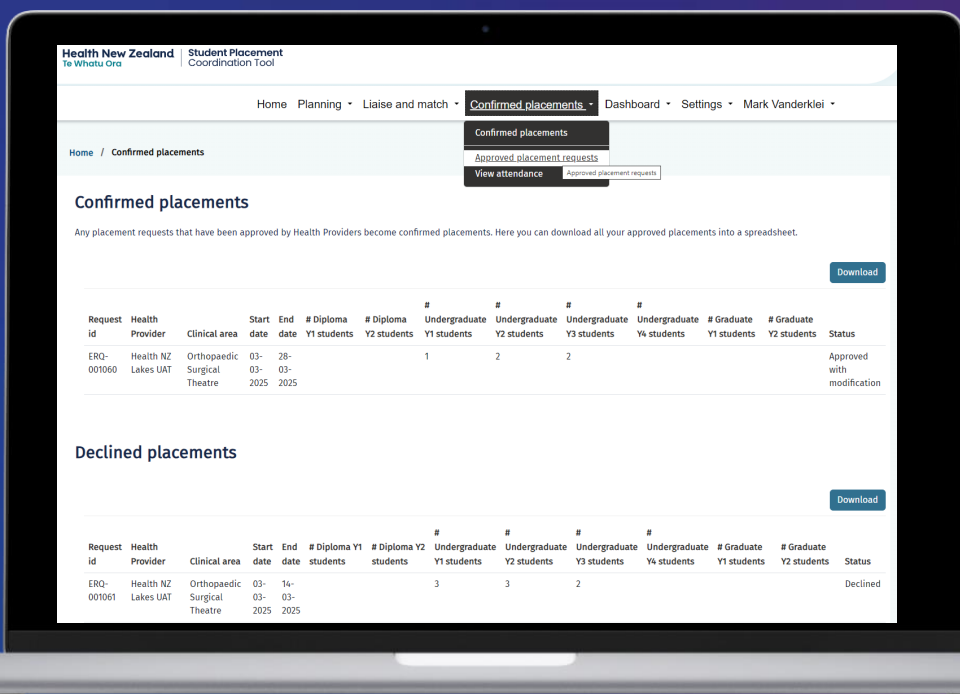


How to View and Download approved and declined Placement requests



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EPP-Approved Declined Placement Requests -- compiled

How to View and Download approved and declined Placement requests

How to View and Download approved and declined Placement requests

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

- To view Approved placement requests, navigate to **Confirmed placements / Approved placement requests**

The screenshot shows the 'Student Placement Coordination Tool' interface. At the top, there is a navigation bar with 'Confirmed placements' selected. Below this, a breadcrumb trail shows 'Home / Confirmed placements'. A dropdown menu is open, highlighting 'Approved placement requests' with a red box. The main content area is divided into two sections: 'Confirmed placements' and 'Declined placements'. Each section has a 'Download' button and a table of data.

Confirmed placements

Any placement requests that have been approved by Health Providers become confirmed placements. Here you can download all your approved placements into a spreadsheet.

Request id	Health Provider	Clinical area	Start date	End date	# Diploma Y1 students	# Diploma Y2 students	# Undergraduate Y1 students	# Undergraduate Y2 students	# Undergraduate Y3 students	# Undergraduate Y4 students	# Graduate Y1 students	# Graduate Y2 students	Status
ERQ-001060	Health NZ Lakes UAT	Orthopaedic Surgical Theatre	03-2025	28-03-2025			1	2	2				Approved with modification

Declined placements

Request id	Health Provider	Clinical area	Start date	End date	# Diploma Y1 students	# Diploma Y2 students	# Undergraduate Y1 students	# Undergraduate Y2 students	# Undergraduate Y3 students	# Undergraduate Y4 students	# Graduate Y1 students	# Graduate Y2 students	Status
ERQ-001061	Health NZ Lakes UAT	Orthopaedic Surgical Theatre	03-2025	14-03-2025			3	3	2				Declined

NOTE: This functionality is still in development.

In the interim you can use the downloaded spreadsheet to allocate students to confirmed placements and provide the information to the Health Provider

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EPP-Approved Declined Placement Requests -- compiled

How to Download Approved or Declined Placement Requests

How to Download Approved or Declined Placement Requests

Confirmed placements / Approved placement requests

➤ Click on the **Download** button to the right of Confirmed or Declined placements

Confirmed placements

Any placement requests that have been approved by Health Providers become confirmed placements. Here you can download all your approved placements into a spreadsheet.

Download

Request id	Health Provider	Clinical area	Start date	End date	# Diploma Y1 students	# Diploma Y2 students	# Undergraduate Y1 students	# Undergraduate Y2 students	# Undergraduate Y3 students	# Undergraduate Y4 students	# Graduate Y1 students	# Graduate Y2 students	Status
ERQ-001060	Health NZ Lakes UAT	Orthopaedic Surgical Theatre	03-03-2025	28-03-2025			1	2	2				Approved with modification

Declined placements

Download

Request id	Health Provider	Clinical area	Start date	End date	# Diploma Y1 students	# Diploma Y2 students	# Undergraduate Y1 students	# Undergraduate Y2 students	# Undergraduate Y3 students	# Undergraduate Y4 students	# Graduate Y1 students	# Graduate Y2 students	Status
ERQ-001061	Health NZ Lakes UAT	Orthopaedic Surgical Theatre	03-03-2025	14-03-2025			3	3	2				Declined

This will automatically start downloading the information into an Excel file (CSV) to your computer.

Key Terms

Key terms	Definitions
Clinical area	A clinical area refers to the setting at which a student placement can occur. This could be either a physical space, team or person. Placement offers must be created against a clinical area.
Clinical area name	This could be 'Ward 24' or a Clinician's name or 'Physiotherapy Department'
Placement request (ERQ-000000)	The Education Provider can request a number of placement days on a specific Placement Offer detail for consideration by the Health Provider.
Status	<p>Three status types assigned to Placement requests by Health Providers: Accepted; Accepted with modifications; Declined.</p> <p>Accepted: Accepted as is</p> <p>Accepted with Modifications: Health Provider has contacted the Education Provider to ask that the Placement request be modified to fit with their availability. The Education Provider has agreed.</p> <p>Declined: The Placement request was declined by the Health provider</p>