

National training survey briefing note 2A: Updating programme and location data

Data collection in 2025

Introduction

This briefing note contains information relating to programme approvals ahead of the National Training Survey (NTS) Data Collection beginning early 2025.

From December, Deaneries/NHSE local offices must review **all** programme and location data and submit any updates using GMC Connect.

This briefing note will guide you through this process. We will follow up with a further briefing note (2B) detailing the data collection and submission process in January 2025.

Programme approval prior to survey live

Last year we couldn't get some doctors into the survey because their programmes were not approved prior to, or then during, the survey live window.

Please ensure that your programmes **exist** and are **active**. If a programme is inactive it will not validate for the trainee record, which means we can't load those doctors in to the survey and they won't have the opportunity to take part.

Programme and location

Deaneries/NHSE local offices must review all programme and location data and submit any updates using GMC Connect.

Queries regarding site and location updates can be sent to the [GMC medical education development team](#). For other queries regarding the National Training Survey, please contact the [data collection team](#).

Prospective approval of new training locations

As you are aware, doctors must be placed in sites that have been prospectively approved by the GMC, to ensure they are training in environments that meet our standards. It is also a requirement for a doctor to be included in the NTS survey population. Deaneries/NHSE local offices need to ensure they follow our [approvals process](#) for any changes to their programme and location data for 2025. Please find details on the approval process [on the GMC website](#). **We encourage regular reviews of programme location data to ensure that the information held is up-to-date and accurate.**

Updating NHS site records

On the dashboards tab of GMC Connect there is a report showing where a site is currently approved for your programmes. This uses a site record that has been marked as 'closed' by the NHS Organisation Data Service (ODS) or Public Health Scotland. The GMC uses ODS and Public Health Scotland data to maintain its records in relation to NHS training sites.

Please note that a record being marked as 'closed' does not always mean that the physical site has closed; a new record may have been created that now sits under a different parent organisation (Trust/Health Board).

Please **regularly review the list**, particularly in advance of the survey, and, where applicable, replace these closed records from your programmes with new 'open' ODS/Public Health Scotland records. If changes need to be made to an existing record or you wish to apply for a site code for a new location, the parent provider should contact [the ODS helpdesk](#) or [Public Health Scotland](#) directly.

How do I know which programmes and locations are currently approved?

For the most up-to-date list of approvals you can use [GMC Connect here](#). When you login, you will see the Programmes tab on the menu on the left of the screen. Selecting this takes you to 'Your approved programmes' (Screenshot 1). Selecting the 'View Education Provider' will take you to 'Approved education providers' (Screenshot 2).

GMCConnect Sign out

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i The following programmes have been approved by the GMC.

On this page, you can add a new programme by clicking the 'Add Programme' button, or make changes to the providers for an existing programme by finding it in the list below and clicking 'View Education Providers'.

Please contact the Approvals team on 0161 240 8324 or quality@gmc-uk.org if you have any queries.

[Add Programme](#) [Pending Approval](#)

Programme Code	Programme Name	Curriculum Version	Education Providers
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[View Education Provide...](#)

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Programme Code	Programme Name	Curriculum Version
	Core Surgical Training	Core Surgical Training ...

[Add Provider](#) [Remove Provider](#)

The following education providers have been approved by the GMC for the delivery of this programme.

Education Provider	Org Code	Parent Education Provider	Parent Org Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Collecting site level locations - the [NHS ODS search and export](#) can be used to search for the most up-to-date site information

We ask Deaneries/NHSE local offices to submit site level location data wherever possible to make the survey results as valid and specific as possible and to enable the longitudinal site level reporting of survey results. The submission of trust level data without a site is only appropriate if training takes place across several sites and none of those can be classed as the primary place of training.

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