

Field Nr.	Field Description	Field Abbrev'n	Field Length
1	Record type indicator	RECID	5
2	HESA institution identifier	INSTID	4
3	Campus identifier	CAMPID	1
4	Student identifier	HUSID	13
5	Scottish candidate number	SCOTVEC	9
6	FE student marker	FESTUMK	1
7	Family name	SURNAME	40
8	Forenames	FNAMES	40
9	Family name on 16th birthday	SNAME16	40
10	Date of birth	BIRTHDTE	10
11	Gender	GENDER	1
12	Domicile	DOMICILE	4
13	Nationality	NATION	4
14	Ethnicity	ETHNIC	2
15	Disability allowance	DISALL	1
16	Disability	DISABLE	2
17	Additional support band	ADSPBAND	2
18	Not used	LASTINST	7
19	Year left last institution	YRLLINST	4
20	Not used	QUALENT1	2
21	Highest qualification on entry	QUALENT2	2
22	Not used	QSTAT	1
23	Not used.	ALEVPTS	2
24	Not used.	HIGHPTS	2
25	Occupation code	OCCCODE	4
26	Date of commencement of programme	COMDATE	10
27	New entrant to HE	ENTRYCDE	1
28	Special students	SPCSTU	1
29	Teacher reference number	TREFNO	9
30	Year of student on this programme	YEARSTU	2
31	Term time accommodation	TTACCOM	1
32	Not used	FINYM	1
33	Reason for leaving institution/completing programme	RSNLEAVE	2
34	Completion status	CSTAT	1
35	Date left institution or completed the programme of study	DATELEFT	10
36	Good standing marker	PROGRESS	1
37	Qualification obtained 1	QUAL1	2
38	Qualification obtained 2	QUAL2	2
39	Classification	CLASS	2
40	Programme of study title	PTITLE	80
41	General qualification aim of student	QUALAIM	2
42	FE general qualification aim of student	FEQAIM	8
43	Subject(s) of qualification aim	SBJQA1	6
44	Subject of qualification aim 2	SBJQA2	4
45	Subject of qualification aim 3	SBJQA3	4
46	Proportion indicator	SBJBID	1
47	Awarding body 1	AWDBODY1	4
48	Awarding body 2	AWDBODY2	4
49	Expected length of study programme	SPLLENGTH	2
50	Units of length	UNITLGTH	1
51	Vocational level of course	VLEVEL	2
52	Special programmes	SPPRG	2
53	Teacher training course identifier	TTCID	1
54	ITT phase/scope	ITTPHSC	2
55	Bilingual ITT marker	BITTM	1
56	Teaching qualification sought sector	TQSSEC	1

57	Teaching qualification sought subject 1	TQSSUB1	3
58	Teaching qualification sought subject 2	TQSSUB2	3
59	Teaching qualification sought subject 3	TQSSUB3	3
60	Teaching qualification gained sector	TQGSEC	1
61	Teaching qualification gained subject 1	TQGSUB1	3
62	Teaching qualification gained subject 2	TQGSUB2	3
63	Teaching qualification gained subject 3	TQGSUB3	3
64	Major source of funding	MSFUND	2
65	Fundability code	FUNDCODE	1
66	Fee eligibility	FEEELIG	1
67	Fee band	FEEBAND	2
68	Major source of tuition fees	MSTUFEE	2
69	Not used	TARUNIT	5
70	Mode of study	MODE	2
71	Location of study	LOCSDY	1
72	Year of programme	YEARPRG	2
73	Length of current year of programme	YEARLGTH	2
74	Student FTE	STULOAD	5
75	Postcode	POSTCODE	8
76	PGCE - subject of undergraduate degree	PGCESBJ	6
77	PGCE - classification of undergraduate degree	PGCECLSS	2
78	Religion	RELIG	1
79	Not used	PRIMLG	1
80	Not used	ST12	1
81	SLDD - Discrete provision	ST13	1
82	Not used	STFEES	6
83	Amount of tuition fees received/expected for the student	RECFEE	6
84	Reason for partial or full non-payment of tuition fees	NONPAY	2
85	Module identifier 1	MODULE01	12
86	Module identifier 2	MODULE02	12
87	Module identifier 3	MODULE03	12
88	Module identifier 4	MODULE04	12
89	Module identifier 5	MODULE05	12
90	Module identifier 6	MODULE06	12
91	Module identifier 7	MODULE07	12
92	Module identifier 8	MODULE08	12
93	Module identifier 9	MODULE09	12
94	Module identifier 10	MODULE10	12
95	Module identifier 11	MODULE11	12
96	Module identifier 12	MODULE12	12
97	Module identifier 13	MODULE13	12
98	Module identifier 14	MODULE14	12
99	Module identifier 15	MODULE15	12
100	Module identifier 16	MODULE16	12
101	Module 1 proportion of teaching in Welsh	MODPW1	5
102	Module 2 proportion of teaching in Welsh	MODPW2	5
103	Module 3 proportion of teaching in Welsh	MODPW3	5
104	Module 4 proportion of teaching in Welsh	MODPW4	5
105	Module 5 proportion of teaching in Welsh	MODPW5	5
106	Module 6 proportion of teaching in Welsh	MODPW6	5
107	Module 7 proportion of teaching in Welsh	MODPW7	5
108	Module 8 proportion of teaching in Welsh	MODPW8	5
109	Module 9 proportion of teaching in Welsh	MODPW9	5
110	Module 10 proportion of teaching in Welsh	MODPW10	5
111	Module 11 proportion of teaching in Welsh	MODPW11	5
112	Module 12 proportion of teaching in Welsh	MODPW12	5
113	Module 13 proportion of teaching in Welsh	MODPW13	5
114	Module 14 proportion of teaching in Welsh	MODPW14	5

115	Module 15 proportion of teaching in Welsh	MODPW15	5
116	Module 16 proportion of teaching in Welsh	MODPW16	5
117	Module 1 result	MODRES01	1
118	Module 2 result	MODRES02	1
119	Module 3 result	MODRES03	1
120	Module 4 result	MODRES04	1
121	Module 5 result	MODRES05	1
122	Module 6 result	MODRES06	1
123	Module 7 result	MODRES07	1
124	Module 8 result	MODRES08	1
125	Module 9 result	MODRES09	1
126	Module 10 result	MODRES10	1
127	Module 11 result	MODRES11	1
128	Module 12 result	MODRES12	1
129	Module 13 result	MODRES13	1
130	Module 14 result	MODRES14	1
131	Module 15 result	MODRES15	1
132	Module 16 result	MODRES16	1
133	UCAS Number	UCASNUM	9
134	Institution's own identifier for student	OWNSTU	20
135	Institution's own programme of study identifier	OWNPSD	20
136	Student instance number	NUMHUS	20
137	Suspension of active studies	NOTACT	1
138	Type of programme year	TYPEYR	1
139	Level applicable to Funding Council HESES.	FUNDLEV	2
140	Completion of Year of programme of study.	FUNDCOMP	1
141	Destination	DESTIN	2
142	Not used	ALEVELS	2
143	Not used	HIGHERS	2
144	Not used	VOCQUALS	2
145	Not used	ALEVSBJ	2
146	Outcome of ITT programme	OUTCOME	1
147	Not used	NURSREF	8
148	Additional identifier field	ADDID	30
149	University for Industry (UFI) place	UFIPLACE	1
150	Collaboration/Franchising	FRNCHACT	1
151	Institution's own campus identifier.	INSTCAMP	1
152	Socio-economic classification	SEC	1
153	Occupation code 2	SOC2000	4
154	Previous institution attended	PREVINST	8
155	Regulatory body for health and social care students	REGBODY	2
156	Regulatory body reference number	DHREGREF	8
157	Department of Health funding body	DHFUND	5
158	NHS employer	NHSEMP	5
159	Number of GCE AS	GCEASN	1
160	Tariff score for GCE AS	GCEASTS	3
161	Number of VCE AS	VCEASN	1
162	Tariff score for VCE AS	VCEASTS	3
163	Number of GCE A level	GCEAN	1
164	Tariff score for GCE A level	GCEATS	3
165	Number of VCE A level	VCEAN	1
166	Tariff score for VCE A level	VCEATS	3
167	Number of key skills qualification	KSQN	1
168	Tariff score for key skills qualification	KSQTS	3
169	Number of 1-unit key skills award	UKSAN	1
170	Tariff score for 1-unit key skills award	UKSATS	3
171	Number of Scottish Advanced Higher	SAHN	1
172	Tariff score for Scottish Advanced Higher	SAHTS	3

173	Number of Scottish Higher	SHN	1
174	Tariff score for Scottish Higher	SHTS	3
175	Number of Scottish Intermediate 2	SI2N	1
176	Tariff score for Scottish Intermediate 2	SI2TS	3
177	Number of Scottish Standard Grade Credit	SSGCN	1
178	Tariff score for Scottish Standard Grade Credit	SSGCTS	3
179	Number of Scottish Core Skills	SCSN	1
180	Tariff score for Scottish Core Skills	SCSTS	3
181	Number of Advanced Extension Awards	AEAN	1
182	Tariff score for Advanced Extension Awards	AENTS	3
183	Total tariff score	TOTALTS	3
184	Number of CACHE qualifications	CACHEN	1
185	Tariff score for CACHE qualifications	CACHETS	3
186	Number of BTEC National	BTECN	1
187	Tariff score for BTEC National	BTECTS	3
188	Tariff score for International Baccalaureate	IBTS	3
189	Tariff score for Irish Leaving Certificate	ILCTS	3
190	Tariff score for Music, Drama, Performing Arts	MDPATS	3
191	Guided learning hours	GLHRS	5
192	Marital status	MARSTAT	2
193	Dependants	DEPEND	2
194	Eligibility for enhanced funding	ELIGENFD	2
195	Additional support cost	ADDSUPCT	6
196	Learning difficulty	LEARNDF	2
197	Implied rate of Council partial funding	IMPRATE	3
198	Government initiatives	GOVINIT	4
199	Number of units completed	NUMUNITS	2
200	Number of units to achieve full qualification	NOUNTACH	2
201	Eligibility for disadvantage uplift	ELIDISUP	2
202	Disadvantage uplift factor	DISUPFAC	6
203	Franchised out arrangements	FROUTARR	2
204	Employer role	EMPROLE	1
205	Franchise Partner	FRANPART	8
206	Welsh speaker indicator	WELSSP	1
207	National identity 1	NATIOND1	1
208	National identity 2	NATIOND2	1
209	Welsh Baccalaureate Advanced Diploma	WELBACC	1

Field Nr.	Field Description	Field Abbrev'n	Field Length
1	Record type indicator	RECID	5

STATUS Compulsory.

VALID ENTRIES

- 05012 Student record.
- 05112 Students on low credit-bearing courses - English and Welsh institutions only (Student record).
- 05212 Reduced FE record - English and Welsh institutions only (Student record).
- 05312 Visiting and Exchange Students (Student Record).
- 05412 Dormant Students (Student Record).
- 05712 Students studying wholly overseas (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. Details of reduced records are given in C05011 Reduced Individualised Records.

Institutions are now strongly encouraged to return any student studying for the whole of their programme of study outside the UK. These students should be identified using code 7 'Student studying for the whole of their programme of study (to date) outside of the UK' in this field. A reduced return has been introduced in order to increase coverage of the record to include these students. The status of this request for information is that it is not currently a condition of funding, except where the students are funded by the relevant funding council.

REASON REQUIRED To identify collection and record.

Field Nr.	Field Description	Field Abbrev'n	Field Length
2	HESA institution identifier	INSTID	4

STATUS Compulsory.

VALID ENTRIES

- 0001 The Open University.
- 0002 Cranfield University.
- 0003 Royal College of Art.
- 0006 The Royal College of Nursing.
- 0007 Bishop Grosseteste College.
- 0009 Buckinghamshire Chilterns University College.
- 0010 Central School of Speech and Drama.
- 0011 University of Chester.
- 0012 Canterbury Christ Church University.
- 0013 York St John University College.
- 0014 College of St Mark and St John.
- 0015 Dartington College of Arts.
- 0016 Edge Hill University.
- 0017 University College Falmouth.
- 0018 Harper Adams University College.
- 0021 The University of Winchester.
- 0023 Liverpool Hope University.
- 0024 University of the Arts, London.
- 0026 University of Bedfordshire.
- 0027 The University of Northampton.
- 0028 Newman College of Higher Education.
- 0030 Ravensbourne College of Design and Communication.
- 0031 Roehampton University.
- 0032 Rose Bruford College.
- 0033 Royal Academy of Music.
- 0034 Royal College of Music.
- 0035 Royal Northern College of Music.
- 0037 Southampton Solent University.
- 0038 St Martin's College.
- 0039 St Mary's College.
- 0040 Trinity and All Saints College.
- 0041 Trinity Laban.
- 0046 The University of Worcester.
- 0047 Anglia Ruskin University.
- 0048 Bath Spa University.
- 0049 The University of Bolton.
- 0050 Bournemouth University.
- 0051 The University of Brighton.
- 0052 University of Central England in Birmingham.
- 0053 The University of Central Lancashire.

0054 University of Gloucestershire.
0056 Coventry University.
0057 University of Derby.
0058 The University of East London.
0059 The University of Greenwich.
0060 University of Hertfordshire.
0061 The University of Huddersfield.
0062 The University of Lincoln.
0063 Kingston University.
0064 Leeds Metropolitan University.
0065 Liverpool John Moores University.
0066 The Manchester Metropolitan University.
0067 Middlesex University.
0068 De Montfort University.
0069 The University of Northumbria at Newcastle.
0071 The Nottingham Trent University.
0072 Oxford Brookes University.
0073 The University of Plymouth.
0074 The University of Portsmouth.
0075 Sheffield Hallam University.
0076 London South Bank University.
0077 Staffordshire University.
0078 The University of Sunderland.
0079 The University of Teesside.
0080 Thames Valley University.
0081 University of the West of England, Bristol.
0082 The University of Chichester.
0083 The University of Westminster.
0084 Wimbledon School of Art.
0085 The University of Wolverhampton.
0086 The University of Wales, Newport.
0087 The North-East Wales Institute of Higher Education.
0089 University of Wales Institute, Cardiff.
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.
0100 Queen Margaret University College, Edinburgh.
0101 The Royal Scottish Academy of Music and Drama.
0104 The Robert Gordon University.
0105 The University of Paisley.
0106 Glasgow Caledonian University.
0107 Napier University.
0108 Aston University.
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.
0123 The University of Lancaster.
0124 The University of Leeds.
0125 The University of Leicester.
0126 The University of Liverpool.
0127 Birkbeck College.
0131 Goldsmiths College.
0132 Imperial College of Science, Technology & Medicine.
0133 Institute of Education.
0134 King's 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.
0141 Royal Holloway and Bedford New College.
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.
0149 University College London.
0151 University of London (Institutes and activities).
0152 Loughborough University.
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.
0167 The University of Edinburgh.
0168 The University of Glasgow.
0169 The University of Strathclyde.
0170 The University of Aberdeen.

0171 Heriot-Watt University.
 0172 The University of Dundee.
 0173 The University of St Andrews.
 0174 The University of Stirling.
 0175 Scottish Agricultural College.
 0176 The University of Wales, Lampeter.
 0177 University of Wales, Aberystwyth.
 0178 University of Wales, Bangor.
 0179 Cardiff University.
 0180 University of Wales, Swansea.
 0182 Royal Welsh College of Music and Drama.
 0184 The Queen's University of Belfast.
 0185 University of Ulster.
 0186 The University of Wales (central functions).
 0188 The Institute of Cancer Research.
 0189 Writtle College.
 0190 Norwich School of Art and Design.
 0191 Northern School of Contemporary Dance.
 0192 Cumbria Institute of the Arts.
 0193 Stranmillis University College.
 0194 St. Mary's University College.
 0195 Royal Agricultural College.
 0196 UHI Millennium Institute.
 0197 The Arts Institute at Bournemouth.
 0198 Bell College.
 0199 Conservatoire for Dance and Drama.
 0200 Birmingham College of Food, Tourism and Creative
 Studies.
 0201 Courtauld Institute of Art.
 0202 London Metropolitan University.
 0203 The University of Buckingham.
 0204 The University of Manchester.
 0205 Heythrop College.
 0206 The University College for the Creative Arts at
 Canterbury, Epsom, Farnham, Maidstone, Rochester.
 0207 Leeds College of Music.
 0208 Guildhall School of Music & Drama.

DESCRIPTION

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.

NOTES

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.

EXAMPLE

0113 Brunel University.

REASON REQUIRED

To identify source of record; used by HESA and all Statutory Customers to identify institution of student.

Field Nr.	Field Description	Field Abbrev'n	Field Length
3	Campus identifier	CAMPID	1

STATUS Compulsory.

VALID ENTRIES

A 1 character 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 The guidance for the current Campus identifier Field 3 CAMPID has been changed, to show distinct physical site only.

Institutions should use Field 166, Institution's own campus identifier, to identify groups of students, such as nurses or continuing education students, for their own purposes, since these may not be mutually exclusive to the strengthened requirement for field 3, Campus identifier.

The criteria for assessing whether a campus identifier is appropriate are as follows:

- A separate campus identifier should be used if a substantial number of students are studying on a campus at a substantial distance from where the main institution is based, such that it would be regarded as not being in the same city/town. Greater London can be treated as a single entity. This is to facilitate analysis of geographic patterns of study.
- A separate campus identifier should be used when a merger takes place, to identify any merged institutions as separate campuses if they fit the criteria specified.
- Campus identifiers can only be used where a student can be associated with a single site. 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.
- Although this field is compulsory, in the majority of cases, it will default to the generic value 'A' indicating the entire institution or main campus.

- HEFCE expect separate campus identifiers for any part of the institution funded separately e.g. 0151 London University - Senate Institutes.

An institution that wishes separately to identify campuses may do so by using any alphanumeric character except for 'A' in field 3. Only those CAMPID codes submitted to HESA as part of the Campus Information System can be returned in this field.

REASON REQUIRED To allow breakdown by campus, and hence geographical location of study, for multi-campus institutions.

Field Nr.	Field Description	Field Abbrev'n	Field Length
4	Student identifier	HUSID	13

STATUS Compulsory.

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 s/he may attend. The objective is that the use of this number will facilitate 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. For students entering through UCAS this information will be available from UCAS via the *J transaction. Other entrants to institutions will be allocated a student identifier by the institution.

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, the HUSID look-up service (HLS) should be used to determine any previously allocated HUSID.

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. Institutions are NOT expected to seek student identifiers from previous institutions.

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.

Linkage between different years of a student on a programme of study will be through the HIN, a combination of field 4, Student identifier, and field 2, Institution identifier, and field 151/136, Student instance number (HUSID + INSTID + NUMHUS or HIN). C05011 HIN Reports provides further guidance on the importance of maintaining the HIN link across years.

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 0s .

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. The year identifier must not be updated.

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 1998 at Royal Holloway, University of London is allocated the internal number 123456. The check digit calculation for the student's reference number, 981141123456, would be calculated as :

Number	9	8	1	1	4	1
Weight	1	3	7	9	1	3
Product	9	24	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 185, the final digit being 5, so the

check digit is $10 - 5$, or 5. The full identifier is therefore 9811411234565.

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 The most significant key into the set of records for file management and record linkage.

Field Nr.	Field Description	Field Abbrev'n	Field Length
5	Scottish candidate number	SCOTVEC	9

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.

VALID ENTRIES

A 9 digit alphanumeric code.

DESCRIPTION The Scottish candidate number (formerly SCOTVEC number) is allocated to pupils at school and in FE colleges who undertake Scottish Qualifications Authority (formerly 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 collects the Scottish candidate number for all Scottish domiciled new entrants. Institutions in Scotland will need to collect this information for direct entrants of Scottish domicile.

For students entering through UCAS this information will be available from UCAS via the *J transaction.

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

Allows linkage between HESA records and earlier records of achievement on pre-HE Scottish courses. 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
6	FE student marker	FESTUMK	1

STATUS Compulsory for all students in English or Welsh institutions.

VALID ENTRIES

- 1 The student is an LSC/NC-ELWa FE funded learner studying at FE level.
- 2 The student is not an LSC/NC-ELWa FE funded learner nor is the learner studying at FE level.
- 3 The student is an LSC/NC-ELWa FE funded learner studying at HE level.
- 4 The student is not an LSC/NC-ELWa FE funded learner but is studying at FE level.

DESCRIPTION An indicator to identify students at HE institutions who are studying at FE level or are funded by LSC or NC-ELWa.

NOTES 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 LSC or NC-ELWa (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.

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.

'Access to HE' courses are regarded as FE level courses.

Foundation years are usually regarded as HE level.

REASON REQUIRED To distinguish between FE and HE level of study, and between FE and HE funding, so as to allow separation of HE and FE work and funding in HEIs.

Field Nr.	Field Description	Field Abbrev'n	Field Length
7	Family name	SURNAME	40

STATUS Compulsory.

VALID ENTRIES

' . -/ A 40 character alpha code.

DESCRIPTION

The Family name is usually the surname of the student.

NOTES

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.

For students entering through UCAS this information will be available from UCAS via the *J.

REASON REQUIRED

To facilitate HESA checking data with institutions and for Statutory Customers to link student records collected by HESA for statistical purposes.

Field Nr.	Field Description	Field Abbrev'n	Field Length
8	Forenames	FNAMES	40

STATUS Compulsory.

VALID ENTRIES

' . -/ A 40 character alpha code.

DESCRIPTION

The Forenames field records the forenames of the student.

NOTES

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.

For students entering through UCAS this information will be available from UCAS via the *J transaction.

REASON REQUIRED

To facilitate HESA checking data with institutions and for Statutory Customers to link student records collected by HESA for statistical purposes.

Field Nr.	Field Description	Field Abbrev'n	Field Length
9	Family name on 16th birthday	SNAME16	40

STATUS Not compulsory.

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 To facilitate HESA checking data with institutions and for Statutory Customers to link student records collected by HESA for statistical purposes.

Field Nr.	Field Description	Field Abbrev'n	Field Length
10	Date of birth	BIRTHDTE	10

STATUS Compulsory.

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 or 31/12/9999.

If an institution returns the date of birth in the format YYYYMMDD then this date must be left justified.

For students entering through UCAS this information will be available from UCAS via the *J transaction.

REASON REQUIRED To permit age-based analysis and also facilitate record linkage across collections.

Field Nr.	Field Description	Field Abbrev'n	Field Length
11	Gender	GENDER	1

STATUS Compulsory.

VALID ENTRIES

F Female.
M Male.

DESCRIPTION This field identifies the gender of the student.

NOTES Consistent with UCAS usage.

For students entering through UCAS this information will be available from UCAS via the *J transaction.

REASON REQUIRED To permit gender-based analysis and also facilitate record linkage across collections.

Field Nr.
12 Domicile

Field Abbrev'n
DOMICILE

Field Length
4

STATUS Compulsory.

VALID ENTRIES

- 1601 Yemen. Also South Yemen, Yemen (Republic of), Socotra, People's Democratic Republic of Yemen, Aden, Yemen (South), Yemen (North). North Yemen, Yemen Arab Republic.
- 1602 Afghanistan.
- 1603 Albania.
- 1604 Algeria.
- 1605 Andorra.
- 1606 Angola. Also Cabinda, Portuguese West Africa, West Africa (Portuguese).
- 1607 Antigua and Barbuda. Also Barbuda and Antigua.
- 1608 Argentina.
- 1609 Australia. Also Christmas Island, Norfolk Island, Keeling Islands, Cocos Islands.
- 1610 Austria.
- 1611 Bahamas.
- 1612 Bahrain.
- 1613 Barbados.
- 1614 Belgium.
- 1615 Bermuda.
- 1616 Bhutan.
- 1617 Bolivia.
- 1618 Botswana. Also Bechuanaland.
- 1619 Brazil.
- 1620 Brunei.
- 1621 Bulgaria.
- 1622 Burma. Also Myanmar.
- 1623 Burundi. Also Urundi.
- 1624 Cambodia. Also Kampuchea, Khmer Republic.
- 1625 Cameroon.
- 1626 Canada.
- 1627 Central African Republic.
- 1628 Sri Lanka. Also Ceylon.
- 1629 Chad. Also Tchad.
- 1630 Chile.
- 1631 China (People's Republic of).
- 1632 Colombia.
- 1633 Congo (Democratic Republic). Also Belgian Congo, Zaire.
- 1634 Congo (People's Republic). Also Congolese Republic
Brazzaville.

1635 Costa Rica.
1636 Cuba.
1637 Dutch West Indies. Also Bonaire, Aruba, Curacao (Dutch), Dutch Curacao, Saba, Netherlands Antilles, St Martin (South), St Eustatius, Antilles(Netherlands).
1638 Cyprus.
1639 Czech Republic. Also Czechoslovakia.
1640 Benin. Also Dahomey.
1641 Denmark.
1642 Dominica.
1643 Dominican Republic.
1645 Ecuador. Also Galapagos.
1646 El Salvador. Also Salvador.
1647 Tuvalu. Also Ellice Islands.
1648 Ethiopia. Also Abyssinia.
1649 Falkland Islands.
1650 Fiji.
1651 Finland.
1652 Taiwan. Also China (Taiwan), Formosa.
1653 France. Also French Guiana, French Overseas Depts (DCMS), French West Indies, Miquelon (St Pierre &), St Pierre and Miquelon, St Martin (North), Reunion, Martinique, Guadeloupe, Guiana (French).
1654 Gabon.
1655 Gambia. Also Senegambia.
1656 Germany.
1658 Ghana. Also Gold Coast.
1659 Gibraltar.
1660 Kiribati. Also Gilbert Islands.
1661 Greece. Also Crete, Corfu.
1662 Grenada.
1663 Guatemala.
1664 Guinea. Also Guinea (French).
1665 Guyana. Also British Guiana, Guiana (British).
1666 Haiti.
1667 Honduras.
1668 Belize. Also British Honduras, Honduras British.
1669 Hong Kong.
1670 Hungary.
1671 Iceland.
1672 India. Also Sikkim.
1673 Indonesia. Also Kalimantan (South Borneo), West Timor, Celebes, Borneo South, Sumatra, Maluku, West Irian, Timor (East) Portuguese, Sulawesi, South Borneo, Java, Irian Jaya, Irian Barat, Irian (West), Timor (West), Molluccas, Portuguese Timor.
1674 Iran. Also Persia.
1675 Iraq.

1676 Irish Republic. Also Ireland (Republic of), Eire.
1677 Israel.
1678 Italy. Also Holy See, Vatican City.
1679 Ivory Coast. Also Cote d'Ivoire.
1680 Jamaica.
1681 Japan.
1682 Jordan.
1683 Kenya.
1684 South Korea. Also Korea, Republic of Korea (South Korea).
1685 North Korea. Also Korea North, Democratic People's Republic of Korea.
1686 Kuwait.
1687 Laos. Also Lao People's Democratic Republic.
1688 Lebanon.
1689 Leeward Islands (not otherwise specified).
1690 Lesotho. Also Basutoland.
1691 Liberia.
1692 Libya. Also Libyan Arab Jamahiriya, Great Socialist People's, Great Socialist People's Libyan Arab Jamahiriya.
1693 Luxembourg.
1694 Macao.
1695 Madagascar. Also Malagasy Republic.
1696 Malawi. Also Nyasaland.
1698 Malaysia. Also Sarawak, North Borneo, Borneo North, Malaya, Sabah.
1699 Mali.
1700 Malta.
1701 Mauritania.
1702 Mauritius.
1703 Mexico.
1704 Mongolia. Also Outer Mongolia.
1705 Monserrat.
1706 Morocco. Also Western Sahara, Sahara (West), Tangier.
1707 Mozambique. Also East Africa (Portugese), Portuguese East Africa.
1708 Oman. Also Muscat and Oman.
1709 Nepal.
1710 Netherlands. Also Holland.
1713 Vanuatu. Also New Hebrides.
1714 New Zealand. Also Niue, Tokelau, Cokelau, Cook Islands.
1715 Nicaragua.
1716 Niger.
1717 Nigeria.
1718 Norway.

1721 Pakistan. Also Pakistan (West).
1722 Panama.
1723 Papua New Guinea. Also New Guinea.
1724 Paraguay.
1725 Peru.
1726 Philippines.
1727 Poland.
1728 Portugal. Also Madeira, Azores.
1730 Puerto Rico.
1731 Qatar.
1732 Zimbabwe. Also Rhodesia Southern, Southern Rhodesia.
1733 Romania. Also Rumania.
1734 Rwanda.
1735 St Helena Dependencies. Also Ascension, Tristan de Cunha.
1736 St Kitts and Nevis. Also St. Christopher and Nevis.
1737 St Lucia.
1738 St Vincent & the Grenadines. Also Grenadines.
1741 Samoa. Also Westem Samoa.
1743 Saudi Arabia.
1744 Seychelles.
1745 Sierra Leone.
1746 Singapore.
1747 Solomon Islands.
1748 Somalia. Also Somali Democratic Republic.
1749 Djibouti. Also Afars and Issas Territory, Somaliland (French), French Somaliland, French Territory of the Afars & Issas.
1750 South Africa.
1751 Spain. Also Melilla, Ceuta, Canary Islands, Balearic Islands.
1752 Sudan.
1753 Surinam. Also Guiana (Dutch), Dutch Guiana, Suriname.
1754 Swaziland.
1755 Sweden.
1756 Switzerland.
1757 Syria. Also Syrian Arab Republic.
1759 Tanzania. Also Tanganyika, Zanzibar.
1760 Thailand. Also Siam.
1762 Togo.
1763 Trinidad & Tobago.
1764 United Arab Emirates. Also Umm al-Qaiwan, Trucial States, Sharjah, Fujairah, Abu Dhabi, Ajman, Dubai, Ras al-Kaimah.
1765 Tunisia.
1766 Turkey.

1767 Uganda.
1768 Egypt. Also United Arab Republic.
1769 Burkina. Also Burkina-Faso, Upper Volta.
1770 Uruguay.
1771 United States. Also USA, Northern Marianas,
Commonwealth of, Virgin Is (US).
1772 CIS (Commonwealth of Independent States). Also
USSR (not otherwise specified), USSR.
1773 Venezuela.
1774 Vietnam.
1776 British Virgin Islands. Also Virgin Is (British).
1777 West Indies (not otherwise specified).
1778 Windward Islands (not elsewhere specified).
1780 Serbia and Montenegro.
1781 Zambia. Also Rhodesia Northern, North Rhodesia.
1782 Not known.
1783 Stateless.
1784 Tonga.
1785 Senegal.
1787 Bangladesh. Also Pakistan (East), East Pakistan,.
1788 Cape Verde Islands.
1789 Cayman Islands.
1790 Equatorial Guinea. Also Guinea (Equatorial), Guinea
(Spanish), Spanish Guinea.
1793 Maldives. Also Maldiv Islands.
1796 US Trust Territories of the Pacific Islands (inc America
Samoa & the Trust Territories). Also Palau, Guam, Trust
Territories American, American Samoa, American Trust
Territories, Samoa (US), Pacific Territories US.
1798 Namibia. Also South West Africa, Walvis Bay.
1799 Turks & Caicos Islands.
1801 British Antarctic Territory. Also British Antarctica,
Antarctica British.
1802 Guinea-Bissau. Also Portuguese Guinea, Guinea
(Portuguese).
1803 Sao Tome & Principe. Also Principe (Sao Tome),.
1804 Comoros.
1805 Nauru.
1821 Mayotte. Also French Territorial Collectives.
1822 French Possessions nor elsewhere classified. Also
French Polynesia, New Caledonia, Antarctica French,
French Overseas Territories (TCMS), Loyalty Islands,
Polynesia (French), Marquesas Islands, Tahiti, Society
Islands, Wallis and Futuna, Futuna (Wallis &).
1823 Pitcairn Islands.
1824 Anguilla.
1825 Monaco.
1826 San Marino.

1827 Liechtenstein.
1828 Greenland. Also Faroe Islands.
1829 British Indian Ocean Territory. Also Chagos Archipelago, 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. Also Byelorussia.
1839 Kazakhstan.
1840 Kyrgyzstan. Also Kirgizia.
1841 Moldova. Also Moldavia.
1842 Russia.
1843 Tajikistan.
1844 Turkmenistan.
1845 Ukraine.
1846 Uzbekistan.
1847 Georgia.
1850 Slovakia.
1851 Macedonia. Also Skopje.
1853 Bosnia and Herzegovina.
1860 Eritrea.
1861 Marshall Islands.
1862 Micronesia. Also Kosrae, Ponape, Chuuk, Yap, Truk, Caroline Islands.
1863 East Timor.
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.

DESCRIPTION

The Domicile field is taken here to be the 4 digit 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.

For students entering through UCAS this information will be available from UCAS via the *J transaction.

This is a compulsory field as it plays a major role for statistics.

The country code should be entered as in Appendix 4.

NOTES

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.

Domicile and nationality coding for students from China:-

The following guidance on the coding of field 12 DOMICILE and field 13 NATION for students from specific parts of China is based on advice recently received from the Foreign & Commonwealth Office. Code 1631, People's Republic of China (PRC) should be used where relevant in cases not covered by the guidance.

Code 1669 Hong Kong appears separately for historical and immigration reasons as this Special Administrative Region issues different passports from those of the PRC. This code is not regarded as having any implications for issues of nationality, but should continue to be used in both the domicile and nationality fields.

Code 1694 Macao appears separately for historical and immigration reasons as this Special Administrative Region issues different passports from those of the PRC. This code is not regarded as having any implications for issues of nationality, but should continue to be used in both the domicile and nationality fields.

Code 1652 Taiwan - The United Kingdom acknowledges the position of the Chinese Government that Taiwan is a province of China and recognises the Chinese Government as the sole legal government of China. The United Kingdom does not recognise Taiwan as a state and does not have diplomatic relations with Taiwan. However, because the United Kingdom accepts passports issued by the Taiwanese Authorities for immigration purposes, it is necessary to use a separate country code 1652, Taiwan, in both the domicile and nationality fields. This has no bearing on the United Kingdom's position on Taiwan's status.

Tibet - The mention of Tibet alongside code 1631, People's Republic of China, has been removed. It had been there solely to ensure that anyone giving 'Tibet' as a country of domicile or a nationality was coded as 'People's Republic

of China', and this practice should continue. There was no implication that 'Tibet' represented a separate domicile or nationality, and there is not and never has been a separate code for it.

Institutions are advised to quote the relevant guidance in response to any query.

REASON REQUIRED

To distinguish between home and overseas students and to disaggregate students by origin.

To obtain the numbers of students domiciled in particular EC countries and elsewhere abroad, and hence calculate participation rates.

To forecast the demand for student allowances and grants.

To record cross border flows.

Field Nr.
13

Field Description
Nationality

Field Abbrev'n
NATION

Field Length
4

STATUS

Not compulsory.

VALID ENTRIES

- 1601 Yemen. Also South Yemen, Yemen (Republic of), Socotra, People's Democratic Republic of Yemen, Aden, Yemen (South), Yemen (North). North Yemen, Yemen Arab Republic.
- 1602 Afghanistan.
- 1603 Albania.
- 1604 Algeria.
- 1605 Andorra.
- 1606 Angola. Also Cabinda, Portuguese West Africa, West Africa (Portuguese).
- 1607 Antigua and Barbuda. Also Barbuda and Antigua.
- 1608 Argentina.
- 1609 Australia. Also Christmas Island, Norfolk Island, Keeling Islands, Cocos Islands.
- 1610 Austria.
- 1611 Bahamas.
- 1612 Bahrain.
- 1613 Barbados.
- 1614 Belgium.
- 1615 Bermuda.
- 1616 Bhutan.
- 1617 Bolivia.
- 1618 Botswana. Also Bechuanaland.
- 1619 Brazil.
- 1620 Brunei.
- 1621 Bulgaria.
- 1622 Burma. Also Myanmar.
- 1623 Burundi. Also Urundi.
- 1624 Cambodia. Also Kampuchea, Khmer Republic.
- 1625 Cameroon.
- 1626 Canada.
- 1627 Central African Republic.
- 1628 Sri Lanka. Also Ceylon.
- 1629 Chad. Also Tchad.
- 1630 Chile.
- 1631 China (People's Republic of).
- 1632 Colombia.
- 1633 Congo (Democratic Republic). Also Belgian Congo, Zaire.
- 1634 Congo (People's Republic). Also Congolese Republic
Brazzaville.

1635 Costa Rica.
1636 Cuba.
1637 Dutch West Indies. Also Bonaire, Aruba, Curacao (Dutch), Dutch Curacao, Saba, Netherlands Antilles, St Martin (South), St Eustatius, Antilles(Netherlands).
1638 Cyprus.
1639 Czech Republic. Also Czechoslovakia.
1640 Benin. Also Dahomey.
1641 Denmark.
1642 Dominica.
1643 Dominican Republic.
1645 Ecuador. Also Galapagos.
1646 El Salvador. Also Salvador.
1647 Tuvalu. Also Ellice Islands.
1648 Ethiopia. Also Abyssinia.
1649 Falkland Islands.
1650 Fiji.
1651 Finland.
1652 Taiwan. Also China (Taiwan), Formosa.
1653 France. Also French Guiana, French Overseas Depts (DCMS), French West Indies, Miquelon (St Pierre &), St Pierre and Miquelon, St Martin (North), Reunion, Martinique, Guadeloupe, Guiana (French).
1654 Gabon.
1655 Gambia. Also Senegambia.
1656 Germany.
1658 Ghana. Also Gold Coast.
1659 Gibraltar.
1660 Kiribati. Also Gilbert Islands.
1661 Greece. Also Crete, Corfu.
1662 Grenada.
1663 Guatemala.
1664 Guinea. Also Guinea (French).
1665 Guyana. Also British Guiana, Guiana (British).
1666 Haiti.
1667 Honduras.
1668 Belize. Also British Honduras, Honduras British.
1669 Hong Kong.
1670 Hungary.
1671 Iceland.
1672 India. Also Sikkim.
1673 Indonesia. Also Kalimantan (South Borneo), West Timor, Celebes, Borneo South, Sumatra, Maluku, West Irian, Timor (East) Portuguese, Sulawesi, South Borneo, Java, Irian Jaya, Irian Barat, Irian (West), Timor (West), Molluccas, Portuguese Timor.
1674 Iran. Also Persia.
1675 Iraq.

1676 Irish Republic. Also Ireland (Republic of), Eire.
1677 Israel.
1678 Italy. Also Holy See, Vatican City.
1679 Ivory Coast. Also Cote d'Ivoire.
1680 Jamaica.
1681 Japan.
1682 Jordan.
1683 Kenya.
1684 South Korea. Also Korea, Republic of Korea (South Korea).
1685 North Korea. Also Korea North, Democratic People's Republic of Korea.
1686 Kuwait.
1687 Laos. Also Lao People's Democratic Republic.
1688 Lebanon.
1689 Leeward Islands (not otherwise specified).
1690 Lesotho. Also Basutoland.
1691 Liberia.
1692 Libya. Also Libyan Arab Jamahiriya, Great Socialist People's, Great Socialist People's Libyan Arab Jamahiriya.
1693 Luxembourg.
1694 Macao.
1695 Madagascar. Also Malagasy Republic.
1696 Malawi. Also Nyasaland.
1698 Malaysia. Also Sarawak, North Borneo, Borneo North, Malaya, Sabah.
1699 Mali.
1700 Malta.
1701 Mauritania.
1702 Mauritius.
1703 Mexico.
1704 Mongolia. Also Outer Mongolia.
1705 Monserrat.
1706 Morocco. Also Western Sahara, Sahara (West), Tangier.
1707 Mozambique. Also East Africa (Portugese), Portuguese East Africa.
1708 Oman. Also Muscat and Oman.
1709 Nepal.
1710 Netherlands. Also Holland.
1713 Vanuatu. Also New Hebrides.
1714 New Zealand. Also Niue, Tokelau, Cokelau, Cook Islands.
1715 Nicaragua.
1716 Niger.
1717 Nigeria.
1718 Norway.

1721 Pakistan. Also Pakistan (West).
1722 Panama.
1723 Papua New Guinea. Also New Guinea.
1724 Paraguay.
1725 Peru.
1726 Philippines.
1727 Poland.
1728 Portugal. Also Madeira, Azores.
1730 Puerto Rico.
1731 Qatar.
1732 Zimbabwe. Also Rhodesia Southern, Southern Rhodesia.
1733 Romania. Also Rumania.
1734 Rwanda.
1735 St Helena Dependencies. Also Ascension, Tristan de Cunha.
1736 St Kitts and Nevis. Also St. Christopher and Nevis.
1737 St Lucia.
1738 St Vincent & the Grenadines. Also Grenadines.
1741 Samoa. Also Western Samoa.
1743 Saudi Arabia.
1744 Seychelles.
1745 Sierra Leone.
1746 Singapore.
1747 Solomon Islands.
1748 Somalia. Also Somali Democratic Republic.
1749 Djibouti. Also Afars and Issas Territory, Somaliland (French), French Somaliland, French Territory of the Afars & Issas.
1750 South Africa.
1751 Spain. Also Melilla, Ceuta, Canary Islands, Balearic Islands.
1752 Sudan.
1753 Surinam. Also Guiana (Dutch), Dutch Guiana, Suriname.
1754 Swaziland.
1755 Sweden.
1756 Switzerland.
1757 Syria. Also Syrian Arab Republic.
1759 Tanzania. Also Tanganyika, Zanzibar.
1760 Thailand. Also Siam.
1762 Togo.
1763 Trinidad & Tobago.
1764 United Arab Emirates. Also Umm al-Qaiwan, Trucial States, Sharjah, Fujairah, Abu Dhabi, Ajman, Dubai, Ras al-Kaimah.
1765 Tunisia.
1766 Turkey.

1767 Uganda.
1768 Egypt. Also United Arab Republic.
1769 Burkina. Also Burkina-Faso, Upper Volta.
1770 Uruguay.
1771 United States. Also USA, Northern Marianas,
Commonwealth of, Virgin Is (US).
1772 CIS (Commonwealth of Independent States). Also
USSR (not otherwise specified), USSR.
1773 Venezuela.
1774 Vietnam.
1776 British Virgin Islands. Also Virgin Is (British).
1777 West Indies (not otherwise specified).
1778 Windward Islands (not elsewhere specified).
1780 Serbia and Montenegro.
1781 Zambia. Also Rhodesia Northern, North Rhodesia.
1782 Not known.
1783 Stateless.
1784 Tonga.
1785 Senegal.
1787 Bangladesh. Also Pakistan (East), East Pakistan,.
1788 Cape Verde Islands.
1789 Cayman Islands.
1790 Equatorial Guinea. Also Guinea (Equatorial), Guinea
(Spanish), Spanish Guinea.
1793 Maldives. Also Maldiv Islands.
1796 US Trust Territories of the Pacific Islands (inc America
Samoa & the Trust Territories). Also Palau, Guam, Trust
Territories American, American Samoa, American Trust
Territories, Samoa (US), Pacific Territories US.
1798 Namibia. Also South West Africa, Walvis Bay.
1799 Turks & Caicos Islands.
1801 British Antarctic Territory. Also British Antarctica,
Antarctica British.
1802 Guinea-Bissau. Also Portuguese Guinea, Guinea
(Portuguese).
1803 Sao Tome & Principe. Also Principe (Sao Tome),.
1804 Comoros.
1805 Nauru.
1821 Mayotte. Also French Territorial Collectives.
1822 French Possessions nor elsewhere classified. Also
French Polynesia, New Caledonia, Antarctica French,
French Overseas Territories (TCMS), Loyalty Islands,
Polynesia (French), Marquesas Islands, Tahiti, Society
Islands, Wallis and Futuna, Futuna (Wallis &).
1823 Pitcairn Islands.
1824 Anguilla.
1825 Monaco.
1826 San Marino.

1827 Liechtenstein.
 1828 Greenland. Also Faroe Islands.
 1829 British Indian Ocean Territory. Also Chagos Archipelago, 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. Also Byelorussia.
 1839 Kazakhstan.
 1840 Kyrgyzstan. Also Kirgizia.
 1841 Moldova. Also Moldavia.
 1842 Russia.
 1843 Tajikistan.
 1844 Turkmenistan.
 1845 Ukraine.
 1846 Uzbekistan.
 1847 Georgia.
 1850 Slovakia.
 1851 Macedonia. Also Skopje.
 1853 Bosnia and Herzegovina.
 1860 Eritrea.
 1861 Marshall Islands.
 1862 Micronesia. Also Kosrae, Ponape, Chuuk, Yap, Truk, Caroline Islands.
 1863 East Timor.
 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.

DESCRIPTION

This field defines the country of legal nationality coded using the 4 digit country codes in the valid entries.

NOTES

For students entering through UCAS this information will be available from UCAS via the *J transaction.

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.

Dual Nationality

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.

Country not listed in Valid Entries

Where a student claims nationality of a country not recognised in the valid entries, then code 1783 'Stateless' may be used.

Domicile and nationality coding for students from China:-

The following guidance on the coding of field 12 DOMICILE and field 13 NATION for students from specific parts of China is based on advice recently received from the Foreign & Commonwealth Office. Code 1631, People's Republic of China (PRC) should be used where relevant in cases not covered by the guidance.

Code 1669 Hong Kong appears separately for historical and immigration reasons as this Special Administrative Region issues different passports from those of the PRC. This code is not regarded as having any implications for issues of nationality, but should continue to be used in both the domicile and nationality fields.

Code 1694 Macao appears separately for historical and immigration reasons as this Special Administrative Region issues different passports from those of the PRC. This code is not regarded as having any implications for issues of nationality, but should continue to be used in both the domicile and nationality fields.

Code 1652 Taiwan - The United Kingdom acknowledges the position of the Chinese Government that Taiwan is a province of China and recognises the Chinese Government as the sole legal government of China. The United Kingdom does not recognise Taiwan as a state and does not have diplomatic relations with Taiwan. However, because the United Kingdom accepts passports issued by the Taiwanese Authorities for immigration purposes, it is necessary to use a separate country code 1652, Taiwan, in both the domicile

and nationality fields. This has no bearing on the United Kingdom's position on Taiwan's status.

Tibet - The mention of Tibet alongside code 1631, People's Republic of China, has been removed. It had been there solely to ensure that anyone giving 'Tibet' as a country of domicile or a nationality was coded as 'People's Republic of China', and this practice should continue. There was no implication that 'Tibet' represented a separate domicile or nationality, and there is not and never has been a separate code for it.

Institutions are advised to quote the relevant guidance in response to any query.

Responsibility for revision of the codes appearing in Appendix 4 lies with the Foreign and Commonwealth Office (FCO) and takes place at regular, although not annual intervals.

REASON REQUIRED

To enable the UK contribution to the higher education of nationals of other countries to be determined; used by Statutory Customers and others with a legitimate interest to analyse this contribution.

To meet EC and OECD requests for information.

Field Nr.	Field Description	Field Abbrev'n	Field Length
14	Ethnicity	ETHNIC	2

STATUS Compulsory for UK domiciled students.

VALID ENTRIES

- 10 White.
- 11 White - British.
- 12 White - Irish.
- 13 White Scottish.
- 14 Irish Traveller.
- 19 Other White background.
- 21 Black or Black British - Caribbean.
- 22 Black or Black British - African.
- 29 Other Black background.
- 31 Asian or Asian British - Indian.
- 32 Asian or Asian British - Pakistani.
- 33 Asian or Asian British - Bangladeshi.
- 34 Chinese.
- 39 Other Asian background.
- 41 Mixed - White and Black Caribbean.
- 42 Mixed - White and Black African.
- 43 Mixed - White and Asian.
- 49 Other Mixed background.
- 80 Other Ethnic background.
- 90 Not known.
- 98 Information refused.

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

NOTES It is HESA's intention to adopt national classifications where they exist and are appropriate. The introduction of Census 2001 ethnicity coding in the student record is an example of this practice.

However, in this instance, there is no coding structure for ethnicity that is applicable throughout the UK, as variations to the Census 2001 ethnicity coding were adopted in both Scotland and Northern Ireland. To accommodate requirements for institutions in these regions to report locally to their devolved administrations, the coding frame has been revised. As a consequence, no institution will recognize this hybrid-coding list as the same as the Census codes used in their area. However, sector data will thus be available for comparison in the UK at the census output level.

There are two specific additional categories: code 13 'White - Scottish' and code 14 'Irish Traveller', which can now be used by all institutions.

In addition, institutions in Scotland and Northern Ireland do not need to code the detail for those from mixed ethnic backgrounds. Institutions in Scotland and Northern Ireland can code all such students as 49 - 'Other Mixed background'.

Code 10 'White' is not a category recognised in the 2001 Census, but continues to be available for use by continuing students, i.e. those with a COMDATE before 1 August 2001.

Students with a COMDATE before 1 August 2001 should not be re-coded. For these students the expectation is that the old coding frame has been returned and all analysis will be made using a mapping based on that assumption.

For students entering through UCAS this information will be available from UCAS via the *J transaction.

The codes used in this field follow those adopted by UCAS, except for code 34. For 2001/02 onwards UCAS code 34 'Asian and Asian British - Chinese' will be accepted in validation by HESA and grouped with HESA code 34 'Chinese'.

Code 98 'Information refused' includes all cases where the information has been actively sought but is still missing.

REASON REQUIRED To permit ethnicity-based analysis.

The adoption of such a national classification allows for comparability of sector data with that from other areas of the economy.

Field Nr.	Field Description	Field Abbrev'n	Field Length
15	Disability allowance	DISALL	1

STATUS Compulsory.

VALID ENTRIES

- 1 The student has no known disability.
- 4 The student has a disability and is in receipt of Disabled Student Allowance.
- 5 The student has a disability and is not in receipt of Disabled Student Allowance.
- 9 The student has a disability but information about Disabled Student Allowance is not known/not sought.

DESCRIPTION The Disabled student allowance field identifies whether the student is known to be disabled and whether they are in receipt of Disabled Student Allowance (DSA) 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 student allowance, 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 student allowance, should be coded 4 'The student has a disability and is in receipt of Disabled Student Allowance' or 5 'The student has a disability and is not in receipt of Disabled Student Allowance' or 9 'The student has a disability but information about Disabled Student Allowance is not known/not 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 in receipt of Disabled Student Allowance.

REASON REQUIRED To permit disability-based analysis; for monitoring levels and trends in participation by particular groups of people; to monitor take-up of Disabled Student Allowance as Disabled Student Allowance is now not means tested; to support the allocation for disabled students by HEFCW; to permit analysis bases on type of disability.

Field Nr.	Field Description	Field Abbrev'n	Field Length
16	Disability	DISABLE	2

STATUS Compulsory.

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.
- 10 Autistic Spectrum Disorder.
- 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. For students entering through UCAS this information will be available from UCAS via the *J transaction.

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

Code 09 'A disability not listed above' may be used where it is known that the student has a disability but what type is not known.

New code 10 Autistic Spectrum Disorder. This code to include Asperger's Syndrome, as an example of an ASD.

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 student allowance, 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 student allowance, should be coded 4 'The student has a disability and is in receipt of Student Disability Allowance' or 5 'The student has a disability and is not in receipt of Student Disability Allowance' or 9 'The student has a disability but information about Student Disability Allowance is not known/not 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 in receipt of Student Disability Allowance.

REASON REQUIRED

To permit disability-based analysis; for monitoring levels and trends in participation by particular groups of people; to monitor take-up of Disabled Student Allowance as Disabled Student Allowance is now not means tested; to support the allocation for disabled students by HEFCW; to permit analysis bases on type of disability.

Field Nr.	Field Description	Field Abbrev'n	Field Length
17	Additional support band	ADSPBAND	2

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

VALID ENTRIES

- 00 Band 0 (#170-500) (for part time students only).
- 01 Band 1 (#501-#1000).
- 02 Band 2 (#1001-#1500).
- 03 Band 3 (#1501-#2000).
- 04 Band 4 (#2001-#2500).
- 05 Band 5 (#2501-#3000).
- 06 Additional support below the lower threshold.
- 08 No additional support.
- 09 Not yet known.
- 16 Band 6 (#3001-#3500).
- 17 Band 7 (#3501-#4000).
- 18 Band 8 (#4001-#4500).
- 19 Band 9 (#4501-#5000).
- 20 Band 10 (#5001-#5500).
- 21 Band 11 (#5501-#6000).
- 22 Band 12 (#6001-#6500).
- 23 Band 13 (#6501-#7000).
- 24 Band 14 (#7001-#7500).
- 25 Band 15 (#7501-#8000).
- 26 Band 16 (#8001-#8500).
- 27 Band 17 (#8501-#9000).
- 28 Band 18 (#9001-#9500).
- 29 Band 19 (#9501-#10000).
- 30 Band 20 (#10001-#10500).
- 31 Band 21 (#10501-#11000).
- 32 Band 22 (#11001-#11500).
- 33 Band 23 (#11501-#12000).
- 34 Band 24 (#12001-#12500).
- 35 Band 25 (#12501-#13000).
- 36 Band 26 (#13001-#13500).
- 37 Band 27 (#13501-#14000).
- 38 Band 28 (#14001-#14500).
- 39 Band 29 (#14501-#15000).
- 40 Band 30 (#15001-#15500).
- 41 Band 31 (#15501-#16000).
- 42 Band 32 (#16001-#16500).
- 43 Band 33 (#16501-#17000).
- 44 Band 34 (#17001-#17500).
- 45 Band 35 (#17501-#18000).

- 46 Band 36 (#18001-#18500).
- 47 Band 37 (#18501-#19000).

DESCRIPTION

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

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 defined as any activity which provides direct support for learning to individual students, which is over and above that which is normally provided in a standard learning programme which leads to their learning goal. The additional support is required to help students gain access to, progress towards and successfully achieve their learning goals. The need for additional support may arise from a learning difficulty or disability or from literacy, numeracy or language support requirements.

The cash amounts specified for each band may be updated by LSC annually. In this case, a replacement page will be issued.

REASON REQUIRED

For the management of additional financial support for students with learning difficulties and/or disabilities.

Field Nr.	Field Description	Field Abbrev'n	Field Length
18	Not used	LASTINST	7

STATUS Not used.

VALID ENTRIES

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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 correct 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
19	Year left last institution	YRLLINST	4

STATUS Compulsory for undergraduate students entering through UCAS. Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.

VALID ENTRIES

A 4 digit number.

DESCRIPTION The Year left last institution is a four digit number linked to field 169, Previous institutions 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.

For students entering through UCAS this information will be available from UCAS via the *J transaction.

NOTES 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.

This information is used in projections and planning for the sector and analysis of trends in the take-up of higher education.

Field Nr.	Field Description
20	Not used

Field Abbrev'n	Field Length
QUALENT1	2

STATUS Not used.

VALID ENTRIES

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DESCRIPTION

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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.

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Field Nr.	Field Description	Field Abbrev'n	Field Length
21	Highest qualification on entry	QUALENT2	2

STATUS Compulsory.

VALID ENTRIES

- 01 Higher degree of UK institution.
- 02 Postgraduate diploma or certificate, excluding PGCE.
- 03 PGCE with QTS/GTC Registration.
- 04 PGCE without QTS/GTC Registration.
- 05 Postgraduate equivalent qualification not elsewhere specified.
- 10 Undergraduate qualifications with QTS.
- 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.
- 29 Foundation course at HE level.
- 30 Other HE qualification of less than degree standard.
- 31 Foundation Degree.
- 39 'A' level equivalent qualification not elsewhere specified.
- 40 Any combinations of GCE 'A'/SCE 'Higher' and GNVQ/GSVQ or NVQ/SVQ at level 3.
- 41 ONC or OND (including BTEC and SCOTVEC equivalents).
- 43 Foundation course at FE level.
- 44 Access course (QAA recognised).
- 45 Access course (not QAA recognised).
- 47 Baccalaureate.
- 48 ACCESS course (Code only available if COMDATE before 01/08/2002).
- 55 GCSE/'O' level qualifications only; SCE 'O' grades and Standard grades.

- 56 Other non-advanced qualification.
- 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.
- 94 Advanced Modern Apprenticeships.
- 97 Other non-UK qualification, level not known.
- 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

For students entering through UCAS this information will be available from UCAS via the *J transaction.

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

Code 31 Foundation Degree covers those programmes which HEIs are running as Foundation Degrees which are consistent with the 'Statement of Design Principles' for Foundation Degrees issued by UUK and SCOP.

Further guidance for codes

- 44 Access course validated by QAA
- 45 Access course not validated by QAA

A recognised Access to HE course is one listed under the DfES's List of Access Courses Preparing Students for Entry to Courses of Higher Education. To qualify for inclusion on the list, an Access course must be validated by an Authorised Validating Agency which has been licensed for the purpose by the Quality Assurance Agency for Higher Education (QAA), under the terms of the QAA Recognition Scheme for Access to Higher Education in England, Wales and Northern Ireland. This list is available in hard copy from the DfES and is also recorded on the UCAS Access Courses Database (<A HREF="http://www.ucas.ac.uk/access"

><http://www.ucas.ac.uk/access>). Access courses at institutions in Scotland can only be coded 45 'Access course not validated'.

Code 48 'Access Course' cannot be used for any students with COMDATE after 31 July 2002.

HEFCE use qualification on entry data to inform funding. For 2006/07 funding we expect that students with unknown entry qualifications will receive zero weighting. In particular, where students have entered via UCAS with qualifications that should have a Tariff score but the Tariff score is not recorded on the HESA record HEFCE expect them to receive a zero weight.

REASON REQUIRED

This field is regarded as part of a suite giving information about qualifications on entry.

Field Nr.	Field Description	Field Abbrev'n	Field Length
22	Not used	QSTAT	1

STATUS Not used.

VALID ENTRIES

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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
23	Not used.

Field Abbrev'n	Field Length
ALEVPTS	2

STATUS Not used.

VALID ENTRIES

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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 correct 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
24	Not used.	HIGHPTS	2

STATUS Not used.

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 correct 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
25	Occupation code	OCCCODE	4

STATUS Compulsory for undergraduate students entering through UCAS with a UCAS number year identifier less than 02.

VALID ENTRIES

- 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, groundsmen/groundswomen.
- 595 Horticultural trades.
- 596 Coach painters, other spray painters.
- 597 Face trained coalmining workers, shotfirers 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.

DESCRIPTION

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.

UCAS codes are 4 digit codes. The first digit is a socio-economic indicator. Digits 2, 3 and 4 give the SOC code. SOC codes are given in the valid entries.

NOTES

This field relates to the student on entry to the programme of study. Institutions will have this information sent via the *J from UCAS for students entering through UCAS, including deferred entrants.

UCAS codes 0000 'Not stated', 0007 'Retired', 0008 'Unemployed' and 0009 'Not known' will be accepted as valid entries.

Continuing students from before the re-development of the Student Record for 1998/99 (i.e. field 26, Date of commencement of programme, before 1 August 1998) need not have a social-economic indicator but the SOC code will need to be prefixed with a leading zero. If not available this field should be coded "0009".

This field should be left blank for direct entrants for whom the field is not being completed. Where a SOC code is being provided it should be prefixed with a leading zero.

The new SOC 2000 standard occupational code classification was introduced with the 2001 Census. The new SOC is 4 characters. Students entering through UCAS from 2002/03 will have an associated SOC 2000 code, as well as a single character code indicating the new Social Class based on SOC 2000. For students entering through UCAS this information will be available from UCAS via the *J transaction. These will be recorded in new fields 167/152, Socio-economic classification and 168/153, Occupation code 2.

Field 25, Occupation code, should continue to be used for entrants coded by UCAS prior to 2002 only, i.e. those with a UCAS number year identifier less than 02.

REASON REQUIRED

Obsolescent with introduction of SEC and SOC2000, will drop out of use as student cohorts clear the system.

Field Nr.	Field Description	Field Abbrev'n	Field Length
26	Date of commencement of programme		COMDATE 10

STATUS Compulsory.

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 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.

If an institution returns the date of commencement of programme in the format YYYYMMDD then this date must be left justified.

Relationship with Fields 151/136 Student instance number and Field 30 Year of student on this programme

For a single student instance, the same Student instance number is kept. Field 30, Year of student on this programme, would be expected to increment each year. However there would be no up-dating of Field 26, Date of commencement of programme, nor of other fields giving information on entry to the student instance (e.g. fields 19,21,27,148/133,169/154 - an exception being, if, for example, an error had been found in the information provided in the previous year).

With the commencement of a new student instance, a new Student instance number would be allocated. Field 30, Year of student on this programme, would be expected to be 01. Field 26, Date of commencement of programme, and other fields giving information on entry to the student instance, should all be up-dated (fields 19,21,27,148/133,169/154).

Where a student transfers from one programme of study to another, the date should not be updated if the same Student instance number (NUMHUS) is kept. For example, changes of subject without change of general qualification

aim will not usually reset date of commencement of programme.

Neither should the field 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, s/he 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, and this is regarded as normal progression in the institution, such that the same Student instance number is kept, the date of commencement of programme should not be reset.

EXAMPLE

1. A student obtains a first degree and then enrolls for a one year Masters course. These are two distinct programmes of study at different levels (undergraduate/postgraduate) and therefore would have two Student instance numbers. In this case:

field 26, Date of commencement of programme = up-dated to commencement date of Masters

field 72, Year of programme = 1

field 30, Year of student on this programme = 1

field 21, Highest qualification on entry = up-dated to 'degree'

field 151/136, Student instance number = new number allocated.

2. A student transfers after two years from an HND course to the second year of a degree course (with or without being awarded the HND). The programme may be represented in two different ways, depending on how it is viewed by the institution.

If within the institution this is regarded as a seamless continuation of studies, then it is the same student instance and the same Student instance number is kept and the information on entry fields should not be up-dated. Field 30, Year of student on this programme, increments by one year. 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

field 151/136, Student instance number = not up-dated.

However, if within the institution this is regarded as two student instances, then a new Student instance number is allocated and the information on entry fields should be updated. Field 30, Year of student on this programme, re-sets to 01. 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 if appropriate

field 151/136, Student instance number = new number allocated.

When an institution does not have a clear preference between the two methods of reporting the progression to degree via study for an HND, it is recommended that the first method, using a single student instance, is used. This general guidance would also apply to other similar cases.

REASON REQUIRED

To determine whether to include a student in any particular population definition.

Field Nr.	Field Description	Field Abbrev'n	Field Length
27	New entrant to HE	ENTRYCDE	1

STATUS Compulsory for HE level students.

VALID ENTRIES

- 1 This is the student's first year on this programme of study and s/he has not previously taken any HE course in the UK.
- 4 This is the student's first year on this programme of study and s/he 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 s/he 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

Institutions should request new entrant to HE information directly from students during the enrolment/registration process, and not infer it from field 21, Highest qualification on entry. The DfES are keen to encourage capture of this information directly rather than by inference, and so have offered the following further guidance to reinforce this requirement.

Institutions should ask students a direct question along the lines of: "Have you ever started a higher education course (i.e. above A level or equivalent) in the UK before?"

The outcome of any previous HE study is not relevant to this particular field. This field is very important to the DfES because it is used to identify "initial entrants" and it helps to inform the monitoring of progress towards the Government's HE participation targets.

What is important 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 studies already completed count towards the current qualification aim and the same Student instance number is kept.

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.

Codes 2 and 3 are 'Not used'.

REASON REQUIRED

To analyse patterns of entry into HE, including the IER calculation made by DfES.

Field Nr.	Field Description	Field Abbrev'n	Field Length
28	Special students	SPCSTU	1

STATUS Compulsory.

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.
- 7 Outgoing ERASMUS/SOCRATES student.
- 8 Incoming SOCRATES/LEONARDO/ERASMUS student - Free mover.
- 9 Not applicable.
- A Fast-track (ITT).
- B New Technology Institute (NTI).
- C Student Associate Scheme.
- D Fast-track (ITT) and previously completed a Student Associate Scheme.

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 3,4,5,6 or 8) - see C05011 Reduced Individualised Records for details.

Code A applies to Initial Teacher Training (ITT) students who have passed the national selection process for the fast-track initiative and who are training in ITT on that basis.

Code B New Technology Institute applies only to those HEIs in England.

NTI students are those learners studying full-time or part-time at level 3 or 4 within a variety of curriculum areas associated with the local NTI (New Technology Institute) initiative. These students are also enrolled with the higher education institution and simultaneously registered with a new technology institute.

All students at English institutions who are following programmes of study at FE level and/or are funded by LSC i.e. shown as code 1, 3 or 4 in field 6, FE student marker, and are registered at the New Technology Institute (NTI) should return code B over all other codes in this field.

Code 7 'Outgoing ERASMUS student' allows exchange-out students under the ERASMUS/SOCRATES programmes to be unambiguously identified. Therefore all outgoing ERASMUS/SOCRATES students, whether for part or all of a year, should be coded as 7. Students who are outgoing for the whole year will be separately identified using code 03 in field 67, Fee band.

If a student's highest qualification on entry is Access (codes 44 and 45) and the student has also entered an outgoing ERASMUS/SOCRATES scheme, then the preference with regard to coding is that if this is the first time the student has been returned to HESA on this programme of study, then codes 1 or 2 take priority over code 7. Once the student has been returned to HESA once then code 7 takes priority over codes 1 or 2.

REASON REQUIRED

To identify students entering on a variety of access programmes and special schemes.

To identify student migration, under schemes such as SOCRATES/ERASMUS, to ensure single-counting.

To support population definitions.

Field Nr.	Field Description	Field Abbrev'n	Field Length
29	Teacher reference number	TREFNO	9

STATUS Compulsory for institutions in England, Scotland and Wales where code 1, 6 or 7 is returned in field 53, Teacher training course identifier, and a relevant qualification is returned in field 37/38, Qualification obtained, or field 161/146, Outcome of ITT programme, is coded 1.

VALID ENTRIES

A 6 or 9 character alphanumeric code.

DESCRIPTION For institutions in Scotland, the reference number required is the six digit number allocated to each student prior to course completion of pre-service study programmes for the training of teachers. The first 2 digits denote the expected year of qualification (the last 2 digits of the year).

For institutions in England and Wales, the reference number required is the DfES QTS number allocated to each student prior to course completion. This is a seven digit number the first two digits are the year of issue (e.g. 02 or 03) and the remaining five digits will be in the range 35000 to 79000. The number is prefixed with RP.

NOTES This number will stay with the teacher throughout their career within the teaching profession.

Overseas students not allocated a teacher reference number should be coded 999999999.

A relevant qualification in field 37/38, Qualification obtained, would be code 20 'First degree with Qualified Teacher Status/registration with General Teaching Council' and codes 12 and 13 'PGCE' and 23 'First degree and diploma (to be obtained concurrently)'. A code 20 in field 37/38 would generate an error if field 29, Teacher reference number, is blank and codes 12, 13 or 23 in field 37/38 would generate a warning if field 29, Teacher reference number, is blank.

REASON REQUIRED To link with teaching career information; used by the TDA, and GTCW in Wales.

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

STATUS Compulsory.

VALID ENTRIES

A number in the range 01 - 39.

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 research students should increment 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, i.e. codes 63 or 64 in field 70, Mode of study. 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 = 02.

This field should be incremented for a sandwich placement year and both 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.

Relationship with Fields 151/136, Student instance number, and Field 26, Date of commencement of programme

For a single student instance, the same Student instance number is kept. Field 30, Year of student on this programme, would be expected to increment each year. However there would be no up-dating of Field 26, Date of commencement of programme, nor of other fields giving information on entry to the student instance (fields 19,21,26,27,148/133,169/154 - an exception being, if, for

example, an error had been found in the information provided in the previous year).

With the commencement of a new student instance, a new Student instance number would be allocated. Field 30, Year of student on this programme, would be expected to be 01. Field 26, Date of commencement of programme, and other fields giving information on entry to the student instance, should all be up-dated (fields 19,21,26,27,148/133,169/154).

Where a student transfers from one programme of study to another, the year should continue to increment if the same Student instance number (NUMHUS) is kept. For example, changes of subject without change of general qualification aim will not usually reset Year of student on this programme.

Neither should the field 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, s/he 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 and this is regarded as normal progression in the institution, such that the same Student instance number is kept, the Year of student on this programme should not be reset but continue to increment by one each year.

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.

If a course has a foundation year which is integral to the programme, this should be coded Year of Programme '0', with the first year of the main part of the course being Year of Programme '1'. For example students who follow a foundation year prior to a 3 year degree course will have the pattern

Year of Student 1
Year of Programme 0

Year of Student 2

Year of Programme 1

Year of Student 3
Year of Programme 2

Year of Student 4
Year of Programme 3

Field 72, Year of programme, should not increment for students who are writing up, but Field 30, Year of student on this programme, would increment on the anniversary of their starting date.

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.

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.

For students transferring between institutions without changing their qualification aim, field 72, Year of programme, would 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.

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 medical degree, 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' 3s. 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).

EXAMPLE

1 A student obtains a first degree and then enrolls for a one year Masters course. These are two distinct programmes of study at different levels (undergraduate/postgraduate) and therefore would have two Student instance numbers. In this case:

field 26, Date of commencement of programme = up-dated to commencement date of Masters

field 72, Year of programme = 1

field 30, Year of student on this programme = 1

field 21, Highest qualification on entry = up-dated to 'degree'

field 151/136, Student instance number = new number allocated.

2 A student transfers after two years from an HND course to the second year of a degree course (with or without being awarded the HND). The programme may be represented in two different ways, depending on how it is viewed by the institution.

If within the institution this is regarded as a seamless continuation of studies, then it is the same student instance and the same Student instance number is kept and the information on entry fields should not be up-dated. Field 30, Year of student on this programme, increments by one year. 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

field 151/136, Student instance number = not up-dated.

However, if within the institution this is regarded as two student instances, then a new Student instance number is allocated and the information on entry fields should be up-dated. Field 30, Year of student on this programme, re-sets to 01. 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 if appropriate
field 151/136, Student instance number = new number allocated.

When an institution does not have a clear preference between the two methods of reporting the progression to degree via study for an HND, it is recommended that the first method, using a single student instance, is used. This general guidance would also apply to other similar cases.

3 A student who enrolled for a degree in mathematics changes to a statistics degree. The student is continuing to study at the same level (undergraduate/postgraduate) at the same institution, so the same Student instance number is kept. Field 30, Year of student on this programme, should not revert to 1. Field 72, Year of programme, 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.

4 A student was enrolled for Honours, but now changes to Ordinary (or vice versa). The student is continuing to study at the same level (undergraduate/postgraduate) at the same institution, so the same Student instance number is kept, so field 30, Year of student on this programme, would not revert to 01.

REASON REQUIRED

To track student progression; used in conjunction with YEARPRG.

Field Nr.	Field Description	Field Abbrev'n	Field Length
31	Term time accommodation	TTACCOM	1

STATUS Compulsory for full-time and sandwich students.

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 24 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 student accommodation patterns.

Field Nr.	Field Description	Field Abbrev'n	Field Length
32	Not used	FINYM	1

STATUS Not used.

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
33	Reason for leaving institution/completing programme		RSNLEAVE
	2		

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

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.
- 12 Redundant HIN.
- 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 The purpose of the new code 12 'Redundant HIN' in field 33 is to allow the record to be 'tidied-up', to improve its potential for linking and tracking. This code should be used in any cases where institutions have incorrectly returned more than one HIN for a student. In these cases, institutions will not be required to give a date left in field 35, Date left institution or completed the programme of study.

Code 12 'Redundant HIN' is currently not available.

Institutions should only complete this field where they are completing a student instance, guidance on when a new student instance is required is given in field 151/136, Student instance number. Normally where a student progresses from one course directly onto another at the same level (e.g. HND to Degree, MPhil to PhD) a new student instance is not required and hence field 33, Reason for leaving

institution/completing programme, would not be completed although field 37, Qualification obtained 1, and field 38 Qualification obtained 2, may be.

Field 33 code 98 'Completion of course - result unknown' implies that there will be further returns for the student - through a dormant record for example - to report results and reason for leaving.

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 leave 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 07 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 transfer/progression/completion.

Field Nr.	Field Description	Field Abbrev'n	Field Length
34	Completion status	CSTAT	1

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

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.
- 4 The student has transferred to a new qualification aim. That is the student has withdrawn from this qualification aim and as a direct result has at the same time started studying for another qualification aim.

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

REASON REQUIRED To monitor completion.

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

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

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 within the same student instance.

If an institution returns the date left institution or completed programme of study in the format YYYYMMDD then this date must be left justified.

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 i.e. 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, Reason for leaving, 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.

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, i.e. 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.

The date returned in DATELEFT should therefore be the date of completing the programme and not the date of final confirmation of award.

PhD students

For research students the award should be recorded when the institution's senate, or other body or person empowered to approve the award, formally approves the award. For such students the DATELEFT field should be completed with the same date.

Dormant students

The DATELEFT field should reflect the date the student completed their programme of study and should not be updated.

REASON REQUIRED

To determine whether to include a student in any particular population definition.

Field Nr.	Field Description	Field Abbrev'n	Field Length
36	Good standing marker	PROGRESS	1

STATUS Compulsory for all FE students at English or Welsh institutions who are following programmes of study at FE level or are funded by LSC or NC-ELWa, i.e. shown as code 1, 3 or 4 in field 6, FE student marker.
Not required for any other student.

VALID ENTRIES

- 6 FE - Learning aim achieved.
- 7 FE - Partial success.
- 8 FE - No success.
- 9 FE - Study continuing.
- A FE - Learning aim achieved and achievement funding is being claimed.
- B FE - Learning aim achieved and achievement funding is not being claimed.
- C FE - Exam taken but result not yet known.
- D FE - Learning activities are complete but the exam has not yet been taken.
- W FE - The student has transferred to a new learning aim. That is the student has withdrawn from this learning aim and as a direct result has at the same time started studying for another learning aim.

DESCRIPTION The Good standing marker is used to indicate whether the student achieved the qualification aim, achieved partial success in the qualification aim, or no success.

NOTES Institutions in England cannot use codes W and 6.

Institutions in Wales cannot use codes A-D.

Codes 1-5 are 'Not used'.

REASON REQUIRED To monitor progression.

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

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

VALID ENTRIES

- 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.
- 15 Post Registration health and social care courses.
- 18 First degree leading towards obtaining eligibility to register to practice with a Health or Social Care or Veterinary statutory regulatory body.
- 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.
- 26 Professional qualification for serving school teachers.
- 27 Post degree diploma/certificate at undergraduate level.
- 28 Foundation degree.
- 29 Diploma of Higher Education.
- 30 Certificate of Higher Education.
- 31 Foundation course at HE level.
- 32 Other undergraduate diplomas and certificates.
- 33 Diploma in HE leading towards obtaining eligibility to register to practice with a Health or Social Care

- regulatory body.
- 41 HND.
 - 42 HNC.
 - 43 Other formal HE qualification of less than degree standard.
 - 44 Qualified Teacher Status only (licenced teachers).
 - 45 Teaching Certificate (trained through the medium of Welsh).
 - 51 NVQ/SVQ level 5.
 - 52 NVQ/SVQ level 4.
 - 53 NVQ/SVQ level 3/GNVQ Advanced or equivalent.
 - 54 NVQ/SVQ level 2/GNVQ Intermediate or equivalent.
 - 55 NVQ/SVQ level 1/GNVQ Foundation or equivalent.
 - 61 Institutional undergraduate credit which may be counted towards qualifications contained within codes 02 to 52 (includes CAT Schemes).
 - 62 Institutional postgraduate credit which may be counted towards qualifications contained within codes 02 to 52.
 - 63 Non-accredited and non-approved HE qualification.
 - 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.
 - 79 Access course (QAA recognised).
 - 80 Access course (not QAA recognised).
 - 81 FE Qualification aim. Repeated programme of study - previously taken at this institution and not achieved.
 - 82 FE Qualification aim. Repeated programme of study - to improve the grade previously achieved at this institution.
 - 83 Welsh for Adults.
 - 84 A/AS levels.
 - 85 GCSE/VCE.
 - 86 FE level credits.
 - 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

Courses coded 15 which lead to a qualification to teach nursing, midwifery or health visiting courses should be coded 2 in field 53, Teacher training course identifier.

All students currently coded 19 in this field should be recoded to 18. In addition those students currently coded 21 'First Degree' whose degrees give eligibility to register with a Health or Social Care regulatory body should also be recoded to 18.

QCA is nearing completion of its process of accrediting external awarding bodies (i.e. awarding bodies other than HEIs). It is important that qualifications made by external awarding bodies are distinguished between those with and those without QCA recognition.

Once completed, the HEFCE will only fund courses leading to qualifications made by external awarding bodies if they have received the appropriate QCA accreditation, or if the continued funding has been approved as part of transition arrangements. For institutions in England codes 10 and 25 should only be used for those qualifications that have been accredited by the QCA as at postgraduate or undergraduate level respectively. Code 63 should be used for courses that have neither QCA accreditation, nor such approval.

For Welsh institutions to be eligible for funding, it is expected that qualifications made by external awarding bodies will be included (or awaiting inclusion) in the QCA framework. Other qualifications will be 'non-accredited and non-approved' i.e. code 63, although it is not expected that there will be many qualifications in this category. Codes 10 and 25 should continue to be used for professional qualifications other than those that are 'non-accredited and non-approved'.

Furthermore, QCA are to introduce a new framework of qualification levels that increases the resolution at HE level. Whereas previously HE qualifications have been classified as levels 4 or 5; in the new framework 4 will be split into 4, 5 and 6 and 5 will be split into 7 and 8. This new terminology will be introduced shortly.

A recognised Access to HE course is one listed under the DfES's List of Access Courses Preparing Students for Entry to Courses of Higher Education. To qualify for inclusion on the list, an Access course must be validated by an Authorised

Validating Agency that has been licensed for the purpose by the Quality Assurance Agency for Higher Education (QAA), under the terms of the QAA Recognition Scheme for Access to Higher Education in England, Wales and Northern Ireland. This list is available in hard copy from the DfES and is also recorded on the UCAS Access Courses Database (http://www.ucas.ac.uk/access). QAA does not validate any Access courses at institutions in Scotland.

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 i.e. for those obtaining awards between 1 August and 31 July 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, Reason for leaving institution/completing programme.

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, A or B 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.

An intercalated first degree (code 24) is where students on a first degree, usually in medicine, dentistry or veterinary medicine, interrupt their studies to complete a one-year course of advanced studies in a related topic, usually to Honours standard. On completion of the intercalated year, the student resumes studies on their original programme of study.

Code 63 will be available for use from 2003/04.

Codes 81 and 82 can only be used by institutions in England.

Code 19 is 'Not used'.

REASON REQUIRED To monitor achievement.

Field Nr.	Field Description
39	Classification

Field Abbrev'n	Field Length
CLASS	2

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.

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.
- 52 B FE.
- 53 C FE.
- 54 D FE.
- 55 E FE.
- 56 F FE.
- 57 G FE.
- 61 N FE.
- 62 U FE.
- 63 X FE.
- 64 A* FE.
- 65 Y FE.
- 71 Pass FE.
- 72 Merit FE.
- 73 Distinction FE.
- 74 Fail FE.
- 81 1 FE.
- 82 2 FE.
- 83 3 FE.
- 84 4 FE.
- 85 5 FE.

86 6 FE.
87 7 FE.
88 8 FE.
89 9 FE.
90 10 FE.

DESCRIPTION

The Classification is used to indicate the qualification class that the student obtained.

NOTES

Only codes 01-11 should be used for students who have achieved an undergraduate degree qualification.

Enhanced degrees should be coded 07, if not classified.

Medical degrees which are not honours programmes should be coded 10 or 11.

HESA aggregates codes 07, 08, 10 and 11 as "unclassified".

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.

REASON REQUIRED

To monitor achievement.

Field Nr.	Field Description	Field Abbrev'n	Field Length
40	Programme of study title	PTITLE	80

STATUS Compulsory.

VALID ENTRIES

Up to 80 textual characters.

DESCRIPTION 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, 44 and 45 Subject(s) of qualification aim.

NOTES Although a compulsory field, this field will not be subject to specific checks regarding its validity. The only validation checks will be that the field contains at least one character.

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 fields 43, 44 and 45 Subject(s) of qualification aim.

REASON REQUIRED To facilitate HESA cross-checking with institutions.

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

STATUS Compulsory.

VALID ENTRIES

- 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.
- 15 Post Registration health and social care courses.
- 18 First degree leading towards obtaining eligibility to register to practice with a Health or Social Care or Veterinary statutory regulatory body.
- 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.
- 26 Professional qualification for serving school teachers.
- 27 Post degree diploma/certificate at undergraduate level.
- 28 Foundation degree.
- 29 Diploma of Higher Education.
- 30 Certificate of Higher Education.
- 32 Other undergraduate diplomas and certificates.
- 33 Diploma in HE leading towards obtaining eligibility to register to practice with a Health or Social Care regulatory body.
- 41 HND.
- 42 HNC.
- 43 Other formal HE qualification of less than degree

- standard.
- 44 Qualified Teacher Status only (licenced teachers).
 - 45 Teaching Certificate (trained through the medium of Welsh).
 - 51 NVQ/SVQ level 5.
 - 52 NVQ/SVQ level 4.
 - 53 NVQ/SVQ level 3/GNVQ Advanced or equivalent.
 - 54 NVQ/SVQ level 2/GNVQ Intermediate or equivalent.
 - 55 NVQ/SVQ level 1/GNVQ Foundation or equivalent.
 - 61 Institutional undergraduate credit which may be counted towards qualifications contained within codes 02 to 52 (includes CAT Schemes).
 - 62 Institutional postgraduate credit which may be counted towards qualifications contained within codes 02 to 52.
 - 63 Non-accredited and non-approved HE qualification.
 - 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.
 - 79 Access course (QAA recognised).
 - 80 Access course (not QAA recognised).
 - 81 FE Qualification aim. Repeated programme of study - previously taken at this institution and not achieved.
 - 82 FE Qualification aim. Repeated programme of study - to improve the grade previously achieved at this institution.
 - 83 Welsh for Adults.
 - 84 A/AS levels.
 - 85 GCSE/VCE.
 - 86 FE level credits.
 - 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 their 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 sub-degree to degree level (or vice versa) must be ignored here.

NOTES

Code 15 'Post Registration health and social care courses' will be interpreted by HESA as other undergraduate and should be for health and social care students undertaking continuing professional updating modules. Health and social care students studying for postgraduate qualifications should be coded to the appropriate code in this field and not to code 15. For example, a health and social care student studying for a PhD should be coded 02 or 03 as appropriate, rather than 15.

Courses coded 15 which lead to a qualification to teach nursing, midwifery or health visiting courses should be coded 2 in field 53, Teacher training course identifier.

Code '15' Post Registration health and social care courses should be returned for post registration health and social care students taking undergraduate continuing professional updating modules. Post registration health and social care students studying for undergraduate qualifications should be coded to the appropriate code in QUALAIM and not to code 15. For example, a post registration health and social care student studying for a first degree should be coded '21' First degree, rather than 15. Validation rules have been relaxed to allow regulatory body information to be returned for these post registration students.

Social work courses

HESA has been advised by the Department of Health that courses leading to eligibility to register to practice with a social care statutory regulatory body will not necessarily be coded '18' or '33' in the QUALAIM field. Institutions offering courses leading to eligibility to register to practice with a social care statutory regulatory body should return regulatory body information in REGBODY and DHREGREF irrespective of the code used in the QUALAIM field.

All students currently coded 19 in this field should be recoded to 18. In addition those students currently coded 21 'First Degree' whose degrees give eligibility to register with a Health or Social Care regulatory body should also be recoded to 18.

QCA is nearing completion of its process of accrediting external awarding bodies (i.e. awarding bodies other than HEIs). It is important that qualifications made by external awarding bodies are distinguished between those with and

those without QCA recognition.

Once completed, the HEFCE will only fund courses leading to qualifications made by external awarding bodies if they have received the appropriate QCA accreditation, or if the continued funding has been approved as part of transition arrangements. For institutions in England codes 10 and 25 should only be used for those qualifications that have been accredited by the QCA as at postgraduate or undergraduate level respectively. Code 63 should be used for courses that have neither QCA accreditation, nor such approval.

For Welsh institutions to be eligible for funding, it is expected that qualifications made by external awarding bodies will be included (or awaiting inclusion) in the QCA framework. Other qualifications will be 'non-accredited and non-approved' i.e. code 63, although it is not expected that there will be many qualifications in this category. Codes 10 and 25 should continue to be used for professional qualifications other than those that are 'non-accredited and non-approved'.

Furthermore, QCA are to introduce a new framework of qualification levels that increases the resolution at HE level. Whereas previously HE qualifications have been classified as levels 4 or 5; in the new framework 4 will be split into 4, 5 and 6 and 5 will be split into 7 and 8. This new terminology will be introduced shortly.

A recognised Access to HE course is one listed under the DfES's List of Access Courses Preparing Students for Entry to Courses of Higher Education. To qualify for inclusion on the list, an Access course must be validated by an Authorised Validating Agency that has been licensed for the purpose by the Quality Assurance Agency for Higher Education (QAA), under the terms of the QAA Recognition Scheme for Access to Higher Education in England, Wales and Northern Ireland. This list is available in hard copy from the DfES and is also recorded on the UCAS Access Courses Database (http://www.ucas.ac.uk/access). QAA does not validate any Access courses at institutions in Scotland.

The 'General qualification aim of student' should be coded at the same level (postgraduate, undergraduate, FE) as was shown for the student in the Funding Council 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, e.g. MEng. Such courses should be coded 22 for every year of the programme of study.

An intercalated first degree (code 24) is where students on a first degree, usually in medicine, dentistry or veterinary medicine, interrupt their studies to complete a one-year course of advanced studies in a related topic, usually to Honours standard. On completion of the intercalated year, the student resumes studies on their original programme of study.

Code 18 'First degree leading towards obtaining eligibility to register to practice with a Health or Social Care or Veterinary statutory regulatory body.' will be used in combination with the subject code or codes to identify those degrees which lead to eligibility to register to practice with a Health or Social Care or Veterinary statutory regulatory body.

Code 28 Foundation Degree is intended to cover those programmes which HEIs are running as Foundation Degrees which are consistent with the 'Statement of Design Principles' for Foundation Degrees issued by UUK and SCOP.

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 concurrently, and that combination is not specified under valid entries, please return the qualification the code of which is closest to 02.

For HE level students funded by the LSC or NC-ELWa (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 LSC/NC-ELWa FE funded learner studying at FE level' or code 4 'The student is not an LSC/NC-ELWa FE funded learner 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 provided a valid learning aims database reference is given in Field 42 General qualification aim of student, for all FE level students except (a) at institutions in Wales for students on Welsh for Adults courses which should be coded 83 and (b) at institutions in England for FE level students who are repeating the programme of study which should be coded 81 or 82.

FE (E) default code 76 'Other qualification below HE level' will be assumed to be 'Not a repeated programme of study at this institution'.

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

Code 31, 'Foundation course at HE level' is 'Not used'. If the foundation course is not integrated into another qualification, then the course is at FE level. Code 77 'Foundation course at FE level' should be returned in field 41, General qualification aim of student. If the foundation course or year is integrated into another qualification e.g. a first degree, code 21 'First degree' should be returned in field 41, General qualification aim of student.

Foundation courses below HE level should be coded 77 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.

Code 63 will be available for use from 2003/04.

Codes 81 and 82 can only be used by institutions in England.

Codes 19 and 31 are 'Not used'.

The HESA record for a student studying for a Foundation Degree bridging course should indicate this in field 52, Special programmes, for each academic year during which they are active for the bridging course. The FTE recorded in field 74, Student FTE, should be increased to reflect the additional FTE of the bridging course. Where the bridging course spans two academic years, the first of these academic years should be returned as 'non-standard' in field 153/138, Type of programme year. Where a student is only active for the bridging course during the academic year, they should return field 41, General qualification aim of student, with entry 61, 'Institutional undergraduate credit which may be counted towards qualifications within codes 01 to 52' (i.e. when a student withdraws during or following completion of the course, or where they transfer in from another institution prior to commencing the course). In comparing HESA data to HESES, HEFCE will use the above information to generate two countable years for such students.

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 allow analysis of student population by level of study.

Field Nr.	Field Description	Field Abbrev'n	Field Length
42	FE general qualification aim of student	FEQAIM	8

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

VALID ENTRIES

This should be the Learning Aims Database (LAD) code. In case of difficulty (e.g learning aim is not included in the LAD), please refer to LSC or NC-ELWa.

DESCRIPTION The code corresponding to the learning aim as listed on the Learning Aims Database (LAD).

NOTES For internally validated courses not funded by LSC or NC-ELWa, institutions can use the ILR non-specific code of '6666666' to identify these courses in field 42, FE general qualification aim of student.

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

If (after a discussion with NC-ELWa) a generic code or '6666666' is used within field 42, FE General qualification aim of student, then NC-ELWa requires institutions to also complete field 43, Subject(s) of qualification aim, in order to give detail of the subject area of the qualification.

REASON REQUIRED To allow monitoring of FE students by qualification aim.

Field Nr.	Field Description	Field Abbrev'n	Field Length
43	Subject(s) of qualification aim	SBJQA1	6

STATUS 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 field 6, FE student marker). Also compulsory for FE level students at institutions in Wales in cases where a generic code is used in field 42, FE general qualification aim of student.

VALID ENTRIES

Please refer to the Joint Academic Coding System (JACS) classification of academic subjects.

DESCRIPTION The subject or subjects appropriate to the current programme of study.

The Subject(s) of qualification aim (fields 43 to 45) are 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.

Alpha character forms the first character of the subject code. The remaining digit or digits are numeric and provide a more detailed subject content breakdown.

NOTES The Joint Academic Coding of Subjects (JACS) coding frame introduced in 2002/03, replaces HESACODE. This provides for all subjects to be coded according to a common, truly hierarchical, four-character subject code. From 2002/03, the first year of its introduction, JACS will be used substantially in subject representation across the sector, including for provision of quality assurance information.

As a result of the joint UCAS/HESA Subject Code Harmonisation Project, it is intended that at the subject or module level all subjects should be classified within the JACS hierarchical academic subject structure. Therefore the use of JACS codes will be compulsory in completion of Fields in the range 101 - 146 in the HESA Combined Student Record, and Fields 13 and 16 in the HESA Module Record. The generic codes that consist of a subject group and letter and Y000 which can be used in Fields 43 - 46 Subject of

qualification aim to describe a truly interdisciplinary programme, cannot be used in Fields in the range 101 - 146 in the HESA Combined Student Record, and Fields 13 and 16 in the HESA Module Record.

The introduction of the new subject codes will therefore result in institutions returning individual codes in Fields 43-46, with 4 characters of JACS code in each of Fields 43, 44 and 45, as appropriate, and a balance indicator, if relevant, in Field 46. (Note that it will be necessary to left-justify, as the existing field 43, Subject(s) of qualification aim, is 6 characters in length).

The JACS coding frame will also be used for the combined record fields 101-146 Subject area of study, and module fields 13/16, Subject area of study.

For students entering through UCAS this information will be available from UCAS via the *J.

Continuing students (COMDATE before 1 August 2002) will have to be re-coded using the new subject categories; a mapping is available on the HESA WWW page at http://www.hesa.ac.uk/jacs/letter.htm

Where students are coded using codes in the B group or C8 or L5 groups and are DH funded (field 64, Major source of funding, coded 31, Departments of Health/NHS/Health Authorities), the Department of Health requires that students be coded to the full four digits of JACS where these exist or to three digits otherwise.

The TDA confirmed a policy change to HESA, which affects coding in these fields for Primary ITT students. Ministerial approval was received for removal of the requirement for all trainees to study a primary specialism. This took effect from 1 September 2002, so is relevant from the 02/03 reporting year, and will mean that trainees beginning a new primary course will not have to have a primary specialism, although those on an existing course will need to continue with their specialism.

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.

For institutions returning in ASCII fixed length format, the field should be padded with trailing spaces (left justified).

This field must be completed for HE level students funded by the LSC or NC-ELWa (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, a blank should be returned in this field.

However, if a generic code is used within Field 42 'FE General qualification aim of student', then the LSC requires institutions to also complete Field 43 'Subject(s) of qualification aim' in order to give detail of the subject area of the qualification.

For initial teacher training students in England and Wales

The TDA needs to be able to link ITT students in England to the intake target from which the TDA has allocated numbers. In addition, only a subset of JACS codes are appropriate for ITT programmes. The TDA wants to ensure that only appropriate subjects are recorded. There is a similar requirement from HEFCW for ITT students in Wales. At institutions in England and Wales students identified as being initial teacher training students (codes 1, 6 or 7 in field 53, Teacher training course identifier) must be coded using this subset of JACS. Further details are given below.

Primary ITT Programmes (i.e. code 15, 16, 17, 18, 19, 51, 52 or 53 in field 54)

Revised Standards for Qualified Teacher Status and revised Requirements for Initial Teacher Training took effect from September 2002. The new standards can be viewed on the TDA web site at: <A
HREF="http://www.canteach.gov.uk/community/standards/index.htm"
>http://www.canteach.gov.uk/community/standards/index.htm

The Training and Development Agency for Schools has published a handbook of guidance and support which is available on the TDA web site at:-<A
HREF="http://www.canteach.gov.uk/community/itt/require

ments/index.htm"

><http://www.canteach.gov.uk/community/itt/requirements/index.htm>

The requirement on primary programmes to train students in at least one specialism is no longer compulsory.

Students commencing programmes of study after 1 September 2002 who choose not to study a primary specialism should use code X120 in this field and leave fields 44, 45 and 46 blank.

Where trainees continue to study a primary specialism, a valid JACS code should be used in this field as follows:

Subject JACS code

Art W900

Design and Technology W200

English Q300

Geography L700

German R200

History V100

Information and Communications Technology G500

Mathematics G100

Music W300

Physical Education C600

Religious Education V600

Science(Biology, Chemistry, Physics) C100,F100,F300

Spanish R400

French R100

Welsh Q560

Advanced Study of Early Years X900

Drama W400

Dance W500

Citizenship L230

PHSE L390

No primary specialism X120 (code available for students commencing programme of study after 1 September 2002 only)

Where the specialism is not restricted to a subject e.g. humanities, JACS code Y000 may be used in this field.

Where a primary specialism is being studied institutions **must** enter the code of the main specialism in field 43. If a second specialism is offered, institutions should record this in field 44.

Institutions should ensure that codes relating to the subject the student is funded for are returned. Any institution wishing to enter a code not included in the current subject list should contact the TDA directly.

Secondary ITT Programmes and ITT Programmes Covering the 7-14 Age Range (i.e. code 24, 25, 26, 54, 55, 56 or 57 in field 54)

All programmes must train students in at least one specialism. It is essential that this specialism corresponds to the target from which the TDA has allocated numbers. Some Programmes will train students to teach additional specialisms.

For the specialisms:

The table below sets out the list of subjects appropriate to secondary ITT programmes with corresponding JACS codes.

Subject JACS code

Art W900

Design and Technology W200

English Q300

Dance W500

Drama W400

Geography L700

History V100

Information and Communications Technology G500

Mathematics G100

Modern Foreign Languages French R100

German R200

Italian R300

Portuguese R500

Russian R700

Spanish R400

Welsh Q560

Other Modern Languages R900

Music W300

Business Studies N100

Economics L100

Social Sciences/Social Studies L900

Classics Q800

Physical Education C600

Religious Education V600

Biology C100

Chemistry F100

Physics F300

Combined/General Sciences C000 F000 Balance indicator

Citizenship L230
Vocational - Applied science (Applied Biology C110,
Applied Chemistry F110, Applied Physics F310)
Vocational - Engineering H900
Vocational - Leisure and tourism N222
Vocational - Applied art and design W990
Vocational - Manufacturing H700
Vocational - Applied ICT G510
Vocational - Health and social care L510
Vocational - Applied business N190

If a second specialism is offered, institutions should record this in field 44. Similarly, if a third specialism is offered, institutions should record this in field 45. HESA will introduce validation checks to ensure that only those codes listed above can be recorded.

Institutions should ensure that codes relating to the subject the student is funded for are returned. Any institution wishing to enter a code not included in the current subject list should contact the TDA directly.

EXAMPLE

Ref: JACS coding on <A
HREF="http://www.hesa.ac.uk/jacs/letter.htm"
>http://www.hesa.ac.uk/jacs/letter.htm

REASON REQUIRED

To allow analysis and monitoring of the student population by subject of study.

Field Nr.	Field Description	Field Abbrev'n	Field Length
44	Subject of qualification aim 2	SBJQA2	4

STATUS Compulsory if relevant for all students except FE level students in England and Wales (i.e. compulsory for all students except those coded 1 or 4 in field 6, FE student marker).

VALID ENTRIES

Please refer to the JACS classification of academic subjects.

DESCRIPTION The minor subject of study of a major/minor combination programme of study. One of the subjects of study of a balanced combination or triple combination programme of study.

REASON REQUIRED To allow analysis and monitoring of the student population by subject of study.

Field Nr.	Field Description	Field Abbrev'n	Field Length
45	Subject of qualification aim 3	SBJQA3	4

STATUS Compulsory if relevant for all students except FE level students in England and Wales (i.e. compulsory for all students except those coded 1 or 4 in field 6, FE student marker).

VALID ENTRIES

Please refer to the JACS classification of academic subjects.

DESCRIPTION One of the subjects of study of a triple combination programme of study.

REASON REQUIRED To allow analysis and monitoring of the student population by subject of study.

Field Nr.	Field Description	Field Abbrev'n	Field Length
46	Proportion indicator	SJBID	1

STATUS Compulsory.

VALID ENTRIES

- 0 Indicates a Single.
- 1 Indicates a balanced combination.
- 2 Indicates a major/minor combination.
- 3 Indicates a Triple.

DESCRIPTION A balance indicator for programmes of study with two subjects of study.

REASON REQUIRED To allow analysis and monitoring of the student population by subject of study.

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

STATUS Not compulsory.

VALID ENTRIES

- 4001 Other UK institution.
- 4002 Other Non-UK institution.
- 4003 UK professional examining body.
- 4004 QCA.
- 4005 SQA.
- 4006 Other.
- 4007 Edexcel.

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 fields 43, 44 and 45 Subject(s) of qualification aim). The entries in this field are the qualification awarding body selected (usually the HE institution) from the list in index.php?option=com_collns&task=show_manuals&Itemid=233&r=05011&f=002 INSTID with the addition of the above valid entries.

NOTES

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

4003 UK professional examining body includes UK professional bodies such as, for example, the Association of Chartered Certified Accountants (ACCA), the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Chartered Institute of Personnel and Development (CIPD).

4004 QCA includes OCR (Oxford and Cambridge and RSA) Examinations qualifications.

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 provide information on validation etc.

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

STATUS Compulsory.

VALID ENTRIES

A number in the range 01 to 99.

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 or the study programme is self-paced with an indefinite length should this field be coded 99.

Validation will ensure that if this field is coded 99, then field 50, Unit of length must be coded 9.

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.

Foundation years

It is not expected that the course length (SLENGTH & UNITLGTH) be adjusted for individual students. However, where there are different course options that students can take, for example, foundation years and sandwich placements, it is expected that the course length reflects the options taken. For example, where a student

undertakes an integrated foundation year it is normally expected that the course length be recorded as one year longer than if the student had just taken a standalone degree.

EXAMPLE

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

REASON REQUIRED

To monitor patterns of study.

Field Nr.	Field Description	Field Abbrev'n	Field Length
50	Units of length	UNITLGTH	1

STATUS Compulsory.

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.

The lowest appropriate value of UNITLGTH should be used e.g. length should be expressed in terms of years, if appropriate, rather than months.

Foundation years

It is not expected that the course length (SPLENGTH & UNITLGTH) be adjusted for individual students. However, where there are different course options that students can take, for example, foundation years and sandwich placements, it is expected that the course length reflects the options taken. For example, where a student undertakes an integrated foundation year it is normally expected that the course length be recorded as one year longer than if the student had just taken a standalone degree.

REASON REQUIRED To monitor patterns of study.

Field Nr.	Field Description	Field Abbrev'n	Field Length
51	Vocational level of course	VLEVEL	2

STATUS Not used.

VALID ENTRIES

.

DESCRIPTION

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 correct 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
52	Special programmes	SPPRG	2

STATUS Compulsory.

VALID ENTRIES

- 01 Not a special programme.
- 07 AIRS.
- 08 Programme includes intensive short HND/Foundation Degree to Degree bridging course.

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'.

CVE, ACCESS and SLDD programmes should be coded 01 'Not a special programme' in field 52, Special programmes.

The Glossary gives full titles for these acronyms.

Scottish Continuing Professional Development courses will be separately identified using code 3 in field 65, Fundability code. Continuing Professional Development courses should be coded 01, 'Not a special programme' in this field.

Codes 02 to 05 and 09 become 'Not used'. For the purposes of field 52, Special programmes, special programmes are either AIRS or bridging courses.

Where a student is studying a foundation degree bridging course the FTE recorded in field 74, Student FTE, should be increased to reflect this. Where the bridging course spans academic years the load should all be returned in the second academic year, this may differ from the method used for other non-standard academic years. Institutions should also indicate in field 52 Special Programme that the student has studied a foundation degree bridging course in the year in which the FTE is increased. It may be that the inclusion of a foundation degree bridging course means that the year of programme of study becomes non-standard. However, where the year would otherwise have been recorded as a standard academic year the year should still be recorded as such.

Example

A student completes a foundation degree in June 2005 and then undertakes a bridging course from July to September and then joins the final year of a degree which they complete in June 2006.

Field	July 2005	July 2006
QUALAIM	28	21
STULOAD	100.0	130.0
TYPEYR	1	1
SPPRG	N/A	08

Where a student only studies a bridging course in the academic year they should return field 41, General qualification aim of a student, with a value of 61, 'Institutional undergraduate credit which may be counted towards qualifications within codes 01 to 52' (that is, when a student withdraws during or following completion of the course, or where they transfer in from another institution before starting the course). Where a student undertakes a foundation degree and bridging course in the same academic year field 153/138, Completion of year of programme of study, should reflect whether the student completed the foundation degree and will therefore usually be returned with a value of 1. Similarly where the student progresses to a degree after completion of the bridging course field 153/138, Completion of year of programme of study should reflect the completion status of the degree.

REASON REQUIRED

To identify students on special programmes and thus to support funding calculations.

Field Nr.	Field Description	Field Abbrev'n	Field Length
53	Teacher training course identifier	TTCID	1

STATUS Compulsory.

VALID ENTRIES

- 0 Not a teacher training course.
- 1 On 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 On 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 Student holding QTS on an in-service/education of teachers (INSET) course.
- 4 Student not holding QTS on an in-service/education of teachers (INSET) course.
- 5 INSET - not specified.
- 6 TDA funded flexible provision (ITT) - student concurrently employed.
- 7 TDA funded flexible provision (ITT) - student not concurrently employed.

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

NOTES Code 1 includes PGCE, BEd, 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.

Codes 3 and 4 can be used only by institutions in England and Northern Ireland.

Code 5 can be used only by institutions in Scotland and Wales.

TDA advise that Code 3 covers all students with QTS, i.e. both serving and non-serving school teachers. Code 4 covers any other student. Therefore for example students on INSET for nursery

nurses/FE teachers/other groups should be coded 3 where the student holds QTS, and should be coded 4 where the student does not hold QTS.

TDA and HEFCE have given a working definition of an INSET course as :

"An INSET/In-service course is one for which the primary (but not necessarily the only) purpose is to improve the effectiveness of teachers, lecturers or trainers. In considering whether this is the purpose of particular course, institutions may wish to consider the content of the course and course literature, including prospectuses and any other marketing material".

TDA advise that employment status in codes 6 and 7 does not have to be teaching related.

Code 7 should be used for those students on TDA funded flexible provision (ITT) where it is not know whether they are concurrently employed or not.

REASON REQUIRED

To identify and discriminate between teacher training students.

Field Nr.	Field Description	Field Abbrev'n	Field Length
54	ITT phase/scope	ITTPHSC	2

STATUS Compulsory for all initial teacher training students in English and Welsh institutions (i.e. shown as code 1, 2, 6 or 7 in field 53 'Teacher training course identifier.)

VALID ENTRIES

- 15 Ages 3 - 8.
- 16 Ages 3 or 5 - 11, emphasis 7 - 11.
- 17 Ages 3 or 5 - 11, emphasis 3 - 8.
- 18 Ages 3 or 5 - 11, emphasis 5 - 8.
- 19 Ages 7 - 11.
- 24 Ages 11 - 16 or 18.
- 25 Ages 14 - 19.
- 26 Ages 7 - 14.
- 31 Further education.
- 49 Other.
- 51 Foundation Stage and KS1 (age ranges 3 - 8).
- 52 Foundation Stage, KS1 and KS2 (age ranges 3 - 11).
- 53 KS1 and KS2 (age ranges 5 - 11).
- 54 KS2 and KS3 (age ranges 7 - 14).
- 55 KS3 and KS4 (age ranges 11 - 16).
- 56 KS3, KS4 and post-16 (age ranges 11 - 18).
- 57 KS4 and post-16 (age ranges 14 - 19).

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 15 - 26 and 51- 57 should be used.

Codes 15 - 26 can only be used for continuing students with a COMDATE before 1 August 2002.

Codes 51 - 57 can only be used for students with a COMDATE after 31 July 2002.

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

REASON REQUIRED To provide details of training, distinguishing primary and secondary levels, etc.

Field Nr.	Field Description	Field Abbrev'n	Field Length
55	Bilingual ITT marker	BITTM	1

STATUS Compulsory for institutions in Wales, Scotland or Northern Ireland where field 53 'Teacher training course identifier' is coded 1 or 2.

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

In this context:

Bilingual means English/Welsh for institutions in Wales.

Bilingual means English/Gaelic for institutions in Scotland.

Bilingual means English/Gaelic for institutions in Northern Ireland.

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

This field should be left blank for all English institutions.

REASON REQUIRED To indicate whether ITT is bilingual.

Field Nr.	Field Description	Field Abbrev'n	Field Length
56	Teaching qualification sought sector	TQSSEC	1

STATUS Compulsory for teacher training students at institutions in Scotland or Northern Ireland.

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 institutions in Scotland or Northern Ireland for all of their teacher training courses and indicates the education sector in which teacher training students are pursuing their teaching qualification.

NOTES Code 1 or 2 should be returned if code 1 is returned in Field 53, Teacher training course identifier.

Code 3 or 4 should be returned if code 2 is returned in Field 53, Teacher training course identifier.

If codes 0, 3, 4 or 5 are returned in field 53, Teacher training course identifier, then this field must be left blank.

REASON REQUIRED To allow monitoring of qualifications sought and gained.

Field Nr.	Field Description	Field Abbrev'n	Field Length
57	Teaching qualification sought subject 1	TQSSUB1	3
58	Teaching qualification sought subject 2	TQSSUB2	3
59	Teaching qualification sought subject 3	TQSSUB3	3

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.

VALID ENTRIES

- 010 English.
- 020 History.
- 030 Geography.
- 040 Modern Studies.
- 060 Economics (only as a 2nd subject).
- 070 French.
- 080 German.
- 090 Spanish.
- 091 Italian.
- 100 Russian.
- 110 Gaelic.
- 111 Community languages.
- 120 Other Modern Language.
- 130 Classics.
- 140 Latin.
- 150 Greek.
- 160 Mathematics.
- 161 Computing.
- 180 Biology with science.
- 190 Chemistry with science.
- 200 Physics with science.
- 220 Art & design.
- 240 Business Studies.
- 250 Home Economics.
- 260 Physical education.
- 280 Technological/ Technical Education.
- 290 Music.
- 301 Drama.
- 350 Religious Education.
- 360 Other.
- 370 Media studies.

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 institutions in Scotland.

REASON REQUIRED

To allow monitoring of qualifications sought and gained.

Field Nr.	Field Description	Field Abbrev'n	Field Length
60	Teaching qualification gained sector	TQGSEC	1

STATUS Compulsory for teacher training students at institutions in Scotland or Northern Ireland who have gained a qualification.

VALID ENTRIES

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

DESCRIPTION The Teaching qualification gained sector is used by institutions in Scotland or Northern Ireland for students who follow courses that lead to teacher qualifications and indicates the education sector in which teacher training students are pursuing their teaching qualification.

REASON REQUIRED To allow monitoring of qualifications sought and gained.

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

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.

VALID ENTRIES

- 010 English.
- 020 History.
- 030 Geography.
- 040 Modern Studies.
- 060 Economics (only as a 2nd subject).
- 070 French.
- 080 German.
- 090 Spanish.
- 091 Italian.
- 100 Russian.
- 110 Gaelic.
- 111 Community languages.
- 120 Other Modern Language.
- 130 Classics.
- 140 Latin.
- 150 Greek.
- 160 Mathematics.
- 161 Computing.
- 180 Biology with science.
- 190 Chemistry with science.
- 200 Physics with science.
- 220 Art & design.
- 240 Business Studies.
- 250 Home Economics.
- 260 Physical education.
- 280 Technological/ Technical Education.
- 290 Music.
- 301 Drama.
- 350 Religious Education.
- 360 Other.
- 370 Media studies.

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 institutions in Scotland.

REASON REQUIRED

To allow monitoring of qualifications sought and gained.

Field Nr.	Field Description	Field Abbrev'n	Field Length
64	Major source of funding	MSFUND	2

STATUS Compulsory.

VALID ENTRIES

- 01 HEFCE.
- 02 HEFCW.
- 03 SFC.
- 04 DELNI.
- 05 LSC.
- 06 NC-ELWa.
- 07 TDA.
- 11 LEA.
- 12 DfES.
- 13 National Assembly for Wales (NAW).
- 14 Scottish Executive - Enterprise, Transport & Lifelong Learning Department (SE-ETLLD).
- 15 Scottish Executive Environment and Rural Affairs Department (SE-ERAD).
- 16 Department of Agriculture and Rural Development for Northern Ireland (DARD).
- 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 - Particle Physics & Astronomy Research Council (PPARC).
- 27 Arts & Humanities Research Council (AHRC).
- 29 Research Council - not specified.
- 31 Departments of Health/NHS/Social Care.
- 32 Departments of Social Services.
- 33 Departments of Employment.
- 34 Other HM government departments.
- 35 Armed forces.
- 36 Scottish Enterprise Network/Local Enterprise Companies (LECs)/Highland and Islands Enterprise.
- 41 UK public corporation/nationalised industry.
- 42 UK private industry/commerce.
- 43 UK charity (medical).
- 44 UK charity (other).
- 46 EU commission (EC).

- 47 Voluntary organisation.
- 51 Overseas government or other overseas organisation.
- 61 Own institution.
- 62 New deal for young people (aged 18 to 24).
- 63 New deal for long term unemployed (aged 25+).
- 64 Private training organisation.
- 65 European Research Action Scheme for the Mobility of University Students (ERASMUS).
- 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).
- 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.
- 83 Overseas learner award from HM Government/British Council.
- 84 Multinational organisation(non-UK based).
- 85 Foundation Modern Apprenticeship (formerly known as National Traineeship (NT)).
- 86 European Social Fund for the first term of the current academic year.
- 87 European Social Fund for the second and third terms of the current academic year.
- 88 European Social Fund for all the current academic year.
- 89 FE Student - New Deal.
- 91 Funded entirely by student tuition fees.
- 92 European Regional Development Fund (ERDF).
- 93 European Agricultural Guidance and Guarantee Fund (EAGGF).
- 94 Financial Instrument for Fisheries Guidance (FIFG).
- 95 DWP/Job Centre Plus.
- 96 Youth Gateway.
- 97 Youth Access.
- 98 LEA funding for Adult and Community Learning.
- 99 LEA funding, other than for Adult and Community Learning.
- AA ESF - objective 1.
- AB ESF - objective 2.

AC ESF - objective 3.
AD ESF community objectives.

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 DELNI 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 in field 64 and code as 2 'Not fundable by Funding Council' in field 65, Fundability code.

Institutions funded by SFC 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 SFC shown as the major source of funding, code 03.

Nurses and Midwives at institutions funded by SFC who are on courses directly funded through contracts with the Health Authorities should be coded 31. These are primarily courses formerly taught by the Nursing Colleges. Most other Medical, Dentistry, Nursing and Midwifery courses and courses for professions associated with medicine at SFC funded institutions, will be funded through SFC and students should usually be coded 03.

Code 34 'Other HM government departments' includes local government and non-departmental public bodies (NDPBs) including the British Council and the Royal Society.

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.

Codes 86-88 'European Social Fund' apply to FE level students only. For any students at HE level 'European Social Fund' should be coded at 46 'EU commission (EC)'.

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 and 83-89 can only be used for students at institutions in England and Wales who are following programmes of study at FE level, i.e. shown as code 1 or 4 in field 6, FE Student marker.

Codes 73-79 and 83-89 are the codes to be used in preference to other codes for FE level students in England and Wales.

'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.

REASON REQUIRED

To allow monitoring of actual student funding sources against funding.

Field Nr.	Field Description	Field Abbrev'n	Field Length
65	Fundability code	FUNDCODE	1

STATUS Compulsory.

VALID ENTRIES

- 1 Fundable by Funding Council (for institutions in England and N.I. there is the additional clause 'and funds sought').
- 2 Not fundable by Funding Council.
- 3 Not eligible for funding (as defined for the SFC 'Early Statistics') but is a Continuing Professional Development course (as defined by SFC).
- 4 Fundable by Funding Council but funds not sought (institutions in England and N.I. only).
- 5 Funded by the Department of Health (institutions in England and N.I. only).
- 7 Fundable by Training and Development Agency for Schools.

DESCRIPTION

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

NOTES

This field must be coded at the individual student level.

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

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

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

For institutions in England and Northern Ireland fundable postgraduate research students in the second (third for part-time) and subsequent years of programme of study are treated as non-fundable in relation to the teaching model on HESES. Such students should have field 65 returned as 1 'Fundable by Funding Council' for all years of programme of study irrespective of how they are returned on HESES. Code 4 should not be used for such students.

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/body 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 SFC's 'Early Statistics' return). It has been confirmed by the Funding Councils that it is possible for students coded 01-04 in field 64, Major source of funding, 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.

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

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

Code 7 'Fundable by Training and Development Agency for Schools' is not available for Welsh institutions.

Institutions funded by SFC 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.

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.

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 assess accuracy of early returns (Early Statistics), and to identify health and social care students and teacher training students.

Field Nr.	Field Description	Field Abbrev'n	Field Length
66	Fee eligibility	FEEELIG	1

STATUS Compulsory.

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

For students entering through UCAS this information will be available from UCAS via the *J transaction. Note however that this should be over-written once the institution has decided fee status.

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

Code 3 may be used for all courses or programmes of study for which the concept of 'home fees' does not apply. Typical examples would be students on most part-time or FE level or full cost-recovery courses.

Code 3 may be used for incoming exchange students.

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

To allow financial calculations to take account of the fee difference between home/EU and overseas students and of other fee offsets.

To resolve otherwise indeterminate home/overseas cases.

Field Nr.	Field Description	Field Abbrev'n	Field Length
67	Fee band	FEEBAND	2

STATUS Compulsory.

VALID ENTRIES

- 01 Prescribed undergraduate fee, full fee.
- 02 Prescribed undergraduate fee, half fee.
- 03 Prescribed undergraduate fee, zero fee.
- 41 Postgraduate.
- 42 Half postgraduate fee.
- 51 Other fee which is a proportion of a prescribed fee, e.g. if set at 1/4 of a prescribed 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 for the course of study which is recorded in this return for the student, irrespective of the source of the payment. For example, if the course attracts a full prescribed undergraduate fee, this should be recorded even if the individual student pays all or part of the fee. Code 99 should be used if the course does not have a prescribed fee, for example, in the case of one of the part-time modes of study.

For institutions in England, Wales and Northern Ireland this field should record the fee actually charged in respect of the student irrespective of who pays the fee. For example if the fee charged is the prescribed amount and half of this is paid by the student and half by government sources this should be recorded as code 01. If the course would normally be expected to attract a prescribed fee but part of the fee is waived or a top-up fee is charged this should be recorded as 99 "no fee band". If however a prescribed fee is charged but not collected this should be recorded as 01 or 02. For courses where no prescribed fee exists, for example non-ITT part-time courses, codes 01 and 02 should not be used even if the fee charged is at the prescribed amount. Courses where no prescribed fee exists should be coded 99 'No fee band'.

Where the fee is topped-up or waived for some of the students on the programme of study institutions should continue to use the appropriate FEEBAND for all the students on the programme of study. It is only when all of

the students on the programme of study have their fee waived or topped-up that code 99 'No fee band' should be used.

Code 41 'Postgraduate' should be used if the fees for the year are at the standard rate paid by the research councils. Code 42 'Half postgraduate fee' should be used if the fees are half this amount. In 2005-06 the standard fees paid by research councils are £3,085 the level of these fees changes annually. Institutions are informed of the current fees each year by the funding bodies. Code 99 should be used when some other arbitrary amount is charged.

Code 03 'Prescribed undergraduate fee, zero fee' allows for further consistency in the coding of ERASMUS/SOCRATES students. Whole year outgoing ERASMUS/SOCRATES students will be identified using field 28, Special students, code 7 'Outgoing ERASMUS/SOCRATES student' and field 67, Fee band, code 03, 'Prescribed undergraduate fee, zero fee'.

REASON REQUIRED

To allow financial calculations to take account of the fee difference between home/EU and overseas students and of other fee offsets.

To resolve otherwise indeterminate home/overseas cases.

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

STATUS Compulsory.

VALID ENTRIES

- 01 No award or financial backing.
- 02 Award assessed by English or Welsh LEA and paid in full by LEA or by the SLC (includes EU students assessed by DfES).
- 03 Paid in full by Student Awards Agency for Scotland (SAAS).
- 04 Paid in full by DELNI/Northern Ireland Education & Library Boards (via Student Loans Company).
- 05 Institutional waiver of support costs.
- 06 Local Government - Channel Islands and Isle of Man/Scottish FE Bursaries.
- 07 Fee waiver under government unemployed students scheme.
- 08 British Academy.
- 09 Fees paid under part-time graduate apprentice study programme.
- 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 - Particle Physics & Astronomy Research Council (PPARC).
- 17 Arts & Humanities Research Council (AHRC).
- 19 Research Council - not specified.
- 21 Charitable foundation.
- 22 International agency.
- 31 Departments of Health/NHS/Social Care.
- 32 Departments of Social Services.
- 33 DfES.
- 34 Other HM government departments/public bodies.
- 35 Scholarship of HM forces.
- 36 Scottish Enterprise Network/Highlands & Islands Enterprise/Local Enterprise Companies (LECs).
- 37 LEA training grants scheme.
- 38 Department of Agriculture & Rural Development for Northern Ireland (DARD).

- 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.
- 52 Mix of student and SLC (following assessment by English or Welsh LEA or DfEE for EU students studying in England).
- 53 Mix of student and Student Awards Agency for Scotland (SAAS).
- 54 Mix of student and DELNI/Northern Ireland Education & Library Boards (via Student Loans Company).
- 61 UK industry/commerce.
- 71 Absent for year.
- 81 Student's employer.
- 96 FE student - New Deal.
- 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 of award or financial backing.

NOTES

Mandatory award holders should be included in codes 02, 03, 04, 52, 53 and 54. Students eligible for mandatory awards but assessed to pay the full fee themselves should be included in code 01.

Code 01: No award or financial backing, pay own fees. Students who are financially assessed by an LEA/SAAS/DELNI/NI Education and Library Boards to pay the full fee themselves (i.e. no public support for fees) should be included here. This code should only be used where there is no award or financial backing at all. Where there is some award or financial backing, even if this is the minor source compared with the contribution of the student, then the coding should reflect the source of the award or financial backing.

Codes 02-04 includes those students whose fee is met in full by the body shown. In the case of payments by the SLC,

students should be recorded against the body which made the financial assessment: code 02 for students from England and Wales and for EU students studying in England and Wales or code 04 for students from Northern Ireland and EU students studying in Northern Ireland. Where the financial assessment has resulted in the fee being partly paid by the public body shown in codes 02-04 and partly by the student or their families, the student should be included in either codes 52, 53 or 54 regardless of which contribution is the greater. Code 02 includes students aged under 19 who pay registration fees only. Code 02 excludes LEA acting as employer.

Students in exempt years from liability to pay fees should be coded 02, 03 or 04 as appropriate.

Code 05 'Institutional waiver of support costs' includes University Scholarships or awards of current institution.

Code 07 'Fee waiver under government unemployment students scheme' is to cover the proposal that part-time students who are in employment at the start of a course but who become unemployed during it may have their fees waived - possibly subject to means testing. Institutions will be able to reclaim from Funding Councils.

Code 09 covers cases where fee remission is granted to employees of small and medium sized businesses who are studying part-time towards an HE qualification as part of a recognised Graduate Apprenticeship.

Code 31 'Departments of Health/NHS/Social Care'.

Any student whose fees are directly paid by NAW should be included in code 34 'Other HM government departments/public bodies'.

Code 41 'EU Commission (EC)' applies specifically to the EU Commission.

In codes 42-48 'overseas' means 'non-UK'.

Code 42 'Overseas student award from HM government/British Council' 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.

Incoming Erasmus, Tempus and other exchange students should be coded 98 'No fees'.

The code closest to 05 should be returned if there is a 50/50 split on the source of tuition fees.

REASON REQUIRED

To allow financial calculations to be made and for the monitoring of numbers of students receiving awards.

Field Nr.	Field Description	Field Abbrev'n	Field Length
69	Not used	TARUNIT	5

STATUS Not used.

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
70	Mode of study	MODE	2

STATUS Compulsory.

VALID ENTRIES

- 01 Full-time according to Funding Council definitions.
- 02 Other full-time.
- 12 FE students, full-time 30 weeks or more.
- 13 FE students, full-time 4-29 weeks.
- 14 FE students, full-time less than 4 weeks.
- 23 Sandwich (thick) according to Funding Council definitions.
- 24 Sandwich (thin) according to Funding Council definitions.
- 25 Other sandwich course/programme.
- 31 Part-time.
- 32 FE students, Block release.
- 33 FE students, Part-time, released from employment.
- 34 FE students, Part-time, not released from employment.
- 35 FE students, Evening only.
- 36 FE students - open or distance learning.
- 37 FE students- accredited by prior experience and learning, APL/APEL.
- 38 Structured part-time (institutions in Scotland).
- 39 Other part-time (institutions in Scotland).
- 43 Writing-up - previously full-time.
- 44 Writing-up - previously part-time.
- 51 Sabbatical.
- 52 Optional year out - study related.
- 53 Compulsory year out - study related.
- 63 Dormant - previously full-time.
- 64 Dormant - previously part-time.
- 65 FE students Continuous delivery, day/daytime.
- 66 FE students Continuous delivery, evening only.
- 67 FE students Continuous delivery in the workplace.
- 68 FE students Continuous delivery undefined.
- 69 FE students Sandwich.

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

NOTES With reference to code 01, the Funding Councils have agreed that a common definition of full-time is that years of programme of study must involve a minimum of 24 weeks study (note that this definition does not apply to full-time final year students in institutions in Wales). Each Funding

Council may also have further additional conditions. HESA will apply the 24 week rule to its definition of full-time in publications i.e. full-time will be all those students coded 01 in field 70, together with all those students coded 02 and whose expected length of study (fields 49 and 50) is over 24 weeks.

With reference to codes 23 and 24, these programmes are covered by the definition of sandwich under the award regulations as set out by the Funding Council. Years of programme of study must involve a minimum of 24 weeks study/placement. HESA's definition of sandwich students will be all those students coded 23 or 24 in field 70, together with all those students coded 25 and whose expected length of study (fields 49 and 50) is over 24 weeks.

Code 23, 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 24, A thin sandwich must involve the student in an average of more than 21 hours study a week for a minimum of 24 weeks study/placement.

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 43 or 44 'Writing up'.

Code 51 should be used for students on sabbatical years e.g. holding Student Union office.

Codes 52 and 53 should only be used for study related years out which count towards the Qualification Aim. Language years out that are not classed as thick sandwich programmes should be coded 53 in the year the student is abroad.

Years out for any other reason should be coded 63 or 64, Dormant.

Codes 65, 66, 68 and 69 are available to both English and Welsh institutions.

Code 67 is only available for Welsh institutions.

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 63 or 64 'Dormant' which should only be used for students who are dormant for the whole reporting period). 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 63 or 64 'Dormant' will be excluded from the HESA standard registration population 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 a reporting period to students not active in in the reporting period should include a record for these students in the reporting period July data collection, showing mode of study 63 or 64 '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 in C05011 Reduced Individualised Records.

Codes for dormant can be used only if the student was not actively following a programme of study at anytime during the reporting period.

A student who was actively following a programme of study at sometime during the reporting period but who has now suspended studies, will have an active mode of study and will be identified through the field 152/137, Student suspending active studies, (NOTACT).

The use of the specific full-time codes 12 to 14 is compulsory for all students at English or Welsh institutions who are following programmes of study at FE level or funded by LSC or NC-ELWa.

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 (not the generic part-time code 31) is compulsory for all students at English or Welsh institutions who are following programmes of study at FE level or funded by LSC or NC-ELWa. In all other cases whether institutions in England, Wales or Northern Ireland use of the generic or the specific part-time codes is optional.

Institutions in Scotland should use part-time codes 38 or 39.

Codes 12 -14 and 32 - 37 can only be used by institutions in England and Wales.

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 24 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 at institutions in England and Wales only may have code 36, 'FE students - 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.

FE students at institutions in England and Wales only may have code 37 FE students - accredited by prior experience and learning, APL/APEL.

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 allow standard populations to be defined and financial calculations to be made.

Field Nr.	Field Description	Field Abbrev'n	Field Length
71	Location of study	LOCSDY	1

STATUS Compulsory.

VALID ENTRIES

- 6 Distance Learning - UK based student.
- 7 Student studying for the whole of their programme of study (to date) outside of the UK.
- A NVQ delivered fully by an institution outside the workplace.
- B NVQ delivered jointly by an institution and an employer.
- C NVQ delivered entirely in the workplace.
- D On industrial placement for the year as a whole.
- E On industrial placement for a proportion of the year.
- F On study year abroad for the year as a whole.
- G On study year abroad for a proportion of the year.
- H Classroom.
- J Workshop.
- K Workplace.
- M e-Learning.
- N Drop in/Open learning centre.
- P APL.
- Q WBL provider-centre based.
- R Other.
- X At returning and/or franchised institution for whole year.

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

NOTES Institutions are now strongly encouraged to return any student studying for the whole of their programme of study outside the UK. These students should be identified using code 7 'Student studying for the whole of their programme of study (to date) outside of the UK' in this field. A reduced return has been introduced in order to increase coverage of the record to include these students. The status of this request for information is that it is not currently a condition of funding, except where the students are funded by the relevant funding council.

As codes 1 - 5 and 8 have become 'Not used', continuing students will have to be re-coded using new field 165/150, Collaboration/Franchising, and field 71, Location of study.

Location of study - The studies described should relate to the FTE reported in field 74, Student FTE, which in turn are described in detail in fields 100-147/85-100.

Codes A - C and H - R can be used only for FE students at institutions in England and Wales.

Code E, 'On industrial placement for a proportion of the year' should be used where the student undertakes a full-time placement lasting for at least 10 weeks. Where a student undertakes a placement on a part-time basis this should only be included if, when summed, it is equivalent to 10 weeks full-time work.

Where both code E 'On industrial placement for a proportion of the year' and code G 'On study year abroad for a proportion of the year' apply in the same academic year, code E 'On industrial placement for a proportion of the year' should be used in preference to code G 'On study year abroad for a proportion of the year'.

REASON REQUIRED To track student migration, placements, etc., and to support population definitions.

Field Nr.	Field Description	Field Abbrev'n	Field Length
72	Year of programme	YEARPRG	2

STATUS Compulsory.

VALID ENTRIES

A number in the range 00 - 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 inter-relationship between field 30 and field 72, please see notes in field 30, Year of student on this programme.

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.

In those instances where foundation years are integral to degree programmes, the foundation year should be shown as Year 00 (zero) in field 72, Year of programme, and Qualification Aim 'degree' in field 41, General qualification aim of student. This will allow a clear distinction to be made between stand-alone Foundation courses and those which are integral to degree programmes.

Field 72, Year of programme, should not increment for students who are writing-up, but field 30, Year of student on this programme, would increment on the anniversary of their starting date.

Year of programme of study should be incremented for each year of a course a student studies. Therefore, where students do not repeat any studies, year of programme of study will increment each reporting year. In particular, where students study full-time courses on a part-time basis the year of programme of study should still increment every year. For example, if a student is studying a degree normally taken full-time over 3 years, over 6 years part-time, the year of programme of study should start at 1 and increase each reporting year to 6.

REASON REQUIRED

To track student progression; used in conjunction with YEARSTU. For example for the identification of direct entrants to later years of programmes, and to identify programmes with a foundation year to support entry qualification calculations.

Field Nr.	Field Description	Field Abbrev'n	Field Length
73	Length of current year of programme	YEARLGTH	2

STATUS Compulsory for institutions in Wales and Scotland only.

VALID ENTRIES

A number 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 year of the course/programme. 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 reporting period 1 August - 31 July.

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.

Years of programme of study out on placement should be coded 98.

REASON REQUIRED To assist Statutory Customers to monitor programme patterns, and specifically by HEFCW to reconcile Early Statistics with HESA.

Field Nr.	Field Description	Field Abbrev'n	Field Length
74	Student FTE	STULOAD	5

STATUS Compulsory.

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 1 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 C05011 Supplementary Information relating to Field 74, Student FTE for further detailed notes.

Where a student is studying a foundation degree bridging course the FTE recorded in field 74, Student FTE, should be increased to reflect this. Where the bridging course spans academic years the load should all be returned in the second academic year, this may differ from the method used for other non-standard academic years. Institutions should also indicate in field 52 Special Programme that the student has studied a foundation degree bridging course in the year in which the FTE is increased. It may be that the inclusion of a foundation degree bridging course means that the year of programme of study becomes non-standard. However, where the year would otherwise have been recorded as a standard academic year the year should still be recorded as such.

Example

A student completes a foundation degree in June 2005 and then undertakes a bridging course from July to September and then joins the final year of a degree which they complete in June 2006.

Field	July 2005	July 2006
QUALAIM	28	21

STULOAD	100.0	130.0
TYPEYR	1	1
SPPRG	N/A	08

Where a student only studies a bridging course in the academic year they should return field 41, General qualification aim of a student, with a value of 61, 'Institutional undergraduate credit which may be counted towards qualifications within codes 01 to 52' (that is, when a student withdraws during or following completion of the course, or where they transfer in from another institution before starting the course). Where a student undertakes a foundation degree and bridging course in the same academic year field 153/138, Completion of year of programme of study, should reflect whether the student completed the foundation degree and will therefore usually be returned with a value of 1. Similarly where the student progresses to a degree after completion of the bridging course field 153/138, Completion of year of programme of study should reflect the completion status of the degree.

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 allow analysis by FTE, representing student load, rather than by headcount or apportioned numbers; particularly significant for analysing PT load.

Field Nr.	Field Description	Field Abbrev'n	Field Length
75	Postcode	POSTCODE	8

STATUS Compulsory for UK domiciled students.

VALID ENTRIES

An alphanumeric code of up to 8 characters, which is a valid postcode.

DESCRIPTION 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.

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

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.

For students entering through UCAS this information will be available from UCAS via the *J transaction.

Information about postcodes and postcodes for known addresses can be obtained from Postcodes Online at www.royalmail.com

Country of domicile will be collected in field 12, Domicile.

Only if no valid postcode (full or outward only) can be ascertained should an institution use the default of 99999999.

Note that for funding allocations HEFCW and NC-ELWa can only use data that includes both the outward and inward parts of the postcode.

EXAMPLE 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 positions 3, 7 and 8. The part of the postcode before the first space is known as the outward part of the postcode and can be of variable length of 2, 3 or 4 characters. Whereas the part of the postcode after the space is known as the inward part of

the postcode and is a fixed length of 3 characters. The space between the outward and inward parts of the postcode must always be shown as part of the postcode.

REASON REQUIRED To monitor student population by source location, especially in the Widening Participation context.

Field Nr.	Field Description	Field Abbrev'n	Field Length
76	PGCE - subject of undergraduate degree		PGCESBJ6

STATUS Compulsory for students following PGCE programmes of study at institutions in England, Wales or Northern Ireland (i.e. shown as code 12 or 13 in field 41, General qualification aim of student).

VALID ENTRIES

999998 Not applicable.
999999 Not known.

DESCRIPTION

In addition to the Valid Entries use the JACS classification of academic subjects.

The subject(s) of the student's undergraduate degree. Please refer to the JACS classification of academic subjects.

NOTES

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

Not applicable includes those students who do not have a UK undergraduate degree. This may be the case, for example, with students studying for PGCE (FE).

Joint honours degrees must be returned within the JACS framework at either 2 or 3 levels of coding.

The TDA have advised that their preference is for institutions to code 2 subjects at 3-digit JACS level, e.g. R11F16 - French Language and Organic Chemistry. The balance between the two subjects cannot be separately indicated, and so it will have to be assumed to be equal.

EXAMPLE

Coding could take the form of either:

R1F1F8 - French, Chemistry and Physical/Terrestrial Geographical & Environmental Sciences
OR
R10F10 - French Studies and Chemistry
R11F16 - French Language and Organic Chemistry.

In all cases, balance (between subjects) cannot be separately indicated, and so will have to be assumed.

REASON REQUIRED

To provide data on the qualifications of teachers.

Field Nr.	Field Description	Field Abbrev'n	Field Length
77	PGCE - classification of undergraduate degree		PGCECLSS 2

STATUS Compulsory for students following PGCE programmes of study at institutions in England, Wales or Northern Ireland (i.e. shown as code 12 or 13 in field 41, General qualification aim of student).

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.
- 98 Not applicable.
- 99 Not known.

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

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

Not applicable includes those students who do not have a UK undergraduate degree. This may be the case, for example, with students studying for PGCE (FE).

REASON REQUIRED To provide data on the qualifications of teachers.

Field Nr.
78

Field Description
Religion

Field Abbrev'n
RELIG

Field Length
1

STATUS

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

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 comply with Northern Ireland statutory Equal Opportunities monitoring.

Field Nr.	Field Description	Field Abbrev'n	Field Length
79	Not used	PRIMLG	1

STATUS Not used.

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
80	Not used	ST12	1

STATUS Not used.

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
81	SLDD - Discrete provision	ST13	1

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

VALID ENTRIES

- 1 Improvement of communication skills.
- 2 Moderate learning difficulties and/or disabilities.
- 3 Profound learning difficulties and/or disabilities.
- 4 Not SLDD (LLDD).
- 5 Funded for discrete learning activity.
- 6 Funded for Mainstream learning activity.
- 9 Not eligible for increased programme area weights for SLDD.

DESCRIPTION To indicate eligibility for increased programme area weights for SLDD.

NOTES Codes 1, 2, 3 or 9 will be available for continuing students with a COMDATE before 1 August 2003. New students with a COMDATE after 31 July 2003 can only use codes 4, 5 or 6.

REASON REQUIRED To monitor special funding allocations.

Field Nr.	Field Description	Field Abbrev'n	Field Length
82	Not used	STFEES	6

STATUS Not used.

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
83	Amount of tuition fees received/expected for the student		RECFEE 6

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

VALID ENTRIES

Up to 6 digits, showing the actual amount in pounds to the nearest whole pound.

DESCRIPTION The actual amount of tuition fees the institution expects to receive (or has received) for the student.

NOTES Not applicable to economic cost recovery fees.

A annual fee.

W whole qualification fee.

Character to be put in first character position of field.

For institutions in England, the tuition fees quoted should be for the whole qualification aim. The amount of fees for the whole qualification aim should be preceded by the letter W. Where the tuition fees can only be quoted for an annual period, the amount of fees should be preceded by the letter A. NB - a one year course would be prefixed 'W'.

For institutions in Wales, the tuition fees quoted should be for the whole learning programme. The letter 'W' should precede the amount of the fees.

EXAMPLE Where a student has whole tuition fees of £780 this would appear as W00780. Where a qualification has annual tuition fees of £250 this would appear as A00250.

REASON REQUIRED To determine the extent of remission of fees in the sector.

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

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

VALID ENTRIES

- 01 Exempt under the Further and Higher Education Act 1992; provision funded by LSC.
- 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 Fee adjustments - bad debt.
- 15 Fees waived - in receipt of job seekers allowance.
- 16 Fees waived - asylum seeker receiving a means-tested state benefit.
- 17 Fees waived - 16-18 year old learner; provision funded by the LSC.
- 18 Fees waived - in receipt of an income-based state benefit (not covered by any other code relating to income-based state benefit, for example codes 15 and 16).
- 19 Fees waived - unwaged dependent of any people in codes 18, 22, 23, 24 or 25 .
- 20 Fees waived - undertaking programmes where the main learning aim is basic skills.
- 21 Fees waived for another reason consistent with the local provider policy.
- 22 Fees waived - asylum seeker in receipt of the equivalent of an income-based state benefit .

- 23 Fees waived - in receipt of jobseekers allowance.
- 24 Fees waived - in receipt of working families tax credit (award notice states nothing, or less than #72.20 has been deducted from the maximum credit).
- 25 Fees waived - in receipt of disabled persons tax credit (award notice states nothing, or less than #72.20 has been deducted from the maximum credit).
- 26 Fee is zero.
- 27 Fees waived - Council-funded project where the Council has agreed that the learner is eligible for fee-remission.
- 28 Fees waived - in receipt of working tax credit.
- 99 Fees paid in full.

DESCRIPTION

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

NOTES

Codes 01, 03, 04, 05, 06, 07, 08, 09, 10, 15 or 16 will be available for continuing students with a COMDATE before 1 August 2003. New students with a COMDATE after 31 July 2003 can only use codes 17-28.

New students with a COMDATE after 31 July 2003 can only use codes 17-28.

Code 28 should be used if the learner is in receipt of working tax credit and is eligible for fee remission as defined by the LSC 2 "FE Funding Guidance 2003/04".

Codes 24 and 25 should only be available for continuing students with a COMDATE before 1 August 2003.

Not applicable to economic cost recovery fees.

REASON REQUIRED

To determine the extent of remission of fees in the sector.

Field Nr.	Field Description	Field Abbrev'n	Field Length
85	Module identifier 1	MODULE01	12
86	Module identifier 2	MODULE02	12
87	Module identifier 3	MODULE03	12
88	Module identifier 4	MODULE04	12
89	Module identifier 5	MODULE05	12
90	Module identifier 6	MODULE06	12
91	Module identifier 7	MODULE07	12
92	Module identifier 8	MODULE08	12
93	Module identifier 9	MODULE09	12
94	Module identifier 10	MODULE10	12
95	Module identifier 11	MODULE11	12
96	Module identifier 12	MODULE12	12
97	Module identifier 13	MODULE13	12
98	Module identifier 14	MODULE14	12
99	Module identifier 15	MODULE15	12
100	Module identifier 16	MODULE16	12

STATUS Module identifier 1 is compulsory, Module identifiers 2 - 16 not compulsory. Module identifier 1 not compulsory if field 74, Student FTE, is coded 000.0.

VALID ENTRIES

12 character module identifiers.

DESCRIPTION The Module identifiers link the student record and the module record for the current year. There must be an entry in the module record with a matching identifier, in field 5, Module identifier, to provide this link and so give details about the student's programme of study in the current year. The modules identified must relate to the FTE reported in field 74, Student FTE.

(For further details please also refer to notes of guidance for field 74, in C05011 Supplementary Information relating to Field 74, Student FTE.)

NOTES Module identifiers will be allocated by the institution and should be unique for each module.

If more than 16 module identifiers are needed the modules where most activity (proportion of course) takes place must be coded, therefore others must be ignored.

For Welsh institutions only, there is a requirement to indicate in the module identifier whether the module is available wholly or in part through the medium of Welsh. This is by

decision of the HEFCW/NC-ELWa, after consultation with Welsh institutions.

For Welsh institutions the module identifier should have a last character 'W' if the module is 'available wholly or in part through the medium of Welsh'. Any other last character will be taken as meaning not so available.

REASON REQUIRED To allow linkage with the module record.

Field Nr.	Field Description	Field Abbrev'n	Field Length
101	Module 1 proportion of teaching in Welsh	MODPW1	5
110	Module 10 proportion of teaching in Welsh	MODPW10	5
111	Module 11 proportion of teaching in Welsh	MODPW11	5
112	Module 12 proportion of teaching in Welsh	MODPW12	5
113	Module 13 proportion of teaching in Welsh	MODPW13	5
114	Module 14 proportion of teaching in Welsh	MODPW14	5
115	Module 15 proportion of teaching in Welsh	MODPW15	5
116	Module 16 proportion of teaching in Welsh	MODPW16	5
102	Module 2 proportion of teaching in Welsh	MODPW2	5
103	Module 3 proportion of teaching in Welsh	MODPW3	5
104	Module 4 proportion of teaching in Welsh	MODPW4	5
105	Module 5 proportion of teaching in Welsh	MODPW5	5
106	Module 6 proportion of teaching in Welsh	MODPW6	5
107	Module 7 proportion of teaching in Welsh	MODPW7	5
108	Module 8 proportion of teaching in Welsh	MODPW8	5
109	Module 9 proportion of teaching in Welsh	MODPW9	5

STATUS Compulsory for institutions funded by HEFCW.

VALID ENTRIES

A percentage in the range 000.1 to 100.0.

DESCRIPTION The Module proportion of teaching in Welsh field is used to indicate the percentage of the module that is taught in the medium of the Welsh language.

Module 1 proportion of teaching in Welsh relates to module identifier 1 and so on through to module 16.

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

A 000.0 entry in this field indicates that the student studies entirely in English.

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 ELWa.

REASON REQUIRED To monitor pattern of provision in Welsh.

Field Nr.	Field Description	Field Abbrev'n	Field Length
117	Module 1 result	MODRES01	1
118	Module 2 result	MODRES02	1
119	Module 3 result	MODRES03	1
120	Module 4 result	MODRES04	1
121	Module 5 result	MODRES05	1
122	Module 6 result	MODRES06	1
123	Module 7 result	MODRES07	1
124	Module 8 result	MODRES08	1
125	Module 9 result	MODRES09	1
126	Module 10 result	MODRES10	1
127	Module 11 result	MODRES11	1
128	Module 12 result	MODRES12	1
129	Module 13 result	MODRES13	1
130	Module 14 result	MODRES14	1
131	Module 15 result	MODRES15	1
132	Module 16 result	MODRES16	1

STATUS Compulsory for those students who have completed modules.

VALID ENTRIES

- 1 Passed module.
- 2 Failed module.
- 3 Referred.
- 8 Not tested.
- 9 Not known.
- A Passed module - late result.
- B Failed module - late result.
- C Referred - late result.
- D Did not continue from previous academic year/module not completed .
- H Not tested - late result.
- K Not known - late result.
- X Module continuing into next academic year.

DESCRIPTION The Module result fields record if the student has passed or failed their modules. Module 1 result relates to module identifier 1 and so on through to module 16.

NOTES Code 9 'Not known' is an acceptable default code for use in fields 117-132, Module Results, unless otherwise indicated by the institution's Funding Council.

There has been a difficulty for institutions that return their student FTE for courses following a non-standard academic year using the '100:0' method. This difficulty only arises for

modules starting in one academic year and finishing in another.

In the previous advice (HESA Circular 99/01) it was stated that in order that their results could be included in the performance indicators, institutions could return a module identifier and result in the following year, so long as the module FTE was 000.0. In practice this sometimes proved to be difficult, because the FTE is part of the module record and therefore, to make such a return of module results, a new module (with new identifier) has to be created.

A similar problem arises when, though a module is completed within one academic year, the module results are not known until the next. This problem can arise whatever the method of returning student load has been adopted.

In order to avoid this difficulty, the module results field will in future have the following codes:-

- 1 Passed module
- 2 Failed module
- 3 Referred
- 8 Not tested
- 9 Not known
- A Passed module - late result
- B Failed module - late result
- C Referred - late result
- D Did not continue from previous academic year/module not completed
- H Not tested - late result
- K Not known - late result
- X Module continuing into next academic year.

Codes A,B,C,D,H,K should be used by institutions using the '100:0' method of returning FTE for modules which would straddle the academic year if the student completed the module, and for modules where the result was not known in the previous academic year.

Code D 'Did not continue from previous academic year/module not completed' should be used if a student drops out or fails to complete a module.

Code 8 'Not tested' should be used for a student who takes optional modules on a not for credit basis in addition to compulsory modules for their course, or

for modules which do not have any form of assessment.

The requirement to return late module results will be compulsory for institutions in Wales. However until the wider adoption of the part-time performance indicator, the completion of late module results will be optional for other institutions.

REASON REQUIRED To allow monitoring of achievement.

Field Nr.	Field Description	Field Abbrev'n	Field Length
133	UCAS Number	UCASNUM	9

STATUS Compulsory.

VALID ENTRIES

A 9 digit alphanumeric code.

DESCRIPTION A 9 digit student identifier allocated by UCAS to students who were admitted to their current programme of study through the UCAS admissions system. For students entering through UCAS this information will be available from UCAS via a new transaction (*J). It is expected therefore that additional information is available from UCAS about these students.

NOTES UCAS Number (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.

In cases where a student transfers from one programme of study to another, where studies already completed count towards the current qualification aim, and the same Student instance number is kept, 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.

Students who defer entry to their programme of study for a year should keep their original UCAS Number unchanged i.e. the year identifier must **not** be up-dated to reflect the actual year of entry.

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.

The HESA student identifier (HUSID) and the UCAS student identifier (UCAS student number) will be different in cases where a student has previously studied at the institution and then applies through UCAS to enter another programme of study at the institution. This may be the case, for example, where a student studies at FE level at the institution and then applies through UCAS to enter a full-time programme of study at HE level at the institution.

If the student has not entered through UCAS a default code of '000000000' must be used.

REASON REQUIRED To identify UCAS entrants and to facilitate HESA checking data with institutions.

Field Nr.	Field Description	Field Abbrev'n	Field Length
134	Institution's own identifier for student	OWNSTU	20

STATUS Not compulsory.

VALID ENTRIES

An up-to 20 character alphanumeric code.

DESCRIPTION The institution's own internal identifier for the student.

REASON REQUIRED To facilitate HESA checking data with institutions, for example, check documentation, etc.

Field Nr.	Field Description	Field Abbrev'n	Field Length
135	Institution's own programme of study identifier	OWNPSD	20

STATUS Not compulsory.

VALID ENTRIES

An up-to 20 character alphanumeric code.

DESCRIPTION The institution's own internal identifier for the programme of study.

REASON REQUIRED To facilitate HESA checking data with institutions, for example, check documentation, etc.

Field Nr.	Field Description	Field Abbrev'n	Field Length
136	Student instance number	NUMHUS	20

STATUS Compulsory for HE level students (i.e. field 41, General qualification aim of student, coded 02-52, 61, 62, 97 and 98).
Not compulsory for FE level students.

VALID ENTRIES

An up-to 20 character alphanumeric code.

DESCRIPTION An identification of the basic unit of 'programme of study leading to qualification aim' which is described in the coverage description of the manual. This field complements the HUSID field to identify the separate programmes of study that some individuals take. Fields 4, 2 and 151/136, **HUSID** + **INSTID** + **NUMHUS** (HIN), together form a unique identifier.

NOTES Field length 20 is to allow institutions to use a student instance identifier already held internally. Where a student instance identifier held internally is used, institutions must continue to use this number even when transfers or natural progressions occur. As a consequence of this institutions may find it easier to number student instances sequentially starting from 1 or A etc. A new instance number format can only be introduced for records, which have not been returned to HESA. This will be the case for new entrants and for continuing students commencing programmes of study that have not previously been returned to HESA.

C05011 HIN Reports provides further guidance on the importance of maintaining the HIN link across years.

A student instance identifies studies leading to a qualification aim. Where the same Student instance number is kept, field 30, Year of student on this programme, would be expected to increment each year but there would be no up-dating of field 26, Date of commencement of programme, nor of other fields giving information on entry to the student instance (e.g. fields 19,21,26,27,148/133,169/154 - an exception being, if, for example, an error had been found in the information provided in the previous year).

With the commencement of a new student instance, a new Student instance number would be allocated. Field

30, Year of student on this programme, would be expected to be 01. Field 26, Date of commencement of programme, and other fields giving information on entry to the student instance, should all be up-dated (e.g. fields 19,21,26,27,148/133,169/154).

A Student instance number is required since the basic unit of coverage of the record of "a student on a programme of study leading to a qualification aim" is not uniquely defined by HUSID x INSTID x QUALAIM. This is the case, for example, where qualification aim changes or develops within a programme of study e.g. MPhil/PhD or Cert HE/Dip HE/Degree. It is also the case that the qualification aim code in certain circumstances is not sufficient to define a qualification aim uniquely, e.g. a student studying concurrently for more than one professional qualification (field 41, code 25) or other undergraduate diploma or certificate (field 41, code 32).

Once a record has been returned for one HESA year, records for that student instance will be required for subsequent years until:

(a) A record is returned with fields 33, Reason for leaving, and 35, Date Left, completed

OR

(b) A record is returned with field 152/137, Suspension of active studies, completed (used to indicate a student was active within the reporting period but has now suspended studies)

OR

(c) A record is returned with field 70, Mode of Study, showing mode of study 'Dormant', (used where a student has been dormant for the whole of the reporting period).

In order to assist institutions with making their returns to HESA, HESA will make available to institutions electronic lists of students for whom a record is expected i.e. those records where there is neither Field 33, Reason for leaving, and Field 35, Date left, nor completion of the Field 152/137, Suspension of active studies, nor Field 70, Mode of study, 'Dormant'. These will be produced as part of the July check documentation and will be applicable to the following July's return. The following July return's check documentation would include feedback on the matching to the previously generated target list as well as generating the target list for the next year's return. For further details, see C05011 HIN Reports.

EXAMPLE

Although a number of examples are given, it is accepted that the identification of a student instance will reflect the perceptions and practices within an institution. In general, the assumption should be that if a student continues to study at the same level (that is undergraduate or postgraduate) at the same institution, then this is treated as the same student instance. Where a student transfers programmes by changing subject or even qualification aim within the same level this would not, in general, lead to a change of the student instance.

1 A student studying for a first degree and a separate professional qualification at undergraduate level is following two distinct programmes of study concurrently and therefore would have two Student instance numbers.

YEAR	HUSID	INSTID	NUMHUS	QUALAIM
1	9811681234562	0168	1	21
1	9811681234562	0168	2	25

2 A student studying BA Business Studies with French in Year 1 transfers to BA Business Studies in Year 2. HESA guidance is that transfers should not give rise to multiple records. This is the case in this example, hence the same Student instance number is kept.

YEAR	HUSID	INSTID	NUMHUS	QUALAIM
1	9811681234562	0168	1	21
2	9811681234562	0168	1	21

3 A student registers first for an MPhil then switches to a PhD. This is regarded as the normal progression route for this qualification aim at this institution, hence the same Student instance number is kept.

YEAR	HUSID	INSTID	NUMHUS	QUALAIM
1	9811681234562	0168	1	04
2	9811681234562	0168	1	02

4 A student completes an undergraduate degree, then proceeds to take a masters degree at the same institution. These are two distinct programmes of study at different levels (undergraduate/postgraduate) and therefore would have two Student instance numbers.

YEAR	HUSID	INSTID	NUMHUS	QUALAIM
1	9811681234562	0168	1	21
2	9811681234562	0168	2	05

5 A student transfers after two years from an HND course to the second year of a degree course (with or without being awarded the HND). The programme may be represented in two different ways, depending on how it is viewed by the institution.

If within the institution this is regarded as a seamless continuation of studies, then it is the same student instance and the same Student instance number is kept and the information on entry fields should not be up-dated. Field 30, Year of student on this programme, increments by one year. 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.

field 151/136, Student instance number = not up-dated.

However, if within the institution this is regarded as two student instances, then a new Student instance number is allocated and the information on entry fields should be up-dated. Field 30, Year of student on this programme re-sets to 01. 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 if appropriate

field 151/136, Student instance number = new number allocated.

When an institution does not have a clear preference between the two methods of reporting the progression to degree via study for an HND, it is recommended that the first method, using a single student instance, is used. This general guidance would also apply to other similar cases.

REASON REQUIRED

To distinguish/identify episodes of study by the same student (HUSID should be maintained) at the same institution (same INSTID); a vital tool (through the generation of HIN) to support year-on-year linkage, and thus used in the IER calculation made by DfES.

Field Nr.	Field Description	Field Abbrev'n	Field Length
137	Suspension of active studies	NOTACT	1

STATUS Compulsory where the student is not actively studying on this student instance/programme of study and field 33, Reason for leaving, and field 35, Date left, are not completed or Mode of study is not 'Dormant' (field 70, codes 63 or 64)

VALID ENTRIES

- 1 Student has suspended studies.
- 2 DH/NHS student temporarily stepping-off HIN.

DESCRIPTION An indicator to show that a student has suspended study and is no longer actively following the programme of study. In these cases field 33, Reason for leaving, and field 35, Date left, would not be completed.

NOTES Field 152/137, Suspension of active studies, is used to indicate a student was active during the reporting period but has now suspended studies. A student who was not active at any time during the reporting period should be returned as 'dormant' in field 70 Mode of study.

An entry in this field is not required if the student has left the institution/completed the programme of study (field 33, Reason for leaving, and field 35, Date left, completed). Similarly an entry in this field is not required if the student has been dormant for the whole year (field 70, codes 63 or 64).

Once a record has been returned with an entry in this field, a record with the same HIN will not be required in subsequent years unless the student returns to resume the programme of study or a record is being returned to end the student instance (by completing field 33, Reason for leaving, field 35, Date left and field 37 Qualification obtained 1 (where relevant)).

Code 2 DH/NHS student temporarily stepping-off HIN

The reasons for stepping-on and off are many and varied. The DH core definition of such stepping-off points would be: "a student who takes a break in study, at an agreed appropriate time, and who plans to return to join a later cohort from the one with which they originally started."

This provides individuals with the ability to enter or leave a programme of education at a given point, providing

maximum flexibility, thereby enabling an individual to consider alternative options of employment and education.

For example, the new nursing programme allows for stepping-off points at the end of Year 1 (following successful completion of the Common Foundation Programme) and throughout the programme.

REASON REQUIRED

To allow institutions to temporarily complete a record where Reason for leaving and Date left are not completed.

For progression monitoring and linkage, and for supporting population definitions.

Field Nr.	Field Description	Field Abbrev'n	Field Length
138	Type of programme year	TYPEYR	1

STATUS Compulsory

VALID ENTRIES

- 1 Year of programme of study contained within the HESA reporting period 1 August - 31 July.
- 2 Year of programme of study not contained within the HESA reporting period 1 August - 31 July.
- 3 Student commencing a year of programme of study of a course running across HESA reporting periods.
- 4 Student mid-way through a course running across HESA reporting periods.
- 5 Student finishing a year of programme of study of a course running across HESA reporting periods.

DESCRIPTION The type of programme year field identifies which of the basic types of programme year is applicable to the course.

NOTES

The HESA reporting year runs from the 1 August - 31 July.

Years of programme of study that are contained within the HESA reporting period should be coded 1.

Years of programme of study which overlap HESA reporting periods should be sequentially coded 3, (4), 5 in consecutive HESA returns, or may be coded 2.

Institutions in England and Northern Ireland can only use code 2 if field 151/136, Student instance number, is completed.

Institutions in Scotland and Wales can only use codes 1 or 2.

Code 3 implies commencing a year of the programme of study without having done another year of the programme of study in the same HESA reporting period.

Code 5 implies finishing one year of the programme of study and not starting a further year of the programme of study in the same HESA reporting period.

Information is required at course level. It is not expected that adjustments should be made for individual students whose pattern may be slightly different e.g. a student who starts a course late.

Where a student is studying a foundation degree bridging course the FTE recorded in field 74, Student FTE, should be increased to reflect this. Where the bridging course spans academic years the load should all be returned in the second academic year, this may differ from the method used for other non-standard academic years. Institutions should also indicate in field 52 Special Programme that the student has studied a foundation degree bridging course in the year in which the FTE is increased. It may be that the inclusion of a foundation degree bridging course means that the year of programme of study becomes non-standard. However, where the year would otherwise have been recorded as a standard academic year the year should still be recorded as such.

Example

A student completes a foundation degree in June 2005 and then undertakes a bridging course from July to September and then joins the final year of a degree which they complete in June 2006.

Field	July 2005	July 2006
QUALAIM	28	21
STULOAD	100.0	130.0
TYPEYR	1	1
SPPRG	N/A	08

Where a student only studies a bridging course in the academic year they should return field 41, General qualification aim of a student, with a value of 61, 'Institutional undergraduate credit which may be counted towards qualifications within codes 01 to 52' (that is, when a student withdraws during or following completion of the course, or where they transfer in from another institution before starting the course). Where a student undertakes a foundation degree and bridging course in the same academic year field 153/138, Completion of year of programme of study, should reflect whether the student completed the foundation degree and will therefore usually be returned with a value of 1. Similarly where the student progresses to a degree after completion of the bridging course, field 153/38, Completion of year of programme of study, should reflect the completion status of the degree.

REASON REQUIRED

To show relationship between programme year and HESA year, to support population definitions and to ensure single-

counting.

Field Nr.	Field Description	Field Abbrev'n	Field Length
139	Level applicable to Funding Council HESES.		FUNDLEV2

STATUS Compulsory for institutions in England and Northern Ireland.

VALID ENTRIES

- 10 Undergraduate.
- 11 Long undergraduate.
- 20 Postgraduate taught.
- 21 Long postgraduate taught.
- 30 Postgraduate research.
- 31 Long postgraduate research.
- 99 Not in HESES population.

DESCRIPTION An indicator of the level of the programme of study, expressed in terms of HEFCE HESES definitions.

NOTES Coding should be consistent with the allocation of the student in the HEFCE HESES return. Refer to Funding Council for full definitions.

'Long' refers to any programme of study with programme year of over 45 weeks.

'Not in the HESES population'. This value can be used if the reporting period does not contain, in part or in whole, a year of programme of study which has previously, is, or will be, returned to HESES. However, use of code 99 is an option. Institutions can, if they so wish, use the other codes for all records.

REASON REQUIRED To support reconciliation of Early Statistics and HESA.

Field Nr.	Field Description	Field Abbrev'n	Field Length
140	Completion of Year of programme of study.		FUNDCOMP 1

STATUS Compulsory for institutions in England, Northern Ireland and Wales.

VALID ENTRIES

- 1 Completed the current year of programme of study.
- 2 Did not complete the current year of programme of study.
- 3 Year of programme of study not yet completed, but has not failed to complete.
- 9 Not in HESES Population.

DESCRIPTION This field refers to the year of programme of study being funded. The field records the student's completion status with respect to that year of programme of study being funded.

NOTES Coding should be consistent with Funding Council early statistics. Refer to Funding Council for full definitions.

Normally when code 2 is returned, then either fields 33, Reason for leaving and 35, Date left, will be completed to end the student instance, or field 152/137, Suspension of active studies will be completed to show the study is suspended. It has become more common for students to fail to complete the current year of programme of study but continue to study with the institution, this is particularly true of part-time students who drop a module.

Code 9 'Not in HESES population' can be used if the reporting period does not contain, in part or in whole, a year of programme of study which has previously, is, or will be, returned to HESES. However, use of code 9 is an option. Institutions can, if they so wish, use the other codes for all records.

Code 4 'Other non-completion' is not to be used in 2003/04. However, there is a possibility that HEFCE might introduce different non-completion criteria. HEFCE will inform English institutions of its usage via HESES.

REASON REQUIRED For alignment with funding definitions.

Field Nr.
141

Field Description
Destination

Field Abbrev'n
DESTIN

Field Length
2

STATUS

Compulsory for all students at Welsh institutions who are following programmes of study at FE level or are funded by NC-ELWa, i.e. shown as code 1, 3 or 4 in field 6, FE student marker. Not compulsory for Welsh for Adults students coded 83 in field 41, General qualification aim of student. Not applicable to any other students.

VALID ENTRIES

- 51 FE student - continuing existing programme of study.
- 52 FE student - new FE programme of study at the reporting institution.
- 53 FE student - new HE programme of study at the reporting institution.
- 54 FE student - further education, at another institution.
- 55 FE student - higher education, at another provider.
- 56 FE student - entering new employment or changing employment.
- 57 FE student - continuing current employment.
- 58 FE student - other.
- 59 FE student - unknown.
- 60 Continuing existing programme of learning with same provider.
- 61 Continuing existing programme of learning with another provider.
- 62 New programme of learning at same provider (not HE).
- 63 New programme of learning (not HE) with another provider.
- 64 Higher education at same provider.
- 65 Education or training - type not known.
- 66 Seeking work/unemployed.
- 67 Self-employment own business.
- 68 Self-employment other.
- 69 Voluntary work.

DESCRIPTION

A description of the destination of students at institutions in Wales who follow a programme of study at FE level or are funded by NC-ELWa.

NOTES

Codes 51, 52, 53 and 54 will be available for continuing students with a COMDATE before 31 July 2003. New students with a COMDATE after 31 July 2003 can only use codes 60-69.

Not required for Welsh for Adults students coded 83 in field 41, General qualification aim of student.

REASON REQUIRED

For NC-ELWa to monitor the destinations of non-adult FE students at Welsh institutions.

Field Nr.	Field Description	Field Abbrev'n	Field Length
142	Not used	ALEVELS	2

STATUS Not used.

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 correct 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
143	Not used

Field Abbrev'n	Field Length
HIGHERS	2

STATUS Not used.

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 correct 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
144	Not used

Field Abbrev'n	Field Length
VOCQUALS	2

STATUS Not used.

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 correct 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
145	Not used

Field Abbrev'n	Field Length
ALEVSBJ	2

STATUS Not used.

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 correct 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
146	Outcome of ITT programme	OUTCOME	1

STATUS Compulsory for all initial teacher training students coded 1, 6 or 7 in field 53, Teacher training course identifier, at institutions in England and Wales.

VALID ENTRIES

- 1 Awarded QTS.
- 3 Are yet to complete the course.
- 4 Left the course before the end.
- 6 QTS withheld (other standards met but skills test standard not met).
- 7 QTS withheld (other standards not met but skills test standard met).
- 8 QTS withheld (other standards, including skills test standard, not met).
- A QTS withheld (other standards met, skills test not yet taken).
- B QTS withheld (other standards not met, skills test not yet taken).
- C QTS withheld.

DESCRIPTION A description of the programme of study outcome for an initial teacher training student.

NOTES In codes 6, 7, 8, A and B 'Other standards met/not met' refers to the academic standards of the institution's ITT course, including the teaching practice element, which are monitored by the institution. 'Skills test' refers to the national skills tests in numeracy, literacy and information and communications technology (ICT) which are assessed externally via TDA.

Students who fail their teaching practice should be coded 7 or 8. Students who are awarded a degree or other qualification but not QTS should be coded 6, 7 or 8.

The TDA confirms that it is expected that students coded as 6, 7 or 8 who are subsequently awarded QTS should have this recorded in a subsequent return to HESA as an award from dormant status.

Either of codes A and B should be used when the skills test has not yet been taken.

Codes 6 - 8 and A - B are only available to English institutions.

Code C 'QTS withheld' should be used by institutions in Wales only where QTS is withheld, including those cases where students are awarded a degree or other qualification but not QTS and where students fail their teaching practice. It is expected that students coded as C who are subsequently awarded QTS should have this recorded in a subsequent return to HESA as an award from dormant status.

REASON REQUIRED For TDA and HEFCW to monitor the outcome of ITT courses.

Field Nr.	Field Description
147	Not used

Field Abbrev'n	Field Length
NURSREF	8

STATUS Not used

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 correct 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
148	Additional identifier field	ADDID	30

STATUS Not Used. Reserved field.

VALID ENTRIES

.

NOTES

Reserved field for potential extra identifier to monitor life long learning.

Although this field is not used to collect any information it must still be present in returns so that all 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
149	University for Industry (UFI) place	UFIPLACE	1

STATUS Compulsory

VALID ENTRIES

- 0 Not a UFI place.
- 1 UFI place attracting funding council UFI designated funding.
- 2 UFI place not attracting funding council UFI designated funding.

DESCRIPTION The University for Industry (UFI) place identifies whether the student has received a funding council UFI designated place.

NOTES A UFI place is a place that involves a charge payable to the UFI.

Students following a course that has both UFI designated modules and other provision should be returned as one record.

Courses with such a mixture of provision should be returned as code 2.

REASON REQUIRED To identify UFI provision and SUFI provision.

Field Nr.	Field Description	Field Abbrev'n	Field Length
150	Collaboration/Franchising	FRNCHACT	1

STATUS Compulsory

VALID ENTRIES

- 1 Institution only.
- 2 Mixture.
- 3 Collaboration/Franchised.

DESCRIPTION The Collaboration/Franchising field identifies whether a student is involved in a Collaboration/Franchising arrangement.

NOTES The codes in this field should be interpreted as:

- 1 'Institution only' the student is taught wholly at the reporting institution.
- 2 'Mixture' the student is taught partly at the reporting institution and partly at other institution(s) under some form of collaborative or franchise arrangement.
- 3 'Collaboration/Franchised' should be interpreted as wholly taught at other institution(s) under some form of collaborative or franchise arrangement.

REASON REQUIRED To monitor patterns of collaborative study.

Field Nr.	Field Description	Field Abbrev'n	Field Length
151	Institution's own campus identifier.	INSTCAMP	1

STATUS Not compulsory

VALID ENTRIES

A one character alphanumeric code.

DESCRIPTION The institution's own campus identifier.

NOTES This new field will collect the institution's own campus identifier to enable institutions to identify groups of students, such as nurses or continuing education students, for their own purposes, since these may not be mutually exclusive to the strengthened requirement for field 3, Campus identifier, to show distinct physical site only.

REASON REQUIRED For institutional use, to prevent inappropriate use of CAMPID.

Field Nr.	Field Description	Field Abbrev'n	Field Length
152	Socio-economic classification	SEC	1

STATUS Compulsory for undergraduate students entering through UCAS with a UCAS year identifier greater than or equal to 02 in field 148, UCAS number.

Institutions are encouraged to provide this information for other full-time undergraduates in order to provide more complete statistical information for the sector.

VALID ENTRIES

- 1 Higher managerial and professional occupations.
- 2 Lower managerial and professional occupations.
- 3 Intermediate occupations.
- 4 Small employers and own account workers.
- 5 Lower supervisory and technical occupations.
- 6 Semi-routine occupations.
- 7 Routine occupations.
- 8 Never worked and long-term unemployed.
- 9 Not classified.

DESCRIPTION To identify the socio-economic classification of students participating in HE.

NOTES This field should be coded for UCAS students with a UCAS year identifier greater than or equal to 02 in field 148/133, UCAS number.

If student UCAS year identifier is less than 02, then continue to use the appropriate code in field 25, Occupation code.

This field relates to the student on entry to the programme of study.

Code 9 'Not classified' includes the 3 categories:

- a. students
- b. occupations not stated or inadequately described
- c. not classifiable for other reasons.

For students entering through UCAS this information will be available from UCAS via the *J transaction.

REASON REQUIRED To monitor social background of students in a standard way.

Field Nr.	Field Description	Field Abbrev'n	Field Length
153	Occupation code 2	SOC2000	4

STATUS

Compulsory for undergraduate students entering through UCAS with a UCAS year identifier greater than or equal to 02 in field 148, UCAS number.

Institutions are encouraged to provide this information for other full-time undergraduates in order to provide more complete statistical information for the sector.

VALID ENTRIES

0000 Not stated.
0007 Retired.
0008 Unemployed.
0009 Not known.
1111 Senior officials in national government.
1112 Directors and chief executives of major organisations.
1113 Senior officials in local government.
1114 Senior officials of special interest organisations.
1121 Production, works and maintenance managers.
1122 Managers in construction.
1123 Managers in mining and energy.
1131 Financial managers and chartered secretaries.
1132 Marketing and sales managers.
1133 Purchasing managers.
1134 Advertising and public relations managers.
1135 Personnel, training and industrial relations managers.
1136 Information and communication technology managers.
1137 Research and development managers.
1141 Quality assurance managers.
1142 Customer care managers.
1151 Financial institution managers.
1152 Office managers.
1161 Transport and distribution managers.
1162 Storage and warehouse managers.
1163 Retail and Wholesale Managers.
1171 Officers in armed forces.
1172 Police officers (inspectors and above).
1173 Senior officers in fire, ambulance, prison and related services.
1174 Security managers.
1181 Hospital and health service managers.
1182 Pharmacy managers.
1183 Healthcare practice managers.
1184 Social services managers.

1185 Residential and day care managers.
1211 Farm managers.
1212 Natural environment and conservation managers.
1219 Managers in animal husbandry, forestry and fishing
n.e.c.
1221 Hotel and accommodation managers.
1222 Conference and exhibition managers.
1223 Restaurant and catering managers.
1224 Publicans and managers of licensed premises.
1225 Leisure and sports managers.
1226 Travel agency managers.
1231 Property, housing and land managers.
1232 Garage managers and proprietors.
1233 Hairdressing and beauty salon managers and
proprietors.
1234 Shopkeepers and wholesale/retail dealers.
1235 Recycling and refuse disposal managers.
1239 Managers and proprietors in other services n.e.c.
2111 Chemists.
2112 Biological scientists and biochemists.
2113 Physicists, geologists and meteorologists.
2121 Civil engineers.
2122 Mechanical engineers.
2123 Electrical engineers.
2124 Electronics engineers.
2125 Chemical engineers.
2126 Design and development engineers.
2127 Production and process engineers.
2128 Planning and quality control engineers.
2129 Engineering professionals n.e.c.
2131 IT strategy and planning professionals.
2132 Software professionals.
2211 Medical practitioners.
2212 Psychologists.
2213 Pharmacists/pharmacologists.
2214 Ophthalmic opticians.
2215 Dental practitioners.
2216 Veterinarians.
2311 Higher education teaching professionals.
2312 Further education teaching professionals.
2313 Education officers, school inspectors.
2314 Secondary education teaching professionals.
2315 Primary and nursery education teaching professionals.
2316 Special needs education teaching professionals.
2317 Registrars and senior administrators of educational
establishments.
2319 Teaching professionals n.e.c.
2321 Scientific researchers.

2322 Social science researchers.
2329 Researchers n.e.c.
2411 Solicitors and lawyers, judges and coroners.
2419 Legal professionals n.e.c.
2421 Chartered and certified accountants.
2422 Management accountants.
2423 Management consultants, actuaries, economists and statisticians.
2431 Architects.
2432 Town planners.
2433 Quantity surveyors.
2434 Chartered surveyors (not quantity surveyors).
2441 Public service administrative professionals.
2442 Social workers.
2443 Probation officers.
2444 Clergy.
2451 Librarians.
2452 Archivists and curators.
3111 Laboratory technicians.
3112 Electrical/electronics technicians.
3113 Engineering technicians.
3114 Building and civil engineering technicians.
3115 Quality assurance technicians.
3119 Science and engineering technicians n.e.c.
3121 Architectural technologists and town planning technicians.
3122 Draughtspersons.
3123 Building inspectors.
3131 IT operations technicians.
3132 IT user support technicians.
3211 Nurses.
3212 Midwives.
3213 Paramedics.
3214 Medical radiographers.
3215 Chiropodists.
3216 Dispensing opticians.
3217 Pharmaceutical dispensers.
3218 Medical and dental technicians.
3221 Physiotherapists.
3222 Occupational therapists.
3223 Speech and language therapists.
3229 Therapists n.e.c.
3231 Youth and community workers.
3232 Housing and welfare officers.
3311 NCOs and other ranks.
3312 Police officers (sergeant and below).
3313 Fire service officers (leading fire officer and below).
3314 Prison service officers (below principal officer).

3319 Protective service associate professionals n.e.c.
3411 Artists.
3412 Authors, writers.
3413 Actors, entertainers.
3414 Dancers and choreographers.
3415 Musicians.
3416 Arts officers, producers and directors.
3421 Graphic designers.
3422 Product, clothing and related designers.
3431 Journalists, newspaper and periodical editors.
3432 Broadcasting associate professionals.
3433 Public relations officers.
3434 Photographers and audio-visual equipment operators.
3441 Sports players.
3442 Sports coaches, instructors and officials.
3443 Fitness instructors.
3449 Sports and fitness occupations n.e.c.
3511 Air traffic controllers.
3512 Aircraft pilots and flight engineers.
3513 Ship and hovercraft officers.
3514 Train drivers.
3520 Legal associate professionals.
3531 Estimators, valuers and assessors.
3532 Brokers.
3533 Insurance underwriters.
3534 Finance and investment analysts/advisers.
3535 Taxation experts.
3536 Importers, exporters.
3537 Financial and accounting technicians.
3539 Business and related associate professionals n.e.c.
3541 Buyers and purchasing officers.
3542 Sales representatives.
3543 Marketing associate professionals.
3544 Estate agents, auctioneers.
3551 Conservation and environmental protection officers.
3552 Countryside and park rangers.
3561 Public service associate professionals.
3562 Personnel and industrial relations officers.
3563 Vocational and industrial trainers and instructors.
3564 Careers advisers and vocational guidance specialists.
3565 Inspectors of factories, utilities and trading standards.
3566 Statutory examiners.
3567 Occupational hygienists and safety officers (health and safety).
3568 Environmental health officers.
4111 Civil Service executive officers.
4112 Civil Service administrative officers and assistants.
4113 Local government clerical officers and assistants.

4114 Officers of non-governmental organisations.
4121 Credit controllers.
4122 Accounts and wages clerks, book-keepers, other financial clerks.
4123 Counter clerks.
4131 Filing and other records assistants/clerks.
4132 Pensions and insurance clerks.
4133 Stock control clerks.
4134 Transport and distribution clerks.
4135 Library assistants/clerks.
4136 Database assistants/clerks.
4137 Market research interviewers.
4141 Telephonists.
4142 Communication operators.
4150 General office assistants/clerks.
4211 Medical secretaries.
4212 Legal secretaries.
4213 School secretaries.
4214 Company secretaries.
4215 Personal assistants and other secretaries.
4216 Receptionists.
4217 Typists.
5111 Farmers.
5112 Horticultural trades.
5113 Gardeners and groundsmen/groundswomen.
5119 Agricultural and fishing trades n.e.c.
5211 Smiths and forge workers.
5212 Moulders, core makers, die casters.
5213 Sheet metal workers.
5214 Metal plate workers, shipwrights, riveters.
5215 Welding trades.
5216 Pipe fitters.
5221 Metal machining setters and setter-operators.
5222 Tool makers, tool fitters and markers-out.
5223 Metal working production and maintenance fitters.
5224 Precision instrument makers and repairers.
5231 Motor mechanics, auto engineers.
5232 Vehicle body builders and repairers.
5233 Auto electricians.
5234 Vehicle spray painters.
5241 Electricians, electrical fitters.
5242 Telecommunications engineers.
5243 Lines repairers and cable jointers.
5244 TV, video and audio engineers.
5245 Computer engineers, installation and maintenance.
5249 Electrical/electronics engineers n.e.c.
5311 Steel erectors.
5312 Bricklayers, masons.

5313 Roofers, roof tilers and slaters.
5314 Plumbers, heating and ventilating engineers.
5315 Carpenters and joiners.
5316 Glaziers, window fabricators and fitters.
5319 Construction trades n.e.c.
5321 Plasterers.
5322 Floorers and wall tilers.
5323 Painters and decorators.
5411 Weavers and knitters.
5412 Upholsterers.
5413 Leather and related trades.
5414 Tailors and dressmakers.
5419 Textiles, garments and related trades n.e.c.
5421 Originators, compositors and print preparers.
5422 Printers.
5423 Bookbinders and print finishers.
5424 Screen printers.
5431 Butchers, meat cutters.
5432 Bakers, flour confectioners.
5433 Fishmongers, poultry dressers.
5434 Chefs, cooks.
5491 Glass and ceramics makers, decorators and finishers.
5492 Furniture makers, other craft woodworkers.
5493 Pattern makers (moulds).
5494 Musical instrument makers and tuners.
5495 Goldsmiths, silversmiths, precious stone workers.
5496 Floral arrangers, florists.
5499 Hand craft occupations n.e.c.
6111 Nursing auxiliaries and assistants.
6112 Ambulance staff (excluding paramedics).
6113 Dental nurses.
6114 Houseparents and residential wardens.
6115 Care assistants and home carers.
6121 Nursery nurses.
6122 Childminders and related occupations.
6123 Playgroup leaders/assistants.
6124 Educational assistants.
6131 Veterinary nurses and assistants.
6139 Animal care occupations n.e.c.
6211 Sports and leisure assistants.
6212 Travel agents.
6213 Travel and tour guides.
6214 Air travel assistants.
6215 Rail travel assistants.
6219 Leisure and travel service occupations n.e.c.
6221 Hairdressers, barbers.
6222 Beauticians and related occupations.
6231 Housekeepers and related occupations.

6232 Caretakers.
6291 Undertakers and mortuary assistants.
6292 Pest control officers.
7111 Sales and retail assistants.
7112 Retail cashiers and check-out operators.
7113 Telephone salespersons.
7121 Collector salespersons and credit agents.
7122 Debt, rent and other cash collectors.
7123 Roundsmen/women and van salespersons.
7124 Market and street traders and assistants.
7125 Merchandisers and window dressers.
7129 Sales related occupations n.e.c.
7211 Call centre agents/operators.
7212 Customer care occupations.
8111 Food, drink and tobacco process operatives.
8112 Glass and ceramics process operatives.
8113 Textile process operatives.
8114 Chemical and related process operatives.
8115 Rubber process operatives.
8116 Plastics process operatives.
8117 Metal making and treating process operatives.
8118 Electroplaters.
8119 Process operatives n.e.c.
8121 Paper and wood machine operatives.
8122 Coal mine operatives.
8123 Quarry workers and related operatives.
8124 Energy plant operatives.
8125 Metal working machine operatives.
8126 Water and sewerage plant operatives.
8129 Plant and machine operatives n.e.c.
8131 Assemblers (electrical products).
8132 Assemblers (vehicles and metal goods).
8133 Routine inspectors and testers.
8134 Weighers, graders, sorters.
8135 Tyre, exhaust and windscreen fitters.
8136 Clothing cutters.
8137 Sewing machinists.
8138 Routine laboratory testers.
8139 Assemblers and routine operatives n.e.c.
8141 Scaffolders, staggers, riggers.
8142 Road construction operatives.
8143 Rail construction and maintenance operatives.
8149 Construction operatives n.e.c.
8211 Heavy goods vehicle drivers.
8212 Van drivers.
8213 Bus and coach drivers.
8214 Taxi, cab drivers and chauffeurs.
8215 Driving instructors.

8216 Rail transport operatives.
 8217 Seafarers (merchant navy); barge, lighter and boat
 operatives.
 8218 Air transport operatives.
 8219 Transport operatives n.e.c.
 8221 Crane drivers.
 8222 Fork-lift truck drivers.
 8223 Agricultural machinery drivers.
 8229 Mobile machine drivers and operatives n.e.c.
 9111 Farm workers.
 9112 Forestry workers.
 9119 Fishing and agriculture related occupations n.e.c.
 9121 Labourers in building and woodworking trades.
 9129 Labourers in other construction trades n.e.c.
 9131 Labourers in foundries.
 9132 Industrial cleaning process occupations.
 9133 Printing machine minders and assistants.
 9134 Packers, bottlers, canners, fillers.
 9139 Labourers in process and plant operations n.e.c.
 9141 Stevedores, dockers and slingers.
 9149 Other goods handling and storage occupations n.e.c.
 9211 Postal workers, mail sorters, messengers, couriers.
 9219 Elementary office occupations n.e.c.
 9221 Hospital porters.
 9222 Hotel porters.
 9223 Kitchen and catering assistants.
 9224 Waiters, Waitresses.
 9225 Bar staff.
 9226 Leisure and theme park attendants.
 9229 Elementary personal services occupations n.e.c.
 9231 Window cleaners.
 9232 Road sweepers.
 9233 Cleaners, domestics.
 9234 Launderers, dry cleaners, pressers.
 9235 Refuse and salvage occupations.
 9239 Elementary cleaning occupations n.e.c.
 9241 Security guards and related occupations.
 9242 Traffic wardens.
 9243 School crossing patrol attendants.
 9244 School mid-day assistants.
 9245 Car park attendants.
 9249 Elementary security occupations n.e.c.
 9251 Shelf fillers.
 9259 Elementary sales occupations n.e.c.

DESCRIPTION

This field will collect the 4-digit SOC2000 occupation code.

NOTES

A full coding frame for SOC2000 can be obtained from

The Office for National Statistics, or downloaded from http://www.statistics.gov.uk/nsbase/methods_quality/ns_sec/soc2000.asp. Also refer to the SOC 2000 codes in the valid entries.

UCAS codes 0000 'Not stated', 0007 'Retired', 0008 'Unemployed' and 0009 'Not known' will be accepted as valid entries.

This field should be coded for UCAS students with a UCAS year identifier greater than or equal to 02 in field 148, UCAS number.

If student UCAS year identifier is less than 02, then continue to use the appropriate code in field 25, Occupation code.

This field relates to the student on entry to the programme of study.

For students entering through UCAS this information will be available from UCAS via the *J transaction.

REASON REQUIRED

To monitor social background of students in a standard way.

Field Nr.	Field Description	Field Abbrev'n	Field Length
154	Previous institution attended	PREVINST	8

STATUS

Compulsory for undergraduate students entering through UCAS. Institutions are encouraged to provide this information for other full-time undergraduates in order to provide more complete statistical information for the sector.

VALID ENTRIES

4901 UK state school.
4911 UK independent school.
4921 UK FE college.
4931 Any non-UK institution.
4941 UK HEI.
H0004 College of Guidance Studies.
H0008 Bretton Hall College of HE.
H0019 Homerton College.
H0020 Kent Institute of Art and Design.
H0022 La Sainte Union College of HE.
H0025 Loughborough College of Art and Design.
H0029 North Riding College.
H0036 Salford College of Technology.
H0042 Westminster College.
H0043 West London Institute of Higher Education.
H0044 The Surrey Institute of Art and Design.
H0045 Winchester School of Art.
H0055 London Guildhall University.
H0070 The University of North London.
H0088 Coleg Normal Bangor.
H0094 Duncan of Jordanstone College of Art.
H0098 Moray House Institute of Education.
H0099 Northern College of Education.
H0102 St Andrew's College of Education.
H0103 The Scottish College of Textiles.
H0128 British Postgraduate Medical Federation.
H0129 Charing Cross & Westminster Medical School.
H0136 The London Hospital Medical College.
H0140 Royal Free Hospital School of Medicine.
H0142 Royal Postgraduate Medical School.
H0144 St Bartholomew's Hospital Medical College.
H0148 United Medical and Dental Schools of Guy's and St Thomas's Hospitals.
H0150 Wye College.
H0153 The Victoria University of Manchester.
H0165 The University of Manchester Institute of Science & Technology.

H0181 University of Wales College of Medicine.
H0183 Welsh Agricultural College.
H0187 Westhill College.
H0191 Northern School of Contemporary Dance.

DESCRIPTION

In addition to the Valid Entries

If the previous institution attended was an HEI, the appropriate HESA Institution Identifier should be selected from index.php?option=com_collns&task=show_manu&Itemid=233&r=05011&f=002> INSTID , or be one of the valid entries.

If the previous institution attended was an FEC, the appropriate FEC Institution Identifier should be selected from index.php?option=com_collns&task=show_manu&Itemid=233&r=05011&f=086> TINST1 . (However please note that generic codes 4001, 4002, 4003 and 4004 within index.php?option=com_collns&task=show_manu&Itemid=233&r=06011&f=086> TINST1 cannot be returned in this field).

The first character will be used to indicate the code set from which the institution identifier comes. The first character should be:

H HESA HEI or FEC institution identifier
D DfES/Scottish/Welsh/NI official school number
U UCAS school number

The previous institution attended field will provide valuable information to assist the tracking of students through their experience of higher education.

NOTES

If the previous institution is not known and none of the other generic codes i.e. 4901, 4911, 4921, 4931 or 4941 are suitable, code as H9999, U99999, U00000, D9999999 or D0000000.

This field has replaced field 18, School/FE/HE inst, last institution attended. For continuing students, the previous information held in field 18, School/FE/HE inst, last attended, with the appropriate prefix should be returned in this field. Field 18, School/FE/HE inst, last attended, is now no longer used.

For students entering through UCAS this information will be available from UCAS via the *J transaction.

Institutions will continue to be encouraged to supply full codes for full-time undergraduate entrants, even if they are non-UCAS entrants.

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.

The previous field 18, School/FE/HE inst, last institution attended, proved difficult to analyse because of the assortment of school/FE/HE codes used in its completion. This new field seeks to categorise types of expected code, and uses the first character to indicate from which code set the institute identifier belongs. Thus, H will signify either an HEI or an FEC, D signifies a government school number, and U a UCAS school number. The remaining characters in the field are used to insert the actual institution identifier, which for HEIs will be 4 characters in length, for FECs variable, depending on country, but for schools the government school codes are 7 characters in length. Therefore the field has a maximum of 8 characters to allow for the 7-digit school code.

For students entering through UCAS this information will be available from UCAS via the *J transaction.

UCAS will make available an HEI, FEC or government number, if they have one, or in the absence of same, default to the five digit UCAS number, but the letter prefixing the code will differentiate between type of institution.

REASON REQUIRED To monitor school, etc, background of students.

Field Nr.	Field Description	Field Abbrev'n	Field Length
155	Regulatory body for health and social care students	REGBODY	2

STATUS This field is compulsory for those students coded 15, 18 or 33 in field 41, General qualification aim of student.

VALID ENTRIES

- 01 General Medical Council (GMC).
- 02 General Dental Council (GDC).
- 03 General Optical Council (GOC).
- 04 Royal Pharmaceutical Society of Great Britain (RPSGB).
- 05 The Pharmaceutical Society of Northern Ireland (PSNI).
- 06 The Nursing and Midwifery Council (NMC).
- 07 Health Professions Council (HPC).
- 08 General Social Care Council (GSCC).
- 09 Scottish Social Services Council (SSSC).
- 10 Care Council for Wales (CCW).
- 11 Northern Ireland Social Care Council (NISCC).
- 12 General Osteopathic Council (GOsC).
- 13 General Chiropractic Council (GCC).
- 14 Royal College of Veterinary Surgeons (RCVS).

DESCRIPTION To identify the regulatory body for health and social care students.

NOTES Code 06 replaced UKCC for Nursing, Midwifery and Health Visiting on 1 April 2002.

Code 07 replaced The Council for Professions Supplementary to Medicine on 1 April 2002.

Codes 08 - 11 replaced the Central Council for Education and Training in Social Work (CCETSW) on 1 October 2001.

REASON REQUIRED To establish relevant regulatory body for medical/dental, health and social care, and veterinary students.

Field Nr.	Field Description	Field Abbrev'n	Field Length
156	Regulatory body reference number	DHREGREF	8

STATUS This field will be compulsory for those students coded 15, 18 or 33 in field 41, General qualification aim of student and 06 or 07 in field 170, Regulatory body for health and social care students.

VALID ENTRIES

Up to 8 digit number.

DESCRIPTION The regulatory body reference number allocated to a student.

NOTES If the student already has a registration number awarded by a regulatory body, then the number should be recorded.

Since August 2002 only the General Social Care Council and possibly the Scottish, Welsh and N Irish equivalents have issued regulatory body numbers to new students entering courses leading to eligibility to register for the first time. All other new such students will require the default code.

This field will be used to collect any registration number awarded by a regulatory body. The field is compulsory if field 41, General qualification aim of student, is coded 15, 18 or 33, and in the first instance, for students where field 170, Regulatory body for health and social care students, = 06, The Nursing and Midwifery Council (NMC) or 07, Health Professions Council (HPC).

There is a default code for use where field 41, General qualification aim of student, is coded 18 or 33 and a number does not already exist for the student. This code is 99999999.

REASON REQUIRED To establish relevant regulatory body for medical/dental, health and social care, and veterinary students.

Field Nr.	Field Description	Field Abbrev'n	Field Length
157	Department of Health funding body	DHFUND	5

STATUS Compulsory for all students coded 31 'Department of Health/NHS/Health Authorities' in Field 64, Major source of funding, and studying at institutions in England.

VALID ENTRIES

- 99998 Not Applicable.
- LWF01 Northern England.
- LWF02 Cumbria and Lancashire.
- LWF03 County Durham and Tees Valley.
- LWF04 North and East Yorkshire and North Lincolnshire.
- LWF05 West Yorkshire.
- LWF06 South Yorkshire.
- LWF07 Greater Manchester.
- LWF08 Cheshire and Merseyside.
- LWF09 Norfolk, Suffolk and Cambridgeshire.
- LWF10 Trent.
- LWF11 Leicestershire, Northamptonshire and Rutland.
- LWF12 Birmingham and the Black Country.
- LWF13 Staffordshire and Shropshire.
- LWF14 West Midlands South.
- LWF15 Bedfordshire and Hertfordshire.
- LWF16 Devon and Cornwall.
- LWF17 Avon Gloucestershire and Wiltshire.
- LWF18 Somerset and Dorset.
- LWF19 Thames Valley.
- LWF20 Hampshire and Isle of Wight.
- LWF21 Essex.
- LWF22 Kent Surrey and Sussex.
- LWF23 North East London.
- LWF24 North Central London.
- LWF25 North West London.
- LWF26 South East London.
- LWF27 South West London.

DESCRIPTION These are the Workforce Development Confederations (WDCs) established as from 1 April 2002.

NOTES This field will provide additional detail about the actual source of DH funding.

REASON REQUIRED To track funding streams.

Field Nr.	Field Description	Field Abbrev'n	Field Length
158	NHS employer	NHSEMP	5

STATUS Compulsory for those students in England where field 41, General qualification aim of student, is coded 15.

VALID ENTRIES

- 001 Not an NHS Employee.
- 5A1 New Forest PCT.
- 5A2 Norwich PCT.
- 5A3 South Gloucestershire PCT.
- 5A4 Havering PCT.
- 5A5 Kingston PCT.
- 5A7 Bromley PCT.
- 5A8 Greenwich Teaching PCT.
- 5A9 Barnet PCT.
- 5AA South Manchester PCT.
- 5AC Daventry And South Northamptonshire PCT.
- 5AF North Peterborough PCT.
- 5AG South Peterborough PCT.
- 5AH Tendring PCT.
- 5AJ Epping Forest PCT.
- 5AK Southend On Sea PCT.
- 5AL Central Derby PCT.
- 5AM Mansfield District PCT.
- 5AN North East Lincolnshire PCT.
- 5AP Newark And Sherwood PCT.
- 5AT Hillingdon PCT.
- 5AW Airedale PCT.
- 5C1 Enfield PCT.
- 5C2 Barking And Dagenham PCT.
- 5C3 City And Hackney Teaching PCT.
- 5C4 Tower Hamlets PCT.
- 5C5 Newham PCT.
- 5C9 Haringey PCT.
- 5CC Blackburn With Darwen PCT.
- 5CD North Dorset PCT.
- 5CE Bournemouth Teaching PCT.
- 5CF Bradford City Teaching PCT.
- 5CG Bradford South And West PCT.
- 5CH North Bradford PCT.
- 5CK Doncaster Central PCT.
- 5CL Central Manchester PCT.
- 5CM Dartford, Gravesham And Swanley PCT.
- 5CN Herefordshire PCT.
- 5CP Hertsmere PCT.
- 5CQ Milton Keynes PCT.

5CR North Manchester PCT.
5CV South Hams And West Devon PCT.
5CX Trafford South PCT.
5CY West Norfolk PCT.
5D1 Solihull PCT.
5D2 West Lincolnshire PCT.
5D3 Lincolnshire South West Teaching PCT.
5D4 Carlisle And District PCT.
5D5 Eden Valley PCT.
5D6 West Cumbria PCT.
5D7 Newcastle PCT.
5D8 North Tyneside PCT.
5D9 Hartlepool PCT.
5DC Harlow PCT.
5DD Morecambe Bay PCT.
5DF North Hampshire PCT.
5DG Isle Of Wight PCT.
5DH West Wiltshire PCT.
5DJ South Wiltshire PCT.
5DK Newbury And Community PCT.
5DL Reading PCT.
5DM Slough PCT.
5DN Wokingham PCT.
5DP Vale Of Aylesbury PCT.
5DQ Burntwood, Lichfield And Tamworth PCT.
5DR Wyre Forest PCT.
5DT North East Oxfordshire PCT.
5DV Cherwell Vale PCT.
5DW Oxford City PCT.
5DX South East Oxfordshire PCT.
5DY South West Oxfordshire PCT.
5E1 North Tees PCT.
5E2 Selby And York PCT.
5E3 East Yorkshire PCT.
5E4 Yorkshire Wolds And Coast PCT.
5E5 Eastern Hull PCT.
5E6 West Hull PCT.
5E7 Eastern Wakefield PCT.
5E8 Wakefield West PCT.
5E9 Mid-Hampshire PCT.
5EA Chesterfield PCT.
5EC Gedling PCT.
5ED Amber Valley PCT.
5EE North Sheffield PCT.
5EF North Lincolnshire PCT.
5EG North Eastern Derbyshire PCT.
5EH Melton, Rutland And Harborough PCT.
5EJ Leicester City West PCT.

5EK Doncaster East PCT.
5EL Doncaster West PCT.
5EM Nottingham City PCT.
5EN Sheffield West PCT.
5EP Sheffield South West PCT.
5EQ South East Sheffield PCT.
5ER Erewash PCT.
5ET Bassetlaw PCT.
5EV Broxtowe And Hucknall PCT.
5EX Greater Derby PCT.
5EY Eastern Leicester PCT.
5F1 Plymouth PCT.
5F2 Chorley And South Ribble PCT.
5F3 West Lancashire PCT.
5F4 Heywood And Middleton PCT.
5F5 Salford PCT.
5F6 Trafford North PCT.
5F7 Stockport PCT.
5F8 Bebington And West Wirral PCT.
5F9 Southport And Formby PCT.
5FA Ashfield PCT.
5FC Rushcliffe PCT.
5FD East Hampshire PCT.
5FE Portsmouth City Teaching PCT.
5FF South West Kent PCT.
5FH Bexhill And Rother PCT.
5FJ Hastings And St Leonards PCT.
5FK Mid-Sussex PCT.
5FL Bath And North East Somerset PCT.
5FM West Of Cornwall PCT.
5FN South And East Dorset PCT.
5FP South West Dorset PCT.
5FQ North Devon PCT.
5FR Exeter PCT.
5FT East Devon PCT.
5FV Mid Devon PCT.
5FW Somerset Coast PCT.
5FX Mendip PCT.
5FY Teignbridge PCT.
5G1 Southern Norfolk PCT.
5G2 Bracknell Forest PCT.
5G3 Windsor, Ascot And Maidenhead PCT.
5G4 Chiltern And South Bucks PCT.
5G5 Wycombe PCT.
5G6 Blackwater Valley And Hart PCT.
5G7 Hyndburn And Ribble Valley PCT.
5G8 Burnley, Pendle And Rossendale PCT.
5G9 North Liverpool PCT.

5GC Luton PCT.
5GD Bedford PCT.
5GE Bedfordshire Heartlands PCT.
5GF Huntingdonshire PCT.
5GG Welwyn Hatfield PCT.
5GH North Hertfordshire And Stevenage PCT.
5GJ South East Hertfordshire PCT.
5GK Royston, Buntingford And Bishop's Stortford PCT.
5GL Maldon And South Chelmsford PCT.
5GM Colchester PCT.
5GN Uttlesford PCT.
5GP Billericay, Brentwood And Wickford PCT.
5GQ Thurrock PCT.
5GR Basildon PCT.
5GT Great Yarmouth PCT.
5GV Watford And Three Rivers PCT.
5GW Dacorum PCT.
5GX St Albans And Harpenden PCT.
5H1 Hammersmith And Fulham PCT.
5H2 Birkenhead And Wallasey PCT.
5H3 Cheshire West PCT.
5H4 Central Cheshire PCT.
5H5 Eastern Cheshire PCT.
5H6 Ellesmere Port And Neston PCT.
5H7 Derbyshire Dales And South Derbyshire PCT.
5H8 Rotherham PCT.
5H9 East Lincolnshire PCT.
5HA Central Liverpool PCT.
5HC South Liverpool PCT.
5HD Preston PCT.
5HE Fylde PCT.
5HF Wyre PCT.
5HG Ashton, Leigh And Wigan PCT.
5HH Leeds West PCT.
5HJ Leeds North East PCT.
5HK East Leeds PCT.
5HL South Leeds PCT.
5HM Leeds North West PCT.
5HN High Peak And Dales PCT.
5HP Blackpool PCT.
5HQ Bolton PCT.
5HR Staffordshire Moorlands PCT.
5HT Dudley South PCT.
5HV Dudley Beacon And Castle PCT.
5HW Newcastle-Under-Lyme PCT.
5HX Ealing PCT.
5HY Hounslow PCT.
5J1 Halton PCT.

5J2 Warrington PCT.
5J3 St Helens PCT.
5J4 Knowsley PCT.
5J5 Oldham PCT.
5J6 Calderdale PCT.
5J7 North Kirklees PCT.
5J8 Durham Dales PCT.
5J9 Darlington PCT.
5JA Hinckley And Bosworth PCT.
5JC Charnwood And North West Leicestershire PCT.
5JD South Leicestershire PCT.
5JE Barnsley PCT.
5JF Bristol North PCT.
5JG Bristol South And West PCT.
5JH Cambridge City PCT.
5JJ South Cambridgeshire PCT.
5JK East Cambridgeshire And Fenland PCT.
5JL Broadland PCT.
5JM North Norfolk PCT.
5JN Chelmsford PCT.
5JP Castle Point And Rochford PCT.
5JQ Ipswich PCT.
5JR Suffolk Coastal PCT.
5JT Central Suffolk PCT.
5JV Waveney PCT.
5JW Suffolk West PCT.
5JX Bury PCT.
5JY Rochdale PCT.
5K1 South Somerset PCT.
5K2 Taunton Deane PCT.
5K3 Swindon PCT.
5K4 Kennet And North Wiltshire PCT.
5K5 Brent Teaching PCT.
5K6 Harrow PCT.
5K7 Camden PCT.
5K8 Islington PCT.
5K9 Croydon PCT.
5KA Derwentside PCT.
5KC Durham And Chester-Le-Street PCT.
5KD Easington PCT.
5KE Sedgefield PCT.
5KF Gateshead PCT.
5KG South Tyneside PCT.
5KH Hambleton And Richmondshire PCT.
5KJ Craven Harrogate & Rural District PCT.
5KK Scarborough, Whitby And Ryedale PCT.
5KL Sunderland Teaching PCT.
5KM Middlesbrough PCT.

5KN Langbaurgh PCT.
5KP East Elmbridge And Mid Surrey PCT.
5KQ East Surrey PCT.
5KR North And East Cornwall PCT.
5KT Central Cornwall PCT.
5KV Poole PCT.
5KW Cheltenham And Tewkesbury PCT.
5KX West Gloucestershire PCT.
5KY Cotswold And Vale PCT.
5L1 Southampton City PCT.
5L2 Maidstone Weald PCT.
5L3 Medway PCT.
5L4 Swale PCT.
5L5 Guildford And Waverley PCT.
5L6 North Surrey PCT.
5L7 Surrey Heath And Woking PCT.
5L8 Adur, Arun And Worthing PCT.
5L9 Western Sussex PCT.
5LA Kensington And Chelsea PCT.
5LC Westminster PCT.
5LD Lambeth PCT.
5LE Southwark PCT.
5LF Lewisham PCT.
5LG Wandsworth PCT.
5LH Tameside And Glossop PCT.
5LJ Huddersfield Central PCT.
5LK South Huddersfield PCT.
5LL Ashford PCT.
5LM Canterbury And Coastal PCT.
5LN East Kent Coastal PCT.
5LP Shepway PCT.
5LQ Brighton And Hove City PCT.
5LR Eastbourne Downs PCT.
5LT Sussex Downs And Weald PCT.
5LV Northamptonshire Heartlands PCT.
5LW Northampton PCT.
5LX Fareham And Gosport PCT.
5LY Eastleigh And Test Valley South PCT.
5M1 South Birmingham PCT.
5M2 Shropshire County PCT.
5M3 Walsall Teaching PCT.
5M5 South Sefton PCT.
5M6 Richmond And Twickenham PCT.
5M7 Sutton And Merton PCT.
5M8 North Somerset PCT.
5M9 Rugby PCT.
5MA Crawley PCT.
5MC Horsham And Chanctonbury PCT.

5MD Coventry Teaching PCT.
5ME North Stoke PCT.
5MF South Stoke PCT.
5MG Oldbury And Smethwick PCT.
5MH Rowley Regis And Tipton PCT.
5MJ Wednesbury And West Bromwich PCT.
5MK Telford And Wrekin PCT.
5ML East Staffordshire PCT.
5MM Cannock Chase PCT.
5MN South Western Staffordshire PCT.
5MP North Warwickshire PCT.
5MQ South Warwickshire PCT.
5MR Redditch And Bromsgrove PCT.
5MT South Worcestershire PCT.
5MV Wolverhampton City PCT.
5MW North Birmingham PCT.
5MX Heart Of Birmingham Teaching PCT.
5MY Eastern Birmingham PCT.
5NA Redbridge PCT.
5NC Waltham Forest PCT.
6A1 Monmouthshire.
6A2 Gwynedd.
6A3 Pembrokeshire.
6A4 Ceredigion.
6A5 Neath/Port Talbot.
6A6 Swansea.
6A7 Conwy.
6A8 Cardiff.
6A9 Rhondda,Cynon,Taff.
6B1 Isle of Anglesey.
6B2 Caerphilly.
6B3 Bridgend.
6B4 Wrexham.
6B5 Flintshire.
6B6 Vale of Glamorgan.
6B7 Carmarthenshire.
6B8 Merthyr Tydfil.
6B9 Newport.
6C1 Denbighshire.
6C2 Blaenau Gwent.
6C3 Torfaen.
6C4 Powys.
6C4 Powys Local Health Board.
Q01 Norfolk, Suffolk And Cambridgeshire SHA.
Q02 Bedfordshire And Hertfordshire SHA.
Q03 Essex SHA.
Q04 North West London SHA.
Q05 North Central London SHA.

Q06 North East London SHA.
Q07 South East London SHA.
Q08 South West London SHA.
Q09 Northumberland, Tyne & Wear SHA.
Q10 County Durham And Tees Valley SHA.
Q11 North And East Yorkshire And Northern Lincolnshire
SHA.
Q12 West Yorkshire SHA.
Q13 Cumbria And Lancashire SHA.
Q14 Greater Manchester SHA.
Q15 Cheshire & Merseyside SHA.
Q16 Thames Valley SHA.
Q17 Hampshire And Isle Of Wight SHA.
Q18 Kent And Medway SHA.
Q19 Surrey And Sussex SHA.
Q20 Avon, Gloucestershire And Wiltshire SHA.
Q21 South West Peninsula SHA.
Q22 Dorset And Somerset SHA.
Q23 South Yorkshire SHA.
Q24 Trent SHA.
Q25 Leicestershire, Northamptonshire And Rutland SHA.
Q26 Shropshire And Staffordshire SHA.
Q27 Birmingham And The Black Country SHA.
Q28 West Midlands South SHA.
RA2 Royal Surrey County Hospital NHS Trust.
RA3 Weston Area Health NHS Trust.
RA4 East Somerset NHS Trust.
RA7 United Bristol Healthcare NHS Trust.
RA9 South Devon Health Care NHS Trust.
RAE Bradford Teaching Hospitals NHS Foundation Trust.
RAJ Southend Hospital NHS Trust.
RAL Royal Free Hampstead NHS Trust.
RAN Royal National Orthopaedic Hospital NHS Trust.
RAP North Middlesex University Hospital NHS Trust.
RAS Hillingdon Hospital NHS Trust.
RAT North East London Mental Health NHS Trust.
RAX Kingston Hospital NHS Trust.
RB1 Avon Ambulance Service NHS Trust.
RB4 Essex Ambulance Service NHS Trust.
RB5 Gloucestershire Ambulance Services NHS Trust.
RB6 Mersey Regional Ambulance Service NHS Trust.
RB7 Staffordshire Ambulance Service NHS Trust.
RB8 South Yorkshire Metropolitan Ambulance And
Paramedic Services NHS Trust.
RBA Taunton And Somerset NHS Trust.
RBB Royal National Hospital For Rheumatic Diseases NHS
Foundation Trust.
RBD West Dorset General Hospitals NHS Trust.

RBFB Nuffield Orthopaedic Centre NHS Trust.
RBK Walsall Hospitals NHS Trust.
RBL Wirral Hospital NHS Trust.
RBN St Helens And Knowsley Hospitals NHS Trust.
RBQ Cardiothoracic Centre - Liverpool NHS Trust.
RBS Royal Liverpool Childrens NHS Trust.
RBT Mid Cheshire Hospitals NHS Trust.
RBV Christie Hospital NHS Trust.
RBX Lincolnshire Ambulance And Health Transport Service NHS Trust.
RBZ Northern Devon Healthcare NHS Trust.
RC1 Bedford Hospitals NHS Trust.
RC3 Ealing Hospital NHS Trust.
RC9 Luton And Dunstable Hospital NHS Trust.
RCB York Health Services NHS Trust.
RCC Scarborough And North East Yorkshire Health Care NHS Trust.
RCD Harrogate Health Care NHS Trust.
RCF Airedale NHS Trust.
RCS Nottingham City Hospital NHS Trust.
RCU Sheffield Children's NHS Trust.
RCX Kings Lynn And Wisbech Hospitals NHS Trust.
RD1 Royal United Hospital Bath NHS Trust.
RD3 Poole Hospitals NHS Trust.
RD7 Heatherwood And Wexham Park Hospitals NHS Trust.
RD8 Milton Keynes General Hospital NHS Trust.
RDD Basildon And Thurrock University Hospitals NHS Foundation Trust.
RDE Essex Rivers Healthcare NHS Trust.
RDR South Downs Health NHS Trust.
RDU Frimley Park Hospital NHS Foundation Trust.
RDY Dorset Health Care NHS Trust.
RDZ The Royal Bournemouth And Christchurch Hospitals NHS Foundation Trust.
RE6 Cumbria Ambulance Service NHS Trust.
RE9 South Tyneside Health Care NHS Trust.
REF Royal Cornwall Hospitals NHS Trust.
REM Aintree Hospitals NHS Trust.
REN Clatterbridge Centre For Oncology NHS Trust.
REP Liverpool Womens Hospital NHS Foundation Trust.
RET Walton Centre For Neurology And Neurosurgery NHS Trust.
RF4 Barking, Havering And Redbridge Hospitals NHS Trust.
RFF Barnsley District General Hospital NHS Trust.
RFK Queen's Medical Centre, Nottingham University Hospital NHS Trust.
RFR Rotherham General Hospitals NHS Trust.
RFS Chesterfield And North Derbyshire Royal Hospital NHS

Trust.

RFU Bedfordshire And Hertfordshire Ambulance And Paramedic Service NHS Trust.

RFW West Middlesex University NHS Trust.

RG2 Queen Elizabeth Hospital NHS Trust.

RG3 Bromley Hospitals NHS Trust.

RGC Whipps Cross University Hospital NHS Trust.

RGD Leeds Mental Health Teaching NHS Trust.

RGH West Yorkshire Metropolitan Ambulance Service NHS Trust.

RGM Papworth Hospital NHS Foundation Trust.

RGN Peterborough Hospitals NHS Foundation Trust.

RGP James Paget Healthcare NHS Trust.

RGQ Ipswich Hospital NHS Trust.

RGR West Suffolk Hospitals NHS Trust.

RGT Cambridge University Hospital NHS Foundation Trust.

RGZ Queen Mary's Sidcup NHS Trust.

RH1 Royal Berkshire Ambulance Service NHS Trust.

RH5 Somerset Partnership NHS And Social Care Trust.

RH8 Royal Devon And Exeter Healthcare NHS Foundation Trust.

RHA Nottinghamshire Healthcare NHS Trust.

RHM Southampton University Hospitals NHS Trust.

RHP Dorset Ambulance NHS Trust.

RHQ Sheffield Teaching Hospitals NHS Foundation Trust.

RHR Wiltshire Ambulance Service NHS Trust.

RHU Portsmouth Hospitals NHS Trust.

RHW Royal Berkshire And Battle Hospitals NHS Trust.

RHX Oxfordshire Learning Disability NHS Trust.

RHY Two Shires Ambulance NHS Trust.

RJ1 Guy's And St Thomas's NHS Foundation Trust.

RJ2 Lewisham Hospital NHS Trust.

RJ5 St Mary's NHS Trust.

RJ6 Mayday Healthcare NHS Trust.

RJ7 St George's Healthcare NHS Trust.

RJ8 Cornwall Partnership NHS Trust.

RJ9 Westcountry Ambulance Services NHS Trust.

RJC South Warwickshire General Hospitals NHS Trust.

RJD Mid Staffordshire General Hospitals NHS Trust.

RJE North Staffordshire Hospital NHS Trust.

RJF Burton Hospitals NHS Trust.

RJH Good Hope Hospital NHS Trust.

RJL Northern Lincolnshire And Goole Hospitals NHS Trust.

RJN East Cheshire NHS Trust.

RJR Countess Of Chester NHS Foundation Trust.

RJX Calderstones NHS Trust.

RJZ King's College Hospital NHS Trust.

RK5 Sherwood Forest Hospitals NHS Trust.

RK9 Plymouth Hospitals NHS Trust.
RKA West Midlands Metropolitan Ambulance Service NHS Trust.
RKB University Hospitals Coventry And Warwickshire NHS Trust.
RKD Hampshire Ambulance Service NHS Trust.
RKE Whittington Hospital NHS Trust.
RKL West London Mental Health NHS Trust.
RKU Ceredigion and Mid Wales .
RL1 Robert Jones And Agnes Hunt Orthopaedic And District Hospital NHS Trust.
RL4 Royal Wolverhampton Hospitals NHS Trust.
RL5 Hereford And Worcester Ambulance Service NHS Trust.
RL6 Coventry And Warwickshire Ambulance Service NHS Trust.
RLN City Hospitals Sunderland NHS Foundation Trust.
RLQ Hereford Hospitals NHS Trust.
RLT George Eliot Hospital NHS Trust.
RLU Birmingham Women's Health Care NHS Trust.
RLY North Staffordshire Combined Healthcare NHS Trust.
RM1 Norfolk And Norwich University Hospital NHS Trust.
RM2 South Manchester University Hospitals NHS Trust.
RM3 Salford Royal Hospitals NHS Trust.
RM4 Trafford Healthcare NHS Trust.
RM6 Northgate And Prudhoe NHS Trust.
RMA Greater Manchester Ambulance Service NHS Trust.
RMC Bolton Hospitals NHS Trust.
RMD Lancashire Ambulance Service NHS Trust.
RMP Tameside And Glossop Acute Services NHS Trust.
RMY Norfolk & Waveney Mental Health Partnership NHS Trust.
RMZ East Anglian Ambulance NHS Trust.
RN1 Winchester And Eastleigh Healthcare NHS Trust.
RN3 Swindon And Marlborough NHS Trust.
RN5 North Hampshire Hospitals NHS Trust.
RN7 Dartford And Gravesham NHS Trust.
RNA Dudley Group Of Hospitals NHS Trust.
RNH Newham Univserity Hospital NHS Trust.
RNJ Barts And The London NHS Trust.
RNK Tavistock And Portman NHS Trust.
RNL North Cumbria Acute Hospitals NHS Trust.
RNN North Cumbria Mental Health And Learning Disabilities NHS Trust.
RNP Newcastle, North Tyneside And Northumberland Mental Health NHS Trust.
RNQ Kettering General Hospital NHS Trust.
RNS Northampton General Hospital NHS Trust.
RNU Oxfordshire Mental Healthcare NHS Trust.

RNY Oxfordshire Ambulance NHS Trust.
RNZ Salisbury Health Care NHS Trust.
RP1 Northamptonshire Healthcare NHS Trust.
RP4 Great Ormond Street Hospital For Children NHS Trust.
RP5 Doncaster And Bassetlaw Hospitals NHS Foundation Trust.
RP6 Moorfields Eye Hospital NHS Foundation Trust.
RP7 Lincolnshire Partnership NHS Trust.
RPA Medway NHS Trust.
RPC Queen Victoria Hospital NHS Foundation Trust.
RPG Oxleas NHS Trust.
RPH Kent Ambulance NHS Trust.
RPL Worthing And Southlands Hospitals NHS Trust.
RPQ Surrey Ambulance Service NHS Trust.
RPR Royal West Sussex NHS Trust.
RPY Royal Marsden NHS Foundation Trust.
RQ2 Sussex Ambulance Service NHS Trust.
RQ3 Birmingham Children's Hospital NHS Trust.
RQ6 Royal Liverpool And Broadgreen Hospitals University NHS Trust.
RQ8 Mid Essex Hospital Services NHS Trust.
RQF Velindre .
RQM Chelsea And Westminster Healthcare NHS Trust.
RQN Hammersmith Hospitals NHS Trust.
RQQ Hinchingsbrooke Health Care NHS Trust.
RQW Princess Alexandra Hospital NHS Trust.
RQX Homerton University Hospital NHS Foundation Trust.
RQY South West London And St George's Mental Health NHS Trust.
RR1 Heart Of England NHS Foundation Trust.
RR2 Isle Of Wight Healthcare NHS Trust.
RR6 Pembrokeshire and Derwen .
RR7 Gateshead Health NHS Trust.
RR8 Leeds Teaching Hospitals NHS Trust.
RRD North Essex Mental Health Partnership NHS Trust.
RRE South Staffordshire Healthcare NHS Trust.
RRF Wroughton, Wigan And Leigh NHS Trust.
RRJ Royal Orthopaedic Hospital NHS Trust.
RRK University Hospital Birmingham NHS Foundation Trust.
RRP Barnet, Enfield And Haringey Mental Health NHS Trust.
RRS North Glamorgan .
RRU London Ambulance Service NHS Trust.
RRV University College London Hospitals NHS Foundation Trust.
RT1 Cambridgeshire And Peterborough Mental Health Partnership NHS Trust.
RT2 Pennine Care NHS Trust.
RT3 Royal Brompton And Harefield NHS Trust.

RT4 Wales Ambulance Service .
RT5 Leicestershire Partnership NHS Trust.
RT6 Suffolk Mental Health Partnership NHS Trust.
RT7 North West Wales.
RT8 Conwy & Denbighshire.
RT9 North East Wales.
RTC County Durham And Darlington Priority Services NHS Trust.
RTD Newcastle Upon Tyne Hospitals NHS Trust.
RTE Gloucestershire Hospitals NHS Foundation Trust.
RTF Northumbria Health Care NHS Trust.
RTG Derby Hospitals NHS Foundation Trust.
RTH Oxford Radcliffe Hospital NHS Trust.
RTK Ashford And St Peter's Hospitals NHS Trust.
RTM East Kent NHS And Social Care Partnership Trust.
RTP Surrey And Sussex Healthcare NHS Trust.
RTQ Gloucestershire Partnership NHS Trust.
RTR South Tees Hospitals NHS Trust.
RTV 5 Borough Partnership NHS Trust.
RTX Morecambe Bay Hospitals NHS Trust.
RV1 Tees East And North Yorkshire Ambulance Service NHS Trust.
RV3 Central And North West London Mental Health NHS Trust.
RV5 South London And Maudsley NHS Trust.
RV6 East Midlands Ambulance Service NHS Trust.
RV7 Bedfordshire And Luton Community NHS Trust.
RV8 North West London Hospitals NHS Trust.
RV9 Humber Mental Health Teaching NHS Trust.
RVA Carmarthenshire.
RVC Swansea.
RVD Bro Morgannwg.
RVE Pontypridd and Rhondda.
RVF Gwent Healthcare.
RVJ North Bristol NHS Trust.
RVK North East Ambulance Service NHS Trust.
RVL Barnet And Chase Farm Hospitals NHS Trust.
RVN Avon And Wiltshire Mental Health Partnership NHS Trust.
RVR Epsom And St Helier NHS Trust.
RVV East Kent Hospitals NHS Trust.
RVW North Tees And Hartlepool NHS Trust.
RVX Tees And North East Yorkshire NHS Trust.
RVY Southport And Ormskirk Hospital NHS Trust.
RW1 Hampshire Partnership NHS Trust.
RW3 Central Manchester And Manchester Children's University Hospitals NHS Trust.
RW4 Mersey Care NHS Trust.

RW5 Lancashire Care NHS Trust.
RW6 Pennine Acute Hospitals NHS Trust.
RW8 West Sussex Health And Social Care NHS Trust.
RW9 South Of Tyne And Wearside Mental Health NHS Trust.
RWA Hull And East Yorkshire Hospitals NHS Trust.
RWD United Lincolnshire Hospitals NHS Trust.
RWE University Hospitals Of Leicester NHS Trust.
RWF Maidstone And Tunbridge Wells NHS Trust.
RWG West Hertfordshire Hospitals NHS Trust.
RWH East And North Hertfordshire NHS Trust.
RWJ Stockport NHS Foundation Trust.
RWK East London And The City Mental Health NHS Trust.
RWM Cardiff and Vale .
RWN South Essex Partnership NHS Trust.
RWP Worcestershire Acute Hospitals NHS Trust.
RWQ Worcestershire Mental Health Partnership NHS Trust.
RWR Hertfordshire Partnership NHS Trust.
RWT Buckinghamshire Mental Health NHS Trust.
RWV Devon Partnership NHS Trust.
RWN North Cheshire Hospitals NHS Trust.
RWX Berkshire Healthcare NHS Trust.
RWY Calderdale And Huddersfield NHS Trust.
RXA Cheshire And Wirral Partnership NHS Trust.
RXC East Sussex Hospitals NHS Trust.
RXD East Sussex County NHS Trust.
RXE Doncaster And South Humber Healthcare NHS Trust.
RXF Mid Yorkshire Hospitals NHS Trust.
RXG South West Yorkshire Mental Health NHS Trust.
RXH Brighton And Sussex University Hospitals NHS Trust.
RXJ West Kent NHS And Social Care Trust.
RXK Sandwell And West Birmingham Hospitals NHS Trust.
RXL Blackpool, Fylde And Wyre Hospitals NHS Trust.
RXM Derbyshire Mental Health Services NHS Trust.
RXN Lancashire Teaching Hospital NHS Foundation Trust.
RXP County Durham And Darlington Acute Hospitals NHS Trust.
RXQ Buckinghamshire Hospitals NHS Trust.
RXR East Lancashire Hospitals NHS Trust.
RXT Birmingham And Solihull Mental Health NHS Trust.
RXV Bolton Salford And Trafford Mental Health NHS Trust.
RXW Shrewsbury And Telford Hospitals NHS Trust.
RXX Surrey And Borders Partnership NHS Trust.
T1150 NHS Litigation Authority.
T1160 National Institute For Health And Clinical Excellence.
T1220 NHS Appointments Commission.
T1260 Uk Transplant.
T1270 Prescription Pricing Authority.
T1290 National Blood Service.

T1310 Health Protection Agency (Hpa).
 T1320 Counter Fraud And Security Management.
 T1340 NHS Professionals.
 T1370 NHS Direct.
 T1420 NHS Logistics Authority.
 T1430 Health & Social Care Information Centre.
 TAC Northumberland Care Trust.
 TAD Bradford District Health And Social Care Trust.
 TAE Manchester Mental Health And Social Care Trust.
 TAF Camden And Islington Mental Health And Social Care Trust.
 TAG Witham Braintree And Halstead Care Trust.
 TAH Sheffield Care Trust.
 TAJ Sandwell Mental Health NHS Social Care Trust.
 TAK Bexley Care Trust.
 TAL Torbay Care Trust.
 X01 Dental Practice Board.
 X09 Connecting For Health.
 YDA NHS Direct.
 YDA01 NHS Direct Anglia.
 YDA02 NHS Direct Avon, Gloucester & Wiltshire.
 YDA03 NHS Direct Bedfordshire & Hertfordshire.
 YDA04 NHS Direct North Central London.
 YDA05 NHS Direct Kent, Surrey & Sussex.
 YDA06 NHS Direct Manchester.
 YDA07 NHS Direct Mid Staffordshire.
 YDA08 NHS Direct North East London.
 YDA09 NHS Direct Thames Valley & Northants.
 YDA10 NHS Direct West Midlands.
 YDA11 NHS Direct West Yorkshire.
 YDA12 NHS Direct South East London.

DESCRIPTION To identify the NHS Employer (NHS Trusts and Primary Care Trusts).

NOTES Code 001 Not an NHS Employee.

Whilst the employer code list (NHS Trusts and Primary Care Trusts) may appear rather long, it is expected that for any single institution, only a small subset of codes will need to be used.

REASON REQUIRED To identify NHS employer.

Field Nr.	Field Description	Field Abbrev'n	Field Length
159	Number of GCE AS	GCEASN	1

STATUS Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.

Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.

VALID ENTRIES

A one digit number in the range 0 - 9.

DESCRIPTION Number of GCE AS qualifications.

NOTES For students entering through UCAS this information will be available from UCAS via the *J transaction.

If an undergraduate student entering through UCAS with a COMDATE after 31 July 2002 has no tariff data then this field must contain the default code 0.

REASON REQUIRED To give total and breakdown of tariff score, to relate entry qualifications to other HE student data.

Field Nr.	Field Description	Field Abbrev'n	Field Length
160	Tariff score for GCE AS	GCEASTS	3

STATUS Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.

Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.

VALID ENTRIES

A two or three digit number.

DESCRIPTION Tariff score for GCE AS qualifications.

NOTES If the tariff score is below 100 then the two digit entry in this field must be right justified and left-padded with zeroes.

For students entering through UCAS this information will be available from UCAS via the *J transaction.

If an undergraduate student entering through UCAS with a COMDATE after 31 July 2002 has no tariff data then this field must contain the default code 000.

REASON REQUIRED To give total and breakdown of tariff score, to relate entry qualifications to other HE student data.

Field Nr.	Field Description	Field Abbrev'n	Field Length
161	Number of VCE AS	VCEASN	1

STATUS Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.

Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.

VALID ENTRIES

A one digit number in the range 0 - 9.

DESCRIPTION Number of VCE AS qualifications.

NOTES For students entering through UCAS this information will be available from UCAS via the *J transaction.

If an undergraduate student entering through UCAS with a COMDATE after 31 July 2002 has no tariff data then this field must contain the default code 0.

REASON REQUIRED To give total and breakdown of tariff score, to relate entry qualifications to other HE student data.

Field Nr.	Field Description	Field Abbrev'n	Field Length
162	Tariff score for VCE AS	VCEASTS	3

STATUS Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.

Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.

VALID ENTRIES

A two or three digit number.

DESCRIPTION Tariff score for VCE AS qualifications

NOTES If the tariff score is below 100, then the two digit entry in this field must be right justified and left-padded with zeroes.

For students entering through UCAS this information will be available from UCAS via the *J transaction.

If an undergraduate student entering through UCAS with a COMDATE after 31 July 2002 has no tariff data then this field must contain the default code 000.

REASON REQUIRED To give total and breakdown of tariff score, to relate entry qualifications to other HE student data.

Field Nr.	Field Description	Field Abbrev'n	Field Length
163	Number of GCE A level	GCEAN	1

STATUS Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.

Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.

VALID ENTRIES

A one digit number in the range 0 - 9.

DESCRIPTION Number of GCE A level qualifications.

NOTES For students entering through UCAS this information will be available from UCAS via the *J transaction.

If an undergraduate student entering through UCAS with a COMDATE after 31 July 2002 has no tariff data then this field must contain the default code 0.

REASON REQUIRED To give total and breakdown of tariff score, to relate entry qualifications to other HE student data.

Field Nr.	Field Description	Field Abbrev'n	Field Length
164	Tariff score for GCE A level	GCEATS	3

STATUS Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.

Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.

VALID ENTRIES

A two or three digit number.

DESCRIPTION Tariff score for GCE A level qualifications.

NOTES If the tariff score is below 100, then the two digit entry in this field must be right justified and left-padded with zeroes.

For students entering through UCAS this information will be available from UCAS via the *J transaction.

If an undergraduate student entering through UCAS with a COMDATE after 31 July 2002 has no tariff data then this field must contain the default code 000.

REASON REQUIRED To give total and breakdown of tariff score, to relate entry qualifications to other HE student data.

Field Nr.	Field Description	Field Abbrev'n	Field Length
165	Number of VCE A level	VCEAN	1

STATUS Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.

Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.

VALID ENTRIES

A one digit number in the range 0 - 9.

DESCRIPTION Number of VCE A level qualification.

NOTES For students entering through UCAS this information will be available from UCAS via the *J transaction.

If an undergraduate student entering through UCAS with a COMDATE after 31 July 2002 has no tariff data then this field must contain the default code 0.

REASON REQUIRED To give total and breakdown of tariff score, to relate entry qualifications to other HE student data.

Field Nr.	Field Description	Field Abbrev'n	Field Length
166	Tariff score for VCE A level	VCEATS	3

STATUS Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.

Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.

VALID ENTRIES

A two or three digit number.

DESCRIPTION Tariff score for VCE A level qualification.

NOTES If the tariff score is below 100, then the two digit entry in this field must be right justified and left-padded with zeroes.

For students entering through UCAS this information will be available from UCAS via the *J transaction.

If an undergraduate student entering through UCAS with a COMDATE after 31 July 2002 has no tariff data then this field must contain the default code 000.

REASON REQUIRED To give total and breakdown of tariff score, to relate entry qualifications to other HE student data.

Field Nr.	Field Description	Field Abbrev'n	Field Length
167	Number of key skills qualification	KSQN	1

STATUS Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.

Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.

VALID ENTRIES

A one digit number in the range 0 - 9.

DESCRIPTION Number of key skills qualifications.

NOTES For students entering through UCAS this information will be available from UCAS via the *J transaction.

If an undergraduate student entering through UCAS with a COMDATE after 31 July 2002 has no tariff data then this field must contain the default code 0.

REASON REQUIRED To give total and breakdown of tariff score, to relate entry qualifications to other HE student data.

Field Nr.	Field Description	Field Abbrev'n	Field Length
168	Tariff score for key skills qualification	KSQTS	3

STATUS Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.

Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.

VALID ENTRIES

A two or three digit number.

DESCRIPTION Tariff score for key skills qualifications.

NOTES If the tariff score is below 100, then the two digit entry in this field must be right justified and left-padded with zeroes.

For students entering through UCAS this information will be available from UCAS via the *J transaction.

If an undergraduate student entering through UCAS with a COMDATE after 31 July 2002 has no tariff data then this field must contain the default code 000.

REASON REQUIRED To give total and breakdown of tariff score, to relate entry qualifications to other HE student data.

Field Nr.	Field Description	Field Abbrev'n	Field Length
169	Number of 1-unit key skills award	UKSAN	1

STATUS Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.

Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.

VALID ENTRIES

A one digit number in the range 0 - 9.

DESCRIPTION Number of 1-unit key skills awards.

NOTES For students entering through UCAS this information will be available from UCAS via the *J transaction.

If an undergraduate student entering through UCAS with a COMDATE after 31 July 2002 has no tariff data then this field must contain the default code 0.

REASON REQUIRED To give total and breakdown of tariff score, to relate entry qualifications to other HE student data.

Field Nr.	Field Description	Field Abbrev'n	Field Length
170	Tariff score for 1-unit key skills award	UKSATS	3

STATUS Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.

Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.

VALID ENTRIES

A two or three digit number.

DESCRIPTION Tariff score for 1-unit key skills awards.

NOTES If the tariff score is below 100, then the two digit entry in this field must be right justified and left-padded with zeroes.

For students entering through UCAS this information will be available from UCAS via the *J transaction.

If an undergraduate student entering through UCAS with a COMDATE after 31 July 2002 has no tariff data then this field must contain the default code 000.

REASON REQUIRED To give total and breakdown of tariff score, to relate entry qualifications to other HE student data.

Field Nr.	Field Description	Field Abbrev'n	Field Length
171	Number of Scottish Advanced Higher	SAHN	1

STATUS Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.

Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.

VALID ENTRIES

A one digit number in the range 0 - 9.

DESCRIPTION Number of Scottish Advanced Higher qualifications.

NOTES For students entering through UCAS this information will be available from UCAS via the *J transaction.

If an undergraduate student entering through UCAS with a COMDATE after 31 July 2002 has no tariff data then this field must contain the default code 0.

REASON REQUIRED To give total and breakdown of tariff score, to relate entry qualifications to other HE student data.

Field Nr.	Field Description	Field Abbrev'n	Field Length
172	Tariff score for Scottish Advanced Higher		SAHTS 3

STATUS Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.

Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.

VALID ENTRIES

A two or three digit number.

DESCRIPTION Tariff score for Scottish Advanced Higher qualifications.

NOTES If the tariff score is below 100, then the two digit entry in this field must be right justified and left-padded with zeroes.

For students entering through UCAS this information will be available from UCAS via the *J transaction.

If an undergraduate student entering through UCAS with a COMDATE after 31 July 2002 has no tariff data then this field must contain the default code 000.

REASON REQUIRED To give total and breakdown of tariff score, to relate entry qualifications to other HE student data.

Field Nr.	Field Description	Field Abbrev'n	Field Length
173	Number of Scottish Higher	SHN	1

STATUS Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.

Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.

VALID ENTRIES

A one digit number in the range 0 - 9.

DESCRIPTION Number of Scottish Higher qualifications.

NOTES For students entering through UCAS this information will be available from UCAS via the *J transaction.

If an undergraduate student entering through UCAS with a COMDATE after 31 July 2002 has no tariff data then this field must contain the default code 0.

REASON REQUIRED To give total and breakdown of tariff score, to relate entry qualifications to other HE student data.

Field Nr.	Field Description	Field Abbrev'n	Field Length
174	Tariff score for Scottish Higher	SHTS	3

STATUS Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.

Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.

VALID ENTRIES

A two or three digit number.

DESCRIPTION Tariff score for Scottish Higher qualifications.

NOTES If the tariff score is below 100, then the two digit entry in this field must be right justified and left-padded with zeroes.

For students entering through UCAS this information will be available from UCAS via the *J transaction.

If an undergraduate student entering through UCAS with a COMDATE after 31 July 2002 has no tariff data then this field must contain the default code 000.

REASON REQUIRED To give total and breakdown of tariff score, to relate entry qualifications to other HE student data.

Field Nr.	Field Description	Field Abbrev'n	Field Length
175	Number of Scottish Intermediate 2	SI2N	1

STATUS Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.

Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.

VALID ENTRIES

A one digit number in the range 0 - 9.

DESCRIPTION Number of Scottish Intermediate 2 qualifications.

NOTES For students entering through UCAS this information will be available from UCAS via the *J transaction.

If an undergraduate student entering through UCAS with a COMDATE after 31 July 2002 has no tariff data then this field must contain the default code 0.

REASON REQUIRED To give total and breakdown of tariff score, to relate entry qualifications to other HE student data.

Field Nr.	Field Description	Field Abbrev'n	Field Length
176	Tariff score for Scottish Intermediate 2	SI2TS	3

STATUS Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.

Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.

VALID ENTRIES

A two or three digit number.

DESCRIPTION Tariff score for Scottish Intermediate 2 qualifications.

NOTES If the tariff score is below 100, then the two digit entry in this field must be right justified and left-padded with zeroes.

For students entering through UCAS this information will be available from UCAS via the *J transaction.

If an undergraduate student entering through UCAS with a COMDATE after 31 July 2002 has no tariff data then this field must contain the default code 000.

REASON REQUIRED To give total and breakdown of tariff score, to relate entry qualifications to other HE student data.

Field Nr.	Field Description	Field Abbrev'n	Field Length
177	Number of Scottish Standard Grade Credit		SSGCN 1

STATUS Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.

Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.

VALID ENTRIES

A one digit number in the range 0 - 9.

DESCRIPTION Number of Scottish Standard Grade Credit qualifications.

NOTES For students entering through UCAS this information will be available from UCAS via the *J transaction.

If an undergraduate student entering through UCAS with a COMDATE after 31 July 2002 has no tariff data then this field must contain the default code 0.

REASON REQUIRED To give total and breakdown of tariff score, to relate entry qualifications to other HE student data.

Field Nr.	Field Description	Field Abbrev'n	Field Length
178	Tariff score for Scottish Standard Grade Credit		SSGCTS 3

STATUS Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.

Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.

VALID ENTRIES

A two or three digit number.

DESCRIPTION Tariff score for Scottish Standard Grade Credit qualifications.

NOTES If the tariff score is below 100, then the two digit entry in this field must be right justified and left-padded with zeroes.

For students entering through UCAS this information will be available from UCAS via the *J transaction.

If an undergraduate student entering through UCAS with a COMDATE after 31 July 2002 has no tariff data then this field must contain the default code 000.

REASON REQUIRED To give total and breakdown of tariff score, to relate entry qualifications to other HE student data.

Field Nr.	Field Description	Field Abbrev'n	Field Length
179	Number of Scottish Core Skills	SCSN	1

STATUS Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.

Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.

VALID ENTRIES

A one digit number in the range 0 - 9.

DESCRIPTION Number of Scottish Core Skills

NOTES For students entering through UCAS this information will be available from UCAS via the *J transaction.

If an undergraduate student entering through UCAS with a COMDATE after 31 July 2002 has no tariff data then this field must contain the default code 0.

REASON REQUIRED To give total and breakdown of tariff score, to relate entry qualifications to other HE student data.

Field Nr.	Field Description	Field Abbrev'n	Field Length
180	Tariff score for Scottish Core Skills	SCSTS	3

STATUS Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.

Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.

VALID ENTRIES

A two or three digit number.

DESCRIPTION Tariff score for Scottish Core Skills qualifications.

NOTES If the tariff score is below 100, then the two digit entry in this field must be right justified and left-padded with zeroes.

For students entering through UCAS this information will be available from UCAS via the *J transaction.

If an undergraduate student entering through UCAS with a COMDATE after 31 July 2002 has no tariff data then this field must contain the default code 000.

REASON REQUIRED To give total and breakdown of tariff score, to relate entry qualifications to other HE student data.

Field Nr.	Field Description	Field Abbrev'n	Field Length
181	Number of Advanced Extension Awards	AEAN	1

STATUS Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2003.

Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.

VALID ENTRIES

A one digit number in the range 0 - 9.

DESCRIPTION Number of Advanced Extension Awards.

NOTES For students entering through UCAS this information will be available from UCAS via the *J transaction.

If an undergraduate student entering through UCAS with a COMDATE after 31 July 2003 has no tariff data then this field must contain the default code 0.

REASON REQUIRED To give total and breakdown of tariff score, to relate entry qualifications to other HE student data.

Field Nr.	Field Description	Field Abbrev'n	Field Length
182	Tariff score for Advanced Extension Awards		AENTS 3

STATUS Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2003.

Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.

VALID ENTRIES

A two or three digit number.

DESCRIPTION Tariff score for Advanced Extension Awards.

NOTES If the tariff score is below 100, then the two digit entry in this field must be right justified and left-padded with zeroes.

For students entering through UCAS this information will be available from UCAS via the *J transaction.

If an undergraduate student entering through UCAS with a COMDATE after 31 July 2003 has no tariff data then this field must contain the default code 000.

REASON REQUIRED To give total and breakdown of tariff score, to relate entry qualifications to other HE student data.

Field Nr.	Field Description	Field Abbrev'n	Field Length
183	Total tariff score	TOTALTS	3

STATUS Compulsory for undergraduate students entering through UCAS with a COMDATE after 31 July 2002.

Institutions are encouraged to provide the information for other full-time undergraduates in order to provide more complete statistical information for the sector.

VALID ENTRIES

A two or three digit number.

DESCRIPTION The total tariff score for all qualifications less the duplicates in subjects taken at different levels.

NOTES For students entering through UCAS this information will be available from UCAS via the *J transaction. Further information on calculating the tariff score is available in the following Annex
 http://www.hesa.ac.uk/dox/datacoll/ucas-hesa/Annex_2_Update_July04.rtf

REASON REQUIRED To give total and breakdown of tariff score, to relate entry qualifications to other HE student data.

Field Nr.	Field Description	Field Abbrev'n	Field Length
184	Number of CACHE qualifications	CACHEN	1

STATUS Not Used. Reserved field.

VALID ENTRIES

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NOTES Although this field is not used to collect any information it must still be present in returns so that all fields remain in their correct 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.

REASON REQUIRED It is anticipated that additional qualifications are likely to be brought into the Tariff system, therefore Fields 199/184 through to Fields 205/190 have been allocated space in the Combined and Student Record.

Field Nr.	Field Description	Field Abbrev'n	Field Length
185	Tariff score forCACHE qualifications	CACHETS	3

STATUS Not Used. Reserved field.

VALID ENTRIES

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NOTES Although this field is not used to collect any information it must still be present in returns so that all fields remain in their correct 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.

REASON REQUIRED It is anticipated that additional qualifications are likely to be brought into the Tariff system, therefore Fields 199/184 through to Fields 205/190 have been allocated space in the Combined and Student Record.

Field Nr.	Field Description	Field Abbrev'n	Field Length
186	Number of BTEC National	BTECN	1

STATUS Not Used. Reserved field.

VALID ENTRIES

.

NOTES Although this field is not used to collect any information it must still be present in returns so that all fields remain in their correct 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.

REASON REQUIRED It is anticipated that additional qualifications are likely to be brought into the Tariff system, therefore Fields 199/184 through to Fields 205/190 have been allocated space in the Combined and Student Record.

Field Nr.	Field Description	Field Abbrev'n	Field Length
187	Tariff score for BTEC National	BTECTS	3

STATUS Not Used. Reserved field.

VALID ENTRIES

.

NOTES Although this field is not used to collect any information it must still be present in returns so that all fields remain in their correct 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.

REASON REQUIRED It is anticipated that additional qualifications are likely to be brought into the Tariff system, therefore Fields 199/184 through to Fields 205/190 have been allocated space in the Combined and Student Record.

Field Nr.	Field Description	Field Abbrev'n	Field Length
188	Tariff score for International Baccalaureate	IBTS	3

STATUS Not Used. Reserved field.

VALID ENTRIES

.

NOTES Although this field is not used to collect any information it must still be present in returns so that all fields remain in their correct 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.

REASON REQUIRED It is anticipated that additional qualifications are likely to be brought into the Tariff system, therefore Fields 199/184 through to Fields 205/190 have been allocated space in the Combined and Student Record.

Field Nr.	Field Description	Field Abbrev'n	Field Length
189	Tariff score for Irish Leaving Certificate	ILCTS	3

STATUS Not Used. Reserved field.

VALID ENTRIES

.

NOTES Although this field is not used to collect any information it must still be present in returns so that all fields remain in their correct 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.

REASON REQUIRED It is anticipated that additional qualifications are likely to be brought into the Tariff system, therefore Fields 199/184 through to Fields 205/190 have been allocated space in the Combined and Student Record.

Field Nr.	Field Description	Field Abbrev'n	Field Length
190	Tariff score for Music, Drama, Performing Arts		MDPATS 3

STATUS Not Used. Reserved field.

VALID ENTRIES

.

NOTES Although this field is not used to collect any information it must still be present in returns so that all fields remain in their correct 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.

REASON REQUIRED It is anticipated that additional qualifications are likely to be brought into the Tariff system, therefore Fields 199/184 through to Fields 205/190 have been allocated space in the Combined and Student Record.

Field Nr.	Field Description	Field Abbrev'n	Field Length
191	Guided learning hours	GLHRS	5

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

VALID ENTRIES

A number in the range 00001-99999.

DESCRIPTION The actual number of guided learning hours for the whole qualification aim to the nearest whole hour.

NOTES 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.

REASON REQUIRED To determine use of guided learning hours.

Field Nr.	Field Description	Field Abbrev'n	Field Length
192	Marital status	MARSTAT	2

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

VALID ENTRIES

- 01 Single (never married).
- 02 Married.
- 03 Separated (but still legally married).
- 04 Divorced.
- 05 Widowed.
- 06 Co-habiting.

DESCRIPTION This field will record the marital status of the student.

REASON REQUIRED To comply with Northern Ireland statutory Equal Opportunities monitoring.

Field Nr.
193

Field Description
Dependants

Field Abbrev'n
DEPEND

Field Length
2

STATUS

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

VALID ENTRIES

- 01 Young people/children.
- 02 Other relative/friends.
- 03 No dependants.

DESCRIPTION

This field will record whether the student has any dependants.

REASON REQUIRED

To comply with Northern Ireland statutory Equal Opportunities monitoring.

Field Nr.	Field Description	Field Abbrev'n	Field Length
194	Eligibility for enhanced funding	ELIGENFD	2

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

VALID ENTRIES

- 12 16-18 Funding entitlement and programme includes key skills.
- 13 16-18 Funding entitlement and the learner's learning difficulties and/or disabilities are such that the QCA key skills qualification is inappropriate.
- 99 Not eligible for enhanced funding.

DESCRIPTION This field records whether or not the student is eligible for enhanced funding.

NOTES Where code 12 is used the record should include details of the key skills unless the learner is in the second year and completed one or more of the key skills in year one.

REASON REQUIRED To calculate LSC funding for the institution and to monitor eligibility for enhanced funding.

Field Nr.	Field Description	Field Abbrev'n	Field Length
195	Additional support cost	ADDSUPCT	6

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

VALID ENTRIES

Up to 6 digit number, showing the actual amount in pounds to the nearest whole pound.

DESCRIPTION This field indicates the level of additional support the provider is claiming for the learner.

NOTES Where no additional support costs have been incurred six zeroes should be returned.

The additional support costs correspond to the amount of extra resource identified by the institution as required to meet the needs of learners such as those with learning difficulties and/or disabilities per year.

Additional funding may be claimed where an institution provides additional support to a learner and the extra costs of doing so are above a threshold level.

Where a learner for whom additional support costs are incurred withdraws, the actual - not projected - support cost should be recorded.

Additional support is defined as any activity which provides direct support for learning to individual learners, which is over and above that which is normally provided in a standard learning programme which leads to their primary learning goal. The additional support is required to help learners gain access to, progress towards and successfully achieve their learning goals. The need for additional support may arise from a learning difficulty or disability or from literacy, numeracy or language support requirements.

REASON REQUIRED For the management of additional financial support for students with learning difficulties and/or disabilities.

Field Nr.	Field Description	Field Abbrev'n	Field Length
196	Learning difficulty	LEARNDIF	2

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

VALID ENTRIES

- 01 Moderate learning difficulty.
- 02 Severe learning difficulty.
- 10 Dyslexia.
- 11 Dyscalculia.
- 19 Other specific learning difficulty.
- 90 Multiple learning difficulties.
- 97 Other.
- 98 No learning difficulty.
- 99 Not known / information not provided.

DESCRIPTION This field records whether the learner considers themselves to have a learning difficulty.

NOTES If the learner considers himself or herself to have a learning difficulty, this should be used to record the learner's main learning difficulty.

Where a learner has more than one learning difficulty, the main one should be recorded.

Where there are two or more of equal severity, code 90 should be used.

Where the learner has no learning difficulty, code 98 should be used.

REASON REQUIRED To monitor the extent and effect of learning difficulties. The LSC needs to be aware of all its funded learners with learning difficulties, not just those for whom additional funding is being claimed.

Field Nr.	Field Description	Field Abbrev'n	Field Length
197	Implied rate of Council partial funding	IMPRATE	3

STATUS Compulsory for all students at English institutions who are following programmes of study at FE level and/or are funded by LSC i.e. shown as code 1, 3 or 4 in field 6, FE student marker and field 64, 'Major source of funding' is coded 86 - 88 or AA - AD. Not applicable to any other students.

VALID ENTRIES

A three digit number in the range 000 to 100.

DESCRIPTION This field records the implied rate of Council partial funding.

NOTES The implied rate of Council FE funding must be entered in this field for ESF funded provision that is not Council ESF co-financed. The implied rate of Council FE funding is the inverse of the ESF intervention rate, that is:

Implied rate of Council FE funding = $100 - \text{ESF intervention rate}$

For example if the ESF intervention rate is 45% the implied rate of Council FE funding is 55%. The valid entry would be 055.

Where no ESF funding is indicated, this field should return 000.

REASON REQUIRED To calculate LSC funding for the institution.

Field Nr.	Field Description	Field Abbrev'n	Field Length
198	Government initiatives	GOVINIT	4

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

VALID ENTRIES

- 13 Basic skills pathfinder project.
- 14 100% of learning delivered through a Centre of Vocational Excellence (CoVE).
- 15 50 to 99% of learning delivered through a Centre of Vocational Excellence (CoVE).
- 16 10% to 49% of learning delivered through a Centre of Vocational Excellence (CoVE).
- 17 Employer training pilot.
- 18 Basic skills in local communities projects.
- 19 New technology institutes pilot.
- 21 Sector strategy pilot.
- 99 None, or no more of the above.

DESCRIPTION Two Valid Entries from the following list should be selected.

This field indicates if a learning aim is being studied as part of government initiatives or in special circumstances. Two entries from the list should be selected

NOTES

Where no government initiatives or special circumstances apply, return 9999.

Where just one applies, return the entry followed by 99. For example, recording that 100% of learning is delivered through a CoVE would be recorded as 1499.

Where two apply, return both entries. For example, recording that the learning is a Sector strategy pilot and is 100% delivered through a CoVE would be recorded as 2114 or 1421.

Recording that the learning is through a New Technology Institute should be indicated as code B in field 28, Special students.

Recording that the learning is through University for Industry should be indicated in field 164, University for Industry.

REASON REQUIRED To monitor learning aims that are studied as part of a

government initiative or in special circumstances.

Field Nr.	Field Description	Field Abbrev'n	Field Length
199	Number of units completed	NUMUNITS	2

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

VALID ENTRIES

A two digit number in the range 00 and 99.

DESCRIPTION This field records the number of units completed and achieved from a full qualification or learning aim..

NOTES This field and field 222/200 'Number of units to achieve full qualification' will be used to identify the proportion of units achieved by the learner when partially achieving.

REASON REQUIRED To calculate LSC funding for partially completed learning aims.

Field Nr.	Field Description	Field Abbrev'n	Field Length
200	Number of units to achieve full qualification		NOUNTACH 2

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

VALID ENTRIES

A two digit number in the range 00 and 99.

DESCRIPTION This field records the number of units or modules that are to be completed to achieve the full qualification or learning aim.

NOTES This field and field 221/199 'Number of units completed' will be used to identify the proportion of units achieved by the learner when partially achieving.

REASON REQUIRED To calculate LSC funding for partially completed learning aims.

Field Nr.	Field Description	Field Abbrev'n	Field Length
201	Eligibility for disadvantage uplift	ELIDISUP	2

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

VALID ENTRIES

- 01 From deprived area (ward based uplift) postcode on LSC's file.
- 02 From deprived area (ward based uplift) postcode not on LSC's file.
- 71 Studying Basic Skills programme.
- 73 Supported by Single Regeneration Budget (SRB).
- 96 Learner group eligible for disadvantage uplift according to LSC funding guidance.
- 98 Other - further information may be requested.
- 99 Not eligible for disadvantage uplift.

DESCRIPTION This field records whether the learner is eligible for disadvantage uplift.

NOTES Some learners will qualify for a disadvantage uplift for two or even three reasons. Nearly half of basic skills learners are already eligible for an uplift. In these circumstances, the provider may claim the highest uplift factor.

Learners benefiting directly from single regeneration budget (SRB) funding will also be eligible for the disadvantage uplift. Where a provider intends to use this reason for claiming disadvantage uplift funds, it should first discuss the matter with its local LSC to establish which SRB project is being used to justify additional funds and how the learners affected are to be identified.

REASON REQUIRED To calculate LSC funding and to monitor disadvantage.

Field Nr.	Field Description	Field Abbrev'n	Field Length
202	Disadvantage uplift factor	DISUPFAC	6

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

VALID ENTRIES

A 6 character number with a decimal point as second character.

DESCRIPTION This field records the disadvantage uplift factor for a learner for whom a disadvantage uplift is being claimed.

NOTES For many learners eligible for widening participation funding, the factor can be entered automatically from the file of postcodes and factors available on the LSC website.

Where a learner comes from a ward eligible for widening participation funding and the postcode is not on the LSC file of postcodes and widening participation factors, the factor can be entered manually from the file of wards and widening participation factors also available on the website. The revised index should be used for special cases and where the postcode is not on the LSC file. Institutions should keep evidence of the learner's eligibility for widening participation funding.

Where a learner is not eligible for a disadvantage uplift, 0.0000 should be returned.

REASON REQUIRED To calculate LSC funding for the institution.

Field Nr.	Field Description	Field Abbrev'n	Field Length
203	Franchised out arrangements	FROUTARR	2

STATUS

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

VALID ENTRIES

- 01 Learner is studying for this learning aim on provision delivered by an FE sector provider under franchised out provision.
- 02 Learner is studying for this learning aim on provision delivered by an HE institution under franchised out provision.
- 03 Learner is studying for this learning aim on provision delivered by a school under franchised out provision.
- 21 Learner is studying for this learning aim on provision delivered by a local authority maintained organisation under franchised out provision.
- 22 Learner is an employee of a private sector organisation studying for this learning aim on provision delivered by that employer under franchised out provision.
- 23 Learner is an employee of a public sector organisation studying for this learning aim on provision delivered by that employer under franchised out provision.
- 24 Learner is studying for this learning aim on provision delivered by a private sector training organisation under franchised out provision.
- 25 Learner is studying for this learning aim on provision delivered by a voluntary sports organisation under franchised out provision.
- 26 Learner is studying for this learning aim on provision delivered by a sports organisation run on a commercial basis under franchised out provision.
- 27 Learner is studying for this learning aim on franchised provision which is community based and normally with non-profit-making bodies.
- 28 Learner is studying for this learning aim on provision which is community or voluntary based and which is eligible for funding at the discounted rate for franchised provision.
- 80 Learner is studying for this learning aim on provision which is delivered by a partner and which is not a franchised out arrangement.
- 99 Learner is studying for this learning aim on provision

delivered by the institution which is not franchised provision or delivered by a partner.

DESCRIPTION

This field records franchised out arrangements.

NOTES

Information about learners who are studying on provision delivered by the provider on behalf of another provider, that is franchised in to the provider, should be supplied in aggregate using an LSC form.

If the learner is studying for this learning aim on provision franchised out for part of the learning aim this should only be recorded in the field where the other provider delivers more than 50% of the guided learning hours for the learning aim.

Code 27 should be used where franchised provision is community based and normally with non-profit making bodies and would therefore be eligible to be funded at the full rate without a discount, as described at b in paragraph 18 of FEFC circular 99/09.

The LSC requests additional information on organisations with which providers have franchising arrangements. This information should be returned to the LSC using the register of franchise and other partners. A sample file can be found on the LSC website and should be sent with each ILR return.

If a student is coded 01 - 80 in this field then Field 86, Other institution providing teaching 1 or Module Record Field 19, Other institution providing teaching 1 must be coded 4001 - 4004.

REASON REQUIRED

To monitor the nature of franchised out provision and to support planning.

Field Nr.
204

Field Description
Employer role

Field Abbrev'n
EMPROLE

Field Length
1

STATUS

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

VALID ENTRIES

- 1 The ELWa learner is employed and is on a WBL programme.
- 2 The ELWa learner is not on a WBL programme, but is employed & released by the employer to study on a vocational programme relevant to that employment.
- 3 The ELWa learner is not on a WBL programme but is employed and studying on a vocational programme relevant to that employment. The employer has not released the learner to attend but is providing other support (eg payment of fees).
- 4 The ELWa learner is not on a WBL programme, but is attending dedicated employer provision.
- 5 The ELWa learner is not employed, but is on a WBL programme.
- 6 The LSC learner is employed and released by the employer to study a vocational learning aim relevant to that employment. .
- 7 The LSC learner is employed and studying a vocational learning aim relevant to that employment. The employer has not released the learner to attend.
- 8 The LSC learner is attending dedicated employer provision.
- 9 None of the above.

DESCRIPTION

The role of the employer in the programme of study of the learner.

For learners in England, this field should be completed for employed learners who are studying learning aims relevant to their employment. The field should be completed for all learners at Welsh institutions.

NOTES

Codes 6 - 8 can only be used by English institutions.

Where a learner is employed and released by their employer to study a vocational learning aim which is relevant to their employment, code 6 should be used.

Where a learner is employed and studying a vocational learning aim relevant to that employment and their employer has not released the learner to attend, code 7 should be used.

Where a learner is attending dedicated employer provision, code 8 should be used. Dedicated provision refers to learning aims which are delivered for an employer, normally on the employer's premises, either by direct or franchised provision.

Code 9 should be used for all 16 -19 year old learners following a programme of 450 or more guided learning hours per year, learners studying learning aims unrelated to their employment and the unemployed.

Where a provider is not aware of the learner's employment or is unable to establish a link between the learning aim and the learner's employment, code 9 should be used.

Codes 1 - 5 can only be used by Welsh institutions.

This employer role should be as at the beginning of the programme. Do not amend this field if the learner's employment status changes during the programme.

REASON REQUIRED

To identify the different types of employment-related learning.

To monitor the role that employers play in the learner's attendance to study learning aims and to calculate funds for dedicated employer provision.

Field Nr.	Field Description	Field Abbrev'n	Field Length
205	Franchise Partner	FRANPART	8

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

VALID ENTRIES

00000000	No arrangement.
A0660000	Isle of Anglesey (660).
A0661000	Gwynedd (661).
A0662000	Conwy (662).
A0663000	Denbighshire (663).
A0664000	Flintshire (664).
A0665000	Wrexham (665).
A0666000	Powys (666).
A0667000	Ceredigion (667).
A0668000	Pembrokeshire (668).
A0669000	Carmarthenshire (669).
A0670000	Swansea (670).
A0671000	Neath Port Talbot (671).
A0672000	Bridgend (672).
A0673000	The Vale of Glamorgan (673).
A0674000	Rhondda Cynon Taff (674).
A0675000	Merthyr Tydfil (675).
A0676000	Caerphilly (676).
A0677000	Blaenau Gwent (677).
A0678000	Torfaen (678).
A0679000	Monmouthshire (679).
A0680000	Newport (680).
A0681000	Cardiff (681).
F0009003	Barry College.
F0009004	Bridgend College.
F0009005	Coleg Sir Gâr.
F0009006	Coleg Ceredigion.
F0009007	Deeside College.
F0009008	Coleg Glan Hafren.
F0009009	Gorseinon College.
F0009010	Coleg Gwent.
F0009012	Coleg Llandrillo.
F0009013	Coleg Llysfasi.
F0009014	Coleg Meirion Dwyfor.
F0009015	Merthyr Tydfil College.
F0009017	Pembrokeshire College.
F0009020	Coleg Morgannwg.
F0009021	Coleg Powys.

F0009023 St David's Sixth Form College.
F0009024 Swansea College.
F0009025 Welsh College of Horticulture.
F0009026 Yale College.
F0009027 Ystrad Mynach College.
F0009030 WEA South.
F0009031 YMCA.
F0009032 Coleg Menai.
F0009033 Neath Port Talbot College.
F0009034 Coleg Harlech/WEA (North).
H0000086 University of Wales College, Newport.
H0000087 North East Wales Institute.
H0000089 University of Wales Institute, Cardiff.
H0000090 University of Glamorgan.
H0000091 Swansea Institute of Higher Education.
H0000092 Trinity College Carmarthen.
H0000176 University of Wales, Lampeter.
H0000177 University of Wales, Aberystwyth.
H0000178 University of Wales, Bangor.
H0000179 Cardiff University.
H0000180 University of Wales Swansea.
H0000181 University of Wales College of Medicine.
H0000182 Royal Welsh College of Music and Drama.
S6604025 Ysgol Syr Thomas Jones.
S6604026 Ysgol Uwchradd Caergybi.
S6604027 Ysgol Gyfun Llangefni.
S6604028 Ysgol David Hughes.
S6604029 Ysgol Uwchradd Bodedern.
S6606027 Treffos School.
S6607011 Ysgol Y Bont.
S6614002 Ysgol Dyffryn Ogwen.
S6614003 Ysgol Botwnnog.
S6614004 Ysgol Brynrefail.
S6614007 Ysgol Dyffryn Nantlle.
S6614009 Ysgol Eifionydd.
S6614030 Ysgol Y Gader.
S6614031 Ysgol Y Moelwyn.
S6614032 Ysgol Uwchradd Tywyn.
S6614033 Ysgol Y Berwyn.
S6614034 Ysgol Ardudwy.
S6614036 Ysgol Friars.
S6614037 Ysgol Tryfan.
S6614039 Ysgol Syr Hugh Owen.
S6614040 Ysgol Glan Y Mor.
S6616007 Hillgrove School.
S6616008 St Gerards School Trust.
S6616022 Aran Hall School.
S6617000 Ysgol Coedmenai.

S6617002 Ysgol Pendalar.
S6617010 Ysgol Hafod Lon.
S6624022 Ysgol John Bright.
S6624023 Ysgol Aberconwy.
S6624035 Ysgol Dyffryn Conwy.
S6624038 Ysgol Y Creuddyn.
S6625400 Ysgol Emrys Ap Iwan.
S6625402 Eirias High School.
S6625403 Ysgol Bryn Elian.
S6626017 St David's College.
S6626019 Rydal Penrhos.
S6626029 Lyndon School.
S6627001 Canolfan Addysgol Y Gogarth.
S6627006 Ysgol-Y-Graig.
S6634003 Rhyl High School.
S6634014 Prestatyn High School.
S6634020 Ysgol Uwchradd Glan Clwyd.
S6634026 Denbigh High School.
S6634027 Ysgol Dinas Bran.
S6634031 Ysgol Brynhyfryd.
S6634601 Blessed Edward Jones R.C. School.
S6635900 St Brigid's School.
S6636013 Fairholme Prep. School.
S6636021 Howell's School.
S6636027 Ruthin School.
S6636038 Northgate Preparatory School.
S6636039 Howell's Preparatory School.
S6637000 Ysgol Tir Morfa.
S6637010 Ysgol Plas Brondyffryn.
S6644000 Hawarden High School.
S6644006 Mold Alun School.
S6644011 Elfed High School.
S6644012 Holywell High School.
S6644013 St David's High School.
S6644017 Castell Alun High School.
S6644018 Ysgol Maes Garmon.
S6644019 John Summers High School.
S6644021 Flint High School.
S6644022 Connah's Quay High School.
S6644042 Argoed School.
S6644600 St Richard Gwyn Roman Catholic High School.
S6646000 Oakwood Small School.
S6647013 Ysgol Delyn.
S6647014 Ysgol Belmont.
S6647018 Ysgol Y Bryn.
S6654029 Ysgol-Y-Grango.
S6654032 Ysgol Morgan Llwyd.
S6654033 Ysgol Bryn Alyn.

S6654034 Darland High School.
S6654035 St David's High School.
S6654036 Ysgol Bryn Offa.
S6654044 Ysgol Rhiwabon.
S6654047 The Groves High School.
S6654602 St Joseph's Catholic High School.
S6655401 The Maelor School.
S6656039 Prospects Centre For Young People.
S6656042 Woodlands Children's Development Centre.
S6657005 St Christopher's School.
S6657009 Ysgol Powys.
S6664000 Caereinion High School.
S6664001 Llanfyllin High School.
S6664002 Llanidloes High School.
S6664003 Ysgol Bro Ddyfi.
S6664011 Newtown High School.
S6664013 Welshpool High School.
S6664014 John Beddoes School.
S6664019 Llandrindod High School.
S6664020 Builth Wells High School.
S6664021 Ysgol Maes-Y-Dderwen.
S6664022 Brecon High School.
S6664023 Gwernyfed High School.
S6664024 Crickhowell High School.
S6666000 Christ College.
S6666007 Pentwyn School.
S6666008 Macintyre Care – Womaston School.
S6666009 Tregynon Hall School.
S6667001 Brynlywarch Hall School.
S6667002 Ysgol Cedewain.
S6667004 Ysgol Penmaes.
S6674041 Ysgol Gyfun Llanbedr-Pont-Steffan.
S6674042 Ysgol Gyfun Aberaeron.
S6674044 Cardigan County Secondary.
S6674046 Ysgol Uwchradd Tregaron.
S6674047 Penglais Comprehensive School.
S6674048 Ysgol Gyfun Penweddig.
S6674059 Ysgol Gyfun Dyffryn Teifi.
S6676012 St Tygwydd's School.
S6684031 Fishguard High / Ysgol Uwchradd Abergwaun.
S6684034 Ysgol Dewi Sant.
S6684035 The Greenhill School.
S6684038 Pembroke School/ Ysgol Penfro.
S6684055 Sir Thomas Picton School.
S6684063 Milford Haven School.
S6684064 Ysgol Gyfun Ddwyieithog Y Preseli.
S6684511 Tasker-Milward V.C. School.
S6686004 Netherwood School.

S6686006 Haylett Grange School.
S6686014 St David's Education Unit.
S6687001 Portfield Special School.
S6694024 Ysgol Gyfun Pantycelyn.
S6694028 Ysgol Gyfun Tregib.
S6694029 Amman Valley Comprehensive School.
S6694050 Coedcae Comprehensive School.
S6694052 Ysgol Gyfun Y Strade.
S6694053 Glan-Y-Mor Comprehensive School.
S6694054 Bryngwyn Comprehensive School.
S6694056 Ysgol Gyfun Bro Myrddin.
S6694057 Queen Elizabeth Cambria.
S6694058 Queen Elizabeth Maridunum.
S6694060 Ysgol Gyfun Emlyn.
S6694061 Ysgol Gyfun Maes Yr Yrfa.
S6694062 Ysgol Y Gwendraeth.
S6694512 Ysgol Gyfun Dyffryn Taf.
S6694600 St John Lloyd Catholic Comprehensive School.
S6696002 Llandoverly College.
S6696003 St Michael's School.
S6696008 Nant Y Cwm School.
S6696009 Towy Valley Steiner School.
S6697000 Heol Goffa Special School.
S6697010 Ysgol Rhydygors.
S6704023 Mynyddbach Comprehensive School for Girls.
S6704024 Penlan Comprehensive (Boys School).
S6704031 Cefn Hengoed Community School.
S6704032 Olchfa School.
S6704033 Morriston Comprehensive School.
S6704041 Dynevor School.
S6704043 Pentrehafod School.
S6704044 Bishop Gore School.
S6704062 Penyrheol Comprehensive School.
S6704063 Gowerton School.
S6704069 Bishopston Comprehensive School.
S6704071 Dillwyn Llewelyn Community School.
S6704072 Pontarddulais Comprehensive School.
S6704074 Ysgol Gyfun Gwyr.
S6704075 Birchgrove Comprehensive School.
S6704600 Bishop Vaughan R.C. School.
S6706001 Oakleigh House School.
S6706008 Craig Y Nos School.
S6706018 Ffynone House School.
S6707000 Penybryn Senior Special School.
S6707008 Ysgol Crug Glas.
S6714047 Cymer Afan Comprehensive School.
S6714052 Glan Afan Comprehensive School.
S6714056 Sandfields Comprehensive School.

S6714059 Dyffryn School.
S6714060 Ysgol Gyfun Ystalyfera.
S6714064 Cefn Saeson Comprehensive School.
S6714065 Cwmtawe Comprehensive School.
S6714066 Llangatwg Comprehensive School.
S6714067 Dwr-Y-Felin Comprehensive School.
S6714068 Cwrt Sart Comprehensive School.
S6714601 St Joseph's R.C. Comprehensive School.
S6717005 Ysgol Hendre Special School.
S6717006 Briton Ferry Special School.
S6724059 Cynffig Comprehensive School.
S6724068 Bryntirion Comprehensive School.
S6724071 Maesteg Comprehensive School.
S6724074 Ynysawdre Comprehensive School.
S6724076 Pencoed Comprehensive School.
S6724078 Brynteg Comprehensive School.
S6724080 Porthcawl Comprehensive School.
S6724084 Ogmere Comprehensive School.
S6724601 Archbishop Mcgrath Catholic School.
S6726073 St Clare's Convent School.
S6726083 St John's School.
S6726090 Frontline Christian School.
S6727003 Heronsbridge Special School.
S6727012 Ysgol Bryn Castell.
S6734060 Llantwit Major School.
S6734061 Barry Comprehensive School.
S6734062 Bryn Hafren Comprehensive School.
S6734065 Cowbridge Comprehensive School.
S6734066 Ysgol Bro Morgannwg.
S6734612 St Richard Gwyn R.C. High School.
S6735400 Stanwell School.
S6735401 St Cyres Comprehensive School.
S6736021 Westbourne Schools.
S6736025 Headlands School.
S6737012 Ysgol Erw'r Delyn.
S6737015 Ysgol Maes Dyfan.
S6737018 Ashgrove School.
S6744019 Bryncelynnog Comprehensive School.
S6744022 The Coedylan Comprehensive School.
S6744027 Hawthorn High School.
S6744053 Mountain Ash Comprehensive School.
S6744054 Ysgol Gyfun Rhydfelen.
S6744056 Blaengwawr Comprehensive School.
S6744057 Tonyrefail Comprehensive School.
S6744081 Treorchy Comprehensive School.
S6744083 Ferndale Comprehensive School.
S6744087 Porth County Comprehensive School.
S6744088 Ysgol Gyfun Llanhari.

S6744095 Tonypandy Comprehensive School.
S6744096 Y Pant Comprehensive School.
S6744097 Ysgol Gyfun Cymer Rhondda.
S6744100 Aberdare Boys' School.
S6744101 Aberdare Girls' Comprehensive School.
S6744105 Ysgol Gyfun Rhydywaun.
S6744602 Cardinal Newman R.C. Comprehensive School.
S6744604 St John Baptist C.I.W. High School.
S6747006 Maesgwyn Special School.
S6747008 Park Lane Special School.
S6747011 Rhondda Special School.
S6747015 Ysgol Ty Coch.
S6754011 Afon Taf High School.
S6754012 Pen-Y-Dre High School.
S6754013 Cyfarthfa High School.
S6754014 Vaynor and Penderyn High School.
S6754600 Bishop Hedley High School.
S6757013 Greenfield Special School.
S6764031 Newbridge Comprehensive School.
S6764032 Pontllanfraith Comprehensive School.
S6764046 Blackwood Comprehensive School.
S6764053 Oakdale Comprehensive School.
S6764065 St Cenydd Comprehensive School.
S6764067 St Ilan School.
S6764068 Risca Community School.
S6764070 St Martin Comprehensive School.
S6764073 Heolddu Comprehensive School.
S6764075 Lewis Boys' Comprehensive School.
S6764077 Lewis Girls' Comprehensive School.
S6764090 Rhymney Comprehensive School.
S6764093 Bedwas Comprehensive School.
S6764102 Bedwellty Comprehensive School.
S6764103 Ysgol Gyfun Cwm Rhymni.
S6765400 Cwmcarn High School.
S6766013 Emmanuel Christian School.
S6766088 Wyclif Independent Christian School.
S6767011 Trinity Fields Special School.
S6774045 Glyncoed Comprehensive School.
S6774061 Tredgar Comprehensive School.
S6774067 Ebbw Vale Comprehensive School.
S6774073 Nantyglo Comprehensive School.
S6774074 Abertillery Comprehensive School.
S6775401 Brynmawr School.
S6777011 Pen-Y-Cwm Special School.
S6784050 Llantarnam School.
S6784051 Croesyceiliog School.
S6784062 Fairwater High School.
S6784070 Abersychan Comprehensive School.

S6784071 Trevethin Community School.
S6784072 West Monmouth Comprehensive School.
S6784075 Ysgol Gyfun Gwynllyw.
S6784603 St Alban's R.C. High School.
S6786014 Mayflower Christian School.
S6787012 Crownbridge Special Day School.
S6794060 Monmouth Comprehensive School.
S6794064 King Henry VIII Comprehensive School.
S6794065 Chepstow Comprehensive School.
S6794066 Caldicot Comprehensive School.
S6796008 Monmouth School.
S6796009 Haberdashers Monmouth School For Girls.
S6796010 Agincourt School.
S6796012 Seddon House School.
S6797006 Mouton House Special School.
S6804003 St Julian's Comprehensive School.
S6804020 Duffryn High School.
S6804021 Hartridge High School.
S6804025 Bettws High School.
S6804026 Lliswerry High School.
S6804030 Bassaleg Comprehensive School.
S6804059 Caerleon Comprehensive School.
S6804602 St Joseph's R.C.High School.
S6806003 Rougemont School.
S6807002 Maes Ebbw School/Westfield Special School.
S6814030 Rumney High School.
S6814035 Glyn Derw High School.
S6814039 Cardiff High School.
S6814040 Glan Ely High School.
S6814041 Willows High School.
S6814042 Fitzalan High School.
S6814047 Llanedeyrn High School.
S6814049 Cantonian High School.
S6814050 Whitchurch High School.
S6814051 Llanishen High School.
S6814052 Llanrumney High School.
S6814054 Cathays High School.
S6814070 Radyr Comprehensive School.
S6814071 Ysgol Gyfun Gymraeg Glantaf.
S6814072 Ysgol Gyfun Gymraeg Plasmawr.
S6814600 St Illtyds R.C. High School.
S6814607 Mary Immaculate R.C. High School.
S6814608 The Bishop Of Llandaff C.I.W. High School.
S6814609 St Teilo's C.I.W. High School.
S6814611 Corpus Christi Catholic High School.
S6816004 St Johns College.
S6816006 Elm Tree House School.
S6816012 The Cathedral School.

S6816014	Kings Monkton School.
S6816023	Ely Presbyterian Church School.
S6816024	Howell's School.
S6816026	New CollegeCollege School.
S6816028	Welsh Centre For Conductive Education.
S6816029	Taibach School.
S6816087	Scope Craig Y Parc School.
S6816088	Tabouk Community School.
S6817001	Greenhill Special School.
S6817005	The Court Special School.
S6817006	Woodlands High School.
S6817008	Riverbank Special School.
S6817011	Ty Gwyn Special School.
S6817019	The Hollies Special School.
S6817021	Meadowbank Special School.
T0000001	1-SA Assessment & Training Ltd.
T0000002	Aberaman ET.
T0000003	ACE.
T0000004	ACO Training.
T0000005	Acom Business Services Ltd.
T0000006	Acorn Recruitment.
T0000007	ACT.
T0000008	Advisory Management Services.
T0000009	Age Concern Training.
T0000010	Alberto Culver.
T0000011	Alcris Business Training Services Limited.
T0000012	APM Business Consultancy Limited.
T0000013	Arfon Dwyfor Training.
T0000014	Arts Factory.
T0000015	Atlantic College.
T0000016	Barry Training Services.
T0000017	BEST.
T0000018	Blaenau Gwent CBC (WBL).
T0000019	Brothers Constantinou.
T0000020	Bsmart.
T0000021	Business Partnership Initiative Limited.
T0000022	Cambrian Training.
T0000023	Cardiff & the Vale NHS Trust.
T0000024	Cardiff Chamber of Commerce.
T0000025	Cardiff ITEC.
T0000026	Carillion Craft Training.
T0000027	Carmarthenshire Training.
T0000028	Ceredigion Training.
T0000029	CITB.
T0000030	City & County of Swansea (WBL).
T0000031	CSV Training Wales.
T0000032	DARA.
T0000033	Discovery Training.

T0000034 E People Serve.
T0000035 Environmental Task Force.
T0000036 First Impressions.
T0000037 Focused Limited T/A Focus On.
T0000038 Focal Training Ltd.
T0000039 Heronsbridge School.
T0000040 Hill Management Criteria.
T0000041 Hospitality Plus.
T0000042 Hotel & Training Catering Company.
T0000043 Hyfforddiant Gwynedd Training.
T0000044 Hyfforddiant Mon Training.
T0000045 ICON Vocational Training.
T0000046 Immtech Training.
T0000047 INA Bearing Company Ltd.
T0000048 International Rectifiers EMS Ltd.
T0000049 ITEC Neath Port Talbot.
T0000050 JHP Group Limited.
T0000051 Job Force Wales.
T0000052 JTL.
T0000053 Kelter Training.
T0000054 Learnkit Ltd.
T0000055 Lexicon (UK) Ltd.
T0000056 Llanelli Rural Council (ETMA).
T0000057 Lloyds TSB Insurance.
T0000058 Margaret Bardsley Management & Training Ltd.
T0000059 Media Skills Wales.
T0000060 Memory Lane Cakes.
T0000061 Ministry of Defence.
T0000062 Myrick Training Services.
T0000063 NACRO.
T0000064 National Training Partnership.
T0000065 Network Training.
T0000066 Newport & District GTA.
T0000067 Newport & Gwent Enterprise.
T0000068 North Wales Training.
T0000069 NPTCBC Lifelong Learning Service (WBL).
T0000070 Nustaff Training Limited.
T0000071 Olympic Training.
T0000072 Pembrokeshire County Council (WBL).
T0000073 People Business.
T0000074 Phoenix Training.
T0000075 Powys Training.
T0000076 Primus Training & Consultancy.
T0000077 Princes Trust Wales.
T0000078 Principles Training.
T0000079 Professional Development.
T0000080 Professional Footballers.
T0000081 Protocol Skills.

T0000082 PRP Training.
T0000083 Pulse Service Centre Ltd.
T0000084 QinetiQ Aberporth.
T0000085 Qualtech Services Limited.
T0000086 Rathbone Cl.
T0000087 RCT County Borough Council.
T0000088 Remit.
T0000089 Route One.
T0000090 Royal Air Force St Athan.
T0000091 Royal Mint.
T0000092 Rural Pursuits.
T0000093 SCT Wales Ltd.
T0000094 Shared Apprentice Scheme Wales Ltd.
T0000095 Soccer Skills Community Coaching Scheme.
T0000096 Solutions for Call Centres (MULTI TRAIN).
T0000097 South Wales Constabulary.
T0000098 South Wales Constabulary PTV.
T0000099 South Wales Fire Service.
T0000100 Sport Train Wales.
T0000101 Sports Skills Coaching Sceme.
T0000102 STACS Training Ltd.
T0000103 Swansea ITEC Ltd.
T0000104 Swansea NHS Trust.
T0000105 SWATS.
T0000106 T2 Skills.
T0000107 Telecentre & Business School Ltd.
T0000108 The CAD Centre (UK) Ltd.
T0000109 The Friary Education & Training Dept.
T0000110 The Travel House.
T0000111 The Women's Workshop.
T0000112 Torfaen CBC.
T0000113 Track 2000.
T0000114 Training Trust Wales.
T0000115 TRW Training Services.
T0000116 TTC Training.
T0000117 Tydfil Training Consortium.
T0000118 University of Wales Bangor (WBL).
T0000119 University of Wales Cardiff (WBL).
T0000120 University of Wales Newport (WBL).
T0000121 Vale of Glamorgan County Council (WBL).
T0000122 Vocational Vision For Training.
T0000123 Vision Training & Recruitment Ltd.
T0000124 Western Power Training.
T0000125 Wrexham Information Technology Centre.
T0000126 XR Visteon Training Centre.
T0009003 Barry College – VGTA.
T0009004 Bridgend College (WBL).
T0009005 Coleg Sir Gâr (WBL).

T0009006	Coleg Ceredigion (WBL).
T0009007	Deeside College (WBL).
T0009008	Coleg Glan Hafren (WBL).
T0009009	Gorseinon College (WBL).
T0009010	Coleg Gwent (WBL).
T0009012	Coleg Llandrillo (WBL).
T0009013	Coleg Llysfasi (WBL).
T0009014	Coleg Meirion Dwyfor (WBL).
T0009015	Merthyr Tydfil College (WBL).
T0009017	Pembrokeshire College (WBL).
T0009020	Pontypridd College (WBL).
T0009021	Coleg Powys (WBL).
T0009023	St David's Sixth Form College (WBL).
T0009024	Swansea College (WBL).
T0009025	Welsh College of Horticulture – SDA.
T0009026	Yale College (WBL).
T0009027	Ystrad Mynach College (WBL).
T0009031	YMCA (WBL).
T0009032	Coleg Menai (WBL).
T0009033	Neath Port Talbot College – Pathways.
Y0000001	ACE 2000 Training & Development.
Y0000002	Accountancy Plus Ltd Training.
Y0000003	Agoriad Cyf.
Y0000004	Air Products Plc.
Y0000005	Andrew Price.
Y0000006	Anglo Welsh Bakery.
Y0000007	Autopeople (UK) Ltd.
Y0000008	Avenue Villa Learning Centre.
Y0000009	A-Z School Of Motoring.
Y0000010	Bell Innovations.
Y0000011	BMF.
Y0000012	Bolton College.
Y0000013	British Print Industry Federation.
Y0000014	Bridgewater College.
Y0000015	British Gas Service Ltd.
Y0000016	Brown & Jackson Plc.
Y0000017	BTCV Cymru.
Y0000018	Careers Wales (North East).
Y0000019	Charter Training Services Ltd.
Y0000020	Cheynes Training.
Y0000021	City Of Bristol.
Y0000022	Cross Hands Transport Training.
Y0000023	Cymru Care.
Y0000024	DM Training.
Y0000025	Driver Training Wales.
Y0000026	DST.
Y0000027	Eliesha Training.
Y0000028	EMTEC.

Y0000029 FSTD.
Y0000030 Global Training.
Y0000031 Grampian Foods Ltd.
Y0000032 HEA.
Y0000033 Hilton Hotels.
Y0000034 IDC Training.
Y0000035 IETA.
Y0000036 In Practice Trainee Services Pilot Clothing.
Y0000037 Infotech PSP Ltd.
Y0000038 John Watson Training.
Y0000039 Kinderquest.
Y0000040 Kiss Training.
Y0000041 Kwikfit GB Ltd.
Y0000042 Lifetime Health And Fitness.
Y0000043 Lift Truck Training.
Y0000044 Liverpool Community College.
Y0000045 Locomotivation Ltd.
Y0000046 Lunn Poly.
Y0000047 Mental Health Care Group.
Y0000048 Microtech Computer Services Ltd.
Y0000049 MW International Consultants.
Y0000050 NHS Development & Training Unit.
Y0000051 North West Training Council.
Y0000052 Northern Racing College.
Y0000053 Orient Gold Ltd.
Y0000054 Pembrokeshire Quality Training.
Y0000055 Pilot Clothing Ltd.
Y0000056 Polymer Training.
Y0000057 Posi Williams Training & Consultancy.
Y0000058 Prestige Training.
Y0000059 Pro-Action People.
Y0000060 Profit From Training Partnership Ltd.
Y0000061 Reading College.
Y0000062 Savers Toiletries Healthcare.
Y0000063 Scottish & Newcastle.
Y0000064 Stephenson College.
Y0000065 Stoke On Trent College.
Y0000066 Sue Price Training.
Y0000067 TDS Partnership.
Y0000068 The Assessment Company.
Y0000069 TM Retail Ltd.
Y0000070 Topps Tiles.
Y0000071 Touchstone Group.
Y0000072 Training & Assessment Solutions.
Y0000073 Trident Training Services Ltd.
Y0000074 Vidal Sassoon.
Y0000075 Watson Training.
Y0000076 Plas Lluest Plant Nursery.

Y0000077	Swansea Council for Voluntary Action.
Y0000078	Community Music Wales.
Y0000079	Vision 21.
Y0000080	National Language Centre – Nant Gwrtheyrn.
Y0000081	Mencap.
Y0000082	Arts Factory.
Y0000083	DRYW – Arts for Health.
Y0000084	National Childminding Association of Wales.
Y0000085	RELATE.
Z0009985	School in Wales.
Z0009987	Place of work in Wales.
Z0009988	Welsh unitary authority .
Z0009989	Place of work outside Wales.
Z0009990	HE institution in UK, but outside Wales.
Z0009991	HE institution outside UK.
Z0009992	FE institution in UK, but outside Wales.
Z0009993	FE institution outside UK.
Z0009994	State school inside UK, but outside Wales.
Z0009995	Independent school in UK, but outside Wales.
Z0009996	School outside UK.

DESCRIPTION

A code to identify the provider delivering the learning to this learner through a partnership/franchise/subcontracted arrangement.

NOTES

Any learner provider code in the valid entries National Council ELWA Provider code, or code '00000000', No arrangement, to be used.

Please contact the LLWR Data Collection Team on llwr@elwa.ac.uk if the provider is not listed in the valid entries.

REASON REQUIRED

To enable the provider providing learning on behalf of the contracted provider to be identified.

Field Nr.	Field Description	Field Abbrev'n	Field Length
206	Welsh speaker indicator	WELSSP	1

STATUS Compulsory for Welsh domiciled students at institutions in Wales.

VALID ENTRIES

- 1 Fluent Welsh speaker.
- 2 Welsh speaker not fluent.
- 3 Not Welsh speaker.
- 9 Not known/not required.

DESCRIPTION This field records whether the student deems themselves to be a Welsh speaker.

NOTES The level of Welsh speaker should be defined by the learner and not the provider.

REASON REQUIRED Required by the National Assembly for Wales to support the Welsh Language Board in monitoring the number of Welsh speakers continuing their education in Welsh and the potential demand for Welsh medium education.

Although the requirement for the data has been stipulated by the National Assembly for Wales, HEFCW may also use the data to inform policy development on Welsh medium higher education provision.

Field Nr.	Field Description	Field Abbrev'n	Field Length
207	National identity 1	NATIOND1	1

STATUS Compulsory for Welsh domiciled students at institutions in Wales.

VALID ENTRIES

- B British.
- E English.
- I Irish.
- O Other.
- R Information refused.
- S Scottish.
- U Unknown.
- W Welsh.

DESCRIPTION This field records the national identity of the student. National identity is different to both ethnicity and nationality and could be based on many things including, for example, culture, language or ancestry/family history. National identity reflects how an individual chooses to classify themselves.

NOTES The coding structure reflects that used in other national surveys and so allows comparative statistics to be derived both within and without the sector.

An individual can identify themselves as having up to two national identities. If they only choose one national identity, this should be coded in field 207 National identity 1. If a second national identity is also chosen this should be coded in field 208, National identity 2.

REASON REQUIRED To monitor the impact of policies and practices on student of Welsh or other UK background.

To compare sector data with that from other areas of the economy.

Field Nr.	Field Description	Field Abbrev'n	Field Length
208	National identity 2	NATIOND2	1

STATUS Compulsory for Welsh domiciled students at institutions in Wales.

VALID ENTRIES

- B British.
- E English.
- I Irish.
- O Other.
- R Information refused.
- S Scottish.
- U Unknown.
- W Welsh.

DESCRIPTION This field records the national identity of the student. National identity is different to both ethnicity and nationality and could be based on many things including, for example, culture, language or ancestry/family history. National identity reflects how an individual chooses to classify themselves.

NOTES The coding structure reflects that used in other national surveys and so allows comparative statistics to be derived both within and without the sector.

An individual can identify themselves as having up to two national identities. If they only choose one national identity, this should be coded in field 207 National identity 1. If a second national identity is also chosen this should be coded in field 208, National identity 2.

REASON REQUIRED To monitor the impact of policies and practices on student of Welsh or other UK background.

To compare sector data with that from other areas of the economy.

Field Nr.	Field Description	Field Abbrev'n	Field Length
209	Welsh Baccalaureate Advanced Diploma		WELBACC 1

STATUS Compulsory for Welsh domiciled undergraduate students with a COMDATE after 31 July 2005 at institutions in Wales.

VALID ENTRIES

- 1 Undertook Welsh Baccalaureate Advanced Diploma awarded qualification.
- 2 Undertook Welsh Baccalaureate Advanced Diploma not awarded qualification.
- 3 Student did not undertake the Welsh Baccalaureate Advanced Diploma programme of study.

DESCRIPTION This field identifies those students who undertook a Welsh Baccalaureate Advanced Diploma programme of study and also distinguishes those students who were awarded the qualification from those students who were not awarded the qualification.

NOTES Optional for Welsh domiciled students at institutions in England, Northern Ireland and Scotland.

The Welsh Baccalaureate Advanced Diploma is comprised of two parts: Core and Options. Core consisting of four components, i.e. Key Skills, Wales, Europe and the World, Work-related Education and Personal and Social Education. Options courses/programmes currently offered, e.g. GCSE, VGCSE, AS/A levels, VCE (Vocational A levels), GNVQ, NVQ, BTEC. Together, the Core and Options make up the Welsh Baccalaureate Advanced Diploma, a qualification at Level 3 of the National Qualifications Framework.

For clarification, any students undertaking a programme of study leading to the Welsh Baccalaureate Intermediate Diploma, a qualification at Level 2 of the National Qualifications Framework, should be coded 3 'Student did not undertake the Welsh Baccalaureate Advanced Diploma programme of study' in field 227/209, Welsh Baccalaureate Advanced Diploma.

REASON REQUIRED This field is a requirement of the National Assembly for Wales (NAW) following the introduction of the new Welsh Baccalaureate qualification programme in September 2003. The Welsh Assembly Government has set the target that 25% of students in Wales will be following the Welsh

Baccalaureate by 2010.

Monitoring and analysis of the numbers of students entering HE with the Welsh Baccalaureate Advanced Diploma.