



SFC Guidance

FES 1 Guidance notes 2019-20

Issue date: 12 April 2019

Reference: SFC/GD/01/2019

Summary: Guidance notes and code lists for completion of FES 1 course / programme data:
Academic year 2019-20

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Further Education Statistics (FES) – course / programme data (FES1)

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Section 1

Revisions to the FES 1 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. Additional instruction added to the Field ref: 3, 'Title of programme' for ESOL course delivery where this is part of the collaboration between colleges and Community Planning Partnerships.
2. Revised descriptions to the Qualification Aim of Study (Code list A) Codes; 29, EE, 34, 37 and 39.
3. Code list B - addition of awarding body Codes 51 thru 61 and deletion of Code 37 for SITO.
4. Employability Fund removed from Source of Fee code 05 Cost Recovery: Skills Development Scotland (SDS).
5. Removal of the requirement to provide a Dominant Programme Group (DPG), field 23 and therefore removal of DPG Code list I from the guidance [data no longer required but columns need to remain to maintain column integrity for upload].
6. Addition of new field 28 for SQA Group Award code.

Section 2

Coverage and timing of FES 1 data

7. FES 1 data should be returned for all programmes including non-fundable full cost recovery programmes. A return should be submitted for each year of the course, including years which consist entirely of industrial or practical training. Detailed instructions for the completion of FES 1 data are set out in Section 3.
8. All colleges should ensure that their FES return covers all FE and HE activity (with the exception of UHI Associated Colleges and SRUC that only return FE data to SFC). All courses / programmes including commercial and self-financing should be returned through the FES system. Consultancy activity involving college staff should be excluded.
9. For the purpose of these returns a course is defined as one or more programme(s) of instruction in which progressive study is undertaken throughout the period of the programme(s) in one subject or a number of related subjects. In general, a programme may be considered as any group of students having the same programme particulars (e.g. subject, mode of attendance for programme, qualification aim, programme start date, and programme end date). The maximum duration of a programme is considered to be one academic year, whilst a course may run over a number of academic years. Colleges are free to define courses / programmes in any way which is meaningful to their delivery of education, subject only to the conditions listed below which are designed to avoid multiple counting of students:
 - Programmes should be set up so that they are identifiable by their dominant Superclass.
 - A full-time student enrolled on a programme of study should be counted only once. This particularly applies to full-time students studying National / Higher subjects. These students should be recorded against one FES 1 programme only.
 - Where a student is enrolled for a programme of study, even if this is not full-time (e.g. a group of Highers grouped together into the same Superclass and mode of delivery) they should not be included more than once in that programme and only one FES 2 for each student should be submitted.
 - Similarly the course should not be split into its component parts with separate FES 1 programme for each part simply to avoid students appearing more than once.
 - However, where a student enrolls in two separate unrelated programmes of study in terms of subject area they may be enrolled and counted in more than one FES 1 programme.
 - Other students may enrol separately for individual National / Higher subjects or NC units in different Superclass groups. These students should be covered

by one FES 1 return for each Superclass group having common programme particulars, for which they are enrolled.

- Separate programme codes must be used to identify any fixed length programmes made up for infill students. Students who are infilling should be recorded in a separate FES 1 which is the infill FES 1 for the programme. The word 'infill' **must** be included in the programme title.

Attendance criteria for inclusion in the session count

10. For full-time programmes beginning before 09 September 2019 the 25% funding qualifying date should now be set at 01 November. This would have been a later date for some programmes and an earlier date for others. This should simplify the administration of the funding qualifying date.
11. For all other programmes the qualifying funding date will be the day on which 25% of the total calendar days between the course start and end days have passed.
12. FES data is due for return to SFC via FES online by 02 October 2020, to include all enrolments during the entire academic session (1 August 2019 to 31 July 2020).
13. The Quarterly return dates are as follows:
 - 1st Quarter – 08 November 2019.
 - 2nd Quarter – 07 February 2020.
 - 3rd Quarter – 03 July 2020.
 - Final Return – 02 October 2020.

Section 3

Notes and code lists for completion of FES 1

Course/programme details

Ref:	Field Name	Description	Length	Position
1	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	1-8
2	College programme ID	Unique identifier for programmes as used by the colleges.	20	9-28
3	Title of programme	<p>BLOCK CAPITALS – programme titles should reflect the subject area of the programme. Nationally recognised programme titles should be used where appropriate.</p> <p>For programmes that are defined as closed or joint collaborative arrangement programmes, then the programme title should also reflect this. For programmes that comprise of infill students, the term 'infill' should appear in the title.</p> <p>ESOL courses should contain the abbreviation 'ESOL' in the course title also if the course is part of the collaboration between colleges and Community Planning Partnerships (CPP) then '(CPP)' in brackets <u>must</u> also be included in the title after the word 'ESOL'.</p> <p>For Flexible Workforce Development Fund (FWDF) courses where all students are FWDF then the course title should contain the abbreviation 'FWDF'.</p>	81	29-109
4	College code number	Enter unique seven digit college code number.	7	110-116

5	Department or faculty code	Optional	6	117-122
6	Qualification of study	Enter appropriate code for FES 1 code list A to reflect the qualification aim of study that the student group has enrolled to achieve. For programmes with more than one possible qualification on exit, code the qualification which can be obtained earliest within each particular year.	2	123-124
7	Awarding body	Enter appropriate code from FES 1 code list B.	2	125-126
8	Advanced / non-advanced programme	Advanced (HE) = 1, non-advanced (FE) = 2 Code 1 is used if the programme is at Higher Education (HE) level and an appropriate HE Qualification of Study code should be used. A programme at FE level should be allocated code 2 and a relevant Further Education (FE) qualification code applied.	1	127
9	Source of finance	Enter appropriate code from FES 1 code list C.	2	128-129
10	Type of programme	Enter appropriate code from FES 1 code list D. For all types of joint collaborative provision, in any one year of a course, tuition fees will be received only by one institution for the course year in question. Where in any one year of a course the pattern of student attendance is such that there is no clear majority provider then institutions should refer the case to their respective funding bodies to agree which institution will receive tuition fees. The type of programme field should then be filled in appropriately.	2	130-131
11	HE subject code	To be completed for HE programmes only. This field should be completed only if the advanced / non-advanced programme indicator is 1. Enter the appropriate code from FES 1 code list E.	4	132-135

12	Programme Superclass code	Dominant Superclass code from FES 1 code list F.	2	136-137
13	Year of course	First year = 1, Second year = 2, etc.	1	138
14	Length of course	Enter the length in years. All courses must have an entry. The length of course must be consistent with the qualification of the course (i.e. must be the shortest time in which students can leave the course on attaining the qualification). For an honours degree, length of course will include years of study at ordinary degree level.	1	139
15	Duration of programme	Enter the duration of the programme in weeks for the current academic session only (maximum 52 weeks). For programmes of less than five days duration, enter 00. Where the duration of the programme is not an exact number of weeks but instead, for example, is nine weeks and one day then the duration entered should be rounded up to the nearest week, so in this instance of duration of ten should be entered. Please note that for roll-on roll-off programmes, duration should reflect the timetabled activity per student (e.g. a one week programme running all year should be coded as 01 not 52).	2	140-141
16	Mode of attendance of programme	Enter appropriate code from FES 1 code list G.	2	142-143
17	Start date of programme	This is the date on which the first class / lecture / meeting of the programme is scheduled to take place on (in the format DDMMYYYY). Spanning courses from 2018-19 will have a start date within academic year 2018-19. Where the programme has no defined start date, such as for roll-on roll-off programme, the programme start date is to be the college year start date.	8	144-151
18	End date of programme	This is the date on which the last class / lecture / meeting of the programme is	8	152-159

		scheduled to take place (in the format DDMMYYYY). Where the programme has no defined end date, such as for roll-on roll-off programme, the programme end date is to be the college year end date. Programmes spanning into academic year 2019-20 should show an end date within academic year 2019-20.		
19	SCQF level or “broadly comparable” level of programme	Enter appropriate code from FES 1 code list J – see footnote on code list J for guidance on comparing across from other national frameworks and on allocating a ‘broadly comparable’ level to non-credit rated courses.	2	160-161
20	Gaelic indicator	Enter appropriate code from FES 1 code list H.	1	162

Student numbers

21	Number of students (session)	See section 2 for details.	4	163-166
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Funding information (Programmes which are non-fundable should be assigned 0000.000 for the number of Credits.

22	Number of planned Credits	Total planned Credits to three decimal places for the programme. Credits for spanning programmes must only be claimed in the academic year in which the course year ends for each year of the course. Credits should only be claimed for students eligible for funding.	8	167-174
23	Dominant programme group	Data no longer required but columns need to remain to maintain column integrity for upload.	2	175-176
24	Tariff Credits	Total course Tariff Credits to three decimal places for the programme / course.	8	177-184
25	“Work experience” course indicator	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	1	185

		non-assessed. <i>(Please also refer to the “Work experience” element indicator field in FES 3).</i> 0=course / programme does not include a “Work experience” element 1=course / programme includes a “Work experience” element		
26	One Plus approval	1=approved One Plus course	1	186
27	Text	Use for explanations for example of warning errors.	256	187-442

Additional Field/Columns for 2019-20

28	SQA group award	Compulsory for all SQA programmes where the success criteria includes achievement of a main SQA group award for example; SfW, PDA, NC, SVQ, HNC, HND, etc., then the appropriate group award code must be reported.	6	443-448
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Code list A

Qualification aim of study (planned / expected programme outcome)

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
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)
KA	SQA Advanced Higher Award

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)

14. The **Qualification Aim** code should be used in conjunction with the **SCQF and “broadly comparable” Level** code (Code List J) to accurately inform the students intended aim and level of study.

15. The FES 1 qualification aim should reflect the qualification that the student has enrolled to achieve. If, for example, a student enrolls at college to achieve a national certificate over a period of three years, their qualification aim in each year should be a national certificate. The course year should either be year one and the course length should be three **or** year two of a three year course **or** year three of a three year course.
16. If a course includes National Units in addition to other qualifications, code under the main qualification and SCQF or “broadly comparable” level.
17. If the awarding body for a programme of study is listed as being SQA, City and Guilds or any other listed awarding body (Code list B) then the programme should not be coded as a ‘programme not leading to recognised qualification’.
18. College programmes that have SCQF credit rating should not be coded as non-recognised but programmes that have not been credit rated should.
19. Where a qualification is not specifically mentioned, code under its nearest equivalent, e.g. diplomas and certificates counted as Higher Education would be coded DC or DD as appropriate.
20. Programmes such as Duke of Edinburgh’s Awards and other like programmes leading to a recognised qualification that are not specifically mentioned in the ‘qualification aim of study’ code list should be coded as ‘Non-advanced accredited qualification not specified elsewhere’ (37).
21. Where a student enrolls at the college with the intention of gaining three Highers, the European Computer Driving License (ECDL) or similar, the student should be enrolled on a single programme of study that comprises of all three Highers, or ECDL units, etc. Colleges should avoid breaking the enrolment down into a number of separate programmes which can be more easily achieved for performance indicator purposes.
22. Code PB ‘Programme not leading to a recognised qualification (fully non-assessed course including most non-vocational programmes)’, should **only** be used when a programme contains no formal accredited units.

Code list B

Awarding bodies of qualifications from code list A

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 (BIIB)
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)

Code list C

Source of finance for programme

Code	Description
01	Cost recovery: Scottish Higher Education Institution
02	Cost recovery: Other UK (non-Scottish) Educational Institution
03	Cost recovery: HM Government Departments and Public Bodies (not including the European Community)
04	Cost recovery: Other, including Employers in UK Industry / Commerce (i.e. includes PICKUP type programmes)
05	Cost recovery: Skills Development Scotland (SDS)
09	Scottish Funding Council (SFC)
10	Other full cost recovery

Notes

23. All programmes that receive any funding from SFC must be coded source of finance 09. This includes Flexible Workforce Development Fund (FWDF) programmes. However no credits **must** be claimed for FWDF programmes.
24. For programmes other than those that receive SFC funding, the source of finance should be dominant source of funding that enables the college to provide each particular programme.

Code list D

Type of programme

Code	Description
01	Non-vocational programme
02	Programme taught in the institution but where the fees from students on the programme are received by a Scottish Higher Educational Institution
03	Programme taught in the institution but where the fees from students on the programme are received by some other Scottish FE College (see notes)
04	Programme taught in the institution but where the fees from students on the programme are received by some other UK (non-Scottish) Educational Institution (see notes)
05	Vocational programme – school link – for pupils with learning difficulties
06	Vocational programme – school link – other
07	Vocational programme – supported by Government training scheme (e.g. Employability Fund (SDS)) – for students with learning difficulties
08	Vocational programme – supported by Government training scheme (e.g. Employability Fund (SDS)) – other
09	Vocational programme – supported by European Funding – for students with learning difficulties
10	Vocational programme – supported by European Funding – other
11	Other vocational programme – for students with learning difficulties
12	Other vocational programme – other

Notes

25. A vocational programme is one primarily designed to prepare students for employment or a profession, by increasing their knowledge, skill or proficiency in related subjects. All programmes primarily designed for students released from employment, and programmes leading to recognised external qualifications, except where the qualifications are primarily intended for recreational purposes e.g. City & Guild creative studies programmes, are regarded as vocational.
26. Day release programmes in General or Liberal Studies, programmes for pupils released from school to attend regularly at a further education college and programmes for students with Educational Support Needs (ESN) are all classed as vocational. By definition, all programmes which are not vocational should be regarded as non-vocational.

Code list E

Subject codes (for HE programmes only)

Subject classification

Group A: Medicine and Denistry		C111	Clinical Science
A101	Clinical Medicine	C112	Life Sciences
A102	Dental Surgery Assistants	C113	Other Biological Sciences
A103	Dental Technology		
A104	Dental Health Education	Group D: Agriculture and related subjects	
A105	Other Clinical Dentistry	D101	Veterinary Sciences
		D102	Animal Husbandry
Group B: subjects Allied to Medicine		D103	Animal Nursing
B101	Anatomy and Physiology	D104	Agriculture
B102	Human Biology	D105	Fish Farming and Water Keeping
B201	Pharmacology	D106	Crop Production (including grassland - forage course)
B202	Pharmacy	D107	Horticulture
B302	Nutrition/Dietetics	D108	Vegetable/Flower Production
B401	Ophthalmics	D109	Floristry
B402	Contact Lens Fitting	D110	Agricultural Marketing and Merchenting
B403	Dispensing Opticians	D111	Farm Business Administration and Management
B404	Audiology	D112	Turf Culture/Green Keeping
B405	Chiropody	D113	Forestry
B406	Speech Therapy	D114	Food Science
B407	Physiotherapy	D115	Food Technology/Manufacture
B408	Occupational Therapy	D116	Food Hygiene
B501	Radiography/Radioagnostics	D117	Gamekeeping Sporting Management
B502	Medical Technology	D118	Natural Resources
B503	Medical Laboratory Science	D119	Other Agricultural Subjects
B504	Physiological Measurement	D201	Fisheries
B601	Community Psychiatric Nursing	D202	Fishing Crew
B602	District Nursing	D203	Sea Fishing
B603	District Nurse Tutors		
B604	Nursery Nursing	Group F: Physical Sciences	
B605	Midwifery	F101	Chemistry
B606	Nursing Related Studies	F102	Applied Chemistry
B607	General and Other Nursing	F103	Industrial Chemistry
B701	Occupational Health	F104	Chemistry with Languages or Business Administration
B702	Health Visitors	F105	Polymer Chemistry
B703	Health Visitor Tutors	F106	Analytical Chemistry
B704	Clinical Teaching	F107	Radio Chemistry
B705	Environmental Health	F108	Other Chemistry
B706	Others in Medical Health and Welfare	F201	Material Science (excluding Metallurgy)
		F301	Physics
Group C: Biological Science		F302	Applied Physics
C101	Biology	F303	Physical Electronics
C102	Applied Biology	F304	Other Physics
C103	Environmental Biology	F401	Astronomy
C104	Marine Biology	F501	Geology
C105	Botany	F502	Engineering Geology
C106	Zoology	F503	Geography Studies as a Science
C107	Microbiology – medical/non-medical	F504	Earth Science
C108	Molecular Biology and Biophysics	F505	Meteorology
C109	Biochemistry	F506	Other Environmental Science
C110	Psychology (unless solely as a social science)	F601	Other Physical Sciences

Group G: Mathematical and Computing Science		H133	Other Engineering (including multis not specified above)
G101	Mathematics	J101	Minerals Technology
G102	Applied Mathematics	J102	Mining
G103	Mathematical Sciences	J103	Other Mining Related Studies
G104	Numerical Methods/Analysis	J201	Metallurgy/Metals Technology
G105	Other Mathematics (including Arithmetic)	J202	Foundry Technology
G201	Statistics	J203	Ceramics Technology
G202	Mathematical Statistics	J204	Glass Technology
G301	Computer Science	J205	Plastics and Polymers Technology
G302	Computer Studies	J206	Paint Technology
G303	Software Engineering	J207	Rubber Technology
G304	Systems Analysis and Design	J208	Leather Technology
G305	Programming	J209	Timber Technology
G306	Information Technology	J210	Furniture Production
G401	Mathematics, Statistics and Computing	J211	Clothing and Footwear, Technology and Manufacture
G402	Other Mathematical and Computing Sciences	J212	Textile Technology
		J213	Printing
Group H, J: Engineering and Technology		J214	Musical Instrument Technology Manufacture
H101	General Engineering	J215	Silversmiths Work
H102	Civil Engineering	J216	Other Materials Technology
H103	Structural Engineering	J301	Marine Technology
H104	Environmental Engineering	J302	Yacht and Boatbuilding
H105	Public Health Engineering	J303	Marine Electronics
H106	Mechanical Engineering	J304	Biotechnology
H107	Agricultural Engineering	J305	Other Technologies
H108	Motor Vehicle Engineering		
H109	Vehicle Bodywork	Group K: Architecture, Building and Planning	
H110	Marine Engineering	K101	Architecture
H111	Marine Architecture and Shipbuilding	K102	Professional Practice Architecture
H112	Offshore Engineering	K103	Landscape Architecture
H113	Aeronautical Engineering	K104	Urban and Regional Planning
H114	Aerospace Studies	K105	Town Planning
H115	Electrical Engineering	K106	Urban Studies
H116	Electrical and Electronic Engineering	K107	Housing
H117	Electronic Engineering	K108	Other Architectural or Planning
H118	Computer Systems Engineering	K201	Building
H119	Electronics and Computer Technology	K202	Building Maintenance/Adaptation Conservation
H120	Communications Engineering	K203	Clerk of Works
H121	Instrumentation Control Engineering	K204	Building Technology
H122	Production Engineering	K205	Plumbing Technology
H123	Industrial Engineering	K206	Electrical Technology
H124	Engineering Design	K207	Brickwork Technology
H125	Engineering Design and Manufacturing	K208	Carpentry/Joinery Technology
H126	Fabrication Engineering	K209	Painting/Decorating Technology
H127	Welding	K210	Plastering Technology
H128	Chemical Engineering	K211	Roofing/Tiling Technology
H129	Plant Process Trades	K212	Other Building
H130	Gas Engineering	K301	Building Surveying
H131	Fuel Technology	K302	Quantity Surveying
H132	Other Chemical Engineering and Fuel Technology	K303	Surveying Science

Group L, M: Social Studies	N601	Industrial Relations
L101 Economics/Applied Economics	N602	Personnel Administration
L201 Sociology	N603	Trade Union Studies
L202 Applied Social Science/Studies	N701	Catering and Institutional Management
L203 Social Policy	N702	Hotel Chefs
L204 Social Administration	N703	Pastry Cooks
L205 Health Administration	N704	Hotel and Catering Administration
L206 Social Work	N705	Hotel Reception
L208 Youth and Community Work	N706	Home Economics
L209 Childcare	N707	Cookery
L301 Anthropology	N708	Bakery/Cake Decoration
L401 Psychology	N709	Home Management
L501 Geography (unless classified as a physical science)	N710	Food Service
M101 Politics	N711	Licensed Trade
M102 Government	N712	Other Catering or Institutional Management
M103 Public Administration	N801	Tourism
M104 Other Politics, Government and Administration	N802	Travel Agency
M201 Law	N803	Leisure and Recreation – Business
M202 Other Legal Studies	N901	Transport
M301 Women’s Studies	N902	Road Transport
M401 Other Social Studies	N903	Navigation
	N904	Maritime Studies
Group N: Business and Administrative Studies	N905	Deck Officer
N101 Business Studies	N906	Sea Survival
N102 Management	N907	First Aid at Sea
N103 Business and Management Studies	N908	Other Transport
N104 Commerce		
N105 Administrative Management	Group P: Mass Communication and Documentation	
N106 Land and Property Management	P101	Librarianship
N107 Other Business Management and Administration	P102	Information Science
N201 Secretarial Studies	P103	Communication Studies
N202 Secretarial and Typing Skills	P104	Broadcasting Studies
N203 Shorthand and Shorthand Transcription	P105	Publishing
N204 Typewriting and Audio-typewriting	P106	Journalism
N205 Word Processing	P107	Other Media Studies
N206 Receptionists		
N301 Operational Research	Group Q, R, T: Language and Related Disciplines	
N401 Banking	Q101	Linguistics
N402 Building Societies	Q102	Language Studies
N403 Insurance	Q103	Comparative Literature
N404 Taxation	Q104	English Language & Literature
N405 Risk Management	Q105	American Studies
N406 Other Financial Management	Q106	Gaelic and Celtic Languages
N407 Accountancy/Accounting	Q107	Classic
N408 Cost and Management Accountancy	R101	French
N409 Certified Accountancy	R102	German
N410 Public Accountancy	R103	Italian
N411 Book-keeping	R104	Spanish
N501 Marketing and Market Research	R105	Portuguese
N502 Purchasing and Supply	R106	Latin American Languages

Code list F

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
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

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
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 G

Mode of attendance of programme

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: any additional periods of part-time study associated with block release course 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 the 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 (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

Code list H

Gaelic indicator

Code	Description
1	The course has no Gaelic content
2	The course has Gaelic content and is taught and assessed in Gaelic
3	The course has Gaelic content and is taught and assessed in English
4	The course has Gaelic content and does not fall into any of the above categories

Code list J

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

Every course should have a SCQF or 'broadly comparable' level code.

27. Where a programme is not formally SCQF credit rated it is possible to indicate a 'broadly comparable' level. This can be done by either [comparing across to SCQF from other national frameworks](#) if the programme has a level on another framework: If this is not the case, use the SCQF Level Descriptors to identify the most appropriate level of learning for the programme of study.
28. Please note that unless the programme has been formally credit rated the level included here **must** not be included on any certificates or marketing / publicity material.

Section 4

Submission of FES 1 returns

File format

29. Data should be submitted in a fixed length ASCII file with a '.DAT' file extension.
30. Files should be returned to SFC via FES online by 02 October 2020 and covers all programme elements data during the entire academic session (1 August 2019 to 31 July 2020).
31. The following naming convention should be used for FES 1 file returned to SFC.
 - A (seven-digit college code number).DAT – e.g. Borders College would read: A5660459.DAT.

Further information

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