

NHS England

Multi-Professional Education and Training Plan (METP) Returns

Data Collection Guidance Documentation

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Introduction to the eCollection Platform

Delivering health and care services for patients is only possible with a high-quality workforce, with the right education, training, experience, and behaviours.

The Long-Term Plan describes how NHSE organisations and services should be integrated around patients and communities to meet their needs and expectations over the next decade. The NHSE People Plan outlines how NHSE staff will be supported to deliver the Long-Term Plan.

NHS England (NHSE)'s duty to patients, taxpayers and staff is to ensure education and training funds are used effectively and focused on key priorities.

This essential long-term investment in education must be maintained whatever the short-term pressures. This ensures NHSE staff will be available long into the future.

To achieve this, we must work with colleagues in NHS England and the wider NHS community and education partners. Part of the NHSE strategy is to host all data collection activity in one place. To support the long-term workforce planning process, NHSE has developed 'eCollection', an in-house data collection platform supporting a suite of data collection tools.

The benefits of eCollection include:

- Easy access for users with the tools available through the NHSE website/NHSE 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 NHSE 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 guidance provided includes:

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

Through this collection, NHSE is collecting data from regions on their planned education and training activity which falls within METP activity for Year 1 starters (Autumn & Spring) for 2024/25 and indicative figures for 2025 /26, 26/27, 27/28 & 28/29. This is to ensure a consistent method in collecting data across NHSE, and to ensure a flow of sign off is achieved before the data is committed.

Regional Heads of Commissioning, national programme leads and nominated regional leads and Regional Directors will have access to the template via the eCollection tool.

Through this collection, NHSE is collecting essential clinical data related to:

- Programme Name
- Course Start and Course Length
- Qualification Achieved
- Proposed Activity for 2024/25 and indicative figures for 2025 /26, 26/27, 27/28 & 28/29

This data will be used to inform the METP plan for 2025/26 and indicative figures for 2026 /27, 27/28, 28/29 & 29/30 and to start conversations with Finance around costs and feed into Spending Review Bids. NHSE has developed a new method for planning education and training through the METP and strengthening the investment plan for all education and training activity for the NHS Workforce in England currently under the stewardship of NHSE. This collection method will ensure consistency in collecting data across NHS England.

Timeline

The key dates for the collection are as follows:

Timeline	Activities	Owner
30th September 2024	Invitation emails sent to Regional Heads of Commissioning, Regional and National Programme Leads, and Regional Directors to provide access to eCollection portal & inform them that METP Returns collection is open for submissions	NHSE WTE Data and Analytics
4 October 2024	Initial submission of signed-off METP Returns. Signed off by NHSE Regional Directors	NHSE Regional Directors
4 October – 08 November 2024	Review and assurance phase: discussions and triangulation of activity working with data, analytics, national and regional leads and finance teams. Agree changes with HoC and finance team	National Programme Leads, Finance, Regional leads
11 – 29 November 2024 (exact dates tbc)	Re-open the eCollection portal for changes to be made by HoC, Regional and National leads.	NHSE WTE Data and Analytics

METP Regional Returns

December 2024 (exact date tbc)	Submission to NHS England Board for 2025/26 activity and approvals processes for DHSC/ Treasury	NHSE Data Service
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Completing the data return

Template Lookups

- Prepopulated template

The following fields are pre-populated within the template reflecting the signed-off METP menu:

- Region/National
- Programme Name
- Qualification
- Course Length (MM)
- Course Start Month

Look-up Values:

Some template fields utilise lookup values (as listed below) whereby the user can select from a drop-down list. The prepopulated fields align to the lookup value data.

- Region/National
- ICS
- Education Provider
- Programme Name
- Qualification
- Course Length (MM)
- Course Start Month

The lookup data provided in the template is the product of a national project to standardise the naming conventions for these areas and reflects the signed-off METP menu.

It is expected that some of the detail you hold will not be referenced in the template lookup values. 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. Please refer to the official fully mapped METP List of Programmes Menu which includes Course Start, Course Length and Qualifications for cross-referencing for further information.

The only cells that require information placed in them are those white within the table in the template. Do not place any other data or edit the template by adding or subtracting columns. Any such action will disable NHSE's ability to collate all the data and the templates will have to be amended back into their original format, which will cause loss of your data.

The following guidance defines what data should be inputted into each field.

All fields are 'required' (i.e., mandatory) except where noted.

Please note, a few of the fields refer to a LOV (Look Up Value) and the system will only accept the data contained within that column. If a different combination is entered, the data will not be valid at the point of submission and will show as an error. If you are unsure of the 'common' name for a course, please refer to the official fully mapped METP List of Programmes Menu which includes Course Start, Course Length and Qualifications for cross-referencing.

METP Regional Returns

Please note, as requested by users as a requirement for METP 24/25, there is now the function to be able to add rows into the template, and between pre-populated rows if required, for example if a user has a Programme and qualification with more than one start date. There is also the function to be able to filter and sort data.

Data Fields for Clinical Tab:

Region/National	Required	Prepopulated value (can be amended using LOVs) <u>Region submitting plan.</u>
ICS	Optional	Please select the ICS if known
Education Provider	Optional	Please select the Education Provider if known
Profession	Optional	Please provide the professional group e.g., Health Visitor if known
Programme Name	Required	Prepopulated value (can be amended using LOVs). Please select the programme name e.g., Adult Nurse
Qualification	Required	Prepopulated value (can be amended using LOVs). Please add the qualification type, e.g., BSc.
Course Length (MM)	Required	Prepopulated value (can be amended using LOVs). Please select the length of the programme in months N.B one of the values is "1.38" which is 6 weeks in months
Course Start Month	Required	Prepopulated value (can be amended using LOVs). Please select Course Start month. If you have a programme & qualification with more than one start month, add a row & input detail, so that each start month has a separate row
Proposed Activity for 25/26 (Headcount - Starters)	Required	Please enter the number of expected starters for Autumn & Spring for 2025/26 NB: This covers both academic & financial year i.e., feeds into Apr 25/26 financial budget, but incorporates key intakes for academic year
Indication of Activity (new starters) for 26/27	Required	Please enter the number of expected starters (headcount) for Autumn & Spring for 26/27
Indication of Activity (new starters) for 27/28	Required	Please enter the number of expected starters (headcount) for Autumn & Spring for 27/28
Indication of Activity (new starters) for 28/29	Required	Please enter the number of expected starters (headcount) for Autumn & Spring for 28/29
Indication of Activity (new starters) for 29/30	Required	Please enter the number of expected starters (headcount) for Autumn & Spring for 29/30
Additional Comments	Optional	The additional comments box should be used by exception only. All relevant information about the programme should have been captured in the corresponding relevant fields. Do not use it to input important information as there is no guarantee that it will be utilised.

Logging into the eCollection tool (METP Returns):

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

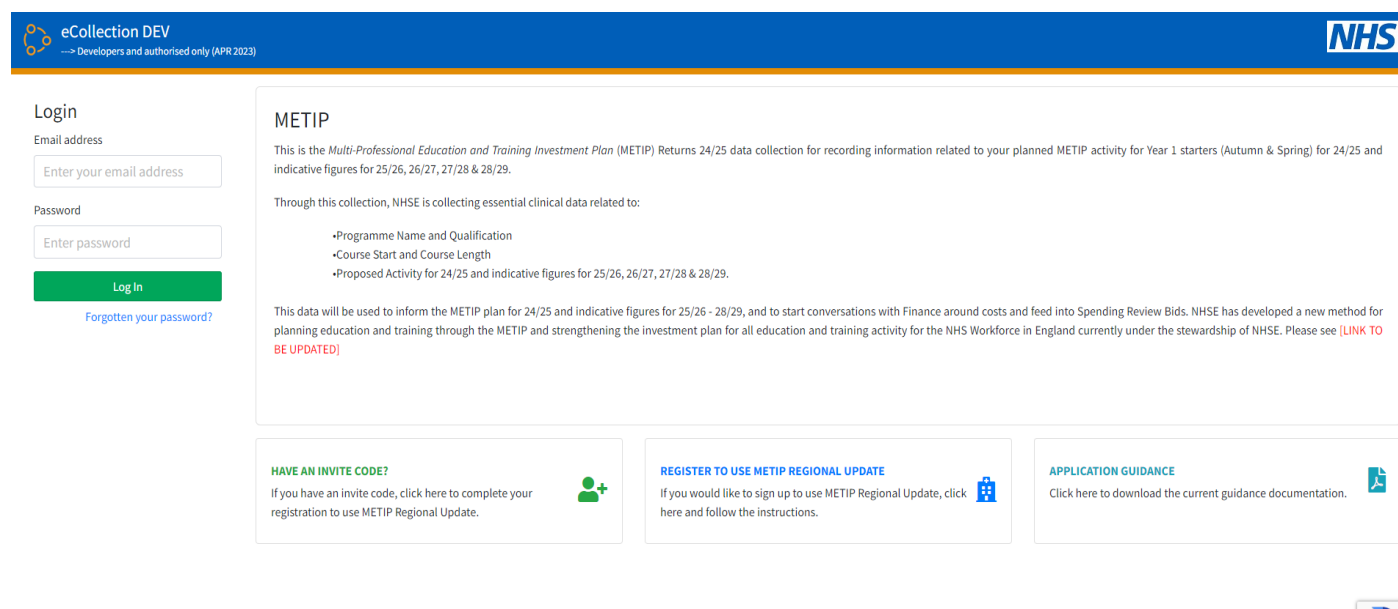
The METP Returns Collection can be accessed via the eCollection web portal:

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

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

Logging in as an existing user

If you already have a user account, you can login using your login credentials. The login page will be the first page you see when you browse to the collection you are looking for, for example the login page for the METP Returns Data Collection is shown Figure 1 below.



The screenshot shows the 'eCollection DEV' login page. The header includes the 'eCollection DEV' logo and the NHS logo. The page is divided into a left sidebar for login and a main content area for METP. The login sidebar contains fields for 'Email address' and 'Password', a 'Log In' button, and a link for 'Forgotten your password?'. The main content area is titled 'METIP' and contains a detailed description of the data collection, a list of collected data points, and a note about the data's use. At the bottom, there are three boxes: 'HAVE AN INVITE CODE?', 'REGISTER TO USE METIP REGIONAL UPDATE', and 'APPLICATION GUIDANCE'.

eCollection DEV
—> Developers and authorised only (APR 2023)

NHS

Login

Email address

Password

Log In

[Forgotten your password?](#)

METIP

This is the *Multi-Professional Education and Training Investment Plan (METIP)* Returns 24/25 data collection for recording information related to your planned METIP activity for Year 1 starters (Autumn & Spring) for 24/25 and indicative figures for 25/26, 26/27, 27/28 & 28/29.

Through this collection, NHSE is collecting essential clinical data related to:

- Programme Name and Qualification
- Course Start and Course Length
- Proposed Activity for 24/25 and indicative figures for 25/26, 26/27, 27/28 & 28/29.

This data will be used to inform the METIP plan for 24/25 and indicative figures for 25/26 - 28/29, and to start conversations with Finance around costs and feed into Spending Review Bids. NHSE has developed a new method for planning education and training through the METIP and strengthening the investment plan for all education and training activity for the NHS Workforce in England currently under the stewardship of NHSE. Please see [LINK TO BE UPDATED](#)

HAVE AN INVITE CODE?
If you have an invite code, click here to complete your registration to use METIP Regional Update.

REGISTER TO USE METIP REGIONAL UPDATE
If you would like to sign up to use METIP Regional Update, click here and follow the instructions.

APPLICATION GUIDANCE
Click here to download the current guidance documentation.

Populate the email address and password fields appearing on the left side of the 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.

Invitation to use the eCollection Tool.

An invitation to contribute will have been sent to all those registered to contribute to the collection. An example of an Invitation to contribute email for the METP Returns Data Collection is shown in Figure 2 below:

eCollection

METP Regional Returns Data Collection Tool

Dear [REDACTED]

NHSE has opened the *Multi-Professional Education and Training Plan (METP) Returns 25/26* data collection. This data collection is now available on the eCollection platform.

Through this collection, NHSE is collecting data for the *Multi-Professional Education and Training Plan (METP) Returns 25/26* data collection, for recording information related to your region's planned METP activity for Year 1 starters (Autumn & Spring) for 25/26 and indicative figures for 26/27, 27/28, 28/29 & 29/30.

Regional Heads of Commissioning, national programme leads and nominated regional leads will have access to the template via the eCollection tool.

A copy of the guidance can be [downloaded here](#). Please review and update information regarding your planned METP activity for 25/26 and indicative figures for 26/27 - 29/30 by the return date of COB 4 October 2024..

Please direct any queries to the Service Desk: england-da-wteservicedesk@nhs.net

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:

- METP Returns Data Collection 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.

- 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 the collection.
- Your password must have between 8 and 16 letters, with a mix of uppercase and lowercase letters, and one or more symbols and numbers.

Click the “create user account” button. Create Account Page

our contact details

mail address

name

telephone

job title

our password

new password

confirm new password

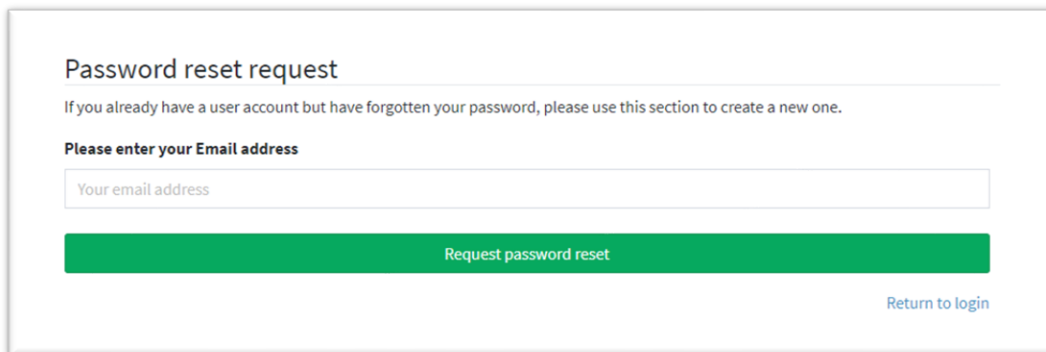
[Return to login](#)

- An account will be created for you which you can use to access the METP Regional Returns Data Collection in the future.

Forgotten Password

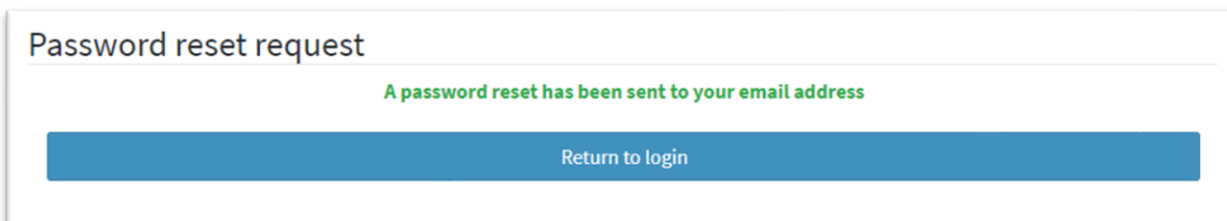
If you have forgotten your password, you can reset your password by following this simple process:

Click “Forgotten your password?” on the METP Regional Returns login page. This will display the Password Reset page.



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

- Enter your email address and click the “*Request password reset*” button. If successful, the following message will be displayed.



The screenshot shows the same "Password reset request" form, but now it displays a green success message: "A password reset has been sent to your email address". Below this message is a blue button labeled "Return to login".

- A password reset email will be sent to your email address.

eWorkforce Notification



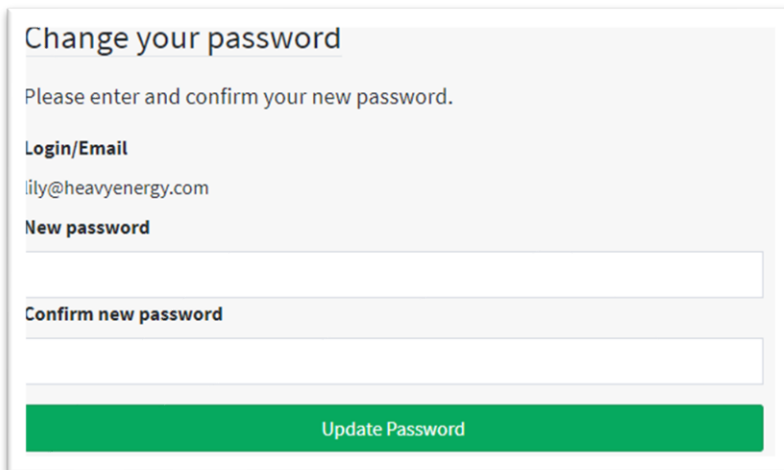
Dear Deborah Jagun,

You have requested a password reset for your eCollection DEV 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.



Change your password

Please enter and confirm your new password.

Login/Email
lily@heavyenergy.com

New password

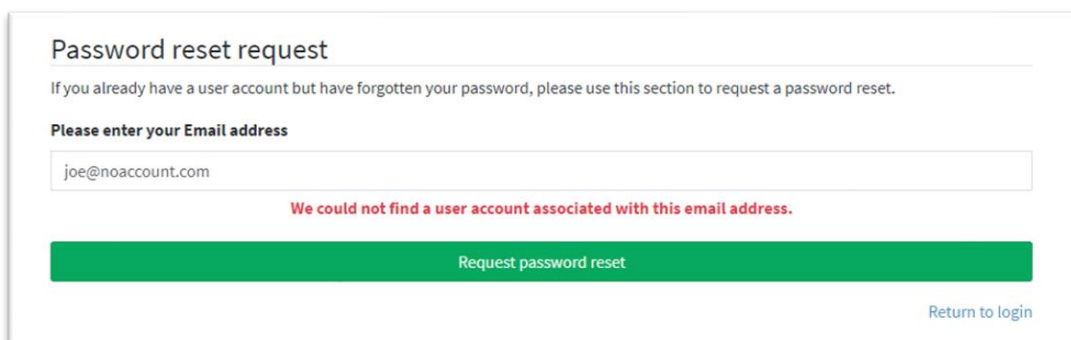
Confirm new password

Update 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.



Password reset request

If you already have a user account but have forgotten your password, please use this section to request a password reset.

Please enter your Email address

joe@noaccount.com

We could not find a user account associated with this email address.

Request password reset

[Return to login](#)

Possible causes for this might include:

- The email you provided was incomplete or mistyped.
- You had previously received an invitation email to access METP Regional Returns Data 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 England.da-wteservicedesk@nhs.net

METP Returns Collection Home Page

Upon successful login, you will be forwarded to the METP Returns collection home page.

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, such as information about My Organisation, Downloading and Uploading templates, option to review Uploaded data, Sign-off and Submission.

- **Dashboard**

The main area of the page displays introductory text to provide a high-level overview of the collection. There are also panels providing status information, support contact details and METP Returns Collection documentation and downloads.

The screenshot shows the eCollection dashboard for the METP 25/26 collection. The top navigation bar includes 'Home', 'Admin', 'Select', 'My Account', and 'Log out'. The left sidebar contains links for 'My Organisation', 'Download Templates', 'Upload Template', and 'Uploaded Data'. The main content area is titled 'METIP 25/26' and provides introductory text about the collection. Below the text, there are three summary panels: 'FILES UPLOADED' (No files have been uploaded), 'TOTAL ROWS UPLOADED' (None), and 'NO ERRORS FOUND'. The 'UPLOAD FILE' section includes a file selection interface with a 'Browse' button and an 'Upload' button. The 'DOWNLOADS' section includes a link to the 'METIP Regional Returns (August 2023) User Guidance V3.pdf'. The 'SUPPORT CONTACT' section indicates that the contact is not set.


Navigation buttons




The navigation buttons above, 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.
- Log out – log out of the system and be sent back to the login screen.

The “**Select**” button will only appear for those users who are working across simultaneous collections. Clicking through this button will allow you to select which collection you would like to view. For this specific collection, some users may be working on the collections for two or more Trusts and will need to switch between organisations, as can be seen below.


eCollection DEV
----> Developers and authorised only (APR 2023)

[Home](#)
[Admin](#)
[Select](#)
[My Account](#)
[Log out](#)



Select Collection


Show archived


You are currently a contributor to the following collections:

Collection name	Organisation	Start Date	Your role(s)	Current Status
METIP Regional Update	HEE Head Office	30 Aug 2023	National administrator (viewer)	● In progress
METIP Regional Update	NHSE - London	30 Aug 2023	Regional Heads of Commissioning	● Root contributor signed off

Simply click on the relevant row you would like to view.

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

 NHSE - London

 Deborah Jagun

My Organisation

About us

Assign users

Download Templates

Download Pre-Populated
Template

Download Empty Template

Download All Staged

Upload Template

Upload File

Uploads

Uploaded Data

Clinical Update

2037

Sign off and Submit

Regional HoC Sign Off

Regional Director Sign Off

Submit Return

My Organisation

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

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

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

The screenshot shows the 'eCollection DEV' interface. The top navigation bar includes links for Home, Admin, Select, My Account, and Logout, along with the NHS logo. The left sidebar lists various actions under 'My Organisation', 'Download Templates', 'Upload Template', and 'Uploaded Data'. The main 'About us' section contains a form with the following fields:

- ODS Code:** NHST-7
- Org Name:** NHSE - London
- Location:**
 - Address:** (Large text area)
 - Postcode:** (Text field)
- About:**
 - Organisation Type:** NHST
 - HEE:** Health Education England
 - NHS7:** London

At the top right of the form area are 'Cancel' and 'Save' buttons.

Assign Users

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.

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

eCollection DEV
→ Developers and authorised only (APR 2023)

[Home](#)
[Admin](#)
[Select](#)
[My Account](#)
[Log out](#)

NHSE - Midlands
Deborah Jagun

My Organisation

About us

Assign users

Download Templates

Download Pre-Populated Template

Download Empty Template

Download All Staged

Upload Template

Upload File

Uploads

Uploaded Data

Clinical Update 5506

Sign off and Submit

Regional HoC Sign Off

Regional Director Sign Off

Submit Return

Users *Setup and modify your organisation's users*

Cancel Save

Email	Name	Job Title	
Regional Heads of Commissioning Add another			
John.Tidmarsh@hee.nhs.uk	John Tidmarsh	Head of Data Systems and Development	Chat Email Delete
Leanne.Clews@hee.nhs.uk	Leanne Clews	Senior Quality Lead	Chat Email Delete
aqib.afzal@hee.nhs.uk	Aqib Afzal	Contract Manager	Chat Email Delete
Matt.Thomas@hee.nhs.uk	Matt Thomas	Lead Developer	Chat Email Delete
maxine.kwofie@hee.nhs.uk	Maxine Kwofie	Senior Commissioning Manager	Chat Email Delete
liam.soane@hee.nhs.uk	Liam Soane	Analyst	Chat Email Delete
Regional Director Add another			
Tom.Kirkbride@hee.nhs.uk	Tom Kirkbride	Regional Directors	Chat Email Delete

Adding a user

Please note that adding a user to your organisation will enable them to enter and amend the data being collected.

- Click “Assign Users” in the side menu.
- Click the “Add another” link above the relevant role (eg Regional Heads of Commissioning) which will result in a new row being displayed

Users *Setup and modify your organisation's users*

Cancel Save

Email	Name	Job Title	
Regional Heads of Commissioning Add another			
arthur.person@hee.nhs.uk	Arthur Person	Regional Head of Commissioning	Chat Delete
Add email address	Add contact name	Add job title	Chat Delete

- Add the details of the new user into these fields, taking particular care to add the email address correctly.
- If the user already has an eCollection account, their details will be displayed automatically when you enter the email address.

Colin.human@hee.nhs.uk	Colin Human	Regional Lead	Chat Delete
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METP Regional Returns

- 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*

Cancel

Save


Email	Name	Job Title	
Regional Heads of Commissioning			Add another
<input type="text" value="arthur.person@hee.nhs.uk"/>	<input type="text" value="Arthur Person"/>	<input type="text" value="Regional Head of Commissioning"/>	 
<input type="text" value="Colin.human@hee.nhs.uk"/>	<input type="text" value="Colin Human"/>	<input type="text" value="Regional Lead"/>	 

- 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 note for Billy Williamson

Billy, please could you lead on the placement provider returns?

Cancel

OK

- 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 by the user you wish to remove.



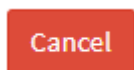
- Once clicked, the user details will change to highlight the item as tagged for deletion.

! 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.

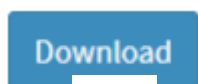
eCollection general commands



- Red buttons cancel an action and loses all changes



- Green buttons perform an action which accepts changes



- Blue buttons perform actions – like download/upload data



- Amber buttons perform special actions.

Downloading a Template



Users can download from three options in the ‘Download Templates’ panel located on the lefthand side of your screen.

- **Pre-populated template** – This option contains Prepopulated data representing the signed-off METP menu for 2024/25 ([METP List of Programmes Menu here](#)) which is reflected in the final List of values for Region, Programme Name, Qualification, Course Length, and Course start. Please note some fields for Course Length and Course Start month are blank in the pre-populated template. This is because there is more than one option for Course Length and/or Course Start Month for a particular programme name and qualification combination. In this circumstance the user should select as appropriate from the List of Values. You will be able to amend and insert a new row using the LOVs data fields in the table, for example if you have more than course start month for a programme name and qualification combination.

- **Download Empty Template** – A blank template mapped to the METP menu (LOV). You can input data from scratch with the options of the drop-down menu. This can be useful if you need to complete and upload additional lines of data.

Please note National users will only have the option to download an empty template, as they are only due to complete and upload a few rows of data.

- **Download all Staged** – allows you to download a copy of all data entered via the eCollection portal to keep for your record.

 NHSE - Midlands
 Deborah Jagun


My Organisation
About us
Assign users
Download Templates
Download Pre-Populated Template
Download Empty Template
Download All Staged


Upload Template
Upload File
Uploads

Uploaded Data
Clinical Update **5506**

Uploading a Template

The current upload template for the METP Returns Data Collection can be found in the homepage in the 'Upload Template' panel. This template utilises rules and validation checks to ensure the quality of the uploaded data.

 NHSE - Midlands

 Deborah Jagun

My Organisation

About us

Assign users

Download Templates

Download Pre-Populated Template

Download Empty Template

Download All Staged

Upload Template

Upload File

Uploads

Uploaded Data

Clinical Update **5506**

eCollection DEV
----> Developers and authorised only (APR 2023)

[Home](#)
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[Select](#)
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Upload File

Uploads

Upload File *Select your completed template*

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

Cancel

Upload

To upload a file into METP Returns Data Collection:

1. Click "Upload File" in the side menu.
2. The page will load as can be seen in *Figure 4*
3. Click the Browse button to select your file or drag a file into the box.
4. 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

eCollection DEV
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Uploads *Upload progress*

Drop file...

Restage

Revalidate

Back

File Upload

Status	Uploaded file	Created	Last updated
Validated With Errors	Download Pre-Populated Template_NHS7_7_NHSE_London__2023Aug08_1045_6mj-test.xlsx	08/08/2023 10:53:13	08/08/2023 10:53:20

Timestamp	Status	Content	Audit Text	Rows	Rows with errors	Total errors
08/08/2023 10:53:19	Validated With Errors		Validated but error found			
08/08/2023 10:53:19	Content Validated With Errors	METIPRegionalReturn		505	505	3805

How to display the column filters in the template (unhide row 6)

To display the column filters in the template, the user will need to unhide row 6.

- Highlight rows 5 & 7 on the left of the template.
- Right click on your mouse and select unhide.
- Row 6 will be displayed (see screenshot below) which will enable the user to filter on the columns

	A	B
1	METIP Regional Update (Sep 2024)	
2	NHS7-5 - NHSI/E - North West	
3	Clinical and Workforce Development update	
4	Region/National	ICS
5	Required	Optional
7	North West	
8		
9		
10		

DO NOT make any changes to **row 6** (shown below), do not edit any formatting or delete any columns in this row. This would ordinarily be locked or hidden, and any changes made here will impact your upload and data.

	A	B	C	D	E	F
1	METIP Regional Update (Sep 2024)					
2	NHS7-5 - NHSI/E - North West					
3	Clinical and Workforce Development update					
4	Region/National	ICS	Education Provider	Profession (E.g. Health Visitor)	Programme Name (E.g. Adult Nurse)	Qualification
5	Required	Optional	Optional	Optional	Required	Required
6	Region/National	ICS	Education Provider	Profession (E.g. Health Visitor)	Programme Name (E.g. Adult Nurse)	Qualification

Uploads Summary

The details of all files uploaded into METP Returns Data Collection for a submission are listed in this page.

The screenshot displays the 'Uploads' section of the eCollection DEV interface. The header indicates 'All queued & uploaded files'. A table lists the following uploads:

#	File	Uploaded by	at	Status	Updated	Rows	Error rows	Total errors
17	Download Pre-Populated Template_NHS7_7_NHSE _ London__2023Aug08_1220_Ogu_WITHOUT_FORMULAEa (1).xlsx	Carol Chikwaya	about 16 hours ago	Validated With Errors	about 15 hours ago	504	504	1009
15	File rejected	Carol Chikwaya	about 17 hours ago	Upload Failed	about 17 hours ago	-	-	-
12	File rejected	Carol Chikwaya	about 17 hours ago	Upload Failed	about 17 hours ago	-	-	-

To ensure the best performance at busy times, files uploaded into the METP Returns Data Collection 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.

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	The file is currently being processed. 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 wish to re-import a file after amendments, the **drop** feature will enable you to remove the file and all the associated content from the METP Regional Returns Data Collection.

To delete a file:

1. Select Uploads on the left menu.
2. Click the file you wish to remove.
3. You will then be taken to the file page.
4. Click the Drop file button in red at the top right and a confirmation dialog will pop up.

5. Click proceed to continue and the file will be dropped.

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Ernest Abankwa

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METIP

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Uploads *Upload progress*

Drop file...

Restage

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File Upload

Status	Uploaded file	Created	Last updated
Validated With Errors	Upload Me METIP.xlsx	14/07/2021 17:15:10	14/07/2021 17:15:22

Timestamp	Status	Content	Audit Text	Rows	Rows with errors	Total errors
14/07/2021 17:15:21	Validated With Errors		Validated but error found			
14/07/2021 17:15:21	Content Validated With Errors	METIPRegionalReturn		2	1	1
14/07/2021 17:15:21	Content Validating	METIPRegionalReturn				
14/07/2021 17:15:18	Validating					
14/07/2021 17:15:18	File Staged		Success - file has been staged			
14/07/2021 17:15:18	File Content Staged	METIPRegionalReturn	2 rows staged			
14/07/2021 17:15:17	File Content Staging	METIPRegionalReturn				
14/07/2021 17:15:14	File Staging					
14/07/2021 17:15:10	Queued					
14/07/2021 17:15:10	File Stored					
14/07/2021 17:15:09	None					

Clinical Update


This section displays all the data which has been uploaded and allows you to review errors (which are highlighted in red), edit, correct, and delete rows. Also, you can download a template without using the left menu option.

Data uploaded will be aggregated in the order you upload it. For example, if you upload a completed pre-populated template, and then upload a completed blank template it will show in this order.

Please note: The system will not allow you to add data via the online portal, however, if you would like to add additional data, you have two options:

- 1- You will need to go back to the current template to add it. You will need to re-upload the file back to the e-portal. However, you will need to drop the previous file, so you don't have a duplicate.
- 2- You download an empty template insert the data and upload it (See instructions above)


Errors are highlighted in red within the Clinical Update screen. The number of errors within all templates uploaded (& not dropped) is displayed in the top right corner of the page. You have the option to click the View Errors button to filter through the errors found in the template and correct them (see screenshot below).




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Clinical Update

Review & edit data (6012 records)

Search data

Download

Select...

View errors 28252

Save

ICS	Education Provider	Profession (E.g. Health Visitor)	Programme Name (E.g. Adult Nurse)	Qualification	Course Length (MM)
Optional	Optional	Optional	Required	Required	Required
Bristol, North Somerset and South Glo...	Goldsmiths College		AHP Assistant Practitioner Level 5	Other	12
			AHP Support Worker Level 3	Other	12
			AHP Support Worker Level 4	Other	12
			A&OP CAARMS	Cert / CPD / Practitioner Level	12
			A&OP PT-SMHP: Adult Eating Disorder...	Apprenticeship Level 3	15
			A&OP CAARMS - Supervisor	Supervisor Level	12
			A&OP CAT (Cognitive Analytic Therapy...		
			A&OP PD/ KUF Framework	Certificate of Higher Education	12
			A&OP/PP Mental Health Wellbeing Pra...	Postgraduate Certificate	12
			A&OP PT-SMHP: Adult Eating Disorder...	Cert / CPD	12

Editing Uploaded Data

Changing data is an easy task to do in the application. Simply locate and click on the field you wish to update and make your amendments. The drop-down list of values is available for each column where appropriate, to allow the user to choose from.

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METIP

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Regional Hoc Sign Off

Regional Director Sign Off

Submit Return

METIP Review & edit data (7 rows)

☒ Finalised by Tony Curtis

#	Region	ICS/STP	Education Provider	Profession (E.g. Health Visitor)	Programme Name (E.g. Adult Nurse)	Qualification	Course Length (MM)	Course Start (MM/YY)	Proposed Activity for 2022/23 (Headcount Starters)	Target (Headcount Starters)	Proposed Activity for 2022/23 (Training posts for PC Medical & Dental)	Proposed Activity for 2022/23 (Training WTE for PC Medical & Dental)	Comments
4	NHS/E - East of England	East London Health and Care Partners...	Kingston & St George's, University of L...	Free Text	Physiotherapist	FDSc	12	01/01/2021 00:00:00	1	11		12	comm
2	NHS/E - East of England	Kent and Medway	Kingston & St George's, University of L...	hell	Diagnostic Radiographer	Doctorate	232	01/01/2022 00:00:00	1	1			Some
6	NHS/E - East of England	Bristol, North Somerset and South Gloucestershire		dodd	Dietician	Doctorate	12	01/07/2021 00:00:00	1	1			2 comm
4	NHS/E - East of England	Buckinghamshire, Oxfordshire and Berkshire West			Health Visitor	BTEC Extended National Diploma	24	01/10/2022 00:00:00	12	12			
2	NHS/E - East of England	Cambridgeshire and Peterborough		Free Text	Podiatrist	Grad Dip	2	01/02/2022 00:00:00	1	111			353 Comm
4	NHS/E - East of England	Cheshire and Merseyside		hell	Diagnostic Radiographer	Grad Cert	2	01/01/2021 00:00:00	1				Some
3	NHS/E - East of England	Cornwall and the Isles of Scilly Health and Social Care Partnership	University	dodd	Dual Qualification Nursing	BOS	12.2	01/07/2021 00:00:00	1	1			2 comm

The METP Returns data editor has built in validation to ensure any changes you make meet the expected data requirements. It will also continue to enforce the rules imposed in the original Excel template.

When you have completed your changes, click the Save button and the data will be saved and revalidated.

Sign-off and submit.

For the METP Regional Clinical Returns Collection sign-off will be sequential as follows:

- Collection data input by Regional Head of Commissioning
 - This can be delegated to a regional lead through 'assigning an additional user'.
- Sign-off must be by the Regional Head of Commissioning
 - The Regional Heads of Commissioning should inform the Regional Director that the collection is ready to be reviewed and signed off.
- Sign-off by Regional Director
- Submission should be either by Regional Director or Regional Head of Commissioning, as appropriate.

For the METP National Returns Collection sign-off will be sequential as follows:

- Collection data input by Programme Lead
 - This can be delegated to additional programme leads through 'assigning an additional user'.
- Sign-off must be by the National Programme Lead
 - The programme lead should inform the National Programme Lead that the collection is ready to be reviewed and signed off.
- Submission should be either by programme lead or National Programme Lead, as appropriate.
- Sign off by Director of National Programmes

Regional Head of Commissioning (HoC) Sign-off

Once the collection data has been entered and reviewed as accurate, the Regional Head of Commissioning should then sign it off.

Select the Regional HoC sign Off option in the menu on the left of the screen.

The Regional Head of Commissioning should enter their name, select "Yes" to confirm that the submission is complete, then 'Save' in the top right of the screen.

The screenshot shows the 'eCollection' portal interface. The top navigation bar includes links for Home, Admin, Select, Help, My Account, and Log out. The left sidebar contains a menu with sections: 'My Organisation' (About us, Assign users), 'Download Templates' (Download Empty Template), 'Upload Template' (Upload File, Uploads), and 'Uploaded Data' (METIP, with a red notification badge showing '3'). The main content area is titled 'METIP Regional HoC Sign-Off' and features a 'Confirmation' box. This box contains the text 'Please confirm the data provided is complete and ready for sign off', a text input field for the 'Name of Regional Head of Commissioning', and a section titled 'Is the submission complete?' with 'Yes' and 'No' radio button options. In the top right corner of the main area, there are 'Cancel' and 'Save' buttons.


Once the regional HoC has uploaded the data, the Regional Director should be informed that the collection is ready to be reviewed and signed-off.

Regional Director Sign-off

The Regional Director can review the data in the “Clinical update” menu option (see above section) and download a complete copy of the submitted data in that screen or using “Download All Staged” from the left hand menu.

Once sign-off is ready, select the Regional Director sign Off option in the menu on the left of the screen.

The Regional Director should enter their name, select “Yes” to confirm that the submission is complete, then ‘Save’ in the top right of the screen.

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Upload Template
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METIP 3

Sign off and Submit
Regional HoC Sign Off
Regional Director Sign Off

METIP Regional Director Sign-Off

Cancel Save

Confirmation

It is assumed that by submitting the return your region confirms that you are satisfied with the data provided.

Submissions must be signed off by the Regional Director.

Name of Regional Director**Has this submission been signed off by the Regional Director**

Yes

No

Submit Return

Once the Regional Director has signed off the collection there is the facility for either the Regional Director or the Regional Head of Commissioning to then submit the return (as practical or appropriate).

Select the Submit Return option in the menu on the left of the screen, then “Submit” in the top right hand of the screen.

Submit Return *Review and finalise your submission* Submit

Summary
Please take a moment to review the the content of your submission is complete and correct. Once you are satisfied no further update is required, please click the Submit button to submit your data to Health Education England.

Files Summary

#	Filename	Status	Uploaded	By	Last modified
1	Download Empty Template-79th.xlsx	Validated	16/07/2021 at 21:51	Clement Davey	16/07/2021 at 21:51

Data Summary

Content	Last modified	Errors	Rows
METIP	16/07/2021 at 21:51	-	3

A confirmation box will appear.

Sign off collection?

You are about to sign-off your collection. Please ensure you are happy with the data provided before you proceed.

Cancel Proceed

Click “Proceed” to submit your return.

A message will be displayed confirming that the collection has been submitted.

Thank you!

Your collection has now been submitted.

Close

The Submit Return screen will be updated to reflect that the collection has been submitted.

It is still possible to 'unsubmit' the return by selecting the red 'unsubmit' button, make further amends, and repeat the sign-off and submission process.

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METIP 3

Sign off and Submit
Regional HoC Sign Off
Regional Director Sign Off
Submit Return

Submit Return

Review and finalise your submission

Finalised by Clement Davey
Unsubmit

Summary

Please take a moment to review the the content of your submission is complete and correct. Once you are satisfied no further update is required, please click the Submit button to submit your data to Health Education England.

Files Summary

#	Filename	Status	Uploaded	By	Last modified
1	Download Empty Template-79th.xlsx	Validated	16/07/2021 at 21:51	Clement Davey	16/07/2021 at 21:51

Data Summary

Content	Last modified	Errors	Rows
METIP	16/07/2021 at 21:51	-	3

Support

Technical Support

For support to access the NHSE eCollection portal, to amend user details, to set up additional users or any other technical enquiries please contact England.da-wteservicedesk@nhs.net.

All other enquiries should be directed to the relevant contact.