

# College Leaver Destinations Guidance 2023-24



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## College Leaver Destinations Guidance 2023-24

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Issue Date:	5 March 2025
Reference:	SFC/GD/03/2025
Summary:	Guidance notes and code lists for completion of First Destination of College Leavers data: Academic year 2023-24 student cohort.
FAO:	Principals and College Leaver Destinations (CLD) contacts in Scotland's colleges, and the general public.
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## 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.

## Section 2: Coverage and timing of CLD data

### Requirements

4. 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.
5. 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).
6. Please refer to Section 3 and code lists A, B and C when completing information. Annex C provides a reference to show the information required for each Primary Classification.
7. The first destination information should reflect the position for successful full-time students completing courses in the academic year ending July 2024.
8. 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 2025 (following the end of the academic year of qualifying).
9. 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.
10. Graduates due to start a job by 31 of March 2025 also fall into this category.
11. For example, Modern Apprentices should be categorised under Primary Classification as

*“full-time employed”* and marked as Modern Apprenticeship.

12. 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

13. 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.
14. 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

15. 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.
16. 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.
17. 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.
18. Updating of pre-populated destinations with more current information known by the college is acceptable.

## Reporting standards

19. 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.
20. Note: the column in the SFC-issued spreadsheet will include a dropdown menu related to study to identify study, research or training.
21. 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.

22. 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.**
23. A destination of intent is not acceptable; destinations must be actual.
24. 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

25. The 2023-24 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 2024-25 Outcome Agreements. [Additional technical guidance](#) is available on the SFC website.
26. First Destination of College Leavers data: Academic Year 2023-24 student cohort will be published towards the end of 2025, date TBC.

## Note on Data to be collected for specific Primary Classifications

27. 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

Field	Notes
Primary Classification	<p>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 2025, for all students completing in session 2023-24.</p> <p>Select from the drop-down menu on the template.</p> <p>Please enter the code exactly as it appears in the drop-down menu. Please do not edit the code numbers or wording.</p>
Industry of Employer	<p>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 2025.</p> <p>The code most appropriate to employer function should be used e.g. a personal assistant working in a school would be coded P: Education.</p> <p>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.</p> <p>Select from the drop-down menu on the template.</p> <p>NOTE: Please enter the code exactly as it appears in the drop-down menu. Please do not edit the code numbers or</p>



Field	Notes
	wording.
Destination of Further Study	<p>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.</p> <p>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.</p> <p>Select from the drop-down menu on the template.</p> <p>NOTE: Please enter the code exactly as it appears in the drop-down menu. Please do not edit the code numbers or wording.</p>
Primary Classification	<p>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 2025, for all students completing in session 2023-24.</p> <p>Select from the drop-down menu on the template.</p> <p>Please enter the code exactly as it appears in the drop-down menu. Please do not edit the code numbers or wording.</p>

Field	Notes
Industry of Employer	<p data-bbox="660 320 1455 607">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 2025.</p> <p data-bbox="660 689 1455 801">The code most appropriate to employer function should be used e.g. a personal assistant working in a school would be coded P: Education.</p> <p data-bbox="660 884 1455 1093">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.</p> <p data-bbox="660 1176 1455 1205">Select from the drop-down menu on the template.</p> <p data-bbox="660 1288 1455 1406">NOTE: Please enter the code exactly as it appears in the drop-down menu. Please do not edit the code numbers or wording.</p>

Field	Notes
Destination of Further Study	<p data-bbox="660 320 1445 477">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.</p> <p data-bbox="660 504 1445 660">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.</p> <p data-bbox="660 745 1326 779">Select from the drop-down menu on the template.</p> <p data-bbox="660 864 1425 976"><b>NOTE:</b> Please enter the code exactly as it appears in the drop-down menu. Please do not edit the code numbers or wording.</p>

## Notes on Primary Classification (Destination) - Code List A

28. To be assigned one of these codes the student must be starting the activity by 31 March 2025.

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

29. 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**

30. 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**

31. For graduates who are not currently in employment but have secured employment that is set to commence by the 31 of March 2025.

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

32. 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**

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

### **Unemployed and looking for work**

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

### **Taking Time Out in Order to Travel**

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

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

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

### **Permanently Unable to Work/Retired**

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

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

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

**Deceased**

39. 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**

40. 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



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Birkbeck, University of London	East Anglia, The University of
Birmingham City University	East London, The University of
Birmingham, The University of	Edge Hill University
Birmingham, University College	Essex, The University of
Bishop Grosseteste University College Lincoln	Exeter, The University of
Bolton, University of	Falmouth, University College
Bournemouth University	Glamorgan, University of
Bradford, The University of	Gloucestershire, University of
Brighton, The University of	Glyndwr University
Bristol, The University of	Goldsmiths, University of London
Brunel University	Greenwich, The University of
Buckinghamshire College of HE	Harper Adams Agricultural College
Cambridge, The University of	Hertfordshire, University of
Canterbury Christ Church College	Homerton College
Cardiff University	Huddersfield, The University of
Central Lancashire, The University of	Hull, The University of
Central School of Speech and Drama	Imperial College of London
Chester, University of	Institute of Cancer Research, The
Chichester University of	Keele, The University of
City University, London	Kent at Canterbury, The University of
Conservatoire for Dance and Drama	King's College London
Courtauld Institute of Art	Kingston University
Coventry University	Lancaster, The University of
Cranfield University	Leeds Metropolitan University
Creative Arts, University for the	Leeds Trinity University College
Cumbria, University of	Leeds, The University of
De Montfort University	Leicester, The University of
Derby, University of	Lincoln, The University of
Durham, 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

41. Files should only be returned to SFC via the SecureShare site by 27 June 2025. If you need access to your college's site, please contact Steve Riddell on 0131 313 6685 or [sriddell@sfc.ac.uk](mailto:sriddell@sfc.ac.uk). **Please do not e-mail CLD data.**
42. Please refer to Annex B for a process flowchart of timings for the CLD collection.
43. The following naming convention should be used for the CLD files returned to SFC:
  - College NameCLD2324 – e.g. Borders College would read 'BordersCLD2324'.

## Annex A: Sample Questionnaire

### COLLEGE LEAVER DESTINATIONS SURVEY SESSION (2023-24)

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 full title of the course you are following? \_\_\_\_\_

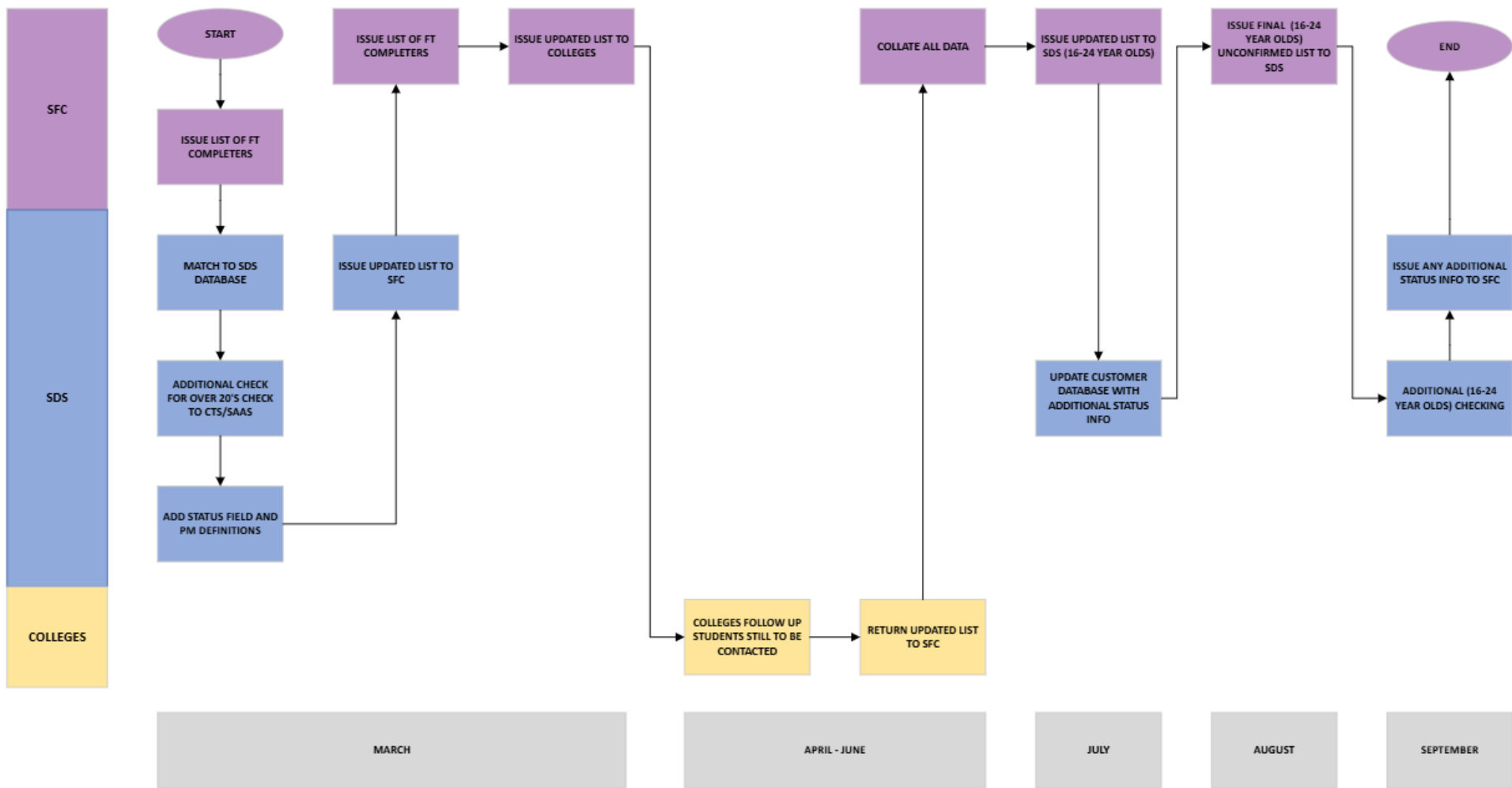
Which year did you gain entry on to? Year 1  Year 2  Year 3

**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 Flow Chart



## 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 (SIC)	Employer name	Employment related to course?	Training Programme	Training Vocational Area	Study	Destination of Further Study	2023-24 Course	2023-24 Course SCQF Level	Destination source	
<b>Primary Classification</b>	Detail to be collected	<b>Employment</b>											
	Employed	x	x	x	x							x	
	Apprentice	x	x	x	x							x	
	Self-Employed	x	x		x							x	
<b>Working Full-time/Part-time</b>	Voluntary	x	x	x	x							x	
	Professional Portfolio Creative Practice	x										x	
	Internship	x	x	x	x							x	
<b>Starting Job by 31st March</b>		x	x	x	x							x	
<b>Engaged in Full-</b>	Study							x	x	x	x	x	



Primary Classification	Detail to be collected	Employment	Industry of Employer (SIC)	Employer name	Employment related to course?	Training Programme	Training Vocational Area	Study	Destination of Further Study	2023-24 Course	2023-24 Course SCQF Level	Destination source
time/Part-Time Study	Training		x	x	x	x	x	x				x
	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												

