



SFC Guidance

FES 2 Guidance notes 2016-17

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Further education statistics – student data (FES 2)

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Section 1

Revisions to the FES 2 data collection

1. Throughout the Guidance document the word SUMs has been deleted and replaced with Credits as we move from the transition year (2015-16) fully into the new funding approach terminology in 2016-17.
2. Section 2, clause 19; page 5 notes added for the collection of personal data of school pupils.
3. Section 3 Refs: 22, 23, 24; page 9 'Nationals' added to list of qualifications.
4. Section 3 Ref: 50; page 12 – previous 'ESF Funded Student' now 'ESF Target Group' and with the addition of Code list T, page 46 that includes identification of the two target groups (1) ESF mainstream & (2) Foundation Apprentice (SDS placement) students.
5. Section 3 Student Support Information; page 12 – addition of Ref: 67 Award assessment category and changes made to Code list M Maintenance groups / EMA / Award category to add code list section references for Refs: 54, 55, 56, 67.
6. Permanent home location (domicile of student), Code list B; page 20 - correction for Eilean Siar (formerly Western Isles); was code 410 now code 235, and a correction to the referencing of the Western Isles council area to Na h-Eileanan Siar (Western Isles or Outer Hebrides).
7. Source of finance of fee for student, Code list C; page 27 – addition of two new codes; code 52 Personal Independence Payment (PIP) and code 53 Universal Credit (UC).
8. Ethnic group, code list D; page 29 – addition of code 35 'Black, Black Scottish or Black British'.
9. Code list E, revised Mode of attendance of student; page 30 – removal of code options 13, 14, 15 and revision made to codes 07 & 11 definition wording.
10. Student record outcome, Code list J; page 34 – change to description for codes 21 and 23 and new code 24 added. Additional notes added for use of Outcome 01 'Enrolled on programme/course but never attended' and on defining and communicating the success criteria for programmes.
11. School code number, Code list K; page 36 – a school code number is now required for all students under 20 years of age at the point of enrolment. This is to allow for the monitoring and tracking of school/college partnerships, the Schools for Higher Education Programme (SHEP) and Youth participation.

12. Groups of specific Interest, Code list N; page 39 – change of terminology for the special interest group code AA, ‘Care Leavers and Looked After Children’, this group is now to be referred to as ‘Care-experienced’. Additional special interest group code AK, ‘Syrian Vulnerable Persons Relocation Scheme (VPRS)’ added.
13. Code list O, revised Qualification Aim list; page 41 – significant changes made to the Qualification Aim code list with additional notes added to inform that this should be used in conjunction with the SCQF and ‘broadly comparable’ Level code (Code List L) to accurately inform the students actual level of study.
14. Sexual orientation of student, Code lists Q; page 43 – change to description wording for codes 1 and 2.
15. Religion, religious denomination, Code list R; page 44 – change to description wording for codes 02 and 10.
16. ESF student status prior to enrolling in college, Code list S; page 45 – change of description wording for code 12 and new codes 15,16,17,18 added.
17. Addition of Code list U, ‘Gender Identity of student’; page 47 - We are introducing the collection of this additional field to further monitor equal opportunities issues and to support further education institutions in meeting their obligations under the Equality Act 2010.

Section 2

Coverage and timing of FES 2 data

18. Full student FES 2 details are required for all fundable programmes and non-fundable Employability Fund (SDS) programmes irrespective of the programme duration or whether SUMs have been claimed as long as the student has attended at least once.
19. It is not necessary to collect full personal details of primary school pupils. However, for secondary school pupils it is preferred that full personal details are collected for the purposes of on-going Outcome Agreement monitoring and measurement of colleges DYW School College Senior Phase activity.
20. FES 2 student details are not required for students on other non-fundable programmes, i.e. cost recovery programmes with exception of Employability Fund (SDS) (see FES 1 code list C – codes 01-04).
21. In most cases there will be a difference between the FES 1 student count for a programme and the number of FES 2s returned for that programme. This is because FES 2 details are to be returned for all students enrolled on fundable (and non-fundable new deal) programmes even if the student has failed to meet the attendance criteria in order to be eligible for funding. An example of this would be a student enrolls on a fundable programme. The student however withdraws from the programme before the funding qualifying date of the programme. The FES 2 for that student will be included in the FES 2 returns but not included in the FES 1 session count for the programme.
22. This does not affect any of the FES 1 fields, the student count on FES 1 is still the number of enrolled students on a programme who meet the attendance requirements for funding eligibility (as in previous years).
23. Part-time students attending more than one programme should be recorded against each FES 1 programme. Colleges should ensure that FES 2 student details are recorded only once under each programme the student attends. Returns should not include the same student's record more than once on any one programme.
24. If a student is enrolled at one establishment for the major part of the programme but attends another establishment for classes in some subjects of that programme they should be included only in the return from the establishment where the major part of the programme is provided.
25. The FES system links programme (FES 1) and student (FES 2) data via a unique programme directory number that is returned through FES 1. To allow this

linkage, colleges are required to supply a batch header for each programme returned through FES 2 (see section 3 for details).

26. FES data is due for return to the SFC by **29 September 2017** and covers all enrolments during the entire academic session (1 August 2016 to 31 July 2017). The Quarterly return dates are as follows;

- 1st Quarter – 11th November 2016
- 2nd Quarter – 10th February 2017
- 3rd Quarter – 7th July 2017
- Final Return – 29th September 2017

27. Colleges need to be aware that under the Data Protection Act (1998) they need to make aware to enrolling students that the data they provide may be used by SFC, Colleges Scotland, College Development Network and other organisations working for the benefit of the sector. Colleges should, therefore, have a clause on their enrolment forms to this effect:

By providing this information contained in the enrolment form you consent to the college holding and processing the information in connection with its obligation to provide statistical data to the Scottish Funding Council (SFC). The college will use the information for internal purposes and may also supply to external bodies e.g. SQA, SDS for education, training, employment and well-being related purposes, including for research. The college and SFC will comply with their obligations under the Data Protection Act.

Section 3

Notes and code lists for completion of FES 2

Batch header record

28. A batch header in the following format is required for each course requiring FES 2 data. This is then followed by the individual student records for the relevant programme:

- **XXXXXXXXFESYYYYYYZZZZ**
- **Programme directory number = XXXXXXXX**
- **Data collection = FES**
- **College code number = YYYYYYY**
- **Number of students = ZZZZ**

29. Complete for all students on fundable and non-fundable Employability Fund (SDS) programmes irrespective of the duration of the programme

Ref:	Field Name	Description	Length	Position
1	Programme directory number	See FES 1 course field 1	8	1-8
2	Surname	Surname of student (maximum 20 characters)	20	9-28
3	Name(s)	The forename(s) of student	20	29-48
4	Student matriculation number	The college's unique student identifier	20	49-68
5	SQA candidate number	Scottish candidate number as issued by SQA	9	69-77
6	Student date of birth	Student date of birth (in the format: DDMMYYYY)	8	78-85
7	Sex of student	Sex of student (FES 2 code list P)	2	86-87
8	Gender Identity of student	This field is to enable students to indicate if their gender	1	88

		identity is the same gender originally assigned to them at birth (FES 2 code list U)		
9	Nationality of student	Nationality of student (FES 2 code list A)	4	89-92
10	Permanent home location of student	Pre-study permanent home location of student (FES 2 code list B)	3	93-95
11	Post code of permanent home location (pre-study domicile of student)	Post code of pre-study permanent home location of student. Leave blank for overseas students. If the student is non-UK, then the post code should be left blank	8	96-103
12	Student's main campus of study	Main campus for course/programme delivery (using college's own campus reference numbers)	6	104-109
13	Source of finance of fee for student	Main source of finance for student to pay his/her fees (FES 2 code list C)	2	110-111
14	Ethnic group	Ethnic background of student (FES 2 code list D)	2	112-113
15	Mode of attendance of student	Student mode of attendance (FES 2 code list E)	2	114-115
16	Qualification aim of student	Qualification aim of student (FES 2 code list O)	2	116-117
17	Category of student	Category of student (FES 2 code list G)	2	118-119
18	School code number	School code number (FES 2 code list K)	7	120-126
19	Disability allowance	Disabled students allowance (FES 2 code list H). This field is only to be filled in by students on HE courses. For students on FE courses leave this field blank	1	127
20	Student outcome	This field identifies the student's outcome from the programme/course they have been enrolled on. This field is used to assist in the central calculation of Performance Indicators. The terms withdrawn and completed are as defined for aggregate PIs not as defined for funding purposes (FES 2 code list J)	2	128-129

21	Number of Highers at A-C	Number of Highers (if more than nine enter nine) held on entry to present programme	1	130
22	Number of A-levels at A-E	Number of A-levels at A-E (if more than nine enter nine) held on entry to present programme	1	131
23	Number of other Nationals, Standard Grade, SCE, GCSE at 1-3 or A-C	Number of other Nationals, SG,SCE, GCSE at 1-3 or A-C (if more than nine enter nine) held on entry to present programme	1	132
24	Number of other Nationals, Standard Grade, SCE, GCSE at 4-5 or D-E	Number of other Nationals, SG, SCE, GCSE at 4-5 or D-E (if more than nine enter nine) held on entry to present programme	1	133
25	Number of National Units	Number of National Units (formerly National Certificate Modules) held on entry to present programme	2	134-135
26	Other qualifications	Enter code (FES 2 code list F) for highest qualification held on entry to present programme	2	136-137
27	SCQF Level code	Enter appropriate code from (FES 2 code list L)	2	138-139
28	SQA group award	Compulsory for all SQA programmes	6	140-145
29	Student follow up survey opt out (Y,N)	Y=Yes, N=No	1	146

Disability

30	Do you have a disability	Y=Yes, N=No	1	147
31	Personal care support	Y=Yes, N=No	1	148
32	A specific learning difficulty such as dyslexia, dyspraxia or ADHD	Y=Yes, N=No	1	149
33	A social/communication impairment such as	Y=Yes, N=No	1	150

	Asperger's syndrome/other autistic spectrum disorder			
34	A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy	Y=Yes, N=No	1	151
35	A mental health condition such as depression, schizophrenia or anxiety disorder	Y=Yes, N=No	1	152
36	A physical impairment or mobility issues such as difficulty using arms or using a wheelchair or crutches	Y=Yes, N=No	1	153
37	Deaf or a serious hearing impairment	Y=Yes, N=No	1	154
38	Blind or a serious visual impairment uncorrected by glasses	Y=Yes, N=No	1	155
39	A disability impairment or medical condition that is not listed above	Y=Yes, N=No	1	156
40	A specific learning disability such as Down's Syndrome	Y=Yes, N=No	1	157
41	Planned Credits ¹	Generated for fundable students included in the FES 1 student	6	158-163

¹ FES 2 is collected for students who do not meet the attendance requirements and are therefore excluded from the FES 1 student count, for these students the Credits, ELS Credits and the Credits equivalent fields should all be 00.000.

		<p>count – number of Credits claimed against each. This must not include the number of ELS Credits.</p> <p>Please note: Credits for spanning programmes must only be noted in the academic year in which the course year ends for each year of the course (see FES 1 guidance notes).</p> <p>Credits should only be claimed for students eligible for funding.</p>		
42	Planned ELS Credits	<p>Generated for fundable students included in the FES1 student count receiving extended learning support (ELS) – number of ELS SUMs/Credits claimed against each.</p> <p>Please note – ELS Credits are not claimable if the dominant programme group is Special Programme (code 18 from FES1 code list I).</p> <p>ELS Credits for spanning programmes must only be noted in the academic year in which the course year ends for each year of the course.</p>	6	164-169
43	Planned Credits equivalent	Generated only for non-fundable students included in the FES 1 student count (where 40 hours activity = 1 SUM/Credit)	6	170-175
44	Start date of student	Start date of student – the date on which the student first attended the programme (default is programme start date), in the format DDMMYYYY	8	176-183
45	End date of student	End date of student – the date on which the student attended his/her last meeting of the programme (default is the programme end date), in the format DDMMYYYY	8	184-191
46	Funding Qualifying date of student	For full time programmes beginning at the start of the AY the funding qualifying date is now to be set at 1 November. For other programmes the funding qualifying date will be set at the	8	192-199

		day on which 25% of the course calendar days have passed. The format DDMMYYYY is to be returned.		
47	Enrolment number	This is a simple count from the first to last enrolment to be included within this FES return. A single student may 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	200-205
48	Tariff SUMs	Generate for students included in the FES 1 student count – number of Tariff SUMs for each student noted to three decimal places	6	206-211
49	Tariff ELS SUMs	Generate for students included in the FES 1 student count – number of Tariff ELS SUMs for each student noted to three decimal places	6	212-217
50	ESF Target Group	This field is to highlight which students have received funding from the European Social Fund. Enter appropriate code (FES 2 code List T)	1	218
51	ESF student status prior to enrolling in college	Enter status immediately prior to enrolling in college (FES 2 code list S)	2	219-220
52	ESF student qualification held on entry. SCQF or equivalent	Enter appropriate code (FES 2 code list L)	2	221-222
53	Groups of specific interest	This field is to identify students that are of specific interest to the Scottish Government (FES 2 code list N)	2	223-224

Student support funding information

54	Maintenance group 1	FES 2 code list M – Section A	2	225-226
55	Maintenance group 2	FES 2 code list M – Section B	2	227-228
56	Educational Maintenance Allowance (EMA)	This field is to identify students that are in receipt of EMA 0=Not in receipt, 1=In receipt, FES code list M – Section C	1	229

57	Award assessment category	Enter appropriate code (FES 2 code list M – Section D)	1	230
58	Maintenance costs	The total maintenance costs per student	5	231-235
59	Dependents allowance	Total amount awarded for dependents allowance	5	236-240
60	Study expenses allowance	Total amount awarded for study expenses allowance	5	241-245
61	Travel expenses allowance	Total amount awarded for travel expenses allowance	5	246-250
62	Special educational needs allowance	Total amount awarded for SEN allowance	5	251-255
63	Total bursary expenditure	Total amount awarded to the student from the bursary fund	5	256-260
64	Total FE discretionary fund expenditure	Total amount awarded from the FE discretionary fund	5	261-265
65	Childcare, lone parent award	Total amount awarded to student from the Childcare fund who is classified as a lone parent	5	266-270
66	Childcare, other award	Total amount awarded to student from the childcare fund but is NOT classified as a lone parent	5	271-275
67	Household income	This is being collected as part of the Scottish Government Post-16 reform programme	6	276-281
68	Sexual orientation	Students sexual orientation (FES 2 Code list Q)	1	282
69	Religion	Religion, religious denomination or body (FES 2 Code list R)	2	283-284
70	Carer	Does the student have caring responsibilities (Y or N)	1	285
71	Associate Student status	This field is to identify students from the HE guaranteed articulation places. 0=Not Associate status, 1=Associate Student	1	286
72	Text		256	287-542

Country of nationality of student

Code list A

2826	United Kingdom (excluding the Channel Islands and the Isle of Man)
3826	Channel Islands (The)
4826	Isle of Man (The)
5826	England
6826	Wales
7826	Scotland
8826	Northern Ireland
1782	Not known
1601	Yemen. Also South Yemen, Yemen (Republic of), Socotra, People's Democratic Republic of Yemen, Aden, Yemen (South), Yemen (North). North Yemen, Yemen Arab Republic
1602	Afghanistan
1603	Albania
1604	Algeria
1605	Andorra
1606	Angola. Also Cabinda, Portuguese West Africa, West Africa (Portuguese)
1607	Antigua and Barbuda. Also Barbuda and Antigua
1608	Argentina
1609	Australia. Also Christmas Island, Norfolk Island, Keeling Islands, Cocos Islands
1610	Austria
1611	Bahamas
1612	Bahrain
1613	Barbados
1614	Belgium
1615	Bermuda
1616	Bhutan
1617	Bolivia
1618	Botswana. Also Bechuanaland
1619	Brazil
1620	Brunei
1621	Bulgaria
1622	Burma. Also Myanmar
1623	Burundi. Also Urundi
1624	Cambodia. Also Kampuchea, Khmer Republic
1625	Cameroon
1626	Canada
1627	Central African Republic

1628	Sri Lanka. Also Ceylon
1629	Chad. Also Tchad
1630	Chile
1631	China (People's Republic of)
1632	Colombia
1633	Congo (Democratic Republic). Also Belgian Congo, Zaire
1634	Congo (People's Republic). Also Congolese Republic Brazzaville
1635	Costa Rica
1636	Cuba
1637	Dutch West Indies. Also Bonaire, Aruba, Curacao (Dutch), Dutch Curacao, Saba, Netherlands Antilles, St Martin (South), St Eustatius, Antilles(Netherlands)
1638	Cyprus
1639	Czech Republic. Also Czechoslovakia
1640	Benin. Also Dahomey
1641	Denmark
1642	Dominica
1643	Dominican Republic
1645	Ecuador. Also Galapagos
1646	El Salvador. Also Salvador
1647	Tuvalu. Also Ellice Islands
1648	Ethiopia. Also Abyssinia
1649	Falkland Islands
1650	Fiji
1651	Finland
1652	Taiwan. Also China (Taiwan), Formosa
1653	France. Also French Guiana, French Overseas Depts (DCMS), French West Indies, Miquelon (St Pierre &), St Pierre and Miquelon, St Martin (North), Reunion, Martinique, Guadeloupe, Guiana (French)
1654	Gabon
1655	Gambia. Also Senegambia
1656	Germany
1658	Ghana. Also Gold Coast
1659	Gibraltar
1660	Kiribati. Also Gilbert Islands
1661	Greece. Also Crete, Corfu
1662	Grenada
1663	Guatemala
1664	Guinea. Also Guinea (French)
1665	Guyana. Also British Guiana, Guiana (British)
1666	Haiti
1667	Honduras

1668	Belize. Also British Honduras, Honduras British
1669	Hong Kong
1670	Hungary
1671	Iceland
1672	India. Also Sikkim
1673	Indonesia. Also Kalimantan (South Borneo), West Timor, Celebes, Borneo South, Sumatra, Maluku, West Irian, Timor (East) Portuguese, Sulawesi, South Borneo, Java, Irian Jaya, Irian Barat, Irian (West), Timor (West), Molluccas, Portuguese Timor
1674	Iran. Also Persia
1675	Iraq
1676	Irish Republic. Also Ireland (Republic of), Eire
1677	Israel
1678	Italy. Also Holy See, Vatican City
1679	Ivory Coast. Also Cote d'Ivoire
1680	Jamaica
1681	Japan
1682	Jordan
1683	Kenya
1684	South Korea. Also Korea, Republic of Korea (South Korea)
1685	North Korea. Also Korea North, Democratic People's Republic of Korea
1686	Kuwait
1687	Laos. Also Lao People's Democratic Republic
1688	Lebanon
1689	Leeward Islands (not otherwise specified)
1690	Lesotho. Also Basutoland
1691	Liberia
1692	Libya. Also Libyan Arab Jamahiriya, Great Socialist People's, Great Socialist People's Libyan Arab Jamahiriya
1693	Luxembourg
1694	Macao
1695	Madagascar. Also Malagasy Republic
1696	Malawi. Also Nyasaland
1698	Malaysia. Also Sarawak, North Borneo, Borneo North, Malaya, Sabah
1699	Mali
1700	Malta
1701	Mauritania
1702	Mauritius
1703	Mexico
1704	Mongolia. Also Outer Mongolia
1705	Montserrat
1706	Morocco. Also Western Sahara, Sahara (West), Tangier

1707	Mozambique. Also East Africa (Portugese), Portuguese East Africa
1708	Oman. Also Muscat and Oman
1709	Nepal
1710	Netherlands. Also Holland
1713	Vanuatu. Also New Hebrides
1714	New Zealand. Also Niue, Tokelau, Cokelau, Cook Islands
1715	Nicaragua
1716	Niger
1717	Nigeria
1718	Norway
1721	Pakistan. Also Pakistan (West)
1722	Panama
1723	Papua New Guinea. Also New Guinea
1724	Paraguay
1725	Peru
1726	Philippines
1727	Poland
1728	Portugal. Also Madeira, Azores
1730	Puerto Rico
1731	Qatar
1732	Zimbabwe. Also Rhodesia Southern, Southern Rhodesia
1733	Romania. Also Rumania
1734	Rwanda
1735	St Helena Dependencies. Also Ascension, Tristan de Cunha
1736	St Kitts and Nevis. Also St. Christopher and Nevis
1737	St Lucia
1738	St Vincent & the Grenadines. Also Grenadines
1741	Samoa. Also Western Samoa
1743	Saudi Arabia
1744	Seychelles
1745	Sierra Leone
1746	Singapore
1747	Solomon Islands
1748	Somalia. Also Somali Democratic Republic
1749	Djibouti. Also Afars and Issas Territory, Somaliland (French), French Somaliland, French Territory of the Afars & Issas
1750	South Africa
1751	Spain. Also Melilla, Ceuta, Canary Islands, Balearic Islands
1752	Sudan
1753	Surinam. Also Guiana (Dutch), Dutch Guiana, Suriname
1754	Swaziland
1755	Sweden

1756	Switzerland
1757	Syria. Also Syrian Arab Republic
1759	Tanzania. Also Tanganyika, Zanzibar
1760	Thailand. Also Siam
1762	Togo
1763	Trinidad & Tobago
1764	United Arab Emirates. Also Umm al-Qaiwan, Trucial States, Sharjah, Fujairah, Abu Dhabi, Ajman, Dubai, Ras al-Kaimah
1765	Tunisia
1766	Turkey
1767	Uganda
1768	Egypt. Also United Arab Republic
1769	Burkina. Also Burkina-Faso, Upper Volta
1770	Uruguay
1771	United States. Also USA, Northern Marianas, Commonwealth of, Virgin Is (US)
1772	CIS (Commonwealth of Independent States). Also USSR (not otherwise specified), USSR
1773	Venezuela
1774	Vietnam
1776	British Virgin Islands. Also Virgin Is (British)
1777	West Indies (not otherwise specified)
1778	Windward Islands (not elsewhere specified)
1780	Serbia and Montenegro
1781	Zambia. Also Rhodesia Northern, North Rhodesia
1783	Stateless
1784	Tonga
1785	Senegal
1787	Bangladesh. Also Pakistan (East), East Pakistan,
1788	Cape Verde Islands
1789	Cayman Islands
1790	Equatorial Guinea. Also Guinea (Equatorial), Guinea (Spanish), Spanish Guinea
1793	Maldives. Also Maldiv Islands
1796	US Trust Territories of the Pacific Islands (inc American Samoa & the Trust Territories). Also Palau, Guam, Trust Territories American, American Samoa, American Trust Territories, Samoa (US), Pacific Territories US
1798	Namibia. Also South West Africa, Walvis Bay
1799	Turks & Caicos Islands
1801	British Antarctic Territory. Also British Antarctica, Antarctica British
1802	Guinea-Bissau. Also Portuguese Guinea, Guinea (Portuguese)

1803	Sao Tome & Principe. Also Principe (Sao Tome),
1804	Comoros
1805	Nauru
1821	Mayotte. Also French Territorial Collectives
1822	French Possessions nor elsewhere classified. Also French Polynesia, New Caledonia, Antarctica French, French Overseas Territories (TCMS), Loyalty Islands, Polynesia (French), Marquesas Islands, Tahiti, Society Islands, Wallis and Futuna, Futuna (Wallis &)
1823	Pitcairn Islands
1824	Anguilla
1825	Monaco
1826	San Marino
1827	Liechtenstein
1828	Greenland. Also Faroe Islands
1829	British Indian Ocean Territory. Also Chagos Archipelago, Indian Ocean Territory (British)
1830	South Georgia & the South Sandwich Islands
1831	Estonia
1832	Latvia
1833	Lithuania
1834	Croatia
1835	Slovenia
1836	Armenia
1837	Azerbaijan
1838	Belarus. Also Byelorussia
1839	Kazakhstan
1840	Kyrgyzstan. Also Kirgizia
1841	Moldova. Also Moldavia
1842	Russia
1843	Tajikistan
1844	Turkmenistan
1845	Ukraine
1846	Uzbekistan
1847	Georgia
1850	Slovakia
1851	Macedonia. Also Skopje
1853	Bosnia and Herzegovina
1860	Eritrea
1861	Marshall Islands
1862	Micronesia. Also Kosrae, Ponape, Chuuk, Yap, Truk, Caroline Islands
1863	East Timor
1864	Kosovo

Permanent home location (domicile of student)

Code list B

Scotland	
100	Aberdeen City
110	Aberdeenshire
120	Angus
130	Argyll & Bute
150	Clackmannanshire
170	Dumfries and Galloway
180	Dundee City
190	East Ayrshire
200	East Dunbartonshire
210	East Lothian
220	East Renfrewshire
230	Edinburgh, City of
240	Falkirk
250	Fife
260	Glasgow City
270	Highland
280	Inverclyde
290	Midlothian
300	Moray
310	North Ayrshire
320	North Lanarkshire
330	Orkney Islands
340	Perth and Kinross
350	Renfrewshire
355	Scottish Borders
360	Shetland Islands
370	South Ayrshire
380	South Lanarkshire
390	Stirling
395	West Dunbartonshire
400	West Lothian
235	Na h-Eileanan Siar (Western Isles or Outer Hebrides)
530	Wales
550	Northern Ireland

England			
Standard statistical region		Government office region	County
South East	501	South East	Isle of Wight
			Kent
			Oxfordshire
			Surrey
			West Sussex
	502	London	Greater London
			Berkshire
			Buckinghamshire
			East Sussex
			Hampshire
	503	Eastern	Bedfordshire
			Essex
		Hertfordshire	
South West	504	South West	Avon
			Cornwall
			Devon
			Dorset
			Gloucestershire
			Somerset
		Wiltshire	
West Midlands	505	West Midlands	Herefordshire
			Worcestershire
			Shropshire
			Staffordshire
			Warwickshire
			West Midlands
East Midlands	506	East Midlands	Derbyshire
			Leicestershire
			Lincolnshire
			Northamptonshire
			Nottinghamshire
Yorkshire and Humberside	507	Yorkshire and the Humber	Humberside
			North Yorkshire
			South Yorkshire
			West Yorkshire
North West	508	Merseyside	Merseyside
	509	North West	Cheshire
			Greater Manchester
			Lancashire
North	510	North East	Cleveland
			Durham
			Northumberland
			Tyne and Wear
			Cumbria
	511	Isle of Man	
	512	Channel Islands	

European Union (EU) member countries	
610	Austria
614	Belgium
621	Bulgaria
638	Cyprus
849	Czech Republic
641	Denmark
831	Estonia
651	Finland
653	France
656	Germany
661	Greece
670	Hungary
676	Ireland, Republic of
678	Italy
832	Latvia
833	Lithuania
693	Luxembourg
700	Malta
710	Netherlands
727	Poland
728	Portugal
733	Romania
850	Slovakia
835	Slovenia
751	Spain
755	Sweden

Overseas countries

Name of country	Code	Name of country	Code
Afghanistan	602	Cameroon	625
Africa, not otherwise specified	627	Canada	626
Åland Islands {Ahvenamaa}	651	Canary Islands	751
Albania	603	Cape Verde	788
Algeria	604	Caribbean, not otherwise specified	
American Samoa	855	Cayman Islands	789
Andorra	605	Central African Republic	627
Angola	606	Central America, not otherwise specified	
Anguilla	824	Chad	629
Antarctica and Oceania, not otherwise specified	801	Channel Islands, not otherwise specified	826
Antigua and Barbuda	607	Chile	630
Argentina	608	China	631
Armenia	836	China (Taiwan) [Taiwan, Province Of China]	652
Aruba	637	Christmas Island	609
Asia (Except Middle East), not otherwise specified		Cocos (Keeling) Islands	609
Australia	609	Colombia	632
Austria	610	Comoros	804
Azerbaijan	837	Congo	634
Bahamas, The	611	Congo (Democratic Republic) [Congo (The Democratic Republic of the)] {Formerly Zaire}	633
Bahrain	612	Cook Islands	714
Bangladesh	787	Costa Rica	635
Barbados	613	Croatia	834
Belarus	838	Cuba	636
Belgium	614	Cyprus (European Union)	638
Belize	668	Cyprus (Non-European Union)	638
Benin	640	Cyprus, not otherwise specified	638
Bermuda	615	Czech Republic	849
Bhutan	616	Czechoslovakia not otherwise specified	
Bolivia	617	Denmark	641
Bosnia and Herzegovina	848	Djibouti	749
Botswana	618	Dominica	642
Brazil	619	Dominican Republic	643
British Virgin Islands [Virgin Islands, British]	776	East Timor [Timor Leste]	786
Brunei [Brunei Darussalam]	620	Ecuador	645
Bulgaria	621	Egypt	768
Burkina [Burkina Faso]	769	El Salvador	646
Burma [Myanmar]	622	England	
Burundi	623	Equatorial Guinea	790
Cambodia	624	Eritrea	851

Name of country	Code	Name of country	Code
Estonia	831	Ivory Coast [Côte D'ivoire]	679
Ethiopia	648	Jamaica	680
Europe, not otherwise specified		Japan	681
European Union, not otherwise specified		Jersey	594
Falkland Islands [Falkland Islands (Malvinas)]	649	Jordan	682
Faroe Islands	865	Kazakhstan	839
Fiji	650	Kenya	683
Finland	651	Kiribati	660
France {includes Corsica}	653	Korea (North) [Korea, Democratic People's Republic of]	685
French Guiana	791	Korea (South) [Korea, Republic of]	684
French Polynesia	822	Kosovo	
Gabon	654	Kuwait	686
Gambia, The	655	Kyrgyzstan	840
Georgia	847	Laos [Lao People's Democratic Republic]	687
Germany	656	Latvia	832
Ghana	658	Lebanon	688
Gibraltar	659	Lesotho	690
Greece	661	Liberia	691
Greenland	828	Libya [Libyan Arab Jamahiriya]	692
Grenada	662	Liechtenstein	827
Guadeloupe {includes St Martin (North)}	653	Lithuania	833
Guam	796	Luxembourg	693
Guatemala	663	Macao (Special Administrative Region of China) [Macao]	694
Guernsey	593	Macedonia [Macedonia, The Former Yugoslav Republic of]	852
Guinea	664	Madagascar	695
Guinea-Bissau	802	Malawi	696
Guyana	665	Malaysia	698
Haiti	666	Maldives	793
Honduras	667	Mali	699
Hong Kong (Special Administrative Region of China) [Hong Kong]	669	Malta	700
Hungary	670	Marshall Islands	861
Iceland	671	Martinique	653
India	672	Mauritania	701
Indonesia	673	Mauritius	702
Iran [Iran, Islamic Republic of]	674	Mayotte	821
Iraq	675	Mexico	703
Ireland	676	Micronesia [Micronesia, Federated States of]	862
Isle of Man	595	Middle East, not otherwise specified	
Israel	677	Moldova [Moldova, Republic of]	841
Italy {Includes Sardinia, Sicily}	678	Monaco	825

Name of country	Code	Name of country	Code
Mongolia	704	Saudi Arabia	743
Montserrat	705	Scotland	
Morocco	706	Senegal	785
Mozambique	707	Serbia And Montenegro	780
Namibia	798	Seychelles	744
Nauru	805	Sierra Leone	745
Nepal	709	Singapore	746
Netherlands	710	Slovakia	850
Netherlands Antilles {Comprises Curacao, Bonaire, Saba, St Eustatius, St Martin (South)}	637	Slovenia	835
New Caledonia	711	Solomon Islands	747
New Zealand	714	Somalia	748
Nicaragua	715	South Africa	750
Niger	716	South America, not otherwise specified	
Nigeria	717	South Georgia And The South Sandwich Islands	830
Niue	714	Spain {includes CEUTA, MELILLA}	751
Norfolk Island	609	Spain (Except Canary Islands)	751
North America, not otherwise specified		Spain, not otherwise specified	751
Northern Ireland		Sri Lanka	628
Northern Mariana Islands	771	St Helena	735
Norway	718	St Kitts And Nevis	736
Not Known	782	St Lucia	737
Oman	708	St Pierre And Miquelon	653
Pakistan	721	St Vincent And The Grenadines	738
Palau	796	Stateless	783
Panama	722	Sudan	752
Papua New Guinea	712/723	Surinam [Suriname]	753
Paraguay	724	Svalbard And Jan Mayen	718
Peru	725	Swaziland	754
Philippines	726	Sweden	755
Pitcairn, Henderson, Ducie And Oeno Islands [Pitcairn]	823	Switzerland	756
Poland	727	Syria [Syrian Arab Republic]	757
Portugal {Includes Madeira, Azores}	728	Tajikistan	843
Puerto Rico	730	Tanzania [Tanzania, United Republic of]	759
Qatar	731	Thailand	760
Réunion	653	Togo	762
Romania	733	Tokelau	714
Russia [Russian Federation]	842	Tonga	784
Rwanda	734	Trinidad and Tobago	763
Samoa	741	Tunisia	765
San Marino	826	Turkey	766
Sao Tome And Principe	803	Turkmenistan	844

Name of country	Code
Turks and Caicos Islands	799
Tuvalu	647
Uganda	767
Ukraine	845
Union of Soviet Socialist Republics not otherwise specified	772
United Arab Emirates	764
United Kingdom	000
United Kingdom, not otherwise specified	000
United States	771
United States Virgin Islands [Virgin Islands, U. S.]	800
Uruguay	770
Uzbekistan	846
Vanuatu	713
Vatican City [Holy See (Vatican City State)]	678
Venezuela	773
Vietnam [Viet Nam]	774
Wales	
Wallis and Futuna	822
West Bank (including East Jerusalem) and Gaza Strip [Palestinian Territory, Occupied]	
Western Sahara	706
Yemen	601
Yugoslavia not otherwise specified	780
Zambia	781
Zimbabwe	732
Not Known	999
Stateless	888

Source of finance of fee for student

Code list C

30. Where the student has more than one source of finance the main one should be coded.

Code	Description
01	Student Awards Agency for Scotland (SAAS)
03	Local Education Authority (LEA) in England or Wales, Welsh Office or Department of Education Northern Ireland (DENI)
04	Research Councils or Department for Education and Employment (DfEE)
05	Government Training Credit e.g. Skillseeker, Modern Apprenticeship
06	Local Enterprise Company (LEC)
07	Public bodies (not specified elsewhere e.g. other HM Government Departments, Department for International Development (DfID), Armed Forces, Health Boards and British Council)
08	European Union Funding
09	Other overseas funding (including overseas Governments, industry, commerce, universities etc.)
10	UK industry and commerce
14	Self-financing student (home rate, includes (EU)
15	Scottish Local Authority bursary
16	Employability Fund (SDS)
17	Individual Learning Account
22	Fee waiver – full-time non-advanced
23	Fee waiver – income support
24	Fee waiver – low income
25	Fee waiver – Islands Authority fee waiver (excludes Orkney and Shetland)
26	Fee waiver – cost borne by college
28	Fee waiver – incapacity benefit
29	Fee waiver – severe disablement allowance
30	Fee waiver – housing benefit
33	Fee waiver – student on a DPG 18 programme
35	Orkney or Shetland Islands Authority
36	Self-financing (full-rate)
37	Fee waiver – carers allowance
38	Fee waiver – disability living allowance
39	Fee waiver – pension credit
40	Fee waiver – working tax credit
41	Fee waiver – old full-time criteria (only use this code if codes 22-40 are not met)
42	Fee waiver – school pupil

43	Fee waiver – attendance allowance
44	Fee waiver – income based job seekers allowance
46	Military Veteran
47	Fee waiver – income-related employment and support allowance
48	Fee waiver – student in care
49	Fee waiver – asylum seeker or spouse or child of an asylum seeker
50	Fee waiver – contribution based employment and support allowance
51	Work programme
52	Personal Independence Payment (PIP) replaces by end of 2017:- Code 38 - Disability Living Allowance
53	Universal credit (UC) replaces by end of 2017:- Code 23 - Income support Code 30 - Housing benefit (HB) Code 40 - { Child tax credit { Working tax credit Code 44 - Income-based job-seekers allowance (JSA) Code 47 - Income-related employment and support allowances (ESA)

Ethnic group

Code list D

Code	Description	
10	Scottish	White
11	English	
12	Welsh	
13	Irish	
30	Northern Irish	
31	British	
32	Gypsy/Traveller	
33	Polish	
14	Any other white ethnic group	
15	Any mixed or multiple ethnic group	Mixed
16	Indian, Indian Scottish, or Indian British	Asian, Asian Scottish, or Asian British
17	Pakistani, Pakistani Scottish, or Pakistani British	
18	Bangladeshi, Bangladeshi Scottish, or Bangladeshi British	
19	Chinese, Chinese Scottish, or Chinese British	
20	Any other Asian background	
21	Caribbean, Caribbean Scottish, or Caribbean British	Caribbean
35	Black, Black Scottish or Black British	African Black, Black Scottish or Black British
22	African, African Scottish, or African British	
23	Any other Black background	
34	Arab	Other ethnic background
24	Any other background	
98	Information refused/Prefer not to say	
99	Information not known	

31. It is compulsory for colleges to complete code list D (ethnic group) for all students enrolled on fundable (and non-fundable Employability Fund (SDS)) programmes.
32. We are encouraging all colleges that have submitted any students as ‘information refused/Prefer not to say and Information not known’ in terms of **Ethnicity** to take effective steps to improve the proportion of students with meaningful codes.

Mode of attendance of student

Code list E

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 that any additional periods of part-time study associated with a block release programme 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. (Note: Assessment combined with other education should be coded under the dominant mode of attendance of 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 for FE (15 Credits) or 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 per week.

Other qualifications (qualifications held on entry)

Code list F

Please enter, from the list below, code for highest qualification other than SCE/GCE/GCSW (if any) held on entry to present course. If none, leave blank. Include specific qualifications obtained from combinations of National Units (formerly National Certificate Modules) even though the total number of National Units obtained is also entered separately at Section 3 Ref: 24.

Advanced qualification

Code	Description
27	Doctorate
28	Masters Degree
01	Degree
02	Membership etc. of professional institution
03	Higher National Diploma, HE Diploma, Teaching Diploma, or equivalent
04	SVQ: Level 4 and above
06	Higher National Certificate or equivalent
07	Other advanced qualifications

Non-advanced qualification

Code	Description
08	Certificate of Sixth Year Studies (CSYS)/Advanced Higher
09	SVQ: Level 3
10	Access 3/Foundation Standard Grade
11	Access to University course
12	SVQ: Level 2/Intermediate 2/Credit Standard Grade
13	Access 2
14	SVQ: Level 1/Intermediate 1/General Standard Grade
15	Access 1
16	Ordinary/Scottish National Diploma
17	Ordinary/Scottish National Certificate
20	National 1
21	National 2
22	National 3/Skills for work National 3
23	National 4/Skills for work National 4
24	National 5/Skills for work National 5
25	Higher/Skills for work Higher
26	Advanced Higher/Scottish Baccalaureates
99	Standard/Higher Grade

Category of student

Code list G

Code	Description
17	Primary school pupil
15	School based S1
16	School based S2
01	School based S3
02	School based S4
03	School based S5
04	School based S6
05	Student on Scottish wider access programme (SWAP)
06	Student on other access course for Higher Education (all modes) – other than conventional SCE/GCE/GCSE studies
07	Student on European exchange (e.g. ERASMUS, COMETT)
08	Student on YT/Skillseekers/Employability Fund/Modern Apprenticeship
09	Student on other government training scheme
10	Full-time college based not included above
11	Permanent or temporary employment
12	Registered unemployed – receiving jobseekers allowance
13	Registered unemployed - not receiving jobseekers allowance
14	Not registered unemployed but not working
18	Retired
19	P1-P7, S1-S6, but not on a school link programme
20	Migrant worker
21	Winter leaver

33. If course type is school link then the student category should be coded 1-4, 15, 16, 17.

Disability allowance

Code list H

Code	Description
1	The student has no disability
2	The student has a disability and is in receipt of disabled students allowance
3	The student has a disability but is not in receipt of disabled students allowance
4	The student has a disability but information about disabled students allowance is not known/not sought
7	Prefer not to say
8	Information unknown

34. The disability allowance field identifies whether the student is known to be disabled and whether they are in receipt of the disabled students allowance or not. **This field is only to be completed for students on HE courses.** For students on FE courses the field should be left blank.

Student record outcome

Code list J

35. This field identifies the student's outcome from the programme on which they have enrolled, and as entered on their corresponding FES 1 record, i.e. the student's FES 2 record outcome must correspond to the FES 1 programme/course entry for that student.
36. Outcome should always tie in with the FES 1 qualification aim of study field, and be evaluated/determined on this basis.
37. Where the student qualification assessment is not available because, for example, it is an externally examined course, the student outcome should be based on what the college believes to be correct at the time of completion.

Code	Description
01	Enrolled on programme/course but never attended
02	Withdrawn from programme/course and commenced employment
03	Withdrawn from programme/course and now studying in an HEI
04	Withdrawn from programme/course and destination unknown
05	Transferred to another programme/course within the college
07	Completed programme/course, student assessed but not successful
08	Completed programme/course, student assessed and successful
10	Withdrawn from programme/course and now studying elsewhere (not HEI)
14	Completed programme/course, student not assessed as programme/course not designed to be assessed ⁽¹⁾ Use for code PB qualification aim courses only
16	Deceased
17	Student has progressed to next year but did not gain 70% of the assessed credits undertaken
18	Student has progressed to next year and has achieved 70% of the assessed credits undertaken
20	Student has achieved 70% of the assessed credits undertaken but has chosen not to progress onto the next year
21	Completed programme/course, student not assessed although programme/course designed to be assessed ⁽¹⁾
22	Student completed first year of an HND but has chosen to leave with an HNC
23	Spanning programme where outcome is not yet known ⁽¹⁾
24*	Studying on a flexible learning programme where outcome is not yet known ⁽¹⁾

*New Outcome code introduced for 2016-17

Codes highlighted in blue are positive outcomes.

(1) To be excluded from PIs

38. The code 01 outcome 'Enrolled on programme/course but never attended' should only ever be used when a student has enrolled but never attends a timetabled teaching event. If a student attends at least one timetabled teaching event and then leaves the college, the most appropriate withdrawn code of 02, 03, 04 or 10 must be used.
39. It is highly advisable that the success criteria for all programmes of study be defined and made known to staff and students at the outset of the programme. The predetermined success criteria should then be used consistently to determine the final student outcomes at programme completion.
40. Success rates for college devised programmes consisting of stand-alone units and college subject should be based only on the proportion of externally assessed units achieved i.e. they must gain 70% of the assessed unit credits.
41. It is recognised that some units will span two or more academic years on non-spanning programmes. In these cases the 70% rule should be applied to the non-spanning units.

School code number

Code list K

42. School code number is required for all students under 20 years of age at the point of enrolment.
43. This field must be completed for all school link programmes or student category – school based pupils (code list G – 1-4, 15, 16 and 17).
44. This is to allow for the monitoring and tracking of school/college partnerships, the Schools for Higher Education Programme (SHEP) and Youth participation.
45. SOEID school codes can be found at the following link:
<http://www.gov.scot/Topics/Statistics/Browse/School-Education/Datasets/contactdetails>

SCQF level of programme or 'broadly comparable' level code

Code list L

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
00	Student holds no qualification			

46. When using code list L for ESF student qualification level held on entry. If the qualification held has a level on another national framework then it may be able to be compared across to the SCQF;

http://www.sqa.org.uk/files_ccc/QualificationsCanCrossBoundaries.pdf

Maintenance groups / EMA / Award category

Code list M

47. Students in receipt of an award should be split dependant on the circumstances under which they were awarded their maintenance allowance:

Section A

Maintenance group 1

- 01 - Maintenance allowance at parental home
- 02 - Maintenance allowance away from parental home

Section B

Maintenance group 2

- 03 - Approved accommodation or lodgings residence costs
- 04 - Personal allowance residence costs

Section C

Students who are eligible to claim their maintenance costs through an Educational Maintenance Allowance (EMA) may still be eligible to claim additional maintenance costs, depending on their circumstances. All monies issued from the colleges' bursary award should be recorded on this form.

In receipt of Educational Maintenance Allowance (EMA)

- 0 - Not in receipt
- 1 - In receipt

Section D

Student is in receipt of support funding should be recorded under one of the following Award Assessment categories:

- 1 - Student is under 18 years of age
- 2 - Student is parentally supported
- 3 - Student is self-supporting

Groups of specific interest

Code list N

Code	Description
AA*	Care-experienced
AC	Bereaved Children Scheme
AD*	Iraqi Direct Entry Assistance Scheme
AE*	Profound and Complex Needs
AF	Asylum Seekers
AG	Refugees
AH	Person Granted Humanitarian Protection
AJ	Person Granted Discretionary Leave to Remain
AK*	Syrian Vulnerable Persons Relocation Scheme (VPRS)

48. This field is to identify students who are from a special interest group and are being supported in to education.

- * **AA** - A key priority is a more representative proportion of enrolments from care-experienced background (previously categorised as care leavers and looked after children). Colleges are asked to ensure that care-experienced students self-disclose and improve on recording the number of care-experienced currently at college, to identify and support them through the full student cycle to successful outcome.
- * **AD** - Identify Iraqi nationals who to date, have had direct access to further or higher education under the above Home Office resettlement programme.
- * **AE** - This is a national measure reportable in Regional Outcome Agreements.

A learner with “Profound and Complex Needs” is defined as:

Level of learning at:

- SCQF level 1 (National 1 Independent level)
- SCQF level 1 (National 1 Supported level)

In combination with a significant additional impairment such as:

- Profound sensory loss, physical disability and/or disruptive behaviour
- Significant health care needs
- Use of alternative or augmentative communication
- A need to use adaptive technology/specialised software
- A need for a high level of specialised multi-agency support
- A need for significant adaptation to the curriculum, requiring regular contact with outside agencies
- A need for modification to the physical environment
- A need for a high level of specialised resources.

Further details are available on Scotland’s Colleges website:

<http://www.scotlandcolleges.ac.uk/supported-programmes/profound-and-complex-needs>

- * **AK** – Identify Syrian nationals who have been granted humanitarian protection to enter the UK under the Syrian VPRS; and
 - Has been ordinarily resident in the United Kingdom and Islands at all times since they were granted Humanitarian Protection; and
 - Are ordinarily resident in Scotland on the relevant day
- Or
- Is the spouse, civil partner or a child of a person above; and
 - Is ordinarily resident in Scotland on the relevant day.

Qualification aim of student

Code list O

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

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 no-accredited award)
35*	SQA National Progression Award
36*	SQA Skills for Work Award
37*	Non-advanced qualification not specified elsewhere
KA	SQA Advanced Higher Award
KB	SQA Higher Award
38*	SQA National Award
39*	Non-advanced units only but not leading to an award certificate
26	Scottish Baccalaureate
PB	Programme not leading to recognised qualification (fully non-assessed courses including most non-vocational programmes)

*New Qualification Aim codes introduced for 2016-17

49. The **Qualification Aim** code should be used in conjunction with the **SCQF and 'broadly comparable' Level** code (Code List L) to accurately inform the students' actual level of study.

50. Code PB 'Programme not leading to a recognised qualification (fully non-assessed courses including most non-vocational programmes)', should only be used when a programme contains no formal accredited units.

51. Every course should have a SCQF or 'broadly comparable' level code.

Sex of student

Code list P

Code	Description
10	Male
11	Female
12	Other
13	Information refused/prefer not to say

52. This field identifies the sex of the student.

53. We are encouraging all colleges that have submitted any students as 'information refused/Prefer not to say' in terms of Sex to take effective steps to improve the proportion of students with meaningful codes.

Sexual orientation of student

Code list Q

Code	Description
1	Heterosexual/straight
2	Gay man
3	Gay woman/lesbian
4	Bisexual
5	Other
6	Information refused/prefer not to say

54. This one digit field identifies the sexual orientation of the student.

55. We are encouraging all colleges that have submitted any students as 'information refused/Prefer not to say' in terms of Sexual orientation to take effective steps to improve the proportion of students with meaningful codes.

56. **Note:** From 2016-17 onwards the collection of this protective characteristic field is compulsory.

Religion, religious denomination or body

Code list R

Code	Description
01	None
02	Church of Scotland
03	Roman Catholic
04	Other Christian
05	Muslim
06	Buddhist
07	Sikh
08	Jewish
09	Hindu
10	Another religion or body
11	Information refused/Prefer not to say

57. We are encouraging all colleges that have submitted any students as ‘information refused/Prefer not to say’ in terms of **Religion, religious denomination or body** to take effective steps to improve the proportion of students with meaningful codes.

58. **Note:** From 2016-17 onwards the collection of this protective characteristic field is compulsory.

ESF student status prior to enrolling in college

Code list S

Code	Description
01	Registered unemployed up to 6 months
02	Registered unemployed 6 to 12 months
03	Registered unemployed 13 to 24 months
04	Registered unemployed 25 to 36 months
05	Registered unemployed Over 3 years
06	Economically inactive up to 6 months
07	Economically inactive 6 to 12 months
08	Economically inactive 13 to 24 months
09	Economically inactive 25 to 36 months
10	Economically inactive Over 3 years
11	Workforce Returners
12	In education/training up to 6 months
15	In education/training 6 to 12 months
16	In education/training 13 to 24 months
17	In education/training 25 to 36 months
18	In education/training over 3 years
13	Employed
14	Self-employed

ESF Target group

Code list T

Code	Description
1	ESF mainstream
2	Foundation Apprentice (SDS Placement)

Gender Identity of student

Code list U

Code	Description
1	Yes
2	No
3	Information refused/prefer not to say

59. This one digit field identifies whether the gender identity of the student is the gender they were assigned at birth.

60. Gender identity is recorded on the basis of the student's own self-assessment and should be asked separately from questions about sexual orientation, sex or gender.

61. We are introducing the collection of this field to monitor equal opportunities issues in the further education sector and to support further education institutions in meeting their obligations under the Equality Act 2010.

62. We recommend using the suggested Equality Challenge Unit (ECU) question at the point of college application: Is your gender identity the same as the gender you were originally assigned at birth?

63. ECU has a number of resources relating to gathering information across the protected characteristics covered by the Equality Act 2010. These resources can be found at the [Equality Challenge Unit](#) website. If you have any further queries regarding equality monitoring, please email ECU at admin@ecu.ac.uk.

64. **Note:** For 2016-17 this field will be optional. We recommend a decision to introduce monitoring in this area within individual colleges should be taken in consultation with trans staff and student groups, as well as students' unions.

Section 4

Submission of FES 2 returns

Physical characteristics for data files

File format

65. Data should be submitted in a fixed length ASCII file with a '.DAT' file extension.

66. Files should be returned to SFC via FES online.

67. The following naming convention should be used for the FES 2 file returned to SFC:

- B (seven-digit college code number).DAT – e.g. Borders College would read B5660459.DAT

Batch header record

68. A batch header in the following format is required for each programme requiring FES 2 data. This is then followed by the individual student records for the relevant programme (see section 3 for further details):

- ***XXXXXXXXFESYYYYYYZZZZ***
- ***Programme directory number = XXXXXXXX***
- ***Data collection = FES***
- ***College code number = YYYYYY***
- ***Number of student records in batch = ZZZZ***

Further information

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