



College Performance Indicators Guidance 2024-25



College Performance Indicators Guidance 2024-25

Issue Date:	4 February 2025
Reference:	SFC/GD/02/2025
Summary:	Guidance notes on college performance indicators derived from student FES data: Academic Year 2024-25 student cohort.
FAO:	Principals, Management Information System (MIS), and Quality staff in Scotland's colleges, and the general public.
Further Information:	CONTACT: Stephen Riddell JOB TITLE: Senior Policy/Analysis Officer DIRECTORATE: Policy, Insight and Analytics (Data Engineering) TEL: 0131 313 6685 EMAIL: sriddell@sfc.ac.uk

Table of Contents

College Performance Indicators Guidance 2024-25	4
Revisions.....	4
Coverage and timing.....	4
Ready Reckoner: Final Course Year Success Criteria for Performance Indicators (PIs) by Qualification Aim.....	6
Student outcome versus qualification aim	7
Examples:	7
Flexible courses (students continuing on final year).....	8
Data returns for continuing students.....	9
Coding the awarding body	9
Coding of SQA group award.....	9
Success based on a student’s personal learning and support plan for example, additional learning support students.....	9
FES 2 Outcome codes regarded as successful.....	10
Calculating success for SQA National 5, Highers, Advanced Highers and Baccalaureate ..	11
Further Information.....	11
Qualification code list for 2024-25	12
Advanced qualifications (SCQF Level 7 and above).....	12
Non-advanced qualifications (SCQF Level 6 and below)	12
Appendix A: An explanation of our performance indicators	14
Appendix B: How our performance indicators are presented	16
Appendix C: Performance Indicator calculations	18
Examples.....	18
Appendix D: Education Scotland – Mapping to superclass	21
Appendix E: Data selection	34

College Performance Indicators Guidance 2024-25

Revisions

1. This guidance reflects the responses to the recent public [Consultation](#) on recommended changes to the College Performance Indicators, carried out by SFC in the summer of 2024. This includes changes to the contextual approach to the presentation of information on college success.

Coverage and timing

1. This performance indicator guidance will be of interest to both lecturing and support staff and provides general instruction on course level success criteria and the recording of the FES 2 student record outcome for college performance indicator purposes.
2. Performance indicators derived from FES are based on the following fields:
 - Student record outcome.
 - Qualification aim of study (planned/expected programme outcome).
 - SCQF and 'broadly comparable' level.
 - Credits.
 - Mode of attendance of programme.
 - Length of course.
 - Year of study.
 - Course end date.
3. The most significant of these fields is the student record outcome although the others can significantly affect a college's result. The student outcome data should be completed for all students enrolled during the period 1 August to 31 July irrespective of when their course starts or ends.
4. The student record outcome should reflect the final result for activity undertaken up until the end of the academic year and, when appropriate, any resits for that activity.
5. If the student was enrolled on a spanning programme that spanned into the current academic year then a final outcome should be coded. If the programme spans into the next academic year then code 23 should be used indicating that the student's outcome is not yet available. Students that span into the next academic year will be excluded from the PI report.
6. There have been recent changes made to the Qualification Aim code list, with additional notes added to highlight that this should be used in conjunction with the SCQF and 'broadly comparable' level code (FES 1 Code List J) to accurately inform the student's

actual level of study. Colleges should be looking to redefine the qualification aim of these courses. The list of qualification aims can be found in the final section of this document.

7. 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.
8. 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.
9. Success rates for college devised programmes consisting of stand-alone units and college subjects should be based only on the proportion of externally assessed units achieved, i.e. they must gain 70% of the assessed unit credits.

Note: the term 'assessed' unit used throughout this document signifies those formally assessed and accredited either through an awarding body or the course and its component assessments has been SCQF credit rated by the college and has been recorded on the SCQF database.

10. 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.
11. If a student leaves their programme before the end date of the course has been reached this student should be coded as withdrawn. However, if a student is successful in attainment of the course aim towards the end date of the course then they should not be withdrawn, but recorded with an appropriate student record outcome that befits the qualification aim of study and success criteria.
12. A ready reckoner has been provided in this guidance to aid understanding of the requirements for course final year success criteria by qualification aim and although this will be a useful first point of reference, it should always be read in conjunction with the full guidance.
13. For the calculation and reporting of the AY 2024-25 Performance Indicators both qualifications, Advanced Highers and SVQs at SCQF level 7, will remain to be classified as FE (non-advanced) level.

Ready Reckoner: Final Course Year Success Criteria for Performance Indicators (PIs) by Qualification Aim

Success Criteria	QUAL. AIM CODE	Advanced (SCQF level 7 and above)	QUAL. AIM CODE	Non-Advanced (SCQF Level 6 and below)
Attainment of the whole group award	29	Advanced accredited qualification not specified elsewhere	33	National Certificate Award (accredited group award)
	30	SQA Professional Development Award	35	SQA National Progression Award
	DC	HND or equivalent	36	SQA Skills for Work Award
	DD	HNC or equivalent	37	Non-advanced accredited qualification not specified elsewhere
Attainment of whole vocational award	28	Scottish Vocational Qualification (SVQ) or National Vocational Qualification (NVQ)	31	Scottish Vocational Qualification (SVQ) or National Vocational Qualification (NVQ)
	41	Graduate Level Apprenticeship	32	SQA Professional Development Award
			40	Foundation Level Apprenticeship
70% of externally assessed (accredited) credits	EE	HN Units only, but not leading to an award certificate (including infill)	34	National Qualification Award (college devised programme that will contain accredited units and may also contain small group award(s) but does not lead to a substantive accredited Group Award)
			39	Non-advanced units only but not leading to an award certificate (including infill)
Programmes offering only these awards (i.e. not as part of a 'bigger' award) are measured on student course attainment with external assessment grade on Nat.5, Higher, Adv. Higher, Baccalaureate at grade C and above to be deemed successful for PIs. Refer to PI Guidance for FT Highers programmes success criteria.	KA	SQA Advanced Higher Award	38	SQA National Award (National 4 and 5)
			KB	SQA Higher Award
Attainment of all award components leading to membership status with the professional body	27	Professional Body Qualification		
Attainment of the degree	BA	First Degree (honours)		
	BB	First Degree (ordinary)		
Not included in PI reporting	26	Scottish Baccalaureate	PB	Programme not leading to recognised qualification (fully non-assessed courses including most non-vocational programmes)

Notes:

Attainment of the qualification aim selected above will be noted in the academic session in which the programme completes. In EVERY academic session leading to the completion date, a 'student record outcome' is required for each student, indicating success or non-success, progression (positive retention), withdrawal or, in some cases, early full success.

Student outcome versus qualification aim

14. The qualification aim of study is a key field for performance indicators and must be used as the standard when considering success on a programme of study. The success or otherwise of the study of the student should match the code in FES 1 qualification aim of the programme of study.

Note: there may be infrequent circumstances where a student 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 instances it is permissible to change the qualification aim code in the student's FES 2 record to PB to accurately reflect the student's actual level of study and report the student outcome record as Code 14.

15. In recording the success of a student on a programme of study, the overriding principle is firstly to determine whether or not the programme is a 'locally devised programme' or a 'national award'.
- If the programme leads to a national award then the criterion used to determine success is whether or not the student gained the award*.
 - If the programme does not lead to a national award then the 70% rule should be applied, unless the programme is not assessed in which case Code 14 'completed programme/course, student not assessed as programme/course not designed to be assessed' is used. Under no circumstances should students be coded as Code 08 'Completed programme/course student assessed and successful' if they are enrolled on a programme that is not designed to be assessed i.e. Course qualification aim of study Code PB. Only assessed units should be considered within the 70% calculation for locally devised awards.

*if a substantive course consists of one small group award or a number of small group awards then the 70% rule applies (see example below).

Examples:

- A student record stated that the qualification aim for the student on an 18 credit FT non advanced programme was to achieve an awarding body accredited NC group award at 12 credits. If the student left having achieved 12 credits but actually failed to achieve the NC group award then the student outcome should be coded 07 'completed programme/course, student assessed but not successful'.
- If a student is following a FT non advanced programme of study which incorporates a group award of fewer than 12 credits, then the 70% rule applies. For example, a student on an 18 credit FT non advanced programme that includes a 6.5 credit PDA, the determining success factor would still be 70% of all assessed credits as success in the PDA alone would not be substantive.

- Two students are undertaking a one year college devised programme comprising 18 credits, 16 of which are assessed and awarding body accredited. The 70% threshold for success is 11.2 credits (only assessed units should be considered within the calculation). Student A attained 11 credits and Student B attained 12 credits. Student A would be coded as 07 'completed programme/course, student assessed but not successful'. Student B would be coded as 08 'completed programme/course, student assessed and successful'.
- An HND student left after Year 1 with an HNC. The student outcome should be coded as 22 'student completed first year of HND but has chosen to leave with HNC'. This recognises that the achievement of an HNC after first year is a substantial success and will allow student's progression to employment and articulation to higher level study. We would expect that the student will be entered for and be certificated with the HNC qualification if this outcome code is recorded.
- Three students are undertaking the first year of a two year day-release non- advanced programme comprising 6 credits per year which are assessed and awarding body accredited. The 70% threshold for success is 4.2 credits.
 - Student A attained 3.5 credits and continues onto the second year and would be coded as 17 'Student has progressed to next year but did not gain 70% of the units undertaken'.
 - Student B attained 6 credits and continues onto the second year and would be coded as 18 'Student has progressed to next year and has achieved 70% of the units undertaken'.
 - Student C attained 4.5 credits and decides not to continue on to the second year and would be coded as 20 'Student has achieved 70% of the credits undertaken but has chosen not to progress onto the next year'.
- A student enrolls on a programme starting in January and finishing in December of the same calendar year (spanning course). The student outcome should be coded 23.
- A student enrolls on a work based VQ programme that will take three years to complete. In the first two years if the student is still active and progressing then the student outcome should be coded 25.

Flexible courses (students continuing on final year)

16. Other key fields used in the interpretation of performance indicators are the 'year of study', 'length of programme' and 'mode of study'.
17. The FES 1 Code 16 'flexible learning' activity recognises that there will be occasions where a student will be 'continuing' on their programme of study even though the 'year of study' and 'length of programme' suggests that the student is already in their final

year. In these cases no error message will be created. A continuing FES 1 Code 16 student should be coded as 24.

Data returns for continuing students

18. It should be noted that student enrolments must be returned in the FES return for all years of study for any individual student. If for example a student takes three years to complete an ECDL or VQ programme then a student enrolment should be returned for all three years of study even if the credits were claimed in their first year. The use of continuing codes (17), (18), (24) and (25) should be accompanied by a FES 2 return in the next academic year.
19. If a student is coded as continuing, e.g. 1st year FT HND to 2nd Year FT HND, but does not actually attend in the following session, **the original outcome coding should be changed to reflect the correct student outcome of the first year only before submission of the final FES files to SFC**. This can be coded as (20) student has achieved 70% of the credits undertaken but has chosen not to progress onto next year, or (22) student completed first year of HND but has chosen to leave with an HNC, or (07) completed programme/course student assessed but not successful.

Coding the awarding body

20. If a programme of study has programme elements that are accredited by an awarding body then the FES 1 awarding body field should be coded. If the programme contains elements from more than one awarding body then the awarding body field should be coded to reflect the majority provider. The programme should only be FES 1 coded as (04) 'college' or (06) 'no awarding body' for the awarding body field **only** if there is no external involvement in the unit accreditation process. For example, a locally devised college programme comprising 12 SQA units and 6 non-assessed credits must be coded at FES 1 'Awarding Body' Code (01) 'SQA'.

Coding of SQA group award

21. Where the success criteria includes achievement of a main SQA group award for example; NC, SVQ, HNC, HND, etc., then the group award code must be submitted as part of the student's FES record.

Success based on a student's personal learning and support plan for example, additional learning support students

22. Where success is based on a student's personal learning and support plan (PLSP), it must be based on the original plan and not a plan revised for changes in the student's circumstances. It is expected that the PLSP is targeted to the student achieving the qualification coded under the qualification of study field and therefore the same measure of success would be applied to the student irrespective of the PLSP in the vast majority of cases.

FES 2 Outcome codes regarded as successful

23. The table below outlines the current FES 2 student record outcome codes for 2024-25. The table indicates what student outcomes is regarded to be positive, negative or not counted in relation to outcome and retention in the SFC published College sector performance indicator data.

Code	Outcome	Retention
01	Not used	Not used
02	Negative	Negative
03	Negative	Negative
04	Negative	Negative
05	*	*
07	Negative	Positive
08	Positive	Positive
10	Negative	Negative
14	Positive	Positive
16	Not used	Not used
17	Negative	Positive
18	Positive	Positive
20	Positive	Positive
21	Not used	Not used
22	Positive	Positive
23	Not used	Not used
24	Not used	Not used
25	Positive	Positive

* students who transfer courses before the required funding date and students who meet the funding date but no funding is claimed are removed from PI calculations.

Calculating success for SQA National 5, Highers, Advanced Highers and Baccalaureate

24. For the determination of SFC performance indicators a Grade D award for SQA National 5, Highers, Advanced Highers and Baccalaureate will be counted as unsuccessful and only Grades A, B and C will be deemed as a successful outcome.
25. The following criteria should be used to derive the student outcome for students undertaking a programme of Highers.

Highers Undertaken	Highers Achieved	%	Result
1	1	100	PASS
2	1	50	FAIL
2	2	100	PASS
3	1	33	FAIL
3	2	67	PASS
3	3	100	PASS
4	1	25	FAIL
4	2	50	FAIL
4	3	75	PASS
4	4	100	PASS

Further Information

26. Please refer to the contact information on the cover of this document if you have any queries.

Qualification code list for 2024-25

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)

Code	Description
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

Code	Description
PB	Programme not leading to recognised qualification (fully non-assessed courses including most non-vocational programmes)

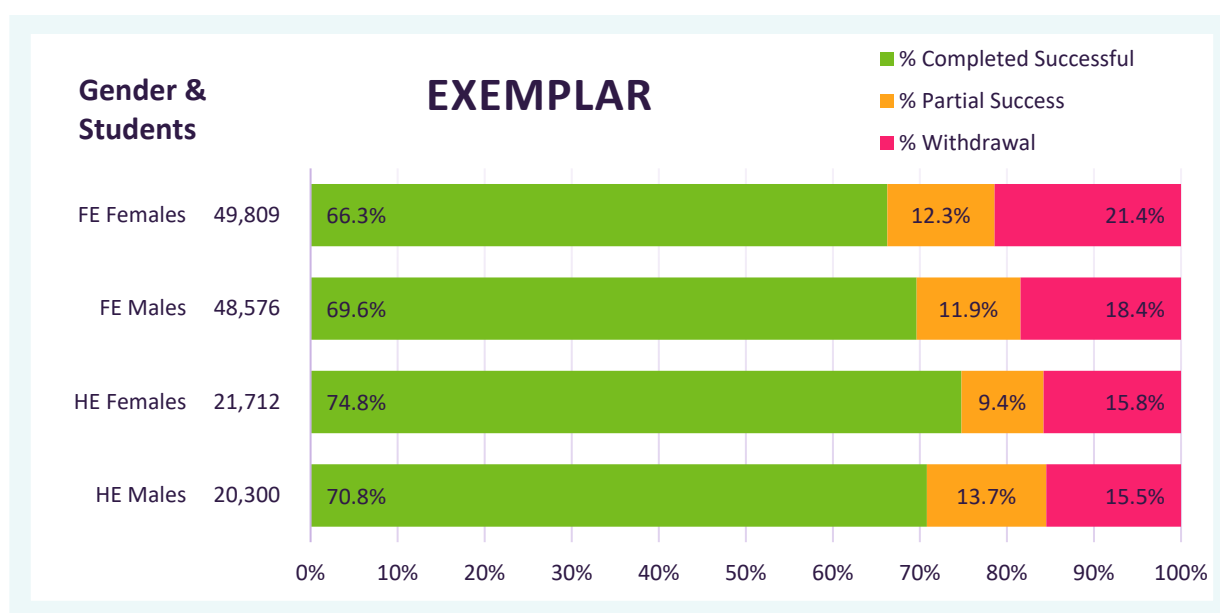
Appendix A: An explanation of our performance indicators

1. Colleges provide the SFC with details of the courses that they deliver and the students who enrol on these courses. This data includes details of the student's results at the end of the academic year or withdrawal date if the student does not make it to the end of the course.
2. These individual outcomes are described in more detail below:
 - **Completed successful:** indicates that the student has completed the course year. If this is a one year course (which is true of most courses) the student will have gained the qualification they were aiming for. If the student was on a course of more than one year and was not in the final year they will have progressed to the next year of study and achieved at least 70% of the units studied in the current year.
 - **Completed partial success:** indicates that the student completed the programme but did not gain the qualification. This could mean that the student has passed all units except one, or did not pass any units at all. It is generally accepted, however, that the student will have gained some benefit from completing their studies. There will also be instances where a student enrolls at college to gain the qualifications to proceed to university. For example, they may enrol to study four Highers but then receive a conditional offer from a university based on passing just two Highers. In that scenario the student may decide to withdraw from two of the Highers to concentrate on passing the two required for entry to their university course.
 - **Withdrawal** indicates that the student withdrew from their studies before the programme ended. There are two withdrawal figures: Early and Further as explained below and it is only now the further withdrawal figure that is presented in the PI publication, following the outcome of a recent [consultation](#) on this matter.
 - **Early withdrawal** indicates that the student has withdrawn from the programme before 5 weeks of the course has elapsed, for courses 20 weeks or more in duration. For shorter courses, the threshold is after 25% of the course. SFC does not provide activity funding for students who leave before this date (also known as the funding qualifying date). These students may have left to take up a place at another college or higher education institution, to start a job or perhaps because they found they were unable to continue their studies for financial reasons or because they found the course unsuitable. Colleges often have waiting lists for their courses as they can be oversubscribed. However, it is often too late to replace students with someone from the waiting list at the time of withdrawal.

- Further withdrawal indicates that the student attended after the funding qualifying date but withdrew from their studies before the programme ended. The SFC pays the same price for students in this category as they do for a student who completes their programme.

Appendix B: How our performance indicators are presented

1. After a public consultation with users of the College Performance Indicators publication in summer 2024, the presentation of the performance indicators will be updated from 2023-24.
2. The main changes are the removal of those students with an 'Early Withdrawal' from the denominator in the calculation of proportion of enrolments completing successfully.



3. The bar to the left (green) shows the percentage of students who have completed their course year successfully. This includes students who have progressed to a later year for multi-year courses.
4. The following student outcomes for nationally recognised programmes are considered to have completed successfully:
 - Completed programme / course, student assessed and successful.
 - Student has progressed to next year and has achieved 70% of the credits undertaken.
 - Student has achieved 70% of the credits undertaken but has chosen not to progress onto the next year.
 - Student completed first year of a Higher National Diploma (HND) but has chosen to leave with a Higher National Certificate (HNC).
 - Student is on an interim year of a multi-year VQ programme and is on-track and is still participating in the college programme.
5. The middle bar (orange) shows the percentage of students who have completed their course year but are not considered to be fully successful. For example, the student may have failed to achieve one or more units required for the course. The following two

student outcomes are considered to have completed (with partial success):

- Completed programme / course, student assessed but not successful.
 - Student has progressed to next year but did not gain 70% of the credits undertaken.
6. The combination of these two bars shows the total percentage to have completed the course. For example, the FE Females bars shows that 66.3% of students completed successfully and a further 12.3% irrespective of the result. Therefore 78.6% completed the course in total.
 7. The bar to the right (pink) represents those students who withdrew from their course after the funding qualifying date and for FE Females this shows that 21.4% of students withdrew from their course during the academic year.

Note: we will make available to colleges the volume of students withdrawing early from their course.

8. The number of students enrolled on these courses is shown for each academic year to the left of the bar chart.

Appendix C: Performance Indicator calculations

Examples

1. The PIs included within this publication are intended to provide an overview of the student journey from day one to the end of the programme.
2. This example refers to a full-time computing course but the same calculations would be applied for full-time, part-time or day release courses.

100 people have enrolled on the course which runs from September 2024 to June 2025 over 36 teaching weeks. Holidays do not count as teaching weeks.

Two students drop out in the first week, one because they were offered a job and the other because they felt the course was not as they had hoped.

Another **three** students drop out in week 3, 2 because they had applied for student support only to find that the means testing had shown they were ineligible and therefore unable to fund their living expenses. The other withdrew because they were offered a place at University starting in October.

Two more students dropped out in week 4 because they found the course too difficult.

All other students continued their studies until week 8 when a further **three** students withdrew. Two of these students simply stopped attending and the other was fortunate enough to start work with a local IT company.

Our funding qualifying date is reached on the 1st of November. By this point the 10 students discussed above have withdrawn from their studies.

The **Early withdrawal** indicator would therefore be derived by working out the volume of withdrawals prior to the funding qualifying date of all enrolments.

We know that 110 students started on the course and that 10 withdrew before the funding qualifying date therefore they are not included in our performance indicators.

E

SFC does not pay the college any teaching grant for these 10 students.

Although withdrawals are seen as a negative indicator our example above shows that two students actually left to commence employment and another to take up a place at University. Most people, probably including the students in question, would not see these as negative outcomes and the reader should be aware that students withdraw for various reasons.

No one drops out in week 9 or 10 but this still leaves 26 weeks to go until the end of the course.

The **first** student to drop out after the funding qualifying date withdraws in week 11 but they don't tell the college why they have chosen to stop their studies.

Another **one** student drops out in week 13 and a further **three** in week 14. One of these students has left to start a new job another for personal reasons and the remaining two as the course has become too difficult.

The Christmas holidays begin in week 15 and unfortunately **five** students simply don't return after the holiday period.

Exams begin in February which is week 18 and another **three** students withdraw before the second semester begins.

There are no more withdrawals until the Easter holidays when **one** more student decides to stop attending as they were behind with their studies.

One final student withdraws in week 32 for personal reasons.

In total that's **15** additional students who have withdrawn between the funding qualifying date and the end of the programme. One of these was to start a job.

Another of our main indicators is the number of students who withdraw between the funding qualifying date and the end of the programme. The **Further withdrawal** indicator would therefore be derived by working out the percentage of withdrawals between the funding qualifying date and the end of the programme.

We know that 110 students started on the course and that 10 withdrew early. That leaves 100 students. Of those, 25 withdrew between the funding qualifying date and the end of the course therefore this means 25% withdrew after the funding qualifying date and did not complete their course.

Further withdrawal = $25 / 100 = 25\%$

3. Our PIs are designed to differentiate between those who complete and achieve the qualification they were aiming for and those who complete but with a lesser level of success.
4. Our PIs include the following outcomes for those completing their programmes of study:

Code	Description
07	Completed programme/course, student assessed but not successful.
08	Completed programme/course, student assessed and successful.
17	Student has progressed to next year but did not gain 70% of the credits undertaken.
18	Student has progressed to next year and has achieved 70% of the credits undertaken.
20	Student has achieved 70% of the credits undertaken but has chosen not to progress onto the next year.

Code	Description
22	Student completed first year of an HND but has chosen to leave with an HNC.

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.

If a student has their result coded as 07 or 17 above they are considered to have completed with partial success. These students may have passed all but one unit or no units but they are still likely to have gained some benefit from completing their studies.

In our computing example 20 students have been coded as either codes 07 or 17 and therefore are considered to have completed with partial success.

Completed: Partial success = $20 / 100 = 20\%$

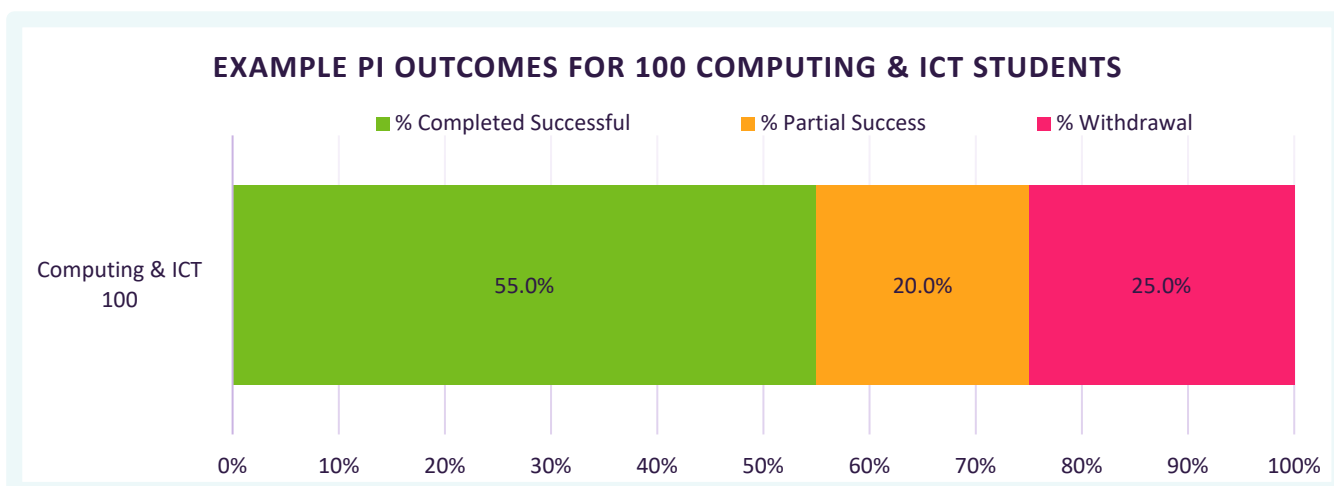
We have already established that our early withdrawal rate was 10% our further withdrawal rate 15% and now our completed: Partial Success rate 20%.

This would of course mean that 55 of the initial 100 enrolments gained the qualification they aimed for:

Completed: Successful = $55 / 100 = 55\%$

These three groups are the building blocks of our PIs. The SFC believes that these three indicators are best viewed as a whole and therefore these data are presented as separate parts of a bar-chart. An example is shown below:

- The 55% refers to those completing successfully and the second percentage shows those



completing with partial success. Therefore of the 75% of students completing the programme 55% completed successfully and 20% completed with partial success. The remaining 25% of students withdrew during the academic year and did not complete their programme of study.

Appendix D: Education Scotland – Mapping to superclass

ES – Subject	Superclass
Classification Art and design	Arts and Crafts
	JA Art Studies/Fine Arts
	JB Art Techniques/Practice
	JC Design (non-industrial)
	JD Museum/Gallery/Conservation Skills
	JE Collecting/Antiques
	JF Crafts: Leisure/General
	JG Decorative Leisure Crafts
	JH Decorative Metal Crafts/Jewellery
	JK Fashion/Textiles/Clothing (craft)
	JL Fabric Crafts/Soft Furnishings
	JR Glass/Ceramics/Stone Crafts
	Authorship/Photography/Publishing/Media
	KH Print and Publishing
	Construction and Property (Built Environment)
	TJ Interior Design/Fitting/Decoration
	Manufacturing/Production Work
	WL Paper Manufacture

**Business,
management and
administration**

Business/Management/Office Studies

AA	Business (general)
AB	Management (general)
AC	Public Administration
AD	International Business Studies/Briefings
AE	Enterprises
AF	Management Skills (specific)
AG	Management Planning and Control Systems
AJ	Human Resources Management
AK	Financial Management/Accounting
AL	Financial Services
AM	Call Centres
AY	Administration/Office Skills
AZ	Typing/Shorthand/Secretarial Skills

Sales, Marketing and Distribution

BA	Marketing/Public Relations
BB	Export/Import/European Sales
BC	Retailing/Wholesaling/Distributive Trades
BD	Retailing/Distribution: Specific Types
BE	Sales Work
BF	E-Commerce

Politics/Economics/Law/Social Sciences

EB	Economics
-----------	-----------

EC	Law
-----------	-----

Family Care/Personal Development/Personal Care and Appearance

HE	Personal Finance/Consumerism/Rights
-----------	-------------------------------------

Services to Industry

VD	Quality and Reliability Management
-----------	------------------------------------

VH	Facilities Management
-----------	-----------------------

VJ	Contracting (Business/Industry)
-----------	---------------------------------

Transport Services

ZM	Logistics
-----------	-----------

ZN	Purchasing/Procurement and Sourcing
-----------	-------------------------------------

ZP	Distribution
-----------	--------------

Care

Family Care/Personal Development/Personal Care and Appearance

HF	Parenting/Carers
-----------	------------------

HH	Crisis/Illness Self Help
-----------	--------------------------

Health Care/Medicine/Health and Safety

PA	Health Care Management/Health Studies
-----------	---------------------------------------

PH	Nursing
-----------	---------

PJ	Semi-Medical/Physical/Psycho/Therapies
-----------	----------------------------------------

PK	Psychology
-----------	------------

	PL	Health and Safety
	PR	Social/Family /Community Work
	PS	Counselling/Advice Work/Crisis Support
	PT	Caring Skills
	PV	First Aid
Computing and ICT	Information Technology and Information	
	CA	Information and Communication Technology (general)
	CB	Computer Science
	CC	Using Software
	CD	Information Work/ Information Use
	CE	Libraries/Librarianship
Construction	Arts and Crafts	
	JP	Wood Cane and Furniture Crafts
	Environmental Protection/Energy/Cleansing/Security	
	QB	Energy Economics/Management/Conservation
	QD	Environmental Health/Safety
	Science and Mathematics	
	RG	Land and Sea Surveying/Cartography
	Construction and Property (Built Environment)	
	TA	Built Environment
	TC	Property Surveying/Planning/Development

	TD	Building Design/Architecture
	TE	Construction
	TF	Construction Management
	TG	Building/Construction Operations
	TH	Building Maintenance/Services
	TK	Construction Site Work
	TL	Civil Engineering
	TM	Structural Engineering
	Manufacturing/Production Work	
	WK	Woodworking/Furniture Manufacture
Education and training	Education/Training/Teaching	
	GA	Education/Training/Learning (Theory)
	GB	Teaching/Training
	GC	Teaching/Training: Specific Subjects
	GD	Education/School Administration
	GF	Careers/Education Guidance Work
	Family Care/Personal Development/Personal Care and Appearance	
	HC	Career Change/Access
Engineering	Environmental Protection/Energy/Cleansing/Security	
	QH	Security/Police/Armed Forces
	QJ	Fire and Rescue Services

Services to Industry

VE	Industrial Control/Monitoring
VF	Industrial Design/Research and Development
VG	Engineering Services

Manufacturing/Production Work

WA	Manufacturing (general)
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)

Engineering

XA	Engineering/Technology
XD	Metals Working/Finishing
XE	Welding/Joining
XF	Tools/Machining
XH	Mechanical Engineering
XJ	Electrical Engineering
XK	Power/Energy Engineering
XL	Electronic Engineering
XM	Telecommunications

XN	Electrical/Electronic Servicing
XP	Aerospace/Defence Engineering
XR	Road Vehicle Engineering
XS	Vehicle Maintenance/Repair/Servicing
XT	Rail Vehicle Engineering

Oil/Mining/Plastics/Chemicals

YA	Mining/Quarrying/Extraction
YB	Oil and Gas Operations
YC	Chemicals/Materials Engineering
YD	Metallurgy/Metals Production
YE	Polymer Science/Technology

Transport Services

ZQ	Transport Services
ZR	Aviation
ZT	Rail Transport
ZV	Road Transport
ZX	Driving/Road Safety

Hairdressing,
beauty and
complementary
therapies

Family Care/Personal Development/Personal Care and Appearance

HK	Therapeutic Personal Care
HL	Hair/Personal Care Services

Health Care/Medicine/Health and Safety

**Hospitality and
tourism**

PC Complementary Medicine

Catering/Food/Leisure Services/Tourism

NA Hospitality/Catering

NB Food/Drink Services

NC Catering Services

ND Hospitality Operations

NE Baking/Dairy/Food and Drink Processing

NF Cookery

NG Home Economics

NH Food Science/Technology

NK Tourism/Travel

Environmental Protection/Energy/Cleansing/Security

QE Cleansing

Manufacturing/Production Work

WM Food/Drink/Tobacco (industrial)

**Land-based
industries**
Environmental Protection/Energy/Cleansing/Security

QA Environmental Protection/Conservation

QC Pollution/Pollution Control

QG Funerary Services

Agriculture Horticulture and Animal Care

SA	Agriculture/Horticulture (general)
SC	Crop Protection/Fertilisers/By-products
SD	Crop Husbandry
SE	Gardening/Floristry
SF	Amenity Horticulture
SG	Forestry/Timber Production
SH	Animal Husbandry
SJ	Fish Production/Fisheries
SK	Agricultural/Horticultural Engineering/Farm Machinery
SL	Agricultural/Horticultural Maintenance
SM	Rural/Agricultural Business Organisation
SN	Veterinary Services
SP	Pets/Domestic Animal Care
SQ	Land Based Studies

Manufacturing/Production Work

WJ	Leather Footwear and Fur
-----------	--------------------------

Languages and ESOL

Area Studies/Cultural Studies/Languages/Literature

FJ	Linguistic Studies
-----------	--------------------

FN	Languages
-----------	-----------

Media

Area Studies/Cultural Studies/Languages/Literature

FC	Literature
-----------	------------

	Authorship/Photography/Publishing/Media
	KA Communication/Media
	KB Communication Skills
	KC Writing (authorship)
	KD Journalism
	KJ Moving Image/Photography/Media Production
Nautical studies	Engineering
	XQ Ship and Boat Building/Marine/Offshore Engineering and Maintenance
	Transport Services
	ZS Marine Transport
Performing arts	Performing Arts
	LA Performing Arts (general)
	LB Dance
	LC Theatre and Dramatic Arts
	LD Variety Circus and Modelling
	LE Theatre Production
	LF Music Studies
	LG Music of Specific Kinds/Cultures
	LH Music Performance/Playing
	LJ Musical Instrument Making/Repair
	LK Music Technology / Production

Science

Health Care/Medicine/Health and Safety

PB Medical Sciences

PD Paramedical Services/Supplementary Medicine

PE Medical Technology/Pharmacology

PF Dental Services

PG Ophthalmic Services

Science and Mathematics

RA Science

RB Mathematics

RC Physics

RD Chemistry

RE Astronomy/Space Science

RF Earth Sciences

RH Life Sciences

RJ Materials Science

RK Agricultural Science

Social subjects

Humanities (History/Archaeology/Religious Studies/Philosophy)

DA Humanities/General Studies/Combined Studies

DB History

DC Archaeology

DD Religion

DE Philosophy

	DF	Classics
	Politics/Economics/Law/Social Sciences	
	EA	Government/Politics
	ED	Social Sciences
	EE	Social Studies
	Area Studies/Cultural Studies/Languages/Literature	
	FB	Culture/Gender/Folklore
	FM	Area/Diaspora Studies
Sport and leisure	Family Care/Personal Development/Personal Care and Appearance	
	HJ	Personal Health/Fitness/Appearance
	Sports Games and Recreation	
	MA	Sports Studies/Combined Sports
	MB	Air Sports
	MC	Water Sports
	MD	Athletics Gymnastics and Combat Sports
	ME	Wheeled Sports
	MF	Winter Sports
	MG	Ball and Related Games
	MH	Country/Animal Sports
	MJ	Indoor Games
	Catering/Food/Leisure Services/Tourism	

**Special
Programmes**

NL	Leisure/Sports Facilities Work
NM	Country Leisure Facilities Work
NN	Arts/Culture/Heritage Administration

**Family Care/Personal Development/Personal Care and
Appearance**

HB	Personal and Self Development
HD	Basic Skills
HG	People with Disabilities: Skills/Facilities

Appendix E: Data selection

1. Data related only to courses where the main source of finance of course is Scottish Funding Council (SFC), Skills Development Scotland (SDS) or the college has identified the student as 'Associate Student' status and that finish within the academic session.
2. Courses than span academic sessions are excluded as the student will not complete their programme until academic session 2025-26 and no result is available in session 2024-25.
 - Exclude student outcome (23).
 - Source of finance of course equals (5, 9) and course end date <='31JUL2025'd.
3. Remove student records where the student enrolled but did not attend, student has deceased, assessed programmes where the student was not assessed, mode of attendance is flexible over more than a year and there is no result available in this academic year.
 - Exclude student outcomes (01, 16, 21, 24).
4. Remove students withdrawing prior to the required funding date.
5. Exclude if student outcome is (02, 03, 04) and the student end date is before the required funding date.
6. Remove transferred students who transfer courses before the required funding date and students who meet the funding date, but no funding is claimed.
 - Exclude if student outcome is 5 and student end date is before the funding required date or student end date is after required date but no funding has been claimed.
7. Non-recognised programmes are also removed as most of this data is not assessed or comparable across the sector.
 - Exclude Qualification aim 'PB'.
8. PIs by age, gender, level and Education Scotland subject area exclude courses where the duration of the course is less than 160 hours.
 - Exclude enrolments where the student SUMs <4.

Note: For the calculation and reporting of the AY 2024-25 Performance Indicators both qualifications; Advanced Highers and SVQs at SCQF level 7 will remain to be classified as FE (non-advanced) level.