Scottish Funding Council
Comhairle Maoineachaidh na h-Alba

SFC Guidance

Issue Date: 10 May 2022 (1st Revision 15/08/22)

FES 3 Guidance notes 2022-23

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Issue date: 10 May 2022 (1st Revision 15 August 2022)

Reference: SFC/GD/03/2022

Summary: Guidance notes and code lists for completion of FES 3 individual programme elements data: Academic year 2022-23

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Section 1

Revisions to the FES 3 data collection

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

1. Apart from the adjusted FES quarterly return dates there is no change in the 2022-23 FES 3 guidance from 2021-22.

   Additional Changes 15/08/2022

2. Addition of the following change, Ref: Section 2 'Coverage and timing of FES 1 data' paragraph 6: 'FES data is due for return to SFC' to 'FES data is due for return to SFC via SFC Secure Share'.

3. Addition of the following change, Ref: Section 4 'Submission of FES 1 returns' paragraph 12: 'Files should be returned to SFC via FES online' to 'Files should be returned to SFC via SFC Secure Share'.

Section 2

Coverage and timing of FES 3 data

2. Full programme element FES 3 details are required for all students included within the FES 2 student returns. FES 3 details are not required for enrolments on full cost recovery courses except; Associate Students and Skills Development Scotland (SDS) (see FES 1 programme code list C, Codes 01-04).

3. The FES 3 return would hold details of each individual programme element for which the student attended at least one learning episode. In cases where the student enrolled but never turned up (see student FES 2, code list J – code 01), it is accepted that there may be the odd enrolment on a course but not on any individual programme elements. It is expected that there will be at least one FES 3 entry for each FES 2 student record in all other circumstances.

4. It is expected that there would routinely be more than one programme element entry (FES 3) for each student enrolment entry (FES 2). An enrolment on a full-time FE programme would generate 15 programme element entries if the programme contained 15 separate one Credit units. The number of programme elements may of course be more or less if units were valued at more or less than one Credit each.

5. If a student withdraws from a programme of study before the programme has ended this return should only detail the programme elements for which the student has attended at least once. Those elements contained within the programme of study that start after the withdrawal date would not be included as a FES 3 record. For students that withdraw before the 25% required date of the programme the FES 3 return would still show details of the programme elements for which the student attended before they withdrew including Credits. The FES 3 Credits for each enrolment will not always equal the FES 2 Credits for the same enrolments for these reasons. The FES 3 Credits should reflect the Awarding Body credit value for each unit / module.

6. FES data is due for return to SFC via SFC Secure Share by 29 September 2023 and covers all enrolments during the entire academic sessions (1 August 2022 to 31 July 2023).

7. The Quarterly return dates are as follows;

    - 1st Quarter – 04 November 2022.

    - 2nd Quarter – 03 February 2023.

    - 3rd Quarter – 30 June 2023.

    - Final Return – 29 September 2023.

Section 3

Notes and code lists for completion for FES 3

Ref:	Field Name	Description	Length	Position
1	Enrolment number	This is a simple count from the first to the last enrolment to be included within this FES return. A single student will have more than one 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.	6	1-6
2	Student matriculation / ID number	The student identifier used within the college. It is expected that a student enrolled on more than one programme will have the same student ID for each enrolment.	20	7-26
3	Superclass code	Superclass code for FES 3 code list A	2	27-28
4	Programme element Credits	Total programme element Credits to three decimal places. Please note, although the total Credits for spanning programmes must only be claimed in the academic year in which the programme ended, the individual programme element Credits should be shown for each element undertaken within the current academic year. The FES 3 Credits should reflect the Awarding Body credit value for each unit / module.	6	29-34
5	Programme element result	Enter appropriate code from FES 3 code list B	2	35-36
6	SQA Product code	6 digit code – digits 1-4 SQA product code, digits 5-6 level (e.g. customer care A61934)	6	37-42
7	Awarding body	Enter appropriate code from FES 3 code list C	2	43-44
8	"Work experience"	The "Work experience" programme element indicator field is to identify	1	45

	programme element indicator	when a course / programme element is regarded as having activity of either work experience, work placement, work simulation (client based), or an employer project. To be counted, the period of "Work experience" **must** be 40 hours duration or more and can be internal or external, supported or unsupported, assessed or non-assessed. *(Please also refer to the "Work experience" course indicator field in FES 1).* 0=course / programme element is **not** "Work experience" related 1=course / programme element is deemed "Work experience"		
9	Programme element title	BLOCK CAPITALS - **All** units / modules / subjects should have a title and, where appropriate, nationally recognised titles should be used.	51	46-96

Code list A

Superclass: Outline of main classes

A: Business/Management/Office Studies		ED	Social Sciences
AA	Business (general)	EE	Social Studies
AB	Management (general)	**F: Area Studies/Cultural Studies/Languages/Literature**	
AC	Public Administration	FB	Culture/Gender/Folklore
AD	International Business Studies / Briefing	FC	Literature
AE	Enterprises	FJ	Linguistic Studies
AF	Management Skills (specific)	FM	Area/Diaspora Studies
AG	Management Planning and Control Systems	FN	Languages
AJ	Human Resources Management	**G: Education/Training/Teaching**	
AK	Financial Management/Accounting	GA	Education/Training/Learning (Theory)
AL	Financial Services	GB	Teaching/Training
AM	Call Centres	GC	Teaching/Training: specific subjects
AY	Administration/Office Skills	GD	Education/School Administration
AZ	Typing/Shorthand/Secretarial Skills	GF	Careers/Education Guidance Work
B: Sales, Marketing and Retailing		**H: Family Care/Personal Development/Personal Care and Appearance**	
BA	Marketing/Public Relations	HB	Personal and Self Development
BB	Export/Import/European Sales	HC	Career Change/Access
BC	Retailing/Wholesaling/Distributive Trades	HD	Basic Skills
BD	Retailing: Specific Types	HE	Personal Finance/Consumerism/Rights
BE	Sales Work	HF	Parenting/Carers
BF	E-commerce	HG	People with Disabilities: Skills/Facilities
C: Information Technology and Information		HH	Crisis/IllnessSelf Help
CA	Information and Communication Technology (general)	HJ	Personal Health/Fitness/Appearance
CB	Computer Science	HK	Therapeutic Personal Care
CC	Using Software	HL	Hair/Personal Care Services
CD	Information Work/Information Use	**J: Arts and Crafts**	
CE	Libraries/Librarianship	JA	Art Studies
D: Humanities (History/Archaeology/Religious Studies/Philosophy)		JB	Art Techniques/Practical Art
DA	Humanities/General Studies/Combined Studies	JC	Design (non-industrial)
DB	History	JD	Museum/Gallery/Conservation Skills and Studies
DC	Archaeology	JE	Collecting/Antiques
DD	Religion	JF	Arts and Crafts Leisure/Combined

DE	Philosophy	JG	Decorative Crafts
DF	Classics	JH	Decorative Metal Crafts/Jewellery
E: Politics/Economics/Law/Social Sciences		JK	Fashion/Textiles/Clothing (craft)
EA	Government/Politics	JL	Fabric Crafts/Soft Furnishings
EB	Economics	JP	Wood Cane and Furniture Crafts
EC	Law	JR	Glass/Ceramics/Stone Crafts
K: Authorship/Photography/Publishing/Media		**P: Health Care/Medicine/Health and Safety**	
KA	Communication/Media	PA	Health Care Management/Health Studies
KB	Communication Skills	PB	Medical Sciences
KC	Writing (authorship)	PC	Complementary Medicine
KD	Journalism	PD	Paramedical Services/Supplementary Medicine
KH	Print and Publishing	PE	Medical Technology/Pharmacology
KJ	Moving Image/Photography/Media Production	PF	Dental Services
L: Performing Arts		PG	Ophthalmic Services
LA	Performing Arts (general)	PH	Nursing
LB	Dance	PJ	Semi-medical/Physical/Psycho/Therapies
LC	Theatre and Dramatic Arts	PK	Psychology
LD	Variety Circus and Modelling	PL	Health and Safety
LE	Theatre Production	PR	Social/Family/Community Work
LF	Music Studies	PS	Counselling/Advice Work/Crisis Support
LG	Music of Specific Kinds/Cultures	PT	Caring Skills
LH	Music Performance/Playing	PV	First Aid
LJ	Musical Instrument Making/Repair	**Q: Environment Protection/Energy/Cleansing/Security**	
LK	Music Technology/Production	QA	Environmental Protection/Conservation
M: Sports, Games and Recreation		QB	Energy Economics/Management/ Conservation
MA	Sports Studies/Combined Sports	QC	Pollution/Pollution Control
MB	Air Sports	QD	Environmental Health/Safety
MC	Water Sports	QE	Cleansing
MD	Athletics Gymnastics and Combat Sports	QG	Funerary Services
ME	Wheeled Sports	QH	Security/Police/Armed Forces
MF	Winter Sports	QJ	Fire and Rescue Services
MG	Ball and Related Games	**R: Sciences and Mathematics**	
MH	Country/Animal Sports	RA	Science
MJ	Indoor Games	RB	Mathematics
N: Catering/Food/Leisure Services/Tourism		RC	Physics
NA	Hospitality/Catering	RD	Chemistry
NB	Food/Drink Services	RE	Astronomy/Space Science

Code	Category	Code	Category
NC	Catering Services	RF	Earth Sciences
ND	Hospitality Operations	RG	Land and Sea Surveying/Cartography
NE	Baking/Dairy/Food and Drink Processing	RH	Life Sciences
NF	Cookery	RJ	Materials Sciences
NG	Home Economics	RK	Agricultural Science
NH	Food Sciences/Technology	**S: Agriculture, Horticulture and Animal Care**	
NK	Tourism/Travel	SA	Agriculture/Horticulture (general)
NL	Leisure/Sports Facilities Work	SC	Crop Protection/Fertilisers/By products
NM	Country Leisure Facilities Work	SD	Crop Husbandry
NN	Arts/Culture/Heritage Administration	SE	Gardening/Floristry
		SF	Amenity Horticulture
		SG	Forestry/Timber Production

Code	Category	Code	Category
SH	Animal Husbandry	XE	Welding/Joining
SJ	Fish Production/Fisheries	XF	Tools/Machining
SK	Agricultural/Horticultural Engineering/Farm Machinery	XH	Mechanical Engineering
SL	Agricultural/Horticultural Maintenance	XJ	Electrical Engineering
SM	Rural/Agricultural Business Organisation	XK	Power/Energy Engineering
SN	Veterinary Services	XL	Electronic Engineering
SP	Pets/Domestic Animal Care	XM	Telecommunications
SQ	Land Based Studies	XN	Electrical/Electronic Servicing
T: Construction and Property (Built Environment)		XP	Aerospace/Defence Engineering
TA	Built Environment	XQ	Ship and Boat Building/Marine/Offshore Engineering and Maintenance
TC	Property: Surveying/Planning/Development	XR	Road Vehicle Engineering
TD	Building Design/Architecture	XS	Vehicle Maintenance/Repair/Servicing
TE	Construction	XT	Rail Vehicle Engineering
TF	Construction Management	**Y: Oil/Mining/Plastics/Chemicals**	
TG	Building/Construction Operations	YA	Mining/Quarrying/Extraction
TH	Building Maintenance/Services	YB	Oil and Gas Operations
TJ	Interior/Fitting/Decoration	YC	Chemicals/Materials Engineering
TK	Construction Site Work	YD	Metallurgy/Metals Production
TL	Civil Engineering	YE	Polymer Science/Technology
TM	Structural Engineering	**Z: Transport Services**	
V: Services to Industry and Commerce		ZM	Logistics
VD	Quality and Reliability Management	ZN	Purchasing/Procurement and Sourcing
VE	Industrial Control/Monitoring	ZP	Distribution
VF	Industrial Design/Research and Development	ZQ	Transport Services
VG	Engineering Services	ZR	Aviation

Code	Description		Code	Description
VH	Facilities Management		ZS	Marine Transport
VJ	Contracting (Business/Industry)		ZT	Rail Transport
W: Manufacturing/Production Work			ZV	Road Transport
WA	Manufacturing (general)		ZX	Driving/Road Safety
WB	Manufacturing/Assembly			
WC	Instrument Making/Repair			
WD	Testing Measurement and Inspection			
WE	Chemical Products			
WF	Glass/Ceramics/Concretes Manufacture			
WG	Polymer Processing			
WH	Textiles/Fabrics (industrial)			
WJ	Leather Footwear and Fur			
WK	Woodworking/Furniture Manufacture			
WL	Paper Manufacture			
WM	Food/Drink/Tobacco (industrial)			
X: Engineering				
XA	Engineering/Technology			
XD	Metals Working/Finishing			

Code list B

Programme element result

8. A result should be recorded for each programme element for which the student has attended at least one learning episode during the current academic year. Elements that span into the next academic year would normally be coded as 09.

Code	Description
01	Enrolled on unit / element but never attended.
05	Transferred to either another programme element and / or another programme in the college.
07	Completed programme element, student assessed but not successful. [1]
08	Completed programme element, student assessed and successful. [1]
09	Continuing onto next academic year (the programme element spans academic years).
11	Withdrawn from programme element.
12	An open work place assessment element where the result is not yet available.
13	Awarding body has indicated that the element is no longer appropriate or available.
14	Completed programme element, student not assessed as programme element not designed to be assessed. [2]
15	Completed programme element, student not assessed although programme element designed to be assessed. [1]
16	Student deceased.
17	Student on an interim year of a multi-year VQ programme where the unit

	result is not yet available. **(3)**

(1) Element result codes (07), (08), (15) **must** only be used for accredited units.
(2) Element result code (14) **must** only be used for non-accredited subjects.
(3) Element result code (17) should be used for VQ units in interim years of a multi-year VQ programme and that may be allocated as hours-only subjects.

9.   Rule application for when a student should be withdrawn (code 11) or not successful (code 07) for accredited units;

If a student attempts at least one summative assessment on any individual accredited unit and then withdraws from the unit or course then the unit outcome should be recorded as Outcome 07 – not successful.

Code list C

Awarding body

Code	Description
01	Scottish Qualifications Authority (SQA)
02	City & Guilds
03	Higher Education Institute (HEI)
04	College
05	Other
06	No awarding body
07	Association of Accounting Technicians (AAT)
08	British Computer Society (BCS)
09	Chartered Institute of Personnel Development (CIPD)
10	Chartered Management Institute (CMI)
11	Counselling & Psychotherapy in Scotland (COSCA)
12	Engineering Construction Industry Training Board (ECITB)
13	Engineering & Marine Training Authority (EMTA)
14	Institute of Leadership Management (ILM)
15	National Examination Board in Occupational Safety & Health (NEBOSH)
16	Royal Environmental Health Institute of Scotland (REHIS)
17	Science, Engineering, Manufacturing Technologies Alliance (SEMTA)
18	Alcohol Focus Scotland
19	ASDAN
20	British Institute of Innkeeping (BIIAB)
21	Chartered Institute of Housing (CIH)
22	Council for Administration (CFA)
23	EDEXCEL
25	E-Skills UK

27	Institute of Customer Services
28	Institute of Logistics and Transport in the UK (CILT)UK
29	Institution of Occupational Safety and Health (IOSH)
30	International Therapy Examination Council (ITEC)
31	Lloyd's Register
32	Management Standards Centre (MSC)
33	Northern Council for Further Education (NCFE)
34	Oxford, Cambridge and RSA Examinations (OCR)
35	Sector Skills Alliance Scotland
36	ServeWise
38	SkillsActive Scotland
39	Early Years National Training Organisation
40	Institute of the Motor Industry (IMI)
41	Vocational Training Charitable Trust (VTCT)
42	Wine & Spirit Education Trust (WSET)
43	Association of Chartered Certified Accountants (ACCT)
44	British Deaf Association (BDA)
45	British Institute of Non-Destructive Testing (BINDT)
46	Chartered Institute of Purchasing and Supply (CIPS)
47	National Open College Network (NOCN)
48	Excellence, Achievement and Learning Ltd (EAL)
49	College SCQF credit rating body
50	University of the Arts London (UAL)
51	LANTRA
52	Highfield Qualifications
53	Seafish
54	Maritime and Coastguard Agency (MCA)
55	Royal Yachting Association (RYA)

56	YMCA
57	The Prince's Trust
58	Cisco
59	Cambridge English Exams
60	Business and Technology Education Council (BTEC)
61	Chartered Institute of Marketing (CIM)
62	British Plumbing Employers Council (BPEC)
63	British Horse Society (BHS)
64	Driver Certificate of Professional Competence (CPC)

Section 4

Submission of FES 3 returns

Physical characteristics for data files

File format

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

12. Files should be returned to SFC via SFC Secure Send by 29 September 2023 and covers all programme elements data during the entire academic session (1 August 2022 to 31 July 2023).

13. The following naming convention should be used for the FES 3 file returned to SFC:

     - C (seven-digit college code number) .DAT e.g. Borders College would ready C5660459.DAT.

Further information

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