

Health Education England

IAPT Guidance Pack



- **Adult Improving Access to Psychological Therapies Template**

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IAPT dates and periods

Data submission periods for the SDCT take place three times a year. 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	June 2023	All students with start date within the collection month		Within 2 weeks of course start date (<i>IAPT</i>)
IAPT	July 2023	All students with start date within the collection month		Within 2 weeks of course start date (<i>IAPT</i>)
IAPT	September 2023	All students with start date within the collection month		Within 2 weeks of course start date (<i>IAPT</i>)

***These dates are subject to change**

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

Collection Updates - June 2023

Several minor changes have been made to the collection template, to bring it closer in line with the main Student Data Collection template. The changes are as follow:

- *The Finance tab in the template has been renamed to Employer Details*
- *An 'Apprenticeship Standard' column has been added to the template, on both the Student Activity and Employer Details tabs, to match the column in the SDC template*
- *The List of Values in the template have been updated, to reflect the other changes made to the template*

1 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 at the start of this guidance.

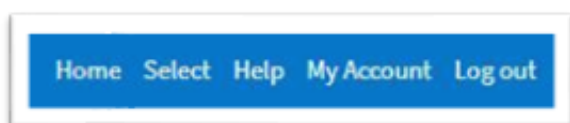
The collection will work in conjunction with the main SDCT, aligned to but not duplicating so that in months where there is already a SDC point no stand-alone IAPT collection is required.

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.

1.2 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 or previous 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 below:

Navigation buttons



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

- Home – returns you to the home page
- Select – switching between different data collections
- Help - Provides help and support on the system
- My Account - Manage your account and account details
- Log out – log out of the system and be sent back to the login screen

The 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.

1.3 '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	Optional	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.
Apprenticeship Standard	Required (apprenticeships)	If applicable, please select the appropriate standard for apprenticeship students
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 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.

1.4 'Employer Details' 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.
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.
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.

		<p>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.</p> <p>Where a CQC code is not available for to a new employer, please refer to the main SDC guidance for further details.</p>
Employer Org Code	Internal	This field is locked, as it is for internal use only.
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.
Apprenticeship Standard	Required (apprenticeships)	If applicable, please select the appropriate standard for apprenticeship students
Activity Region	Required	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.
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.

2 Support Section

2.2 Guidance Document

The HEE eCollection Guidance Pack can be downloaded from the Homepage for each collection.

2.3 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
East of England	bi.eoe@hee.nhs.uk
London	contractmonitoring.london@hee.nhs.uk
Midlands	BI.ME@hee.nhs.uk
North East and Yorkshire North West	WPINorth@hee.nhs.uk
South East South West	HEData.South@hee.nhs.uk