Field Nr.	Field Description	Field Abbrev'n	Field Length
1	Record type indicator	RECID	5
2	HESA institution identifier	INSTID	4
3	Student identifier	HUSID	13
4	Method of data collection	METHOD	1
5	Employment circumstances	EMPCIR	2
6	Study MODSTUDY	1	
7	Nature of employer's business	MAKEDO	60
8	Standard Industrial Classification	SIC	4
9	Location of employment	LOCEMP	8
10	Job title	JOBTITLE	60
11	Standard Occupational Classification	SOCDLHE	5
12	Employer size	EMPSIZE	1
13	Duration of employment	DURATION	1
14	Salary SALARY	6	
15	Qualification required for job	QUALREQ	1
16	Importance to employer	EMPIMP	1
17	Career related code 1	CAREER1	1
18	Career related code 2	CAREER2	1
19	Career related code 3	CAREER3	1
20	Career related code 4	CAREER4	1
21	Career related code 5	CAREER5	1
22	Career related code 6	CAREER6	1
23	Career related code 7	CAREER7	1
24	Career related code 8	CAREER8	1
25	How found job	JOBFND	1
26	Previously employed	PREVEMP	1
27	Category of previous employment 1	PREVCAT1	1
28	Category of previous employment 2	PREVCAT2	1
29	Category of previous employment 3	PREVCAT3	1
30	Category of previous employment 4	PREVCAT4	1
31	Category of previous employment 5	PREVCAT5	1
32	Category of previous employment 6	PREVCAT6	1
33	Nature of study/training	NATSTUDY	1
34	Professional subject of training	PROFSOCT	5
35	Institution providing study	INSTPROV	4
36	Type of qualification	TYPEQUAL	2
37	Reason for taking another course 1	SECINT1	1
38	Reason for taking another course 2	SECINT2	1
39	Reason for taking another course 3	SECINT3	1
40	Reason for taking another course 4	SECINT4	1
41	Reason for taking another course 5	SECINT5	1
42	Reason for taking another course 6	SECINT6	1
43	Reason for taking another course 7	SECINT7	1
44	Reason for taking another course 8	SECINT8	1
45	Financial support	EMPPAID	1
46	How funding further study	FUNDSTDY	1
47	Teaching employment marker	TCHEMP	1
48	Teaching sector	TEACHSCT	1
49	Teaching phase	TEACHPHS	1
50	Reason for taking original course	INTENT	1
51	Employed during course	EMPCRSE	1
52	Employer sponsorship 1	EMSPNS1	1
53	Employer sponsorship 2	EMSPNS2	1
54	Employer sponsorship 3	EMSPNS3	1
55	Employer sponsorship 4	EMSPNS4	1
56	Employer sponsorship 5	EMSPNS5	1

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

STATUS Compulsory.

VALID ENTRIES 04018 Destinations of leavers from HE record.

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

NOTES The first two digits are the year identifier. The last two digits are the record identifier.

REASON REQUIRED For HESA's operational purposes.

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

STATUS Compulsory.

VALID ENTRIES A list of valid entries for this field may be found in Appendix 1.

DESCRIPTION The institution identifier of the reporting institution.

EXAMPLE 0113 Brunel University.

REASON REQUIRED To provide separate figures for each institution.

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

STATUS Compulsory.

VALID ENTRIES A 13 digit numeric code.

DESCRIPTION The Student identifier (HUSID) is unique to each student. It is intended that the identifier will be transferred with the student to each institution of higher education s/he may attend. Use of this number will facilitate accurate tracking of students throughout any HE experience within the sector for which HESA collects data.

NOTES For an individual student the Student identifier used in this record must be the reference number returned for that student in the appropriate Student Record.

REASON REQUIRED To provide linkage between the Student Record and the Destinations of Leavers from Higher Education record.

Field Nr.	Field Description	Field Abbrev'n	Field Length
4	Method of data collection	METHOD	1

STATUS Compulsory.

VALID ENTRIES

1 Standard questionnaire: first mailing.
2 Standard questionnaire: second mailing.
3 Telephone survey: graduate.
4 Telephone survey: third party.
5 Electronic reply (email/web).
6 Own institutions student record.
7 Other.
8 Deceased.
9 Reply received explicitly refusing to provide information.

DESCRIPTION This field describes the method of survey used.

NOTES If an institution chooses to do only one mailing, responses to this mailing should be code '1'.

Code '8' should be used when the institution is informed that the leaver has died.

Code '9' should be used only when the institution has received explicit indication (verbally or in writing) from the leaver that they are not prepared to provide information for the survey.

The use of code 8 'Deceased' and 9 'Reply received explicitly refusing to provide information' results in all fields following this one needing to be returned with default values.

REASON REQUIRED To assess the response to different methods of data collection.

Field Nr.	Field Description	Field Abbrev'n	Field Length
5	Employment circumstances	EMPCIR	2

STATUS Compulsory.

VALID ENTRIES

01 Employed full-time in paid work.
02 Employed part-time in paid work.
03 Self-employed/freelance.
10 Taking time out in order to travel.
11 Due to start a job within the next month.
12 Unemployed and looking for employment, further study or training.
13 Not employed but NOT looking for employment, further study or training.
14 Something else.
15 Voluntary work/other unpaid work.
16 Permanently unable to work/retired.
17 Temporarily sick or unable to work/looking after the home or family.
XX Question not answered (default).

DESCRIPTION This field describes the HE leaver's employment circumstances on 15 April 2005/16 January 2006.

Question asked:

Q1. Which of the following statements best describes your employment circumstances on 15 April 2005/16 January 2006?

NOTES Core field for all leavers.

If the leaver ticks more than one box, code the one nearest the top of the list.

If the leaver does not answer this question, but Q2. is answered ‘Studying Full-time’ then return code '13'.

Default code 'XX' must be used when Field 4, METHOD = '8' or '9'.

Default code 'XX' must NOT be used when Field 4, METHOD = '1 - 7'.

REASON REQUIRED To record the employment circumstances of HE leavers on completion of their courses.

Field Nr.	Field Description	Field Abbrev'n	Field Length
6	Study	MODSTUDY	1

STATUS Compulsory.

VALID ENTRIES

1 Full-time study.
2 Part-time study.
3 Not in study, training or research.
X Question not answered (default).

DESCRIPTION This field describes whether the HE leaver was involved in study, training or research on 15 April 2005/16 January 2006 and if so whether it was full-time or part-time.

Question asked:

Q2. On 15 April 2005/16 January 2006 will you be involved in either full-time or part-time study, training or research?

NOTES Core field for all leavers.

If the leaver ticks boxes 1 and 2, then return code '1'.

If the leaver ticks box 3 and any other combination then return code '3'.

Default code' X' must be used when field 4, METHOD = '8' or '9'.

Default code 'X' must NOT be used when Field 4, METHOD = '1 - 7

REASON REQUIRED To record how many HE leavers continued to study after completion of their courses.

Field Nr.	Field Description	Field Abbrev'n	Field Length
7	Nature of employer's business	MAKEDO	60

STATUS Compulsory

VALID ENTRIES Up to 60 textual characters or XXXX (default code).

DESCRIPTION This field collects a description of the nature of the employer's business.

Question asked:

Q8. What does the organisation you will be working for mainly do?

NOTES Core field for employed leavers.

Field 8, SIC and field 11, SOCDLHE in the record are core fields (it is the fields that are core really, not the questions) and must be completed for all employed leavers. Each of these fields has two questions on the questionnaire linked to it (questions 7 and 8 and questions 4 and 10 respectively), either or both of which might provide the information necessary to code field 8, SIC and field 11, SOCDLHE. If the leaver answers only one of a pair of questions, but provides sufficient information to allow the institution to code the corresponding field then it is a valid return. On the telephone script one question from each pair has been highlighted as core the one that will allow institutions to also complete field 7, MAKEDO and field 10, JOBTITLE respectively. If when completing the telephone script the caller does not think that the answer provided to question 8 (highlighted as core) gives enough information to code field 8 they should go on and ask question 7. Similarly with questions 3 and 4 to complete field 11, SOCDLHE.

In an attempt to ease the burden of DLHE on institutions, and with agreement of the statutory users, the return of text information in Fields 7, MAKEDO and 10, JOBTITLE has again this year been made voluntary. If institutions intend to key the text of job titles and/or employers business for their own purposes then they are asked to return the information to HESA, but they are not required to key it only for HESA's benefit if they have no need for it internally. If your institution does not choose to return the text information in one or both of fields 7, MAKEDO and 10, JOBTITLE then default codes 'XXXX' should be used in the fields.

Institutions should note that coding practice of individual institutions who do not return the text could be investigated as part of any audit process.

Default code 'XXXX' must be used when field 4, METHOD = '8' or '9' or field 5, EMPCIR = '10' to '14' and '16' to '17'.

EXAMPLE Manufacturer of shoes or sells shoes.

REASON REQUIRED To aid in the coding of Standard Industrial Classification.

Field Nr.	Field Description	Field Abbrev'n	Field Length
8	Standard Industrial Classification	SIC	4

STATUS Compulsory.

VALID ENTRIES A valid code from the Standard Industrial Classification for the DLHE (SIC (DLHE)) or XXXX (default code).

A list of valid entries for this field may be found in Appendix 2.

DESCRIPTION This field uses the Standard Industrial Classification to describe the employing organisations of those HE leavers who were employed on 15 April 2005/16 January 2006.

Questions asked:

Q7. What is the name of the organisation you will be working for?

Q8. What does the organisation you will be working for mainly do?

NOTES Core field for employed leavers.

Field 8, SIC and field 11, SOCDLHE in the record are core fields (it is the fields that are core really, not the questions) and must be completed for all employed leavers. Each of these fields has two questions on the questionnaire linked to it (questions 7 and 8 and questions 4 and 10 respectively), either or both of which might provide the information necessary to code field 8, SIC and field 11, SOCDLHE. If the leaver answers only one of a pair of questions, but provides sufficient information to allow the institution to code the corresponding field then it is a valid return. On the telephone script one question from each pair has been highlighted as core the one that will allow institutions to also complete field 7, MAKEDO and field 10, JOBTITLE respectively. If when completing the telephone script the caller does not think that the answer provided to question 8 (highlighted as core) gives enough information to code field 8 they should go on and ask question 7. Similarly with questions 3 and 4 to complete field 11, SOCDLHE.

Default code 'XXXX' must be used when field 4, METHOD = '8' or '9' or field 5, EMPCIR = '10' to '14' and '16' to '17'.

Default code 'XXXX' must NOT be used when field 5,

EMPCIR = '01' to '03' and '15'.

REASON REQUIRED To determine the types of industry that HE leavers enter.

Field Nr.	Field Description	Field Abbrev'n	Field Length
9	Location of employment	LOCEMP	8

STATUS Compulsory.

VALID ENTRIES An alphanumeric code of up to 8 characters, which is a valid UK postcode or country code, or XXXXXXXX (default code).

For country codes:.

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

DESCRIPTION This field describes the location of the HE leaver's place of work. The preferred coding for UK destinations is the full postcode, or if this is not available the outward part of the postcode, i.e. the characters to the left of the space. The second preference is the country code for England, Scotland, Northern Ireland or Wales. This field should therefore contain an alphanumeric code of up to 8 characters, which is a valid UK full or outward postcode, a country code or XXXXXXXX (default code).

Question asked:

Q9. Where will your place of work be and, if in the UK, what is its postcode?

NOTES Core field for employed leavers.

Postcodes:

Alpha characters within a postcode must be returned as capitals.

In the event that the full postcode is not known, institutions can return just the first part of the postcode (outward part). If the outward part of the postcode is returned this must be left justified.

HESA has published a list of default postcodes to be used in field 9, LOCEMP in cases where the town/city is known, but the postcode is not. Copies of the list are available from the HESA WWW site at <A HREF= "http://www.hesa.ac.uk/manuals/04018/dlhe0405.htm "> http://www.hesa.ac.uk/manuals/04018/dlhe0405.htm. </A>

Country codes:

The four-digit country code must be left justified.

Default code 'XXXXXXXX' must be used when field 4, METHOD = '8' or '9' or field 5, EMPCIR = '10' to '14' and '16' to '17'.

Default code 'XXXXXXXX' must NOT be used when field 5, EMPCIR = '01' to '03' and '15'.

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 allow analysis of the movement/mobility of HE leavers.

Field Nr.	Field Description	Field Abbrev'n	Field Length
10	Job title	JOBTITLE	60

STATUS Compulsory

VALID ENTRIES Up to 60 textual characters or XXXX (default code).

DESCRIPTION This field collects a description of the leaver's job title.

Question asked:

Q3. What will your job title be?

NOTES Core field for employed leavers.

Field 8, SIC and field 11, SOCDLHE in the record are core fields (it is the fields that are core really, not the questions) and must be completed for all employed leavers. Each of these fields has two questions on the questionnaire linked to it (questions 7 and 8 and questions 4 and 10 respectively), either or both of which might provide the information necessary to code field 8, SIC and field 11, SOCDLHE. If the leaver answers only one of a pair of questions, but provides sufficient information to allow the institution to code the corresponding field then it is a valid return. On the telephone script one question from each pair has been highlighted as core the one that will allow institutions to also complete field 7, MAKEDO and field 10, JOBTITLE respectively. If when completing the telephone script the caller does not think that the answer provided to question 8 (highlighted as core) gives enough information to code field 8 they should go on and ask question 7. Similarly with questions 3 and 4 to complete field 11, SOCDLHE.

In an attempt to ease the burden of DLHE on institutions, and with agreement of the statutory users, the return of text information in Fields 7, MAKEDO and 10, JOBTITLE has again this year been made voluntary. If institutions intend to key the text of job titles and/or employers business for their own purposes then they are asked to return the information to HESA, but they are not required to key it only for HESA's benefit if they have no need for it internally. If your institution does not choose to return the text information in one or both of fields 7, MAKEDO and 10, JOBTITLE then default codes 'XXXX' should be used in the fields.

Institutions should note that coding practice of individual institutions who do not return the text could be investigated

as part of any audit process.

Default code 'XXXX' must be used when field 4, METHOD = '8' or '9' or field 5, EMPCIR = '10' to '14' and '16' to '17'.

EXAMPLE Lecturer.

REASON REQUIRED To aid in the coding of Standard Occupation Classification.

Field Nr.	Field Description	Field Abbrev'n	Field Length
11	Standard Occupational Classification	SOCDLHE	5

STATUS Compulsory.

VALID ENTRIES A valid code from the Standard Occupational Classification for the DLHE (SOC (DLHE)) or XXXXX (default code).

A list of valid entries for this field may be found in Appendix 4.

DESCRIPTION This field uses the Standard Occupational Classification to describe the types of job of those HE leavers who were employed on 15 April 2005/16 January 2006. It should contain a valid code from the Standard Occupational Classification for the DLHE (SOC (DLHE)) or XXXXX (default code). A description of SOC (DLHE) is in Appendix 4.

Questions asked:

Q3. What will your job title be?

Q4. Briefly describe your duties.

NOTES Core field for employed leavers.

Field 8, SIC and field 11, SOCDLHE in the record are core fields (it is the fields that are core really, not the questions) and must be completed for all employed leavers. Each of these fields has two questions on the questionnaire linked to it (questions 7 and 8 and questions 3 and 4 respectively), either or both of which might provide the information necessary to code field 8, SIC and field 11, SOCDLHE. If the leaver answers only one of a pair of questions, but provides sufficient information to allow the institution to code the corresponding field then it is a valid return. On the telephone script one question from each pair has been highlighted as core the one that will allow institutions to also complete field 7, MAKEDO and field 10, JOBTITLE respectively. If when completing the telephone script the caller does not think that the answer provided to question 8 (highlighted as core) gives enough information to code field 8 they should go on and ask question 7. Similarly with questions 3 and 4 to complete field 11, SOCDLHE.

Default code 'XXXXX' must be used when field 4, METHOD = '8' or '9' or field 5, EMPCIR = '10' to '14' and '16' to '17'.

Default code 'XXXXX' must NOT be used when field 5, EMPCIR = '01' to '03' and '15'.

REASON REQUIRED To determine the nature of employment of HE leavers.

Field Nr.	Field Description	Field Abbrev'n	Field Length
12	Employer size	EMPSIZE	1

STATUS Compulsory.

VALID ENTRIES

1 1 to 49.
2 50 to 249.
3 250 or more.
8 Not known.
X Question not answered (default).

DESCRIPTION This field describes the size of the employing organisation by the number of people employed.

Question asked:

Q10. Approximately how many people work in the entire organisation (i.e. all branches, depts. etc.)?

NOTES If the leaver ticks more than one box then return code 'X'.

Default code 'X' must be used when field 4, METHOD = '8' or '9' or field 5, EMPCIR = '10' to '14' and '16' to '17'.

REASON REQUIRED To identify those HE leavers employed by Small and Medium sized Enterprises (SMEs).

Field Nr.	Field Description	Field Abbrev'n	Field Length
13	Duration of employment	DURATION	1

STATUS Compulsory.

VALID ENTRIES

1 Permanent or open-ended contract.
2 Fixed-term contract: 12 months or longer.
3 Fixed-term contract: shorter than 12 months.
4 Self-employed/Freelance.
5 Temporarily, through an agency.
6 Temporarily, other than through an agency.
8 Other.
X Question not answered (default).

DESCRIPTION This field describes the HE leaver's own assessment of the duration of their employment in the work they were doing on 15 April 2005/16 January 2006.

Question asked:

Q5. Which of the following best describes the basis on which you will be employed on 15 April 2005/16 January 2006?

NOTES If the leaver ticks more than one box then return code ' X'.

Default code 'X' must be used when field 4, METHOD = '8' or '9' or field 5, EMPCIR = '10' to '14' and '16' to '17'.

REASON REQUIRED To analyse trends in labour market demand for HE leavers.

Field Nr.	Field Description	Field Abbrev'n	Field Length
14	Salary	SALARY	6

STATUS Compulsory.

VALID ENTRIES A six digit number or XXXXXX (default code).

DESCRIPTION This field describes the HE leaver's annual salary to the nearest thousand pounds before tax.

Question asked:

Q6. What will your annual pay be to the nearest thousand (£), before tax? If you have been employed for less than a year or are part-time, please estimate your pay to the full-time annual equivalent.

NOTES The salary should be returned with leading zeros to fill full field length of 6 digits e.g.
£15,000 should be returned as 015000
£6,000 should be returned as 006000

Default code 'XXXXXX' must be used when field 4, METHOD = '8' or '9' or field 5, EMPCIR = '10' to '14' and '16' to '17' or when the leaver has ticked 'I do not wish to give this information'.

REASON REQUIRED To enable analysis and comparison of salaries in different employment sectors.

Field Nr.	Field Description	Field Abbrev'n	Field Length
15	Qualification required for job	QUALREQ	1

STATUS Compulsory.

VALID ENTRIES

1 Formal Requirement.
2 Expected.
3 Advantage.
4 No.
8 Don't know.
X Question not answered (default).

DESCRIPTION This field describes whether the HE leaver's qualification was a necessary criteria in gaining the job they were doing on 15 April 2005/16 January 2006.
Question asked:

Q11. Would you have been able to get the job you will be doing on 15 April 2005/16 January 2006 without the qualification you have recently obtained (the actual qualification, not the subject of study)?

Link from questionnaire to valid entries:

No: the qualification was a formal requirement (1)
No: successful applicants were expected to have the qualification (2)
Possibly: but the qualification did give me an advantage (3)
Yes (4)
Don't know (8)

NOTES If the leaver ticks more than one box then return code 'X'.

Default code 'X' must be used when field 4, METHOD = '8' or '9' or field 5, EMPCIR = '10' to '14' and '16' to '17'.

REASON REQUIRED To assess the qualification requirements of different jobs.

Field Nr.	Field Description	Field Abbrev'n	Field Length
16	Importance to employer	EMPIMP	1

STATUS Compulsory.

VALID ENTRIES

1 Subject(s) studied.
2 Level of study.
3 Both equally important.
8 Don't know.
X Question not answered (default).

DESCRIPTION This field describes the factors that the HE leaver thought were important to their employer in their getting the job they were doing on 15 April 2005/16 January 2006.

Question asked:

Q12. As far as you are aware, what was more important to your employer about your qualification, the subject(s) you studied or the level of study?

NOTES Question not on telephone script.

If the leaver ticks more than one box then return code 'X'.

Default code' X' must be used when field 4, METHOD = '3', '4', '8' or '9' or field 5, EMPCIR = '10' to '14' and '16' to '17'.

REASON REQUIRED To assess the varying requirements of different jobs.

Field Nr.	Field Description	Field Abbrev'n	Field Length
17	Career related code 1	CAREER1	1
22	Career related code 6	CAREER6	1
23	Career related code 7	CAREER7	1
24	Career related code 8	CAREER8	1
18	Career related code 2	CAREER2	1
19	Career related code 3	CAREER3	1
20	Career related code 4	CAREER4	1
21	Career related code 5	CAREER5	1

STATUS Compulsory

VALID ENTRIES

0 Box blank.
1 Box ticked.
X Question not answered (default).

DESCRIPTION These fields describe the leaver's reasons for taking the job they were doing on 15 April 2005/16 January 2006.

Question asked:

Q13. Why did you decide to take the job you will be doing on 15 April 2005/16 January 2006?

Link to questionnaire:

Field 17 - It fitted into my career plan/It was exactly the type of work I wanted
Field 18 - It was the best job offer I received/only job offer I received
Field 19 - It was an opportunity to progress in the organisation
Field 20 - To gain experience in order to get the type of job I really want
Field 21 - To see if I would like the type of work it involved
Field 22 - To broaden my experience/to develop general skills
Field 23 - In order to pay off debts
Field 24 - In order to earn a living

NOTES Question not on telephone script.

Leavers can tick as many of the options on the questionnaire as they wish. Each blank/ticked option is coded as a separate field. Institutions should return '1' in the fields corresponding to the options the leaver ticked and '0' in the fields corresponding to the options they did not tick. It is acceptable for all of fields 17-24 Career related code 1 to

8 to be coded '0'.

For employed leavers who complete the questionnaire use code '0' rather than code 'X'.

Default code 'X' must be used when field 4, METHOD = '3', '4', '8' or '9' or field 5, EMPCIR = '10' to '14' and '16' to '17'.

REASON REQUIRED To assess the reasons why HE leavers are in different jobs.

Field Nr.	Field Description	Field Abbrev'n	Field Length
25	How found job	JOBFND	1

STATUS Compulsory

VALID ENTRIES

1 Own institution's Careers Service.
2 Newspaper/magazine advertisement.
3 Employer's web site.
4 Recruitment agency/website.
5 Personal contacts, including family and friends, networking.
6 Speculative application.
7 Don't remember.
8 Other.
X Question not answered (default).

DESCRIPTION This field describes how the HE leaver found the job they were doing on 15 April 2005/16 January 2006.

Question asked:

Q15. How did you find out about this job?

NOTES If the leaver ticks more than one box then return code 'X'.

If a leaver writes in the box for Q16 something that corresponds exactly to one of the options given in Q15, institutions should code Field 25, JOBFN using this information rather than coding '8 Other'.

Default code 'X' must be used when field 4, METHOD = '8' or '9' or field 5, EMPCIR = '10' to '14' and '16' to '17'.

REASON REQUIRED To provide information on reference sources used to find different jobs.

Field Nr.	Field Description	Field Abbrev'n	Field Length
26	Previously employed	PREVEMP	1

STATUS Compulsory.

VALID ENTRIES

1 Yes, before programme of study.
2 Yes, during programme of study.
3 Yes, both before and during programme of study.
4 No.
X Question not answered (default).

DESCRIPTION This field identifies whether the HE leaver worked for their employer before or during the programme of study they completed recently.

Question asked:

Q17. Thinking still about your employer on 15 April 2005/16 January 2006: did you work for this employer before or during the programme of study you recently completed?

NOTES If the leaver ticks more than one of the boxes 1 to 3, then return code '3'.

If the leaver ticks box 4 and any other combination then return code 'X'.

Default code 'X' must be used when field 4, METHOD = '8' or '9' or field 5, EMPCIR = '10' to '14' and '16' to '17'.

REASON REQUIRED To find out how many HE leavers remain with/return to previous employers.

Field Nr.	Field Description	Field Abbrev'n	Field Length
27	Category of previous employment 1	PREVCAT1	1
28	Category of previous employment 2	PREVCAT2	1
29	Category of previous employment 3	PREVCAT3	1
30	Category of previous employment 4	PREVCAT4	1
31	Category of previous employment 5	PREVCAT5	1
32	Category of previous employment 6	PREVCAT6	1

STATUS Compulsory

VALID ENTRIES

0 Box blank.
1 Box ticked.
X Question not answered (default).

DESCRIPTION These fields describe the categories of work the leaver had undertaken previously for their employer.

Question asked:

Q18. In which of the ways listed below did you work for this employer?

Link to questionnaire:

Field 27 - On a sandwich placement
Field 28 - On another kind of placement or project work
Field 29 - As a holiday job
Field 30 - Full-time or part-time work all year round
Field 31 - Full-time or part-time during term time
Field 32 - In other ways

NOTES Leavers can tick as many of the options on the questionnaire as they wish. Each blank/ticked option is coded as a separate field. Institutions should return '1' in the fields corresponding to the options the leaver ticked and '0' in the fields corresponding to the options they did not tick. It is acceptable for all of fields 27-32 Category of previous employment 1 to 6 to be coded '0'.

For employed leavers who complete the questionnaire use code '0' rather than code 'X'.

Default code 'X' must be used when field 4, METHOD = '8' or '9' or field 5, EMPCIR = '10' to '14' and '16' to '17'.

REASON REQUIRED To find out about previous employment.

Field Nr.	Field Description	Field Abbrev'n	Field Length
33	Nature of study/training	NATSTUDY	1

STATUS Compulsory.

VALID ENTRIES

1 Registered as a research student.
2 Registered on a course.
3 Preparing a professional portfolio of my work.
4 Engaged in private, unsupervised study.
X Question not answered (default).

DESCRIPTION This field describes the type of further study or training the HE leaver was undertaking.

Question asked:

Q19. Which of the following best describes the study, training or research you will be undertaking on 15 April 2005/16 January 2006?

NOTES Core field for leavers who are studying.

If the leaver ticks more than one box code the one nearest the top of the list.

Default code 'X' must be used when field 4, METHOD = '8' or '9' or field 6, MODSTUDY = '3'.

Default code 'X' must NOT be used when field 6, MODSTUDY = '1 - 2'.

REASON REQUIRED To identify various types of further study/training.

Field Nr.	Field Description	Field Abbrev'n	Field Length
34	Professional subject of training	PROFSOCT	5

STATUS Compulsory

VALID ENTRIES A valid code from the Standard Occupational Classification for the DLHE (SOC (DLHE)) or XXXXX (default code).

A list of valid entries for this field may be found in Appendix 4.

DESCRIPTION This field describes the professional subject of training undertaken using Standard Occupational Classification. It should contain a valid code from the Standard Occupational Classification for the DLHE (SOC (DLHE)) or XXXXX (default code). A description of SOC (DLHE) is in Appendix 4.

Questions asked:

Q20. What is the name of the course you will be registered on?

Q21. What subject area will you be studying, training or researching?

NOTES Default code 'XXXXX' must be used when field 4, METHOD = '8' or '9' or field 6, MODSTUDY = '3'.

REASON REQUIRED To find out about the nature of professional training.

Field Nr.	Field Description	Field Abbrev'n	Field Length
35	Institution providing study	INSTPROV	4

STATUS Compulsory.

VALID ENTRIES A list of valid entries for this field may be found in Appendix 1, or be one of the following.

4001 Other UK institution.
4002 Other non-UK institution.
4003 Other public body in the UK.
4004 Other private body in the UK.
4921 UK FE College.
XXXX Unknown/Question not answered (default).

DESCRIPTION This field records the institution identifier for the institution at which the student is registered on 15 April 2005/16 January 2006.

Question asked:

Q22. What is the name of the institution at which you will be registered?

NOTES Default code 'XXXX' must be used when field 4, METHOD = '8' or '9' or field 6, MODSTUDY = '3'.

REASON REQUIRED To monitor the movement/mobility of HE leavers.

Field Nr.	Field Description	Field Abbrev'n	Field Length
36	Type of qualification	TYPEQUAL	2

STATUS Compulsory.

VALID ENTRIES

01 Higher degree by research.
02 Higher degree by taught course.
03 Postgraduate diploma or certificate.
04 First degree.
05 Other diploma or certificate.
06 Professional qualification.
07 Other qualification.
98 Not aiming for a qualification.
XX Question not answered (default).

DESCRIPTION This field describes the type of qualification the HE leaver is aiming for.

Question asked:

Q23. Which of the following best describes the type of qualification you will be aiming for?

NOTES Core field for leavers who are studying.

If the leavers ticks more than one box, code the one nearest the top of the list.

Default code 'XX' must be used when field 4, METHOD = '8' or '9' or field 6, MODSTUDY = '3'.

Default code 'XX' must NOT be used when field 6, MODSTUDY = '1 - 2'.

REASON REQUIRED To monitor the types of further qualifications HE leavers take.

Field Nr.	Field Description	Field Abbrev'n	Field Length
37	Reason for taking another course 1	SECINT1	1

STATUS Compulsory

VALID ENTRIES

0 Box blank.
1 Box ticked.
X Question not answered (default).

DESCRIPTION Question asked:

Q25. Why did you decide to undertake further study, training or research?

Link to questionnaire:

Field 37 - Because is was a requirement of my employment on 15 April 2005/16 January 2006 that I did

NOTES Question not on telephone script.

For leavers who are studying and are not in employment EMPCIR (10-14 or 16-17) this field must be coded 'X'.

Default code 'X' must be used when field 4, METHOD = '3', '4', '8' or '9' or field 6, MODSTUDY = '3'.

REASON REQUIRED To find out why HE leavers continue to study.

Field Nr.	Field Description	Field Abbrev'n	Field Length
38	Reason for taking another course 2	SECINT2	1
39	Reason for taking another course 3	SECINT3	1
40	Reason for taking another course 4	SECINT4	1
41	Reason for taking another course 5	SECINT5	1
42	Reason for taking another course 6	SECINT6	1
43	Reason for taking another course 7	SECINT7	1
44	Reason for taking another course 8	SECINT8	1

STATUS Compulsory

VALID ENTRIES

0 Box blank.
1 Box ticked.
X Question not answered (default).

DESCRIPTION These fields describe the HE leaver's reasons for taking another programme of study.

Question asked:

Q25. Why did you decide to undertake further study, training or research?

Link to questionnaire:

Field 38 - To develop a broader or more specialist range of skills or knowledge
Field 39 - To change or improve my career options
Field 40 - Because I was interested in the content of the course
Field 41 - Because I had enjoyed my first course and wanted to continue studying
Field 42 - I wanted to go on being a student/I wanted to postpone job hunting
Field 43 - I had been unable to find a suitable job

Field 44: Question asked - Q26. What other reasons did you have for undertaking further study, training or research?

Code returned in field 44:

If the leaver returns a response in the text box, field 44 should be coded '1' box ticked.

If the leaver ticks the circle indicating that they have no other reasons for undertaking further study, training or research, field 44 should be coded '0' box blank.

NOTES Question not on telephone script.

Leavers can tick as many of the options in Q25 as they wish. Each blank/ticked option is coded as a separate field. Institutions should return '1' in the fields corresponding to the options the leaver ticked and '0' in the fields corresponding to the options they did not tick. It is acceptable for all of fields 38-44 Reason for taking another course 1 - 8 to be coded '0'.

For leavers who are studying and who completed the questionnaire use code '0' rather than code 'X'.

Default code 'X' must be used when field 4, METHOD = '3', '4', '8' or '9' or field 6, MODSTUDY = '3'.

REASON REQUIRED To find out why HE leavers continue to study.

Field Nr.	Field Description	Field Abbrev'n	Field Length
45	Financial support	EMPPAID	1

STATUS Compulsory.

VALID ENTRIES X Default.

NOTES The data previously recorded in EMPPAID is now being returned in Field 46, How funding further study.
Institutions must complete this field with the default code of 'X'.
This field will be removed from the record in 2005/06.

Field Nr.	Field Description	Field Abbrev'n	Field Length
46	How funding further study	FUNDSTDY	1

STATUS Compulsory.

VALID ENTRIES

1 Self-funded.
2 Grant or Award.
4 Sponsorship.
5 My employer provided financial support.
8 Other.
X Question not answered (default).

DESCRIPTION This field describes how the HE leaver is funding their further study/training.

Question asked:

Q27. How will you be mainly funding your study, training or research?

NOTES If the leaver ticks more than one box then return code '8'.

Default code 'X' must be used when field 4, METHOD = '8' or '9' or field 6, MODSTUDY = '3'.

REASON REQUIRED To find out how HE leavers are funding their further study/training.

Field Nr.	Field Description	Field Abbrev'n	Field Length
47	Teaching employment marker	TCHEMP	1

STATUS Compulsory

VALID ENTRIES

1 The leaver completed an initial teacher training course leading to QTS/a course of pre-service teacher training (as defined by the SE), and is seeking a teaching post.

2 The leaver completed an initial teacher training course leading to QTS/a course of pre-service teacher training (as defined by the SE), and is NOT teaching or seeking a teaching post.

3 The leaver completed an initial teacher training course leading to QTS/a course of pre-service teacher training (as defined by the SE), and is in a teaching post.

9 Not Applicable (leaver did not complete an initial teacher training course leading to QTS/a course of pre-service teacher training (as defined by the SE)).

X Question not answered (default).

DESCRIPTION

This field identifies the actual and intended destinations of HE leavers who completed courses of initial teacher training.

Link to questionnaire:

If repondent ticks the box above Section D then code '9' should be returned.

Questions asked:

Q28. Will you be employed as a teacher on 15 April 2005/16 January 2006?
Link to valid entries:
If answer 'yes' then code '3'.

Q31. Will you be seeking a teaching post on 15 April 2005/16 January 2006?
Link to valid entries:
If answer 'yes' code '1', if answer 'no', code '2'.

NOTES

Core field for successful QTS leavers.

If a leaver who has not obtained QTS does not tick the box above section D then return code '9'.

If a leaver with QTS does not complete Section D then the record cannot be returned as it is not valid.

It is acceptable for an institution to code a non-ITT or not sucessful ITT leaver as code '9' even if the leaver has misinterpreted Section D about being in teacher training. It is important that an institution keeps an audit trail to support this interpretation.

One of codes 1, 2, 3 must be used for successful QTS leavers.

Default code 'X' must be used when field 4, METHOD = '8' or '9'.

REASON REQUIRED To identify those entering or seeking teaching jobs.

Field Nr.	Field Description	Field Abbrev'n	Field Length
48	Teaching sector	TEACHSCT	1

STATUS Compulsory.

VALID ENTRIES

1 Teaching in a maintained (state) school or college.
2 Teaching in a non-maintained (independent) school or college.
3 Teaching in both maintained (state) and non-maintained (independent) school or college.
4 In a teaching post but not known if maintained (state) or non-maintained (independent) school or college.
X Question not answered (default).

DESCRIPTION The field describes, for those in a teaching post, the type of school of college they are teaching in.

Question asked:

Q29. Will you be employed in a maintained (state) or non maintained (independent) school or college?

NOTES Core field for successful QTS leavers who are teaching.

If the leaver ticks more than one of the boxes 1 to 3 then return code '3'.

If the leaver ticks box 4 and any combination of other boxes then return code '4'.

Default code 'X' must be used when field 4, METHOD = '8' or '9' or field 47, TCHEMP = '1' or '2' or '9'.

Default code 'X' must NOT be used when field 47, TCHEMP = '3'.

Default code 'X' must be used when field 47, TCHEMP = '3' and field 9 LOCEMP = Northern Ireland (8826).

REASON REQUIRED To identify those teaching in the state/independent sectors.

Field Nr.	Field Description	Field Abbrev'n	Field Length
49	Teaching phase	TEACHPHS	1

STATUS Compulsory.

VALID ENTRIES

1 Teaching in primary school.
2 Teaching in secondary school.
3 Teaching in primary and secondary schools.
4 Teaching in a college or other educational establishment.
X Question not answered (default).

DESCRIPTION This field describes, for those in a teaching post, the phase in which they are teaching.

Question asked:

Q30. Will you be teaching at the primary or secondary phase or in a college or other educational establishment?

NOTES Core field for successful QTS leavers who are teaching.

If the leaver ticks more than one of the boxes 1 to 3 then return code '3'.

If leaver ticks box 4 and any combination of other boxes then return code '4'.

Default code 'X' must be used when field 4, METHOD = '8' or '9' or field 47, TCHEMP = '1' or '2' or '9'.

Default code 'X' must NOT be used when field 47, TCHEMP = '3'.

REASON REQUIRED To identify those teaching at primary/secondary level.

Field Nr.	Field Description	Field Abbrev'n	Field Length
50	Reason for taking original course	INTENT	1

STATUS Compulsory.

VALID ENTRIES

1 Current career or job.
2 Change career or job.
3 Interest in subject matter.
9 Other.
X Question not answered (default).

DESCRIPTION This field describes, for HE leavers who studied part-time, the reason for undertaking the programme of study.

Question asked:

Q32. Thinking back to when you started the course you completed last academic year: which of the following best describes what motivated you to take the course?

NOTES Core field for part-time leavers.

If leaver ticks more than one box then return code '9'.

Default code 'X' must be used when field 4, METHOD = '8' or '9'.

REASON REQUIRED To find out why those studying part-time took up study and whether they were anticipating an effect on their employment.

Field Nr.	Field Description	Field Abbrev'n	Field Length
51	Employed during course	EMPCRSE	1

STATUS Compulsory.

VALID ENTRIES

0 No.
1 Yes.
X Question not answered (default).

DESCRIPTION This field describes, whether the HE leaver who studied part-time, was employed during the programme of study they recently completed.

Question asked:

Q33. Were you employed during your course or immediately before it?

NOTES Question not on telephone script.

Default code 'X' must be used when field 4, METHOD = '3', '4', '8' or '9'.

REASON REQUIRED To find out whether part-time students were simultaneously employed.

Field Nr.	Field Description	Field Abbrev'n	Field Length
52	Employer sponsorship 1	EMSPNS1	1
53	Employer sponsorship 2	EMSPNS2	1
54	Employer sponsorship 3	EMSPNS3	1
55	Employer sponsorship 4	EMSPNS4	1
56	Employer sponsorship 5	EMSPNS5	1

STATUS Compulsory

VALID ENTRIES

0 Box blank.
1 Box ticked.
X Question not answered.

DESCRIPTION These fields describe whether the employer provided support for the part-time student.

Question asked:

Q34. Did the employer you worked with before or during your course give you support during all or part of your course?

Link to questionnaire:

Field 52- Yes: my tuition fees were paid
Field 53 - Yes: I was given a grant to cover my tuition fees and living expenses
Field 54 - Yes: I was given study leave
Field 55- Yes: I was supported in other ways
Field 56 - No: my employer did not support me in any way

NOTES Question not on telephone script.

Leavers can tick as many of the options on the questionnaire as they wish. Each blank/ticked option is coded as a separate field. Institutions should return '1' in the fields corresponding to the options the leaver ticked and '0' in the fields corresponding to the options they did not tick. It is acceptable for all of fields 52-56 Employment sponsorship 1 to 5 to be coded '0'.

Default code' X' must be used when field 4, METHOD = '8' or '9'.

REASON REQUIRED To find out whether those part-time students who were simultaneously employed were supported by their employers.