FES 1 Guidance notes 2021-22

SFC Guidance

Issue Date: 30 April 2021 (2nd Revision 15/08/22)

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Issue date: 30 April 2021 (2ⁿᵈ Revision 15 August 2022)

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Summary: Guidance notes and code lists for completion of FES 1 course / programme data: Academic year 2021-22

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Section 1

Revisions to the FES 1 data collection

Note: For reasons of data integrity and simplification of updates to FES, new fields (columns) will now be added to the end of the .dat file and obsolete columns will remain but will no longer need to be populated. This has the benefit of maintaining the integrity of current columns in the .dat file while still allowing FES revisions.

1. Note inserted at Section 3, field Ref: 8 'Advanced / non-advanced programme' that informs that both qualifications; Advanced Higher Qualification Aim - Code KA and SVQ/NVQ Qualification Aim - Code 28 at SCQF level 7, these should be classified as FE (non-advanced) and will remain to be reported as FE (non-advanced) for education level and performance indicator reporting.

   Additional Changes 18/08/2021

2. Addition of the following guidance to fields 30 'Standard Industrial Classification (SIC) code' and 31 'Standard Occupational Classification (SOC) code' - **Note:** not required for any ESOL course and only required for courses over 40 hours and at SCQF (or equivalent) level 4 and above.

   Additional Changes 15/08/2022

3. Addition of the following change, Ref: Section 2 'Coverage and timing of FES 1 data' paragraph 10: 'FES data is due for return to SFC via FES online' to 'FES data is due for return to SFC via SFC Secure Share'.

4. Addition of the following change, Ref: Section 4 'Submission of FES 1 returns' paragraph 28: 'Files should be returned to SFC via the FES Data Portal' to 'Files should be returned to SFC via SFC Secure Share'.

Section 2

Coverage and timing of FES 1 data

5. FES 1 data should be returned for all programmes including non-fundable full cost recovery programmes. A return should be submitted for each year of the course, including years which consist entirely of industrial or practical training. Detailed instructions for the completion of FES 1 data are set out in Section 3.

6. All colleges should ensure that their FES return covers all FE and HE activity (with the exception of UHI Associated Colleges and SRUC that only return FE data to SFC). All courses / programmes including commercial and self-financing should be returned through the FES system. Consultancy activity involving college staff should be excluded.

7. For the purpose of these returns a course is defined as one or more programme(s) of instruction in which progressive study is undertaken throughout the period of the programme(s) in one subject or a number of related subjects. In general, a programme may be considered as any group of students having the same programme particulars (e.g. subject, mode of attendance for programme, qualification aim, programme start date, and programme end date). The maximum duration of a programme is considered to be one academic year, whilst a course may run over a number of academic years. Colleges are free to define courses / programmes in any way which is meaningful to their delivery of education, subject only to the conditions listed below which are designed to avoid multiple counting of students:

    - Programmes should be set up so that they are identifiable by their dominant Superclass.
    - A full-time student enrolled on a programme of study should be counted only once. This particularly applies to full-time students studying National / Higher subjects. These students should be recorded against one FES 1 programme only.
    - Where a student is enrolled for a programme of study, even if this is not full-time (e.g. a group of Highers grouped together into the same Superclass and mode of delivery) they should not be included more than once in that programme and only one FES 2 for each student should be submitted.
    - Similarly the course should not be split into its component parts with separate FES 1 programme for each part simply to avoid students appearing more than once.
    - However, where a student enrols in two separate unrelated programmes of study in terms of subject area they may be enrolled and counted in more than one FES 1 programme.
    - Other students may enrol separately for individual National / Higher subjects or NC units in different Superclass groups. These students should be covered

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

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

Attendance criteria for inclusion in the session count

8. For full-time programmes beginning before 07 September 2021 the 25% funding qualifying date should now be set at 01 November. This would have been a later date for some programmes and an earlier date for others. This should simplify the administration of the funding qualifying date.

9. For all other programmes the qualifying funding date will be the day on which 25% of the total calendar days between the course start and end days have passed.

10. FES data is due for return to SFC via SFC Secure Share by 30 September 2022, to include all enrolments during the entire academic session (1 August 2021 to 31 July 2022).

11. The Quarterly return dates are as follows:

- 1st Quarter – 05 November 2021.

- 2nd Quarter – 04 February 2022.

- 3rd Quarter – 01 July 2022.

- Final Return – 30 September 2022.

Section 3

Notes and code lists for completion of FES 1

Course/programme details

Ref:	Field Name	Description	Length	Position
1	Programme directory number	This number is a unique serial number which identifies each programme and allows mapping to FES 2 data. For all colleges, the first two characters are unique for each college. The remaining characters, with exception of the final character, are the college's own choice. For all programmes, the final character denotes the year of the programme.	8	1-8
2	College programme ID	Unique identifier for programmes as used by the colleges.	20	9-28
3	Title of programme	BLOCK CAPITALS – this will be the college's programme title. For programmes that are defined as closed or joint collaborative arrangement programmes, then the programme title should also reflect this. For programmes that comprise of infill students, the term '(infill)' should appear in brackets within the title. English for Speakers of Other Languages programmes should contain the abbreviation '(ESOL)' in brackets within the programme title also if the programme is part of the collaboration between colleges and Community Planning Partnerships (CPP) then '(CPP)' in brackets **must** also be included in the title together with the word '(ESOL)'. For Flexible Workforce Development Fund 'FWDF' programmes where all	81	29-109

		students are 'FWDF' then the course title should contain the abbreviation '(FWDF)' or '(FWDF SME)' in brackets within the programme title.		
4	College code number	Enter unique seven digit college code number.	7	110-116
5	Department or faculty code	Optional	6	117-122
6	Qualification of study	Enter appropriate code for FES 1 code list A to reflect the qualification aim of study that the student group has enrolled to achieve. For programmes with more than one possible qualification on exit, code the qualification which can be obtained earliest within each particular year.	2	123-124
7	Awarding body	Enter appropriate code from FES 1 code list B.	2	125-126
8	Advanced / non-advanced programme	Advanced (HE) = 1, non-advanced (FE) = 2 Code 1 is used if the programme is at Higher Education (HE) level and an appropriate HE Qualification of Study code should be used. A programme at FE level should be allocated code 2 and a relevant Further Education (FE) qualification code applied. **Note:** For the qualifications; Advanced Higher, Qualification Aim – Code KA and SVQ/NVQ, Qualification Aim - Code 28 at **SCQF level 7**, these should be classified as FE (non-advanced) and will remain to be reported as FE (non-advanced) for education level and performance indicator reporting.	1	127
9	Source of finance	Enter appropriate code from FES 1 code list C.	2	128-129
10	Type of programme	Enter appropriate code from FES 1 code list D. For all types of joint collaborative provision, in any one year of a course, tuition fees will be received only by one institution for the course year in question. Where in any one year of a course the pattern of student attendance is such	2	130-131

		that there is no clear majority provider then institutions should refer the case to their respective funding bodies to agree which institution will receive tuition fees. The type of programme field should then be filled in appropriately.		
11	HE subject code	To be completed for HE programmes only. This field should be completed only if the advanced / non-advanced programme indicator is 1. Enter the appropriate code from FES 1 code list E.	4	132-135
12	Programme Superclass code	Dominant Superclass code from FES 1 code list F.	2	136-137
13	Year of course	First year = 1, Second year = 2, etc.	1	138
14	Length of course	Enter the length in years. All courses must have an entry. The length of course must be consistent with the qualification of the course (i.e. must be the shortest time in which students can leave the course on attaining the qualification). For an honours degree, length of course will include years of study at ordinary degree level.	1	139
15	Duration of programme	Enter the duration of the programme in weeks for the current academic session only (maximum 52 weeks). For programmes of less than five days duration, enter 00. Where the duration of the programme is not an exact number of weeks but instead, for example, is nine weeks and one day then the duration entered should be rounded up to the nearest week, so in this instance of duration of ten should be entered. Please note that for roll-on roll-off programmes, duration should reflect the timetabled activity per student (e.g. a one week programme running all year should be coded as 01 not 52).	2	140-141
16	Mode of attendance of	Enter appropriate code from FES 1 code list G.	2	142-143

	programme			
17	Start date of programme	This is the date on which the first class / lecture / meeting of the programme is scheduled to take place on (in the format DDMMYYYY). Spanning courses from 2020-21 will have a start date within academic year 2020-21. Where the programme has no defined start date, such as for roll-on roll-off programme, the programme start date is to be the college year start date.	8	144-151
18	End date of programme	This is the date on which the last class / lecture / meeting of the programme is scheduled to take place (in the format DDMMYYYY). Where the programme has no defined end date, such as for roll-on roll-off programme, the programme end date is to be the college year end date. Programmes spanning into academic year 2022-23 should show an end date within academic year 2022-23.	8	152-159
19	SCQF level or "broadly comparable" level of programme	Enter appropriate code from FES 1 code list J – see footnote on code list J for guidance on comparing across from other national frameworks and on allocating a 'broadly comparable' level to non-credit rated courses.	2	160-161
20	Gaelic indicator	Enter appropriate code from FES 1 code list H.	1	162

Student numbers

21	Number of students (session)	See section 2 for details.	4	163-166

Funding information (Programmes which are non-fundable should be assigned 0000.000 for the number of Credits.

22	Number of planned Credits	Total planned Credits to three decimal places for the programme. Credits for spanning programmes must only be claimed in the academic year	8	167-174

		in which the course year ends for each year of the course. Credits should only be claimed for students eligible for funding.		
23	Dominant programme group	Data no longer required but columns need to remain to maintain column integrity for upload.	2	175-176
24	Tariff Credits	Total course Tariff Credits to three decimal places for the programme / course.	8	177-184
25	"Work experience" course indicator	To be counted, the period of "Work experience" **must** be 40 hours duration or more and can be internal or external, supported or unsupported, assessed or non-assessed. *(Please also refer to the "Work experience" element indicator field in FES 3).* 0=course / programme does **not** include a "Work experience" element 1=course / programme includes a "Work experience" element	1	185
26	One Plus approval	1=approved One Plus course	1	186
27	Text	Use for explanations for example of warning errors.	256	187-442
28	Group award	Compulsory for all years of programmes where the success criteria includes achievement of a qualification for example; SfW, PDA, NC, SVQ, HNC, HND, Diploma, etc., then the appropriate group/qualification award code must be reported. We would request that, where possible, the appropriate Group/Qualification Award or Scheme number is provided regardless of who the Awarding Body is. For those qualifications on the SCQF database normally the Group Award number will be the same as the "Programme Ref". **Please note:** the SFC, with the agreement of the SCQF Partnership, will provide colleges with an Excel spreadsheet of the SCQF Database to assist with populating this field. **Do not** enter a 'group/qualification award' code for programmes that have	20	443-462

		the following Qualification Aim codes: **EE**, **34**, **39** and **PB**.		
29	Qualification title	BLOCK CAPITALS – **Note**: the qualification title is to be the exact title of the recognised qualification. The title should either match that on the SCQF database if credit rated <u>or</u> if it is not SCQF credit rated then the title should reflect that of the awarding body qualification framework. **Please note:** the SFC, with the agreement of the SCQF Partnership, will provide colleges with an Excel spreadsheet of the SCQF Database to assist with populating this field. For Code 34 'college devised' qualifications **only** enter the course type and subject and the assigned "broadly comparable" SCQF level, for example; NQ Administration @ level 7, Certificate in Travel and Tourism @ level 5, Introduction to Sport & Fitness @ level 4, etc. **Do not** enter a 'qualification title' for programmes that have the following Qualification Aim codes: **EE**, **39** and **PB**	200	463-662
30	Standard Industrial Classification (SIC) code	Standard Industrial Classification (SIC) code – choose the most appropriate code from FES 1 Code list K that best represents the type of economic activity that the programme supports. **Note:** not required for any ESOL course and only required for courses over 40 hours and at SCQF (or equivalent) level 4 and above.	2	663-664
31	Standard Occupational Classification (SOC) code	Standard Occupational Classification (SOC) code – choose the most appropriate code from FES 1 Code list L that best represents the type of occupational classification for the programme that completing students may enter. **Note:** not required for any ESOL course and only required for courses over 40 hours and at SCQF (or equivalent) level 4 and above.	3	665-667

Code list A

Qualification aim of study (planned / expected programme outcome)

Advanced qualifications (SCQF Level 7 and above)

Code	Description
26	Scottish Baccalaureate
27	Professional Body Qualification
28	Scottish Vocational Qualification or National Vocational Qualification
29	Advanced accredited qualification not specified elsewhere
30	SQA Professional Development Award
41	Graduate Level Apprenticeship
BA	First Degree (honours)
BB	First Degree (ordinary)
DC	Higher National Diploma or equivalent
DD	Higher National Certificate or equivalent
EE	HN units only but not leading to an award certificate (including infill)
KA	SQA Advanced Higher Award

Non-advanced qualifications (SCQF Level 6 and below)

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

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

13. The FES 1 qualification aim should reflect the qualification that the student has enrolled to achieve. If, for example, a student enrols at college to achieve a national certificate over a period of three years, their qualification aim in each year should be a national certificate. The course year should either be year one and the course length should be three **or** year two of a three year course **or** year three of a three year course.

14. If a course includes National Units in addition to other qualifications, code under the main qualification and SCQF or "broadly comparable" level.

15. If the awarding body for a programme of study is listed as being SQA, City and Guilds or any other listed awarding body (Code list B) then the programme should not be coded as a 'programme not leading to recognised qualification'.

16. College programmes that have SCQF credit rating should not be coded as non-recognised but programmes that have not been credit rated should.

17. Where a qualification is not specifically mentioned, code under its nearest equivalent, e.g. diplomas and certificates counted as Higher Education would be coded DC or DD as appropriate.

18. Programmes such as Duke of Edinburgh's Awards and other like programmes leading to a recognised qualification that are not specifically mentioned in the 'qualification aim of study' code list should be coded as 'Non-advanced accredited qualification not specified elsewhere' (37).

19. Where a student enrols at the college with the intention of gaining three Highers, the European Computer Driving License (ECDL) or similar, the student should be enrolled on a single programme of study that comprises of all three Highers, or ECDL units, etc. Colleges should avoid breaking the enrolment down into a number of separate programmes which can be more easily achieved for performance indicator purposes.

20. Code PB 'Programme not leading to a recognised qualification (fully non-assessed course including most non-vocational programmes)', should **only** be used when a programme contains no formal accredited units.

Code list B

Awarding bodies of qualifications from code list A

Code	Description
01	Scottish Qualifications Authority (SQA)
02	City & Guilds
03	Higher Education Institute (HEI)
04	College
05	Other
06	No awarding body
07	Association of Accounting Technicians (AAT)
08	British Computer Society (BCS)
09	Chartered Institute of Personnel Development (CIPD)
10	Chartered Management Institute (CMI)
11	Counselling & Psychotherapy in Scotland (COSCA)
12	Engineering Construction Industry Training Board (ECITB)
13	Engineering & Marine Training Authority (EMTA)
14	Institute of Leadership Management (ILM)
15	National Examination Board in Occupational Safety & Health (NEBOSH)
16	Royal Environmental Health Institute of Scotland (REHIS)
17	Science, Engineering, Manufacturing Technologies Alliance (SEMTA)
18	Alcohol Focus Scotland
19	ASDAN
20	British Institute of Innkeeping (BIIAB)
21	Chartered Institute of Housing (CIH)
22	Council for Administration (CFA)
23	EDEXCEL
25	E-Skills UK

27	Institute of Customer Services
28	Institute of Logistics and Transport in the UK (CILT)UK
29	Institution of Occupational Safety and Health (IOSH)
30	International Therapy Examination Council (ITEC)
31	Lloyd's Register
32	Management Standards Centre (MSC)
33	Northern Council for Further Education (NCFE)
34	Oxford, Cambridge and RSA Examinations (OCR)
35	Sector Skills Alliance Scotland
36	ServeWise
38	SkillsActive Scotland
39	Early Years National Training Organisation
40	Institute of the Motor Industry (IMI)
41	Vocational Training Charitable Trust (VTCT)
42	Wine & Spirit Education Trust (WSET)
43	Association of Chartered Certified Accountants (ACCT)
44	British Deaf Association (BDA)
45	British Institute of Non-Destructive Testing (BINDT)
46	Chartered Institute of Purchasing and Supply (CIPS)
47	National Open College Network (NOCN)
48	Excellence, Achievement and Learning Ltd (EAL)
49	College SCQF credit rating body
50	University of the Arts London (UAL)
51	LANTRA
52	Highfield Qualifications
53	Seafish
54	Maritime and Coastguard Agency (MCA)
55	Royal Yachting Association (RYA)

56	YMCA
57	The Prince's Trust
58	Cisco
59	Cambridge English Exams
60	Business and Technology Education Council (BTEC)
61	Chartered Institute of Marketing (CIM)
62	British Plumbing Employers Council (BPEC)
63	British Horse Society (BHS)
64	Driver Certificate of Professional Competence (CPC)

Code list C

Source of finance for programme

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

Notes

21. All programmes that receive any funding from SFC must be coded source of finance 09. This includes Flexible Workforce Development Fund (FWDF) and (FWDF SME) programmes. However no credits **must** be claimed for any of the FWDF programmes.

22. For programmes other than those that receive SFC funding, the source of finance should be dominant source of funding that enables the college to provide each particular programme.

Code list D

Type of programme

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

Notes

23. A vocational programme is one primarily designed to prepare students for employment or a profession, by increasing their knowledge, skill or proficiency in related subjects. All programmes primarily designed for students released from employment, and programmes leading to recognised external qualifications, except where the qualifications are primarily intended for recreational purposes e.g. City & Guild creative studies programmes, are regarded as vocational.

24. Day release programmes in General or Liberal Studies, programmes for pupils released from school to attend regularly at a further education college and programmes for students with Educational Support Needs (ESN) are all classed as vocational. By definition, all programmes which are not vocational should be regarded as non-vocational.

Code list E

Subject codes (for HE programmes only)

Subject classification

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

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

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

Code	Subject	Code	Subject
R107	Scandinavian Languages	W223	Theatre Design
R108	Russian	W224	Theatrical Costumes
T101	Slavonic and Eastern European Languages	W225	Craft Design and Technology
T102	European Studies	W226	Others in Design
T103	Modern Greek	W227	Art and Design
T104	Dutch	W301	Music
T105	Chinese	W401	Drama
T106	Japanese	W402	Creative/Performing Arts
T107	Other Asian Languages	W403	Theatre
T108	Modern Middle-Eastern Languages	W404	Theatre Craft
T109	African Languages	W405	Stage Management
T110	Other Modern Languages	W406	Visual Studies
		W501	Craft Studies
Group V: Humanities		W601	Beauty Therapy
V101	History	W602	Hairdressing/Wigmaking
V102	Modern History	W701	Others not already specified in Art and Design
V103	Economic History		
V104	History of Art	**Group X: Education**	
V201	Archaeology	X101	Education
V301	Philosophy		
V302	Logic	**Group Y: Combined and General Programmes**	
V401	Theology		and programmes not otherwise classified
V402	Religious Studies	Y101	Combined or General Science
		Y102	Combined or General Arts
Group W: Creative Arts and Design		Y103	Combined SCE/GCE
W101	Fine Art	Y104	Sports and Hobbies
W102	Visual Art	Y105	Other Subjects not elsewhere coded
W103	Other Art		
W201	General Design		
W202	Foundation Studies		
W203	Environmental Design		
W204	Textile Design		
W205	Printing Design		
W206	Typography		
W207	Electronic Imaging		
W208	Furniture Design		
W209	Knitwear Design		
W210	Architectural Stained Glass Design		
W211	Fashion Design		
W212	Industrial/Product Design		
W213	Ceramic Design		
W214	Jewellery Design		
W215	Interior Design		
W216	Exhibition/Display Design		
W217	Audio Visual Design		
W218	TV Design		
W219	Film Design		
W220	Video Design		
W221	Photography		
W222	Technical Illustration		

Code list F

Superclass: Outline of main classes

Code	Class	Code	Class
A: Business/Management/Office Studies		ED	Social Sciences
AA	Business (general)	EE	Social Studies
AB	Management (general)	**F: Area Studies/Cultural Studies/Languages/Literature**	
AC	Public Administration	FB	Culture/Gender/Folklore
AD	International Business Studies / Briefing	FC	Literature
AE	Enterprises	FJ	Linguistic Studies
AF	Management Skills (specific)	FM	Area/Diaspora Studies
AG	Management Planning and Control Systems	FN	Languages
AJ	Human Resources Management	**G: Education/Training/Teaching**	
AK	Financial Management/Accounting	GA	Education/Training/Learning (Theory)
AL	Financial Services	GB	Teaching/Training
AM	Call Centres	GC	Teaching/Training: specific subjects
AY	Administration/Office Skills	GD	Education/School Administration
AZ	Typing/Shorthand/Secretarial Skills	GF	Careers/Education Guidance Work
B: Sales, Marketing and Retailing		**H: Family Care/Personal Development/Personal Care and Appearance**	
BA	Marketing/Public Relations	HB	Personal and Self Development
BB	Export/Import/European Sales	HC	Career Change/Access
BC	Retailing/Wholesaling/Distributive Trades	HD	Basic Skills
BD	Retailing: Specific Types	HE	Personal Finance/Consumerism/Rights
BE	Sales Work	HF	Parenting/Carers
BF	E-commerce	HG	People with Disabilities: Skills/Facilities
C: Information Technology and Information		HH	Crisis/IllnessSelf Help
CA	Information and Communication Technology (general)	HJ	Personal Health/Fitness/Appearance
CB	Computer Science	HK	Therapeutic Personal Care
CC	Using Software	HL	Hair/Personal Care Services
CD	Information Work/Information Use	**J: Arts and Crafts**	
CE	Libraries/Librarianship	JA	Art Studies
D: Humanities (History/Archaeology/Religious Studies/Philosophy)		JB	Art Techniques/Practical Art
DA	Humanities/General Studies/Combined Studies	JC	Design (non-industrial)
DB	History	JD	Museum/Gallery/Conservation Skills and Studies
DC	Archaeology	JE	Collecting/Antiques
DD	Religion	JF	Arts and Crafts Leisure/Combined
DE	Philosophy	JG	Decorative Crafts
DF	Classics	JH	Decorative Metal Crafts/Jewellery
E: Politics/Economics/Law/Social Sciences		JK	Fashion/Textiles/Clothing (craft)
EA	Government/Politics	JL	Fabric Crafts/Soft Furnishings
EB	Economics	JP	Wood Cane and Furniture Crafts
EC	Law	JR	Glass/Ceramics/Stone Crafts

K: Authorship/Photography/Publishing/Media		P: Health Care/Medicine/Health and Safety	
KA	Communication/Media	PA	Health Care Management/Health Studies
KB	Communication Skills	PB	Medical Sciences
KC	Writing (authorship)	PC	Complementary Medicine
KD	Journalism	PD	Paramedical Services/Supplementary Medicine
KH	Print and Publishing	PE	Medical Technology/Pharmacology
KJ	Moving Image/Photography/Media Production	PF	Dental Services
L: Performing Arts		PG	Ophthalmic Services
LA	Performing Arts (general)	PH	Nursing
LB	Dance	PJ	Semi-medical/Physical/Psycho/Therapies
LC	Theatre and Dramatic Arts	PK	Psychology
LD	Variety Circus and Modelling	PL	Health and Safety
LE	Theatre Production	PR	Social/Family/Community Work
LF	Music Studies	PS	Counselling/Advice Work/Crisis Support
LG	Music of Specific Kinds/Cultures	PT	Caring Skills
LH	Music Performance/Playing	PV	First Aid
LJ	Musical Instrument Making/Repair	**Q: Environment Protection/Energy/Cleansing/Security**	
LK	Music Technology/Production	QA	Environmental Protection/Conservation
M: Sports, Games and Recreation		QB	Energy Economics/Management/Conservation
MA	Sports Studies/Combined Sports	QC	Pollution/Pollution Control
MB	Air Sports	QD	Environmental Health/Safety
MC	Water Sports	QE	Cleansing
MD	Athletics Gymnastics and Combat Sports	QG	Funerary Services
ME	Wheeled Sports	QH	Security/Police/Armed Forces
MF	Winter Sports	QJ	Fire and Rescue Services
MG	Ball and Related Games	**R: Sciences and Mathematics**	
MH	Country/Animal Sports	RA	Science
MJ	Indoor Games	RB	Mathematics
N: Catering/Food/Leisure Services/Tourism		RC	Physics
NA	Hospitality/Catering	RD	Chemistry
NB	Food/Drink Services	RE	Astronomy/Space Science
NC	Catering Services	RF	Earth Sciences
ND	Hospitality Operations	RG	Land and Sea Surveying/Cartography
NE	Baking/Dairy/Food and Drink Processing	RH	Life Sciences
NF	Cookery	RJ	Materials Sciences
NG	Home Economics	RK	Agricultural Science
NH	Food Sciences/Technology	**S: Agriculture, Horticulture and Animal Care**	
NK	Tourism/Travel	SA	Agriculture/Horticulture (general)
NL	Leisure/Sports Facilities Work	SC	Crop Protection/Fertilisers/By products
NM	Country Leisure Facilities Work	SD	Crop Husbandry
NN	Arts/Culture/Heritage Administration	SE	Gardening/Floristry
		SF	Amenity Horticulture
		SG	Forestry/Timber Production

SH	Animal Husbandry		XE	Welding/Joining
SJ	Fish Production/Fisheries		XF	Tools/Machining
SK	Agricultural/Horticultural Engineering/Farm Machinery		XH	Mechanical Engineering
SL	Agricultural/Horticultural Maintenance		XJ	Electrical Engineering
SM	Rural/Agricultural Business Organisation		XK	Power/Energy Engineering
SN	Veterinary Services		XL	Electronic Engineering
SP	Pets/Domestic Animal Care		XM	Telecommunications
SQ	Land Based Studies		XN	Electrical/Electronic Servicing
T: Construction and Property (Built Environment)			XP	Aerospace/Defence Engineering
TA	Built Environment		XQ	Ship and Boat Building/Marine/Offshore Engineering and Maintenance
TC	Property: Surveying/Planning/Development		XR	Road Vehicle Engineering
TD	Building Design/Architecture		XS	Vehicle Maintenance/Repair/Servicing
TE	Construction		XT	Rail Vehicle Engineering
TF	Construction Management		**Y: Oil/Mining/Plastics/Chemicals**	
TG	Building/Construction Operations		YA	Mining/Quarrying/Extraction
TH	Building Maintenance/Services		YB	Oil and Gas Operations
TJ	Interior/Fitting/Decoration		YC	Chemicals/Materials Engineering
TK	Construction Site Work		YD	Metallurgy/Metals Production
TL	Civil Engineering		YE	Polymer Science/Technology
TM	Structural Engineering		**Z: Transport Services**	
V: Services to Industry and Commerce			ZM	Logistics
VD	Quality and Reliability Management		ZN	Purchasing/Procurement and Sourcing
VE	Industrial Control/Monitoring		ZP	Distribution
VF	Industrial Design/Research and Development		ZQ	Transport Services
VG	Engineering Services		ZR	Aviation
VH	Facilities Management		ZS	Marine Transport
VJ	Contracting (Business/Industry)		ZT	Rail Transport
W: Manufacturing/Production Work			ZV	Road Transport
WA	Manufacturing (general)		ZX	Driving/Road Safety
WB	Manufacturing/Assembly			
WC	Instrument Making/Repair			
WD	Testing Measurement and Inspection			
WE	Chemical Products			
WF	Glass/Ceramics/Concretes Manufacture			
WG	Polymer Processing			
WH	Textiles/Fabrics (industrial)			
WJ	Leather Footwear and Fur			
WK	Woodworking/Furniture Manufacture			
WL	Paper Manufacture			
WM	Food/Drink/Tobacco (industrial)			
X: Engineering				
XA	Engineering/Technology			
XD	Metals Working/Finishing			

Code list G

Mode of attendance of programme

Code	Description	Definition
05	Short full-time	Self-contained full-time programme, i.e. one not supplemented by other periods of study of 18 weeks duration or less
06	Block release	Programme for which students are released by their employer for periods of full-time attendance. Please note: any additional periods of part-time study associated with block release course are regarded as being part of the programme
07	Part-time (day release)	Programme for which employer sponsored students are released by their employer for part of the week
08	Other part-time day programme	Also includes day programmes in which periods of evening or twilight study form an integral part of the programme
09	Evenings only and weekends	Programme held only in evening or twilight sessions or at weekends
11	Assessment of work based learning	Provision for assessment of Work Based Learning (AWBL) where college staff are only responsible for assessment in the student's workplace. (**Note:** Assessment combined with other education should be coded under the dominant mode of attendance of the education given)
12	Distance learning	Programme designed for study by correspondence, although they may involve study weekends / summer schools etc.
16	Flexible learning	Programme designed to be studied flexibly with varying patterns of attendance which could include day, evening and/or home / distance learning
17	Full-time	Programme that meets the new full-time criteria of at least 600 hours (15 Credits) **or** for a 1 year HNC 480 hours (12 Credits) of planned notional hours
18	Part-time, but previously met old full-time criteria	Programme that does not meet the new full-time criteria (code 17), but meets the old full-time / sandwich programme criteria (AY 2004-05). Must be greater than 18 weeks in length, consisting of at least six half days

Code list H

Gaelic indicator

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

Code list J

SCQF level of programme or 'broadly comparable' level code

SCQF level	SQA national units, courses and awards	Higher Education	Vocational Qualifications	New SQA Qualifications
12	PDA level 12	Doctorates		
11	PDA level 11	Masters	SVQ 5	
			Graduate Level Apprenticeship	
10	PDA level 10	Honours degree	Graduate Level Apprenticeship	
		Graduate Diploma / Certificate		
09	PDA level 9	Ordinary degree	SVQ 4	
		Graduate Diploma / certificate		
08	PDA level 8	Higher National Diploma	SVQ 4	
		Diploma in Higher Education	Graduate Level Apprenticeship	
07	PDA level 7	Higher National Certificate	SVQ 3	Scottish Baccalaureates
		Certificate in Higher Education		Advanced Higher
06	NC level 6		SVQ 3	Higher
			Foundation Level Apprenticeship	SfW Higher
				NPA level 6
05	NC level 5		SVQ 2	National 5
				SfW National 5
				NPA level 5
04	NC level 4		SVQ 1	National 4
				SfW National 4
				NPA level 4
03	NC level 3			National 3
				SfW National 3
				NPA level 3
02	NC level 2			National 2
				NPA level 2
01				National 1

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

25. Where a programme is not formally SCQF credit rated it is possible to indicate a 'broadly comparable' level. This can be done by either [comparing across to SCQF from other national frameworks](#) if the programme has a level on another framework: If this is not the case, use the SCQF Level Descriptors to identify the most appropriate level of learning for the programme of study.

26. Please note that unless the programme has been formally credit rated the level included here **must** not be included on any certificates or marketing / publicity material.

Code list K

Standard Industrial Classification codes

Code	Description
01	Crop and animal production, hunting and related service activities
02	Forestry and logging
03	Fishing and aquaculture
05	Mining of coal and lignite
06	Extraction of crude petroleum and natural gas
07	Mining of metal ores
08	Other mining and quarrying
09	Mining support service activities
10	Manufacture of food products
11	Manufacture of beverages
12	Manufacture of tobacco products
13	Manufacture of textiles
14	Manufacture of wearing apparel
15	Manufacture of leather and related products
16	Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials
17	Manufacture of paper and paper products
18	Printing and reproduction of recorded media
19	Manufacture of coke and refined petroleum products
20	Manufacture of chemicals and chemical products
21	Manufacture of basic pharmaceutical products and pharmaceutical preparations
22	Manufacture of rubber and plastic products
23	Manufacture of other non-metallic mineral products
24	Manufacture of basic metals
25	Manufacture of fabricated metal products, except machinery and equipment
26	Manufacture of computer, electronic and optical products
27	Manufacture of electrical equipment
28	Manufacture of machinery and equipment n.e.c.
29	Manufacture of motor vehicles, trailers and semi-trailers
30	Manufacture of other transport equipment
31	Manufacture of furniture
32	Other manufacturing
33	Repair and installation of machinery and equipment
35	Electricity, gas, steam and air conditioning supply
36	Water collection, treatment and supply
37	Sewerage

38	Waste collection, treatment and disposal activities; materials recovery
39	Remediation activities and other waste management services.
41	Construction of buildings
42	Civil engineering
43	Specialised construction activities
45	Wholesale and retail trade and repair of motor vehicles and motorcycles
46	Wholesale trade, except of motor vehicles and motorcycles
47	Retail trade, except of motor vehicles and motorcycles
49	Land transport and transport via pipelines
50	Water transport
51	Air transport
52	Warehousing and support activities for transportation
53	Postal and courier activities
55	Accommodation
56	Food and beverage service activities
58	Publishing activities
59	Motion picture, video and television programme production, sound recording and music publishing activities
60	Programming and broadcasting activities
61	Telecommunications
62	Computer programming, consultancy and related activities
63	Information service activities
64	Financial service activities, except insurance and pension funding
65	Insurance, reinsurance and pension funding, except compulsory social security
66	Activities auxiliary to financial services and insurance activities
68	Real estate activities
69	Legal and accounting activities
70	Activities of head offices; management consultancy activities
71	Architectural and engineering activities; technical testing and analysis
72	Scientific research and development
73	Advertising and market research
74	Other professional, scientific and technical activities
75	Veterinary activities
77	Rental and leasing activities
78	Employment activities
79	Travel agency, tour operator and other reservation service and related activities
80	Security and investigation activities
81	Services to buildings and landscape activities
82	Office administrative, office support and other business support activities
84	Public administration and defence; compulsory social security

85	Education
86	Human health activities
87	Residential care activities
88	Social work activities without accommodation
90	Creative, arts and entertainment activities
91	Libraries, archives, museums and other cultural activities
92	Gambling and betting activities
93	Sports activities and amusement and recreation activities
94	Activities of membership organisations
95	Repair of computers and personal and household goods
96	Other personal service activities
97	Activities of households as employers of domestic personnel
98	Undifferentiated goods- and services-producing activities of private households for own use
99	Activities of extraterritorial organisations and bodies
00	Not Applicable

Code list L

Standard Occupational Classification codes

Code	Description
111	Chief Executives and Senior Officials
112	Production Managers and Directors
113	Functional Managers and Directors
114	Directors in Logistics, Warehousing and Transport
115	Managers and Directors in Retail and Wholesale
116	Senior Officers in Protective Services
117	Health and Social Services Managers and Directors
121	Managers and Proprietors in Agriculture Related Services
122	Managers and Proprietors in Hospitality and Leisure Services
123	Managers and Proprietors in Health and Care Services
124	Managers in Logistics, Warehousing and Transport
125	Managers and Proprietors in Other Services
211	Natural and Social Science Professionals
212	Engineering Professionals
213	Information Technology Professionals
214	Web and Multimedia Design Professionals
215	Conservation and Environment Professionals
216	Research and Development (R&D) and Other Research Professionals
221	Medical Practitioners
222	Therapy Professionals
223	Nursing Professionals
224	Veterinarians
225	Other Health Professionals
231	Teaching Professionals
232	Other Educational Professionals
241	Legal Professionals
242	Finance Professionals
243	Business, Research and Administrative Professionals
244	Business and Financial Project Management Professionals
245	Architects, Chartered Architectural Technologists, Planning Officers, Surveyors and Construction Professionals
246	Welfare Professionals
247	Librarians and Related Professionals

248	Quality and Regulatory Professionals
249	Media Professionals
311	Science, Engineering and Production Technicians
312	CAD, Drawing and Architectural Technicians
313	Information Technology Technicians
321	Health Associate Professionals
322	Welfare and Housing Associate Professionals
323	Teaching and Childcare Associate Professionals
324	Veterinary nurses
331	Protective Service Occupations
341	Artistic, Literary and Media Occupations
342	Design Occupations
343	Sports and Fitness Occupations
351	Transport Associate Professionals
352	Legal Associate Professionals
353	Finance Associate Professionals
354	Business Associate Professionals
355	Sales, Marketing and Related Associate Professionals
356	Public Services Associate Professionals
357	HR, Training and Other Vocational Associate Guidance Professionals
358	Regulatory Associate Professionals
411	Administrative Occupations: Government and Related Organisations
412	Administrative Occupations: Finance
413	Administrative Occupations: Records
414	Administrative Occupations: Office Managers and Supervisors
415	Other Administrative Occupations
421	Secretarial and Related Occupations
511	Agricultural and Related Trades
521	Metal Forming, Welding and Related Trades
522	Metal Machining, Fitting and Instrument Making Trades
523	Vehicle Trades
524	Electrical and Electronic Trades
525	Skilled Metal, Electrical and Electronic Trades Supervisors
531	Construction and Building Trades
532	Building Finishing Trades
533	Construction and Building Trades Supervisors
541	Textiles and Garments Trades

542	Printing Trades
543	Food Preparation and Hospitality Trades
544	Other Skilled Trades
611	Teaching and Childcare Support Occupations
612	Animal Care and Control Services
613	Caring Personal Services
621	Leisure and Travel Services
622	Hairdressers and Related Services
623	Housekeeping and Related Services
624	Cleaning and Housekeeping Managers and Supervisors
625	Bed and Breakfast and Guest House Owners and Proprietors
631	Community and Civil Enforcement Occupations
711	Sales Assistants and Retail Cashiers
712	Sales Related Occupations
713	Shopkeepers and Sales Supervisors
721	Customer Service Occupations
722	Customer Service Supervisors
811	Process Operatives
812	Metal Working Machine Operatives
813	Plant and Machine Operatives
814	Assemblers and Routine Operatives
815	Construction Operatives
816	Production, Factory and Assembly Supervisors
821	Road Transport Drivers
822	Mobile Machine Drivers and Operatives
823	Other Drivers and Transport Operatives
911	Elementary Agricultural Occupations
912	Elementary Construction Occupations
913	Elementary Process Plant Occupations
921	Elementary Administration Occupations
922	Elementary Cleaning Occupations
923	Elementary Security Occupations
924	Elementary Sales Occupations
925	Elementary Storage Occupations
926	Other Elementary Services Occupations
999	Not Applicable

Section 4

Submission of FES 1 returns

File format

27.   Data should be submitted in a fixed length ASCII file with a '.DAT' file extension.

28.   Files should be returned to SFC via SFC Secure Share by 30 September 2022 and covers all programme elements data during the entire academic session (1 August 2021 to 31 July 2022).

29.   The following naming convention should be used for FES 1 file returned to SFC.

  • A (seven-digit college code number).DAT – e.g. Borders College would read: A5660459.DAT.

Further information

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