

Health Education England eCollection Guidance Pack



Student Data Collection Template
Trainee Nursing Associate Template
Adult Improving Access to Psychological Therapies Template

Contents

1. Introduction to the eCollection platform	4
1.1 eCollection dates and periods.....	5
1.2 Where to find the eCollection tools and templates.....	6
1.3 Logging in to the eCollection tools	6
Logging in as an existing user	6
Invitations to use the eCollection Tool	7
Invitation to new users	8
Registering to use the Student Data Collection Tool for the first time	9
Registration review process.....	10
1.4 Forgotten password	10
Unregistered email addresses	11
1.5 eCollection notifications	12
Dispute notifications	
1.6 Switching between data collections	13
2 Student Data Collection (SDC)	14
2.1 'Student Activity' Worksheet	15
2.2 'Salary Support Activity' Worksheet	18
2.3 'Placement Activity' Worksheet	22
2.4 Validation Process	24
Private, Independent and Voluntary Organisations (PIVO)	27
Primary Care.....	27
2.5 SDC Home Page.....	27
2.6 Education Providers: 'About Us'	31
2.7 Assign Users	31
Adding a user	32
Adding a user note	33
Deleting a user	33
2.8 Download Templates	34
2.9 Customising your Templates	34
2.10 Uploading Data.....	36
2.11 Upload Templates	36
File versions.....	36
CQC Lookup file	36
Template Lookups	36
2.12 Upload File	37
2.13 Uploads Summary.....	37

Unrecognised organisations	38
Accepting suggestions	39
Refreshing the page	40
Handing Multiple Files.....	40
Statutes 40	
Deleting an uploaded file	40
2.14 Processed Data.....	41
Checking Uploaded Data (recommended)	41
Editing Uploaded Data	42
Fixing validation issues	43
Deleting rows	45
2.15 Confirming Placement Activity.....	45
Placement Activity Columns	46
Read-only cells	47
Editable cells.....	47
Accepting activity reported by Education Provider	47
Rejecting activity reported by Education Provider.....	48
3 Trainee Nursing Associates (TNA) Data Collection	53
3.1 TNA Template	53
3.2 'Student Activity'	53
3.3 'Employer Details'.	53
3.4 'Placement Activity'	54
3.5 Data Validation Process	54
4 Adult IAPT Data Collection	60
4.1 Adult IAPT tool: Access	60
4.2 'Student Activity' Worksheet	60
4.3 'Salary Support' Worksheet	61
5 Support Section.....	64
5.1 Guidance Document	64
5.2 HEE Regional Team Support	64

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

Health Education England (HEE)'s duty to patients, taxpayers and staff is to ensure education and training funds are used effectively and focussed on key priorities.

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

To achieve this HEE must work with colleagues in NHS Improvement/England and, the wider NHS community and education partners. Part of the HEE strategy is to host all data collection activity in one place. To support the long-term workforce planning process, HEE 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 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 following tools:

- Student Data Collection (SDCT)
- Trainee Nursing Associates Data Collection pilot (TNA)
- Adult Improving Access to Psychological Therapies Data Collection (IAPT)

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

1.1 eCollection dates and periods

Data submission periods for the SDCT and TNA take place three times a year, as shown in the table below. The 'open' IAPT collection will be aligned to the main SDCT, so that in months where there is already a SDCT collection, no stand-alone IAPT collection will be required.

Collection	Collection Month(s)	Student Activity Period start	Student Activity Period end	Education Provider to submit data to HEE
IAPT	September 2020	All students with a start date within the collection month		Within 2 weeks of course start date (<i>IAPT</i>)
SDCT/ TNA	October 2020	1 August 2020	31 st October 2020	2 to 13 November 2020 (<i>SDCT/TNA</i>)
IAPT	November 2020	All students with start date within the collection month		Within 2 weeks of course start date (<i>IAPT</i>)
IAPT	December 2020	All students with start date within the collection month		Within 2 weeks of course start date (<i>IAPT</i>)
IAPT	January 2021	All students with start date within the collection month		Within 2 weeks of course start date (<i>IAPT</i>)
SDCT/ TNA	February 2021	1 November 2020	14 th February 2021	15 to 26 February 2021 (<i>SDCT/TNA</i>)
IAPT	March 2021	All students with start date within the collection month		Within 2 weeks of course start date (<i>IAPT</i>)
IAPT	April 2021	All students with start date within the collection month		Within 2 weeks of course start date (<i>IAPT</i>)
IAPT	May 2021	All students with start date within the collection month		Within 2 weeks of course start date (<i>IAPT</i>)
IAPT	June 2021	All students with start date within the collection month		Within 2 weeks of course start date (<i>IAPT</i>)
SDCT/ TNA	June 2021	15 February 2021	30 June 2021 ¹	Thursday 1 July–Friday 16 July 2021 (<i>SDCT/TNA</i>)
SDCT/ TNA	October 2021	1 July 2021	31 October 2021	Monday 1 to Friday 12 November 2021 (<i>SDCT/TNA</i>)
SDCT/ TNA	February 2022	1 November 2021	14 February 2022	Monday 14 to Friday 25 February 2022 (<i>SDCT/TNA</i>)

If errors are found after your data has been submitted and HEE / placement provider verified and accepted as an accurate record, please contact your HEE Regional Team. Regional

¹ **June 2021:** Placement activity for both SDC and TNA Data Collection to cover 15 February to 4th July. Student activity data for both collections to continue to cover 15 February to 30th June.

Team contact information can be found in Section 5 of this document. The corrected data will need to be provided at the next collection point.

1.2 Where to find the eCollection tools and templates

- The Student Data Collection Tool (SDCT) can be accessed via the eCollection web portal – see <https://ecollection.hee.nhs.uk/sdct>
The current upload template for SDCT can be found in the homepage in the downloads panel - see https://ecollection.hee.nhs.uk/SDCT/doc/hei_upload_template
- The Trainee Nursing Associates Data Collection Tool can be accessed via the eCollection web portal. See <https://ecollection.hee.nhs.uk/TNA>
The current upload template for SDCT can be found in the homepage in the downloads panel - see https://ecollection.hee.nhs.uk/TNA/doc/hei_upload_template
- The Adult Improving Access to Psychological Therapies Data Collection can be accessed via the eCollection web portal. See <https://ecollection.hee.nhs.uk/IAPT>
The current upload template for SDCT can be found in the homepage in the downloads panel - see https://ecollection.hee.nhs.uk/IAPT/doc/hei_upload_template

1.3 Logging in to the eCollection tools

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

If your HEE 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 Student Data Collection portal is shown in Figure 1 below.

Figure 1: *SDCT Login page*

eCollection
The HEE portal for co-ordinated data

Login About Register Contact us **HEE**
Health Education England

Login

Email address

Password

Log In

[Forgotten your password?](#)

Student Data Collection Tool

Health Education England (HEE) is introducing the nationally standardised Student Data Collection Tool from the 31st March 2020 for the collection of degree level (and above) courses in health and care (excluding medics and healthcare scientists).

Through this tool, HEE is collecting data related to:

- How many students are studying; what they are studying and where.
- How many students successfully complete their studies and over what time period.
- Student attrition on non-medical tariff supported pre-registration courses.
- Students attracting salary support.
- Clinical placement activity.

The collection of this data directly informs financial payments including Non-Medical Education and Training (NMET) Tariff payments (often referred to as "placement tariff") and enables HEE to understand current and plan future student activity, and the future workforce.

HAVE AN INVITE CODE?

If you have an invite code, click here to complete your registration to use SDCT.

REGISTER TO USE SDCT

If you would like to sign up to use SDCT, click here and follow the instructions.

APPLICATION GUIDANCE

Click here to download the current guidance documentation.

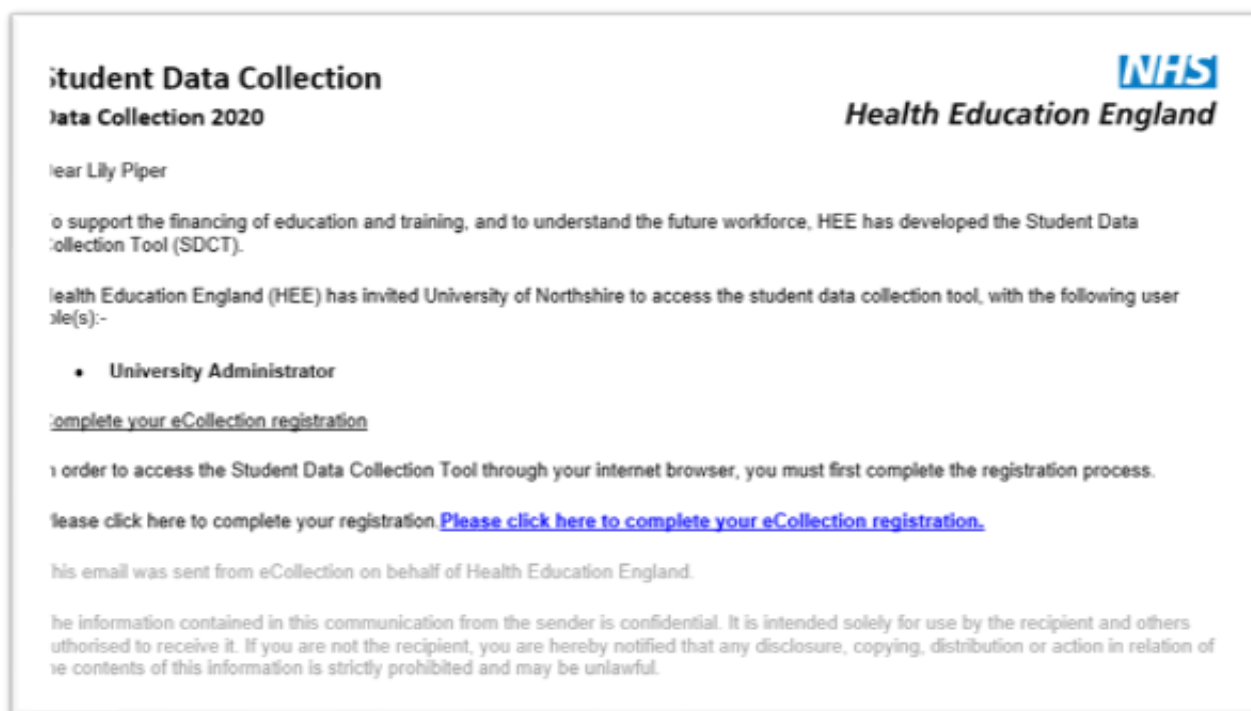
Populate the email address and password fields appearing on the left side of the SDCT login page and click the *Log In* button.

If the credentials you have provided are valid, you will be forwarded to the main page of your collection, e.g. see [Student Data Collection Tool home page](#)

Invitations 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 Student Data Collection is shown in Figure 2 below:

Figure 2: *Invitation to Contribute*



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:

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

Figure 3: *Click the “create user account” button. Create Account Page*

Student Data Collection Tool

Account set up - University Administrator

As the University Administrator for University of Energyshire please set up an account to use the eCollection Data Collection Tool. This will allow you to organise the collection and submission of workforce information to Health Education England.

Our contact details

mail address
lily@heavyenergy.com

ame
Lily Piper

elephone

ob title
Administrator

our password

ew password

onfirm new password

[Return to login](#)

Create user account

- An account will be created for you which you can use to access the SDCT in the future.

Registering to use the Student 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 request access from HEE by following the steps below:

- Go to the SDCT login page
- Click the panel titled *Register to use SDCT?*
- You will then be forwarded to the registration page.

Enter your email address and click Next.

Registration email address *Student Data Collection Tool*

Email address Enter a valid email address

Please provide an email address

Next

Registration review process

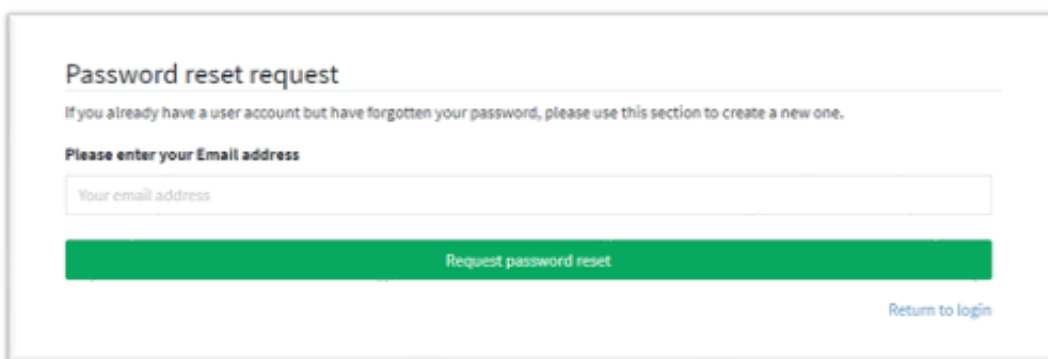
Once submitted, your registration request will be reviewed by an HEE administrator, from within your regional team.

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

1.4 Forgotten password

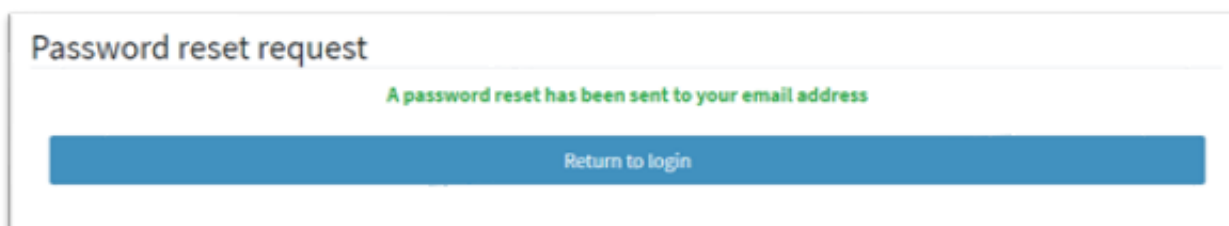
If you have forgotten your password, you can reset your password by following this simple process:

- Click “Forgotten your password?” on the SDCT login page. This will display the Password Reset page.



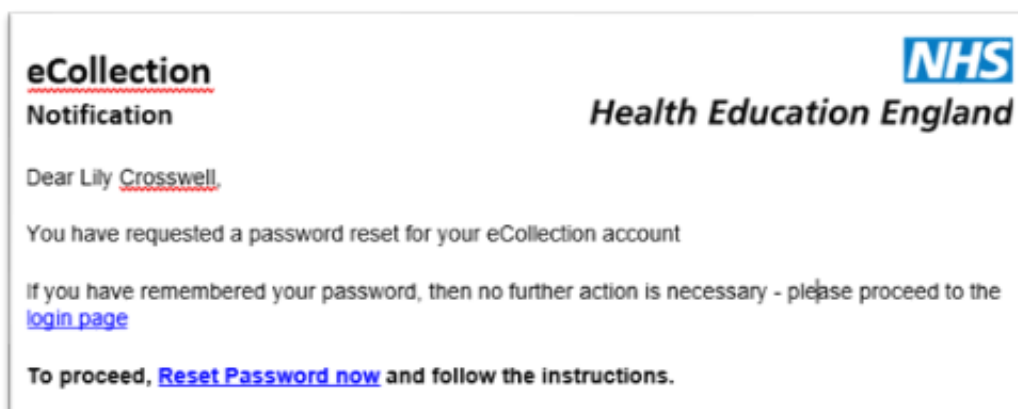
The screenshot shows a web form titled "Password reset request". Below the title is a subtitle: "If you already have a user account but have forgotten your password, please use this section to create a new one." The form asks the user to "Please enter your Email address" and features a text input field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



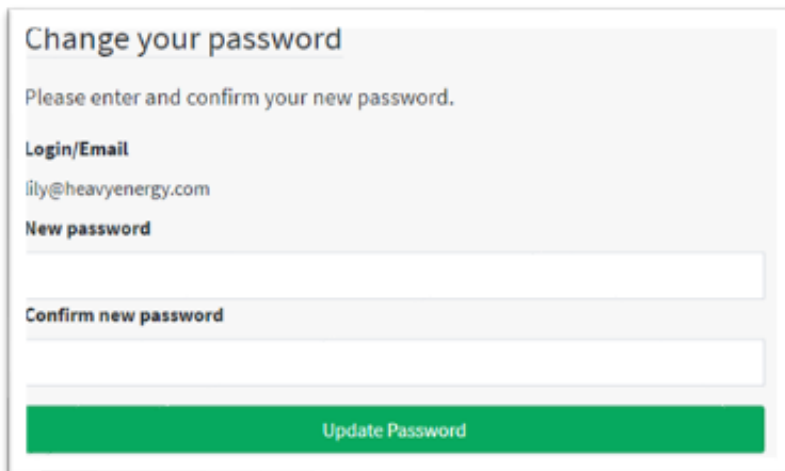
The screenshot shows a confirmation message on the "Password reset request" page. A green text message states: "A password reset has been sent to your email address". Below this message is a blue button labeled "Return to login".

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



The screenshot shows an email notification from eCollection, Health Education England. The header includes the "eCollection" logo and the NHS logo. The subject is "Notification". The email is addressed to "Dear Lily Crosswell,". The body text states: "You have requested a password reset for your eCollection account". It then says: "If you have remembered your password, then no further action is necessary - please proceed to the [login page](#)". At the bottom, it says: "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.

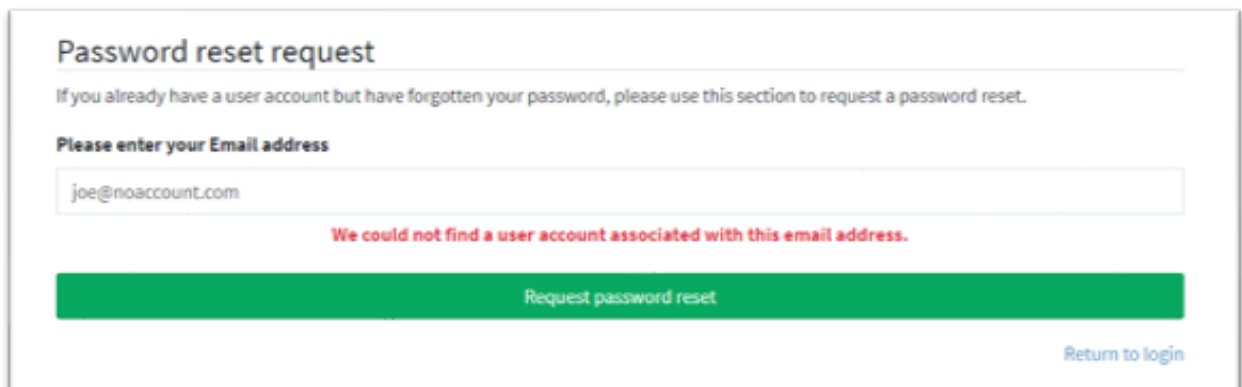


The screenshot shows a web form titled "Change your password". Below the title is a light gray box containing the instruction "Please enter and confirm your new password." and two input fields. The first field is labeled "Login/Email" and contains the text "lily@heavyenergy.com". The second field is labeled "New password". Below these fields is a third field labeled "Confirm new password". At the bottom of the form is a green button with the text "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.



The screenshot shows a web form titled "Password reset request". Below the title is a light gray box containing the instruction "If you already have a user account but have forgotten your password, please use this section to request a password reset." and a label "Please enter your Email address". Below the label is an input field containing the text "joe@noaccount.com". Below the input field is a red error message: "We could not find a user account associated with this email address." At the bottom of the form is a green button with the text "Request password reset". In the bottom right corner of the form is a blue link that says "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 SDCT 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 Section 5 of this guidance document.

1.5 eCollection notifications

Dispute notifications

For both the SDCT and TNA collections Education Providers are asked to submit student data which is then validated by Placement Providers and Employers (TNA only). If those validating the data do not agree with the Education provider submission, they will then need to review and resolve any queries with the relevant Education Provider. eCollection will issue 'dispute notification' emails to inform users when submitted data submitted has been disputed.

- eCollection users can opt out of receiving email notifications by selecting 'unsubscribe' at the bottom of emails received from eCollection.

You already have a user account to access the Tool.

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

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

If you do not wish to receive further communications on this subject, please [click here to unsubscribe](#). Alternatively, you can change your Email Preferences in [My Account](#).

- Once unsubscribed users will receive the automated response below



UAT eCollection

—> USER ACCEPTANCE TEST ONLY <—

You have been unsubscribed from this notification.

If you wish to reinstate this notification, your email preferences can be managed through the [My Account](#) option.

- Users can also change email preferences using 'my account' section of the application.

Your user account

Your details

Full name
Molly Fields

Phone number

Job title
Heavy Energy Admin

[Update](#)

Change your password

Current password

New password

Confirm new password

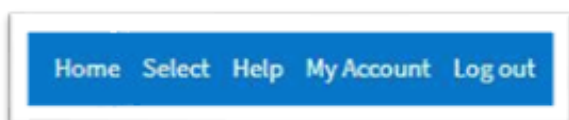
[Change password](#)

Email Preferences

Opt-in	Collection	Notification Type	Description
☒	2021/22 - Mental Health Workforce	Outstanding Task Notifications	If you have outstanding tasks you may be included in notification emails over the course of the collection.
☒	Trainee Nursing Associates (TNA)	Outstanding Task Notifications	If you have outstanding tasks you may be included in notification emails over the course of the collection.
☐	Student Data Collection Tool	Outstanding Task Notifications	If you have outstanding tasks you may be included in notification emails over the course of the collection.

1.6 Switching between data collections

- Click the 'select' button in the blue header



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

Figure 4: *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

- Click on the Trainee Nursing Associate or Adult IAPT Collection
- You will be directed to the appropriate collection page

2 Student Data Collection (SDC)

This Student Data Collection template has been designed to collect three specific areas of student activity:

- Cohort level activity for all courses
- Student level data for named individuals who will attract contributions towards salary costs
- Placement activity for those courses that attract tariff payments

Student activity to include in this collection predominantly focuses on courses at Level 6 and above. However where there are courses specified in the template course lookup values that are lower than level 6, e.g. level 5 Assistant Practitioner courses, please do submit this data.

Within the activity template there are extra tabs which provide lookup values references which provide the standard and nationally agreed naming convention(s) for courses, qualifications, and practice placement providers. The latter will each have a CQC code where it exists.

Please contact your HEE Regional Team if:

- A placement provider is not listed on the template
- A new employer is supporting a salaried student activity but does not have a corresponding CQC code
- A Course or qualification is not listed

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, try to rearrange the source data to fit the template format.

In some cases, this might not be possible. For instance, if there is a calculation field within the area being pasted into. If required, columns in the template can be reordered to fit your source format. You will need to maintain the titles of column headers (particularly the hidden row above the first line of data). In the case of calculation fields, we recommend moving them to the end of the row.

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

Contact information for your HEE Regional Team can be found in Section 5 of this document. 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.

2.1 'Student Activity' Worksheet

This worksheet captures all cohort level recruitment, inclusive of international students, across commissioned and non-commissioned named programmes, focusing on Level 6 and above. Where there are courses specified in the template course lookup values, that are lower than level 6, e.g. the level 5 Assistant Practitioners, which is a level 5 course, please do submit this data. Student activity data for international students should be submitted on a separate row in the template.

Data is not currently collected on programmes classed as Continuing Professional Development (CPD), or those accessed via a modular approach, unless otherwise explicitly specified by your local HEE office.

Cohorts contained within this worksheet will need to be reported until each student has a final outcome (either successful course completion, transfer out or discontinuation / withdrawal). This is to enable HEE to cross check any queries and to ensure that data is available on the final outcomes for each student on the cohort.

The collection template has been updated to incorporate a new 'Region' field. This field will enable HEE to understand which region the student activity took place in in cases where an Education Provider activity crosses HEE regional boundaries.

Student Activity [Review & edit data](#)

#	Edprov reference Course title code	Course Title	Qualification	Mode of Attendance	Course Start Date	Course End Date	Calculated Course Length	Region	Planned Number to Start Cohort	Number of Starters	Total Number of Students Transferring Out of the Course	Of Nu Tra Our ma dis wit
32	Course 5	Child Psychotherapy	BSc	Full time	01/01/2018	07/07/2021	42.2	Midlands	3	3	0	
32	Course 6	Community Practice Teachers	BSc	Full time	01/01/2018	07/07/2021	42.2	East of England		4	0	
32	Course 7	Dental and Oral Sciences	BSc	Full time	01/01/2018	07/07/2021	42.2	London		5	0	
32	Course 8	Healthcare Science (Cardiovascular, re...	BSc	Full time	01/01/2018	07/07/2021	42.2	Midlands		6	1	
32	Course 9	Healthcare Science (Cellular Sciences)	BSc	Full time	01/01/2018	07/07/2021	42.2	North East and Yorkshire		3	0	
32	Course 10	Healthcare Science (Life Sciences)	BSc	Full time	01/01/2018	07/07/2021	42.2	North West		3	0	
32	Course 11	Nursing (Adult)	BSc	Full time	01/01/2018	07/07/2021	42.2	South East		3	0	
								South West				
								Midlands	3	3	2	

The cells in this worksheet have different parameters: **Optional** 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.

Your Course title / code identifiers	Required	This is a free text field required for reporting. Education Providers to include a cohort unique identifier, to allow HEE to link the data collections in a more robust way.
Course Title	Required	Please add the course title* without abbreviations and without the level of qualification within the title – the level of

		qualification is specified in the 'Qualification' column.
Qualification	Required	Please add the qualification type, e.g. BSc. <u>Please note</u> : The academic qualification for apprenticeships should not be reported. Only 'Apprenticeship' should be selected in this field.
Is this a Blended Learning Programme	Required	This field should only be selected for identify where students are enrolled on the ' Blended Learning Nursing Degree programme ' and so in receipt of specific additional HEE funding. ²
Mode of Attendance	Required	Full or part time
Please indicate the number of students who have had recognition of prior learning for Assistant Practitioner Qualification	Where Required	Please populate this field if the student has credit exemption from part of the course due to completion of Assistant Practitioner qualification. ³
Please indicate the number of students who have had recognition of prior learning for Nursing Associate Qualification	Where Required	Please populate this field if the student has credit exemption from part of the course due to completion of Nursing Associate qualification ³
Course Start Date	Required	To be entered as a date in the format dd/mm/yyyy
Course End Date	Required	To be entered as a date in the format dd/mm/yyyy
Calculated Course Length in Months	Calculated	This is a calculated field based on the dates entered in the Course Start Date cells and Course End Date cells. Length of programme is shown in months.
Region	Required	Please select the HEE region with which the Education Provider is aligned (select lead region where appropriate)
Planned Number to Start Cohort	Required	This provides an indication of future activity and therefore workforce planning and placement activity requirements.

² **Blended Learning Programme:** this programme has been developed to address national shortages in clinical expertise and explores the opportunities of providing predominantly online, remote-access study to those people who may have the aptitude and values to join the healthcare profession, but currently are unable to learn in traditional ways.

³ **Recognition of prior learning:** We are aware that other students may have recognition of prior learning for 'other' learning, but we do not require data on this. Only for those who have had recognition of prior learning for Nursing Associate Qualification or Assistant Practitioner Qualification is required.

		This cell can be completed, where known up to 12 months before the start date and can be adjusted up until the course start date. It must be completed at the point the cohort's activity is first reported on, i.e. at the first collection point after the course has started, after which point it cannot change.
Number of Starters	Required	Number of students who commenced on the programme as determined by the start date. This figure can be updated at the next collection point, as it is recognised that it can fluctuate if students enrol late.
Total Number of Students Transferring Out of the Course (including interrupts)	Where required	This includes all activity since course start date. This will capture all the students who were recorded as recruited at the start of the cohort and have subsequently transferred out of the course and cohort into another programme or cohort. For example, this could be a nursing branch change, from Adult to Child or from Degree to Masters. This field will also capture students who have transferred onto another health-related course and those who have taken a temporary period of suspension and are expected to join a future cohort. At the point that they return from suspension, they would need to be added to the 'transfer in' count for the course cohort they will join.
Total Number discontinuing / withdrawing	Where required	Of total number transferring out, how many students have discontinued / withdrawn since course start date (including those whose appeal against academic failure etc has failed). This includes all activity since course start date. This field is used to determine attrition and is to be completed if a student discontinues or withdraws from training.
Of Total Number Transferring Out, how many are moving to another education provider where known or different course at the same provider	Where required	This includes all activity since course start date. This would be completed in the instance of students transferring out of the course after the original commencement date. This could be a nursing branch change, from Child to Adult, for instance, or from Master's to Undergraduate Degree.

Number of students that are expected to return to study in the future	Calculated	This is a calculated field based on: ‘Total Number of Students Transferring Out of the Course’ MINUS ‘Of the Total Number Transferring Out, how many are discontinuing / withdrawing’ MINUS ‘Of which Of the Total Number Transferring Out how many are moving to another Education Provider or course’. This includes all activity since course start date. This captures any student who has returned to study following a break (maternity, sickness, academic failure etc). This data identifies students who will not qualify at the expected point.
Total number of students transferred onto course from elsewhere (internal and external)	Where required	This includes all activity since course start date. This captures any students who have taken a break from study for a period of time (maternity, sickness, academic failure etc.). If the student subsequently does not return to study, then they need to be removed from this column and added to the TOTAL NUMBER OF STUDENTS DISCONTINUED / WITHDRAWN FROM THE COURSE column.
Number of active students	Calculated	Number of active students ‘at collection point’ This is a calculated field based on: Number of Starters MINUS Total Number of Students Transferring Out of the Course PLUS Number of students transferred into course from elsewhere MINUS Number qualified successfully completed course.
Of the number of active students, how many are HEE funded	Where required	This includes all students within the cohort who are currently active and who are funded by HEE in some capacity. The number should be the same or fewer than the total number of active students. This will correlate with the activity reported on the Salary Supported Student workbook if in receipt of HEE funding.
Number successfully qualified	Required	This includes all activity since course start date.

2.2 ‘Salary Support Activity’ Worksheet

This worksheet will capture all student level activity that attracts salary support financial payments to employers.

There will be instances where a student will require multiple records. This usually will be in the case of multiple suspensions from training and subsequent returns, or if a student has transferred between HEE salary supported programmes. If the multiple records are not shown, there is a risk that the salary support payments will not be reflective of study patterns and could result in either under or overpayment to the employer. In the instance of transfers between programmes, the original record will show a transfer out date and a new record with the new programme details will show a transfer in date. It is expected that these dates will be concurrent as any gaps will have a financial impact.

Employers are not currently required to verify Student and Salary Support data. Where HEE makes payments in respect of Salary Support and Tuition, there are other mechanisms through which organisations receiving this type of investment need to confirm the required data to support any payments made.

The cells in this worksheet have different parameters: **Optional** 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.

Student Unique ID	Required	This is your unique identifier for this student and can be completed with a combination of numbers and letters. However, it is recommended that the University student ID is used for consistency and ease of identification. This unique identifier must be unique to that student and cannot vary between data submissions. If the student moves programmes or cohorts then the ID moves with them.
Student Forename	Required	Please add the student forename to this cell. If the name changes, then please update, adding the old name in brackets. Student forename is an additional identifier that will be used during the salary support payment cycle with employers. Without this detail, there is a risk that incorrect payments may be made, as employers would not recognise the Student ID.
Student Surname	Required	Please add the student surname to this cell. If the name changes, then please update, adding the old name in brackets. Student surname is an additional identifier that will be used during the salary support payment cycle with employers. Without this detail, there is a risk that incorrect payments may be made as employers would not recognise the Student ID.
Seconded From (Employer)	Required	This will enable HEE to provide salary support payments directly to the employer in a timely manner.

		If incorrect information is added, then this will impact on payments being made. Please ensure the official Trust name is recorded, and for other employers, full name / organisation, location, and postcode is provided. Where a CQC code is not available due to a new employer, please refer to page 5 of this guidance for further details.
Service (IAPT only)	Optional	Please add the service area that the trainee is deployed in. We have included a pre-defined list of services. However there is also a free text option to add a service area if not captured in our lookup values. <i>This column was added in January 2021.</i>
Your Course title / code identifiers	Required	This is a free text field required for reporting. Education Providers to include a cohort unique identifier, to allow HEE to link the data collections in a more robust way.
Course Title	Required	Please add the course title without abbreviations and without the level of qualification within the title – the level of qualification is specified in the ‘Qualification’ column.
Qualification	Required	Please add the level of qualification. *In July 2020, the list of qualifications available in the lookup value has been expanded based on the May 2020 data collection.
Mode of Attendance	Required	Full or part time
Course Start Date	Required	To be entered as a date in the format dd/mm/yyyy
Course End Date	Required	To be entered as a date in the format dd/mm/yyyy
Course Length in Months	Calculated	This is a calculated field based on the dates entered in the Course Start Date cells and Course End Date cells and is shown in months.
Status In	Where required	To be completed where required, selecting either: Internal transfer in – where a student has moved from a different cohort or programme within the same Education Provider (will correspond with ‘status out’ cell) or has joined with evidence of prior learning (RPL), or External transfer in – where a student has joined the cohort from a different Education Provider or has joined with evidence of prior learning (RPL).
Status Out	Where required	Optional and to be completed where required, selecting: Internal transfer – where a student is moving to a different cohort or programme within the same Education Provider (will correspond with ‘status in’ cell) or

		Interruption – this will capture any students who have taken a break from study for a period of time (maternity, sickness, academic failure where resits / relearning will occur etc). This data will identify students who will potentially qualify at a later date. If the student subsequently does not return to study, then they need to be removed from this column and added to the 'ended' column.
Status Change Date	Where required	Required if 'Status In' and 'Status Out' columns have recorded activity. To be entered as a date in the format dd/mm/yyyy
Projected Completion Date	Calculated	This is determined by the activity description recorded in the Status in and Status Out cells and the Status Change Date
Actual Completion Date	Where required	To be entered as a date in the format dd/mm/yyyy This will be updated once the student has completed the programme.
Extension agreed with HEE?	Where required	This will only be completed where a written agreement is in place to support the student for a longer period. Agreement is required prior to data submission.
Length of extension agreed with HEE in months	Where required	Optional if previous column is completed. This will only be completed where a written agreement is in place to support the student for a longer period. Agreement is required prior to data submission and the length of extension will be specified.
Status	Calculated	This is a calculated field based upon earlier cell detail. (e.g., Status In, Status Out, Withdrawal or Completion)
Additional information	Optional	This is a free text field, to add further information. Do not insert any 'special category data'. [Special category data is personal data which the General Data Protection Regulations (GDPR) says is more sensitive, and so needs more protection. For example, information about an individual's: • race • ethnic origin • politics • religion • trade union membership • genetics • biometrics (where used for ID purposes)

		• health • sex life • sexual orientation]
--	--	---

2.3 'Placement Activity' Worksheet

This guidance relates to the Education Provider element of placement activity which, in the case of NHS Trusts will then be validated. Validation for 'other' placement providers will be managed by the Education Provider on their behalf. For exceptions to this process please contact your HEE Regional Team. Contact information for your HEE Regional Team can be found in Section 5 of this document.

The majority of regulated education programmes require recording of placement activity, as it contributes towards formal sign off of a training record. Therefore, activity must be based upon actual and recordable information. Placement activity data for international students should not be included in your submission. The data provided should reflect the actual attended hours for placement activity undertaken including apprenticeships, within the specified collection period. For example, where a placement spans more than one collection period, i.e., starting in March and lasting for 2 months (covering 1 March to 30 April time period) and the collection point is 31 March, then the placement activity up to 31 March should be recorded. The placement activity completed during April will then be reported at the next census point.

Where a placement was planned but did not occur, it should not be reported, as no activity took place. Where a placement commences but then terminates earlier than the planned end date (due to, for instance, student availability), the data reported should reflect the actual time on placement.

We do appreciate that where placements occur late in a collection period, Education Providers might not have the timesheets returned in time for the collection submission deadline. In this instance, planned activity is acceptable as there is an expectation that Placement Providers will correct any differences during the data validation stage of the data collection process. For sickness absence of up to 1 week, it is not necessary to discount this activity.

The collection template includes a field asking, 'Is this a Covid-19 Paid Placement?' This field will enable HEE to distinguish between paid placements and any unpaid placements. The definition of a 'paid placement' in this context refers to a student undertaking a placement receiving a salary under the COVID-19 redeployment model.

Placement Activity *Review & edit data*

[View](#) [Download](#) [Set](#)

Your Course title/code	Course Title	Qualification	Placement Type	Placement Provider Name	Placement Provider Code	Placement Provider Site	Is this a Covid-19 Paid Placement?	Year 1 hours	Year 2 hours	Year 3 hours	Year 4 hours
32	Nursing (Adult)	PG Dip	Secondary	BARNET ENFIELD AND HARINGEY ME...	RRP	King George Hospital	Yes	0	300	0	0
32	Occupational Therapy	BSc	Secondary	BARNET ENFIELD AND HARINGEY MEN...	RRP	Royal National Orthopaedic Hospital	No	0	0	375	0
32	Occupational Therapy	BSc	Secondary	BIRMINGHAM COMMUNITY HEALTHCA...	RYW	King George Hospital	No	0	262.5	0	0
32	Occupational Therapy	BSc	Secondary	BASILDON AND THURROCK UNIVERSI...	RDD	Queens Hospital	No	412.5	375	0	0
32	Occupational Therapy	BSc	Secondary	Central London Community Healthcar...	Required	Alexandra Rehabilitation Unit	No	0	525	0	0

The cells in this worksheet have different parameters: **Optional** 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.

Your Course Title / Identifiers	Required	This is a free text field required for reporting. Education Providers to include a cohort unique identifier, to allow HEE to link the data collections in a more robust way.
Course Title	Required	Please add the course title without abbreviations and without the level of qualification within the title – the level of qualification is specified in the 'Qualification' column. *In July 2020, the list of courses available has expanded based on the May 2020 collection
Qualification	Required	Please add the qualification type, e.g. BSc. <u>Please note:</u> The academic qualification for apprenticeships should not be reported. Only 'Apprenticeship' should be selected in this field.
Is this a Blended Learning Programme		This field should only be selected for those Blended Learning courses which are receiving specific additional HEE funding.
Placement Type	Required	Please state what type of placement by selecting an option from the drop-down list.
Placement Provider Name	Optional	This will enable HEE to provide payments directly to the practice placement organisation in a timely manner. If incorrect information is added, then there is a risk that this will impact on payments being made. Wherever possible please select an item from the list. There is also the option to enter free text into this field to allow the addition of Private, independent, and voluntary organisations (PIVOs).
Placement Provider Code	Optional	This is a code unique to the Provider, which is automatically populated from the 'Placement Provider Name'. Organisation codes are retrieved from a CQC list of organisations. Where a new placement provider has been added, this field will be left blank.
Placement Postcode (PIVO only)	Required	This is a free text field and will assist in the identification of where the placement activity took place. This will allow HEE to capture the correct information for Private, independent, and voluntary organisations (PIVOs) and ensure the placement activity is mapped to the correct organisation in future collections.
Placement Provider Site	Where required	This is a free text field and will assist in the identification of where the placement activity took place, such as hospital site. Please note, this will be included with any payment remittance and will be visible when placement providers verify the activity.

Is this a Covid-19 Paid Placement?	Required	Please select 'Yes' or 'No' to specify whether the activity recorded in this line of data relates to placements undertaken by students with an employment contract for the duration of the placement as per the COVID-19 pandemic guidelines
Intake Month	Required	Select the appropriate month from the drop-down list
Year 1 Hours	Where required	The following columns and descriptors relate to the level of study that the student is on at the time of placement. For example, if for some reason they did not progress from year 1 to year 2, then they will remain within year 1. <u>Year 1 Hours</u> Required for relevant programmes. The number of hours completed as a numerical figure. <u>Year 2 Hours</u> Required for relevant programmes. The number of hours completed as a numerical figure. <u>Year 3 Hours</u> Required for relevant programmes. The number of hours completed as a numerical figure. <u>Year 4 Hours</u> Required for relevant programmes. The number of hours completed as a numerical figure.
Year 2 Hours		
Year 3 Hours		
Year 4 Hours		
Calculated Total Hours	Calculated	HEE will use this information and convert it into Whole Time Equivalent (WTE) students, and this will inform the placement tariff amount to be paid. Full placement days are classed as 7.5 hours

2.4 Validation Process

Following data submission, HEE will check whether the expected data activity in scope for payment of education tariff has been captured. HEE Education Commissioning staff will then produce an individual placement report (of Tariff eligible data) which will indicate the details of the placement activity that the placement provider has supported in the reporting period. NHS placement providers will be able to access the data within the tool to review and validate the data within a four-week period. If the NHS placement provider agrees with the report, they will then agree with the online validation statement; for other placement providers, local validation arrangements will continue until further notice. Once data has been validated, HEE will then be able to progress the arrangements for payment of the placement activity.

If the placement provider does not agree with the report, they will then need to review and resolve any queries with the relevant Education Provider. eCollection will issue 'dispute notification' emails to inform users when submitted data has been disputed (section 1.5 of this guidance pack). Users have the option to opt out of receiving these notifications. Once agreement has been reached, the Education Provider will be able to update their activity report and the placement provider will be invited to validate this updated report. This will need to take place within the previously specified four-week period. HEE anticipates that if there is any dispute, it will be resolved before the next reporting and validation period to

avoid any protracted delay in making the required payments. HEE expects that the respective parties would use their best endeavours to reconcile any dispute in a timely manner. If there are any differences which cannot be agreed, HEE will review the details and make a best judgement. HEE will take any final decisions on payment.

HEE will not make any payments until the validation statement has been received. However, where there are queries about aspects of activity which are being actively explored via the validation process, HEE may make a payment 'on account', provided the difference in activity is within an agreed tolerance range. Future payments will then be adjusted following resolution of any queries.

Placement validation features available within the tool:

eCollection TEST
Test and demonstration version

Home Admin Select Help My Account Log out NHS Health Education England

University of Heavyside
Tony Curtis

My Organisation
About us
Assign users

Download Templates
Download Empty Template
Download Custom Template

Student Census Upload
Upload File
Uploads

Processed Census Data
Student Activity
Salary Support Activity 726
Placement Activity 15
Optional Course Mapping 13

Placement Validation
Awaiting Confirmation
Confirmed 3
Disputed 3
Rejected Disputes
Resolved by HEE

Student Data Collection
Health Education England (HEE) introduced a nationally standardised Student Data Collection Tool in March 2020 for the collection of degree level (and above) courses in health and care (excluding medics and healthcare scientists).
Through this tool, HEE is collecting data related to:
• How many students are studying; what they are studying and where.
• How many students successfully complete their studies and over what time period.
• Student attrition on non-medical tariff supported pre-registration courses.
• Students attracting salary support.
• Clinical placement activity.
The collection of this data directly informs financial payments including Non-Medical Education and Training (NMET) Tariff payments (often referred to as "placement tariff") and enables HEE to understand current and plan future student activity, and the future workforce.
HEE have asked Higher Education Institutions to submit student activity data and Placement Providers are required to validate placement activity submitted. The deadline for validation is **Friday 11th September**.

FILES UPLOADED
5 Uploads

TOTAL ROWS UPLOADED
178770 rows of data

ERRORS FOUND
178770 rows with 1144276 errors

UPLOAD FILE
Select or drag a file to upload and process
Click to browse files or drag your file here... Browse
Upload

DOWNLOADS
Health Education England Student Data Collection Tool Guidance Pack March 2020.pdf
HEI Activity Template v6.3.xlsx
Student Data Collection project FAQs - 17 March 2020.pdf

SUPPORT CONTACT
Midlands & East of England
BLME@hee.nhs.uk
Not set

- When '**Awaiting Confirmation**' is selected underneath Placement Validation, the following screen appears which will contain all the lines of placement activity that you have submitted to HEE. The validation process for other organisations is described later in this section of the Guidance.

eCollection
The HEE portal for co-ordinated data

Home Admin Select Help My Account Log out NHS Health Education England

University of Heavyside
Kurt Mitcham

My Organisation
About us
Assign users

Download Templates
Download Empty Template
Download Custom Template

Student Census Upload
Upload File
Uploads

Processed Census Data
Student Activity
Salary Support Activity
Placement Activity
Optional Course Mapping

Placement Validation
Awaiting Confirmation
Confirmed
Disputed

Awaiting Confirmation Review data

Search data Download

Education Provider	Course Title	Qualification Name	Placement Provider	Placement Provider Code	Placement Provider Site	Is this a Paid Placement?	Education Provider Placement Year 1 hours	Education Provider Placement Year 2 hours	Education Provider Placement Year 3 hours	Education Provider Placement Year 4 hours	Education Provider Placement Total Hours	Accept revision?	
University of Heavyside	Nursing (Child)	BSc	West Energy NHS Trust	DEMO	Emersley Children's Hospital	Yes	2212.5	2212.5	4012.5	0	0	0	6225
University of Heavyside	Nursing (Child)	BSc	West Energy NHS Trust	DEMO	Emersley Children's Hospital	Yes	0	0	282.5	0	0	0	282.5
University of Heavyside	Nursing (Child)	BSc	West Energy NHS Trust	DEMO	Emersley Children's Hospital	No	0	0	2982.5	0	0	0	2982.5
University of Heavyside	Radiography (Diagnostic)	BSc	West Energy NHS Trust	DEMO	Rumplestiltkin Hospital	No	0	0	0	2250	2250	0	2250
University of Heavyside	Midwifery	BSc	West Energy NHS Trust	DEMO	Rumplestiltkin Hospital	No	450	450	75	75	0	0	525

- In more detail, the grey cells are locked, and the white cells can be updated by the Education Provider. The year cells for the Placement Provider are automatically populated with the same value.

Awaiting Confirmation <i>Review data</i>														Search data		Download
							Education Provider Year 1 hours	Education Provider Year 1 hours	Education Provider Year 2 hours	Education Provider Year 2 hours	Education Provider Year 3 hours	Education Provider Year 3 hours	Education Provider Year 4 hours	Education Provider Year 4 hours	Education Provider Total Hours	Accept revision
University of Haveresire	Nursing (Child)	BSc	West Energley NHS Trust	DEMO	Ernersley Children's Hospital	Yes	2212.5	2212.5	4012.5	4012.5	0	0	0	0	6225	
University of Haveresire	Nursing (Child)	BSc	West Energley NHS Trust	DEMO	Ernersley Children's Hospital	Yes	0	0	262.5	262.5	0	0	0	0	262.5	
University of Haveresire	Nursing (Child)	BSc	West Energley NHS Trust	DEMO	Ernersley Children's Hospital	No	0	0	2962.5	2962.5	0	0	0	0	2962.5	
University of Haveresire	Radiography (Diagnostic)	BSc	West Energley NHS Trust	DEMO	Rumplestiltskin Hospital	No	0	0	0	0	2250	2250	0	0	2250	
University of Haveresire	Midwifery	BSc	West Energley NHS Trust	DEMO	Rumplestiltskin Hospital	No	450	450	75	75	0	0	0	0	525	

- When the '**Confirmed**' link is clicked within the menu, all the placement activity that has been confirmed and accepted by the Placement Providers will appear. Click on the grey column heading to sort the data or search for key words to bring up a specific NHS Trust. A download button is also provided for easy data extraction.

Confirmed <i>Review data</i>														Search data			Download
Education Provider	Course Title	Qualification	Placement Provider Name	Placement Provider Code	Placement Provider Site	Is this a Paid Placement?	Education Provider Year 1 hours	Placement Provider Year 1 hours	Education Provider Year 2 hours	Placement Provider Year 2 hours	Education Provider Year 3 hours	Placement Provider Year 3 hours	Education Provider Year 4 hours	Placement Provider Year 4 hours	Education Provider Total Hours	Accept revision?	
University of Heavyspire	Occupational Therapy	BSc	West Energley NHS Trust	DEMO	Rumplestiltskin Hospital	Yes	0	0	375	375	0	0	0	0	375		
University of Heavyspire	Radiography (Diagnostic)	BSc	West Energley NHS Trust	DEMO	Rumplestiltskin Hospital	No	0	0	0	0	1350	1350	0	0	1350		
University of Heavyspire	Radiography (Diagnostic)	BSc	West Energley NHS Trust	DEMO	Rumplestiltskin Hospital	Yes	0	0	0	0	1350	1350	0	0	1350		
University of Heavyspire	Nursing (Adult)	PG Dip	West Energley NHS Trust	DEMO	Crumpton-Biskett Hospital	Yes	0	0	450	450	0	0	0	0	450		
University of Heavyspire	Radiography (Diagnostic)	BSc	West Energley NHS Trust	DEMO	Rumplestiltskin Hospital	Yes	0	0	0	0	1350	1350	0	0	1350		
University of Heavyspire	Radiography (Diagnostic)	BSc	West Energley NHS Trust	DEMO	Rumplestiltskin Hospital	Yes	1650	1650	1950	1950	0	0	0	0	3600		
University of Heavyspire	Radiography (Diagnostic)	BSc	West Energley NHS Trust	DEMO	Rumplestiltskin Hospital	Yes	1650	1650	1950	1950	0	0	0	0	3600		
University of Heavyspire	Nursing (Adult)	PG Dip	West Energley NHS Trust	DEMO	Rumplestiltskin Hospital	Yes	375	375	0	0	0	0	0	0	375		

- If the Placement Provider has disputed the data, you have already provided then it will appear in this menu along with their corrected hours. Their comments will also be visible, and the next action will be to review and either accept or reject. Accepted data will move to '**Confirmed**' and rejected will remain in your '**Disputed**' view. These actions are replicated for the Placement Provider. The next step would be for HEE teams to review rejected disputes and aid resolution.

Disputed <i>Review & edit data</i>																	Search data			Download	Save
Education Provider	Course Title	Qualification	Placement Provider Name	Placement Provider Code	Placement Provider Site	Is this a Paid Placement?	Education Provider Year 1 hours	Placement Provider Year 1 hours	Education Provider Year 2 hours	Placement Provider Year 2 hours	Education Provider Year 3 hours	Placement Provider Year 3 hours	Education Provider Year 4 hours	Placement Provider Year 4 hours	Education Provider Total Hours	Accept revision?	Provider's Comments	Your comments	Submit Response?		
University of Haveresire	Advanced Paediatric Nurse Practitioner	BSc	Heavy Energy Test	DEMO		Yes	1	1	1	2	2	2	2	2	10						
University of Haveresire	Art Therapy	Advanced Apprenticeship	Heavy Energy Test	DEMO		Yes	2	2	5	4	4	4	4	4	20						
University of Haveresire	Nursing (Occupational Health)	BSc	West Energley NHS Trust	DEMO	Rumplestiltkin Hospital	No	200	200	200	200	200	200	200	200	800		This was missing!				
University of Haveresire	Radiography (Diagnostic)	BSc	West Energley NHS Trust	DEMO	Rumplestiltkin Hospital	Yes	2002.5	2002.5	5	5	5	5	5	5	5475				No		
University of Haveresire	Physiotherapy	MSc	West Energley NHS Trust	DEMO	Crumpton-Biskett Hospital	Yes	675	675	225	225	0	0	0	0	900				No		

- The Placement Provider is also able to add additional data if they feel it has been omitted. This view shows these additional lines at the top of the screen

Disputed *Review & edit data*

Search data



Download

Save

							Education Provider Year 1 hours	Placement Year 1 hours	Education Provider Year 2 hours	Placement Year 2 hours	Education Provider Year 3 hours	Placement Year 3 hours	Education Provider Year 4 hours	Placement Year 4 hours	Education Provider Year 5 hours
Education Provider	Course Title	Qualification	Placement Provider Name	Placement Provider Code	Placement Provider Site	Is this a Paid Placement?									
University of Heavyshire	Advanced Paediatric Nurse Practitioner	BDS	Heavy Energy Test	DEMO		Yes		1		1		2		2	
University of Heavyshire	Art Therapy	Advanced Apprenticeship	Heavy Energy Test	DEMO		Yes		2		3		4		4	
University of Heavyshire	Nursing (Occupational Health)	BSc	West Energsley NHS Trust	DEMO	Rumplestiltskin Hospital	No		100		200		300		200	
University of Heavyshire	Radiography (Diagnostic)	BSc	West Energsley NHS Trust	DEMO	Rumplestiltskin Hospital	Yes	2062.5	1999	3412.5	3812	0	0	0	0	
University of Heavyshire	Physiotherapy	MSc	West Energsley NHS Trust	DEMO	Crumpton-Biskett Hospital	Yes	675	675	225	600	0	0	0	0	

Private, Independent and Voluntary Organisations (PIVO)

HEE has different arrangements for managing placement activity for Private, Independent and Voluntary Organisations (PIVOs). This includes HEE making placement funding available to the Education Providers who can then pay PIVOs directly for placement activity, assuming that this provider is only supporting a relatively small number of placements. HEE does not expect small PIVO placement providers to undertake validation activities. It is anticipated that the Education Provider will be validating the activity agreed and will be able to evidence this, and that this will be subject to audit where required. HEE will therefore continue to use the current local office arrangements in place for payment of placement activity by small PIVO placement providers.

Primary Care

HEE anticipates that Primary Care Training Hubs will submit a validation statement confirming the activity that they have placed and managed within their Hub network. This is already happening in some areas. Where Training Hubs are not yet supporting placement activity, then the current local arrangements for payment, either via Education Providers where this is in place, or directly by HEE will be maintained. However, similar to the arrangements for PIVO placement providers this will be subject to audit as required.

2.5 SDC Home Page

Upon successful login, you will be forwarded to the SDCT 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 SDCT documentation and downloads.

Figure 5: *SDCT home page*

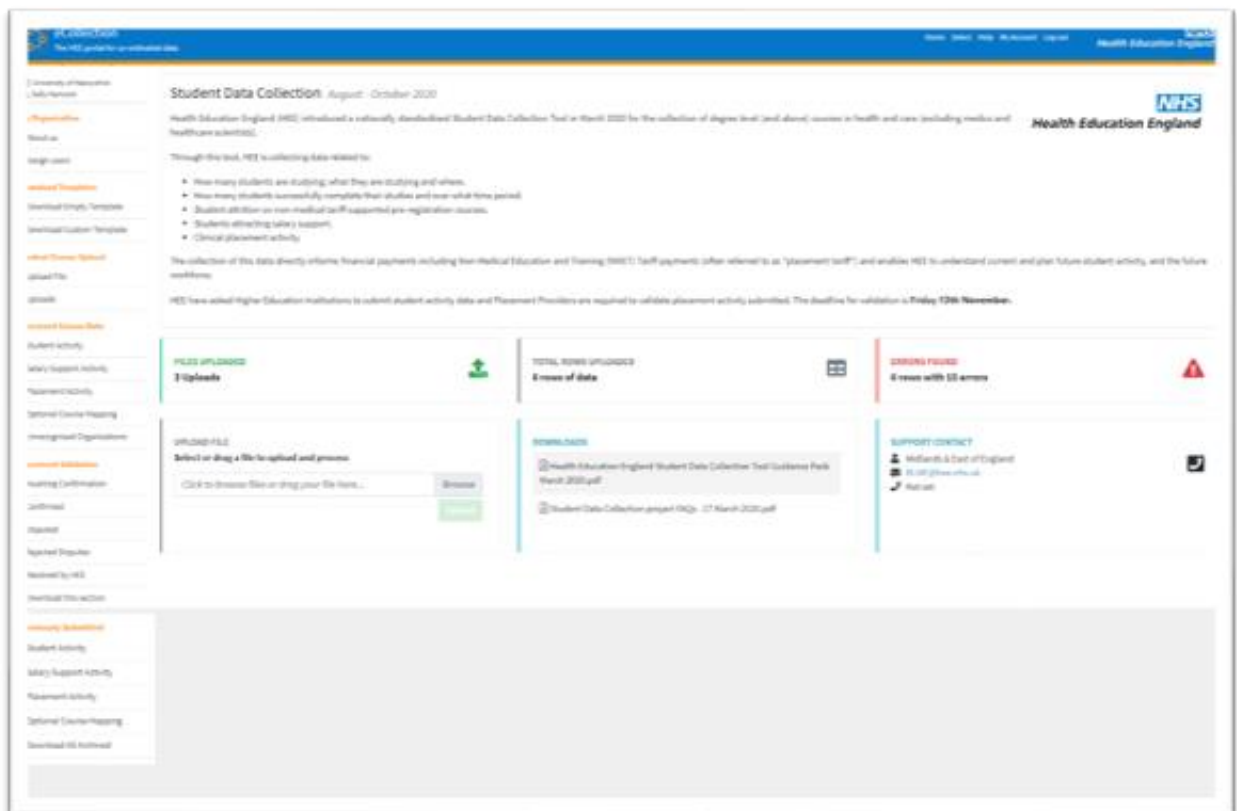
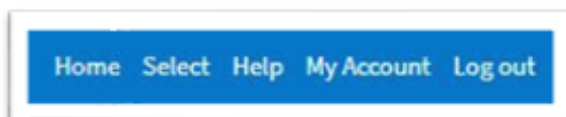


Figure 6: *Navigation buttons*



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 - see [Change User details](#)
- Log out – log out of the system and be sent back to the login screen

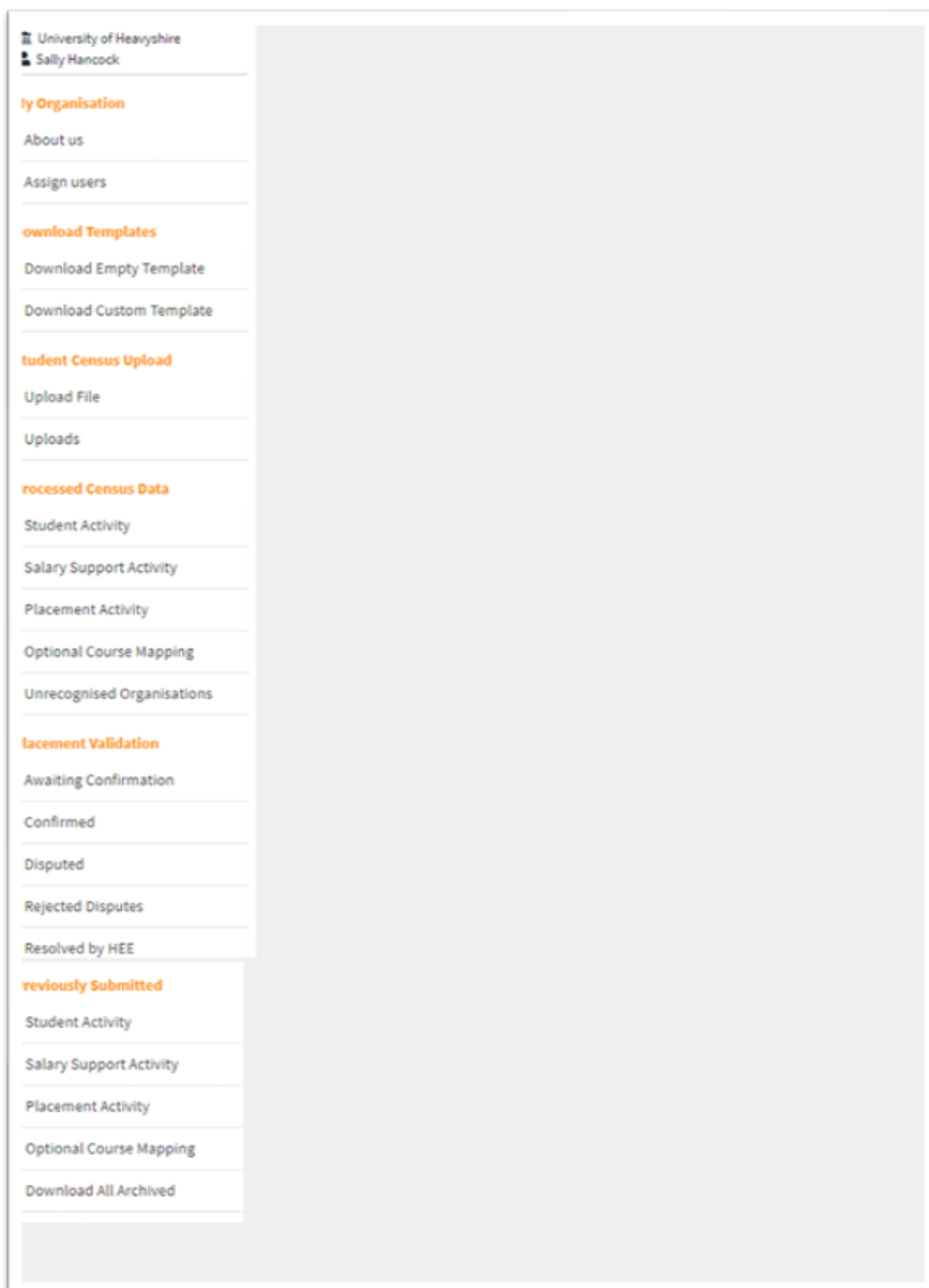
Figure 7: *Change User details*

The screenshot displays a web form titled "Your user account" with two main sections. The left section, "Your details", contains three input fields: "Full name" (pre-filled with "John Smith"), "Phone number" (pre-filled with "07000 123456"), and "Job title" (pre-filled with "Workforce Planner"). A blue "Update" button is at the bottom right of this section. The right section, "Change your password", contains three input fields: "Current password", "New password", and "Confirm new password". A blue "Change password" button is at the bottom right of this section.

Your user account	
Your details Full name John Smith	Change your password Current password
Phone number 07000 123456	New password
Job title Workforce Planner	Confirm new password
Update	Change password

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

Figure 8: *Dashboard Navigation Features (Education provider view)*

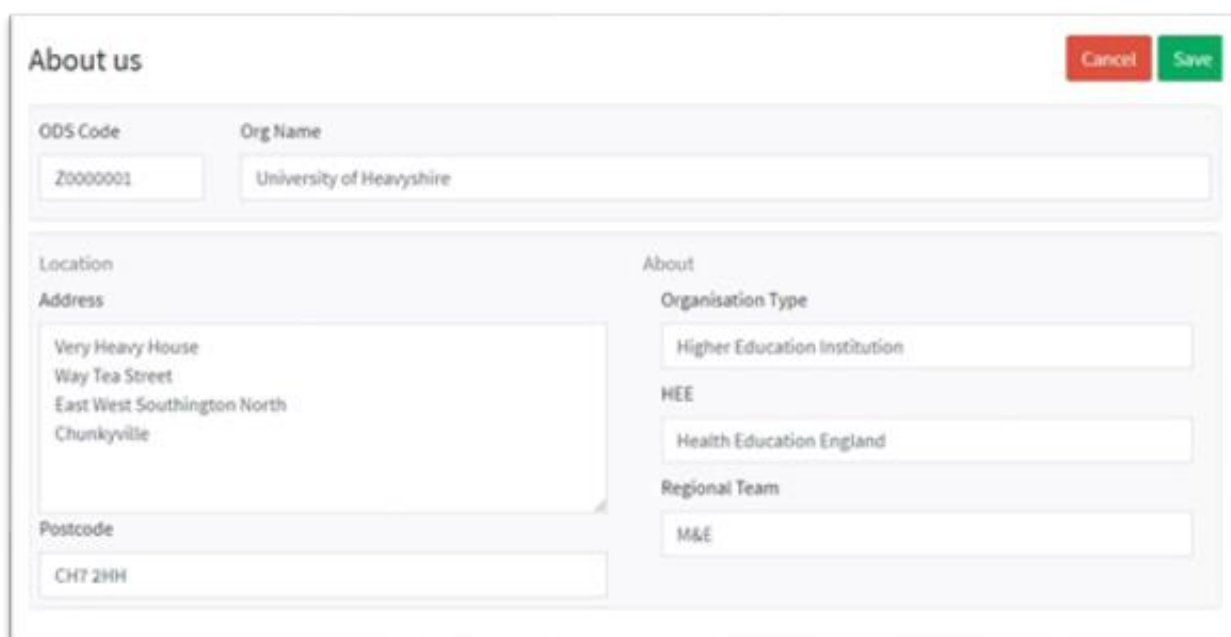


2.6 Education Providers: 'About Us'

The 'About Us' page on the dashboard navigation contains information about the Education Provider and the people who will work on the Education Provider's submission. It is divided into two subsections: Education Provider details and contributors submitting the data.

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

Figure 9: *About Us Page*



The screenshot shows a web form titled 'About us' with a 'Cancel' button in red and a 'Save' button in green. The form is divided into two main sections: 'Location' and 'About'. The 'Location' section includes fields for 'ODS Code' (Z0000001), 'Org Name' (University of Heavyshire), 'Address' (Very Heavy House, Way Tea Street, East West Southington North, Chunkyville), and 'Postcode' (CH7 2HH). The 'About' section includes fields for 'Organisation Type' (Higher Education Institution), 'HEE' (Health Education England), and 'Regional Team' (M&E).

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.

2.7 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 10: *Assign Users*

The screenshot shows a web interface titled "Users Setup and modify your organisation's users". It features a table with columns "Email", "Name", and "Job Title". Below the table, there is a section labeled "University Administrator" with a link "Add another". The table contains one row with the following data:

Email	Name	Job Title
lily@heavyenergy.com	Lily Piper	Administrator

Below the table, there are three icons: a blue speech bubble, a yellow envelope, and a red 'X'.

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

The screenshot shows the "Add another" form. It has three input fields: "Add email address", "Add contact name", and "Add job title". To the right of the fields are three icons: a blue speech bubble, a yellow envelope, and a red 'X'.

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

The screenshot shows the "Add another" form with data entered. The "Add email address" field contains "billy@heavyenergy.com", the "Add contact name" field contains "Billy Williamson", and the "Add job title" field contains "Administrator". To the right of the fields are three icons: a blue speech bubble, a yellow envelope, and a red 'X'.

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

The screenshot shows the "Users" management interface with two users listed in the table:

Email	Name	Job Title
lily@heavyenergy.com	Lily Piper	Administrator
billy@heavyenergy.com	Billy Williamson	Administrator

Below the table, there are three icons: a blue speech bubble, a yellow envelope, and a red 'X'.

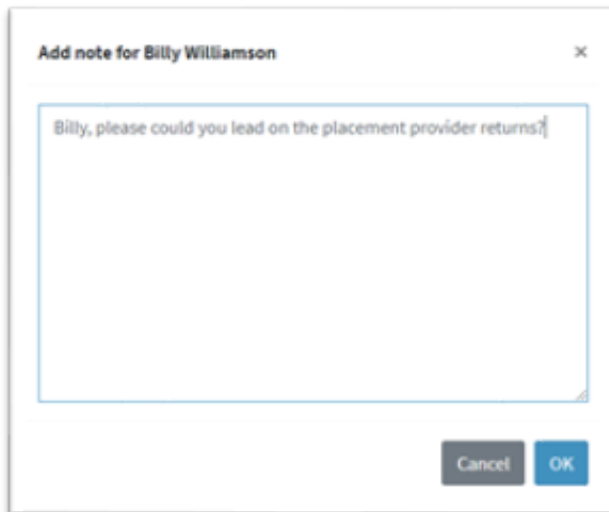
- An invitation will then be sent to the new users giving further instructions for how to complete their registration.

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 should remove their user account to revoke their access to the application.

- Click the red cross button for 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.*



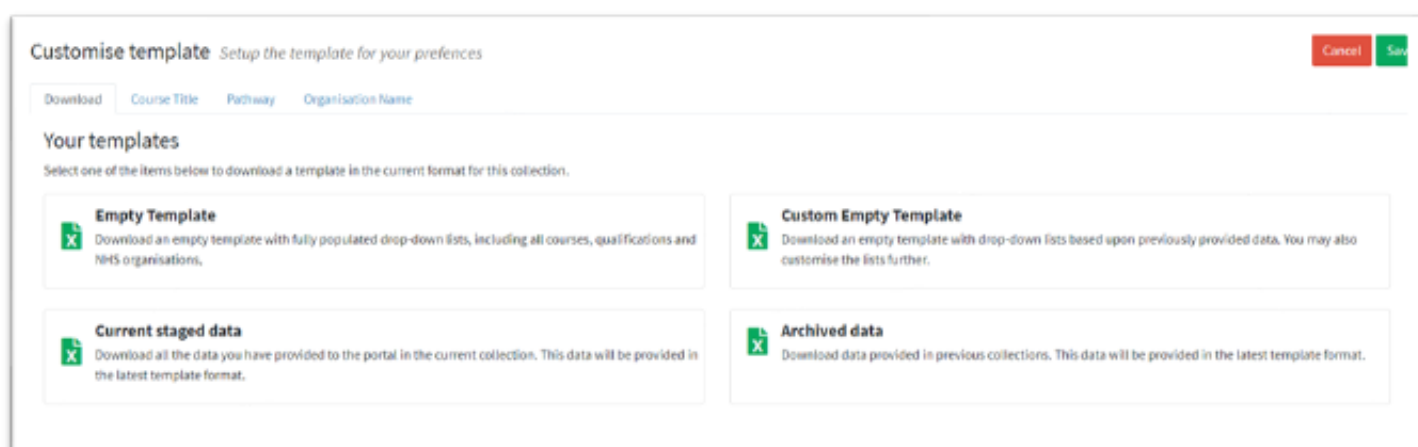
- If you are sure you want to delete this user, click the “Save” button.
- The page will reload, and the user should have been removed.

2.8 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 Placement Provider organisations.
- **Custom Empty Template** – Download a template with Education Provider’s 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 11: *Customise template “Download” tab*



2.9 Customising your Templates

When the collection is initiated for your organisation, eCollection prepopulates the template with the Course Title, Qualification and Organisation Names using previously provided data which has been validated.

It is also possible to customise three areas, to remove any items that are no longer relevant or to include new ones. For instance, your organisation may only provide nursing courses and other courses may not be applicable to your organisation. By selecting on the data that is relevant to your organisation, it will make using the lists in the collection template easier to navigate.

Figure 12: *Customise template "Course Title" tab*

Items in this page will appear in one of three states.

- **Unselected.** These are valid courses, but they will not be included in your template. The cross is to let you know it will not be included in your custom template. Clicking on one of these will cause it to change colour to green and display a tick, signalling that it will be included in the custom template.

- **Selected.** Items that are green and display a tick, indicates that this is a valid course and will be included in the template.

- **Invalid courses.** If an unknown course or item has appeared in a previous collection it will be displayed in red. While this will continue to be an invalid item, the system will allow upload but will ask you to map any invalid data to a correct course.

Once all items have been updated, click 'save' to store the changes and the next time a custom template is downloaded it will include only the items selected in this page.

- **Select all** – Select all items in the tab, which cause them to be selected.
- **Select Active** – This will revert the selection to only show the items you have used previously.
- **Search** – In some cases there is a lot of data in the page. The option will filter the items to show only items with text matching search value. Clear the text box to show all items.

2.10 Uploading Data

In the first phase of the collection, Education Providers are asked to provide student data using a standardised format. The core purpose of the Student Data Collection Tool is to facilitate the uploading, processing, validation and storing of data for later analysis at the end of the collection.



This section applies only to Education Providers.

2.11 Upload Templates

The current upload template for SDCT 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. Please find below a link to the most up to date template:

https://ecollection.hee.nhs.uk/SDCT/doc/hei_upload_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.

CQC Lookup file

Please find below a link the CQC Lookup file:

<https://odsportal.digital.nhs.uk/Organisation/Search>

Template Lookups

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

- Placement Providers
- Qualification
- Courses
- Modes of Attendance

The lookup data provided in the template is the product of a 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 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.

Where there is not an applicable value in the lookup value list, you can enter your own value into the cell. For instance, if a course you provide or placement provider you engage with 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 lookup values before adding new ones as this could result in your return being rejected by HEE.

2.12 Upload File

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

Figure 13: *Upload File Page*

To upload a file into SDCT:

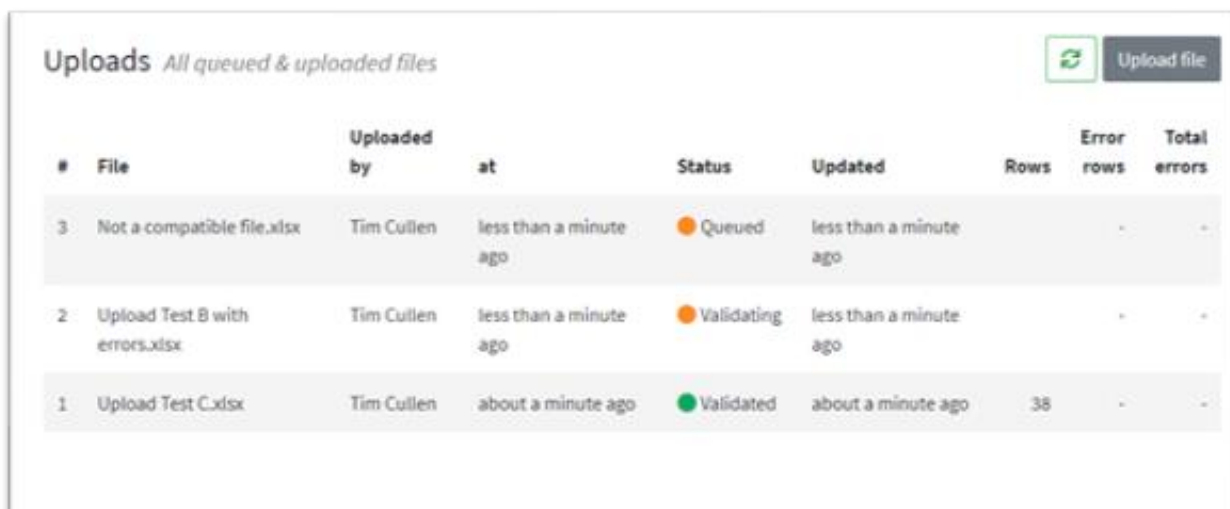
- Click “Upload File” in the side menu
- The page will load as can be seen in *Figure 12*
- Click the Browse button to select your file or drag a file into the box.
- Click the Upload button to process your file.

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

2.13 Uploads Summary

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

Figure 14: Uploads page



#	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	-	-

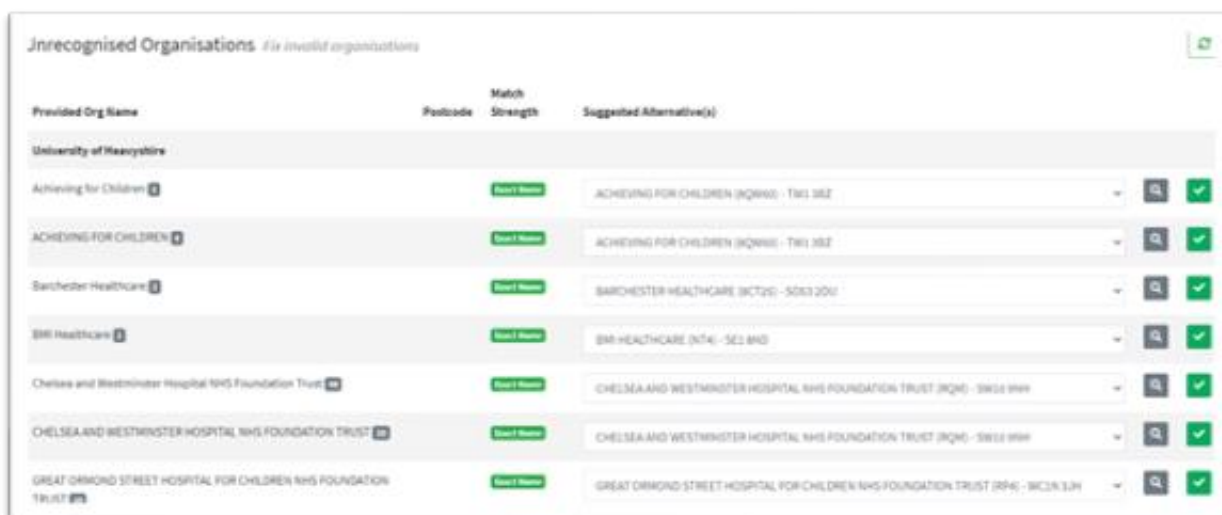
To ensure the best performance at busy times, files uploaded into the SDCT are not processed immediately. Instead, they are queued to be processed within a separate background task. Typically, your file will be processed promptly but at times of high demand it may take a little longer to complete.

Unrecognised organisations

To support the capture of a broader range of NHS, non-NHS and PIVOs, additional validation features have been included to ensure the capture of accurate data.

Where eCollection encounters unknown organisations during validation, it will search for organisations that match or are similar based on the data provided.

To access the feature, click the Unrecognised Organisations option in the menu, where you will be presented with a page as follows.



Provided Org Name	Postcode	Match Strength	Suggested Alternative(s)
University of Westsaskatchewan			
Achieving for Children		Exact Match	ACHIEVING FOR CHILDREN (Q9440) - TR1 3BZ
ACHIEVING FOR CHILDREN		Exact Match	ACHIEVING FOR CHILDREN (Q9440) - TR1 3BZ
Sarchester Healthcare		Exact Match	SARCHESTER HEALTHCARE (NCT20) - S063 2DU
BNH Healthcare		Exact Match	BNH-HEALTHCARE (N74) - SE1 8ND
Chelsea and Westminster Hospital NHS Foundation Trust		Exact Match	CHELSEA AND WESTMINSTER HOSPITAL NHS FOUNDATION TRUST (Q940) - SW10 1NH
CHELSEA AND WESTMINSTER HOSPITAL NHS FOUNDATION TRUST		Exact Match	CHELSEA AND WESTMINSTER HOSPITAL NHS FOUNDATION TRUST (Q940) - SW10 1NH
GREAT ORMOND STREET HOSPITAL FOR CHILDREN NHS FOUNDATION TRUST		Exact Match	GREAT ORMOND STREET HOSPITAL FOR CHILDREN NHS FOUNDATION TRUST (R940) - WC2N 3JH

In many cases, eCollection will find a single exact match for the provided organisation. Where this is the case, it will automatically complete in any missing detail and allow validation.

Where an exact match cannot be located, a set of suggestions are available for each organisation, each with their own ranking of confidence. These are as follows:

Exact	An exact match has been found for the provided organisation and postcode. You will occasionally see these appear when more than one exact match is found.
Exact Name	The organisation's name has matched exactly to one or more items in the database. Please remember, unrelated organisations can share names. Ensure you have selected the correct one.
Exact Postcode	The organisation name could not be matched but a number of organisations have been found with the same postcode. Check through the list to ensure to ensure you have the correct name for the organisation.
Similar	Parts of the organisation name and postcode match those in the database. Where this occurs, and a stronger match has not been found, eCollection will offer these as suggestions.
Possible	Where no other stronger matches are available, a looser or <i>fuzzy</i> search for matches is applied. The results can be skewed by common words such as road and medical, simplifying the provided name will often yield better results.

Accepting suggestions

If you are satisfied the correct item is selected, click the tick button to confirm the update.

If there are multiple rows affected with the same organisation, it will update them in all the rows in which they occur.

If eCollection has not suggested the correct item, click the drop-down arrow to view the full list of suggestions enabling you to choose an alternative organisation.



Once the organisation is selected, the tick button can be used to update the item(s) affected.

Organisation is not listed

If there is not a match available for the provided organisation you may find it is due to:

- The organisation has changed their name
- The organisation name has an incorrect spelling
- The organisation is not listed in the eCollection database.

Where this occurs, clicking the magnifying glass button will allow you to refine the organisation name to search alternative matches.

Suggestions

Alder

Code	Org	Area	Postcode	Region	Distance
VLSX2	29 ALDER CLOSE	Fenland	PE15 8PY	East of England	Amber
8DF45	ALDER COURT NH	Sutton	L20 7LJ	North West	Amber
8D343	ALDER E	Bedford	MK40 4AD	East of England	Amber
VLR0N	ALDER GRANGE	Stafford	ST11 9HL	Midlands	Amber
8D022	ALDER GRANGE NH	Liverpool	L12 2AR	North West	Amber
RTXN6	ALDER HEY CHILDREN'S HOSPITAL	Liverpool	L12 2AP	North West	Amber
RBS	ALDER HEY CHILDREN'S NHS FOUNDATION TRUST	Liverpool	L12 2AP	North West	Amber
RBS25	ALDER HEY CHILDREN'S NHS FOUNDATION TRUST	Liverpool	L12 2AP	North West	Amber
VL2NH	ALDER HOUSE	Epping Forest	IG7 6HH	East of England	Amber

Close

If you have determined that the specified organisation does not exist, leave it unchanged and the regional teams will review at a later point.

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 eCollection 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	SDCT 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 SDCT.

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 and a confirmation dialog will pop up.
- Click proceed to continue and the file will be dropped.

Figure 15: *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					

2.14 Processed 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 four of the tabs in your uploaded Excel template file(s).

These are as follows and located in the side menu:

1. Student Activity
2. Salary Support Activity
3. Placement Activity
4. Optional Course Mapping

Figure 16: *Placement Activity Editor*

Placement Activity *Review & edit data (15 rows)*

Download View errors 11 Save

Your Course title/code identifier	Course Title	Qualification	Placement Type	Placement Provider Name	Placement Provider Code	Placement Provider Site	Is this a Paid Placement?	Intake Month	Year 1 Hours	Year 2 Hours	Year 3 Hours	Year 4 Hours	Total Hours	Errors
13	Occupational Therapy	BSc	Secondary	West Dorset NHS Trust	DEMO	Purbeck Hospital	No		0	0	0	0	0	1
13	Young Child	BSc	Secondary	West Dorset NHS Trust	DEMO	Exeter Children's Hospital	No		1012.5	4812.5	0	0	5825	9
13	Young Child	BSc	Secondary	West Dorset NHS Trust	DEMO	Exeter Children's Hospital	No		0	250.5	0	0	250.5	7
13	Young Child	BSc	Secondary	West Dorset NHS Trust	DEMO	Exeter Children's Hospital	No		0	1942.5	0	0	1942.5	8
13	Radiography (Diagnostic)	BSc	Secondary	West Dorset NHS Trust	DEMO	Purbeck Hospital	No		0	0	2250	0	2250	9
13	Podiatry	BSc	Secondary	West Dorset NHS Trust	DEMO	Purbeck Hospital	No		454	75	0	0	529	11
13	Radiography (Diagnostic)	BSc	Secondary	West Dorset NHS Trust	DEMO	Purbeck Hospital	No		0	0	1100	0	1100	13
13	Radiography (Diagnostic)	BSc	Secondary	West Dorset NHS Trust	DEMO	Purbeck Hospital	No		0	0	1100	0	1100	12
13	Young Adult	PG Dip	Secondary	West Dorset NHS Trust	DEMO	Cromford School Hospital	No		0	400	0	0	400	11
13	Radiography (Diagnostic)	BSc	Secondary	West Dorset NHS Trust	DEMO	Purbeck Hospital	No		0	0	1100	0	1100	14
13	Radiography (Diagnostic)	BSc	Secondary	West Dorset NHS Trust	DEMO	Purbeck Hospital	No		2052.5	1412.5	0	0	3465	15
13	Physiotherapy	BSc	Secondary	West Dorset NHS Trust	DEMO	Cromford School Hospital	No		875	125	0	0	1000	16
13	Radiography (Diagnostic)	BSc	Secondary	West Dorset NHS Trust	DEMO	Purbeck Hospital	No		1610	1610	0	0	3220	17
13	Radiography (Diagnostic)	BSc	Secondary	West Dorset NHS Trust	DEMO	Purbeck Hospital	No		1610	1610	0	0	3220	18
13	Young Adult	PG Dip	Secondary	West Dorset NHS Trust	DEMO	Purbeck Hospital	No		0	0	0	0	0	19

The data displayed in each view will match the content in the associated tab from your data collection template. It is recommended that you check this data and fix any validation errors that have been raised, such as missing detail.

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.

Figure 17: *Modifying Placement Activity Course*

Placement Activity Actual *Review & edit data*

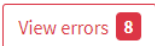
Select...

#	Your Course title/code identifier	Course Title	Pathway	Placemen
3		Advanced Clinical Practice	Practitioner level	WYE VALLE
3		Advanced Clinical Practice		
3		Art Psychotherapy		
3		Art Therapy		
3		Audiology		
3		Child Psychotherapy		
3		Clinical Psychology		
3		Community Practice Teachers		

The SDCT data editor has built in validation to ensure any changes you make meet the expected data requirements. For instance, a date column will always show you a calendar and a field with a set list of values will appear as a dropdown list. As such, it will 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.

Fixing validation issues

When a validation issue has occurred, the Errors button is displayed at the top of the viewer, as follows,  .

Clicking this button will filter out valid rows, showing only those with errors.

Figure 18: *Filter showing only invalid rows*

Placement Activity *Review & edit data (1410 rows)*

	Your Course			Placement	
#	title/code identifiers	Course Title	Qualification	Type	Placement Provider Name
8		Advanced Clinical Practitioner	Practitioner level	Secondary	UNITED LINCOLNSHIRE HOSPITALS N...
8		Required	Required	Secondary	WRIGHTINGTON WIGAN AND LEIGH N...
8		Advanced Clinical Practitioner	Practitioner level		
8		Required	BSc	Secondary	WRIGHTINGTON WIGAN AND LEIGH N...
8		Nursing (Adult)		Primary	ISLE OF WIGHT NHS TRUST
8		Required	Dip HE	Secondary	YEOVIL DISTRICT HOSPITAL NHS FOU...
8		Paramedics	Diploma		

Figure 19: *Lookup Placement Provider Name*

Where an unknown or missing organisation name is identified in the 'Placement Provider Name' field, select the cell and the following search function will appear. Enter the name of the organisation in the search bar and select from the list of options. In the organisation search and upload features, you can also insert an Org Code. A valid org code is a code that is included in the master repository that is used to inform this feature. In the Organisation name of an upload OR in a search on-screen, you may now use these interchangeably in the org name / org search fields. *Note - if an org code is provided in the upload file's org code column - this will be disregarded.*

If none of the listed options are suitable, leave it unchanged and the regional teams will review at a later point.

Suggestions

wrightington

Code	Org	Area	Postcode	Region	Distance
RM254	WRIGHTINGTON HOSPITAL	West Lancashire	WN6 9EP	North West	View
RMCE6	WRIGHTINGTON HOSPITAL	West Lancashire	WN6 9EP	North West	View
RRFS3	WRIGHTINGTON HOSPITAL	West Lancashire	WN6 9EP	North West	View
RON24	WRIGHTINGTON HOSPITAL	West Lancashire	WN6 9EP	North West	View
RY2D7	WRIGHTINGTON HOSPITAL	West Lancashire	WN6 9EP	North West	View
NT9F5	WRIGHTINGTON HOSPITAL (ALLIANCE MEDICAL SCANNING)	West Lancashire	WN6 9EP	North West	View
RRF	WRIGHTINGTON, WIGAN AND LEIGH NHS FOUNDATION TRUST	Wigan	WN1 2NN	North West	View

Close

This data may be edited as described in the previous section. With each change you make, the cell will turn green to highlight that the data needs to be saved.

Figure 20: *Editing validation errors*

Placement Activity *Review & edit data (1410 rows)*

#	Your Course title/code identifiers	Course Title	Qualification	Placement Type	Placement Provider Name
8		Advanced Clinical Practitioner	Practitioner level	Secondary	UNITED LINCOLNSHIRE HOSPITALS N...
8		Healthcare Science (Blood Sciences)	BSc	Secondary	WRIGHTINGTON, WIGAN AND LEIGH ...
8		Advanced Clinical Practitioner	Practitioner level		
8		Required	BSc	Secondary	WRIGHTINGTON WIGAN AND LEIGH N...
8		Nursing (Adult)		Primary	ISLE OF WIGHT NHS TRUST
8		Required	Dip HE	Secondary	YEOVIL DISTRICT HOSPITAL NHS FOU...

Once you have completed your changes, the content will revalidate, and the page will update to show the new changes.

Figure 21: *Data after validation errors have been resolved.*

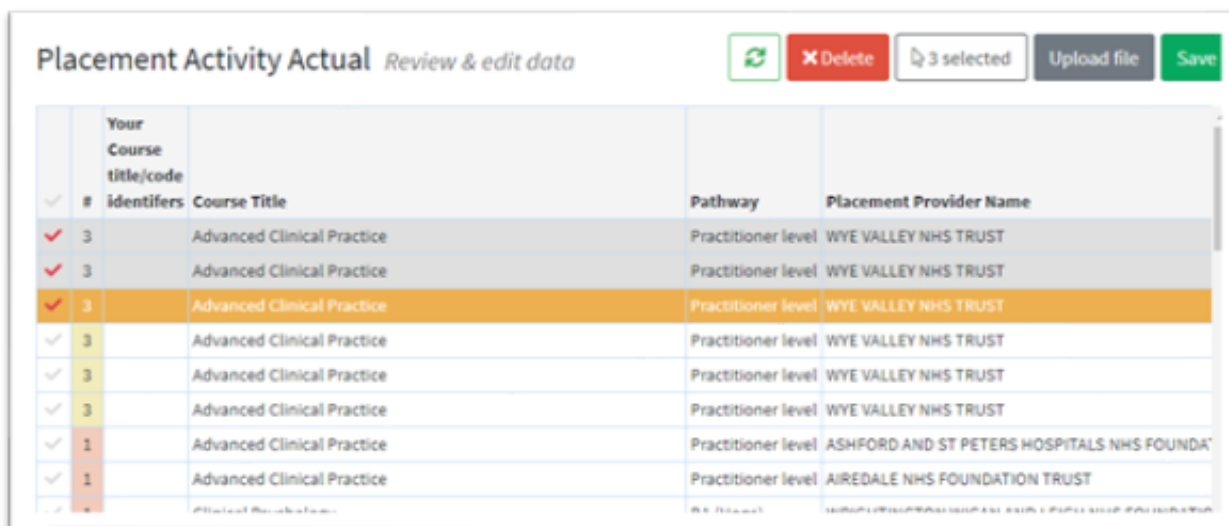
Placement Activity *Review & edit data (1410 rows)*

#	Your Course title/code identifiers	Course Title	Qualification	Placement Type	Placement Provider Name	P	P
8		Advanced Clinical Practitioner	Practitioner level	Secondary	UNITED LINCOLNSHIRE HOSPITALS N...		R
8		Healthcare Science (Blood Sciences)	BSc	Secondary	WRIGHTINGTON, WIGAN AND LEIGH N...		R
8		Advanced Clinical Practitioner	Practitioner level				

Deleting rows

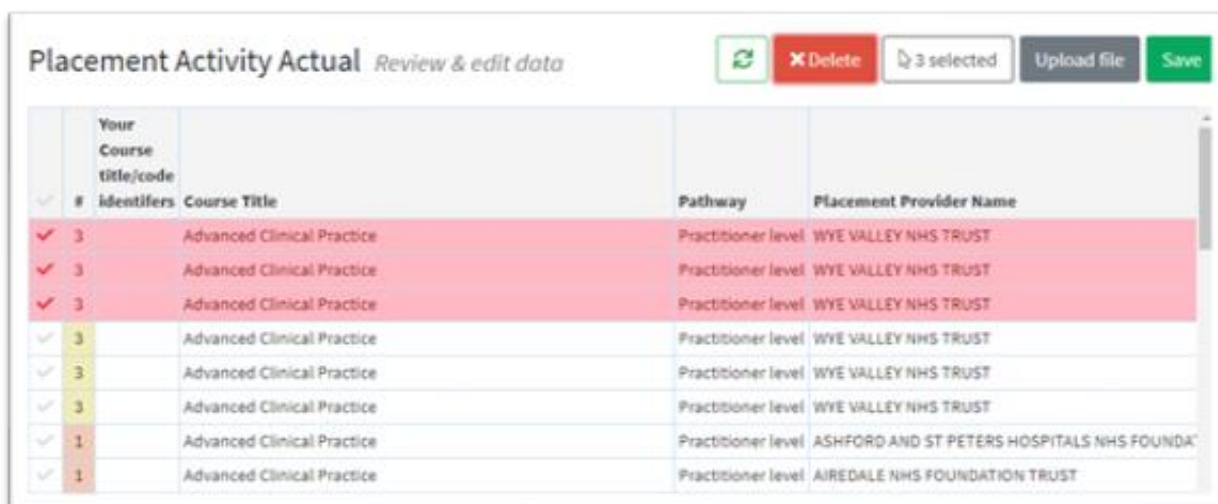
If there are individual rows in your processed data that are duplicates or have been inserted in error, you can remove these individually.

- Put the page in selection mode by clicking “Select...”



	Your Course title/code	Identifiers	Course Title	Pathway	Placement Provider Name
✓	3		Advanced Clinical Practice	Practitioner level	WYE VALLEY NHS TRUST
✓	3		Advanced Clinical Practice	Practitioner level	WYE VALLEY NHS TRUST
✓	3		Advanced Clinical Practice	Practitioner level	WYE VALLEY NHS TRUST
✓	3		Advanced Clinical Practice	Practitioner level	WYE VALLEY NHS TRUST
✓	3		Advanced Clinical Practice	Practitioner level	WYE VALLEY NHS TRUST
✓	3		Advanced Clinical Practice	Practitioner level	WYE VALLEY NHS TRUST
✓	1		Advanced Clinical Practice	Practitioner level	ASHFORD AND ST PETERS HOSPITALS NHS FOUNDATION
✓	1		Advanced Clinical Practice	Practitioner level	AIREDALE NHS FOUNDATION TRUST

- Click to toggle the rows you wish to delete.
- Click the Delete button, then the rows colour will change to pink.



	Your Course title/code	Identifiers	Course Title	Pathway	Placement Provider Name
✓	3		Advanced Clinical Practice	Practitioner level	WYE VALLEY NHS TRUST
✓	3		Advanced Clinical Practice	Practitioner level	WYE VALLEY NHS TRUST
✓	3		Advanced Clinical Practice	Practitioner level	WYE VALLEY NHS TRUST
✓	3		Advanced Clinical Practice	Practitioner level	WYE VALLEY NHS TRUST
✓	3		Advanced Clinical Practice	Practitioner level	WYE VALLEY NHS TRUST
✓	3		Advanced Clinical Practice	Practitioner level	WYE VALLEY NHS TRUST
✓	1		Advanced Clinical Practice	Practitioner level	ASHFORD AND ST PETERS HOSPITALS NHS FOUNDATION
✓	1		Advanced Clinical Practice	Practitioner level	AIREDALE NHS FOUNDATION TRUST

- Finally, if you wish to proceed click the Save button.



If you have selected items and no longer wish to delete, clicking the “Selected” button will cancel the deletion.

2.15 Confirming Placement Activity

During the first phase of the collection process, *Placement Activity* data is collected from Education Providers.

The submitted Education Provider placement data is initially checked by HEE, and then passed to placement providers (NHS Trusts) to confirm the report of the placement activity or provide an alternative account of the detail.

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This section applies only to Placement Providers

Clicking the *Confirm Placement Activity* task on the side menu will display a table detailing the Education Providers, Courses and Hours.

Figure 22: *Confirm placement activity page*

Education Provider	Course Title	Placement Provider	Is this a Field Placement?	Education Provider Year 1 Hours	Education Provider Year 2 Hours	Education Provider Year 3 Hours	Education Provider Year 4 Hours	Education Provider Year 5 Hours	Education Provider Year 6 Hours	Education Provider Total Hours	Accepted?	Comments	Confirmed?	Excel Source Row	Row Status
--------------------	--------------	--------------------	----------------------------	---------------------------------	---------------------------------	---------------------------------	---------------------------------	---------------------------------	---------------------------------	--------------------------------	-----------	----------	------------	------------------	------------

When clicking on 'Awaiting Confirmation' under the 'Review and Confirm' section on the eCollection platform, this page provides details of all placement activity across all Education Providers in one place. The search function is enabled to find key words and a download function is also available. Please note, all activity must be provided through this portal as this will be the single record for making payments.

Please check through each item to ensure the values appearing match your account of activity and where necessary provide your own report of the activity.

Placement Activity Columns

The information displayed in this page is a collated set of activity from all Education Providers.

Awaiting Confirmation [Review & edit data](#)

Search data

Unlink Submit Set Submit Add Download Save

Education Provider	Course Title	Qualification	Placement Provider Site	In this field Placement?	Education Provider				Education Provider				Total Hours	Accept?	Comments
					Year 1 Hours	Year 2 Hours	Year 3 Hours	Year 4 Hours	Year 1 Hours	Year 2 Hours	Year 3 Hours	Year 4 Hours			
University of Worcester	Occupational Therapy	BSc	Rumfordston Hospital	Yes	0	0	175	175	0	0	0	0	350	✓ Accept	
University of Worcester	Nursing (CNS)	BSc	Emergency Children's Hospital	Yes	1012.5	3163.6	4012.5	4012.5	0	0	0	0	11287.1	✓ Accept	
University of Worcester	Nursing (CNS)	BSc	Emergency Children's Hospital	Yes	0	0	262.5	262.5	0	0	0	0	525	✓ Accept	
University of Worcester	Nursing (CNS)	BSc	Emergency Children's Hospital	Yes	0	0	2062.5	2062.5	0	0	0	0	4125	✓ Accept	
University of Worcester	Radiography (Diagnostic)	BSc	Rumfordston Hospital	Yes	0	0	0	0	1050	1050	0	0	2100	✓ Accept	
University of Worcester	Radiography (Diagnostic)	BSc	Rumfordston Hospital	Yes	0	0	0	0	1050	1050	0	0	2100	✓ Accept	
University of Worcester	Nursing (Adult)	PG Dip	Crumpton-Bisset Hospital	Yes	0	0	450	450	0	0	0	0	900	✓ Accept	
University of Worcester	Radiography (Diagnostic)	BSc	Rumfordston Hospital	Yes	0	0	0	0	1050	1050	0	0	2100	✓ Accept	
University of Worcester	Radiography (Diagnostic)	BSc	Rumfordston Hospital	Yes	1062.5	3462.5	3462.5	3462.5	0	0	0	0	14050	✓ Accept	
University of Worcester	Physiotherapy	BSc	Crumpton-Bisset Hospital	Yes	675	675	225	225	0	0	0	0	1500	✓ Accept	
University of Worcester	Radiography (Diagnostic)	BSc	Rumfordston Hospital	Yes	1050	1050	1050	1050	0	0	0	0	4200	✓ Accept	
University of Worcester	Radiography (Diagnostic)	BSc	Rumfordston Hospital	Yes	1050	1050	1050	1050	0	0	0	0	4200	✓ Accept	
University of Worcester	Nursing (Adult)	PG Dip	Rumfordston Hospital	Yes	175	175	0	0	0	0	0	0	350	✓ Accept	

There are two types of columns appearing in the table: *read-only* and *editable*.

Read-only cells

These cells are displayed with a grey background and clicking on them will do nothing. The data appearing in these cells are part of the Education Provider's account and cannot be modified.

Column Name/Title	Description
Education Provider	The originating HEI or Education Provider providing the activity data.
Course Title / Qualification	The course title and qualification for the cohorts detailed in the activity data.
Placement Provider Site	The name of the site of location at which the placement activity is being undertaken
Education Provider Year Hours Years 1 to 4	These four fields provide the total hours for cohort groups across years 1 to 4.
Education Provider Total Hours	This is a calculated value for the totalled years 1 to 4 hours.

Editable cells

These cells are displayed with a white or green background and clicking them will open an editor, which will enable you to add your own detail.

In these cells, you can provide an alternative account for the placement hours across up to 4 years.

Column Name/Title	Description
Placement hours for Years 1 to 4	These four fields provide enable you to provide alternative values for years 1 to 4.
Accept?	A two option drop down list enabling your to manually <i>Accept</i> or <i>Reject</i> items.
Comments	Supporting comments and rationale for any rejected items.

Accepting activity reported by Education Provider

To avoid repetition when accepting individual rows, all items are marked to be accepted as default. Where any item is accepted, the hours specified by the *Education Provider*, for each year, is equal to the number of hours specified by the *Placement Provider*.

Green text in an editable cell indicates that your account of the placement activity agrees with the Education Provider's account. Where all hours match and no additional comments have been provided, the "Accept?" cell will automatically mark the cell with Accept.

Education Provider	Placement	Education Provider	Placement	Education Provider	Placement	Education Provider	Placement	Education Provider	
Year 1 hours	Year 1 hours	Year 2 hours	Year 2 hours	Year 3 hours	Year 3 hours	Year 4 hours	Year 4 hours	Total Hours	Accept?
10	10	11	11	12	12	13	13	46	✓ Accept

If a row has been marked as "Reject" accidentally, you can quickly and simply revert figures by:

- Clicking the cell marked "Reject"

Placement	Education Provider	Placement	Education Provider	Placement	Education Provider	Placement	Education Provider		
Year 1 hours	Year 2 hours	Year 2 hours	Year 3 hours	Year 3 hours	Year 4 hours	Year 4 hours	Total Hours	Accept?	
11	21	21	33	99	1	1	66	✗ Reject	

- When the dropdown editor is displayed, select Accept

11	21	21	33	99	1	1	66		
11	21	21	33	33	1	1	66		
11	21	21	33	33	1	1	66	Accept	
								Reject	

- Once selected, the activity will reset to the Education Provider's figures

Placement	Education Provider	Placement	Education Provider	Placement	Education Provider	Placement	Education Provider		
Year 1 hours	Year 2 hours	Year 2 hours	Year 3 hours	Year 3 hours	Year 4 hours	Year 4 hours	Total Hours	Accept?	
11	21	21	33	33	1	1	66	✓ Accept	

- Finally, when you have completed your amendments, click the Save button and the changes will be saved.

Rejecting activity reported by Education Provider

Where the activity stated by the Education Provider does not match the activity you have captured, you can provide detail for the items that do not agree.

Awaiting Confirmation [Review & edit data](#) Search 2020 Unset Submit Set Submit Add Download Save

Education Provider	Job Role Title	Qualification	Placement Provider Site	Is this a Paid Placement?	Education Provider Year 1 Hours	Education Provider Year 2 Hours	Education Provider Year 3 Hours	Education Provider Year 4 Hours	Education Provider Year 5 Hours	Education Provider Year 6 Hours	Education Provider Year 7 Hours	Education Provider Year 8 Hours	Education Provider Year 9 Hours	Education Provider Total Hours	Accept?	Comments
University of Huddersfield	Occupational Therapy	BSc	Rumpleston Hospital	No	0	0	375	375	0	0	0	0	0	375	✓ Accept	
University of Huddersfield	Working (Child)	BSc	Emergency Children's Hospital	Yes	1012.5	1012.5	4012.5	4012.5	0	0	0	0	0	6225	✓ Accept	
University of Huddersfield	Nursing (Child)	BSc	Emergency Children's Hospital	No	0	0	262.5	262.5	0	0	0	0	0	262.5	✓ Accept	
University of Huddersfield	Nursing (Child)	BSc	Emergency Children's Hospital	No	0	0	2962.5	2962.5	0	0	0	0	0	2962.5	✓ Accept	
University of Huddersfield	Radiography (Diagnostic)	BSc	Rumpleston Hospital	No	0	0	0	0	2250	2250	0	0	0	2250	✓ Accept	
University of Huddersfield	Midwifery	BSc	Rumpleston Hospital	No	450	450	75	75	0	0	0	0	0	525	✓ Accept	
University of Huddersfield	Radiography (Diagnostic)	BSc	Rumpleston Hospital	No	0	0	0	0	1350	1350	0	0	0	1350	✓ Accept	
University of Huddersfield	Radiography (Diagnostic)	BSc	Rumpleston Hospital	No	0	0	0	0	1350	1350	0	0	0	1350	✓ Accept	
University of Huddersfield	Nursing (Adult)	PG Dip	Crumpston-Boback Hospital	No	0	0	450	450	0	0	0	0	0	450	✓ Accept	
University of Huddersfield	Radiography (Diagnostic)	BSc	Rumpleston Hospital	No	0	0	0	0	1350	1350	0	0	0	1350	✓ Accept	
University of Huddersfield	Radiography (Diagnostic)	BSc	Rumpleston Hospital	No	2062.5	2062.5	2462.5	2462.5	0	0	0	0	0	5475	✗ Reject	Notes regarding new figures
University of Huddersfield	Physiotherapy	BSc	Crumpston-Boback Hospital	No	975	975	225	225	0	0	0	0	0	900	✗ Reject	More notes to inform HEI if possible
University of Huddersfield	Radiography (Diagnostic)	BSc	Rumpleston Hospital	No	1800	1800	1800	1800	0	0	0	0	0	3600	✓ Accept	
University of Huddersfield	Radiography (Diagnostic)	BSc	Rumpleston Hospital	No	1800	1800	1800	1800	0	0	0	0	0	3600	✓ Accept	
University of Huddersfield	Nursing (Adult)	PG Dip	Rumpleston Hospital	No	375	375	0	0	0	0	0	0	0	375	✓ Accept	

Red text in an editable cell indicates that you have provided a value which differs from the one supplied by the Education Provider. Where this is the case, the “Accept?” cell will automatically be marked as “Reject”.

Where possible, please try to provide some additional text in the comments cell to inform the Education Provider and HEE why you have challenged the account of activity. This will help to expedite a resolution.

If you are happy with all the data and no revisions are required, please click the grey ‘set submit’ button and then click save. Once save has been clicked, the data will be visible to the Education Provider and HEE.

Unset Submit Set Submit Add Download Save

Education Provider	Total Hours	Accept?	Comments	Submit?
	375	✓ Accept		No
	6225	✓ Accept		No
	262.5	✓ Accept		No
	2962.5	✓ Accept		No
	2250	✓ Accept		No
	525	✓ Accept		No
	1350	✓ Accept		No
	1350	✓ Accept		No
	450	✓ Accept		No
	1350	✓ Accept		No
	5475	✗ Reject	Notes regarding new figures	No
	900	✗ Reject	More notes to inform HEI if possible	No
	3600	✓ Accept		No
	3600	✓ Accept		No
	375	✓ Accept		No

If the majority of data is accepted but just a few will be rejected, still click the ‘set submit’ button and before pressing save, go to each line that needs rejecting and change the ‘yes’ to ‘no’ as shown below:

Similarly, if the data is rejected, it will move to the 'Disputed' area where it will be reviewed by the Education Provider and further action will be taken to resolve the dispute.

If you feel that data is missing, click on the grey 'add' button. This will reveal a new line that you will need to populate with the relevant information selected from the drop-down menu:

Each white cell requires a value to be selected and the number of hours missing can then be added along with a comment.

Once completed, click save and the additional information will be available to the Education Provider and HEE. The data will be reviewed by the Education Provider and it will sit in your awaiting acceptance view before being either accepted or rejected.

3 Trainee Nursing Associates (TNA) Data Collection

Data will be collected aligned to the 3 collection points highlighted in Section 1.1 of this Guidance. TNA Apprenticeship data on student activity and employers and data for 'Direct Entry' courses, including placements, should be included in the June 2021 submission. Data on placements for apprenticeships will not be required.

Direct Entry Programmes	UCAS listed programmes where students self-fund. Education Providers arrange the placements with employers and HEE pays placement tariff to the employers based on the placement data provided through the TNA collection.
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3.1 TNA Template

Education Providers are asked to upload their completed TNA collection template, showing TNA data. The TNA template should be filled in to capture TNA programmes that commenced in the current reporting period (section 1.1).

The TNA template largely replicates the Student Data Collection template, with changes to each worksheet specified below.

Users can download the current template in the 'Download' tab (see section 2.8).

3.2 'Student Activity'

This template is the same as the one used for the Student Data Collection (see Section 2.1 of this Guidance) apart from the following two changes:

The following column has been removed from the template:

Qualification	Removed	No longer required
----------------------	----------------	---------------------------

The following column has been added:

Programme Type	Required	Please add the programme • Apprenticeship • Direct Entry
-----------------------	-----------------	---

3.3 'Employer Details'.

This template is the same as the one used for the 'Salary Support Activity' worksheet for the Student Data Collection (see Section 2.2 of this Guidance) apart from the following three changes. Although salary support is not paid for the TNA course, this data facilitates payments to employers for apprenticeships.

The following column has been removed from the template.

Qualification	Removed	No longer required
----------------------	----------------	---------------------------

The following column has been added.

Programme Type	Required	Please add the programme • Apprenticeship • Direct Entry
-----------------------	-----------------	--

The 'Seconded From' column, has been re-labelled to 'Name of Employer'.

Name of Employer	Required	This will enable HEE to provide payments directly to the employer in a timely manner.
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When selecting an option for the list of values in the 'Course Title' column, there are three options available for consideration.

Course Title	Required	• Trainee Nursing Associate (TNA) • Trainee Nursing Associate (TNA - LD) - select this for those spending 50% or more of their time in Learning Disabilities⁴ • Trainee Nursing Associate (TNA - SC) - (select this for those spending 50% or more of their time in Social Care⁵
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3.4 'Placement Activity'

This template is the same as the one used for the 'Placement Activity' worksheet for the Student Data Collection (see Section 2.3 of this Guidance). Please enter placement activity only for all direct entry programmes.

3.5 Data Validation Process

Following submission of data by Education Providers:

- Placement Providers will be able to review and validate placement activity data within a four-week period. The screenshots provided for the SDCT in Section 2.4 of this Guidance are very similar for both Education Provider and Placement Provider and the process is to be followed in the same way.
- Employers will be able to review and validate the apprenticeship student headcount within a four-week period.

Employer and Placement Provider Data Validation Process:

- **Accept** the data submitted by the Education Provider
- **Reject the data** submitted by the Education Provider and add a comment confirming reason why it has been rejected. The Education Provider will then be notified of this data dispute. eCollection will issue 'dispute notification' emails to inform users when

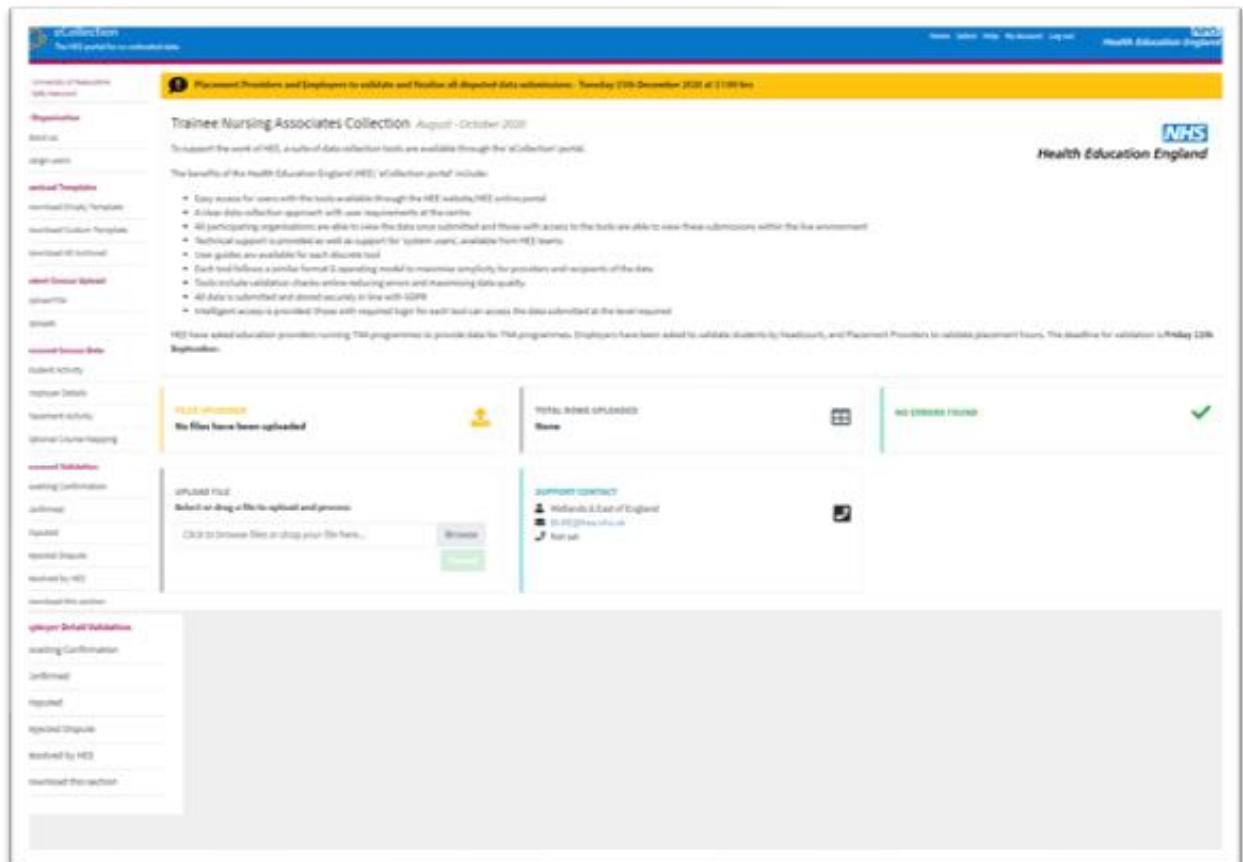
⁴ The TNA LD option should be selected for TNAs spending 50% or more of their time in Learning Disabilities (LD). Please note it is important this option is selected rather than 'Trainee Nursing Associate (TNA)', as the LD option attracts an enhanced payment to employers. Failure to select this option will lead to an incorrect payment.

⁵ Please note it is important the Social Care (SC) option is selected rather than 'Trainee Nursing Associate (TNA)', for TNAs spending 50% or more of their time in a SC setting. This allows HEE to track the number of TNAs into SC as requested by the Department of Health and Social Care.

submitted data has been disputed (section 1.5 of this guidance pack). Users have the option to opt out of receiving these notifications.

- **Add data** considered to be missing from the portal.
- If amendments are required to the course option, you should use the 'comment' feature, to explain where this should be changed, and which is the appropriate course option.

When logging in to the TNA portal the Employer Detail Validation for apprenticeships will appear in the menu on the left-hand side of the screen, beneath the Placement Activity section on the platform.



Click on 'Confirm Employer Detail' underneath the 'Employer Detail Validation' menu and all the relevant information will be displayed as submitted by the Education Provider. A drop-down list will show all of the Education Providers that have TNAs from your organisation enrolled onto a TNA programme.

Confirm Employer Detail [Review & edit data](#)

Search data

Unset Submit Set Submit Add Download Save

Education Provider	Student Unique ID	Course Title	Programme Type	Mode of Attendance	Course Start Date	Course End Date	Course Length in months	Status in	Status Out	Make Change Date	Projected Completion Date	Actual Completion Date	Extension agreed with HEE	Length of extension	Status	HEI Notes	Accept
University of Huddersfield	87000048	Trainee Nursing Associate (TNA)	Apprenticeship	Full time	01/01/2018	01/01/2021	42.0	External transfer in	01/01/2018	01/01/2021	01/01/2018	01/01/2021			Inactive - Interruption (02)		Accept
University of Huddersfield	80912819	Trainee Nursing Associate (TNA)	Apprenticeship	Full time	01/01/2018	01/01/2021	42.0	External transfer in	01/01/2018	01/01/2021	01/01/2018	01/01/2021			Active		Accept
University of Huddersfield	4504418	Trainee Nursing Associate (TNA)	Apprenticeship	Full time	01/01/2018	01/01/2021	42.0	External transfer in	01/01/2018	01/01/2021	01/01/2018	01/01/2021			Active		Accept
University of Huddersfield	98038607	Trainee Nursing Associate (TNA)	Apprenticeship	Full time	01/01/2018	01/01/2021	42.0	External transfer in	01/01/2018	01/01/2021	01/01/2018	01/01/2021			Active		Accept
University of Huddersfield	88201048	Trainee Nursing Associate (TNA)	Apprenticeship	Full time	01/01/2018	01/01/2021	42.0	External transfer in	01/01/2018	01/01/2021	01/01/2018	01/01/2021			Active		Accept
University of Huddersfield	08184602	Trainee Nursing Associate (TNA)	Apprenticeship	Full time	01/01/2018	01/01/2021	42.0	External transfer in	01/01/2018	01/01/2021	01/01/2018	01/01/2021			Active		Accept
University of Huddersfield	20461917	Trainee Nursing Associate (TNA)	Apprenticeship	Full time	01/01/2018	01/01/2021	42.0	External transfer in	01/01/2018	01/01/2021	01/01/2018	01/01/2021			Active		Accept
University of Huddersfield	94700082	Trainee Nursing Associate (TNA)	Apprenticeship	Full time	01/01/2018	01/01/2021	42.0	External transfer in	01/01/2018	01/01/2021	01/01/2018	01/01/2021			Active		Accept
University of Huddersfield	80700884	Trainee Nursing Associate (TNA)	Apprenticeship	Full time	01/01/2018	01/01/2021	42.0	External transfer in	01/01/2018	01/01/2021	01/01/2018	01/01/2021			Active		Accept
University of Huddersfield	86206007	Trainee Nursing Associate (TNA)	Apprenticeship	Full time	01/01/2018	01/01/2021	42.0	External transfer in	01/01/2018	01/01/2021	01/01/2018	01/01/2021			Active		Accept
University of Huddersfield	87001075	Trainee Nursing Associate (TNA)	Apprenticeship	Full time	01/01/2018	01/01/2021	42.0	External transfer in	01/01/2018	01/01/2021	01/01/2018	01/01/2021			Active		Accept
University of Huddersfield	80904086	Trainee Nursing Associate (TNA)	Apprenticeship	Full time	01/01/2018	01/01/2021	42.0	External transfer in	01/01/2018	01/01/2021	01/01/2018	01/01/2021			Active		Accept
University of Huddersfield	80000029	Trainee Nursing Associate (TNA)	Apprenticeship	Full time	01/01/2018	01/01/2021	42.0	External transfer in	01/01/2018	01/01/2021	01/01/2018	01/01/2021			Active		Accept
University of Huddersfield	70070060	Trainee Nursing Associate (TNA)	Apprenticeship	Full time	01/01/2018	01/01/2021	42.0	External transfer in	01/01/2018	01/01/2021	01/01/2018	01/01/2021			Active		Accept

The student status and name will be visible, if you need to reject some activity, you may select any line.

Search data

Unset Submit Set Submit Add Download Save

Make Change Date	Projected Completion Date	Actual Completion Date	Extension agreed with HEE	Length of extension	Status	HEI Notes	Accepted?	Submitted	Confirmed
1/01/2018	07/07/2021				Inactive - Interruption (02)		Accept	No	
1/01/2018	07/07/2021				Active		Accept	No	
1/01/2018	07/07/2021				Active		Accept	No	
1/01/2018	07/07/2021				Active		Accept	No	
1/01/2018	07/07/2021				Active		Accept	No	
1/01/2018	07/07/2021				Active		Accept	No	
1/01/2018	07/07/2021				Active		Accept	No	
1/01/2018	07/07/2021				Active		Accept	No	
1/01/2018	07/07/2021				Active		Accept	No	
1/01/2018	07/07/2021				Active		Accept	No	
1/01/2018	07/07/2021				Active		Accept	No	
1/01/2018	07/07/2021				Active		Accept	No	
1/01/2018	07/07/2021				Active		Accept	No	
1/01/2018	07/07/2021				Active		Accept	No	

Again, the 'set submit' button can be clicked to turn all data as accepted. Once save is pressed, the data becomes available to the Education Provider and also HEE.

Search data

Unset Submit

Set Submit

Add

Download

Save

us age	Projected Completion Date	Actual Completion Date	Extension agreed with HEE	Length of extension	Status	HEI Notes	Accepted?	Submitted	Con
1/2018	07/07/2021				Inactive - Interruption (02)		Accept	Yes	
1/2018	07/07/2021				Active		Accept	Yes	
1/2018	07/07/2021				Active		Accept	Yes	
1/2018	07/07/2021				Active		Accept	Yes	
1/2018	07/07/2021				Active		Accept	Yes	
1/2018	07/07/2021				Active		Accept	Yes	
1/2018	07/07/2021				Active		Accept	Yes	
1/2018	07/07/2021				Active		Accept	Yes	
1/2018	07/07/2021				Active		Accept	Yes	
1/2018	07/07/2021				Active		Accept	Yes	
1/2018	07/07/2021				Active		Accept	Yes	
1/2018	07/07/2021				Active		Accept	Yes	
1/2018	07/07/2021				Active		Accept	Yes	
1/2018	07/07/2021				Active		Accept	Yes	
1/2018	07/07/2021				Active		Accept	Yes	

Click on the Add button on the right-hand corner if you need to add any data.

Confirm Employer Detail *Review & edit data*

Search data

Unset Submit

Set Submit

Add

Education Provider	Student Unique ID	Course Title	Programme Type	Mode of Attendance	Course Start Date	Course End Date	Course Length in months	Status In	Status Out	Status Change Date	Projected Completion Date	Actual Completion Date	Extension agreed with HEE	Length of extension	Status
University of Gloucestershire			Scotship	Full time	01/01/2018	01/01/2021	40.0		Interruption (02)	01/01/2018	01/01/2021				Inactive - Info
University of Greenwich			Scotship	Full time	01/01/2018	01/01/2021	40.0	External transfer in		01/01/2018	01/01/2021				Active
University of Huddersfield			Scotship	Full time	01/01/2018	01/01/2021	40.0	External transfer in		01/01/2018	01/01/2021				Active
University of Hull			Scotship	Full time	01/01/2018	01/01/2021	40.0	External transfer in		01/01/2018	01/01/2021				Active
University of Lancaster			Scotship	Full time	01/01/2018	01/01/2021	40.0	External transfer in		01/01/2018	01/01/2021				Active
University of Leeds			Scotship	Full time	01/01/2018	01/01/2021	40.0	External transfer in		01/01/2018	01/01/2021				Active
University of Manchester			Scotship	Full time	01/01/2018	01/01/2021	40.0	External transfer in		01/01/2018	01/01/2021				Active
University of Northumbria at Newcastle			Scotship	Full time	01/01/2018	01/01/2021	40.0	External transfer in		01/01/2018	01/01/2021				Active
University of Plymouth			Scotship	Full time	01/01/2018	01/01/2021	40.0	External transfer in		01/01/2018	01/01/2021				Active
University of Portsmouth			Scotship	Full time	01/01/2018	01/01/2021	40.0	External transfer in		01/01/2018	01/01/2021				Active
University of Reading			Scotship	Full time	01/01/2018	01/01/2021	40.0	External transfer in		01/01/2018	01/01/2021				Active
University of Southampton			Scotship	Full time	01/01/2018	01/01/2021	40.0	External transfer in		01/01/2018	01/01/2021				Active
University of St Mark and St John			Scotship	Full time	01/01/2018	01/01/2021	40.0	External transfer in		01/01/2018	01/01/2021				Active
University of Suffolk			Scotship	Full time	01/01/2018	01/01/2021	40.0	External transfer in		01/01/2018	01/01/2021				Active
University of Surrey			Scotship	Full time	01/01/2018	01/01/2021	40.0	External transfer in		01/01/2018	01/01/2021				Active
University of Sussex			Scotship	Full time	01/01/2018	01/01/2021	40.0	External transfer in		01/01/2018	01/01/2021				Active
University of West of England			Scotship	Full time	01/01/2018	01/01/2021	40.0	External transfer in		01/01/2018	01/01/2021				Active

When prompted to select a date, a calendar option pops up allowing the relevant date to be selected

				August 2020							Home Status Submit Help My Account Logout				Health Education England
Confirm Employer Detail Review & edit details				Sa	Su	Mo	Tu	We	Th	Fr	Sa				
				16	17	18	19	20	21	22	23				
				24	25	26	27	28	29	30	31				
				1	2	3	4	5	6	7	8				
				9	10	11	12	13	14	15	16				
				17	18	19	20	21	22	23	24				
				25	26	27	28	29	30	31					
				1	2	3	4	5	6	7	8				
Education Provider	Student ID	Create Title	Programme Type	Mode of Attendance	Status	Status Date	Status Reason	Status Date	Status Reason	Status Date	Status Reason	Status	Status Date	Status Reason	Status Date
University of Haverley	MARNER	Trainee Nursing Associate - Social Care (TNA SC)	Apprenticeship	Full-time	Active	16/08/2020	17/07/2020	40.2	Interim report (R)	16/08/2020	17/07/2020	Active	16/08/2020	17/07/2020	Active
University of Haverley	87500048	Trainee Nursing Associate (TNA)	Apprenticeship	Full-time	Active	16/08/2020	17/07/2020	40.2	External transfer in	16/08/2020	17/07/2020	Active	16/08/2020	17/07/2020	Active
University of Haverley	A2911259	Trainee Nursing Associate (TNA)	Apprenticeship	Full-time	Active	16/08/2020	17/07/2020	40.2	External transfer in	16/08/2020	17/07/2020	Active	16/08/2020	17/07/2020	Active
University of Haverley	4028428	Trainee Nursing Associate (TNA)	Apprenticeship	Full-time	Active	16/08/2020	17/07/2020	40.2	External transfer in	16/08/2020	17/07/2020	Active	16/08/2020	17/07/2020	Active
University of Haverley	18C380F	Trainee Nursing Associate (TNA)	Apprenticeship	Full-time	Active	16/08/2020	17/07/2020	40.2	External transfer in	16/08/2020	17/07/2020	Active	16/08/2020	17/07/2020	Active
University of Haverley	80285048	Trainee Nursing Associate (TNA)	Apprenticeship	Full-time	Active	16/08/2020	17/07/2020	40.2	External transfer in	16/08/2020	17/07/2020	Active	16/08/2020	17/07/2020	Active
University of Haverley	C37848CD	Trainee Nursing Associate (TNA)	Apprenticeship	Full-time	Active	16/08/2020	17/07/2020	40.2	External transfer in	16/08/2020	17/07/2020	Active	16/08/2020	17/07/2020	Active
University of Haverley	20482957	Trainee Nursing Associate (TNA)	Apprenticeship	Full-time	Active	16/08/2020	17/07/2020	40.2	External transfer in	16/08/2020	17/07/2020	Active	16/08/2020	17/07/2020	Active
University of Haverley	36758883	Trainee Nursing Associate (TNA)	Apprenticeship	Full-time	Active	16/08/2020	17/07/2020	40.2	External transfer in	16/08/2020	17/07/2020	Active	16/08/2020	17/07/2020	Active
University of Haverley	36758884	Trainee Nursing Associate (TNA)	Apprenticeship	Full-time	Active	16/08/2020	17/07/2020	40.2	External transfer in	16/08/2020	17/07/2020	Active	16/08/2020	17/07/2020	Active
University of Haverley	36234657	Trainee Nursing Associate (TNA)	Apprenticeship	Full-time	Active	16/08/2020	17/07/2020	40.2	External transfer in	16/08/2020	17/07/2020	Active	16/08/2020	17/07/2020	Active
University of Haverley	85625279	Trainee Nursing Associate (TNA)	Apprenticeship	Full-time	Active	16/08/2020	17/07/2020	40.2	External transfer in	16/08/2020	17/07/2020	Active	16/08/2020	17/07/2020	Active
University of Haverley	8598408	Trainee Nursing Associate (TNA)	Apprenticeship	Full-time	Active	16/08/2020	17/07/2020	40.2	External transfer in	16/08/2020	17/07/2020	Active	16/08/2020	17/07/2020	Active
University of Haverley	ECC28259	Trainee Nursing Associate (TNA)	Apprenticeship	Full-time	Active	16/08/2020	17/07/2020	40.2	External transfer in	16/08/2020	17/07/2020	Active	16/08/2020	17/07/2020	Active
University of Haverley	71737883	Trainee Nursing Associate (TNA)	Apprenticeship	Full-time	Active	16/08/2020	17/07/2020	40.2	External transfer in	16/08/2020	17/07/2020	Active	16/08/2020	17/07/2020	Active

Once completed, click save and the data becomes available to the Education Provider to review. They will need to either 'accept or 'reject' your additional data and depending on the action taken, the data will move to the relevant section on your left-hand menu.

Contact information for your HEE Regional Team can be found in Section 5 of this document.

4 Adult IAPT Data Collection

The Adult Improving Access to Psychological Therapies (IAPT) template remains open at all times and it enables the capture of starter information where there would otherwise be a significant delay if HEE has to wait until the next SDCT collection point. Education Providers are asked to provide information relating to courses which have started in months in which a Student Data Collection is not taking place (if applicable). The collection schedule is shown in section 1.3 of this guidance.

The collection will work in conjunction with the main SDCT, aligned to but not duplicating so that in months where there is already a SDC point no stand-alone IAPT collection is required.

Data provided in the IAPT template will also need to be included in the full SDCT submission three times a year, and subsequent learner progression tracked as normal through the SDCT. This information will enable focused oversight of IAPT training numbers at a regional and national level and underpin risk mitigation strategies to address any shortfall.

4.1 Adult IAPT tool: Access

The IAPT template is hosted in a separate area to the SDCT within the eCollection portal. All new users will need to register via the invitation email. Existing users of the SDCT and/or TNA will not need to re-register. The IAPT collection will be available when you next login. Once registered, users with access to other collections within the tool can switch between collections as illustrated in Section 1.6 of this Guidance.

The Adult IAPT template includes data fields that are already in the SDCT, no new information is required except for capturing the specific service, not just the employing organisation on the Salary Support Activity worksheet. The template only asks for a subset of the full SDCT template, focusing on numbers of starters and salary support information.

4.2 'Student Activity' Worksheet

This worksheet will capture student activity for the specified periods. The cells in this worksheet have different parameters: **Optional** 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. Below is a list of the data fields required and their definitions.

Your Course title / code identifiers	Required	This is a free text field required for reporting. Education Providers to include a cohort unique identifier, to allow HEE to link the data collections in a more robust way.
Course Title	Required	Please add the course title* without abbreviations and without the level of qualification within the title – the level of qualification is specified in the 'Qualification' column.
Qualification	Required	Please add the qualification type, e.g. BSc.
Mode of Attendance	Required	Full or part time
Course Start Date	Required	To be entered as a date in the format dd/mm/yyyy
Course End Date	Required	To be entered as a date in the format dd/mm/yyyy
Region	Required	Please select the HEE region with which the Education Provider is aligned (select lead region where appropriate)
Course Length in Months	Calculated	This is a calculated field based on the dates entered in the Course Start Date cells and Course End Date cells. The Length of programme is shown in months.
Planned Number to Start Cohort	Required	This cell can be completed where known up to 12 months before the start date and can be adjusted up until the actual course start date. It must be completed at the point the cohort activity is first reported on, i.e. at the first collection point after the course has started, after which point it cannot be amended.
Number Starting the Cohort	Required	Number of students who commenced on the programme as determined by the start date. This figure can be updated at the next collection point as it is recognised that it can fluctuate if students enrol late.

4.3 'Salary Support' Worksheet

This worksheet will capture student level activity that attracts salary support financial payments to employers.

Verification of the Student and Salary Support data will not be made by employers.

Where HEE makes payments in respect of Salary Support and Tuition, there are other mechanisms through which organisations receiving this type of investment need to confirm the required data in order to support any payments made.

The cells in this worksheet have different parameters: **Optional** 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. Below is a list of the data fields required and their definitions.

Student Unique ID	Required	This is your unique identifier for this student and can be completed with a combination of numbers and letters. However, it is recommended that the University student ID is used for consistency and ease of identification. This unique identifier must be unique to that student and cannot vary between data submissions. If the student moves programmes or cohorts then the ID moves with them.
Student Forename	Required	Please add the student forename to this cell. If the name changes then please update, adding the old name in brackets. Student forename is an additional identifier that will be used during the salary support payment cycle with employers. Without this detail, there is a risk that incorrect payments may be made as employers may not recognise the Student ID.
Student Surname	Required	Please add the student surname to this cell. If the name changes then please update, adding the old name in brackets. Student surname is an additional identifier that will be used during the salary support payment cycle with employers. Without this detail, there is a risk that incorrect payments may be made as employers may not recognise the Student ID.
Employer	Required	This will enable HEE to provide salary support payments directly to the employer in a timely manner. If incorrect information is added, then this will impact on payments being made. Please ensure the official Trust name is recorded, and for other employers, that the full name of the organisation and its location and postcode are provided. Where a CQC code is not available for to a new employer, please refer to Section 5 of this guidance for further details.
Service (if applicable)	Optional	Please add the service area that the trainee is deployed in. We have included a pre-defined list services to the best of our knowledge, however there is also a free text option to add a service area if not captured in our lookup values table
Your Course title / code identifiers	Required	This is a free text field required for reporting. Education Providers to include a cohort unique identifier, to allow HEE to link the data collections in a more robust way.
Course title	Required	Please add the course title without abbreviations and without the level of qualification within the title – the

		type of qualification is specified in the 'Qualification' column.
Qualification	Required	Please add the type of qualification.
Mode of Attendance	Required	Full or part time.
Course Start date	Required	To be entered as a date in the format dd/mm/yyyy
Course End Date	Required	To be entered as a date in the format dd/mm/yyyy
Course Length in Months	Calculated	This is a calculated field based on the dates entered in the Course Start Date cells and Course End Date cells. The length of programme is shown in months.

5 Support Section

5.1 Guidance Document

The HEE eCollection Guidance Pack can be downloaded from the Homepage for each collection (see Section 1.2 of this Guidance).

5.2 HEE Regional Team Support

HEE Regional Teams will provide support to all organisations submitting or validating data. If this Guidance Pack does not answer any questions you may have, please email the HEE Regional Team for your primary region using the email address below:

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