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Section 1

Revisions to the FES 1 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. Apart from the adjusted FES quarterly return dates there is no change in the 2024-25 FES 1 guidance from 2023-24.
Section 2

Coverage and timing of FES 1 data

2. FES 1 data should be returned for all programmes including non-fundable full cost recovery programmes. A return should be submitted for each year of the course, including years which consist entirely of industrial or practical training. Detailed instructions for the completion of FES 1 data are set out in Section 3.

3. All colleges should ensure that their FES return covers all FE and HE activity (with the exception of UHI Associated Colleges and SRUC that only return FE data to SFC). All courses / programmes including commercial and self-financing should be returned through the FES system. Consultancy activity involving college staff should be excluded.

4. For the purpose of these returns a course is defined as one or more programme(s) of instruction in which progressive study is undertaken throughout the period of the programme(s) in one subject or a number of related subjects. In general, a programme may be considered as any group of students having the same programme particulars (e.g. subject, mode of attendance for programme, qualification aim, programme start date, and programme end date). The maximum duration of a programme is considered to be one academic year, whilst a course may run over a number of academic years. Colleges are free to define courses / programmes in any way which is meaningful to their delivery of education, subject only to the conditions listed below which are designed to avoid multiple counting of students:

- Programmes should be set up so that they are identifiable by their dominant Superclass.
- A full-time student enrolled on a programme of study should be counted only once. This particularly applies to full-time students studying National/Higher subjects. These students should be recorded against one FES 1 programme only.
- Where a student is enrolled for a programme of study, even if this is not full-time (e.g. a group of Highers grouped together into the same Superclass and mode of delivery) they should not be included more than once in that programme and only one FES 2 for each student should be submitted.
- Similarly the course should not be split into its component parts with separate FES 1 programme for each part simply to avoid students appearing more than once.
- However, where a student enrolls in two separate unrelated programmes of study in terms of subject area they may be enrolled and counted in more than one FES 1 programme.
- Other students may enrol separately for individual National / Higher subjects or NC units in different Superclass groups. These students should be covered by one FES 1 return for each Superclass group having common programme particulars, for which they are enrolled.
• Separate programme codes must be used to identify any fixed length programmes made up for infill students. Students who are infilling should be recorded in a separate FES 1 which is the infill FES 1 for the programme. The word ‘infill’ must be included in the programme title.

Attendance criteria for inclusion in the session count

5. For full-time programmes the funding qualifying date is to be set at over 5 weeks (5 weeks plus 1 day) from the course start date.

6. For all other programmes the qualifying funding date will be the day on which 25% of the total calendar days between the course start and end days have passed.

7. FES data is due for return to SFC via FES online by 3 October 2025, to include all enrolments during the entire academic session (1 August 2024 to 31 July 2025).

8. The Quarterly return dates are as follows:
   • 1st Quarter – 01 November 2024.
   • 2nd Quarter – 07 February 2025.
   • 3rd Quarter – 27 June 2025.
   • Final Return – 03 October 2025.
## Section 3

Notes and code lists for completion of FES 1

### Course/programme details

<table>
<thead>
<tr>
<th>Ref</th>
<th>Field Name</th>
<th>Description</th>
<th>Length</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Programme directory number</td>
<td>This number is a unique serial number which identifies each programme and allows mapping to FES 2 data. For all colleges, the first two characters are unique for each college. The remaining characters, with exception of the final character, are the college’s own choice. For all programmes, the final character denotes the year of the programme.</td>
<td>8</td>
<td>1-8</td>
</tr>
<tr>
<td>2</td>
<td>College programme ID</td>
<td>Unique identifier for programmes as used by the colleges.</td>
<td>20</td>
<td>9-28</td>
</tr>
<tr>
<td>3</td>
<td>Title of programme</td>
<td>BLOCK CAPITALS – this will be the college’s programme title.</td>
<td>81</td>
<td>29-109</td>
</tr>
</tbody>
</table>

For programmes that are defined as closed or joint collaborative arrangement programmes, then the programme title should also reflect this.

For programmes that comprise of infill students, the term ‘(infill)’ should appear in brackets within the title.
English for Speakers of Other Languages programmes should contain the abbreviation ‘(ESOL)’ in brackets within the programme title also if the programme is part of the collaboration between colleges and Community Planning Partnerships (CPP) then ‘(CPP)’ in brackets must also be included in the title together with the word ‘(ESOL)’.

For Flexible Workforce Development Fund ‘FWDF’ programmes where all students are ‘FWDF’ then the course title should contain the abbreviation ‘(FWDF)’ or ‘(FWDF SME)’ in brackets within the programme title.

<table>
<thead>
<tr>
<th>Ref</th>
<th>Field Name</th>
<th>Description</th>
<th>Length</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>College code number</td>
<td>Enter unique seven digit college code number.</td>
<td>7</td>
<td>110-116</td>
</tr>
<tr>
<td>5</td>
<td>Department or faculty code</td>
<td>Optional</td>
<td>6</td>
<td>117-122</td>
</tr>
<tr>
<td>6</td>
<td>Qualification of study</td>
<td>Enter appropriate code for FES 1 code list A to reflect the qualification aim of study that the student group has enrolled to achieve. For programmes with more than one possible qualification on exit, code the qualification which can be obtained earliest within each particular year.</td>
<td>2</td>
<td>123-124</td>
</tr>
<tr>
<td>7</td>
<td>Awarding body</td>
<td>Enter appropriate code from FES 1 code list B.</td>
<td>2</td>
<td>125-126</td>
</tr>
<tr>
<td>8</td>
<td>Advanced / non-advanced programme</td>
<td>Advanced (HE) = 1, non-advanced (FE) = 2</td>
<td>1</td>
<td>127</td>
</tr>
<tr>
<td>Ref</td>
<td>Field Name</td>
<td>Description</td>
<td>Length</td>
<td>Position</td>
</tr>
<tr>
<td>-----</td>
<td>------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Code 1 is used if the programme is at Higher Education (HE) level and an appropriate HE Qualification of Study code should be used. A programme at FE level should be allocated code 2 and a relevant Further Education (FE) qualification code applied.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> For the qualifications; Advanced Higher, Qualification Aim – Code KA and SVQ/NVQ, Qualification Aim - Code 28 at <strong>SCQF level 7</strong>, these should be classified as FE (non-advanced) and will remain to be reported as FE (non-advanced) for education level and performance indicator reporting.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Source of finance</td>
<td>Enter appropriate code from FES 1 code list C.</td>
<td>2</td>
<td>128-129</td>
</tr>
<tr>
<td>10</td>
<td>Type of programme</td>
<td>Enter appropriate code from FES 1 code list D.</td>
<td>2</td>
<td>130-131</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For all types of joint collaborative provision, in any one year of a course, tuition fees will be received only by one institution for the course year in question.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Where in any one year of a course the pattern of student attendance is such that there is no clear majority provider then institutions should refer the case to their respective funding bodies to agree which institution will receive tuition fees. The</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ref</td>
<td>Field Name</td>
<td>Description</td>
<td>Length</td>
<td>Position</td>
</tr>
<tr>
<td>-----</td>
<td>--------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td>11</td>
<td>HE subject code</td>
<td>To be completed for HE programmes only.</td>
<td>4</td>
<td>132-135</td>
</tr>
<tr>
<td></td>
<td></td>
<td>This field should be completed only if the advanced / non-advanced programme indicator is 1. Enter the appropriate code from FES 1 code list E.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Programme Superclass code</td>
<td>Dominant Superclass code from FES 1 code list F.</td>
<td>2</td>
<td>136-137</td>
</tr>
<tr>
<td>13</td>
<td>Year of course</td>
<td>First year = 1, Second year = 2, etc.</td>
<td>1</td>
<td>138</td>
</tr>
<tr>
<td>14</td>
<td>Length of course</td>
<td>Enter the length in years. All courses must have an entry. The length of course must be consistent with the qualification of the course (i.e. must be the shortest time in which students can leave the course on attaining the qualification). For an honours degree, length of course will include years of study at ordinary degree level.</td>
<td>1</td>
<td>139</td>
</tr>
<tr>
<td>15</td>
<td>Duration of programme</td>
<td>Enter the duration of the programme in weeks for the current academic session only (maximum 52 weeks). For programmes of less than five days duration, enter 00.</td>
<td>2</td>
<td>140-141</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Where the duration of the programme is not an exact number of weeks but instead, for example, is nine weeks and one day then the duration entered should be rounded up to the nearest week, so in this instance of duration of ten should be</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Please note that for roll-on roll-off programmes, duration should reflect the timetabled activity per student (e.g. a one week programme running all year should be coded as 01 not 52).

<table>
<thead>
<tr>
<th>Ref</th>
<th>Field Name</th>
<th>Description</th>
<th>Length</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>Mode of attendance of programme</td>
<td>Enter appropriate code from FES 1 code list G.</td>
<td>2</td>
<td>142-143</td>
</tr>
<tr>
<td>17</td>
<td>Start date of programme</td>
<td>This is the date on which the first class / lecture / meeting of the programme is scheduled to take place on (in the format DDMMYYYY). Spanning courses from 2024-25 will have a start date within academic year 2024-25.</td>
<td>8</td>
<td>144-151</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Where the programme has no defined start date, such as for roll-on roll-off programme, the programme start date is to be the college year start date.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>End date of programme</td>
<td>This is the date on which the last class / lecture / meeting of the programme is scheduled to take place (in the format DDMMYYYY). Where the programme has no defined end date, such as for roll-on roll-off programme, the programme end date is to be the college year end date. Programmes spanning into academic year 2024-25 should show an end date within academic year 2024-25.</td>
<td>8</td>
<td>152-159</td>
</tr>
<tr>
<td>Ref</td>
<td>Field Name</td>
<td>Description</td>
<td>Length</td>
<td>Position</td>
</tr>
<tr>
<td>-----</td>
<td>------------</td>
<td>-------------</td>
<td>--------</td>
<td>----------</td>
</tr>
<tr>
<td>19</td>
<td>SCQF level or “broadly comparable” level of programme</td>
<td>Enter appropriate code from FES 1 code list J – see footnote on code list J for guidance on comparing across from other national frameworks and on allocating a ‘broadly comparable’ level to non-credit rated courses.</td>
<td>2</td>
<td>160-161</td>
</tr>
<tr>
<td>20</td>
<td>Gaelic indicator</td>
<td>Enter appropriate code from FES 1 code list H.</td>
<td>1</td>
<td>162</td>
</tr>
</tbody>
</table>

**Student numbers**

| 21  | Number of students (session) | See section 2 for details. | 4 | 163-166 |

**Funding information (Programmes which are non-fundable should be assigned 0000.000 for the number of Credits)**

| 22  | Number of planned Credits | Total planned Credits to three decimal places for the programme. | 8 | 167-174 |

Credits for spanning programmes must only be claimed in the academic year in which the course year ends for each year of the course. Credits should only be claimed for students eligible for funding.
<table>
<thead>
<tr>
<th>Ref:</th>
<th>Field Name</th>
<th>Description</th>
<th>Length</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>Dominant programme group</td>
<td>Data no longer required but columns need to remain to maintain column integrity for upload.</td>
<td>2</td>
<td>175-176</td>
</tr>
<tr>
<td>24</td>
<td>Tariff Credits</td>
<td>Total course Tariff Credits to three decimal places for the programme / course.</td>
<td>8</td>
<td>177-184</td>
</tr>
</tbody>
</table>
| 25  | “Work experience” course indicator | To be counted, the period of “Work experience” must be 40 hours duration or more and can be internal or external, supported or unsupported, assessed or non-assessed. *(Please also refer to the “Work experience” element indicator field in FES 3).*  
0=course / programme does not include a “Work experience” element  
1=course / programme includes a “Work experience” element | 1      | 185      |
| 26  | One Plus approval                | Data no longer required but columns need to remain to maintain column integrity for upload.                                                                                                                    | 1      | 186      |
| 27  | Text                             | Use for explanations for example of warning errors.                                                                                                                                                         | 256    | 187-442  |
| 28  | Group award                      | Compulsory for all years of programmes where the success criteria includes achievement of a qualification for example; SfW, PDA, NC, SVQ, HNC, HND, Diploma, etc., then the appropriate group/qualification award code must be reported.    | 20     | 443-462  |
For those qualifications on the SCQF database normally the Group Award number will be the same as the “Programme Ref”. **Please note:** the SFC, with the agreement of the SCQF Partnership, will provide colleges with an Excel spreadsheet of the SCQF Database to assist with populating this field.

**Do not** enter a ‘group/qualification award’ code for programmes that have the following Qualification Aim codes: EE, 34, 39 and PB.

<table>
<thead>
<tr>
<th>Ref</th>
<th>Field Name</th>
<th>Description</th>
<th>Length</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>Qualification title</td>
<td>BLOCK CAPITALS – <strong>Note:</strong> the qualification title is to be the exact title of the recognised qualification.</td>
<td>200</td>
<td>463-662</td>
</tr>
</tbody>
</table>

The title should either match that on the SCQF database if credit rated or if it is not SCQF credit rated then the title should reflect that of the awarding body qualification framework. **Please note:** the SFC, with the agreement of the SCQF Partnership, will provide colleges with an Excel spreadsheet of the SCQF Database to assist with populating this field.

For Code 34 ‘college devised’ qualifications **only** enter the course type and subject
and the assigned “broadly comparable” SCQF level, for example; NQ Administration @ level 7, Certificate in Travel and Tourism @ level 5, Introduction to Sport & Fitness @ level 4, etc.

**Do not** enter a ‘qualification title’ for programmes that have the following Qualification Aim codes: EE, 39 and PB.

<table>
<thead>
<tr>
<th>Ref</th>
<th>Field Name</th>
<th>Description</th>
<th>Length</th>
<th>Position</th>
</tr>
</thead>
</table>
| 30  | Standard Industrial Classification (SIC) code | Standard Industrial Classification (SIC) code – choose the most appropriate code from FES 1 Code list K that best represents the type of economic activity that the programme supports.  
**Note:** not required for any ESOL course and only required for courses over 40 hours and at SCQF (or equivalent) level 4 and above. | 2      | 663-664  |
| 31  | Standard Occupational Classification (SOC) code | Standard Occupational Classification (SOC) code – choose the most appropriate code from FES 1 Code list L that best represents the type of occupational classification for the programme that completing students may enter.  
**Note:** not required for any ESOL course and only required for courses over 40 hours and at SCQF (or equivalent) level 4 and above. | 3      | 665-667  |
Code list A

Qualification aim of study (planned / expected programme outcome)

Advanced qualifications (SCQF Level 7 and above)

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

Non-advanced qualifications (SCQF Level 6 and below)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
<td>Scottish Vocational Qualification or National Vocational Qualification</td>
</tr>
<tr>
<td>32</td>
<td>SQA Professional Development Award</td>
</tr>
<tr>
<td>33</td>
<td>National Certificate Award (accredited group award)</td>
</tr>
<tr>
<td>34</td>
<td>National Qualification Award (college devised programme that will contain accredited units and may also contain small group award(s) but will not lead to a substantive accredited Group Award)</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>35</td>
<td>SQA National Progression Award</td>
</tr>
<tr>
<td>36</td>
<td>SQA Skills for Work Award</td>
</tr>
<tr>
<td>37</td>
<td>Non-advanced accredited qualification not specified elsewhere</td>
</tr>
<tr>
<td>38</td>
<td>SQA National Award</td>
</tr>
<tr>
<td>39</td>
<td>Non-advanced units only but not leading to an award certificate (including infill)</td>
</tr>
<tr>
<td>40</td>
<td>Foundation Level Apprenticeship</td>
</tr>
<tr>
<td>KB</td>
<td>SQA Higher Award</td>
</tr>
<tr>
<td>PB</td>
<td>Programme not leading to recognised qualification (fully non-assessed courses including most non-vocational programmes)</td>
</tr>
</tbody>
</table>

9. The Qualification Aim code should be used in conjunction with the SCQF and "broadly comparable" Level code (Code List J) to accurately inform the students intended aim and level of study.

10. The FES 1 qualification aim should reflect the qualification that the student has enrolled to achieve. If, for example, a student enrols at college to achieve a national certificate over a period of three years, their qualification aim in each year should be a national certificate. The course year should either be year one and the course length should be three or year two of a three year course or year three of a three year course.

11. If a course includes National Units in addition to other qualifications, code under the main qualification and SCQF or "broadly comparable" level.

12. If the awarding body for a programme of study is listed as being SQA, City and Guilds or any other listed awarding body (Code list B) then the programme should not be coded as a ‘programme not leading to recognised qualification’.

13. College programmes that have SCQF credit rating should not be coded as non-recognised but programmes that have not been credit rated should.

14. Where a qualification is not specifically mentioned, code under its nearest equivalent, e.g. diplomas and certificates counted as Higher Education would be coded DC or DD as appropriate.
15. Programmes such as Duke of Edinburgh’s Awards and other like programmes leading to a recognised qualification that are not specifically mentioned in the ‘qualification aim of study’ code list should be coded as ‘Non-advanced accredited qualification not specified elsewhere’ (37).

16. Where a student enrols at the college with the intention of gaining three Highers, the European Computer Driving License (ECDL) or similar, the student should be enrolled on a single programme of study that comprises of all three Highers, or ECDL units, etc. Colleges should avoid breaking the enrolment down into a number of separate programmes which can be more easily achieved for performance indicator purposes.

17. Code PB ‘Programme not leading to a recognised qualification (fully non-assessed course including most non-vocational programmes)’, should only be used when a programme contains no formal accredited units.
# Code list B

## Awarding bodies of qualifications from code list A

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Scottish Qualifications Authority (SQA)</td>
</tr>
<tr>
<td>02</td>
<td>City &amp; Guilds</td>
</tr>
<tr>
<td>03</td>
<td>Higher Education Institute (HEI)</td>
</tr>
<tr>
<td>04</td>
<td>College</td>
</tr>
<tr>
<td>05</td>
<td>Other</td>
</tr>
<tr>
<td>06</td>
<td>No awarding body</td>
</tr>
<tr>
<td>07</td>
<td>Association of Accounting Technicians (AAT)</td>
</tr>
<tr>
<td>08</td>
<td>British Computer Society (BCS)</td>
</tr>
<tr>
<td>09</td>
<td>Chartered Institute of Personnel Development (CIPD)</td>
</tr>
<tr>
<td>10</td>
<td>Chartered Management Institute (CMI)</td>
</tr>
<tr>
<td>11</td>
<td>Counselling &amp; Psychotherapy in Scotland (COSCA)</td>
</tr>
<tr>
<td>12</td>
<td>Engineering Construction Industry Training Board (ECITB)</td>
</tr>
<tr>
<td>13</td>
<td>Engineering &amp; Marine Training Authority (EMTA)</td>
</tr>
<tr>
<td>14</td>
<td>Institute of Leadership Management (ILM)</td>
</tr>
<tr>
<td>15</td>
<td>National Examination Board in Occupational Safety &amp; Health (NEBOSH)</td>
</tr>
<tr>
<td>16</td>
<td>Royal Environmental Health Institute of Scotland (REHIS)</td>
</tr>
<tr>
<td></td>
<td>Organization</td>
</tr>
<tr>
<td>---</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>17</td>
<td>Science, Engineering, Manufacturing Technologies Alliance (SEMTA)</td>
</tr>
<tr>
<td>18</td>
<td>Alcohol Focus Scotland</td>
</tr>
<tr>
<td>19</td>
<td>ASDAN</td>
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<tr>
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<td>21</td>
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<td>Council for Administration (CFA)</td>
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<td>25</td>
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<td>28</td>
<td>Institute of Logistics and Transport in the UK (CILT)UK</td>
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<td>Institution of Occupational Safety and Health (IOSH)</td>
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<td>Northern Council for Further Education (NCFE)</td>
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<td>Early Years National Training Organisation</td>
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<td>Association of Chartered Certified Accountants (ACCT)</td>
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<td>British Institute of Non-Destructive Testing (BINDT)</td>
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<td>Chartered Institute of Purchasing and Supply (CIPS)</td>
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<td>47</td>
<td>National Open College Network (NOCN)</td>
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<td>48</td>
<td>Excellence, Achievement and Learning Ltd (EAL)</td>
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<td>College SCQF credit rating body</td>
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<td>University of the Arts London (UAL)</td>
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<td>Maritime and Coastguard Agency (MCA)</td>
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<td>Royal Yachting Association (RYA)</td>
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<td>56</td>
<td>YMCA</td>
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<td>57</td>
<td>The Prince’s Trust</td>
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<td>Organization</td>
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<td>Cisco</td>
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<td>59</td>
<td>Cambridge English Exams</td>
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<td>60</td>
<td>Business and Technology Education Council (BTEC)</td>
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<td>61</td>
<td>Chartered Institute of Marketing (CIM)</td>
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<tr>
<td>62</td>
<td>British Plumbing Employers Council (BPEC)</td>
</tr>
<tr>
<td>63</td>
<td>British Horse Society (BHS)</td>
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<td>64</td>
<td>Driver Certificate of Professional Competence (CPC)</td>
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</table>
Code list C

Source of finance for programme

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>01</td>
<td>Cost recovery: Scottish Higher Education Institution</td>
</tr>
<tr>
<td>02</td>
<td>Cost recovery: Other UK (non-Scottish) Educational Institution</td>
</tr>
<tr>
<td>03</td>
<td>Cost recovery: HM Government Departments and Public Bodies (not including the European Community)</td>
</tr>
<tr>
<td>04</td>
<td>Cost recovery: Other, including Employers in UK Industry / Commerce (i.e. includes PICKUP type programmes)</td>
</tr>
<tr>
<td>05</td>
<td>Cost recovery: Skills Development Scotland (SDS)</td>
</tr>
<tr>
<td>09</td>
<td>Scottish Funding Council (SFC)</td>
</tr>
<tr>
<td>10</td>
<td>Other full cost recovery</td>
</tr>
</tbody>
</table>

Notes

18. All programmes that receive any funding from SFC must be coded source of finance 09. This includes Flexible Workforce Development Fund (FWDF) and (FWDF SME) programmes. However, no credits must be claimed for any of the FWDF programmes.

19. For programmes other than those that receive SFC funding, the source of finance should be dominant source of funding that enables the college to provide each particular programme.
# Code list D

## Type of programme

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>01</td>
<td>Non-vocational programme</td>
</tr>
<tr>
<td>02</td>
<td>Programme taught in the institution but where the fees from students on the programme are received by a Scottish Higher Educational Institution</td>
</tr>
<tr>
<td>03</td>
<td>Programme taught in the institution but where the fees from students on the programme are received by some other Scottish FE College (see notes)</td>
</tr>
<tr>
<td>04</td>
<td>Programme taught in the institution but where the fees from students on the programme are received by some other UK (non-Scottish) Educational Institution (see notes)</td>
</tr>
<tr>
<td>05</td>
<td>Vocational programme – school link – for pupils with learning difficulties</td>
</tr>
<tr>
<td>06</td>
<td>Vocational programme – school link – other</td>
</tr>
<tr>
<td>07</td>
<td>Vocational programme – supported by Government training scheme (e.g. Employability Fund (SDS)) – for students with learning difficulties</td>
</tr>
<tr>
<td>08</td>
<td>Vocational programme – supported by Government training scheme (e.g. Employability Fund (SDS)) – other</td>
</tr>
<tr>
<td>09</td>
<td>Vocational programme – supported by European Funding – for students with learning difficulties</td>
</tr>
<tr>
<td>10</td>
<td>Vocational programme – supported by European Funding – other</td>
</tr>
<tr>
<td>11</td>
<td>Other vocational programme – for students with learning difficulties</td>
</tr>
<tr>
<td>12</td>
<td>Other vocational programme – other</td>
</tr>
</tbody>
</table>

## Notes

20. A vocational programme is one primarily designed to prepare students for employment or a profession, by increasing their knowledge, skill or proficiency in related subjects. All programmes primarily designed for students released from employment, and programmes leading to recognised external qualifications, except where the
qualifications are primarily intended for recreational purposes e.g. City & Guild creative studies programmes, are regarded as vocational.

21. Day release programmes in General or Liberal Studies, programmes for pupils released from school to attend regularly at a further education college and programmes for students with Educational Support Needs (ESN) are all classed as vocational. By definition, all programmes which are not vocational should be regarded as non-vocational.
## Code list E

**Subject codes (for HE programmes only)**

**Subject classification**

<table>
<thead>
<tr>
<th>Group A: Medicine and Dentistry</th>
<th>Subject code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A101 Medicine and Dentistry</td>
<td>C111</td>
<td>Clinical Science</td>
</tr>
<tr>
<td>A102 Dental Surgery Assistants</td>
<td>C112</td>
<td>Life Sciences</td>
</tr>
<tr>
<td>A103 Dental Technology</td>
<td>C113</td>
<td>Other Biological Sciences</td>
</tr>
<tr>
<td>A104 Dental Health Education</td>
<td>D101</td>
<td>Veterinary Sciences</td>
</tr>
<tr>
<td>A105 Other Clinical Dentistry</td>
<td>D102</td>
<td>Animal Husbandry</td>
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<tr>
<td></td>
<td>D103</td>
<td>Animal Nursing</td>
</tr>
<tr>
<td>Group B: subjects Allied to Medicine</td>
<td>D104</td>
<td>Agriculture</td>
</tr>
<tr>
<td>B101 Anatomy and Physiology</td>
<td>D105</td>
<td>Human Biology</td>
</tr>
<tr>
<td>B102 Pharmacology</td>
<td>D106</td>
<td>其他临床牙科</td>
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<tr>
<td>B201 Pharmacology</td>
<td>D107</td>
<td>Horticulture</td>
</tr>
<tr>
<td>B302 Nutrition/Dietetics</td>
<td>D108</td>
<td>Vegetable/Flower Production</td>
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<tr>
<td>B401 Ophthalmics</td>
<td>D109</td>
<td>Floristry</td>
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<tr>
<td>B402 Contact Lens Fitting</td>
<td>D110</td>
<td>Agricultural Marketing and Merchandising</td>
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<tr>
<td>B403 Dispensing Opticians</td>
<td>D111</td>
<td>Farm Business Administration and Management</td>
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<tr>
<td>B404 Audiology</td>
<td>D112</td>
<td>Turf Culture/Green Keeping</td>
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<tr>
<td>B405 Chiropody</td>
<td>D113</td>
<td>Forestry</td>
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<tr>
<td>B406 Speech Therapy</td>
<td>D114</td>
<td>Food Science</td>
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<tr>
<td>B407 Physiotherapy</td>
<td>D115</td>
<td>Food Technology/Manufacture</td>
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<tr>
<td>B408 Occupational Therapy</td>
<td>D116</td>
<td>Food Hygiene</td>
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<tr>
<td>B501 Radiography/Radioagnostics</td>
<td>D117</td>
<td>Gamekeeping Sporting Management</td>
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<td>B502 Medical Technology</td>
<td>D118</td>
<td>Natural Resources</td>
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<td>B503 Medical Laboratory Science</td>
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<td>Other Agricultural Subjects</td>
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<tr>
<td>B504 Physiological Measurement</td>
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<td>Fisheries</td>
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<td>B601 Community Psychiatric Nursing</td>
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<td>Fishing Crew</td>
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<td>B602 District Nursing</td>
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<td>Sea Fishing</td>
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<td>B603 District Nurse Tutors</td>
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<td>B604 Nursery Nursing</td>
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<td>Group C: Biological Science</td>
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<td>C103 Environmental Biology</td>
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<td>C105 Botany</td>
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<td>C106 Zoology</td>
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<tr>
<td>C107 Microbiology – medical/non-medical</td>
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<td>Earth Science</td>
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<td>C108 Molecular Biology and Biophysics</td>
<td>F505</td>
<td>Meteorology</td>
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<td>C109 Biochemistry</td>
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<tr>
<td>C110 Psychology (unless solely as a social science)</td>
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<td>Group H, J: Engineering and Technology</td>
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<td>H103 Structural Engineering</td>
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<td>G105 Other Mathematics (including Arithmetic)</td>
<td>H105 Public Health Engineering</td>
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<td>G201 Statistics</td>
<td>H106 Mechanical Engineering</td>
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<td>H108 Motor Vehicle Engineering</td>
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<td>H109 Vehicle Bodywork</td>
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<td>G304 Systems Analysis and Design</td>
<td>H111 Marine Architecture and Shipbuilding</td>
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<tr>
<td>G305 Programming</td>
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<td>H120 Communications Engineering</td>
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<td>H124 Engineering Design</td>
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<td>H129 Plant Process Trades</td>
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<td>H131 Fuel Technology</td>
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<td>H132 Other Chemical Engineering and Fuel Technology</td>
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</table>

|                                          | J101 Minerals Technology              |
|                                          | J102 Mining                           |
|                                          | J103 Other Mining Related Studies     |
|                                          | J201 Metallurgy/Metals Technology     |
|                                          | J202 Foundry Technology               |
|                                          | J203 Ceramics Technology              |
|                                          | J204 Glass Technology                 |
|                                          | J205 Plastics and Polymers Technology |
|                                          | J206 Paint Technology                 |
|                                          | J207 Rubber Technology                |
|                                          | J208 Leather Technology               |
|                                          | J209 Timber Technology                |
|                                          | J210 Furniture Production              |
|                                          | J211 Clothing and Footwear, Technology and Manufacture |
|                                          | J212 Textile Technology               |
|                                          | J213 Printing                         |
|                                          | J214 Musical Instrument Technology Manufacture |
|                                          | J215 Silversmiths Work                |
|                                          | J216 Other Materials Technology       |
|                                          | J301 Marine Technology                |
|                                          | J302 Yacht and Boatbuilding           |
|                                          | J303 Marine Electronics               |
|                                          | J304 Biotechnology                    |
|                                          | J305 Other Technologies               |

**Group K: Architecture, Building and Planning**

<p>|                                          | K101 Architecture                      |
|                                          | K102 Professional Practice Architecture |
|                                          | K103 Landscape Architecture            |
|                                          | K104 Urban and Regional Planning       |
|                                          | K105 Town Planning                     |
|                                          | K106 Urban Studies                     |
|                                          | K107 Housing                           |
|                                          | K108 Other Architectural or Planning   |
|                                          | K201 Building                          |
|                                          | K202 Building Maintenance/Adaptation Conservation |
|                                          | K203 Clerk of Works                    |
|                                          | K204 Building Technology               |
|                                          | K205 Plumbing Technology               |
|                                          | K206 Electrical Technology             |
|                                          | K207 Brickwork Technology              |
|                                          | K208 Carpentry/Joinery Technology      |
|                                          | K209 Painting/Decorating Technology    |
|                                          | K210 Plastering Technology             |
|                                          | K211 Roofing/Tiling Technology         |
|                                          | K212 Other Building                    |
|                                          | K301 Building Surveying                |
|                                          | K302 Quantity Surveying                |
|                                          | K303 Surveying Science                 |</p>
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<tr>
<th>Group L, M: Social Studies</th>
<th>Group P: Mass Communication and Documentation</th>
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<tbody>
<tr>
<td>L101 Economics/Applied Economics</td>
<td>N601 Industrial Relations</td>
</tr>
<tr>
<td>L201 Sociology</td>
<td>N602 Personnel Administration</td>
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<tr>
<td>L202 Applied Social Science/Studies</td>
<td>N701 Catering and Institutional Management</td>
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<tr>
<td>L203 Social Policy</td>
<td>N702 Hotel Chefs</td>
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<tr>
<td>L204 Social Administration</td>
<td>N703 Pastry Cooks</td>
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<tr>
<td>L205 Health Administration</td>
<td>N704 Hotel and Catering Administration</td>
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<tr>
<td>L206 Social Work</td>
<td>N705 Hotel Reception</td>
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<tr>
<td>L208 Youth and Community Work</td>
<td>N706 Home Economics</td>
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<tr>
<td>L209 Childcare</td>
<td>N707 Cookery</td>
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<td>L301 Anthropology</td>
<td>N708 Bakery/Cake Decoration</td>
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<tr>
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<td>N709 Home Management</td>
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<td>N710 Food Service</td>
</tr>
<tr>
<td>M101 Politics</td>
<td>N711 Licensed Trade</td>
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<td>M102 Government</td>
<td>N712 Other Catering or Institutional Management</td>
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<tr>
<td>M103 Public Administration</td>
<td>N801 Tourism</td>
</tr>
<tr>
<td>M104 Other Politics, Government and Administration</td>
<td>N802 Travel Agency</td>
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<tr>
<td>M201 Law</td>
<td>N803 Leisure and Recreation – Business</td>
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<tr>
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<td>N901 Transport</td>
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<td>M301 Women’s Studies</td>
<td>N902 Road Transport</td>
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<td>M401 Other Social Studies</td>
<td>N903 Navigation</td>
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<td>N904 Maritime Studies</td>
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<tr>
<td>Group N: Business and Administrative Studies</td>
<td>Group Q, R, T: Language and Related Disciplines</td>
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<tr>
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<td>Q101 Linguistics</td>
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<tr>
<td>N102 Management</td>
<td>Q102 Language Studies</td>
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<tr>
<td>N103 Business and Management Studies</td>
<td>Q103 Comparative Literature</td>
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<td>N104 Commerce</td>
<td>Q104 English Language &amp; Literature</td>
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<tr>
<td>N105 Administrative Management</td>
<td>Q105 American Studies</td>
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<td>N106 Land and Property Management</td>
<td>Q106 Gaelic and Celtic Languages</td>
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<tr>
<td>N107 Other Business Management and Administration</td>
<td>Q107 Classic</td>
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<td>R101 French</td>
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<td>N202 Secretarial and Typing Skills</td>
<td>R102 German</td>
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<tr>
<td>N203 Shorthand and Shorthand Transcription</td>
<td>R103 Italian</td>
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<tr>
<td>N204 Typewriting and Audio-typewriting</td>
<td>R104 Spanish</td>
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<tr>
<td>N205 Word Processing</td>
<td>R105 Portuguese</td>
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<tr>
<td>N206 Receptionists</td>
<td>R106 Latin American Languages</td>
</tr>
<tr>
<td>N301 Operational Research</td>
<td>Q108 Sociology</td>
</tr>
<tr>
<td>N401 Banking</td>
<td>Q109 Social Studies</td>
</tr>
<tr>
<td>N402 Building Societies</td>
<td>Q110 Social Welfare</td>
</tr>
<tr>
<td>N403 Insurance</td>
<td>Q111 Social Work</td>
</tr>
<tr>
<td>N404 Taxation</td>
<td>Q112 Sociology/Policy Studies</td>
</tr>
<tr>
<td>N405 Risk Management</td>
<td>Q113 Social Policy</td>
</tr>
<tr>
<td>N406 Other Financial Management</td>
<td>Q114 Social Research</td>
</tr>
<tr>
<td>N407 Accountancy/Accounting</td>
<td>Q115 Social Studies/LP</td>
</tr>
<tr>
<td>N408 Cost and Management Accountancy</td>
<td>Q116 Social Studies/LP/other</td>
</tr>
<tr>
<td>N409 Certified Accountancy</td>
<td>Q117 Social Studies/LP/other</td>
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Group V: Humanities

- V101 History
- V102 Modern History
- V103 Economic History
- V104 History of Art

Group X: Education

- V201 Archaeology
- V301 Philosophy
- V302 Logic

Group Y: Combined and General Programmes

- V401 Theology
- V402 Religious Studies

Group W: Creative Arts and Design

- W101 Fine Art
- W102 Visual Art
- W103 Other Art
- W201 General Design
- W202 Foundation Studies
- W203 Environmental Design
- W204 Textile Design
- W205 Printing Design
- W206 Typography
- W207 Electronic Imaging
- W208 Furniture Design
- W209 Knitwear Design
- W210 Architectural Stained Glass Design
- W211 Fashion Design
- W212 Industrial/Product Design
- W213 Ceramic Design
- W214 Jewellery Design
- W215 Interior Design
- W216 Exhibition/Display Design
- W217 Audio Visual Design
- W218 TV Design
- W219 Film Design
- W220 Video Design
- W221 Photography
- W222 Technical Illustration

- V601 Beauty Therapy
- V602 Hairdressing/Wigmaking
- W601 Others not already specified in Art and Design
- V701 Others not already specified in Art and Design
- X101 Education
- Y101 Combined or General Science
- Y102 Combined or General Arts
- Y103 Combined SCE/GCE
- Y104 Sports and Hobbies
- Y105 Other Subjects not elsewhere coded
### Code list F

**Superclass: Outline of main classes**

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<td>Financial Management/Accounting</td>
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<td>AL</td>
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<td>AM</td>
<td>Call Centres</td>
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<tr>
<td>AY</td>
<td>Administration/Office Skills</td>
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<td>Parenting/Carers</td>
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<td>People with Disabilities: Skills/Facilities</td>
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<td>Crisis/Illness Self Help</td>
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<td>JF</td>
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<tr>
<td>JK</td>
<td>Fashion/Textiles/Clothing (craft)</td>
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<td>Fabric Crafts/Soft Furnishings</td>
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<td>Wood Cane and Furniture Crafts</td>
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<td>JR</td>
<td>Glass/Ceramics/Stone Crafts</td>
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<td>Communication/Media</td>
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<td>KD</td>
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<td>Print and Publishing</td>
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<td>Moving Image/Photography/Media Production</td>
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**K: Authorship/Photography/Publishing/Media**

<p>| LA  | Performing Arts (general)                |
| LB  | Dance                                    |</p>
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<td>LF</td>
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<td>Music Performance/Playing</td>
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<td>LJ</td>
<td>Musical Instrument Making/Repair</td>
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<td>LK</td>
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<td><strong>M: Sports, Games and Recreation</strong></td>
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<td>MA</td>
<td>Sports Studies/Combined Sports</td>
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<tr>
<td>MB</td>
<td>Air Sports</td>
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<td>MC</td>
<td>Water Sports</td>
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<tr>
<td>MD</td>
<td>Athletics Gymnastics and Combat Sports</td>
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<tr>
<td>ME</td>
<td>Wheeled Sports</td>
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<td>MF</td>
<td>Winter Sports</td>
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<td>MG</td>
<td>Ball and Related Games</td>
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<td>MH</td>
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<td>MJ</td>
<td>Indoor Games</td>
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<td><strong>N: Catering/Food/Leisure Services/Tourism</strong></td>
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<td>NB</td>
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<td>Leisure/Sports Facilities Work</td>
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<td>Paramedical Services/Supplementary Medicine</td>
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<td>Medical Technology/Pharmacology</td>
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<td>Semi-medical/Physical/Psycho/Therapies</td>
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**Q: Environment Protection/Energy/Cleansing/Security**

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<td>QC</td>
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<td>Environmental Health/Safety</td>
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<td>QE</td>
<td>Cleansing</td>
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<td>QG</td>
<td>Funerary Services</td>
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<td>QH</td>
<td>Security/Police/Armed Forces</td>
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<td>QJ</td>
<td>Fire and Rescue Services</td>
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**R: Sciences and Mathematics**

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<td>Chemistry</td>
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<td>Astronomy/Space Science</td>
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<td>Land and Sea Surveying/Cartography</td>
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<td>Life Sciences</td>
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<td>Gardening/Floristry</td>
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<td>SF</td>
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<td>SG</td>
<td>Forestry/Timber Production</td>
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<td>SH</td>
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<td>Fish Production/Fisheries</td>
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<td>Veterinary Services</td>
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<td>Pets/Domestic Animal Care</td>
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T: Construction and Property (Built Environment)

<p>| TA  | Built Environment               |
| TC  | Property: Surveying/Planning/Development |
| TD  | Building Design/Architecture    |
| TE  | Construction                    |
| TF  | Construction Management         |</p>
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<td>Interior/Fitting/Decoration</td>
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<td>Construction Site Work</td>
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<td>Civil Engineering</td>
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<td>Structural Engineering</td>
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<td>Quality and Reliability Management</td>
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<td>VE</td>
<td>Industrial Control/Monitoring</td>
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<td>VF</td>
<td>Industrial Design/Research and Development</td>
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<td>Instrument Making/Repair</td>
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<td>Paper Manufacture</td>
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<tr>
<td>XA</td>
<td>Engineering/Technology</td>
</tr>
<tr>
<td>XD</td>
<td>Metals Working/Finishing</td>
</tr>
<tr>
<td>XE</td>
<td>Welding/Joining</td>
</tr>
<tr>
<td>XF</td>
<td>Tools/Machining</td>
</tr>
<tr>
<td>XH</td>
<td>Mechanical Engineering</td>
</tr>
<tr>
<td>XJ</td>
<td>Electrical Engineering</td>
</tr>
<tr>
<td>XK</td>
<td>Power/Energy Engineering</td>
</tr>
<tr>
<td>XL</td>
<td>Electronic Engineering</td>
</tr>
<tr>
<td>XM</td>
<td>Telecommunications</td>
</tr>
<tr>
<td>XN</td>
<td>Electrical/Electronic Servicing</td>
</tr>
<tr>
<td>XP</td>
<td>Aerospace/Defence Engineering</td>
</tr>
<tr>
<td>XQ</td>
<td>Ship and Boat Building/Marine/Offshore</td>
</tr>
<tr>
<td></td>
<td>Engineering and Maintenance</td>
</tr>
<tr>
<td>XR</td>
<td>Road Vehicle Engineering</td>
</tr>
<tr>
<td>XS</td>
<td>Vehicle Maintenance/Repair/Servicing</td>
</tr>
<tr>
<td>XT</td>
<td>Rail Vehicle Engineering</td>
</tr>
<tr>
<td>YA</td>
<td>Mining/Quarrying/Extraction</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>YB</td>
<td>Oil and Gas Operations</td>
</tr>
<tr>
<td>YC</td>
<td>Chemicals/Materials Engineering</td>
</tr>
<tr>
<td>YD</td>
<td>Metallurgy/Metals Production</td>
</tr>
<tr>
<td>YE</td>
<td>Polymer Science/Technology</td>
</tr>
<tr>
<td>ZM</td>
<td>Logistics</td>
</tr>
<tr>
<td>ZN</td>
<td>Purchasing/Procurement and Sourcing</td>
</tr>
<tr>
<td>ZP</td>
<td>Distribution</td>
</tr>
<tr>
<td>ZQ</td>
<td>Transport Services</td>
</tr>
<tr>
<td>ZR</td>
<td>Aviation</td>
</tr>
<tr>
<td>ZS</td>
<td>Marine Transport</td>
</tr>
<tr>
<td>ZT</td>
<td>Rail Transport</td>
</tr>
<tr>
<td>ZV</td>
<td>Road Transport</td>
</tr>
<tr>
<td>ZX</td>
<td>Driving/Road Safety</td>
</tr>
</tbody>
</table>
## Code list G

### Mode of attendance of programme

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>05</td>
<td>Short full-time</td>
<td>Self-contained full-time programme, i.e. one not supplemented by other periods of study of 18 weeks duration or less</td>
</tr>
<tr>
<td>06</td>
<td>Block release</td>
<td>Programme for which students are released by their employer for periods of full-time attendance.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Please note: any additional periods of part-time study associated with block release course are regarded as being part of the programme</td>
</tr>
<tr>
<td>07</td>
<td>Part-time (day release)</td>
<td>Programme for which employer sponsored students are released by their employer for part of the week</td>
</tr>
<tr>
<td>08</td>
<td>Other part-time day programme</td>
<td>Also includes day programmes in which periods of evening or twilight study form an integral part of the programme</td>
</tr>
<tr>
<td>09</td>
<td>Evenings only and weekends</td>
<td>Programme held only in evening or twilight sessions or at weekends</td>
</tr>
<tr>
<td>11</td>
<td>Assessment of work-based learning</td>
<td>Provision for assessment of Work Based Learning (AWBL) where college staff are only responsible for assessment in the student’s workplace.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Note: Assessment combined with other education should be coded under the dominant mode of attendance of the education given)</td>
</tr>
<tr>
<td>12</td>
<td>Distance learning</td>
<td>Programme designed for study by correspondence, although they may involve study weekends / summer schools etc.</td>
</tr>
<tr>
<td>16</td>
<td>Flexible learning</td>
<td>Programme designed to be studied flexibly with varying patterns of attendance which could include day, evening and/or home / distance learning</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Definition</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
<td>------------</td>
</tr>
<tr>
<td>17</td>
<td>Full-time</td>
<td>Programme that meets the new full-time criteria of at least 600 hours (15 Credits) or for a 1 year HNC 480 hours (12 Credits) of planned notional hours</td>
</tr>
<tr>
<td>18</td>
<td>Part-time, but previously met old full-time criteria</td>
<td>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</td>
</tr>
</tbody>
</table>
## Code list H

### Gaelic indicator

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The course has no Gaelic content</td>
</tr>
<tr>
<td>2</td>
<td>The course has Gaelic content and is taught and assessed in Gaelic</td>
</tr>
<tr>
<td>3</td>
<td>The course has Gaelic content and is taught and assessed in English</td>
</tr>
<tr>
<td>4</td>
<td>The course has Gaelic content and does not fall into any of the above categories</td>
</tr>
</tbody>
</table>
Code list J

SCQF level of programme or ‘broadly comparable’ level code

<table>
<thead>
<tr>
<th>SCQF level</th>
<th>SQA national units, courses and awards</th>
<th>Higher Education</th>
<th>Vocational Qualifications</th>
<th>New SQA Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>PDA level 12</td>
<td>Doctorates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>PDA level 11</td>
<td>Masters</td>
<td>SVQ 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Graduate Level Apprenticeship</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>PDA level 10</td>
<td>Honours degree</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Graduate Diploma / Certificate</td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>PDA level 9</td>
<td>Ordinary degree</td>
<td>SVQ 4</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Graduate Diploma / certificate</td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>PDA level 8</td>
<td>Higher National Diploma</td>
<td>SVQ 4</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Diploma in Higher Education</td>
<td>Graduate Level Apprenticeship</td>
</tr>
<tr>
<td>07</td>
<td>PDA level 7</td>
<td>Higher National Certificate</td>
<td>SVQ 3</td>
<td>Scottish Baccalaureates</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Certificate in Higher Education</td>
<td>Advanced Higher</td>
</tr>
<tr>
<td>06</td>
<td>NC level 6</td>
<td></td>
<td>SVQ 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Foundation Level Apprenticeship</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Higher</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SfW Higher</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>NPA level 6</td>
<td></td>
</tr>
<tr>
<td>SCQF level</td>
<td>SQA national units, courses and awards</td>
<td>Higher Education</td>
<td>Vocational Qualifications</td>
<td>New SQA Qualifications</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------</td>
<td>------------------</td>
<td>--------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>05</td>
<td>NC level 5</td>
<td></td>
<td>SVQ 2</td>
<td>National 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SfW National 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NPA level 5</td>
</tr>
<tr>
<td>04</td>
<td>NC level 4</td>
<td></td>
<td>SVQ 1</td>
<td>National 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SfW National 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NPA level 4</td>
</tr>
<tr>
<td>03</td>
<td>NC level 3</td>
<td></td>
<td></td>
<td>National 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SfW National 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NPA level 3</td>
</tr>
<tr>
<td>02</td>
<td>NC level 2</td>
<td></td>
<td></td>
<td>National 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NPA level 2</td>
</tr>
<tr>
<td>01</td>
<td></td>
<td></td>
<td></td>
<td>National 1</td>
</tr>
</tbody>
</table>

**Every** course should have a SCQF or ‘broadly comparable’ level code.

22. Where a programme is not formally SCQF credit rated it is possible to indicate a ‘broadly comparable’ level. This can be done by either comparing across to SCQF from other national frameworks if the programme has a level on another framework: If this is not the case, use the SCQF Level Descriptors to identify the most appropriate level of learning for the programme of study.

23. Please note that unless the programme has been formally credit rated the level included here **must** not be included on any certificates or marketing / publicity material.
Code list K

Standard Industrial Classification codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Crop and animal production, hunting and related service activities</td>
</tr>
<tr>
<td>02</td>
<td>Forestry and logging</td>
</tr>
<tr>
<td>03</td>
<td>Fishing and aquaculture</td>
</tr>
<tr>
<td>05</td>
<td>Mining of coal and lignite</td>
</tr>
<tr>
<td>06</td>
<td>Extraction of crude petroleum and natural gas</td>
</tr>
<tr>
<td>07</td>
<td>Mining of metal ores</td>
</tr>
<tr>
<td>08</td>
<td>Other mining and quarrying</td>
</tr>
<tr>
<td>09</td>
<td>Mining support service activities</td>
</tr>
<tr>
<td>10</td>
<td>Manufacture of food products</td>
</tr>
<tr>
<td>11</td>
<td>Manufacture of beverages</td>
</tr>
<tr>
<td>12</td>
<td>Manufacture of tobacco products</td>
</tr>
<tr>
<td>13</td>
<td>Manufacture of textiles</td>
</tr>
<tr>
<td>14</td>
<td>Manufacture of wearing apparel</td>
</tr>
<tr>
<td>15</td>
<td>Manufacture of leather and related products</td>
</tr>
<tr>
<td>16</td>
<td>Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials</td>
</tr>
<tr>
<td>17</td>
<td>Manufacture of paper and paper products</td>
</tr>
<tr>
<td>18</td>
<td>Printing and reproduction of recorded media</td>
</tr>
<tr>
<td>19</td>
<td>Manufacture of coke and refined petroleum products</td>
</tr>
<tr>
<td>20</td>
<td>Manufacture of chemicals and chemical products</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>21</td>
<td>Manufacture of basic pharmaceutical products and pharmaceutical preparations</td>
</tr>
<tr>
<td>22</td>
<td>Manufacture of rubber and plastic products</td>
</tr>
<tr>
<td>23</td>
<td>Manufacture of other non-metallic mineral products</td>
</tr>
<tr>
<td>24</td>
<td>Manufacture of basic metals</td>
</tr>
<tr>
<td>25</td>
<td>Manufacture of fabricated metal products, except machinery and equipment</td>
</tr>
<tr>
<td>26</td>
<td>Manufacture of computer, electronic and optical products</td>
</tr>
<tr>
<td>27</td>
<td>Manufacture of electrical equipment</td>
</tr>
<tr>
<td>28</td>
<td>Manufacture of machinery and equipment n.e.c.</td>
</tr>
<tr>
<td>29</td>
<td>Manufacture of motor vehicles, trailers and semi-trailers</td>
</tr>
<tr>
<td>30</td>
<td>Manufacture of other transport equipment</td>
</tr>
<tr>
<td>31</td>
<td>Manufacture of furniture</td>
</tr>
<tr>
<td>32</td>
<td>Other manufacturing</td>
</tr>
<tr>
<td>33</td>
<td>Repair and installation of machinery and equipment</td>
</tr>
<tr>
<td>35</td>
<td>Electricity, gas, steam and air conditioning supply</td>
</tr>
<tr>
<td>36</td>
<td>Water collection, treatment and supply</td>
</tr>
<tr>
<td>37</td>
<td>Sewerage</td>
</tr>
<tr>
<td>38</td>
<td>Waste collection, treatment and disposal activities; materials recovery</td>
</tr>
<tr>
<td>39</td>
<td>Remediation activities and other waste management services.</td>
</tr>
<tr>
<td>41</td>
<td>Construction of buildings</td>
</tr>
<tr>
<td>42</td>
<td>Civil engineering</td>
</tr>
<tr>
<td>43</td>
<td>Specialised construction activities</td>
</tr>
<tr>
<td>45</td>
<td>Wholesale and retail trade and repair of motor vehicles and motorcycles</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>46</td>
<td>Wholesale trade, except of motor vehicles and motorcycles</td>
</tr>
<tr>
<td>47</td>
<td>Retail trade, except of motor vehicles and motorcycles</td>
</tr>
<tr>
<td>49</td>
<td>Land transport and transport via pipelines</td>
</tr>
<tr>
<td>50</td>
<td>Water transport</td>
</tr>
<tr>
<td>51</td>
<td>Air transport</td>
</tr>
<tr>
<td>52</td>
<td>Warehousing and support activities for transportation</td>
</tr>
<tr>
<td>53</td>
<td>Postal and courier activities</td>
</tr>
<tr>
<td>55</td>
<td>Accommodation</td>
</tr>
<tr>
<td>56</td>
<td>Food and beverage service activities</td>
</tr>
<tr>
<td>58</td>
<td>Publishing activities</td>
</tr>
<tr>
<td>59</td>
<td>Motion picture, video and television programme production, sound recording and music publishing activities</td>
</tr>
<tr>
<td>60</td>
<td>Programming and broadcasting activities</td>
</tr>
<tr>
<td>61</td>
<td>Telecommunications</td>
</tr>
<tr>
<td>62</td>
<td>Computer programming, consultancy and related activities</td>
</tr>
<tr>
<td>63</td>
<td>Information service activities</td>
</tr>
<tr>
<td>64</td>
<td>Financial service activities, except insurance and pension funding</td>
</tr>
<tr>
<td>65</td>
<td>Insurance, reinsurance and pension funding, except compulsory social security</td>
</tr>
<tr>
<td>66</td>
<td>Activities auxiliary to financial services and insurance activities</td>
</tr>
<tr>
<td>68</td>
<td>Real estate activities</td>
</tr>
<tr>
<td>69</td>
<td>Legal and accounting activities</td>
</tr>
<tr>
<td>70</td>
<td>Activities of head offices; management consultancy activities</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>71</td>
<td>Architectural and engineering activities; technical testing and analysis</td>
</tr>
<tr>
<td>72</td>
<td>Scientific research and development</td>
</tr>
<tr>
<td>73</td>
<td>Advertising and market research</td>
</tr>
<tr>
<td>74</td>
<td>Other professional, scientific and technical activities</td>
</tr>
<tr>
<td>75</td>
<td>Veterinary activities</td>
</tr>
<tr>
<td>77</td>
<td>Rental and leasing activities</td>
</tr>
<tr>
<td>78</td>
<td>Employment activities</td>
</tr>
<tr>
<td>79</td>
<td>Travel agency, tour operator and other reservation service and related activities</td>
</tr>
<tr>
<td>80</td>
<td>Security and investigation activities</td>
</tr>
<tr>
<td>81</td>
<td>Services to buildings and landscape activities</td>
</tr>
<tr>
<td>82</td>
<td>Office administrative, office support and other business support activities</td>
</tr>
<tr>
<td>84</td>
<td>Public administration and defence; compulsory social security</td>
</tr>
<tr>
<td>85</td>
<td>Education</td>
</tr>
<tr>
<td>86</td>
<td>Human health activities</td>
</tr>
<tr>
<td>87</td>
<td>Residential care activities</td>
</tr>
<tr>
<td>88</td>
<td>Social work activities without accommodation</td>
</tr>
<tr>
<td>90</td>
<td>Creative, arts and entertainment activities</td>
</tr>
<tr>
<td>91</td>
<td>Libraries, archives, museums and other cultural activities</td>
</tr>
<tr>
<td>92</td>
<td>Gambling and betting activities</td>
</tr>
<tr>
<td>93</td>
<td>Sports activities and amusement and recreation activities</td>
</tr>
<tr>
<td>94</td>
<td>Activities of membership organisations</td>
</tr>
<tr>
<td>95</td>
<td>Repair of computers and personal and household goods</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------------------------------------------------</td>
</tr>
<tr>
<td>96</td>
<td>Other personal service activities</td>
</tr>
<tr>
<td>97</td>
<td>Activities of households as employers of domestic personnel</td>
</tr>
<tr>
<td>98</td>
<td>Undifferentiated goods- and services-producing activities of private households for own use</td>
</tr>
<tr>
<td>99</td>
<td>Activities of extraterritorial organisations and bodies</td>
</tr>
<tr>
<td>00</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>
## Code list L

Standard Occupational Classification codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>111</td>
<td>Chief Executives and Senior Officials</td>
</tr>
<tr>
<td>112</td>
<td>Production Managers and Directors</td>
</tr>
<tr>
<td>113</td>
<td>Functional Managers and Directors</td>
</tr>
<tr>
<td>114</td>
<td>Directors in Logistics, Warehousing and Transport</td>
</tr>
<tr>
<td>115</td>
<td>Managers and Directors in Retail and Wholesale</td>
</tr>
<tr>
<td>116</td>
<td>Senior Officers in Protective Services</td>
</tr>
<tr>
<td>117</td>
<td>Health and Social Services Managers and Directors</td>
</tr>
<tr>
<td>121</td>
<td>Managers and Proprietors in Agriculture Related Services</td>
</tr>
<tr>
<td>122</td>
<td>Managers and Proprietors in Hospitality and Leisure Services</td>
</tr>
<tr>
<td>123</td>
<td>Managers and Proprietors in Health and Care Services</td>
</tr>
<tr>
<td>124</td>
<td>Managers in Logistics, Warehousing and Transport</td>
</tr>
<tr>
<td>125</td>
<td>Managers and Proprietors in Other Services</td>
</tr>
<tr>
<td>211</td>
<td>Natural and Social Science Professionals</td>
</tr>
<tr>
<td>212</td>
<td>Engineering Professionals</td>
</tr>
<tr>
<td>213</td>
<td>Information Technology Professionals</td>
</tr>
<tr>
<td>214</td>
<td>Web and Multimedia Design Professionals</td>
</tr>
<tr>
<td>215</td>
<td>Conservation and Environment Professionals</td>
</tr>
<tr>
<td>216</td>
<td>Research and Development (R&amp;D) and Other Research Professionals</td>
</tr>
<tr>
<td>221</td>
<td>Medical Practitioners</td>
</tr>
<tr>
<td>222</td>
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<td>Artistic, Literary and Media Occupations</td>
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<td>Design Occupations</td>
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<td>Sports and Fitness Occupations</td>
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<td>Regulatory Associate Professionals</td>
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<td>Administrative Occupations: Government and Related Organisations</td>
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<td>Administrative Occupations: Records</td>
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<td>Administrative Occupations: Office Managers and Supervisors</td>
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<td>Other Administrative Occupations</td>
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<td>Secretarial and Related Occupations</td>
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<td>Agricultural and Related Trades</td>
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<td>Metal Forming, Welding and Related Trades</td>
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<tr>
<td>522</td>
<td>Metal Machining, Fitting and Instrument Making Trades</td>
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<td>523</td>
<td>Vehicle Trades</td>
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<td>612</td>
<td>Animal Care and Control Services</td>
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<td>Caring Personal Services</td>
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<td>Leisure and Travel Services</td>
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<td>Hairdressers and Related Services</td>
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<td>Bed and Breakfast and Guest House Owners and Proprietors</td>
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<td>631</td>
<td>Community and Civil Enforcement Occupations</td>
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<td>Shopkeepers and Sales Supervisors</td>
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<td>Customer Service Occupations</td>
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<td>Other Elementary Services Occupations</td>
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Section 4

Submission of FES 1 returns

File format

24. Data should be submitted in a fixed length ASCII file with a `.DAT’ file extension.

25. Files should be returned to SFC via the FES Data Portal by 3 October 2025 and covers all programme elements data during the entire academic session (1 August 2024 to 31 July 2025).

26. The following naming convention should be used for FES 1 file returned to SFC.

- A (seven-digit college code number).DAT – e.g. Borders College would read: A5660459.DAT.

Further information

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