



SFC Guidance

College Leaver Destinations (CLD) 2017-18

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Summary: Guidance notes and code lists for completion of First Destination of College Leavers data: Academic Year 2017-18 student cohort

FAO: Principals of Scotland's colleges; CLD contacts in Scotland's colleges

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College Leaver Destinations (CLD)

Guidance notes and code lists for completion of CLD data: 2017-18 student cohort

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Section 1: Revisions to the CLD data collection

1. **Coverage:** this data collection includes FE full-time successful leavers as well as HE full-time successful leavers.
Note: SRUC and HEI associated colleges are not required to return HE leaver destinations to SFC as these are returned via the Destination of Leavers from Higher Education (DLHE) collection and reported through the Higher Education Statistics Agency (HESA).
2. **Courses:** Section 2 includes a description of the courses covered in the CLD collection.
3. **Data linkage:** we continue to use data linkage and the matching of leaver destinations to two additional datasets - Skills Development Scotland (SDS) and the Students Awards Agency for Scotland (SAAS); however, this is restricted to 16 to 24 year olds only due to current legislative limitations.
4. **Use of anecdotal evidence:** please note section 2 under “reporting standards” the additional guidance on destination evidence collected anecdotally.
5. **Destination source:** the ‘destination source’ field should be filled using the drop-down list to indicate from where the leaver destination data was sourced, for example, FES, SDS, SAAS, fellow student - present, fellow student - past, parent/guardian, other family member, lecturer, cannot be contacted, etc. For leavers not matched in the data linkage exercise we would ask colleges to make every effort to be accurate in the completion of this field.
6. **Primary Classification and work:** to improve understanding of employment destination we now require the employment category, e.g. employment, Modern Apprenticeship, self-employed, etc.
7. **Course relationship to Employment:** for those entering employment we require confirmation of the relevance of the course of study to the employment secured. See note 6 in section 2.
8. **Primary Classification and study:** please indicate the type of study, e.g. study, research, training.
9. **SCQF Level or ‘Broadly Comparable’ Level:** the SCQF level or ‘broadly comparable’ level must be accurately collected for those continuing in education as this is a key requirement for calculation of the KPI4 measure. The level should reflect the final SCQF level of the course being undertaken, e.g. an Honours Degree would be entered as SCQF level 10. Care should also be taken to establish the accurate course title of the progressing course.
10. **Data outputs:** note in section 2 the clause providing information on how we expect the outputs of the CLD collection being used publicly.

Section 2: Coverage and timing of CLD data

Requirements

11. For the purposes of the collection full-time includes the FES1 Mode of attendance of programme – code list G codes:
 - “05” short full-time.
 - “17” full-time.
 - “18” part-time, but previously met old full-time criteria.
12. For students successfully completing a full-time, FE level course (all colleges) and HE level course (SRUC and HEI associated colleges excluded), we require information on:
 - Primary Classification (Destination).
 - Employment details (where applicable).
 - Further study details (where applicable).
 - Destination Source (where applicable).
13. Please refer to Section 3 (on page 7) and code lists A, B and C when completing information. Annex C provides a reference to show the information required for each Primary Classification.
14. The first destination information should reflect the position for successful full-time students completing courses in the academic year ending July 2018.
15. The aim is to record for each successful full-time student what firm arrangements have been made for employment, further study or training to start by 31 March 2019 (following the end of the academic year of qualifying).
16. Again for the 2017-18 collection Employment should be defined specifically. Each qualifier entering employment should be classified according to:
 - Employment.
 - Modern Apprenticeship.
 - Self-employed/freelance.
 - Voluntary or other unpaid work.
 - Developing a professional portfolio/creative practice.
 - Internship.
17. Graduates due to start a job by 31 of March 2019 also fall into this category.
18. For example, Modern Apprentices should be categorised under Primary Classification as “*full-time employed*” and marked as Modern Apprenticeship.

19. Further related to the employment information, please establish the relationship of the secured employment to the course completed: "Is the job related to your course of study? Yes/No".

Suggested form of questionnaire

20. A sample questionnaire is provided at Annex A. An electronic version of this is available on request, although you are free to use your own method if you prefer.
21. Please note: the sample questionnaire allows the college to complete the CLD and to generate additional information for the college's internal analysis and reporting purposes.

Proposed method of collection

22. It is recommended that each college should allow for (up to) three contact attempts to be made. If there is no response after three attempts then the student destination should be recorded as 'unconfirmed' rather than left blank.
23. Note: the staff member making each contact attempt should be documented at each attempt (name and date). The spreadsheet the SFC will issue to the college for final follow-up will provide columns for this information.
24. In cases where an early contact yields a negative destination response, for example at the college graduation ceremony, then a later follow-up should take place to check the leaver's current destination status.
25. Updating of pre-populated destinations with more current information known by the college is acceptable.

Reporting standards

26. Young people engaged in supported employment or work placement schemes should be categorised under Primary Classification as either:
 - 'Engaged in full-time further study, training or research'.
 - 'Engaged in part-time further study, training or research'.
 - Not in employment.
27. Note: the column in the SFC-issued spreadsheet will include a dropdown menu related to study to identify study, research or training.
28. It is up to each college, in using professional judgement to decide whether to accept anecdotal destination information given by family members, fellow students past or present or college staff as credible. A questionnaire completed

by the student or through information gathered directly from the student (for example, over the telephone or at college graduation ceremony) is the best resource but departments can sometimes fill in gaps where questionnaires have not been returned.

29. If there is significant doubt about the reliability of any of the graduate information, this should be classified as 'unconfirmed' and not left blank. Any incomplete data returned for a qualifier will be returned to 'unconfirmed' by SFC during data cleansing to ensure the integrity and accuracy of the dataset.¹
30. A destination of intent is not acceptable; destinations must be actual.
31. SFC intends to introduce quality assurance checks, through sample auditing, of the destination data. Therefore, colleges should retain associated paperwork for at least one year.

Data outputs

32. The 2017-18 CLD data will be used to produce sector figures for the National Performance Measure: number and proportion of full-time college qualifiers in work, training and/or further study 3-6 months after qualifying, and which college regions will report and set targets for in 2019-20 Outcome Agreements. Additional [technical guidance from SFC on National Performance Measures](#) is available on the SFC website.
33. A report on First Destination of College Leavers data: Academic Year 2017-18 student cohort will be published in September 2019.

Note on Data to be collected for specific Primary Classifications

34. An overview of information collected for each Primary Classification, is included in table form in Annex C: Primary Classification and compulsory fields.

¹ Note: for the 2017-18 collection and to aid colleges in collection of all required fields for each destination type, we are piloting an Access database to input the destinations data which highlights required fields for each destination type. A demo copy of this will be sent within a few days of this guidance and interested colleges are invited to sign-up for the pilot.

Section 3: Notes and code lists for completion of CLD

Primary Classification

Primary Classification (destination) from CLD code list A (see page 10 for details). First destinations of students successfully completing full-time courses only. Current destination or expected to start by 31 March 2019, for all students completing in session 2017-18.

Select from the drop-down menu on the template.

Please enter the code exactly as it appears in the drop-down menu. Please do not edit the code numbers or wording.

Industry of Employer

Industry of Employer (Employer Category) from CLD code list B (see page 12 for details). For students successfully completing full-time courses who entered full-time, part-time, freelance employment, are in voluntary/unpaid work, developing a professional portfolio/creative practice, are on an internship as well as graduates due to start a job by 31 March 2019.

The code most appropriate to employer function should be used e.g. a personal assistant working in a school would be coded P: Education.

U: Activities of Extraterritorial Organisations and Bodies would apply to a graduate working for a non-UK based organisation. Where more than one code could be used to identify an employer, the code most appropriate to the employer function should be used.

Select from the drop-down menu on the template.

NOTE: Please enter the code exactly as it appears in the drop-down menu. Please do not edit the code numbers or wording.

Destination of Further Study

Destination of Further Study from CLD code list C (see page 13 for detail). For students successfully completing full-time courses and going onto full-time/part-time study, training or research. Simply enter the number assigned to the College/University. You can check that a valid code has been entered by clicking on the cell - a text box with the location associated with that particular code should appear.

Select from the drop-down menu on the template.

NOTE: Please enter the code exactly as it appears in the drop-down menu. Please do not edit the code numbers or wording.

Notes on Primary Classification (Destination) - Code List A

35. To be assigned one of these codes the student must be starting the activity by 31 March 2019.

Working full-time: employed/Modern Apprenticeship/self-employed/freelance, voluntary or other unpaid work, developing a professional portfolio/creative practice or on an internship

36. For those in full-time paid work only (including self-employed/freelance, voluntary/unpaid, developing a professional portfolio/creative practice or on an internship) and those in full-time work and further study.

Working part-time: employed/Modern Apprenticeship/self-employed/freelance, voluntary or other unpaid work, developing a professional portfolio/creative practice or on an internship

37. For those in part-time paid work only (including self-employed/freelance, voluntary/unpaid, developing a professional portfolio/creative practice or on an internship) and those in part-time work and further study.

Due to start job by 31 March

38. For graduates who are not currently in employment but have secured employment that is set to commence by 31 March 2019.

Engaged in full-time further study: study/training/research

39. For those who are continuing with full-time study, training or research at college or university.

Engaged in part-time further study: study/training/research

40. For those who are continuing with part-time study, training or research at college or university.

Unemployed and looking for work

41. This applies to graduates who are assumed to be unemployed.

Taking time out in order to travel

42. For graduates who are unavailable for employment because of plans to travel.

Not employed but NOT looking for employment, further study or training

43. For those not seeking any employment/further study after graduating.

Permanently unable to work/retired

44. Applies to those who are no longer available for employment.

Temporarily sick/unable to work/looking after home/family

45. For those who are presently unable to work but may look to take on employment/further study in the future.

Deceased

46. This should be used for students who successfully completed their course but are now deceased.

Unknown

47. Colleges are asked to use this code rather than leave blanks. Note: key information such as employer names or educational courses/institutions should not be blank or unknown.

Industry of Employer (Employer Category) – code list B

If you have any queries about coding, please contact Kemi Adesokan (email: kadesokan@sfc.ac.uk, or telephone 0131 313 6658). For more detailed information on UK Standard Industrial Classification go to [UK Standard Industrial Classification 2007](#).

- A: Agriculture, forestry and fishing
- B: Mining and quarrying
- C: Manufacturing
- D: Electricity, gas, steam and air conditioning supply
- E: Water supply, sewerage, waste management and remediation activities
- F: Construction
- G: Wholesale and retail trade; repair of motor vehicles and motorcycles (e.g. includes shops and garages)
- H: Transport and storage (e.g. includes drivers)
- I: Accommodation and food service activities (e.g. includes hotels, bars and restaurants)
- J: Information and communication (e.g. includes telecommunication and media activities)
- K: Financial and insurance activities (e.g. includes banks, pension and investment companies)
- L: Real estate activities (e.g. includes estate agents and letting agencies)
- M: Professional, scientific and technical activities (e.g. includes accountants, legal firms, architects, design, photographic, veterinary, consultancies and research laboratories)
- N: Administrative and support service activities (e.g. includes recruitment agencies, travel agents, cleaning operatives, security firms and call centres)
- O: Public administration and defence; compulsory social security (e.g. includes armed services, local authorities, fire and police services)
- P: Education (e.g. includes schools, colleges and universities)
- Q: Human health and social work activities (e.g. includes hospitals, health centres, dentists, care providers)
- R: Arts, entertainment and recreation (e.g. includes museums, libraries, sport and fitness facilities, gambling and betting activities)
- S: Other service activities (e.g. includes hairdressers, beauticians, funeral activities, repair of ICT equipment, repair of household electrical equipment and other personal goods)
- T: Activities of households as employers; undifferentiated goods - and services - producing activities of households for own use
- U: Activities of extraterritorial organisations and bodies (e.g. includes Embassy, Consular Office, Foreign armed forces, Foreign Civil Service)
- Unknown

Destination of Further Study – code list C

Scotland's colleges

Argyll College (UHI)
Ayrshire College
Borders College
Dumfries and Galloway College
Dundee & Angus College
Edinburgh College
Fife College
Forth Valley College
Glasgow Clyde College
Glasgow College, City of
Glasgow Kelvin College
Inverness College (UHI)
Lanarkshire College, South
Lanarkshire, New College
Lews Castle College (UHI)
Moray College (UHI)
Newbattle Abbey College
North East Scotland College
North Highland College (UHI)
Orkney College (UHI)
Perth College (UHI)
Sabhal Mòr Ostaig (UHI)
Shetland College (UHI)
West College Scotland
West Highland College (UHI)
West Lothian College

Scotland's universities

Aberdeen, The University of
Abertay Dundee, University of
Dundee, The University of
Edinburgh College of Art
Edinburgh Napier University
Edinburgh, The University of
Glasgow Caledonian University
Glasgow School of Art
Glasgow, The University of
Heriot-Watt University
Queen Margaret University College

Robert Gordon University, The
Royal Conservatoire of Scotland, The
Scotland's Rural College (SRUC)
St Andrews, The University of
Stirling, The University of
Strathclyde, The University of
University of the Highlands and Islands (UHI)
West of Scotland, The University of

Other UK Higher Education institutions

Aberystwyth University
Anglia Ruskin University
Arts University College Bournemouth
Aston University
Bangor University
Bath Spa University
Bath, The University of
Bedfordshire, University of
Belfast, The Queen's University of
Birkbeck, University of London
Birmingham City University
Birmingham, The University of
Birmingham, University College
Bishop Grosseteste University College Lincoln
Bolton, University of
Bournemouth University
Bradford, The University of
Brighton, The University of
Bristol, The University of
Brunel University
Buckinghamshire College of HE
Cambridge, The University of
Canterbury Christ Church College
Cardiff University
Central Lancashire, The University of
Central School of Speech and Drama
Chester, University of
Chichester University of
City University, London
Conservatoire for Dance and Drama
Courtauld Institute of Art
Coventry University
Cranfield University

Creative Arts, University for the
Cumbria, University of
De Montfort University
Derby, University of
Durham, University of
East Anglia, The University of
East London, The University of
Edge Hill University
Essex, The University of
Exeter, The University of
Falmouth, University College
Glamorgan, University of
Gloucestershire, University of
Glyndwr University
Goldsmiths, University of London
Greenwich, The University of
Harper Adams Agricultural College
Hertfordshire, University of
Homerton College
Huddersfield, The University of
Hull, The University of
Imperial College of London
Institute of Cancer Research, The
Keele, The University of
Kent at Canterbury, The University of
King's College London
Kingston University
Lancaster, The University of
Leeds Metropolitan University
Leeds Trinity University College
Leeds, The University of
Leicester, The University of
Lincoln, The University of
Liverpool Hope University College
Liverpool John Moores University
Liverpool, The University of
London Business School
London Metropolitan University
London School of Economics and Political Science
London School of Hygiene and Tropical Medicine
London South Bank University
Loughborough University
Manchester Metropolitan University, The

Manchester, The University of
Middlesex University London
Newcastle University
Newman College
Northampton, University of
Northern School of Contemporary Dance
Northumbria University
Norwich University College of the Arts
Nottingham Trent University, The
Nottingham, The University of
Open University, The
Oxford Brookes University
Oxford, The University of
Plymouth, The University of
Portsmouth, The University of
Ravensbourne (College)
Reading, The University of
Roehampton, University of
Rose Bruford College
Royal Academy of Music
Royal Agricultural College
Royal College of Art
Royal College of Music
Royal Northern College of Music
Royal Veterinary College, The
Royal Welsh College of Music and Drama
Salford, The University of
School of Oriental and African Studies, The
Sheffield Hallam University
Sheffield, The University of
Southampton Solent University
Southampton, The University of
St George's, Hospital Medical School
St Mark and St John, College of
St Mary's University College
Staffordshire University
Stranmillis University College
Sunderland, The University of
Surrey, The University of
Sussex, The University of
Swansea Metropolitan College
Swansea University
Teesside, The University of

the Arts, London University of
Trinity College of Music
Ulster, University of
University College London
University of London (Central Institutes and activities)
University of London, Institute of Education
University of London, Queen Mary
University of London, Royal Holloway
Wales Institute, Cardiff, University of
Wales, Newport, University of
Wales, Trinity Saint David, University of
Warwick, The University of
West London, University of
West of England, Bristol, University of the
Westminster, The University of
Wimbledon College of Art
Winchester, University of
Wolverhampton, The University of
Worcester, University of
Writtle College
York St John University
York, The University of

Other

Non Scottish FE College
Other non-UK institution
Other private body in the UK
Other public body in the UK
Other UK institution

Unknown

Section 4: Submission of CLD returns

48. Files should only be returned to SFC via the secure send application at the following link: <https://share.sfc.ac.uk/secure send> by 28 February 2019. If you need a reminder of the username and password, please contact Kemi Adesokan, tel: 0131 313 6658, email: kadesokan@sfc.ac.uk. Please do not email CLD data.
49. Please refer to Annex B for a process flowchart of timings for the CLD collection.
50. The following naming convention should be used for the CLD files returned to SFC:
 - College NameCLD1718 – e.g. Borders College would read ‘BordersCLD1718’.

Annex A: Sample Questionnaire

COLLEGE LEAVER DESTINATION SURVEY SESSION (2017/2018)

The information recorded on this questionnaire will be used to assess the relevance of our courses and how effective they are in meeting the needs of our students. (Please make sure that each section is completed as fully and accurately as possible). You may rest assured that all your answers will be treated in the strictest confidence.

Section A. Personal details.

1. Name: _____ 2. Title of course: _____
(in full) (in full)

3. Address _____

4. Post Code _____ 5. Mobile Number _____

6. Email Address _____

We would like to keep in touch with you as a graduate of the college. If you would NOT like us to do so, please tick this box

Section B. Course / Destination details.

1. What are you doing now? (please tick)

Employed Modern Apprenticeship Self-Employed/freelance Volunteering } (Go to Q.6)
Internship Developing a professional portfolio/creative practice
Further Education College University } (Go to Q.5)
Unemployed } (Go to Q.6)
other (please specify) _____

2. If you are employed/Modern Apprenticeship/self-employed/freelance/Internship/:

Please state your Main employer's name _____

Please state your Main job title _____

Please state the nature of your employer's business _____

Is your employment related to the course you followed at college? (please tick) Yes No

3. Is your job: (please tick)

Full-time part-time

Is it: (please tick)

Permanent temporary

4. Is your job located in: (please tick)

Insert college region
Elsewhere in Scotland England
Wales Northern Ireland
Overseas

5. If you are at college or university:

Which college or university are you attending? _____

What is the full title of the course you are following? _____

Which year did you gain entry on to? Year 1 Year 2 Year 3

6. If not already at college or university, are you waiting to re-enter further or higher education? (please tick)

Yes No

Institution (if known) _____

Annex C: Primary Classification and compulsory fields

All information marked 'x' should be collected for each Primary Classification.

Primary Classification	Detail to be collected:	Employee	Industry of Employer (SIC)	Employer name	Employee related to course?	Training Programme	Training Vocational Area	Study	Destination of Further Study	2017-18 Course	2017-18 Course SCQF Level	Destination source
Working Full-time/Part-time	Employed	x	x	x	x							x
	Apprentice	x	x	x	x							x
	Self-Employed	x	x		x							x
	Voluntary	x	x	x	x							x
	Professional Portfolio/ Creative Practice	x										x
	Internship	x	x	x	x							x
Starting Job by 31 March		x	x	x	x							x
Engaged in Full-time/Part-Time Study	Study							x	x	x	x	x
	Training		x	x	x	x	x	x				x
	Research							x	x	x		x
Unemployed and looking for work												x
Temporarily sick or unable to work/looking after home or family												x
Taking time out in order to travel												x
Permanently unable to work/retired												x
Deceased												x
Unconfirmed												

Further information

51. Please contact Dr Kemi Adesokan, Policy / Analysis Officer, Funding Policy (Data Collections) for further information, tel: 0131 313 6658, email: kadesokan@sfc.ac.uk.

Martin Smith

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Chief Funding and Information Officer