

## Combined Record

| Field Nr. | Field Description   | Field Abbrev'n | Field Length | Field Type        |
|-----------|---|----------------|--------------|-------------------|
| ◆ 1       | Record type indicator                                     | RECID          | 5            | Numeric           |
| ◆ 2       | HESA institution identifier                               | INSTID         | 4            | Alphanumeric      |
| ◆ 3       | Campus identifier   | CAMPID         | 1            | Alphanumeric      |
| ◆ 4       | Student identifier  | HUSID          | 13           | Numeric           |
| ◆ 5       | Scottish candidate number                                 | SCOTVEC        | 9            | Numeric           |
| ◆ 6       | FE student marker   | FESTUMK        | 1            | Numeric           |
| ◆ 7       | Family name   | SURNAME        | 40           | Alphanumeric      |
| ◆ 8       | Forenames   | FNAMES         | 40           | Alphanumeric      |
| ◆ 9       | Family name on 16th birthday                              | SNAME16        | 40           | Alphanumeric      |
| ◆ 10      | Date of birth   | BIRTHDTE       | 10           | Date/Alphanumeric |
| ◆ 11      | Gender  | GENDER         | 1            | Alphanumeric      |
| ◆ 12      | Domicile  | DOMICILE       | 4            | Alphanumeric      |
| ◆ 13      | Nationality   | NATION         | 4            | Numeric           |
| ◆ 14      | Ethnicity   | ETHNIC         | 2            | Numeric           |
| ◆ 15      | Disabled  | REGDIS         | 1            | Numeric           |
| ◆ 16      | Disability  | DISABLE        | 2            | Numeric           |
| ◆ 17      | Additional support band                                   | ADSPBAND       | 2            | Alphanumeric      |
| ◆ 18      | School/FE/HE inst. last attended                          | LASTINST       | 7            | Numeric           |
| ◆ 19      | Year left last institution                                | YRLLINST       | 4            | Numeric           |
| ◆ 20      | Not used  | QUALENT1       | 2            | Numeric           |
| ◆ 21      | Highest qualification on entry                            | QUALENT2       | 2            | Numeric           |
| ◆ 22      | Standard entry qualifications                             | QSTAT          | 1            | Numeric           |
| ◆ 23      | A/AS level points score                                   | ALEVPTS        | 2            | Numeric           |
| ◆ 24      | Highers points score                                      | HIGHPTS        | 2            | Numeric           |
| ◆ 25      | Occupation code   | OCCCODE        | 3            | Numeric           |
| ◆ 26      | Date of commencement of programme                         | COMDATE        | 10           | Date/Alphanumeric |
| ◆ 27      | New entrant to HE   | ENTRYCDE       | 1            | Numeric           |
| ◆ 28      | Special students  | SPCSTU         | 1            | Numeric           |
| ◆ 29      | Teacher reference number                                  | TREFNO         | 6            | Numeric           |
| ◆ 30      | Year of student on this programme                         | YEARSTU        | 2            | Numeric           |
| ◆ 31      | Term time accommodation                                   | TTACCOM        | 1            | Numeric           |
| ◆ 32      | Not used  | FINYM          | 1            | Numeric           |
| ◆ 33      | Reason for leaving institution/completing programme       | RSNLEAVE       | 2            | Numeric           |
| ◆ 34      | Completion status   | CSTAT          | 1            | Numeric           |
| ◆ 35      | Date left institution or completed the programme of study | DATELEFT       | 10           | Date/Alphanumeric |
| ◆ 36      | Good standing marker                                      | PROGRESS       | 1            | Numeric           |
| ◆ 37      | Qualification obtained 1                                  | QUAL1          | 2            | Numeric           |
| ◆ 38      | Qualification obtained 2                                  | QUAL2          | 2            | Numeric           |
| ◆ 39      | Classification  | CLASS          | 2            | Numeric           |
| ◆ 40      | Programme of study title                                  | PTITLE         | 80           | Alphanumeric      |
| ◆ 41      | General qualification aim of student                      | QUALAIM        | 2            | Numeric           |
| ◆ 42      | FE general qualification aim of student                   | FEQAIM         | 8            | Alphanumeric      |
| ◆ 43      | Subject(s) of qualification aim                           | SBJQA          | 6            | Alphanumeric      |
| ◆ 44      | Not used  | FEQSBJA        | 4            | Alphanumeric      |
| ◆ 45      | Not used  | FEQSBJB        | 4            | Alphanumeric      |
| ◆ 46      | Not used  | FEQSBJC        | 1            | Alphanumeric      |
| ◆ 47      | Awarding body 1   | AWDBODY1       | 4            | Numeric           |
| ◆ 48      | Awarding body 2   | AWDBODY2       | 4            | Numeric           |
| ◆ 49      | Expected length of study programme                        | SPLENGTH       | 2            | Numeric           |
| ◆ 50      | Units of length   | UNITLGTH       | 1            | Numeric           |
| ◆ 51      | Vocational level of course                                | VLEVEL         | 2            | Numeric           |
| ◆ 52      | Special programmes  | SPPRG          | 2            | Numeric           |
| ◆ 53      | Teacher training course identifier                        | TTCID          | 1            | Numeric           |
| ◆ 54      | ITT phase/scope   | ITTPHSC        | 2            | Numeric           |

|              |  |          |   |              |
|--------------|--|----------|---|--------------|
| 55           | Bilingual ITT marker                                     | BITTM    | 1 | Numeric      |
| ◆ 56         | Teaching qualification sought sector                     | TQSSEC   | 1 | Numeric      |
| ◆ 57         | Teaching qualification sought subject 1                  | TQSSUB1  | 3 | Numeric      |
| ◆ 58         | Teaching qualification sought subject 2                  | TQSSUB2  | 3 | Numeric      |
| ◆ 59         | Teaching qualification sought subject 3                  | TQSSUB3  | 3 | Numeric      |
| 60           | Teaching qualification gained sector                     | TQGSEC   | 1 | Numeric      |
| 61           | Teaching qualification gained subject 1                  | TQGSUB1  | 3 | Numeric      |
| 62           | Teaching qualification gained subject 2                  | TQGSUB2  | 3 | Numeric      |
| 63           | Teaching qualification gained subject 3                  | TQGSUB3  | 3 | Numeric      |
| ◆ 64         | Major source of funding                                  | MSFUND   | 2 | Numeric      |
| ◆ 65         | Fundability code   | FUNDCODE | 1 | Numeric      |
| ◆ 66         | Fee eligibility  | FEELIG   | 1 | Alphanumeric |
| ◆ 67         | Fee band   | FEEBAND  | 2 | Numeric      |
| ◆ 68         | Major source of tuition fees                             | MSTUFEE  | 2 | Numeric      |
| ◆ 69         | FE tariff/learning units                                 | TARUNIT  | 5 | Alphanumeric |
| ◆ 70         | Mode of study  | MODE     | 2 | Numeric      |
| ◆ 71         | Location of study  | LOCSDY   | 1 | Numeric      |
| ◆ 72         | Year of programme  | YEARPRG  | 2 | Numeric      |
| ◆ 73         | Length of current year of programme                      | YEARLGTH | 2 | Numeric      |
| 74           | Student FTE  | STULOAD  | 5 | Numeric      |
| ◆ 75         | Postcode   | POSTCODE | 8 | Alphanumeric |
| 76           | PGCE - subject of undergraduate degree                   | PGCESBJ  | 6 | Alphanumeric |
| 77           | PGCE - classification of undergraduate degree            | PGCECLSS | 2 |              |
| Alphanumeric |  |          |   |              |
| ◆ 78         | Religion   | RELIG    | 1 | Alphanumeric |
| ◆ 79         | Primary learning goal                                    | PRIMLG   | 1 | Numeric      |
| ◆ 80         | SLDD - Access to mainstream provision                    | ST12     | 1 | Alphanumeric |
| ◆ 81         | SLDD - Discrete provision                                | ST13     | 1 | Alphanumeric |
| ◆ 82         | Standard college tuition fees                            | STFEES   | 6 | Alphanumeric |
| ◆ 83         | Amount of tuition fees received/expected for the student | RECFEE   | 6 |              |
| Alphanumeric |  |          |   |              |
| ◆ 84         | Reason for partial or full non-payment of tuition fees   | NONPAY   | 2 |              |
| Alphanumeric |  |          |   |              |
| ◆ 85         | Guided learning hours                                    | GLHRS    | 5 | Alphanumeric |
| 86           | Other institution providing teaching 1                   | TINST1   | 7 | Alphanumeric |
| 87           | Other institution providing teaching 2                   | TINST2   | 7 | Alphanumeric |
| 88           | Proportion of teaching in Welsh                          | PROWELSH | 5 | Numeric      |
| 89           | Intensity of study                                       | ISTDY    | 5 | Numeric      |
| 90           | Proportion not taught by this institution                | PCOLAB   | 5 | Numeric      |
| 91           | Credit transfer scheme                                   | CRDTSCM  | 1 | Numeric      |
| 92           | Credit value of year of programme, 1                     | CREDIT1  | 3 | Numeric      |
| 93           | Credit value of year of programme, 2                     | CREDIT2  | 3 | Numeric      |
| 94           | Level of credit, 1                                       | LEVLCRD1 | 1 | Numeric      |
| 95           | Level of credit, 2                                       | LEVLCRD2 | 1 | Numeric      |
| 96           | Number of credit points obtained 1                       | CPOBTN1  | 3 | Numeric      |
| 97           | Number of credit points obtained 2                       | CPOBTN2  | 3 | Numeric      |
| 98           | Level of credit points obtained 1                        | LCPOBTN1 | 1 | Numeric      |
| 99           | Level of credit points obtained 2                        | LCPOBTN2 | 1 | Numeric      |
| 100          | Cost centre 1  | COSTCN01 | 2 | Numeric      |
| 101          | Subject area of study 1                                  | SBJ01    | 3 | Alphanumeric |
| 102          | Proportion of subject 1                                  | SBJPER01 | 5 | Numeric      |
| 103          | Cost centre 2  | COSTCN02 | 2 | Numeric      |
| 104          | Subject area of study 2                                  | SBJ02    | 3 | Alphanumeric |
| 105          | Proportion of subject 2                                  | SBJPER02 | 5 | Numeric      |
| 106          | Cost centre 3  | COSTCN03 | 2 | Numeric      |
| 107          | Subject area of study 3                                  | SBJ03    | 3 | Alphanumeric |
| 108          | Proportion of subject 3                                  | SBJPER03 | 5 | Numeric      |
| 109          | Cost centre 4  | COSTCN04 | 2 | Numeric      |
| 110          | Subject area of study 4                                  | SBJ04    | 3 | Alphanumeric |
| 111          | Proportion of subject 4                                  | SBJPER04 | 5 | Numeric      |
| 112          | Cost centre 5  | COSTCN05 | 2 | Numeric      |
| 113          | Subject area of study 5                                  | SBJ05    | 3 | Alphanumeric |
| 114          | Proportion of subject 5                                  | SBJPER05 | 5 | Numeric      |

|        |                          |          |   |              |
|--------|--------------------------|----------|---|--------------|
| 115    | Cost centre 6            | COSTCN06 | 2 | Numeric      |
| 116    | Subject area of study 6  | SBJ06    | 3 | Alphanumeric |
| 117    | Proportion of subject 6  | SBJPER06 | 5 | Numeric      |
| 118    | Cost centre 7            | COSTCN07 | 2 | Numeric      |
| 119    | Subject area of study 7  | SBJ07    | 3 | Alphanumeric |
| 120    | Proportion of subject 7  | SBJPER07 | 5 | Numeric      |
| 121    | Cost centre 8            | COSTCN08 | 2 | Numeric      |
| 122    | Subject area of study 8  | SBJ08    | 3 | Alphanumeric |
| 123    | Proportion of subject 8  | SBJPER08 | 5 | Numeric      |
| 124    | Cost centre 9            | COSTCN09 | 2 | Numeric      |
| 125    | Subject area of study 9  | SBJ09    | 3 | Alphanumeric |
| 126    | Proportion of subject 9  | SBJPER09 | 5 | Numeric      |
| 127    | Cost centre 10           | COSTCN10 | 2 | Numeric      |
| 128    | Subject area of study 10 | SBJ10    | 3 | Alphanumeric |
| 129    | Proportion of subject 10 | SBJPER10 | 5 | Numeric      |
| 130    | Cost centre 11           | COSTCN11 | 2 | Numeric      |
| 131    | Subject area of study 11 | SBJ11    | 3 | Alphanumeric |
| 132    | Proportion of subject 11 | SBJPER11 | 5 | Numeric      |
| 133    | Cost centre 12           | COSTCN12 | 2 | Numeric      |
| 134    | Subject area of study 12 | SBJ12    | 3 | Alphanumeric |
| 135    | Proportion of subject 12 | SBJPER12 | 5 | Numeric      |
| 136    | Cost centre 13           | COSTCN13 | 2 | Numeric      |
| 137    | Subject area of study 13 | SBJ13    | 3 | Alphanumeric |
| 138    | Proportion of subject 13 | SBJPER13 | 5 | Numeric      |
| 139    | Cost centre 14           | COSTCN14 | 2 | Numeric      |
| 140    | Subject area of study 14 | SBJ14    | 3 | Alphanumeric |
| 141    | Proportion of subject 14 | SBJPER14 | 5 | Numeric      |
| 142    | Cost centre 15           | COSTCN15 | 2 | Numeric      |
| 143    | Subject area of study 15 | SBJ15    | 3 | Alphanumeric |
| 144    | Proportion of subject 15 | SBJPER15 | 5 | Numeric      |
| 145    | Cost centre 16           | COSTCN16 | 2 | Numeric      |
| 146    | Subject area of study 16 | SBJ16    | 3 | Alphanumeric |
| 147    | Proportion of subject 16 | SBJPER16 | 5 | Numeric      |
| ◆◆ 148 | UCAS Entrant Marker      | UCASMK   | 1 | Alphanumeric |

◆◆ Required for December return

| Field Nr. | Field Description     | Field Abbrev'n | Field Length | Field Type |
|-----------|-----------------------|----------------|--------------|------------|
| 1         | Record type indicator | RECID          | 5            | Numeric    |

**STATUS** Compulsory.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES**

96011 Combined student/course record.  
96012 Student record.  
96013 Module record.  
96014 Aggregate record of non-credit-bearing courses.  
96016 First destination supplement.  
96017 Trainee teacher information supplement (Scotland).  
96019 HE in FE Colleges.  
96021 Staff individualised record.  
96022 Staff aggregate record.  
96023 Staff load record.  
96024 Research output record.  
96031 Finance statistics return.  
96032 Estate record.  
96111 Students on low credit-bearing courses - English and Welsh institutions only (Combined record).  
96112 Students on low credit-bearing courses - English and Welsh institutions only (Student record).  
96113 Students on low credit-bearing courses - English and Welsh institutions only (Module record).  
96211 Reduced FE record - English and Welsh institutions only (Combined record).  
96212 Reduced FE record - English and Welsh institutions only (Student record).  
96213 Reduced FE record - English and Welsh institutions only (Module record).  
96311 Visiting and exchange students (Combined record).  
96312 Visiting and Exchange Students (Student Record).  
96411 Dormant Students (Combined Record).  
96412 Dormant Students (Student Record).  
96511 Late return of results information (Combined record).  
96512 Late return of results information (Student record).

**DESCRIPTION** The record type indicator is for HESA's internal use to identify the type of record being sent.

**NOTES** The first two digits are the year identifier. The last two digits are the record identifier. In the third digit position, a zero indicates the main record. Other digits in the third position will be used to indicate sub-sets of the main record, for example reduced records or late returns of results information. Details are given in

Appendix 9.

N.B. Late Return of Results Information (code 96511 and/or 96512) MUST be returned in separate files.

**REASON REQUIRED** For HESA's operational purposes.

| Field Nr. | Field Description                           | Field Abbrev'n | Field Length | Field Type |
|-----------|---|----------------|--------------|------------|
| 2         | HESA institution identifier<br>Alphanumeric | INSTID         | 4            |            |

|                        |   |
|------------------------|---|
| <b>STATUS</b>          | Compulsory.   |
| <b>TIMESCALE</b>       | Required in the December and July data collections.   |
| <b>VALID ENTRIES</b>   | A list of valid entries for this field may be found in Appendix 2.  |
| <b>DESCRIPTION</b>     | The institution identifier of the reporting institution. The institution is identified by two fields, field 2, HESA institution identifier (a four digit number relating to the institution) and field 3, Campus identifier, a single alphanumeric character. The Campus identifier character 'A' will be designated the default for the whole institution. |
| <b>NOTES</b>           | For courses taught outside the HEI, the location of the collaborating or franchised college will be sought in other fields and should not be returned under this field.   |
| <b>EXAMPLE</b>         | 0113 Brunel University.   |
| <b>REASON REQUIRED</b> | To provide separate figures for each institution.   |

| Field Nr. | Field Description                 | Field Abbrev'n | Field Length | Field Type |
|-----------|-----------------------------------|----------------|--------------|------------|
| 3         | Campus identifier<br>Alphanumeric | CAMPID         | 1            |            |

**STATUS** Compulsory.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES** A one character alphanumeric code.

**DESCRIPTION** The Campus identifier is the second part of the institution identifier: please also see the description of field 2, HESA institution identifier.

**NOTES** Although this field is compulsory, in the majority of cases, it will default to the generic value 'A' indicating the entire institution. The Funding Councils do not require that different campuses of an institution be separated in the statistical returns. However, HEFCE expect separate campus identifiers for any part of the institution funded separately eg 0151 London University - Senate Institutes.

An institution which wishes separately to identify campuses may do so by using any alphanumeric character except for 'A' in field 3. Institutions which decide so to do are asked to inform Alison Berry at HESA.

It is recognised that because of the flexibility of study patterns adopted by some institutions, it will be impossible to say categorically that some students are assigned to a particular campus. As a general rule of thumb, we suggest that a distinct Campus identifier should not be so allocated if it falls within the same county or L.E.A. boundary.

Codes other than 'A' can be used only where an institution has agreed with HESA distinct valid codes for separate campuses, and a student can be associated with a single site.

For the purposes of this field, a campus is not necessarily a physical site, but may be an administrative location.

**REASON REQUIRED** To provide separate figures for each campus.

To facilitate the derivation of geographic patterns of study.

| Field Nr. | Field Description  | Field Abbrev'n | Field Length | Field Type |
|-----------|--------------------|----------------|--------------|------------|
| 4         | Student identifier | HUSID          | 13           | Numeric    |

**STATUS** Compulsory.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES** A 13 digit numeric code.

**DESCRIPTION** The Student identifier is to be unique to each student. It is intended that the identifier is to be transferred with the student to each institution of higher education he/she may attend. The medium term objective is that the use of this number will allow the accurate tracking of students throughout their life within the sector for which HESA collects data.

**NOTES** Students entering higher education through UCAS will be allocated their number automatically. Other entrants to institutions will be allocated a student identifier by the institution.

From the commencement of the academic/financial year 1995-96, students entering a course of study of higher education should be asked whether they have a previous HE student identifier, and if so this identifier should be used. This will commonly be the situation for new postgraduates moving on from undergraduate study. If students are unable to recall their student identifier, a new one should be issued.

Students whose details have previously been returned to HESA by the reporting institution MUST keep the same unique student identifier in future returns. For students whose details have previously been returned to HESA by another institution, the same unique student identifier should be used if this is known. This is to facilitate the possibility of backward tracking within previous data sets. Where the previous number is not known, or there is any doubt about its accuracy, a new number should be issued. Institutions are NOT expected to seek student identifiers from previous institutions. In the longer term it is planned that a central look-up procedure at HESA will be introduced.

For direct entrants, once a number has been allocated it should never be re-used, even in the case of students who leave the institution without completing their studies.

Students who move from one institution to another



should keep their original full student identifier. Where the previous HE student identifier is in direct entry format, the number must NOT be changed to reflect the current institution's identifier. This is to ensure that the student identifier remains unique and to allow tracking of the student through the use of the same unique student identifier. The current institution will be shown in field 2, HESA institution identifier and not through use of the student identifier.

It is expected that a national framework for post-compulsory education student identifiers will be developed in due course.

The structure of the HESA Student identifier is determined according to the route of entry, as follows :

#### **New HESA I.D. taken from UCAS entry to institution**

Institutions simply take the 9 digit UCAS number and prefix it with four 0's .

First 4 digits:

    Padded with 0s.

Next 2 digits:

    Year of expected entry to HE institution as given by UCAS (last two digits of the year).

Next 6 digits:

    6 digit reference number allocated sequentially by UCAS.

Last digit:

    Check digit.

Students who defer their year of entry should not have this updated but must keep the original number allocated by UCAS.

#### **New HESA I.D. taken from direct entry to institution**

First 2 digits:

    Year of entry into institution (last 2 digits of year).

Next 4 digits:

    Institution identifier from HESA record (as in field 2 of this record) + 1000.

Next 6 digits:

    6 digit reference number internally allocated by institution.

Last digit:

    Check digit.

#### **Calculation of Check Digit**

The check digit is calculated using the first 12 digits and provides a means of detecting errors of transcription. To calculate the check digit, each of the first 12 digits is multiplied by a "weight" which depends on its position in the number, and the resulting products added. The check digit is then obtained by subtracting the final digit of the resulting sum from ten.

The weights used are :

|          |   |   |   |    |    |
|----------|---|---|---|----|----|
| Position | 1 | 2 | 3 | 4  | 5  |
| 6        |   |   |   |    |    |
| Weight   | 1 | 3 | 7 | 9  | 1  |
|          |   |   |   |    | 3  |
| Position | 7 | 8 | 9 | 10 | 11 |
| 12       |   |   |   |    |    |
| Weight   | 7 | 9 | 1 | 3  | 7  |
|          |   |   |   |    | 9  |

The check digit calculation method is similar to the UCAS method, the difference being the extension of the weighting. Due to the fact that the UCAS number will be returned padded with 0s at the beginning, the check digit will therefore be the same in both the HESA and UCAS systems.

#### EXAMPLE

A direct entrant student in October 1996 at Royal Holloway, University of London is allocated the internal number 123456. The check digit calculation for the student's reference number, 961141123456, would be calculated as :

|         |   |    |   |    |    |    |
|---------|---|----|---|----|----|----|
| Number  | 9 | 6  | 1 | 1  | 4  | 1  |
| Weight  | 1 | 3  | 7 | 9  | 1  | 3  |
| Product | 9 | 18 | 7 | 9  | 4  | 3  |
|         |   |    |   |    |    |    |
| Number  | 1 | 2  | 3 | 4  | 5  | 6  |
| Weight  | 7 | 9  | 1 | 3  | 7  | 9  |
| Product | 7 | 18 | 3 | 12 | 35 | 54 |

The sum of the products is 179, the final digit being 9, so the check digit is 10 - 9, or 1. The full identifier is therefore 9611411234561.

Note : If the final digit of the sum of the products is 0, the check digit would be the final digit after the subtraction i.e.  $10 - 0 = 10$ , check digit is 0.

#### REASON REQUIRED

To link together different student records for the same person; e.g. for the different years of a course, or (ultimately) to track a student's educational career (in the areas covered by HESA).

| Field Nr. | Field Description         | Field Abbrev'n | Field Length | Field Type |
|-----------|---------------------------|----------------|--------------|------------|
| 5         | Scottish candidate number | SCOTVEC        | 9            | Numeric    |

**STATUS** Compulsory for Scottish domiciled UCAS entrants who are taking courses which are at (or below) undergraduate level at institutions throughout the UK. Also compulsory for all other Scottish domiciled students at institutions in Scotland who are taking courses which are at (or below) undergraduate level.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES** A 9 digit numeric code.

**DESCRIPTION** The Scottish candidate number (formerly SCOTVEC number) is allocated to pupils at school and in FE colleges who undertake SCOTVEC or SEB (Scottish Examination Board) courses. Many Scottish students will therefore have a Scottish candidate number, and coverage should increase over the next few years to cover almost all Scottish entrants. The Scottish candidate number should be completed for all students who have one.

**NOTES** All UCAS entrants domiciled in Scotland require a Scottish candidate number irrespective of whether they are undertaking their programme of study in Scotland or elsewhere in the United Kingdom. A Scottish candidate number is not applicable to non-Scottish domiciled entrants studying at Scottish institutions.

UCAS will be collecting the Scottish candidate number for all Scottish domiciled new entrants from 1995-96 onwards. Institutions in Scotland will need to collect this information for direct entrants of Scottish domicile.

It is not expected that institutions should seek this information from continuing students in cases where they do not already hold the information.

A Scottish candidate number is not required for those students entering postgraduate programmes of study.

Code 999999999 to be used in cases where there is no number/the number is not known.

**REASON REQUIRED** To link, for statistical purposes, the student records collected by HESA with information about the SCOTVEC/SEB courses taken and the SCOTVEC/SEB qualifications gained by the students.

Ultimately, to link for statistical purposes, the student records collected by HESA with information from, e.g. the QSL returns, and from the FES returns (which use the Scottish candidate number as the unique student identifier).

Such linkages can provide additional information about the flows between school, further education and higher education.

| Field Nr.              | Field Description   | Field Abbrev'n | Field Length | Field Type |
|------------------------|---|----------------|--------------|------------|
| 6                      | FE student marker   | FESTUMK        | 1            | Numeric    |
| <b>STATUS</b>          | Compulsory for all students in English or Welsh institutions.   |                |              |            |
| <b>TIMESCALE</b>       | Required in the December and July data collections.   |                |              |            |
| <b>VALID ENTRIES</b>   | <p>1 The student is an FE Funding Council funded student studying at FE level.</p> <p>2 The student is not an FE Funding Council funded student nor is the student studying at FE level.</p> <p>3 The student is an FE Funding Council funded student studying at HE level.</p> <p>4 The student is not an FE Funding Council funded student but is studying at FE level.</p>   |                |              |            |
| <b>DESCRIPTION</b>     | An indicator to identify students at HE institutions who are studying at FE level or are funded by FEFCE or FEFCW.  |                |              |            |
| <b>NOTES</b>           | <p>For England and Wales, an FE Funding Council student is defined as a student following a programme of study leading to a general qualification aim at FE level and any other student following a programme of study funded by FEFCE or FEFCW (and which may be at FE or HE level). Students coded 1, 3 or 4 will be regarded as FE Funding Council Students. Students coded 2 will be assumed to be HE level students, with no FE Funding Council Funding.</p> <p>Code 3, 'The student is an FE Funding Council funded student studying at HE level'. The Funding Councils have advised us that FE Funding Councils do not ordinarily fund students studying at HE level within HEIs. We therefore recommend any institution who believes they have students in this category to contact HESA before coding.</p> <p>'Access to HE' courses are regarded as FE level courses.</p> |                |              |            |
| <b>REASON REQUIRED</b> | To identify those students on programmes of study at FE level or funded by FEFCE or FEFCW for HESA's operational purposes in passing data to FEFCE or FEFCW.  |                |              |            |

| Field Nr.              | Field Description   | Field Abbrev'n | Field Length | Field Type |
|------------------------|---|----------------|--------------|------------|
| 7                      | Family name<br>Alphanumeric   | SURNAME        | 40           |            |
| <b>STATUS</b>          | Compulsory.   |                |              |            |
| <b>TIMESCALE</b>       | Required in the December and July data collections.   |                |              |            |
| <b>VALID ENTRIES</b>   | A 40 character alpha code.  |                |              |            |
| <b>DESCRIPTION</b>     | The Family name is usually the surname of the student.  |                |              |            |
| <b>NOTES</b>           | <p>HESA will not pass on this data item to any third party except to the Scottish Office and SHEFC for students in Scottish institutions and to FEFCE and FEFCW for FE students.</p> <p>In cases where the student does not split their name between family and forenames, the whole name should be entered in field 7, Family name, and a '9' entered in field 8, Forenames.</p>   |                |              |            |
| <b>REASON REQUIRED</b> | <p>Required for HESA's operational purposes.</p> <p>SOEID will obtain the names of pre-service teacher training students, for the administration of the Teacher Index.</p> <p>SOEID and SHEFC will receive phonetically-encoded ("SOUNDEXed") versions of the name which can be used for record linkage (for statistical purposes) with other educational statistical returns, e.g. FES and QSL.</p> <p>To produce lists of students for sample surveys or for follow-up surveys.</p> |                |              |            |

| Field Nr. | Field Description         | Field Abbrev'n | Field Length | Field Type |
|-----------|---------------------------|----------------|--------------|------------|
| 8         | Forenames<br>Alphanumeric | FNAMES         | 40           |            |

**STATUS** Compulsory.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES** A 40 character alpha code.

**DESCRIPTION** The Forenames field is the forenames of the student.

**NOTES** HESA will not pass on this data item to any third party except to the Scottish Office and SHEFC for students in Scottish institutions and to FEFCE and FEFCW for FE students.

If the student's forenames are longer than 40 characters, return the first forename and the initials of the others.

In cases where the student does not split their name between family and forenames, the whole name should be entered in field 7, Family name, and a '9' entered in field 8, Forenames.

**REASON REQUIRED** See reasons for field 7, Family name.

| Field Nr. | Field Description                            | Field Abbrev'n | Field Length | Field Type |
|-----------|--|----------------|--------------|------------|
| 9         | Family name on 16th birthday<br>Alphanumeric | SNAME16        | 40           |            |

**STATUS** Not compulsory.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES** A 40 character alpha code.

**DESCRIPTION** The Family name on 16th birthday field is the surname field that can be used as a stable look up point for lost student identifiers.

**NOTES** Several institutions have indicated that they would wish also to return this field for students for ease of reference in case of enquiries.

**REASON REQUIRED** See reasons for field 7, Family name.



| Field Nr. | Field Description                  | Field Abbrev'n | Field Length | Field Type |
|-----------|------------------------------------|----------------|--------------|------------|
| 10        | Date of birth<br>Date/Alphanumeric | BIRTHDTE       | 10           |            |

**STATUS** Compulsory.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES** Valid entry patterns are: DD/MM/YYYY, DD-MM-YYYY or YYYYMMDD.

**DESCRIPTION** The Date of birth is required to generate the student's age and to provide an additional item of information for record linkage. The year **MUST** be shown in full with four digits.

**NOTES** In the absence of any basis for obtaining the date of birth, please return 99/99/9999.

**REASON REQUIRED** For analysis of the age structure and profile of the student population.

| Field Nr. | Field Description      | Field Abbrev'n | Field Length | Field Type |
|-----------|------------------------|----------------|--------------|------------|
| 11        | Gender<br>Alphanumeric | GENDER         | 1            |            |

**STATUS** Compulsory.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES** F Female.  
M Male.

**NOTES** Consistent with UCAS usage.

**REASON REQUIRED** For analysis of the numbers of students by gender.

| <b>Field Nr.</b>       | <b>Field Description</b>   | <b>Field Abbrev'n</b> | <b>Field Length</b> | <b>Field Type</b> |
|------------------------|--|-----------------------|---------------------|-------------------|
| 12                     | Domicile<br>Alphanumeric   | DOMICILE              | 4                   |                   |
| <b>STATUS</b>          | Compulsory.  |                       |                     |                   |
| <b>TIMESCALE</b>       | Required in the December and July data collections.  |                       |                     |                   |
| <b>VALID ENTRIES</b>   | <p>Valid entries are a 4 digit code which is a valid country code. For UK students, institutions should return the relevant country code for England, Wales, Scotland or Northern Ireland.</p> <p>A list of valid entries for this field may be found in Appendix 4.</p>   |                       |                     |                   |
| <b>DESCRIPTION</b>     | <p>The Domicile field is taken here to be the country code of the student's permanent or home address prior to entry to the programme of study. It is not necessarily the correspondence address of the student.</p> <p>This is a compulsory field as it will play a major role for statistics. The country code should be entered as in Appendix 4.</p> |                       |                     |                   |
| <b>NOTES</b>           | <p>The coding frame is the same one that is used for Nationality for ease of coding. For UK students, the institution should return the relevant country code for England, Wales, Scotland, Northern Ireland, Channel Islands or Isle of Man. Code 2826 'United Kingdom' must NOT be used for Domicile.</p>  |                       |                     |                   |
| <b>REASON REQUIRED</b> | <p>To obtain the numbers of students domiciled in particular EC countries and elsewhere abroad, and hence calculate participation rates.</p> <p>To forecast the demand for student allowances and grants.</p> <p>To record cross border flows.</p>   |                       |                     |                   |

| <b>Field Nr.</b>       | <b>Field Description</b>  | <b>Field Abbrev'n</b> | <b>Field Length</b> | <b>Field Type</b> |
|------------------------|---|-----------------------|---------------------|-------------------|
| 13                     | Nationality   | NATION                | 4                   | Numeric           |
| <b>STATUS</b>          | Compulsory.   |                       |                     |                   |
| <b>TIMESCALE</b>       | Required in the July data collection only.  |                       |                     |                   |
| <b>VALID ENTRIES</b>   | <p>An numeric code of 4 characters, which is a valid country code.</p> <p>A list of valid entries for this field may be found in Appendix 4.</p>  |                       |                     |                   |
| <b>DESCRIPTION</b>     | This field defines the country of legal nationality coded using the country codes in Appendix 4.  |                       |                     |                   |
| <b>NOTES</b>           | <p>It should be noted that this Appendix needs to be backwards compatible, hence the inclusion of some old names of countries.</p> <p>HESA regrets that the coding list does not consistently use the UCAS coding frame for nationalities, and UCAS new entrants will need to have their nationality converted to the HESA requirements. Institutions collecting nationality for direct entrants using the UCAS codes will also need these converting to HESA codes on delivery to HESA.</p> <p>The coding frame is the same one that is used for Domicile for ease of coding, but the codes for England, Wales, Scotland and Northern Ireland must not be used for Nationality, where United Kingdom should be used instead. Citizens of the Channel Islands and Isle of Man may continue to use their codes for Nationality.</p> <p>If dual nationality including UK, code as United Kingdom. If dual nationality including non-UK EC country, then classify with relevant EC country code. If neither UK or EC country, then classify by either nationality.</p> |                       |                     |                   |
| <b>REASON REQUIRED</b> | <p>To enable the UK contribution to the higher education of nationals of other countries to be determined.</p> <p>To meet EC and OECD requests for information.</p>   |                       |                     |                   |

| Field Nr. | Field Description | Field Abbrev'n | Field Length | Field Type |
|-----------|-------------------|----------------|--------------|------------|
| 14        | Ethnicity         | ETHNIC         | 2            | Numeric    |

**STATUS** Compulsory for home domiciled students.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES**

- 10 White.
- 21 Black Caribbean.
- 22 Black African.
- 29 Black other.
- 31 Indian.
- 32 Pakistani.
- 33 Bangladeshi.
- 34 Chinese.
- 39 Asian other.
- 80 Other.
- 90 Not known (UCAS code).
- 98 Information refused.
- 99 Information not yet sought.

**DESCRIPTION** This field identifies the 'ethnic origin' of students.

**NOTES** Home domiciled student, for the purposes of this field, means domiciled in England, Wales, Scotland, Northern Ireland, Channel Islands or the Isle of Man.

The codes listed are those used in the 1991 Census of Population and allow comparative statistics to be calculated. The codes are consistent with UCAS usage.

Institutions may wish to collect a wider range of codes (e.g. a secondary ethnic origin code) to enable better response rates to this question when asked at institutions (especially of direct entrants). Though some students may feel that they could be coded in more than one category, only one code should be returned to HESA for each student.

Code 99 'information not yet sought' may be used for continuing students in cases where the institution does not already hold the information.

Code 98 'Information refused' includes all cases where the information has been sought but is missing. UCAS code 90 'Not known' will be accepted by HESA and grouped together with code 98 for analysis purposes.

Not required for overseas domiciled students.

**REASON REQUIRED** For monitoring levels and trends in participation in HE by particular groups of people.

| Field Nr. | Field Description | Field Abbrev'n | Field Length | Field Type |
|-----------|-------------------|----------------|--------------|------------|
| 15        | Disabled          | REGDIS         | 1            | Numeric    |

**STATUS** Compulsory.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES**

- 1 The student has no known disability.
- 2 The student has a disability which is registered.
- 3 The student has a disability which is not registered.
- 9 Information not yet sought.

**DESCRIPTION** The Disabled field identifies whether the student is known to be disabled and whether registered or not.

**NOTES** If field 16 'Disability' is coded 00 'No known disability', 98 'Information not sought' or 99 'Not known', then field 15 'Disabled' should be coded 1 'The student has no known disability'.

If field 16 'Disability' is coded 01-09 indicating that the student has a disability, then field 15 'Disabled' should be coded 2 'The student has a disability which is registered' or 3 'The student has a disability which is not registered' or 9 'Information not yet sought'. Code 9 should be used for all cases where it is known that the student has a disability, but it is not known whether or not they are registered disabled.

**REASON REQUIRED** For monitoring levels and trends in participation by particular groups of people.

| Field Nr. | Field Description | Field Abbrev'n | Field Length | Field Type |
|-----------|-------------------|----------------|--------------|------------|
| 16        | Disability        | DISABLE        | 2            | Numeric    |

**STATUS** Compulsory.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES**

- 00 No known disability.
- 01 Dyslexia.
- 02 Blind/are partially sighted.
- 03 Deaf/have a hearing impairment.
- 04 Wheelchair user/have mobility difficulties.
- 05 Personal care support.
- 06 Mental health difficulties.
- 07 An unseen disability, e.g. diabetes, epilepsy, asthma.
- 08 Multiple disabilities.
- 09 A disability not listed above.
- 98 Information not sought.
- 99 Not known.

**DESCRIPTION** The Disability field records the type of disability that a student has, on the basis of the student's own self-assessment.

**NOTES** Consistent with UCAS usage.

Code 98, 'Information not sought' may be used for continuing students in cases where the institution does not already hold the information.

Code 99, 'Not known' includes all cases where the information has been sought but is missing.

If field 16 'Disability' is coded 00 'No known disability', 98 'Information not sought' or 99 'Not known', then field 15 'Disabled' should be coded 1 'The student has no known disability'.

If field 16 'Disability' is coded 01-09 indicating that the student has a disability, then field 15 'Disabled' should be coded 2 'The student has a disability which is registered' or 3 'The student has a disability which is not registered' or 9 'Information not yet sought'. Code 9 should be used for all cases where it is known that the student has a disability, but it is not known whether or not they are registered disabled.

**REASON REQUIRED** For monitoring levels and trends in participation by particular groups of people.



| Field Nr. | Field Description                       | Field Abbrev'n | Field Length | Field Type |
|-----------|---|----------------|--------------|------------|
| 17        | Additional support band<br>Alphanumeric | ADSPBAND       | 2            |            |

**STATUS** Compulsory for all students at English institutions who are funded by FEFCE, i.e. shown as code 1 or 3 in field 6, FE student marker.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES**

- 00 Band 0 (#170-#500) for students on programmes of less than 450 guided learning hours per year only.
- 01 Band 1 (#501-#1000).
- 02 Band 2 (#1001-#2000).
- 03 Band 3 (#2001-#4000).
- 04 Band 4 (#4001-#5600).
- 05 Band 5 (#5601-#8800).
- 06 Additional support below the lower threshold.
- 07 Additional support above the higher threshold of #8800.
- 08 No additional support.
- 09 Not yet known.

**DESCRIPTION** To determine whether or not the student falls into one of the additional support bands defined by the FEFCE.

**NOTES** The additional support bands correspond to the amount of extra resource identified by the institution as required to meet the needs of the student such as those with learning difficulties and/or disabilities.

Additional support is any additional support, provided over and above the programme activities included in a standard learning programme, to help an individual student to complete their learning programme. It may include the extra costs of specialist assessment at entry, special teaching arrangements, extra staffing, and tutorial support to remedy difficulties with literacy, numeracy or the English language.

The cash amounts specified for each band may be updated by FEFCE for 1996-97. In this case, a replacement page will be issued.

**REASON REQUIRED** To monitor the additional resources deployed by institutions in making the necessary provision for students such as those with learning difficulties and/or disabilities.

| Field Nr. | Field Description                | Field Abbrev'n | Field Length | Field Type |
|-----------|----------------------------------|----------------|--------------|------------|
| 18        | School/FE/HE inst. last attended | LASTINST       | 7            | Numeric    |

**STATUS** Compulsory for undergraduate students entering through UCAS.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES** .

If last institution was an HE one: relevant HESA Institution Identifier selected from Appendix 2.

If last institution was a School or FE one: relevant DFEE/WOED/SOEID/DENI/FEFC code derived from the admissions system for UCAS entrants. Other valid codes are:.

- 0043 West London Institute of Higher Education.
- 0094 Duncan of Jordanstone College of Art.
- 0128 British Postgraduate Medical Federation.
- 0136 The London Hospital Medical College.
- 0144 St Bartholomew's Hospital Medical College.
- 0183 Welsh Agricultural College.
- 4901 UK state school.
- 4911 UK independent school.
- 4921 UK FE college.
- 4931 if last institution was any non-UK institution.
- 9999 Not known.

**DESCRIPTION** The School/FE/HE inst. last attended will provide valuable information to assist the tracking of students through their Higher Education life. It can be derived from the UCAS admissions system for UCAS entrants\*.

**NOTES** \*UCAS holds the school/FE/HE or other institution from which the UCAS application was received. HESA recognises that this will give a small percentage statistical error in the data for this field.

In 1996-97, for institutions currently providing data in this field for full-time students entering through ADAR, entries for these students will continue to be acceptable. From 1997-98 onwards, such students will be entering through UCAS.

**REASON REQUIRED** To assess the flows, (and the periods out of education), of people from these establishments into HE institutions.

To provide the number of students who entered HE institutions from particular types of school.

| Field Nr. | Field Description          | Field Abbrev'n | Field Length | Field Type |
|-----------|----------------------------|----------------|--------------|------------|
| 19        | Year left last institution | YRLLINST       | 4            | Numeric    |

**STATUS** Compulsory for undergraduate students entering through UCAS.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES** A 4 digit number.

**DESCRIPTION** The Year left last institution is a four digit number linked to School/FE/HE inst. last attended, denoting the year in which the student left this institution. The data will provide valuable information to assist the tracking of students through their higher education life and will establish the proportion of students taking years out between courses. It can be derived from the UCAS admissions system for UCAS entrants.

**NOTES** In 1996-97, for institutions currently providing data in this field for full-time students entering through ADAR, entries for these students will continue to be acceptable. From 1997-98 onwards, such students will be entering through UCAS.

Code 9999 for 'Not known'.

**EXAMPLE** A student who left his/her school in 1988 would have a valid entry '1988'.

**REASON REQUIRED** To distinguish 'direct from school' entrants from 'took a year out' entrants.

To identify periods of time between phases of study.

| Field Nr. | Field Description | Field Abbrev'n | Field Length | Field Type |
|-----------|-------------------|----------------|--------------|------------|
| 20        | Not used          | QUALENT1       | 2            | Numeric    |

**VALID ENTRIES** .

**DESCRIPTION** .

**NOTES**

Although this field is no longer used to collect any information it must still be present in returns so that succeeding fields remain in their relative positions.

In the case of ASCII Fixed Length returns the field should be padded with spaces to its entire length.

In the case of Comma Separated returns the field should be blank, i.e the commas separating this field from the preceding and succeeding fields would be next to each other.

| Field Nr. | Field Description              | Field Abbrev'n | Field Length | Field Type |
|-----------|--------------------------------|----------------|--------------|------------|
| 21        | Highest qualification on entry | QUALENT2       | 2            | Numeric    |

**STATUS** Compulsory.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES**

- 01 Higher degree of UK institution.
- 02 Postgraduate diploma or certificate, excluding PGCE.
- 03 PGCE.
- 11 First degree of UK institution.
- 12 Graduate of EU institution.
- 13 Graduate of other overseas institution.
- 14 GNVQ/GSVQ level 5.
- 15 NVQ/SVQ level 5.
- 16 Graduate equivalent qualification not elsewhere specified.
- 21 O.U. credit(s).
- 22 Other credits from UK HE institution.
- 23 Certificate or diploma of education (i.e. non-graduate initial teacher training qualification).
- 24 HNC or HND (including BTEC and SCOTVEC equivalents).
- 25 Dip HE.
- 26 GNVQ/GSVQ level 4.
- 27 NVQ/SVQ level 4.
- 28 Professional qualifications.
- 31 GCE 'A' level (with no 'AS' levels).
- 32 SCE 'Higher' and CSYS.
- 33 SCE 'Higher' with no CSYS.
- 34 Mixed GCE 'A' and SCE 'Higher' and/or CSYS.
- 35 Mixed GCE 'A' and GCE 'AS' qualifications.
- 36 GCE 'AS' qualifications only.
- 37 GNVQ/GSVQ level 3.
- 38 NVQ/SVQ level 3.
- 39 'A' level equivalent qualification not elsewhere specified.
- 40 Mixed GCE 'A'/SCE 'Higher' and GNVQ/GSVQ level 3.
- 41 ONC or OND (including BTEC and SCOTVEC equivalents).
- 42 International Baccalaureate.
- 43 Foundation course.
- 44 Accredited ACCESS course.
- 45 Un-accredited ACCESS course.
- 46 European Baccalaureate.
- 51 GNVQ/GSVQ level 2.
- 52 NVQ/SVQ level 2.
- 53 GNVQ/GSVQ level 1.
- 54 NVQ/SVQ level 1.

- 55 GCSE/'O'level qualifications only; SCE 'O' grades and Standard grades.
- 61 Other UK qualification.
- 62 Other EC qualification.
- 63 Other overseas qualification (non-EC).
- 92 Accreditation of Prior (Experiential) Learning (APEL/APL).
- 93 Mature student admitted on basis of previous experience (without formal APEL/APL) and/or institution's own entrance examinations.
- 98 Student has no formal qualification.
- 99 Not known.

**DESCRIPTION**

Used to indicate the highest qualification on entry, not necessarily that applicable for entry to the programme of study.

**NOTES**

Code 99 'Not known' should not be used as a standard default.

Use of code 99 'Not known' is acceptable for students who were at the institution before 01 August 1994, ie before the first HESA data reporting period, as guidance was given that 'it is not expected that institutions should seek this information from continuing students in cases where they do not already hold the information'. For students who commenced studies after 01 August 1994, however, institutions are expected to seek and code 'Highest qualification on entry'.

Should a student have more than one of the qualifications listed, it is for the institution to decide which is the 'highest'. In cases where it is unclear which qualification is the 'highest', enter the code which is closest to '01'.

**REASON REQUIRED**

To help with the determination of value added.

To help research into the relationship between entry qualifications (for example the types of qualification, the subject held, etc.) and the course outcome.

For trainee teachers, to indicate the qualifications of the future workforce.

To assess the levels of, and trends in 'non-standard' entry, i.e. those whose entry was not based on 'Highers' or 'A' levels.

To monitor the development of the award of credit for

prior experience and learning.

For comparison of entrants' qualifications between subjects and between institutions.

To monitor changes in the pattern of entrants by qualification.

| Field Nr.              | Field Description   | Field Abbrev'n | Field Length | Field Type |
|------------------------|---|----------------|--------------|------------|
| 22                     | Standard entry qualifications   | QSTAT          | 1            | Numeric    |
| <b>STATUS</b>          | Compulsory for all full-time and sandwich Scottish domiciled undergraduate students at institutions throughout the UK.  |                |              |            |
| <b>TIMESCALE</b>       | Required in the December and July data collections.   |                |              |            |
| <b>VALID ENTRIES</b>   | <ul style="list-style-type: none"> <li>1 Three or more SCE 'Highers'.</li> <li>2 Two or more GCE 'A' levels (or the equivalent in 'AS' levels).</li> <li>3 Two SCE 'Highers' and one GCE 'A' level (or the equivalent in 'AS' levels).</li> <li>4 Other.</li> <li>9 Not Known.</li> </ul>   |                |              |            |
| <b>DESCRIPTION</b>     | An indicator of whether the student possesses standard entry qualifications as defined by SOEID.  |                |              |            |
| <b>NOTES</b>           | <p>Undergraduate student means those whose General qualification aim of student is a first degree or other undergraduate HE qualification.</p> <p>This field relates to whether a student possesses (at pass grades) the qualifications listed: they may not necessarily be the highest qualifications held, nor those most relevant for entry to the course.</p> <p>Where a student falls into more than one of the categories listed under valid entries, the code nearest to 1 should be entered.</p> <p>It is not expected that institutions should seek this information from continuing students in cases where they do not already hold the information.</p> <p>This information should be sought for full-time and sandwich undergraduates who were Scottish domiciled on entry to the programme of study. It is not intended that institutions should seek this information from continuing students who subsequently become Scottish domiciled.</p> |                |              |            |
| <b>EXAMPLE</b>         | A student with 2 SCE'Highers' and 3 GCE 'AS' levels would be coded 3.   |                |              |            |
| <b>REASON REQUIRED</b> | For SOEID projections of student numbers in HE.   |                |              |            |



| Field Nr. | Field Description       | Field Abbrev'n | Field Length | Field Type |
|-----------|-------------------------|----------------|--------------|------------|
| 23        | A/AS level points score | ALEVPTS        | 2            | Numeric    |

**STATUS** Compulsory for undergraduate students entering through UCAS.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES** A 2 digit number.

**DESCRIPTION** Shows, if relevant, the number of 'A' and 'AS' level points associated with 'A' and 'AS' level grades obtained by the student. It can be derived from the UCAS admissions system for UCAS entrants.

**NOTES** The points should be calculated with respect to level and grade according to the following table:

| Grade      | A  | B | C | D | E |
|------------|----|---|---|---|---|
| 'A' Level  | 10 | 8 | 6 | 4 | 2 |
| 'AS' Level | 5  | 4 | 3 | 2 | 1 |

Account is taken only of the *best* three 'A' level or 'A' level equivalent passes (which for the purpose of scoring, are counted as half an 'A' level pass). Duplicate subjects are discounted. The maximum score for 'A' level and 'AS' level passes is 30.

An 'AS' level counts as half an 'A' level. The score is calculated by selecting up to three 'A' levels (or the best of three if more are studied) or six 'AS' levels or any combination not exceeding the equivalent of three 'A' levels.

If a points score has not been provided by UCAS for any particular UCAS entrant, then this field should be coded '00'. For non-UCAS entrants, then this field should be left blank.

**REASON REQUIRED** See reasons for field 21, Highest qualification on entry.

| Field Nr. | Field Description    | Field Abbrev'n | Field Length | Field Type |
|-----------|----------------------|----------------|--------------|------------|
| 24        | Highers points score | HIGHPTS        | 2            | Numeric    |

**STATUS** Compulsory for undergraduate students entering through UCAS.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES** A 2 digit number.

**DESCRIPTION** Shows, if relevant, the number of 'Highers' points associated with any SCE 'Highers' grades obtained by the student. It can be derived from the UCAS admissions system for UCAS entrants.

**NOTES** Account is taken only of the best five passes (whenever obtained). Duplicate subjects are discounted. For entrants with SCE 'Higher' grade passes (up to a maximum of five) the points should be calculated with respect to band of award according to the following table:

|               |   |   |   |
|---------------|---|---|---|
| Band of Award | A | B | C |
| Highers       | 6 | 4 | 2 |

**REASON REQUIRED** See reasons for field 21, Highest qualification on entry.

| Field Nr.              | Field Description   | Field Abbrev'n | Field Length | Field Type |
|------------------------|---|----------------|--------------|------------|
| 25                     | Occupation code   | OCCCODE        | 3            | Numeric    |
| <b>STATUS</b>          | Compulsory for undergraduate students entering through UCAS.  |                |              |            |
| <b>TIMESCALE</b>       | Required in the December and July data collections.   |                |              |            |
| <b>VALID ENTRIES</b>   | A list of valid entries for this field may be found in Appendix 8.  |                |              |            |
| <b>DESCRIPTION</b>     | The Occupation code field is used to record the occupation of the student or the student's parent or guardian from the OPCS 1990 Standard Occupational Classification (SOC). It can be derived from the UCAS admissions system for UCAS entrants.   |                |              |            |
| <b>NOTES</b>           | <p>Valid codes are in the range 100 to 999 as the SOC does not use codes less than 100.</p> <p>This field relates to the student on entry to the programme of study. New entrants from UCAS will have this completed by UCAS and sent to institutions.</p> <p>For continuing UCAS students already in the system, this field should be completed with the appropriate SOC code if available. If not available, this field should be coded '009'.</p> <p>UCAS codes are 4 digit codes. The first digit is a socio-economic indicator. Digits 2, 3 and 4 give the SOC code.</p> <p>UCAS codes 000 'Not stated', 007 'Retired', 008 'Unemployed' and 009 'Not known' will be accepted as valid entries.</p> <p>In 1996-97, for institutions currently providing data in this field for full-time students entering through ADAR, entries for these students will continue to be acceptable. From 1997-98 onwards, such students will be entering through UCAS.</p> <p>This field should be left blank for direct entrants for whom the field is not being completed.</p> |                |              |            |
| <b>REASON REQUIRED</b> | To assess the levels and trends in participation by those from various occupational backgrounds.  |                |              |            |

| Field Nr. | Field Description                                      | Field Abbrev'n | Field Length | Field Type |
|-----------|--|----------------|--------------|------------|
| 26        | Date of commencement of programme<br>Date/Alphanumeric |                | COMDATE      | 10         |

**STATUS** Compulsory.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES** Valid entry patterns are: DD/MM/YYYY, DD-MM-YYYY or YYYYMMDD.

**DESCRIPTION** This is the date of the student's initial commencement of studies for this programme of study and may relate to a date prior to the current academic/financial year. Exchange in students should have the date they commenced their studies at the reporting institution.

**NOTES** Where a student transfers from one programme of study to another, the date should not be updated if studies already completed count towards the current qualification aim. For example, changes of subject without change of general qualification aim will not reset date of commencement of programme.

Fields 26 and 30 should only be re-set in the case of transfers between qualification aims where the student is awarded their first qualification aim. The fields should not be re-set for transfers between qualification aims where the student is not awarded the first qualification aim and studies already completed count towards the current qualification aim.

Neither should the fields be re-set where a student registers for an 'intermediate' qualification aim with the clear intention (acknowledged by both student and institution) that, subject to satisfactory performance, he/she will progress seamlessly (and usually without being awarded the intermediate qualification) onto a 'higher' qualification aim. For example, if a student registers first for an MPhil then switches to a PhD (normal practice in many institutions) then the date of commencement of programme should not be reset.

If a student transfers from one HEI to another, the date they entered the current HEI for this qualification aim should be returned in this field.

**EXAMPLE** A student obtains an HND and then enrolls for the second year of a degree course. In this case: field 26, Date of commencement of programme = updated to commencement date of degree

field 72, Year of programme = 2  
field 30, Year of student on this programme = 1  
field 21, Highest qualification on entry = up-dated to  
'HND'.

A student transfers after two years from an HND course  
to the second year of a degree course, without being  
awarded the HND. In this case:

field 26, Date of commencement of programme = not  
up-dated  
field 72, Year of programme = 2  
field 30, Year of student on this programme = 3  
field 21, Highest qualification on entry = not up-dated.

**REASON REQUIRED**

To determine whether the student might be included in  
a count of students who attended in a particular period.

| Field Nr. | Field Description | Field Abbrev'n | Field Length | Field Type |
|-----------|-------------------|----------------|--------------|------------|
| 27        | New entrant to HE | ENTRYCDE       | 1            | Numeric    |

**STATUS** Compulsory for HE level students.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES**

- 1 This is the student's first year on this programme of study and he/she has not previously taken any HE course in the UK.
- 2 Not used.
- 3 Not used.
- 4 This is the student's first year on this programme of study and he/she has previously attended an HE course in the UK.
- 5 This is the student's first year on this programme of study but it is not known whether he/she has previously taken any HE course in the UK.
- 9 This is not the student's first year on this programme of study.

**DESCRIPTION** The New entrant to HE field is used to indicate if a student has previously studied at HE level in the UK.

**NOTES**

What is important here is whether or not the student is new to HE level courses, not whether the student is new to the HE institution sector. For example, a student who has already taken an HNC or HND at a UK FE college is not a new entrant to HE. HE, for the purposes of this field, is defined as those programmes of study for which the level of instruction is above that of courses leading to GCE 'A' levels, SCE 'Highers' and the Certificate of Sixth Year Studies, ONC and OND.

Code 4 includes all students who have previously started a course at HE level either at the reporting institution or at another UK institution.

Code 4 should be used for all students who have previously studied at higher education level, at a UK institution, whether or not the course resulted in success.

Overseas students who have previously studied at HE level but not in the UK should be coded 1.

Where a student transfers from one programme of study first year to another, this field should NOT be updated where the student is not awarded the first qualification aim and studies already completed count towards the current qualification aim.

Code 5 should not be used as a standard default but

only in cases where the information has been sought but is still unknown.

A blank should be returned in this field for FE level students.

**REASON REQUIRED** To identify new entrants to Higher Education in the UK.

| Field Nr. | Field Description | Field Abbrev'n | Field Length | Field Type |
|-----------|-------------------|----------------|--------------|------------|
| 28        | Special students  | SPCSTU         | 1            | Numeric    |

**STATUS** Compulsory.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES**

- 1 Entered HE via the SWAP.
- 2 Entered HE via other access programme excluding SWAP.
- 3 Incoming SOCRATES/LEONARDO/ERASMUS student -ICP.
- 4 Incoming TEMPUS student.
- 5 Incoming LINGUA student.
- 6 Other incoming exchange or visiting student.
- 8 Incoming SOCRATES/LEONARDO/ERASMUS student - Free mover.
- 9 Not applicable.

**DESCRIPTION** This field is used to indicate the type of student.

**NOTES** The Glossary gives full titles for these acronyms.

If the qualification for entry was an Access course (other than SWAP) then code 2 should be returned.

Students who are not special students for this programme of study should be returned as a code 9, 'Not applicable'.

SOCRATES/LEONARDO/ERASMUS students should be split between code 3, 'Incoming SOCRATES/LEONARDO/ERASMUS student - ICP' (Inter College Programme) and code 8, 'Incoming SOCRATES/LEONARDO/ERASMUS student - Free mover'.

A reduced record will be acceptable for incoming exchange and visiting students (codes 3-8) - see Appendix 9 for details.

**REASON REQUIRED** To monitor the numbers, success rates, etc. for particular groups of interest, such as those who have been on a SWAP course.

To exclude from the figures (where appropriate) certain types of student, for example the 'imported' one of a pair of students involved in an exchange.



| Field Nr.              | Field Description  | Field Abbrev'n | Field Length | Field Type |
|------------------------|--|----------------|--------------|------------|
| 29                     | Teacher reference number   | TREFNO         | 6            | Numeric    |
| <b>STATUS</b>          | Compulsory for Scottish institutions only, and only where a code 1, is returned in field 53, Teacher training course identifier.   |                |              |            |
| <b>TIMESCALE</b>       | Required in the December and July data collections.  |                |              |            |
| <b>VALID ENTRIES</b>   | A 6 digit number. The first 2 digits denote the expected year of qualification (the last 2 digits of the year).  |                |              |            |
| <b>DESCRIPTION</b>     | This number is allocated in Scotland at the start of pre-service study programmes for the training of teachers.  |                |              |            |
| <b>NOTES</b>           | <p>This number will stay with the teacher throughout their career within the teaching profession.</p> <p>In cases where the teacher reference number is not allocated until the completion of pre-service study programmes for the training of teachers, code 999999 should be used.</p> <p>Similarly overseas students not allocated a teacher reference number should be coded 999999.</p> |                |              |            |
| <b>REASON REQUIRED</b> | To link, for statistical purposes, the student records collected by HESA with information from for example the Teacher Flow and the School Census returns.   |                |              |            |

| Field Nr. | Field Description                 | Field Abbrev'n | Field Length | Field Type |
|-----------|-----------------------------------|----------------|--------------|------------|
| 30        | Year of student on this programme | YEARSTU        | 2            | Numeric    |

**STATUS** Compulsory.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES** A 2 digit numeric code from the range 01 - 99.

**DESCRIPTION** Used to indicate the year number that the student is in since enrolling for a course/programme leading to the student's qualification aim (whether or not the intended subject or class has changed). This could be different from the year of course if the student has changed course or retaken a year.

**NOTES** The year of postgraduate students should be recorded on the anniversary of their starting date.

Students whose first term is waived should be deemed to have started when that first term would have started.

This field should not be incremented for periods of dormancy, code 61 in field 70. For example, if a student becomes dormant after their first year of study, and remains out of the system for one year, on resuming their studies they would be returned as Year of student on this programme = 2.

This field should be incremented for a sandwich placement year and compulsory and optional years out.

In cases where a student has to repeat a year this field should be incremented.

It is not expected that there would be many students where 'Year of student on this programme' is greater than 10 years. Programmes of study which are not structured in years may be coded 99 in field 72 'Year of programme'. However for field 30 'Year of student on this programme' students on such programmes should be coded 01, incrementing on the anniversary of their starting date.

**Relationship with field 26, Date of commencement of programme:**

Where a student transfers from one programme of study to another, the year should not be updated if studies already completed count towards the current qualification aim. For example, changes of subject

without change of general qualification aim will not reset Year of student on this programme.

Fields 26 and 30 should only be re-set in the case of transfers between qualification aims where the student is awarded their first qualification aim. The fields should not be re-set for transfers between qualification aims where the student is not awarded the first qualification aim and studies already completed count towards the current qualification aim.

Neither should the fields be reset where a student registers for an 'intermediate' qualification aim with the clear intention (acknowledged by both student and institution) that, subject to satisfactory performance, he/she will progress seamlessly (and usually without being awarded the intermediate qualification) onto a 'higher' qualification aim. For example, if a student registers first for an MPhil then switches to a PhD (normal practice in many institutions) then the Year of student on this programme should not be reset.

#### **Relationship with field 72, Year of programme:**

In most cases these two fields will be the same. Exceptions to this will be when a student enters directly to the second or later year of a programme, or if a student repeats a year of a programme.

The fields should not be re-set where a student registers for an intermediate programme with the clear intention (acknowledged by both student and institution) that, subject to satisfactory performance, he/she will progress seamlessly (and usually without being awarded the intermediate qualification) onto a 'higher' qualification aim. For example, if a student registers first for an MPhil then switches to a PhD (normal practice in many institutions) then the counters should not return to one when the registration changes.

Changes of subject without change of general qualification aim will not return the 'Year of student' to one, it may or may not return the 'Year of programme' to one, depending whether the student does or does not return to year one of a programme as a result.

There may be instances in which the same year of study is recorded as a different 'Year of programme'. For example, if a course has an optional foundation year, then the first year of the main part of the course will be 'Year of programme' = 1 for those who entered directly and 'Year of programme' = 2 for those who have done

the Foundation year. Alternatively, institutions may choose to code the foundation year as a separate course (field 41, code 31) and then the students would revert to Year of programme = 1 and Year of student on programme = 1 with a new qualification aim and changed Highest qualification on entry in field 21 when they begin the main part of the course.

For students who intercalate a second degree (or another qualification) as part of their overall programme of study, for example, medical students, 'Year of student on programme' will increment for the year of intercalation. 'Year of programme' will be the actual year of the programme for the current qualification aim. For example, a student who follows two years of a programme of study, then intercalates for one year to join the third year of another programme of study to complete a first degree, and then returns to the original programme of study, will in effect do two 'Year of programme' 3's. When doing their intercalated year they will be 'Year of student on programme' = 3 and 'Year of programme' = 3 (for a different programme to the original registration). When returning to their original studies they will be coded as 'Year of student on programme' = 4 and 'Year of programme' = 3 (back on the original programme).

Students who obtain an HND and then enter the second year of a degree programme should be coded Year of student on programme = 1 and Year of programme = 2. The fact that they have done an HND first will be picked up from the 'Highest Qualification on Entry' in field 21.

For students transferring between institutions without changing their qualification aim, the counters should not be reset unless the transfer results in a change in the time in which it is expected that they will achieve their qualification aim, for example, if the students who transfer go from the second year of their former programme of study to, say, the first year of their new programme of study.

#### **EXAMPLE**

A student obtains an HND and then enrolls for the second year of a degree course. In this case:  
field 26, Date of commencement of programme = up dated to commencement date of degree  
field 72, Year of programme = 2  
field 30, Year of student on this programme = 1  
field 21, Highest qualification on entry = up dated to 'HND'.

A student transfers after two years from an HND course

to the second year of a degree course, without being awarded the HND. In this case:  
field 26, Date of commencement of programme = not up dated  
field 72, Year of programme = 2  
field 30, Year of student on this programme = 3  
field 21, Highest qualification on entry = not up dated.

If a student who enrolled for a degree in mathematics changes to a statistics degree, field 30, Year of student on this programme, should not revert to 1. Year of programme field 72 may or may not revert to 1, depending on whether the student does or does not return to year one of a programme as a result.

A student was enrolled for Honours, but now changes to Ordinary (or vice versa). Again, both qualification aims are degree level, so field 30, Year of student on this programme would not change.

**REASON REQUIRED** In conjunction with year of course identifies for example direct entrants to second year, students repeating a year, etc.

| Field Nr. | Field Description       | Field Abbrev'n | Field Length | Field Type |
|-----------|-------------------------|----------------|--------------|------------|
| 31        | Term time accommodation | TTACCOM        | 1            | Numeric    |

**STATUS** Compulsory for full-time and sandwich students.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES**

- 1 Institution maintained property.
- 2 Parental/Guardian home.
- 3 Own home.
- 4 Other.
- 5 Not known.
- 6 Not in attendance at the institution.

**DESCRIPTION** Relates to where the student is living during the current year.

**NOTES** Full-time for the purpose of this field excludes students on short full-time programmes of study (i.e. those of total length 18 weeks or less).

Institution maintained property includes housing owned by the institution and property leased by the institution and sub-let to students.

Accommodation owned or rented by the student (other than property rented from the institution, code 1) should be coded as 3, Own home.

This information should be collected once per academic year.

If a student is in temporary accommodation at the time of collection but has permanent accommodation agreed, then the planned accommodation should be returned in this field.

Code: 6 'Not in attendance at the institution' to be used for full-time and sandwich students not currently in attendance at the institution for reasons such as industrial placement or language year abroad.

**REASON REQUIRED** To monitor the changes in student accommodation patterns.

| Field Nr. | Field Description | Field Abbrev'n | Field Length | Field Type |
|-----------|-------------------|----------------|--------------|------------|
| 32        | Not used          | FINYM          | 1            | Numeric    |

**VALID ENTRIES**

**NOTES**

Although this field is no longer used to collect any information it must still be present in returns so that succeeding fields remain in their relative positions.

In the case of ASCII Fixed Length returns the field should be padded with spaces to its entire length.

In the case of Comma Separated returns the field should be blank, i.e. the commas separating this field from the preceding and succeeding fields would be next to each other.

| Field Nr. | Field Description                                   | Field Abbrev'n | Field Length | Field Type |
|-----------|---|----------------|--------------|------------|
| 33        | Reason for leaving institution/completing programme |                | 2            | RSNLEAVE   |

**STATUS** Compulsory for all students who have left the institution or completed their programme of study during the reporting period.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES**

- 01 Successful completion of course.
- 02 Academic failure/left in bad standing/not permitted to progress.
- 03 Transferred to another institution.
- 04 Health reasons.
- 05 Death.
- 06 Financial reasons.
- 07 Other personal reasons and dropped out.
- 08 Written off after lapse of time.
- 09 Exclusion.
- 10 Gone into employment.
- 11 Other.
- 98 Completion of course - result unknown.
- 99 Unknown.

**DESCRIPTION** The 'Reason for leaving institution/completing programme' field is used to indicate for what reason the student left the institution or particular programme of study detailed in this return.

**NOTES** Where a student completes one qualification aim and commences another programme of study leading to a different qualification aim at the institution during the reporting period, then two records should be returned to HESA. The record representing the completed programme of study would have a code returned in this field.

This field need not be completed for students who transfer from one programme of study to another, (without being awarded the first qualification aim and where studies taken count towards the current qualification aim). If the student transfers after completing the first programme of study then two records are required (see above).

For the purpose of HESA returns, completing a programme of study is defined as being the point at which the taught or structured part of the programme of study, including any formal writing-up period, is completed ie once the student is no longer actively



following the programme of study, and not any later stage such as, for example, final confirmation of award. This may mean that field 33 is completed using code 98 'Completion of course - result unknown'.

Code 02, Academic failure/left in bad standing/not permitted to progress is considered to be different from simply dropping out, code 07, which may be more closely related to personal reasons. Code 02 is intended to be for a fail at any stage. It is the code to be used for those students who fail assessment at, for example, the end of the first or second year of a three-year course and therefore leaves the programme of study, as well as for those students who have unsuccessfully completed their qualification aim.

Code 08, Written off after lapse of time: it is at the institution's discretion whether to write off an inactive student after a period of time.

Code 09, Exclusion is the breaking of institutional rules, either behavioural or financial.

If a student gains a qualification after completing a programme of study, but not the qualification they were aiming for, then they should be coded in field 33 as 01 'Successful completion of course'. If the student does not complete a programme of study but leaves early with a lower qualification then a different code should be used, such as 7 or 10 or whatever is most appropriate to the student's circumstances, including 'inability to progress', which should be code as 02 'Academic failure/left in bad standing/not permitted to progress' or 11 'Other'.

An entry in this field means that an entry in field 35 'Date left' will also be expected.

In most cases qualifications are obtained at the end of a programme of study. Therefore typically where there is a qualification obtained in field(s) 37/38, a reason for leaving the programme of study and a date left the programme of study would be expected. It is recognised, however, that there are a few programmes of study where interim qualifications are actually awarded and so fields 33 and 35 would not be completed.

**REASON REQUIRED**

To monitor the number of students known to be transferring to other institutions.

For a broad indication of the cited/presumed reason for

leaving (while recognising that in many cases there will be no single, simple cause).

| Field Nr. | Field Description | Field Abbrev'n | Field Length | Field Type |
|-----------|-------------------|----------------|--------------|------------|
| 34        | Completion status | CSTAT          | 1            | Numeric    |

**STATUS** Compulsory for all students at English or Welsh institutions who are following programmes of study at FE level or are funded by FEFCE or FEFCW, i.e. shown as code 1, 3 or 4 in field 6, FE student marker.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES**

- 1 The student is continuing or intending to continue the learning activities leading to the qualification aim.
- 2 The student has completed all the learning activities leading to the qualification aim.
- 3 The student has withdrawn from the learning activities leading to the qualification aim.

**DESCRIPTION** An indication of the degree of completion of the learning activities leading to the qualification aim.

**REASON REQUIRED** To monitor completion rates within the sector.

| Field Nr. | Field Description   | Field Abbrev'n | Field Length | Field Type |
|-----------|---|----------------|--------------|------------|
| 35        | Date left institution or completed the programme of study |                | 10           | DATELEFT   |

**STATUS** Compulsory for all students who have left the institution or completed their programme of study during the reporting period.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES** Valid entry patterns are: DD/MM/YYYY, DD-MM-YYYY or YYYYMMDD.

**DESCRIPTION** The date the student left the reporting institution or completed the programme of study.

**NOTES** Sometimes there will be a delay in knowing whether or not a student has left a programme of study or the institution. Where the precise date of the student's leaving is not known, the date of the end of the month, term or semester in which the student last attended should be given.

A date is not required in cases where a student transfers from one programme of study to another (unless the student does so after completing the first programme of study in which case two records are required).

For the purpose of HESA returns, completing a programme of study is defined as being the point at which the taught or structured part of the programme of study, including any formal writing-up period, is completed ie once the student is no longer actively following the programme of study, and not any later stage such as, for example, final confirmation of award. This may mean that field 33 is completed using code 98 'Completion of course - result unknown'.

An entry in this field means that an entry in Field 33 'Reason for leaving institution/completing programme' will also be expected.

In most cases qualifications are obtained at the end of a programme of study. Therefore typically where there is a qualification obtained in field(s) 37/38, a reason for leaving the programme of study and a date left the programme of study would be expected. It is recognised, however, that there are a few programmes of study where interim qualifications are actually awarded and so fields 33 and 35 would not be completed.

**REASON REQUIRED**

To determine whether a student might be included in a count of the numbers at a particular date, or attending in a particular period.

| Field Nr. | Field Description    | Field Abbrev'n | Field Length | Field Type |
|-----------|----------------------|----------------|--------------|------------|
| 36        | Good standing marker | PROGRESS       | 1            | Numeric    |

**STATUS** Compulsory.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES**

- 1 Permitted to progress/good academic standing.
- 2 Not permitted to progress/bad academic standing.
- 3 Not used.
- 4 Intermediate standing.
- 5 Completed programme of study.
- 6 FE (E & W) - Qualification aim achieved.
- 7 FE (E & W) - Partial success.
- 8 FE (E & W) - No success.
- 9 FE (E & W) - Study continuing.

**DESCRIPTION** The Good standing marker is used to indicate whether or not a student has completed the year of his/her programme successfully and has been permitted to continue into the next stage of the programme.

**NOTES** Code 1, 'permitted to progress/good academic standing', indicates that there is no impediment to a student's progress to the subsequent stage of the programme of study.

It is assumed that a student commences a programme of study in good academic standing and will remain in good academic standing unless assessment proves otherwise.

Code 2, 'not permitted to progress/bad academic standing', indicates that the student is not permitted to proceed to the subsequent stage of the course. Code 2 should be used for students repeating their year of study. Code 2 should also be used for students who have failed to satisfy the requirements for progression and who therefore opt to withdraw.

Students who are awarded qualifications at a lower level than the original qualification aim:

a Students who have satisfied the requirements for progression yet for a valid reason opt to withdraw and be awarded a lower qualification - such students should be coded as being in good academic standing up to the time of their withdrawal, ie code 1 'Permitted to progress/good academic standing'.

b Students who have failed to satisfy the requirements

for progression and opt to withdraw and accept a lower qualification - such students should be regarded as being in bad academic standing, ie code 2 'Not permitted to progress/bad academic standing'.

Code 3 Not used.

Code 4, 'Intermediate standing' relates to students who have been assessed (or have taken exams) but have failed the examinations or assessments and are required to retake their examination(s) or assessment(s) but not the study programme related to those examinations/assessments. A student may be allowed to proceed to the next stage of a course/study programme without necessarily having successfully completed all modules taken in the session, for example, the results of some non-core 'side' modules may not influence the student's immediate progress but may be needed to be successfully completed before an award is given.

Code 5 relates to students who have completed their programme of study. However, it is not compulsory that the Good standing marker be re-set to code 5 where field 33, Reason for leaving institution/completing programme, has been completed.

Codes 6 - 9 should be used exclusively for FE students in England and Wales. Other codes should not be used for FE students in England and Wales.

**REASON REQUIRED**

As an 'in-course' measure of 'success' for calculating student progression rates from year to year.

| Field Nr. | Field Description        | Field Abbrev'n | Field Length | Field Type |
|-----------|--------------------------|----------------|--------------|------------|
| 37        | Qualification obtained 1 | QUAL1          | 2            | Numeric    |
| 38        | Qualification obtained 2 | QUAL2          | 2            | Numeric    |

**STATUS** Qualification obtained 1 is compulsory for those students who have achieved a qualification, whereas qualification obtained 2 is not compulsory.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES**

- 01 Not used.
- 02 Doctorate degree mainly by research.
- 03 Doctorate degree not mainly by research.
- 04 Masters degree mainly by research.
- 05 Masters degree not mainly by research.
- 06 Postgraduate bachelors degree mainly by research.
- 07 Postgraduate bachelors degree not mainly by research.
- 08 Postgraduate diploma or certificate (not PGCE) not mainly by research.
- 10 Professional qualification at postgraduate level (not PGCE) with or without academic qualification.
- 12 Ordinary PGCE.
- 13 Articled PGCE.
- 14 Postgraduate diploma or certificate (not PGCE) mainly by research.
- 20 First degree with Qualified Teacher Status/registration with General Teaching Council.
- 21 First degree.
- 22 Enhanced first degree.
- 23 First degree and diploma (to be obtained concurrently).
- 24 Intercalated first degree.
- 25 Professional qualification at undergraduate level, with or without academic qualification.
- 29 Diploma of Higher Education.
- 30 Certificate of Higher Education.
- 31 Foundation course at HE level.
- 32 Other undergraduate diplomas and certificates.
- 41 HND.
- 42 HNC.
- 43 Other formal HE qualification of less than degree standard.
- 44 Qualified Teacher Status only (licenced teachers).
- 51 NVQ/SVQ level 5.
- 52 NVQ/SVQ level 4.
- 53 NVQ/SVQ level 3/GNVQ Advanced.
- 54 NVQ/SVQ level 2/GNVQ Intermediate.
- 55 NVQ/SVQ level 1/GNVQ Foundation.
- 61 Institutional undergraduate credit which may be



- counted towards qualifications contained within codes 01 to 52 (includes CAT Schemes).
- 62 Institutional postgraduate credit which may be counted towards qualifications contained within codes 01 to 52.
  - 71 OND, SCOTVEC National diploma.
  - 72 ONC, SCOTVEC National certificate.
  - 73 City and Guilds.
  - 74 Other non-advanced diploma.
  - 75 Other non-advanced certificate.
  - 76 Other qualification below HE level.
  - 77 Foundation course at FE level.
  - 78 Professional qualification at FE level, with or without academic qualification.
  - 97 No formal undergraduate qualification (advanced/HE).
  - 98 No formal postgraduate qualification (advanced/HE).
  - 99 No formal qualification aim (non-advanced/FE).

**DESCRIPTION**

The Qualifications obtained are two digit numeric codes denoting the qualification(s) the student has obtained.

**NOTES**

Normally the same code would be expected in this field as in field 41, General qualification aim of student.

For some students whose qualification aim may be for example first degree but who terminate their studies after a successful second year, occasionally a different qualification such as an HND or DipHE may be awarded. It is the awarded qualification which must be coded here.

Institutions must specifically complete fields 37/38 'Qualification obtained' to give details of any qualifications obtained by the student during the reporting period ie for those obtaining awards between 01 August 1996 and 31 July 1997 an entry is required in field 37 (and potentially also in field 38 if more than one qualification has been obtained). A qualification obtained is not assumed from the qualification aim given in field 41 and code 01 'Successful completion of course' in field 33.

Where only one qualification has been obtained this must be entered in field 37. Field 38 should only be used if there is a second qualification obtained during the reporting period from the same programme of study.

Degrees awarded jointly with another institution can be coded by a single qualification obtained (returned in field 37 Qualification obtained 1, with field 38

Qualification obtained 2 left blank) and by entries in field 47 Awarding body 1 and field 48 Awarding body 2. If there are two qualifications obtained (i.e. entries in field 37 Qualification obtained 1 and field 38 Qualification obtained 2) then field 47 will be taken as relating to field 37 and field 48 as relating to field 38. If either of these qualifications is awarded jointly then this information will be lost. In these cases, please code awarding body as the reporting institution.

This field may be left blank for FE level students in England and Wales who are coded 6 in field 36 Good standing marker.

Postgraduate professional qualifications are those which, regardless of their level, normally require the possession of a first degree for admission. Undergraduate professional diplomas and certificates should be coded 25. Professional awarding body can be identified in field 47 Awarding body 1 and field 48 Awarding body 2.

Some professional awarding bodies do not currently release results information to institutions. Where this is the case, institutions should leave field 37 Qualification obtained 1 and field 38 Qualification obtained 2 blank and complete field 33 Reason for leaving institution/completing programme with code 98 'Completion of course - result unknown'. The completion of field 47 Awarding body 1 and field 48 Awarding body 2 is optional.

For code 23 in field 37, it will be assumed that Field 47 Awarding body 1 refers to the first named qualification of the pair and Field 48 Awarding body 2 to the second.

Qualifications should be recorded in the reporting period in which they are obtained.

In most cases qualifications are obtained at the end of a programme of study. Therefore typically where there is a qualification obtained in field(s) 37/38, a reason for leaving the programme of study and a date left the programme of study would be expected. These should be shown in fields 33 and 35 respectively. It is recognised, however, that there are a few programmes of study where interim qualifications are actually awarded and so fields 33 and 35 would not be completed.

**REASON REQUIRED** Indicates the 'output' of the system.

| Field Nr. | Field Description | Field Abbrev'n | Field Length | Field Type |
|-----------|-------------------|----------------|--------------|------------|
| 39        | Classification    | CLASS          | 2            | Numeric    |

**STATUS** Compulsory for those students who have achieved an undergraduate degree qualification. Also compulsory for those students who have achieved a relevant FE qualification (i.e. where a grade is meaningful) at institutions in England and Wales.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES**

- 01 First class honours.
- 02 Upper second class honours.
- 03 Lower second class honours.
- 04 Undivided second class honours.
- 05 Third class honours.
- 06 Fourth class honours.
- 07 Unclassified honours.
- 08 Aegrotat (whether to honours or pass).
- 09 Pass - degree awarded without honours following an honours course.
- 10 Ordinary (to include divisions of ordinary, if any) - degree awarded after following a non-honours course.
- 11 General degree - degree awarded after following a non-honours course/degree that was not available to be classified.
- 51 A FE (E & W).
- 52 B FE (E & W).
- 53 C FE (E & W).
- 54 D FE (E & W).
- 55 E FE (E & W).
- 56 F FE (E & W).
- 57 G FE (E & W).
- 61 N FE (E & W).
- 62 U FE (E & W).
- 63 X FE (E & W).
- 64 A\* FE (E & W).
- 65 Y FE (E & W).
- 71 Pass FE (E & W).
- 72 Merit FE (E & W).
- 73 Distinction FE (E & W).
- 74 Fail FE (E & W).
- 81 1 FE (E & W).
- 82 2 FE (E & W).
- 83 3 FE (E & W).
- 84 4 FE (E & W).
- 85 5 FE (E & W).
- 86 6 FE (E & W).
- 87 7 FE (E & W).
- 88 8 FE (E & W).

89 9 FE (E & W) .  
90 10 FE (E & W).

|                        |  |
|------------------------|--|
| <b>DESCRIPTION</b>     | The Classification is used to indicate the qualification class that the student obtained.  |
| <b>NOTES</b>           | <p>Only codes 01-11 should be used for students who have achieved an undergraduate degree qualification.</p> <p>Enhanced degrees should be coded 07, if not classified.</p> <p>HESA would expect to aggregate codes 10 and 11 for analysis in its publications.</p> <p>Codes 51-90 are the codes to be used for FE level students in England and Wales. A grade should be returned for all qualifications where the grade is meaningful. Other codes should not be used for FE level students.</p> |
| <b>REASON REQUIRED</b> | Indicates the 'output' of the system.  |

| <b>Field Nr.</b>       | <b>Field Description</b>  | <b>Field Abbrev'n</b> | <b>Field Length</b> | <b>Field Type</b> |
|------------------------|---|-----------------------|---------------------|-------------------|
| 40                     | Programme of study title<br>Alphanumeric  | PTITLE                | 80                  |                   |
| <b>STATUS</b>          | Compulsory.   |                       |                     |                   |
| <b>TIMESCALE</b>       | Required in the December and July data collections.   |                       |                     |                   |
| <b>VALID ENTRIES</b>   | Up to 80 textual characters.  |                       |                     |                   |
| <b>DESCRIPTION</b>     | The Programme of study title will be determined by the institution. The term 'programme of study title' in this context relates to the complete programme of study leading to the qualification aim referred to in fields 41, General qualification aim of student, and 43, Subject(s) of qualification aim .   |                       |                     |                   |
| <b>NOTES</b>           | <p>Although a compulsory field, this field will not be subject to specific checks regarding it's validity. The only validation checks will be that the field contains at least one character and that the characters in the field conform to the 'Character set for text fields' given in the 'Mechanisms for Data Submission' section at the beginning of the coding manual.</p> <p>It is intended that this field can be used by the institution as a cross-check to field 41, General qualification aim of student and field 43, Subject(s) of qualification aim .</p> |                       |                     |                   |
| <b>REASON REQUIRED</b> | As a cross reference for identifying programmes of study in case of queries regarding specific student records.   |                       |                     |                   |

| Field Nr. | Field Description                    | Field Abbrev'n | Field Length | Field Type |
|-----------|--------------------------------------|----------------|--------------|------------|
| 41        | General qualification aim of student | QUALAIM        | 2            | Numeric    |

**STATUS** Compulsory.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES**

- 01 Not used.
- 02 Doctorate degree mainly by research.
- 03 Doctorate degree not mainly by research.
- 04 Masters degree mainly by research.
- 05 Masters degree not mainly by research.
- 06 Postgraduate bachelors degree mainly by research.
- 07 Postgraduate bachelors degree not mainly by research.
- 08 Postgraduate diploma or certificate (not PGCE) not mainly by research.
- 10 Professional qualification at postgraduate level (not PGCE) with or without academic qualification.
- 12 Ordinary PGCE.
- 13 Articled PGCE.
- 14 Postgraduate diploma or certificate (not PGCE) mainly by research.
- 20 First degree with Qualified Teacher Status/registration with General Teaching Council.
- 21 First degree.
- 22 Enhanced first degree.
- 23 First degree and diploma (to be obtained concurrently).
- 24 Intercalated first degree.
- 25 Professional qualification at undergraduate level, with or without academic qualification.
- 29 Diploma of Higher Education.
- 30 Certificate of Higher Education.
- 31 Foundation course at HE level.
- 32 Other undergraduate diplomas and certificates.
- 41 HND.
- 42 HNC.
- 43 Other formal HE qualification of less than degree standard.
- 44 Qualified Teacher Status only (licenced teachers).
- 51 NVQ/SVQ level 5.
- 52 NVQ/SVQ level 4.
- 53 NVQ/SVQ level 3/GNVQ Advanced.
- 54 NVQ/SVQ level 2/GNVQ Intermediate.
- 55 NVQ/SVQ level 1/GNVQ Foundation.
- 61 Institutional undergraduate credit which may be counted towards qualifications contained within codes 01 to 52 (includes CAT Schemes).
- 62 Institutional postgraduate credit which may be

counted towards qualifications contained within codes 01 to 52.

- 71 OND, SCOTVEC National diploma.
- 72 ONC, SCOTVEC National certificate.
- 73 City and Guilds.
- 74 Other non-advanced diploma.
- 75 Other non-advanced certificate.
- 76 Other qualification below HE level.
- 77 Foundation course at FE level.
- 78 Professional qualification at FE level, with or without academic qualification.
- 97 No formal undergraduate qualification (advanced/HE).
- 98 No formal postgraduate qualification (advanced/HE).
- 99 No formal qualification aim (non-advanced/FE).

**DESCRIPTION**

The General qualification aim of student is intended to record the qualification the student hopes to attain as a result of his/her studies. This will not necessarily be the highest possible level of qualification, but the entry that the student is aiming for at the time. Later possible conversions from subdegree to degree level (or vice versa) must be ignored here.

**NOTES**

Codes 02-13 and 62 and 98 will be assumed for analysis to be at postgraduate level. Codes 02, 04, 06 and 14 are assumed to be postgraduate research and codes 03, 05, 07-13, 62 and 98 are assumed to be postgraduate taught programmes of study.

Codes 20-52 and 61 and 97 will be assumed for analysis to be at undergraduate HE level.

Codes 53-55, 71-78 and 99 will be assumed for analysis to be at FE level.

The 'General qualification aim of student' level should match that given for the student in HESES/Early Statistics.

Where the institution allows enrolment onto ordinary degrees in addition to honours degrees, the information about which qualification the student obtained will be collected by field 39, Classification.

Higher bachelors degrees at undergraduate level should be coded 21.

Enhanced first degrees (code 22) include Finneston degrees and other "undergraduate masters" degrees, eg MEng. Such courses should be coded 22 for every year of the programme of study.

Postgraduate professional qualifications are those which, regardless of their level, normally require the possession of a first degree for admission. Undergraduate professional diplomas and certificates should be coded 25. Professional awarding body can be identified in field 47, Awarding body 1 and field 48, Awarding body 2.

Where a student is following a programme of study leading potentially to two or more qualifications, and that combination is not specified under valid entries, please return the qualification the code of which is closest to 01.

For HE level students funded by FEFCE or FEFCW (shown as code 3 'The student is an FE Funding Council funded student studying at HE level' in field 6, FE student marker) both fields 41 General qualification aim of student and 42 FE general qualification aim of student must be completed in full.

For FE level students in England and Wales (shown as code 1 'The student is an FE Funding Council funded student studying at FE level' or code 4 'The student is not an FE Funding Council funded student but is studying at FE level' in field 6, FE student marker) both fields 41, General qualification aim of student and 42 FE general qualification aim of student must be completed. However, code 76 'Other qualification below HE level' may be returned as a default in field 41, General qualification aim of student.

Certificate in Further Education should be coded 08 if at postgraduate level or 32 if at undergraduate level.

Code 31 Foundation Course relates to advanced or HE level. HE for the purposes of this field is defined as those programmes of study for which the level of instruction is above that of courses leading to GCE 'A' levels, SCE Highers and CSYS, ONC and OND.

Foundation courses below HE level should be coded 77 or 99 if the programme of study does not lead to any formal qualification.

Access to HE courses should be coded 71-78 as appropriate, or 99 if the programme of study does not lead to any formal qualification.

Visiting and exchange students taking credit bearing courses towards their own institution's qualification should be coded 61 or 62, 'Institutional credit'.



Post/Higher Doctorates should not be included in the return.

**EXAMPLE**

Where a course leads to an MSc or a postgraduate diploma (depending upon the results of exams/projects/etc.), the general qualification aim should be recorded as "MSc" unless the student intends only to take the diploma.

With a course leading to an HND, where some of the students may subsequently carry on to take a degree, their current general qualification aim of HND should be recorded.

**REASON REQUIRED**

To distinguish between courses leading to degrees, HNDs, etc.

| Field Nr. | Field Description                                       | Field Abbrev'n | Field Length | Field Type |
|-----------|---|----------------|--------------|------------|
| 42        | FE general qualification aim of student<br>Alphanumeric | FEQAIM         | 8            |            |

**STATUS** Compulsory for all students at English or Welsh institutions who are following programmes of study at FE level or funded by FEFCE or FEFCW (i.e. shown as code 1, 3 or 4 in field 6, FE student marker.)

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES** This should be the current FEFCE/FEFCW Qualifications Database code. In case of difficulty, please refer to FEFCE or FEFCW.

**NOTES** For internally validated courses not funded by FEFCE or FEFCW, institutions can use the ISR non-specific code of '66666666' to identify these courses in field 42, 'FE general qualification aim of student'.

For HE level students funded by FEFCE or FEFCW (code 3 'The student is an FE Funding Council funded student studying at HE level' in field 6, FE student marker) fields 41, General qualification aim of student and 42, FE general qualification aim of student and 43, Subject(s) of qualification aim must all be completed.

| Field Nr.            | Field Description  | Field Abbrev'n | Field Length | Field Type |
|----------------------|--|----------------|--------------|------------|
| 43                   | Subject(s) of qualification aim<br>Alphanumeric  | SBJQA          | 6            |            |
| <b>STATUS</b>        | Compulsory for all students except FE level students in England and Wales ( i.e. compulsory for all students except those coded 1 or 4 in in field 6, FE student marker).  |                |              |            |
| <b>TIMESCALE</b>     | Required in the December and July data collections.  |                |              |            |
| <b>VALID ENTRIES</b> | Please refer to the HESACODE classification of academic subjects.  |                |              |            |
| <b>DESCRIPTION</b>   | <p>The Subject(s) of qualification aim is a code of up to six characters which is used to designate the subject or subjects appropriate to the current programme of study. The code may change from year to year as a result of a student's intentions changing or clarifying, but should not be changed to reflect the particular pattern of study, or differing optional modules, within a consistent programme of study.</p> <p>Please refer to the manual 'HESACODE - An Interim Specification' for a detailed explanation of the coding methodology, but a summary follows:</p> <p>A code is constructed to represent the subject(s) of study.</p> <p>SINGLE SUBJECT - the appropriate two or three character code from the HESACODE listing is used.</p> <p>COMBINATIONS OF TWO SUBJECTS</p> <ul style="list-style-type: none"> <li>- Balanced combinations - the letters relating to the subjects are placed together at the beginning of the code with related digits following. The letters are placed in alphabetical order and the digits follow in respective order to the linked letters.</li> <li>- Major/minor combinations - the two relevant subject codes are simply concatenated to form a four or six character overall code; the major subject code is placed first followed by the minor subject code.</li> </ul> <p>Triple combinations - the three relevant two character subject codes are concatenated to form a six character code. The ordering of the subject codes within the overall code is unimportant (because triple combinations are treated as balanced) but the letters and digits should not be rearranged.</p> |                |              |            |

### **Initial or pre-service teacher training courses**

Initial or pre-service teacher training programmes of study (i.e. shown as code 1 or 2 in field 53, Teacher training course identifier) will be coded in terms of the subject of study, together with an 'X1' code prefix. Teacher training programmes should be coded using the 2 character coding frame. A single subject teacher training course will therefore be designated by a 4 character code, a double by a 6 character code. Initial or pre-service teacher training for primary school teachers should be coded X1X3.

#### **NOTES**

Due to the variation in the lengths of codes, all returned subject codes will need to be left justified, using space characters (ASCII no. 32) to pad the field when necessary.

This field must be completed for HE level students funded by FEFCE or FEFCW (code 3 'The student is an FE Funding Council funded student studying at HE level' in field 6, FE student marker).

For FE level students in England and Wales (code 1 'The student is an FE Funding Council funded student studying at FE level' or code 4 'The student is not an FE Funding Council funded student but is studying at FE level' in field 6, FE student marker), for whom field 42, FE general qualification aim of student is completed, please return a blank in this field.

#### **EXAMPLE**

See HESACODE booklet.

#### **REASON REQUIRED**

To identify the broad qualification aim of students.

To indicate the overall subject of the student's intended qualification aim.

| Field Nr. | Field Description        | Field Abbrev'n | Field Length | Field Type |
|-----------|--------------------------|----------------|--------------|------------|
| 44        | Not used<br>Alphanumeric | FEQSBJA        | 4            |            |

**VALID ENTRIES** Please delete.

**NOTES** Although this field is no longer used to collect any information it must still be present in returns so that succeeding fields remain in their relative positions.

In the case of ASCII Fixed Length returns the field should be padded with spaces to its entire length.

In the case of Comma Separated returns the field should be blank, i.e. the commas separating this field from the preceding and succeeding fields would be next to each other.

| Field Nr. | Field Description        | Field Abbrev'n | Field Length | Field Type |
|-----------|--------------------------|----------------|--------------|------------|
| 45        | Not used<br>Alphanumeric | FEQSBJB        | 4            |            |

**VALID ENTRIES** Please delete.

**NOTES** Although this field is no longer used to collect any information it must still be present in returns so that succeeding fields remain in their relative positions.

In the case of ASCII Fixed Length returns the field should be padded with spaces to its entire length.

In the case of Comma Separated returns the field should be blank, i.e. the commas separating this field from the preceding and succeeding fields would be next to each other.

| Field Nr. | Field Description        | Field Abbrev'n | Field Length | Field Type |
|-----------|--------------------------|----------------|--------------|------------|
| 46        | Not used<br>Alphanumeric | FEQSBJC        | 1            |            |

**VALID ENTRIES**

**NOTES**

Although this field is no longer used to collect any information it must still be present in returns so that succeeding fields remain in their relative positions.

In the case of ASCII Fixed Length returns the field should be padded with spaces to its entire length.

In the case of Comma Separated returns the field should be blank, i.e. the commas separating this field from the preceding and succeeding fields would be next to each other.

| Field Nr. | Field Description | Field Abbrev'n | Field Length | Field Type |
|-----------|-------------------|----------------|--------------|------------|
| 47        | Awarding body 1   | AWDBODY1       | 4            | Numeric    |
| 48        | Awarding body 2   | AWDBODY2       | 4            | Numeric    |

**STATUS** Not compulsory.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES** An HE institution from the list in Appendix 2.  
 4001 Other UK academic institutions.  
 4002 Other European (EU) academic institutions.  
 4003 UK professional examining body.  
 4004 NCVQ.  
 4005 SCOTVEC.  
 4006 Other.  
 4007 BTEC.

**DESCRIPTION** A four digit numeric code denoting the awarding body for this qualification aim (as noted in field 41, General qualification aim of student and field 43, Subject(s) of qualification aim ) The entries in this field are the qualification awarding body selected (usually the HE institution) from the list in Appendix 2 with the addition of the above valid entries.

**NOTES** Qualifications awarded by the University of London should be coded as 0151.

4002 Other European academic institutions. European is taken to mean countries of the EU commission (EC).

4003 UK professional examining body includes UK professional bodies such as, for example, the Chartered Association of Certified Accountants and the Institute of Personnel Management.

4007 BTEC. For programmes of study where institutions have a licensing agreement with BTEC, the awarding body should be coded as 4007, 'BTEC'.

Degrees awarded jointly with another institution can be coded by a single qualification obtained (returned in field 37 Qualification obtained 1, with field 38 Qualification obtained 2 left blank) and by entries in field 47 Awarding body 1 and field 48 Awarding body 2. If there are two qualifications obtained (i.e. entries in field 37 Qualification obtained 1 and field 38, Qualification obtained 2) then field 47 will be taken as relating to field 37 and field 48 as relating to field 38. If either of these qualifications is awarded jointly then this



information will be lost. In these cases, please code awarding body as the reporting institution.

For code 23 in field 37 Qualification obtained 1 it will be assumed that field 47 refers to the first named qualification of the pair and field 48 to the second.

**REASON REQUIRED** To identify trends in validation arrangements.

To identify trends in professional qualification courses.

| Field Nr. | Field Description                  | Field Abbrev'n | Field Length | Field Type |
|-----------|------------------------------------|----------------|--------------|------------|
| 49        | Expected length of study programme | SLENGTH        | 2            | Numeric    |

**STATUS** Compulsory.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES** A numeric entry in the range 01 to 99. (99 denotes unknown length/self-paced with indefinite length.).

**DESCRIPTION** This field is used to indicate the normal elapsed time in the units indicated by field 50, Units of length, from the commencement of study, (the first learning/teaching week) to the completion. This will normally include time for examinations relating to this part of the study programme. It does not purport to indicate the amount of study time, learning time or contact time.

**NOTES** This should be the length applicable to the programme as a whole even though particular students may have different lengths of study, e.g. because of direct entry into the second year.

Where there are both part-time and full-time students following a programme of study, the expected length of study programme should be the normal length applicable for the mode of study of the student.

Only in cases where there is not a defined normal length for the study programme may this field be coded 99.

This field includes holiday time.

For postgraduate research students, the extra writing up period must be ignored. For example, a full-time PhD would typically be coded 3 years.

**EXAMPLE** A study programme lasting for two and a half years would be coded 30 months.

**REASON REQUIRED** To monitor the change in the nature of HE provision.

| Field Nr. | Field Description | Field Abbrev'n | Field Length | Field Type |
|-----------|-------------------|----------------|--------------|------------|
| 50        | Units of length   | UNITLGTH       | 1            | Numeric    |

**STATUS** Compulsory.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES**

- 1 Years.
- 2 Months.
- 3 Weeks.
- 4 Days.
- 5 Hours.
- 9 Not applicable.

**DESCRIPTION** This field denotes the units of length associated with field 49, Expected length of study programme.

**NOTES** Only in cases where field 49, Expected length of study programme is coded 99, unknown length, may this field be coded 9.

Semesters, trimesters and terms are not of uniform length throughout the sector and should be converted into years/months/weeks.

**REASON REQUIRED** To monitor the change in the nature of HE provision.

| Field Nr. | Field Description          | Field Abbrev'n | Field Length | Field Type |
|-----------|----------------------------|----------------|--------------|------------|
| 51        | Vocational level of course | VLEVEL         | 2            | Numeric    |

**STATUS** Required only where the level has been agreed with NCVQ/SCOTVEC.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES**

|    |                   |
|----|-------------------|
| 11 | NVQ/GNVQ Level 1. |
| 12 | NVQ/GNVQ Level 2. |
| 13 | NVQ/GNVQ Level 3. |
| 14 | NVQ/GNVQ Level 4. |
| 15 | NVQ/GNVQ Level 5. |
| 51 | SVQ/GSVQ Level 1. |
| 52 | SVQ/GSVQ Level 2. |
| 53 | SVQ/GSVQ Level 3. |
| 54 | SVQ/GSVQ Level 4. |
| 55 | SVQ/GSVQ Level 5. |
| 98 | Not agreed.       |
| 99 | Not applicable.   |

**DESCRIPTION** The Vocational level of course is a two digit numeric code to indicate the NVQ/GNVQ level and SVQ/GSVQ level obtainable from the course. NVQ/GNVQ should be coded in the range 11 - 15 and SVQ/GSVQ should be coded in the range 51 - 55.

**REASON REQUIRED** To identify the extent to which study in HEIs is recognised within the national vocational qualification structure.

| Field Nr. | Field Description  | Field Abbrev'n | Field Length | Field Type |
|-----------|--------------------|----------------|--------------|------------|
| 52        | Special programmes | SPPRG          | 2            | Numeric    |

**STATUS** Compulsory.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES**

- 01 Not a special programme.
- 02 Continuing Vocational Education (CVE).
- 03 ACCESS.
- 04 SLDD (mainstream with additional support).
- 05 SLDD (special including bridging courses).
- 07 AIRS.
- 08 Not used.
- 09 Other.

**DESCRIPTION** Identifies students following special programmes.

**NOTES** It is expected that most students will be following standard programmes and will be returned as code 01, 'Not a special programme'.

Institutions in England, Wales and Northern Ireland are asked to code ALL CVE students as 02. The HEFCE/HEFCW have adopted a strategic approach to the funding of Continual Vocational Education. The Councils' interest is the overall volume of CVE activity rather than courses which an institution may have specifically developed using funds from the Councils' CVE development funding programme.

Institutions in Scotland should not use code 02. Field 65, 'Fundability code' will identify Scottish Continuing Professional Development courses. Continuing Professional Development courses should be coded 01, 'Not a special programme' in this field.

It is possible for disabled students to attend standard courses but non-disabled students would not attend SLDD courses.

The Glossary gives full titles for these acronyms.

**REASON REQUIRED** To identify the various types of special programmes available.

| Field Nr. | Field Description                  | Field Abbrev'n | Field Length | Field Type |
|-----------|------------------------------------|----------------|--------------|------------|
| 53        | Teacher training course identifier | TTCID          | 1            | Numeric    |

**STATUS** Compulsory.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES**

- 0 Not a teacher training course.
- 1 Initial or pre-service teacher training course leading to Qualified Teacher Status or to registration as a school teacher with the General Teaching Council for Scotland.
- 2 Other initial teacher training course not leading to Qualified Teacher Status nor to registration as a school teacher with the General Teaching Council for Scotland.
- 3 In-service/INSET courses for school teachers.
- 4 In-service/INSET teacher training course other than for school teachers.

**DESCRIPTION** The Teacher training course identifier is a one digit field completed for courses that lead to teacher qualifications. The selection will determine the type of the teacher training course.

**NOTES**

Code 1 includes PGCE, B.Ed., first degree with Qualified Teacher Status and courses leading concurrently to a degree and to a diploma in Education.

Code 2 includes courses leading to Further Education Teacher Qualification and to Nursing and Midwifery Teacher Qualification.

**REASON REQUIRED** To identify, and distinguish between, initial teacher training courses (of various types) and in-service courses.

| Field Nr. | Field Description | Field Abbrev'n | Field Length | Field Type |
|-----------|-------------------|----------------|--------------|------------|
| 54        | ITT phase/scope   | ITTPHSC        | 2            | Numeric    |

**STATUS** Compulsory for all initial teacher training students in English and Welsh institutions. (i.e. shown as code 1 or 2 in field 53 'Teacher training course identifier.)

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES**

- 01 Nursery only.
- 02 Nursery/infant.
- 11 Primary - infant only.
- 12 Primary - junior only.
- 13 Primary - junior middle.
- 14 Primary - all ages.
- 21 Secondary.
- 22 Secondary/further education.
- 23 Other or combinations of the above.
- 31 Further education.
- 49 Other.

**DESCRIPTION** This field describes in more detail the student's initial teacher training aim.

**NOTES** For students on initial teacher training courses leading to qualified teacher status, codes from 01 to 23 should be used.

For students on other initial teacher training courses not leading to qualified teacher status, codes from 31 to 49 should be used.

**REASON REQUIRED** For teacher training policy purposes.

This field may require revision in the light of changes in funding policy for teacher training.

| Field Nr. | Field Description    | Field Abbrev'n | Field Length | Field Type |
|-----------|----------------------|----------------|--------------|------------|
| 55        | Bilingual ITT marker | BITTM          | 1            | Numeric    |

**STATUS** Compulsory only for institutions funded by HEFCW where field 53 Teacher training course identifier is coded 1 or 2.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES**

- 0 Course does not lead to a formal certificate of bilingual\* education nor is it designed to enable students to teach bilingually.
- 1 Course does not lead to a formal certificate in bilingual\* education but is designed to enable students to teach bilingually.
- 2 Course leads to a formal certificate of bilingual\* education.

**DESCRIPTION** The Bilingual ITT marker is a one digit field giving details about the study programme.

**NOTES** This field should be left blank for all non-Welsh institutions.

\*Bilingual in this context meaning English and Welsh.

For further guidance on the completion of this field please refer to HEFCW.

**REASON REQUIRED** To indicate the numbers of teachers being trained to teach through the medium of Welsh.



| Field Nr. | Field Description                    | Field Abbrev'n | Field Length | Field Type |
|-----------|--------------------------------------|----------------|--------------|------------|
| 56        | Teaching qualification sought sector | TQSSEC         | 1            | Numeric    |

**STATUS** Compulsory for Scottish teacher training students only.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES**

- 1 Primary.
- 2 Secondary.
- 3 Further education/Higher education.
- 4 Nursing and midwifery.

**DESCRIPTION** The Teaching qualification sought sector on entry to the course is used by Scottish institutions for all of their teacher training courses and indicates the education sector in which teacher training students are pursuing their teaching qualification.

This field should be completed only by Scottish institutions.

Code 1 or 2 should be returned if code 1 is returned in Field 53.

Code 3 or 4 should be returned if code 2 is returned in Field 53.

**NOTES** If codes 0 or 3 were returned in field 53 this field must be left blank.

**REASON REQUIRED** For monitoring of teacher training intakes.

| <b>Field Nr.</b> | <b>Field Description</b>                | <b>Field Abbrev'n</b> | <b>Field Length</b> | <b>Field Type</b> |
|------------------|---|-----------------------|---------------------|-------------------|
| 57               | Teaching qualification sought subject 1 | TQSSUB1               | 3                   | Numeric           |
| 58               | Teaching qualification sought subject 2 | TQSSUB2               | 3                   | Numeric           |
| 59               | Teaching qualification sought subject 3 | TQSSUB3               | 3                   | Numeric           |

**STATUS** Subject 1 compulsory for Scottish secondary teacher training students only (coded 2 in field 56, Teaching qualification sought sector) subjects 2 and 3 not compulsory.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES** A list of valid entries for this field may be found in Appendix 3.

**DESCRIPTION** The Teaching Qualification sought subjects on entry to the course are used by Scottish institutions for courses that lead to teacher qualifications.

**NOTES** These fields should be completed only by Scottish institutions.

**REASON REQUIRED** For monitoring of teacher training intakes.

| Field Nr. | Field Description                    | Field Abbrev'n | Field Length | Field Type |
|-----------|--------------------------------------|----------------|--------------|------------|
| 60        | Teaching qualification gained sector | TQGSEC         | 1            | Numeric    |

**STATUS** Compulsory only for Scottish teacher training students who have gained their teaching qualification.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES**

- 1 Primary.
- 2 Secondary.
- 3 Further education/Higher education.
- 4 Nursing and midwifery.

**DESCRIPTION** The Teaching qualification gained sector is used by Scottish institutions for all of their students that follow courses that lead to teacher qualifications and indicates the education sector in which teacher training students are pursuing their teaching qualification.

**NOTES** This field should be completed only by Scottish institutions.

**REASON REQUIRED** For monitoring of teacher training output.

| Field Nr. | Field Description                       | Field Abbrev'n | Field Length | Field Type |
|-----------|---|----------------|--------------|------------|
| 61        | Teaching qualification gained subject 1 | TQGSUB1        | 3            | Numeric    |
| 62        | Teaching qualification gained subject 2 | TQGSUB2        | 3            | Numeric    |
| 63        | Teaching qualification gained subject 3 | TQGSUB3        | 3            | Numeric    |

**STATUS** Subject 1 compulsory for Scottish secondary teacher training students who have gained their qualification only (coded 2 in field 60, Teaching qualification gained sector). Subjects 2 and 3 not compulsory.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES** A list of valid entries for this field may be found in Appendix 3.

**DESCRIPTION** The Teaching Qualification gained subjects are used by Scottish institutions for students that follow courses that lead to teacher qualifications.

**NOTES** This field should be completed only by Scottish institutions.

**REASON REQUIRED** For monitoring of teacher training output.

| Field Nr. | Field Description       | Field Abbrev'n | Field Length | Field Type |
|-----------|-------------------------|----------------|--------------|------------|
| 64        | Major source of funding | MSFUND         | 2            | Numeric    |

**STATUS** Compulsory.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES**

- 01 HEFCE.
- 02 HEFCW.
- 03 SHEFC.
- 04 DENI.
- 05 FEFCE.
- 06 FEFCW.
- 07 Teacher Training Agency (TTA).
- 11 LEA.
- 12 DFEE.
- 13 WOED.
- 14 SOEID.
- 15 The Scottish Office Agriculture and Fisheries Department (SOAFD).
- 16 Department of Agriculture for Northern Ireland (DANI).
- 21 Research Council - Biotechnology & Biological Sciences Research Council (BBSRC).
- 22 Research Council - Medical Research Council (MRC).
- 23 Research Council - Natural Environmental Research Council (NERC).
- 24 Research Council - Engineering & Physical Sciences Research Council (EPSRC).
- 25 Research Council - Economic & Social Research Council (ESRC).
- 26 Research Council - Partical Physics & Astronomy Research Council (PPARC).
- 29 Research Council - not specified.
- 31 Departments of Health/NHS/Health Authorities.
- 32 Departments of Social Services.
- 33 Departments of Employment.
- 34 Other HM government departments.
- 35 Armed forces.
- 36 Training & Enterprise Council/Local Enterprise Company/Scottish Enterprise/Highlands & Islands Enterprise.
- 41 UK public corporation/nationalised industry.
- 42 UK private industry/commerce.
- 43 UK charity (medical).
- 44 UK charity (other).
- 45 Not used.
- 46 EU commission (EC).
- 51 Overseas government or other overseas organisation.

- 61 Own institution.
- 71 Joint between two sources including a funding council.
- 72 Joint between two bodies excluding a funding council.
- 73 TEC - YT students (as major source or joint with FE Funding Council).
- 74 TEC - other (non-YT) students (as major source or joint with FE Funding Council).
- 75 European Social Fund (ESF) (as major source or joint with FE Funding Council).
- 76 Youth Credits - YT students (as major source).
- 77 Youth Credits - non YT students (as major source).
- 78 Other YT (as major source or joint with FE Funding Council).
- 79 Link Scheme (as major source or joint with FE Funding Council).
- 81 Other funding.
- 91 Funded entirely by student tuition fees.

**DESCRIPTION**

The purpose of this field is to indicate the primary source of funding for a programme of study. This field is not necessarily the main source of finance as it excludes the tuition fee element. In the majority of instances, the source of funding will be the appropriate funding council. The predominant source of funding should be selected where there is more than one source.

**NOTES**

The Funding Councils and DENI fund places for students, most home and EC students being 'fundable' (eligible for funding). All students in the funding cell would be returned as funded.

The guidance for coding non-fundable students on funded courses should be to code to the appropriate funding council/TTA in field 64 and code as 2 'Not fundable by Funding Council/TTA' in field 65.

Institutions funded by SHEFC should note that their funding from the Council is provided for a total number of student places, and cannot necessarily be related to particular students or to particular study programmes. For example, if funding is provided for 80 student places, and there are 100 students whose places are eligible for funding in that funding cell, one cannot identify 20 particular people as being 'fees only' students. Nor could one identify some of the study programmes which are eligible for funding in that cell as being 'fully-funded' and the rest 'partially funded' or 'unfunded': the funding is for the cell as a whole, not for any specific part of it. All students on programmes which are eligible for funding in the funding cell would be returned with

SHEFC shown as the major source of funding, code 02.

Code 41 includes non-departmental and other public bodies.

Codes 71 and 72 should be interpreted as equal 50:50 funding between two bodies. In cases where the split is not exactly 50:50, the guidance is to code on the basis of the largest source.

Code 91 will include some (but not all) 'cost recovery' courses, for example, cost recovery courses provided for particular firms might be covered by code 42. Code 91 may also cover a few 'fees only' students (in cells for which the institution receives no funding at present).

Codes 73-79 are the codes to be used in preference to other codes for FE students in England and Wales (either FE level or funded by FEFCE or FEFCW).

'Joint with FE Funding Council' in codes 73-79 indicates a source of funding in addition to a FE Funding Council and applies whether the FE Funding Council or the other body is the major source of funding.

Codes 01-72 and 81-91 may be used for FE students in England and Wales if codes 73-79 are not relevant.

Codes 73-79 must not be used for students other than FE students in England and Wales.

**REASON REQUIRED**

Figures for funding purposes by the Funding Councils must exclude provision funded by sources other than the Funding Councils.

To assess the extent to which funding for teaching provision comes from the Funding Councils, from employers, etc.

| Field Nr. | Field Description | Field Abbrev'n | Field Length | Field Type |
|-----------|-------------------|----------------|--------------|------------|
| 65        | Fundability code  | FUNDCODE       | 1            | Numeric    |

**STATUS** Compulsory.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES**

- 1 Fundable by Funding Council/TTA.
- 2 Not fundable by Funding Council/TTA.
- 3 Not eligible for funding (as defined for the SHEFC 1995-96 'Early Statistics') but is a Continuing Professional Development course (as defined by SHEFC).

**DESCRIPTION** This code indicates whether the student is counted as 'fundable', i.e. 'eligible for funding' for the programme of study by the appropriate Funding Council or DENI. The definition therefore may vary between England, Scotland, Northern Ireland and Wales, in line with their funding methods.

**NOTES** Fundable means eligible for funding by the appropriate Funding Council/TTA, as defined by that Council.

This field should be consistent with the year's early student statistics returns to the Funding Councils.

Please refer any queries about whether or not students on a particular course/study programme, or students of a particular type, are eligible for funding to the appropriate Funding Council rather than to HESA.

To be consistent with the year's early statistics, field 65, Fundability code applies to 'eligible for core funding' (in the HESES returns for England, Wales and Northern Ireland) or to 'eligible for funding' (in SHEFC's 'Early Statistics' return). It has been confirmed by the Funding Councils that it is possible for students coded 01-04 in field 64 to be returned as 2 'Not fundable by Funding Council'. An example of where this is applicable is programmes of study funded through special funding initiatives.

Code 3 is for use by institutions in Scotland only. Where code 3 is applicable it should be used in preference to code 2.

Institutions funded by SHEFC should note that a particular funding cell may have 100 'fundable' students, but the Funding Council may provide funding for only 80 student places in that cell. Provided that they satisfy the conditions for being counted in the 'Early Statistics'



figures, all 100 students should be identified as eligible for funding: one cannot say which of them were 'fees only' students, as the funding relates to the cell as a whole.

The guidance for coding non-fundable students on funded courses should be to code to the appropriate funding council/TTA in field 64 and code as 2 'Not fundable by Funding Council/TTA' in field 65.

For institutions in England, where the major source of funding for the course is HEFCE, but there is another source funding a certain number of places then this number of places must be shown as non-fundable in field 65. In most cases, it is expected that it will be clear from payment of tuition fees which individual student places are being funded from another source and so are not fundable by HEFCE. For the small number of cases where this is not so, institutions shall have the discretion as to which individual students to return as fundable, and which as not fundable, provided that the total student numbers conform to the split between fundable and non-fundable places.

Eligible students on courses funded by the Teacher Training Agency (TTA) should be coded 1 'Fundable by Funding Council/TTA'.

Eligible students on courses funded by an FE Funding Council should be coded 1 'Fundable by Funding Council/TTA'.

**EXAMPLE**

A non-EC overseas student is an example of a particular student who is *not* eligible for funding, even though the course/programme of study that they are following has funding for student places.

This should be consistent with the HESES and Early Statistics Returns.

**REASON REQUIRED**

To provide a cross check against aggregate early student statistics returns.

| Field Nr. | Field Description               | Field Abbrev'n | Field Length | Field Type |
|-----------|---------------------------------|----------------|--------------|------------|
| 66        | Fee eligibility<br>Alphanumeric | FEELIG         | 1            |            |

**STATUS** Compulsory.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES**

- 1 Eligible to pay home fees.
- 2 Not eligible to pay home fees.
- 3 Eligibility to pay home fees not assessed.

**DESCRIPTION** The fee eligibility of the student is to distinguish those students who are eligible to pay home fees from those who are not, in cases where there are separate levels of fees for 'home' students and for 'others'.

**NOTES** Channel Islands and Isle of Man domiciled students should be coded as code 2 'Not eligible to pay home fees'.

Code 3 should be used for all courses or programmes of study for which the concept of 'home fees' does not apply.

The allocation of a student to a particular fee eligibility category should be consistent with the treatment in the HESES/Early Statistics return.

**REASON REQUIRED** For the financial planning of the HE sector.

For updating PES calculations and for funding calculations: only Home (UK)/EC student numbers are eligible for Funding Council funding.

| Field Nr. | Field Description | Field Abbrev'n | Field Length | Field Type |
|-----------|-------------------|----------------|--------------|------------|
| 67        | Fee band          | FEEBAND        | 2            | Numeric    |

**STATUS** Compulsory.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES** Numeric in the range 11 - 99.

- 11 Fee band 1, full fee.
- 12 Fee band 1, half fee.
- 21 Fee band 2, full fee.
- 22 Fee band 2, half fee.
- 31 Fee band 3, full fee.
- 32 Fee band 3, half fee.
- 41 Postgraduate.
- 42 Half postgraduate fee.
- 51 Other fee which is a proportion of a banded fee, e.g. if set at 1/4 of a banded fee.
- 99 No fee band.

**DESCRIPTION** To record the fee band level.

**NOTES** For institutions in Scotland, the code in field 67 should indicate the fee band of the course or the programme of study which is recorded in this return for the student, even if a different cash amount was charged. Code 99 should be used if the course does not have a fee band, for example, in the case of one of the part-time modes of study.

For institutions in England, Wales and Northern Ireland, the fee band shown in field 67 must reflect the fee band which will actually be charged to the source given in field 68, even if this is different from the overall fee band of the course. This is necessary because the definition of the MASN (Maximum Aggregate Student Number) is in terms of the number of students for whom an institution expects to receive a fee from an LEA, SAAS or DENI at a mandatory level. It is expected that there will only be a very small number of cases where there is a difference between the fee band charged and the fee band of the course, for example; a discretionary award at a mandatory level needs to be identified as a standard fee band (1, 2 or 3), even if this is not the fee level normally associated with that particular course. For courses where there is an additional top-up element paid by students, these cases should be coded to the fee band which will be charged to the source of funding in field 68, ignoring the top-up element.

For institutions in England, Wales and Northern Ireland,

guidance for students paying reduced/different fees is that these should be coded 99 'No fee band'.

These differences of definition arise because the funding bodies use different funding methodology and hence require different data.

For codes 11 to 51, the fee band appropriate to each study programme should have been agreed previously by the institution and the appropriate Funding Council. (Broad informal definitions of the fee bands are Fee band 1, classroom based; Fee band 2, courses involving a substantial laboratory or workshop component and Fee band 3, courses involving clinical provision.)

Code 41, 'Post graduate fee', applies when the fee is at the maximum level of postgraduate tuition fee which can be reimbursed from public funds (as published by DFEE/SOEID under the Postgraduate Students' Allowances Scheme).

**REASON REQUIRED** See reasons for field 66, Fee eligibility.

| Field Nr. | Field Description            | Field Abbrev'n | Field Length | Field Type |
|-----------|------------------------------|----------------|--------------|------------|
| 68        | Major source of tuition fees | MSTUFEE        | 2            | Numeric    |

**STATUS** Compulsory.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES**

- 01 No award or financial backing.
- 02 English or Welsh LEA award.
- 03 Student Awards Agency for Scotland (SAAS).
- 04 DENI/Northern Ireland Education & Library Boards.
- 05 Institutional waiver of support costs.
- 06 Local Government - Channel Islands and Isle of Man/Scottish FE Bursaries.
- 08 British Academy.
- 11 Research Council - Biotechnology & Biological Sciences Research Council (BBSRC).
- 12 Research Council - Medical Research Council (MRC).
- 13 Research Council - Natural Environmental Research Council (NERC).
- 14 Research Council - Engineering & Physical Sciences Research Council (EPSRC).
- 15 Research Council - Economic & Social Research Council (ESRC).
- 16 Research Council - Partical Physics & Astronomy Research Council (PPARC).
- 19 Research Council - not specified.
- 21 Charitable foundation.
- 22 International agency.
- 31 Departments of health/regional health authority/Scottish Office home & health department.
- 32 Departments of Social Services.
- 33 Departments of Employment.
- 34 Other HM government departments/public bodies.
- 35 Scholarship of HM forces.
- 36 Scottish Enterprise/Highlands & Islands Enterprise/Training Enterprise Council/Local Enterprise Company.
- 37 LEA training grants scheme.
- 38 Department of Agriculture for Northern Ireland (DANI).
- 39 Scottish Local Authority - discretionary award.
- 41 EU Commission (EC).
- 42 Overseas student award from HM government/British Council.
- 43 Overseas government.
- 44 Overseas Development Administration.
- 45 Overseas institution.
- 46 Overseas industry or commerce.

- 47 Other overseas funding.
- 48 Other overseas - repayable loan.
- 61 UK industry/commerce.
- 71 Absent for year.
- 81 Student's employer.
- 97 Other.
- 98 No fees.
- 99 Not known.

**DESCRIPTION**

The purpose of this field is to indicate the major source of tuition fees for the student where this is known. The predominant source should be selected where there is more than one source.

**NOTES**

All mandatory award holders should be covered by codes 02, 03 and 04.

Any student whose fees are directly paid by DFEE or WOED should be included in code 34.

Code 01: No award or financial backing, pay own fees.

Code 02: LEA award, includes students aged under 19 who pay registration fees only. Excludes LEA acting as employer.

Code 05 includes University Scholarships or awards of current institution.

Code 42 includes the Association of Commonwealth Universities and the Overseas Research Students Awards Scheme.

Code 81, 'Student's Employer' should be used in preference to other codes if it is known that the major source of tuition fees is the student's employer. Codes such as 61, 'UK industry/commerce' and 34, 'Other HM government departments/public bodies' therefore apply where these are the sponsor of the student rather than their employer.

The code closest to 01 should be returned if there is a 50/50 split on the source of tuition fees.

**REASON REQUIRED**

To assist in PES calculations.

To observe the numbers of 'self-financing' students for policy matters.

To analyse those receiving awards.

| Field Nr. | Field Description                        | Field Abbrev'n | Field Length | Field Type |
|-----------|--|----------------|--------------|------------|
| 69        | FE tariff/learning units<br>Alphanumeric | TARUNIT        | 5            |            |

|                        |   |
|------------------------|---|
| <b>STATUS</b>          | Compulsory for all students funded by FEFCE or FEFCW, i.e. shown as code 1 or 3 in field 6, FE student marker. Not applicable to any other students.  |
| <b>TIMESCALE</b>       | Required in the December and July data collections.   |
| <b>VALID ENTRIES</b>   | 000.0 - 999.9.  |
| <b>DESCRIPTION</b>     | <p>FEFCE: The actual tariff basic on-programme units for the student for this qualification aim to the nearest whole unit.</p> <p>FEFCW: The actual learning units (unweighted) for the student for the current year for this qualification aim.</p>  |
| <b>NOTES</b>           | <p>FEFCE: This will show the number of basic on-programme tariff units assigned to the whole qualification aim specific to that student in the context of the student's complete programme of study.</p> <p>This should not include the cost weighting factor, any additional support units, entry or achievement units, or any other supplementary units.</p> <p>Any queries on this field please refer to FEFCE or FEFCW.</p> |
| <b>REASON REQUIRED</b> | This information will provide a link to the Funding Councils' funding methodology.  |

| Field Nr. | Field Description | Field Abbrev'n | Field Length | Field Type |
|-----------|-------------------|----------------|--------------|------------|
| 70        | Mode of study     | MODE           | 2            | Numeric    |

**STATUS** Compulsory.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES**

- 11 Full-time course/programme.
- 12 FE students (E & W), full-time 30 weeks or more.
- 13 FE students (E & W), full-time 4-29 weeks.
- 14 FE students (E & W), full-time less than 4 weeks.
- 21 Sandwich (thick).
- 22 Sandwich (thin).
- 31 Part-time.
- 32 Block release.
- 33 Part-time, released from employment.
- 34 Part-time, not released from employment.
- 35 Evening only.
- 36 FE students (E & W) - open or distance learning.
- 41 Writing up and requiring more than 2 hours of supervision/week.
- 42 Writing up and requiring less than 2 hours of supervision/week.
- 51 Sabbatical.
- 52 Optional year out - study related.
- 53 Compulsory year out - study related.
- 61 Dormant.

**DESCRIPTION** The Mode of study field will indicate the method by which a student is being taught their study programme.

**NOTES**

Code 11, Full-time at institution, includes students on collaborative courses who may be studying at several institutions and students studying full-time for periods of less than the full academic/financial year.

The use of the specific full-time codes 12 to 14 (and not the generic full-time code 11) is compulsory for all students at English or Welsh institutions who are following programmes of study at FE level or funded by FEFCE or FEFCW. For other full-time students, code 11 only should be used.

Code 21, Thick sandwich students are those for which an industrial (or other) placement causes a continuous absence from full-time study of at least one academic year. A record must be returned for every student enrolled on a sandwich course irrespective of whether they are in attendance at the institution or engaged in industrial training. Students should be coded as sandwich for every year of the course and not just those



in which industrial experience takes place. The students who are actually out on placement can be identified via field 71, Location of study.

Code 22, A thin sandwich must involve the student in an average of more than 21 hours study a week for periods of more than 18 weeks/year.

Code 31, 'Part-time' is assumed to include all the specific types of part-time study detailed in codes 32 to 35. The use of the specific part-time codes 32 to 35 (and not the generic part-time code 31) is compulsory for all students in Scottish institutions and also compulsory for all students at English or Welsh institutions who are following programmes of study at FE level or funded by FEFCE or FEFCW. In all other cases whether institutions use the generic or the specific part-time codes is optional.

Students who are actively writing-up are not considered to be dormant by HESA. A record is required for such students, with field 70 Mode of study coded as 41 or 42 'Writing up'.

Codes 52 and 53 should only be used for study related years out.

Years out for any other reason should be coded 61, Dormant.

Dormant in December data collection: if student is not actively following a programme of study on 1 December.

Dormant in July data collection: if student was not actively following a programme of study at anytime during the whole of the 1 August-31 July reporting period.

Students who become dormant part way through the reporting year will need a full HESA record in the July data collection reflecting their status whilst active (i.e. the position that applied just before they became dormant). Field 70 Mode of study should be their mode of study whilst active (and not code 61 'Dormant' which should only be used in the July data collection for students who are dormant for the whole reporting year). Field 74 Student FTE should potentially be reduced to reflect the fact that the student was not active for the whole reporting period.

Any students with a mode of study 61 'Dormant' will be excluded from the HESA standard populations used for

analysis purposes. A record is not required for such students except in the case where awards have been made to students from dormant status. Institutions with awards made in 1996-97 to students not active in 1996-97 should include a record for these students in the 1996-97 July data collection, showing mode of study 61 'dormant'. This may either be via a full record (all fields will be validated and Student FTE must be 000.0) or through a reduced record for dormant students (only the specified fields will be validated and Student FTE will be assumed to be 000.0) - see dormant students reduced record Appendix 9.

Language years out that are not classed as thick sandwich programmes should be coded 53 in the year the student is abroad.

When using the specific part-time codes, if there is uncertainty about whether a student is released from employment, code as 34, 'Part-time, not-released from employment'.

Supervised postgraduate students working away from the institution should be coded as 34, 'Part-time, not released from employment'.

Code 32, Block release students are those who attend full-time for a period less than 19 weeks per academic/financial year and where study,

i is broken by a period of industrial training or employment and

ii may be additional to study on one or two days a week during another part of the session.

FE students only may have code 36, 'Open or distance learning'. All other distance learning students should be coded according to their individual mode/pattern of study, e.g. full-time or part-time.

For Scottish institutions only, codes 32 to 35 should be allocated on the basis of the nature of the course/programme of study, and not on the basis of the individual student's circumstances. Thus, for example, if a particular course is offered as a 'Block Release' course, all the students taking it should have their mode of study coded as '32'. Similarly, if a course is offered on a 'Day Release' basis, code '33' should be used for all the students. Although some students will be classified in a way which does not describe their personal position, e.g. unemployed students attending a day release

course on an 'infill' basis and students who are released by their employers to take courses which are not offered as 'day release' or 'block release', this course-based information will indicate the amount of such provision, and how the amount changes from year to year.

Part-time courses/programmes of study which involve a mixture of day and evening attendance should be recorded under whichever of codes 32-34 is most appropriate, e.g. a day release course which also involves evening attendance should be coded '33' 'Twilight only' courses should be counted as 'evening only' and coded '35'.

Where a student has changed their mode of study within the reporting period, the record should show the current or latest position.

**REASON REQUIRED**

To distinguish between, e.g. full-time and part-time students.

To obtain the numbers, e.g. taking a year out, or on a thick sandwich year or a language course year abroad, etc. These are/can be treated in different ways for funding purposes.

| Field Nr. | Field Description | Field Abbrev'n | Field Length | Field Type |
|-----------|-------------------|----------------|--------------|------------|
| 71        | Location of study | LOCSDY         | 1            | Numeric    |

**STATUS** Compulsory.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES**

- 1 At this institution only (any campus or site).
- 2 At this and at other institution(s) within the UK, on a collaborative or franchised course/programme, but to be returned by the reporting institution.
- 3 On a collaborative or franchised programme/secondment/year wholly at another institution(s) within UK, but to be returned by the reporting institution.
- 4 On industrial (or other) placement (including non-exchange language years abroad) for the year as a whole.
- 5 Exchange out (including exchange out language years abroad) for the year as a whole.
- 6 Distance Learning - UK based student.
- 7 Student studying for the whole of their programme of study outside of the UK.

**DESCRIPTION** This field describes the location at which the student is studying.

**NOTES** Codes 4 and 5 should be used only for students who are out of the institution for the year as a whole. For example, thick sandwich placements and compulsory and optional years abroad.

Students on thin sandwich placements and short exchange periods for part of the year only should be returned using other appropriate codes. In most cases it is expected that this will be code 1, "At this institution only (any campus or site)".

Students writing up should be coded 1 (or 2, 3 or 7 if appropriate to their programme of study).

Code 7 - A record is not compulsory for any student studying for the whole of their programme of study outside of the UK. If such students are included in the return, then they must be identified as code 7 'Student studying for the whole of their programme of study outside of the UK' in this field.

**REASON REQUIRED** In order to provide information about the patterns and location of students' study.

| Field Nr. | Field Description | Field Abbrev'n | Field Length | Field Type |
|-----------|-------------------|----------------|--------------|------------|
| 72        | Year of programme | YEARPRG        | 2            | Numeric    |

**STATUS** Compulsory.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES** A 2 digit numeric code from the range 01 - 99.

**DESCRIPTION** Used to indicate the year number of the programme that the student is currently studying. This could be different from the year of student if the student has changed course/programme or re-taken a year.

**NOTES** For further details of the interrelationship between field 30 and field 72, please see notes in field 30.

Extramural students who do not necessarily follow years of programme should be coded 99 as a default.

Courses of less than one year should be coded 01 in this field.

Institutions may return code 99 if the programme structure does not enable Year of programme to be derived.

**REASON REQUIRED** In conjunction with year of student, this field identifies, for example, direct entrants to second year, students repeating a year, etc.

| Field Nr. | Field Description                   | Field Abbrev'n | Field Length | Field Type |
|-----------|-------------------------------------|----------------|--------------|------------|
| 73        | Length of current year of programme | YEARLGTH       | 2            | Numeric    |

**STATUS** Compulsory for institutions in Wales and Scotland only.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES** A numeric entry in the range 01 to 99. (98 denotes unknown length, 99 not a Scottish or Welsh institution.)

**DESCRIPTION** This field is used to indicate the normal number of weeks (excluding holidays and placements) from the commencement of study, the first teaching week, to the completion within the current academic year. It does not purport to indicate the amount of study time or contact time. The field should reflect the length of the whole of the current year of the course/programme and not just the part which is in the current academic/financial year.

**NOTES** The value should exclude holidays and placements.

For institutions in Scotland, only in cases where there is not a defined normal length for the year of the study programme may this field be coded 98.

**REASON REQUIRED** To monitor the change in the nature of HE provision.

To enable HEFCW to specify the HESES in terms of HESA definitions.

| Field Nr. | Field Description | Field Abbrev'n | Field Length | Field Type |
|-----------|-------------------|----------------|--------------|------------|
| 74        | Student FTE       | STULOAD        | 5            | Numeric    |

**STATUS** Compulsory.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES** A percentage in the range 000.0 to 300.0. Please see the 'Notes of Guidance' for a description of the format.

**DESCRIPTION** Student FTE represents the institution's best academic judgement of the full-time equivalence of the student (for this record) during the reporting year 01 August - 31 July.

**NOTES** Full-time, full year students would normally be returned as 100.00 and part-time students returned as a proportion of an equivalent full-time course. Comparisons and weightings of different full-time, full year programmes of study are not expected. The proportion of part-time study can be estimated on either a 'time' or a 'credit' basis.

Please see Appendix 10 for further detailed notes.

**EXAMPLE** A student studying the equivalent of a three year course over five years would be returned as 060.0.

A student studying 30 credits in the current year, in the case where 120 credits is the norm for a full-time student, would be returned as 025.0.

**REASON REQUIRED** To give a more accurate assessment of the contribution of non-full time study than can be obtained by the use of arbitrary multipliers.

| Field Nr.            | Field Description  | Field Abbrev'n | Field Length | Field Type |
|----------------------|--|----------------|--------------|------------|
| 75                   | Postcode<br>Alphanumeric   | POSTCODE       | 8            |            |
| <b>STATUS</b>        | Compulsory for UK domiciled students.  |                |              |            |
| <b>TIMESCALE</b>     | Required in the December and July data collections.  |                |              |            |
| <b>VALID ENTRIES</b> | An alphanumeric code of up to 8 characters, which is a valid postcode.   |                |              |            |
| <b>DESCRIPTION</b>   | The postcode field is taken here to be the postcode of the student's permanent or home address prior to entry to the programme of study. It is not necessarily the correspondence address of the student.  |                |              |            |
| <b>NOTES</b>         | <p>UK domiciled, for the purposes of this field, means domiciled in England, Wales, Scotland or Northern Ireland, but excludes Channel Islands and Isle of Man.</p> <p>Postcodes have a minimum of 6 characters (including 1 space) and a maximum of 8 characters (including 1 space). Postcodes all start with a alpha character.</p> <p>In the event that the full postcode is not known, institutions must return at least the outward part. The first part of the postcode (the outward part) is essential for allowing HESA to do geographic analysis, so if the outward part is known but the inward part is not known, HESA will be able to do analyses (and on that occasion the last few characters of the field would be shown as blanks).</p> <p>Information about postcodes and postcodes for known addresses can be obtained from Royal Mail Postcode Centre, PO Box 300, BOURNEMOUTH, BH1 1AA, telephone 0345 111222.</p> <p>Country of domicile will be collected in field 12, Domicile.</p> <p>Only if no valid code can be ascertained should an institution use the default of 99999999.</p> |                |              |            |
| <b>EXAMPLE</b>       | <p>A typical postcode such as GL50 3DA would be coded with a blank in the fifth character position. A postcode such as B1 6SR would have blanks in position 3, 7 and 8. The part of the postcode before the first space (gap) is known as the outward part of the postcode (the left part) and can be of variable length 2, 3 or 4 characters,</p>   |                |              |            |



whereas the part of the postcode after the gap is known as the inward part of the postcode (the right part) and is a fixed length of 3 characters. The blank gap between the outward and inward parts of the postcode must always be shown as part of the postcode.

**REASON REQUIRED**

To obtain the number of students from particular areas within each UK country (for example Regions, Counties or Districts, Training & Enterprise Councils, Local Enterprise Company areas).

For linkage, for statistical purposes, with background Population Census information about the student's area of domicile.

To forecast the demand for student allowances and grants.

To record cross border flows.

| Field Nr. | Field Description                                      | Field Abbrev'n | Field Length | Field Type |
|-----------|--|----------------|--------------|------------|
| 76        | PGCE - subject of undergraduate degree<br>Alphanumeric |                |              | PGCESBJ6   |

**STATUS** Compulsory for students following PGCE programmes of study at institutions in England, Wales or Northern Ireland.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES** Please refer to the HESACODE classification of academic subjects.

**DESCRIPTION** The subject(s) of the student's undergraduate degree.

**NOTES** This field may be dropped if analysis shows significant numbers of students, identifiable by student identifier numbers, proceeding directly from degree programmes to PGCE.

Code 999999 is to be used for 'Not known' and code 999998 is to be used for 'Not applicable'.

**REASON REQUIRED** To provide the qualifications of all qualified teachers, whether in teaching or not. To ascertain how relevant the student's previous degree is to their present teacher training course.

| Field Nr. | Field Description   | Field Abbrev'n | Field Length | Field Type |
|-----------|---|----------------|--------------|------------|
| 77        | PGCE - classification of undergraduate degree<br>Alphanumeric |                | PGCECLSS     | 2          |

**STATUS** Compulsory for students following PGCE programmes of study at institutions in England, Wales or Northern Ireland.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES**

- 01 First class honours.
- 02 Upper second class honours.
- 03 Lower second class honours.
- 04 Undivided second class honours.
- 05 Third class honours.
- 06 Fourth class honours.
- 07 Unclassified honours.
- 08 Aegrotat (whether to honours or pass).
- 09 Pass - degree awarded without honours following an honours course.
- 10 Ordinary (to include divisions of ordinary, if any) - degree awarded after following a non-honours course.
- 11 General degree - degree awarded after following a non-honours course/degree that was not available to be classified.

**DESCRIPTION** The Classification is used to indicate the qualification class of the student's undergraduate degree.

**NOTES** This field may be dropped if analysis shows significant numbers of students, identifiable by student identifier numbers, proceeding directly from degree programmes to PGCE.

Code 99 should be used for 'Not known' and code 98 should be used for 'Not applicable'.

**REASON REQUIRED** To provide the qualifications of all qualified teachers, whether in teaching or not.

| Field Nr. | Field Description        | Field Abbrev'n | Field Length | Field Type |
|-----------|--------------------------|----------------|--------------|------------|
| 78        | Religion<br>Alphanumeric | RELIG          | 1            |            |

**STATUS** Compulsory for Northern Ireland domiciled students at institutions in Northern Ireland.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES**

- 1 Protestant.
- 2 Roman Catholic.
- 3 Other.
- 4 Missing Data.

**DESCRIPTION** The Religion field is to be collected for Northern Ireland domiciled students at institutions in Northern Ireland and is coded from the valid list above.

**REASON REQUIRED** To meet statutory requirements.

| Field Nr. | Field Description     | Field Abbrev'n | Field Length | Field Type |
|-----------|-----------------------|----------------|--------------|------------|
| 79        | Primary learning goal | PRIMLG         | 1            | Numeric    |

**STATUS** Compulsory for all students at English or Welsh institutions who are following programmes of study at FE level and/or are funded by FEFCE or FEFCW, ie shown as code 1, 3 or 4 in field 6, FE student marker. Not applicable to any other students.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES**

- 1 Qualification aim forms all or part of the student's primary learning goal.
- 2 Qualification aim does not form part of the student's primary learning goal and is NOT subsidiary to all or part of the primary learning goal.
- 3 Qualification aim does not form part of the student's primary learning goal and is subsidiary to all or part of the primary learning goal.

**DESCRIPTION** Whether the qualification aim forms all or part of the student's primary learning goal.

**NOTES** The primary learning goal is the end-point qualification aim, or aims, or other equivalent objectives to be achieved by the student within a minimum period of 12 months as set out in the student's learning agreement with the institution. It excludes qualifications which are either subsidiary or equivalent to other qualifications in the same subject already included in the primary learning goal.

**REASON REQUIRED** This information will link to the FE Funding Councils' funding methodology and will also be used in the calculation of performance indicators which concentrate on students' primary learning goals.

| Field Nr. | Field Description                                     | Field Abbrev'n | Field Length | Field Type |
|-----------|---|----------------|--------------|------------|
| 80        | SLDD - Access to mainstream provision<br>Alphanumeric | ST12           | 1            |            |

**STATUS** Compulsory for all students at Welsh institutions who are funded by FEFCW, i.e. shown as code 1 or 3 in field 6, FE student marker.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES**

- 1 Support units for students whose programme is 100% mainstream.
- 2 Tutorial support for student other than that for functional literacy and numeracy.
- 3 Other support.
- 9 Does not receive funding for access to mainstream provision.

**DESCRIPTION** To indicate extra funding for access to mainstream provision for students with special learning difficulties and disabilities.

**REASON REQUIRED** To monitor the distribution of students receiving funding for access to mainstream provision.

| Field Nr.              | Field Description   | Field Abbrev'n | Field Length | Field Type |
|------------------------|---|----------------|--------------|------------|
| 81                     | SLDD - Discrete provision<br>Alphanumeric   | ST13           | 1            |            |
| <b>STATUS</b>          | Compulsory for all students at Welsh institutions who are funded by FEFCW, i.e. shown as code 1 or 3 in field 6, FE student marker.   |                |              |            |
| <b>TIMESCALE</b>       | Required in the December and July data collections.   |                |              |            |
| <b>VALID ENTRIES</b>   | <ul style="list-style-type: none"> <li>1 Improvement of communication skills.</li> <li>2 Moderate learning difficulties and/or disabilities.</li> <li>3 Profound learning difficulties and/or disabilities.</li> <li>9 Not eligible for increased programme area weights for SLDD.</li> </ul> |                |              |            |
| <b>DESCRIPTION</b>     | To indicate eligibility for increased programme area weights for SLDD.  |                |              |            |
| <b>REASON REQUIRED</b> | To monitor the distribution of the students receiving SLDD - discrete funding provision.  |                |              |            |

| Field Nr. | Field Description                             | Field Abbrev'n | Field Length | Field Type |
|-----------|---|----------------|--------------|------------|
| 82        | Standard college tuition fees<br>Alphanumeric | STFEES         | 6            |            |

|                        |   |
|------------------------|---|
| <b>STATUS</b>          | Compulsory for students at English or Welsh institutions who are following programmes of study at FE level and/or are funded by FEFCE or FEFCW, ie shown as code 1, 3 or 4 in field 6, FE student marker. Not applicable to any other students.   |
| <b>TIMESCALE</b>       | Required in the December and July data collections.   |
| <b>VALID ENTRIES</b>   | Up to 6 digits giving the actual amount in pounds to the nearest whole pound.   |
| <b>DESCRIPTION</b>     | The standard tuition fees charged are described as the normal tuition fees which the institution would charge to a student who was eligible for FEFC funding, but was not eligible for any fee remission for the qualification. The standard tuition fees are defined by the institution and should be returned excluding any additional fees for examinations or other elements or additional fees for optional modules. |
| <b>NOTES</b>           | Not applicable to economic cost recovery fees.<br><br>The tuition fees quoted should be for the whole qualification aim. Where tuition fees can only be quoted for an annual period, the amount of fees should be preceded by the letter A.   |
| <b>EXAMPLE</b>         | Where a qualification has whole tuition fees of £780 this would appear as 000780. Where a qualification has annual tuition fees of £250 this would appear as A00250.  |
| <b>REASON REQUIRED</b> | To monitor the possible range of tuition fees within the sector.  |



| <b>Field Nr.</b>       | <b>Field Description</b>  | <b>Field Abbrev'n</b> | <b>Field Length</b> | <b>Field Type</b> |
|------------------------|---|-----------------------|---------------------|-------------------|
| 83                     | Amount of tuition fees received/expected for the student<br>Alphanumeric  |                       |                     | RECFEE 6          |
| <b>STATUS</b>          | Compulsory for all students at English or Welsh institutions who are following programmes of study at FE level and/or are funded by FEFCE or FEFCW, ie shown as code 1, 3 or 4 in field 6, FE student marker. Not applicable to any other students.   |                       |                     |                   |
| <b>TIMESCALE</b>       | Required in the December and July data collections.   |                       |                     |                   |
| <b>VALID ENTRIES</b>   | Up to 6 digits, showing the actual amount in pounds to the nearest whole pound.   |                       |                     |                   |
| <b>DESCRIPTION</b>     | The actual amount of tuition fees the institution expects to receive (or has received) for the student.   |                       |                     |                   |
| <b>NOTES</b>           | <p>Not applicable to economic cost recovery fees.</p> <p>For institutions in England, the tuition fees quoted should be for the whole qualification aim. Where the tuition fees can only be quoted for an annual period, the amount of fees should be preceded by the letter A.</p> <p>For institutions in Wales, the tuition fees quoted should be for the annual period. The amount of fees should be preceded by the letter A.</p> |                       |                     |                   |
| <b>EXAMPLE</b>         | Where a student has whole tuition fees of £780 this would appear as 000780. Where a qualification has annual tuition fees of £250 this would appear as A00250.  |                       |                     |                   |
| <b>REASON REQUIRED</b> | This field will be used to determine the extent of remission of fees in the sector.   |                       |                     |                   |

| Field Nr. | Field Description                                      | Field Abbrev'n | Field Length | Field Type   |
|-----------|--|----------------|--------------|--------------|
| 84        | Reason for partial or full non-payment of tuition fees |                | NONPAY2      | Alphanumeric |

**STATUS** Compulsory for all students at English or Welsh institutions who are following programmes of study at FE level and/or are funded by FEFCE or FEFCW, ie shown as code 1, 3 or 4 in field 6, FE student marker. Not applicable to any other students.

**TIMESCALE** Required in the December and July data collections.

**VALID ENTRIES**

- 01 Exempt under the Further and Higher Education Act 1992; provision funded by FEFCE/FEFCW.
- 03 Fees waived - unemployed and receiving unemployment benefit.
- 04 Fees waived - in receipt of income support.
- 05 Fees waived - in receipt of family credit.
- 06 Fees waived - physically disabled and in receipt of disability allowance.
- 07 Fees waived - in receipt of housing/council tax benefit.
- 08 Fees waived - unwaged dependant of any people in codes 03 to 07.
- 09 Fees waived - undertaking programmes where the primary learning goal is adult basic education or English for speakers of other languages.
- 10 Fees waived for another reason consistent with the local college policy.
- 11 Fees refunded.
- 12 Tax relief for vocational programmes.
- 13 Fees waived - other funding.
- 14 Bad debt.
- 99 Tuition fees paid in full.

**DESCRIPTION** The reason for any partial or full non-payment of tuition fees for the student.

**NOTES** Not applicable to economic cost recovery fees.

**REASON REQUIRED** This field will be used to determine the extent of remission of fees in the sector.

| Field Nr. | Field Description                     | Field Abbrev'n | Field Length | Field Type |
|-----------|---------------------------------------|----------------|--------------|------------|
| 85        | Guided learning hours<br>Alphanumeric | GLHRS          | 5            |            |

|                        |   |
|------------------------|---|
| <b>STATUS</b>          | Compulsory for all students at English or Welsh institutions who are following programmes of study at FE level and/or are funded by FEFCE or FEFCW, ie shown as code 1, 3 or 4 in field 6, FE student marker. Not applicable to any other students.   |
| <b>TIMESCALE</b>       | Required in the December and July data collections.   |
| <b>VALID ENTRIES</b>   | Up to 5 digits.   |
| <b>DESCRIPTION</b>     | The actual number of guided learning hours for the whole qualification aim to the nearest whole hour.   |
| <b>NOTES</b>           | Guided learning hours are defined as all times when a member of staff is present to give specific guidance towards the qualification aim being studied on a programme. This includes lectures, tutorials and supervised study in, for example, libraries, open learning centres and learning workshops. It also includes time spent by staff assessing students' achievements, for example in the assessment of competence for NVQs. It does not include hours where supervision or assistance is of a general nature and is not specific to the study of the students. |
| <b>REASON REQUIRED</b> | To monitor the guided learning hours for qualifications throughout the FE sector.   |

| Field Nr. | Field Description                                      | Field Abbrev'n | Field Length | Field Type |
|-----------|--|----------------|--------------|------------|
| 86        | Other institution providing teaching 1<br>Alphanumeric | TINST1         | 7            |            |
| 87        | Other institution providing teaching 2<br>Alphanumeric | TINST2         | 7            |            |

**STATUS** Compulsory where Field 90 is not equal to 000.0

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES** A list of valid entries for this field may be found in Appendix 2 and.

A list of valid entries for this field may be found in Appendix 7.

**DESCRIPTION** The institution identifier of the institution providing the teaching.

**NOTES** In cases where there are more than two other institutions providing teaching, those with the most input should be selected.

Where Other institution providing teaching does not appear in the list of valid entries in Appendix 2 or 7 please code:

4001 Other UK institution  
4002 Other European (EC) institution.

**REASON REQUIRED** To apportion the student numbers between the collaborating/franchising institutions in the ways which are appropriate for different purposes.

| Field Nr. | Field Description               | Field Abbrev'n | Field Length | Field Type |
|-----------|---------------------------------|----------------|--------------|------------|
| 88        | Proportion of teaching in Welsh | PROWELSH       | 5            | Numeric    |

|                        |   |
|------------------------|---|
| <b>STATUS</b>          | Compulsory only for institutions funded by HEFCW.   |
| <b>TIMESCALE</b>       | Required in the July data collection only.  |
| <b>VALID ENTRIES</b>   | A percentage in the range 000.0 to 100.0. Please see the 'Notes of Guidance' for a description of the format.   |
| <b>DESCRIPTION</b>     | The Proportion of teaching in Welsh field is used to indicate the percentage of the course/programme that is taught in the medium of the Welsh language.  |
| <b>NOTES</b>           | <p>This field should be left blank for all non-Welsh institutions.</p> <p>A 000.0 entry in this field indicates that the course is delivered entirely in English.</p> <p>For further guidance on the completion of this field, and in particular with reference to activities which constitute learning through the medium of Welsh, please refer to HEFCW.</p> |
| <b>REASON REQUIRED</b> | To monitor the level of provision made available through the medium of Welsh.   |

| <b>Field Nr.</b> | <b>Field Description</b> | <b>Field Abbrev'n</b> | <b>Field Length</b> | <b>Field Type</b> |
|------------------|--------------------------|-----------------------|---------------------|-------------------|
| 89               | Intensity of study       | ISTDY                 | 5                   | Numeric           |

**STATUS** Not used.

**VALID ENTRIES** A percentage in the range 000.0 to 300.0. Please see the 'Notes of Guidance' for a description of the format.

**NOTES** Although this field is no longer used to collect any information it must still be present in returns so that succeeding fields remain in their relative positions.

In the case of ASCII Fixed Length returns the field should be padded with spaces to its entire length.

In the case of Comma Separated returns the field should be blank, i.e, the commas separating this field from the preceding and succeeding fields would be next to each other.

| Field Nr. | Field Description                         | Field Abbrev'n | Field Length | Field Type |
|-----------|---|----------------|--------------|------------|
| 90        | Proportion not taught by this institution | PCOLAB         | 5            | Numeric    |

**STATUS** Compulsory.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES** A percentage in the range 000.0 to 100.0. Please see the 'Notes of Guidance' for a description of the format.

**DESCRIPTION** The Proportion not taught by this institution indicates the percentage of the total programme in this academic/financial year 01 August - 31 July for which other arrangements for teaching have been made, e.g. taught collaboratively between two institutions. The percentage represented by this field denotes the proportion not taught by the returning institution.

**NOTES** If this field is anything but 000.0, indicating that some part of the course is taught elsewhere, field 86 must be completed.

This field relates to the proportion not taught by the reporting institution's staff, and not the location at which the teaching takes place. However it is expected that in cases where this field is coded greater than 000.0, then field 71 Location of study would be coded 2 or 3 'collaborative or franchised course/programme' (or code 7).

It is expected that students out on placement or exchange will be shown as 000.0 in this field.

**REASON REQUIRED** For an indication of the extent of franchising/collaborative arrangements for teaching.

To apportion the student numbers between the collaborating institutions in the ways which are appropriate for different purposes; for example, for funding purposes and for total student counts, all the students may be counted against a 'lead (parent/hub) institution', whereas for other purposes they ought to be split between the collaborating institutions.

| Field Nr. | Field Description      | Field Abbrev'n | Field Length | Field Type |
|-----------|------------------------|----------------|--------------|------------|
| 91        | Credit transfer scheme | CRDTSCM        | 1            | Numeric    |

**STATUS** Compulsory.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES**

- 1 England, Wales and Northern Ireland (the CNAAs scheme).
- 2 Scotland (SCOTCAT).
- 6 FEU framework for credit.
- 7 Other scheme.
- 8 Own scheme.
- 9 No scheme.

**DESCRIPTION** This field denotes the credit point transfer scheme that fields 92, 93, 94, 95, 96, 97, 98 and 99 apply to.

**NOTES** Though the CNAAs no longer exists, its scheme still runs at many institutions.

Institutions may be setting up their own scheme in advance of any nationally agreed format. These should be coded 8.

HESA may seek extra information about schemes coded 7 or 8.

Programmes of study which do not have a credit transfer scheme should be coded 9 'No scheme'.

**REASON REQUIRED** To identify nationally recognised credit transfer structures.

To assist in tracking movement from one institution to another where a student accumulates credits at an institution.



| Field Nr. | Field Description                    | Field Abbrev'n | Field Length | Field Type |
|-----------|--------------------------------------|----------------|--------------|------------|
| 92        | Credit value of year of programme, 1 | CREDIT1        | 3            | Numeric    |
| 93        | Credit value of year of programme, 2 | CREDIT2        | 3            | Numeric    |

**STATUS** Compulsory.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES** A numeric entry in the range 000-999.

**DESCRIPTION** The Credit value of year of programme, 1, is the weighting allocated to the current year of the programme of study, in terms of generally agreed credit accumulation and transfer schemes, as indicated in field 91, Credit transfer scheme.

**NOTES** Institutions may use this field to record their own style credits at their own 'rates in a year' or equivalent if desired.

Should the credit value of current year of programme relate to more than one year level, use fields 93, Credit value of year of programme, 2, and 95 Level of credit 2, to record the extra level information.

Code 999 should be used for programmes of study which do not have a credit transfer scheme (code 9 'No scheme' in field 91, Credit transfer scheme). In addition, institutions in England and Northern Ireland may use code 999 as a default for all programmes of study and it is suggested that this default is used for schemes coded 7 or 8 in field 91, Credit transfer scheme. Institutions in Scotland may use code 999 as a default only for schemes coded 7 or 8 in field 91, Credit transfer scheme.

Fractional credit points should be rounded to the nearest whole number.

**REASON REQUIRED** To identify the value of the student's programme of study in terms of any nationally agreed CAT scheme.

| Field Nr. | Field Description  | Field Abbrev'n | Field Length | Field Type |
|-----------|--------------------|----------------|--------------|------------|
| 94        | Level of credit, 1 | LEVLCRD1       | 1            | Numeric    |
| 95        | Level of credit, 2 | LEVLCRD2       | 1            | Numeric    |

**STATUS** 'Level of credit 1' compulsory if field 92, 'Credit value of year of programme', has been completed with a code other than 999. 'Level of credit 2' compulsory if field 93, 'Credit value of year of programme 2' has been completed with a code other than 999.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES** A numeric entry in the range 0 to 6 or 9, where 9 denotes not applicable.

- 0 HE Foundation year/FEU level E.
- 1 Degree level 1/FEU level 1.
- 2 Degree level 2/FEU level 2.
- 3 Degree level 3/FEU level 3.
- 4 Degree level 4.
- 5 Undergraduate unspecified.
- 6 Masters (and other postgraduate levels).
- 9 Not applicable.

**DESCRIPTION** This is a year level indicator for field 92, Credit value of year of programme, 1. The field indicates to which year level the credits detailed in credit value of programme relate.

**NOTES** Should the credit value of year of programme relate to more than one year level, use field 93, Credit value of year of programme, 2, and field 95, Level of credit, 2, to record the extra level information.

Institutions using code 05 'Undergraduate unspecified' cannot therefore assign points to levels.

N.B. FEFCW require FEU level of credit points to be recorded using this field. Existing codes will be interpreted as:

- 0 HE Foundation year/FEU level E
- 1 Degree level 1/FEU level 1
- 2 Degree level 2/FEU level 2
- 3 Degree level 3/FEU level 3

**REASON REQUIRED** To compare the assembly of information about credit transfer schemes.

| Field Nr. | Field Description                  | Field Abbrev'n | Field Length | Field Type |
|-----------|------------------------------------|----------------|--------------|------------|
| 96        | Number of credit points obtained 1 | CPOBTN1        | 3            | Numeric    |
| 97        | Number of credit points obtained 2 | CPOBTN2        | 3            | Numeric    |

**STATUS** Not compulsory.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES** A 3 digit numeric code in the range 000-999.

**DESCRIPTION** This is used to record the number of credit points according to the credit transfer scheme specified in field 91, Credit transfer scheme, that a student has obtained in the current year of their course. This may not be the same as the credit value for the year of the course due to the fact that the course may not have been fully completed or may have been failed, but credit points can still be awarded for the successful completion of various constituent parts of the course.

**NOTES** The number of credit points are those obtained in the current year. It is not a cumulative record.

If the credit points obtained relate to more than one year level, use field 97, Number of credit points obtained 2 and field 99, Level of credit points obtained 2 to record the extra level information.

Fractional credit points should be rounded to the nearest whole number.

**REASON REQUIRED** To identify students who, while not completing a programme of study successfully, are nevertheless awarded some credit points.

| Field Nr. | Field Description                 | Field Abbrev'n | Field Length | Field Type |
|-----------|-----------------------------------|----------------|--------------|------------|
| 98        | Level of credit points obtained 1 | LCPOBTN1       | 1            | Numeric    |
| 99        | Level of credit points obtained 2 | LCPOBTN2       | 1            | Numeric    |

**STATUS** Compulsory if field 96, Number of credit points obtained 1 has been completed.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES** A numeric entry in the range 0 to 6 or 9, where 9 denotes not applicable.

- 0 HE Foundation year/FEU level E.
- 1 Degree level 1/FEU level 1.
- 2 Degree level 2/FEU level 2.
- 3 Degree level 3/FEU level 3.
- 4 Degree level 4.
- 5 Undergraduate unspecified.
- 6 Masters (and other postgraduate levels).
- 9 Not applicable.

**DESCRIPTION** This is a year level indicator for field 96, Number of credit points obtained 1. It is used to record the level of credit points that a student has obtained.

**NOTES** Should the credit points obtained by the student relate to more than one year level, use fields 97, Number of credit points obtained 2, and 99, Level of credit points obtained 2, to record the extra level information.

**REASON REQUIRED** To identify students who, while not completing a programme of study successfully, are nevertheless awarded some credit points.

| Field Nr. | Field Description | Field Abbrev'n | Field Length | Field Type |
|-----------|-------------------|----------------|--------------|------------|
| 100       | Cost centre 1     | COSTCN01       | 2            | Numeric    |
| 103       | Cost centre 2     | COSTCN02       | 2            | Numeric    |
| 106       | Cost centre 3     | COSTCN03       | 2            | Numeric    |
| 109       | Cost centre 4     | COSTCN04       | 2            | Numeric    |
| 112       | Cost centre 5     | COSTCN05       | 2            | Numeric    |
| 115       | Cost centre 6     | COSTCN06       | 2            | Numeric    |
| 118       | Cost centre 7     | COSTCN07       | 2            | Numeric    |
| 121       | Cost centre 8     | COSTCN08       | 2            | Numeric    |
| 124       | Cost centre 9     | COSTCN09       | 2            | Numeric    |
| 127       | Cost centre 10    | COSTCN10       | 2            | Numeric    |
| 130       | Cost centre 11    | COSTCN11       | 2            | Numeric    |
| 133       | Cost centre 12    | COSTCN12       | 2            | Numeric    |
| 136       | Cost centre 13    | COSTCN13       | 2            | Numeric    |
| 139       | Cost centre 14    | COSTCN14       | 2            | Numeric    |
| 142       | Cost centre 15    | COSTCN15       | 2            | Numeric    |
| 145       | Cost centre 16    | COSTCN16       | 2            | Numeric    |

**STATUS** Cost centre 1 compulsory; 2-16 not compulsory. Cost centre 1 is not compulsory if field 74, Student FTE, is coded 000.0 or if field 71, Location of study, is coded 4 or 5.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES** A list of valid entries for this field may be found in Appendix 5.

**DESCRIPTION** Fields 100-147 refer to the current year of the study programme/course and should be considered as a block of related information. The cost centre is a two digit number indicating the academic cost centre in which the subject is being taught. It is up to institutions to decide whether or not to return details of cost centres which are contributing teaching/learning amounting to less than 5% of the proportion of the study programme/course for that year.

Up to 16 cost centres may be returned, with input to the current year of the study programme/course, identifying the main subject area and the proportion of input, of each.

**NOTES** Field 100, Cost centre 1 is linked to field 101, Subject area of study 1, and field 102, Proportion of subject 1. Subsequent links apply for up to a further 15 cost centres.

If more than 16 cost centres are needed the cost centres where most activity (proportion of course) takes place must be coded: others must be ignored. This

implies that if 16 cost centres are coded here, then the sum of the proportions of the course may not necessarily sum to 100% and should be pro-rated so that the total becomes 100%.

There are no cost centres numbered 35 to 40.

Code 99 'dummy cost centre - outwith reporting institution' is for use where (part of) the programme of study is taught other than by the reporting institution.

These cost centres should have been agreed with the Funding Councils as outlined in the Circular 'The Allocation of Departments to Cost Centres' (Nov. 1994).

The cost centre should relate to where the resources deployed to teach the student are located. Effectively the cost centre 'follows the money' and will be reconcilable with the institution's finance statistics return. For example, if a member of staff based in the General Engineering cost centre takes a group of engineering students for a mathematics lecture, the cost centre should be 'General Engineering' (16). However, if a member of staff based in the mathematics cost centre takes a group of engineering students for a mathematics lecture, the cost centre should be 'Mathematics' (24).

Where a department 'buys in' the services of a member of staff based in a department in a non-academic cost centre, the cost centre to be returned would be that of the 'buying in' department. For example, a member of staff based in the computing service takes a group of engineering students for a lecture and is paid for under a servicing agreement by the engineering department, then the cost centre returned should be 'General Engineering' (16).

The most important consideration in taking decisions about the attribution of students to cost centres should be the correspondence with the Finance Record.

#### **EXAMPLE**

A second year physics course may be split, in subject terms, 60% physics, 30% mathematics and 10% statistics. The physics may be taught 50% in the physics cost centre and 10% in the electrical, electronic and computer engineering cost centre; similarly the mathematics may be taught 20% in the mathematics cost centre and 10% in the information technology and systems sciences cost centre and the statistics 10% in the mathematics cost centre. This would be coded as follows:

| FIELD NUMBER                         | FIELD TITLE             | CODING | REPRESENTING            |
|--------------------------------------|-------------------------|--------|-------------------------|
| 100                                  | Cost Centre 1           | 12     | Physics cost centre     |
| 101                                  | Subject Area of Study 1 | F30    | Physics as a subject    |
| 102                                  | Proportion of Subject 1 | 050.0  | 50% of year of course   |
| 103                                  | Cost Centre 2           | 20     | Electrical, Electronic  |
| and Computer Engineering cost centre |                         |        |                         |
| 104                                  | Subject Area of Study 2 | F30    | Physics as a subject    |
| 105                                  | Proportion of Subject 2 | 010.0  | 10% of year of course   |
| 106                                  | Cost Centre 3           | 24     | Mathematics cost        |
| centre                               |                         |        |                         |
| 107                                  | Subject Area of Study 3 | G10    | Mathematics as a        |
| subject                              |                         |        |                         |
| 108                                  | Proportion of Study 3   | 020.0  | 20% of year of          |
| course.                              |                         |        |                         |
| 109                                  | Cost Centre 4           | 25     | Information             |
| technology                           |                         |        |                         |
| and systems sciences cost centre     |                         |        |                         |
| 110                                  | Subject Area of Study 4 | G10    | Mathematics as a        |
| subject                              |                         |        |                         |
| 111                                  | Proportion of Subject 4 | 010.0  | 10% of year of course   |
| 112                                  | Cost Centre 5           | 24     | Mathematics cost        |
| centre                               |                         |        |                         |
| 113                                  | Subject Area of Study 5 | G40    | Statistics as a subject |
| 114                                  | Proportion of Subject 5 | 010.0  | 10% of year of course   |

**REASON REQUIRED** To calculate the student load on the "cost centres" (groups of teaching departments).

| Field Nr. | Field Description                        | Field Abbrev'n | Field Length | Field Type |
|-----------|--|----------------|--------------|------------|
| 101       | Subject area of study 1<br>Alphanumeric  | SBJ01          | 3            |            |
| 104       | Subject area of study 2<br>Alphanumeric  | SBJ02          | 3            |            |
| 107       | Subject area of study 3<br>Alphanumeric  | SBJ03          | 3            |            |
| 110       | Subject area of study 4<br>Alphanumeric  | SBJ04          | 3            |            |
| 113       | Subject area of study 5<br>Alphanumeric  | SBJ05          | 3            |            |
| 116       | Subject area of study 6<br>Alphanumeric  | SBJ06          | 3            |            |
| 119       | Subject area of study 7<br>Alphanumeric  | SBJ07          | 3            |            |
| 122       | Subject area of study 8<br>Alphanumeric  | SBJ08          | 3            |            |
| 125       | Subject area of study 9<br>Alphanumeric  | SBJ09          | 3            |            |
| 128       | Subject area of study 10<br>Alphanumeric | SBJ10          | 3            |            |
| 131       | Subject area of study 11<br>Alphanumeric | SBJ11          | 3            |            |
| 134       | Subject area of study 12<br>Alphanumeric | SBJ12          | 3            |            |
| 137       | Subject area of study 13<br>Alphanumeric | SBJ13          | 3            |            |
| 140       | Subject area of study 14<br>Alphanumeric | SBJ14          | 3            |            |
| 143       | Subject area of study 15<br>Alphanumeric | SBJ15          | 3            |            |
| 146       | Subject area of study 16<br>Alphanumeric | SBJ16          | 3            |            |

**STATUS** Subject area of study 1 compulsory; 2-16 compulsory if corresponding cost centres 2-16 completed. Subject area of study 1 not compulsory if field 74, Student FTE, is coded 000.0 or if field 71, Location of study, is coded 4 or 5.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES** Please refer to the HESACODE classification of academic subjects.

**DESCRIPTION** Fields 100-147 refer to the current year of the study programme/course and should be considered as a block of related information. The Subject area of study is an up to three character subject area identifier for the subject areas for the current year of the study programme/course. Subject area codes are to be



taken from the HESACODE (HESA Classification of Disciplines in Education). Academic subjects are broken down into 15 major groups, each identified by an alpha character as follows:

- A Medicine and dentistry.
- B Subjects allied to medicine.
- C Biological sciences.
- D Agriculture and related subjects.
- F Physical sciences.
- G Mathematical sciences and informatics.
- H,J Engineering and technology.
- K Architecture.
- L,M Social studies.
- N Business and administrative studies.
- P Mass communication and documentation.
  
- Q,R,T Languages and related disciplines.
- V Humanities.
- W Creative arts.
- X Education and leisure.

The alpha character forms the first character of the three character subject area. The remaining digit or digits are numeric and provide a more detailed subject content breakdown. A full list of these is given in the HESACODE booklet.

#### **NOTES**

An entry is required for each subject area of study undertaken by the student during the reporting period, regardless of whether this subject area of study is taught by the reporting institution or not.

Courses identified as initial or pre-service teacher training in field 53 should be given a HESACODE commencing with X1 in field 43, 'General subject of qualification aim', followed by the subject specialism. In the subject area of study fields, however, it is assumed that the specific subject area of each module will be detailed using codes X2-X9 or other relevant HESACODE as appropriate.

It is expected that there would be only a very limited number of cases where Y codes need be used.

#### **EXAMPLE**

See field 100, Cost centre 1, for an example.

#### **REASON REQUIRED**

To assess the "breadth" of study in, e.g. the first year, and the extent of specialisation in later years.

To apportion the numbers of students taking the current year of the course between the different subject areas

involved in the course.

To obtain numbers of students receiving teaching in certain subject areas (eg economics), whether or not these are the main subjects of the course.

| Field Nr. | Field Description        | Field Abbrev'n | Field Length | Field Type |
|-----------|--------------------------|----------------|--------------|------------|
| 102       | Proportion of subject 1  | SBJPER01       | 5            | Numeric    |
| 105       | Proportion of subject 2  | SBJPER02       | 5            | Numeric    |
| 108       | Proportion of subject 3  | SBJPER03       | 5            | Numeric    |
| 111       | Proportion of subject 4  | SBJPER04       | 5            | Numeric    |
| 114       | Proportion of subject 5  | SBJPER05       | 5            | Numeric    |
| 117       | Proportion of subject 6  | SBJPER06       | 5            | Numeric    |
| 120       | Proportion of subject 7  | SBJPER07       | 5            | Numeric    |
| 123       | Proportion of subject 8  | SBJPER08       | 5            | Numeric    |
| 126       | Proportion of subject 9  | SBJPER09       | 5            | Numeric    |
| 129       | Proportion of subject 10 | SBJPER10       | 5            | Numeric    |
| 132       | Proportion of subject 11 | SBJPER11       | 5            | Numeric    |
| 135       | Proportion of subject 12 | SBJPER12       | 5            | Numeric    |
| 138       | Proportion of subject 13 | SBJPER13       | 5            | Numeric    |
| 141       | Proportion of subject 14 | SBJPER14       | 5            | Numeric    |
| 144       | Proportion of subject 15 | SBJPER15       | 5            | Numeric    |
| 147       | Proportion of subject 16 | SBJPER16       | 5            | Numeric    |

**STATUS** Proportion of subject 1 compulsory; 2-16 compulsory if corresponding cost centres 2-16 completed. Proportion of subject 1 is not compulsory if field 74, Student FTE, is coded 000.0 or if field 71, Location of study, is coded 4 or 5.

**TIMESCALE** Required in the July data collection only.

**VALID ENTRIES** A percentage in the range 000.0 to 100.0. Please see the 'Notes of Guidance' for a description of the format.

**DESCRIPTION** Fields 100-147 refer to the current year of the programme of study/course and should be considered as a block of related information. The Proportion of subject indicates the percentage of the current year of the course that the appropriate subject and cost centre make up. These proportions (fields 100-147) must equal 100%.

**NOTES** Where the sum of proportions (fields 100 - 147) does not equal 100% (e.g. because of the exclusion of cost centres contributing less than 5% of the teaching/learning) then the proportion of the subjects shown should be pro-rated so that the total becomes 100%.

**EXAMPLE** See field 100, Cost centre 1, for an example and notes.

**REASON REQUIRED** See field 101, Subject area of study 1, for reasons.

| <b>Field Nr.</b>       | <b>Field Description</b>  | <b>Field Abbrev'n</b> | <b>Field Length</b> | <b>Field Type</b> |
|------------------------|---|-----------------------|---------------------|-------------------|
| 148                    | UCAS Entrant Marker<br>Alphanumeric   | UCASMK                | 1                   |                   |
| <b>STATUS</b>          | Compulsory  |                       |                     |                   |
| <b>TIMESCALE</b>       | Required in the December and July data collections.   |                       |                     |                   |
| <b>VALID ENTRIES</b>   | <p>1 Student for whom information required for UCAS entrants should be returned.</p> <p>2 Student for whom information required for UCAS entrants should not be returned.</p>   |                       |                     |                   |
| <b>DESCRIPTION</b>     | An indicator to identify students who were admitted to their current programme of study through the UCAS admissions system. It is expected therefore that additional information is available from UCAS about these students.   |                       |                     |                   |
| <b>NOTES</b>           | <p>UCAS entrant marker (and associated fields with 'UCAS entrant only' status) should be returned for the student for every year that the student remains following the programme of study entered through UCAS.</p> <p>In cases where a student transfers from one programme of study to another, where the student is not awarded their first qualification aim and studies already completed count towards the current qualification aim, then this field should not be re-set. For example, a UCAS entrant who changes subject of degree would continue to be regarded as a UCAS entrant.</p> <p>To meet HESA requirements, UCAS have arranged an additional transaction, the *H transaction, to include data held by UCAS but not previously transmitted to institutions. Institutions may use a 'not known' code in a 'Compulsory for UCAS entrants' field if UCAS has not provided any information for a particular UCAS entrant for that field. (See Completion of the record introductory notes.)</p> <p>Note that a UCAS style student identifier (HUSID) does not necessarily mean that the student was a UCAS entrant for their current programme of study.</p> |                       |                     |                   |
| <b>REASON REQUIRED</b> | To aid in validation in specifying which fields in the record apply to all students and which fields apply only to those students where additional information is available from UCAS.  |                       |                     |                   |

## Appendix 2 - HE Institution Identifiers

### Code order

0001 The Open University  
0002 Cranfield University  
0003 Royal College of Art  
0004 The College of Guidance Studies  
0006 Institute of Advanced Nursing Education  
0007 Bishop Grosseteste College  
0008 Bretton Hall College of HE  
0009 Buckinghamshire College of HE  
0010 Central School of Speech and Drama  
0011 Chester College of HE  
0012 Canterbury Christ Church College  
0013 The College of Ripon and York St John  
0014 College of St Mark and St John  
0015 Dartington College of Arts  
0016 Edge Hill College of HE  
0017 Falmouth College of Arts  
0018 Harper Adams Agricultural College  
0019 Homerton College  
0020 Kent Institute of Art and Design  
0021 King Alfred's College, Winchester  
0022 La Sainte Union College of HE  
0023 Liverpool Institute of HE  
0024 The London Institute  
0025 Loughborough College of Art and Design  
0026 University of Luton  
0027 Nene College  
0028 Newman College  
0029 North Riding College  
0030 Ravensbourne College of Design and  
Communication  
0031 Roehampton Institute of HE  
0032 Rose Bruford College of Speech and Drama  
0033 Royal Academy of Music  
0034 Royal College of Music  
0035 Royal Northern College of Music  
0036 Salford College of Technology  
0037 Southampton Institute  
0038 St Martin's College  
0039 St Mary's College  
0040 Trinity and All Saints College  
0041 Trinity College of Music  
0042 Westminster College  
0044 Surrey Institute of Art and Design  
0045 Winchester School of Art  
0046 Worcester College of HE  
0047 Anglia Polytechnic University  
0048 Bath College of HE  
0049 Bolton Institute of HE

0050 Bournemouth University  
0051 The University of Brighton  
0052 The University of Central England in Birmingham  
0053 The University of Central Lancashire  
0054 Cheltenham and Gloucester College of HE  
0055 London Guildhall University  
0056 Coventry University  
0057 University of Derby  
0058 The University of East London  
0059 The University of Greenwich  
0060 The University of Hertfordshire  
0061 The University of Huddersfield  
0062 The University of Humberside  
0063 Kingston University  
0064 Leeds Metropolitan University  
0065 Liverpool John Moores University  
0066 Manchester Metropolitan University  
0067 Middlesex University  
0068 De Montfort University  
0069 The University of Northumbria at Newcastle  
0070 The University of North London  
0071 Nottingham Trent University  
0072 Oxford Brookes University  
0073 The University of Plymouth  
0074 The University of Portsmouth  
0075 Sheffield Hallam University  
0076 South Bank University  
0077 Staffordshire University  
0078 The University of Sunderland  
0079 The University of Teesside  
0080 Thames Valley University  
0081 The University of the West of England, Bristol  
0082 Chichester Institute of Higher Education  
0083 The University of Westminster  
0084 Wimbledon School of Art  
0085 The University of Wolverhampton  
0086 Gwent College of Higher Education  
0087 The North-East Wales Institute of Higher Education  
0088 Coleg Normal Bangor  
0089 Cardiff Institute of Higher Education  
0090 University of Glamorgan  
0091 Swansea Institute of Higher Education  
0092 Trinity College, Carmarthen  
0095 University of Abertay Dundee  
0096 Edinburgh College of Art  
0097 Glasgow School of Art  
0098 Moray House Institute of Education  
0099 Northern College of Education  
0100 Queen Margaret College  
0101 The Royal Scottish Academy of Music and Drama  
0102 St Andrew's College of Education

0103 The Scottish College of Textiles  
0104 The Robert Gordon University  
0105 The University of Paisley  
0106 Glasgow Caledonian University  
0107 Napier University  
0108 The University of Aston in Birmingham  
0109 The University of Bath  
0110 The University of Birmingham  
0111 The University of Bradford  
0112 The University of Bristol  
0113 Brunel University  
0114 The University of Cambridge  
0115 City University  
0116 University of Durham  
0117 The University of East Anglia  
0118 The University of Essex  
0119 The University of Exeter  
0120 The University of Hull  
0121 The University of Keele  
0122 The University of Kent at Canterbury  
0123 The University of Lancaster  
0124 The University of Leeds  
0125 The University of Leicester  
0126 The University of Liverpool  
0127 Birkbeck College  
0129 Charing Cross & Westminster Medical School  
0131 Goldsmiths' College  
0132 Imperial College of Science, Technology &  
Medicine  
0133 Institute of Education  
0134 Kings College London  
0135 London Business School  
0137 London School of Economics and Political Science  
0138 London School of Hygiene and Tropical Medicine  
0139 Queen Mary and Westfield College  
0140 Royal Free Hospital School of Medicine  
0141 Royal Holloway, University of London  
0142 Royal Postgraduate Medical School  
0143 The Royal Veterinary College  
0145 St George's Hospital Medical School  
0146 The School of Oriental and African Studies  
0147 The School of Pharmacy  
0148 United Medical and Dental Schools of Guy's and St  
Thomas's Hospitals  
0149 University College London  
0150 Wye College  
0151 London University - Senate institutes  
0152 Loughborough University of Technology  
0153 The University of Manchester  
0154 The University of Newcastle-upon-Tyne  
0155 The University of Nottingham

0156 The University of Oxford  
0157 The University of Reading  
0158 The University of Salford  
0159 The University of Sheffield  
0160 The University of Southampton  
0161 The University of Surrey  
0162 The University of Sussex  
0163 The University of Warwick  
0164 The University of York  
0165 University of Manchester Institute of Science &  
Technology  
0167 University of Edinburgh  
0168 University of Glasgow  
0169 University of Strathclyde  
0170 University of Aberdeen  
0171 Heriot-Watt University  
0172 The University of Dundee  
0173 University of St Andrews  
0174 The University of Stirling  
0175 Scottish Agricultural College  
0176 St David's University College  
0177 The University College of Wales, Aberystwyth  
0178 University College of North Wales, Bangor  
0179 University of Wales College of Cardiff  
0180 University College of Swansea  
0181 University of Wales College of Medicine  
0182 Welsh College of Music and drama  
0184 The Queen's University of Belfast  
0185 University of Ulster  
0186 The University of Wales, Registry  
0187 Westhill College  
0189 Writtle College  
0190 Norwich School of Art and Design  
0191 Northern School of Contemporary Dance



## Alphabetical order

0047 Anglia Polytechnic University  
0048 Bath College of HE  
0127 Birkbeck College  
0007 Bishop Grosseteste College  
0049 Bolton Institute of HE  
0050 Bournemouth University  
0008 Bretton Hall College of HE  
0113 Brunel University  
0009 Buckinghamshire College of HE  
0012 Canterbury Christ Church College  
0089 Cardiff Institute of Higher Education  
0010 Central School of Speech and Drama  
0129 Charing Cross & Westminster Medical School  
0054 Cheltenham and Gloucester College of HE  
0011 Chester College of HE  
0082 Chichester Institute of Higher Education  
0115 City University  
0088 Coleg Normal Bangor  
0014 College of St Mark and St John  
0056 Coventry University  
0002 Cranfield University  
0015 Dartington College of Arts  
0068 De Montfort University  
0016 Edge Hill College of HE  
0096 Edinburgh College of Art  
0017 Falmouth College of Arts  
0106 Glasgow Caledonian University  
0097 Glasgow School of Art  
0131 Goldsmiths' College  
0086 Gwent College of Higher Education  
0018 Harper Adams Agricultural College  
0171 Heriot-Watt University  
0019 Homerton College  
0132 Imperial College of Science, Technology &  
Medicine  
0006 Institute of Advanced Nursing Education  
0133 Institute of Education  
0020 Kent Institute of Art and Design  
0021 King Alfred's College, Winchester  
0134 Kings College London  
0063 Kingston University  
0022 La Sainte Union College of HE  
0064 Leeds Metropolitan University  
0023 Liverpool Institute of HE  
0065 Liverpool John Moores University  
0135 London Business School  
0055 London Guildhall University  
0137 London School of Economics and Political Science  
0138 London School of Hygiene and Tropical Medicine  
0151 London University - Senate institutes

0025 Loughborough College of Art and Design  
0152 Loughborough University of Technology  
0066 Manchester Metropolitan University  
0067 Middlesex University  
0098 Moray House Institute of Education  
0107 Napier University  
0027 Nene College  
0028 Newman College  
0029 North Riding College  
0099 Northern College of Education  
0191 Northern School of Contemporary Dance  
0190 Norwich School of Art and Design  
0071 Nottingham Trent University  
0072 Oxford Brookes University  
0100 Queen Margaret College  
0139 Queen Mary and Westfield College  
0030 Ravensbourne College of Design and  
Communication  
0031 Roehampton Institute of HE  
0032 Rose Bruford College of Speech and Drama  
0033 Royal Academy of Music  
0003 Royal College of Art  
0034 Royal College of Music  
0140 Royal Free Hospital School of Medicine  
0141 Royal Holloway, University of London  
0035 Royal Northern College of Music  
0142 Royal Postgraduate Medical School  
0036 Salford College of Technology  
0175 Scottish Agricultural College  
0075 Sheffield Hallam University  
0076 South Bank University  
0037 Southampton Institute  
0102 St Andrew's College of Education  
0176 St David's University College  
0145 St George's Hospital Medical School  
0038 St Martin's College  
0039 St Mary's College  
0077 Staffordshire University  
0044 Surrey Institute of Art and Design  
0091 Swansea Institute of Higher Education  
0080 Thames Valley University  
0004 The College of Guidance Studies  
0013 The College of Ripon and York St John  
0024 The London Institute  
0087 The North-East Wales Institute of Higher Education  
0001 The Open University  
0184 The Queen's University of Belfast  
0104 The Robert Gordon University  
0101 The Royal Scottish Academy of Music and Drama  
0143 The Royal Veterinary College  
0146 The School of Oriental and African Studies

0147 The School of Pharmacy  
0103 The Scottish College of Textiles  
0177 The University College of Wales, Aberystwyth  
0108 The University of Aston in Birmingham  
0109 The University of Bath  
0110 The University of Birmingham  
0111 The University of Bradford  
0051 The University of Brighton  
0112 The University of Bristol  
0114 The University of Cambridge  
0052 The University of Central England in Birmingham  
0053 The University of Central Lancashire  
0172 The University of Dundee  
0117 The University of East Anglia  
0058 The University of East London  
0118 The University of Essex  
0119 The University of Exeter  
0059 The University of Greenwich  
0060 The University of Hertfordshire  
0061 The University of Huddersfield  
0120 The University of Hull  
0062 The University of Humberside  
0121 The University of Keele  
0122 The University of Kent at Canterbury  
0123 The University of Lancaster  
0124 The University of Leeds  
0125 The University of Leicester  
0126 The University of Liverpool  
0153 The University of Manchester  
0154 The University of Newcastle-upon-Tyne  
0070 The University of North London  
0069 The University of Northumbria at Newcastle  
0155 The University of Nottingham  
0156 The University of Oxford  
0105 The University of Paisley  
0073 The University of Plymouth  
0074 The University of Portsmouth  
0157 The University of Reading  
0158 The University of Salford  
0159 The University of Sheffield  
0160 The University of Southampton  
0174 The University of Stirling  
0078 The University of Sunderland  
0161 The University of Surrey  
0162 The University of Sussex  
0079 The University of Teesside  
0081 The University of the West of England, Bristol  
0186 The University of Wales, Registry  
0163 The University of Warwick  
0083 The University of Westminster  
0085 The University of Wolverhampton

0164 The University of York  
0040 Trinity and All Saints College  
0041 Trinity College of Music  
0092 Trinity College, Carmarthen  
0148 United Medical and Dental Schools of Guy's and St  
Thomas's Hospitals  
0149 University College London  
0178 University College of North Wales, Bangor  
0180 University College of Swansea  
0170 University of Aberdeen  
0095 University of Abertay Dundee  
0057 University of Derby  
0116 University of Durham  
0167 University of Edinburgh  
0090 University of Glamorgan  
0168 University of Glasgow  
0026 University of Luton  
0165 University of Manchester Institute of Science &  
Technology  
0173 University of St Andrews  
0169 University of Strathclyde  
0185 University of Ulster  
0179 University of Wales College of Cardiff  
0181 University of Wales College of Medicine  
0182 Welsh College of Music and drama  
0187 Westhill College  
0042 Westminster College  
0084 Wimbledon School of Art  
0045 Winchester School of Art  
0046 Worcester College of HE  
0189 Writtle College

**0150 Wye College**

## Appendix 3 - Teaching Qualifications

### Code order

- 010 English.
- 020 History.
- 030 Geography.
- 040 Modern Studies.
- 050 Economic History.
- 060 Economics.
- 070 French.
- 080 German.
- 090 Spanish.
- 091 Italian.
- 100 Russian.
- 110 Gaelic.
- 111 Urdu.
- 120 Other Modern Language.
- 130 Classics.
- 131 Hebrew.
- 140 Latin.
- 150 Greek.
- 160 Maths.
- 161 Computing.
- 170 Science ( General).
- 180 Biology.
- 190 Chemistry.
- 200 Physics.
- 211 Physical Science.
- 212 Geology.
- 220 Art.
- 240 Business Studies.
- 250 Home Economics.
- 260 Physical/ Outdoor Education.
- 280 Technological/ Technical Education.
- 290 Music.
- 300 Speech/ Drama.
- 301 Drama.
- 310 Agriculture + Horticulture.
- 320 Nautical Studies.
- 350 Religious Education.
- 360 Other.

## Alphabetical order

310 Agriculture + Horticulture.  
220 Art.  
180 Biology.  
240 Business Studies.  
190 Chemistry.  
130 Classics.  
161 Computing.  
301 Drama.  
050 Economic History.  
060 Economics.  
010 English.  
070 French.  
110 Gaelic.  
030 Geography.  
212 Geology.  
080 German.  
150 Greek.  
131 Hebrew.  
020 History.  
250 Home Economics.  
091 Italian.  
140 Latin.  
160 Maths.  
040 Modern Studies.  
290 Music.  
320 Nautical Studies.  
120 Other Modern Language.  
360 Other.  
211 Physical Science.  
260 Physical/ Outdoor Education.  
200 Physics.  
350 Religious Education.  
100 Russian.  
170 Science ( General).  
090 Spanish.  
300 Speech/ Drama.  
280 Technological/ Technical Education.  
111 Urdu.

## Appendix 4 - Country Codes

### Code order

0417 Kyrgyz Republic  
0706 Somaliland  
0807 Macedonia, The Former Yugoslav Republic of  
1601 People's Democratic Republic of Yemen  
1601 Aden  
1601 Socotra  
1601 Yemen (Republic of)  
1601 Yemen (People's Democratic Republic)  
1601 South Yemen  
1601 Yemen (South)  
1602 Afghanistan  
1603 Albania  
1604 Algeria  
1605 Andorra  
1606 Cabinda  
1606 Angola  
1606 West Africa (Portuguese)  
1606 Portuguese West Africa  
1607 Antigua and Barbuda  
1607 Barbuda and Antigua  
1608 Argentina  
1609 Australia  
1609 Christmas Island  
1609 Cocos Islands  
1609 Keeling Islands  
1609 Norfolk Island  
1610 Austria  
1611 Bahamas  
1612 Bahrain  
1613 Barbados  
1614 Belgium  
1615 Bermuda  
1616 Bhutan  
1617 Bolivia  
1618 Bechuanaland  
1618 Botswana  
1619 Brazil  
1620 Brunei  
1621 Bulgaria  
1622 Burma  
1622 Myanmar  
1623 Burundi  
1623 Urundi  
1624 Kampuchea  
1624 Khmer Republic  
1624 Cambodia  
1625 Cameroon  
1626 Canada

1627 Central African Republic  
1628 Ceylon  
1628 Sri Lanka  
1629 Chad  
1629 Tchad  
1630 Chile  
1631 China (People's Republic of)  
1631 Tibet  
1632 Colombia  
1633 Belgian Congo  
1633 Congo (Democratic Republic)  
1633 Zaire  
1634 Congo (People's Republic)  
1634 Congolese Republic Brazzaville  
1635 Costa Rica  
1636 Cuba  
1637 Bonaire  
1637 Dutch Curacao  
1637 Aruba  
1637 St Eustatius  
1637 Dutch West Indies  
1637 Antilles(Netherlands)  
1637 Saba  
1637 St Martin (South)  
1637 Netherlands Antilles  
1637 Curacao (Dutch)  
1638 Cyprus  
1639 Czech Republic  
1639 Czechoslovakia  
1640 Benin  
1640 Dahomey  
1641 Denmark  
1642 Dominica  
1643 Dominican Republic  
1645 Ecuador  
1645 Galapagos  
1646 El Salvador  
1646 Salvador  
1647 Ellice Islands  
1647 Tuvalu  
1648 Abyssinia  
1648 Ethiopia  
1649 Falkland Islands  
1650 Fiji  
1651 Finland  
1652 China (Taiwan)  
1652 Formosa  
1652 Taiwan  
1653 Guiana (French)  
1653 France  
1653 French Guiana



1653 Reunion  
1653 French West Indies  
1653 Guadeloupe  
1653 St Pierre and Miquelon  
1653 French Overseas Depts (DCMS)  
1653 St Martin (North)  
1653 Martinique  
1653 Miquelon (St Pierre &)  
1654 Gabon  
1655 Gambia  
1655 Senegambia  
1656 Germany (West)  
1656 Germany (Bundesrepublik)  
1656 Germany  
1656 Germany Federal Republic of  
1657 Germany (Democraticrepublik)  
1657 Germany (East)  
1658 Ghana  
1658 Gold Coast  
1659 Gibraltar  
1660 Gilbert Islands  
1660 Kiribati  
1661 Greece  
1661 Corfu  
1661 Crete  
1662 Grenada  
1663 Guatemala  
1664 Guinea  
1664 Guinea (French)  
1665 British Guiana  
1665 Guiana (British)  
1665 Guyana  
1666 Haiti  
1667 Honduras  
1668 Honduras British  
1668 Belize  
1668 British Honduras  
1669 Hong Kong  
1670 Hungary  
1671 Iceland  
1672 India  
1672 Sikkim  
1673 Irian Jaya  
1673 Irian Barat  
1673 Irian (West)  
1673 Indonesia  
1673 East Timor  
1673 Maluku  
1673 Celebes  
1673 Java  
1673 Borneo South

1673 Timor (West)  
1673 Molluccas  
1673 West Timor  
1673 West Irian  
1673 Timor (East) Portuguese  
1673 Sumatra  
1673 Sulawesi  
1673 Portuguese Timor  
1673 Kalimantan (South Borneo)  
1673 South Borneo  
1674 Iran  
1674 Persia  
1675 Iraq  
1676 Eire  
1676 Ireland (Republic of)  
1676 Irish Republic  
1677 Israel  
1678 Italy  
1678 Vatican City  
1678 Holy See  
1679 Cote d'Ivoire  
1679 Ivory Coast  
1680 Jamaica  
1681 Japan  
1682 Jordan  
1683 Kenya  
1684 Korea  
1684 Republic of Korea (South Korea)  
1684 South Korea  
1685 North Korea  
1685 Democratic People's Republic of Korea  
1685 Korea North  
1686 Kuwait  
1687 Laos  
1687 Lao People's Democratic Republic  
1688 Lebanon  
1689 Leeward Islands (not otherwise specified)  
1690 Basutoland  
1690 Lesotho  
1691 Liberia  
1692 Great Socialist People's Libyan Arab Jamahiriya  
1692 Libya  
1692 Libyan Arab Jamahiriya, Great Socialist People's  
1693 Luxembourg  
1694 Macao  
1695 Malagasy Republic  
1695 Madagascar  
1696 Malawi  
1696 Nyasaland  
1698 Borneo North  
1698 Malaya

1698 Malaysia  
1698 North Borneo  
1698 Sabah  
1698 Sarawak  
1699 Mali  
1700 Malta  
1701 Mauritania  
1702 Mauritius  
1703 Mexico  
1704 Mongolia  
1704 Outer Mongolia  
1705 Monserrat  
1706 Morocco  
1706 Sahara (West)  
1706 Tangier  
1706 Western Sahara  
1707 Mozambique  
1707 East Africa (Portugese)  
1707 Portuguese East Africa  
1708 Muscat and Oman  
1708 Oman  
1709 Nepal  
1710 Netherlands  
1710 Holland  
1713 New Hebrides  
1713 Vanuatu  
1714 Cokelau  
1714 Cook Islands  
1714 New Zealand  
1714 Niue  
1714 Tokelau  
1715 Nicaragua  
1716 Niger  
1717 Nigeria  
1718 Norway  
1721 Pakistan (West)  
1721 Pakistan  
1722 Panama  
1723 New Guinea  
1723 Papua New Guinea  
1724 Paraguay  
1725 Peru  
1726 Philippines  
1727 Poland  
1728 Portugal  
1728 Azores  
1728 Madeira  
1730 Puerto Rico  
1731 Qatar  
1732 Rhodesia Southern  
1732 Zimbabwe

1732 Southern Rhodesia  
1733 Romania  
1733 Rumania  
1734 Rwanda  
1735 Ascension  
1735 St Helena (incl deps)  
1735 Tristan de Cunha  
1736 St Kitts Nevis  
1736 St. Christopher and Nevis  
1737 St Lucia  
1738 Grenadines  
1738 St Vincent & the Grenadines  
1741 Western Samoa  
1741 Samoa Western  
1743 Saudi Arabia  
1744 Seychelles  
1745 Sierra Leone  
1746 Singapore  
1747 Solomon Islands  
1748 Somali Democratic Republic  
1748 Somalia  
1749 Somaliland (French)  
1749 French Territory of the Afars & Issas  
1749 Djibouti  
1749 Afars and Issas Territory  
1749 French Somaliland  
1750 South Africa  
1750 Walvis Bay  
1751 Melilla  
1751 Spain  
1751 Ceuta  
1751 Canary Islands  
1751 Balearic Islands  
1752 Sudan  
1753 Dutch Guiana  
1753 Guiana (Dutch)  
1753 Surinam  
1753 Suriname  
1754 Swaziland  
1755 Sweden  
1756 Switzerland  
1757 Syrian Arab Republic  
1757 Syria  
1759 Tanganyika  
1759 Tanzania  
1759 Zanzibar  
1760 Siam  
1760 Thailand  
1762 Togo  
1763 Trinidad & Tobago  
1764 Ajman

1764 Fujairah  
1764 Umm al-Qaiwan  
1764 Abu Dhabi  
1764 Trucial States  
1764 United Arab Emirates  
1764 Ras al-Kaimah  
1764 Dubai  
1764 Sharjah  
1765 Tunisia  
1766 Turkey  
1767 Uganda  
1768 Egypt  
1768 United Arab Republic  
1769 Burkina-Faso  
1769 Upper Volta  
1769 Burkina  
1770 Uruguay  
1771 United States  
1771 USA  
1771 Northern Marianas, Commonwealth of  
1771 Virgin Is (US)  
1772 CIS (Commonwealth of Independent States)  
1772 USSR  
1772 USSR (not otherwise specified)  
1773 Venezuela  
1774 Vietnam  
1776 British Virgin Islands  
1776 Virgin Is (British)  
1777 West Indies (not otherwise specified)  
1778 Windward Islands (not elsewhere specified)  
1779 Yemen (North)  
1779 North Yemen  
1779 Yemen Arab Republic  
1780 Serbia  
1780 Yugoslavia  
1781 North Rhodesia  
1781 Rhodesia Northern  
1781 Zambia  
1782 Not known  
1783 Stateless  
1784 Tonga  
1785 Senegal  
1787 Bangladesh  
1787 East Pakistan  
1787 Pakistan (East)  
1788 Cape Verde Islands  
1789 Cayman Islands  
1790 Equatorial Guinea  
1790 Guinea (Equatorial)  
1790 Guinea (Spanish)  
1790 Spanish Guinea

1793 Maldive Islands  
1793 Maldives  
1796 US Trust Territories of the Pacific Islands (inc America  
Samoa & the Trust Territories)  
1796 Guam  
1796 Samoa (US)  
1796 American Trust Territories  
1796 Trust Territories American  
1796 Palau  
1796 Pacific Territories US  
1796 American Samoa  
1798 Namibia  
1798 South West Africa  
1799 Turks & Caicos Islands  
1801 Antarctica British  
1801 British Antarctica  
1801 British Antarctic Territory  
1802 Guinea-Bissau  
1802 Portuguese Guinea  
1802 Guinea (Portuguese)  
1803 Principe (Sao Tome)  
1803 Sao Tome & Principe  
1804 Comoros  
1805 Nauru  
1821 French Territorial Collectives  
1821 Mayotte  
1822 French Possessions nor elsewhere classified  
1822 French Overseas Territories (TCMS)  
1822 Antarctica French  
1822 Loyalty Islands  
1822 French Polynesia  
1822 New Caledonia  
1822 Polynesia (French)  
1822 Marquesas Islands  
1822 Tahiti  
1822 Society Islands  
1822 Wallis and Futuna  
1822 Futuna (Wallis &)  
1823 Pitcairn Islands  
1824 Anguilla  
1825 Monaco  
1826 San Marino  
1827 Liechtenstein  
1828 Faroe Islands  
1828 Greenland  
1829 British Indian Ocean Territory  
1829 Chagos Archipelago  
1829 Indian Ocean Territory (British)  
1830 South Georgia & the South Sandwich Islands  
1831 Estonia  
1832 Latvia

1833 Lithuania  
1834 Croatia  
1835 Slovenia  
1836 Armenia  
1837 Azerbaijan  
1838 Belarus  
1838 Byelorussia  
1839 Kazakhstan  
1840 Kirgizia  
1840 Kyrgyzstan  
1841 Moldavia  
1841 Moldova  
1842 Russia  
1843 Tajikistan  
1844 Turkmenistan  
1845 Ukraine  
1846 Uzbekistan  
1847 Georgia  
1850 Slovakia  
1851 Macedonia (Skopje)  
1851 Skopje  
1853 Bosnia and Herzegovina  
1860 Eritrea  
1861 Marshall Islands  
1862 Ponape  
1862 Truk  
1862 Kosrae  
1862 Micronesia, (Federated States of)  
1862 Chuuk  
1862 Caroline Islands  
1862 Yap  
2826 United Kingdom (excluding the Channel Islands  
and the Isle of Man)  
3826 Channel Islands (The)  
4826 Isle of Man (The)  
5826 England  
6826 Wales  
7826 Scotland  
8826 Northern Ireland

## Alphabetical order

1764 Abu Dhabi  
1648 Abyssinia  
1601 Aden  
1749 Afars and Issas Territory  
1602 Afghanistan  
1764 Ajman  
1603 Albania  
1604 Algeria  
1796 American Samoa  
1796 American Trust Territories  
1605 Andorra  
1606 Angola  
1824 Anguilla  
1801 Antarctica British  
1822 Antarctica French  
1607 Antigua and Barbuda  
1637 Antilles(Netherlands)  
1608 Argentina  
1836 Armenia  
1637 Aruba  
1735 Ascension  
1609 Australia  
1610 Austria  
1837 Azerbaijan  
1728 Azores  
1611 Bahamas  
1612 Bahrain  
1751 Balearic Islands  
1787 Bangladesh  
1613 Barbados  
1607 Barbuda and Antigua  
1690 Basutoland  
1618 Bechuanaland  
1838 Belarus  
1633 Belgian Congo  
1614 Belgium  
1668 Belize  
1640 Benin  
1615 Bermuda  
1616 Bhutan  
1617 Bolivia  
1637 Bonaire  
1698 Borneo North  
1673 Borneo South  
1853 Bosnia and Herzegovina  
1618 Botswana  
1619 Brazil  
1801 British Antarctic Territory  
1801 British Antarctica  
1665 British Guiana



1668 British Honduras  
1829 British Indian Ocean Territory  
1776 British Virgin Islands  
1620 Brunei  
1621 Bulgaria  
1769 Burkina  
1769 Burkina-Faso  
1622 Burma  
1623 Burundi  
1838 Byelorussia  
1606 Cabinda  
1624 Cambodia  
1625 Cameroon  
1626 Canada  
1751 Canary Islands  
1788 Cape Verde Islands  
1862 Caroline Islands  
1789 Cayman Islands  
1673 Celebes  
1627 Central African Republic  
1751 Ceuta  
1628 Ceylon  
1629 Chad  
1829 Chagos Archipelago  
3826 Channel Islands (The)  
1630 Chile  
1631 China (People's Republic of)  
1652 China (Taiwan)  
1609 Christmas Island  
1862 Chuuk  
1772 CIS (Commonwealth of Independent States)  
1609 Cocos Islands  
1714 Cokelau  
1632 Colombia  
1804 Comoros  
1633 Congo (Democratic Republic)  
1634 Congo (People's Republic)  
1634 Congolese Republic Brazzaville  
1714 Cook Islands  
1661 Corfu  
1635 Costa Rica  
1679 Cote d'Ivoire  
1661 Crete  
1834 Croatia  
1636 Cuba  
1637 Curacao (Dutch)  
1638 Cyprus  
1639 Czech Republic  
1639 Czechoslovakia  
1640 Dahomey  
1685 Democratic People's Republic of Korea

1641 Denmark  
1749 Djibouti  
1642 Dominica  
1643 Dominican Republic  
1764 Dubai  
1637 Dutch Curacao  
1753 Dutch Guiana  
1637 Dutch West Indies  
1707 East Africa (Portugese)  
1787 East Pakistan  
1673 East Timor  
1645 Ecuador  
1768 Egypt  
1676 Eire  
1646 El Salvador  
1647 Ellice Islands  
5826 England  
1790 Equatorial Guinea  
1860 Eritrea  
1831 Estonia  
1648 Ethiopia  
1649 Falkland Islands  
1828 Faroe Islands  
1650 Fiji  
1651 Finland  
1652 Formosa  
1653 France  
1653 French Guiana  
1653 French Overseas Depts (DCMS)  
1822 French Overseas Territories (TCMS)  
1822 French Polynesia  
1822 French Possessions nor elsewhere classified  
1749 French Somaliland  
1821 French Territorial Collectives  
1749 French Territory of the Afars & Issas  
1653 French West Indies  
1764 Fujairah  
1822 Futuna (Wallis &)  
1654 Gabon  
1645 Galapagos  
1655 Gambia  
1847 Georgia  
1656 Germany  
1656 Germany (Bundesrepublik)  
1657 Germany (Democraticrepublik)  
1657 Germany (East)  
1656 Germany (West)  
1656 Germany Federal Republic of  
1658 Ghana  
1659 Gibraltar  
1660 Gilbert Islands

1658 Gold Coast  
1692 Great Socialist People's Libyan Arab Jamahiriya  
1661 Greece  
1828 Greenland  
1662 Grenada  
1738 Grenadines  
1653 Guadeloupe  
1796 Guam  
1663 Guatemala  
1665 Guiana (British)  
1753 Guiana (Dutch)  
1653 Guiana (French)  
1664 Guinea  
1790 Guinea (Equatorial)  
1664 Guinea (French)  
1802 Guinea (Portuguese)  
1790 Guinea (Spanish)  
1802 Guinea-Bissau  
1665 Guyana  
1666 Haiti  
1710 Holland  
1678 Holy See  
1667 Honduras  
1668 Honduras British  
1669 Hong Kong  
1670 Hungary  
1671 Iceland  
1672 India  
1829 Indian Ocean Territory (British)  
1673 Indonesia  
1674 Iran  
1675 Iraq  
1676 Ireland (Republic of)  
1673 Irian (West)  
1673 Irian Barat  
1673 Irian Jaya  
1676 Irish Republic  
4826 Isle of Man (The)  
1677 Israel  
1678 Italy  
1679 Ivory Coast  
1680 Jamaica  
1681 Japan  
1673 Java  
1682 Jordan  
1673 Kalimantan (South Borneo)  
1624 Kampuchea  
1839 Kazakhstan  
1609 Keeling Islands  
1683 Kenya  
1624 Khmer Republic

1840 Kirgizia  
1660 Kiribati  
1684 Korea  
1685 Korea North  
1862 Kosrae  
1686 Kuwait  
0417 Kyrgyz Republic  
1840 Kyrgyzstan  
1687 Lao People's Democratic Republic  
1687 Laos  
1832 Latvia  
1688 Lebanon  
1689 Leeward Islands (not otherwise specified)  
1690 Lesotho  
1691 Liberia  
1692 Libya  
1692 Libyan Arab Jamahiriya, Great Socialist People's  
1827 Liechtenstein  
1833 Lithuania  
1822 Loyalty Islands  
1693 Luxembourg  
1694 Macao  
1851 Macedonia (Skopje)  
0807 Macedonia, The Former Yugoslav Republic of  
1695 Madagascar  
1728 Madeira  
1695 Malagasy Republic  
1696 Malawi  
1698 Malaya  
1698 Malaysia  
1793 Maldives  
1793 Maldives  
1699 Mali  
1700 Malta  
1673 Maluku  
1822 Marquesas Islands  
1861 Marshall Islands  
1653 Martinique  
1701 Mauritania  
1702 Mauritius  
1821 Mayotte  
1751 Melilla  
1703 Mexico  
1862 Micronesia, (Federated States of)  
1653 Miquelon (St Pierre &)  
1841 Moldavia  
1841 Moldova  
1673 Molluccas  
1825 Monaco  
1704 Mongolia  
1705 Monserrat

1706 Morocco  
1707 Mozambique  
1708 Muscat and Oman  
1622 Myanmar  
1798 Namibia  
1805 Nauru  
1709 Nepal  
1710 Netherlands  
1637 Netherlands Antilles  
1822 New Caledonia  
1723 New Guinea  
1713 New Hebrides  
1714 New Zealand  
1715 Nicaragua  
1716 Niger  
1717 Nigeria  
1714 Niue  
1609 Norfolk Island  
1698 North Borneo  
1685 North Korea  
1781 North Rhodesia  
1779 North Yemen  
8826 Northern Ireland  
1771 Northern Marianas, Commonwealth of  
1718 Norway  
1782 Not known  
1696 Nyasaland  
1708 Oman  
1704 Outer Mongolia  
1796 Pacific Territories US  
1721 Pakistan  
1787 Pakistan (East)  
1721 Pakistan (West)  
1796 Palau  
1722 Panama  
1723 Papua New Guinea  
1724 Paraguay  
1601 People's Democratic Republic of Yemen  
1674 Persia  
1725 Peru  
1726 Philippines  
1823 Pitcairn Islands  
1727 Poland  
1822 Polynesia (French)  
1862 Ponape  
1728 Portugal  
1707 Portuguese East Africa  
1802 Portuguese Guinea  
1673 Portuguese Timor  
1606 Portuguese West Africa  
1803 Principe (Sao Tome)

1730 Puerto Rico  
1731 Qatar  
1764 Ras al-Kaimah  
1684 Republic of Korea (South Korea)  
1653 Reunion  
1781 Rhodesia Northern  
1732 Rhodesia Southern  
1733 Romania  
1733 Rumania  
1842 Russia  
1734 Rwanda  
1637 Saba  
1698 Sabah  
1706 Sahara (West)  
1646 Salvador  
1796 Samoa (US)  
1741 Samoa Western  
1826 San Marino  
1803 Sao Tome & Principe  
1698 Sarawak  
1743 Saudi Arabia  
7826 Scotland  
1785 Senegal  
1655 Senegambia  
1780 Serbia  
1744 Seychelles  
1764 Sharjah  
1760 Siam  
1745 Sierra Leone  
1672 Sikkim  
1746 Singapore  
1851 Skopje  
1850 Slovakia  
1835 Slovenia  
1822 Society Islands  
1601 Socotra  
1747 Solomon Islands  
1748 Somali Democratic Republic  
1748 Somalia  
0706 Somaliland  
1749 Somaliland (French)  
1750 South Africa  
1673 South Borneo  
1830 South Georgia & the South Sandwich Islands  
1684 South Korea  
1798 South West Africa  
1601 South Yemen  
1732 Southern Rhodesia  
1751 Spain  
1790 Spanish Guinea  
1628 Sri Lanka

1637 St Eustatius  
1735 St Helena (incl deps)  
1736 St Kitts Nevis  
1737 St Lucia  
1653 St Martin (North)  
1637 St Martin (South)  
1653 St Pierre and Miquelon  
1738 St Vincent & the Grenadines  
1736 St. Christopher and Nevis  
1783 Stateless  
1752 Sudan  
1673 Sulawesi  
1673 Sumatra  
1753 Surinam  
1753 Suriname  
1754 Swaziland  
1755 Sweden  
1756 Switzerland  
1757 Syria  
1757 Syrian Arab Republic  
1822 Tahiti  
1652 Taiwan  
1843 Tajikistan  
1759 Tanganyika  
1706 Tangier  
1759 Tanzania  
1629 Tchad  
1760 Thailand  
1631 Tibet  
1673 Timor (East) Portuguese  
1673 Timor (West)  
1762 Togo  
1714 Tokelau  
1784 Tonga  
1763 Trinidad & Tobago  
1735 Tristan de Cunha  
1764 Trucial States  
1862 Truk  
1796 Trust Territories American  
1765 Tunisia  
1766 Turkey  
1844 Turkmenistan  
1799 Turks & Caicos Islands  
1647 Tuvalu  
1767 Uganda  
1845 Ukraine  
1764 Umm al-Qaiwan  
1764 United Arab Emirates  
1768 United Arab Republic  
2826 United Kingdom (excluding the Channel Islands  
and the Isle of Man)

1771 United States  
1769 Upper Volta  
1770 Uruguay  
1623 Urundi  
1796 US Trust Territories of the Pacific Islands (inc America  
Samoa & the Trust Territories)  
1771 USA  
1772 USSR  
1772 USSR (not otherwise specified)  
1846 Uzbekistan  
1713 Vanuatu  
1678 Vatican City  
1773 Venezuela  
1774 Vietnam  
1776 Virgin Is (British)  
1771 Virgin Is (US)  
6826 Wales  
1822 Wallis and Futuna  
1750 Walvis Bay  
1606 West Africa (Portuguese)  
1777 West Indies (not otherwise specified)  
1673 West Irian  
1673 West Timor  
1741 Western Samoa  
1706 Western Sahara  
1778 Windward Islands (not elsewhere specified)  
1862 Yap  
1779 Yemen (North)  
1601 Yemen (People's Democratic Republic)  
1601 Yemen (Republic of)  
1601 Yemen (South)  
1779 Yemen Arab Republic  
1780 Yugoslavia  
1633 Zaire  
1781 Zambia  
1759 Zanzibar  
1732 Zimbabwe



## Appendix 5 - HE Academic Cost Centres

### Code order

|    |   |
|----|---|
| 01 | Clinical Medicine                                 |
| 02 | Clinical Dentistry                                |
| 03 | Veterinary Science                                |
| 04 | Anatomy and Physiology                            |
| 05 | Nursing and Paramedical Studies                   |
| 06 | Health and Community Studies                      |
| 07 | Psychology and Behavioural Sciences               |
| 08 | Pharmacy  |
| 09 | Pharmacology                                      |
| 10 | Biosciences                                       |
| 11 | Chemistry   |
| 12 | Physics   |
| 13 | Agriculture and Forestry                          |
| 14 | Earth, Marine and Environmental Sciences          |
| 15 | General Sciences                                  |
| 16 | General Engineering                               |
| 17 | Chemical Engineering                              |
| 18 | Mineral, Metallurgy and Materials Engineering     |
| 19 | Civil Engineering                                 |
| 20 | Electrical, Electronic and Computer Engineering   |
| 21 | Mechanical, Aero and Production Engineering       |
| 22 | Other Technologies                                |
| 23 | Architecture, Built Environment and Planning      |
| 24 | Mathematics                                       |
| 25 | Information Technology and Systems Sciences       |
| 26 | Catering and Hospitality Management               |
| 27 | Business and Management Studies                   |
| 28 | Geography   |
| 29 | Social Studies                                    |
| 30 | Librarianship, Communication and Media Studies    |
| 31 | Language Based Studies                            |
| 32 | Humanities  |
| 33 | Design and Creative Arts                          |
| 34 | Education   |
| 41 | Continuing Education                              |
| 99 | Dummy cost centre - outwith reporting institution |

## Alphabetical order

|    |   |
|----|---|
| 13 | Agriculture and Forestry                          |
| 04 | Anatomy and Physiology                            |
| 23 | Architecture, Built Environment and Planning      |
| 10 | Biosciences                                       |
| 27 | Business and Management Studies                   |
| 26 | Catering and Hospitality Management               |
| 17 | Chemical Engineering                              |
| 11 | Chemistry   |
| 19 | Civil Engineering                                 |
| 02 | Clinical Dentistry                                |
| 01 | Clinical Medicine                                 |
| 41 | Continuing Education                              |
| 33 | Design and Creative Arts                          |
| 99 | Dummy cost centre - outwith reporting institution |
| 14 | Earth, Marine and Environmental Sciences          |
| 34 | Education   |
| 20 | Electrical, Electronic and Computer Engineering   |
| 16 | General Engineering                               |
| 15 | General Sciences                                  |
| 28 | Geography   |
| 06 | Health and Community Studies                      |
| 32 | Humanities  |
| 25 | Information Technology and Systems Sciences       |
| 31 | Language Based Studies                            |
| 30 | Librarianship, Communication and Media Studies    |
| 24 | Mathematics                                       |
| 21 | Mechanical, Aero and Production Engineering       |
| 18 | Mineral, Metallurgy and Materials Engineering     |
| 05 | Nursing and Paramedical Studies                   |
| 22 | Other Technologies                                |
| 09 | Pharmacology                                      |
| 08 | Pharmacy  |
| 12 | Physics   |
| 07 | Psychology and Behavioural Sciences               |
| 29 | Social Studies                                    |
| 03 | Veterinary Science                                |

## Appendix 7 - FE Institution Identifier

### Code order

4921 UK FE College not specified.  
5160057 Thurso Technical College  
5160553 Inverness College of FE  
5260051 Moray College  
5260159 Banff and Buchan College of Further  
Education  
5261651 Aberdeen College of Further Education  
5360056 Angus College  
5360455 Perth College  
5360552 Dundee College  
5460050 Fife College of Further and Higher  
Education  
5460158 Glenrothes College  
5460255 Elmwood Agricultural and Technical  
College  
5460352 Lauder College  
5560055 Oatridge Agricultural College  
5560357 Telford College of Further Education  
5560454 Stevenson College of Further Education  
5560659 West Lothian College of Further Education  
5560756 Jewel and Esk Valley College of Further  
Education  
5660459 The Borders College of Further Education  
5760054 Clackmannan College of Further Education  
5760259 Falkirk College of Technology  
5960150 The Barony College  
5960258 Dumfries and Galloway College of  
Technology  
6002757 Kirkwall Further Education Centre  
6003559 Stromness Nautical School  
6103650 Shetland College of Further Education  
6232655 Lews Castle College  
8260275 Kilmarnock College  
8260354 Ayr College  
8360057 Clydebank College  
8360154 Cumbernauld College  
8460051 Anniesland College  
8460256 Cardonald College  
8460353 Central College of Commerce  
8460450 Glasgow College of Building and Printing  
8460558 Glasgow College of Food Technology  
8460655 Glasgow College of Nautical studies  
8460957 Langside College of Further Education  
8461155 Stow College  
8461652 Cambuslang College  
8462356 John Wheatley College  
8462453 North Glasgow College  
8560056 Coatbridge College

8560153 Motherwell College  
8560250 Bell College of Technology  
8660352 Reid Kerr College  
8660557 James Watt College of Further and Higher  
Education

9001 Aberdare College  
9002 Afan College  
9003 Barry College  
9004 Bridgend College  
9005 Carmarthenshire College of Technology and Art  
9006 Coleg Ceredigion  
9007 Deeside College  
9008 Coleg Glan Hafren  
9009 Gorseinon College  
9010 Gwent Tertiary College  
9012 Coleg Llandrillo  
9013 Coleg Llysfasi  
9014 Coleg Meirion-Dwyfor  
9015 Merthyr Tydfil College  
9016 Neath College  
9017 Pembrokeshire College  
9018 Pencoed College  
9020 Pontypridd College  
9021 Coleg Powys  
9022 Rhondda College  
9023 St David's Sixth Form College  
9024 Swansea College  
9025 Welsh College of Horticulture  
9026 Yale College  
9027 Ystrad Mynach College  
9028 Coleg Harlech  
9029 WEA (North)  
9030 WEA (South)  
9031 YMCA  
9032 Coleg Menai

ABING Abingdon College  
ACCRO Accrington and Rossendale College  
ACKLA Acklam Sixth Form College  
AIRWH Airedale and Wharfedale College  
ALTON Alton College  
AMWYC Amersham and Wycombe College  
AQUIN Aquinas College  
ARNCA Arnold and Carlton College  
ASHTN Ashton under Lyne Sixth Form College  
ASKBR Askham Bryan College of Agriculture and  
Horticulture

AYLES Aylesbury College  
BARFI Barnfield College  
BARKG Barking College  
BARNT Barnet College  
BAROF Barrow in Furness Sixth Form College

|       |   |
|-------|---|
| BARPE | Barton Peveril College                                      |
| BASFD | Basford Hall College  |
| BASNG | Basingstoke College of Technology                           |
| BBURN | Blackburn College   |
| BECAD | Berkshire College of Art and Design                         |
| BEDEC | Bede College  |
| BEDFD | Bedford College of Higher Education                         |
| BEVER | Beverley College of Further Education                       |
| BEXHL | Bexhill College   |
| BEXLY | Bexley College  |
| BFYLD | Blackpool and The Fylde College                             |
| BICTN | Bicton College of Agriculture                               |
| BILBR | Bilborough Sixth Form College                               |
| BIRKN | Birkenhead Sixth Form College                               |
| BISBU | Bishop Burton College                                       |
| BKHST | Brackenhurst College  |
| BKLSF | Blackpool Sixth Form College                                |
| BKNEL | Bracknell College   |
| BLSTN | Bilston Community College                                   |
| BMFTC | Birmingham College of Food, Tourism and<br>Creative Studies |
| BNSLY | Barnsley College  |
| BOLCL | Bolton College  |
| BOSTO | Boston College  |
| BPCFE | Bournemouth and Poole College of Further<br>Education       |
| BPOAD | Bournemouth and Poole College of Art and<br>Design          |
| BRAIN | Braintree College   |
| BRIDG | Bridgwater College  |
| BRIHO | Brighton, Hove and Sussex Sixth Form<br>College             |
| BRILK | Bradford and Ilkley Community College                       |
| BRITE | Brighton College of Technology                              |
| BRKAH | Berkshire College of Agriculture                            |
| BRKLD | Brooklands College  |
| BRKSY | Brooksby College  |
| BRNLY | Burnley College   |
| BROCK | Brockenhurst College  |
| BROML | Bromley College of Further and Higher<br>Education          |
| BROOM | Broomfield College  |
| BROXT | Broxtowe College, Nottingham                                |
| BRUNL | Brunel College of Arts and Technology                       |
| BSHAU | Bishop Auckland College                                     |
| BSLDN | Basildon College  |
| BURTN | Burton upon Trent Technical College                         |
| BURYC | Bury College  |
| BVILL | Bournville College of Further Education                     |
| CADBU | Cadbury Sixth Form College                                  |
| CALDE | Calderdale College  |

|       |  |
|-------|--|
| CAMAH | Cambridgeshire College of Agriculture and Horticulture |
| CAMRE | Cambridge Regional College                             |
| CANCH | Cannock Chase Technical College                        |
| CANGT | Cannington College                                     |
| CAPEL | Capel Manor Horticultural and Environmental Centre     |
| CARLI | Carlisle College                                       |
| CARML | Carmel College   |
| CARNE | Cardinal Newman College                                |
| CARSH | Carshalton College                                     |
| CCEED | College of Care and Early Education                    |
| CHAKE | Charles Keene College of Further Education             |
| CHELM | Chelmsford College                                     |
| CHICH | Chichester College of Arts, Science and Technology     |
| CHIPP | Chippenham College                                     |
| CHKIN | Christ the King Sixth Form College                     |
| CHSTF | Chesterfield College                                   |
| CIREN | Cirencester College                                    |
| CLARN | Clarendon College                                      |
| CLHIN | Colchester Institute                                   |
| CLNWL | College of North West London                           |
| CLVAD | Cleveland College of Art and Design                    |
| CLVFE | Cleveland College of Further Education                 |
| CNELO | College of North East London                           |
| CNTBY | Canterbury College                                     |
| COALV | Coalville Technical College                            |
| CORDW | Cordwainers College                                    |
| CORNL | Cornwall College                                       |
| COULS | Coulsdon College                                       |
| COVTE | Coventry Technical College                             |
| CRAVN | Craven College   |
| CRICK | Cricklade College                                      |
| CROYD | Croydon College  |
| CRWLY | Crawley College  |
| CTLIT | City Literary Institute                                |
| CUMBR | Cumbria College of Art and Design                      |
| CYBAT | City of Bath College                                   |
| CYCOL | City College, Manchester                               |
| CYISL | City and Islington College                             |
| CYLEE | City of Leeds College of Music                         |
| CYLVP | City of Liverpool Community College                    |
| CYWST | City of Westminster College                            |
| DARLN | Darlington College of Technology                       |
| DELAS | De La Salle College                                    |
| DERWE | Derwentside College                                    |
| DEWSB | Dewsbury College                                       |
| DONCA | Doncaster College                                      |
| DUDLY | Dudley College of Technology                           |
| DUNST | Dunstable College                                      |

DURHA Durham College of Agriculture and Horticulture  
 DVNTY Daventry Tertiary College  
 EALINE Ealing Tertiary College  
 EBERK East Berkshire College  
 EBIRM East Birmingham College  
 EBNAT Eastbourne College of Arts and Technology  
 EBNSF Eastbourne Sixth Form College  
 ECCLE Eccles College  
 EDEVO East Devon College  
 ENFIE Enfield College  
 ENORF East Norfolk Sixth Form College  
 EPPIN Epping Forest College  
 ESHER Esher College  
 ESTLH Eastleigh College  
 ESTON Easton College  
 ESURR East Surrey College  
 EVESH Evesham College  
 EWARW East Warwickshire College  
 EXETE Exeter College  
 EYORK East Yorkshire College of Further Education  
 FAREH Fareham College  
 FARHA Farnham College  
 FBTEC Farnborough College of Technology  
 FILTO Filton College  
 FIRCR Fircroft College of Adult Education  
 FRNKN Franklin Sixth Form College  
 FURNE Furness College  
 GATHD Gateshead College  
 GATWY Gateway Sixth Form College  
 GLOUC Gloucestershire College of Arts and Technology  
 GODAL Godalming College  
 GRANT Grantham College  
 GRHED Greenhead College  
 GRHIL Greenhill College, Harrow  
 GRMBY Grimsby College  
 GUILD Guildford College of Further and Higher Education  
 GYARM Great Yarmouth College of Further Education  
 HACKN Hackney Community College  
 HADLO Hadlow College of Agriculture and Horticulture  
 HALES Halesowen College  
 HALTO Halton College  
 HAMWL Hammersmith and West London College  
 HANDS Handsworth College  
 HARGT Harrogate College of Arts and Technology  
 HASTG Hastings College of Arts and Technology  
 HAVAN Havant College

|       |  |
|-------|--|
| HAVFE | Havering College of Further and Higher Education |
| HAVSF | Havering Sixth Form College                      |
| HAYWA | Haywards Heath College                           |
| HBAIR | Hugh Baird College                               |
| HENCO | Henley College, Coventry                         |
| HENDN | Hendon College                                   |
| HENHE | Henley College                                   |
| HERAH | Herefordshire College of Agriculture             |
| HEREW | Hereward College of Further Education            |
| HERTE | Herefordshire College of Technology              |
| HFDAD | Herefordshire College of Art and Design          |
| HIGHB | Highbury College of Technology                   |
| HIGPE | High Peak College                                |
| HILCT | Hillcroft College                                |
| HILDE | Hilderstone College                              |
| HILLS | Hills Road Sixth Form College                    |
| HINCK | Hinckley College                                 |
| HIPAV | High Pavement Sixth Form College                 |
| HOLYC | Holy Cross College                               |
| HOPWD | Hopwood Hall College                             |
| HPLFE | Hartlepool College of Further Education          |
| HPLSF | Hartlepool Sixth Form College                    |
| HRFSF | Hereford Sixth Form College                      |
| HRLOW | Harlow College                                   |
| HRTPY | Hartpury College                                 |
| HTREG | Hertford Regional College                        |
| HUDTE | Huddersfield Technical College                   |
| HULLC | Hull College                                     |
| HUNEW | Huddersfield New College                         |
| HUNTI | Huntingdonshire Regional College                 |
| HYDEC | Hyde Clarendon College                           |
| INTCP | International Cooperative College                |
| ISLEC | Iisle College                                    |
| ISLWT | Iisle of Wight College                           |
| ITCHE | Iitchen College                                  |
| JCHAM | Joseph Chamberlain Sixth Form College            |
| JLEGG | John Leggott Sixth Form College                  |
| JMASO | Josiah Mason Sixth Form College                  |
| JPRIE | Joseph Priestley College                         |
| JRUSK | John Ruskin College                              |
| KEDNU | King Edward VI College, Nuneaton                 |
| KEDST | King Edward VI College, Stourbridge              |
| KEIGH | Keighley College                                 |
| KENCH | Kensington and Chelsea College                   |
| KENDA | Kendal College                                   |
| KGEOR | King George V College                            |
| KGSTN | Kingston College                                 |
| KIDDR | Kidderminster College                            |
| KIRBY | Kirby College of Further Education               |
| KIRKL | Kirkley Hall College                             |



|       |  |
|-------|--|
| KMAUR | Kingston Maurward College                                  |
| KNLSY | Knowsley Community College                                 |
| KSWAY | Kingsway College   |
| LACKH | Lackham College  |
| LAMBE | Lambeth College  |
| LANMO | Lancaster and Morecambe College                            |
| LEEAD | Leeds College of Art and Design                            |
| LEEBU | Leeds College of Building                                  |
| LEEKC | Leek College of Further Education and<br>School of Art     |
| LEETE | Leeds College of Technology                                |
| LEWES | Lewes Tertiary College                                     |
| LEYTN | Leyton Sixth Form College                                  |
| LNGRD | Long Road Sixth Form College                               |
| LONGL | Longlands College of Further Education                     |
| LORET | Loreto College   |
| LOUFE | Loughborough College                                       |
| LSFLD | Leicester South Fields College                             |
| LTNSF | Luton Sixth Form College                                   |
| LUDLW | Ludlow College   |
| LWSFT | Lowestoft College  |
| LWSHM | Lewisham College   |
| MACCL | Macclesfield College of Further Education                  |
| MACKW | Mackworth College, Derby                                   |
| MANAT | Manchester College of Arts and<br>Technology               |
| MARIN | Marine Society College of the Sea                          |
| MBOUL | Matthew Boulton College of Further and<br>Higher Education |
| MCHES | Mid Cheshire College of Further Education                  |
| MDANY | Margaret Danyers College                                   |
| MDWAR | Mid Warwickshire College                                   |
| MELMO | Melton Mowbray College of Further<br>Education             |
| MERFE | Merton College   |
| MERSF | Merton Sixth Form College                                  |
| MERWD | Merrist Wood College                                       |
| MILTN | Milton Keynes College                                      |
| MKENT | Mid Kent College of Higher and Further<br>Education        |
| MONKW | Monkwearmouth College                                      |
| MORLE | Morley College   |
| MOULT | Moulton College  |
| MRTON | Marton Sixth Form College                                  |
| MWARD | Mary Ward Centre   |
| MYERS | Myerscough College   |
| NAMPT | Northampton College  |
| NAREA | North Area College   |
| NATIO | National Sea Training College                              |
| NBOLT | North Bolton Sixth Form College                            |
| NBROK | Northbrook College, Sussex                                 |

|       |   |
|-------|---|
| NCRES | Northern College for Residential Adult<br>Education Ltd |
| NDERB | North Derbyshire Tertiary College                       |
| NELCO | Nelson and Colne College                                |
| NELYM | Newcastle under Lyme College                            |
| NERIG | Newton Rigg College                                     |
| NESUR | North East Surrey College of Technology                 |
| NEWFE | Newham College of Further Education                     |
| NEWOR | North East Worcestershire College                       |
| NEWSF | Newham Sixth Form College                               |
| NHERT | North Hertfordshire College                             |
| NKCOL | Norfolk College of Arts and Technology                  |
| NLINC | North Lincolnshire College                              |
| NMBLD | Northumberland College of Arts and<br>Technology        |
| NNOTT | North Nottinghamshire College                           |
| NORRA | Norton Radstock College                                 |
| NOTRE | Notre Dame Sixth Form College                           |
| NOXFO | North Oxfordshire College and School of Art             |
| NRWCH | Norwich City College of Further and Higher<br>Education |
| NSHRO | North Shropshire College                                |
| NTBIR | North Birmingham College                                |
| NTDEV | North Devon College                                     |
| NTLND | North Lindsey College                                   |
| NTRAF | North Trafford College of Further Education             |
| NTWAR | North Warwickshire College of Technology<br>and Art     |
| NTYNE | North Tyneside College                                  |
| NWBRY | Newbury College   |
| NWCAS | Newcastle College                                       |
| NWDUR | New College, Durham                                     |
| NWKEN | North West Kent College of Technology                   |
| NWPON | New College, Pontefract                                 |
| NWSHE | Newark and Sherwood College                             |
| NWSWI | New College, Swindon                                    |
| NWTEL | New College, Telford                                    |
| OAKLA | Oaklands College  |
| OLDFE | Oldham College  |
| OLDSF | Oldham Sixth Form College                               |
| ORPIN | Orpington College of Further Education                  |
| OTLEY | Otley College of Agriculture and<br>Horticulture        |
| OXFFE | Oxford College of Further Education                     |
| PARKL | Park Lane College                                       |
| PASTN | Paston Sixth Form College                               |
| PBORO | Peterborough Regional College                           |
| PENDL | Pendleton College                                       |
| PENWI | Penwith College   |
| PEOPL | People's College of Tertiary Education                  |
| PERSH | Pershore College of Horticulture                        |

PETLE Peterlee College  
 PLATE Plater College  
 PLMRS Palmers College  
 PLMTN Plumpton College  
 PLYEE Plymouth College of Further Education  
 PLYFE Plymouth College of Art and Design  
 PREST Preston College  
 PRIES Priestley College  
 PRIOR Prior Pursglove College  
 PRTFE Portsmouth College  
 PSYMO Peter Symonds' College  
 QELIZ Queen Elizabeth Sixth Form College  
 QMARY Queen Mary's College  
 RCOLL College of Richard Collyer in Horsham  
 READG Reading College of Technology  
 REASE Reaseheath College  
 REDBR Redbridge College  
 REIGA Reigate College  
 RHUIS Richard Huish College  
 RICHM Richmond upon Thames College  
 RIDGE Ridge College  
 ROCKG Rockingham College of Further Education  
 ROHAM Rotherham College of Arts and Technology  
 ROVAL Rother Valley College  
 ROWLY Rowley Regis College  
 RUNSH Runshaw College  
 RUSKN Ruskin College  
 RUTLA Rutland Sixth Form College  
 RYCOT Rycotewood College  
 RYLFO Royal Forest of Dean College  
 SALFD Salford College  
 SALIS Salisbury College  
 SANDW Sandwell College of Further and Higher  
 Education  
 SBRIS South Bristol College  
 SCARB Scarborough Sixth Form College  
 SDOWN South Downs College  
 SEDER South East Derbyshire College  
 SEEAT South East Essex College of Arts and Technology  
 SEESF South East Essex Sixth Form College  
 SELBY Selby College  
 SFCOL Sixth Form College, Colchester  
 SFFAR Sixth Form College, Farnborough  
 SGATE Southgate College  
 SHENA Shena Simon College  
 SHFCL Sheffield College  
 SHIPL Shipley College  
 SHWAT Shrewsbury College of Arts and Technology  
 SHWRK Southwark College  
 SHWSF Shrewsbury Sixth Form College  
 SIRJO Sir John Deane's College

SKEF Stoke on Trent College  
 SKELM Skelmersdale College  
 SMABL St Mary's College  
 SMAMD St Mary's RC College  
 SMPTE Southampton Technical College  
 SOBIR South Birmingham College  
 SOCHE South Cheshire College  
 SODEV South Devon College  
 SOLFE Solihull College  
 SOLSF Solihull Sixth Form College  
 SOMER Somerset College of Arts and Technology  
 SONOT South Nottingham College  
 SOTRF South Trafford College  
 SOUND Soundwell College  
 SPARS Sparsholt College, Hampshire  
 SPELT Spelthorne College  
 SPORT Southport College  
 SRGEO Sir George Monoux College  
 SRWIL Sir William Turner's Sixth Form College  
 STAF Stafford College  
 STAMF Stamford College  
 STANM Stanmore College  
 STAUS St Austell College  
 STBOL South Bolton Sixth Form College  
 STBRN St Brendan's Sixth Form College  
 STCHA St Charles Catholic Sixth Form College  
 STCPT Stockport College of Further and Higher Education  
 STDES Strode's College  
 STDOM St Dominic's Sixth Form College  
 STFAH Staffordshire College of Agriculture  
 STFRAS St Francis Xavier Sixth Form College  
 STHAM South Thames College  
 STHEL St Helens College  
 STJOH St John Rigby RC Sixth Form College  
 STKEN South Kent College  
 STOBI Stockton and Billingham College of Further  
 Education  
 STOCT Stockton Sixth Form College  
 STOUR Stourbridge College  
 STPHP St Philip's RC Sixth Form College  
 STPRK South Park Sixth Form College  
 STRAT Stratford upon Avon College  
 STRDE Strode College  
 STROU Stroud College of Further Education  
 STTRE Stoke on Trent Sixth Form College  
 STTYN South Tyneside College  
 STVIN St Vincent College  
 SUFFO Suffolk College  
 SUTTNS Sutton Coldfield College of Further Education  
 SWIND Swindon College  
 TAMES Tameside College of Technology

|                 |   |
|-----------------|---|
| TAMWO           | Tamworth College  |
| TAUTN           | Taunton's College   |
| TDANB           | Thomas Danby College  |
| TELFDTelford    | College of Arts and Technology  |
| THANT           | Thanet College  |
| THURR           | Thurrock College  |
| TILEH Tile Hill | College of Further Education  |
| TOTTN           | Totton College  |
| TOWHA           | Tower Hamlets College   |
| TRESH           | Tresham Institute   |
| TROTH           | Thomas Rotherham College  |
| TROWB           | Trowbridge College  |
| TRURO           | Truro College   |
| TYNEM           | Tynemouth College   |
| UXBRI           | Uxbridge College  |
| VARND           | Varndean College  |
| WAKEF           | Wakefield College   |
| WALFO           | Walford College, Shropshire   |
| WALSA           | Walsall College of Arts and Technology                                |
| WALTH           | Waltham Forest College  |
| WCUMB           | West Cumbria College  |
| WEALD           | Weald College   |
| WEARS           | Wearside College  |
| WECHE           | West Cheshire College   |
| WEKNT           | West Kent College   |
| WEOXF           | West Oxfordshire College  |
| WESTO           | Weston super Mare College   |
| WEYMO           | Weymouth College  |
| WIDNE           | Widnes Sixth Form College   |
| WIGAN           | Wigan and Leigh College   |
| WIGST           | Wigston College of Further Education                                  |
| WILBE           | Wilberforce Sixth Form College  |
| WILMO           | Derby Tertiary College, Wilmorton                                     |
| WIRRA           | Wirral Metropolitan College   |
| WKYES           | Wyke Sixth Form College   |
| WMINS           | Westminster College   |
| WNSTY           | Winstanley College  |
| WOKIN           | Woking College  |
| WOODH           | Woodhouse College   |
| WOOLW           | Woolwich College  |
| WORAH           | Worcestershire College of Agriculture                                 |
| WORKE           | Workers' Educational Association                                      |
| WORSF           | Worcester Sixth Form College  |
| WRCTE           | Worcester College of Technology                                       |
| WRGTN           | Warrington Collegiate Institute                                       |
| WRKNG           | Working Men's College   |
| WRTHG           | Worthing Sixth Form College   |
| WRWCK           | Warwickshire College for Agriculture,<br>Horticulture, Equine Studies |
| WSTTH           | West Thames College   |
| WSUFF           | West Suffolk College  |

|       |   |
|-------|---|
| WSUSS | West Sussex College of Agriculture and Horticulture     |
| WTHRT | West Herts College                                      |
| WTNOT | West Nottinghamshire College                            |
| WULFR | Wulfrun College   |
| WYGQU | Wyggeston and Queen Elizabeth I College                 |
| WYGSF | Wyggeston Collegiate Sixth Form College                 |
| WYKES | Wyke Sixth Form College                                 |
| XAVER | Xaverian College  |
| YEOVI | Yeovil College  |
| YORCO | Yorkshire Coast College of Further and Higher Education |
| YORFE | York College of Further and Higher Education            |
| YRKSF | York Sixth Form College                                 |

## Alphabetical order

9001 Aberdare College  
5261651 Aberdeen College of Further Education  
ABING Abingdon College  
ACCRO Accrington and Rossendale College  
ACKLA Acklam Sixth Form College  
9002 Afan College  
AIRWH Airedale and Wharfedale College  
ALTON Alton College  
AMWYC Amersham and Wycombe College  
5360056 Angus College  
8460051 Anniesland College  
AQUIN Aquinas College  
ARNCA Arnold and Carlton College  
ASHTN Ashton under Lyne Sixth Form College  
ASKBR Askham Bryan College of Agriculture and  
Horticulture  
AYLES Aylesbury College  
8260354 Ayr College  
5260159 Banff and Buchan College of Further  
Education  
BARKG Barking College  
BARNT Barnet College  
BARFI Barnfield College  
BNSLY Barnsley College  
BAROF Barrow in Furness Sixth Form College  
9003 Barry College  
BARPE Barton Peveril College  
BASFD Basford Hall College  
BSLDN Basildon College  
BASNG Basingstoke College of Technology  
BEDEC Bede College  
BEDFD Bedford College of Higher Education  
8560250 Bell College of Technology  
BRKAH Berkshire College of Agriculture  
BECAD Berkshire College of Art and Design  
BEVER Beverley College of Further Education  
BEXHL Bexhill College  
BEXLY Bexley College  
BICTN Bicton College of Agriculture  
BILBR Bilborough Sixth Form College  
BLSTN Bilston Community College  
BIRKN Birkenhead Sixth Form College  
BMFTC Birmingham College of Food, Tourism and  
Creative Studies  
BSHAU Bishop Auckland College  
BISBU Bishop Burton College  
BBURN Blackburn College  
BFYLD Blackpool and The Fylde College  
BKLSF Blackpool Sixth Form College  
BOLCL Bolton College

|         |  |
|---------|--|
| BOSTO   | Boston College   |
| BPOAD   | Bournemouth and Poole College of Art and Design        |
| BPCFE   | Bournemouth and Poole College of Further Education     |
| BVILL   | Bournville College of Further Education                |
| BKHST   | Brackenhurst College                                   |
| BKNEL   | Bracknell College                                      |
| BRILK   | Bradford and Ilkley Community College                  |
| BRAIN   | Braintree College                                      |
| 9004    | Bridgend College                                       |
| BRIDG   | Bridgwater College                                     |
| BRITE   | Brighton College of Technology                         |
| BRHO    | Brighton, Hove and Sussex Sixth Form College           |
| BROCK   | Brockenhurst College                                   |
| BROML   | Bromley College of Further and Higher Education        |
| BRKLD   | Brooklands College                                     |
| BRKSY   | Brooksby College                                       |
| BROOM   | Broomfield College                                     |
| BROXT   | Broxtowe College, Nottingham                           |
| BRUNL   | Brunel College of Arts and Technology                  |
| BRNLY   | Burnley College  |
| BURTN   | Burton upon Trent Technical College                    |
| BURYC   | Bury College   |
| CADBU   | Cadbury Sixth Form College                             |
| CALDE   | Calderdale College                                     |
| CAMRE   | Cambridge Regional College                             |
| CAMAH   | Cambridgeshire College of Agriculture and Horticulture |
| 8461652 | Cambuslang College                                     |
| CANGT   | Cannington College                                     |
| CANCH   | Cannock Chase Technical College                        |
| CNTBY   | Canterbury College                                     |
| CAPEL   | Capel Manor Horticultural and Environmental Centre     |
| CARNE   | Cardinal Newman College                                |
| 8460256 | Cardonald College                                      |
| CARLI   | Carlisle College                                       |
| 9005    | Carmarthenshire College of Technology and Art          |
| CARML   | Carmel College   |
| CARSH   | Carshalton College                                     |
| 8460353 | Central College of Commerce                            |
| CHAKE   | Charles Keene College of Further Education             |
| CHELM   | Chelmsford College                                     |
| CHSTF   | Chesterfield College                                   |
| CHICH   | Chichester College of Arts, Science and Technology     |
| CHIPP   | Chippenham College                                     |
| CHKIN   | Christ the King Sixth Form College                     |



|         |  |
|---------|--|
| CIREN   | Cirencester College                            |
| CYISL   | City and Islington College                     |
| CYCOL   | City College, Manchester                       |
| TLIT    | City Literary Institute                        |
| CYBAT   | City of Bath College                           |
| CYLEE   | City of Leeds College of Music                 |
| CYLVP   | City of Liverpool Community College            |
| CYWST   | City of Westminster College                    |
| 5760054 | Clackmannan College of Further Education       |
| CLARN   | Clarendon College                              |
| CLVAD   | Cleveland College of Art and Design            |
| CLVFE   | Cleveland College of Further Education         |
| 8360057 | Clydebank College                              |
| COALV   | Coalville Technical College                    |
| 8560056 | Coatbridge College                             |
| CLHIN   | Colchester Institute                           |
| 9006    | Coleg Ceredigion                               |
| 9008    | Coleg Glan Hafren                              |
| 9028    | Coleg Harlech                                  |
| 9012    | Coleg Llandrillo                               |
| 9013    | Coleg Lllyfasi                                 |
| 9014    | Coleg Meirion-Dwyfor                           |
| 9032    | Coleg Menai                                    |
| 9021    | Coleg Powys                                    |
| CCEED   | College of Care and Early Education            |
| CNELO   | College of North East London                   |
| CLNWL   | College of North West London                   |
| RCOLL   | College of Richard Collyer in Horsham          |
| CORDW   | Cordwainers College                            |
| CORNL   | Cornwall College                               |
| COULS   | Coulsdon College                               |
| COVTE   | Coventry Technical College                     |
| CRAVN   | Craven College                                 |
| CRWLY   | Crawley College                                |
| CRICK   | Cricklade College                              |
| CROYD   | Croydon College                                |
| 8360154 | Cumbernauld College                            |
| CUMBR   | Cumbria College of Art and Design              |
| DARLN   | Darlington College of Technology               |
| DVNTY   | Daventry Tertiary College                      |
| DELAS   | De La Salle College                            |
| 9007    | Deeside College                                |
| WILMO   | Derby Tertiary College, Wilmorton              |
| DERWE   | Derwentside College                            |
| DEWSB   | Dewsbury College                               |
| DONCA   | Doncaster College                              |
| DUDLY   | Dudley College of Technology                   |
| 5960258 | Dumfries and Galloway College of<br>Technology |
| 5360552 | Dundee College                                 |
| DUNST   | Dunstable College                              |

DURHA Durham College of Agriculture and Horticulture  
 EALINE Ealing Tertiary College  
 EBERK East Berkshire College  
 EBIRM East Birmingham College  
 EDEVO East Devon College  
 ENORF East Norfolk Sixth Form College  
 ESURR East Surrey College  
 EWARW East Warwickshire College  
 EYORK East Yorkshire College of Further Education  
 EBNAT Eastbourne College of Arts and Technology  
 EBNSF Eastbourne Sixth Form College  
 ESTLH Eastleigh College  
 ESTON Easton College  
 ECCLE Eccles College  
 5460255 Elmwood Agricultural and Technical College  
 ENFIE Enfield College  
 EPPIN Epping Forest College  
 ESHER Esher College  
 EVESH Evesham College  
 EXETE Exeter College  
 5760259 Falkirk College of Technology  
 FAREH Fareham College  
 FBTEC Farnborough College of Technology  
 FARHA Farnham College  
 5460050 Fife College of Further and Higher Education  
 FILTO Filton College  
 FIRCR Fircroft College of Adult Education  
 FRNKN Franklin Sixth Form College  
 FURNE Furness College  
 GATHD Gateshead College  
 GATWY Gateway Sixth Form College  
 8460450 Glasgow College of Building and Printing  
 8460558 Glasgow College of Food Technology  
 8460655 Glasgow College of Nautical studies  
 5460158 Glenrothes College  
 GLOUC Gloucestershire College of Arts and Technology  
 GODAL Godalming College  
 9009 Gorseinon College  
 GRANT Grantham College  
 GYARM Great Yarmouth College of Further Education  
 GRHED Greenhead College  
 GRHIL Greenhill College, Harrow  
 GRMBY Grimsby College  
 GUILD Guildford College of Further and Higher Education  
 9010 Gwent Tertiary College

|         |  |
|---------|--|
| HACKN   | Hackney Community College                          |
| HADLO   | Hadlow College of Agriculture and Horticulture     |
| HALES   | Halesowen College                                  |
| HALTO   | Halton College                                     |
| HAMWL   | Hammersmith and West London College                |
| HANDS   | Handsworth College                                 |
| HRLOW   | Harlow College                                     |
| HARGT   | Harrogate College of Arts and Technology           |
| HPLFE   | Hartlepool College of Further Education            |
| HPLSF   | Hartlepool Sixth Form College                      |
| HRTPY   | Hartpury College                                   |
| HASTG   | Hastings College of Arts and Technology            |
| HAVAN   | Havant College                                     |
| HAVFE   | Havering College of Further and Higher Education   |
| HAVSF   | Havering Sixth Form College                        |
| HAYWA   | Haywards Heath College                             |
| HENDN   | Hendon College                                     |
| HENHE   | Henley College                                     |
| HENCO   | Henley College, Coventry                           |
| HRFSF   | Hereford Sixth Form College                        |
| HERAH   | Herefordshire College of Agriculture               |
| HFDAD   | Herefordshire College of Art and Design            |
| HERTE   | Herefordshire College of Technology                |
| HEREW   | Hereward College of Further Education              |
| HTREG   | Hertford Regional College                          |
| HIPAV   | High Pavement Sixth Form College                   |
| HIGPE   | High Peak College                                  |
| HIGHB   | Highbury College of Technology                     |
| HILDE   | Hilderstone College                                |
| HILCT   | Hillcroft College                                  |
| HILLS   | Hills Road Sixth Form College                      |
| HINCK   | Hinckley College                                   |
| HOLYC   | Holy Cross College                                 |
| HOPWD   | Hopwood Hall College                               |
| HUNEW   | Huddersfield New College                           |
| HUDTE   | Huddersfield Technical College                     |
| HBAIR   | Hugh Baird College                                 |
| HULLC   | Hull College                                       |
| HUNTI   | Huntingdonshire Regional College                   |
| HYDEC   | Hyde Clarendon College                             |
| INTCP   | International Cooperative College                  |
| 5160553 | Inverness College of FE                            |
| ISLEC   | Isle College                                       |
| ISLWT   | Isle of Wight College                              |
| ITCHE   | Itchen College                                     |
| 8660557 | James Watt College of Further and Higher Education |
| 5560756 | Jewel and Esk Valley College of Further Education  |

|         |  |
|---------|--|
| JLEGG   | John Leggott Sixth Form College                        |
| JRUSK   | John Ruskin College                                    |
| 8462356 | John Wheatley College                                  |
| JCHAM   | Joseph Chamberlain Sixth Form College                  |
| JPRIE   | Joseph Priestley College                               |
| JMASO   | Josiah Mason Sixth Form College                        |
| KEIGH   | Keighley College                                       |
| KENDA   | Kendal College   |
| KENCH   | Kensington and Chelsea College                         |
| KIDDR   | Kidderminster College                                  |
| 8260275 | Kilmarnock College                                     |
| KEDNU   | King Edward VI College, Nuneaton                       |
| KEDST   | King Edward VI College, Stourbridge                    |
| KGEOR   | King George V College                                  |
| KGSTN   | Kingston College                                       |
| KMAUR   | Kingston Maurward College                              |
| KSWAY   | Kingsway College                                       |
| KIRBY   | Kirby College of Further Education                     |
| KIRKL   | Kirkley Hall College                                   |
| 6002757 | Kirkwall Further Education Centre                      |
| KNLSY   | Knowsley Community College                             |
| LACKH   | Lackham College  |
| LAMBE   | Lambeth College  |
| LANMO   | Lancaster and Morecambe College                        |
| 8460957 | Langside College of Further Education                  |
| 5460352 | Lauder College   |
| LEEAD   | Leeds College of Art and Design                        |
| LEEBU   | Leeds College of Building                              |
| LEETE   | Leeds College of Technology                            |
| LEEKC   | Leek College of Further Education and<br>School of Art |
| LSFLD   | Leicester South Fields College                         |
| LEWES   | Lewes Tertiary College                                 |
| LWSHM   | Lewisham College                                       |
| 6232655 | Lews Castle College                                    |
| LEYTN   | Leyton Sixth Form College                              |
| LNGRD   | Long Road Sixth Form College                           |
| LONGL   | Longlands College of Further Education                 |
| LORET   | Loreto College   |
| LOUFE   | Loughborough College                                   |
| LWSFT   | Lowestoft College                                      |
| LUDLW   | Ludlow College   |
| LTNSF   | Luton Sixth Form College                               |
| MACCL   | Macclesfield College of Further Education              |
| MACKW   | Mackworth College, Derby                               |
| MANAT   | Manchester College of Arts and<br>Technology           |
| MDANY   | Margaret Danyers College                               |
| MARIN   | Marine Society College of the Sea                      |
| MRTON   | Marton Sixth Form College                              |
| MWARD   | Mary Ward Centre                                       |

|         |   |
|---------|---|
| MBOUL   | Matthew Boulton College of Further and Higher Education |
| MELMO   | Melton Mowbray College of Further Education             |
| MERWD   | Merrist Wood College                                    |
| 9015    | Merthyr Tydfil College                                  |
| MERFE   | Merton College  |
| MERSF   | Merton Sixth Form College                               |
| MCHES   | Mid Cheshire College of Further Education               |
| MKENT   | Mid Kent College of Higher and Further Education        |
| MDWAR   | Mid Warwickshire College                                |
| MILT    | Milton Keynes College                                   |
| MONKW   | Monkwearmouth College                                   |
| 5260051 | Moray College   |
| MORLE   | Morley College  |
| 8560153 | Motherwell College                                      |
| MOULT   | Moulton College   |
| MYERS   | Myerscough College                                      |
| NATIO   | National Sea Training College                           |
| 9016    | Neath College   |
| NELCO   | Nelson and Colne College                                |
| NWDUR   | New College, Durham                                     |
| NWPON   | New College, Pontefract                                 |
| NWSWI   | New College, Swindon                                    |
| NWTEL   | New College, Telford                                    |
| NWSHE   | Newark and Sherwood College                             |
| NWBRY   | Newbury College   |
| NWCAS   | Newcastle College                                       |
| NELYM   | Newcastle under Lyme College                            |
| NEWFE   | Newham College of Further Education                     |
| NEWSF   | Newham Sixth Form College                               |
| NERIG   | Newton Rigg College                                     |
| NKCOL   | Norfolk College of Arts and Technology                  |
| NAREA   | North Area College                                      |
| NTBIR   | North Birmingham College                                |
| NBOLT   | North Bolton Sixth Form College                         |
| NDERB   | North Derbyshire Tertiary College                       |
| NTDEV   | North Devon College                                     |
| NESUR   | North East Surrey College of Technology                 |
| NEWOR   | North East Worcestershire College                       |
| 8462453 | North Glasgow College                                   |
| NHERT   | North Hertfordshire College                             |
| NLINC   | North Lincolnshire College                              |
| NTLND   | North Lindsey College                                   |
| NNOTT   | North Nottinghamshire College                           |
| NOXFO   | North Oxfordshire College and School of Art             |
| NSHRO   | North Shropshire College                                |
| NTRAF   | North Trafford College of Further Education             |
| NTYNE   | North Tyneside College                                  |
| NTWAR   | North Warwickshire College of Technology                |

and Art

NWKEN North West Kent College of Technology  
NAMPT Northampton College  
NBROK Northbrook College, Sussex  
NCRES Northern College for Residential Adult  
Education Ltd  
NMBLD Northumberland College of Arts and  
Technology  
NORRA Norton Radstock College  
NRWCH Norwich City College of Further and Higher  
Education  
NOTRE Notre Dame Sixth Form College  
OAKLA Oaklands College  
5560055 Oatridge Agricultural College  
OLDFE Oldham College  
OLDSF Oldham Sixth Form College  
ORPIN Orpington College of Further Education  
OTLEY Otley College of Agriculture and  
Horticulture  
OXFFE Oxford College of Further Education  
PLMRS Palmers College  
PARKL Park Lane College  
PASTN Paston Sixth Form College  
9017 Pembrokeshire College  
9018 Pencoed College  
PENDL Pendleton College  
PENWI Penwith College  
PEOPL People's College of Tertiary Education  
PERSH Pershore College of Horticulture  
5360455 Perth College  
PSYMO Peter Symonds' College  
PBORO Peterborough Regional College  
PETLEPeterlee College  
PLATEPlater College  
PLMTN Plumpton College  
PLYFEPlymouth College of Art and Design  
PLYEEPlymouth College of Further Education  
9020 Pontypridd College  
PRTFEPortsmouth College  
PRESTPreston College  
PRIESPriestley College  
PRIOR Prior Pursglove College  
QELIZQueen Elizabeth Sixth Form College  
QMARY Queen Mary's College  
READG Reading College of Technology  
REASE Reaseheath College  
REDBR Redbridge College  
8660352 Reid Kerr College  
REIGA Reigate College  
9022 Rhondda College  
RHUISRichard Huish College

|         |   |
|---------|---|
| RICHM   | Richmond upon Thames College                        |
| RIDGE   | Ridge College                                       |
| ROCKG   | Rockingham College of Further Education             |
| ROVAL   | Rother Valley College                               |
| ROHAM   | Rotherham College of Arts and Technology            |
| ROWLY   | Rowley Regis College                                |
| RYLFO   | Royal Forest of Dean College                        |
| RUNSH   | Runshaw College                                     |
| RUSKN   | Ruskin College                                      |
| RUTLA   | Rutland Sixth Form College                          |
| RYCOT   | Rycotewood College                                  |
| SALFD   | Salford College                                     |
| SALIS   | Salisbury College                                   |
| SANDW   | Sandwell College of Further and Higher<br>Education |
| SCARB   | Scarborough Sixth Form College                      |
| SELBY   | Selby College                                       |
| SHFCL   | Sheffield College                                   |
| SHENA   | Shena Simon College                                 |
| 6103650 | Shetland College of Further Education               |
| SHIPL   | ShIPLEy College                                     |
| SHWAT   | Shrewsbury College of Arts and Technology           |
| SHWSF   | Shrewsbury Sixth Form College                       |
| SRGEO   | Sir George Monoux College                           |
| SIRJO   | Sir John Deane's College                            |
| SRWIL   | Sir William Turner's Sixth Form College             |
| SFCOL   | Sixth Form College, Colchester                      |
| SFFAR   | Sixth Form College, Farnborough                     |
| SKELM   | Skelmersdale College                                |
| SOLFE   | Solihull College                                    |
| SOLSF   | Solihull Sixth Form College                         |
| SOMER   | Somerset College of Arts and Technology             |
| SOUND   | Soundwell College                                   |
| SOBIR   | South Birmingham College                            |
| STBOL   | South Bolton Sixth Form College                     |
| SBRIS   | South Bristol College                               |
| SOCHE   | South Cheshire College                              |
| SODEV   | South Devon College                                 |
| SDOWN   | South Downs College                                 |
| SEDER   | South East Derbyshire College                       |
| SEEAT   | South East Essex College of Arts and Technology     |
| SEESF   | South East Essex Sixth Form College                 |
| STKEN   | South Kent College                                  |
| SONOT   | South Nottingham College                            |
| STPRK   | South Park Sixth Form College                       |
| STHAM   | South Thames College                                |
| SOTRF   | South Trafford College                              |
| STTYN   | South Tyneside College                              |
| SMPT    | Southampton Technical College                       |
| SGATE   | Southgate College                                   |
| SPORT   | Southport College                                   |

SHWRK Southwark College  
 SPARS Sparsholt College, Hampshire  
 SPELTSpelthorne College  
 STAUS St Austell College  
 STBRN St Brendan's Sixth Form College  
 STCHA St Charles Catholic Sixth Form College  
 9023 St David's Sixth Form College  
 STDOM St Dominic's Sixth Form College  
 STFRAS St Francis Xavier Sixth Form College  
 STHEL St Helens College  
 STJOH St John Rigby RC Sixth Form College  
 SMABL St Mary's College  
 SMAMD St Mary's RC College  
 STPHP St Philip's RC Sixth Form College  
 STVIN St Vincent College  
 STAFESTafford College  
 STFAH Staffordshire College of Agriculture  
 STAMF Stamford College  
 STANM Stanmore College  
 5560454 Stevenson College of Further Education  
 STCPTStockport College of Further and Higher Education  
 STOBI Stockton and Billingham College of Further  
 Education  
 STOCT Stockton Sixth Form College  
 SKEFESToke on Trent College  
 STTRESToke on Trent Sixth Form College  
 STOUR Stourbridge College  
 8461155 Stow College  
 STRATStratford upon Avon College  
 STRDE Strode College  
 STDESStrode's College  
 6003559 Stromness Nautical School  
 STROU Stroud College of Further Education  
 SUFFO Suffolk College  
 SUTTNSutton Coldfield College of Further Education  
 9024 Swansea College  
 SWIND Swindon College  
 TAMES Tameside College of Technology  
 TAMWO Tamworth College  
 TAUTN Taunton's College  
 TELFD Telford College of Arts and Technology  
 5560357 Telford College of Further Education  
 THANT Thanet College  
 5960150 The Barony College  
 5660459 The Borders College of Further Education  
 TDANB Thomas Danby College  
 TROTH Thomas Rotherham College  
 THURR Thurrock College  
 5160057 Thurso Technical College  
 TILEH Tile Hill College of Further Education  
 TOTTN Totton College



TOWHA Tower Hamlets College  
 TRESH Tresham Institute  
 TROWB Trowbridge College  
 TRURO Truro College  
 TYNEM Tynemouth College  
 4921 UK FE College not specified.  
 UXBRI Uxbridge College  
 VARND Varndean College  
 WAKEF Wakefield College  
 WALFO Walford College, Shropshire  
 WALSA Walsall College of Arts and Technology  
 WALTH Waltham Forest College  
 WRGTN Warrington Collegiate Institute  
 WRWCK Warwickshire College for Agriculture,  
 Horticulture, Equine Studies  
 9029 WEA (North)  
 9030 WEA (South)  
 WEALD Weald College  
 WEARS Wearside College  
 9025 Welsh College of Horticulture  
 WECHE West Cheshire College  
 WCUMB West Cumbria College  
 WTHRT West Herts College  
 WEKNT West Kent College  
 5560659 West Lothian College of Further Education  
 WTNOT West Nottinghamshire College  
 WEOXF West Oxfordshire College  
 WSUFF West Suffolk College  
 WSUSS West Sussex College of Agriculture and  
 Horticulture  
 WSTTH West Thames College  
 WMINS Westminster College  
 WESTO Weston super Mare College  
 WEYMO Weymouth College  
 WIDNE Widnes Sixth Form College  
 WIGAN Wigan and Leigh College  
 WIGST Wigston College of Further Education  
 WILBE Wilberforce Sixth Form College  
 WNSTY Winstanley College  
 WIRRA Wirral Metropolitan College  
 WOKIN Woking College  
 WOODH Woodhouse College  
 WOOLW Woolwich College  
 WRCTE Worcester College of Technology  
 WORSF Worcester Sixth Form College  
 WORAH Worcestershire College of Agriculture  
 WORKE Workers' Educational Association  
 WRKNG Working Men's College  
 WRTHG Worthing Sixth Form College  
 WULFR Wulfrun College  
 WYGQU Wyggeston and Queen Elizabeth I College

WYGSF Wyggeston Collegiate Sixth Form College  
WKYES Wyke Sixth Form College  
WYKES Wyke Sixth Form College  
XAVER Xaverian College  
9026 Yale College  
YEOVI Yeovil College  
9031 YMCA  
YORFE York College of Further and Higher  
Education  
YRKSFYork Sixth Form College  
YORCO Yorkshire Coast College of Further and  
Higher Education  
9027 Ystrad Mynach College

## Appendix 8 - Occupational Codes

### Code order

- 000 Not stated
- 007 Retired (unspecified)
- 008 Unemployed (unspecified)
- 009 Not known
- 100 General administrators; national government (Assistant Secretary/Grade 5 and above)
- 101 General managers; large companies and organisations
- 102 Local government officers (administrative and executive functions)
- 103 General administrators; national government (HEO to Senior Principal/Grade 6)
- 110 Production, works and maintenance managers
- 111 Managers in building and contracting
- 112 Clerks of works
- 113 Managers in mining and energy industries
- 120 Treasurers and company financial managers
- 121 Marketing and sales managers
- 122 Purchasing managers
- 123 Advertising and public relations managers
- 124 Personnel, training and industrial relations managers
- 125 Organisation and methods and work study managers
- 126 Computer systems and data processing managers
- 127 Company secretaries
- 130 Credit controllers
- 131 Bank, Building Society and Post Office managers (except self-employed)
- 132 Civil Service executive officers
- 139 Other financial institution and office managers n.e.c.
- 140 Transport managers
- 141 Stores controllers
- 142 Managers in warehousing and other materials handling
- 150 Officers in UK armed forces
- 151 Officers in foreign and Commonwealth armed forces
- 152 Police officers (inspector and above)
- 153 Fire service officers (station officer and above)
- 154 Prison officers (principal officer and above)
- 155 Customs and excise, immigration service officers (customs: chief preventive officer and above; excise: surveyor and above)
- 160 Farm owners and managers, horticulturists
- 169 Other managers in farming, horticulture, forestry and fishing n.e.c .

- 170 Property and estate managers
- 171 Garage managers and proprietors
- 172 Hairdressers' and barbers' managers and proprietors
- 173 Hotel and accommodation managers
- 174 Restaurant and catering managers
- 175 Publicans, innkeepers and club stewards
- 176 Entertainment and sports managers
- 177 Travel agency managers
- 178 Managers and proprietors of butchers and fishmongers
- 179 Managers and proprietors in service industries n.e.c.
- 190 Officials of trade associations, trade unions, professional bodies and charities
- 191 Registrars and administrators of educational establishments
- 199 Other managers and administrators n.e.c.
- 200 Chemists
- 201 Biological scientists and biochemists
- 202 Physicists, geologists and meteorologists
- 209 Other natural scientists n.e.c.
- 210 Civil, structural, municipal, mining and quarrying engineers
- 211 Mechanical engineers
- 212 Electrical engineers
- 213 Electronic engineers
- 214 Software engineers
- 215 Chemical engineers
- 216 Design and development engineers
- 217 Process and production engineers
- 218 Planning and quality control engineers
- 219 Other engineers and technologists n.e.c.
- 220 Medical practitioners
- 221 Pharmacists/pharmacologists
- 222 Ophthalmic opticians
- 223 Dental practitioners
- 224 Veterinarians
- 230 University and polytechnic teaching professionals
- 231 Higher and further education teaching professionals
- 232 Education officers, school inspectors
- 233 Secondary (and middle school deemed secondary) education teaching professionals
- 234 Primary (and middle school deemed primary) and nursery education teaching professionals
- 235 Special education teaching professionals
- 239 Other teaching professionals n.e.c.
- 240 Judges and officers of the Court
- 241 Barristers and advocates
- 242 Solicitors

250 Chartered and certified accountants  
251 Management accountants  
252 Actuaries, economists and statisticians  
253 Management consultants, business analysts  
260 Architects  
261 Town planners  
262 Building, land, mining and 'general practice'  
surveyors  
270 Librarians  
271 Archivists and curators  
290 Psychologists  
291 Other social and behavioural scientists  
292 Clergy  
293 Social workers, probation officers  
300 Laboratory technicians  
301 Engineering technicians  
302 Electrical/electronic technicians  
303 Architectural and town planning technicians  
304 Building and civil engineering technicians  
309 Other scientific technicians n.e.c.  
310 Draughtspersons  
311 Building inspectors  
312 Quantity surveyors  
313 Marine, insurance and other surveyors  
320 Computer analyst/programmers  
330 Air traffic planners and controllers  
331 Aircraft flight deck officers  
332 Ship and hovercraft officers  
340 Nurses  
341 Midwives  
342 Medical radiographers  
343 Physiotherapists  
344 Chiropodists  
345 Dispensing opticians  
346 Medical technicians, dental auxiliaries  
347 Occupational and speech therapists,  
psychotherapists, therapists n.e.c.  
348 Environmental health officers  
349 Other health associate professionals n.e.c.  
350 Legal service and related occupations  
360 Estimators, valuers  
361 Underwriters, claims assessors, brokers, investment  
analysts  
362 Taxation experts  
363 Personnel and industrial relations officers  
364 Organisation and methods and work study officers  
370 Matrons, houseparents  
371 Welfare, community and youth workers  
380 Authors, writers, journalists  
381 Artists, commercial artists, graphic designers  
382 Industrial designers

- 383 Clothing designers
- 384 Actors, entertainers, stage managers, producers and directors
- 385 Musicians
- 386 Photographers, camera, sound and video equipment operators
- 387 Professional athletes, sports officials
- 390 Information officers
- 391 Vocational and industrial trainers
- 392 Careers advisers and vocational guidance specialists
- 393 Driving instructors (excluding HGV)
- 394 Inspectors of factories, utilities and trading standards
- 395 Other statutory and similar inspectors n.e.c.
- 396 Occupational hygienists and safety officers (health and safety)
- 399 Other associate professional and technical occupations n.e.c.
- 400 Civil Service administrative officers and assistants
- 401 Local government clerical officers and assistants
- 410 Accounts and wages clerks, book-keepers, other financial clerks
- 411 Counter clerks and cashiers
- 412 Debt, rent and other cash collectors
- 420 Filing, computer and other records clerks (including legal conveyancing)
- 421 Library assistants/clerks
- 430 Clerks (n.o.s.)
- 440 Stores, despatch and production control clerks
- 441 Storekeepers and warehousemen/women
- 450 Medical secretaries
- 451 Legal secretaries
- 452 Typists and word processor operators
- 459 Other secretaries, personal assistants, typists, word processor operators n.e.c
- 460 Receptionists
- 461 Receptionist/telephonists
- 462 Telephone operators
- 463 Radio and telegraph operators, other office communication system operators
- 490 Computer operators, data processing operators, other office machine operators
- 491 Tracers, drawing office assistants
- 500 Bricklayers, masons
- 501 Roofers, slaters, tilers, sheeters, cladders
- 502 Plasterers
- 503 Glaziers
- 504 Builders, building contractors
- 505 Scaffolders, staggers, steeplejacks, riggers
- 506 Floorers, floor coverers, carpet fitters and planners,

floor and wall tilers  
507 Painters and decorators  
509 Other construction trades n.e.c.  
510 Centre, capstan, turret and other lathe setters and  
setter-operators  
511 Boring and drilling machine setters and setter-  
operators  
512 Grinding machine setters and setter-operators  
513 Milling machine setters and setter-operators  
514 Press setters and setter-operators  
515 Tool makers, tool fitters and markers-out  
516 Metal working production and maintenance fitters  
517 Precision instrument makers and repairers  
518 Goldsmiths, silversmiths, precious stone workers  
519 Other machine tool setters and setter-operators  
n.e.c. (including CNC setter-operators)  
520 Production fitters (electrical/electronic)  
521 Electricians, electrical maintenance fitters  
522 Electrical engineers (not professional)  
523 Telephone fitters  
524 Cable jointers, lines repairers  
525 Radio, TV and video engineers  
526 Computer engineers, installation and maintenance  
529 Other electrical/electronic trades n.e.c.  
530 Smiths and forge workers  
531 Moulders, core makers, die casters  
532 Plumbers, heating and ventilating engineers and  
related trades  
533 Sheet metal workers  
534 Metal plate workers, shipwrights, riveters  
535 Steel erectors  
536 Barbenders, steel fixers  
537 Welding trades  
540 Motor mechanics, auto engineers (including road  
patrol engineers)  
541 Coach and vehicle body builders  
542 Vehicle body repairers, panel beaters  
543 Auto electricians  
544 Tyre and exhaust fitters  
550 Weavers  
551 Knitters  
552 Warp preparers, bleachers, dyers and finishers  
553 Sewing machinists, menders, darners and  
embroiderers  
554 Coach trimmers, upholsterers and mattress makers  
555 Shoe repairers, leather cutters and sewers,  
footwear lasters, makers and finishers, other leather  
making and repairing  
556 Tailors and dressmakers  
557 Clothing cutters, milliners, furriers  
559 Other textiles, garments and related trades n.e.c.

560 Originators, compositors and print preparers  
561 Printers  
562 Bookbinders and print finishers  
563 Screen printers  
569 Other printing and related trades n.e.c.  
570 Carpenters and joiners  
571 Cabinet makers  
572 Case and box makers  
573 Pattern makers (moulds)  
579 Other woodworking trades n.e.c.  
580 Bakers, flour confectioners  
581 Butchers, meat cutters  
582 Fishmongers, poultry dressers  
590 Glass product and ceramics makers  
591 Glass product and ceramics finishers and  
decorators  
592 Dental technicians  
593 Musical instrument makers, piano tuners  
594 Gardeners, groundsman/groundswomen  
595 Horticultural trades  
596 Coach painters, other spray painters  
597 Face trained coalmining workers, shottfirs and  
deputies  
598 Office machinery mechanics  
599 Other craft and related occupations n.e.c.  
600 NCOs and other ranks, UK armed forces  
601 NCOs and other ranks, foreign and  
Commonwealth armed forces  
610 Police officers (sergeant and below)  
611 Fire service officers (leading fire officer and below)  
612 Prison service officers (below principal officer)  
613 Customs and excise officers, immigration officers  
(customs: below chief preventive officer; excise:  
below surveyor)  
614 Traffic wardens  
615 Security guards and related occupations  
619 Other security and protective service occupations  
n.e.c.  
620 Chefs, cooks  
621 Waiters, waitresses  
622 Bar staff  
630 Travel and flight attendants  
631 Railway station staff  
640 Assistant nurses, nursing auxiliaries  
641 Hospital ward assistants  
642 Ambulance staff  
643 Dental nurses  
644 Care assistants and attendants  
650 Nursery nurses  
651 Playgroup leaders  
652 Educational assistants



659 Other childcare and related occupations n.e.c.  
660 Hairdressers, barbers  
661 Beauticians and related occupations  
670 Domestic housekeepers and related occupations  
671 Housekeepers (non-domestic)  
672 Caretakers  
673 Launderers, dry cleaners, pressers  
690 Undertakers  
691 Bookmakers  
699 Other personal and protective service occupations  
n.e.c.  
700 Buyers (retail trade)  
701 Buyers and purchasing officers (not retail)  
702 Importers and exporters  
703 Air, commodity and ship brokers  
710 Technical and wholesale sales representatives  
719 Other sales representatives n.e.c.  
720 Sales assistants  
721 Retail cash desk and check-out operators  
722 Petrol pump forecourt attendants  
730 Collector salespersons and credit agents  
731 Roundsmen/women and van salespersons  
732 Market and street traders and assistants  
733 Scrap dealers, scrap metal merchants  
790 Merchandisers  
791 Window dressers, floral arrangers  
792 Telephone salespersons  
800 Bakery and confectionery process operatives  
801 Brewery and vinery process operatives  
802 Tobacco process operatives  
809 Other food, drink and tobacco process operatives  
n.e.c.  
810 Tannery production operatives  
811 Preparatory fibre processors  
812 Spinners, doublers, twisters  
813 Winders, reelers  
814 Other textiles processing operatives  
820 Chemical, gas and petroleum process plant  
operatives  
821 Paper, wood and related process plant operatives  
822 Cutting and slitting machine operatives (paper  
products etc)  
823 Glass and ceramics furnace operatives, kilnsetters  
824 Rubber process operatives, moulding machine  
operatives, tyre builders  
825 Plastics process operatives, moulders and extruders  
826 Synthetic fibre makers  
829 Other chemicals, paper, plastics and related  
process operatives n.e.c.  
830 Furnace operatives (metal)  
831 Metal drawers

- 832 Rollers
- 833 Annealers, hardeners, temperers (metal)
- 834 Electroplaters, galvanisers, colour coaters
- 839 Other metal making and treating process operatives n.e.c.
- 840 Machine tool operatives (including CNC machine tool operatives)
- 841 Press stamping and automatic machine operatives
- 842 Metal polishers
- 843 Metal dressing operatives
- 844 Shot blasters
- 850 Assemblers/lineworkers (electrical/electronic goods)
- 851 Assemblers/lineworkers (vehicles and other metal goods)
- 859 Other assemblers/lineworkers n.e.c.
- 860 Inspectors, viewers and testers (metal and electrical goods)
- 861 Inspectors, viewers, testers and examiners (other manufactured goods)
- 862 Packers, bottlers, canners, fillers
- 863 Weighers, graders, sorters
- 864 Routine laboratory testers
- 869 Other routine process operatives n.e.c.
- 870 Bus inspectors
- 871 Road transport depot inspectors and related occupations
- 872 Drivers of road goods vehicles
- 873 Bus and coach drivers
- 874 Taxi, cab drivers and chauffeurs
- 875 Bus conductors
- 880 Seafarers (merchant navy); barge, lighter and boat operatives
- 881 Rail transport inspectors, supervisors and guards
- 882 Rail engine drivers and assistants
- 883 Rail signal operatives and crossing keepers
- 884 Shunters and points operatives
- 885 Mechanical plant drivers and operatives (earth moving and civil engineering)
- 886 Crane drivers
- 887 Fork lift and mechanical truck drivers
- 889 Other transport and machinery operatives n.e.c.
- 890 Washers, screeners and crushers in mines and quarries
- 891 Printing machine minders and assistants
- 892 Water and sewerage plant attendants
- 893 Electrical, energy, boiler and related plant operatives and attendants
- 894 Oilers, greasers, lubricators
- 895 Mains and service pipe layers, pipe jointers
- 896 Construction and related operatives

897 Woodworking machine operatives  
898 Mine (excluding coal) and quarry workers  
899 Other plant and machine operatives n.e.c.  
900 Farm workers  
901 Agricultural machinery drivers and operatives  
902 All other occupations in farming and related  
903 Fishing and related workers  
904 Forestry workers  
910 Coal mine labourers  
911 Labourers in foundries  
912 Labourers in engineering and allied trades  
913 Mates to metal/electrical and related fitters  
919 Other labourers in making and processing industries  
n.e.c.  
920 Mates to woodworking trades workers  
921 Mates to building trades workers  
922 Rail construction and maintenance workers  
923 Road construction and maintenance workers  
924 Paviers, kerb layers  
929 Other building and civil engineering labourers  
n.e.c.  
930 Stevedores, dockers  
931 Goods porters  
932 Slingers  
933 Refuse and salvage collectors  
934 Driver's mates  
940 Postal workers, mail sorters  
941 Messengers, couriers  
950 Hospital porters  
951 Hotel porters  
952 Kitchen porters, hands  
953 Counterhands, catering assistants  
954 Shelf fillers  
955 Lift and car park attendants  
956 Window cleaners  
957 Road sweepers  
958 Cleaners, domestics  
959 Other occupations in sales and services n.e.c.  
990 All other labourers and related workers  
999 All others in miscellaneous occupations n.e.c.

## Alphabetical order

- 410 Accounts and wages clerks, book-keepers, other financial clerks
- 384 Actors, entertainers, stage managers, producers and directors
- 252 Actuaries, economists and statisticians
- 123 Advertising and public relations managers
- 901 Agricultural machinery drivers and operatives
- 330 Air traffic planners and controllers
- 703 Air, commodity and ship brokers
- 331 Aircraft flight deck officers
- 990 All other labourers and related workers
- 902 All other occupations in farming and related
- 999 All others in miscellaneous occupations n.e.c.
- 642 Ambulance staff
- 833 Annealers, hardeners, temperers (metal)
- 260 Architects
- 303 Architectural and town planning technicians
- 271 Archivists and curators
- 381 Artists, commercial artists, graphic designers
- 850 Assemblers/lineworkers (electrical/electronic goods)
- 851 Assemblers/lineworkers (vehicles and other metal goods)
- 640 Assistant nurses, nursing auxiliaries
- 380 Authors, writers, journalists
- 543 Auto electricians
- 580 Bakers, flour confectioners
- 800 Bakery and confectionery process operatives
- 131 Bank, Building Society and Post Office managers (except self-employed)
- 622 Bar staff
- 536 Barbenders, steel fixers
- 241 Barristers and advocates
- 661 Beauticians and related occupations
- 201 Biological scientists and biochemists
- 562 Bookbinders and print finishers
- 691 Bookmakers
- 511 Boring and drilling machine setters and setter-operators
- 801 Brewery and vinery process operatives
- 500 Bricklayers, masons
- 504 Builders, building contractors
- 304 Building and civil engineering technicians
- 311 Building inspectors
- 262 Building, land, mining and 'general practice' surveyors
- 873 Bus and coach drivers
- 875 Bus conductors
- 870 Bus inspectors
- 581 Butchers, meat cutters

700 Buyers (retail trade)  
701 Buyers and purchasing officers (not retail)  
571 Cabinet makers  
524 Cable jointers, lines repairers  
644 Care assistants and attendants  
392 Careers advisers and vocational guidance  
specialists  
672 Caretakers  
570 Carpenters and joiners  
572 Case and box makers  
510 Centre, capstan, turret and other lathe setters and  
setter-operators  
250 Chartered and certified accountants  
620 Chefs, cooks  
215 Chemical engineers  
820 Chemical, gas and petroleum process plant  
operatives  
200 Chemists  
344 Chiropodists  
400 Civil Service administrative officers and assistants  
132 Civil Service executive officers  
210 Civil, structural, municipal, mining and quarrying  
engineers  
958 Cleaners, domestics  
292 Clergy  
430 Clerks (n.o.s.)  
112 Clerks of works  
557 Clothing cutters, milliners, furriers  
383 Clothing designers  
541 Coach and vehicle body builders  
596 Coach painters, other spray painters  
554 Coach trimmers, upholsterers and mattress makers  
910 Coal mine labourers  
730 Collector salespersons and credit agents  
127 Company secretaries  
320 Computer analyst/programmers  
526 Computer engineers, installation and maintenance  
490 Computer operators, data processing operators,  
other office machine operators  
126 Computer systems and data processing managers  
896 Construction and related operatives  
411 Counter clerks and cashiers  
953 Counterhands, catering assistants  
886 Crane drivers  
130 Credit controllers  
613 Customs and excise officers, immigration officers  
(customs: below chief preventive officer; excise:  
below surveyor)  
155 Customs and excise, immigration service officers  
(customs: chief preventive officer and above;  
excise: surveyor and above)

822 Cutting and slitting machine operatives (paper products etc)  
412 Debt, rent and other cash collectors  
643 Dental nurses  
223 Dental practitioners  
592 Dental technicians  
216 Design and development engineers  
345 Dispensing opticians  
670 Domestic housekeepers and related occupations  
310 Draughtspersons  
934 Driver's mates  
872 Drivers of road goods vehicles  
393 Driving instructors (excluding HGV)  
232 Education officers, school inspectors  
652 Educational assistants  
212 Electrical engineers  
522 Electrical engineers (not professional)  
893 Electrical, energy, boiler and related plant operatives and attendants  
302 Electrical/electronic technicians  
521 Electricians, electrical maintenance fitters  
213 Electronic engineers  
834 Electroplaters, galvanisers, colour coaters  
301 Engineering technicians  
176 Entertainment and sports managers  
348 Environmental health officers  
360 Estimators, valuers  
597 Face trained coalmining workers, shottfirs and deputies  
160 Farm owners and managers, horticulturists  
900 Farm workers  
420 Filing, computer and other records clerks (including legal conveyancing)  
611 Fire service officers (leading fire officer and below)  
153 Fire service officers (station officer and above)  
903 Fishing and related workers  
582 Fishmongers, poultry dressers  
506 Floorers, floor coverers, carpet fitters and planners, floor and wall tilers  
904 Forestry workers  
887 Fork lift and mechanical truck drivers  
830 Furnace operatives (metal)  
171 Garage managers and proprietors  
594 Gardeners, groundsmen/groundswomen  
100 General administrators; national government (Assistant Secretary/Grade 5 and above)  
103 General administrators; national government (HEO to Senior Principal/Grade 6)  
101 General managers; large companies and organisations  
823 Glass and ceramics furnace operatives, kilnsetters

591 Glass product and ceramics finishers and decorators  
590 Glass product and ceramics makers  
503 Glaziers  
518 Goldsmiths, silversmiths, precious stone workers  
931 Goods porters  
512 Grinding machine setters and setter-operators  
172 Hairdressers' and barbers' managers and proprietors  
660 Hairdressers, barbers  
231 Higher and further education teaching professionals  
595 Horticultural trades  
950 Hospital porters  
641 Hospital ward assistants  
173 Hotel and accommodation managers  
951 Hotel porters  
671 Housekeepers (non-domestic)  
702 Importers and exporters  
382 Industrial designers  
390 Information officers  
394 Inspectors of factories, utilities and trading standards  
860 Inspectors, viewers and testers (metal and electrical goods)  
861 Inspectors, viewers, testers and examiners (other manufactured goods)  
240 Judges and officers of the Court  
952 Kitchen porters, hands  
551 Knitters  
300 Laboratory technicians  
912 Labourers in engineering and allied trades  
911 Labourers in foundries  
673 Launderers, dry cleaners, pressers  
451 Legal secretaries  
350 Legal service and related occupations  
270 Librarians  
421 Library assistants/clerks  
955 Lift and car park attendants  
401 Local government clerical officers and assistants  
102 Local government officers (administrative and executive functions)  
840 Machine tool operatives (including CNC machine tool operatives)  
895 Mains and service pipe layers, pipe jointers  
251 Management accountants  
253 Management consultants, business analysts  
179 Managers and proprietors in service industries n.e.c.  
178 Managers and proprietors of butchers and fishmongers

111 Managers in building and contracting  
113 Managers in mining and energy industries  
142 Managers in warehousing and other materials handling  
313 Marine, insurance and other surveyors  
732 Market and street traders and assistants  
121 Marketing and sales managers  
921 Mates to building trades workers  
913 Mates to metal/electrical and related fitters  
920 Mates to woodworking trades workers  
370 Matrons, houseparents  
211 Mechanical engineers  
885 Mechanical plant drivers and operatives (earth moving and civil engineering)  
220 Medical practitioners  
342 Medical radiographers  
450 Medical secretaries  
346 Medical technicians, dental auxiliaries  
790 Merchandisers  
941 Messengers, couriers  
831 Metal drawers  
843 Metal dressing operatives  
534 Metal plate workers, shipwrights, riveters  
842 Metal polishers  
516 Metal working production and maintenance fitters  
341 Midwives  
513 Milling machine setters and setter-operators  
898 Mine (excluding coal) and quarry workers  
540 Motor mechanics, auto engineers (including road patrol engineers)  
531 Moulders, core makers, die casters  
593 Musical instrument makers, piano tuners  
385 Musicians  
601 NCOs and other ranks, foreign and Commonwealth armed forces  
600 NCOs and other ranks, UK armed forces  
009 Not known  
000 Not stated  
650 Nursery nurses  
340 Nurses  
347 Occupational and speech therapists, psychotherapists, therapists n.e.c.  
396 Occupational hygienists and safety officers (health and safety)  
598 Office machinery mechanics  
151 Officers in foreign and Commonwealth armed forces  
150 Officers in UK armed forces  
190 Officials of trade associations, trade unions, professional bodies and charities  
894 Oilers, greasers, lubricators



222 Ophthalmic opticians  
125 Organisation and methods and work study managers  
364 Organisation and methods and work study officers  
560 Originators, composers and print preparers  
859 Other assemblers/lineworkers n.e.c.  
399 Other associate professional and technical occupations n.e.c.  
929 Other building and civil engineering labourers n.e.c.  
829 Other chemicals, paper, plastics and related process operatives n.e.c.  
659 Other childcare and related occupations n.e.c.  
509 Other construction trades n.e.c.  
599 Other craft and related occupations n.e.c.  
529 Other electrical/electronic trades n.e.c.  
219 Other engineers and technologists n.e.c.  
139 Other financial institution and office managers n.e.c.  
809 Other food, drink and tobacco process operatives n.e.c.  
349 Other health associate professionals n.e.c.  
919 Other labourers in making and processing industries n.e.c.  
519 Other machine tool setters and setter-operators n.e.c. (including CNC setter-operators)  
199 Other managers and administrators n.e.c.  
169 Other managers in farming, horticulture, forestry and fishing n.e.c .  
839 Other metal making and treating process operatives n.e.c.  
209 Other natural scientists n.e.c.  
959 Other occupations in sales and services n.e.c.  
699 Other personal and protective service occupations n.e.c.  
899 Other plant and machine operatives n.e.c.  
569 Other printing and related trades n.e.c.  
869 Other routine process operatives n.e.c.  
719 Other sales representatives n.e.c.  
309 Other scientific technicians n.e.c.  
459 Other secretaries, personal assistants, typists, word processor operators n.e.c  
619 Other security and protective service occupations n.e.c.  
291 Other social and behavioural scientists  
395 Other statutory and similar inspectors n.e.c.  
239 Other teaching professionals n.e.c.  
814 Other textiles processing operatives  
559 Other textiles, garments and related trades n.e.c.  
889 Other transport and machinery operatives n.e.c.  
579 Other woodworking trades n.e.c.

862 Packers, bottlers, canners, fillers  
507 Painters and decorators  
821 Paper, wood and related process plant operatives  
573 Pattern makers (moulds)  
924 Paviers, kerb layers  
363 Personnel and industrial relations officers  
124 Personnel, training and industrial relations  
managers  
722 Petrol pump forecourt attendants  
221 Pharmacists/pharmacologists  
386 Photographers, camera, sound and video  
equipment operators  
202 Physicists, geologists and meteorologists  
343 Physiotherapists  
218 Planning and quality control engineers  
502 Plasterers  
825 Plastics process operatives, moulders and extruders  
651 Playgroup leaders  
532 Plumbers, heating and ventilating engineers and  
related trades  
152 Police officers (inspector and above)  
610 Police officers (sergeant and below)  
940 Postal workers, mail sorters  
517 Precision instrument makers and repairers  
811 Preparatory fibre processors  
514 Press setters and setter-operators  
841 Press stamping and automatic machine operatives  
234 Primary (and middle school deemed primary) and  
nursery education teaching professionals  
561 Printers  
891 Printing machine minders and assistants  
154 Prison officers (principal officer and above)  
612 Prison service officers (below principal officer)  
217 Process and production engineers  
520 Production fitters (electrical/electronic)  
110 Production, works and maintenance managers  
387 Professional athletes, sports officials  
170 Property and estate managers  
290 Psychologists  
175 Publicans, innkeepers and club stewards  
122 Purchasing managers  
312 Quantity surveyors  
463 Radio and telegraph operators, other office  
communication system operators  
525 Radio, TV and video engineers  
922 Rail construction and maintenance workers  
882 Rail engine drivers and assistants  
883 Rail signal operatives and crossing keepers  
881 Rail transport inspectors, supervisors and guards  
631 Railway station staff  
461 Receptionist/telephonists

460 Receptionists  
933 Refuse and salvage collectors  
191 Registrars and administrators of educational establishments  
174 Restaurant and catering managers  
721 Retail cash desk and check-out operators  
007 Retired (unspecified)  
923 Road construction and maintenance workers  
957 Road sweepers  
871 Road transport depot inspectors and related occupations  
832 Rollers  
501 Roofers, slaters, tilers, sheeters, cladders  
731 Roundsmen/women and van salespersons  
864 Routine laboratory testers  
824 Rubber process operatives, moulding machine operatives, tyre builders  
720 Sales assistants  
505 Scaffolders, staggers, steeplejacks, riggers  
733 Scrap dealers, scrap metal merchants  
563 Screen printers  
880 Seafarers (merchant navy); barge, lighter and boat operatives  
233 Secondary (and middle school deemed secondary) education teaching professionals  
615 Security guards and related occupations  
553 Sewing machinists, menders, darners and embroiderers  
533 Sheet metal workers  
954 Shelf fillers  
332 Ship and hovercraft officers  
555 Shoe repairers, leather cutters and sewers, footwear lasters, makers and finishers, other leather making and repairing  
844 Shot blasters  
884 Shunters and points operatives  
932 Slingers  
530 Smiths and forge workers  
293 Social workers, probation officers  
214 Software engineers  
242 Solicitors  
235 Special education teaching professionals  
812 Spinners, doublers, twistors  
535 Steel erectors  
930 Stevedores, dockers  
441 Storekeepers and warehousemen/women  
141 Stores controllers  
440 Stores, despatch and production control clerks  
826 Synthetic fibre makers  
556 Tailors and dressmakers  
810 Tannery production operatives

362 Taxation experts  
874 Taxi, cab drivers and chauffeurs  
710 Technical and wholesale sales representatives  
523 Telephone fitters  
462 Telephone operators  
792 Telephone salespersons  
802 Tobacco process operatives  
515 Tool makers, tool fitters and markers-out  
261 Town planners  
491 Tracers, drawing office assistants  
614 Traffic wardens  
140 Transport managers  
177 Travel agency managers  
630 Travel and flight attendants  
120 Treasurers and company financial managers  
452 Typists and word processor operators  
544 Tyre and exhaust fitters  
690 Undertakers  
361 Underwriters, claims assessors, brokers, investment analysts  
008 Unemployed (unspecified)  
230 University and polytechnic teaching professionals  
542 Vehicle body repairers, panel beaters  
224 Veterinarians  
391 Vocational and industrial trainers  
621 Waiters, waitresses  
552 Warp preparers, bleachers, dyers and finishers  
890 Washers, screeners and crushers in mines and quarries  
892 Water and sewerage plant attendants  
550 Weavers  
863 Weighers, graders, sorters  
537 Welding trades  
371 Welfare, community and youth workers  
813 Winders, reelers  
956 Window cleaners  
791 Window dressers, floral arrangers  
897 Woodworking machine operatives

## **Appendix 9 - Subsets of Students for whom a Reduced Individualised Student Record is acceptable**

Not all fields within the full individualised student record will apply to any particular student. In addition, there are particular sub-sets of students for whom a reduced individualised record is acceptable.

The purpose of the reduced records is to allow a concession on the amount of data which has to be returned for certain categories of student, where this would be of help to institutions. The use of reduced records is optional, institutions may alternatively return a full record for all students if they prefer. The structure of the reduced records is as the full combined or student record 1996-97, but only a specified number of fields must be completed and will be validated. Other fields in the record structure may be returned either blank or with content. The specified fields for each reduced record are listed below.

There are two methods of submitting reduced returns:

- 1) To combine all reduced returns with the full return in one file and submit it using the control file record type and file name corresponding to the full return. (N.B. The 'late return of results' record MUST be submitted as a separate file.)
- 2) To submit the full return and each of the reduced returns separately. The Record type in the control file and the file name of the data file should correspond with the type of record contained in the submission.

Whichever method is used, subsequent REPLACE or APPEND transactions should be submitted using the same method.

(Further details about submission of reduced record types can be found in HESA Technical Bulletins or by contacting the IT team at HESA (IT@hesa.ac.uk).)

Sub-sets of students for whom a reduced individualised record is acceptable are:

Students in English and Welsh institutions following programmes of study which, over the whole financial year, do not amount to more than 10% of an FTE.

FE students at institutions in England and Wales who are not funded by HEFCE/FEFCE or HEFCW/FEFCW and who are following programmes of study of less than 120 guided learning hours per year.

Visiting and exchange-in students.

Dormant students.

For those students who leave the institution at the end of the academic/financial year 01 August - 31 July, but for whom results

are not known by the return date of the following 15 September,  
a late return of results information is acceptable.