

## Collection of ARCP outcomes awarded in 2024/25 – Briefing Note 1

### Introduction

- 1** The GMC and COPMeD undertake an annual joint project to report on the Annual Review of Competence Progression (ARCP) outcomes of doctors in training as they progress through foundation and specialty, including GP, training programmes.
- 2** This technical briefing note is for Deans' teams who provide ARCP outcome data to the GMC each year.
- 3** The ARCP data to be returned should cover all outcomes awarded between 7<sup>th</sup> August 2024 and the 5<sup>th</sup> August 2025.
- 4** This note includes the following important information for this ARCP data collection:
  - [Changes to the ARCP Data Validation Tool \(DVT\)](#)
  - [Recording doctors on run-through Emergency medicine and DRE-EM pathways](#)
  - [Guidance on recording ARCPs for combined infection training](#)
  - [Guidance on reporting doctors on run-through programmes](#)
  - [Reminder of invalid level assessed for dual training](#)
  - [Reminder of reporting sub-specialty ARCPs](#)

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## ARCP 2024/25 project timeline

Deadline date	Who	Action
<b>August 2025</b>	Deans' teams	<p>Ensure that you have complete ARCP data to include in the ARCP data validation tools. Please check that you have ARCP events for all doctors in training including:</p> <ul style="list-style-type: none"> <li>■ Foundation training</li> <li>■ Core training</li> <li>■ Specialty training</li> <li>■ GP training</li> <li>■ Academic training</li> <li>■ Locum appointments for training (applicable in NHS Education for Scotland (NES), Northern Ireland Medical &amp; Dental Training Agency (NIMDTA) and Health Education and Improvement Wales (HEIW))</li> <li>■ Those who have not had an ARCP and the reasons for that e.g., sick leave, maternity/paternity/adoption leave, not in post long enough, reviewed in another deanery.</li> </ul>
<b>22 August 2025</b>	Deans' teams	<p>Confirm contact details of the people working on the project in your deanery/NHS England (NHSE) local office to <a href="mailto:educationdata@gmc-uk.org">educationdata@gmc-uk.org</a>.</p> <p>These colleagues will receive:</p> <ul style="list-style-type: none"> <li>■ all communications</li> <li>■ access to the required folders on GMC Connect</li> </ul> <p>This is important for our Information Governance policies regarding access to GMC Connect.</p> <p>For security purposes we must withdraw access for those who do not confirm.</p>
<b>September 2025</b>	GMC & volunteer deans' teams	<p>Test the ARCP data validation tool. Where possible, we require testers from all four nations and colleagues who are doing the ARCP return for the first time.</p>

<b>September 2025</b>	GMC	<p>Data validation tool to be made available to all deanery/NHSE local office contacts via GMC Connect.</p> <p>A zip file containing csv copies of the reference tables used will be circulated with the validation tool; these will detail the permitted values for each field.</p>
<b>October 2025</b>	Deans' teams	<p>Check that all outcomes awarded during the reporting period have been reported in the extract and transferred into the ARCP data validation tool.</p>
<b>12 November 2025</b>	Deans' teams	<p><b>Final deadline for Deans' teams to submit complete ARCP data sets via GMC Connect.</b></p> <p>Deaneries/NHSE local offices must confirm that all appeals will have been processed by this date and that the return will include the <b>final values only</b> – post the outcome of any appeals process. <b>Any usual outcomes described in <a href="#">Gold Guide 10<sup>th</sup> edition</a> still under appeal should not be returned. Instead return a 'No' ARCP with the code N13 Other reason (please specify) and specify "Outcome still under appeal" for any of the unchanged outcomes.</b></p> <p>The final outcome must be included in the 2026 return.</p> <p><u>Please note:</u> to ensure outcomes under appeal are returned in the 2026 return, the final outcome, whether it is the same or has changed, should be given the date the appeal was finalised. This ensures it is included in the subsequent year's return.</p> <p><b>For any records with N13 and "Outcome still under appeal" submitted in the 2024 ARCP return,</b> the final outcome is expected to be returned in this year's return as advised in last year's briefing note.</p> <p><u>NOTE:</u> See pages 90 to 94 of the <a href="#">Gold Guide 10<sup>th</sup> edition</a> for more information on the appeals process and timescales provided for resolution of them.</p> <p>Deaneries/NHSE local offices must delete any outcomes entered on systems (including the e-</p>

		portfolio) in error are prior to submission of the data to the GMC.
<b>Mid-December 2025</b>	GMC	Feedback to deaneries/NHSE local offices on GMC's validation checks on initial returns. See the section <a href="#">GMC checks on individual returns</a> .
<b>December 2025</b>	Deans' teams	Deaneries/NHSE local offices to resolve issues from the initial validation checks within 3 weeks of GMC feedback.
<b>December 2025 – January 2026</b>	GMC	<p>Checks performed across all ARCP data (i.e. previous submissions and the 2025 submission), including:</p> <ul style="list-style-type: none"> <li>■ Checks that an ARCP event has been provided for each specialty the doctor is training in, based on the programme specialty code(s) in the National Training Number (NTN)</li> <li>■ Checks for duplicates across deaneries/NHSE local offices</li> <li>■ Checks against 2024 outcomes to ensure 2025 outcomes for the same person in the same specialty are plausible – i.e. validation across years, for example we will check that trainees previously awarded an outcome 6 or outcome 4 do not have an ARCP in the same specialty in the 2025 return. We will check specialist register entries to see if those with a dual/triple or sub-specialty on the register have ARCP outcomes recorded for those specialties and not just the main specialty</li> </ul>
<b>Q1 2026</b>	Deans' teams	Deaneries/NHSE local offices to respond to any issues arising from central checks.
<b>Q2 2026</b>	GMC	ARCP stakeholder data quality feedback sent out. Data quality reports provided to Deaneries/NHSE local offices for final checks.
<b>Summer 2026</b>	GMC	<p>Public reports of ARCP outcomes published.</p> <p>Data included in UKMED (<a href="http://www.ukmed.ac.uk">www.ukmed.ac.uk</a>) and available to approved researchers.</p>

## Changes to the ARCP Data Validation Tool (DVT)s

### New N code (N23) added to the ARCP Data Validation Tool

The new reason for No ARCP, N code, 'N23 Assessed in another specialty (dual/triple CCT)', has been added to the ARCP Data Validation Tool. The explanatory note in the [GG10 Appendix 3 i – Exemplar ARCP outcome forms document](#) describes the application of N23 where:

*'[a] Postgraduate Doctor in Training (PGDiT) has not been assessed in current programme owing to undertaking training in another programme as part of a dual or triple CCT programme.'*

Using N23 should reduce the number of No ARCP records with N code, 'N13 other reason' where the specified reason refers to no assessment in a dual or triple specialty e.g. 'Not assessed in GIM'.

**Please note:** this reason should only be used where an assessment hasn't taken place *for a dual or triple parent specialty*.

### Update to the columns in the ARCP Data Validation Tool

With the introduction of the N23 code, the ARCP Data sheet in the excel file has been updated to accommodate the additional column for the new N code. This means that columns A to AS remain the same as previous years' ARCP Data sheets.

Columns AT to BH have moved one column along:

ARCP Data Column Name	Old column position	New column position
N23 Assessed in another specialty (dual/triple CCT)	New for 2025	AT
Reason for no ARCP - other	AT	AU
Reason(s) for developmental outcome	AU	AV
U1 Record keeping and evidence	AV	AW
U2 Capabilities remain outstanding from training post(s)	AW	AX

U3 No engagement with supervisor	AX	AY
U4 Trainer absence	AY	AZ
U5 Examination outstanding	AZ	BA
U6 Maximum number of examination attempts reached	BA	BB
U7 PDiT requires additional support	BB	BC
U8 Other reason (please provide a reason in column BD)	BC	BD
Reason for developmental outcome - other	BD	BE
U9 Inadequate attendance	BE	BF
U10 Assessment/Curriculum outcomes not achieved	BF	BG
LETB Region	BG	BH
ARCP Event ID	BH	BI

Columns BJ to EQ will also remain the same as previous years' ARCP Data sheets.

### **Terminology and column label updates in line with Gold Guide 10**

[Gold guide 10](#) (GG10) updated terminology used to describe some of the outcomes and N and U code labels. The ARCP DVT has also been updated to reflect the new terminology. For example, all references to 'unsatisfactory outcomes' have been updated to 'developmental outcomes'.

[GG10 Appendix 3 i – Exemplar ARCP outcome forms published on the COPMed website](#) also included updates to some of the labels for the N and U codes. The GMC has worked with the Gold Guide Review Group to ensure that while the title of some of the N and U

codes have changed, their meaning and application has not. For example, the table below shows the change of label for code U2 and the description of the code, which is unchanged, as in Appendix 3 i in Gold Guide 9 (GG9) and GG10:

GG9 U code reason for outcome label name and description	GG10 U code reason for outcome label name and description
<p><b>U2 Inadequate experience:</b> Training post(s) did not provide the appropriate experience for the year of training being assessed in order to progress. As a result the trainee was unable to satisfy the Royal College/Faculty curriculum requirements for the year of training.</p>	<p><b>U2 Capabilities remain outstanding from training post(s):</b> Training post(s) did not provide the appropriate experience for the year of training being assessed in order for the PDiT to progress. As a result, the PDiT was prevented from meeting the College/Faculty curriculum requirements for that year of training.</p>

These updates shouldn't impact the transfer of data from the training information systems to the ARCP Data sheet in the ARCP DVT as the codes remain the same, e.g., N1 is still N1 despite the removal of the word, 'Trainee' from GG10.

### Decommission of the COVID Data Validation Tool

The COVID Data Validation Tool has been decommissioned for the 2025 ARCP data collection.

### Return of outcome 10s in the 2024/25 ARCP data collection

Due to an issue with MRCP exam results earlier this year, we expect there will be a small number of outcome 10s, which were awarded during the 2024/25 reporting period, returned in this collection. To return the outcome 10s, a separate sheet has been provided in the ARCP Data Validation Tool excel file called, 'Outcome 10 Data' for you to record these outcomes. A screenshot of the sheets included in the ARCP Data Validation Tool is included below for reference.



Add the details for the doctors who were awarded either an outcome 10.1 or 10.2 on this sheet. There is no validation on the Outcome 10 Data sheet. Validation of the outcome 10s will be performed when the data is returned.

Please inform the GMC by email at [educationdata@gmc-uk.org](mailto:educationdata@gmc-uk.org) if there are outcome 10s in your 2025 ARCP data return and the number of doctors which will be included so that the GMC can prepare for the validation.

# Recording doctors on run-through Emergency medicine and DRE-EM pathways

## Run-through Emergency medicine including core training

Emergency medicine has a run-through pathway where doctors are recruited at ST1 and complete core training in Acute Care Common Stem (ACCS) for the first two training levels (ST1 and ST2). NTN for doctors at ST1 to ST3 should include the specialty code for Emergency Medicine (030) in the specialty component e.g. LDN/030/1234567/C.

In 2024 the GMC sought guidance from the Lead Dean for Emergency medicine and representatives of the Royal college of Emergency medicine as to which curricula ST3 doctors on run-through Emergency medicine programme which includes training in ACCS should be assessed to gain consistency across the four nations.

The competences to complete ACCS training in Emergency medicine at ST3 are summarised in the [ACCS curriculum](#). The full description of the competences are found in the [Emergency medicine curriculum](#).

A run-through doctor will progress to ST4 and higher training in Emergency medicine following achievement of an outcome 1 at ST3.

As the competences for ST3 in ACCS are described in the ACCS curriculum we expect doctors on the run-through programme to have their ARCP review reported against Acute Care Common Stem – Emergency medicine as the programme specialty. Please see the section below, [Guidance on reporting doctors on run-through programmes](#) for a full list of run-through programmes which include core training and the core specialty programmes they should be recorded against at which training levels and the NTN they should have.

## Recording ARCP for doctors on the Defined route of entry into emergency medicine (DRE-EM)

Doctors entering Emergency medicine at ST3 on the Defined Route of Entry into Emergency Medicine (DRE-EM) will be assessed differently. Doctors are recruited to [DRE-EM](#) at ST3. During ST3 doctors train to gain the competences they require prior to moving to ST4 Emergency Medicine.

It can take between 12 and 24 months for doctors on DRE-EM to progress to ST4 and the competences they need to gain may include either those in the ACCS curriculum or the Emergency medicine curriculum.

The GMC therefore expects that doctors may have an ARCP record at ST3 against either Acute Care Common Stem or Emergency medicine programme specialties. The NTN specialty component for doctors on the DRE-EM pathway should include 030 throughout their training.

# Guidance on recording ARCPs for combined infection training

## 2024/25 ARCP reporting requirements for combined infection training

All doctors aiming to CCT in Medical microbiology, Medical virology, Infectious diseases or Tropical medicine (and any combination of dual-CCT with one of these programmes) must be recorded in the training information systems with one of the following NTN specialty codes or combination of codes (listed in any order within the NTN specialty component):

Higher specialty	NTN specialty component
Medical microbiology	/075/
Medical virology	/078/
Infectious diseases and medical microbiology	/003-075/
Infectious diseases and medical virology	/003-078/
Infectious diseases and General (internal) medicine	/003-001/
Tropical medicine and medical microbiology	/032-075/
Tropical medicine and medical virology	/032-078/
Tropical medicine and General (internal) medicine	/032-001/

Please note, in August 2022, the specialty code 'CIT' used for combined infection training in the NTN specialty component was removed from the [NHS Occupation Code Manual Sub-specialty Annex](#) and should therefore not be included in the NTN specialty component for any doctors.

Combined infection training (CIT) competences are completed during the first two training levels on the above programmes. CIT has a GMC approved programme code which is used for the National Training Survey; it also has its own person specification on Oriel. However, CIT competences are listed in each of the four higher specialty curricula (Medical microbiology, Medical virology, Infectious diseases or Tropical medicine) and doctors are therefore assessed against one or more of these curricula during ARCP reviews.

In summary, an ARCP record should be submitted for all specialties listed in the NTN specialty component during combined infection training. Here are examples of the ARCP records we expect to receive:

## How to record doctors in single specialty Medical microbiology or Medical virology

For doctors aiming to CCT in a **single specialty**, either Medical microbiology or Medical virology, **only one ARCP record** is to be returned for the higher specialty as shown in the example below (please note not all fields for the DVT are included in the example):

Level Assessed	Programme Specialty	NTN
ST3	Medical microbiology	NOR/075/1234567/C

## How to record doctors on a dual-CCT with General (internal) medicine

Doctors aiming to CCT in a **dual-CCT** in Infectious diseases or Tropical medicine and General (internal) medicine, **an ARCP record must be returned for both** higher specialties as shown in the example below (please note not all fields for the DVT are included in the example):

Level Assessed	Programme Specialty	NTN
ST4	Infectious diseases	NOR/003-001/1234567/C
ST4	General (internal) medicine	NOR/003-001/1234567/C

## How to record doctors on a dual-CCT in two Infection specialties

The Lead Dean of Infectious diseases (including Tropical medicine) and Medical microbiology (medical microbiology and virology) provided guidance on the process of recording ARCP outcomes for doctors during combined infection training (CIT) for those on a dual-CCT with Medical microbiology or Medical virology.

For dual trainees in ID/MM (Infectious diseases and Medical microbiology) and ID/MV (Infectious diseases and Medical virology), we require two ARCP outcomes every year. This was the case for the 2014 curricula when CIT started, has been continued for the new 2021 curricula and is the same for CIT and for the higher infection training once CIT is completed. All ARCP panels are joint (i.e. they award both ARCP outcomes).

Below is an example of the ARCP records which should be returned for a doctor in CIT at ST4 in Infectious diseases and Medical microbiology (please note not all fields for the DVT are included in the example):

Level Assessed	Programme Specialty	NTN
ST4	Infectious diseases	NOR/003-075/1234567/C
ST4	Medical microbiology	NOR/003-075/1234567/C

## Guidance on reporting doctors on run-through programmes

All doctors' ARCPs must be recorded against the curriculum competences used to assess their training. When on a run-through programme which includes core training, doctors must have an NTN (not a DRN) which includes the higher specialty code in the NTN specialty component.

### Full list of higher specialties with a run-through pathway including training in a core programme

Please see below a full list of the higher specialties which have a run-through pathway including Core training. The table includes the training levels by which they are assessed against competences in a Core programme, the Core programme specialty they are assessed against and the correct NTN format (please note not all fields for the DVT are included in the example):

Programme Specialty and higher specialty code	Core training levels	Core programme specialty	Example NTN with CORRECT higher specialty code
Child and adolescent psychiatry (053)	ST1, ST2, ST3	Core psychiatry training	LDN/053/1234567/C
Psychiatry of learning disability (051)	ST1, ST2, ST3	Core psychiatry training	LDN/051/1234567/C
Paediatric surgery (022)	ST1, ST2	Core surgical training	LDN/022/1234567/C
Trauma and orthopaedic surgery* (024)	ST1, ST2	Core surgical training	LDN/024/1234567/C
General surgery (021)	ST1, ST2	Core surgical training	LDN/021/1234567/C
Urology (027)	ST1, ST2	Core surgical training	LDN/027/1234567/C
Vascular surgery (036)	ST1, ST2	Core surgical training	LDN/036/1234567/C
Otolaryngology (023)	ST1, ST2	Core surgical training	LDN/023/1234567/C
Emergency medicine (030)	ST1, ST2, ST3#	Acute Care Common Stem (ACCS)	LDN/030/1234567/C

\*Scotland to continue recording Trauma and orthopaedic surgery as previously agreed.

#This does not include doctors following the DRE-EM pathway who may have an ARCP recorded against Emergency medicine or Acute Care Common Stem ACCS at ST3 depending on which competences they have completed. Please see [Recording doctors on run-through Emergency medicine and DRE-EM pathways](#) for further information.

N.B. This does not apply to academic run-through doctors on other programme specialties.

## **Reminder of invalid level assessed for dual training**

The GMC allows one additional training level to be added to dual training programmes to allow for the extra time required to complete competences in more than one programme specialty. Additional levels are not included in the data validation tools because this could lead to incorrect recording of the level assessed for doctors on a single specialty programme.

Add ARCP records for doctors at the end of their dual training to the DVTs with the training level recorded as it is in your training information system. If this produces an error for 'Level Assessed is not valid for the stated Programme Specialty' and you believe this is correct, please add a note of the record to the 'Readme' sheet in the DVT. We will then add the extra training level to the reference database to validate the dual and triple training levels.

## **Reminder on reporting sub-specialty ARCPs**

Please ensure that there is a separate ARCP recorded for all sub-specialties.

The following sub-specialties are most commonly missing a separate ARCP:

- Liaison psychiatry
- Interventional radiology
- Paediatric emergency medicine

Not providing a separate ARCP for a sub-specialty contravenes the guidance in the document, [Improving the National Consistency and Approval of Sub-Specialty Training Programmes GMC Position Statement – October 2014 \(updated May 2015\)](#) where it states:

“A separate independent ARCP outcome is to be recorded for the sub-specialty training. This does not require a separate ARCP meeting to be held, but there must be appropriate input into the decision.”

## ARCP data submission – what to include

- 1** We work on the assumption that deaneries and NHSE local offices have implemented the latest version of the [GG10 Appendix 3 i - Exemplar ARCP outcome forms](#) issued along with the [Gold Guide 10th edition](#).
- 2** The data submitted should cover:
  - All ARCP events and their outcomes (there may be multiple outcomes for one event) that occurred between 7<sup>th</sup> August 2024 and the 5<sup>th</sup> August 2025.
  - All doctors in training in an approved programme for any length of time between 7<sup>th</sup> August 2024 and the 5<sup>th</sup> August 2025.
- 3** All ARCP events and their outcomes should be included on the ARCP Data sheet in the ARCP data validation tool supplied by the GMC.
  - All the usual ARCP outcomes and No ARCPs should be included in the ARCP data validation tool
- 4** When the ARCP data have been inputted into the validation tool and errors have been resolved or explained, the file should be returned to the GMC via GMC Connect.
- 5** Doctors who were in training during the reporting period should be included in the data submitted via the ARCP data validation tool including doctors who are in:
  - Foundation training
  - Core training
  - Specialty training
  - General practice training
  - Locum appointed training (applicable in NES, NIMDTA and HEIW)
- 6** Doctors who are in training within the reporting period but did not have an ARCP within the reporting period for any reason e.g., doctors who are on maternity/paternity/adoption leave, sick leave, post CCT, not in post long enough etc. should also be included in the ARCP data validation tool with the relevant N code.
- 7** Doctors with outcomes still under appeal or review should be included in the ARCP data submission with N13 other (please specify) and specify “Outcome still under appeal” as the reason. Only final ARCP outcomes should be included in the return. Please ensure any appealed/reviewed outcomes, whether the same as the original or different are given the date the appeal was finalised so that it is included in next year’s ARCP data return.
- 8** Each row of the dataset should consist of one ARCP event and one outcome. Doctors may have more than one ARCP event and outcome and these must be reported on multiple rows:

- Dual/triple CCT doctors in training must have one outcome per specialty e.g., if a doctor is training in two specialties there should be separate outcomes recorded in the data return for each specialty.

**Please note:** where a doctor on a dual or triple specialty programme has not been assessed in one or more of the programmes they are to CCT in, a No ARCP record and N code should be provided for each programme specialty not assessed. N23 assessed in another specialty can be used where a doctor did not undertake training in the other programme(s).

- Doctors in multiple programmes for a given ARCP event must have one outcome per programme. For example, if a doctor in training was in Programme A for part of the reporting period and Programme B for the second part of the reporting period an ARCP event and outcome must be included for both programmes.
- Doctors in training following a sub-specialty programme in addition to their main specialty must have a separate ARCP event and outcome recorded for the sub-specialty.

Please note: Please ensure that all sub-specialty programmes are GMC approved, you can [find out more about applying for approval of programmes on the GMC website](#).

- 9** We will carry out additional central checks to make sure that all specialties and sub-specialties are provided for all doctors. We will feed back if our central checks identify discrepancies and if any specialties or sub-specialties a doctor is aiming to, or has a, CCT in appear to be missing.
- 10** The specialty that the ARCP event refers to must be the doctor's programme specialty, as per their NTN or DRN. Please do not record a doctor's post specialty in the programme specialty field.
- 11** The data should NOT include dentists or non-medical public health trainees, as the GMC does not have a statutory responsibility for these trainees.

**The GMC uses GMC Connect to share all documents relating to the collection of the ARCP data. When sharing ARCP data with the GMC please only use GMC Connect, we cannot guarantee the security of data you attach to an email.**

## Submission instructions

- 12** To run the ARCP validation tool please ensure that the system you will be working from has the following programme versions installed: Microsoft Excel 2003-2013 and Microsoft Access 2003 or Microsoft Access 2007.
- 13** Log in to [GMC Connect](#), in the deanery stakeholder group you will have access to the document folder 'ARCP 2025 data validation tool' (all Deaneries/NHSE local offices have access to this folder). If you cannot see the document folder, please email: [educationdata@gmc-uk.org](mailto:educationdata@gmc-uk.org)
- 14** The 'ARCP 2025 data validation tools' folder will contain a zip file with an Access database and two Excel files. Download this zip file and save it on your network.
- 15** Extract the two files (ARCP Data Validation Tool.xls and ARCPRefData.mdb) within the zip file, saving them in the same folder on your computer.
- 16** Open the ARCP Data Validation Tool.xls file you have just downloaded, extracted and saved. If prompted, enable Macros.
- 17** The Tool contains the following sheets:
  - 'Summary': this page gives you a summary of your data validation progress, including the number of different errors you currently have in your data, and the total numbers of valid and invalid records. This page also contains the deanery/NHSE local office selection list, and the 'Validate Data' and 'Duplicate Check' buttons
  - 'ARCP Data': this is where you need to paste the usual ARCP events and outcome data for the reporting period. It contains a column for each of the data variables outlined in the [Table of fields required in the ARCP data validation tool and their validation checks](#). Once the 'Validate Data' button has been clicked and the validation has run, there is a separate column for any validation errors for each row to the right of those you pasted the data into
  - 'Omissions': this sheet will list any doctors that were in the NTS data return that do not appear in the ARCP Data sheet
  - 'LOVs': this sheet lists permitted values for the fields in 'ARCP data' sheet. Check this sheet if you have any invalid values
  - 'Area': lists the Deaneries/NHSE local offices and the regions they should be reported in
  - 'Grade Transitions': lists permitted grade/level at next rotation
  - 'Outcomes': this lists the permitted outcomes by post type
  - 'NTN LOVs': this lists all valid NTN specialty codes and combinations and the specialty they refer to

- 'LocRefDB': If you have saved the ARCPRefData.mdb Access file in a different location to the ARCP Data Validation Tool Excel file you will need to update cell A1 on this sheet with the file path for the location of the Access file
  - 'Outcome 10 Data': Add any outcome 10 ARCP records to this excel sheet. See ['Return of outcome 10s in the 2024/25 collection'](#) section within this briefing note for further details. You can find the list of fields which are different to those in the ARCP data validation tool for the Outcome 10 records in the [Table of Outcome 10 Data validation field variations](#)
  - 'Readme': please add any reasons or justifications as to why any errors, omissions or duplicates cannot be resolved or should be considered valid in this sheet before you return the data to the GMC
- 18** Paste usual outcomes and no ARCP data into the 'ARCP Data' sheet, making sure you paste the data into the correct columns (the order in which the data variables are listed in the data validation tool may not match your extract).
  - 19** Please make sure there are no blank rows in the middle of these pasted data, as this will cause an error in the validation process.
  - 20** Once you have placed the data into the correct columns go to the 'Summary' sheet, select your deanery/NHSE local office from the dropdown list at the top of the sheet and click the 'Validate Data' button. The validation process may take a couple of minutes to complete.
  - 21** The validation tool will scan through all the data in the 'ARCP data' sheet and then present you with any errors or warnings that have been found in the 'Summary' sheet.
  - 22** Go back to the 'ARCP data' sheet and review columns to the left of column BJ "Validation Status" to see detail of any errors that have been identified for each row. Each column identifies a different potential error in the data. Work to resolve the errors by checking them against your extract or database and amending the data in the 'ARCP data' sheet. When you have made changes go back to the 'Summary' sheet and click the 'Validate Data' button again to see if the errors have been resolved.
  - 23** If you are unable to resolve any errors, please add the details of the records affected and any reasons why the errors cannot be resolved on the 'Readme' sheet before submitting to the GMC.
  - 24** Finally, on the 'Summary' sheet press the 'Duplicate Check' button to ensure there are no records which have the same values for GMC Number; Review Date; Period Start Date; Period End Date; Programme Specialty; Level Assessed, Outcome Type and Outcome. Any duplicate records will be identified in column EQ on the 'ARCP Data' sheet. Please check the duplicate records and amend the data or remove any genuine duplicated records.

## NTS check

- 25 Run the NTS check in the main validation tool as usual. Please ensure all omissions have been accounted for, either by appearing in the 'Outcome 10 Data' sheet or by explaining any genuine omissions in the 'Readme' sheet.
- 26 When providing explanations for omissions in the 'Readme' sheet, please ensure these do not relate to one of the N Codes. For example, if the trainee has been omitted from the data because they have not been in post long enough, they should be added to the data with the N Code N3. The [list of N codes can be found in the GG10 Appendix 3 i – Exemplar ARCP outcome forms](#).

## Returning the ARCP file via GMC Connect

- 27 When you have removed the errors, completed the duplicate check and NTS check, added any missing records from the omissions and updated the 'Readme' sheet, please save the file using the following format:
  - 'ARCP validation tool\_Deanery 3 character code\_ddmmyyyy.xls' e.g. ARCP validation tool\_LON\_10112025.
- 28 Please upload the Excel file to your deanery/NHSE local office document folder in GMC Connect and email [educationdata@gmc-uk.org](mailto:educationdata@gmc-uk.org) when you have submitted the file.

## GMC checks on individual returns

- 29 Some initial validation checks will take place by the GMC on the individual returns from deaneries/NHSE local offices and you will receive feedback on these in early December. Checks include:
  - Re-run the validation tools and query any errors not explained in the 'Readme' sheet
  - Re-run the duplicate checks
  - Re-run the NTS check against your deanery/NHSE local office 2025 NTS demographic data returned in March and query any missing records not explained in the 'Readme' sheet
  - Data count to check that the number of records returned is similar to last year's ARCP data collection
  - Check that all post types have been returned; Foundation, Core, Specialty, and check that they are applied to the correct programme types, e.g., all foundation programmes have 'Foundation' post type and core programmes such as 'Internal medicine training stage one' or Core surgical training have 'Core' post type
  - Check that all post types have been applied correctly based on Programme Specialty

Post type	Programme	Example
Foundation	Foundation programmes	Foundation programme
Core	Core programmes	Core surgical training
Specialty	Specialty programmes	General surgery

- Academic doctors and doctors on run-through programmes which includes core training should have ST, not CT, level assessed when completing their core programmes
  - ACCS theme Emergency medicine does not have any doctors at CT4/ST4. Only Anaesthetics and Internal medicine should have doctors at CT4/ST4
  - Doctors on the run-through in Oral and maxillo-facial surgery at ST1 are reported against Oral and maxilla-facial surgery as the programme specialty
  - Able to identify doctors on run-through programmes which include core training by checking the NTN specialty component
  - Ensure all indirectly managed defence doctors in the NTS 2024 have an ARCP returned by their host deanery/NHSE local office
  - Check the 'Other reason' N13 and U codes and recode or query with deanery/NHSE local office any which require more detail
  - Check all reasons for No ARCP (N codes) and reasons for developmental outcomes (U codes) have a '1' in the appropriate column
  - Check that for all outcomes there are no N codes recorded
  - Check that for all No ARCP records there are no U codes recorded
  - Check that the new N23 code has only been applied to those on dual and triple specialty programmes
- 30** Further checks across all ARCP data will be carried out when all the data has been returned.

## Transformations undertaken by the GMC for publication and reporting of ARCP data

### Equality and diversity data

The GMC will link the ARCP data to the equality and diversity (E&D) data held by the GMC.

### Socio-economic status

We will also link the ARCP data to data obtained from the Higher Education Statistics Agency including data on socio-economic status.

## Education performance measure

The ARCP data are linked to data from the foundation programme applications. We also report against Educational Performance Measure – decile for UK graduates\*.

## GMC contact details

If you have any enquiries about the ARCP data collection process, please email us at [educationdata@gmc-uk.org](mailto:educationdata@gmc-uk.org).

Your contacts at the GMC regarding the ARCP data collection are:

- Jennifer Redman-Tootell – Education Data Officer (project lead)
- Haydn Dalton – Education Data Officer
- Kimberley Ashworth – Education Data Analyst

All briefing notes from previous collections and [this briefing note will be published on the GMC website](#).

\* [https://foundationprogramme.nhs.uk/wp-content/uploads/sites/2/2024/04/UKFP%202022%20EPM%20Framework\\_FINAL.pdf](https://foundationprogramme.nhs.uk/wp-content/uploads/sites/2/2024/04/UKFP%202022%20EPM%20Framework_FINAL.pdf)

## Table of fields required in the ARCP data validation tool and their validation checks

Below is a table of fields required in the data return and their validation checks.

Description	Format	Possible values	Complete for	Validation rules – additional information
GMC number	String 7 characters	As per GMC register	All rows	The GMC number must match a GMC number in the doctor list within the Access database. The doctor's list includes all doctors who held full or provisional (for foundation doctors only) registration within the reporting period
First name	String	As per <a href="#">GMC List of Registered Medical Practitioners (LRMP)</a>	All rows	Must match the first name for the given GMC number – warning only
Surname	String	As per GMC List of Registered Medical Practitioners (LRMP)	All rows	<p>Must match the surname for the given GMC number</p> <p>For cases where the surname doesn't match the LRMP, the validation tool will return the date of the request to change the name on the GMC register and the previous names</p> <p>If the GMC previous name matches the tool will return a warning only</p>

	Description	Format	Possible values	Complete for	Validation rules – additional information
ARCP	Did the trainee have an ARCP review during the reporting period?	String	Yes No	All rows	Must be a 'Yes' or 'No', the value in this field determines which other fields and validation rules apply to the given row of data  It is very important to complete this correctly or the tool will not work
Review Date	Date of ARCP Event	dd/mm/yyyy	Must be between 7 <sup>th</sup> August 2024 and the 5 <sup>th</sup> August 2025	ARCP = "Yes" only	Must be in the format dd/mm/yyyy  Must be within the reporting period (07/08/2024 – 05/08/2025)
Period Start Date	Start of period that the assessment refers to	dd/mm/yyyy	Must be more recent than 01/08/2018	ARCP = "Yes" only	Must be in the format dd/mm/yyyy  Must be before the Review date
Period End Date	End of period that the assessment refers to	dd/mm/yyyy		ARCP = "Yes" only	Must be in the format dd/mm/yyyy  Must be at most 180 days after the review date, to accommodate ARCP events that occur before the end of training period
Level assessed	Grade of trainee at the point of assessment or at the	String	F1, F2, CT1, CT2, CT3, CT4, ST1, ST2, ST3, ST4,	All rows	Must be one of the possible values (also listed on 'LOVs' sheet)  Must be a valid value listed for the programme specialty supplied, based on the table of valid

	Description	Format	Possible values	Complete for	Validation rules – additional information
	point of the missed assessment		ST5, ST6, ST7, ST8, ST9		<p>programme specialty grade combinations – a zip file containing csv copies of the reference tables the validation tool checks will be made available in the 'ARCP 2025 Validation Tools' document folder in GMC Connect. This table is in the Access database.</p> <p>Only required for rows where an ARCP event took place.</p>
Post type	This is the type of post they are in, LATs should only be in NES, NIMDTA and HEIW	String	FTSTA LAT Foundation Core Specialty	All rows	Must be one of the possible values (also listed on 'LOVs' sheet)
Military Trainee	At the time of the ARCP was the trainee a defence DPMD trainee	String	'Yes'  'No'	All rows	Must be one of the possible values (also listed on 'LOVs' sheet)

Description	Format	Possible values	Complete for	Validation rules – additional information
Academic Trainee	At the time of the ARCP was the trainee an academic trainee	String	All rows	<p>Academic Clinical Fellow (ACF (other funding)) - England, Wales, Northern Ireland</p> <p>Academic Clinical Lecturer (ACL (N Ireland)) - Northern Ireland</p> <p>Academic Foundation Trainee (AFT)</p> <p>Academic Clinical Lecturer (ACL (other funding)) - England, Wales</p> <p>Clinical Lecturer (Scotland)</p> <p>Clinical Research Fellow (Scotland)</p> <p>Must be one of the possible values (also listed on 'LOVs' sheet).</p> <p>Must be completed if the NTN includes the academic identification 'ACA' in the specialty component</p>

Description	Format	Possible values	Complete for	Validation rules – additional information
		Clinical Teaching Fellow (Scotland)  NIHR Academic Clinical Fellow (ACF (NIHR funding)) - England  NIHR Academic Clinical Lecturer (ACL (NIHR funding)) - England  Other fellowship  No		
Remain on academic programme	String	Continue academic component  Do not continue academic component	Academic trainees  and  ARCP = "Yes" only	Must be one of the possible values (also listed on 'LOVs' sheet)  These are to reflect recording requirements in <a href="#"><i>The Academy of Medical Sciences Guidelines for monitoring academic training and progress</i></a> (September 2011)

Description	Format	Possible values	Complete for	Validation rules – additional information
		Academic component completed		Must be completed if the NTN includes the academic identification 'ACA' in the specialty component
Programme start date	dd/mm/yyyy		All rows	<p>Must be in the format dd/mm/yyyy</p> <p>Must be after doctor's full registration date (take the min date on the doctor's first full registration (including FRAPS)). Foundation doctors are not included in this check.</p>
Programme end date	Estimated or where available actual CCT/ CESR/CEGPR (CP) date or programme end date for core or foundation programmes or programme end date if the doctor in training moved programmes	dd/mm/yyyy	All rows	<p>Must be in the format dd/mm/yyyy</p> <p>The rules for the "Minimum programme" validation checks are as follows:</p> <ul style="list-style-type: none"> <li>a. Date must be 1064 days after the Programme Start Date if Post Type = "Specialty"</li> <li>b. Date must be 700 days after the Programme Start Date if Post Type = "Core" or "Foundation"</li> </ul> <p>The minimum length will be a warning only. This is because we would need to collect information on Inter-Deanery Transfers (IDTs)</p>

Description	Format	Possible values	Complete for	Validation rules – additional information
				and trainees appointed to a higher starting level due to previous experience. To make it a mandatory rule we would need to flag these cases and exclude them from the check
GMC programme approval code	The GMC programme approval code. GMC programme approval code to which ARCP record refers.	String	As per GMC data on GMC Connect	<p>All rows</p> <p>Must be one of the Programme Approval Codes listed in the Programme Table</p> <p>Note that the approval code is required to enable us to report by foundation school. It is the programme code that identifies the school.</p> <p>Sub-specialty programmes need to be approved and have approval codes.</p> <p>Doctors who completed training outside of the 'home' deanery/NHSE local office should use the 'host' deanery/NHSE local office programme code for the specialty or sub-specialty</p>
NTN/DRN	<p>National Training Number/Deanery Reference Number</p> <p>NTN or DRN at the point the ARCP was</p>	<p>See <a href="#">NTN Appendix</a> for format requirements. This document has been</p>	All rows	Must be present, for all cases that are not foundation doctors

	Description	Format	Possible values	Complete for	Validation rules – additional information
	conducted (NOT at the point this report is generated)	updated, V6 has been published			<p>Must refer to the specialty of the ARCP event(s), dual and triple CCT must include all specialties in the specialty component</p> <p>Old NTN formats will not be validated, old DRN formats will not be validated</p>
2 <sup>nd</sup> programme specialty	To flag if the row refers to trainee's second specialty	String	Yes	2 <sup>nd</sup> specialty only	No validation rules – the NTN should contain all specialties and sub-specialties the doctor is aiming to CCT in so this flag isn't mandatory
Programme specialty	<p>CCT programme list or core or foundation programme</p> <p>Specialty or sub-specialty to which the ARCP refers/would have referred</p>	String	See LOVs sheet for full list of programme specialties	All rows	<p>Specialty must match the specialty associated with the Programme Code and one of the specialty codes in the NTN specialty component</p> <p>The system will write the correct 1st programme specialty based on the 1st GMC Programme Approval Code provided in the 'GMC Specialty' column</p> <p>Sub-specialty values should be included</p>
Grade/level at next rotation	This error relates to grades that are not possible for the specialty provided	String	F1, F2, CT1, CT2, CT3, CT4, ST1, ST2, ST3, ST4,	All rows	Possible transitions listed in the 'grade transitions' sheet of the validation tool

Description	Format	Possible values	Complete for	Validation rules – additional information
		ST5, ST6, ST7, ST8, ST9,  No grade applicable  Not known from ARCP as trainee applies to specialty training  Outcome cannot be linked to grade progression a further ARCP outcome is required  Trainee completed training not applicable		

	Description	Format	Possible values	Complete for	Validation rules – additional information
Less than full-time	Trainee less than full-time during any part of the period covered by the ARCP (using Period Start and Period End dates)	String	Yes No	All rows	Must be one of the possible values (also listed on 'LOVs' sheet)
TOOT	Time out of training	String			'TOOT' (i.e. number of days of Time out of Training since last review/commencing programme (from Form R Part B where it is self-reported by trainees). The field is mandatory for cases where the ARCP field = "Yes" and will accept integer values
Outcome	ARCP outcome. Note for outcome 8 OOPC does NOT include Maternity leave	String	1, 2, 3, 4, 5, 6, 7.1, 7.2, 7.3, 7.4, 8, 9	ARCP = "Yes" only	Must be one of the outcome values defined as a valid value for the Post Type. See 'Outcomes' sheet  Not all outcomes are valid for F1 or F2 doctors in training
Outcome Type		String	Clinical Combined Clinical/Academic	ARCP = "Yes" only	Must be one of the possible values (also listed on 'LOVs' sheet)

Description	Format	Possible values	Complete for	Validation rules – additional information
Reason for no ARCP	String and a `1` in the relevant column for the N code listed in the Reason for no ARCP string	See <a href="#">GG10 Appendix 3 i – Exemplar ARCP outcome forms</a> for the full list of N codes and descriptions	ARCP = "No" only	<p>Must also be a `1` value in at least one of the following fields:</p> <p>N1 Sick leave,</p> <p>N2 Maternity/paternity/adoption leave,</p> <p>N3 PDiT not in post long enough,</p> <p>N4 Review fell outside annual reporting period,</p> <p>N5 PDiT post-CCT,</p> <p>N6 PDiT did not attend review,</p> <p>N7 Inter-deanery transfer,</p> <p>N8 PDiT reviewed in another Deanery,</p> <p>N9 Contract termination,</p> <p>N10 Suspension for gross misconduct,</p> <p>N11 Suspension – other reason,</p> <p>N13 Other reason (please specify)</p>

Description	Format	Possible values	Complete for	Validation rules – additional information
				N21 Resignation – without training issues N22 Resignation – with training issues N23 Assessed in another specialty (dual/triple CCT) Codes for Foundation only: N14 LTFT – no concern N15 LTFT – some concern N16 Foundation doctor dismissed N17 Dismissed no remedial training N18 Dismissed received remedial training N19 Dismissed no GMC referral N20 Dismissed following GMC referral
Reason for no ARCP – other	String	Free text	ARCP = “No” and N13 Other	Must be a valid other reason, please don’t put N/A or other as reasons

Description	Format	Possible values	Complete for	Validation rules – additional information
			reason = 1	
<p>Reason(s) for developmental outcome.</p> <p><b>List all that apply</b></p>		String and a '1' in the relevant column for the U code listed in the Reason for developmental outcome string	See <a href="#">GG10 Appendix 3 i – Exemplar ARCP outcome forms</a> for the full list of U codes and descriptions	<p>ARCP = "Yes" and, Outcome = 2, 3, 4, 7.2, 7.3, 7.4</p> <p>Must be a '1' value in at least one of the following fields: U1 Record keeping and evidence, U2 Capabilities remain outstanding from training post(s), U3 No engagement with supervisor, U4 Trainer absence, U5 Examination outstanding, U6 Maximum number of examination attempts reached, U7 PDiT requires additional support, U8 Other reason (please specify)</p> <p>Codes for foundation only:</p> <p>U9 Inadequate attendance, U10 Assessment/Curriculum outcomes not achieved</p>
Reason for developmental outcome - other	String	Free text	ARCP = "Yes" and, Outcome = 2, 3, 4, 7.2, 7.3, 7.4 and, U code = U8 Other reason	Must be a valid reason for developmental outcome, please don't put N/A or other as reasons

Description	Format	Possible values	Complete for	Validation rules – additional information
			(specify) = 1	
LETB Region	Please use the correct value for the deanery/NHSE local office in which the ARCP event occurred.	String	Defence Postgraduate Medical Deanery  NHS Education for Scotland  NHS Education for Scotland (East Region)  NHS Education for Scotland (West Region)  NHS Education for Scotland (South-East Region)  NHS Education for Scotland (North Region)	LETB region is required for all NHSE local offices since the return changed to regional. We understand that, except for small specialties, ARCPs are still managed by NHSE local offices. Reporting in this way allows us to report over multiple years.

Description	Format	Possible values	Complete for	Validation rules – additional information
		Health Education and Improvement Wales  Northern Ireland Medical & Dental Training Agency  NHSE Education East Midlands  NHSE Education East of England  NHSE Education Yorkshire and Humber  NHSE Education Wessex  NHSE Education Thames Valley		

Description	Format	Possible values	Complete for	Validation rules – additional information
		NHSE Education North West London  NHSE Education South London  NHSE Education North Central and East London  NHSE Education Kent, Surrey and Sussex  NHSE Education North East  NHSE Education North West  NHSE Education West Midlands  NHSE Education South West		

	Description	Format	Possible values	Complete for	Validation rules – additional information
			Pharmaceutical Medicine Deanery		
ARCP Event ID	Optional				

## Table of Outcome 10 Data validation field variations

The table below refers to the fields from the ARCP data validation tool which are different when applied to Outcome 10s. The other fields remain the same and are as per the [Table of fields required in the data return and their validation checks](#)

Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Change to ARCP data validation tool
Grade/level at next rotation	Optional	String	CT1, CT2, CT3, CT4, ST1, ST2, ST3, ST4, ST5, ST6, ST7, ST8, ST9,  No grade applicable,  Outcome cannot be linked to grade progression a further ARCP outcome is required	All rows	If the panel has recorded this for outcomes 10.1 and 10.2 please include, but do not attempt to derive.	Invalid transition will not be flagged as a warning. Ignore errors for grade/level at next rotation if you do not have this information recorded.
Outcome	'No fault' outcomes	String	10.1 and 10.2	ARCP = 'Yes'	Validation on 'no fault' outcomes only.	Outcomes 1, 2, 3, 4, 5, 6, 7.1, 7.2, 7.3, 7.4, 8, 9

Field	Description	Format	Possible values	Complete for	Validation rules – additional information	Change to ARCP data validation tool
						have been removed.
Reason for Outcome 10. List all that apply	Indicate the supplementary C code(s) accompanying the Outcome 10	String and a '1' value in the relevant column for all C codes listed in the Reason for Outcome 10 ARCP string	See <a href="#">GG10 Appendix 3 ii – Coding for ARCPs including C codes</a> for a list of C codes.	ARCP = 'Yes'	Must also be a '1' value in the column for each C code applied to the outcome. Multiple C codes are possible, please use all that apply.	Replaces the U code columns and ARCP Event ID column to include all C codes.
Reason for Outcome 10 (C12) other		String	Free text	ARCP = "No" and C12 Other (please specify) = 1	Must be a reason related to disruption not covered by the other C codes.	Replaces U code other free text column.