# How to View, Edit, and Publish Placement requests

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Placement request ID         Pacement offer details         Start date         End date type         Popamme type         Total number of stadents         Education provider         Starts reason           ER0-00100         POD-00107+naesthelic Surgical There - Health X2         0-03- 205- Lakes UAT         20-03- 205- 205- 205- 205-         0-04- 205- 205- 205- 205-         0-04- 205- 205- 205-         0-04- 205- 205- 205-         0-04- 205- 205- 205-         0-04- 205- 205- 205-         0-04- 205- 205- 205-         0-04- 205- 205- 205-         0-04- 205- 205- 205-         0-04- 205- 205- 205- 205-         0-04- 205- 205- 205- 205- 205-         0-04- 205- 205- 205- 205- 205- 205- 205-         0-04- 205- 205- 205- 205- 205- 205- 205- 205								Apply	Reset	
ERO-001060     POD-0010% - Anaesthetic Surgical Theater - Health NZ     20-03- 2025     Undergraduate 6     Auckland University of Technology     Approved with medication       ERO-001061     POD-0010% - Anaesthetic Surgical Theater - Health NZ     0-03- 2025     14-03- 2025     Undergraduate 8     Auckland University of KAIT JUAT     Declined University of RAIT JUAT       ERO-001061     POD-0010% - Anaesthetic Surgical Theater - Health NZ Lakes UAT     0-03- 2025     14-03- 2025     Undergraduate 8     Auckland University of RAIT JUAT     Declined University of Technology (AUT) UAT       ERO-001062     POD-0010% - Anaesthetic RC1 Folda Timedi Auckland UAT     0-03- 2025     20-03- 2025     Undergraduate 5     Auckland University of Technology (AUT) UAT     Published Voltersity of Technology University of Technology Uni	Placement request ID	Placement offer details	Start date	End date	Programme type	Total number of students	Education provider	Status reason		
ERQ-001001         PO0-00100 - Anaesthetic Technicians - Orthopaedic Surgical These - Health N2 Lakes UAT         03-03- 2025         14-03- 2025         Undergraduate 8 2025         Auckland University of Technology (AUT) UAT         Declined University of Technology (AUT) UAT           ERQ-001062         PO0-00107 - Anaesthetic Technicians - Module 1 - Health N2 Te Toka Tumal Auckland UAT         12-03- 2025         Undergraduate 5 2025         Auckland University of Technology (AUT) UAT         Published         V           ERQ-001063         PO0-00100 - Anaesthetic Technology         03-03- 2025         20-03- 2025         Undergraduate 5 Undergraduate 6 University of Technology (AUT) UAT         Published         V           ERQ-001063         PO0-00100 - Anaesthetic Surgical Theater - Health N2 Lakes UAT         03-03- 2025         20-05- 2025         Undergraduate 6 University of Technology (AUT) UAT         Published         V	ERQ-001060	POD-001074 - Anaesthetic Technicians - Orthopaedic Surgical Theatre - Health NZ Lakes UAT	03-03- 2025	28-03- 2025	Undergraduate	6	Auckland University of Technology (AUT) UAT	Approved with modification		
ERQ-001062     POD-001075 - Anaesthetic Technicians - Modulet 1 - Health NZ Te Tohioa Tumai Auckland Luckie Reg-001063     12-03- 2025     Undergraduate 5     Auckland Technicians - Modulet 1 - Health Technicians - Modulet 1 - Health Surgical Theatre - Health NZ Lakes UAT     0-03- 2025     25-06- 2025     Undergraduate 5     Auckland Technicians - Modulet 1 - Health Undergraduate 6     Published     Image: Comparison of the Undergraduate 6	ERQ-001061	POD-001074 - Anaesthetic Technicians - Orthopaedic Surgical Theatre - Health NZ Lakes UAT	03-03- 2025	14-03- 2025	Undergraduate	8	Auckland University of Technology (AUT) UAT	Declined		
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	ERQ-001063	POD-001074 - Anaesthetic Technicians - Orthopaedic Surgical Theatre - Health NZ Lakes UAT	03-03- 2025	25-06- 2025	Undergraduate	6	Auckland University of Technology (AUT) UAT	Published	~	
	Health Now Zoals	nd	_	_	_	_	_	492	Te Kiwanatanga o Aotearro	

Health New Zealand



• Liaise and match / Placement requests

(A definition of the terms used in this guide can be found in the Key terms at the end of this document)

Home / Placeme	ent requests	Liaise and Placemen	d match				
Placeme	nt requests						
Reques	st ID Programme typ	e Star	t date		End date		Apply Reset
Placement request ID	Placement offer details	Start date	End date	Programme type	Total number of students	Education provider	Status reason
ERQ-001060	POD-001074 - Anaesthetic Technicians - Orthopaedic Surgical Theatre - Health NZ Lakes UAT	03-03- 2025	28-03- 2025	Undergraduate	6	Auckland University of Technology (AUT) UAT	Approved with modification
ERQ-001061	POD-001074 - Anaesthetic Technicians - Orthopaedic Surgical Theatre - Health NZ Lakes UAT	03-03- 2025	14-03- 2025	Undergraduate	8	Auckland University of Technology (AUT) UAT	Declined
ERQ-001062	POD-001075 - Anaesthetic Technicians - Module 1 - Health NZ Te Toka Tumai Auckland UAT	12-03- 2025	20-03- 2025	Undergraduate	5	Auckland University of Technology (AUT) UAT	Published 🗸
ERQ-001063	POD-001074 - Anaesthetic Technicians - Orthopaedic Surgical Theatre - Health NZ Lakes UAT	03-03- 2025	25-06- 2025	Undergraduate	6	Auckland University of Technology (AUT) UAT	Published 🗸



· Click on Liaise and match / Placement requests / View edit

View / edit Placement requests allow you to edit existing draft placement offers.

**NOTE:** You are not able to edit Published Placement offers. Once published, the only options are to either contact the primary contact at the Health Provider directly to see if it is possible to alter details in the placement offer, or to withdraw the offer (please see 'How to Withdraw a Placement request' for further instructions).

	Home Planning	<ul> <li>Liaise a</li> </ul>	nd match	<ul> <li>Confirmed</li> </ul>	placements - Di	ashboard - Se	ettings • UAT	Tester+30
Home / Placemen	it requests							
Placemen	t requests							
Request	t ID Programme Ty	pe Sta	rt Date		End Date			
т	<b>T v</b>						Apply	Reset
Placement Request ID	Placement Offer Details	Start Date	End Date	Programme Type	Total Number of Students	Education Provider	Status Reason	
ERQ-001032	POD-001046 - Anaesthetic Technicians - Adult and Child Medical Care - Hamilton Health Services and Kaimahi Hauora	29-09- 2024	31-10- 2024	Undergraduate	3	Victoria University of Wellington	Draft	✓ <u>View/edit</u> Publish re
ERQ-001029	POD-001000 - Nursing - Ward 22a - Multiplefac Organisation	13-09- 2024	27-09- 2024	Diploma	1	Victoria University of Wellington	Published	~
ERQ-001008	POD-001027 - Medical Laboratory Scientists - Haematology - Hamilton Health Services	/ 12-11- 2024	22-08- 2025	Undergraduate	8	Victoria University of Wellington	Approved with modification	



The Edit placement request page contains 3 sections

- 1. Placement offer
- 2. Placement offer detail
- 3. Edit placement request

Sections 1 and 2 are read-only and contextual information about the placement being offered.

Section 3 contains a combination of read-only information (Education provider and Programme type), and editable information (Contact, start and end date, number of placements and Days on placement requested per student).

### Section 1: Placement offer

1. Placement offer							
Placement offer ID:	SPO-001060	Primary contact:	Nikki Carmichael				
Health provider:	Hamilton Health Services and Kaimahi Hauora <b>Email:</b> nikki.carmichael@tewhatuora.govt.nz						
Profession:	Anaesthetic Technicians Phone: 044444444						
Clinical area & descriptor:	Adult and Child Medical Care - General GP services	Job title:	UAT v4				
Facility:	Hamilton Health Services and Kaimahi Hauora						
Offer requirements:	We have two clinical ATs working at this practice covering a wide range of AT to clients. The ATs work from 9am - 5pm. Monday to Friday						
Learning opportunities:	This placement would give students the opportunity to work with a range of issues and try different types of AT. We also have a Hauora Maori clinic that students will be able to attend and get experience in.						
Additional notes:	There is no parking on site. Students would nee	d to bus. No uniform re	quirements. However smart casual im				

### Section 2: Placement offer detail

Placement offer period ID:	POD-001046
tart date:	29/09/2024
nd date:	31/10/2024
ime period:	32 days
otal capacity:	35
ax. capacity at any given time:	35
uitable for:	Undergraduate year 3; Undergraduate year 4;
ervices at this location support ignificant numbers of people in the ollowing communities:	Maori;



Explanations for each of the editable fields is as follows:

Add a primary contact person

Primary contact person \*

Select

The individual selected as the primary contact person will have their details attached to this Placement request. Should anyone need to contact your organisation about this Placement request, they will be able to contact the primary contact directly.

Start date requested

Start date *
20.00.2024

This will be pre-populated with the same date as the original request. You can edit this to be any date from the day stated onwards (inclusive of that date). You will not be able to enter a date before the start date or after the end date.

29-09-2024

End date requested



This will also be pre-populated with the same end date as that in the request. While you can edit it, the business rules you must follow are:

- Cannot end before the start date
- cannot be the same day, must be more than one day
- Cannot be after the end date of the placement offer period



## Placement request

Placement request
Enter a number between 0-1000 for number of placements requested,
Undergraduate
Number of Undergraduate Year 2 placements required
3
Days on placement requested per student (Undergraduate Year 2) *

This will be pre-populated with information from the existing placement request. In this instance, there are 3 spaces for year 2 undergraduate students and 10 days on placement required for each student.

While these number can be increased, they cannot exceed the number offered in the original placement offer.

If you do exceed this number, you will get the following error message and will need to reduce the numbers requested to match

## **①** The form could not be submitted for the following reasons:

- Total number of students requested can't exceed the number of the total capacity of the placement offer period
  - If you are finished, click Submit



## **Publishing a Placement request**

Click on the down arrow to the right of the Placement request to be published and select Publish request.

#### NOTE:

You can publish draft Placement requests. Once a Placement request has been published, it cannot be edited. The only options are to either contact the primary contact at the Health Provider directly to see if it is possible to alter details in the placement offer, or to withdraw the offer (please see 'How to Withdraw a Placement request' for further instructions).

Reques	t ID Programme Typ	e Star	rt Date		End Date			
T	<b>T</b> ~				Ê		Apply	Reset
acement equest ID	Placement Offer Details	Start Date	End Date	Programme Type	Total Number of Students	Education Provider	Status Reason	
RQ-001032	POD-001046 - Anaesthetic Technicians - Adult and Child Medical Care - Hamilton Health Services and Kaimahi Hauora	29-09- 2024	31-10- 2024	Undergraduate	3	Victoria University of Wellington	Draft	View/edit
Q-001029	POD-001000 - Nursing - Ward 22a - Multiplefac Organisation	13-09- 2024	27-09- 2024	Diploma	1	Victoria University of Wellington	Published	•

### Click Confirm

This will change the status of the request to Published, and as said, you will no longer be able to edit the details of this Placement offer





## **Glossary of Terms**

Definition of key terms used in this how-to guide:

Key terms	Definitions
	Health Providers can modify the dates and number of students
	they can accept from a 'placement request' that was made on
Approve with modifications	their 'placement offer detail'.
	Once published, Education Providers can view the changes by
	viewing their placement requests (under liaise and match).
	The Placement Request has been declined.
Decline	NOTE: There is no notification that goes back to the Education
	Provider who made the request. It is however viewable when they
	go back into the system to view their requests.
	EPD-000000 – Placement periods required
	EPR-000000 – Indicative requirements
ID Codes	SPO 00000 Expressions of interest
	$POD_000000 = Placement offer details$
	EBO-000000 - Placement offer requests
	Placement offer details outline the period of time a
	placement can take place and number of students that can be
Placement offer details	accommodated.
	IMPORTANT: A placement request can only be made against
	placement offer details - not a placement offer on its own.
	This is the name of the qualification that requires student
Programme	placements in health settings e.g. Bachelor of Nursing
	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
	e g when searching for a specific Placement request (POD-
Wildcard search (*)	001046) but where you may only know the last 4 digits, you
	could search for it by writing the following - *1046.
	The star (*) symbol means it can have any combination of
	numbers or letters before the number 1046.