management	ZS	Marine Transport
VJ	Contracting (Business/Industry)	ZT	Rail Transport
<b>W: Manufacturing/Production Work</b>		ZV	Road Transport
WA	Manufacturing	ZX	Driving/Road Safety
WB	Manufacturing/Assembly		
WC	Instrument Making/Repair		
WD	Testing Measurement and Inspection		
WE	Chemical Products		
WF	Glass/Ceramics/Concretes Manufacture		
WG	Polymer Processing		
WH	Textiles/Fabrics (industrial)		
WJ	Leather Footwear and Fur		
WK	Woodworking/Furniture Manufacture		
WL	Paper Manufacture		
WM	Food/Drink/Tobacco (industrial)		
<b>X: Engineering</b>			
XA	Engineering/Technology		
XD	Metals Working/Finishing		

## Code list G

### Mode of attendance of programme

Code	Description	Definition
05	Short full-time	Self-contained full-time programme, i.e. one not supplemented by other periods of study of 18 weeks duration or less
06	Block release	Programme for which students are released by their employer for periods of full-time attendance.  Please note: any additional periods of part-time study associated with block release course are regarded as being part of the programme
07	Part-time (day release)	Programme for which employer sponsored students are released by their employer for part of the week
08	Other part-time day programme	Also includes day programmes in which periods of evening or twilight study form an integral part of the programme
09	Evenings only and weekends	Programme held only in evening or twilight sessions or at weekends
11	Assessment of work based learning	Provision for assessment of Work Based Learning (AWBL) where college staff are only responsible for assessment in the student's workplace. ( <b>Note:</b> Assessment combined with other education should be coded under the dominant mode of attendance of the education given)
12	Distance learning	Programme designed for study by correspondence, although they may involve study weekends/summer schools etc.
16	Flexible learning	Programme designed to be studied flexibly with varying patterns of attendance which could include day, evening and/or home / distance learning
17	Full-time	Programme that meets the new full-time criteria of at least 600 hours (15 Credits) <b>or</b> for a 1 year HNC 480 hours (12 Credits) of planned notional hours
18	Part-time, but previously met old full-time criteria	Programme that does not meet the new full-time criteria (code 17), but meets the old full-time / sandwich programme criteria (AY 2004-05). Must be greater than 18 weeks in length, consisting of at least six half days

## Code list H

### Gaelic Indicator

Code	Description
1	The course has no Gaelic content
2	The course has Gaelic content and is taught and assessed in Gaelic
3	The course has Gaelic content and is taught and assessed in English
4	The course has Gaelic content and does not fall into any of the above categories



## Code list I

### Dominant programme group

Code	Description
01	Agriculture and Horticulture
02	Business and Management
03	Food Technology and Catering
04	Computing
05	Construction
06	Art and Design
07	Engineering
08	Health
09	Minerals and Materials
10	Personal Development
11	Printing
12	Science and Maths
13	Office and Secretarial
14	Social Studies
15	Social Work
16	Sport and Recreation
17	Transport
18	Special Programmes

## Code list J

### SCQF level of programme or 'broadly comparable' level code

SCQF level	SQA national units, courses and awards	Higher Education	Scottish Vocational Qualifications	New SQA Qualifications
12	PDA level 12	Doctorates		
11	PDA level 11	Masters	SVQ 5	
10	PDA level 10	Honours degree		
		Graduate Diploma / Certificate		
09	PDA level 9	Ordinary degree	SVQ 4	
		Graduate Diploma / certificate		
08	PDA level 8	Higher National Diploma	SVQ 4	
		Diploma in Higher Education		
07	PDA level 7	Higher National Certificate	SVQ 3	Scottish Baccalaureates
		Certificate in Higher Education		Advanced Higher
06	NC level 6		SVQ 3	Higher
				SfW Higher
				NPA level 6
05	NC level 5		SVQ 2	National 5
				SfW National 5
				NPA level 5
04	NC level 4		SVQ 1	National 4
				SfW National 4
				NPA level 4
03	NC level 3			National 3
				SfW National 3
				NPA level 3
02	NC level 2			National 2
				NPA level 2
01				National 1

28. Every course should have a SCQF or 'broadly comparable' level code.
29. Where a programme is not formally SCQF credit rated it is possible to indicate a 'broadly comparable' level. This can be done by either comparing across to

SCQF from other national frameworks if the programme has a level on another framework:

[http://www.sqa.org.uk/files\\_ccc/QualificationsCanCrossBoundaries.pdf](http://www.sqa.org.uk/files_ccc/QualificationsCanCrossBoundaries.pdf). If this is not the case, use the SCQF Level Descriptors to identify the most appropriate level of learning for the programme of study.

30. Please note that unless the programme has been formally credit rated the level included here must not be included on any certificates or marketing / publicity material.

## Section 4

### Submission of FES 1 returns

#### *File format*

31. Data should be submitted in a fixed length ASCII file with a '.DAT' file extension.
32. Files should be returned to SFC via FES online by 5 October 2018 and covers all programme elements data during the entire academic session (1 August 2017 to 31 July 2018).
33. The following naming convention should be used for FES 1 file returned to SFC.
  - A (seven-digit college code number).DAT – e.g. Borders College would read: A5660459.DAT.

#### **Further information**

34. Please contact Kenny Wilson, Senior Policy/Analysis Officer (Data Collections), for further information, tel: 0131 313 6509, email: [kwilson@sfc.ac.uk](mailto:kwilson@sfc.ac.uk)

Appendix 1: Summary of Superclass changes			
Superclass-New	Superclass-Removed but remains under a different superclass	Superclass Title-Changed from	Superclass Title-Changed to
AM Call Centres	CH Software for Specific Applications/Industries now CC	AA Business/Finance (general)	AA Business (general)
DA Humanities/General Studies/Combined Studies	CX Information Work/Information Use now CD	AF Management Skills	AF Management Skills (Specific)
DF Classics	CY Informations Systems Management now CB	AY Office Skills	AY Administration/Office Skills
FM Area / Diaspora Studies	CZ Libraries/Librarianship now CE	<b>B Sales Marketing and Distribution*</b>	<b>B Sales Marketing and Retailing*</b>
FN Languages	FK Languages now FN	BD Retailing/Distribution:Specific Types	BD Retailing :Specific Types
GB Teaching/Training	FL Cultural/Area/Social/Diaspora Studies FM	BF Physical Distribution	BF E-Commerce
HH Crisis / Illness Self Help	GE Training/Vocational Qualificationsnow GB	CA Computer Technology	CA Information and Communication Technology (general)
KJ Moving Image / Photography / Media Production	KE Photography now KJ	CB IT:Computer Science/Programming/Systems	CB Computer Science
LK Music Technology / Production	KF Film/Video Production now KJ	CC IT: Computer Use	CC Using Software
PR Social / Family / Community Work	KG Audio and Visual Media now KJ	CD Using Software and Operating Systems	CD Information Work/Information Use
PS Counselling / Advice Work / Crisis Support	PM Social Care/Social Work Skills now PR	CE Text/Graphics/Multimedia Presentation Software	CE Libraries/Librarianship
PT Caring Skills	PN Family/Community Work/Youth Advice Work now PS	DD Religious Studies	DD Religion
PV First Aid	PP Crisis Support/Counselling now PS	ED Social Sciences General/Combined	ED Social Sciences
RK Agricultural Science	PQ Child Care Services now PT or PR	GA Education Theory/Learning Issues	GA Education/Training/Learning (Theory)
RJ Materials Science	SB Agricultural Sciences now RK	GD Education/School Organisation	GD Education/School Administration
SQ Land Based Studies	VB Production/Operations Management now ZM	HB Self Development	HB Personal and Self Development
VH Facilities Management	VC Purchasing/Procurement and Sourcing now ZN	HD Continuing Education (basic skills)	HD Basic skills
VJ Contracting (Business / Industry)	ZA Transport (general) ZQ	HG Disabled People Skills/Facilities	HG People with Disabilities:Skills/Facilities
YD Metallurgy / Metals Production	ZD Freight Handling ZM	JA Art Studies/Fine Arts	JA Art Studies
ZM Logistics	ZE Aviation ZR	JB Art Techniques/Practice	JB Art Techniques/Practical Art
ZN Purchasing / Procurement and Sourcing	ZF Marine Transport ZS	JD Museum/Gallery/Conservation Skills	JD Museum/Gallery/Conservation Skills and Studies
ZP Distribution	ZG Rail Transport ZT	JF Crafts:Leisure/General	JF Arts and Crafts Leisure/Combined
ZQ Transport Services	ZH Driving Road Safety ZX	JG Decorative Leisure Crafts	JG Decorative Crafts
ZR Aviation	ZJ Road Transport Operations ZV	KA Communication/Media (general)	KA Communication/Media
ZS Marine Transport	ZL Motor Trade Operations ZP	LF Music History/Theory	LF Music Studies
ZT Rail Transport		LH Music Performance	LH Music Performance/Playing
ZV Road Transport		LJ Musical Instrument Technology	LJ Musical Instrument Making/Repair
ZX Driving / Road Safety		NA Hotel/Catering (general)	NA Hospitality/Catering
		ND Hospitality Services	ND Hospitality Operations
		PL Occupational Health and Safety	PL Health and Safety
		QH Security	QH Security/Police/Armed Forces
		QJ Fire Prevention/Fire Fighting	QJ Fire and Rescue Services
		RA Science and Technology (general)	RA Science
		RE Astronomy	RE Astronomy/Space Science
		SD Crop Production	SD Crop Husbandry
		SE Gardening/Floristry/Plant Sales	SE Gardening/Floristry
		SF Amenity Horticulture/Sportsgrounds	SF Amenity Horticulture
		SK Agricultural Engineering/Farm Machinery	SK Agricultural/Horticultural Engineering/Farm Machinery
		TE Construction (general)	TE Construction
		TH Building Services	TH Building Maintenance/Services
		TJ Interior Design/Fitting/Decoration	TJ Interior/Fitting/Decoration
		XQ Ship and Boat Building/Marine/Offshore	XQ Ship and Boat Building/Marine/Offshore Engineering and Maintenance
		XS Vehicle Maintenance/Repair	XS Vehicle Maintenance/Repair/Servicing
		<b>V Services to Industry**</b>	<b>V Services to Industry and Commerce**</b>
*Main header only does not impact on individual Units			