NHS England

Student Data Collection Tool

Guidance

Courses covered and application of tariff

No. 1 of 5



Courses covered by NHS England Student Data Combined (SDC) collection and application of Tariff

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1. Complete list of courses covered by the Student Data Collection

A&OP Dialectical Behaviour Therapy (DBT), Practitioner
A&OP Dialectical Behaviour Therapy (DBT), Supervisor
A&OP Mentalisation Based Therapy, Practitioner
A&OP Mentalisation Based Therapy, Supervisor
A&OP Structured Clinical Management, Practitioner
A&OP Structured Clinical Management, Supervisor
A&OP Understanding Psychosis and Behavioural Disorder
A&OP Whole Team Eating Disorder Training
Adult and Older People (A&OP) Comprehensive Assessment of at-Risk Mental States (CAARMS)
Advanced Allied Health Practitioner
Advanced Clinical Practitioner
Advanced Clinical Practitioner - Mental Health
Advanced Clinical Practitioner - Top-up
Advanced Clinical Practitioner (Emergency Care)
Advanced Clinical Practitioner (Primary Care)
Advanced Critical Care Practitioner
Advanced Neonatal Nurse Practitioner
Advanced Paediatric Nurse Practitioner
Advanced Practice General Practice
Anaesthesia Associate
Art Psychotherapy
Art Therapy
Assistant Practitioner
Audiology
CBT for eating disorders (core)
CBT for eating disorders (top-up)
CBT for personality disorder (core)
CBT for personality disorder (top-up)
CBT for psychosis and bipolar disorder (core)
CBT for psychosis and bipolar disorder (top-up)
Child Psychotherapy
Chiropractic
Clinical Pharmacy
Clinical Psychology
Cognitive Behaviour Therapy for Psychosis, Practitioner
Cognitive Behaviour Therapy for Psychosis, Supervisor
Counselling and Psychotherapy
Dental Hygiene
Dental Hygiene and Therapy
Dental Nursing
Dental Technology
Dental Therapy
Diagnostic Imaging (Breast Imaging)
Dietetics

Drama therapy
Enhanced Clinical Practice
Evidence Based Psychological Therapies for Children and Young People 0-2s Pathway
Family Intervention for Psychosis, Practitioner
Family Intervention for Psychosis, Supervisor
Forensic Clinical Psychology
Forensic Psychology
Forensic Radiography
Forensic Science
General Practice Assistant (GPA)
Graduate mental health practitioner
Healthcare Science - Echocardiography Training Programme (ETP)
Healthcare Science - Scientist Training Programme (STP)
Healthcare Science PTP (Applied Biomedical Science)
Healthcare Science PTP (Audiology)
Healthcare Science PTP (Blood Sciences)
Healthcare Science PTP (Cardiac Physiology)
Healthcare Science PTP (Cardiovascular, respiratory and sleep science)
Healthcare Science PTP (Cellular Sciences)
Healthcare Science PTP (Clinical engineering)
Healthcare Science PTP (Genetic Science)
Healthcare Science PTP (Genetics Technology)
Healthcare Science PTP (Genetics)
Healthcare Science PTP (Infection Sciences)
Healthcare Science PTP (Life Sciences)
Healthcare Science PTP (Medical Engineering)
Healthcare Science PTP (Neurophysiology)
Healthcare Science PTP (Nuclear medicine)
Healthcare Science PTP (Ophthalmology)
Healthcare Science PTP (Radiation Engineering)
Healthcare Science PTP (Radiation Physics)
Healthcare Science PTP (Radiotherapy and Nuclear Medicine pathways)
Healthcare Science PTP (Radiotherapy physics)
Healthcare Science PTP (Rehabilitation Engineering)
Healthcare Science PTP (Renal Technology)
Healthcare Science PTP (Respiratory and Sleep Physiology)
IAPT – Long Term Conditions Top Up training, High Intensity Practitioner
IAPT – Long Term Conditions Top Up training, High Intensity Supervisor
IAPT – Long Term Conditions Top Up training, Psychological Wellbeing Practitioner
IAPT – Long Term Conditions Top Up training, Psychological Wellbeing Practitioner Supervisor
IAPT (other modalities) - Behavioural Couples Therapy, Practitioner
IAPT (other modalities) - Behavioural Couples Therapy, Supervisor
IAPT (other modalities) - Counselling for Depression, Practitioner
IAPT (other modalities) - Counselling for Depression, Supervisor
IAPT (other modalities) - Couples Therapy for Depression, Practitioner
IAPT (other modalities) - Couples Therapy for Depression, Supervisor
IAPT (other modalities) - Dynamic Interpersonal Therapy, Practitioner

IAPT (other modalities) - Dynamic Interpersonal Therapy, Supervisor
IAPT (Other Modalities) - Eye Movement Desensitization and Reprocessing, Practitioner, and supervisor level
IAPT (Other Modalities) - Eye Movement Desensitization and Reprocessing, Supervisor
IAPT (other modalities) - Interpersonal Psychotherapy, Practitioner
IAPT (other modalities) - Interpersonal Psychotherapy, Supervisor
IAPT (other modalities) - Mindfulness Based Cognitive Therapy, Practitioner
IAPT (other modalities) - Mindfulness Based Cognitive Therapy, Supervisor
IAPT (other modalities) - Narrative Exposure Therapy
IAPT (other modalities) - Trauma-Focussed CBT Top-up Training
IAPT Children and Young People CWP Supervisor
IAPT Children and Young People Therapist Supervisor
IAPT Children and Young People Whole Team Tier 4 training
IAPT Children Young People - 0-5s
IAPT Children Young People - CBT - Anxiety and Depression
IAPT Children Young People - CBT - Eating Disorders
IAPT Children Young People - Children's Wellbeing Practitioners
IAPT Children Young People - Education and Mental Health Practitioners
IAPT Children Young People - Education and Mental Health Practitioners – Supervisor
IAPT Children Young People - Enhanced Evidence Based Practitioner
IAPT Children Young People - Evidence Based Counselling Practice
IAPT Children Young People - Inter-personal Psychotherapy for Adolescents
IAPT Children Young People - Learning Disability and Autism Spectrum Disorder
IAPT Children Young People - Parenting Training Conduct Problems
IAPT Children Young People - Senior Wellbeing Practitioner
IAPT Children Young People - Service Leadership
IAPT Children Young People - Systemic Family Practice for Anxiety, Depression and Conduct Problems
IAPT Children Young People - Systemic Family Practice for Eating Disorders
IAPT High Intensity Practitioner
IAPT High Intensity, Supervisor
IAPT Psychological Wellbeing Practitioner (Low intensity)
IAPT Psychological Wellbeing Practitioner, Supervisor
Imaging (Medical Ultrasound)
Independent Prescribing / Non-Medical Prescribing - Nursing, Midwifery and Allied Health Professions
Independent Prescribing / Non-Medical Prescribing - Pharmacy
Integrated Clinical Academic (ICA) Award Programme
Language Pathology
Mental Health Wellbeing Practitioner
Midwifery
Midwifery (shortened/ 18 month pathway)
Midwifery with Public Health
Multi-Professional Approved Clinician Training
Musculoskeletal Physiotherapy
Music Therapy
Nurse Paramedic (Adult) - Dual Qualification
Nursing (Adult Nurse & Social Work)

Nursing (Adult)
Nursing (Child Nurse & Social Work)
Nursing (Child)
Nursing (combined Adult and Child)
Nursing (combined Adult and Learning Disability)
Nursing (combined Adult and Mental Health)
Nursing (combined Child and Adult)
Nursing (combined Child and Learning Disability)
Nursing (combined Child and Mental Health)
Nursing (combined Learning Disability and Adult)
Nursing (combined Learning Disability and Mental Health)
Nursing (combined Mental Health and Adult)
Nursing (combined Mental Health and Child)
Nursing (combined Mental Health and Learning Disability)
Nursing (Common Foundation)
Nursing (Community Children's Nurse)
Nursing (Community Learning Disabilities)
Nursing (Community Mental Health)
Nursing (District Nursing)
Nursing (Fundamentals of General Practice)
Nursing (General Practice Academic)
Nursing (General Practice Foundation/Transition)
Nursing (Health Visiting)
Nursing (Introduction to General Practice Nursing)
Nursing (Learning Disability Nurse & Social Work)
Nursing (Learning Disability)
Nursing (Mental Health Nurse & Social Work)
Nursing (Mental Health)
Nursing (Occupational Health)
Nursing (Practice Nursing)
Nursing (School Nursing)
Nursing (Sexual Health)
Nutrition and Dietetics
Occupational Therapy
Operating Department Practice
Optometry
Oral and Dental Health Sciences
Oral Health Science
Orthoptics
Osteopathy
Paramedic Science
Paramedic Science (Tech to Para)
Paramedics
Paramedics EMT
Pharmacy - B231 (preparatory year / year zero leading into MPharm)
Pharmacy - MPharm INTEGRATED 5-YEAR degree
Pharmacy - MPharm stages 1-4 (B230 and B231 students)

Pharmacy - OSPAP MSc
Pharmacy - OSPAP PGDip
Pharmacy - Pre-registration Trainee Pharmacy Technician
Pharmacy - 'Sandwich' MPharm degree with two 6-month duration integrated NHS foundation training placements
Pharmacy - Trainee Pharmacist (foundation training year / pre-registration)
Physician Associate
Physiotherapy
Podiatry
Practice Education
Prosthetics and Orthotics
Radiography (Diagnostic)
Radiography (Therapeutic)
Radiotherapy and Oncology
Return to Practice - Adult Nursing
Return to Practice - Children's Nursing
Return to Practice - General Practice Nursing
Return to Practice - Health Visiting
Return to Practice - Learning Disabilities Nursing
Return to Practice - Mental Health Nursing
Return to Practice - Midwifery
Return to Practice - Nursing Associates
Sonographer
Speech & Language Sciences - Language Pathology
Speech and Language Sciences
Speech and Language Therapy
Student Nursing Associate (SNA - LD) - select this for those spending 50% or more of their time in Learning Disabilities
Student Nursing Associate (SNA - SC) - select this for those spending 50% or more of their time in Social Care
Student Nursing Associate (SNA)
Support Worker - Associate Practitioner
Ultrasound
Urology
Youth Intensive Psychological Practice

1.1 Healthcare Science Course List

Healthcare Science - Echocardiography Training Programme (ETP)
Healthcare Science - Scientist Training Programme (STP)
Healthcare Science PTP (Applied Biomedical Science)
Healthcare Science PTP (Audiology)
Healthcare Science PTP (Blood Sciences)
Healthcare Science PTP (Cardiac Physiology)
Healthcare Science PTP (Cardiovascular, respiratory and sleep science)
Healthcare Science PTP (Cellular Sciences)

Healthcare Science PTP (Clinical engineering)
Healthcare Science PTP (Genetic Science)
Healthcare Science PTP (Genetics Technology)
Healthcare Science PTP (Genetics)
Healthcare Science PTP (Infection Sciences)
Healthcare Science PTP (Life Sciences)
Healthcare Science PTP (Medical Engineering)
Healthcare Science PTP (Neurophysiology)
Healthcare Science PTP (Nuclear medicine)
Healthcare Science PTP (Ophthalmology)
Healthcare Science PTP (Radiation Engineering)
Healthcare Science PTP (Radiation Physics)
Healthcare Science PTP (Radiotherapy and Nuclear Medicine pathways)
Healthcare Science PTP (Radiotherapy physics)
Healthcare Science PTP (Rehabilitation Engineering)
Healthcare Science PTP (Renal Technology)
Healthcare Science PTP (Respiratory and Sleep Physiology)

1.2 Return to Practice Course List

Return to Practice - Adult Nursing
Return to Practice - Children's Nursing
Return to Practice - General Practice Nursing
Return to Practice - Health Visiting
Return to Practice - Learning Disabilities Nursing
Return to Practice - Mental Health Nursing
Return to Practice - Midwifery
Return to Practice - Nursing Associates

1.2 Apprenticeship Course List

Course Title	Level
Physician Associate (degree)	7
Specialist Community Public Health Nurse	
District Nurse	
Arts Therapist (degree)	
Advanced Clinical Practitioner (integrated degree)	
Clinical associate in psychology (CAP) (integrated degree)	
Registered Nurse - degree (NMC 2010)	6
Registered nurse degree (NMC 2018)	
Midwife	
Midwife (degree)	
Sonographer (integrated degree)	
Diagnostic Radiographer	
Dietitian	

Healthcare Science Practitioner (integrated degree)	
Occupational Therapist (integrated degree)	
Operating Department Practitioner (integrated degree)	
Paramedic (integrated degree)	
Physiotherapist (integrated degree)	
Podiatrist (integrated degree)	
Prosthetist and Orthotist (integrated degree)	
Psychological Wellbeing Practitioner	
Speech and Language Therapist (integrated degree)	
Therapeutic Radiographer (integrated degree)	
Enhanced clinical practitioner	
Public health practitioner (integrated degree)	
Clinical Dental Technician (integrated)	5
Dental Technician (integrated)	
Healthcare Assistant Practitioner	
Nursing Associate	
Associate continuing healthcare practitioner	
Nursing Associate (NMC 2018)	
Associate ambulance practitioner	4
Healthcare science associate	
Mammography associate	
Oral health practitioner	
Orthodontic Therapist (Integrated)	
Pharmacy Technician (integrated)	3
Dental Nurse (integrated)	
Senior Healthcare Support Worker	
Senior Healthcare Support Worker (Maternity)	

2. Clinical Placement Tariff

Links to relevant documents:

Education and training tariffs 2025 to 2026 - GOV.UK
Changes to the clinical tariff rate 2025/26
Programmes eligible for clinical placement tariff payment

The clinical tariff payment is intended to provide an annual contribution to the funding of placement coordination and practice-based learning for all eligible clinical professions. The tariff funding should be used to support all professions for which it has been allocated. The list below provides confirmation of the professions eligible for tariff funding.

- clinical psychologist
- healthcare scientist practitioner training programme (PTP)
- adult nurse
- children's nurse

- dental hygienist
- dental therapist
- diagnostic radiographer
- dietician
- dual qualification nursing courses
- learning disabilities nurse
- mental health nurse
- midwifery
- shortened midwifery courses
- occupational therapist
- operating department practitioner
- orthoptist
- orthotist and prosthetist
- paramedic
- pharmacist - undergraduate
- physiotherapist
- podiatrist
- speech and language therapist
- therapeutic radiographer
- sonography (pre-registration)

If a profession is not included in this list, it is not eligible for clinical tariff funding. Local funding arrangements may be in place for other professions and further detail regarding this can be sourced from relevant NHS England regional commissioning teams.

The clinical tariff price is applicable for all international students undertaking placements associated with eligible professions listed above.

- A new annual rate of £5,866 plus MFF per FTE for all clinical placement activity within scope of the clinical tariff applied from April 2025.

	1 April 2025 to 31 March 2026
Annual (1 FTE)	£5,886 + MFF
Weekly	£143.77 + MFF
Hourly	£3.83 + MFF

Clarity on Full-time equivalent

The clinical tariff payment is reflective of an FTE, rather than an individual student. To ensure a consistent approach to calculating the appropriate payments for this activity and to ensure all providers receive equivalent payments for the placement activity they deliver, NHS England regions moved to payments based on the following calculations from 1 April 2021.

- Full tariff will be paid for each 40.8 weeks of placement activity
- A week of placement activity should be reflective of 37.5 hours of placement activity
- There should be no exceptions to this approach to calculating the funding available to providers for eligible placement activity

Simulation-based learning

The funding arrangements for simulation-based learning will continue for 2025 to 2026 and activity will be funded by NHS England at the clinical tariff rate for activity, which constitutes placement learning hours and meets each of the following circumstances:

- the number of hours is compliant with the regulatory or professional body expectations around the number of hours of placement per student that can be delivered through simulation
- NHS England will not pay the clinical tariff rate for simulation activity delivered as part of the education provider's teaching requirements

Information on the amount of activity delivered and the level of funding being requested should be returned to NHS England as part of the Student Data Collection using the Student Data Collection Tool (SDCT).

All queries on the eligibility of simulation activity for tariff funding should be directed to the NHS England regional team for your area.

NHS England Region	Mailbox
East of England	england.BI.ME@nhs.net
London	england.contractmonitoring.london@nhs.net
Midlands	england.BI.ME@nhs.net
North East and Yorkshire	England.studentdata.ney@nhs.net
North West	England.studentdata.nw@nhs.net
South East **South West**	england.hedata.south@nhs.net

NHS England

Student Data Collection Tool

Guidance

User accounts and administration

No. 2 of 5



User accounts in eCollection

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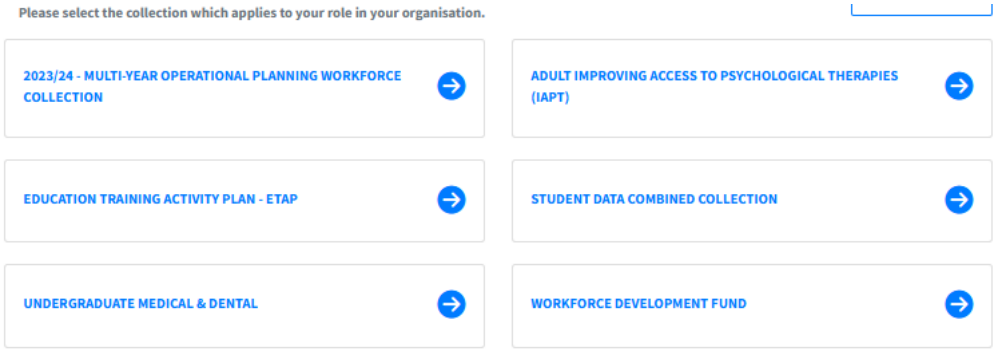
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eCollection and the Student Data Combined Tool (SDCT)

The Student Data Combined collection uses the NHS England online platform ***eCollection***.

To access the Tool, open the eCollection home page and click on the option for the Student Data Combined Collection which takes you through to the login page:



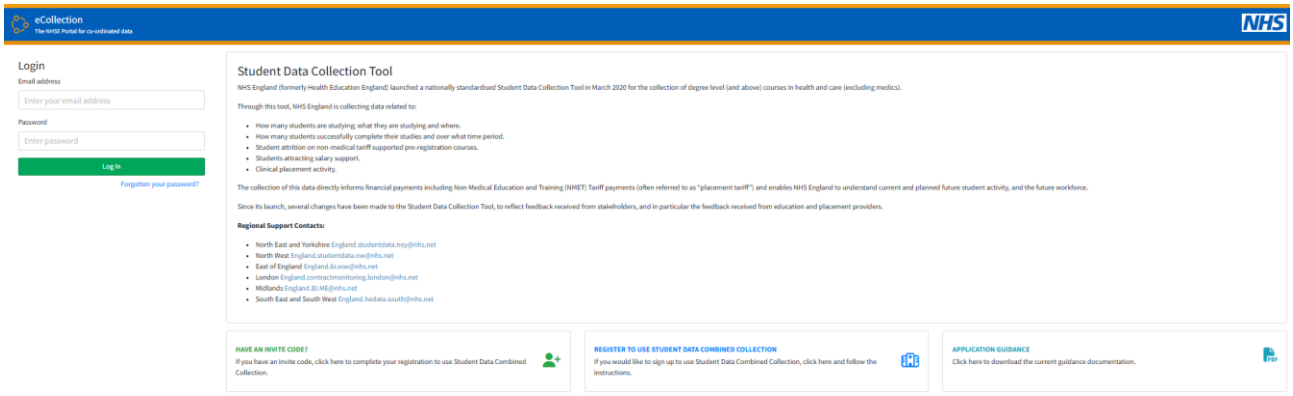
Logging into the SDCT

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

Logging in as an existing user

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

Figure 1 below shows the login page.



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.

Login pop up following inactivity - to save work

Note that, after 1 hour of inactivity in eCollection, a login pop up will appear. This pop up will be visible on screen for up to 10 minutes providing time for the user to enter credentials, login and save work. After 10 minutes if no login credentials are supplied eCollection will close and any unsaved work will be lost.

Obtaining an eCollection user account

Invitation to use the eCollection Tool

If your NHSE Regional Team has registered you as a user, you will have received an electronic invitation to access the system.

An example of an *Invitation to Contribute* email for the Student Data Collection is shown in Figure 2 below:



NHS England - eCollection

Student Data Collection Tool

Dear [redacted]

To support the financing of education and training, and to understand the future workforce, NHS England (Health Education England) has developed the Student Data Collection Tool (which includes Apprenticeships, Trainee Nursing Associate, Healthcare Science (STP/ETP) and Return to Practice (Nursing & Midwifery).

NHS England has invited University of Heavyshire to access the the Student Data Collection Tool, with the following user role(s):

- **Education Provider Administrator**

[redacted]

You already have a user account to access the Tool.

Click here to log in to eCollection DEV

If you have forgotten your password, please click here to reset.

This email was sent from eCollection on behalf of NHS England.

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

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

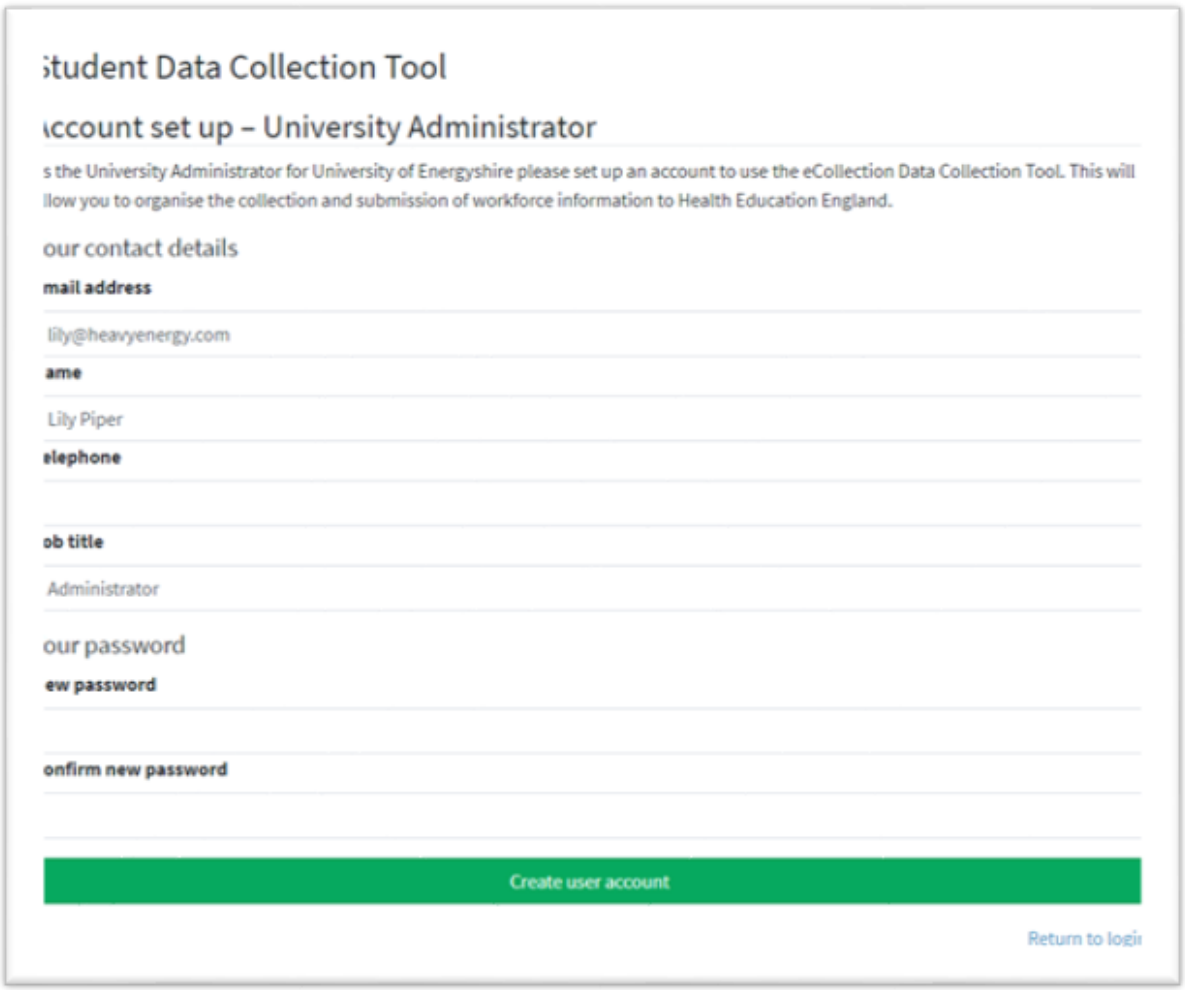
It also includes the following links:

- SDCT site link
- Forgotten password link (for existing users)
- *Complete registration link (for 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.

3. *Click the "create user account" button. Create Account Page*



- 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 without an invitation

If you have not received an invitation but believe you should have access to the application, please either ask an existing user to add you as a contributor to the relevant organisation or contact your Regional NHSE team.

Note that you may have a local application process to follow.

Adding an additional user to your organisation

If you have an Administrator user account for SDCT, you can add other users in your organisation.

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

The *Assign users* function at the top of the side bar navigation (see *SDCT Home Page* below) 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.

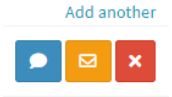
User roles:

- **Administrator** – has access to all data and can assign users within their organisation to the collection.
- **Collection User** (Education Provider)– has access to all data
- **Validation User** (Placement Activity) - can view Placement Activity and Finance Support data, can edit Placement Activity data
- **Validation User** (Employer) - can view Finance Support and Placement Activity data, and edit Finance Support data

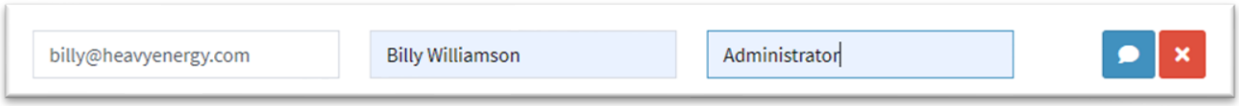
Adding a user

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

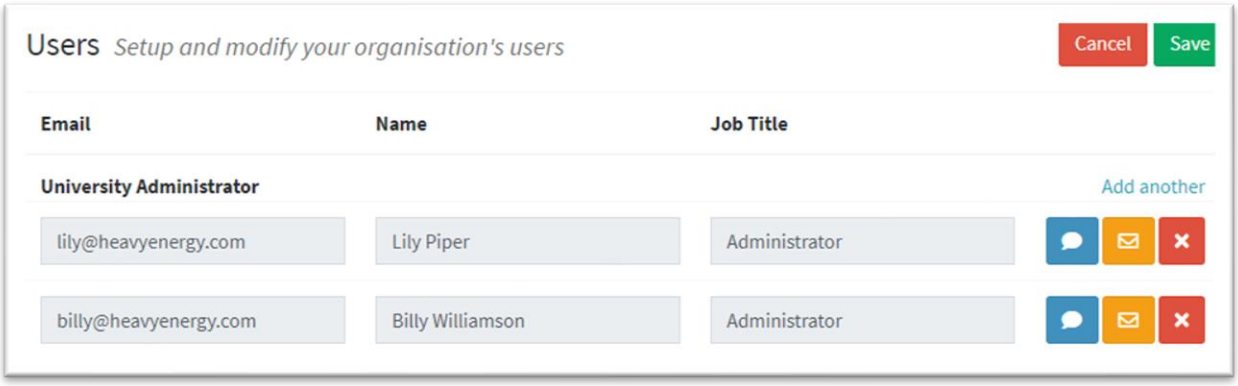
- ☐ Click "Assign Users" in the side menu
- ☐ Click the Add another link which will result in a new row being displayed



- ☐ Add the details of the new user into these fields, taking particular care to add the email address correctly and not to leave any leading or trailing spaces.



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



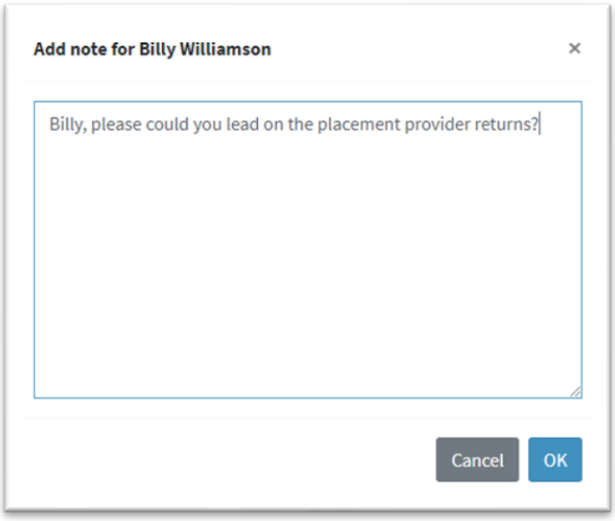
- An invitation will then be sent to the new users giving further instructions for how to complete their registration.

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 at 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 or contact your regional team as they can complete this task too.

- 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.

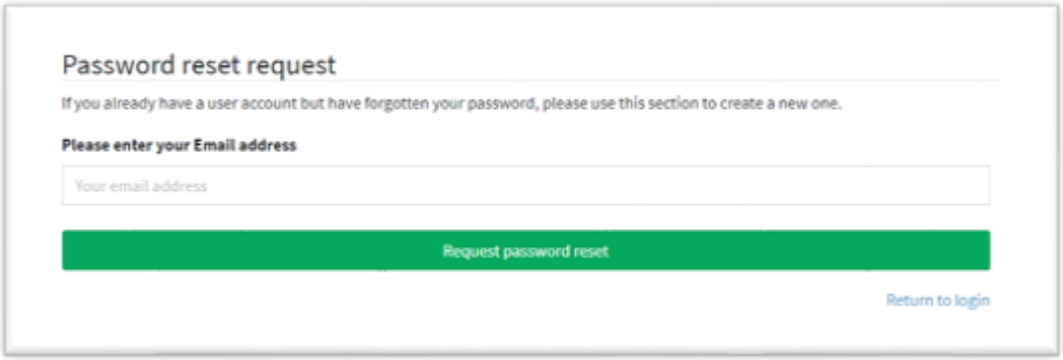


- If you are sure you want to delete this user, click the "Save" button.
- The page will reload, and the user should have been removed.

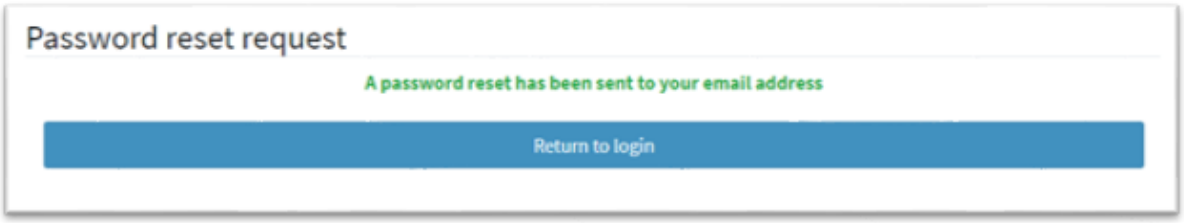
Forgotten password

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.



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



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

eWorkforce
Notification

Dear

You have requested a password reset for your eCollection account

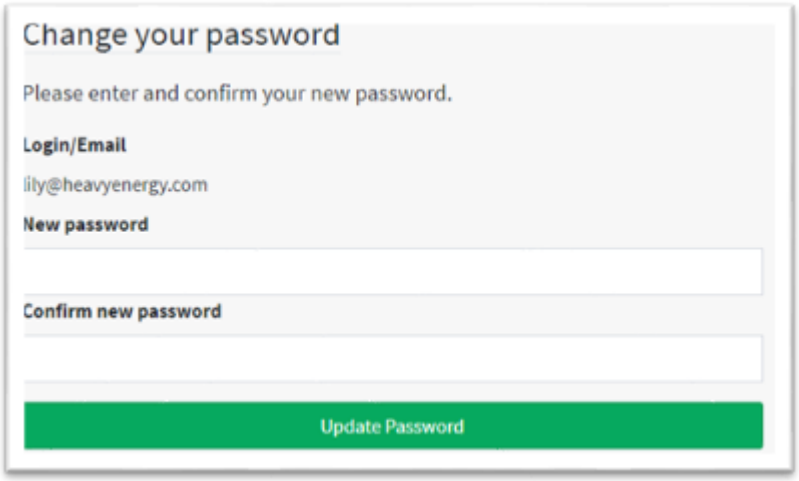
If you have remembered your password, then no further action is necessary - please proceed to the login page

To proceed, Reset Password now and follow the instructions.

This email was sent from eWorkforce on the behalf of the NHS England data collection.

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

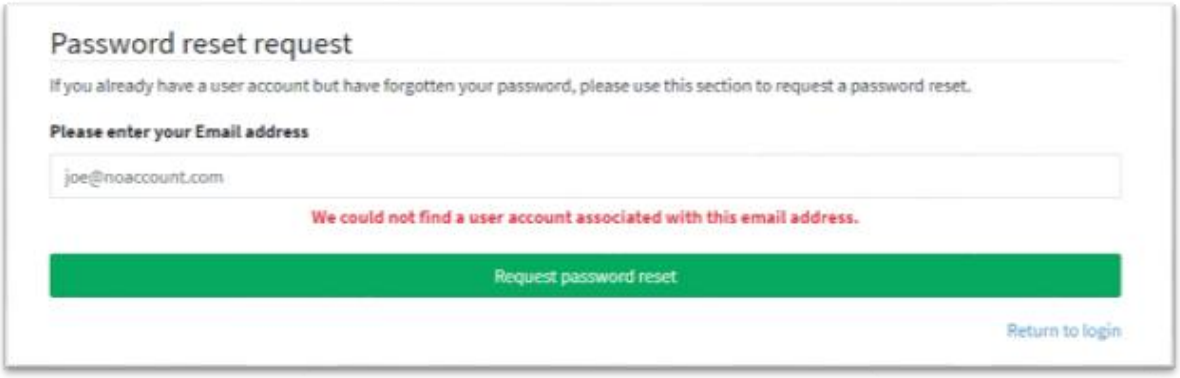
- Click the *Reset Password Now* link and your browser will display the change your password page.



- 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.



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 NHSE Regional Team.

SDCT 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.

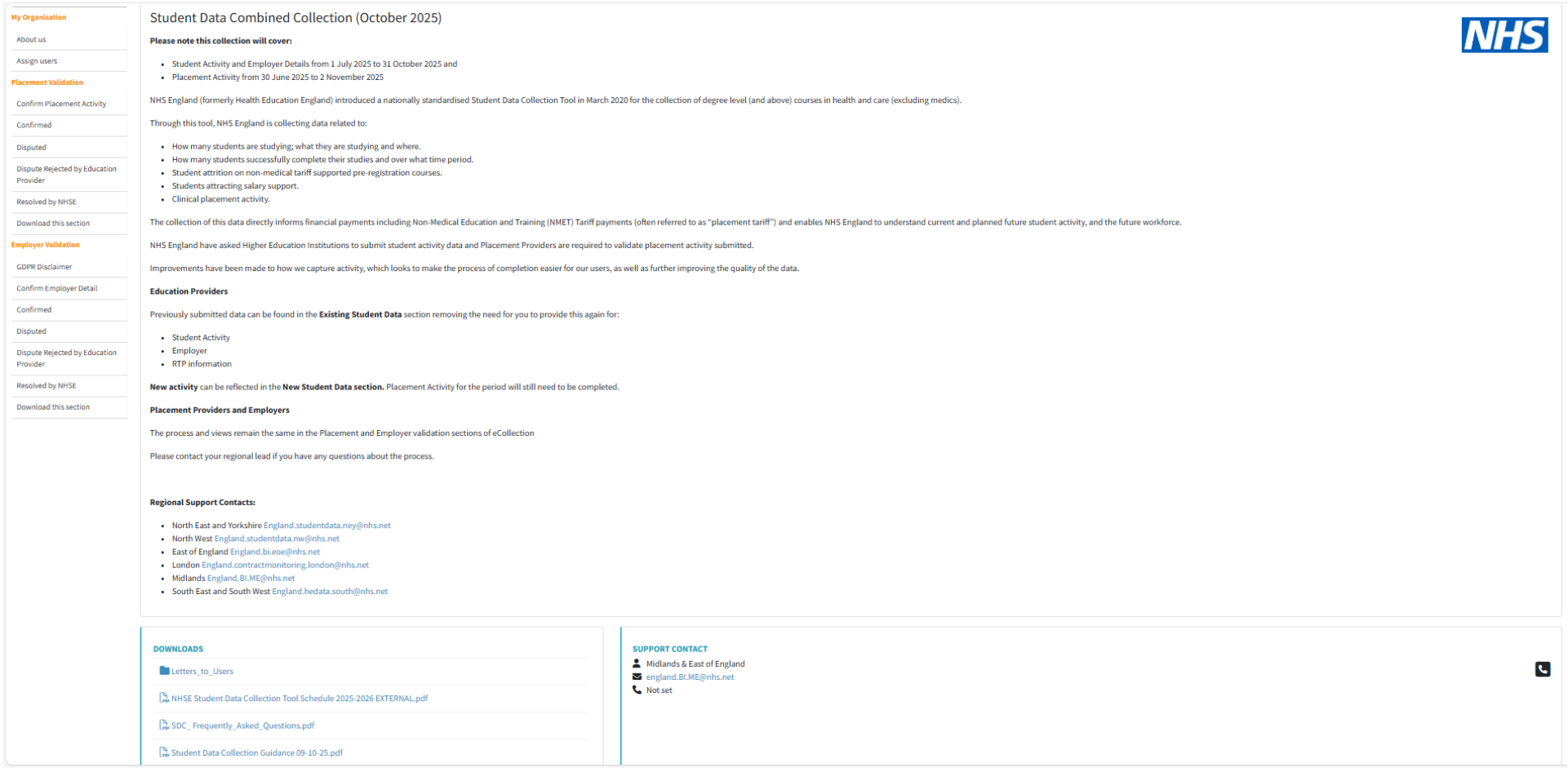
- **Side bar navigation**

Also available in all pages, these are the tasks or application features to be completed.

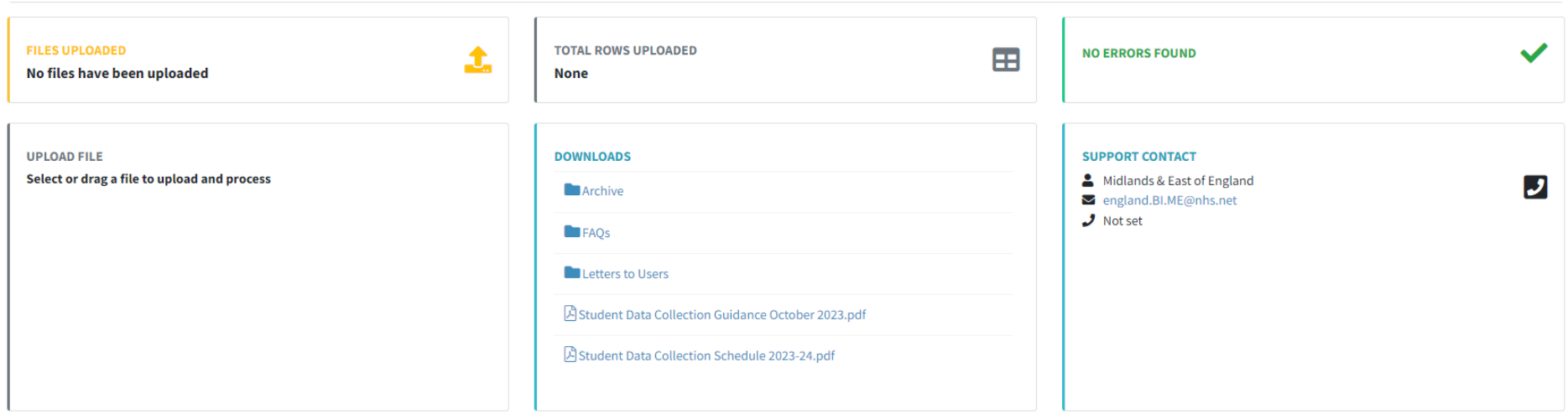
- **Dashboard**

The main area of the page displays introductory text in the main panel to provide a high-level overview of the collection. Beneath this, there are panels providing support contact details and SDCT documentation to download, ie. the Collection Schedule, FAQs, and the User Guidance.

SDCT home page



For Education Providers, there is additional information regarding file upload status:



Side bar navigation



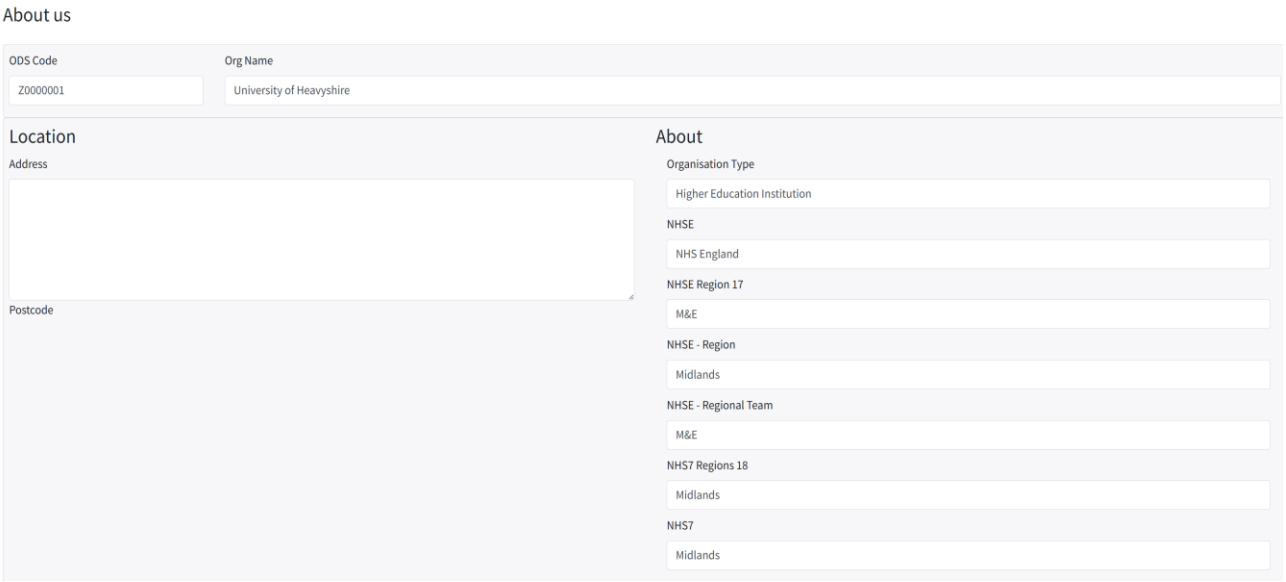
My Organisation

'My Organisation' on the dashboard navigation contains information about your organisation and the people who will work on the submission/validation. It is divided into two subsections: Organisation details and contributors submitting the data.

About us

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

Figure 1:

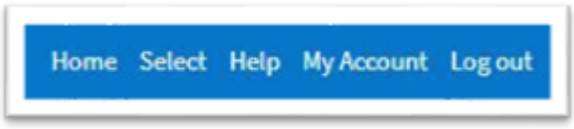


You can change your organisation's address here and review other details. Click the green save button once any necessary changes, if any, have been made.

Assign users

'Assign users' is covered under section '*Adding an additional user to your organisation*' above.

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** – switch 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

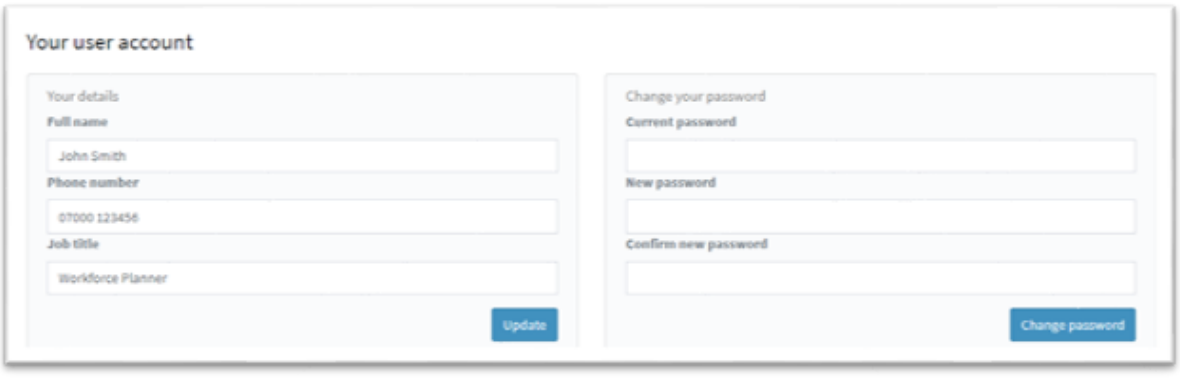
Select - switch between data collections

- Click the 'Select' button in the blue header to bring you to the 'Select Collection' page.
- Click the 'Show archived' button on the top right to reveal all previous, archived, collections.



- Click on any collection row and you will be directed to the appropriate collection page.

My Account – manage your account



Support Section

NHS England 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 NHS England Regional Team for your primary region using the email address below:

NHS England Region	Mailbox
East of England	england.BI.ME@nhs.net
London	england.contractmonitoring.london@nhs.net
Midlands	england.BI.ME@nhs.net
North East and Yorkshire	England.studentdata.ney@nhs.net
North West	England.studentdata.nw@nhs.net
South East **South West**	england.hedata.south@nhs.net

NHS England

Student Data Collection Tool

Guidance

Worksheets and definitions

No. 3 of 5



SDCT Worksheets and Definitions Guidance

Detail about the different fields in the collection template, as well as the data that is required to be submitted by Education Providers as part of the collection, can be found here.

Please note, the guidance has recently been updated. More information about the 'Additional information' field in the Student Activity tab of the template can be found in this section of the guidance.

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1 Student Data Collection (SDC)

1.1 'Student Activity' Worksheet

This worksheet captures all cohort level recruitment, 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 also be included in submissions.

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 NHSE office.

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

Examples of how to record student movements can be found after the field descriptions in this section.

Student Activity *Review & edit data (27 rows)*

Submit Data	Your Course Title/Code Identifiers	Course Title	Theme	Specialism	Qualification	Activity Region
Required	Read-only	Read-only	Required (HCS)	Required (HCS)	Read-only	Read-only
No	Aston University	Pharmacy (B230)			Postgraduate Certificate	Midlands
No	Aston University	Pharmacy (B230)			Postgraduate Certificate	Midlands
No	Aston University	Pharmacy (B230)			Postgraduate Certificate	Midlands
No	Aston University	Pharmacy (B230)			Postgraduate Certificate	Midlands
No	Aston University	Pharmacy (B230)			Postgraduate Diploma	Midlands
No	Aston University	Pharmacy (B230)			Postgraduate Diploma	Midlands
No	Aston University	Pharmacy (B230)			Postgraduate Diploma	Midlands
No	Aston University	Pharmacy (B230)			Master's Degree	Midlands
No	Aston University	Healthcare Science PTP (Audiology)	Neurosensory	Audiology	Bachelor's Degree	Midlands
No	Aston University	Healthcare Science PTP (Audiology)	Neurosensory	Audiology	Bachelor's Degree	Midlands
No	Aston University	Healthcare Science PTP (Audiology)	Neurosensory	Audiology	Bachelor's Degree	Midlands
No	Aston University	Healthcare Science PTP (Audiology)	Neurosensory	Audiology	Bachelor's Degree	Midlands
No	Aston University	Healthcare Science PTP (Audiology)	Neurosensory	Audiology	Bachelor's Degree	Midlands
No	Aston University	Healthcare Science PTP (Audiology)	Neurosensory	Audiology	Bachelor's Degree	Midlands

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	Optional but preferred	This is a free text field required for reporting. Education Providers to include a cohort unique identifier, to allow NHSE to link the data collections in a more robust way.
Course Title	Required	Please select the course title* from the list – the level of qualification is specified in the 'Qualification' column.
Theme	Required for Healthcare Science Courses	Please select which relevant area the trainee belongs to from the list of options, with different specialities in each.
Specialism	Required for Healthcare Science Courses	Please select from the list of various specialisms as linked to the option selected under the 'Theme' field.

Qualification	Required	Please select from the list the qualification type, e.g. Bachelor's Degree
		
		'Module' may only to be selected when used in conjunction with the following courses:
		- Practice Education
		- Independent Prescribing / Non-Medical Prescribing:
		  ○ Nursing, Midwifery
		  ○ Allied Health Professions
		  ○ Pharmacy

Activity Region	Required	In cases where an Education Provider activities cross NHSE regional boundaries, please select which region the student activity took place in.
Apprenticeship Standard	Required for Apprenticeships	If applicable, please select the appropriate standard for apprenticeship students
Employer (including PIVOs)	Required for Apprenticeships	Please select from the list the name of the employer, not the organisation which is paying for the apprenticeship (this may be different if the apprenticeship levy is in place).
Employer Code	**Internal**	This field is locked, as it is for internal use only.
Is this a Blended Learning Programme	Where required	This Yes/No field should only be selected for identifying where students are enrolled on the 'Blended Learning Nursing Degree programme' and so in receipt of specific additional NHSE funding.[1]

[1] **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

Mode of Attendance	Required	Select from options: Full time, Full time accelerated, Part time, Part time in-service.
Please indicate the number of students that are in 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.[2]
Please indicate the number of students that are in 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 [2] The number entered should be for starters only
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	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.
Planned Number to Start Cohort	Required	This provides an indication of future activity and therefore workforce planning and placement activity requirements. 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 must be completed at the point the cohort's activity is first reported. To correct an error beyond this point, contact your regional office.

people who may have the aptitude and values to join the healthcare profession but currently are unable to learn in traditional ways.

[2] **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.

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.
Of the Total Number Transferring Out, how many are 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 the total number transferring out, how many are moving to a different cohort / course?	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 student moving to a later cohort of the same course, a nursing branch change, from Child to Adult, for instance, or from Master's to Undergraduate Degree. **Please refer to the section below for examples of how to record student movements.**
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 is currently on interrupt from the course. It is expected that this number will reduce to 0 in time, usually shortly after the course has completed as those interrupting students join later cohorts, or elect to not return.
Total number of students transferred into course from elsewhere (internal/external)	Where required	This includes all activity since course start date. Students should be added here where they transfer into a course after the course start date. This could be students joining from another course or provider, but most will those be joining a later cohort after a period of interrupt.
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 NHSE funded?	Where required	This includes all students within the cohort who are currently active and who are funded by NHSE 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 Employer Detail tab, if in receipt of Salary Support funding from NHSE.
Number qualified (successfully completed course)	Required	This includes all activity since course start date.
Successfully Completed EPA	Where required for Apprenticeships	This field should **only** be used to enter the number of students who completed the End Point Assessment (EPA) as part of their apprenticeship qualification. The number of students who successfully completed the

		academic qualification should be entered into the 'Number successfully qualified' field. Where the apprenticeship is an integrated apprenticeship, there is no separate End Point Assessment (EPA) because the assessment is integrated as part of the course, therefore the field can remain blank.
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]

Student Transfer Reporting

If a student is transferring from the course to either another provider, or a different course within your institution, they should be added to the "**Total Number of Students Transferring Out of the Course (including interrupts)**" field as well as the "**of the total number transferring out, how many are moving to a different cohort / course?**" field.

Student Withdrawal Reporting

If a student is withdrawing completely from the course for any other reason, they should be added to the "**Total Number of Students Transferring Out of the Course (including interrupts)**" field and the "**of the Total Number Transferring Out, how many are discontinuing/ withdrawing**" field

Student Interrupt Reporting

Any students starting a period of interrupt should be added to the "**Total Number of Students Transferring Out of the Course (including interrupts)**" field. This will automatically add them to the calculated field "**Number of students that are expected to return to study in the future**". At the point they elect to return to study they should be added as a transfer in to the

new cohort they are joining, and also added to the "**of the total number transferring out, how many are moving to a different cohort / course?**" field on their original cohort, which will deduct them from the calculated field "**Number of students that are expected to return to study in the future**". If a student on interrupt decides not to return to study, they should be added to either the "**of the Total Number Transferring Out, how many are discontinuing/ withdrawing**" or "**of the total number transferring out, how many are moving to a different cohort / course?**" fields (depending on their destination) on their original cohort, netting them off the calculated field "**Number of students that are expected to return to study in the future**".

1.2 'Employer Detail' Worksheet

This worksheet will capture all student level activity that attracts salary support financial payments to employers and TNA Apprenticeships which are funded by NHSE.

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 NHSE 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 across the country are required to validate Trainee Nurse Associate Apprentices that are currently on course. Other salary supported courses (such as IAPT or second registration nurses) are validated on a region by region basis. Your regional lead will be able to inform you of the scope for your region.

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.
Name of Employer	Required	Please select the name of the employer. This will enable NHSE 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 contact your Regional Team.
Employer Org Code	**Internal**	This field is locked, as it is for internal use only.
Service (IAPT Only)	Where required	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.
Your Course Title/Code Identifiers	**Optional but preferred**	This is a free text field required for reporting. Education Providers to include a cohort unique identifier, to allow NHSE to link the data collections in a more robust way**.**
Course Title	Required	Please select the course title from the dropdown list. The level of qualification isn't included within the title, as it is specified in the 'Qualification' column.
Apprenticeship Standard	Required for Apprenticeships	Please select the appropriate apprenticeship standard from the drop-down list of values.

Activity Region	Required	This field will enable NHSE to understand which region the student activity took place in, in cases where an Education Provider activities cross NHSE regional boundaries.
Programme Type	Required for Student Nursing Associate courses	Please select the programme: ☐ Apprenticeship ☐ Direct Entry

Qualification	Required	Please select from the list the qualification type, e.g. Bachelor's Degree
		
		'Module' may only to be selected when used in conjunction with the following courses:
		- Practice Education
		- Independent Prescribing / Non-Medical Prescribing:
		  ○ Nursing, Midwifery
		  ○ Allied Health Professions
		  ○ Pharmacy

Mode of Attendance	Required	Select from options: Full time, Full time accelerated Part time, Part time in-service.
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 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' field) 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	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) *or* Ended - this will capture students who have completed the course either with the full qualification or a lower award. This data will identify students who will potentially qualify at a later date. If the student subsequently does not return to study, then the 'Withdrawal' option should be selected.
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 fields and the Status Change Date
Actual Completion Date (with qualification/credit)	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 with the full qualification.
Extension agreed with NHSE?	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 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]
Theme	Required for Healthcare Science courses	Please select which relevant area the trainee belongs to from the list of options, with different specialities in each.
Specialism	Required for Healthcare Science courses	Please select from the list of various specialisms as linked to the option selected under the 'Theme' field.
Type of Extension	Required for Healthcare Science courses	Where an extension has been required, please enter the type of setting for the type of extension, e.g. Academic.
Date of Completion of Written Assessment (ETP Only)	Required for Healthcare Science courses	To be entered as a date in the format dd/mm/yyyy
Date of Completion of Practical Assessment (ETP Only)	Required for Healthcare Science courses	To be entered as a date in the format dd/mm/yyyy

1.3 'RTP Finance Support' Worksheet

This worksheet is specifically for Return to Practice (RTP) and will capture all RTP student level activity that attracts financial payments to employers/education providers, as well as funding to students.

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.
Name of Employer or Placement Provider	Required	Please select from list. This will enable NHSE to provide salary support payments directly to the employer or placement provider 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.
Employer Org Code	**Internal**	This field is locked, as it is for internal use only.
Your Course Title/Code Identifier	**Optional but preferred**	This is a free text field required for reporting. Education Providers to include a cohort unique identifier, to allow NHSE to link the data collections in a more robust way.
Course Title	Required	Please select the course title from the dropdown list.
Mode of Attendance	Required	Select from options: Full time, Full time accelerated Part time, Part time in-service.
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 and is shown in months.
Status change date	Where required	To be entered as a date in the format dd/mm/yyyy

Status Change Reason	Required	Please indicate the reason for a change in status.
Status	Required	Please select from the list of values
Activity Region	Required	This field will enable NHSE to understand which region the student activity took place in in cases where an Education Provider activities cross NHSE regional boundaries.
RTP route	Required	Select from the list of values: 'Education Provider led' or 'Employer led'
Has consent been granted for the NMC Registration Number to be shared? Y/N	Required	Select 'Yes' or 'No' to confirm consent been granted for the NMC Registration Number to be shared.
NMC Registration Number	Where Required	A free text field, required so that NHSE can track completers into workforce.
Final Destination Information – Employer Name	Required	Select from the list of values. This information is required to assist with tracking returners into workforce.
Final Destination Information – Post Name	Required	A free text field, required to assist with tracking returners into workforce
Final Destination Information – WTE	Required	A free text field, required to assist with tracking returners into workforce.
Final Destination Information – Area of Practice	Required	Select from options: Adult, Child, Mental Health, Learning Disability, Health Visiting, Midwifery, Other, Unknown.
Final Destination Sector	Required	Please select from the drop-down list of options
Has the Fixed placement fee been paid?	Where Required	Select 'Yes' or 'No'. Fixed placement fee is £500 (£650 for London)
1st stipend has been paid	Where required	Select 'Yes' or 'No' to confirm, 1st stipend has been paid.
1st stipend amount paid	Where required	Specify amount paid.
2nd stipend has been paid	Where required	Select 'Yes' or 'No' to confirm, 2nd stipend has been paid.
2nd stipend amount paid	Where required	Specify amount paid.
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]

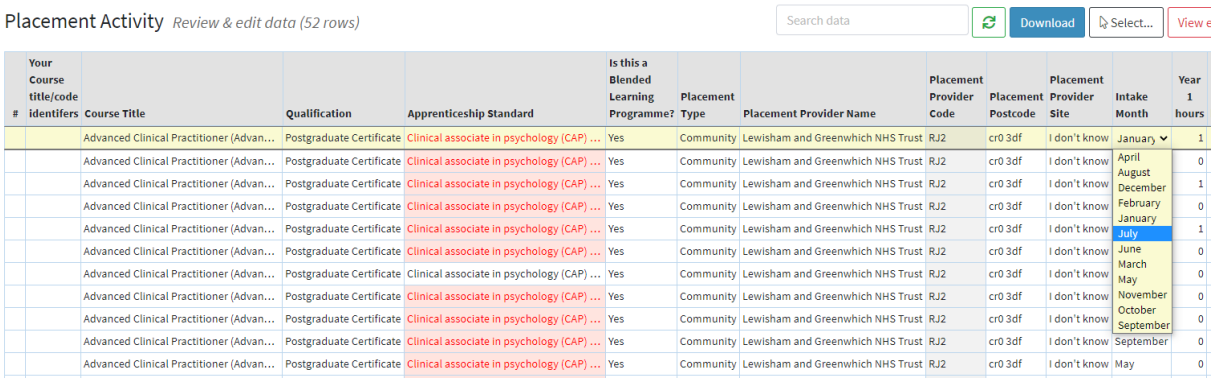
1.4 'Placement Activity' Worksheet

This guidance relates to the Education Provider element of placement activity which, in the case of NHS Trusts and other organisations (including Primary Care for some areas), 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 NHSE Regional Team.

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. 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 January and lasting for 3 months (covering 1 Jan to 30 April time period) and the collection point is 14 Feb, then the placement activity up to 14 Feb 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.



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	Optional but preferred	This is a free text field required for reporting. Education Providers to include a cohort unique identifier, to allow NHSE to link the data collections in a more robust way.
Course Title	Required	Please add the course title without abbreviations and without the type of qualification within the title – the level of qualification is specified in the 'Qualification' column.
Qualification	Required	Please select from the list the qualification type, e.g. Bachelor's Degree 'Module' may only to be selected when used in conjunction with the following courses: - Practice Education - Independent Prescribing / Non-Medical Prescribing: o Nursing, Midwifery o Allied Health Professions o Pharmacy
Apprenticeship Standard	Required for Apprenticeships	Please populate this field with the appropriate standard for apprenticeship students.
Is this a Blended Learning Programme	Where required	This field should only be selected for those Blended Learning courses which are receiving specific additional NHSE funding.
Placement Type	Required	Please state what type of placement by selecting an option from the drop-down list. This should be the sector in which the placement is taking place, e.g. select 'Simulated' for simulated placements. See Section 4 for further details.

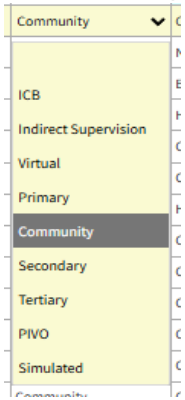
Placement Provider Name	Required	This will enable NHSE to provide payments directly to the practice placement organisation in a timely manner. If incorrect information is added, then there is a risk that this will impact on payments being made. Wherever possible please select an item from the list. There 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	Read-only	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	Required	This is a free text field and will assist in the identification of where the placement activity took place. This will allow NHSE 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.
Intake Month	Required	Select the appropriate month from the drop-down list
Year 1 Hours **Year 2 Hours** **Year 3 Hours** **Year 4 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.

Total Hours	Calculated	NHSE 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
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 Placement Type

Reference Guide for NHSE WT&E, Education Providers and Placement Providers

Placement Type guidance:



Primary	GP practices, primary care networks and training hubs
Secondary	NHS hospitals and trusts e.g Chelsea & Westminster
Tertiary	NHS specialist hospitals and trusts, NHS centres & arm's length bodies e.g Royal Marsden, NHS England
ICB	Hosted from within the Integrated Care Board organisation itself, where the placement tariff payment will go to the ICB. This should include any proportion of hours at the ICB of 'split' placements (where a student's placement can be shared between two different placement providers).
Virtual	Delivered online (differs from simulation in that the learner may interact with real patients through an online clinic). A virtual placement could take place over a time period of a 1-10 weeks subject to regulatory guidance and limits.
Community	NHS and local authority community services e.g CLCH, London Borough of Tower Hamlets
PIVO (PITO)	Private hospitals and clinics, independent providers, social enterprises, charities, HEI's, sports clubs, care homes e.g Royal Hospital for Neuro-disability, Connect Health
Indirect supervision	Where the licensed supervising professional does not need to be on-site but must be reachable by phone or other means
Simulation	Any high or low fidelity simulation activity run by HEI or alternative provider

3 Private, Independent, & Third Sector Organisation (PITO) definitions

Sector	Definitions and sub sectors	Example	Notes
Private Sector	All industries and companies managed by individuals or businesses that operate for profit.	Private Clinics / Rehab centres Private Hospitals Sports Clubs Care Homes	All non- NHS services
Independent Sector	The Royal College of Nursing 2013 defined this as "…individuals, employers, and organisations contributing to needs assessment, design, planning, commissioning and delivery of a broad spectrum of health and social care, who are wholly or partially independent of the public sector."	Independent Sector	Private providers that are commissioned to deliver NHS services are included here. e.g Connect Health
Third Sector organisations	One stream of voluntary organisations is third sector the national audit office defines TSO as: 'Third sector organisations' is a term used to describe the range of organisations that are neither public sector nor private sector. It includes voluntary and community organisations (both registered charities and other organisations such as associations, self-help groups and community groups), social enterprises, mutuals and co-operatives. Third sector organisations (TSOs) generally: •are independent of government. This is also an important part of the history and culture of the sector. •are 'value-driven'. This means they are motivated by the desire to achieve social goals (for example, improving public welfare, the environment or economic well-being) rather than the desire to distribute profit; and •reinvest any surpluses generated in the pursuit of their goals. For this reason, TSOs are sometimes called 'not-for-profit' organisations. A better term is 'not-for-personal-profit'. In many cases, TSOs need to make surpluses (or 'profits') to be financially sustainable.	Social Enterprises Voluntary organisations Charities Education Providers (providing in house placements such as research, leadership) Education settings	

	Voluntary organisations are those run by individuals who do not receive financial recompense for their time and efforts. They have been described as not driven by profit are non-statutory and are autonomous organisations. There can be paid staff within the organisation, but the primary leadership must come from volunteers. (gov.uk 2023) **Charities** are defined as "an institution which is established for charitable purposes only and is subject to the control of the High Court's charity law jurisdiction" (gov.uk 2013). **Social Enterprises** are defined as "a business with primarily social objectives whose surpluses are principally reinvested for that purpose in the business or community, rather than being driven by the need to maximise profit for shareholders and owners." (NAS 2023).		
NB Presence of a direct provider to NHSE education contract does neither preclude nor include from being a PITO provider			

4 Support Section

NHS England 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 NHS England Regional Team for your primary region using the email address below:

NHS England Region	Mailbox
East of England	england.BI.ME@nhs.net
London	england.contractmonitoring.london@nhs.net
Midlands	england.BI.ME@nhs.net
North East and Yorkshire	England.studentdata.ney@nhs.net
North West	England.studentdata.nw@nhs.net
South East **South West**	england.hedata.south@nhs.net

NHS England

Student Data Collection Tool

Guidance

Education Provider submission and validation

No. 4 of 5



Introduction to Student Data Collection Tool Guidance

This document is the Student Data Collection Tool (SDCT) Education Provider guidance for the Student Data Combined Collection (including Apprenticeships, Healthcare Science (ETP and STP), Return to Practice and Student Nursing Associates)

It includes the following documents, all of which can be downloaded separately or obtained by contacting your NHS England (NHSE) Regional Teams:

- SDCT Rationale & Process

Provides an overview and rational for the Student Data Collection, as well as a breakdown of the process for all users involved.

- SDCT Technical Guidance (Education Providers)

Guidance for Education Providers on the technical aspects of the collection, including how to access and submit data through the NHSE eCollection portal.

NHS England

SDCT Rationale & Process

Introduction - NHSE Strategy eCollection

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

Fit for the Future: 10 Year Health Plan for England is making 3 big shifts to how the NHS works: From hospital to community; from analogue to digital; from sickness to prevention. Section 7, *An NHS workforce fit for the future*, presents the 10-year vision is for a workforce where every individual is supported to reach their full professional potential.

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 NHS staff will be available long into the future.

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

The Student Data Collection Tool (SDCT) is a one such collection which is key to delivering a consolidated data collection effort across regions that provides robust insight data insight on active students, those on placement, and support financial validations.

SDCT Purpose

In 2020/21, NHSE introduced the nationally standardised Student Data Collection Tool (SDCT), a data collection consisting of degree level clinical courses in health and care. The aim is to use the data set to provide insight into the following business questions:

1. How many are studying, what and where?
   so we can take a view on future workforce supply, and pay funding as required.
2. Where and for how long are students on placement?
   so we can pay promptly and accurately, and better understand placement capacity.
3. How many students complete their courses and go on to work in the English health and care system?
   so we can understand future workforce change and contribute to workforce planning

The SDCT collects data on student numbers in training and on placement data including

- Starters to training programmes in each academic year
- Education Provider retention of those learners during training
- Number of qualifiers from courses
- Clinical placements undertaken while in training
- Student employers

It promotes a data collection process that is consistent across NHSE regions and directly informs financial payments including Education and Training Tariff payments (placement tariff) in a timely fashion using robust data.

The SDCT allows external organisations to submit student data directly to regional NHSE and enables validation checks between organisations and NHSE to be carried out.

A suite of reports that draws on insights reflecting the student data captured is available to NHSE and Integrated Care Boards.

SDCT Benefits

The benefits of the SDCT include:

- Easy access for Education Providers, Placements Providers and Employers to submit student data in a consistent way via an online portal
- A standardised data collection approach, with built in validation, to ensure alignment across regions and reduce duplication of data collection activities
- An adaptable system, that refines process and the tool to user requirements and changes to any governance
- 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 and guidance for 'system users', is available from regional NHSE teams with expertise of the eCollection tool
- An eCollection tool which follows a similar format for all data collections, to maximise ease for providers of the data to move between the tools, as well as understand the operating system
- Some simple online validation checks carried out when data is uploaded to the eCollection tool, reducing errors and maximising data quality
- Ensuring all data is submitted and stored securely in line with UK GDPR (General Data Protection Regulations)
- Role-based access: those with required login for each tool can access the data submitted at the level they require, ensuring that users do not have access to data which isn't relevant to their user role.

SDCT Process

Step 1

NHSE Regional teams share the collection template with Education Providers for preparation purposes. They facilitate access to the Student Data Collection Tool (SDCT) from where the final version of the template can be downloaded.
(***Two-week preparation window***)

Step 2

Education Providers complete the SDC template, providing student data in a standardised format, and upload it to the SDCT. Education Providers will also review existing data, submitted in previous collections, in the SDCT.

Step 3

Once uploaded, the system will flag any validation errors to be reviewed in the staging area by Education Providers.
(***Two-week submission window***)

Step 4

NHSE Regional teams will work to validate the data submitted by the Education Provider
(***Two-week validation window***)

Step 5

Once the data has gone through this first round of validation, **NHSE Regional teams** will share the placement and employer validation data with Placement Providers and Employers.

Step 6

Placement Providers and **Employers** will work on validating the placement data shared with them.
(***Two-week validation window***)

Step 7

NHSE Regional teams will work with **Education Providers** and **Placement Providers/Employers** to resolve any validation disputes which may have arisen during the validation process.
(***One-week dispute resolution window***)

Step 8

NHSE Regional teams sign-off the data once this final validation step is completed.

NHS England

SDCT Technical Guidance

(Education Providers)

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2 Introduction to SDCT Technical Guidance

This document contains technical guidance for the Student Data Combined Collection (including Apprenticeships, Healthcare Science (STP and ETP), Return to Practice and Student Nursing Associates).

Guidance provided includes:

- Instructions for use of the templates
- Instructions on how use the Tool as intended
- Contact information for any queries

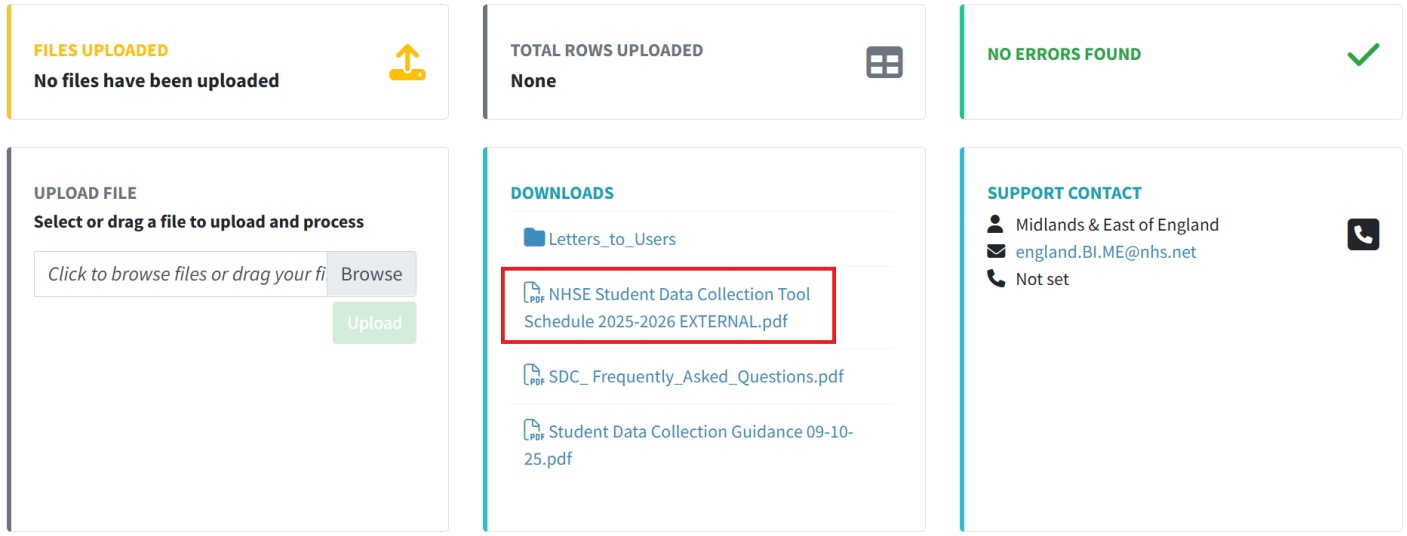
3 Preparing for the collection

3.1 User accounts

If you have queries obtaining an eCollection user account or accessing the system, contact your regional team (Section 9 below).

3.2 The collection schedule

Data submission periods for the SDCT take place three times a year. The collection schedule can be found in the homepage after logging in. Following closure of the eCollection IAPT collection by the end of Q3 2025/26, submission of IAPT course data via the Student Data Collection will remain as a BAU activity.



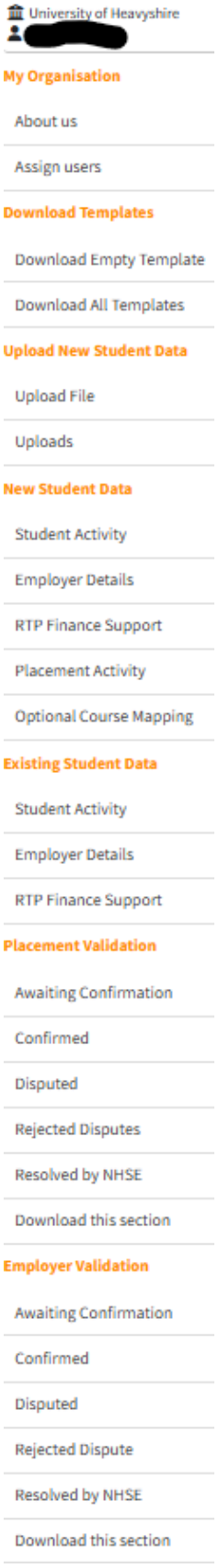
4 eCollection tool and templates

4.1 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 the SDCT can be found in the homepage in the downloads panel - see https://ecollection.hee.nhs.uk/SDCT/doc/hei_upload_template

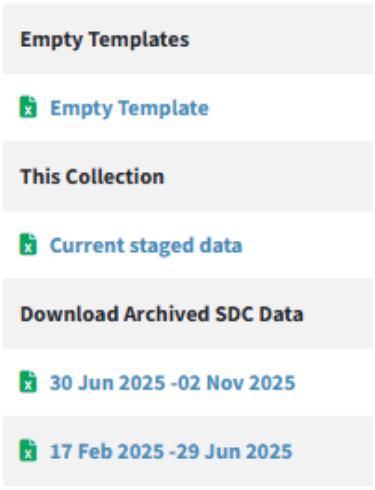
You will find the following navigational features listed down the left-hand side of the dashboard (Figure 1 overleaf).

Figure 1: *Dashboard Navigation Features (Education provider view)*



4.2 Download Templates

The SDC templates are available from the 'Download Templates' section:



- **Empty Template** – Template to complete for a new upload with full drop-down list, including all courses, qualifications, and Placement Provider organisations.
- **Current Staged Data** – Download all data that has been provided within the current collection.
- **Archived Data –** Download archived data from earlier collections (which will appear in the most recent template).

4.3 Empty Template: upload new student data

4.3.1 Completing the template

In the first phase of the collection, Education Providers are asked to provide student data using a standardised format. The current upload template for SDCT can be found in the homepage in the downloads panel. This Excel template utilises rules and validation checks to ensure the quality of the uploaded data.

4.3.2 File versions

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

The Empty 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 and Student Nursing Associate employer funding
- 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. *SDC Guidance no. 1/5* contains the full list of courses required to be submitted.

4.3.3 Standardisation and naming conventions

Within the activity template there are extra tabs providing lookup value references for courses, qualifications, and placement providers/employers as well as for supplementary information such as mode of attendance. They are the product of a national project to standardise the naming convention(s) for these areas.

Please contact your NHSE Regional Team if

- A placement provider or employer 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

Contact information for your NHSE Regional Team can be found in Section 9 of this document.

It is expected that some of the detail you hold locally will not be referenced in the template lookup values, 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 no 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.

Placement providers and employers will each have a CQC code where it exists, and may be looked up here: https://www.odsdatasearchandexport.nhs.uk/

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 NHSE might have missed from the template.

Any overridden Lookup values data will be reviewed by NHSE 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 NHSE.

4.3.4 Maintaining template integrity

Please do not password protect the workbooks as this will cause the data upload to fail.

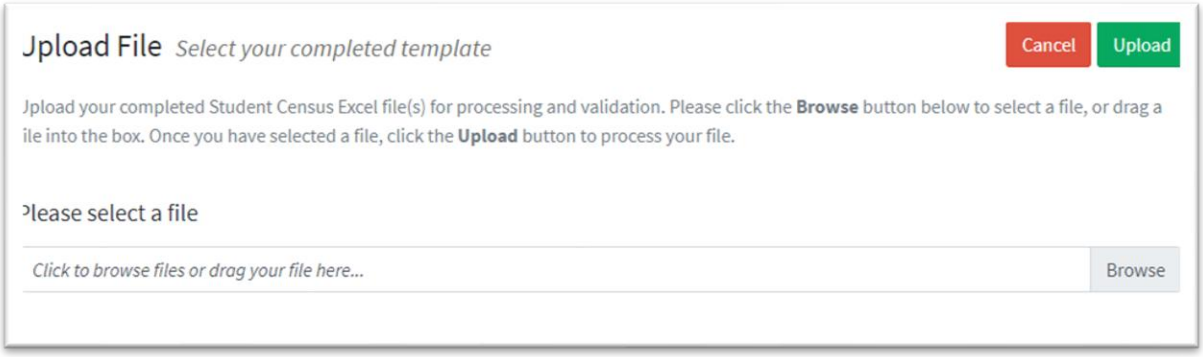
Pasting data from other data sources into the template can be problematic if the source column data is not in the same order. ***Please ensure you do not overtype any calculated field as this may cause issues in the portal.***

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.

4.4 Upload File

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

Figure 2: *Upload File Page*



To upload a file into SDCT:

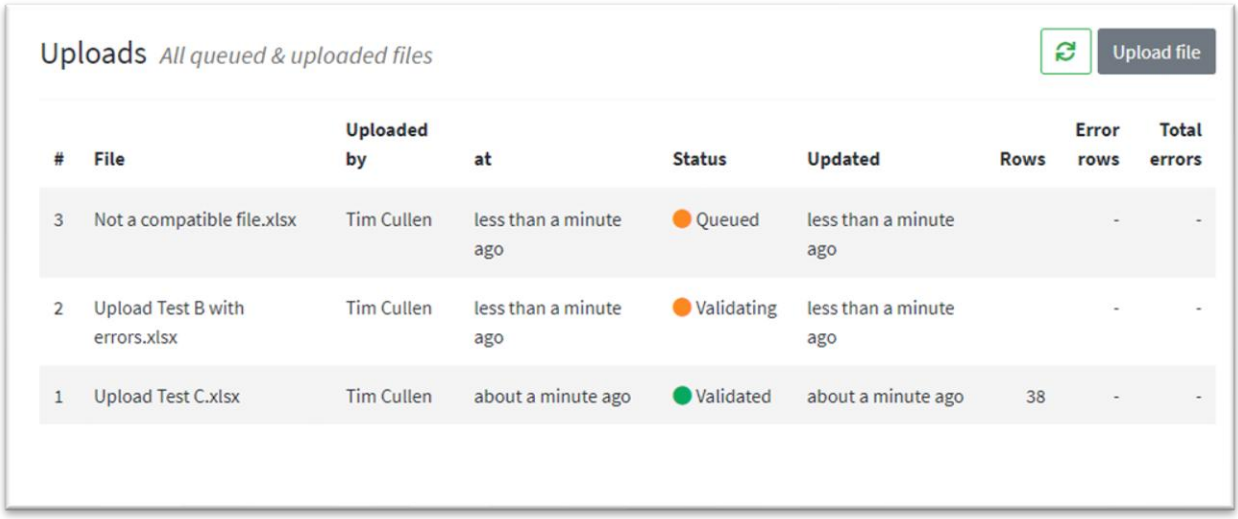
- Click “Upload File” in the side menu
- The page will load as can be seen in *Figure 2*
- Click the Browse button to select your file or drag a file into the box.
- Click the Upload button to process your file.

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

4.5 Uploads Summary

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

Figure 3: *Uploads page*



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.

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 to upload multiple files. No limits are placed on the number of files you may upload.

If you are uploading multiple files, please name them clearly (eg. course, tab, etc) for easy access if there are any upload or quality issues.

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.

Upload failure

If the file status is red and file name is shown as 'File rejected', your upload has failed. Please review the content and reupload. Common causes of upload failure are

- using a previous template rather than the latest version
- inappropriately moving and/or renaming columns
- formatting issues when pasting in data from other data sources – see section 4.3.4 Maintaining Template Integrity

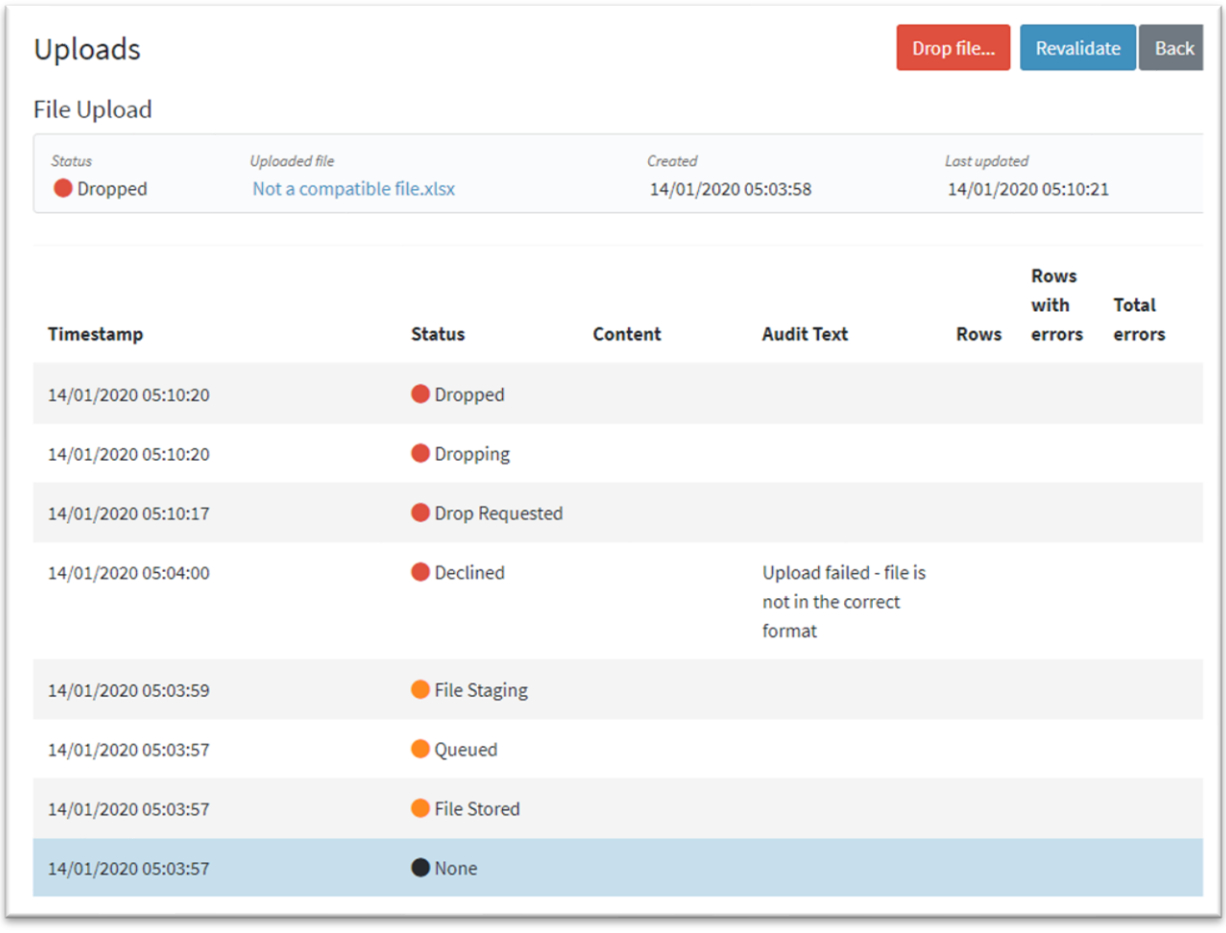
4.6 Deleting an uploaded file

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. ***You are not able to drop a file that has been rejected.***

To delete a file:

- ☐ Select Uploads on the left menu.
- ☐ Click on the row for 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.

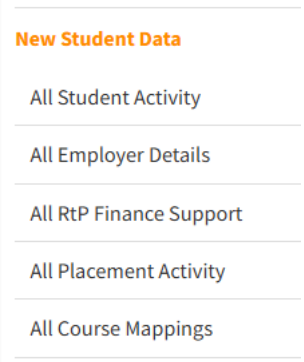
Figure 4: *Deleting a file*



4.7 Checking uploaded data (recommended)

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.

Currently the data is extracted from five of the tabs in your uploaded Excel template file(s). These are as follows and located in the side menu ***New Student Data***:



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.

See Section 5 for '*Editing Uploaded Data*'.

5 Editing Uploaded Data

Changing data is straightforward in the Portal. Simply locate and click on the field you wish to update and make your amendments. **Please note all changes need to be saved.**

Note field types:

1. Some fields are 'read only' as stated in the header row.
2. Some are not directly editable but are automatically calculated from other values (eg. length of course is derived from the Course Start and End dates).
3. Where data has been selected from a dropdown list, click on the arrow to the right of the field and to see the menu and select an alternative item (example below).
4. For Placement Providers and Employers, click on the field and type in the 'suggestions' box (example below) to find the right name.
5. Some fields can be directly edited (eg. 'Your course title/code identifiers')

Figure 1: *Example: Modifying Placement Activity Course Title*

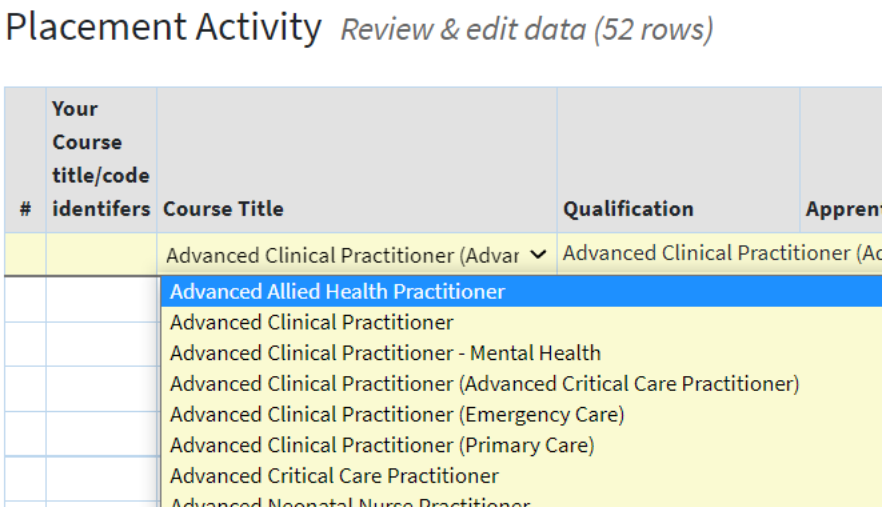
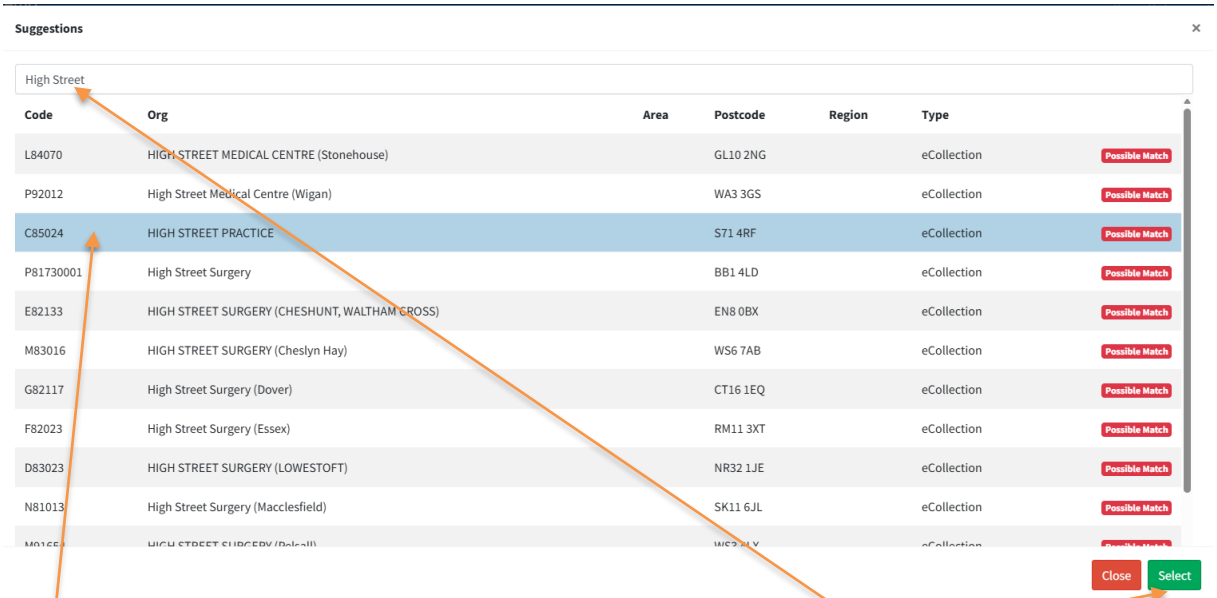


Figure 2: *Example: Modifying Placement Provider*

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 or its organisation code in the '*Suggestions*' bar and click to choose the item in the list of options. Click the '*Select*' button to make the change. The box will close and screen will return to the previous view.

Note - if an org code is provided in the upload file's org code column, this will be disregarded.

For Primary Care organisations particularly, please be careful when searching and ensure you choose the correct organisation. Similar names are used across the country so please take note of the postcode before selecting

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

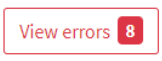
To save changes, click the 'Save' button on top right of the screen. Data will be saved and revalidated, and the page will update to show the new changes.



Once a change has been saved, the cell colour will change to blue/green:

Read-only	Optional	Required	Required	Required (Apprenticeships)	Where required	Required	Required	Read-only	R...
Anglia Ruskin University		**Advanced Allied Health Practitioner**	**Foundation Year**		No	**Virtual**	**ACKLAM ROAD HOSPITAL**	**RX40Z**	

<u>Highlighting and correcting validation issues</u>

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 3: *Filter showing only invalid rows*

Student Activity *Review & edit data (80 rows)*

Apprenticeship standard	Employer (incl PIVOs)	Employer Code	Is this a Blended Learning Programme?	Mode of Attendance	Please indicate the number of students that are in recognition of prior learning for Assistant Practitioner Qualification	Please indicate the number of students that are in recognition of prior learning for Nursing Associate Qualification	Course Start Date	Course End Date	Calculated Course Length
Arts therapist (degree) - ST0643	LINCOLNSHIRE COMMUNITY HEALTH S...	RY5	No	Full time accelerated	100	4	31/12/1899	02/01/1900	0.1
Arts therapist (degree) - ST0636	LINCOLNSHIRE COMMUNITY HEALTH S...	RY5	No	Full time accelerated	100	4	31/12/1899	02/01/1900	0.1
Arts therapist (degree) - ST0644	LINCOLNSHIRE COMMUNITY HEALTH S...	RY5	No	Full time accelerated	100	4	31/12/1899	02/01/1900	0.1
Arts therapist (degree) - ST0637	LINCOLNSHIRE COMMUNITY HEALTH S...	RY5	No	Full time accelerated	100	4	31/12/1899	02/01/1900	0.1
Not Applicable			No	Full time	2	3	Required	Required	Required
Arts therapist (degree) - ST0634	LINCOLNSHIRE COMMUNITY HEALTH S...	RY5	No	Full time accelerated	100	4	31/12/1899	02/01/1900	0.1
Not Applicable			No	Full time			Required	Required	Required
Arts therapist (degree) - ST0635	LINCOLNSHIRE COMMUNITY HEALTH S...	RY5	No	Full time accelerated	100	4	31/12/1899	02/01/1900	0.1
Physiotherapist (integrated degree) – ...			No	Full time			Required	Required	Required
Arts therapist (degree) - ST0636	LINCOLNSHIRE COMMUNITY HEALTH S...	RY5	No	Full time accelerated	100	4	31/12/1899	02/01/1900	0.1

Figure 4: *Data after validation errors have been resolved.*

Placement Activity *Review & edit data (52 rows)*

#	Your Course title/code identifers	Course Title	Qualification	Apprenticeship Standard	Is this a Blended Learning Programme?	Placement Type	Placement Provider Name
		Advanced Clinical Practitioner (Advan...	Postgraduate Certificate	Advanced Clinical Practitioner (integra...	Yes	Community	Lewisham and Greenwhich NHS Trust
		Advanced Clinical Practitioner (Advan...	Postgraduate Certificate	Advanced Clinical Practitioner (integra...	Yes	Community	Lewisham and Greenwhich NHS Trust
		Advanced Clinical Practitioner (Advan...	Postgraduate Certificate	Advanced Clinical Practitioner (integra...	Yes	Primary	Lewisham and Greenwhich NHS Trust

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...”

Placement Activity *Review & edit data (52 rows)* Search data | Download | ✖ Delete | 4 selected | View errors 45 | Save

	#	Your Course title/code identifers	Course Title	Qualification	Apprenticeship Standard	Is this a Blended Learning Programme?	Placement Type	Placement Provider Name	Placement Provider Code	Plac Post
✓			Advanced Clinical Practitioner (Advan...	Postgraduate Certificate	Advanced Clinical Practitioner (integra...	Yes	Community	Lewisham and Greenwhich NHS Trust	RJ2	cı
✓			Advanced Clinical Practitioner (Advan...	Postgraduate Certificate	Advanced Clinical Practitioner (integra...	Yes	Community	Lewisham and Greenwhich NHS Trust	RJ2	cı
✓			Advanced Clinical Practitioner (Advan...	Postgraduate Certificate	Advanced Clinical Practitioner (integra...	Yes	Primary	Lewisham and Greenwhich NHS Trust	RJ2	cı
✓			Advanced Clinical Practitioner (Advan...	Postgraduate Certificate	Clinical associate in psychology (CAP) ...	Yes	Community	Lewisham and Greenwhich NHS Trust	RJ2	cı
✓			Advanced Clinical Practitioner (Advan...	Postgraduate Certificate	Clinical associate in psychology (CAP) ...	Yes	Community	Lewisham and Greenwhich NHS Trust	RJ2	cı
✓			Advanced Clinical Practitioner (Advan...	Postgraduate Certificate	Clinical associate in psychology (CAP) ...	Yes	Community	Lewisham and Greenwhich NHS Trust	RJ2	cı
✓			Advanced Clinical Practitioner (Advan...	Postgraduate Certificate	Clinical associate in psychology (CAP) ...	Yes	Community	Lewisham and Greenwhich NHS Trust	RJ2	cı

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

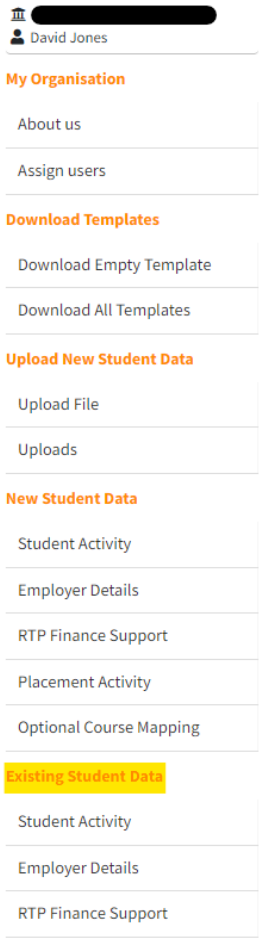
Placement Activity *Review & edit data (52 rows)* Search data | Download | ✖ Delete | 4 selected | View errors 45 | Save

	#	Your Course title/code identifers	Course Title	Qualification	Apprenticeship Standard	Is this a Blended Learning Programme?	Placement Type	Placement Provider Name	Placement Provider Code	Plac Post
✓			Advanced Clinical Practitioner (Advan...	Postgraduate Certificate	Advanced Clinical Practitioner (integra...	Yes	Community	Lewisham and Greenwhich NHS Trust	RJ2	cı
✓			Advanced Clinical Practitioner (Advan...	Postgraduate Certificate	Advanced Clinical Practitioner (integra...	Yes	Community	Lewisham and Greenwhich NHS Trust	RJ2	cı
✓			Advanced Clinical Practitioner (Advan...	Postgraduate Certificate	Advanced Clinical Practitioner (integra...	Yes	Primary	Lewisham and Greenwhich NHS Trust	RJ2	cı
✓			Advanced Clinical Practitioner (Advan...	Postgraduate Certificate	Clinical associate in psychology (CAP) ...	Yes	Community	Lewisham and Greenwhich NHS Trust	RJ2	cı
✓			Advanced Clinical Practitioner (Advan...	Postgraduate Certificate	Clinical associate in psychology (CAP) ...	Yes	Community	Lewisham and Greenwhich NHS Trust	RJ2	cı
✓			Advanced Clinical Practitioner (Advan...	Postgraduate Certificate	Clinical associate in psychology (CAP) ...	Yes	Community	Lewisham and Greenwhich NHS Trust	RJ2	cı
✓			Advanced Clinical Practitioner (Advan...	Postgraduate Certificate	Clinical associate in psychology (CAP) ...	Yes	Community	Lewisham and Greenwhich NHS Trust	RJ2	cı

- 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.

5.1 Existing Data updating process



Please refer to the previous section for examples of ways to edit.

Between collection periods, data submitted in the ‘Student Activity’, ‘Employer Validation’, and ‘RtP Finance Support’ sections will be retained within the portal, under the ‘Existing Student Data’ section. All sections reflect the structure and field layout of their processed student data (i.e. uploaded from the submission template) counterparts.

Within this section, Education Providers will be able to update figures for previously submitted cohorts, such as transfers in or out, completers, and NHSE funded numbers, along with other related fields. Fields that, in other normal circumstances, shouldn’t change (e.g., course title or dates, number of starters) will not be editable within the portal. Editable fields will have a white background, while non-editable ones will be greyed out.

Course Start Date	Course End Date	Calculated Course Length	Activity Region	Planned Number to Start Cohort	Number of Starters	Total Number of Students Transferring Out of the Course (including interrupts)	of the Total Number Transferring Out, how many are discontinuing/ withdrawing	of the Total Number Transferring Out, how many are moving to a different cohort/ course?	Number of students that are expected to return to study in the future	Total Number of Students Transferred into course from elsewhere (internal/ external)	Number of active students	of the Number of active students, how many are NHSE funded?	Number qualified (successfully completed course)	Successfully Completed EPA	Additional Information	Complete?
Required	Required	Calculated	Required	Required	Required	Where required	Where required	Where required	Calculated	Where required	Calculated	Where required	Where required	Where required (apprenticeship)	Optional	Required
16/09/2022	15/09/2025	36.00	East of England	225	219	161	47	114	0	95	19	0	134	0		No
16/09/2022	15/09/2025	36.00	East of England	160	122	98	21	77	0	53	6	0	71	0		No
03/10/2022	22/04/2024	18.70	East of England	0	33	1	0	1	0	2	2	0	32	29		No
16/09/2022	15/09/2025	36.00	East of England	70	69	59	34	25	0	38	6	0	42	0		No

Data integrity checks will take place on data entered, which will highlight inconsistent values. Examples of these checks include:

- Negative active student numbers caused by more transfers out than is possible
- Negative numbers on interrupt caused by more withdrawals or course transfers than total transfers out
- More funded by NHSE students than active students

Number of active students	of the Number of active students, how many are NHSE funded?
Calculated	Where required
3	1
2	0

Lines with these errors will not be submittable and must be corrected before the data are accepted.

Note that the following fields are not editable but are calculated from student numbers entered in the surrounding fields:

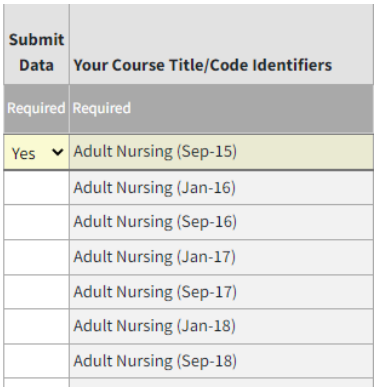
- Number of students that are expected to return to study in the future
- Number of active students

If these values are not correct, please review the numbers of students entered as Starters and Transfers In and Out.

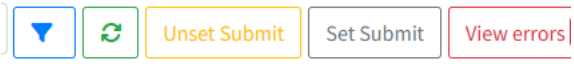
<u>If changes are required to fields that are not editable (greyed out) this will need to be requested via your regional NHSE team.</u>

To enable tracking of data review, there is a ‘Submit Data’ field on the far left. This field is a Yes/No drop-down menu to indicate that that row has been confirmed as correct. For some rows this will follow changes to the actual figures, but rows where there has been no change can simply be flagged as checked using this field.

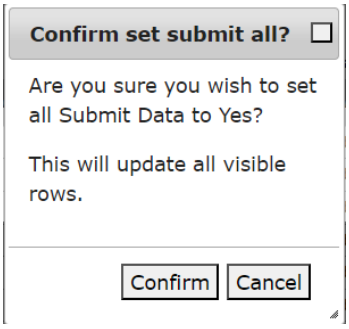
‘Submit data’ is a visual flag. Regional NHSE teams will use this to confirm the submission is complete when the submission window closes. Note this field is locked to ‘No’ for any field where data integrity checks fail (see example above).



Under ‘Existing Data’, there is also the option to change the flag of the 'Submit Data' field from 'No' to 'Yes', for all possible fields where there are no validation errors. Click the ‘Set Submit’ button in the menu at the top right of the table.



A warning pop-up will be shown asking the user to confirm that they would like to set all 'Submit Data' to 'Yes'. The box must be ticked and the 'Confirm' button clicked to update all the rows.



If at any point the user would like to change the 'Submit Data' flag from 'Yes' back to 'No', they can click on the Unset Submit button in the menu at the top right of the table. This will also cause a warning pop-up to appear, through which the user has to confirm that they wish to set all 'Submit Data' to 'No'.

5.2 Data archiving

When data is archived it is no longer visible through the eCollection portal.

Placement data is automatically archived at the end of the collection in which it is submitted.

‘Existing Data’ is reviewed by NHSE Regional teams between collections and any records archived that are deemed completed using the following criteria:

For ‘Student Activity’:
- Number of active students = 0 and
- Number of students expected to return (interrupts) = 0

For ‘Employer Details’:
- Student marked as complete

Or
- Student marked as withdrawn or transferred out (not including interrupts)

For ‘RtP Finance Support’:

- Course end date has passed and
- Student marked as complete
- Final Destination Fields completed (or 1 year since completion)

6 NHS England validation process

Following data submission, NHSE will check whether the expected data activity in scope for payment of education tariff has been captured.

At the end of the two-week period the data will be passed through the eCollection tool for placement providers and employers to review and agree.

During this period, Education Providers will be contacted by their regional office with any queries about the data uploaded. Examples of queries, not exhaustive, are listed below:

- A missing course or cohort
- Unexpected numbers of students active, completed, etc
- Specific students expected that do not appear

7 Placement Provider Validation Process

NHS placement providers will be able to access the data within the tool to review and agree data within a specified two-week period.

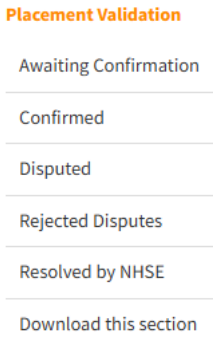
Please review the Disputes section of the SDCT regularly during the two-week period and respond to any disputes raised.

Validation is carried out by NHS trusts, national PIVOs, selected local PIVOs, and Training Hubs in some areas (for GP placements).

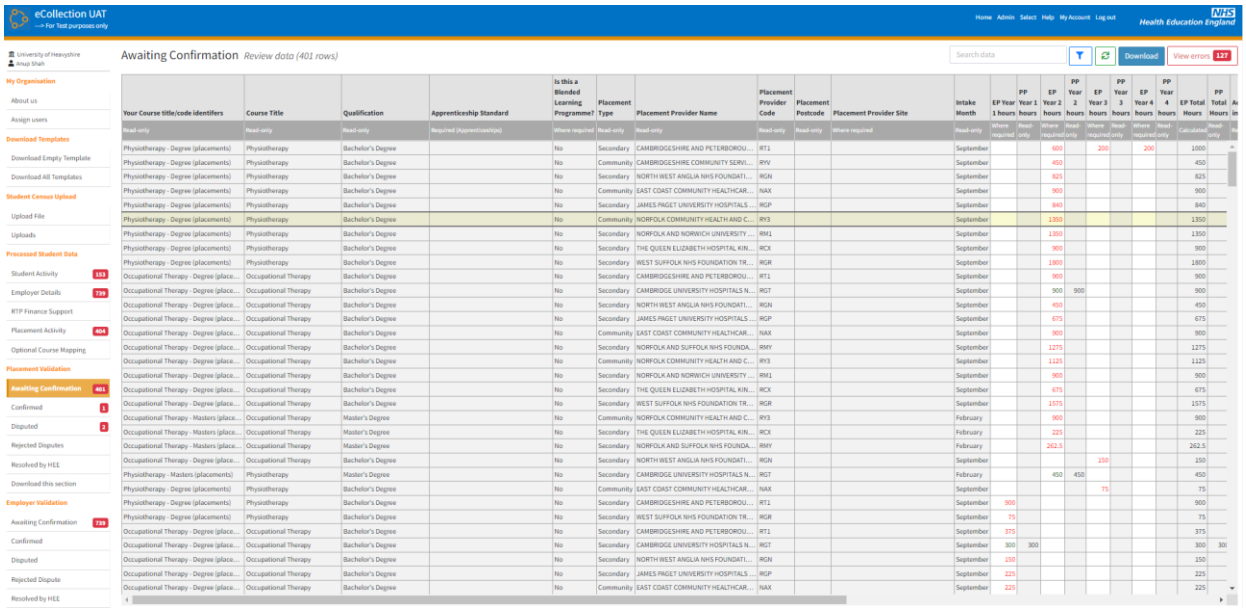
1. If the NHS placement provider agrees with the data as it has been submitted by the education provider, they are able to label it as such and confirm that they agree with it.
2. For any data with which they disagree, they are able to dispute that data and flag it for the education provider to review. They are asked to add explicit, quantitative comments in the field provided to explain why their figures differs.
3. If the placement provider feels a placement is missing altogether, they are able to add a new row and should include explicit, quantitative comments.

When responding, please be similarly explicit. Please do not name individual students. Initials may be used as long as they do not identify specific individuals.

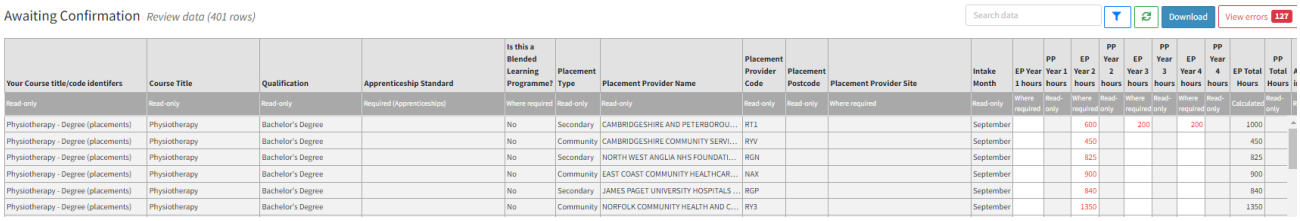
Data views during validation



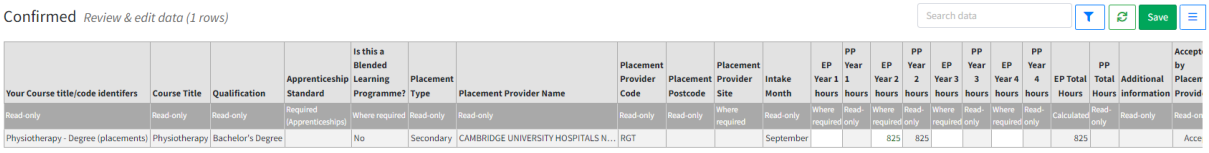
- When **'Awaiting Confirmation'** is clicked, the following screen appears which will contain all the lines of placement activity that you have submitted to NHSE.



- 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.



- 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.



- When **'Disputed'** is clicked, the view will show data disputed by the Placement Provider, along with their corrected hours and additional comments.

  Please review and either accept or reject the correction. To accept or reject the correction, change 'Revision Accepted by EP?' to either Accept or Reject. You'll then need to change 'Row reviewed by Education Provider?' from No to Yes.

  If the 'Revision Accepted by EP?' is changed to Accept, then the EP Year 1-4 hours will automatically change to match the PP hours.

  Data which was accepted will then move into the Confirmed area and data which was rejected will move into the Rejected Disputes area.

- When **‘Rejected Disputes’** is clicked, the view will show unresolved disputes.

  NHSE will aim to facilitate resolution between parties of any outstanding disputes by the end of the validation window.

  Should any disputes hours remain at the end of the collection period, NHSE expects parties to resolve differences before the next reporting and validation period to avoid any protracted delay in making the required payments.

  In exceptional circumstances where differences cannot be agreed, NHSE will review the comments provided and make an informed judgement.

  Once data has been through this validation process, NHSE will be able to progress the arrangements for payment of the placement activity. NHSE will take any final decisions on payment.

8 Employment Validation Process

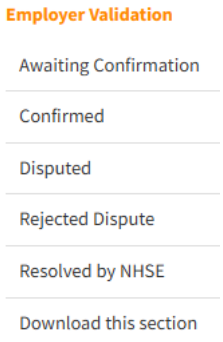
Employers will be able to review and validate the student data during the two-week validation period.

Please review the Disputes section of the SDCT regularly during the two-week period and respond to any disputes raised.

Employers may carry out the following actions:

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

Data views during validation



These section headings mirror those for Placements and the functionality and actions required by Education Providers are the same. Please therefore see the previous section for definitions of content and explanation of actions required.

9 Support Section

NHS England 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 NHS England Regional Team for your primary region using the email address below:

NHS England Region	Mailbox
East of England	england.BI.ME@nhs.net
London	england.contractmonitoring.london@nhs.net
Midlands	england.BI.ME@nhs.net
North East and Yorkshire	England.studentdata.ney@nhs.net
North West	England.studentdata.nw@nhs.net
South East **South West**	england.hedata.south@nhs.net

NHS England

Student Data Collection Tool

Guidance

Placement provider and Employer validation

No. 5 of 5



Introduction to Student Data Collection Tool Guidance

This document is the Student Data Collection Tool (SDCT) Placement Provider guidance for the Student Data Combined Collection (including Apprenticeships, Healthcare Science (ETP and STP), Return to Practice and Student Nursing Associates)

It includes the following documents, all of which can be downloaded separately or obtained by contacting your NHS England (NHSE) Regional Teams:

- SDCT Rationale & Process

Provides an overview and rational for the Student Data Collection, as well as a breakdown of the process for all users involved.

- SDCT Technical Guidance (Placement Provider & Employers)

Guidance for Placement Providers/Employers on the technical aspects of the collection, including how to access and review data through the NHSE eCollection portal.

NHS England

SDCT Rationale & Process

Introduction - NHSE Strategy eCollection

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

Fit for the Future: 10 Year Health Plan for England is making 3 big shifts to how the NHS works: From hospital to community; from analogue to digital; from sickness to prevention. Section 7, *An NHS workforce fit for the future*, presents the 10-year vision is for a workforce where every individual is supported to reach their full professional potential.

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 NHS staff will be available long into the future.

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

The Student Data Collection Tool (SDCT) is a one such collection which is key to delivering a consolidated data collection effort across regions that provides robust data insight on active students, those on placement, and support financial validations.

SDCT Background

It is an audit committee requirement for NHSE to collect student activity data, but, for historical reasons, different local offices of NHSE have collected data in slightly different ways, using different tools and at slightly different times. This disparity caused challenges when reporting a national picture and created different expectations based on the assumption that all regions do the same.

To address these inconsistencies, NHSE investigated an approach to answering these business questions, with the goal of capturing a national standardised student data set that can provide insight to:

1. How many are studying, what and where.
   So we can take a view on future workforce supply, and pay funding as required.
2. Placement activity of students
   So we can pay promptly and accurately, and better understand placement capacity.
3. How many complete their courses and go on to work in the English health and care system.
   So we can understand future workforce change.

SDCT Purpose

In 2020/21 the National Health Service England (NHSE) introduced the nationally standardised Student Data Collection Tool (SDCT), a data collection consisting of degree level clinical courses in health and care. The SDCT collects data on student numbers in training and on placement data and promotes a data

collection process that is consistent across NHSE regions and enables the payment of placement providers in a timely fashion using robust data.

The SDCT collects student activity data in a standardised way, which includes:

- Starters to training programmes in each academic year
- Education Provider retention of those learners during training
- Number of qualifiers from courses
- Clinical placements undertaken while in training

The SDCT allows external organisations to submit student data directly to NHSE and enables validation checks between organisations and NHSE to be carried out. This approach covers student and placement activity data and employer details, and will help to consider and inform future workforce supply planning through one system. The SDCT is accessible to NHSE Regional Teams to enable NHSE to understand the current and future market, the future projected workforce, Education Provider and Placement Provider capacity and capability, and directly informs financial payments including Training and Education Tariff payments (placement tariff).

A suite of reports that draw on insight and reflect the student data being captured is available through the Tableau and eProduct portal for consumption for NHSE, Integrated Care Systems, and arm's length bodies.

SDCT Benefits

The benefits of the SDCT include:

- Easy access for Education Providers, Placements Providers and Employers to submit student data in a consistent way via an online portal
- A standardised data collection approach, with built in validation, to ensure alignment across regions and reduce duplication of data collection activities
- An adaptable system, that refines process and the tool to user requirements and changes to any governance
- 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 and guidance for 'system users', is available from regional NHSE teams with expertise of the eCollection tool
- An eCollection tool which follows a similar format for all data collections, to maximise ease for providers of the data to move between the tools, as well as understand the operating system
- Some simple online validation checks done when data is uploaded to the eCollection tool, reducing errors and maximising data quality
- Ensuring all data is submitted and stored securely in line with UK GDPR (General Data Protection Regulations)
- Intelligent access: those with required login for each tool can access the data submitted at the level they require, ensuring that users do not have access to data which isn't relevant to their user role

SDCT Process

Step 1

NHSE Regional teams share the collection template with Education Providers for preparation purposes. They facilitate access to the Student Data Collection Tool (SDCT) from where the final version of the template can be downloaded.
(***Two-week preparation window***)

Step 2

Education Providers complete the SDC template, providing student data in a standardised format, and upload it to the SDCT. Education Providers will also review existing data, submitted in previous collections, in the SDCT.

Step 3

Once uploaded, the system will flag any validation errors to be reviewed in the staging area by Education Providers.
(***Two-week submission window***)

Step 4

NHSE Regional teams will work to validate the data submitted by the Education Provider
(***Two-week validation window***)

Step 5

Once the data has gone through this first round of validation, **NHSE Regional teams** will share the placement and employer validation data with Placement Providers and Employers.

Step 6

Placement Providers and **Employers** will work on validating the placement data shared with them.
(***Two-week validation window***)

Step 7

NHSE Regional teams will work with **Education Providers** and **Placement Providers/Employers** to resolve any validation disputes which may have arisen during the validation process.
(***One-week dispute resolution window***)

Step 8

NHSE Regional teams sign-off the data once this final validation step is completed.

NHS England

SDCT Technical Guidance

(Placement Providers/Employers)

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1 Preparing for validation

1.1 User accounts

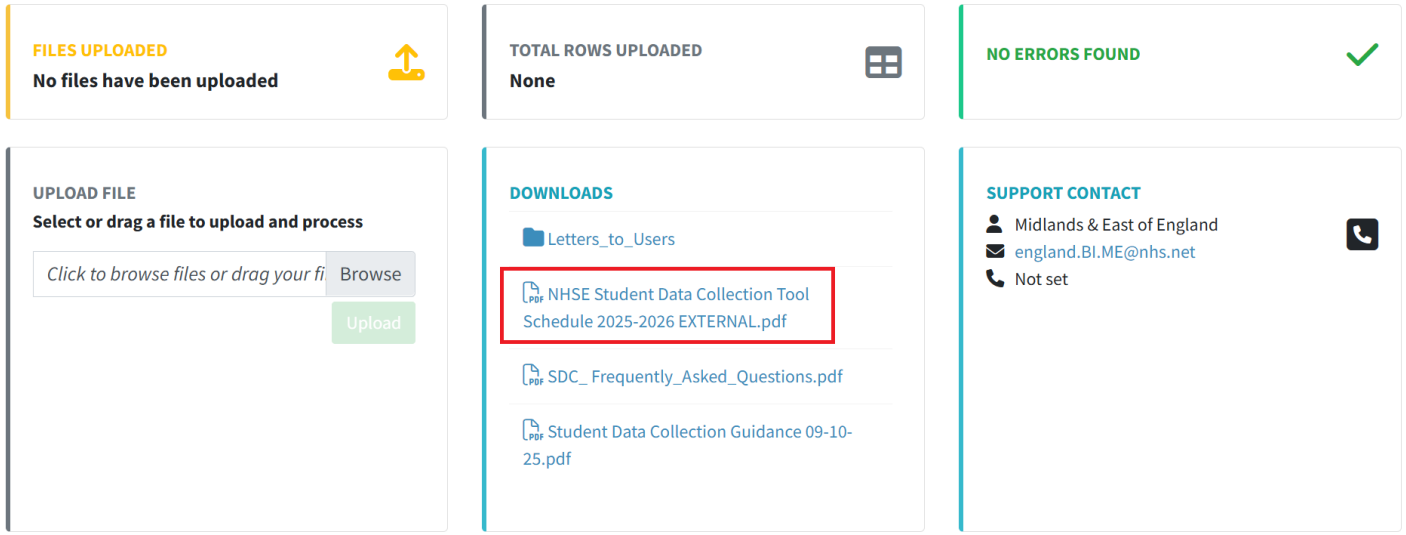
You will need a user account to access the data collection application.

Please read ***Guidance 2*** *(eCollection user accounts)* for information on how to get an account and log in.

If you have queries obtaining an eCollection user account or accessing the system, contact your regional team (Section 4 below).

1.2 The collection schedule

Data submission periods for the SDCT take place three times a year. The collection schedule can be found in the homepage after logging in.



Following closure of the eCollection IAPT collection by the end of Q3 2025/26, submission of IAPT course data via the Student Data Collection will remain as a BAU.

1.3 Where to find the eCollection tools

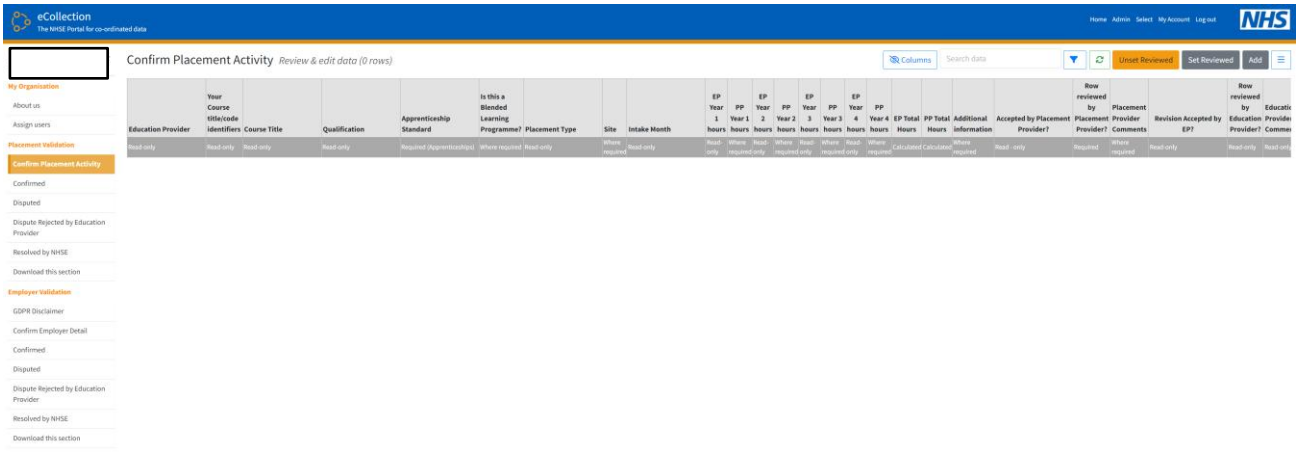
- The Student Data Collection Tool (SDCT) can be accessed via the eCollection web portal – see https://ecollection.hee.nhs.uk/SDCT

2 Confirming Placement Activity

NHS placement providers will be able to access the data within the tool to review and agree data within a specified two-week period. This section covers placement activity; for Employer Detail guidance, please see Section 3.

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

Figure 1: *Confirm placement activity page*



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.

1.4 Placement Activity Columns

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



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

<u>Read-only cells</u>

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
Your Course title/Code Identifiers	This is a read only field required for reporting. Education Providers may choose to include a cohort unique identifier, to allow NHSE to link the data collections in a more robust way.
Course Title	The course title detailed in the activity data
Qualification	The qualification for the cohort detailed in the activity data. '**Module**' should only be selected when used in conjunction with the following courses: - Practice Education - Independent Prescribing / Non-Medical Prescribing - Nursing, Midwifery and Allied Health Professions - Independent Prescribing / Non-Medical Prescribing - Pharmacy
Apprenticeship Standard	The Apprenticeship Standard as detailed in the activity data, if applicable
Is this a Blended Learning Programme?	Yes/No value identifying where students are enrolled on the 'Blended Learning Nursing Degree' programme
Site	The site where the Placement Activity took place
Intake Month	The intake month for the cohort groups
EP Year Hours Years 1 to 4	These four fields provide the total hours for cohort groups across years 1 to 4.
EP Total Hours	This is a calculated value for the totalled years 1 to 4 hours.
PP Total Hours	This is a calculated field for the totalled years 1 to 4 hours.
Additional Information	This field is for any supporting comment or rationale provided by the Education Provider
Accepted by Placement Provider?	Automatically updates based on whether there is a difference in the Education Provider and Placement Provider hours
Revision Accepted by EP?	This field indicates if a revision has been accepted by the Education Provider
Row reviewed by Education Provider?	This field indicates if the row has been reviewed by the Education Provider
Education Provider Comments	Any comments the Education Provider had whilst reviewing the row (for example, if the record was disputed by the Placement Provider)
Resolved by NHSE?	This field indicates if the query has been resolved by NHSE (for example, if agreement has not been reached with the Education Provider)
NHSE Comments	Any comments the NHSE team had whilst reviewing the row (for example, if agreement has not been reached with the Education Provider)

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, as well as the total hours.

Column Name/Title	Description
PP Year Hours Years 1 to 4	These four fields enable you to provide alternative values for years 1 to 4
Row reviewed by Placement Provider?	A two option drop down list enabling you to manually *Yes* or *No* items
Placement Provider Comments	A free text field where any comments about the row can be added

Note: *Education Provider, Course Title, Qualification, Apprenticeship Standard, Is this a Blended Learning Programme?* are editable in rows that the Placement Provider adds, otherwise they are greyed out Read-only cells.

1.5 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 the "Accept?" cell will automatically mark the cell with Accept.

EP Year 1 hours	PP Year 1 hours	EP Year 2 hours	PP Year 2 hours	EP Year 3 hours	PP Year 3 hours	EP Year 4 hours	PP Year 4 hours	EP Total Hours	PP Total Hours	Additional information	Accepted by Placement Provider?
Read-only	Where required	Read-only	Where required	Read-only	Where required	Read-only	Where required	Calculated	Calculated	Where required	Required
6345	*6345*	0	*0*	0	*0*	0	*0*	6345			✔ Accept

EP Year 1 hours	PP Year 1 hours	EP Year 2 hours	PP Year 2 hours	EP Year 3 hours	PP Year 3 hours	EP Year 4 hours	PP Year 4 hours	EP Total Hours	PP Total Hours	Additional information	Accepted by Placement Provider?
Read-only	Where required	Read-only	Where required	Read-only	Where required	Read-only	Where required	Calculated	Calculated	Where required	Read only
131.25	131.25	525	525	157.5	157.5			813.75	813.75		✔ Accept

Finally, when you have completed your amendments, you'll need to confirm through the data by changing the 'Row reviewed by Placement Provider' option from No to Yes.

You can then save changes by clicking the 'Save' button on top right of the screen:



1.6 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.

EP Year 1 hours	PP Year 1 hours	EP Year 2 hours	PP Year 2 hours	EP Year 3 hours	PP Year 3 hours	EP Year 4 hours	PP Year 4 hours	EP Total Hours	PP Total Hours	Additional information	Accepted by Placement Provider?
Read-only	Where required	Read-only	Where required	Read-only	Where required	Read-only	Where required	Calculated	Calculated	Where required	Required
300	*200*							300	*200*		✗ *Reject*

You should input hours into the PP columns that you are disputing. Once input, the text will show as red to indicate that you have provided a value which differs from the one supplied by the Education Provider. Where this is the case, the **Accepted by Placement Provider?** cell will automatically be marked as **Reject**.

Where you are rejecting activity, please provide explicit, quantitative comments in the field provided to explain why your figures differs from that of the education provider. Lack of clarity here could impact on funding you receive. Please do not name individual students. Initials may be used as long as they do not identify specific individuals. Clear comments will help to expedite a resolution.

Accepted by Placement Provider?	Row reviewed by Placement Provider?	Placement Provider Comments
Required	Required	Where required
✓ Accept	*Yes*	*Notes regarding new figures*
✓ Accept	*Yes*	
✓ Accept	*Yes*	
✗ *Reject*	*Yes*	*More notes to inform HEI of possible error*

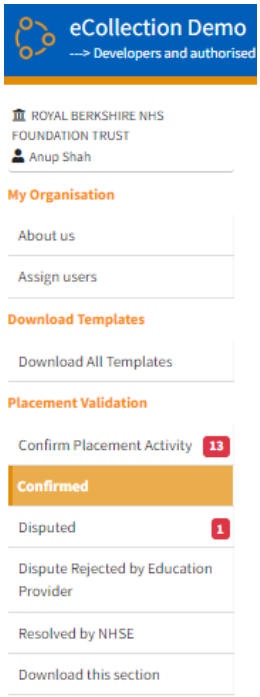
If you are happy with all the data and no revisions are required, please click the grey 'Set Reviewed' button and then click save. You are also able to set individuals lines of data to

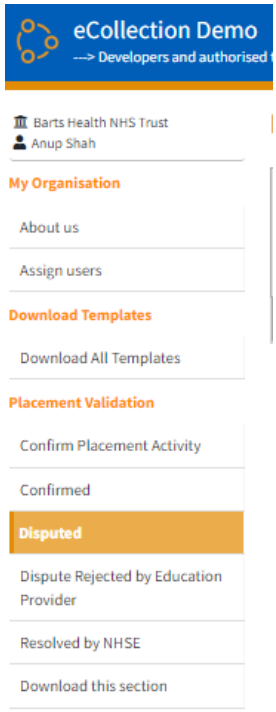
reviewed if you would prefer to do so. Once the Save button has been clicked, the data will be visible to the Education Provider and NHSE.

If the majority of data is accepted but just a few will be rejected, still click the 'Set Reviewed' button and press Save.

If you have made an error, go to the 'Confirmed' activity menu and make any changes, clicking Save once completed.

Once you have confirmed the data and clicked Save, the accepted data will then move from 'Awaiting Confirmation' to 'Confirmed'. 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.

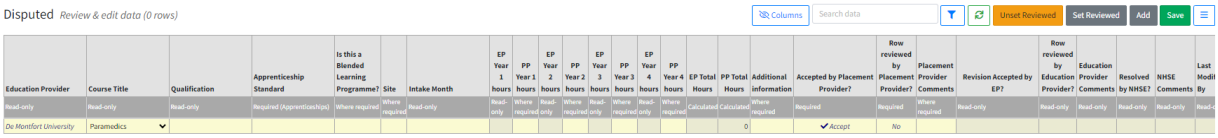




If you feel that whole records of data are missing, click on the grey 'Add' button. This will reveal a new line that you will need to populate with the relevant information selected from the drop-down menus. The fields listed below will be marked as read only, but for this new row, are editable, to allow the user to complete the task of adding a new row of data:

- Education Provider
- Your Course title/code identifiers
- Course Title
- Qualification
- Placement Type
- Intake Month
- PP Year 1 hours
- PP Year 2 hours
- PP Year 3 hours
- PP Year 4 hours
- Accepted by Placement Provider?
- Row reviewed by Placement Provider?

Please note that when adding a new row of data the Placement Provider should select **Yes** in response to **Row reviewed by placement provider?** Ensure that **Accepted by Placement Provider?** field is marked as **Reject** otherwise the row of data will not be visible to the Education Provider to validate.



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, you'll need to set the 'Row reviewed by Placement Provider?' field to Yes and click Save. The additional information will then be available to the Education Provider and NHSE to review. It will remain in your Disputed view before being either accepted or rejected.



3 Validation Process for Employers

Employers will be able to access the data within the tool to review and agree data within a specified two-week period. This section covers Employer Details; for Placement Activity guidance, please see Section 2.

Employers will be able to review and validate the student headcount:

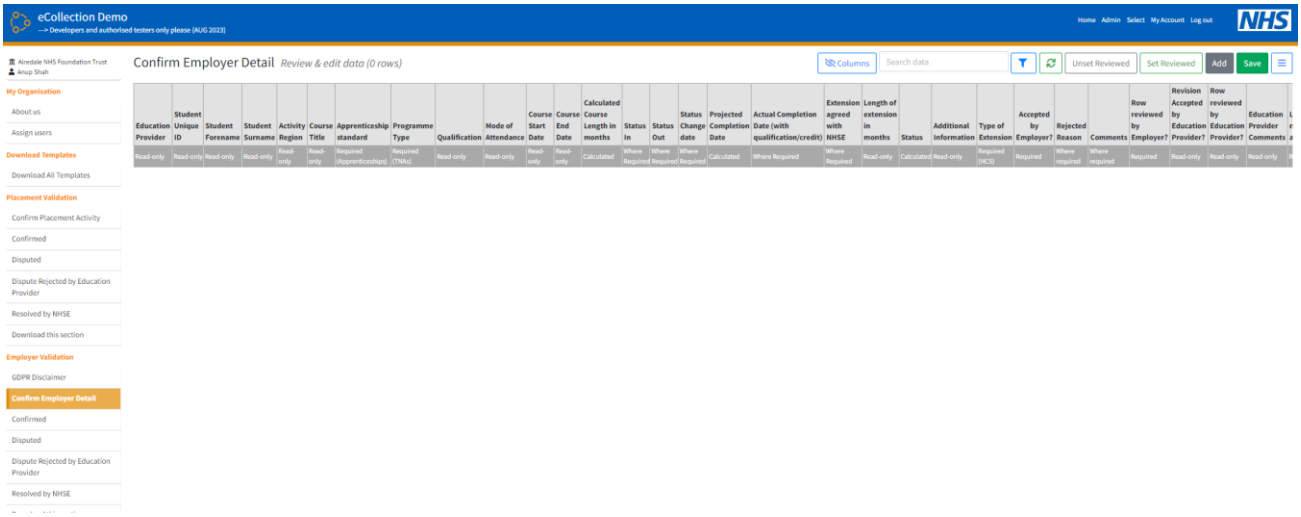
- **Accept** the data submitted by the Education Provider
- **Reject the data** submitted by the Education Provider and add a comment confirming reason why it has been rejected. The Education Provider will review your comments and respond accordingly.
- **Add data** considered to be missing from the 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.

The Employer Validation will appear in the menu on the left-hand side of the screen, beneath the Placement Validation section on the platform.

When clicking on 'Confirm Employer Detail' under the 'Employer Validation' section on the eCollection platform, this page provides details of all student level activity that attracts salary support financial (depending on region) or SNA payments (for all regions) to employers in one place. The search function is enabled to find key words and a download function is also available.

Note there may be multiple records for a single student to document the student's entire learning. As such, older records for a student with details that seem out of date are required and should not necessarily be rejected. There will often be an accompanying new record to show the current status.

Figure 2: *Confirm Employer detail page*



1.7 Employer Detail Columns

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

Education Provider	**The originating HEI or Education Provider providing the data**
Student Unique ID	Students' unique identifier.
Student Forename	The student's forename.
Student Surname	The student's surname
Activity Region	The region in which the activity takes place
Course Title	The course title that has been selected
Apprenticeship Standard	The apprenticeship standard selected
Programme Type	The type of programme the learner is on.
Qualification	Please select the level of qualification. '**Module**' should only be selected when used in conjunction with the following courses: - Practice Education - Independent Prescribing / Non-Medical Prescribing - Nursing, Midwifery and Allied Health Professions - Independent Prescribing / Non-Medical Prescribing - Pharmacy
Mode of Attendance	Full time, Full time accelerated Part time, Part time in-service.
Course Start Date	To be entered as a date in the format dd/mm/yyyy
Course End Date	To be entered as a date in the format dd/mm/yyyy
Calculated Course Length in Months	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	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	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) *or* Ended - this will capture students who have completed. This data will identify students who will potentially qualify at a later date. If the student subsequently does not return to study, then the 'Withdrawal' option should be selected.
Status Change Date	Required if ‘Status In’ and ‘Status Out’ columns have recorded activity.
Projected Completion Date	This is determined by the activity description recorded in the Status in and Status Out cells and the Status Change Date
Actual Completion Date (with qualification/ credit)	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 NHSE?	This will only be completed where a written agreement is in place to support the student for a longer period.
Length of extension in months	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	This is a **calculated field** based upon earlier cell detail. (e.g., Status In, Status Out, Withdrawal or Completion)
Additional information	This is a free text field, to add further information.

Type of Extension	Where an extension has been required, please enter the type of setting for the type of extension, e.g. Academic.
Revision accepted by Education Provider?	This field indicates if a revision has been accepted by the Education Provider
Row Reviewed by Education Provider	This field indicates if the row has been reviewed by the Education Provider
Education Provider Comments	This field is for any supporting comment or rationale provided by the Education Provider

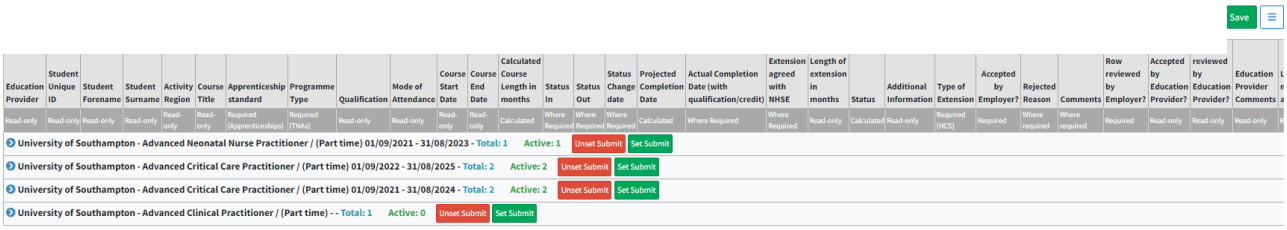
<u>Editable cells</u>
These cells are displayed with a white or green background and clicking them will open an editor, which will enable you to add your own detail.

In these cells, you can provide an alternative account for the student finance support data.

Accepted by Employer?	**A two option drop down list enabling you to manually *Accept* or *Reject* items**
Rejected Reason	If 'Rejected' then 7 options will appear as a drop-down list which must be completed as to the reason why the data is being rejected: 1. Employer 2. Course 3. Student Status 4. Cohort Start date/end date 5. Qualification 6. Student details (name/student ID) 7. 7 Other
Comments	This field is for any supporting comments
Row reviewed by Employer?	A two option drop down list enabling you to manually select *Yes* or *No* items
Theme	The relevant theme the trainee belongs to, with different specialities in each.
Specialism	The specialism the trainee belongs to, as linked to the option selected under the 'Theme' field.

1.8 Review and validate employer detail

Click on ‘Confirm Employer Detail’ underneath the ‘Employer 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 students enrolled onto a programme.

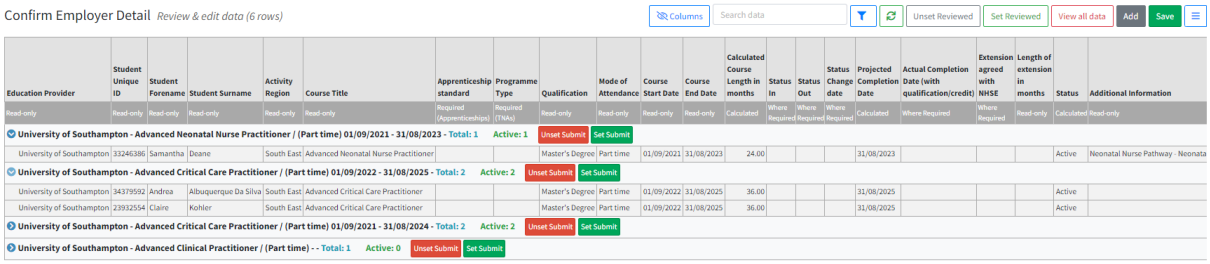


This shows all the activity in a collapsed view and provides a row count based on the Education Provider details, the course title, qualification, start date and student status. To expand and to review the individual lines just click on the blue and white circle on the left-hand side.

By clicking on the blue and white circle, you are able to review the individual student status and if they have had a transfer in or out and their expected end date.

To collapse the view, just re-click on the blue and white circle.

To view each section individually just click the relevant blue and white circle – you can have as many expanded (or not) as you wish.



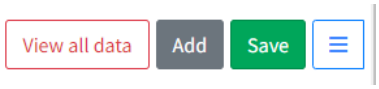
The confirmation, acceptance and rejection processes are the same as for the placement activity; please see page 14 onwards in this Guidance. **Remember that if you make any changes, you still need to Set Reviewed and click Save before you exit the entire screen.**

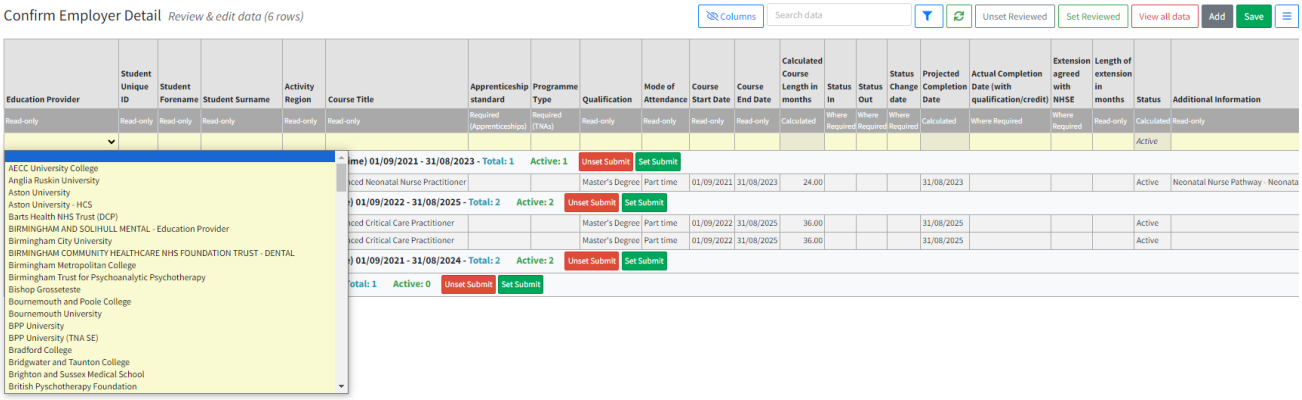
The student status and name will be visible, if you need to reject some activity, you may select any line.

Type of Extension	Accepted by Employer?	Rejected Reason	Comments	Row reviewed by Employer?	Revision Accepted by Education Provider?	Row reviewed by Education Provider?	Education Provider Comments
Required (HCS)	Required	Where required	Where required	Required	Read-only	Read-only	Read-only
	Accept			No	Accept	No	
	Accept			No	Accept	No	

Again, the 'Set Reviewed' button can be clicked to mark data as reviewed and move it to the next stage in the process. Once Save is pressed, the data becomes available to the Education Provider and also NHSE.

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





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

Once completed and set as reviewed, 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.

4 Support Section

NHS England 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 NHS England Regional Team for your primary region using the email address below:

NHS England Region	Mailbox
East of England	england.BI.ME@nhs.net
London	england.contractmonitoring.london@nhs.net
Midlands	england.BI.ME@nhs.net
North East and Yorkshire	England.studentdata.ney@nhs.net
North West	England.studentdata.nw@nhs.net
South East **South West**	england.hedata.south@nhs.net