



SFC Guidance

Guidance Notes - FDG

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Summary: Guidance notes and code lists for completion of First Destination of Graduates (FDG) data: Academic Year 2012-13 student cohort

FAO: FDG contacts in Scotland's Colleges

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First Destination of Graduates data (FDG)

Guidance notes and code lists for completion of FDG data: 2012-13 student cohort

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Section 1: Revisions to the FDG Data Collection

1. **Codes.** We have discontinued the requirement to return the following fields, therefore reference to these and inclusion of the separate code lists has been **removed from the guidance: Type of Work; Location of Employment; Graduate Salary; Size of Organisation.**
2. **Industry of Employer.** We have expanded some of the less self-explanatory 'top level'/main headings in Code List B to provide examples of inclusive sub-industries within the category.
3. **Destinations of Further Study.** We have made a few revisions to the list of college and universities following various mergers and name changes throughout the UK.

Section 2: Coverage and timing of FDG data

Requirements

1. For students successfully completing a full time, HE level course, we require information on:

- **Primary Classification (Destination);**
- **Industry of Employer (where applicable);**
- **Destination of Further Study (where applicable).**

Please refer to Section 3 (on page 7) and code lists A, B and C when completing information.

2. The first destination information should reflect the position as at 31 December 2013 for successful full-time students completing courses in the academic year ending the previous July 2013.
3. We aim to record for each successful full-time student what firm arrangements have been made by 31 December 2013 for employment, further study or training to start by 31 March 2014 (following the end of the academic year of qualifying).
4. Employment should not only be defined as that which is full-time and paid but also work which is regularly intermittent (e.g. 3 days per week, every week) and also that which is voluntary/unpaid, self-employed/freelance, involves developing a professional portfolio/creative practice or an internship . Graduates due to start a job by 31 of March also fall into this category.
5. If more than one arrangement has been made before 31 December 2013, please return the one nearest the top of the list of primary classifications. For our current purpose, employment is considered further along the path than vocational study/training. If one of the arrangements is for further non vocational study, the appropriate classification for further study should be used.

Suggested form of questionnaire

6. We have provided a sample questionnaire at Annex B. We can give you an electronic version of this, on request. While we have provided this sample, you are free to use your own method if you prefer. Please note that the sample questionnaire allows the college both to complete the FDG **and** to

generate additional information for the college's internal analysis and reporting purposes.

Proposed method of collection

7. We recommend that each college should allow for (up to) 2 reminders and suggest the following pattern for summer leavers (for leavers at other times of the year the timing will need to be adjusted):
 - Initial questionnaire: mid-September (in some cases it may be possible to circulate to students earlier, e.g. before the end of term; however, if this is done it must be stressed to students that any change in their initial plans must be notified to the college).
 - First Reminder: End of October
 - Second Reminder: End of November/beginning of December
8. In many cases the first questionnaire will be returned with an interim reply, representing:
 - those in employment expected to commence by 31 of March
 - those going into further study
 - those with no employment, study or training arranged
 - those about whom information was incomplete or, in some way, unsatisfactory.
9. In each case the college should follow up (by letter, e-mail or telephone) around 31 October 2013 and before 31 December 2013 to check the latest situation. If there is no response to this enquiry the student destination should be recorded 'unknown' rather than left blank.
10. Some students have to complete one year in employment before receiving a diploma (e.g. HND 2 year full-time courses). We are regarding the end of the academic part of the HND as the questionnaire point, and not one year later when the diploma is actually awarded.

Reporting standards

11. It is up to each college to assess the reliability of the various sources of information available and to decide how far to rely on information from academic departments. Past experience is that many departments cannot

produce valid and reliable data. A questionnaire completed by the student or through information gathered directly from the student (for example, over the telephone or at college graduation ceremony) is the best resource but departments can sometimes fill in gaps where questionnaires have not been returned.

12. If there is significant doubt about the reliability of any of the graduate information, this should be classified as 'unknown' and not left blank.
13. A destination of intent is not acceptable. To be acceptable it needs to be an actual.
14. In the case of only partial information being available about the student, all the data available should be recorded.

Section 3: Notes and code lists for completion of FDG

Primary Classification

Primary Classification (destination) from FDG code list A (see page 9 for details). First destinations of students successfully completing full-time HE courses only. Destination as at 31 December 2013 starting by 31 March 2014 for all HE students graduating in September 2013.

Select from the drop-down menu on the template.

Please enter exactly as it appears in the drop-down menu. Please do not edit the wording.

Industry of Employer

Industry of Employer (Employer Category) from FDG code list B (see page 11 for details). For students successfully completing full-time HE courses who entered full-time, part-time, freelance employment, are in voluntary/unpaid work, developing a professional portfolio/creative practice, are on an internship as well as graduates due to start a job by 31 March 2014.

The code most appropriate to employer function should be used e.g. a personal assistant working in a school would be coded P: Education.

U: Activities of Extraterritorial Organisations and Bodies would apply to a graduate working for a non-UK based organisation. Where more than one code could be used to identify an employer, the code most appropriate to the employer function should be used.

Select from the drop-down menu on the template.

Please enter exactly as it appears in the drop-down menu. Please do not edit the wording.

Destination of Further Study Destination of Further Study from FDG code list C (see page 12 for detail). For students successfully completing full time HE courses and going onto full-time/part-time study, training or research. Simply enter the number assigned to the College/University. You can check that a valid code has been entered by clicking on the cell- a text box with the location associated with that particular code should appear.

Select from the drop-down menu on the template.

Please enter exactly as it appears in the drop-down menu. Please do not edit the code numbers or wording.

Notes on Primary Classification (Destination) - Code List A

To be assigned one of these codes the student must be starting the activity by 31 March 2014.

Working full-time (including self-employed/freelance, voluntary or other unpaid work, developing a professional portfolio/creative practice or on an internship)

For those in full-time paid work only (including self-employed/freelance, voluntary/unpaid, developing a professional portfolio/creative practice or on an internship) and those in full-time work and further study.

Working part-time (including self-employed/freelance, voluntary or other unpaid work, developing a professional portfolio/creative practice or on an internship)

For those in part-time paid work only (including self-employed/freelance, voluntary/unpaid, developing a professional portfolio/creative practice or on an internship) and those in part-time work and further study.

Unemployed and looking for work

This applies to graduates who are assumed to be unemployed.

Due to Start Job by the 31 of March

For graduates who are not currently in employment but have secured employment that is set to commence by the 31 of March 2013.

Engaged in full-time further study, training or research

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

Engaged in part-time further study, training or research

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

Taking Time Out in Order to Travel

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

Not Employed but not Looking for Employment, Further Study or Training

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

Permanently Unable to Work/Retired

Applies to those who are no longer available for employment.

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

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

Unknown

This would also include graduates who are now deceased. Colleges are asked to use this code rather than leave blanks.

Industry of Employer (Employer Category) – code list B

If you have any queries about coding, please contact Kenny Wilson (email: kwilson@sfc.ac.uk, or telephone 0131 313 6509). For more detailed information on UK Standard Industrial Classification click here: [UK Standard Industrial Classification 2007](#)

- A: Agriculture, forestry and fishing
- B: Mining and quarrying
- C: Manufacturing
- D: Electricity, gas, steam and air conditioning supply
- E: Water supply, sewerage, waste management and remediation activities
- F: Construction
- G: Wholesale and retail trade; repair of motor vehicles and motorcycles (e.g. includes shops and garages)
- H: Transport and storage (e.g. includes drivers)
- I: Accommodation and food service activities (e.g. includes hotels, bars and restaurants)
- J: Information and communication (e.g. includes telecommunication and media activities)
- K: Financial and insurance activities (e.g. includes banks, pension and investment companies)
- L: Real estate activities (e.g. includes estate agents and letting agencies)
- M: Professional, scientific and technical activities (e.g. includes accountants, legal firms, architects, design, photographic, veterinary, consultancies and research laboratories)
- N: Administrative and support service activities (e.g. includes recruitment agencies, travel agents, cleaning operatives, security firms and call centres)
- O: Public administration and defence; compulsory social security (e.g. includes armed services, local authorities, fire and police services)
- P: Education (e.g. includes schools, colleges and universities)
- Q: Human health and social work activities (e.g. includes hospitals, health centres, dentists, care providers)
- R: Arts, entertainment and recreation (e.g. includes museums, libraries, sport and fitness facilities, gambling and betting activities)
- S: Other service activities (e.g. includes hairdressers, beauticians, funeral activities, repair of ICT equipment, repair of household electrical equipment and other personal goods)
- T: Activities of households as employers; undifferentiated goods- and services- producing activities of households for own use
- U: Activities of extraterritorial organisations and bodies (e.g. includes Embassy, Consular Office, Foreign armed forces, Foreign Civil Service)
- Unknown

Destination of Further Study – code list C

Scotland's Colleges

300	Argyll College (UHI)
301	Ayrshire College
302	Borders College
303	City of Glasgow College
304	Coatbridge College
305	Dundee & Angus College
306	Dumfries and Galloway College
307	Edinburgh College
308	Fife College
309	Forth Valley College
310	Glasgow Clyde College
311	Glasgow Kelvin College
312	Inverness College (UHI)
313	Lewis Castle College (UHI)
314	Moray College (UHI)
315	Newbattle Abbey College
316	New College Lanarkshire
317	North East Scotland College
318	North Highland College (UHI)
319	Orkney College (UHI)
320	Perth College (UHI)
321	Sabhol Mor Ostaig (UHI)
322	Shetland College (UHI)
323	South Lanarkshire College
324	West College Scotland
325	West Highland College (UHI)
326	West Lothian College

Scotland's Universities

95	University of Abertay Dundee
96	Edinburgh College of Art
97	Glasgow School of Art
100	Queen Margaret University College
101	The Royal Conservatoire of Scotland
104	The Robert Gordon University
105	The University of West of Scotland
106	Glasgow Caledonian University
107	Edinburgh Napier University
167	The University of Edinburgh
168	The University of Glasgow

169	The University of Strathclyde
170	The University of Aberdeen
171	Heriot-Watt University
172	The University of Dundee
173	The University of St Andrews
174	The University of Stirling
175	Scottish Rural College (SRUC)
196	UHI Millennium Institute

Other UK Higher Education Institutions

1	The Open University
2	Cranfield University
3	Royal College of Art
7	Bishop Grosseteste University College Lincoln
9	Buckinghamshire College of HE
10	Central School of Speech and Drama
11	University of Chester
12	Canterbury Christ Church College
13	York St John University
14	College of St Mark and St John
15	University College Falmouth
16	Edge Hill University
18	Harper Adams Agricultural College
19	Homerton College
20	University for the Creative Arts
21	University of Winchester
23	Liverpool Hope University College
24	University of the Arts, London
26	University of Bedfordshire
27	University of Northampton
28	Newman College
30	Ravensbourne (College)
31	University of Roehampton
32	Rose Bruford College
33	Royal Academy of Music
34	Royal College of Music
35	Royal Northern College of Music
37	Southampton Solent University
38	University of Cumbria
39	St Mary's University College
40	Leeds Trinity University College
41	Trinity College of Music
46	University of Worcester

47	Anglia Ruskin University
48	Bath Spa University
49	University of Bolton
50	Bournemouth University
51	The University of Brighton
52	Birmingham City University
53	The University of Central Lancashire
54	University of Gloucestershire
56	Coventry University
57	University of Derby
58	The University of East London
59	The University of Greenwich
60	University of Hertfordshire
61	The University of Huddersfield
62	The University of Lincoln
63	Kingston University
64	Leeds Metropolitan University
65	Liverpool John Moores University
66	The Manchester Metropolitan University
67	Middlesex University London
68	De Montfort University
69	Northumbria University
71	The Nottingham Trent University
72	Oxford Brookes University
73	The University of Plymouth
74	The University of Portsmouth
75	Sheffield Hallam University
76	London South Bank University
77	Staffordshire University
78	The University of Sunderland
79	The University of Teesside
80	University of West London
81	University of the West of England, Bristol
82	Univeristy of Chichester
83	The University of Westminster
84	Wimbledon College of Art
85	The University of Wolverhampton
86	University of Wales, Newport
87	Glyndwr University
89	University of Wales Institute, Cardiff
90	University of Glamorgan
91	Swansea Metropolitan College
108	Aston University

109	The University of Bath
110	The University of Birmingham
111	The University of Bradford
112	The University of Bristol
113	Brunel University
114	The University of Cambridge
115	City University, London
116	University of Durham
117	The University of East Anglia
118	The University of Essex
119	The University of Exeter
120	The University of Hull
121	The University of Keele
122	The University of Kent at Canterbury
123	The University of Lancaster
124	The University of Leeds
125	The University of Leicester
126	The University of Liverpool
127	Birkbeck, University of London
131	Goldsmiths, University of London
132	Imperial College of London
133	Institute of Education, University of London
134	King's College London
135	London Business School
137	London School of Economics and Political Science
138	London School of Hygiene and Tropical Medicine
139	Queen Mary University of London
141	Royal Holloway, University of London
143	The Royal Veterinary College
145	St George's, Hospital Medical School
146	The School of Oriental and African Studies
149	University College London
151	University of London (Central Institutes and activities)
152	Loughborough University
154	Newcastle University
155	The University of Nottingham
156	The University of Oxford
157	The University of Reading
158	The University of Salford
159	The University of Sheffield
160	The University of Southampton
161	The University of Surrey
162	The University of Sussex

163	The University of Warwick
164	The University of York
165	The University of Manchester
176	University of Wales, Trinity Saint David
177	Aberystwyth University
178	Bangor University
179	Cardiff University
180	Swansea University
182	Royal Welsh College of Music and Drama
184	The Queen's University of Belfast
185	University of Ulster
188	The Institute of Cancer Research
189	Writtle College
190	Norwich University College of the Arts
191	Northern School of Contemporary Dance
193	Stranmillis University College
194	Mary's University College
195	Royal Agricultural College
197	Arts University College Bournemouth
199	Conservatoire for Dance and Drama
200	University College Birmingham
201	Courtauld Institute of Art
202	London Metropolitan University

Other

4001	Other UK institution
4002	Other non-UK institution
4003	Other public body in the UK
4004	Other private body in the UK
4921	Non Scottish FE College

Unknown

Section 4: Submission of FDG returns

1. Files should only be returned to SFC via the secure send application at the following link <https://stats.sfc.ac.uk/secure-send> by **28 February 2014**. If you need a reminder of the username and password, please contact Kenny Wilson on 0131 313 6509, kwilson@sfc.ac.uk. **Please do not e-mail FDG data.**
2. The following naming convention should be used for the FDG file returned to SFC:
 - College NameFDG1213 – e.g. Borders College would read 'BordersFDG1213'
3. Colleges are expected to have the relevant information ready before the spreadsheet arrives. Therefore, the completion of the return should be a simple matter of transferring FDG information to the spreadsheet.
4. Should you have any courses leading to a full advanced group award which are not in the spreadsheet, please complete the 'extra,' sheet in your college's excel template containing the relevant Further Education Statistics (FES) programme id, outcome and first destination details. It is vital that a written explanation is provided as to why the additional records were added (email is acceptable).

Annex A: List of Advanced Qualifications

Advanced (HE) qualifications in FDG

Code	Description
AA	Doctorate
AB	Masters (research)
AC	Masters (taught)
AD	Postgraduate diploma
AE	Postgraduate certificate
BA	1st degree (honours)
BB	1st degree (ordinary)
CA	Fellowship of professional body
CB	Graduateship of professional body
CC	Membership of professional body
CD	Associateship of professional body
CE	Licentiateship of professional body
DA	SVQ or NVQ: Level 5
DB	Diploma (HNC/D level for diplomates and degree holders)
DC	HND or equivalent
DD	HNC or equivalent
DE	SVQ or NVQ: Level 4
EA	Advanced Certificate (bridge to HNC/D)
EB	Advanced Certificate not specified elsewhere
EC	Advanced Diploma not specified elsewhere

Advanced (HE) qualifications not required for FDG

ED	Advanced Certificate (comprising HN units only)
EE	HN units only but not leading to certificate

Annex B: Sample Questionnaire

COLLEGE LEAVER DESTINATION SURVEY SESSION (2012/2013)

The information recorded on this questionnaire will be used to assess the relevance of our courses and how effective they are in meeting the needs of our students. (Please make sure that each section is completed as fully and accurately as possible). You may rest assured that all your answers will be treated in the strictest confidence.

Section A. Personal details.

1. Name: _____ (in full) 2. Title of course: _____ (in full)

3. Address _____

4. Post Code _____ 5. Mobile Number _____

6. Email Address _____

We would like to keep in touch with you as a graduate of the college. If you would NOT like us to do so, please tick this box

Section B. Course / Destination details.

1. What are you doing now? (please tick)

employed (Go to Q.2)	<input type="checkbox"/>	unemployed (Go to Q.6)	<input type="checkbox"/>
further education college (Go to Q.5)	<input type="checkbox"/>	university (Go to Q.5)	<input type="checkbox"/>
self-employed/freelance (Go to Q.2)	<input type="checkbox"/>	voluntary work (Go to Q.2)	<input type="checkbox"/>
other (please specify) _____			

2. If you are employed/self-employed/freelance:

Please state your Main employer's name _____

Please state your Main job title _____

Please state the nature of your employer's business _____

Please state your salary band £: 0 - 9,999 10,000 - 14,999 15,000 - 19,999 20,000 - 24,999 25,000 +
Information declined

Is your employment related to the course you followed at college? (please tick) Yes No

3. Is your job: (please tick)

full-time part-time

Is it: (please tick)

permanent temporary

4. Is your job located in: (please tick)

Insert college region England
Elsewhere in Scotland Wales
Overseas Northern Ireland

5. If you are at college or university:

which college or university are you attending? _____

what is the full title of the course you are following? _____

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

6. If not already at college or university, are you waiting to re-enter further or higher education? (please tick)

Yes No

Institution (if known) _____

Further information

Please contact Kenny Wilson, Senior Policy / Analysis Officer, Coherent Provision for further information, tel: 0131 313 6509, email: kwilson@sfc.ac.uk