



# SFC Guidance

## FES 3 Guidance notes 2017-18

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Summary: Guidance notes and code lists for completion of FES 3 individual programme elements data: Academic year 2017-18

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## Further Education Statistics – individual programme elements (FES 3)

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## Section 1

### Revisions to the FES 3 data collection

1. Removal of the reference to Extended Learning Support (ELS) Credits from the field description for "Programme element Credits".
  2. Additional explanatory text added for the field Ref: 8 - "Work experience" programme element indicator.
  3. Additional explanatory text added for the field Ref: 9 - Programme element title.
  4. Programme element result, Code list B; page 10 – new Code 17 added.
  5. Code list C Awarding body – addition of code option 50, University of the Arts London.
  6. Code list A 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.
1. **June 2017 revisions:** corrections made to Code list A, Supercalss 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 3 data

2. Full programme element FES 3 details are required for all students included within the FES 2 student returns. FES 3 details are not required for enrolments on full cost recovery courses except Employability Fund (SDS) (see FES 1 programme code list C – codes 01-04).
3. The FES 3 return would hold details of each individual programme element for which the student attended at least one learning episode. In cases where the student enrolled but never turned up (see student FES 2, code list J – code 01), it is accepted that there may be the odd enrolment on a course but not on any individual programme elements. It is expected that there will be at least one FES 3 entry for each FES 2 student record in all other circumstances.
4. It is expected that there would routinely be more than one programme element entry (FES 3) for each student enrolment entry (FES 2). An enrolment on a full-time FE programme would generate 15 programme element entries if the programme contained 15 separate one Credit units. The number of programme elements may of course be more or less if units were valued at more or less than one Credit each.
5. If a student withdraws from a programme of study before the programme has ended this return should only detail the programme elements for which the student has attended at least once. Those elements contained within the programme of study that start after the withdrawal date would not be included as a FES 3 record. For students that withdraw before the 25% required date of the programme the FES 3 return would still show details of the programme elements for which the student attended before they withdrew including Credits. The FES 3 Credits for each enrolment will not always equal the FES 2 Credits for the same enrolments for these reasons. The FES 3 Credits should reflect the Awarding Body credit value for each unit / module.
6. FES data is due for return to SFC via FES online by 5 October 2018 and covers all enrolments during the entire academic sessions (1 August 2017 to 31 July 2018).
7. The Quarterly return dates are as follows;
  - 1st Quarter – 10 November 2017.
  - 2nd Quarter – 2 February 2018.
  - 3rd Quarter – 6 July 2018.
  - Final Return – 5 October 2018.

## Section 3

### Notes and code lists for completion for FES 3

Ref:	Field Name	Description	Length	Position
1	Enrolment number	This is a simple count from the first to the last enrolment to be included within this FES return. A single student will have more than one enrolment number if they enrol on more than one programme. This field will be used to link the FES 2 student and FES 3 programme element data sets.	6	1-6
2	Student matriculation / ID number	The student identifier used within the college. It is expected that a student enrolled on more than one programme will have the same student ID for each enrolment.	20	7-26
3	Superclass II code	Superclass II code for FES 3 code list A	2	27-28
4	Programme element Credits	Total programme element Credits to three decimal places.  Please note, although the total Credits for spanning programmes must only be claimed in the academic year in which the programme ended, the individual programme element Credits should be shown for each element undertaken within the current academic year.  The FES 3 Credits should reflect the Awarding Body credit value for each unit / module.	6	29-34
5	Programme element result	Enter appropriate code from FES 3 code list B	2	35-36
6	SQA Product code	6 digit code – digits 1-4 SQA product code, digits 5-6 level (e.g. customer care A61934)	6	37-42
7	Awarding body	Enter appropriate code from FES 3 code list C	2	43-44
8	“Work experience”	The “Work experience” programme element indicator field is to identify	1	45

	programme element indicator	when a course / programme element is regarded as having activity of either work experience, work placement, work simulation (client based), or an employer project. To be counted, the period of "Work experience" <u>must</u> be 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" course indicator field in FES 1).</i> 0=course / programme element is <u>not</u> "Work experience" related 1=course / programme element is deemed "Work experience"		
9	Programme element title	BLOCK CAPITALS - <b>All</b> units / modules / subjects should have a title and where appropriate Nationally recognised titles should be used.	51	46-96

## Superclass II: Outline of main classes

### Code list A

<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		

## Programme element result

### Code list B

8. A result should be recorded for each programme element for which the student has attended at least one learning episode during the current academic year. Elements that span into the next academic year would normally be coded as 09.

Code	Description
01	Enrolled on unit / element but never attended
05	Transferred to either another programme element and / or another programme in the college
07	Completed programme element, student assessed but not successful <sup>(1)</sup>
08	Completed programme element, student assessed and successful <sup>(1)</sup>
09	Continuing onto next academic year (the programme element spans academic years)
11	Withdrawn from programme element
12	An open work place assessment element where the result is not yet available
13	Awarding body has indicated that the element is no longer appropriate or available
14	Completed programme element, student not assessed as programme element not designed to be assessed <sup>(2)</sup>
15	Completed programme element, student not assessed although programme element designed to be assessed <sup>(1)</sup>
16	Student deceased
17	Student on an interim year of a multi-year VQ programme where the unit result is not yet available <sup>(3)</sup>

(1) Element result codes (07), (08), (15) must only be used for accredited units

(2) Element result code (14) must only be used for non-accredited subjects

(3) Element result code (17) should be used for VQ units in interim years of a multi-year VQ programme and that may be allocated as hours-only subjects

## Awarding body

### Code list C

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
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

## Section 4

### Submission of FES 3 returns

#### Physical characteristics for data files

##### *File format*

9. Data should be submitted in a fixed length ASCII file with a '.DAT' file extension.
10. 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).
11. The following naming convention should be used for the FES 3 file returned to SFC:
  - C (seven-digit college code number).DAT e.g. Borders College would ready C5660459.DAT.

##### **Further information**

12. 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>
<b>*Main header only does not impact on individual Units</b>			