

Quick Guide

Adding HECoS codes

The following guidance was issued for AY2019/20 to advise providers how to enter HECoS codes to existing courses that were being rolled over for AY2019/20 and how to enter them for new courses.

Overview

From AY 2019/20 a new subject coding system was introduced to replace JACS codes. This is known as the Higher Education Classification of Subjects (HECoS).

HECoS was developed to randomly generate code identifiers and avoid the coding frame running out of space. Please visit the [HESA website](#) for more information on the HECoS coding system and guidance on how to add the correct HECoS codes to your courses.

The Courses Management Service (CMS) will not let you save courses without a valid HECoS code. This is a mandatory field for all undergraduate and postgraduate courses across all domiciles.

It is very important that the HECoS codes you enter are correct to the best of your knowledge. We use HECoS codes to determine a student's entitlement. An incorrect HECoS code can have a significant effect on a student's level of funding.

Adding a HECoS code to an existing course

When you update your courses for AY 2019/20, you must enter a HECoS code before saving the course.

To add a HECoS code, open the existing course you want to update. Update the HECoS code first before you make any updates to the **Academic Year** section.

Under **Subject categories (JACS)** you will now see the field to enter HECoS codes: **Subject categories (HECoS)**.

To enter HECoS codes, select the **Edit** link next to **Course Details** as shown below.

Course Details Edit Close this course	
Status	Open
Funding Level	Undergraduate
Study Mode	Full-time
Course name	Lisa Demo
Qualification	Bachelor Degree
Duration	3 Years
UCAS code	—
HEP Course Code(s)	—
Subject categories (JACS) <small>RELEVANT BEFORE AY19/20</small>	D - Veterinary Sciences, Agriculture & Related Subjects D410 - Arable & fruit farming
Subject categories (HECoS) <small>RELEVANT FROM AY19/20</small>	—
Course Attributes	—

You can now enter a HECoS code. This is a free text field. CMS will check that you enter a recognised HECoS code (for example, the code must have 6 digits and be compatible with the Common Aggregation Hierarchy which you can find on the [HESA website](#)).

Subject categories (HECoS)
OPTIONAL PRE AY 19/20

[Add another hecos code](#)

Course Attributes

Includes Placement Years

Intercalated course

[Cancel](#)

You can add up to 5 HECoS codes per course. Simply select **Add another HECoS code** to add more. CMS will not let you save a course that has two or more identical HECoS codes.

Always check that the HECoS codes are correct before you save the course. We use HECoS codes to determine a student's entitlement. An incorrect HECoS code could be the difference between a student accessing funding or not.

Once you have entered the HECoS codes and are happy they are correct, select the **Save Changes** button under the course attributes section. You can then move on to updating the rest of the course details in the **Academic Year** section.

If you need to change the HECoS code after the course has been saved, call our Partners Support Desk on 0300 100 0618 or email hep_services@slc.co.uk.

Adding a HECoS code to a new course

New courses from AY 2019/20 no longer need a JACS code but do need a HECoS code.

Use the **Subject categories (HECoS)** field to enter the HECoS code as shown below.

Course Details	
Funding Level	Undergraduate
Study Mode	Full-time
Course name	<input type="text"/> <small>Up to 120 characters</small>
Qualification	<input type="text" value="- Select one -"/>
Duration	<input type="text" value="- Select one -"/> <input type="checkbox"/> This includes a Foundation Year
UCAS code	<input type="text"/> <input type="checkbox"/> No UCAS code
HEP course code(s) <small>OPTIONAL</small>	<input type="text"/> Add another course code
Subject categories (HECoS)	<input type="text"/> Add another hecos code

This is a free text field. CMS will check that you enter a recognised HECoS code (for example, the code must have 6 digits and be compatible with the Common Aggregation Hierarchy which you can find on the [HESA website](#)).

You can add up to 5 HECoS codes per course. Simply select **Add another HECoS code** to add more. CMS will not let you save a course that has two or more identical HECoS codes.

Subject categories (HECoS)	<input type="text" value="100055 - fashion design"/>	
	<input type="text" value="100054 - fashion"/>	
	<input type="text" value="100051 - textile design"/>	
	<input type="text" value="100079 - business studies"/>	
	<input type="text" value="100080 - international business"/>	Remove

Always check that the HECoS codes are correct before you save the course. We use HECoS codes to determine a student's entitlement. An incorrect HECoS code could be the difference between a student accessing funding or not.

Once you have entered the HECoS codes, and are happy they are correct, select the **Add this course** button to save the course.

If you need to change the HECoS code after the course has been saved, call our Partners Support Desk on 0300 100 0618 or email hep_services@slc.co.uk.

Adding a HECoS code to a copied course

If you are copying an existing course from AY 2018/19 to add a new course for AY 2019/20, you will need to enter a HECoS code.

When you start updating the copied course details, you will notice that the JACS field is no longer visible. You will see the **Subject categories (HECoS)** field instead. The JACS code will not be included, as you are creating a new course.

To add HECoS codes to the copied course, follow the instructions in the 'Adding a HECoS code to a new course' section above.

JACS to HECoS mapping – error scenarios

HECoS coding was developed in part to allow for more robust coding and to address inconsistencies in the JACS framework. It has allowed for courses to be more accurately categorised. This means that some courses now fall under a different, more accurate subject category. For example, Hair and Beauty Science has moved from 'subjects allied

to medicine' to 'biological and sport sciences'. Courses in the 'medicine and dentistry' and 'subjects allied to medicine' categories may have course attributes that can significantly affect a student's entitlement. It is therefore imperative to apply the correct course attributes when mapping a JACS code to a HECoS code.

CMS includes validation for existing courses in the 'medicine and dentistry' and 'subjects allied to medicine' categories to ensure they have an accurate HECoS code.

You should pay close attention to courses that currently have a 'medicine and dentistry' or 'subjects allied to medicine' JACS code and have course attributes set up (for example, the **Attracts NHS Bursary** attribute) to ensure that you enter an equivalent HECoS code. The same applies to courses that do not currently have a 'medicine and dentistry' or 'subjects allied to medicine' JACS code but the new HECoS mapping system puts in these categories.

The following scenarios show how this can apply to your existing courses.

Scenario 1

JACS code is a 'medicine and dentistry' or 'subjects allied to medicine' code	Course has medical attributes set up (NHS Bursary, Pre-registration etc)	HECoS code is a 'medicine and dentistry' or 'subjects allied to medicine' code	Can this course be saved?
✘	✘	✔	✔

In this scenario CMS will let you save the course as it does not currently have any medical course attributes. This also means that whilst the it is now categorised as a 'medicine and dentistry' or 'subjects allied to medicine' subject you will not see the option to add medical course attributes.

If your course should have a medical attribute such as Pre-registration or Attracts NHS Bursary please call our Partners Support Desk on 0300 100 0618 or email hep_services@slc.co.uk immediately. The support desk will tell you what you need to do to ensure your course is updated correctly. This ensures that your students are receiving the correct level of funding.

Scenario 2

JACS code is a 'medicine and dentistry' or 'subjects allied to medicine' code	Course has medical attributes set up (NHS Bursary, Pre-registration etc)	HECoS code is a 'medicine and dentistry' or 'subjects allied to medicine' code	Can this course be saved?
✔	✔	✘	✘

In this scenario CMS will not let you save the course. You cannot have a course with a medical attribute which does not have a 'medicine and dentistry' or 'subjects allied to

medicine' HECoS code. When you try to save the course, CMS will show an error message. You should call our Partners Support Desk on 0300 100 0618 or email hep_services@slc.co.uk. The support desk will tell you what you need to do to ensure your course is updated correctly.

Scenario 3

Qualification	JACS code is a 'medicine and dentistry' or 'subjects allied to medicine' code	HECoS code is a 'medicine and dentistry' or 'subjects allied to medicine' code	Can this course be saved?
Postgraduate healthcare	✓	✗	✗

We have also added validation for postgraduate healthcare courses. Here, the HECoS code must fall under the 'subjects allied to medicine' category. CMS will not let you save a postgraduate healthcare course until one of the HECoS codes you have entered is a 'subjects allied to medicine' code. Likewise, when you create a new postgraduate healthcare course, its HECoS code needs to be a 'subjects allied to medicine' code.

Scenario 4

JACS code is a 'medicine and dentistry' or 'subjects allied to medicine' code	Course has medical attributes set up (NHS Bursary, Pre-registration etc)	HECoS code - is a 'medicine and dentistry' or 'subjects allied to medicine' code	Can this course be saved?
✗	✗	✗	✓

The JACS code is not currently a 'medicine and dentistry' or a 'subjects allied to medicine' code and is not mapping to a HECoS code in either of these subject categories. CMS will let you save this course.