

# College Leaver Destinations Guidance 2024-25



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## College Leaver Destinations Guidance 2024-25

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Issue Date:	16 February 2026
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Summary:	Guidance notes and code lists for completion of First Destination of College Leavers data: Academic year 2024-25 student cohort.
FAO:	Principals and College Leaver Destinations (CLD) contacts in Scotland's colleges, and the general public.
Further Information:	<a href="mailto:datareturns@sfc.ac.uk">datareturns@sfc.ac.uk</a>

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## Section 1: Overview to the CLD data collection

1. Coverage: This data collection includes 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 Graduate Outcomes 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.

## Section 2: Coverage and timing of CLD data

### Requirements

4. 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.
5. 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).
6. Please refer to Section 3 and code lists A, B and C when completing information. Annex C provides a reference to show the information required for each Primary Classification.
7. The first destination information should reflect the position for successful full-time students completing courses in the academic year ending July 2024.
8. 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 2025 (following the end of the academic year of qualifying).
9. 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.
10. Graduates due to start a job by 31 March 2026 also fall into this category.
11. For example, Modern Apprentices should be categorised under Primary Classification as “*full-time employed*” and marked as Modern Apprenticeship.

12. 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

13. 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.
14. 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

15. 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 ‘unconfirmed’ rather than left blank.
16. Note: the staff member making each contact attempt should be documented at each attempt (name and date). The database the SFC will issue to the college for final follow-up will provide fields for this information.
17. 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.
18. Updating of pre-populated destinations with more current information known by the college is acceptable.

## Reporting standards

19. 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.
20. Note: the column in the SFC-issued spreadsheet will include a dropdown menu related to study to identify study, research or training.
21. 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.

22. 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.**
23. A destination of intent is not acceptable; destinations must be actual.
24. SFC may carry out quality assurance checks through sample auditing of the destination data, therefore colleges should retain associated paperwork for at least one year.

## Data outputs

25. The 2024-25CLD data will be used to produce sector figures on the number and proportion of full-time college qualifiers in work, training and/or further study 3-6 months after qualifying. This information will be monitored under the Outcomes Framework and Assurance Model.
26. First Destination of College Leavers data: Academic Year 2024-25 student cohort will be published towards the end of 2026, date TBC.

## Note on Data to be collected for specific Primary Classifications

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

## Section 3: Notes and code lists for completion of CLD

Field	Notes
Primary Classification	<p>Primary Classification (destination) from CLD code list A (see page 9 for details). First destinations of students successfully completing full-time courses only. Current destination or expected to start by 31 March 2026, for all students completing in session 2024-25.</p> <p>Select from the drop-down menu on the template.</p> <p>Please enter the code exactly as it appears in the drop-down menu. Please do not edit the code numbers or wording.</p>
Industry of Employer	<p>Industry of Employer (Employer Category) from CLD code list B (see page 11 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 2025.</p> <p>The code most appropriate to employer function should be used e.g. a personal assistant working in a school would be coded P: Education.</p> <p>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.</p> <p>Select from the drop-down menu on the template.</p> <p>NOTE: Please enter the code exactly as it appears in the drop-down menu. Please do not edit the code numbers or wording.</p>



Field	Notes
Destination of Further Study	<p>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.</p> <p>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.</p> <p>Select from the drop-down menu on the template.</p> <p>NOTE: Please enter the code exactly as it appears in the drop-down menu. Please do not edit the code numbers or wording.</p>
Primary Classification	<p>Primary Classification (destination) from CLD code list A (see page 9 for details). First destinations of students successfully completing full-time courses only. Current destination or expected to start by 31 March 2025, for all students completing in session 2023-24.</p> <p>Select from the drop-down menu on the template.</p> <p>Please enter the code exactly as it appears in the drop-down menu. Please do not edit the code numbers or wording.</p>

Field	Notes
Industry of Employer	<p>Industry of Employer (Employer Category) from CLD code list B (see page 11 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 2025.</p> <p>The code most appropriate to employer function should be used e.g. a personal assistant working in a school would be coded P: Education.</p> <p>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.</p> <p>Select from the drop-down menu on the template.</p> <p>NOTE: Please enter the code exactly as it appears in the drop-down menu. Please do not edit the code numbers or wording.</p>

Field	Notes
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## Notes on Primary Classification (Destination) - Code List A

28. To be assigned one of these codes the student must be starting the activity by 31 March 2025.

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

29. 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**

30. 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 the 31 of March**

31. For graduates who are not currently in employment but have secured employment that is set to commence by the 31 of March 2026.

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

32. 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**

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

**Unemployed and looking for work**

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

**Taking Time Out in Order to Travel**

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

**Not Employed but NOT Looking for Employment, Further Study or Training**

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

**Permanently Unable to Work/Retired**

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

**Temporarily Sick/Unable to Work/Looking After Home/Family**

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

**Deceased**

39. This should be used for students who successfully completed their course but are now deceased (records will be noted and removed from the final dataset).

**Unknown**

40. 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

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 and childcare 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-(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 (UHI)  
 Lanarkshire College, South  
 Lanarkshire, New College  
 Moray (UHI)  
 Newbattle Abbey College  
 North East Scotland College  
 North, West and Hebrides (UHI)  
 Orkney (UHI)  
 Perth (UHI)  
 Sabhal Mòr Ostaig (UHI)  
 Shetland (UHI)  
 West College Scotland  
 West Lothian College

### Scotland's universities

Aberdeen, The University of  
 Abertay, 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  
 Highlands and Islands, University of the  
 Queen Margaret University College  
 Robert Gordon University, The  
 Royal Conservatoire of Scotland, The  
 Scottish Rural College (SRUC)  
 St Andrews, The University of  
 Stirling, The University of  
 Strathclyde, The University of  
 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	Essex, The University of
Birmingham, University College	Exeter, The University of
Bishop Grosseteste University College Lincoln	Falmouth, University College
Bolton, University of	Glamorgan, University of
Bournemouth University	Gloucestershire, University of
Bradford, The University of	Glyndwr University
Brighton, The University of	Goldsmiths, University of London
Bristol, The University of	Greenwich, The University of
Brunel University	Harper Adams Agricultural College
Buckinghamshire College of HE	Hertfordshire, University of
Cambridge, The University of	Homerton College
Canterbury Christ Church College	Huddersfield, The University of
Cardiff University	Hull, The University of
Central Lancashire, The University of	Imperial College of London
Central School of Speech and Drama	Institute of Cancer Research, The
Chester, University of	Keele, The University of
Chichester University of	Kent at Canterbury, The University of
City University, London	King's College London
Conservatoire for Dance and Drama	Kingston University
Courtauld Institute of Art	Lancaster, The University of
Coventry University	Leeds Metropolitan University
Cranfield University	Leeds Trinity University College
Creative Arts, University for the	Leeds, The University of
Cumbria, University of	Leicester, The University of
De Montfort University	Lincoln, The University of
Derby, University of	Liverpool Hope University College
Durham, University of	Liverpool John Moores University
East Anglia, The University of	Liverpool, The University of
East London, The University of	London Business School
Edge Hill University	London Metropolitan University

London School of Economics and Political Science	Royal Northern College of Music
London School of Hygiene and Tropical Medicine	Royal Veterinary College, The
London South Bank University	Royal Welsh College of Music and Drama
Loughborough University	Salford, The University of
Manchester Metropolitan University, The	School of Oriental and African Studies, The
Manchester, The University of	Sheffield Hallam University
Mary's University College	Sheffield, The University of
Middlesex University London	Southampton Solent University
Newcastle University	Southampton, The University of
Newman College	St George's, Hospital Medical School
Northampton, University of	St Mark and St John, College of
Northern School of Contemporary Dance	St Mary's University College
Northumbria University	Staffordshire University
Norwich University College of the Arts	Stranmillis University College
Nottingham Trent University, The	Sunderland, The University of,
Nottingham, The University of	Surrey, The University of
Open University, The	Sussex, The University of
Oxford Brookes University	Swansea Metropolitan College
Oxford, The University of	Swansea University
Plymouth, The University of	Teesside, The University of
Portsmouth, The University of	the Arts, London University of
Ravensbourne (College)	Trinity College of Music
Reading, The University of	Ulster, University of
Roehampton, University of	University College London
Rose Bruford College	University of London (Central Institutes and activities)
Royal Academy of Music	University of London, Institute of Education
Royal Agricultural College	University of London, Queen Mary
Royal College of Art	University of London, Royal Holloway
Royal College of Music	

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

41. Files should only be returned to SFC via the SecureShare site by 27 June 2026. If you need access to your college's site, please contact Steve Riddell on 0131 313 6685 or [datareturns@sfc.ac.uk](mailto:datareturns@sfc.ac.uk). **Please do not e-mail CLD data.**
42. Please refer to Annex B for a process flowchart of timings for the CLD collection.
43. The following naming convention should be used for the CLD files returned to SFC:
  - College NameCLD2425 – e.g. Borders College would read 'BordersCLD2425'.

## Annex A: Sample Questionnaire

### COLLEGE LEAVER DESTINATIONS SURVEY SESSION (2024-)

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: \_\_\_\_\_  
(in full)
2. Title of course: \_\_\_\_\_  
(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? \_\_\_\_\_

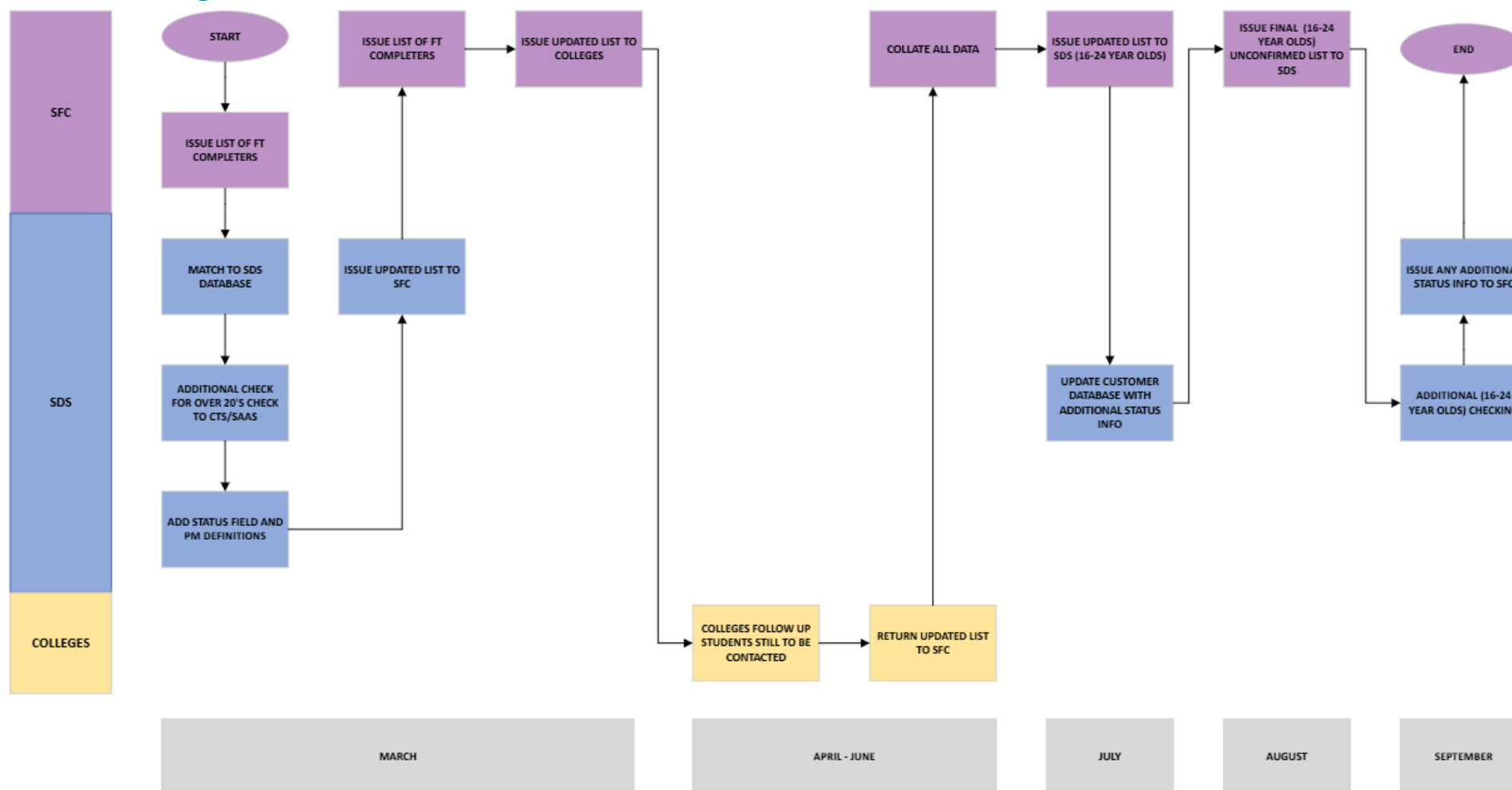
Which year did you gain entry on to?

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 B: College Leaver Destinations Flow Chart



## Annex C: Primary Classification and compulsory fields

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

Primary Classification	Detail to be collected	Employment	Industry of Employer (SIC)	Employer name	Employment related to course?	Training Programme	Training Vocational Area	Study	Destination of Further Study	2023-24 Course	2023-24 Course SCQF Level	Destination source
<b>Primary Classification</b>	<b>Detail to be collected</b>	<b>Employment</b>										
<b>Working Full-time/Part-time</b>	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
<b>Starting Job by 31st March</b>		x	x	x	x							x



Primary Classification	Detail to be collected	Employment	Industry of Employer (SIC)	Employer name	Employment related to course?	Training Programme	Training Vocational Area	Study	Destination of Further Study	2023-24 Course	2023-24 Course SCQF Level	Destination source
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												

