



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:	<u>datareturns@sfc.ac.uk</u>

Table of Contents

Section 1: Overview to the CLD data collection	4
Section 2: Coverage and timing of CLD data	5
Requirements	5
Suggested form of questionnaire	6
Proposed method of collection	6
Reporting standards	6
Data outputs	7
Note on Data to be collected for specific Primary Classifications.....	7
Section 3: Notes and code lists for completion of CLD	8
Notes on Primary Classification (Destination) - Code List A.....	12
Industry of Employer (Employer Category) – Code List B	14
Destination of Further Study – Code List C	16
Section 4: Submission of CLD returns	20
Annex A: Sample Questionnaire	21
Annex B: College Leaver Destinations Flow Chart.....	23
Annex C: Primary Classification and compulsory fields	24

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>
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	<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>

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

London School of Economics and Political Science

London School of Hygiene and Tropical Medicine

London South Bank University

Loughborough University

Manchester Metropolitan University, The

Manchester, The University of

Mary's University College

Middlesex University London

Newcastle University

Newman College

Northampton, University of

Northern School of Contemporary Dance

Northumbria University

Norwich University College of the Arts

Nottingham Trent University, The

Nottingham, The University of

Open University, The

Oxford Brookes University

Oxford, The University of

Plymouth, The University of

Portsmouth, The University of

Ravensbourne (College)

Reading, The University of

Roehampton, University of

Rose Bruford College

Royal Academy of Music

Royal Agricultural College

Royal College of Art

Royal College of Music

Royal Northern College of Music

Royal Veterinary College, The

Royal Welsh College of Music and Drama

Salford, The University of

School of Oriental and African Studies, The

Sheffield Hallam University

Sheffield, The University of

Southampton Solent University

Southampton, The University of

St George's, Hospital Medical School

St Mark and St John, College of

St Mary's University College

Staffordshire University

Stranmillis University College

Sunderland, The University of,

Surrey, The University of

Sussex, The University of

Swansea Metropolitan College

Swansea University

Teesside, The University of

the Arts, London University of

Trinity College of Music

Ulster, University of

University College London

University of London (Central Institutes and activities)

University of London, Institute of Education

University of London, Queen Mary

University of London, Royal Holloway

Wales Institute, Cardiff, University of	York St John University
Wales, Newport, University of	York, The University of
Wales, Trinity Saint David, University of	
Warwick, The University of	Other
West London, University of	Non Scottish FE College
West of England, Bristol, University of the	Other non-UK institution
Westminster, The University of	Other private body in the UK
Wimbledon College of Art	Other public body in the UK
Winchester, University of	Other UK institution
Wolverhampton, The University of	
Worcester, University of	Unknown
Writtle College	

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. **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? _____

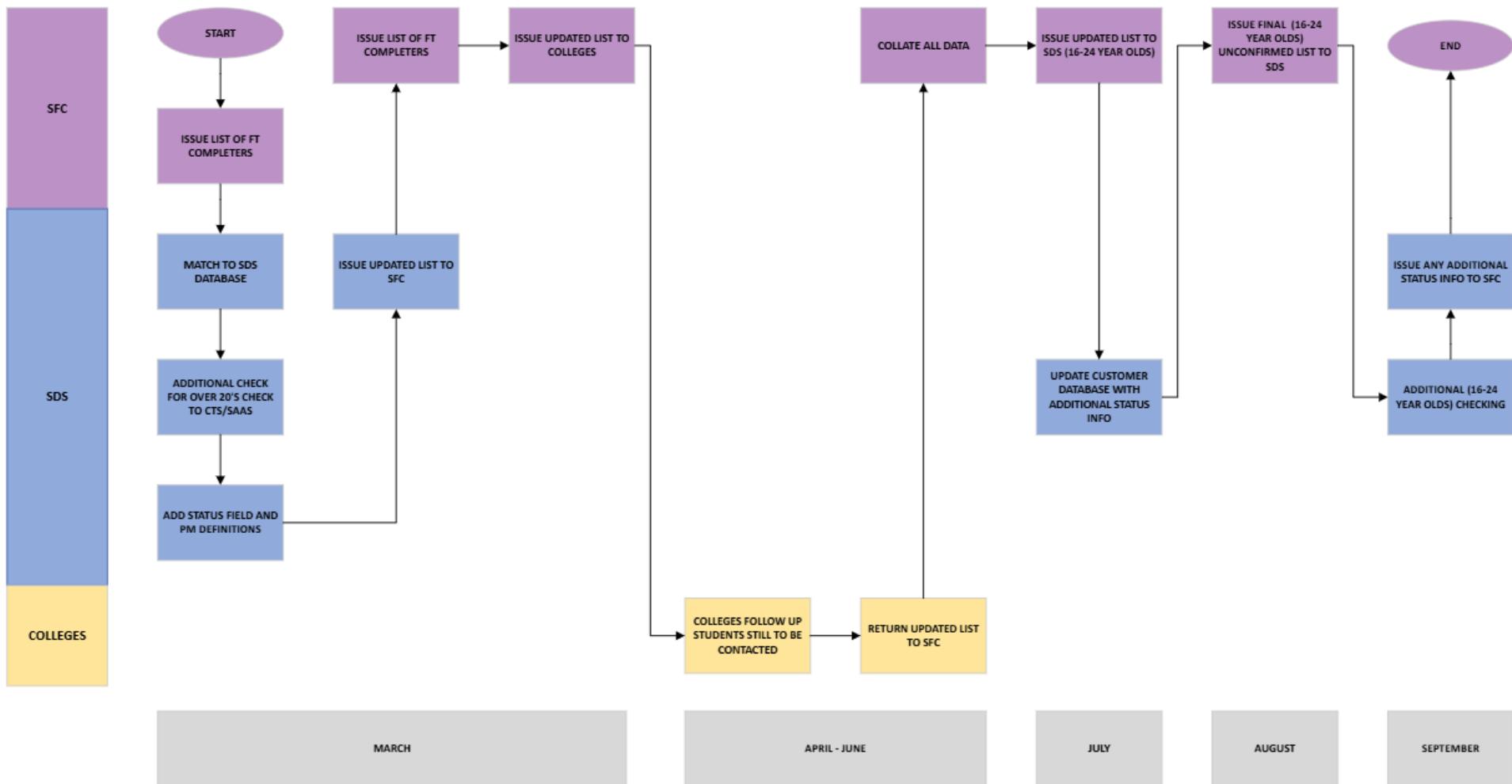
Which year did you gain entry on to?

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
Primary Classification	Detail to be collected	Employment										
		Employment										
	Employed	x	x	x	x							x
	Apprentice	x	x	x	x							x
	Self-Employed	x	x		x							x
Working Full-time/Part-time	Voluntary	x	x	x	x							x
	Professional Portfolio Creative Practice	x										x
	Internship	x	x	x	x							x
Starting Job by 31st March		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
	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												

