

## Annex D

### FES reporting requirements for Flexible Workforce Development Fund activity

#### FES 1

Although all FES 1 fields must be completed for FWDF activity please ensure for the following fields that the below noted code / description is entered.

Field name	Use code / description
Source of finance for programme	09 – Scottish Funding Council (SFC)
Title of Programme	Include “FDWF” in course title
Number of planned credits	No credits to be claimed enter 0000.000

#### FES 2

An enrolment with full personal details is not required for FWDF employees however, as a minimum SFC requires the FES 2 fields below to be completed.

Field name	Use code / description
Surname	Surname of student
Name(s)	Forenames of student
Student matriculation number	Unique college student identifier
Student date of birth	Date of birth (in format: DDMMYYYY)
Sex of student	FES 2 code list P
Post code of permanent home location	Home post code
Planned credits equivalent	40 hours activity = 1 credit
Target Group	3 – Flexible Workforce Development Fund