# How to View and Download approved and declined Placement requests

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Home /	Confirmed pla	cements					Conf App	irmed placement	s requests				
Conf	irmed p	lacement	s				view	attendance	Approved pracement r	equests			
Any plac	ement request	s that have been	approved	by Healt	th Providers	become confi	med placements.	Here you can do	wnload all your aj	oproved placemen	ts into a spre	adsheet.	
													Download
Requi	est Health Provider	Clinical area	Start date	End # date Y1	Diploma 1 students	# Diploma Y2 students	# Undergraduate Y1 students	# Undergraduate Y2 students	# Undergraduate Y3 students	# Undergraduate Y4 students	# Graduate Y1 students	# Graduate Y2 students	Status
ERQ- 00106	Health NZ 0 Lakes UAT	Orthopaedic Surgical Theatre	03- 03- 2025	28- 03- 2025			1	2	2				Approved with modification
Decl	ined pla	cements											Download
Requ	≥st Health Provider	Clinical area	Start date	End # date s	f Diploma Y1 itudents	# Diploma Y students	# 2 Undergraduate Y1 students	# Undergraduat Y2 students	# Undergraduat Y3 students	# Undergraduate Y4 students	# Graduate Y1 students	# Graduate s Y2 student	s Status
id	Health NZ	Orthopaedic Surgical	03- 03-	14- 03-			3	3	2				Declined
id ERQ- 00106	1 Lakes UA1	Theatre	2025	2025									

Health New Zealand

## 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

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y placeme	ent requests t	hat have been a	pprove	d by He	alth Providers	become confirr	med placements.	Here you can dow	/nload all your ap	proved placemen	ts into a spre	adsheet.	
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							#	#	#	<b>#</b>			
Request	Health	Clinical area	Start	End	# Diploma	# Diploma	Undergraduate	Undergraduate	Undergraduate	Undergraduate	# Graduate	# Graduate	Status
EPO-	Hoalth NZ	Orthonaodic	03-	28-	TT Students	12 students	1	2	2	14 Students	i i students	12 students	Approved
001060	Lakes UAT	Surgical	03-	03-				2	2				with
		Theatre	2025	2025									modification
	od plac	omonte											
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eclin	Health		Start	End	# Diploma V1	# Diploma Y2	#	#	#	#	# Graduate	# Graduate	
eclin Request	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
Request id ERQ-	Health Provider Health NZ	Clinical area Orthopaedic	Start date	End date	# Diploma Y1 students	# Diploma Y2 students	# Undergraduate Y1 students 3	# Undergraduate Y2 students 3	# Undergraduate Y3 students 2	# Undergraduate Y4 students	# Graduate Y1 students	# Graduate Y2 students	<b>Status</b> 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

## 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.

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 modificatio

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	Three status types assigned to Placement requests by Health Providers: Accepted; Accepted with modifications; Declined. Accepted: Accepted as is 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. Declined: The Placement request was declined by the Health provider