1 August 1997

THE FURTHER EDUCATION FUNDING COUNCIL

CIRCULAR

RECORDING SCHEDULE 2(d) TO 2(g) COURSES FROM 1997-98 AND REVISED QUALIFICATION CODES

To

Principals of colleges
Heads of external institutions
Heads of higher education institutions receiving Council funding
Chief education officers
Awarding bodies

Circular type

Information, guidance and request for updated responses to Circular 97/14

Summary

Method for recording schedule 2(d) to 2(g) courses from 1997-98, withdrawal of some generic codes and changes to other codes

Reference number: 97/29

Enquiries:
Research and statistics support desk
01203 863224

97/29

RECORDING SCHEDULE 2(d) TO 2(g) COURSES FROM 1997-98 AND REVISED QUALIFICATION CODES

INTRODUCTION

1   This circular confirms the arrangements that will apply from 1997-98 for recording schedule 2(d) to 2(g) courses in the individualised student record (ISR). The circular also confirms the withdrawal of some generic codes and provides additional information. This is in response to the consultation in Circular 97/14.

RESPONSE TO CONSULTATION

2   The Council had received 290 responses by 27 May. These indicated strong support for the proposals in Circular 97/14 to implement changes to the recording of schedule 2(d) to 2(g) and to withdraw some generic codes in favour of a policy of continually maintaining the qualifications database.

3   Circular 97/14 also made proposals for rationalising the ISR generic codes. One of the two proposals was a more detailed version of the other. Both received substantial support; both will be implemented, with institutions free to choose the one they prefer.

4   Details of the responses are shown in annex A.

ARRANGEMENTS FOR 1997-98

5   The following changes are confirmed for 1997-98:

- some new codes for schedule 2(a) to 2(c) qualifications will be added to the qualifications database for the July 1997 release
- new codes will be issued as part of the database for schedule 2(d) to 2(g) qualifications and courses; there will be interim codes for schedule 2(j) provision. These will be included in the July release
- the demand-led element (DLE) generic codes will be withdrawn and the DLE program will not generate funding units in respect of 1997-98
- the Council will provide details of new qualification codes on its Internet information service in a form that can be downloaded by institutions. This is planned for September 1997
- the ISR validation software for 1997-98 and the qualifications database will be amended so that institutions can update them, by using update files downloaded from the Internet, by loading a diskette requested from the Council, or by direct manual entry of changes
- the Council will operate a telephone/fax information service for 1997-98 and 1998-99, in addition to the Internet service
- in response to requests, the Council will provide automatic notification of changes by email, to institutions wishing to use this service
- institutions will be able to request new qualification codes as the need arises. The Council will either agree a new code or offer an interim code for use by the institution whilst the Council confirms the existence and acceptability of the new qualification.

Each of these points is described in more detail in the following sections.

NEW CODES FOR SCHEDULE 2(a) TO 2(c) QUALIFICATIONS

6   The Council is grateful for the response to consultation in respect of schedule 2(a) to 2(c). It confirmed the Council's judgement that the database provides comprehensive coverage of qualifications which fall within schedule 2(a) to 2(c) of the *Further and Higher Education Act 1992* (the Act). Qualifications which were either missing or were new during 1996-97 will be included in version 10.2 of the database, to be issued in July.

NEW CODES FOR SCHEDULE 2(d) TO 2(g) QUALIFICATIONS/COURSES AND INTERIM CODES FOR 2(j)

Schedule 2(d)

7   Version 10.2 of the qualifications database will be updated to contain a provisional list of qualification aims which institutions have reported as falling within schedule 2(d) to the Act.

Institutions are advised to check any schedule 2(d) provision that they make against version 10.2 of the database and notify the Council as soon as possible if some of their provision is not covered by the provisional list. A form (RS2D) for notifying the Council is attached as annex B. It is essential that the form is accompanied by documentary evidence that the qualification is externally accredited.

8   From 1997-98, institutions will be asked to use the schedule 2(d) qualification codes on the database to record schedule 2(d) provision. It will no longer be possible to use generic codes for this provision.

9   Institutions should note that the fact that the Council has included a qualification in the provisional 2(d) list, based on reports from institutions, does not necessarily mean that the provision made by institutions in support of this qualification is eligible for Council funding.

10   Schedule 2(d) provision should meet the criteria set out in *How to Apply for Funding 1997-98,* as amended in *Council News* No. 37. Decisions by institutions regarding eligibility are subject to external audit and the Council reserves the right to disallow funding claims where the provision does not meet the criteria.

11   Where the Council has grounds to question the eligibility of an institution's schedule 2(d) provision, based on their reported 2(d) qualifications, then the Council will contact the institution during 1997-98. This action to assist institutions does not remove the responsibility of institutions to make judgements about eligibility against the published criteria.

12   The Council will review the criteria for schedule 2(d) in the light of the new information available and may publish revised criteria, by June 1998, to take effect from 1998-99.

Schedule 2(e) to 2(g)

13   Version 10.2 of the qualifications database will be updated to include a provisional list of course qualification codes to be used for provision falling within schedule 2(e) to 2(g) of the Act.

14   It is the Council's intention that, where an institution's current provision meets the existing criteria for schedule 2(e) to 2(g), it should be able to offer this provision in 1997-98. Accordingly, as a first step, the Council will provide codes for all schedule 2(e) to 2(g) courses/qualifications that are notified to it, unless there is clear evidence that the

provision does not meet the criteria. During 1997-98, the Council will undertake further work, in conjunction with institutions, to establish the eligibility of the provision.

15   The course titles for schedule 2(e) to 2(g) provision generally contain the name of the institution providing the course. Where an institution's name is shown in the title, then the associated code is only available for use by the named providing institution. Should an institution wish to use a code which has been allocated to another named providing institution, then it should:

- • seek the written agreement of the named providing institution
- • seek the Council's agreement to the use of the code, attaching a copy of the written agreement from the providing institution.

A form (RSXG) is attached at annex C for this purpose.

16   The Council will monitor the use of schedule 2(e) to 2(g) codes. Where an institution uses a code allocated to another institution without the Council's agreement, then the provision will be considered as not eligible for Council funding.

17   Institutions are advised to compare any schedule 2(e) to 2(g) provision that they make against version 10.2 of the database. If any provision is covered by a code allocated to another named institution, then the institution should seek agreement to use this code, as described above. If provision is not covered at all by the codes on the database, then the institution should notify the Council as soon as possible using the form (RS2G) in annex D.

18   From 1997-98, institutions are asked to use the schedule 2(e) to 2(g) course codes on the database to record schedule 2(e) to 2(g) provision. It will not be possible to use generic codes for this provision.

Schedule 2(j)

19   From 1998-99, there will be course/ qualification codes for schedule 2(j) provision similar to those for schedule 2(e) to 2(g). For 1997-98, institutions are able to use the provisional list of specific codes contained in the qualifications database. As with schedule 2(e) to 2(g), a code which is specific to an institution should not be used by another institution without the prior agreement of the providing institution and the Council. The form (RSXG) at annex C can be used for this purpose.

20   For 1997-98 only, annex E contains some more general codes for recording schedule 2(j) provision. These are the 'pseudo codes' referred to in Circular 97/14.

WITHDRAWAL OF DLE GENERIC CODES

21   As set out in Circular 97/14, the DLE generic codes will not be available from 1997-98. They will continue to be available for 1996-97 and earlier years. For convenience, the DLE generic codes are listed in annex F.

22   The responses to Circular 97/14 indicated that some institutions were uncertain as to which generic codes were being withdrawn. The Council confirms, as stated in Circular 97/14, that only the codes listed in annex F are being withdrawn from 1997-98. In particular, Open College Network (OCN) codes will continue to be available, although they are being extended to enable institutions to distinguish which section of schedule 2 the provision comes under. OCN accreditation does not necessarily mean that the provision is eligible to be funded by the Council.

23   The DLE program will not assign funding units to qualifications with DLE generic codes for 1997-98.

24   Institutions are advised to recode, for 1997-98, any qualifications where a DLE generic code was assigned by the institution in 1996-97 and the student continues to study the qualification in 1997-98. It will not be necessary retrospectively to recode generically coded qualifications completed before 1997-98. To assist institutions, the new codes for 1997-98 will be available for ISR10, (31 December; 1996-97). Once the institution has made a valid ISR8 (31 July; 1996-97) return, it can then recode to eliminate any DLE generic codes that would otherwise appear in 1997-98 returns using existing codes for 1996-97 or the new codes for 1997-98. The institution would then be able to use the recoded records for both ISR10 and for 1997-98 ISR returns. This would avoid the need for the institution to retain two versions of the student records, one with the DLE generic codes for 1996-97 and the other with the new codes for 1997-98. Further guidance is provided in annex G.

INTERNET SERVICE

25   Starting in September 1997, the Council will provide information on the Internet about new qualifications. The information will be in date order and will be updated as necessary. Institutions will be able to download a file of changes or, alternatively, to note any new qualifications of interest to them and enter the details manually to the Council software.

26   As an alternative to the Internet, institutions will be able to request a diskette giving details of changes. The details will be provided when the Internet service is introduced.

Use of Email

27   As detailed in annex A, a number of institutions asked the Council to set up a system to email notifications to them when it makes changes to the database. In response, the Council will provide a service by which institutions which request it will be sent a weekly notification of any changes. Institutions with email facilities which wish to use this service should complete the form (RSE) at annex H.

TELEPHONE/FAX INFORMATION SERVICE

28   For 1997-98 and 1998-99, the Council will also provide information about new qualifications by offering a telephone and fax information service. Further details will be provided when the services are introduced. This is planned for September 1997.

REQUESTING NEW CODES

29   The quality of responses provided to Circular 97/14 was variable. In a significant proportion of cases, the institution did not provide all the requested information. This slowed down the Council's analysis of the information. In order to respond promptly to requests for new codes from 1997-98, the Council will only be able to take action on requests where the institutions provide all the requested information. Where the information is incomplete, the institution will be notified and the Council will take no further action until the missing information is sent by the institution.

30   The proposals for assigning new codes in Circular 97/14 have been adopted. In summary:

- the institution is asked to provide information about the apparently missing qualification using the forms provided (form RS2C, annex I for schedule 2(a) to 2(c); form RS2D, annex B for schedule 2(d); form RS2G, annex D for schedule 2(e) to 2(g))

- the Council will respond within two working days, either confirming that an existing code is applicable, issuing an interim code or notifying the institution that the information provided is incomplete
- where an interim code is issued, the Council will aim to provide a definitive response within 20 working days in at least 90 per cent of cases.

31   Interim codes will be in the form of institution code numbers. So, the second interim code issued to Casterbridge College would be CASBR002. Such an interim code will only be available to the institution to which it is issued. The validation software will only accept codes with the institution's own institution code. For the December 1998 ISR return, the final one for each teaching year, the validation software will reject interim codes. The Council undertakes to have given a definitive response, a month before the return date of the December ISR, removing the need for the institution to use an interim code.

RATIONALISING ISR GENERIC CODES

32   For 1997-98, the ISR generic codes will be as shown in annex J. Institutions are free to use either the 10 programme area codes or the 72 subprogramme area codes or a mixture of the two.

33   Institutions should note that, in some cases, they have used ISR generic codes to code Council-funded provision. The DLE program, as now, will not assign funding units to qualifications unless they are shown as Council funded within the qualifications database. ISR generic codes are shown as not Council funded. The DLE program will accordingly not assign funding units where ISR generic codes are used.

34   Where an institution has used ISR generic codes for Council-funded provision in 1996-97, it should recode for 1997-98 using suitable qualification/course codes applicable to Council-funded provision. If this is not done, then the institution will not be able to claim Council funding for the provision.

OTHER ISSUES ARISING FROM THE CONSULTATION

35   In addition to the issues upon which the Council consulted in Circular 97/14, the following issue was raised.

Higher Education Qualifications and Non-Council-funded Qualifications

36   The consultation in Circular 97/14 focused on schedule 2 qualifications, since the Council funds provision for them. In addition, the consultation covered leisure and similar courses which are not eligible for Council funding and which are covered by the ISR generic codes.

37   Institutions have asked for clarification of the way higher education (HE) qualifications and other non-Council-funded qualifications should be coded, where generic codes are currently used.

38   The database already contains codes for HE qualifications where these are offered by colleges and they have provided details to the Council. Where colleges are offering HE qualifications which are not on the database, they are requested to use the form (RSHE) at annex K to provide details to the Council, so that suitable codes can be added to the database.

39   If a college is offering other qualifications which fall outside schedule 2, but are not adequately covered by the ISR generic codes, then they are invited to use the form (RSHE) at annex K to provide details of these as well.

CONCLUSION

40   The proposals in Circular 97/14, confirmed in this circular, mean that the qualifications database will be maintained on a continual basis from 1997-98. This will allow the Council to add qualification codes as required and to notify institutions by means of the Internet, the fax/telephone information service or email.

41   Institutions are advised to check that they have made the necessary arrangements to recode, for 1997-98, any qualifications for which they are currently using DLE generic codes.

RESPONSE TO CONSULTATION IN CIRCULAR 97/14

		Agree with the proposal	
		No.	*%*
1	Updating the qualifications database		
	Do you support:		
	Downloading the database as a whole (not recommended in the short term)?	108	37
	Downloading changes to the database (the recommended short-term option)?	227	78
	A telephone answering system?	151	52
	A fax answering system?	170	59
2	Do you support the proposed method for assigning new codes?	263	91
3	Do you support the proposal to rationalise ISR generic codes?	259	90
	If yes, would you prefer:		
	10 codes?	134	47
	50 codes?	116	40

COMMENTS

A substantial number of institutions responded to the invitation to provide additional comments. The more frequent ones are summarised below:

Question 1

Could the Council email notification of changes to institutions?	(27)
Council to provide a monthly update on a bulletin board	(24)
Written update to all institutions monthly or quarterly	(9)
Offer the choice of downloading changes or the whole database	(4)
Other comments stressed the importance of presenting the changes in a convenient way	

Question 2

Concerns about whether the system is too cumbersome to work in practice	(6)
The automatic use of cost-weighting factor A with interim codes is not supported	(4)

Question 4 (Other comments)

Not clear about how the proposals will relate to adult basic education and schedule 2(d) to 2(g) courses	(8)
Awarding bodies could be more co-operative and should be involved more	(5)
The Council must fully involve software houses	(5)
Concerns about the Council's ability to respond quickly	(5)
The proposals are a step forward	(3)

FORM RS2D
NOTIFICATION OF MISSING SCHEDULE 2(d) QUALIFICATION CODES

(Reference Circular 97/29)

Please photocopy, complete and return this form to the research and statistics team at the Council's Coventry office

THE FURTHER EDUCATION FUNDING COUNCIL

Cheylesmore House
Quinton Road
Coventry CV1 2WT

Telephone 01203 863000
Fax 01203 863100

Name of FEFC-funded institution

FEFC code

Contact name (please print)

Signature

Telephone no.

Please provide details of the qualifications your institution offers under schedule 2(d) which are missing from the Council's qualifications database.

Schedule 2(d) qualification	Awarding body	Documentary evidence attached*
		Yes
		❏
		❏
		❏
		❏
		❏
		❏
		❏
		❏

*documentary evidence should include details of the qualification name and awarding body on official documentation from the awarding body. Without documentary evidence, the Council will not be able to action the request

FORM RSXG
REQUEST TO USE A COURSE CODE ALLOCATED TO ANOTHER INSTITUTION

(Reference Circular 97/29)

Please photocopy, complete and return this form to the research and statistics team at the Council's Coventry office

**THE
FURTHER
EDUCATION
FUNDING
COUNCIL**

Cheylesmore House
Quinton Road
Coventry CV1 2WT

Telephone 01203 863000
Fax 01203 863100

Name of FEFC-funded institution

FEFC code

Contact name (please print)

Signature

Telephone no.

Course	FEFC course code	Schedule or section			Written agreement of the providing institution to use the code attached
		2(c)	2(f)	2(g)	
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐
					☐

Note: the course code should not be used until confirmation has been received from the Council

FORM RS2G

NOTIFICATION OF MISSING SCHEDULE 2(e) TO 2(g) COURSE/QUALIFICATION CODES

(Reference Circular 97/29)

Please photocopy, complete and return this form to the research and statistics team at the Council's Coventry office

THE FURTHER EDUCATION FUNDING COUNCIL

Cheylesmore House
Quinton Road
Coventry CV1 2WT

Telephone 01203 863000
Fax 01203 863100

Name of FEFC-funded institution

FEFC code

Contact name (please print)

Signature

Telephone no.

Please provide details of the courses/qualifications your institution offers under schedule 2(e) to 2(g) which are missing from the Council's qualifications database.

Course	Schedule or section 2(e) to 2(g)	Qualification†	Awarding body†	Documentary evidence attached* Please tick one box	
				Yes	**Not applicable**
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐
				☐	☐

* documentary evidence should include details of the qualification name and awarding body on official documentation from the awarding body

† if applicable

GENERAL CODES FOR 2(j) PROVISION

X92J010A studies not leading to an externally validated qualification but funded under schedule 2(j), CWF A

X92J010B studies not leading to an externally validated qualification but funded under schedule 2(j), CWF B

X92J010C studies not leading to an externally validated qualification but funded under schedule 2(j), CWF C

X92J010D studies not leading to an externally validated qualification but funded under schedule 2(j), CWF D

X92J010E studies not leading to an externally validated qualification but funded under schedule 2(j), CWF E

DLE GENERIC CODES

These codes are withdrawn in respect of 1997-98 and subsequent years but are still available for use for 1996-97 and earlier years

X900001A   Generic : CWF A, Programme Area 1 (Sciences)

X900001B   Generic : CWF B, Programme Area 1 (Sciences)

X900001C   Generic : CWF C, Programme Area 1 (Sciences)

X900001D   Generic : CWF D, Programme Area 1 (Sciences)

X900001E   Generic : CWF E, Programme Area 1 (Sciences)

X900002A   Generic : CWF A, Programme Area 2 (Agriculture)

X900002B   Generic : CWF B, Programme Area 2 (Agriculture)

X900002C   Generic : CWF C, Programme Area 2 (Agriculture)

X900002D   Generic : CWF D, Programme Area 2 (Agriculture)

X900002E   Generic : CWF E, Programme Area 2 (Agriculture)

X900003A   Generic : CWF A, Programme Area 3 (Construction)

X900003B   Generic : CWF B, Programme Area 3 (Construction)

X900003C   Generic : CWF C, Programme Area 3 (Construction)

X900003D   Generic : CWF D, Programme Area 3 (Construction)

X900003E   Generic : CWF E, Programme Area 3 (Construction)

X900004A   Generic : CWF A, Programme Area 4 (Engineering)

X900004B   Generic : CWF B, Programme Area 4 (Engineering)

X900004C   Generic : CWF C, Programme Area 4 (Engineering)

X900004D   Generic : CWF D, Programme Area 4 (Engineering)

X900004E   Generic : CWF E, Programme Area 4 (Engineering)

X900005A   Generic : CWF A, Programme Area 5 (Business)

X900005B   Generic : CWF B, Programme Area 5 (Business)

X900005C   Generic : CWF C, Programme Area 5 (Business)

X900005D   Generic : CWF D, Programme Area 5 (Business)

X900005E   Generic : CWF E, Programme Area 5 (Business)

X900006A   Generic : CWF A, Programme Area 6 (Hotel & catering)

X900006B   Generic : CWF B, Programme Area 6 (Hotel & catering)

X900006C   Generic : CWF C, Programme Area 6 (Hotel & catering)

X900006D   Generic : CWF D, Programme Area 6 (Hotel & catering)

X900006E   Generic : CWF E, Programme Area 6 (Hotel & catering)

X900007A   Generic : CWF A, Programme Area 7 (Health & community care)

X900007B   Generic : CWF B, Programme Area 7 (Health & community care)

X900007C   Generic : CWF C, Programme Area 7 (Health & community care)

X900007D   Generic : CWF D, Programme Area 7 (Health & community care)

X900007E   Generic : CWF E, Programme Area 7 (Health & community care)

X900008A   Generic : CWF A, Programme Area 8 (Art & design)

X900008B   Generic : CWF B, Programme Area 8 (Art & design)

X900008C   Generic : CWF C, Programme Area 8 (Art & design)

X900008D   Generic : CWF D, Programme Area 8 (Art & design)

X900008E   Generic : CWF E, Programme Area 8 (Art & design)

X900009A   Generic : CWF A, Programme Area 9 (Humanities)

X900009B   Generic : CWF B, Programme Area 9 (Humanities)

X900009C   Generic : CWF C, Programme Area 9 (Humanities)

X900009D   Generic : CWF D, Programme Area 9 (Humanities)

X900009E   Generic : CWF E, Programme Area 9 (Humanities)

X900010A   Generic : CWF A, Programme Area 10 (Basic education)

X900010B   Generic : CWF B, Programme Area 10 (Basic education)

X900010C   Generic : CWF C, Programme Area 10 (Basic education)

X900010D   Generic : CWF D, Programme Area 10 (Basic education)

X900010E   Generic : CWF E, Programme Area 10 (Basic education)

CODING THE INDIVIDUALISED STUDENT RECORD WHERE A GENERIC QUALIFICATION CODE IS WITHDRAWN

INTRODUCTION

1   This annex provides advice about how to code qualification aim information in the individualised student record (ISR) for students studying a qualification aim commencing in 1996-97 or earlier, which continues in 1997-98 and which was coded in 1996-97 using a generic qualification code which is withdrawn in 1997-98.

RETURNING ISR INFORMATION FOR 1997-98

2   Where an institution has returned information about a qualification aim at ISR8 (31 July 1997; 1996-97) using a generic qualification code which is withdrawn in 1997-98 and study on the qualification aim continues in 1997-98, the institution should, for ISR9 (1 November 1997; 1997-98) and subsequent returns for 1997-98, re-code the qualification code of the qualification aim data set to a qualification code valid in 1997-98. Institutions are asked in these circumstances not to show the student as withdrawn from the qualification aim in 1996-97 and as subsequently starting a new qualification aim in 1997-98.

RETURNING ISR INFORMATION FOR 1996-97

3   At ISR8, institutions may use only those qualification codes contained on version 10.1 of the qualifications database.

4   The Council is aware that some institutions may have difficultly at ISR10 (31 December 1997; 1996-97) in returning qualification codes for qualification aims which are consistent with those used at ISR8 where they have re-coded qualification codes for ISR9 as advised in paragraph 2 above.

5   To help institutions, the following option is offered for coding qualification aims at ISR10. Institutions may use new qualification codes issued up to 1 November 1997 for use in 1997-98 in place of generic qualification codes withdrawn for 1997-98. This will enable institutions to re-code qualifications in their student record system once only, after a valid ISR8 return has been made to the Council.

6   To support this option the Council will issue a new version of the ISR validation software to be used at ISR10 which will allow institutions to use qualification codes added to the qualifications database at version 10.2 and subsequently until 1 November 1997. Institutions will need to assure themselves by checking the qualifications database that these qualifications were eligible for funding in 1996-97.

7   Institutions will not be able at ISR10 to use qualification codes for qualification aims added to the qualifications database subsequent to 1 November 1997; nor will they be able to use the temporary qualification codes introduced for 1997-98. Temporary qualification codes commence with a five-character institution code.

8   Detailed below are examples of how qualification aims which are currently assigned DLE generic codes which will be withdrawn in 1997-98 should be re-coded when making ISR returns to the Council:

a.   Student enrolled in 1996-97 on a qualification of two years' duration. The qualification was included on version 10.1 of the qualifications database and was available for use in 1996-97. A DLE generic code was used by the institution when returning ISR6 (1 November 1996; 1996-97).

The DLE generic code may be replaced with the appropriate qualification code for ISR8 (31 July 1997; 1996-97) or ISR10 (31 December 1997; 1996-97) if desired. The DLE generic code must be replaced by the appropriate qualification code for all 1997-98 and subsequent ISR returns, beginning with ISR9 (1 November 1997-98);

b.   Student enrolled in 1996-97 on a qualification of two years' duration. The qualification was not included on version 10.1 of the qualifications database and was not available for use in 1996-97, but a new code was added to version 10.2, for use from 1997-98. A DLE generic code was used by the institution when returning ISR6 (1 November 1996; 1996-97).

The generic DLE code must remain at ISR8 (31 July 1997; 1996-97) but should be replaced by the appropriate qualification code for all 1997-98 and subsequent ISR returns, beginning with ISR9 (1 November 1997-98). To assist institutions, the qualification code can

be used in place of the DLE generic code at ISR10 (31 December 1997; 1996-97) if it was added to the database before 1 November 1997;

c. Student enrolled on provision which ends before 1997-98 and coded against a DLE generic code.

Institution need take no action as the DLE generic codes continue to be available for 1996-97.

FORM RSE
REQUEST TO BE SENT WEEKLY EMAIL ABOUT CHANGES TO QUALIFICATIONS DATABASE

(Reference Circular 97/29)

Please photocopy, complete and return this form to the research and statistics team at the Council's Coventry office

Name of FEFC-funded institution

FEFC code

Contact name *(please print)*

Signature

Telephone no.

THE FURTHER EDUCATION FUNDING COUNCIL

Cheylesmore House
Quinton Road
Coventry CV1 2WT

Telephone 01203 863000
Fax 01203 863100

Email address

FORM RS2C
NOTIFICATION OF MISSING SCHEDULE 2(a) TO 2(c) QUALIFICATION CODES

(Reference Circular 97/29)

Please photocopy, complete and return this form to the research and statistics team at the Council's Coventry office

Name of FEFC-funded institution

FEFC code

Contact name (please print)

Signature

Telephone no.

Please provide details of the qualifications your institution offers under schedule 2(a) to 2(e) which are missing from the Council's qualifications database.

Qualification	Awarding body	NVQ, GNVQ, GCSE, GCE A or AS level or other (please indicate)	Documentary evidence attached* Please tick
			Yes
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐

* documentary evidence should include details of the qualification name and awarding body on official documentation from the awarding body. Without documentary evidence, the Council will not be able to action the request

ISR GENERIC CODES AVAILABLE FOR 1997-98

The following codes should be used for non-Council-funded provision only. For 1997-98 the DLE program will not assign funding units where these codes are used.

55555555   vocational study not leading to a recognised qualification aim, but one or more module delivery data sets

(a)   The codes in this list and list (b) below are alternatives. Institutions may use codes from either or both lists.

66666601   vocational study not leading to a recognised qualification, programme area 1

66666602   vocational study not leading to a recognised qualification, programme area 2

66666603   vocational study not leading to a recognised qualification, programme area 3

66666604   vocational study not leading to a recognised qualification, programme area 4

66666605   vocational study not leading to a recognised qualification, programme area 5

66666606   vocational study not leading to a recognised qualification, programme area 6

66666607   vocational study not leading to a recognised qualification, programme area 7

66666608   vocational study not leading to a recognised qualification, programme area 8

66666609   vocational study not leading to a recognised qualification, programme area 9

66666610   vocational study not leading to a recognised qualification, programme area 10

(b)

6660101A   vocational study not leading to a recognised qualification, programme area 1, subprogramme area 1A

6660101B   vocational study not leading to a recognised qualification, programme area 1, subprogramme area 1B

6660101C   vocational study not leading to a recognised qualification, programme area 1, subprogramme area 1C

6660101D   vocational study not leading to a recognised qualification, programme area 1, subprogramme area 1D

6660101E   vocational study not leading to a recognised qualification, programme area 1, subprogramme area 1E

6660101F   vocational study not leading to a recognised qualification, programme area 1, subprogramme area 1F

6660101O   vocational study not leading to a recognised qualification, programme area 1, subprogramme area 1O

6660202A   vocational study not leading to a recognised qualification, programme area 2, subprogramme area 2A

6660202B   vocational study not leading to a recognised qualification, programme area 2, subprogramme area 2B

6660202C   vocational study not leading to a recognised qualification, programme area 2, subprogramme area 2C

6660202D   vocational study not leading to a recognised qualification, programme area 2, subprogramme area 2D

6660202E	vocational study not leading to a recognised qualification, programme area 2, subprogramme area 2E
6660202O	vocational study not leading to a recognised qualification, programme area 2, subprogramme area 2O
6660303A	vocational study not leading to a recognised qualification, programme area 3, subprogramme area 3A
6660303B	vocational study not leading to a recognised qualification, programme area 3, subprogramme area 3B
6660303C	vocational study not leading to a recognised qualification, programme area 3, subprogramme area 3C
6660303D	vocational study not leading to a recognised qualification, programme area 3, subprogramme area 3D
6660303E	vocational study not leading to a recognised qualification, programme area 3, subprogramme area 3E
6660303O	vocational study not leading to a recognised qualification, programme area 3, subprogramme area 3O
6660404A	vocational study not leading to a recognised qualification, programme area 4, subprogramme area 4A
6660404B	vocational study not leading to a recognised qualification, programme area 4, subprogramme area 4B
6660404C	vocational study not leading to a recognised qualification, programme area 4, subprogramme area 4C
6660404D	vocational study not leading to a recognised qualification, programme area 4, subprogramme area 4D
6660404E	vocational study not leading to a recognised qualification, programme area 4, subprogramme area 4E
6660404O	vocational study not leading to a recognised qualification, programme area 4, subprogramme area 4O
6660505A	vocational study not leading to a recognised qualification, programme area 5, subprogramme area 5A
6660505B	vocational study not leading to a recognised qualification, programme area 5, subprogramme area 5B
6660505C	vocational study not leading to a recognised qualification, programme area 5, subprogramme area 5C
6660505D	vocational study not leading to a recognised qualification, programme area 5, subprogramme area 5D
6660505E	vocational study not leading to a recognised qualification, programme area 5, subprogramme area 5E
6660505F	vocational study not leading to a recognised qualification, programme area 5, subprogramme area 5F
6660505G	vocational study not leading to a recognised qualification, programme area 5, subprogramme area 5G

6660505H   vocational study not leading to a recognised qualification, programme area 5, subprogramme area 5H

6660505O   vocational study not leading to a recognised qualification, programme area 5, subprogramme area 5O

6660606A   vocational study not leading to a recognised qualification, programme area 6, subprogramme area 6A

6660606B   vocational study not leading to a recognised qualification, programme area 6, subprogramme area 6B

6660606C   vocational study not leading to a recognised qualification, programme area 6, subprogramme area 6C

6660606D   vocational study not leading to a recognised qualification, programme area 6, subprogramme area 6D

6660606E   vocational study not leading to a recognised qualification, programme area 6, subprogramme area 6E

6660606O   vocational study not leading to a recognised qualification, programme area 6, subprogramme area 6O

6660707A   vocational study not leading to a recognised qualification, programme area 7, subprogramme area 7A

6660707B   vocational study not leading to a recognised qualification, programme area 7, subprogramme area 7B

6660707C   vocational study not leading to a recognised qualification, programme area 7, subprogramme area 7C

6660707D   vocational study not leading to a recognised qualification, programme area 7, subprogramme area 7D

6660707E   vocational study not leading to a recognised qualification, programme area 7, subprogramme area 7E

6660707F   vocational study not leading to a recognised qualification, programme area 7, subprogramme area 7F

6660707O   vocational study not leading to a recognised qualification, programme area 7, subprogramme area 7O

6660808A   vocational study not leading to a recognised qualification, programme area 8, subprogramme area 8A

6660808B   vocational study not leading to a recognised qualification, programme area 8, subprogramme area 8B

6660808C   vocational study not leading to a recognised qualification, programme area 8, subprogramme area 8C

6660808D   vocational study not leading to a recognised qualification, programme area 8, subprogramme area 8D

6660808E   vocational study not leading to a recognised qualification, programme area 8, subprogramme area 8E

6660808F   vocational study not leading to a recognised qualification, programme area 8, subprogramme area 8F

6660808G	vocational study not leading to a recognised qualification, programme area 8, subprogramme area 8G
6660808H	vocational study not leading to a recognised qualification, programme area 8, subprogramme area 8H
6660808O	vocational study not leading to a recognised qualification, programme area 8, subprogramme area 8O
6660909A	vocational study not leading to a recognised qualification, programme area 9, subprogramme area 9A
6660909B	vocational study not leading to a recognised qualification, programme area 9, subprogramme area 9B
6660909C	vocational study not leading to a recognised qualification, programme area 9, subprogramme area 9C
6660909D	vocational study not leading to a recognised qualification, programme area 9, subprogramme area 9D
6660909E	vocational study not leading to a recognised qualification, programme area 9, subprogramme area 9E
6660909F	vocational study not leading to a recognised qualification, programme area 9, subprogramme area 9F
6660909G	vocational study not leading to a recognised qualification, programme area 9, subprogramme area 9G
6660909H	vocational study not leading to a recognised qualification, programme area 9, subprogramme area 9H
6660909O	vocational study not leading to a recognised qualification, programme area 9, subprogramme area 9O
6661010A	vocational study not leading to a recognised qualification, programme area 10, subprogramme area 10A
6661010B	vocational study not leading to a recognised qualification, programme area 10, subprogramme area 10B
6661010C	vocational study not leading to a recognised qualification, programme area 10, subprogramme area 10C
6661010D	vocational study not leading to a recognised qualification, programme area 10, subprogramme area 10D
6661010E	vocational study not leading to a recognised qualification, programme area 10, subprogramme area 10E
6661010F	vocational study not leading to a recognised qualification, programme area 10, subprogramme area 10F
6661010O	vocational study not leading to a recognised qualification, programme area 10, subprogramme area 10O
77777777	complementary studies
88888888	non-funded studies for students with learning difficulties and/or disabilities
99990000	non-funded physical education/sport/fitness

(c)   The codes in this list and list (d) below are alternatives. Institutions may use codes from either or both lists.

99100001   practical skills/crafts, programme area 1

99100002   practical skills/crafts, programme area 2

99100003   practical skills/crafts, programme area 3

99100004   practical skills/crafts, programme area 4

99100005   practical skills/crafts, programme area 5

99100006   practical skills/crafts, programme area 6

99100007   practical skills/crafts, programme area 7

99100008   practical skills/crafts, programme area 8

99100009   practical skills/crafts, programme area 9

99100010   practical skills/crafts, programme area 10

(d)

9910101A   practical skills/crafts, programme area 1, subprogramme area 1A

9910101B   practical skills/crafts, programme area 1, subprogramme area 1B

9910101C   practical skills/crafts, programme area 1, subprogramme area 1C

9910101D   practical skills/crafts, programme area 1, subprogramme area 1D

9910101E   practical skills/crafts, programme area 1, subprogramme area 1E

9910101F   practical skills/crafts, programme area 1, subprogramme area 1F

9910101O   practical skills/crafts, programme area 1, subprogramme area 1O

9910202A   practical skills/crafts, programme area 2, subprogramme area 2A

9910202B   practical skills/crafts, programme area 2, subprogramme area 2B

9910202C   practical skills/crafts, programme area 2, subprogramme area 2C

9910202D   practical skills/crafts, programme area 2, subprogramme area 2D

9910202E   practical skills/crafts, programme area 2, subprogramme area 2E

9910202O   practical skills/crafts, programme area 2, subprogramme area 2O

9910303A   practical skills/crafts, programme area 3, subprogramme area 3A

9910303B   practical skills/crafts, programme area 3, subprogramme area 3B

9910303C   practical skills/crafts, programme area 3, subprogramme area 3C

9910303D   practical skills/crafts, programme area 3, subprogramme area 3D

9910303E   practical skills/crafts, programme area 3, subprogramme area 3E

9910303O   practical skills/crafts, programme area 3, subprogramme area 3O

9910404A   practical skills/crafts, programme area 4, subprogramme area 4A

9910404B   practical skills/crafts, programme area 4, subprogramme area 4B

9910404C   practical skills/crafts, programme area 4, subprogramme area 4C

9910404D   practical skills/crafts, programme area 4, subprogramme area 4D

9910404E   practical slkills/crafts, programme area 4, subprogramme area 4E

9910404O   practical skills/crafts, programme area 4, subprogramme area 4O

9910505A   practical skills/crafts, programme area 5, subprogramme area 5A

9910505B   practical skills/crafts, programme area 5, subprogramme area 5B

9910505C   practical skills/crafts, programme area 5, subprogramme area 5C

9910505D   practical skills/crafts, programme area 5, subprogramme area 5D

9910505E   practical skills/crafts, programme area 5, subprogramme area 5E

9910505F   practical skills/crafts, programme area 5, subprogramme area 5F

9910505G   practical skills/crafts, programme area 5, subprogramme area 5G

9910505H   practical skills/crafts, programme area 5, subprogramme area 5H

9910505O   practical skills/crafts, programme area 5, subprogramme area 5O

9910606A   practical skills/crafts, programme area 6, subprogramme area 6A

9910606B   practical skills/crafts, programme area 6, subprogramme area 6B

9910606C   practical skills/crafts, programme area 6, subprogramme area 6C

9910606D   practical skills/crafts, programme area 6, subprogramme area 6D

9910606E   practical skills/crafts, programme area 6, subprogramme area 6E

9910606O   practical skills/crafts, programme area 6, subprogramme area 6O

9910707A   practical skills/crafts, programme area 7, subprogramme area 7A

9910707B   practical skills/crafts, programme area 7, subprogramme area 7B

9910707C   practical skills/crafts, programme area 7, subprogramme area 7C

9910707D   practical skills/crafts, programme area 7, subprogramme area 7D

9910707E   practical skills/crafts, programme area 7, subprogramme area 7E

9910707F   practical skills/crafts, programme area 7, subprogramme area 7F

9910707O   practical skills/crafts, programme area 7, subprogramme area 7O

9910808A   practical skills/crafts, programme area 8, subprogramme area 8A

9910808B   practical skills/crafts, programme area 8, subprogramme area 8B

9910808C   practical skills/crafts, programme area 8, subprogramme area 8C

9910808D   practical skills/crafts, programme area 8, subprogramme area 8D

9910808E   practical skills/crafts, programme area 8, subprogramme area 8E

9910808F   practical skills/crafts, programme area 8, subprogramme area 8F

9910808G   practical skills/crafts, programme area 8, subprogramme area 8G

9910808H   practical skills/crafts, programme area 8, subprogramme area 8H

9910808O   practical skills/crafts, programme area 8, subprogramme area 8O

9910909A   practical skills/crafts, programme area 9, subprogramme area 9A

9910909B   practical skills/crafts, programme area 9, subprogramme area 9B

9910909C   practical skills/crafts, programme area 9, subprogramme area 9C

9910909D   practical skills/crafts, programme area 9, subprogramme area 9D

9910909E   practical skills/crafts, programme area 9, subprogramme area 9E

9910909F	practical skills/crafts, programme area 9, subprogramme area 9F
9910909G	practical skills/crafts, programme area 9, subprogramme area 9G
9910909H	practical skills/crafts, programme area 9, subprogramme area 9H
9910909O	practical skills/crafts, programme area 9, subprogramme area 9O
9911010A	practical skills/crafts, programme area 10, subprogramme area 10A
9911010B	practical skills/crafts, programme area 10, subprogramme area 10B
9911010C	practical skills/crafts, programme area 10, subprogramme area 10C
9911010D	practical skills/crafts, programme area 10, subprogramme area 10D
9911010E	practical skills/crafts, programme area 10, subprogramme area 10E
9911010F	practical skills/crafts, programme area 10, subprogramme area 10F
9911010O	practical skills/crafts, programme area 10, subprogramme area 10O
99999222	non-funded role education
99999333	non-funded foreign languages

(e) The codes in this list and list (f) below are alternatives. Institutions may use codes from either or both lists.

99220001	all other adult education/leisure type courses, programme area 1
99220002	all other adult education/leisure type courses, programme area 2
99220003	all other adult education/leisure type courses, programme area 3
99220004	all other adult education/leisure type courses, programme area 4
99220005	all other adult education/leisure type courses, programme area 5
99220006	all other adult education/leisure type courses, programme area 6
99220007	all other adult education/leisure type courses, programme area 7
99220008	all other adult education/leisure type courses, programme area 8
99220009	all other adult education/leisure type courses, programme area 9
99220010	all other adult education/leisure type courses, programme area 10

(f)

9920101A	all other adult education/leisure type courses, programme area 1, subprogramme area 1A
9920101B	all other adult education/leisure type courses, programme area 1, subprogramme area 1B
9920101C	all other adult education/leisure type courses, programme area 1, subprogramme area 1C
9920101D	all other adult education/leisure type courses, programme area 1, subprogramme area 1D
9920101E	all other adult education/leisure type courses, programme area 1, subprogramme area 1E
9920101F	all other adult education/leisure type courses, programme area 1, subprogramme area 1F
9920101O	all other adult education/leisure type courses, programme area 1, subprogramme area 1O
9920202A	all other adult education/leisure type courses, programme area 2, subprogramme area 2A
9920202B	all other adult education/leisure type courses, programme area 2, subprogramme area 2B
9920202C	all other adult education/leisure type courses, programme area 2, subprogramme area 2C
9920202D	all other adult education/leisure type courses, programme area 2, subprogramme area 2D

9920202E   all other adult education/leisure type courses, programme area 2, subprogramme area 2E

9920202O   all other adult education/leisure type courses, programme area 2, subprogramme area 2O

9920303A   all other adult education/leisure type courses, programme area 3, subprogramme area 3A

9920303B   all other adult education/leisure type courses, programme area 3, subprogramme area 3B

9920303C   all other adult education/leisure type courses, programme area 3, subprogramme area 3C

9920303D   all other adult education/leisure type courses, programme area 3, subprogramme area 3D

9920303E   all other adult education/leisure type courses, programme area 3, subprogramme area 3E

9920303O   all other adult education/leisure type courses, programme area 3, subprogramme area 3O

9920404A   all other adult education/leisure type courses, programme area 4, subprogramme area 4A

9920404B   all other adult education/leisure type courses, programme area 4, subprogramme area 4B

9920404C   all other adult education/leisure type courses, programme area 4, subprogramme area 4C

9920404D   all other adult education/leisure type courses, programme area 4, subprogramme area 4D

9920404E   all other adult education/leisure type courses, programme area 4, subprogramme area 4E

9920404O   all other adult education/leisure type courses, programme area 4, subprogramme area 4O

9920505A   all other adult education/leisure type courses, programme area 5, subprogramme area 5A

9920505B   all other adult education/leisure type courses, programme area 5, subprogramme area 5B

9920505C   all other adult education/leisure type courses, programme area 5, subprogramme area 5C

9920505D   all other adult education/leisure type courses, programme area 5, subprogramme area 5D

9920505E   all other adult education/leisure type courses, programme area 5, subprogramme area 5E

9920505F   all other adult education/leisure type courses, programme area 5, subprogramme area 5F

9920505G   all other adult education/leisure type courses, programme area 5, subprogramme area 5G

9920505H   all other adult education/leisure type courses, programme area 5, subprogramme area 5H

9920505O   all other adult education/leisure type courses, programme area 5, subprogramme area 5O

9920606A   all other adult education/leisure type courses, programme area 6, subprogramme area 6A

9920606B   all other adult education/leisure type courses, programme area 6, subprogramme area 6B

9920606C   all other adult education/leisure type courses, programme area 6, subprogramme area 6C

9920606D   all other adult education/leisure type courses, programme area 6, subprogramme area 6D

9920606E   all other adult education/leisure type courses, programme area 6, subprogramme area 6E

9920606O   all other adult education/leisure type courses, programme area 6, subprogramme area 6O

9920707A   all other adult education/leisure type courses, programme area 7, subprogramme area 7A

9920707B   all other adult education/leisure type courses, programme area 7, subprogramme area 7B

9920707C   all other adult education/leisure type courses, programme area 7, subprogramme area 7C

9920707D   all other adult education/leisure type courses, programme area 7, subprogramme area 7D

9920707E   all other adult education/leisure type courses, programme area 7, subprogramme area 7E

9920707F   all other adult education/leisure type courses, programme area 7, subprogramme area 7F

9920707O   all other adult education/leisure type courses, programme area 7, subprogramme area 7O

9920808A   all other adult education/leisure type courses, programme area 8, subprogramme area 8A

9920808B all other adult education/leisure type courses, programme area 8, subprogramme area 8B

9920808C all other adult education/leisure type courses, programme area 8, subprogramme area 8C

9920808D all other adult education/leisure type courses, programme area 8, subprogramme area 8D

9920808E all other adult education/leisure type courses, programme area 8, subprogramme area 8E

9920808F all other adult education/leisure type courses, programme area 8, subprogramme area 8F

9920808G all other adult education/leisure type courses, programme area 8, subprogramme area 8G

9920808H all other adult education/leisure type courses, programme area 8, subprogramme area 8H

99208O8O all other adult education/leisure type courses, programme area 8, subprogramme area 8O

9920909A all other adult education/leisure type courses, programme area 9, subprogramme area 9A

9920909B all other adult education/leisure type courses, programme area 9, subprogramme area 9B

9920909C all other adult education/leisure type courses, programme area 9, subprogramme area 9C

9920909D all other adult education/leisure type courses, programme area 9, subprogramme area 9D

9920909E all other adult education/leisure type courses, programme area 9, subprogramme area 9E

9920909F all other adult education/leisure type courses, programme area 9, subprogramme area 9F

9920909G all other adult education/leisure type courses, programme area 9, subprogramme area 9G

9920909H all other adult education/leisure type courses, programme area 9, subprogramme area 9H

99209O9O all other adult education/leisure type courses, programme area 9, subprogramme area 9O

9921010A all other adult education/leisure type courses, programme area 10, subprogramme area 10A

9921010B all other adult education/leisure type courses, programme area 10, subprogramme area 10B

9921010C all other adult education/leisure type courses, programme area 10, subprogramme area 10C

9921010D all other adult education/leisure type courses, programme area 10, subprogramme area 10D

9921010E all other adult education/leisure type courses, programme area 10, subprogramme area 10E

9921010F all other adult education/leisure type courses, programme area 10, subprogramme area 10F

99210O10O all other adult education/leisure type courses, programme area 10, subprogramme area 10O

The following ISR generic codes are available for 1997-98, but institutions are advised to replace them with the revised codes above:

66666666 vocational study not leading to a recognised qualification

99999111 practical skills/crafts

99999999 all other adult education/leisure type courses.

These codes will be withdrawn from 1998-99, along with code 55555555, which is used in only a handful of cases.

FORM RSHE

NOTIFICATION OF MISSING HIGHER EDUCATION QUALIFICATIONS AND OTHER NON-SCHEDULE 2 COURSES/QUALIFICATIONS

(Reference Circular 97/29)

Please photocopy, complete and return this form to the research and statistics team at the Council's Coventry office

Name of FEFC-funded institution

FEFC code

Contact name (please print)

Signature

Telephone no.

Please provide details of the HE qualifications and other non-schedule 2 courses/qualifications which are missing from the Council's qualifications database.

THE FURTHER EDUCATION FUNDING COUNCIL
Cheylesmore House Quinton Road Coventry CV1 2WT
Telephone 01203 863000 Fax 01203 863100

Course†	Qualification†	Awarding body†	Type of provision	Documentary evidence attached* HE/Other non-schedule 2 Please tick one box	
				Yes	**Not applicable**
				❏	❏
				❏	❏
				❏	❏
				❏	❏
				❏	❏
				❏	❏

* documentary evidence should include details of the qualification name and awarding body on official documentation from the awarding body. It should be attached for all externally validated qualifications

† if applicable