



SFC Guidance

FES 2 Guidance notes 2018-19

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Summary: Guidance notes and code lists for completion of FES 2 student data: Academic year 2018-19

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Further Education Statistics – student data (FES 2)

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Section 1

Revisions to the FES 2 data collection

Note: For reasons of data integrity and simplification of updates to FES, new fields (columns) will now be added to the end of the .dat file and obsolete columns will remain but will no longer need to be populated. This has the benefit of maintaining the integrity of current columns in the .dat file while still allowing FES revisions.

1. Section 2 clauses 23 thru 26 added to provide information on 'skeletal' minimum record requirements for students on other non-fundable (cost recovery) programmes (FES 1 code list C – Codes 01, 02, 03, 04 & 10).
2. Section 2 clauses 35 and 36 revision to Data Protection Legislation notices.
3. Removal of requirement to provide 'Country of nationality of student' field [data no longer required but columns need to remain to maintain column integrity for upload].
4. The above is replaced with field Ref 72: 'Student nationality' and Code list A; Country of nationality of student has been completely revised for 2018-19 to fit with A2C programme standards for Country code which is based on ISO 3166.
5. Removal of requirement to provide 'Permanent home location of student' field and removal of corresponding Code list B [data no longer required but columns need to remain to maintain column integrity for upload].
6. Removal of requirement to provide 'Student follow up survey opt out' field [data no longer required but columns need to remain to maintain column integrity for upload].
7. Change of description wording of disability field 36 – 'Deaf or a serious hearing impairment' to 'D/deaf or hearing impairment'.
8. Code list C, Source of finance of fee for student; change of words at Code 17 from 'Individual Learning Account' to 'Individual Training Account', change of words at Code 46 from 'Military Veteran' to 'Veterans'.
9. Code list C, Source of finance of fee for student; addition of note on codes to be used for Flexible Workforce Development Fund (FWDF) students.
10. Code list D, Ethnic group; change to Code descriptions 23 and 34, addition of note at code 99 and new Code 36 added.
11. Code list K, School code number; addition of four additional codes to cover those not attending a Scottish local authority, independent or grant-aided schools, that is; Home schooled, Non-Scottish UK school, Non-UK EU school, Overseas school.

12. Code List L, SCQF level of programme or 'broadly comparable' level code; updated to include Foundation Level Apprenticeship (SCQF level 6) and Graduate Level Apprenticeship (SCQF levels 8, 10 & 11).
13. Code list N, Groups of specific interest; addition of Note at clause 60 plus three additional special interest groups; AM, 'Afghan Locally Employed Staff', AN, 'Estranged person' and AO, 'Stateless person'. Change of name of group AL from 'Veterans/Early Service Leavers' to 'Veterans' and added definition provided for this group at AL notes.
14. Code list O, Qualification Aim of study - addition of two qualifications; Code 40 - Foundation Level Apprenticeship and Code 41 - Graduate Level Apprenticeship.
15. Code list P, Sex of student; change of description of Code 12 from 'Other' to 'In another way'.
16. Code list Q, Sexual orientation of student; change of description of Code 4 from 'Bisexual' to 'Bi/bisexual'.
17. Code list U, 'Gender Identity of student'; please **note** that the recommended wording of this question for student applications has been changed to reflect current best practice guidance. An additional Gender expression question and corresponding field has been added to cover those identifying as 'Trans'.
18. Addition of equalities field Code list V, 'Marriage/civil partnership status'.
19. Addition of equalities field Code list W, 'Pregnancy and maternity'.
20. Addition of language field Code list X, 'First or preferred language'.

Revision 26/04/2018

21. Correction of error in Code List F, where previous version had Code 00 "Student holds no qualification" missing.

Revision 05/11/2018

22. Addition of 'Country of nationality of student' code ZZ 'stateless' in code list A.

Section 2

Coverage and timing of FES 2 data

23. 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.
24. It is not necessary to collect full personal details of primary school pupils but if claiming credits then we require, as a minimum, school code plus the following personal details for each pupil; surname, forename, and date of birth. However, for secondary school pupils it is preferred that full personal details are collected for the purposes of ongoing Outcome Agreement monitoring and measurement of colleges DYW School College Senior Phase activity.
25. It is not a mandatory requirement to provide FES 2 student details for other non-fundable programmes, i.e. cost recovery programmes with the exception of the Employability Fund (SDS). However, this situation does lead to an issue because we know these students are in the college from FES 1 but if we don't have FES 2 records, the SFC creates a 'dummy' record within FES for each of these students to allow us to conduct analysis on total cohort and to work out accurate headcounts and enrolments.
26. The issue that exists is that these 'dummy' records are generated by a proportioning system based on the composition of the remaining cohort to create numbers of each gender, age approximations, etc. Obviously this creates inaccuracies across FES, since proportions are a best guess. We also have inevitable fringe inaccuracy in the analysis since proportioning based on 'dummy' records creates subtle variances depending on what way the data is cut for analysis.
27. The simplest solution is to get, as a minimum, a 'skeletal' record for the non-fundable students returned through FES so the composition of the cohort is accurate and we can remove the 'dummy' record element from analysis.
28. The SFC is proposing that as a minimum we obtain a 'skeletal' record for any student for other non-fundable (cost recovery) programmes (FES 1 code list C – codes 01, 02, 03, 04 & 10). Skeletal records would include information we expect that colleges are already routinely collecting for administrative purposes, namely:
 - Forename(s).
 - Surname.
 - Sex of student.
 - Student date of birth.

- Postcode of permanent home location.
 - Student matriculation number.
 - Programme directory number.
 - Source of finance of fee for student.
 - Student outcome.
 - SQA candidate number (if available).
29. In most cases there will be a difference between the FES 1 student count for a programme and the number of FES 2 records 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.
30. 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).
31. 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.
32. 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.
33. 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).
34. FES data is due for return to the SFC by 4 October 2019 and covers all enrolments during the entire academic session (1 August 2018 to 31 July 2019).
35. The Quarterly return dates are as follows:
- 1st Quarter – 9 November 2018.
 - 2nd Quarter – 1 February 2019.
 - 3rd Quarter – 5 July 2019.
 - Final Return – 4 October 2019.

36. Colleges need to be aware that under the Data Protection Legislation they need to make students aware that the data they provide may be used by SFC (as well as other bodies such as Scottish Government, Skills Development Scotland, Colleges Scotland, College Development Network and other organisations working for the benefit of the sector). Colleges should, therefore, have a privacy statement within their application / enrolment processes to advise students of how they will use and share their information. We have included a section for all colleges to include in their application / enrolment privacy statements regarding the sharing of data with SFC as below:

“Statistical personal information will be shared with the Scottish Funding Council to allow them to allocate appropriate funding to colleges in line with Scottish Government strategies and their statutory duties. For more information on how the Scottish Funding Council use your personal data please see their FE student privacy policy on their website [LINK TO PP].”

37. Please note: Colleges are responsible for ensuring that any privacy notices are compliant with Data Protection Legislation, the above statement only covers processing in relation to data shared with the Scottish Funding Council. Colleges should ensure that their privacy statements cover all processing of student data in line with Data Protection Legislation.

Section 3

Notes and code lists for completion of FES 2

Batch header record

38. 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:

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

39. 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 optional field is to enable students to indicate if their	1	88

		gender identity is the sex as registered to them at birth (FES 2 code list U).		
9	Nationality of student	Data no longer required but columns need to remain to maintain column integrity for upload.	4	89-92
10	Permanent home location of student	Data no longer required but columns need to remain to maintain column integrity for upload.	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 from 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	Data no longer required but columns need to remain to maintain column integrity for upload.	1	146

Disability

30	Do you have a disability	Y=Yes, N=No	1	147
31	A specific learning difficulty such as dyslexia, dyspraxia or ADHD	Y=Yes, N=No	1	148
32	A social / communication impairment such as Asperger's syndrome / other autistic spectrum disorder	Y=Yes, N=No	1	149

33	A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy	Y=Yes, N=No	1	150
34	A mental health condition such as depression, schizophrenia or anxiety disorder	Y=Yes, N=No	1	151
35	A physical impairment or mobility issues such as difficulty using arms or using a wheelchair or crutches	Y=Yes, N=No	1	152
36	D/deaf or hearing impairment	Y=Yes, N=No	1	153
37	Blind or a serious visual impairment uncorrected by glasses	Y=Yes, N=No	1	154
38	A disability impairment or medical condition that is not listed above	Y=Yes, N=No	1	155
39	A specific learning disability such as Down's Syndrome	Y=Yes, N=No	1	156
40	Planned Credits ¹	Generated for fundable students included in the FES 1 student count – number of Credits claimed against each.	6	157-162

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, and the Credits equivalent fields should all be 00.000.

		<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>		
41	Planned Credits equivalent	Generated only for non-fundable students included in the FES 1 student count (where 40 hours activity = 1 Credit).	6	163-168
42	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	169-176
43	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	177-184
44	Funding Qualifying date of student	For full time programmes beginning at the start of the AY (before 10 September 2018) the funding qualifying date is to be set at 1 November. For other programmes the funding qualifying date will be set at the day on which 25% of the course calendar days have passed. The format DDMMYYYY is to be returned.	8	185-192
45	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	193-198
46	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	199-204
47	Target Group	This field is to highlight which students have received funding	1	205

		from the European Social Fund, Foundation Apprenticeships and Flexible Workforce Development Fund. Enter appropriate code from (FES 2 code List T).		
48	ESF student status prior to enrolling in college	Enter status immediately prior to enrolling in college from (FES 2 code list S).	2	206-207
49	ESF student qualification held on entry. SCQF or equivalent	Enter appropriate code from (FES 2 code list L).	2	208-209
50	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	210-211

Student support funding information

51	Maintenance group 1	FES 2 code list M – Section A.	2	212-213
52	Maintenance group 2	FES 2 code list M – Section B.	2	214-215
53	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	216
54	Award assessment category	Enter appropriate code (FES 2 code list M – Section D).	1	217
55	Maintenance costs	The total maintenance costs per student.	5	218-222
56	Dependents allowance	Total amount awarded for dependents allowance.	5	223-227
57	Study expenses allowance	Total amount awarded for study expenses allowance.	5	228-232
58	Travel expenses allowance	Total amount awarded for travel expenses allowance.	5	233-237
59	Special educational needs allowance	Total amount awarded for SEN allowance.	5	238-242
60	Total bursary expenditure	Total amount awarded to the student from the bursary fund.	5	243-247
61	Total FE discretionary fund expenditure	Total amount awarded from the FE discretionary fund.	5	248-252
62	Childcare, lone parent award	Total amount awarded to student from the Childcare fund who is classified as a lone parent.	5	253-257

63	Childcare, other award	Total amount awarded to student from the childcare fund but is NOT classified as a lone parent.	5	258-262
64	Household income	This is being collected as part of the Scottish Government Post-16 reform programme.	6	263-268
65	Sexual orientation	Student's sexual orientation (FES 2 Code list Q).	1	269
66	Religion	Religion, religious denomination or body (FES 2 Code list R).	2	270-271
67	Carer*	Does the student have caring responsibilities? Y=Yes, N=No	1	272
68	Caring responsibilities*	1 = Disabled child / children under 18. 2 = Child / children under 18. 3 = Adult(s) 18 and over. 4 = Prefer not to say.	1	273
69	Associate Student status	This field is to identify students from the HE guaranteed articulation places. 0=Not Associate status, 1=Associate Student	1	274
70	Text		256	275-530

Additional Fields/Columns for 2018-19

71	Gender expression of student	This optional field is to enable students to indicate if they have ever identified as a trans person (FES 2 code list U).	1	531
72	Student nationality	Country of nationality of student (FES 2 code list A).	2	532-533
73	Marriage/civil partnership status	This optional field is to identify students' current marital or partnership status (FES 2 Code list V).	1	534
74	Pregnancy and maternity	This optional field is to identify students currently pregnant or have been pregnant in the past year (FES 2 Code list W).	1	535
75	First or preferred language	This field is to identify a student's first or preferred language (FES 2 Code list X).	1	536

*Please refer to Appendix 1 for full requirements

Country of nationality of student

Code list A

XH	Scotland
XF	England
XG	Northern Ireland
XI	Wales / Cymru
AD	Andorra
AE	United Arab Emirates
AF	Afghanistan
AG	Antigua and Barbuda
AI	Anguilla
AL	Albania
AM	Armenia
AO	Angola
AR	Argentina
AS	American Samoa
AT	Austria
AU	Australia
AW	Aruba
AX	Åland Islands
AZ	Azerbaijan
BA	Bosnia and Herzegovina
BB	Barbados
BD	Bangladesh
BE	Belgium
BF	Burkina Faso
BG	Bulgaria
BH	Bahrain
BI	Burundi
BJ	Benin
BL	Saint Barthélemy
BM	Bermuda
BN	Brunei Darussalam
BO	Bolivia
BQ	Bonaire, Sint Eustatius and Saba
BR	Brazil
BS	Bahamas, The
BT	Bhutan
BW	Botswana
BY	Belarus
BZ	Belize
CA	Canada
CC	Cocos (Keeling) Islands
CD	Congo (Democratic Republic)
CF	Central African Republic
CG	Congo

CH	Switzerland
CI	Côte d'Ivoire (Ivory Coast)
CK	Cook Islands
CL	Chile
CM	Cameroon
CN	China
CO	Colombia
CR	Costa Rica
CU	Cuba
CV	Cabo Verde (Cape Verde)
CW	Curaçao
CX	Christmas Island
CY	Cyprus
CZ	Czechia
DE	Germany
DJ	Djibouti
DK	Denmark
DM	Dominica
DO	Dominican Republic
DZ	Algeria
EC	Ecuador
EE	Estonia
EG	Egypt
EH	Western Sahara
ER	Eritrea
ES	Spain / Canaries
ET	Ethiopia
FI	Finland
FJ	Fiji
FK	Falkland Islands [Malvinas]
FM	Micronesia
FO	Faroe Islands
FR	France
GA	Gabon
GD	Grenada
GE	Georgia
GF	French Guiana
GG	Guernsey
GH	Ghana
GI	Gibraltar
GL	Greenland
GM	Gambia, The
GN	Guinea
GP	Guadeloupe
GQ	Equatorial Guinea
GR	Greece
GS	South Georgia and the South Sandwich Islands
GT	Guatemala
GU	Guam

GW	Guinea-Bissau
GY	Guyana
HK	Hong Kong
HN	Honduras
HR	Croatia
HT	Haiti
HU	Hungary
ID	Indonesia
IE	Ireland
IL	Israel
IM	Isle of Man
IN	India
IO	British Indian Ocean Territory
IQ	Iraq
IR	Iran
IS	Iceland
IT	Italy
JE	Jersey
JM	Jamaica
JO	Jordan
JP	Japan
KE	Kenya
KG	Kyrgyzstan
KH	Cambodia
KI	Kiribati
KM	Comoros
KN	Saint Kitts and Nevis
KP	Korea (the Democratic People's Republic of) - North Korea
KR	Korea (the Republic of) - South Korea
KW	Kuwait
KY	Cayman Islands
KZ	Kazakhstan
LA	Lao People's Democratic Republic (Laos)
LB	Lebanon
LC	Saint Lucia
LI	Liechtenstein
LK	Sri Lanka
LR	Liberia
LS	Lesotho
LT	Lithuania
LU	Luxembourg
LV	Latvia
LY	Libya
MA	Morocco
MC	Monaco
MD	Moldova
ME	Montenegro
MF	Saint Martin (French part)
MG	Madagascar

MH	Marshall Islands
MK	Macedonia
ML	Mali
MM	Myanmar (Burma)
MN	Mongolia
MO	Macao
MP	Northern Mariana Islands
MQ	Martinique
MR	Mauritania
MS	Montserrat
MT	Malta
MU	Mauritius
MV	Maldives
MW	Malawi
MX	Mexico
MY	Malaysia
MZ	Mozambique
NA	Namibia
NC	New Caledonia
NE	Niger
NF	Norfolk Island
NG	Nigeria
NI	Nicaragua
NL	Netherlands
NO	Norway
NP	Nepal
NR	Nauru
NU	Niue
NZ	New Zealand
OM	Oman
PA	Panama
PE	Peru
PF	French Polynesia
PG	Papua New Guinea
PH	Philippines
PK	Pakistan
PL	Poland
PM	Saint Pierre and Miquelon
PN	Pitcairn
PR	Puerto Rico
PS	Palestine, State of
PT	Portugal
PW	Palau
PY	Paraguay
QA	Qatar
QO	Kosova
RE	Réunion
RO	Romania
RS	Serbia

RU	Russian Federation
RW	Rwanda
SA	Saudi Arabia
SB	Solomon Islands
SC	Seychelles
SD	Sudan
SE	Sweden
SG	Singapore
SH	Saint Helena, Ascension and Tristan da Cunha
SI	Slovenia
SJ	Svalbard and Jan Mayen
SK	Slovakia
SL	Sierra Leone
SM	San Marino
SN	Senegal
SO	Somalia
SR	Suriname
SS	South Sudan
ST	Sao Tome and Principe
SV	El Salvador
SX	Sint Maarten (Dutch part)
SY	Syrian Arab Republic
SZ	Swaziland
TC	Turks and Caicos Islands
TD	Chad
TG	Togo
TH	Thailand
TJ	Tajikistan
TK	Tokelau
TL	Timor-Leste (East Timor)
TM	Turkmenistan
TN	Tunisia
TO	Tonga
TR	Turkey
TT	Trinidad and Tobago
TV	Tuvalu
TW	Taiwan (Province of China)
TZ	Tanzania
UA	Ukraine
UG	Uganda
US	United States of America
UY	Uruguay
UZ	Uzbekistan
VA	Holy See (Vatican City State)
VC	Saint Vincent and the Grenadines
VE	Venezuela
VG	Virgin Islands (British)
VI	Virgin Islands (U.S.)
VN	Viet Nam

VU	Vanuatu
WF	Wallis and Futuna
WS	Samoa
XA	Cyprus (European Union)
XB	Cyprus (Non-European Union)
YE	Yemen
YT	Mayotte
ZA	South Africa
ZM	Zambia
ZW	Zimbabwe
ZZ	Stateless

Source of finance of fee for student

Code list C

40. 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 Training 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

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 background	
15	Any mixed background	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
36	Other Caribbean or black background	
35	Black, Black Scottish or Black British	African Black, Black Scottish or Black British
22	African, African Scottish, or African British	
23	Other African background	
34	Arab, Arab Scottish or Arab British	Other ethnic background
24	Any other background	
98	Prefer not to say	
99	Information not known (<i>Note: not for respondents to complete but for college staff to assign in the event of a blank field</i>)	

42. 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.
43. We are encouraging all colleges that have submitted any students as 'Prefer not to say' 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: 25.

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
26	Advanced Higher / Scottish Baccalaureates

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
99	Standard / Higher Grade
00	Student holds no qualification

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 Youth Training / 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

44. If course type is school link then the student category should be coded 1-4, 15, 16, 17.
45. A school 'Winter leaver' for academic year 2018-19 is any student whose 16th birthday falls on or after 1 October 2018 but before 1 March 2019, and who is on a full-time course with a start date before 21 December 2018. The student will have 'Source of finance of fee for student' Code 22 – 'Fee waiver – full-time non-advanced', and is not at school.

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

46. 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

47. 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 should correspond to the FES 1 programme / course entry for that student.
48. Outcome should match with the FES 1 qualification aim of study field, and be evaluated / determined on this basis.
49. Note: There may be infrequent circumstances where students may decide not to undertake any of the assessments, e.g. in mixed ability courses for ESOL students or for those with supported learning requirements. In these circumstances it is permissible to change the qualification aim code in a student's FES 2 record to PB to accurately reflect the students actual level of study and report the student outcome record as Code 14.

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 ⁽¹⁾
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⁾

(1) To be excluded from PIs

25

Student is on an interim year of a multi-year VQ programme and is on-track and is still participating in the college programme

Codes highlighted in blue are positive outcomes.

50. 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.
51. 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.
52. 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.
53. 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.

Code list K

School code number

54. School code number is required for all students under 20 years of age at the point of enrolment.
55. 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).
56. This is to allow for the monitoring and tracking of school / college partnerships, the Schools for Higher Education Programme (SHEP) and Youth participation.
57. Scottish Office Education and Industry Department (SOEID) school codes can be found at the following link:
<http://www.gov.scot/Topics/Statistics/Browse/School-Education/Datasets/contactdetails>
58. If the student was not attending a Scottish local authority, independent or grant-aided school then for the following schooling situations enter the appropriate code below:
 - Home schooled - 1111111
 - Non-Scottish UK school - 2222222
 - Non-UK EU school - 3333333
 - Overseas school - 4444444

Code list L

SCQF level of programme or 'broadly comparable' level code

SCQF level	SQA national units, courses and awards	Higher Education	Vocational Qualifications	New SQA Qualifications
12	PDA level 12	Doctorates		
11	PDA level 11	Masters	SVQ 5	
			Graduate Level Apprenticeship	
10	PDA level 10	Honours degree	Graduate Level Apprenticeship	
		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	Graduate Level Apprenticeship	
07	PDA level 7	Higher National Certificate	SVQ 3	Scottish Baccalaureates
		Certificate in Higher Education		Advanced Higher
06	NC level 6		SVQ 3	Higher
			Foundation Level Apprenticeship	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

59. 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

Code list M

Maintenance groups / EMA / Award category

60. 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.

Code list N

Groups of specific interest

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)
AL*	Veterans
AM*	Afghan Locally Employed Staff
AN*	Estranged person
AO*	Stateless person

61. This field is to identify students who are from a special interest group and are being supported into education. **Note:** Identification of individuals from special interest groups will most likely be through the student funding and support process therefore, this may require a co-ordinated approach to reporting between MIS and Student Funding and Support teams in colleges.

* **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.
- * **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.
 - Are ordinarily resident in Scotland on the relevant day.
- Or
- Is the spouse, civil partner or a child of a person above.
 - Is ordinarily resident in Scotland on the relevant day.
- * **AL** – Identify ‘Veterans’ who are undertaking college learning and to allow mapping of outcomes and progress for veteran learners following a recommendation by the Scottish Veterans Commissioner.
- Definition: ‘A veteran is anyone who has served for at least one day in Her Majesty’s Armed Forces (regular or reserve) or Merchant Mariners who have seen duty on military operations’.*
- * **AM** – Identify persons who have been granted leave to remain in the UK under the ‘Afghan Locally Employed Staff’ scheme are eligible providing they meet the following conditions:
- Is an Afghan national.
 - Has been ordinarily resident in the United Kingdom and Islands at all times since they were granted that leave.
 - Are ordinarily resident in Scotland on the relevant day.
- Or
- Is the spouse, civil partner or child of a person above.
 - Is ordinarily resident in Scotland on the relevant day.
- * **AN** – Identify ‘Estranged’ persons who are undertaking college learning and to monitor the intake, progress and outcomes of this group to help evidence and inform the need for future interventions.
- Definition: ‘An estranged person is someone who no longer has the support of*

their family due to a breakdown in their relationship which has led to ceased contact. This might mean your biological or adoptive parents or wider family members who have been responsible for supporting you in the past’.

* **AO** – Identify persons who have been granted leave to remain in the UK as a ‘Stateless’ Person are eligible providing they meet the following conditions:

- Has been ordinarily resident in the United Kingdom and Islands at all times since they were granted that leave.
- Are ordinarily resident in Scotland on the relevant day.

Or

- Is the spouse, civil partner or child of a person above.
- Is ordinarily resident in Scotland on the relevant day.

Code list O

Qualification aim of student

Advanced qualifications (SCQF Level 7 and above)

Code	Description
26	Scottish Baccalaureate
27	Professional Body Qualification
28	Scottish Vocational Qualification or National Vocational Qualification
29	Advanced qualification not specified elsewhere
30	SQA Professional Development Award
41	Graduate Level Apprenticeship
KA	SQA Advanced Higher Award
BA	First Degree (honours)
BB	First Degree (ordinary)
DC	Higher National Diploma or equivalent
DD	Higher National Certificate or equivalent
EE	HN units only but not leading to an award certificate

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
38	SQA National Award
39	Non-advanced units only but not leading to an award certificate
40	Foundation Level Apprenticeship
KB	SQA Higher Award
PB	Programme not leading to recognised qualification (fully non-assessed courses including most non-vocational programmes)

62. The Qualification Aim code should be used in conjunction with the SCQF and 'broadly comparable' Level code (Code List L) to accurately inform the student's actual level of study.
63. 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.
64. Every course should have a SCQF or 'broadly comparable' level code.

Code list P

Sex of student

Code	Description
10	Male (including Trans man)
11	Female (including Trans woman)
12	In another way
13	Prefer not to say

65. This two digit field identifies the sex of the student.
66. We are encouraging all colleges that have submitted any students as 'Prefer not to say' in terms of Sex to take effective steps to improve the proportion of students with meaningful codes.
67. Note: the collection of this protective characteristic field is compulsory.

Code list Q

Sexual orientation of student

Code	Description
1	Heterosexual/straight
2	Gay man
3	Gay woman/lesbian
4	Bi/bisexual
5	Other
6	Prefer not to say

68. This one digit field identifies the sexual orientation of the student.
69. We are encouraging all colleges that have submitted any students as 'Prefer not to say' in terms of Sexual orientation to take effective steps to improve the proportion of students with meaningful codes.
70. Note: the collection of this protective characteristic field is compulsory.

Code list R

Religion, religious denomination or body

Code	Description
01	None
02	Christian: Protestant
03	Christian: Roman Catholic
04	Christian: Other
05	Muslim
06	Buddhist
07	Sikh
08	Jewish
09	Hindu
10	Another religion or body
11	Prefer not to say

71. We are encouraging all colleges that have submitted any students as '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.
72. Note: the collection of this protective characteristic field is compulsory.

Code list S

ESF student status prior to enrolling in college

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 up to 6 to 12 months
16	In education / training up to 13 to 24 months
17	In education / training up to 25 to 36 months
18	In education / training over 3 years
13	Employed
14	Self-employed

Code list T

Target group

Code	Description
1	European Social Fund (ESF) mainstream
2	Foundation Apprentice (SDS Placement)
3	Flexible Workforce Development Fund (FWDF)

Code list U

Gender Identity of student (use same code options for both questions)

Code	Description
1	Yes
2	No
3	Prefer not to say

73. 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.
74. Currently, there is no fully tested recommended question with which to collect information on gender identity in data sources. As a result, guidance on this can vary and changes frequently.
75. For 2018-19 we are following the latest recommended good practice guidance from ECU on gathering equalities data for colleges (staff) [ECU guidance](#). Note: the recommended question below is opposite to what was suggested in the 2017-18 FES guidance i.e. Is your gender identity different from the gender you were originally assigned at birth? The current recommended question to use at the point of application is now: *Does your gender match your sex as registered at birth?*
76. We further recommend that the additional follow up question is also asked as gender identity can be fluid and change over time: *Have you ever identified as a Trans person? 'Trans' as an umbrella to cover the many diverse ways in which people can find their personal experience of their gender identity or gender expression differs from their assigned sex.*
77. Note: For 2018-19 both fields will remain optional. We recommend a decision to fully introduce monitoring in this area within individual colleges should be taken in consultation with 'Trans' staff and student groups, as well as students' unions.
78. The Equality Challenge Unit (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.

Code list V

Marriage/civil partnership status

Code	Description
1	Married
2	In a same-sex civil partnership
3	Other
4	Prefer not to say

79. 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. This field is one of two protective characteristics from nine that is not currently collected from students and collection and return of this field will be optional for 2018-19.
80. This one digit field identifies that which best describes a student's marital or partnership status.
81. Question – Which best describes your current marital or partnership status?

Code list W

Pregnancy and maternity

Code	Description
1	Yes
2	No
3	Prefer not to say

82. 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. This field is one of two protective characteristics from nine that is not currently collected from students and collection and return of this field will be optional for 2018-19.
83. This one digit field identifies students currently pregnant or have been pregnant in the past year.
84. Question – Are you currently pregnant or have you been pregnant in the past year?

Code list X

First or preferred language

Code	Description
1	English
2	Gaelic
3	British Sign Language (BSL)
4	Any other national language
5	Prefer not to say

85. We are introducing the collection of this compulsory field to monitor the first or preferred language of students. This information is required for monitoring and evaluation purposes of Scottish Government national policies / plans.
86. Colleges have a responsibility under the British Sign Language (Scotland) Act 2015 to improve services for BSL users.
Definition from BSL National Plan: 'Wherever we refer to 'BSL users' we mean D/deaf and/or Deafblind people (those who receive the language in a tactile form due to sight loss) whose first or preferred language is British Sign Language'.
87. This one digit field identifies a student's first or preferred language.
88. Question – Which best describes your first or preferred language?

Section 4

Submission of FES 2 returns

Physical characteristics for data files

File format

89. Data should be submitted in a fixed length ASCII file with a '.DAT' file extension.
90. Files should be returned to SFC via FES online by 4 October 2019 and covers all programme elements data during the entire academic session (1 August 2018 to 31 July 2019).
91. 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

92. 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

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

Appendix 1

Carer and caring responsibilities

94. There is a Yes/No check for Carer in FES 2 but we now require to know who is being cared for and will require the specific question below and the four categories to be included in student applications and college MIS systems.

95. Question – Do you have unpaid caring responsibilities for a family member or friend who is ill, frail, disabled or has a mental health or addiction problems?

Response – Yes, No

96. If the applicant answers YES to Caring Responsibilities, applicant to tick appropriate check box:

Who do you care for?

- Disabled child / children under 18
- Child / children under 18
- Adult(s) 18 and over
- Prefer not to say