Scottish Funding Council
Comhairle Maoineachaidh na h-Alba

FES 2 Guidance notes 2020-21

SFC Guidance

Issue Date: 11 May 2020 (2nd Revision 07/12/20)

FES 2 Guidance notes 2020-21

Issue date: 11 May 2020 (2nd Revision 07/12/2020)

Reference: SFC/GD/03/2020

Summary: Guidance notes and code lists for completion of FES 2 course / programme data: Academic year 2020-21

FAO: College Finance Directors / MIS and Quality contacts of Scotland's colleges

Further information: **Contact:** Kenny Wilson
Job title: Senior Policy/Analysis Officer (Data Collections)
Department: Finance
Tel: 0131 313 6509
Email: kwilson@sfc.ac.uk

Scottish Funding Council
Comhairle Maoineachaidh na h-Alba

Contents

Section 1

Revisions to the FES 2 data collection

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

1. Reinstatement of the requirement to provide for each student record the Field 10 'Permanent Home Location' and reinstatement of associated Code list 'B'.

2. Additional field 'In receipt of care-experienced bursary' Field 77 and coding instruction.

3. Addition of separate Standard Industrial Classification (SIC) and Standard Occupational Classification (SOC) Fields 78 and 79 with associated code lists 'Z' and 'AA'.

4. Care-experienced change to question response options at Code list 'Y' to include the options 'no' and 'prefer not to say'.

5. Source of finance of fee of student Code 33, 'Price Group 5' (PG5) added to description.

6. Code list 'S' 'ESF student status prior to enrolling in college' the category options have been revised to reflect current ESF participant option requirements.

7. Rephrasing of the suggested question on 'Caring responsibilities' at Clause 90, to improve clarity.

8. Removal of requirement to provide 'Maintenance Group' at fields 51 or 52 and from Code list 'M'. The available 'Award Assessment Categories' has been expanded this year and therefore 'Maintenance Group' field is no longer applicable.

9. Additional 'Award Assessment Categories' added at Code list 'M' to cover a more current and complete range of student support award decisions.

10. Addition of two accommodation cost fields. Accommodation costs should now be spilt out from any 'Maintenance (bursary) costs' and recorded separately in the two fields, as appropriate; Field 80 for, 'Approved accommodation or lodgings residence costs' and Field 81 for 'Personal allowance residence costs'.

Additional Changes 25/08/2020

11. Additional code to FES 2 Code list C 'source of finance of fee for student' Code 55 - 'Fee waiver - COVID'.

12. Additional sentence to 'Winter leaver' statement at Clause 35 or Code 33 - 'Fee waiver – student on a DPG 18 / PG 5 programme' and is not at school.

Additional Changes 07/12/2020

13. Guidance added for the introduction of the FWDF activity (Phase 2 SMEs) at Clause 30 and the addition of Target group '4 – Flexible Workforce Development Fund for SMEs' to Code list T.

Section 2

Coverage and timing of FES 2 data

14. Full student FES 2 details are required for all fundable programmes and non-fundable Employability Fund (SDS) programmes irrespective of the programme duration or whether credits have been claimed as long as the student has attended at least once.

15. It is not necessary to collect full personal details of primary school pupils but if claiming credits then we require, as a minimum, school code plus the following personal details for each pupil; surname, forename, and date of birth. However, for secondary school pupils it is preferred that full personal details are collected for the purposes of ongoing Outcome Agreement monitoring and measurement of colleges DYW School College Senior Phase activity.

16. For non-fundable programmes, i.e. cost recovery programmes with the exception of Associate Students and those funded via Skills Development Scotland where we require a full student record. We require a minimum 'skeletal' record for each student through FES so the composition of the full cohort is accurate.

17. A 'skeletal' record for any student for other non-fundable (cost recovery) programmes (FES 1 code list C – codes 01, 02, 03, 04 & 10) will include information that colleges already routinely collect for administrative purposes, namely:

    - Forename(s).
    - Surname.
    - Sex of student.
    - Student date of birth.
    - Postcode of permanent home location.
    - Student matriculation number.
    - Programme directory number.
    - Source of finance of fee for student.
    - Student outcome.
    - SQA candidate number (if available).

18. In most cases there will be a difference between the FES 1 student count for a programme and the number of FES 2 records returned for that programme. This is because FES 2 details are to be returned for all students enrolled on fundable (and non-fundable new deal) programmes even if the student has failed to meet the attendance criteria in order to be eligible for funding. An example of this would be a student enrols on a fundable programme. The student however withdraws from the programme before the funding qualifying

date of the programme. The FES 2 for that student will be included in the FES 2 returns but not included in the FES 1 session count for the programme.

19. This does not affect any of the FES 1 fields, the student count on FES 1 is still the number of enrolled students on a programme who meet the attendance requirements for funding eligibility (as in previous years).

20. Part-time students attending more than one programme should be recorded against each FES 1 programme. Colleges should ensure that FES 2 student details are recorded only once under each programme the student attends. Returns should not include the same student's record more than once on any one programme.

21. If a student is enrolled at one establishment for the major part of the programme but attends another establishment for classes in some subjects of that programme they should be included only in the return from the establishment where the major part of the programme is provided.

22. The FES system links programme (FES 1) and student (FES 2) data via a unique programme directory number that is returned through FES 1. To allow this linkage, colleges are required to supply a batch header for each programme returned through FES 2 (see section 3 for details).

23. FES data is due for return to the SFC by 01 October 2021 and covers all enrolments during the entire academic session (1 August 2020 to 31 July 2021).

24. The Quarterly return dates are as follows:

- 1st Quarter – 06 November 2020.

- 2nd Quarter – 05 February 2021.

- 3rd Quarter – 02 July 2021.

- Final Return – 01 October 2021.

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

"Statistical personal information will be shared with the Scottish Funding Council to allow them to allocate appropriate funding to colleges in line with

Scottish Government strategies and their statutory duties. For more information on how the Scottish Funding Council use your personal data please see their FE student privacy notice on their website [SFC Privacy Notices]."

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

Section 3

Notes and code lists for completion of FES 2

Batch header record

27. A batch header in the following format is required for each course requiring FES 2 data. This is then followed by the individual student records for the relevant programme:

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

28. Complete for all students on fundable and non-fundable Skills Development Scotland (SDS) programmes irrespective of the duration of the programme.

Ref:	Field Name	Description	Length	Position
1	Programme directory number	See FES 1 course field 1.	8	1-8
2	Surname	Surname of student (maximum 20 characters).	20	9-28
3	Name(s)	The forename(s) of student.	20	29-48
4	Student matriculation number	The college's unique student identifier.	20	49-68
5	SQA candidate number	Scottish candidate number as issued by SQA.	9	69-77
6	Student date of birth	Student date of birth (in the format: DDMMYYYY).	8	78-85
7	Sex of student	Sex of student (FES 2 code list P).	2	86-87
8	Gender Identity of student	This optional field is to enable students to indicate if their	1	88

		gender identity is the sex as registered to them at birth (FES 2 code list U).		
9	Nationality of student	Data no longer required but columns need to remain to maintain column integrity for upload.	4	89-92
10	Permanent home location of student	Pre-study permanent home location of student (FES 2 code list B).	3	93-95
11	Post code of permanent home location (pre-study domicile of student)	Post code of pre-study permanent home location of student. Leave blank for overseas students. If the student is non-UK, then the post code should be left blank.	8	96-103
12	Student's main campus of study	Main campus for course / programme delivery (using college's own campus reference numbers).	6	104-109
13	Source of finance of fee for student	Main source of finance for student to pay his / her fees (FES 2 code list C).	2	110-111
14	Ethnic group	Ethnic background of student (FES 2 code list D).	2	112-113
15	Mode of attendance of student	Student mode of attendance (FES 2 code list E).	2	114-115
16	Qualification aim of student	Qualification aim of student (FES 2 code list O).	2	116-117
17	Category of student	Category of student (FES 2 code list G).	2	118-119
18	School code number	School code number (FES 2 code list K).	7	120-126
19	Disability allowance	Disabled students allowance (FES 2 code list H). This field is only to be filled in by students on HE courses. For students on FE courses leave this field blank.	1	127
20	Student outcome	This field identifies the student's outcome from the programme / course they have been enrolled on. This field is used to assist in the central calculation of Performance Indicators. The terms withdrawn and completed are as defined for aggregate PIs not as defined for funding purposes (FES 2 code list J).	2	128-129
21	Number of Highers at A-C	Number of Highers (if more than nine enter nine) held on entry	1	130

		to present programme.		
22	Number of A-levels at A-E	Number of A-levels at A-E (if more than nine enter nine) held on entry to present programme.	1	131
23	Number of other Nationals, Standard Grade, SCE, GCSE at 1-3 or A-C	Number of other Nationals, SG, SCE, GCSE at 1-3 or A-C (if more than nine enter nine) held on entry to present programme.	1	132
24	Number of other Nationals, Standard Grade, SCE, GCSE at 4-5 or D-E	Number of other Nationals, SG, SCE, GCSE at 4-5 or D-E (if more than nine enter nine) held on entry to present programme.	1	133
25	Number of National Units	Number of National Units (formerly National Certificate Modules) held on entry to present programme.	2	134-135
26	Other qualifications	Enter code from FES 2 code list F for highest qualification held on entry to present programme.	2	136-137
27	SCQF Level code	Enter appropriate code from (FES 2 code list L).	2	138-139
28	SQA group award	Data no longer required but columns need to remain to maintain column integrity for upload.	6	140-145
29	Student follow up survey opt out	Data no longer required but columns need to remain to maintain column integrity for upload.	1	146

Disability

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

	disorder			
33	A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy	Y=Yes, N=No	1	150
34	A mental health condition such as depression, schizophrenia or anxiety disorder	Y=Yes, N=No	1	151
35	A physical impairment or mobility issues such as difficulty using arms or using a wheelchair or crutches	Y=Yes, N=No	1	152
36	D/deaf or hearing impairment	Y=Yes, N=No	1	153
37	Blind or a serious visual impairment uncorrected by glasses	Y=Yes, N=No	1	154
38	A disability impairment or medical condition that is not listed above	Y=Yes, N=No	1	155
39	A specific learning disability such as Down's Syndrome	Y=Yes, N=No	1	156

40	Planned Credits[1]	Generated for fundable students included in the FES 1 student count – number of Credits claimed against each. Please note: Credits for spanning programmes must only be noted in the academic year in which the course year ends for each year of the course (see FES 1 guidance notes). Credits should only be claimed for students eligible for funding.	6	157-162
41	Planned Credits equivalent	Generated only for non-fundable students included in the FES 1 student count (where 40 hours activity = 1 Credit). Ensure that for SDS funded (FES 1 Source of finance of programme - Code 05) courses that a 'planned credits equivalent' figure is in each student record.	6	163-168
42	Start date of student	Start date of student – the date on which the student first attended the programme (default is programme start date), in the format DDMMYYYY.	8	169-176
43	End date of student	End date of student – the date on which the student attended his / her last meeting of the programme (default is the programme end date), in the format DDMMYYYY.	8	177-184
44	Funding Qualifying date of student	For full time programmes beginning at the start of the AY (before 07 September 2020) the funding qualifying date is to be set at 1 November. For other programmes the funding qualifying date will be set at the day on which 25% of the course calendar days have passed. The format DDMMYYYY is to be returned.	8	185-192
45	Enrolment number	This is a simple count from the first to last enrolment to be included within this FES return. A single student may have more than one	6	193-198

---

[1] FES 2 is collected for students who do not meet the attendance requirements and are therefore excluded from the FES 1 student count, for these students the Credits, and the Credits equivalent fields should all be 00.000.

		enrolment number if they enrol on more than one programme. This field will be used to link the FES 2 student and FES 3 programme element data sets.		
46	Tariff SUMs	Generate for students included in the FES 1 student count – number of Tariff SUMs for each student noted to three decimal places.	6	199-204
47	Target Group	This field is to highlight which students have received funding from the European Social Fund, Foundation Apprenticeships and Flexible Workforce Development Fund. Enter appropriate code from (FES 2 code List T).	1	205
48	ESF student status prior to enrolling in college	Enter status immediately prior to enrolling in college from (FES 2 code list S).	2	206-207
49	ESF student qualification held on entry. SCQF or equivalent	Enter appropriate code from (FES 2 code list L).	2	208-209
50	Groups of specific interest	This field is to identify students that are of specific interest to the Scottish Government (FES 2 code list N).	2	210-211

Student support funding information

51	Maintenance group 1	Data no longer required but columns need to remain to maintain column integrity for upload.	2	212-213
52	Maintenance group 2	Data no longer required but columns need to remain to maintain column integrity for upload.	2	214-215
53	Educational Maintenance Allowance (EMA)	Data no longer required but columns need to remain to maintain column integrity for upload.	1	216
54	Award assessment category (AAC)	FES 2 code list M.	1	217
55	Maintenance costs	The total maintenance (bursary) costs per student (in whole £s).	5	218-222
56	Dependents allowance	Total amount awarded for dependents allowance (in whole £s).	5	223-227

57	Study expenses allowance	Total amount awarded for study expenses allowance (in whole £s).	5	228-232
58	Travel expenses allowance	Total amount awarded for travel expenses allowance (in whole £s).	5	233-237
59	Special educational needs allowance	Total amount awarded for SEN allowance (in whole £s).	5	238-242
60	Total bursary expenditure	Total amount awarded to the student from the bursary fund; *Maintenance (bursary) costs + Accommodation & Personal Residence costs + Dependents allowance + Study expenses + Travel expenses + Special Educational Needs allowance* (in whole £s).	5	243-247
61	Total FE discretionary fund expenditure	Total amount awarded from the FE discretionary fund (in whole £s).	5	248-252
62	Childcare, lone parent award	Total amount awarded to student from the Childcare fund who is classified as a lone parent (in whole £s).	5	253-257
63	Childcare, other award	Total amount awarded to student from the childcare fund but is NOT classified as a lone parent (in whole £s).	5	258-262
64	Household income	This is being collected as part of the Scottish Government Post-16 reform programme (in whole £s).	6	263-268
65	Sexual orientation	Student's sexual orientation (FES 2 Code list Q).	1	269
66	Religion	Religion, religious denomination or body (FES 2 Code list R).	2	270-271
67	Carer*	Does the student have caring responsibilities? Y=Yes, N=No	1	272
68	Caring responsibilities*	1 = Disabled child / children under 18. 2 = Child / children under 18. 3 = Adult(s) 18 and over. 4 = Prefer not to say.	1	273
69	Associate Student status	This field is to identify students from the HE guaranteed articulation places. 0=Not Associate status, 1=Associate Student	1	274
70	Text	Use for explanations for example of warning errors.	256	275-530

71	Gender expression of student	This optional field is to enable students to indicate if they have ever identified as a trans person (FES 2 code list U).	1	531
72	Student nationality	Country of nationality of student (FES 2 code list A).	2	532-533
73	Marriage/civil partnership status	This field is to identify students' current marital or partnership status (FES 2 Code list V).	1	534
74	Pregnancy and maternity	This field is to identify students currently pregnant or have been pregnant in the past year (FES 2 Code list W).	1	535
75	First or preferred language	This field is to identify a student's first or preferred language (FES 2 Code list X).	1	536
76	Care-experienced	This field is to identify students who are or have had an episode of care-experience in their life (FES 2 Code list Y).	1	537

Additional Fields/Columns for 2020-21

77	In receipt of care-experienced bursary	This field is to identify students who have been assessed and are in receipt of the enhanced bursary for care-experienced.	1	538
78	Standard Industrial Classification	Standard Industrial Classification (SIC) code – choose the most appropriate code from FES 2 Code list Z, that best represents the type of economic activity that the programme supports.	2	539-540
79	Standard Occupational Classification	Standard Occupational Classification (SOC) code – choose the most appropriate code from FES 2 Code list AA, that best represents the type of occupational classification for the programme that completing students may enter.	3	541-543
80	Approved accommodation or lodgings residence costs	Total amount awarded for approved accommodation or lodgings residence costs (in whole £s).	5	544-548
81	Personal allowance residence costs	Total amount awarded for personal allowance residence costs (in whole £s).	5	549-553

*Please refer to Appendix 1 for full requirements

Country of nationality of student

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

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

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

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

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

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

Permanent home location (domicile of student)

Code list B

Scotland	
100	Aberdeen City
110	Aberdeenshire
120	Angus
130	Argyll & Bute
150	Clackmannanshire
170	Dumfries and Galloway
180	Dundee City
190	East Ayrshire
200	East Dunbartonshire
210	East Lothian
220	East Renfrewshire
230	Edinburgh, City of
240	Falkirk
250	Fife
260	Glasgow City
270	Highland
280	Inverclyde
290	Midlothian
300	Moray
310	North Ayrshire
320	North Lanarkshire
330	Orkney Islands
340	Perth and Kinross
350	Renfrewshire
355	Scottish Borders
360	Shetland Islands
370	South Ayrshire
380	South Lanarkshire
390	Stirling
395	West Dunbartonshire
400	West Lothian
235	Na h-Eileanan Siar (Western Isles or Outer Hebrides)
530	**Wales**
550	**Northern Ireland**

England			
Standard statistical region		**Government office region**	**County**
South East	501	South East	Isle of Wight
			Kent
			Oxfordshire
			Surrey
			West Sussex
	502	London	Greater London
			Berkshire
			Buckinghamshire
			East Sussex
			Hampshire
	503	Eastern	Bedfordshire
			Essex
			Hertfordshire
South West	504	South West	Avon
			Cornwall
			Devon
			Dorset
			Gloucestershire
			Somerset
			Wiltshire
West Midlands	505	West Midlands	Herefordshire
			Worcestershire
			Shropshire
			Staffordshire
			Warwickshire
			West Midlands
East Midlands	506	East Midlands	Derbyshire
			Leicestershire
			Lincolnshire
			Northamptonshire
			Nottinghamshire
Yorkshire and Humberside	507	Yorkshire and the Humber	Humberside
			North Yorkshire
			South Yorkshire
			West Yorkshire
North West	508	Merseyside	Merseyside
	509	North West	Cheshire
			Greater Manchester
			Lancashire
North	510	North East	Cleveland
			Durham
			Northumberland
			Tyne and Wear
			Cumbria
	511	Isle of Man	
	512	Channel Islands	

European Union (EU) member countries	
610	Austria
614	Belgium
621	Bulgaria
638	Cyprus
849	Czech Republic
641	Denmark
831	Estonia
651	Finland
653	France
656	Germany
661	Greece
670	Hungary
676	Ireland, Republic of
678	Italy
832	Latvia
833	Lithuania
693	Luxembourg
700	Malta
710	Netherlands
727	Poland
728	Portugal
733	Romania
850	Slovakia
835	Slovenia
751	Spain
755	Sweden

Overseas countries

Name of country	Code	Name of country	Code
Afghanistan	602	Cameroon	625
Africa, not otherwise specified	627	Canada	626
Åland Islands {Ahvenamaa}	651	Canary Islands	751
Albania	603	Cape Verde	788
Algeria	604	Caribbean, not otherwise specified	
American Samoa	855	Cayman Islands	789
Andorra	605	Central African Republic	627
Angola	606	Central America, not otherwise specified	
Anguilla	824	Chad	629
Antarctica and Oceania, not otherwise specified	801	Channel Islands, not otherwise specified	826
Antigua and Barbuda	607	Chile	630
Argentina	608	China	631
Armenia	836	China (Taiwan) [Taiwan, Province Of China]	652
Aruba	637	Christmas Island	609
Asia (Except Middle East), not otherwise specified		Cocos (Keeling) Islands	609
Australia	609	Colombia	632
Austria	610	Comoros	804
Azerbaijan	837	Congo	634
Bahamas, The	611	Congo (Democratic Republic) [Congo (The Democratic Republic of the)] {Formerly Zaire}	633
Bahrain	612	Cook Islands	714
Bangladesh	787	Costa Rica	635
Barbados	613	Croatia	834
Belarus	838	Cuba	636
Belgium	614	Cyprus (European Union)	638
Belize	668	Cyprus (Non-European Union)	638
Benin	640	Cyprus, not otherwise specified	638
Bermuda	615	Czech Republic	849
Bhutan	616	Czechoslovakia not otherwise specified	
Bolivia	617	Denmark	641
Bosnia and Herzegovina	848	Djibouti	749
Botswana	618	Dominica	642
Brazil	619	Dominican Republic	643
British Virgin Islands [Virgin Islands, British]	776	East Timor [Timor Leste]	786
Brunei [Brunei Darussalam]	620	Ecuador	645
Bulgaria	621	Egypt	768
Burkina [Burkina Faso]	769	El Salvador	646
Burma [Myanmar]	622	England	
Burundi	623	Equatorial Guinea	790
Cambodia	624	Eritrea	851

Name of country	Code	Name of country	Code
Estonia	831	Ivory Coast [Côte D'ivoire]	679
Ethiopia	648	Jamaica	680
Europe, not otherwise specified		Japan	681
European Union, not otherwise specified		Jersey	594
Falkland Islands [Falkland Islands (Malvinas)]	649	Jordan	682
Faroe Islands	865	Kazakhstan	839
Fiji	650	Kenya	683
Finland	651	Kiribati	660
France {includes Corsica}	653	Korea (North) [Korea, Democratic People's Republic of]	685
French Guiana	791	Korea (South) [Korea, Republic of]	684
French Polynesia	822	Kosovo	
Gabon	654	Kuwait	686
Gambia, The	655	Kyrgyzstan	840
Georgia	847	Laos [Lao People's Democratic Republic]	687
Germany	656	Latvia	832
Ghana	658	Lebanon	688
Gibraltar	659	Lesotho	690
Greece	661	Liberia	691
Greenland	828	Libya [Libyan Arab Jamahiriya]	692
Grenada	662	Liechtenstein	827
Guadeloupe {includes St Martin (North)}	653	Lithuania	833
Guam	796	Luxembourg	693
Guatemala	663	Macao (Special Administrative Region of China) [Macao]	694
Guernsey	593	Macedonia [Macedonia, The Former Yugoslav Republic of]	852
Guinea	664	Madagascar	695
Guinea-Bissau	802	Malawi	696
Guyana	665	Malaysia	698
Haiti	666	Maldives	793
Honduras	667	Mali	699
Hong Kong (Special Administrative Region of China) [Hong Kong]	669	Malta	700
Hungary	670	Marshall Islands	861
Iceland	671	Martinique	653
India	672	Mauritania	701
Indonesia	673	Mauritius	702
Iran [Iran, Islamic Republic of]	674	Mayotte	821
Iraq	675	Mexico	703
Ireland	676	Micronesia [Micronesia, Federated States of]	862
Isle of Man	595	Middle East, not otherwise specified	
Israel	677	Moldova [Moldova, Republic of]	841
Italy {Includes Sardinia, Sicily}	678	Monaco	825

Name of country	Code	Name of country	Code
Mongolia	704	Saudi Arabia	743
Montserrat	705	Scotland	
Morocco	706	Senegal	785
Mozambique	707	Serbia And Montenegro	780
Namibia	798	Seychelles	744
Nauru	805	Sierra Leone	745
Nepal	709	Singapore	746
Netherlands	710	Slovakia	850
Netherlands Antilles {Comprises Curacao, Bonaire, Saba, St Eustatius, St Martin (South)}	637	Slovenia	835
New Caledonia	711	Solomon Islands	747
New Zealand	714	Somalia	748
Nicaragua	715	South Africa	750
Niger	716	South America, not otherwise specified	
Nigeria	717	South Georgia And The South Sandwich Islands	830
Niue	714	Spain {includes CEUTA, MELILLA}	751
Norfolk Island	609	Spain (Except Canary Islands)	751
North America, not otherwise specified		Spain, not otherwise specified	751
Northern Ireland	550	Sri Lanka	628
Northern Mariana Islands	771	St Helena	735
Norway	718	St Kitts And Nevis	736
Not Known	782	St Lucia	737
Oman	708	St Pierre And Miquelon	653
Pakistan	721	St Vincent And The Grenadines	738
Palau	796	Stateless	783
Panama	722	Sudan	752
Papua New Guinea	712/723	Surinam [Suriname]	753
Paraguay	724	Svalbard And Jan Mayen	718
Peru	725	Swaziland	754
Philippines	726	Sweden	755
Pitcairn, Henderson, Ducie And Oeno Islands [Pitcairn]	823	Switzerland	756
Poland	727	Syria [Syrian Arab Republic]	757
Portugal {Includes Madeira, Azores}	728	Tajikistan	843
Puerto Rico	730	Tanzania [Tanzania, United Republic of]	759
Qatar	731	Thailand	760
Réunion	653	Togo	762
Romania	733	Tokelau	714
Russia [Russian Federation]	842	Tonga	784
Rwanda	734	Trinidad and Tobago	763
Samoa	741	Tunisia	765
San Marino	826	Turkey	766
Sao Tome And Principe	803	Turkmenistan	844

Name of country	Code
Turks and Caicos Islands	799
Tuvalu	647
Uganda	767
Ukraine	845
Union of Soviet Socialist Republics not otherwise specified	772
United Arab Emirates	764
United Kingdom	000
United Kingdom, not otherwise specified	000
United States	771
United States Virgin Islands [Virgin Islands, U. S.]	800
Uruguay	770
Uzbekistan	846
Vanuatu	713
Vatican City [Holy See (Vatican City State)]	678
Venezuela	773
Vietnam [Viet Nam]	774
Wales	530
Wallis and Futuna	822
West Bank (including East Jerusalem) and Gaza Strip [Palestinian Territory, Occupied]	
Western Sahara	706
Yemen	601
Yugoslavia not otherwise specified	780
Zambia	781
Zimbabwe	732
Not Known	999
Stateless	888

Source of finance of fee for student

Code list C

29. Where the student has more than one source of finance the main one should be coded.

Code	Description
01	Student Awards Agency for Scotland (SAAS)
03	Local Education Authority (LEA) in England or Wales, Welsh Office or Department of Education Northern Ireland (DENI)
04	Research Councils or Department for Education and Employment (DfEE)
05	Government Training Credit, e.g. Skillseeker, Modern Apprenticeship
06	Local Enterprise Company (LEC)
07	Public bodies (not specified elsewhere e.g. other HM Government Departments, Department for International Development (DfID), Armed Forces, Health Boards and British Council)
08	European Union Funding
09	Other overseas funding (including overseas Governments, industry, commerce, universities etc.)
10	UK industry and commerce
14	Self-financing student (home rate, includes (EU)
15	Scottish Local Authority bursary
16	Skills Development Scotland (SDS)
17	Individual Training Account
22	Fee waiver – full-time non-advanced
23	Fee waiver – income support
24	Fee waiver – low income
25	Fee waiver – Islands Authority fee waiver (excludes Orkney and Shetland)
26	Fee waiver – cost borne by college
28	Fee waiver – incapacity benefit
29	Fee waiver – severe disablement allowance
30	Fee waiver – housing benefit
33	Fee waiver – student on a DPG 18 / PG 5 programme
35	Orkney or Shetland Islands Authority
36	Self-financing (full-rate)
37	Fee waiver – carers allowance
38	Fee waiver – disability living allowance
39	Fee waiver – pension credit
40	Fee waiver – working tax credit
41	Fee waiver – old full-time criteria (only use this code if codes 22-40 are not met)
42	Fee waiver – school pupil

43	Fee waiver – attendance allowance
44	Fee waiver – income based job seekers allowance
46	Veterans*
47	Fee waiver – income-related employment and support allowance
48	Fee waiver – student in care
49	Fee waiver – asylum seeker or spouse or child of an asylum seeker
50	Fee waiver – contribution based employment and support allowance
51	Work programme
52	Fee waiver – Personal Independence Payment (PIP). This benefit will eventually replace:- Code 38 - Disability Living Allowance
53	Fee waiver – Universal credit (UC). This benefit will eventually replace:- Code 23 - Income support Code 30 - Housing benefit (HB) Code 40 - ⌠ Child tax credit ⌡ Working tax credit Code 44 - Income-based job-seekers allowance (JSA) Code 47 - Income-related employment and support allowances (ESA)
54	Students from the rest of the United Kingdom (RUK)
55	Fee waiver - COVID

* see definition of 'Veterans' at Code list N – groups of specific interest

30. For Flexible Workforce Development Fund ('FWDF' and 'FWDF SME') students use either source of finance of fee codes 10 or 26 **and** 'FWDF' students should always also be flagged – Target group as Code 3 and 'FWDF SME' students – Target group as Code 4, under Code list T.

31. For Foundation Apprentice (FA) students use source of finance of fee code 42, 'Fee waiver - school pupil' **and** FA students should always also be flagged under Code list T - Target group as Code 2.

Ethnic group

Code list D

Code	Description	
10	Scottish	White
11	English	
12	Welsh	
13	Irish	
30	Northern Irish	
31	British	
32	Gypsy / Traveller	
33	Polish	
14	Any other white background	
15	Any mixed background	Mixed
16	Indian, Indian Scottish, or Indian British	Asian, Asian Scottish, or Asian British
17	Pakistani, Pakistani Scottish, or Pakistani British	
18	Bangladeshi, Bangladeshi Scottish, or Bangladeshi British	
19	Chinese, Chinese Scottish, or Chinese British	
20	Any other Asian background	
21	Caribbean, Caribbean Scottish, or Caribbean British	Caribbean
36	Other Caribbean or black background	
35	Black, Black Scottish or Black British	African Black, Black Scottish or Black British
22	African, African Scottish, or African British	
23	Other African background	
34	Arab, Arab Scottish or Arab British	Other ethnic background
24	Any other background	
98	Prefer not to say	
99	Information not known (*Note: not for respondents to complete but for college staff to assign in the event of a blank field*)	

32. It is compulsory for colleges to complete code list D (ethnic group) for all students enrolled on fundable (and non-fundable Skills Development Scotland) programmes.

33. We are encouraging all colleges that have submitted any students as 'Prefer not to say' in terms of **Ethnicity** to take effective steps to improve the proportion of students with meaningful codes.

Mode of attendance of student

Code list E

Code	Description	Definition
05	Short full-time	Self-contained full-time programme, i.e. one not supplemented by other periods of study of 18 weeks duration or less.
06	Block release	Programme for which students are released by their employer for periods of full-time attendance. Please note that any additional periods of part-time study associated with a block release programme are regarded as being part of the programme.
07	Part-time (day release)	Programme for which employer sponsored students are released by their employer for part of the week.
08	Other part-time day programme	Also includes day programmes in which periods of evening or twilight study form an integral part of the programme.
09	Evenings only and weekends	Programme held only in evening or twilight sessions or at weekends.
11	Assessment of work based learning	Provision for Assessment of Work Based Learning (AWBL) where college staff are only responsible for assessment in the student's workplace. (**Note:** Assessment combined with other education should be coded under the dominant mode of attendance of education given)
12	Distance learning	Programme designed for study by correspondence, although they may involve study weekends / summer schools etc.
16	Flexible learning	Programme designed to be studied flexibly with varying patterns of attendance which could include day, evening and/or home / distance learning.
17	Full-time	Programme that meets the new full-time criteria of at least 600 hours for FE (15 Credits) **or** for a 1 year HNC 480 hours (12 Credits) of planned notional hours.
18	Part-time, but previously met old full-time criteria	Programme that does not meet the new full-time criteria (code 17), but meets the old full-time / sandwich programme criteria (AY 2004-05). Must be greater than 18 weeks in length, consisting of at least six half days per week.

Other qualifications (qualifications held on entry)

Code list F

Please enter, from the list below, code for highest qualification other than SCE/GCE/GCSW (if any) held on entry to present course. If none, leave blank. Include specific qualifications obtained from combinations of National Units (formerly National Certificate Modules) even though the total number of National Units obtained is also entered separately at Section 3 Ref: 25.

Advanced qualification

Code	Description
27	Doctorate
28	Masters Degree
01	Degree
02	Membership etc. of professional institution
03	Higher National Diploma, HE Diploma, Teaching Diploma, or equivalent
04	SVQ: Level 4 and above
06	Higher National Certificate or equivalent
07	Other advanced qualifications
26	Advanced Higher / Scottish Baccalaureates

Non-advanced qualification

Code	Description
08	Certificate of Sixth Year Studies (CSYS) / Advanced Higher
09	SVQ: Level 3
10	Access 3 / Foundation Standard Grade
11	Access to University course
12	SVQ: Level 2 / Intermediate 2 / Credit Standard Grade
13	Access 2
14	SVQ: Level 1 / Intermediate 1 / General Standard Grade
15	Access 1
16	Ordinary / Scottish National Diploma
17	Ordinary / Scottish National Certificate
20	National 1
21	National 2
22	National 3 / Skills for work National 3
23	National 4 / Skills for work National 4
24	National 5 / Skills for work National 5
25	Higher / Skills for work Higher
99	Standard / Higher Grade
00	Student holds no qualification

Category of student

Code list G

Code	Description
17	Primary school pupil
15	School based S1
16	School based S2
01	School based S3
02	School based S4
03	School based S5
04	School based S6
05	Student on Scottish wider access programme (SWAP)
06	Student on other access course for Higher Education (all modes) – other than conventional SCE/GCE/GCSE studies
07	Student on European exchange (e.g. ERASMUS, COMETT)
08	Student on Youth Training / Employability Fund / Modern Apprenticeship
09	Student on other government training scheme
10	Full-time college based not included above
11	Permanent or temporary employment
12	Registered unemployed – receiving jobseekers allowance
13	Registered unemployed - not receiving jobseekers allowance
14	Not registered unemployed but not working
18	Retired
19	P1-P7, S1-S6, but not on a school link programme
20	Migrant worker
21	Winter leaver

34. If course type is school link then the student category should be coded 1-4, 15, 16, 17.

35. A school 'Winter leaver' for academic year 2020-21 is any student whose 16th birthday falls on or after 1 October 2020 but before 1 March 2021, and who is on a full-time course with a start date before 21 December 2020. The student will have 'Source of finance of fee for student' Code 22 – 'Fee waiver – full-time non-advanced', or Code 33 - 'Fee waiver – student on a DPG 18 / PG5 programme' and is not in school.

Disability allowance

Code list H

Code	Description
1	The student has no disability
2	The student has a disability and is in receipt of disabled students allowance
3	The student has a disability but is not in receipt of disabled students allowance
4	The student has a disability but information about disabled students allowance is not known / not sought
7	Prefer not to say
8	Information unknown

36. The disability allowance field identifies whether the student is known to be disabled and whether they are in receipt of the disabled students allowance or not. This field is only to be completed for students on HE courses. For students on FE courses the field should be left blank.

Student record outcome

Code list J

37. This field identifies the student's outcome from the programme on which they have enrolled, and as entered on their corresponding FES 1 record, i.e. the student's FES 2 record outcome should correspond to the FES 1 programme / course entry for that student.

38. Outcome should match with the FES 1 qualification aim of study field, and be evaluated / determined on this basis.

39. Note: There may be infrequent circumstances where students may decide not to undertake any of the assessments, e.g. in mixed ability courses for ESOL students or for those with supported learning requirements. In these circumstances it is permissible to change the qualification aim code in a student's FES 2 record to PB to accurately reflect the students actual level of study and report the student outcome record as Code 21.

Code	Description
01	Enrolled on programme / course but never attended[1]
02	Withdrawn from programme / course and commenced employment
03	Withdrawn from programme / course and now studying in an HEI
04	Withdrawn from programme / course and destination unknown
05	Transferred to another programme / course within the college
07	Completed programme / course, student assessed but not successful
08	**Completed programme / course, student assessed and successful**
10	Withdrawn from programme / course and now studying elsewhere (not HEI)
14	**Completed programme / course, student not assessed as programme / course not designed to be assessed** [1] **Use for code PB qualification aim courses only**
16	Deceased [1]
17	Student has progressed to next year but did not gain 70% of the assessed credits undertaken
18	**Student has progressed to next year and has achieved 70% of the assessed credits undertaken**
20	**Student has achieved 70% of the assessed credits undertaken but has chosen not to progress onto the next year**
21	Completed programme / course, student not assessed although programme / course designed to be assessed [1]
22	**Student completed first year of an HND but has chosen to leave with an HNC**
23	Spanning programme where outcome is not yet known [1]
24	Studying on a flexible learning programme where outcome is not yet known [1]

---

(1) To be excluded from PIs

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

Codes highlighted in blue are positive outcomes.

40. The code 01 outcome 'Enrolled on programme / course but never attended' should only ever be used when a student has enrolled but never attends a timetabled teaching event. If a student attends **at least one** timetabled teaching event and then leaves the college, the most appropriate withdrawn code of 02, 03, 04 or 10 **must** be used.

41. It is highly advisable that the success criteria for all programmes of study be defined and made known to staff and students at the outset of the programme. The predetermined success criteria should then be used consistently to determine the final student outcomes at programme completion.

42. Success rates for college devised programmes consisting of stand-alone units and college subject should be based **only** on the proportion of externally assessed units achieved i.e. they must gain 70% of the assessed unit credits.

43. It is recognised that some units will span two or more academic years on non-spanning programmes. In these cases the 70% rule should be applied to the non-spanning units.

Code list K

School code number

44. School code number is required for all students under 20 years of age at the point of enrolment.

45. This field must be completed for all school link programmes or student category – school based pupils (code list G – 1-4, 15, 16 and 17).

46. This is to allow for the monitoring and tracking of school / college partnerships, the Schools for Higher Education Programme (SHEP) and Youth participation.

47. Scottish Office Education and Industry Department (SOEID) codes for schools open up until September 2018 can be found at the link below. For information on schools that have opened since January 2018 please email school.stats@gov.scot or alternatively contact SFC.

    http://www.gov.scot/Topics/Statistics/Browse/School-Education/Datasets/contactdetails

48. If the student was not attending a Scottish local authority, independent or grant-aided school then for the following schooling situations enter the appropriate code below:

    - Home schooled   -   1111111

    - Non-Scottish UK school   -   2222222

    - Non-UK EU school   -   3333333

    - Overseas school   -   4444444

Code list L

SCQF level of programme or 'broadly comparable' level code

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

49. When using code list L for ESF student qualification level held on entry. If the qualification held has a level on another national framework then it may be able to be compared across to the SCQF:

http://www.sqa.org.uk/files_ccc/QualificationsCanCrossBoundaries.pdf.

Code list M

Award Assessment category

50. Students is in receipt of support funding other than solely childcare **must** be recorded under one of the following Award Assessment Categories (AAC):

Award Assessment Category Codes

1 - Student is receiving the under 18 years of age award rate.
2 - Student is receiving the parentally supported (at parental home) award rate.
3 - Student is receiving the parentally supported (away from parental home) award rate.
4 - Student is receiving the self-supporting award rate.
5 - Student is receiving the care-experienced award rate.
6 - Student is receiving the Universal Credit (UC) award rate.
7 - Non-maintenance award.

Code list N

Groups of specific interest

Code	Description
AC	Bereaved Children Scheme
AD*	Iraqi Direct Entry Assistance Scheme
AE*	Profound and Complex Needs
AF	Asylum Seekers
AG	Refugees
AH	Person Granted Humanitarian Protection
AJ	Person Granted Discretionary Leave to Remain
AK*	Syrian Vulnerable Persons Relocation Scheme (VPRS)
AL*	Veterans
AM*	Afghan Locally Employed Staff
AN*	Estranged person
AO*	Stateless person

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

∗ **AD** - Identify Iraqi nationals who to date, have had direct access to further or higher education under the above Home Office resettlement programme.

∗ **AE** - This is a national measure reportable in Regional Outcome Agreements.

   A learner with "Profound and Complex Needs" is defined as Level of learning at:

   SCQF level 1 (National 1 Independent level).
   SCQF level 1 (National 1 Supported level).

   In combination with a significant additional impairment such as:

- Profound sensory loss, physical disability and/or disruptive behaviour.
- Significant health care needs.
- Use of alternative or augmentative communication.
- A need to use adaptive technology / specialised software.
- A need for a high level of specialised multi-agency support.
- A need for significant adaptation to the curriculum, requiring regular contact with outside agencies.
- A need for modification to the physical environment.
- A need for a high level of specialised resources.

* **AK** – Identify Syrian nationals who have been granted humanitarian protection to enter the UK under the 'Syrian VPRS'; and
  - Has been ordinarily resident in the United Kingdom and Islands at all times since they were granted Humanitarian Protection.
  - Are ordinarily resident in Scotland on the relevant day.

  Or

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

* **AL** – Identify 'Veterans' who are undertaking college learning and to allow mapping of outcomes and progress for veteran learners following a recommendation by the Scottish Veterans Commissioner.
  Definition: 'A veteran is anyone who has served for at least one day in Her Majesty's Armed Forces (regular or reserve) or Merchant Mariners who have seen duty on military operations'.

* **AM** – Identify persons who have been granted leave to remain in the UK under the 'Afghan Locally Employed Staff' scheme are eligible providing they meet the following conditions:
  - Is an Afghan national.
  - Has been ordinarily resident in the United Kingdom and Islands at all times since they were granted that leave.
  - Are ordinarily resident in Scotland on the relevant day.

  Or

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

* **AN** – Identify 'Estranged' persons who are undertaking college learning and to monitor the intake, progress an outcomes of this group to help evidence and inform the need for future interventions.
  Definition: 'An estranged person is someone who no longer has the support of their family due to a breakdown in their relationship which has led to ceased contact. This might mean your biological or adoptive parents or wider family members who have been responsible for supporting you in the past. Estranged students have no experience of being in care and do not have a corporate parent responsible for them'.

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

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

Or

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

Code list O

Qualification aim of student

Advanced qualifications (SCQF Level 7 and above)

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

Non-advanced qualifications (SCQF Level 6 and below)

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

52. The Qualification Aim code should be used in conjunction with the SCQF and 'broadly comparable' Level code (Code List L) to accurately inform the student's actual level of study.

53. Code PB 'Programme not leading to a recognised qualification (fully non-assessed courses including most non-vocational programmes)', should only be used when a programme contains no formal accredited units.

54.   Every course should have a SCQF <u>or</u> 'broadly comparable' level code.

Code list P

Sex of student

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

55. This two digit field identifies the sex of the student.

56. We are encouraging all colleges that have submitted any students as 'Prefer not to say' in terms of Sex to take effective steps to improve the proportion of students with meaningful codes.

57. Note: the collection of this protective characteristic field is compulsory.

Code list Q

Sexual orientation of student

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

58. This one digit field identifies the sexual orientation of the student.

59. We are encouraging all colleges that have submitted any students as 'Prefer not to say' in terms of Sexual orientation to take effective steps to improve the proportion of students with meaningful codes.

60. Note: the collection of this protective characteristic field is compulsory.

Code list R

Religion, religious denomination or body

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

61. We are encouraging all colleges that have submitted any students as 'Prefer not to say' in terms of Religion, religious denomination or body to take effective steps to improve the proportion of students with meaningful codes.

62. Note: the collection of this protective characteristic field is compulsory.

Code list S

ESF student status prior to enrolling in college

Code	Description
13	Employed (incl. part-time, zero hours)
14	Self-employed
19	Not in employment, education or training
20	In education or training
21	Registered unemployed (0-6 months)
22	Registered unemployed (7-12 months)
23	Registered unemployed (12 months +)

Code list T

Target group

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

Code list U

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

Code	Description
1	Yes
2	No
3	Prefer not to say

63. Gender identity is recorded on the basis of the student's own self-assessment and should be asked separately from questions about sexual orientation, sex or gender.

64. Currently, there is no fully tested recommended question with which to collect information on gender identity in data sources. As a result, guidance on this can vary and changes frequently.

65. We are following the latest recommended good practice guidance from Advance HE (formerly the Equality Challenge Unit (ECU)) on gathering equalities data for colleges (staff) collecting staff equality data.

66. We further recommend that the additional follow up question is also asked as gender identity can be fluid and change over time: *Have you ever identified as a Trans person? 'Trans' as an umbrella to cover the many diverse ways in which people can find their personal experience of their gender identity or gender expression differs from their assigned sex.*

67. Note: For 2020-21 both fields will remain optional. We recommend a decision to fully introduce monitoring in this area within individual colleges should be taken in consultation with 'Trans' staff and student groups, as well as students' unions.

Advance HE has a number of resources relating to gathering information across the protected characteristics covered by the Equality Act 2010. These resources can be found at the Advance HE website.

Code list V

Marriage/civil partnership status

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

68. The collection of this field is to monitor equal opportunities issues in the further education sector and to support further education institutions in meeting their obligations under the Equality Act 2010.

69. Note: the collection of this protective characteristic field is compulsory.

70. This one digit field identifies that which best describes a student's marital or partnership status.

71. Question – Which best describes your current marital or partnership status?

Code list W

Pregnancy and maternity

Code	Description
1	Yes
2	No
3	Prefer not to say

72. The collection of this field is to monitor equal opportunities issues in the further education sector and to support further education institutions in meeting their obligations under the Equality Act 2010.

73. Note: the collection of this protective characteristic field is compulsory.

74. This one digit field identifies students currently pregnant or have been pregnant in the past year.

75. Question – Are you currently pregnant or have you been pregnant in the past year?

Code list X

First or preferred language

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

76. The collection of this field is to monitor the first or preferred language of students. This information is required for monitoring and evaluation purposes of Scottish Government national policies / plans.

77. Note: the collection of this field is compulsory.

78. Colleges have a responsibility under the British Sign Language (Scotland) Act 2015 to improve services for BSL users.
Definition from BSL National Plan: 'Wherever we refer to 'BSL users' we mean D/deaf and/or Deafblind people (those who receive the language in a tactile form due to sight loss) whose first or preferred language is British Sign Language'.

79. This one digit field identifies a student's first or preferred language.

80. Question – Which best describes your first or preferred language?

Code list Y

Care-experienced student

Code	Description
1	Yes
2	No
3	Prefer not to say

81. A key priority is a more representative proportion of enrolments from care-experienced background (previously categorised as care leavers and looked after children).

82. Care-experienced definition; 'anyone who has been or is currently in care or from a looked-after background at any stage of their life, no matter how short. This care may have been provided in one of many different settings such as in residential care, foster care, kinship care or looked after at home with a supervision requirement.'

83. Colleges are asked to ensure that care-experienced students self-disclose and improve on recording the number of care-experienced currently at college, to identify and support them through the full student cycle to successful outcome.

Code list Z

Standard Industrial Classification codes

Code	Description
01	Crop and animal production, hunting and related service activities
02	Forestry and logging
03	Fishing and aquaculture
05	Mining of coal and lignite
06	Extraction of crude petroleum and natural gas
07	Mining of metal ores
08	Other mining and quarrying
09	Mining support service activities
10	Manufacture of food products
11	Manufacture of beverages
12	Manufacture of tobacco products
13	Manufacture of textiles
14	Manufacture of wearing apparel
15	Manufacture of leather and related products
16	Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials
17	Manufacture of paper and paper products
18	Printing and reproduction of recorded media
19	Manufacture of coke and refined petroleum products
20	Manufacture of chemicals and chemical products
21	Manufacture of basic pharmaceutical products and pharmaceutical preparations
22	Manufacture of rubber and plastic products
23	Manufacture of other non-metallic mineral products
24	Manufacture of basic metals
25	Manufacture of fabricated metal products, except machinery and equipment
26	Manufacture of computer, electronic and optical products
27	Manufacture of electrical equipment
28	Manufacture of machinery and equipment n.e.c.
29	Manufacture of motor vehicles, trailers and semi-trailers
30	Manufacture of other transport equipment
31	Manufacture of furniture
32	Other manufacturing
33	Repair and installation of machinery and equipment
35	Electricity, gas, steam and air conditioning supply
36	Water collection, treatment and supply
37	Sewerage
38	Waste collection, treatment and disposal activities; materials recovery

39	Remediation activities and other waste management services.
41	Construction of buildings
42	Civil engineering
43	Specialised construction activities
45	Wholesale and retail trade and repair of motor vehicles and motorcycles
46	Wholesale trade, except of motor vehicles and motorcycles
47	Retail trade, except of motor vehicles and motorcycles
49	Land transport and transport via pipelines
50	Water transport
51	Air transport
52	Warehousing and support activities for transportation
53	Postal and courier activities
55	Accommodation
56	Food and beverage service activities
58	Publishing activities
59	Motion picture, video and television programme production, sound recording and music publishing activities
60	Programming and broadcasting activities
61	Telecommunications
62	Computer programming, consultancy and related activities
63	Information service activities
64	Financial service activities, except insurance and pension funding
65	Insurance, reinsurance and pension funding, except compulsory social security
66	Activities auxiliary to financial services and insurance activities
68	Real estate activities
69	Legal and accounting activities
70	Activities of head offices; management consultancy activities
71	Architectural and engineering activities; technical testing and analysis
72	Scientific research and development
73	Advertising and market research
74	Other professional, scientific and technical activities
75	Veterinary activities
77	Rental and leasing activities
78	Employment activities
79	Travel agency, tour operator and other reservation service and related activities
80	Security and investigation activities
81	Services to buildings and landscape activities
82	Office administrative, office support and other business support activities
84	Public administration and defence; compulsory social security
85	Education

86	Human health activities
87	Residential care activities
88	Social work activities without accommodation
90	Creative, arts and entertainment activities
91	Libraries, archives, museums and other cultural activities
92	Gambling and betting activities
93	Sports activities and amusement and recreation activities
94	Activities of membership organisations
95	Repair of computers and personal and household goods
96	Other personal service activities
97	Activities of households as employers of domestic personnel
98	Undifferentiated goods- and services-producing activities of private households for own use
99	Activities of extraterritorial organisations and bodies
00	Not Applicable

Code list AA

Standard Occupational Classification codes

Code	Description
111	Chief Executives and Senior Officials
112	Production Managers and Directors
113	Functional Managers and Directors
114	Directors in Logistics, Warehousing and Transport
115	Managers and Directors in Retail and Wholesale
116	Senior Officers in Protective Services
117	Health and Social Services Managers and Directors
121	Managers and Proprietors in Agriculture Related Services
122	Managers and Proprietors in Hospitality and Leisure Services
123	Managers and Proprietors in Health and Care Services
124	Managers in Logistics, Warehousing and Transport
125	Managers and Proprietors in Other Services
211	Natural and Social Science Professionals
212	Engineering Professionals
213	Information Technology Professionals
214	Web and Multimedia Design Professionals
215	Conservation and Environment Professionals
216	Research and Development (R&D) and Other Research Professionals
221	Medical Practitioners
222	Therapy Professionals
223	Nursing Professionals
224	Veterinarians
225	Other Health Professionals
231	Teaching Professionals
232	Other Educational Professionals
241	Legal Professionals
242	Finance Professionals
243	Business, Research and Administrative Professionals
244	Business and Financial Project Management Professionals
245	Architects, Chartered Architectural Technologists, Planning Officers, Surveyors and Construction Professionals
246	Welfare Professionals
247	Librarians and Related Professionals
248	Quality and Regulatory Professionals

249	Media Professionals
311	Science, Engineering and Production Technicians
312	CAD, Drawing and Architectural Technicians
313	Information Technology Technicians
321	Health Associate Professionals
322	Welfare and Housing Associate Professionals
323	Teaching and Childcare Associate Professionals
324	Veterinary nurses
331	Protective Service Occupations
341	Artistic, Literary and Media Occupations
342	Design Occupations
343	Sports and Fitness Occupations
351	Transport Associate Professionals
352	Legal Associate Professionals
353	Finance Associate Professionals
354	Business Associate Professionals
355	Sales, Marketing and Related Associate Professionals
356	Public Services Associate Professionals
357	HR, Training and Other Vocational Associate Guidance Professionals
358	Regulatory Associate Professionals
411	Administrative Occupations: Government and Related Organisations
412	Administrative Occupations: Finance
413	Administrative Occupations: Records
414	Administrative Occupations: Office Managers and Supervisors
415	Other Administrative Occupations
421	Secretarial and Related Occupations
511	Agricultural and Related Trades
521	Metal Forming, Welding and Related Trades
522	Metal Machining, Fitting and Instrument Making Trades
523	Vehicle Trades
524	Electrical and Electronic Trades
525	Skilled Metal, Electrical and Electronic Trades Supervisors
531	Construction and Building Trades
532	Building Finishing Trades
533	Construction and Building Trades Supervisors
541	Textiles and Garments Trades
542	Printing Trades

543	Food Preparation and Hospitality Trades
544	Other Skilled Trades
611	Teaching and Childcare Support Occupations
612	Animal Care and Control Services
613	Caring Personal Services
621	Leisure and Travel Services
622	Hairdressers and Related Services
623	Housekeeping and Related Services
624	Cleaning and Housekeeping Managers and Supervisors
625	Bed and Breakfast and Guest House Owners and Proprietors
631	Community and Civil Enforcement Occupations
711	Sales Assistants and Retail Cashiers
712	Sales Related Occupations
713	Shopkeepers and Sales Supervisors
721	Customer Service Occupations
722	Customer Service Supervisors
811	Process Operatives
812	Metal Working Machine Operatives
813	Plant and Machine Operatives
814	Assemblers and Routine Operatives
815	Construction Operatives
816	Production, Factory and Assembly Supervisors
821	Road Transport Drivers
822	Mobile Machine Drivers and Operatives
823	Other Drivers and Transport Operatives
911	Elementary Agricultural Occupations
912	Elementary Construction Occupations
913	Elementary Process Plant Occupations
921	Elementary Administration Occupations
922	Elementary Cleaning Occupations
923	Elementary Security Occupations
924	Elementary Sales Occupations
925	Elementary Storage Occupations
926	Other Elementary Services Occupations
999	Not Applicable

Section 4

Submission of FES 2 returns

Physical characteristics for data files

File format

84.   Data should be submitted in a fixed length ASCII file with a '.DAT' file extension.

85.   Files should be returned to SFC via the FES Data Portal by 01 October 2021 and covers all programme elements data during the entire academic session (1 August 2020 to 31 July 2021).

86.   The following naming convention should be used for the FES 2 file returned to SFC:

   • B (seven-digit college code number).DAT – e.g. Borders College would read B5660459.DAT.

Batch header record

87.   A batch header in the following format is required for each programme requiring FES 2 data. This is then followed by the individual student records for the relevant programme (see section 3 for further details):

   • XXXXXXXXFESYYYYYYZZZZ
   • Programme directory number = XXXXXXXX
   • Data collection = FES
   • College code number = YYYYYY
   • Number of student records in batch = ZZZZ

Further information

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

Appendix 1

Carer and caring responsibilities

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

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

    Response – Yes, No

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

    Who do you care for?

    ☐　Disabled child / children under 18

    ☐　Child / children under 18

    ☐　Adult(s) 18 and over

    ☐　Prefer not to say