Scottish Funding Council
Comhairle Maoineachaidh na h-Alba

College Leaver Destinations Guidance 2022-23

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Issue Date:	12 March 2024
Reference:	SFC/GD/02/2024
Summary:	Guidance notes and code lists for completion of First Destination of College Leavers data: Academic year 2022-23 student cohort.
	FAO: CLD contacts in Scotland's Colleges
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Contents

Section 1: Overview to the CLD data collection

1. Coverage: This data collection includes FE full-time successful leavers as well as HE full-time successful leavers.
   Note: SRUC and HEI associated colleges are not required to return HE leaver destinations to SFC as these are returned via the Graduate Outcomes collection and reported through the Higher Education Statistics Agency (HESA).

2. Courses: Section 2 includes a description of the courses covered in the CLD collection.

3. Data linkage: We continue to use data linkage and the matching of leaver destinations to two additional datasets: Skills Development Scotland (SDS) and the Students Awards Agency for Scotland (SAAS); however, this is restricted to 16 to 24 year olds only due to current legislative limitations.

Revisions to coding practice for 2022-23

4. When coding HNC/D Childhood Practice leavers as going into a role within a childcare provider setting (i.e. a nursery), use the industrial classification Q as this includes within 'childcare providers':

   Q: Human health and social work activities (e.g. includes hospitals, health centres, dentists, care providers)

   Rather than the following industries:

   O: Public administration and defence; compulsory social security (e.g. includes armed services, local authorities, fire and police services)

   P: Education (e.g. includes schools, colleges and universities)

Section 2: Coverage and timing of CLD data

Requirements

5. For the purposes of the collection full-time includes the FES1 Mode of attendance of programme – code list G codes:

   - "05" short full-time
   - "17" full-time
   - "18" part-time, but previously met old full-time criteria.

6. For students successfully completing a full-time, FE level course (all colleges) and HE level course (SRUC and HEI associated colleges excluded), we require information on:

   - Primary Classification (Destination).
   - Employment details (where applicable).
   - Further study details (where applicable).
   - Destination Source (where applicable).

7. Please refer to Section 3 (on page 7) and code lists A, B and C when completing information. Annex C provides a reference to show the information required for each Primary Classification.

8. The first destination information should reflect the position for successful full-time students completing courses in the academic year ending July 2023.

9. The aim is to record for each successful full-time student what firm arrangements have been made for employment, further study or training to start by 31 March 2024 (following the end of the academic year of qualifying).

10. Employment should be defined specifically. Each qualifier entering employment should be classified according to:

    - Employment.
    - Modern Apprenticeship.
    - Self-employed/freelance.
    - Voluntary or other unpaid work.
    - Developing a professional portfolio/creative practice.
    - Internship.

11. Graduates due to start a job by 31 of March 2024 also fall into this category.

12. For example, Modern Apprentices should be categorised under Primary Classification as "*full-time employed*" and marked as Modern Apprenticeship.

13. Further related to the employment information, please establish the relationship of the secured employment to the course completed: "Is the job related to your course of study? Yes/No".

Suggested form of questionnaire

14. A sample questionnaire is provided at Annex A. An electronic version of this is available on request, although you are free to use your own method if you prefer.

15. Please note: the sample questionnaire allows the college to complete the CLD and to generate additional information for the college's internal analysis and reporting purposes.

Proposed method of collection

16. It is recommended that each college should allow for (up to) three contact attempts to be made. If there is no response after three attempts then the student destination should be recorded 'unconfirmed' rather than left blank.

17. Note: the staff member making each contact attempt should be documented at each attempt (name and date). The database the SFC will issue to the college for final follow-up will provide fields for this information.

18. In cases where an early contact yields a negative destination response, for example at the College Graduation Ceremony, then a later follow-up should take place to check the leaver's current destination status.

19. Updating of pre-populated destinations with more current information known by the college is acceptable.

Reporting standards

20. Young people engaged in supported employment or work placement schemes should be categorised under Primary Classification as either:

    - 'Engaged in full-time further study, training or research'
    - 'Engaged in part-time further study, training or research'
    - Not in employment.

21. Note: the column in the SFC-issued spreadsheet will include a dropdown menu related to study to identify study, research or training.

22. It is up to each college, in using professional judgement to decide whether to accept anecdotal destination information given by family members, fellow students past or present or college staff as credible. A questionnaire completed by the student or

through information gathered directly from the student (for example, over the telephone or at college graduation ceremony) is the best resource but departments can sometimes fill in gaps where questionnaires have not been returned.

23. If there is significant doubt about the reliability of any of the graduate information, this should be classified as 'unconfirmed' and not left blank. **Any incomplete data returned for a qualifier will be returned to 'unconfirmed' by SFC during data cleansing to ensure the integrity and accuracy of the dataset.**

24. A destination of intent is not acceptable; destinations must be actual.

25. SFC may carry out quality assurance checks through sample auditing of the destination data, therefore colleges should retain associated paperwork for at least one year.

Data outputs

26. The 2022-23 CLD data will be used to produce sector figures for the National Performance Measure: Number and proportion of full-time college qualifiers in work, training and/or further study 3-6 months after qualifying, and which College Regions will report and set targets for in 2023-24 Outcome Agreements. Additional technical guidance is available on the SFC website.

27. First Destination of College Leavers data: Academic Year 2022-23 student cohort will be published towards the end of 2024, date TBC.

Note on Data to be collected for specific Primary Classifications

28. An overview of information collected for each Primary Classification, is included in table form in Annex C: Primary Classification and compulsory fields.

Section 3: Notes and code lists for completion of CLD

Primary Classification	Primary Classification (destination) from CLD code list A (see page 9 for details). First destinations of students successfully completing full-time courses only. Current destination or expected to start by 31 March 2024, for all students completing in session 2022-23. Select from the drop-down menu on the template. Please enter the code exactly as it appears in the drop-down menu. Please do not edit the code numbers or wording.
Industry of Employer	Industry of Employer (Employer Category) from CLD code list B (see page 11 for details). For students successfully completing full-time courses who entered full-time, part-time, freelance employment, are in voluntary/unpaid work, developing a professional portfolio/creative practice, are on an internship as well as graduates due to start a job by 31 March 2024. The code most appropriate to employer function should be used e.g. a personal assistant working in a school would be coded P: Education. U: Activities of Extraterritorial Organisations and Bodies would apply to a graduate working for a non-UK based organisation. Where more than one code could be used to identify an employer, the code most appropriate to the employer function should be used. Select from the drop-down menu on the template. NOTE: Please enter the code exactly as it appears in the drop-down menu. Please do not edit the code numbers or wording.

Destination of Further Study	Destination of Further Study from CLD code list C (see page 13 for detail). For students successfully completing full time courses and going onto full-time/part-time study, training or research.
	Simply enter the number assigned to the College/University. You can check that a valid code has been entered by clicking on the cell - a text box with the location associated with that particular code should appear.
	Select from the drop-down menu on the template.
	NOTE: Please enter the code exactly as it appears in the drop-down menu. Please do not edit the code numbers or wording.

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	The code most appropriate to employer function should be used e.g. a personal assistant working in a school would be coded P: Education.
	U: Activities of Extraterritorial Organisations and Bodies would apply to a graduate working for a non-UK based organisation. Where more than one code could be used to identify an employer, the code most appropriate to the employer function should be used.
	Select from the drop-down menu on the template.
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	Simply enter the number assigned to the College/University. You can check that a valid code has been entered by clicking on the cell - a text box with the location associated with that particular code should appear.
	Select from the drop-down menu on the template.
	NOTE: Please enter the code exactly as it appears in the drop-down menu. Please do not edit the code numbers or wording.

Notes on Primary Classification (Destination) - Code List A

29. To be assigned one of these codes the student must be starting the activity by 31 March 2024.

Working full-time: employed/Modern Apprenticeship/self-employed/freelance, voluntary or other unpaid work, developing a professional portfolio/creative practice or on an internship

30. For those in full-time paid work only (including self-employed/freelance, voluntary/unpaid, developing a professional portfolio/creative practice or on an internship) and those in full-time work and further study.

Working part-time: employed/Modern Apprenticeship/self-employed/freelance, voluntary or other unpaid work, developing a professional portfolio/creative practice or on an internship

31. For those in part-time paid work only (including self-employed/freelance, voluntary/unpaid, developing a professional portfolio/creative practice or on an internship) and those in part-time work and further study.

Due to Start Job by the 31 of March

32. For graduates who are not currently in employment but have secured employment that is set to commence by the 31 of March 2024.

Engaged in full-time further study: study/ training/research

33. For those who are continuing with full-time study, training or research at college or university.

Engaged in part-time further study: study/training/research

34. For those who are continuing with part-time study, training or research at college or university.

Unemployed and looking for work

35. This applies to graduates who are assumed to be unemployed.

Taking Time Out in Order to Travel

36. For graduates who are unavailable for employment because of plans to travel.

Not Employed but NOT Looking for Employment, Further Study or Training

37. For those not seeking any employment/further study after graduating.

Permanently Unable to Work/Retired

38. Applies to those who are no longer available for employment.

Temporarily Sick/Unable to Work/Looking After Home/Family

39. For those who are presently unable to work but may look to take on employment/further study in the future.

Deceased

40. This should be used for students who successfully completed their course but are now deceased (records will be noted and removed from the final dataset).

Unknown

41. Colleges are asked to use this code rather than leave blanks. Note: key information such as employer names or educational courses/institutions should not be blank or unknown.

Industry of Employer (Employer Category) – code list B

For more detailed information on UK Standard Industrial Classification go to UK Standard Industrial Classification 2007.

A: Agriculture, forestry and fishing.

B: Mining and quarrying.

C: Manufacturing.

D: Electricity, gas, steam and air conditioning supply.

E: Water supply, sewerage, waste management and remediation activities.

F: Construction.

G: Wholesale and retail trade; repair of motor vehicles and motorcycles.

  (e.g. includes shops and garages)

H: Transport and storage.

  (e.g. includes drivers)

I: Accommodation and food service activities.

  (e.g. includes hotels, bars and restaurants)

J: Information and communication.

  (e.g. includes telecommunication and media activities)

K: Financial and insurance activities.

  (e.g. includes banks, pension and investment companies)

L: Real estate activities.

  (e.g. includes estate agents and letting agencies)

M: Professional, scientific and technical activities.

  (e.g. includes accountants, legal firms, architects, design, photographic, veterinary, consultancies and research laboratories)

N: Administrative and support service activities.

  (e.g. includes recruitment agencies, travel agents, cleaning operatives, security firms and call centres)

O: Public administration and defence; compulsory social security.

(e.g. includes armed services, local authorities, fire and police services)

P: Education.

(e.g. includes schools, colleges and universities)

Q: Human health and social work activities.

(e.g. includes hospitals, health centres, dentists, care and childcare providers)

R: Arts, entertainment and recreation.

(e.g. includes museums, libraries, sport and fitness facilities, gambling and betting activities)

S: Other service activities.

(e.g. includes hairdressers, beauticians, funeral activities, repair of ICT equipment, repair of household electrical equipment and other personal goods)

T: Activities of households as employers; undifferentiated goods- and services- producing activities of households for own use.

U: Activities of extraterritorial organisations and bodies.

(e.g. includes Embassy, Consular Office, Foreign armed forces, Foreign Civil Service)

Unknown.

Destination of Further Study – code list C

Scotland's colleges

Argyll (UHI)

Ayrshire College

Borders College

Dumfries and Galloway College

Dundee & Angus College

Edinburgh College

Fife College

Forth Valley College

Glasgow Clyde College

Glasgow College, City of

Glasgow Kelvin College

Inverness (UHI)

Lanarkshire College, South

Lanarkshire, New College

Moray (UHI)

Newbattle Abbey College

North East Scotland College

North, West and Hebrides (UHI)

Orkney (UHI)

Perth (UHI)

Sabhal Mòr Ostaig (UHI)

Shetland (UHI)

West College Scotland

West Lothian College

Scotland's universities

Aberdeen, The University of

Abertay, University of

Dundee, The University of

Edinburgh College of Art

Edinburgh Napier University

Edinburgh, The University of

Glasgow Caledonian University

Glasgow School of Art

Glasgow, The University of

Heriot-Watt University

Highlands and Islands, University of the

Queen Margaret University College

Robert Gordon University, The

Royal Conservatoire of Scotland, The

Scottish Rural College (SRUC)

St Andrews, The University of

Stirling, The University of

Strathclyde, The University of

West of Scotland, The University of

Other UK Higher Education institutions

Aberystwyth University

Anglia Ruskin University

Arts University College Bournemouth

Aston University

Bangor University

Bath Spa University

Bath, The University of

Bedfordshire, University of

Belfast, The Queen's University of

Birkbeck, University of London

Birmingham City University

Birmingham, The University of

Birmingham, University College

Bishop Grosseteste University College Lincoln

Bolton, University of

Bournemouth University

Bradford, The University of

Brighton, The University of

Bristol, The University of

Brunel University

Buckinghamshire College of HE

Cambridge, The University of

Canterbury Christ Church College

Cardiff University

Central Lancashire, The University of

Central School of Speech and Drama

Chester, University of

Chichester University of

City University, London

Conservatoire for Dance and Drama

Courtauld Institute of Art

Coventry University

Cranfield University

Creative Arts, University for the

Cumbria, University of

De Montfort University

Derby, University of

Durham, University of

East Anglia, The University of

East London, The University of

Edge Hill University

Essex, The University of

Exeter, The University of

Falmouth, University College

Glamorgan, University of

Gloucestershire, University of

Glyndwr University

Goldsmiths, University of London

Greenwich, The University of

Harper Adams Agricultural College

Hertfordshire, University of

Homerton College

Huddersfield, The University of

Hull, The University of

Imperial College of London

Institute of Cancer Research, The

Keele, The University of

Kent at Canterbury, The University of

King's College London

Kingston University

Lancaster, The University of

Leeds Metropolitan University

Leeds Trinity University College

Leeds, The University of

Leicester, The University of

Lincoln, The University of

Liverpool Hope University College

Liverpool John Moores University

Liverpool, The University of

London Business School

London Metropolitan University

London School of Economics and Political Science

London School of Hygiene and Tropical Medicine

London South Bank University

Loughborough University

Manchester Metropolitan University, The

Manchester, The University of

Mary's University College

Middlesex University London

Newcastle University

Newman College

Northampton, University of

Northern School of Contemporary Dance

Northumbria University

Norwich University College of the Arts

Nottingham Trent University, The

Nottingham, The University of

Open University, The

Oxford Brookes University

Oxford, The University of

Plymouth, The University of

Portsmouth, The University of

Ravensbourne (College)

Reading, The University of

Roehampton, University of

Rose Bruford College

Royal Academy of Music

Royal Agricultural College

Royal College of Art

Royal College of Music

Royal Northern College of Music

Royal Veterinary College, The

Royal Welsh College of Music and Drama

Salford, The University of

School of Oriental and African Studies, The

Sheffield Hallam University

Sheffield, The University of

Southampton Solent University

Southampton, The University of

St George's, Hospital Medical School

St Mark and St John, College of

St Mary's University College

Staffordshire University

Stranmillis University College

Sunderland, The University of,

Surrey, The University of

Sussex, The University of

Swansea Metropolitan College

Swansea University

Teesside, The University of

the Arts, London University of

Trinity College of Music

Ulster, University of

University College London

University of London (Central Institutes and activities)

University of London, Institute of Education

University of London, Queen Mary

University of London, Royal Holloway

Wales Institute, Cardiff, University of

Wales, Newport, University of

Wales, Trinity Saint David, University of

Warwick, The University of

West London, University of

West of England, Bristol, University of the

Westminster, The University of

Wimbledon College of Art

Winchester, University of

Wolverhampton, The University of

Worcester, University of

Writtle College

York St John University

York, The University of

Other

Non Scottish FE College

Other non-UK institution

Other private body in the UK

Other public body in the UK

Other UK institution

Unknown

Section 4: Submission of CLD returns

42. Files should only be returned to SFC via the SecureShare site by 30 June 2024. If you need access to your college's site, please contact Steve Riddell on 0131 313 6685 or sriddell@sfc.ac.uk. **Please do not e-mail CLD data**.

43. Please refer to Annex B for a process flowchart of timings for the CLD collection.

44. The following naming convention should be used for the CLD files returned to SFC:

   - College NameCLD2223 – e.g. Borders College would read 'BordersCLD2223'.

Annex A: Sample Questionnaire

COLLEGE LEAVER DESTINATION SURVEY
SESSION (2022/23)

The information recorded on this questionnaire will be used to assess the relevance of our courses and how effective they are in meeting the needs of our students. (Please make sure that each section is completed as fully and accurately as possible). You may rest assured that all your answers will be treated in the strictest confidence.

Section A. Personal details.

1. Name: _____

(in full)

2. Title of course: _____

(in full)

*3. Address*_____

*4. Post Code*_____ *5. Mobile Number*_____

*6. Email Address*_____

We would like to keep in touch with you as a graduate of the college. If you would NOT like us to do so, please tick this box ☐

Section B. Course / Destination details.

1. What are you doing now? *(please tick)*

Employed ☐   Modern Apprenticeship ☐   Self-Employed/freelance ☐   Volunteering ☐   **(Go to Q.6)**

Internship ☐   Developing a professional portfolio/creative practice ☐

Further Education College ☐   University ☐   **(Go to Q.5)**

Unemployed ☐   **(Go to Q.6)**

other *(please specify)* _____

2. If you are employed/Modern Apprenticeship/self-employed/freelance/Internship/:

Please state your Main employer's name _____

Please state your Main job title _____

Please state the nature of your employer's business _____

Is your employment related to the course you followed at college? *(please tick)*   Yes ☐   No ☐

3. Is your job: *(please tick)*

Full-time ☐   part-time ☐

Is it: *(please tick)*

Permanent ☐   temporary ☐

4. Is your job located in: *(please tick)*

Insert college region ☐
Elsewhere in Scotland ☐   England ☐
Wales ☐   Northern Ireland ☐
Overseas ☐

5. If you are at college or university:

Which college or university are you attending? _____

What is the <u>full</u> title of the course you are following ? _____
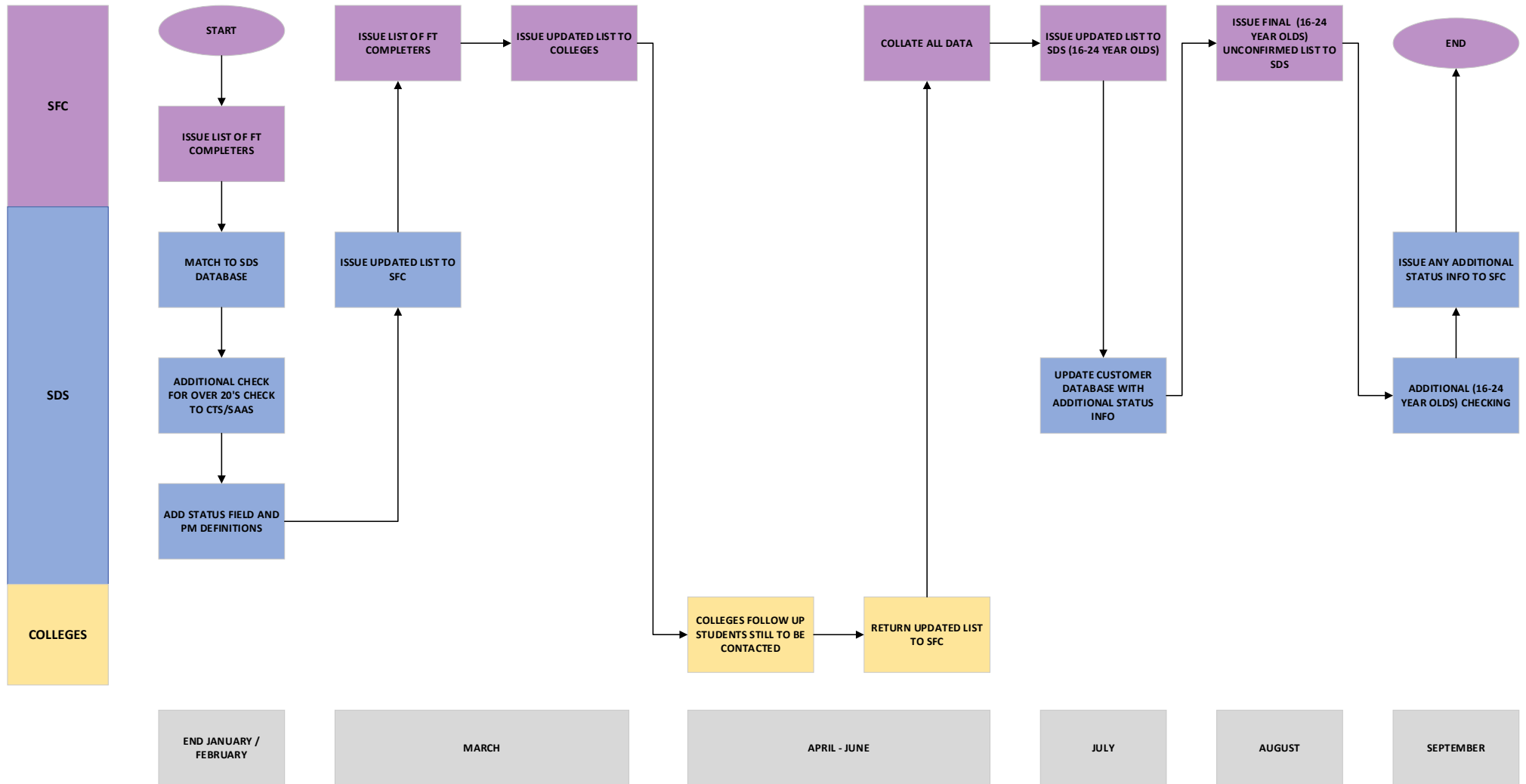
Which year did you gain entry on to?   Year 1 ☐   Year 2 ☐   Year 3 ☐

6. If not already at college or university, are you waiting to re-enter further or higher education? *(please tick)*

Yes ☐   No ☐

Institution (if known) _____

Annex B: College Leaver Destinations Process Flow Chart

Swimlanes (top to bottom): SFC, SDS, COLLEGES

Process flow:

START → ISSUE LIST OF FT COMPLETERS (SFC) → MATCH TO SDS DATABASE (SDS) → ADDITIONAL CHECK FOR OVER 20'S CHECK TO CTS/SAAS (SDS) → ADD STATUS FIELD AND PM DEFINITIONS (SDS) → ISSUE UPDATED LIST TO SFC (SDS) → ISSUE LIST OF FT COMPLETERS (SFC) → ISSUE UPDATED LIST TO COLLEGES (SFC) → COLLEGES FOLLOW UP STUDENTS STILL TO BE CONTACTED (COLLEGES) → RETURN UPDATED LIST TO SFC (COLLEGES) → COLLATE ALL DATA (SFC) → ISSUE UPDATED LIST TO SDS (16-24 YEAR OLDS) (SFC) → UPDATE CUSTOMER DATABASE WITH ADDITIONAL STATUS INFO (SDS) → ISSUE FINAL (16-24 YEAR OLDS) UNCONFIRMED LIST TO SDS (SFC) → ADDITIONAL (16-24 YEAR OLDS) CHECKING (SDS) → ISSUE ANY ADDITIONAL STATUS INFO TO SFC (SDS) → END

Timeline: END JANUARY / FEBRUARY | MARCH | APRIL - JUNE | JULY | AUGUST | SEPTEMBER

Annex C: Primary Classification and compulsory fields

All information marked 'x' should be collected for each Primary Classification.

Primary Classification	Detail to be collected:	Employment	Industry of Employer	Employer name	Employment related to	Training Programme	Training Vocational	Study	Destination of Further	2023-24 Course	2023-24 Course	Destination source
Working Full-time/Part-time	Employed	x	x	x	x							x
	Apprentice	x	x	x	x							x
	Self-Employed	x	x		x							x
	Voluntary	x	x	x	x							x
	Professional Portfolio/Creative Practice	x										x
	Internship	x	x	x	x							x
Starting Job by 31st March		x	x	x	x							x
Engaged in Full-	Study							x	x	x	x	x
	Training		x	x	x	x	x	x				x

Primary Classification	Detail to be collected:	Employment	Industry of Employer	Employer name	Employment related to	Training Programme	Training Vocational	Study	Destination of Further	2023-24 Course	2023-24 Course	Destination source
time/Part-Time Study	Research							x	x	x		x
Unemployed and looking for work												x
Temporarily sick or unable to work/looking after home or family												x
Taking time out in order to travel												x
Permanently unable to work/retired												x
Deceased												x
Unconfirmed												