



# SFC Guidance

## FES 4 Guidance notes 2018-19

Issue date: 20 April 2018

Reference: SFC/GD/02/2018

Summary: Guidance notes and code lists for completion of FES 4 student support funding data: Academic year 2018-19

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## Further Education Statistics – student support funding data (FES 4)

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## **Section 1**

SFC would prefer that student support data is returned in the student FES 2 records and it is our intention, at some point in the future, to do away with FES 4 altogether.

### **Revisions to the FES 4 data collection**

Apart from the adjusted FES Quarterly return dates there is no change in the 2018-19 FES 4 guidance from 2017-18.

## Section 2

### Coverage and timing of FES 4 data

1. Full programme element FES 4 details are required for all students receiving student support funding included within the FES 2 student returns and covers all aspects of Maintenance Awards, Educational Maintenance Awards and the Award Category.
2. Please note FES 4 only needs to be completed if you do not complete the student support section of FES 2.
3. FES 4 data is due for return to SFC via FES online by 4 October 2019 and covers all student support funding allocations during the entire academic sessions (1 August 2018 to 31 July 2019).
4. The FES Quarterly return dates are as follows:
  - 1st Quarter – 9 November 2018.
  - 2nd Quarter – 1 February 2019.
  - 3rd Quarter – 5 July 2019.
  - Final Return – 4 October 2019.

## Section 3

### Notes and code lists for completion of FES 4

5. Please **note** FES 4 only needs to be completed if you do not complete the student support funding section of FES 2.

Ref:	Field Name	Descriptor	Length	Position
1	Surname	Surname of student (maximum 20 characters).	20	1-20
2	Name	Forename(s) of student.	20	21-40
3	Student matriculation number	College's unique student identifier.	20	41-60
4	Enrolment number	A single student may have more than one enrolment number if they enrol on more than one programme. This field will be used to link to the FES 2 student.	6	61-66
5	SQA candidate number	Scottish candidate number as issued by SQA.	9	67-75
6	Student date of birth	Student date of birth (in the format: DDMMYYYY).	8	76-83
7	Sex of student	10 = Male (including trans man), 11 = Female (including trans woman), 12 = In another way, 13= Prefer not to say	2	84-85
8	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 postcode should be left blank.	8	86-93
9	Programme directory number	This number is a unique serial number which identifies each programme and allows mapping to FES 2 data. For all colleges, the first two characters are unique for each college. The remaining characters, with exception of the final character, are the college's own choice. For all programmes, the final character denotes the year of the programme.	8	94-101
10	College programme id	Unique identifier for programmes as used by the colleges.	20	102-121
11	Maintenance group 1	Please enter the appropriate code from code list A.	2	122-123
12	Maintenance group 2	Please enter the appropriate code from code list B.	2	124-125

13	Educational Maintenance Allowance (EMA)	This field is to identify students that are in receipt of EMA – code list C 0=Not in receipt, 1=In receipt	1	126
14	Award assessment category	Please enter appropriate code from code list D.	1	127
15	Maintenance costs	The total maintenance costs per student (£).	5	128-132
16	Dependents allowance	Total amount awarded for dependents allowance (£).	5	133-137
17	Study expenses allow	Total amount awarded for study expenses allowance (£).	5	138-142
18	Travel expenses allow	Total amount awarded for travel expenses allowance (£).	5	143-147
19	Special educational needs allowance	Total amount awarded for SEN allowance (£).	5	148-152
20	Total bursary expend	Total amount awarded from the Bursary fund (£).	5	153-157
21	Total FE discretionary fund expenditure	Total amount awarded from the FE discretionary fund (£).	5	158-162
22	Childcare, lone parent award	Total amount awarded to student from the childcare fund who is classified as a lone parent (£).	5	163-167
23	Childcare, other award	Childcare awards for those not classified as a lone parent (£).	5	168-172
24	Household income	This is being collected as part of the Scottish Government Post-16 reform programme for all maintenance award applicants (£).	6	173-178

## **Maintenance groups / EMA / Award Category**

6. Students in receipt of an award should be split dependant on the circumstances under which they were awarded their maintenance allowance:

### ***Code list A***

#### ***Maintenance group 1***

- 01 - Maintenance allowance at parental home
- 02 - Maintenance allowance away from parental home

### ***Code list B***

#### ***Maintenance group 2***

- 03 - Approved accommodation or lodgings residence costs
- 04 - Personal allowance residence costs

### ***Code list C***

Students who are eligible to claim their maintenance costs through an Educational Maintenance Allowance (EMA) may still be eligible to claim additional maintenance costs, depending on their circumstances. All monies issued from the colleges' bursary award should be recorded on this form.

#### **In receipt of Educational Maintenance Allowance (EMA)**

- 0 - Not in receipt
- 1 - In receipt

### ***Code list D***

Students in receipt of support funding should be recorded under one of the following Award Assessment categories:

- 1 - Student is under 18 years of age.
- 2 - Student is parentally supported.
- 3 - Student is self-supporting.

## Section 4

### Submission of FES 4 returns

#### Physical characteristics for data files

##### *File format*

7. Data should be submitted in a fixed length ASCII file with a '.DAT' file extension.
8. Files should be returned to SFC via FES online by 4 October 2019 and covers all programme elements data during the entire academic session (1 August 2018 to 31 July 2019).
9. The following naming convention should be used for the FES 4 file returned to SFC:
  - D (seven-digit college code number).DAT – Borders College would read D5660459.DAT.

##### **Further information**

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