



SFC Guidance

Credit Guidance: 2015-16 student activity data guidance for colleges

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Summary: This document provides guidance notes on the collection of 2015-16 student activity data.

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Eligibility for credit funding for colleges

1. SFC provides grants to colleges who undertake to deliver a specified volume of activity measured in credits (1 credit is equivalent to 40 hours of learning). This guidance sets out our core principles for eligibility for credit funding and the programmes and students eligible for credit funding.

Level of college engagement with students

2. SFC provides funding to help improve the employment prospects and/or personal progression of students. Students should only be enrolled on programmes which are suitable for their needs and abilities and all programmes should make an appropriate addition to the students' on-going development. Funding is provided for Scottish or European Union students (but not students from the rest of the UK unless they are commuting) and asylum seekers who have been properly enrolled with the college, whose learning is being supported by the college and whose individual educational requirements are being met by the college. There should, therefore, be a proper level of engagement with the student which is pro-active, managed by the college and relates to the funding implicitly being claimed in respect of that student from SFC.
3. The flowchart over the page sets out the eligibility criteria to determine whether credits can be claimed for a student and/or programme of study.

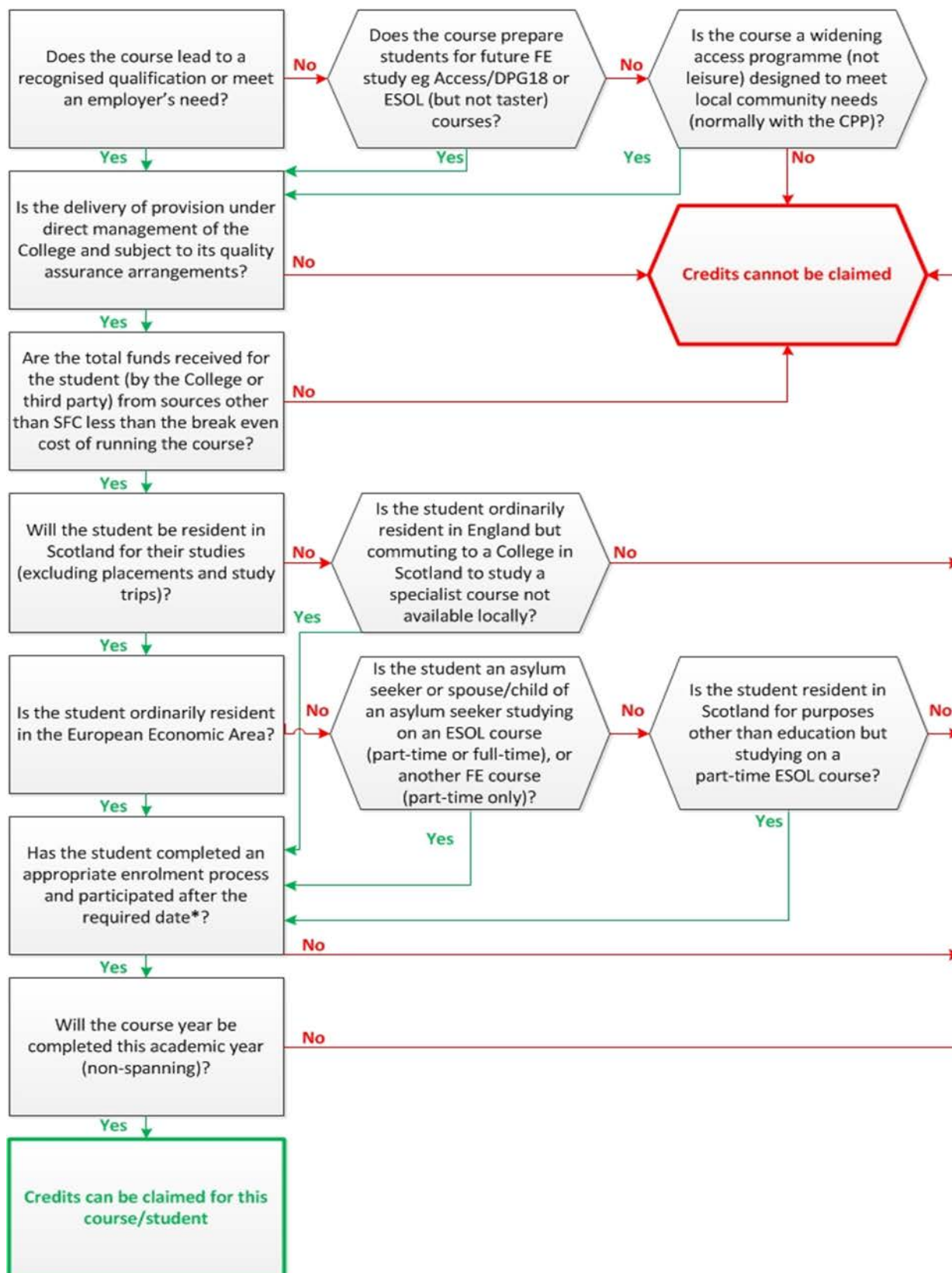
Programmes fully funded from non-SFC sources

4. Where students or their employer are charged a fee for the full cost of their programme of study, the students are regarded as non-fundable and credits should not be claimed. For the avoidance of doubt, this remains the case where the course is a collaborative programme (for example with a commercial partner) regardless of whether the college or the collaborative partner received the fee.

Student funded from multiple sources

5. There will be occasions where colleges receive funding for students from SFC and/or other bodies that, put together, fully fund the cost of delivering the programme of study. For example, SFC and/or Skills Development Scotland, employers, other industry bodies, etc. Colleges should ensure the totality of funding they receive for these programmes from the multiple sources is reasonable and justifiable within the audit process.

2015-16 Credit eligibility



*The required date is 1st November for full-time programmes starting at the summer term. For other programmes the date will be the day on which 25% of the total calendar days between the course start and end have passed.

Assessing how many credits can be claimed for SFC funded programmes

7. Where SFC is the sole source of funding (excluding tuition fees), the credits to be claimed will be equal to the number of planned Scottish Qualification Authority (or other awarding body) credits to be delivered, except for students enrolled on programmes designed for students with educational support needs. For example, a Higher National Certificate (HNC) is worth 12 credits (over one year) and a Higher National Diploma (HND) is worth 30 credits (over two years). A National Certificate (NC) is typically worth 12 credits but colleges often choose to deliver additional units on these programmes.
8. In cases where colleges enrol students on programmes that lead to multiple awards, the SFC credits claimed should be based on the planned learning hours and the claim reduced to take account of teaching overlap across the awards.
9. In cases where the units delivered do not have a credit value, the fundable credits should be derived on the basis of the planned learning hours divided by 40 (1 credit = 40 hours of learning).
10. Credit claims for students enrolled on programmes designed for students with educational support needs (group 18) should always be calculated on the basis of planned learning hours divided by 40, irrespective of whether the units delivered have a credit value or not.
11. For programmes containing a mix of credits and other activity, the credit claim should be based on the total credits plus the planned learning hours divided by 40 (1 credit = 40 learning hours) for the non-credited units.
12. Planned learning hours should represent a realistic and sensible estimation of the number of hours that students will normally be required to undertake in their programme of learning. Examples of what may be counted as planned learning hours include:
 - Class contact time
 - Supported study time
 - Supported learning (online learning, blended learning, e-assessment and open learning)
 - Tutorial time
 - Any additional time which the college requires for delivering the course and/or supporting the student (e.g. assessment time)
13. For work experience that is not credited, colleges can claim 1 credit for every 80 hours of work experience.

14. For programmes of study where SFC is not the sole source of funding, the credits to be claimed should be calculated as above but then reduced to take account of the non-SFC income. Total funding (from all sources) received for such programmes should be reasonable and justifiable within the audit process.

Price groups

15. SFC recognises that some subject areas are more expensive to deliver than others. For example, an engineering course may cost more to deliver than a business course as it requires specialist equipment and can only be safely delivered to small classes because of health and safety considerations.
16. For this reason SFC has worked with the sector to categorise all programmes across five individual price groups, based on the course subject classification (superclass). The price for each price group is shown below:

price group 1	price group 2	price group 3	price group 4	price group 5
£185.00	£216.69	£260.00	£347.00	£360.00

17. A mapping from superclass subject areas to price group is provided as Annex A. The mapping is based on the superclass coding for the course which should best describe the academic subject area.
18. Table A below provides three examples of the price group profile for ‘Region A’ that has been targeted to deliver 100,000 credits. The credits for each price group multiplied by the price of that group derives the total credit funding.

Price group	1	2	3	4	5	Credits delivered	Credit funding	Average funding per credit
Price per credit	£185.00	£216.69	£260.00	£347.00	£360.00			
Profile A	20,000	35,000	22,000	1,000	22,000	100,000	£25,271,150	£252.71
Profile B	19,000	30,000	28,000	0	23,000	100,000	£25,575,700	£255.76
Profile C	26,000	31,000	26,000	2,000	15,000	100,000	£24,381,390	£243.81

19. To aid planning, SFC will pay the same average price per credit for a period of three years. Colleges will be able to negotiate a change to that price over that period if the price group profile changes substantially. Colleges will still be required to maintain Personal Learning and Support Plans for students within price group 5 or students in receipt of Extended Learning Support and further guidance will be issued with the Credit Audit Guidance.

Credits per student and college level monitoring

20. Students are able to achieve full-time further education (FE) or higher education (HE) qualifications, such as an NC or HNC, by completing 12 credits. However, a student's employment prospects are often improved if they complete additional units that better prepare them for the workplace.
21. SFC will not cap the number of credits that can be claimed for an individual student in a single year but colleges must give due consideration to the needs of all prospective students across the region. It is not acceptable to deliver extended programmes (beyond full-time) to particular groups of students if the result is that the college is then unable to meet demand from other priority groups.
22. SFC will monitor the total number of credits delivered to individual students across all programmes on which they are enrolled. Any activity delivered beyond 18 credits to an FE student or 15 credits to an HE student will be counted towards a college total and will be reported to the respective Outcome Agreement Manager. Colleges must be able to justify claims for these credits, whether they are delivered over single or multiple programmes of study, as part of the audit process.

Definition of full-time

23. Any student who undertakes 15 credits or more, on a single programme of study, in a single academic year (including spanning courses) should be considered full-time. In addition, HNC students undertaking 12 credits, on a single programme, in a single academic year should also be considered full-time.

Fee waivers and tuition fees

24. Although SFC will not cap the number of credits that can be claimed for an individual, each student will only be eligible to have the equivalent of one full-time fee waiver per year irrespective of whether the tuition fee is payable by SFC, the Student Awards Agency for Scotland or another government body.

Annex A: Mapping from course superclass to Price groups

sclass1	superclass	new weight	sclass1	superclass	new weight
	dominant programme group 18	Price group 5	HB	Self Development	Price group 1
AA	Business/Finance (general)	Price group 1	HC	Career Change/Access	Price group 1
AB	Management (general)	Price group 1	HD	Continuing Education (basic skills)	Price group 1
AC	Public Administration	Price group 1	HE	Personal Finance/Consumerism/Rights	Price group 1
AD	International Business Studies/Briefings	Price group 1	HF	Parenting/Carers	Price group 1
AE	Enterprises	Price group 1	HG	Disabled People: skills/facilities	Price group 1
AF	Management Skills	Price group 1	HH	Crisis/Illness/Self Help	Price group 1
AG	Management Planning and Control Systems	Price group 1	HJ	Personal Health/Fitness/Appearance	Price group 2
AJ	Human Resources Management	Price group 1	HK	Therapeutic Personal Care	Price group 2
AK	Financial Management/Accounting	Price group 1	HL	Hair/Personal Care Services	Price group 3
AL	Financial Services	Price group 1	JA	Art Studies/Fine Arts	Price group 2
AY	Office Skills	Price group 2	JB	Art Techniques/Practice	Price group 2
AZ	Typing/Shorthand/Secretarial Skills	Price group 2	JC	Design (non-industrial)	Price group 2
BA	Marketing/PR	Price group 1	JD	Museum/Gallery/Conservation Skills	Price group 2
BB	Export/Import/European Sales	Price group 1	JE	Collecting/Antiques	Price group 2
BC	Retailing/Wholesaling/Distributive Trades	Price group 1	JF	Crafts: Leisure/General	Price group 2
BD	Retailing/Distribution: specific types	Price group 1	JG	Decorative Leisure Crafts	Price group 2
BE	Sales Work	Price group 1	JH	Decorative Metal Crafts/Jewellery	Price group 2
BF	Physical Distribution	Price group 1	JK	Fashion/Textiles/Clothing (craft)	Price group 2
CA	Computer technology	Price group 2	JL	Fabric Crafts/Soft Furnishings	Price group 2
CB	IT: Computer Science/Programming/Systems	Price group 2	JP	Wood Cane and Furniture Crafts	Price group 2
CC	IT: Computer Use	Price group 2	JR	Glass/Ceramics/Stone Crafts	Price group 2
CD	Using Software and Operating Systems	Price group 2	KA	Communication/Media (general)	Price group 1
CE	Text/Graphics/Multimedia Presentation Software	Price group 2	KB	Communication Skills	Price group 1
CH	Software for Specific Applications/Industries	Price group 2	KC	Writing (authorship)	Price group 1
CX	Information Work/Information Use	Price group 2	KD	Journalism	Price group 1
CY	Information Systems/Management	Price group 1	KE	Photography	Price group 2
CZ	Libraries/Librarianship	Price group 1	KF	Film/Video Production	Price group 2
DA	Humanities/General Studies/Combined Studies	Price group 1	KG	Audio and Visual Media	Price group 2
DB	History	Price group 1	KH	Print and Publishing	Price group 3
DC	Archaeology	Price group 1	LA	Performing Arts (general)	Price group 2
DD	Religious Studies	Price group 1	LB	Dance	Price group 2
DE	Philosophy	Price group 1	LC	Theatre and Dramatic Arts	Price group 2
EA	Government/Politics	Price group 1	LD	Variety Circus and Modelling	Price group 2
EB	Economics	Price group 1	LE	Theatre Production	Price group 2
EC	Law	Price group 1	LF	Music History/Theory	Price group 2
ED	Social Sciences General/Combined	Price group 1	LG	Music of Specific Kinds/Cultures	Price group 2
EE	Social Studies	Price group 1	LH	Music Performance	Price group 2
FB	Culture/Gender/Folklore	Price group 1	LJ	Musical Instrument Technology	Price group 2
FC	Literature	Price group 1	MA	Sports Studies/Combined Sports	Price group 2
FJ	Linguistic Studies	Price group 1	MB	Air Sports	Price group 2
FK	Languages	Price group 2	MC	Water Sports	Price group 2
FL	Cultural/Area/Social/Diaspora Studies	Price group 1	MD	Athletics Gymnastics and Combat Sports	Price group 2
GA	Education Theory/Learning Issues	Price group 1	ME	Wheeled Sports	Price group 2
GB	Teaching/Training	Price group 1	MF	Winter Sports	Price group 2
GC	Teaching/Training: specific subjects	Price group 1	MG	Ball and Related Games	Price group 2
GD	Education/School Organisation	Price group 1	MH	Country/Animal Sports	Price group 2
GE	Training/Vocational Qualifications	Price group 1	MJ	Indoor Games	Price group 2
GF	Careers/Education Guidance Work	Price group 1			

NA	Hotel/Catering (general)	Price group 3	TA	Built Environment (general)	Price group 3
NB	Food/Drink Services	Price group 3	TC	Property: Surveying/Planning/Development	Price group 3
NC	Catering Services	Price group 3	TD	Building Design/Architecture	Price group 3
ND	Hospitality Services	Price group 3	TE	Construction (general)	Price group 3
NE	Baking/Dairy/Food and Drink Processing	Price group 3	TF	Construction Management	Price group 1
NF	Cookery	Price group 3	TG	Building/Construction Operations	Price group 3
NG	Home Economics	Price group 3	TH	Building Services	Price group 3
NH	Food Sciences/Technology	Price group 2	TJ	Interior Design/Fitting/Decoration	Price group 3
NK	Tourism/Travel	Price group 2	TK	Construction Site Work	Price group 3
NL	Leisure/Sports Facilities Work	Price group 2	TL	Civil Engineering	Price group 3
NM	Country leisure Facilities Work	Price group 2	TM	Structural Engineering	Price group 3
NN	Arts/Culture/Heritage Administration	Price group 1	VB	Production/Operations Management	Price group 1
PA	Health Care Management/Health Studies	Price group 2	VC	Purchasing/Procurement and Sourcing	Price group 1
PB	Medical Sciences	Price group 2	VD	Quality and Reliability Management	Price group 1
PC	Complementary Medicine	Price group 2	VE	Industrial Control/Monitoring	Price group 1
PD	Paramedical Services/Supplementary Medicine	Price group 2	VF	Industrial Design/Research and Development	Price group 1
PE	Medical Technology/Pharmacology	Price group 2	VG	Engineering Services	Price group 3
PF	Dental Services	Price group 2	WA	Manufacturing (general)	Price group 2
PG	Ophthalmic Services	Price group 2	WB	Manufacturing/Assembly	Price group 2
PH	Nursing	Price group 2	WC	Instrument Making/Repair	Price group 2
PJ	Semi-medical/Physical/Psychol/Therapies	Price group 2	WD	Testing Measurement and Inspection	Price group 2
PK	Psychology	Price group 1	WE	Chemical Products	Price group 2
PL	Occupational Health and Safety	Price group 1	WF	Glass/Ceramics/Concretes Manufacture	Price group 2
PM	Social Care/Social Work Skills	Price group 2	WG	Polymer Processing	Price group 2
PN	Family/Community Work	Price group 2	WH	Textiles/Fabrics (industrial)	Price group 2
PP	Crisis Support/Counselling	Price group 2	WJ	Leather Footwear and Fur	Price group 2
PQ	Child Care Services	Price group 2	WK	Woodworking/Furniture Manufacture	Price group 2
QA	Environmental Protection/Conservation	Price group 1	WL	Paper Manufacture	Price group 2
QB	Energy Economics/Management/Conservation	Price group 1	WM	Food/Drink/Tobacco (industrial)	Price group 2
QC	Pollution/Pollution Control	Price group 1	XA	Engineering/Technology (general)	Price group 3
QD	Environmental Health/Safety	Price group 1	XD	Metals Working/Finishing	Price group 3
QE	Cleansing	Price group 1	XE	Welding/Joining	Price group 3
QG	Funerary Services	Price group 2	XF	Tools/Machining	Price group 3
QH	Security	Price group 1	XH	Mechanical Engineering	Price group 3
QJ	Fire Prevention/Fire Fighting	Price group 2	XJ	Electrical Engineering	Price group 3
RA	Science and Technology (general)	Price group 2	XK	Power/Energy Engineering	Price group 3
RB	Mathematics	Price group 1	XL	Electronic Engineering	Price group 3
RC	Physics	Price group 2	XM	Telecommunications	Price group 3
RD	Chemistry	Price group 2	XN	Electrical/Electronic Servicing	Price group 3
RE	Astronomy	Price group 2	XP	Aerospace/Defence Engineering	Price group 3
RF	Earth Sciences	Price group 2	XQ	Ship and Boat Building/Marine/Offshore Engineering	Price group 3
RG	Land and Sea Surveying/Cartography	Price group 2	XR	Road Vehicle Engineering	Price group 3
RH	Life Sciences	Price group 2	XS	Vehicle Maintenance/Repair	Price group 3
SA	Agriculture/Horticulture (general)	Price group 4	XT	Rail Vehicle Engineering	Price group 3
SB	Agricultural Sciences	Price group 4	YA	Mining/Quarrying/Extraction	Price group 2
SC	Crop Protection/Fertilisers/By products	Price group 4	YB	Oil and Gas Operations	Price group 3
SD	Crop Production	Price group 4	YC	Chemicals/Materials Engineering	Price group 3
SE	Gardening/Floristry/Plant Sales	Price group 2	YD	Metallurgy/Metals Production	Price group 3
SF	Amenity/Horticulture/Sports grounds	Price group 2	YE	Polymer Science/Technology	Price group 2
SG	Forestry/Timber Production	Price group 4	ZA	Transport (general)	Price group 3
SH	Animal Husbandry	Price group 4	ZD	Freight Handling	Price group 3
SJ	Fish Production/Fisheries	Price group 4	ZE	Aviation	Price group 3
SK	Agricultural Engineering/Farm Machinery	Price group 4	ZF	Marine Transport	Price group 3
SL	Agricultural/Horticultural Maintenance	Price group 4	ZG	Rail Transport	Price group 3
SM	Rural/Agricultural Business Organisation	Price group 1	ZH	Driving Road Safety	Price group 3
SN	Veterinary Services	Price group 4	ZJ	Road Transport Operation	Price group 3
SP	Pets/Domestic Animal Care	Price group 2	ZL	Motor Trade Operations	Price group 3