

Health Education England eCollection Guidance Pack



Education Capacity Data Collection

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Introduction

eCollection

Health Education England (HEE) has developed 'eCollection', a suite of data collection tools, one of which is the Education Capacity Data Collection (ECDC) Tool.

The benefits of eCollection include:

- Easy access for users with the tools available through the HEE website/HEE online portal
- A clear data collection approach with user requirements at the centre
- All participating organisations can view the data once submitted and those with access to the tools are able to view these submissions within the live environment
- Technical support is provided as well as support for 'system users', available from HEE teams
- User guides have been developed for each tool
- Each tool follows a similar format to maximise ease for providers and recipients of the data to move between the tools, and understand the operating system
- Tools include some simple online validation checks, reducing errors and maximising data quality
- All data is submitted and stored securely in line with GDPR (General Data Protection Regulations)
- Intelligent access: those with required login for each tool can access the data submitted at the level they require

This pack contains guidance for the use of the Health Education England (HEE) Education Capacity Data Collection Tool.

The guidance provided includes:

- An outline of the process
- Instructions for use of the template
- Details of the definitions of the fields
- Instructions on how to log-in and use the tool as intended
- Contact Information for any queries

Scope

To support the growth and development of health care education and training across England, HEE has introduced an Education Capacity Data Collection (ECDC) Tool.

The October ECDC requires education providers to submit forecast data on, academic capacity, placement capacity and simulation capacity for academic year 1 November 2021 to 31 August 2022. Since the April 2021 pilot, new courses have been added. For courses reported on during the April 2021 pilot collection, this will require education providers to submit a refreshed position.

HEE, alongside providers, will be able to use this intelligence to make predictions and forecast the capacity required in the system. This will enable HEE using this intelligence to better understand the system's ability to support growth in students' numbers for the future and any placement challenges associated with this. In turn, this will help HEE to facilitate dialogue across healthcare systems on the actions to support growth.

This collection will complement other HEE data collections to help ensure we are able to prioritise our planning and finances; to meet your needs and the needs of the future NHS workforce.

Link to the list of programmes in scope, please note that new courses have been added:
<https://ecollection.hee.nhs.uk/EducationCapacity/doc/Courses>

Future collections may extend the scope to other professional programmes.

Collection Schedule

The October collection requires education providers to submit forecast data on, academic capacity, placement capacity and simulation capacity for academic year 1 November 2021 to 31 August 2022. For courses reported on during the April 2021 pilot collection, this will require education providers to submit a refreshed position.

Collection Point	Collection Template shared with Education Providers	Education Providers submit Data to HEE	HEE Validation Regional teams review Education provider submission
October 2021	27 September	Monday 11 to Friday 29 October	Until 12 November

Education Provider Activity Template

The ECDC template has been designed to collect:

1. Your educational capacity by programme, qualification and, where relevant, the different intakes for the 2021-22 academic year.
2. Your forecasted placement activity to seek baseline data for planned and existing cohorts, to identify the volume of placement activity required in the academic year, by placement type (Simulated or Traditional).

Please contact your HEE Regional Team if the options you expect to see are not listed in any of the fields.

Pasting data from other data sources into the template can be problematic if the source column data is not in the same order.

If possible, please try to rearrange the source data to fit the template format.

Taking these steps will enable a successful upload of the data. Once uploaded the data will be validated and, if it reports any errors, it will provide an opportunity to correct it.

Contact information for your HEE Regional Team can be found in the 'support section' of this guidance pack. Password protected workbooks or sheets are not required due to the secure functionality of eCollection; passwords may prohibit the functionality of the data upload and its contents.

Template Fields and Definitions 'Target Capacity'

Worksheet named 'Target Capacity'

The dataset aims to understand your capacity by programme, qualification and, where relevant, the different intakes for the 2021-22 academic year.

By understanding which programmes, you will be delivering, the qualification route and the intake dates, HEE can support the wider NHS in its future workforce planning. The minimum, maximum and optimum capacity data will help set your target recruitment for the new academic year into context to help us to model the expected outputs into the workforce. All these factors are vital in providing the baseline data to support conversations with Trusts and other service providers around the availability of clinical placements.

A line of data should be provided in this tab for all cohorts expected to start in 2021-22, differentiating between undergraduate and postgraduate qualification routes, the HEE region the learners are anticipated to undertake the majority of their clinical placements (crucial for those Education Providers which operate across multiple regions) and, where relevant, the intake date should you operate more than one intake per course, per qualification in the academic year.

The cells in this worksheet are all **Required**. Please do not insert or leave any blank rows in between your data.

Course title	Required	Using the drop-down list select the course title as per the SDCT definitions, e.g., Nursing (Adult) not Adult Nursing.
Qualification	Required	Using the drop-down list select the qualification as per the SDCT list definitions, e.g., BSc or PG Dip
Course Start date	Required	The planned course start date using a six-figure format: DD/MM/YYYY
Course End date	Required	The scheduled end date for the course using a six-figure format, as above.
Region	Required	Using the drop-down list select the HEE region in which the learners are primarily linked to.
Target Number	Required	The number of learners you are aiming to recruit for the cohort identified.
Minimum = lowest number to make the programme viability (headcount)	Required	The minimum number of learners that can be recruited this year before the programme becomes non-viable; it is acknowledged that where multiple qualification pathways and intakes exist this figure may be dependent on other cohorts.
Maximum = delivery of teaching safely with no restrictions (headcount)	Required	The maximum number of learners that can be recruited this year for the existing academic capacity and assuming that there are no returners or extensions from previous cohorts and that placements are available for this number; as above this figure may be dependent on other cohorts and may also be the current target.
Optimum = ideal intake size (headcount)	Required	The number of learners that the organisation is comfortable managing within the existing infrastructure, has placements available for and anticipates that there will be some returners from previous cohorts.
Comments	As required	Free text comments to allow any additional information to be provided.

Template Fields and Definitions 'Forecast Placement Activity'

Worksheet named 'Forecast Placement Activity'

This template tab seeks to use the baseline data for the planned cohorts, plus the existing cohorts in the system to identify the volume of placement activity required in the academic year. This will help build a regional and national view for placement utilisation and support Education Providers to manage placement capacity collectively.

The cells in this worksheet have different parameters: **Optional As required** and **Required**. There are also some cells which automatically provide a calculation based on input to previous cells. Please do not insert or leave any blank rows in between your data.

Course title	Required	Using the drop-down list select the course title as per the SDCT definitions, e.g., Nursing (Adult) not Adult Nursing.
Qualification	Required	Using the drop-down list select the qualification as per the SDCT list definitions, e.g., BSc or PG Dip
Region	Required	Using the drop-down list select the HEE region in which the learners are primarily linked to; this should correlate with how the cohort is reported in the SDCT and the Target Capacity sheet of this return. It may be that where Education Providers operate across regional borders some students within a cohort complete a placement in a provider outside of that cohort's region; there is no requirement to anticipate that at this stage.
Year of Study	Required	The academic year of study the placement activity applies – note that cohort commencing mid-academic year will require more than one line of data to represent the activity they undertake in each year of study, e.g., a cohort which commenced in January 2020 who will be in their 2 nd year for the period September to December 2021, will also need a line capturing their expected 3 rd year activity between January and August 2022.
Number of students (headcount)	Required	A headcount figure which the data relates – this may be the whole cohort, or if cohort are split into two or more streams the figure may be less.
Average Placement hours per student per week	Required	When a student undertakes a placement, the average hours spent there – is it five days a week or less? 7.5 hours per day, or less? It is acknowledged that placements ending or starting mid-week will produce differences, or that there may be differences with individual providers, but we are interested in the average.
Total Placement hours per student per	Required	The total number of placement hours expected to be logged by the student in the year, for example an BSc Nursing (Adult) student may under 20

academic year of study		weeks of clinical placement at 30 hours per, 20*30=600.
Percentage of Placement Hours to be conducted through simulation-based learning	Required	As a percentage of the total number of hours per student, what proportion are expected to be delivered through simulation-based learning – this should be aligned to the hours permissible as such by the regulator.
Percentage of Placement Hours to be conducted through patient facing placements	Calculated	Calculation – this field will automatically calculate as 100% minus the Percentage of Placement Hours to be conducted through simulation-based learning.
Percentage of patient facing placements secured at the point of data submission	Required	At the point in time that the submission is being returned, of the total number of patient facing placements required, what proportion have been agreed to by placement providers – this information will help identify the programmes struggling for placement capacity and quantify the gap which needs to be bridged.
Percentage of Total activity allocated	Calculated	Calculation – adds patient facing placements to simulation-based placements.
Percentage of patient facing placements not yet secured	Calculated	Calculation – quantifies the percentage still requiring placement provider agreement
Please RAG rate the likelihood of securing the full placement allocation prior to the commencement of the academic year	Required	The spreadsheet defaults to anything less than all placements secured being Red rated, but this can be over-ridden should the position be normal at this point in the cycle. The information will be used to identifies areas of concern where support may be required.
Comments	As required	Free text comments to allow any additional information to be provided.

Education Capacity Data Collection Tool

The Education Capacity Data Collection (ECDC) Tool can be accessed via the eCollection web portal.

Link to the eCollection web portal: <https://ecollection.hee.nhs.uk/EducationCapacity>

You will need a user account to access the data collection application.

If your HEE Regional Team has registered, you as a user of the ECDC tool you will have received an electronic invitation to access the system. This section provides guidance on how to log in, and what to do if you have not received the required information.

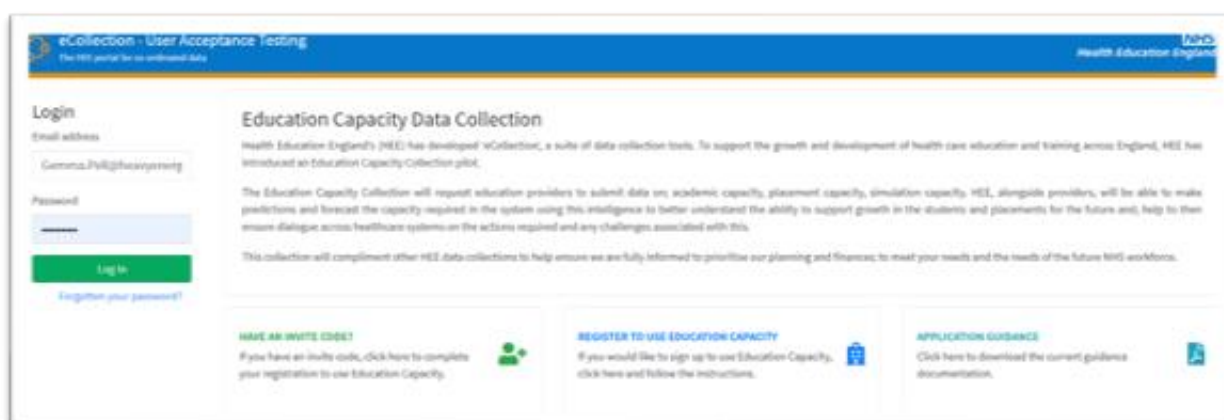
As an existing user

If you already have a user account, you can login using your login credentials.

Logging in

The login page will be the first page you see when you browse to the Student Data Collection website.

Figure 1. Education Capacity Data Collection Tool

The screenshot shows the login page of the 'eCollection - User Acceptance Testing' portal. The header is blue with the text 'eCollection - User Acceptance Testing' and 'The NHS portal for an enhanced data' on the left, and 'HEE Health Education England' on the right. The main content area is white. On the left, there is a 'Login' section with an 'Email address' field containing 'Gemma.Phillips@nhs.uk', a 'Password' field with a masked password, and a green 'Log In' button. Below the button is a link 'Forgot your password?'. To the right of the login fields, the title 'Education Capacity Data Collection' is followed by a paragraph explaining that HEE has developed 'eCollection' to support health care education and training across England. Below this, another paragraph states that the Education Capacity Collection will request education providers to submit data on academic capacity, placement capacity, simulation capacity, etc. At the bottom, there are three boxes: 'HAVE AN INVITE CODE?' with a link to complete registration, 'REGISTER TO USE EDUCATION CAPACITY' with a link to sign up, and 'APPLICATION GUIDANCE' with a link to download documentation.

Populate the email address and password fields appearing on the left side of the ECDC tool login page and click the *Log In* button.

If the credentials you have provided are valid, you will be forwarded to the main page of your collection.

Invitations to use the Education Capacity Data Collection Tool

An invitation to contribute will have been sent to all those registered to contribute to the ECDC as below:

Figure 2. Invitation to Contribute

Dear Emma

Health Education England Education Capacity Collection pilot.

To support accurate and timely financial support for education and training, and to understand the future workforce, HEE has developed the Education Capacity Collection Pilot Tool. The Student Data Collection Tool now has an additional template to capture data for Education Capacity - academic capacity, placement capacity, simulation capacity.

This will be active for collection of data starting 14 April 2021. Health Education England (HEE) has invited [org_Name] to access the Education Capacity Collection pilot tool, to populate this template as part of a pilot.

Education providers are asked to provide data by 5th May 2021 for Nursing, Midwifery and AHP programmes (in scope as mentioned in the supporting guidance) with a start date of on or after 1st September 2021 to 31st August 2022.

This will ensure that all active students are captured and includes providing the number of starters to the programme, all transfers in or transfers out and any withdrawals which occurred between course start date and 31st August 2022.

The technical guidance can be downloaded here: <https://hee-ecollection-uat-app.azurewebsites.net/tna/doc/guidance>.

The Education Capacity Data Collection upload template can be downloaded here: <https://hee-ecollection-uat-app.azurewebsites.net/tna/doc/template>.

You already have a user account to access the Tool.

[Click here to log in to eCollection TEST](#)

If you have forgotten your password, please [click here](#) to reset.

This email was sent from eCollection on behalf of Health Education England.

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorised to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or action in relation of the contents of this information is strictly prohibited and may be unlawful.

This email will give you some high-level information about the collection, your role in the process and details for your regional support contacts.

It also includes the following links:

- ECDC tool site link
- Forgotten password link (for existing users)
- Complete registration link (for new users).

Invitation to new users

If the email address used in your invitation is not known to the application, your invitation will include a link that will enable you to complete the setup of your user account page shown in *figure 3*.

Figure 3. account setup

Education Capacity

Account set up – University Administrator

You have been invited by Gemma Pell, Administrator at Bournemouth University, to provide information through the Health Education England eCollection - User Acceptance Testing Data Collection Tool. Please set up an account by entering your contact details.

Your contact details

Email address

Gemma.Pell@heavyenergy.com

Name

Gemma Pell

Telephone

07123 456789

Job title

Administrator

Your password

New password

Confirm new password

Create user account

[Return to login](#)

- Please take a moment to review the prepopulated sections and update this content as required.
- You will also be asked to provide and confirm your password to access ECDC tool.
- Your password must have between 8 and 16 letters, with a mix of uppercase and lowercase letters, with one or more symbols and numbers.
- Click “Create user account” button.
- An account will be created for you which you can use to access the tool in the future.

After you have created your account, you will be taken to the login page.

Registering to use Education Capacity Data Collection Tool for the first time

If you have not received an invitation but believe you should have access to the application, you can use this section to request access from HEE.

- Go to the ECDC tool login page

- Click the panel titled *Register to use Education Capacity* (figure 4)
- You will then be forwarded to the registration page.
- Enter your email address and click 'Next', figure 5.

Figure 4. register to use education capacity

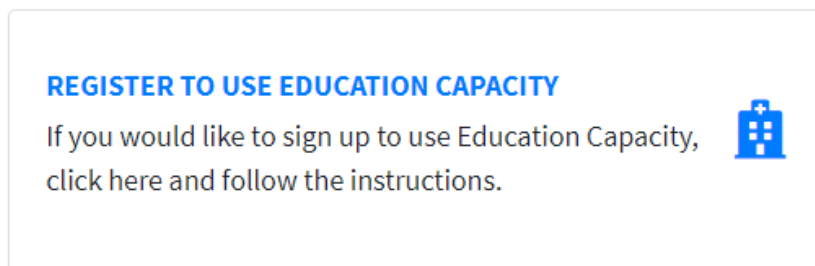


Figure 5. registration email address

Registration email address *Education Capacity*

Email address

Next

Registration review process

Once submitted, your registration request will be reviewed by a HEE administrator, from within your regional team.

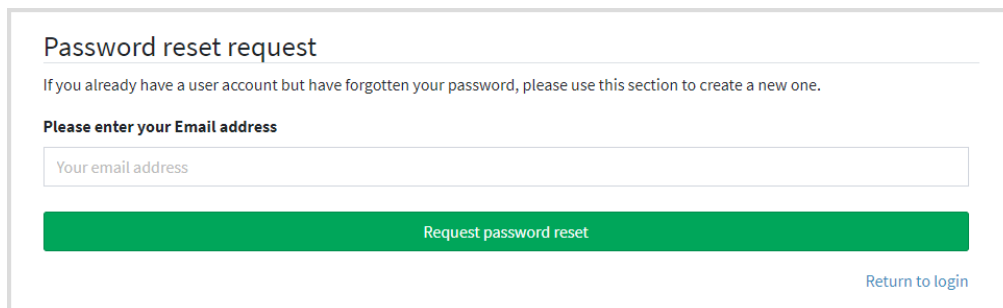
If your request is accepted, you will be sent an invitation email inviting you to contribute.

Forgotten password

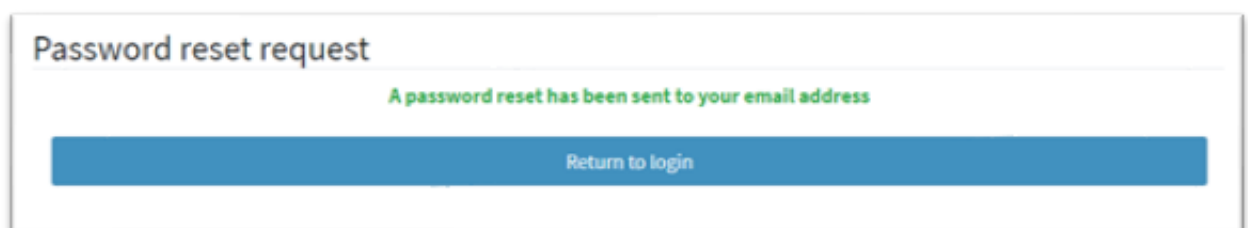
If you have forgotten your password, you can reset your password by following this simple process:

- Click “Forgotten your password?” on the login page. This will display the Password Reset page, *figure 6*
- Enter your email address and click the “*Request password reset*” button. If successful, the following message will be displayed.

Figure 6. password reset request



The screenshot shows a web form titled "Password reset request". Below the title is a subtitle: "If you already have a user account but have forgotten your password, please use this section to create a new one." The form contains a label "Please enter your Email address" above a text input field with the placeholder "Your email address". Below the input field is a large green button labeled "Request password reset". In the bottom right corner, there is a blue link that says "Return to login".



The screenshot shows a confirmation message on a page titled "Password reset request". The message is "A password reset has been sent to your email address" in green text. Below the message is a large blue button labeled "Return to login".

- A *password reset email* will be sent to your email address, *figure 7*

Figure 7. password reset email

eCollection Notification



Dear Lily Crosswell,

You have requested a password reset for your eCollection account

If you have remembered your password, then no further action is necessary - please proceed to the [login page](#)

To proceed, [Reset Password now](#) and follow the instructions.

- Click the *Reset Password Now* link and your browser will display the change your password page.

Figure 8. change your password

- Set and confirm your new password, then click *Update Password*.
- Your password has now been changed and you will be forwarded to the login page.

Unregistered email addresses

If your email address is not registered, the application will display the following message.

Figure 9. password reset request

Possible causes for this might include:

- The email you provided was incomplete or mistyped.
- You had previously received an invitation email to access the collection but did not click the *Complete Registration* link. This may result in your email address not being recognised.

If neither of these are the case, please contact your HEE Regional Team. The HEE Regional Team contact details are provided in the [Support Section](#) of this guidance document.

Switching Between Data Collections

- Click the 'select' button, figure 10

Figure. 10 Navigation buttons



- This will bring you to the 'Select Collection' page

Figure 11. Select Collection Page

Select Collection					Show archived
You are currently a contributor to the following collections:					
Organisation	Collection name	Start Date	Your role(s)	Current Status	
University of Haverhill	Student Data Collection Tool	01 Aug 2020	University Administrator	● In progress	
University of Haverhill	Trainee Nursing Associates (TNA)	01 Aug 2020	University Administrator	● In progress	

Education Capacity Data Collection Tool home page

Upon successful login, you will be forwarded to the collection frontpage.

The page is split into three parts:

- **Page header**
This is visible in all application pages and provides access to application-level tasks such as logout and my account. Clicking the home button or eCollection icon in this area will always bring you back to this page.
- **Side bar navigation**
Also available in all pages, these are the tasks or application features to be completed.
- **Dashboard**
The main area of the page displays introductory text in the main panel to provide a high-level overview of the collection. There are also panels providing status information, support contact details and Education Capacity Data Collection tool documentation and downloads.

Figure 12. Education Capacity Data Collection Tool home page

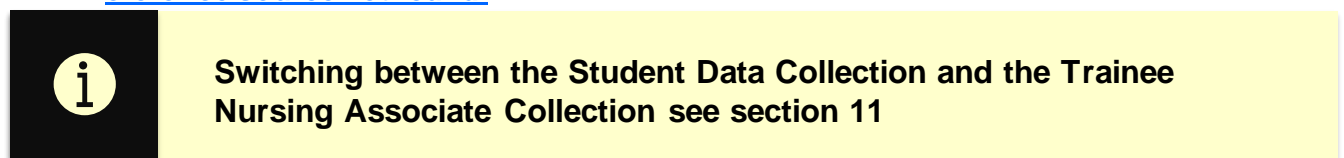
The screenshot displays the 'eCollection' portal interface. The top navigation bar includes links for Home, Admin, Select, Help, My Account, and Log out, alongside the NHS Health Education England logo. The left sidebar lists various organizational functions. The main dashboard area, titled 'Education Capacity' for the period 05 Apr 2021 - 05 Apr 2022, provides an overview of the data collection process. It includes a list of data points being collected: Target number (headcount), Academic capacity (minimum, maximum and optimum), and Cohort placement (years 1, 2, 3 and 4). Three status panels are present: 'FILES UPLOADED' showing 'No files have been uploaded', 'TOTAL ROWS UPLOADED' showing 'None', and 'NO ERRORS FOUND' with a green checkmark. Below these, there are sections for uploading files, downloading technical guidance and collection documents, and a support contact section for the South region.

Navigation buttons



The navigation buttons (figure 10), which are displayed at the top of the screen, have the following functions from left to right:

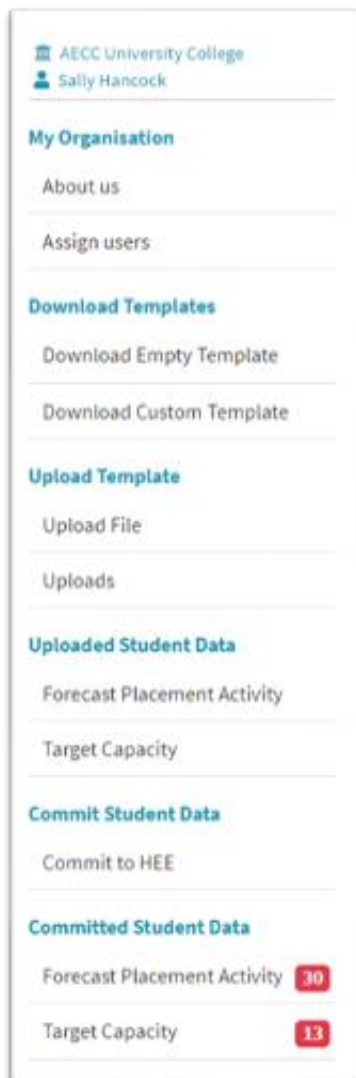
- Home – returns you to the home page
- Select – switching between different data collections
- Help - Provides help and support on the system
- My Account - Manage your account and account details - see [Change User details](#)
- Log out – log out of the system and be sent back to the login screen - See [Error! Reference source not found.](#)



<p>Your details</p> <p>Full name</p> <input type="text" value="John Smith"/>	<p>Change your password</p> <p>Current password</p> <input type="password"/>
<p>Phone number</p> <input type="text" value="07000 123456"/>	<p>New password</p> <input type="password"/>
<p>Job title</p> <input type="text" value="Workforce Planner"/>	<p>Confirm new password</p> <input type="password"/>
<p>Update</p>	<p>Change password</p>

You will find the following navigational features listed down the left-hand side of the dashboard.

Figure 13. Dashboard Navigation Features (Education provider view)



About Us

The first section on the dashboard navigation contains information about your healthcare provider and the people who will work on your submission. It is divided into two subsections: healthcare provider details and contributors.

When you first log in, check that your organisation or institution's details are correct. Click 'My Organisation' and check your details.

Figure 14. About Us Page

The screenshot shows the 'About us' page with a title bar and two buttons: 'Cancel' (red) and 'Save' (green). The form is divided into two main sections: 'Location' and 'About'.

Location Section:

- ODS Code:** A text input field containing 'Z0000001'.
- Org Name:** A text input field containing 'University of Heavyshire'.
- Address:** A text area containing 'Very Heavy House', 'Way Tea Street', 'East West Southington North', and 'Chunkyville'.
- Postcode:** A text input field containing 'CH7 2HH'.

About Section:

- Organisation Type:** A text input field containing 'Higher Education Institution'.
- HEE:** A text input field containing 'Health Education England'.
- Regional Team:** A text input field containing 'M&E'.

You can change your organisations address here and review other details. Click the green save button once any necessary changes, if any, have been made.

Assign Users

Multiple users may be assigned to the data collection allowing the tasks to be shared with designated colleagues.

The Assign Users function can be used at any time to view, remove, or add users to your organisation. When the page is loaded you will be presented with a list of the users currently assigned to the application. See *figure 9*.

Figure 15. Assign Users

Users Setup and modify your organisation's users

Email	Name	Job Title
University Administrator		
<input type="text" value="lily@heavyenergy.com"/>	<input type="text" value="Lily Piper"/>	<input type="text" value="Administrator"/>

[Add another](#)

Adding a user

Please note that adding a user to your organisation will also give them access to the data.

- Click “Assign Users” in the side menu
- Click the [Add another](#) link which will result in a new row being displayed

University Administrator

Email	Name	Job Title
<input type="text" value="lily@heavyenergy.com"/>	<input type="text" value="Lily Piper"/>	<input type="text" value="Administrator"/>

[Add another](#)

- Add the details of the new user into these fields, taking particular care to add the email address correctly.

- Once you have completed the detail, click the Save button, and the new user(s) will be created.

Users Setup and modify your organisation's users

Email	Name	Job Title
University Administrator		
<input type="text" value="lily@heavyenergy.com"/>	<input type="text" value="Lily Piper"/>	<input type="text" value="Administrator"/>
<input type="text" value="billy@heavyenergy.com"/>	<input type="text" value="Billy Williamson"/>	<input type="text" value="Administrator"/>


[Add another](#)

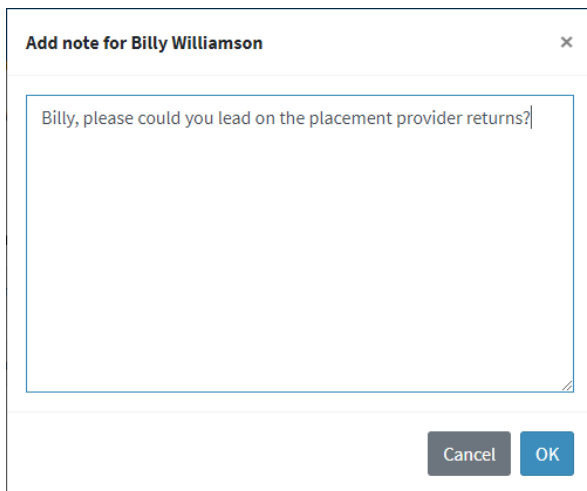
- An invitation will then be sent to the new users giving further instructions for how to complete their registration.

Adding a user note

When adding a colleague as a user, it may be useful to provide a note or personal message to provide them with some context.

To add a note:

- Locate the user for whom you would like to add a note
- Click the blue comment button 
- The add note popup is displayed



- Add your note or message and click OK.
- Finally, click the save button and an invitation will be sent which includes the new message.


Deleting a user

If an individual has left your organisation, you can remove their user account to revoke their access to the application.

- Click the red cross button the user you wish to remove.



- Once clicked, the user details will change to highlight the item as tagged for deletion.

 *Billy Williamson will be deleted when you click save.*



- If you are sure you want to delete this user, click the “Save” button.
- The page will reload, and the user has been removed.

Download Templates

Users can download the current template in the ‘Download’ tab. There are options to download this as:

- **Empty Template** – Template with full drop-down list, including all courses, qualifications, and NHS Employer organisations.


- **Custom Empty Template** – Download a template with Education Providers preferred courses, qualifications, and employers. The initial settings for this report are detected automatically but can be customised to exclude or include the required items.
- **Current Staged Data** – Download all data that has been provided within the current collection.
- **Archived Data** – Download archived data from earlier collections.


Figure 16. Customise template “Download” tab


Customise template
Setup the template for your preferences
Cancel
Save


Download
Course Title
Pathway
Organisation Name

Your templates
Select one of the items below to download a template in the current format for this collection.


Empty Template
Download an empty template with fully populated drop-down lists, including all courses, qualifications and NHS organisations.


Custom Empty Template
Download an empty template with drop-down lists based upon previously provided data. You may also customise the lists further.


Current staged data
Download all the data you have provided to the portal in the current collection. This data will be provided in the latest template format.


Archived data
Download data provided in previous collections. This data will be provided in the latest template format.

Upload Template

In the first phase of the collection, Education Providers are asked to provide Education Capacity data using a standardised format. The core purpose of the *Upload Template* task allows you to upload, process, validate and store your data for later analysis at the end of the collection.



This section applies only to Health Education Institutions and Education Providers.

Current Upload Template

The current upload template for ECDC can be found in the homepage in the downloads panel. This template utilises rules and validation checks to ensure the quality of the uploaded data. Link to the most up to date template:

<https://ecollection.hee.nhs.uk/EducationCapacity/doc/template>

File Versions

The upload template may be updated between subsequent data collections. Please ensure you are using the current version of the file when completing your return.

Template Lookups

Some template fields utilise lookups to validate the provided data. These include:

- Courses
- Qualification
- Region
- Year of Study

The lookup data provided in the template is the product of national project to standardise the naming conventions for these areas.

It is expected that some of the detail you hold will not be referenced in the template lookups. There may be items where different naming conventions are used in the template to those you might use locally, for instance Adult Nursing vs Nursing Adult. If this is the case, please try to ensure you have located the matching item in the template.

Where there is not an applicable value in the Lookups, you can enter your own value into the cell. For instance, if a course you provide is not listed, you will be able to provide an alternative free text value.



If you have overridden a Lookup field, a validation warning will be produced during upload.

In the current version of the tool, for some of the Lookup fields, we will allow validation errors to be ignored. This will allow you to submit collections which include data HEE might have missed from the template.

Any overridden Lookup values data will be reviewed by HEE to ensure the quality of the Lookup data. Please ensure you have checked the existing lookups before adding new ones as this could result in your return being rejected by HEE.

Upload File

Once you have completed filling your template file or files, use this section to upload your templates into ECDC tool.

Figure 17. Upload File Page

Upload File
Select your completed template

Cancel
Upload

Upload your completed Student Census Excel file(s) for processing and validation. Please click the **Browse** button below to select a file, or drag a file into the box. Once you have selected a file, click the **Upload** button to process your file.

Please select a file

Click to browse files or drag your file here...
Browse

To upload a file into ECDC tool:

- Click “Upload File” in the side menu
- The page will load as can be seen in *figure 17*
- Click the Browse button to select your file or drag a file into the box.
- Click the Upload button to process your file.

Once your file has uploaded you will be forwarded to the uploads page to view the monitor status of your upload.

Uploads (summary)

The details of all files uploaded into ECDC tool for a submission are listed in this page.

Figure 18. Uploads page


Uploads
All queued & uploaded files

Upload file

#	File	Uploaded by	at	Status	Updated	Rows	Error rows	Total errors
3	Not a compatible file.xlsx	Tim Cullen	less than a minute ago	Queued	less than a minute ago		-	-
2	Upload Test B with errors.xlsx	Tim Cullen	less than a minute ago	Validating	less than a minute ago		-	-
1	Upload Test C.xlsx	Tim Cullen	about a minute ago	Validated	about a minute ago	38	-	-

To ensure the best performance at busy times, files uploaded into ECDC tool are not processed immediately. Instead, they are queued to be processed within a separate background task. Typically, your file will be processed promptly but at times of high demand it may take a little longer to complete.

Refreshing the page

If you would like to check the progress of your upload(s), click the  button to reload the Uploads page content.

Handling Multiple Files

As it might not be convenient for you to provide the data in a single template file, the tool allows you and your colleagues to upload multiple files. No limits are placed on the number of files you may upload. Equally, if you wish to provide data for each tab in a file of its own, that is also possible.

If any of the rows in subsequent file uploads duplicate previously uploaded values, you will be alerted to this by the tool.

Statuses

While your file is being processed, it will go through several stages to ensure the data is stored and validated.

The status colours can be used as a guide:

Red	The file has encountered an error while processing. In most cases these will be validation errors. You will need to review the status error for more information.
Amber	ECDC tool is currently processing the file. No action necessary.
Green	Processing of the file has completed without any errors. No action is necessary.

Deleting an uploaded file

If you have uploaded a file in error or you wish to re-import a file after amendments, the drop feature will enable you to remove the file and all the associated content from ECDC tool.

To delete a file:

- Select Upload on the left menu.
- Click the file you wish to remove.
- You will then be taken to the file page.
- Click the Drop file button a confirmation dialog will pop up.
- Click proceed to continue and the file will be dropped.

Figure 19. Downloading a file

Uploads

[Drop file...](#)[Revalidate](#)[Back](#)

File Upload

Status	Uploaded file	Created	Last updated
● Dropped	Not a compatible file.xlsx	14/01/2020 05:03:58	14/01/2020 05:10:21

Timestamp	Status	Content	Audit Text	Rows	Rows with errors	Total errors
14/01/2020 05:10:20	● Dropped					
14/01/2020 05:10:20	● Dropping					
14/01/2020 05:10:17	● Drop Requested					
14/01/2020 05:04:00	● Declined		Upload failed - file is not in the correct format			
14/01/2020 05:03:59	● File Staging					
14/01/2020 05:03:57	● Queued					
14/01/2020 05:03:57	● File Stored					
14/01/2020 05:03:57	● None					

Processed Census Data

Once your file has been processed, the content of the file is copied into our staging areas. At this point, you can review your uploads and fix any validation issues raised during processing.

Any fixes to the data can be made directly using these options. Taking this approach there is no need to upload the file again unless that is your preference.

Checking Uploaded Data (recommended)

Currently the data is extracted from two of the tabs in your uploaded Excel template file(s).

These are as follows and located in the side menu:

Forecast Placement Activity

Target Capacity

Editing Uploaded Data

Changing data is an easy to do task in the application. Simply locate and click on the field you wish to update and make your amendments.

Support Section

Guidance Document

The Health Education England Education Capacity Data Collection Guidance Pack can be downloaded on the homepage of the collection.

HEE Regional Team Support

HEE Regional Teams will provide support to the participating organisation. If this guidance pack does not answer your question, please email the HEE Regional Team, for your primary region.

Health Education England Region	Mailbox
Midlands East of England	BI.ME@hee.nhs.uk
London	contractmonitoring.london@hee.nhs.uk
North East and Yorkshire North West	WPINorth@hee.nhs.uk
South East South West	HEData.South@hee.nhs.uk