



SFC Guidance

FES 3 Guidance notes 2016-17

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Summary: Guidance notes and code lists for completion of FES 3 individual programme elements data: Academic year 2016-17

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Further education statistics – individual programme elements (FES 3)

Contents	Page	
Section 1	Revisions to the FES 3 data collection	3
Section 2	Coverage and timing of FES 3 data	4
Section 3	Notes and code lists for completion of FES 3	5
Code list A	Superclass II: outline of main classes	7
Code list B	Programme element result	10
Code list C	Awarding body	11
Section 4	Submission of FES 3 returns	13
	Further Information	13

Section 1

Revisions to the FES 3 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 3, Page 6, Ref: 9 - Programme element title
Additional requirement for 2016-17 to have the Programme element title included as part of the FES 3 collections.
3. Programme element result Code list B, page 10
Specific element coding guidance added – see notes; (1) for accredited units only and (2) for non-accredited units only.

Section 2

Coverage and timing of FES 3 data

4. 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).
5. 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.
6. 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.
7. 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.
8. FES data is due for return to SFC via FES online by 29th September 2017 and covers all enrolments during the entire academic sessions (1 August 2016 to 31 July 2017).
1. 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 Sept 2017

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. ELS Credits should be excluded. The FES 3 Credits should reflect the Awarding Body credit value for each unit/module. These should not be scaled up across a programme to match the number of Tariff Credits for the student.	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” programme element indicator	0=course/programme element is <u>not</u> “Work experience” related 1=course/programme element is deemed “Work experience”	1	45
9	Programme element title	BLOCK CAPITALS - Nationally recognised unit/subject titles should be used where appropriate.	51	46-96

Superclass II: outline of main classes

Code list A

A: Business/Management/Office Studies		E: Politics/Economics/Law/Social Sciences	
AA	Business/Finance (general)	EA	Government/Politics
AB	Management (general)	EB	Economics
AC	Public Administration	EC	Law
AD	International Business Studies Briefings	ED	Social Sciences General/Combined
AE	Enterprises	EE	Social Studies
AF	Management Skills	F: Area Studies/Cultural Studies/Languages/Literature	
AG	Management Planning and Control Systems	FB	Culture/Gender/Folklore
AJ	Human Resources Management	FC	Literature
AK	Financial Management/Accounting	FJ	Linguistic Studies
AL	Financial Services	FK	Languages
AY	Office Skills	FL	Cultural/Area/Social/Diaspora Studies
AZ	Typing/Shorthand/Secretarial Skills	G: Education/Training/Teaching	
B: Sales, Marketing and Distribution		GA	Education Theory/Learning Issues
BA	Marketing/PR	GB	Teaching/Training
BB	Export/Import/European Sales	GC	Teaching/Training: specific subjects
BC	Retailing/Wholesaling/Distributive Trades	GD	Education/School Organisation
BD	Retailing/Distribution: specific types	GE	Training/Vocational Qualifications
BE	Sales Work	GF	Careers/Education Guidance Work
BF	Physical Distribution	H: Family Care/Personal Development/Personal Care and Appearance	
C: Information Technology and Information		HB	Self-Development
CA	Computer technology	HC	Career Change/Access
CB	IT: Computer Science/Programming/ Systems	HD	Continuing Education (basic skills)
CC	IT: Computer Use	HE	Personal Finance/Consumerism/Rights
CD	Using Software and Operating Systems	HF	Parenting/Carers
CE	Text/Graphics/Multimedia Presentation Software	HG	Disabled People: skills/facilities
CH	Software for Specific Applications/Industries	HH	Crisis/Illness/Self Help
CX	Information Work/Information Use	HJ	Personal Health/Fitness/Appearance
CY	Information Systems/Management	HK	Therapeutic Personal Care
CZ	Libraries/Librarianship	HL	Hair/Personal Care Services
D: Humanities (History/Archaeology/Religious Studies/Philosophy)			
DA	Humanities/General Studies/Combined Studies		
DB	History		
DC	Archaeology		
DD	Religious Studies		
DE	Philosophy		

J: Arts and Crafts		N: Catering/Food/Leisure Services/Tourism	
JA	Art Studies/Fine Arts	NA	Hotel/Catering (general)
JB	Art Techniques/Practice	NB	Food/Drink Services
JC	Design (non-industrial)	NC	Catering Services
JD	Museum/Gallery/Conservation Skills	ND	Hospitality Services
JE	Collecting/Antiques	NE	Baking/Dairy/Food and Drink Processing
JF	Crafts: Leisure/General	NF	Cookery
JG	Decorative Leisure Crafts	NG	Home Economics
JH	Decorative Metal Crafts/Jewellery	NH	Food Sciences/Technology
JK	Fashion/Textiles/Clothing (craft)	NK	Tourism/Travel
JL	Fabric Crafts/Soft Furnishings	NL	Leisure/Sports Facilities Work
JP	Wood Cane and Furniture Crafts	NM	Country leisure Facilities Work
JR	Glass/Ceramics/Stone Crafts	NN	Arts/Culture/Heritage Administration
K: Authorship/Photography/Publishing/Media		P: Health Care/Medicine/Health and Safety	
KA	Communication/Media (general)	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
KE	Photography	PE	Medical Technology/Pharmacology
KF	Film/Video Production	PF	Dental Services
KG	Audio and Visual Media	PG	Ophthalmic Services
KH	Print and Publishing	PH	Nursing
L: Performing Arts		PJ	Semi-medical/Physical/Psycho/Therapies
LA	Performing Arts (general)	PK	Psychology
LB	Dance	PL	Occupational Health and Safety
LC	Theatre and Dramatic Arts	PM	Social Care/Social Work Skills
LD	Variety Circus and Modelling	PN	Family/Community Work
LE	Theatre Production	PP	Crisis Support/Counselling
LF	Music History/Theory	PQ	Child Care Services
LG	Music of Specific Kinds/Cultures	Q: Environment Protection/Energy/Cleansing/Security	
LH	Music Performance	QA	Environmental Protection/Conservation
LJ	Musical Instrument Technology	QB	Energy Economics/Management/Conservation
M: Sports, Games and Recreation		QC	Pollution/Pollution Control
MA	Sports Studies/Combined Sports	QD	Environmental Health/Safety
MB	Air Sports	QE	Cleansing
MC	Water Sports	QG	Funerary Services
MD	Athletics Gymnastics and Combat Sports	QH	Security
ME	Wheeled Sports	QJ	Fire Prevention/Fire Fighting
MF	Winter Sports		
MG	Ball and Related Games		
MH	Country/Animal Sports		
MJ	Indoor Games		

R: Sciences and Mathematics		W: Manufacturing/Production Work	
RA	Science and Technology (general)	WA	Manufacturing (general)
RB	Mathematics	WB	Manufacturing/Assembly
RC	Physics	WC	Instrument Making/Repair
RD	Chemistry	WD	Testing Measurement and Inspection
RE	Astronomy	WE	Chemical Products
RF	Earth Sciences	WF	Glass/Ceramics/Concretes Manufacture
RG	Land and Sea Surveying/Cartography	WG	Polymer Processing
RH	Life Sciences	WH	Textiles/Fabrics (industrial)
S: Agriculture, Horticulture and Animal Care		WJ	Leather Footwear and Fur
SA	Agriculture/Horticulture (general)	WK	Woodworking/Furniture Manufacture
SB	Agricultural Sciences	WL	Paper Manufacture
SC	Crop Protection/Fertilisers/By products	WM	Food/Drink/Tobacco (industrial)
SD	Crop Production	X: Engineering	
SE	Gardening/Floristry/Plant Sales	XA	Engineering/Technology (general)
SF	Amenity/Horticulture/Sports grounds	XD	Metals Working/Finishing
SG	Forestry/Timber Production	XE	Welding/Joining
SH	Animal Husbandry	XF	Tools/Machining
SJ	Fish Production/Fisheries	XH	Mechanical Engineering
SK	Agricultural Engineering/Farm Machinery	XJ	Electrical Engineering
SL	Agricultural/Horticultural Maintenance	XK	Power/Energy Engineering
SM	Rural/Agricultural Business Organisation	XL	Electronic Engineering
SN	Veterinary Services	XM	Telecommunications
SP	Pets/Domestic Animal Care	XN	Electrical/Electronic Servicing
T: Construction and Property (Built Environment)		XP	Aerospace/Defence Engineering
TA	Built Environment (general)	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
TE	Construction (general)	XT	Rail Vehicle Engineering
TF	Construction Management	Y: Oil/Mining/Plastics/Chemicals	
TG	Building/Construction Operations	YA	Mining/Quarrying/Extraction
TH	Building Services	YB	Oil and Gas Operations
TJ	Interior Design/Fitting/Decoration	YC	Chemicals/Materials Engineering
TK	Construction Site Work	YD	Metallurgy/Metals Production
TL	Civil Engineering	YE	Polymer Science/Technology
TM	Structural Engineering	Z: Transport Services	
V: Services to Industry		ZA	Transport (general)
VB	Production/Operations Management	ZD	Freight Handling
VC	Purchasing/Procurement and Sourcing	ZE	Aviation
VD	Quality and Reliability Management	ZF	Marine Transport
VE	Industrial Control/Monitoring	ZG	Rail Transport
VF	Industrial Design/Research and Development	ZH	Driving Road Safety
VG	Engineering Services	ZJ	Road Transport Operation
		ZL	Motor Trade Operations

Programme element result

Code list B

9. 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 ⁽¹⁾
08	Completed programme element, student assessed and successful ⁽¹⁾
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 ⁽²⁾
15	Completed programme element, student not assessed although programme element designed to be assessed ⁽¹⁾
16	Student deceased

(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

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

Section 4

Submission of FES 3 returns

Physical characteristics for data files

File format

10. Data should be submitted in a fixed length ASCII file with a '.DAT' file extension.
11. Files should be returned to SFC via FES online by 29 September 2017 and covers all programme elements data during the entire academic session (1 August 2016 to 31 July 2017).
12. 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

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