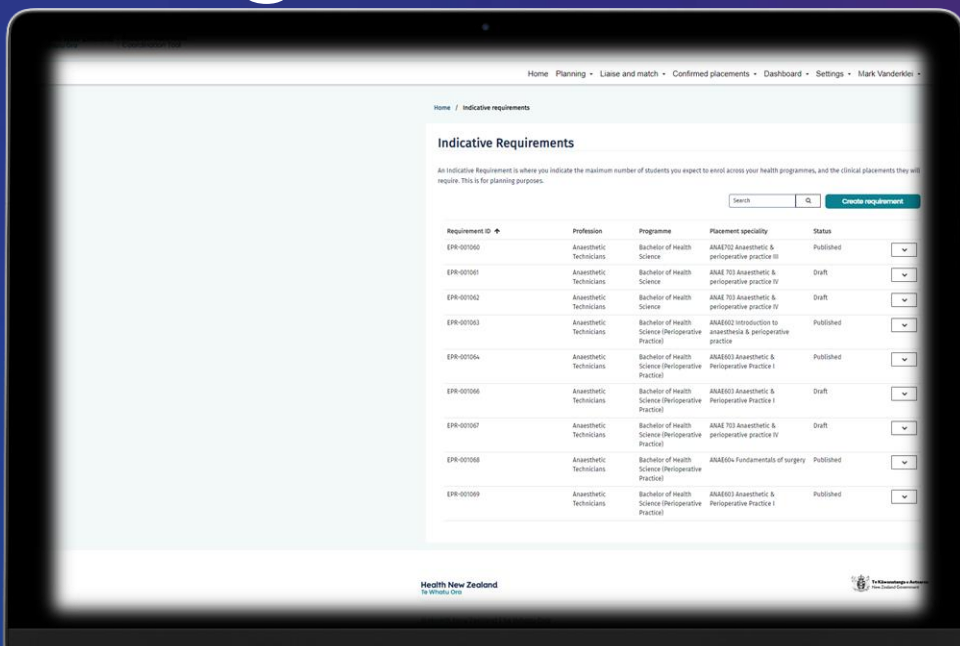


How to create, view, edit, and remove Indicative requirements created by your organisation



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Create, view, edit, and remove Indicative requirements created by your organisation

How to create an Indicative requirement

How to create an Indicative requirement

[Home](#) / [Indicative requirements](#)

Indicative requirement: An Indicative Requirement is where you indicate the maximum number of students you expect to enrol across your health programmes, and the clinical placements they will require. This is intended to be provided at least six months in advance of the placements and is for planning purposes.

(Definitions of the terms used in this guide can be found in the key terms at the end of this document)

Indicative requirements can be created from the **Indicative requirements page**

➤ Go to Planning | Indicative requirements, and click **Create requirement**

[Home](#) / [Indicative requirements](#)

Indicative Requirements

An Indicative Requirement is where you indicate the maximum number of students you expect to enrol across your health programmes, and the clinical placements they will require. This is for planning purposes.

[Create requirement](#)

Requirement ID ↑	Profession	Programme	Placement speciality	Status	
EPR-001060	Anaesthetic Technicians	Bachelor of Health Science	ANAE702 Anaesthetic & perioperative practice III	Published	▼
EPR-001061	Anaesthetic Technicians	Bachelor of Health Science	ANAE 703 Anaesthetic & perioperative practice IV	Draft	▼
EPR-001062	Anaesthetic Technicians	Bachelor of Health Science	ANAE 703 Anaesthetic & perioperative practice IV	Draft	▼
EPR-001063	Anaesthetic Technicians	Bachelor of Health Science (Perioperative Practice)	ANAE602 Introduction to anaesthesia & perioperative practice	Published	▼
EPR-001064	Anaesthetic Technicians	Bachelor of Health Science (Perioperative Practice)	ANAE603 Anaesthetic & Perioperative Practice I	Published	▼
EPR-001066	Anaesthetic Technicians	Bachelor of Health Science (Perioperative Practice)	ANAE603 Anaesthetic & Perioperative Practice I	Draft	▼

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Create, view, edit, and remove Indicative requirements created by your organisation

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This will take you to the **Create placement requirement** form.

The screenshot shows the 'Create indicative requirement' form within the 'Student Placement Coordination Tool' interface. The form is titled 'Create indicative requirement' and includes the following fields and options:

- Education Provider ***: Auckland University of Technology (AUT) UAT
- Programme ***: Select
- Region**: (Empty field)
- Profession ***: (Empty field)
- Placement speciality ***: Select
- Primary contact ***: Select
- Pre-existing commitment**: Indicate whether this placement requirement is covered by an existing agreement with a Health Provider. This information will be visible to other Education and Health Providers.
 No Yes

A 'Continue' button is located at the bottom right of the form. The footer of the page includes the 'Health New Zealand Te Whatu Ora' logo and the 'Te Kōwhiriwhiri o Aotearoa New Zealand Government' logo.

Explanations for each of the options are as follows

The Education Provider details will automatically be completed with your organisation's details.

Create indicative requirement

Education Provider *

Auckland University of Technology (AUT) UAT

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Create, view, edit, and remove Indicative requirements created by your organisation

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How to create an Indicative requirement

The programme options available to you will be based on the programmes already created by your organisation.

If the programme you are wanting to select is not an option, you can add more in **settings/manage programmes** if applicable.

The Region and Profession will automatically be filled dependent on the programme selected.

Like Region and Profession, the options available in Placement speciality will be determined by the Programme selected earlier.

Programme *

A screenshot of a dropdown menu titled "Programme *". The menu is open, showing three options: "Select", "Bachelor of Health Science", and "Bachelor of Health Science (Perioperative Practice)". The "Bachelor of Health Science" option is highlighted in blue.

Programme *

A screenshot of a form titled "Programme *". The "Programme" field is filled with "Bachelor of Health Science". Below it, the "Region" field is filled with "Northern". The "Profession *" field is filled with "Anaesthetic Technicians".

Placement speciality *

A screenshot of a dropdown menu titled "Placement speciality *". The menu is open, showing four options: "Select", "Select", "ANAE 703 Anaesthetic & perioperative practice IV", "ANAE602 Introduction to anaesthesia & perioperative practice", and "ANAE603 Anaesthetic & Perioperative Practice I". The "ANAE 703 Anaesthetic & perioperative practice IV" option is highlighted in blue.

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Create, view, edit, and remove Indicative requirements created by your organisation

How to create an Indicative requirement

How to create an Indicative requirement

The Primary contact and their contact details will be included in the details of the Indicative requirement. If there are any enquiries about the indicative requirement then they will be sent to the primary contact.

Primary contact *

Select

Select

Ben Wemyss

Ian Mortensen

Jean-Michel Burgess

Pre-existing commitment

Indicate whether this placement requirement is covered by an existing agreement with a Health Provider. This information will be visible to other Education and Health Providers.

No Yes

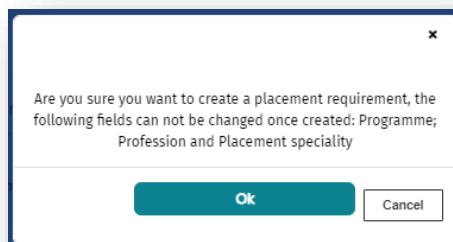
A **Pre-existing commitment** recognises pre-existing placement agreements between Education Providers and Health Providers. These will ensure that existing agreements will be given priority.

This is to avoiding uncertainty (especially for smaller regions) where they may be a smaller pool of local opportunities. In this case, if students miss out then they may be forced to accept placements further afield adding additional costs and uncertainty.

NOTE: This information is currently only accessible to the hub administrators. This will be available in the portals at a later stage. Until then it is expected that Education providers will continue to communicate directly with Health providers to ensure

➤ To confirm the creation of this placement requirement, click **Continue**

➤ You will then be asked if you wish to create a placement requirement. Click **OK**



Are you sure you want to create a placement requirement, the following fields can not be changed once created: Programme; Profession and Placement speciality

If you need to change the Programme, Profession, or Placement speciality, please contact the hub.

➤ Once finished, click **Update requirement** and you will be taken back to the overview of all your current Indicative requirement

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Create, view, edit, and remove Indicative requirements created by your organisation

How to create an Indicative requirement

How to view Indicative requirements created by your organisation

- Planning / Indicative requirements
- To view Indicative requirements, navigate to **Planning/Indicative requirements**.

Health New Zealand | Student Placement
Te Whatu Ora | Coordination Tool

Home **Planning** - Liaise and match - Confirmed placements - Dashboard - Settings - Mark Vanderklei -

Home / Indicative requirements

Indicative requirements

An Indicative Requirement is where you indicate the maximum number of students you expect to enrol across your health programmes, and the clinical placements they will require. This is for planning purposes.

Search

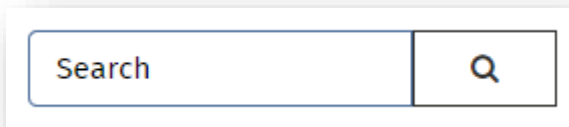
Requirement ID ↑	Profession	Programme	Placement speciality	Status	
EPR-001060	Anaesthetic Technicians	Bachelor of Health Science	ANAE702 Anaesthetic & perioperative practice III	Published	<input type="button" value="v"/>
EPR-001061	Anaesthetic Technicians	Bachelor of Health Science	ANAE 703 Anaesthetic & perioperative practice IV	Draft	<input type="button" value="v"/>
EPR-001062	Anaesthetic Technicians	Bachelor of Health Science	ANAE 703 Anaesthetic & perioperative practice IV	Draft	<input type="button" value="v"/>
EPR-001063	Anaesthetic Technicians	Bachelor of Health Science (Perioperative Practice)	ANAE602 Introduction to anaesthesia & perioperative practice	Published	<input type="button" value="v"/>
EPR-001064	Anaesthetic Technicians	Bachelor of Health Science (Perioperative Practice)	ANAE603 Anaesthetic & Perioperative Practice I	Published	<input type="button" value="v"/>

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Create, view, edit, and remove Indicative requirements created by your organisation

How to create an Indicative requirement

How to view Indicative requirements created by your organisation



The search functionality allows you to search through your indicative requirements. Different search options include:

- Entering the full Indicative requirement ID e.g., EPR-001001
- Using a wildcard if you only know part of the number e.g., *01
 - see Glossary for definition of Wildcards (*)

From here you can:

- Create a placement requirement
- View / edit your existing indicative requirements
- Remove any indicative requirements you have created

If you want to see Indicative requirement from all organisations, you can do so via the Dashboard

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Create, view, edit, and remove Indicative requirements created by your organisation

How to create an Indicative requirement

How to edit individual Indicative requirements

There are 2 ways of reaching the screen that allows you to edit an individual Indicative requirement.

1. After creating an indicative requirement and pressing **Continue** it will automatically take you there
2. Click on the down-arrow to the right of the Indicative requirement you wish to edit and select **View / Edit**

The screenshot shows the 'Indicative Requirements' page in the Health New Zealand Student Placement Coordination Tool. The page includes a search bar, a 'Create requirement' button, and a table with columns for Requirement ID, Profession, Programme, Placement speciality, and Status. A red box highlights the 'View/edit' option in the dropdown menu for the requirement with ID EPR-001061.

Requirement ID ↑	Profession	Programme	Placement speciality	Status
EPR-001060	Anaesthetic Technicians	Bachelor of Health Science	ANAE702 Anaesthetic & perioperative practice III	Published
EPR-001061	Anaesthetic Technicians	Bachelor of Health Science	ANAE 703 Anaesthetic & perioperative practice IV	Draft
EPR-001062	Anaesthetic Technicians	Bachelor of Health Science	ANAE 703 Anaesthetic & perioperative practice IV	Draft
EPR-001063	Anaesthetic Technicians	Bachelor of Health Science (Perioperative Practice)	ANAE602 Introduction to anaesthesia & perioperative practice	Published
EPR-001064	Anaesthetic Technicians	Bachelor of Health Science (Perioperative Practice)	ANAE603 Anaesthetic & Perioperative Practice I	Published

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Create, view, edit, and remove Indicative requirements created by your organisation

How to create an Indicative requirement

How to edit individual Indicative requirements

When you get to the Edit page there are 2 sections

Edit indicative requirement

Placement requirement ID: EPR-001060

Education provider: Auckland University of Technology (AUT) UAT

Programme: Bachelor of Health Science

Programme region: Northern

Profession: Anaesthetic Technicians

Placement speciality: ANAE702 Anaesthetic & perioperative practice III

1. The first section is the pre-populated fields which include

- a) Placement requirements ID
- b) Education Provider
- c) Programme
- d) Programme region
- e) Profession
- f) Placement speciality.

2. The second section is where you can enter / update information, including: indicating pre-existing commitments; entering / changing the primary contact; and adding new detail.

The information you can update on this edit page includes:

- Pre-existing commitments

Pre-existing commitment

Indicate whether this placement requirement is covered by an existing agreement with a Health Provider. This information will be visible to other Education and Health Providers.

No Yes

NOTE: This feature is still in development so is not be visible in this tool at this time. Therefore, we advise you to select **No** to avoid confusion

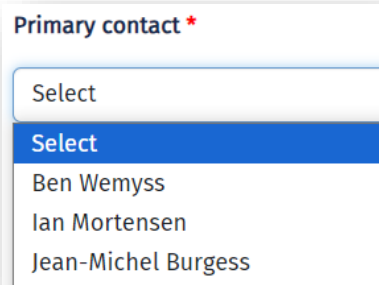
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Create, view, edit, and remove Indicative requirements created by your organisation

How to create an Indicative requirement

How to edit individual Indicative requirements

- Primary contact



Primary contact *

Select

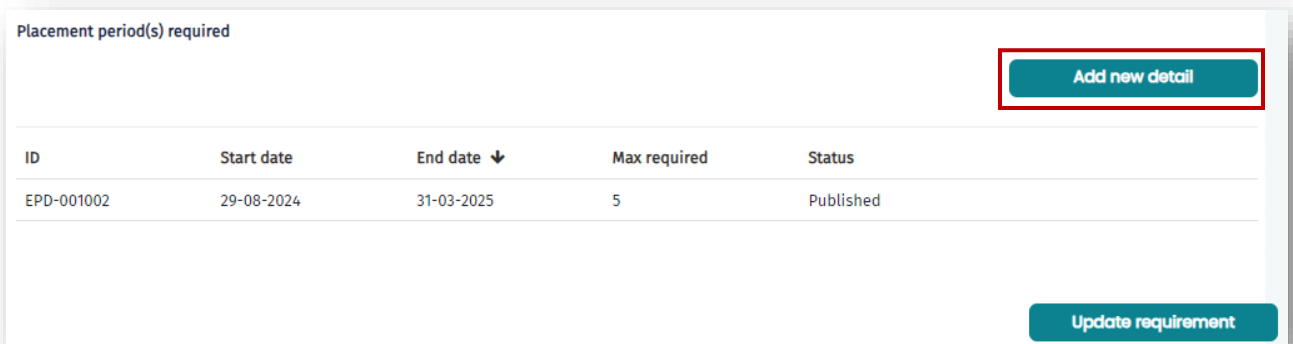
Select

Ben Wemyss

Ian Mortensen

Jean-Michel Burgess

The primary contact can be contacted by other tool users who want to discuss the indicative requirement.



Placement period(s) required

Add new detail

ID	Start date	End date ↓	Max required	Status
EPD-001002	29-08-2024	31-03-2025	5	Published

Update requirement

- You can also add additional information to this Indicative requirement by clicking on the **Add new detail** button.

Add new detail

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Create, view, edit, and remove Indicative requirements created by your organisation

How to create an Indicative requirement

How to edit individual Indicative requirements

When you click on **Add new detail**, a new form appears which gives you the ability to add additional detail to your Indicative requirement.


Specifically start and end dates, programme type, region, and various breakdowns of student placements required (some of which only become visible once you have made selections

Home / Indicative requirements / Edit placement requirement / Add placement requirement details


Add placement requirement details

Placement period details

Period start date *

Period end date *

Programme type

Part-time placement

No Yes

Region *

Indicate which region you would like the placements to be located.

Maximum number of students expected to be enrolled *

Submit

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Create, view, edit, and remove Indicative requirements created by your organisation

How to create an Indicative requirement

How to edit individual Indicative requirements,

Programme type: Once you select the Programme type (e.g., Diploma, Under-graduate, Graduate), the option to input the number of Placements required will become visible.

Part-time placement: A placement for 3 or less days per week

Programme type

Undergraduate

Part-time placement

No Yes

Region *

Indicate which region you would like the placements to be located.

Select

Maximum number of students expected to be enrolled *

Placement required

Enter a number between 0-1000 for number of placements required, and enter a number between 1-1000 for days on placement required per student.

Number of placements required (Undergraduate Year 1)

Number of placements required (Undergraduate Year 2)

Number of placements required (Undergraduate Year 3)

Submit

The year options displayed are determined by the selected Programme type. In the example given I have chosen Undergraduate level so Undergraduate Year 1, Year 2, and Year 3 are shown.

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Create, view, edit, and remove Indicative requirements created by your organisation

How to create an Indicative requirement

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Once you have entered the number of placements required, another text box will appear below asking for the number of days on placement required for each student for the same year group.

Placement required

Enter a number between 0-1000 for number of placements required, and enter a number between 1-1000 for days on placement required per student.

Number of placements required (Undergraduate Year 1)	<input type="text" value="5"/>
Days on placement required per student (Undergraduate Year 1) *	<input type="text" value="5"/>
Number of placements required (Undergraduate Year 2)	<input type="text" value="5"/>
Days on placement required per student (Undergraduate Year 2) *	<input type="text" value="5"/>
Number of placements required (Undergraduate Year 3)	<input type="text" value="5"/>
Days on placement required per student (Undergraduate Year 3) *	<input type="text" value="5"/>

➤ Fill in the number and click **Submit**

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Create, view, edit, and remove Indicative requirements created by your organisation

How to create an Indicative requirement

How to edit individual Indicative requirements

You will be brought back to the Edit an indicative requirement page where you should now be able to see the detail you just created.

NOTE: Please note the different numbers (EPR-001060 and EPD-001051).

EPR-001060 (Indicative requirement)

EPD-001051 (Indicative requirement details)

Each Indicative requirement can have multiple details within it, so it is important to remember the EPR number to ensure you can find that request

➤ Click on **Update requirement**

Edit indicative requirement

Placement requirement ID: **EPR-001060**
Education provider: Auckland University of Technology (AUT) UAT
Programme: Bachelor of Health Science
Programme region: Northern
Profession: Anaesthetic Technicians
Placement speciality: ANAE702 Anaesthetic & perioperative practice III

Pre-existing commitment

Indicate whether this placement requirement is covered by an existing agreement with a Health Provider. This information will be visible to other Education and Health Providers.

No Yes

Primary contact *

Jean-Michel Burgess

Placement period(s) required

Add new detail

ID	Start date	End date ↓	Max required	Status	
EPD-001051	04-11-2024	06-12-2024	30	Published	▼
EPD-001049	30-09-2024	25-10-2024	30	Published	▼

Update requirement

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Create, view, edit, and remove Indicative requirements created by your organisation

How to create an Indicative requirement

How to edit individual Indicative requirements,

Once back on the Indicative requirements page, you should be able to see the Indicative requirement with the details you just entered.

Home / Indicative requirements

Indicative Requirements

An Indicative Requirement is where you indicate the maximum number of students you expect to enrol across your health programmes, and the clinical placements they will require. This is for planning purposes.



Create requirement

Requirement ID ↑

Profession

Programme

Placement speciality

Status

EPR-001060

Anaesthetic Technicians

Bachelor of Health Science

ANAE702 Anaesthetic & perioperative practice III

Published



NOTE: When using the search functionality, you can only search for Indicative requirement numbers, not Indicative requirement details (i.e., EPR-000000)

e.g., Even though the number 1060 occurs in both EPR and EPD form (e.g., EPR-001060 and EPD-001060), if you search for ***1060**, it will only show EPR-001060, not EPD-001060.

Indicative Requirements

An Indicative Requirement is where you indicate the maximum number of students you expect to enrol across your health programmes, and the clinical placements they will require. This is for planning purposes.



Create requirement

Requirement ID ↑

Profession

Programme

Placement speciality

Status

EPR-001060

Anaesthetic Technicians

Bachelor of Health Science

ANAE702 Anaesthetic & perioperative practice III

Published



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Create, view, edit, and remove Indicative requirements created by your organisation

How to create an Indicative requirement

How to remove an individual Indicative requirement

If you wish to remove an Indicative requirement,

- Click on the down-arrow to the right of the selected Indicative requirement and select **Remove**

Indicative Requirements

An Indicative Requirement is where you indicate the maximum number of students you expect to enrol across your health programmes, and the clinical placements they will require. This is for planning purposes.

*1060

Requirement ID ↑	Profession	Programme	Placement speciality	Status	
EPR-001060	Anaesthetic Technicians	Bachelor of Health Science	ANAE702 Anaesthetic & perioperative practice III	Published	<input type="button" value="v"/> <input type="button" value="View/edit"/> <input type="button" value="Remove"/>

A pop-up will appear confirming your choice.

Confirm whether you would like to remove the selected placement requirement.

- If this is correct, click on **Remove requirement**

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Create, view, edit, and remove Indicative requirements created by your organisation

How to create an Indicative requirement

Key terms

Definition of terms used in this how-to guide:

Key terms	Definitions
ID Codes	<p>EPD-000000 – Placement periods required</p> <p>EPR-000000 – Indicative requirements</p> <p>SPO-000000 – Expressions of interest</p> <p>POD-000000 – Placement offer details</p> <p>ERQ-000000 – Placement offer requests</p>
Indicative requirements	<p>An Indicative Requirement is where the Education Provider indicates the maximum number of students they expect to enrol in each health programme, and the clinical placements they will require.</p> <p>This is intended to be provided at least six months in advance of the placements commencing, for planning purposes.</p>
Placement Specialty	<p>Not the same as course. Placement Specialty is a generic name for placements in one specific area that can encompass many different courses. For example:</p> <p>Placement Specialty: Mental Health and Addition (Nursing)</p> <p>Courses:</p> <p>(NZ Diploma in Nursing Yr1) NURS5412V1 - - Enrolled Nursing Practice: Mental Health and Addictions</p> <p>(Bachelor of Nursing Yr2) BNNP601V2 - - Nursing the Person with Altered Mental Health or Addiction</p>
Pre-existing commitment	<p>Local agreements and arrangements exist now, and will continue, where a health provider has agreed to take a certain number of students from a particular education provider (e.g. documented in the Schedule of the Clinical Access Agreement). These are pre-commitments that can be fulfilled in the digital tool</p>
Profession	<p>This means the area of health the person will be training in e.g. physiotherapy.</p>
Programme	<p>This is the name of the qualification that requires student placements in health settings e.g. Bachelor of Nursing</p>
Region	<p>Specifies between the four Health NZ regions (Northern, Te Manawa Taki, Central, Te Waipounamu) .</p> <p><i>This is important information for the dashboard heat map.</i></p>

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Create, view, edit, and remove Indicative requirements created by your organisation

How to create an Indicative requirement

Key terms

Definition of terms used in this how-to guide:

Key terms	Definitions
Wildcard search (*)	<p>Wildcards are special characters that can stand in for unknown characters and are handy for locating records when you are not sure of the exact details</p> <p>e.g., when searching for a specific Placement request (POD-001046) but where you may only know the last 4 digits, you could search for it by writing the following - *1046.</p> <p>The star (*) symbol means it can have any combination of numbers or letters before the number 1046.</p>