

**NHS England Education Training
Activity Plan 2026/27**

**Data Collection Guidance
Documentation**

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Introduction to the eCollection Platform

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

Following publication of Fit for the Future the 10-year Health Plan, our role within Education and Training continues to be pivotal in developing a workforce that can and will deliver the ambitions set out within it.

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

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

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

Benefits of eCollection

The benefits of eCollection include:

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

eCollection Guidance

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.

Introduction to the Education Training Activity Plan

This is the Education Training Activity Plan (ETAP) data collection for recording information related to the planned ETAP activity for Year 1 starters of Clinical programmes for 2026/27 annually and by month. Through the ETAP collection, NHSE is collecting essential clinical data related to:

- Qualification and qualification code
- Course Length
- Delivery mode, type of training and unit of training activity
- Forecasted activity for 2026/27
- New starters by month for 2026/27

This data will be used to inform the ETAP plan for 2026/27, calculate the financial cost of the activity and review relative to budget. NHSE has developed the ETAP to strengthen the process for planning education and training activity and the associated investment plan for the NHS Workforce in England currently under the stewardship of NHSE. This collection method will ensure consistency in collecting data across NHSE.

Timeline

The key dates for the collection are listed in table 1. Please note the eCollection portal will not reopen after 6/10/2025 for changes to be made.

With previous collections administration for updates had been devolved to regions. We are striving to improve efficiency and as such our aim is to only adjust the data once. Therefore, if anything has been inputted in error, please confirm using england.educationdelivery@nhs.net subject title **e-collection 26/27**, we can then action the change on your behalf.

Table 1 Education Training Activity Plan Timeline

Timeline	Activities	Owner
8 th September 2025	Invitation emails sent to Regional Commissioning Leads, Regional and National Programme Leads, and Regional Directors to provide access	NHSE WTE Data and Analytics

Education Training Activity Plan 2026/27

	to eCollection portal & inform them that METP Returns collection is open for submissions	
6th October	Submission of signed-off ETAP Returns. Signed off by NHSE Regional Directors	NHSE Regional Directors
December 2025	Submission to NHS England Board for 20256/27 activity and approvals processes for DHSC/ Treasury	ETAP team

Completing the data return

Prepopulated template

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

- Region/National
- National Programme Family
- Programme Name
- ETAP Programme Code
- Qualification
- Qualification Code
- Course Length (MM)

Look-up Values

The template fields listed below utilise lookup values whereby the user can select from a drop-down list. The prepopulated fields align to the lookup value data and the system will only accept the data contained within that column. If a different combination is entered, the data will not be valid at the point of submission and will show as an error. If you are unsure of the 'common' name for a course, please refer to the official fully mapped ETAP List of Programmes Menu which includes Course Length and Qualifications for cross-reference for further information.

- Region/National
- ICS
- Education Provider
- National Programme Family
- Programme Name
- ETAP Programme Code
- Qualification
- Qualification Code
- Course Length (MM)
- Delivery Mode
- Unit of Training Activity

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

Data Specification

The data specification in table 2 defines what data should be input into each field. All fields are 'required' (i.e., mandatory) except where noted.

Please note for prepopulated fields, where regional teams add new rows of data, please ensure that all applicable fields are completed.

Table 2 Education Training Activity Plan Data Specification

Region/National	Required	Prepopulated value (can be amended using LOVs) Region submitting plan.
ICS	Optional	Please select the ICS if known / relevant
Education Provider	Optional	Please select the Education Provider if known / relevant
National Programme Family	Required	Prepopulated value (can be amended using LOVs).
Programme Name (E.g. Adult Nurse)	Required	Prepopulated value (can be amended using LOVs). Please select the programme name e.g., Adult Nurse
ETAP programme code	Required	Prepopulated value (can be amended using LOV's)
Qualification	Required	Prepopulated value (can be amended using LOVs). Please add the qualification type, e.g., BSc.
Qualification code	Required	Prepopulated value (can be amended using LOV's)
Course Length (MM)	Required	Prepopulated value (can be amended using LOVs). Please select the length of the programme in months N.B one of the values is "1.38" which is 6 weeks in months
Delivery mode	Required	This cell allows the differentiation of pricing between different models of delivering the same programme. In the majority of cases there is only one funding model, which will be 'standard' delivery mode. LOVs include <ol style="list-style-type: none"> 1. Standard – where only funding model exists, or where this is the most common pricing structure. 2. Apprenticeship – a small number of programmes have an apprenticeship route delivering the same qualification as a

		<p>standard pricing route, e.g. Adult nursing BSc.</p> <ol style="list-style-type: none"> 3. Salary supported – this is where there is a secondary pricing structure which adds salary support to the standard offer. This is primarily designating where there is 100% salary support for HIT/PWP trainees 4. Recruit to Train- identifies where a different pricing structure is used for Recruit to Train learners.
Unit of training activity	Required	<p>LOVs shows options for the supporting funding model</p> <ol style="list-style-type: none"> 1. Block payment 2. Single unit per trainee 3. Module 4. Credit 5. Post 6. By cohort
Regionally triangulated numbers	Required	<p>Assessment of Need Number</p> <ul style="list-style-type: none"> • Built from a range of data sources and local knowledge – will likely reference demand scoping completed with external stakeholders. • Informed by Scoping Round 2 meetings and the National Programme Position Statement (so any strategic plan or 10YP shifts). • This number should be <i>reasonable</i> and should be the number the determiner (e.g. the region) thinks is the ‘right’ number factoring in all the available evidence. Do not or apply non take up or attrition to this number. • This would be the figure we would aim to deliver, assuming we could utilise every training place within the year.
Forecasted activity numbers	Calculated	<p>Activity Forecast Number</p> <ul style="list-style-type: none"> • Further assessment, using all the national and regional intelligence available to assess the ‘Need Number’. • Submitters evaluate the ‘Need Number’ and forecast how many they think CAN be delivered knowing all the regional nuances, variables and limitations.

Education Training Activity Plan 2026/27

		<ul style="list-style-type: none"> This number should be, to the best of the submitter's knowledge, the actual delivery which will occur – and therefore need funding for.
Apr-26	Required	Please insert any forecasted number of starters (headcount) in April
May-26	Required	Please insert any forecasted number of starters (headcount) in May
Jun-26	Required	Please insert any forecasted number of starters (headcount) in June
Jul-26	Required	Please insert any forecasted number of starters (headcount) in July
Aug-26	Required	Please insert any forecasted number of starters (headcount) in August
Sep-26	Required	Please insert any forecasted number of starters (headcount) in September
Oct-26	Required	Please insert any forecasted number of starters (headcount) in October
Nov-26	Required	Please insert any forecasted number of starters (headcount) in November
Dec-26	Required	Please insert any forecasted number of starters (headcount) in December
Jan-27	Required	Please insert any forecasted number of starters (headcount) in January
Feb-27	Required	Please insert any forecasted number of starters (headcount) in February
Mar-27	Required	Please insert any forecasted number of starters (headcount) in March
Additional Comments	Optional	The additional comments box should be used by exception only. All relevant information about the programme should have been captured in the corresponding relevant fields. Do not use it to input important information as there is no guarantee that it will be utilised.

Please do not attempt to add or remove columns in the template. Any such action will disable NHSE's ability to collate all the data and will cause loss of your data.

Logging into the eCollection tool

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

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

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

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

Logging in as an existing user

If you already have a user account, you can login using your login credentials. The login page shown in figure 1, will be the first page you see when you browse to the collection you are looking for,

Figure 1 Education Training Activity Plan Login Page

This website uses cookies to manage your user account security. By using this site, you agree to this use. See our [Cookie Policy](#)

eCollection
The NHS Portal for co-ordinated data

NHS

Login

Email address

Password

Log In

[Forgotten your password?](#)

Education Training Activity Plan (ETAP) 2026/27

This is the Education Training Activity Plan (ETAP) data collection for recording information related to the planned ETAP activity for Year 1 starters of Clinical programmes for 2026/27 annually and by month. Through the ETAP collection, NHSE is collecting essential clinical data related to:

- Qualification and qualification code
- Course Length
- Delivery mode, type of training and unit of training activity
- Forecasted activity for 2026/27
- New starters by month for 2026/27

This data will be used to inform the ETAP plan for for 2026/27, calculate the financial cost of the activity and review relative to budget. NHSE has developed the ETAP to strengthen the process for planning education and training activity and the associated investment plan for the NHS Workforce in England currently under the stewardship of NHSE. This collection method will ensure consistency in collecting data across NHSE.

Please see ETAP 2026/27 Guidance in the link here.

HAVE AN INVITE CODE?
If you have an invite code, click here to complete your registration to use Education Training Activity Plan - ETAP.

REGISTER TO USE EDUCATION TRAINING ACTIVITY PLAN - ETAP
If you would like to sign up to use Education Training Activity Plan - ETAP, click here and follow the instructions.

APPLICATION GUIDANCE
Click here to download the current guidance documentation.

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

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

Invitation to use the eCollection Tool

An invitation to contribute will have been sent to all those registered to contribute to the collection. An example of an Invitation to contribute email is shown in figure 2.

Figure 2 Invitation to contribute email

eCollection
Education Training Activity Plan (ETAP) Data Collection Tool

Dear

NHSE has opened the Education Training Activity Plan (ETAP) 2026/27 Data Collection Tool. This data collection is now available on the eCollection site.

Through this collection, NHSE is collecting planned ETAP activity data for Year 1 starters of Clinical programmes for 2026/27 annually and by month.

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

Please review and update information regarding your planned ETAP activity for 2026/27, submissions will require sign-off by both the Regional Head of Commissioning and the Regional Director by the return date of COBon 06 October 2025.

A copy of the guidance can be [downloaded here](#)

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

You already have a user account to access the Tool.

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

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

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:

- Education Training Activity Plan (ETAP) 2026/27 Data Collection site link.
- Forgotten password link (for existing users)
- Complete registration link (for new users).

Complete the setup of your user

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

Figure 3 new user account setup

our contact details

mail address

name

telephone

job title

our password

new password

confirm new password

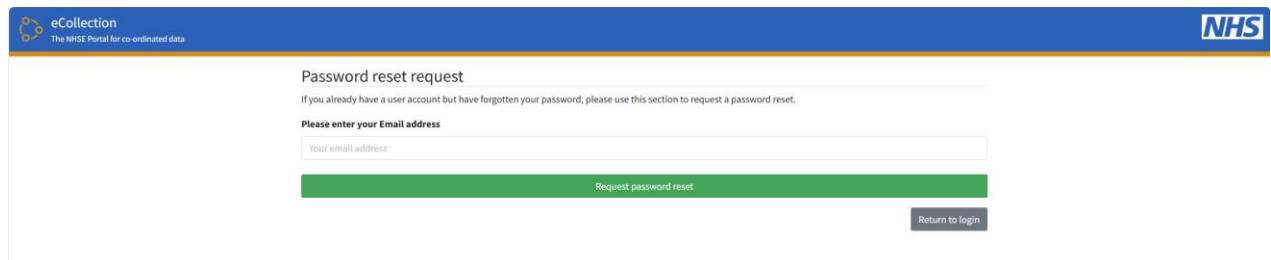
[Return to login](#)

Please take a moment to review the prepopulated sections and update this content as required. You will also be asked to provide and confirm your password to access the collection. Your password must have between 8 and 16 letters, with a mix of uppercase and lowercase letters, and one or more symbols and numbers. **Click the “create user account” button. Create Account Page.** An account will be created for you which you can use to access the Education Training Activity Plan (ETAP) 2026/27 Data Collection in the future.

Unregistered email addresses

If your email address is not registered, the application will display the password reset request screen shown in figure 4.

Figure 4 Password Reset Request



The screenshot shows the 'Password reset request' page. At the top left is the 'eCollection' logo with the tagline 'The NHSE Portal for co-ordinated data'. At the top right is the 'NHS' logo. The main content area has the heading 'Password reset request' and a sub-heading 'If you already have a user account but have forgotten your password, please use this section to request a password reset.' Below this is a section titled 'Please enter your Email address' with a text input field labeled 'Your email address'. A prominent green button labeled 'Request password reset' is positioned below the input field. To the right of the green button is a smaller, grey button labeled 'Return to login'.

Potential causes for this might include:

- The email you provided was incomplete or mistyped.
- You had previously received an invitation email to access Education Training Activity Plan (ETAP) 2026/27 Data Collection but did not click the Complete Registration link. This may result in your email address not being recognised.

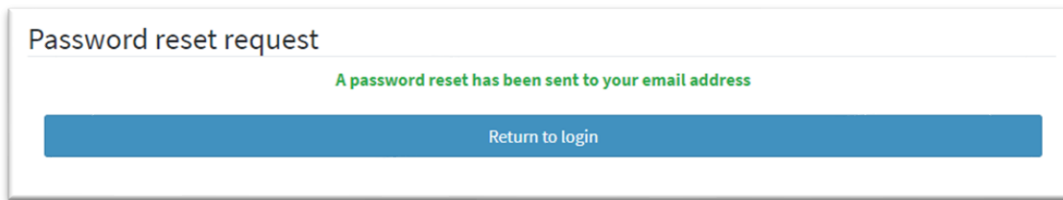
If neither of these are the case, please contact England.da-wteservicesdesk@nhs.net

Forgotten Password

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

1. Click “Forgotten your password?” on the Education Training Activity Plan (ETAP) 2026/27 Data Collection login page. This will display the Password Reset page.
2. Enter your email address and click the “*Request password reset*” button. If successful, you will see confirmation on the screen, figure 5.

Figure 5. Confirmation password reset link emailed to you



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

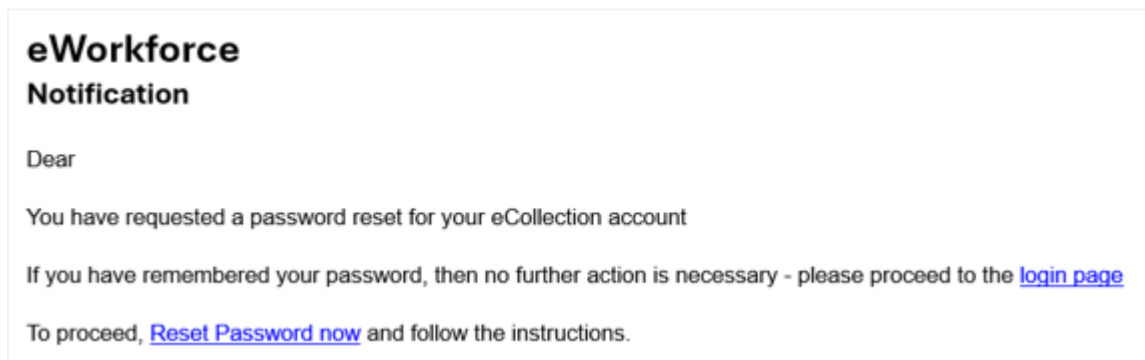
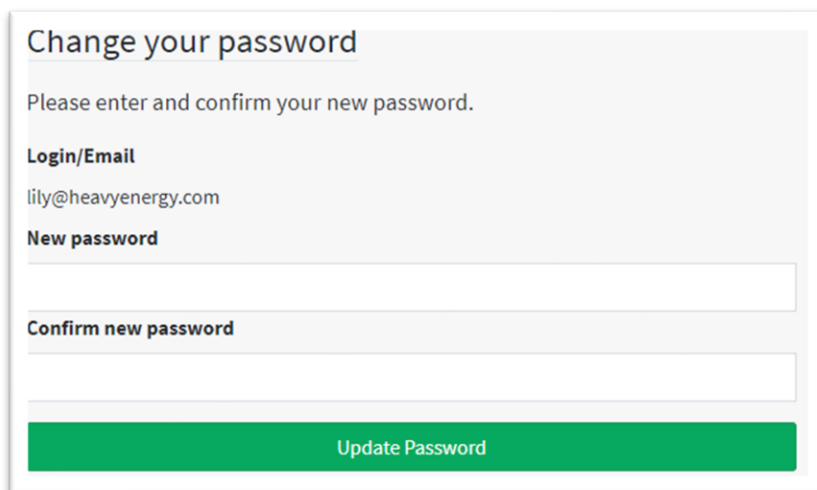


Figure 6 Reset your password

4. Click the Reset Password Now link and your browser will display figure 7.

Figure 7 change your password



5. 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.

Education Training Activity Plan 2026/27 - Home Page

Upon successful login, you will be forwarded to the Education Training Activity Plan (ETAP) 2026/27 Data Collection home page.

The page is split into three parts:

- **Page header**

This is visible in all application pages and provides access to application-level tasks such as logout and my account. Clicking the home button or eCollection icon in this area will always bring you back to this page.

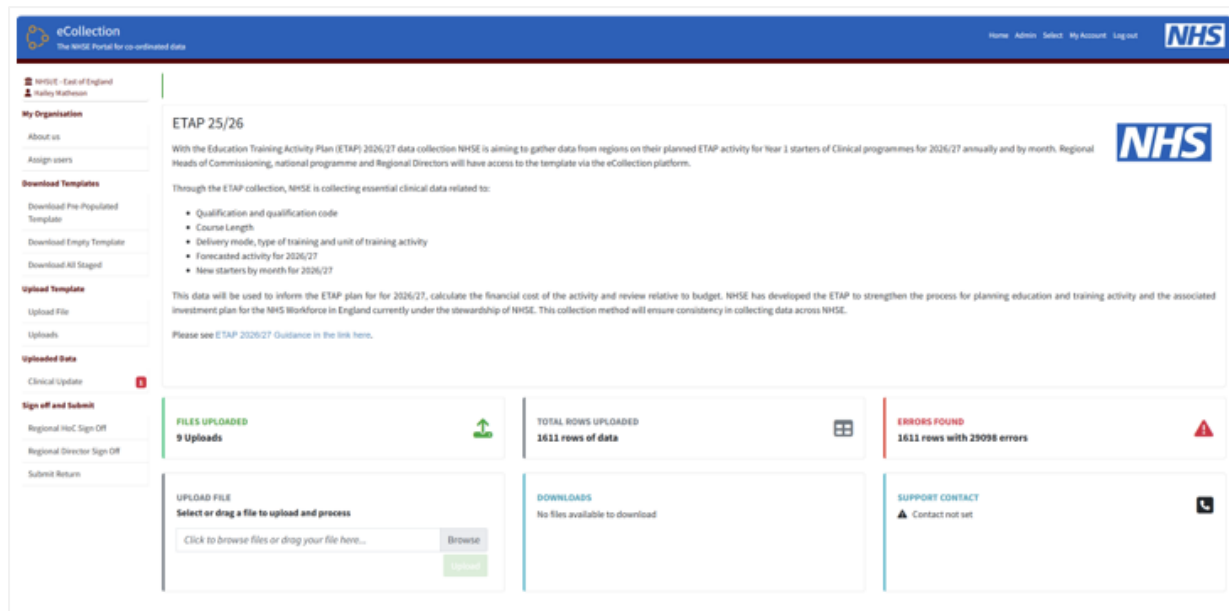
- **Side bar navigation**

Also available in all pages, these are the tasks or application features to be completed, such as information about My Organisation, Downloading and Uploading templates, option to review Uploaded data, Sign-off and Submission.

- **Dashboard**

The main area of the page displays introductory text to provide a high-level overview of the collection. There are also panels providing status information, support contact details and Education Training Activity Plan (ETAP) 2026/27 Data Collection documentation and downloads.

Figure 8 Education Training Activity Plan Data Collection home page



Navigation buttons

The navigation buttons displayed at the top of the screen, have the following functions from left to right:

- Home – returns you to the home page.
- Select – switching between different data collections.

- Help - Provides help and support on the system.
- My Account - Manage your account and account details.
- Log out – log out of the system and be sent back to the login screen.

Figure 9 Navigation buttons



The “**Select**” button will only appear for those users who are working across simultaneous collections on the Collection platform. Clicking through this button will allow you to select which collection you would like to view.

Figure 10 User assigned to multiple collections

Collection name	Organisation	Start Date	Your role(s)	Current Status
2023/24 - Multi-Year Operational Planning Workforce Collection	NHSE Head Office	16 Jan 2023	eCollection National Administrator	In progress
Education Training Activity Plan - ETAP	NHS/E - East of England	27 Sep 2024	Regional Heads of Commissioning	Root contributor signed off
Student Data Combined Collection	NHSE HCS Validation	01 Jun 2025	National PIVO Administrator	In progress
Student Data Combined Collection	NHSE Head Office	01 Jun 2025	Superuser System Administrator	In progress
Student Data Combined Collection	Ramsay Healthcare	01 Jun 2025	Parent PIVO Validation Administrator	In progress
Student Data Combined Collection	University of Haverlyshire	01 Jun 2025	None	In progress

Simply click on the relevant row you would like to view. You will find the following navigational features listed down the left-hand side of the dashboard.

Figure 11 Navigational features

The screenshot shows the eCollection dashboard for ETAP 25/26. On the left, a sidebar lists navigation options: 'My Organisation', 'Download Templates' (with sub-options for Pre-populated, Empty, and All templates), and 'Upload Data' (with sub-options for Clinical Update and Sign off and submit). The main content area displays a summary of uploads: 'FILES UPLOADED: 9 Uploads' and 'TOTAL ROWS UPLOADED: 1811 rows of data'. Below this, there is a section for 'UPLOADED FILE' with a 'Browse' button and a 'DOWNLOADS' section stating 'No files available to download'. On the right, an 'ERRORS FOUND' section indicates '5611 rows with 20998 errors'. At the bottom right, there is a 'SUPPORT CONTACT' section with a 'Contact our team' button.

My Organisation

The first section on the dashboard navigation contains information about your organisation (for ETAP organisation refers to your regional view) and the people who will work on your submission. It is divided into two subsections: organisation details and contributors.

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

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

Figure 12 About us

The screenshot shows the 'About us' form in the eCollection DEV system. The form is titled 'About us' and contains the following fields:

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

The sidebar on the left shows the following navigation options:

- My Organisation:** About us (selected), Assign users
- Download Templates:** Download Pre-Populated Template, Download Empty Template, Download All Staged
- Upload Template:** Upload File, Uploads
- Uploaded Data:** Clinical Update (2037)
- Sign off and Submit:** Regional HoC Sign Off, Regional Director Sign Off, Submit Return

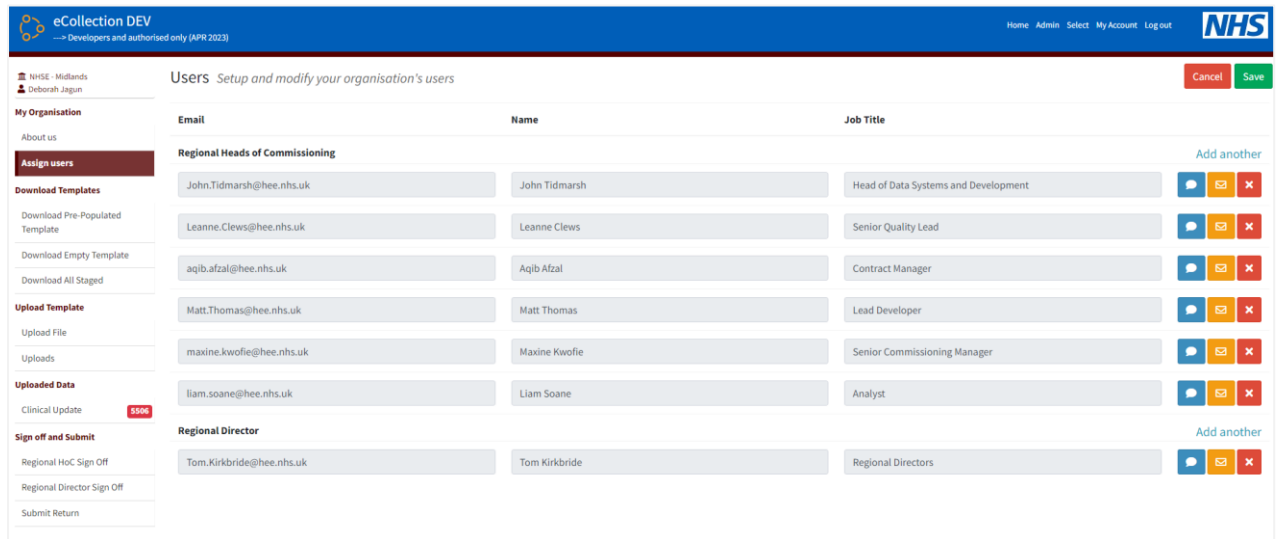
The top navigation bar includes 'Home', 'Admin', 'Select', 'My Account', 'Logout', and the NHS logo. A 'Cancel' button (red) and a 'Save' button (green) are located in the top right corner of the form.

Assign Users

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

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

Figure 13 Assign Users

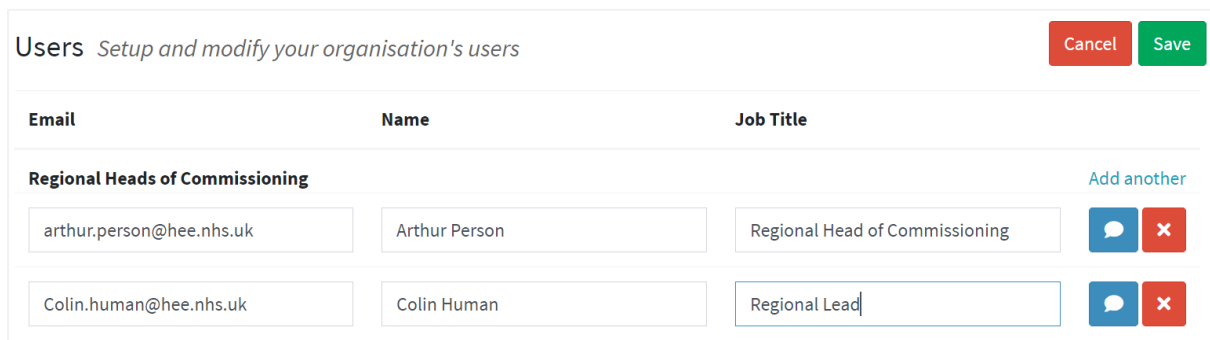


Adding a user

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

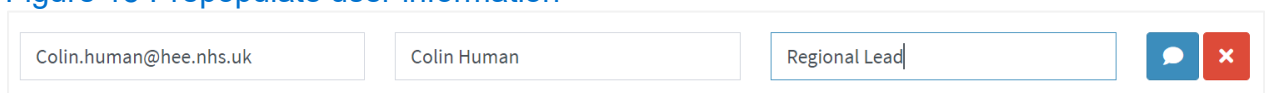
- Click “Assign Users” in the side menu.
- Click the “Add another” link above the relevant role (e.g. Regional Heads of Commissioning) which will result in a new row being displayed

Figure 14 Adding a new user



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

Figure 15 Prepopulate user information



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

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:


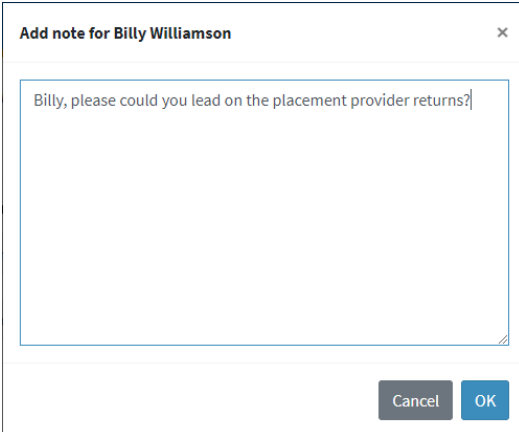
- Locate the user for whom you would like to add a note.
- Click the blue comment button 
- The add note popup is displayed.

Figure 16 Add a note



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

Deleting a user

- If an individual has left your organisation, you can remove their user account to revoke their access to the application.
- Click the red cross button by the user you wish to remove.

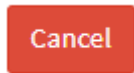


- Once clicked, the user details will change to highlight the item as tagged for deletion.



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

eCollection general commands:



- Red buttons cancel an action and lose all changes



- Green buttons perform an action which accepts changes



- Blue buttons perform actions – like download/upload data



- Amber buttons perform special actions.

Downloading a Template

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

1. Pre-populated template

This option contains prepopulated data representing the signed-off ETAP menu for 2026/27, which is reflected in the final List of values for:

- Region/National
- National Programme Family
- Programme Name
- ETAP Programme Code
- Qualification
- Qualification Code
- Course Length (MM)

This is because there is more than one option for Course Length for a particular programme name and qualification combination. In this circumstance the user should select as appropriate from the List of Values. You will be able to amend and insert a new row using the LOVs data fields in the table, for example if you have more than course start month for a programme name and qualification combination.

Click [here](#) to access the ETAP List of Programmes Menu.

2. Download Empty Template

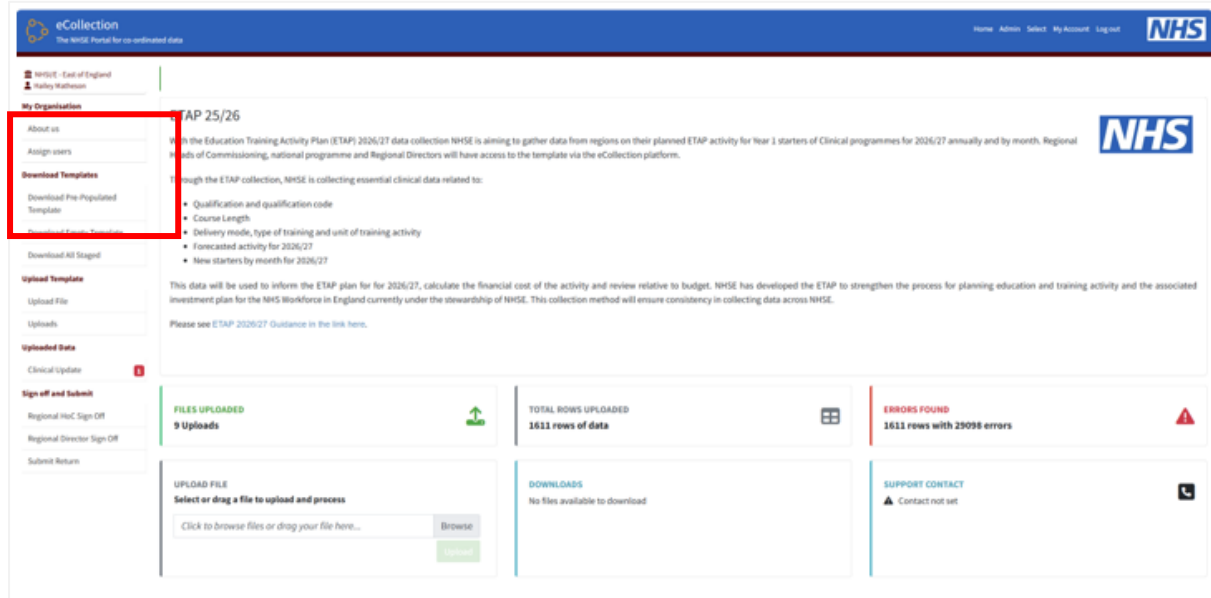
A blank template mapped to the ETAP menu (LOV). You can input data from scratch with the options of the drop-down menu. This can useful if you need to complete and upload additional lines of data.

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

3. Download all Staged

You can download a copy of all data entered via the eCollection portal to keep for your record.

Figure 17 download data



How to display the column filters in the template

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

Figure 18. How to display the column filters in the template

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

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

Region/National	ICS	Education Provider	Profession (E.g. Health Visitor)	Programme Name (E.g. Adult Nurse)	Qualification
Required	Optional	Optional	Optional	Required	Required
Region/National	ICS	Education Provider	Profession (E.g. Health Visitor)	Programme Name (E.g. Adult Nurse)	Qualification

Uploading a Template

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

Figure 19 Uploading a template

To upload a file into ETAP Returns Data Collection:

- Click “Upload File” in the side menu.
- The page will load as can be seen in Figure 20
- 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

Figure 20 uploading a file

The screenshot shows the 'Uploads' page in the eCollection DEV system. The page title is 'Uploads Upload progress'. On the left, there is a sidebar with 'My Organisation' information and navigation options like 'About us', 'Assign users', 'Download Templates', and 'Upload Template'. The main content area displays a table of uploaded files. The table has columns for Status, Uploaded file, Created, and Last updated. Below this, there is a detailed table with columns: Timestamp, Status, Content, Audit Text, Rows, Rows with errors, and Total errors.

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

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

Figure 21. Uploads

The screenshot shows the 'Uploads' page in the eCollection DEV system, titled 'Uploads All queued & uploaded files'. The page includes a sidebar with 'My Organisation' information and navigation options. The main content area displays a table of upload records. The table has columns for #, File, Uploaded by, at, Status, Updated, Rows, Error rows, and Total errors.

#	File	Uploaded by	at	Status	Updated	Rows	Error rows	Total errors
17	Download Pre-Populated Template_NHS7_7_NHSE_London__2023Aug08_1220_Ogu_WITHOUT_FORMULAEa (1).xlsx	Carol Chikwaya	about 16 hours ago	Validated With Errors	about 15 hours ago	504	504	1009
15	File rejected	Carol Chikwaya	about 17 hours ago	Upload Failed	about 17 hours ago			
12	File rejected	Carol Chikwaya	about 17 hours ago	Upload Failed	about 17 hours ago			

To ensure the best performance at busy times, uploaded files 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.

Status

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

The status colours can be used as a guide:

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

Deleting an uploaded file

If you have uploaded a file in error or wish to re-import a file after amendments, the **drop** feature will enable you to remove the file and all the associated content from the Education Training Activity Plan (ETAP) 2026/27 Data Collection.

To delete a file:

- Select Uploads 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 in red at the top right and a confirmation dialog will pop up.
- Click proceed to continue and the file will be dropped.

Figure 22. Deleting a file

The screenshot shows the 'eCollection' portal interface. At the top, there's a navigation bar with 'Home', 'Admin', 'Select', 'Help', 'My Account', and 'Log out'. Below this, the 'Uploads' section is active, showing 'Upload progress' and a 'Drop file...' button in red. A table lists the upload status for 'Upload Me METIP.xlsx'.

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

Clinical Update

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

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

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

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

Figure 23. Clinical Update

#	Region/National	ICS	Education Provider	National Programme Family	Programme Name (E.g. Adult Nurse)	ETAP program
1	London			Nursing & Midwifery	SCPHN - School Nursing	1189
1	London			Nursing & Midwifery	SCPHN - School Nursing	1189
1	London			Nursing & Midwifery	SPQ - General Practice Nursing	1155
1	London			Nursing & Midwifery	Registered Nurse - NA/AP Conversion - ...	1180
1	London			Nursing & Midwifery	SPQ - General Practice Nursing	1155
1	London			Nursing & Midwifery	Adult Nurse	1212
1	London			Nursing & Midwifery	Dual Professional Qualification Nursing	1231
1	London			Nursing & Midwifery	SCPHN - Health Visiting	1089
1	London			Nursing & Midwifery	Learning Disabilities Nurse	1217
1	London			Nursing & Midwifery	SPQ - Community Children's Nursing	1051
1	London			Nursing & Midwifery	SPQ - Community Mental Health Nursing	1204
1	London			Nursing & Midwifery	Children's Nurse	1213
1	London			Nursing & Midwifery	Mental Health Nurse	1218
1	London			Nursing & Midwifery	SPQ - Community Learning Disabilitie...	1052
1	London			Nursing & Midwifery	Children's Nurse	1213
1	London			Nursing & Midwifery	Registered Nurse - NA/AP Conversion	1179
1	London			Nursing & Midwifery	Children's Nurse	1213
1	London			Nursing & Midwifery	Mental Health Nurse	1218
1	London			Nursing & Midwifery	Midwifery	1219
1	London			Nursing & Midwifery	Children's Nurse	1213

Errors

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

Examples of errors would be any field within a “Required” column (such as Programme Name) which has not been completed, any entries which do not correspond to the list of value options, alphabetic or special characters or negative numbers or very large numbers within the columns for Proposed Activity for 2026/27.

The screenshot shows the 'eCollection DEV' interface for 'Clinical Update'. The table has columns for ICS, Education Provider, Profession, Programme Name, Qualification, and Course Length. A red box highlights a button that says 'View errors 28252'.

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

Editing Uploaded Data

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

Figure 24 LoV

The screenshot shows the 'eCollection' interface for 'METIP'. The table has columns for #, Region, ICS/STP, Education Provider, Profession, Programme Name, Qualification, Course Length, Course Start, Proposed Activity for 2022/23, Target Number for 2022/23, Proposed Activity for 2022/23 (Training posts for PC & Dental), and Proposed Activity for 2022/23 (Training posts for PC & Dental). A dropdown menu is open for the 'Education Provider' column, showing a list of regions and health partnerships.

#	Region	ICS/STP	Education Provider	Profession (E.g. Health Visitor)	Programme Name (E.g. Adult Nurse)	Qualification	Course Length (MM)	Course Start (MM/YY)	Proposed Activity for 2022/23 (Headcount - Starters)	Target Number for 2022/23 (Headcount - Starters)	Proposed Activity for 2022/23 (Training posts for PC & Dental)	Proposed Activity for 2022/23 (Training posts for PC & Dental)	Additional	Comments
4	NHSU/E - East of England	East London Health and Care Partners...	Kingston & St George's, University of L...	Free Text	Physiotherapist	FDSc	12	01/01/2021 00:00:00	1	11			12	Comm
2	NHSU/E - East of England	Kent and Medway	Kingston & St George's, University of L...	hell	Diagnostic Radiographer	Doctorate	222	01/01/2021 00:00:00	1	1			2	Comm
3	NHSU/E - East of England	Bristol, North Somerset and South Gloucestershire	Kingston & St George's, University of L...	dddd	Dietician	Doctorate	12	01/07/2021 00:00:00	1	1			2	Comm
6	NHSU/E - East of England	Buckinghamshire, Oxfordshire and Berkshire West	Kingston & St George's, University of L...	hell	Health Visiting	BTEC Extended National Diploma	24	01/10/2021 00:00:00	12	12				
4	NHSU/E - East of England	Cheshire and Merseyside	Kingston & St George's, University of L...	hell	Podiatrist	Grad Dip	2	01/02/2021 00:00:00	1	111			353	Comm
2	NHSU/E - East of England	Coventry and Warwickshire	Kingston & St George's, University of L...	hell	Diagnostic Radiographer	Grad Cert	2	01/01/2021 00:00:00	1	1			2	Comm
3	NHSU/E - East of England	Cumbria and North East	Kingston & St George's, University of L...	dddd	Dual Qualification Nursing	BOS	12.2	01/07/2021 00:00:00	1	1			2	Comm

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

Sign-off and submit

For the ETAP regional returns, sign-off will be sequential as follows:

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

For the ETAP national returns, sign-off will be sequential as follows:

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

Regional Commissioning Lead Sign-off

Once the collection data has been entered and reviewed as accurate, the Regional Commissioning Lead should then sign it off by selecting the Regional HoC sign Off option in the menu on the left of the screen. The Regional Commissioning Lead should enter their name, select "Yes" to confirm that the submission is complete, then 'Save' in the top right of the screen.

Once the Regional Commissioning Lead has uploaded the data, the Regional Director of Workforce should be informed that the collection is ready to be reviewed and signed off.

Figure 25 Regional Commissioning Lead Sign-off

Regional Director Sign-off

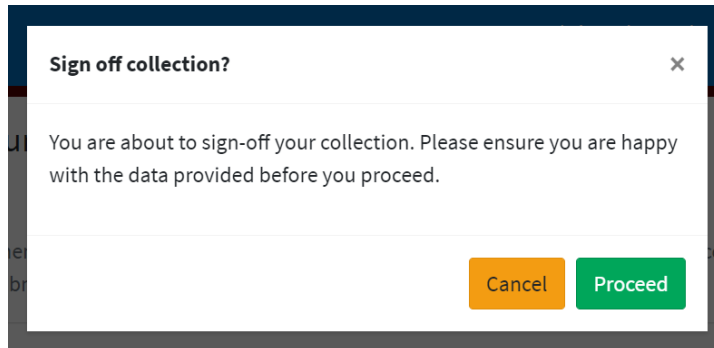
The Regional Director can review the data in the “Clinical update” menu option (see *above clinical update section*) and download a complete copy of the submitted data in that screen or using “Download All Staged” from the left-hand menu. This should then be approved via regional WTE Governance as agreed by each region. Regional Directors of Workforce should always share the proposed plan with their Regional Director for approval.

Once sign-off is ready, select the ‘Regional Director’ sign Off option in the menu on the left of the screen. The Regional Director should enter their name, select “Yes” to confirm that the submission is complete, then ‘Save’ in the top right of the screen.

Figure 26 Regional Director Sign Off

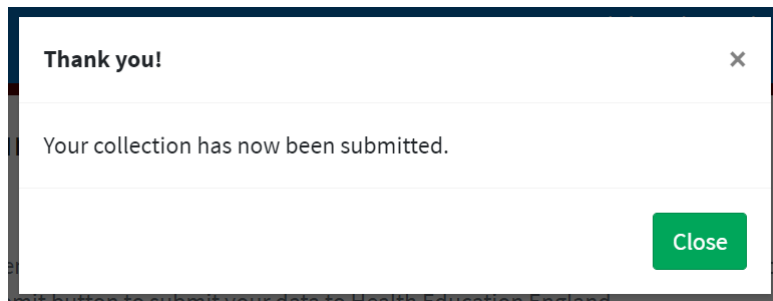
Once the Regional Director has signed off the collection there is the facility for either the Regional Director or the Regional Commissioning Lead to then submit the return (as practical or appropriate).

Select the Submit Return option in the menu on the left of the screen, then “Submit” in the top right hand of the screen and a confirmation box will appear.



Click “Proceed” to submit your return.

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



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

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

Support

For support to access the NHSE eCollection portal, to amend user details, to set up additional users or any other technical enquiries please contact england.datetimeservices@nhs.net and all other enquiries should be directed to england.delivery@nhs.net