
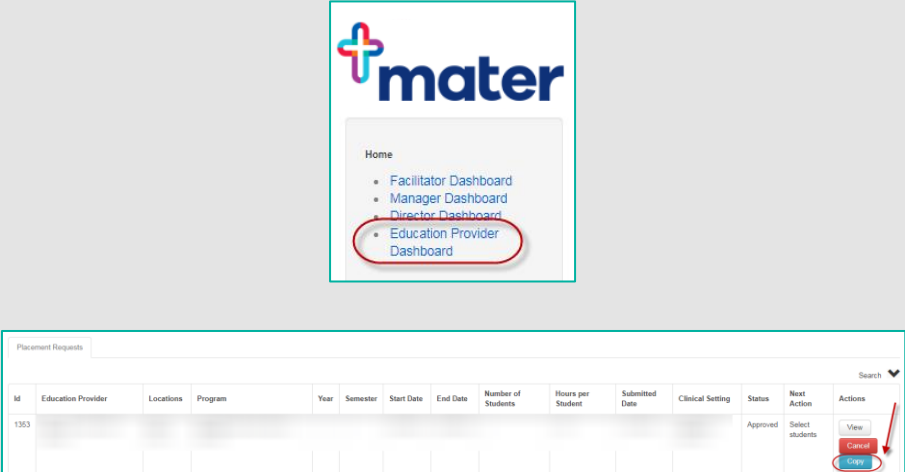


# EPRef-01 – Education Provider Reference Sheet – Creating a Placement Request.

Steps	Action	What it looks like
1.	<p>Click the <b>Request placements for your students</b> under the <b>Capacity Planning</b> section on the sidebar.</p> <p>This will take you to the <b>Draft Placement Request</b> screen.</p>	 <p>The screenshot shows the 'Education Provider Dashboard' with a sidebar on the left. Under the 'Capacity Planning' section, the link 'Request placements for your students' is highlighted with a red circle and an arrow pointing to it. The main content area shows a 'Placement Requests' table with columns for Education Provider, Program, Year, Semester, Start Date, and End Date. A row is visible for 'Mater Diploma of Nursing'.</p>
2.	<p>If there is a request already submitted that you would like to copy you can search the request on the <b>Education Provider Dashboard</b> and select <b>Copy</b>. This creates an exact replica of a previous request which can be edited if required.</p> <p>Note – students are not copied from the previous request.</p>	 <p>The screenshot shows the 'Education Provider Dashboard' with a sidebar on the left. Under the 'Capacity Planning' section, the link 'Education Provider Dashboard' is highlighted with a red circle. The main content area shows a 'Placement Requests' table with columns for Id, Education Provider, Locations, Program, Year, Semester, Start Date, End Date, Number of Students, Hours per Student, Submitted Date, Clinical Setting, Status, Next Action, and Actions. A row is visible with Id 1353. The 'Copy' button in the 'Actions' column is highlighted with a red circle and an arrow.</p>

3. The Draft Placement Request screen displays Step 1 of 4 and a Previous/Next button. Each step needs to be filled out in order to complete the placement request. Once each step is filled out, click the **Next** button.

Step 1 is to fill out the Placement details. These are:

- **Education Provider:** Your institution's name.
- **Discipline:** Which discipline do the students belong to?
- **Program:** What are these students studying?
- **Do you want to request a specific clinical setting?**
- **Clinical Settings:** Do these student's require a specific clinical setting for this placement?

Cont.

- **Placement payment offered?:** Are you paying the placement provider?
- **Facilitator to be provided by:** Are your staff providing facilitation or will the placement provider staff be providing facilitation?
- **Course:** Is this an Undergraduate or Postgraduate group?
- **Student Year Level:** 1,2,3,4 or 5?
- **Student Semester Level:** 1st, 2nd or Summer semester?
- **Proposed start date:** When is the student's first shift on placement?
- **Proposed end date:** When do the students have to complete their placement by?
- **Number of students:** How many students are being placed in this group?
- **Hours required per student:** How many hours does each student need

## Draft Placement Request

Step 1 of 4

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Next

Who do you want to place?

Education Provider

Mater Education

Discipline

Nursing

Program

Diploma of Nursing

Do you want to request a specific clinical setting?

- Yes  
 No

Clinical Settings

- Acute  
 Community Health  
 Specialty

to work complete their placement?  
**Notes:** Do you have any other information you'd like to note for the Placement Provider?

The final section is the **My students are available for these shifts** section.

Click the tick boxes for any shifts that this student group can work over the course of a normal week, i.e. if the students have lectures all day Thursday and cannot attend shifts, leave the Morning and Afternoon boxed unticked. Click the box in the top left to select all if your students have no availability restrictions.

Placement payment offered?  Yes  No

Facilitator to be provided by: Education Provider

Course:  Undergraduate  Postgraduate

Student year level: 2

Student semester level: Semester 1

Proposed start date: 07/07/2017

Proposed end date: 20/12/2017

Number of students: 3

Hours required per student: 80

Notes: These are the 3 students we discussed on 03/07/2017.

My students are available for these shifts

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Night	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 1 of 4 [Previous](#) [Next](#)

4. Step 2 is request where you would like your students to be placed. This can either be to a location with area to be determined at a later date. Click **Next** once you have completed your allocation request.

Students can be assigned to a single area (**step 5**) or a Student can be assigned to multiple areas (**step 6**) if during the course of the placement they are to attend multiple areas.

### Draft Placement Request

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Where should the students be placed? Please specify either Area Allocation via edit OR Location Allocation via the table. You need not specify both.

Location	Location Allocation	Area Allocation	Total Area Allocation
Mater Hospital Brisbane	<input type="text"/>	<a href="#">edit</a>	0
Mater Redlands	<input type="text" value="3"/>	<a href="#">edit</a>	0

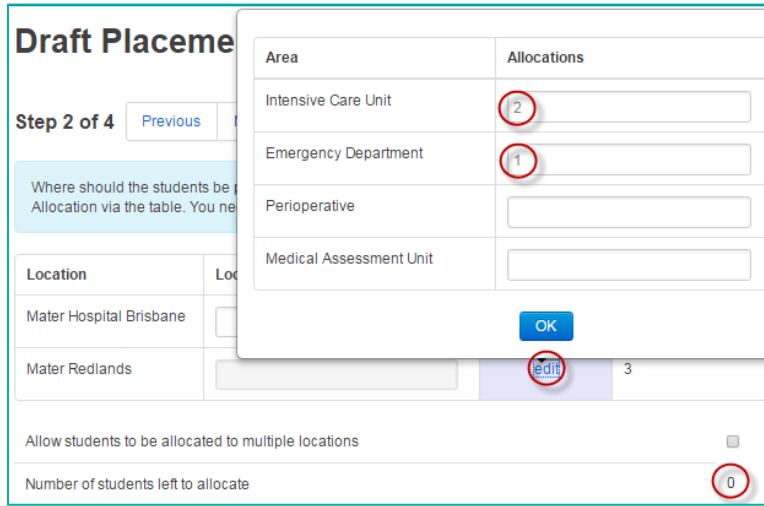
Allow students to be allocated to multiple locations

Number of students left to allocate: 0

5. Or you can select **edit** and request a specific area for your students to be placed. Click **Ok** once you have completed your request.

Note – these are **requests only** and discretion is left to the placement provider on what is eventually approved.

If the total of your requested allocated spots does not equal the number of students requested you will get an error message appear as per the image below.

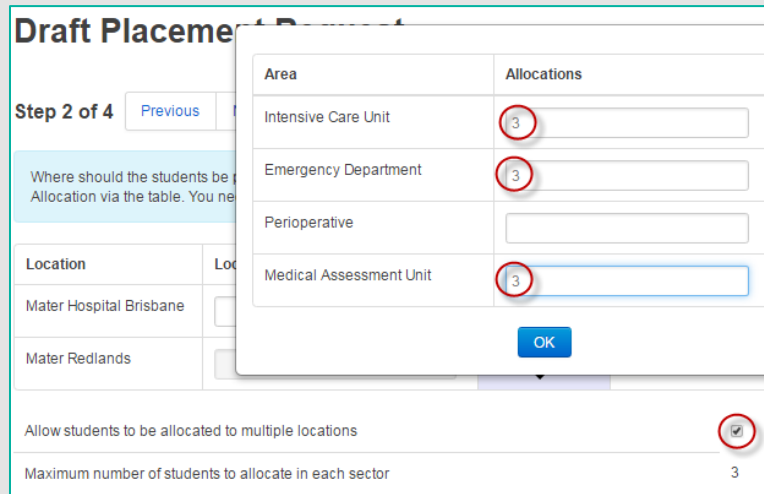


Number of students left to allocate 1

Please make sure the total number of students allocated to locations and areas adds up to 3

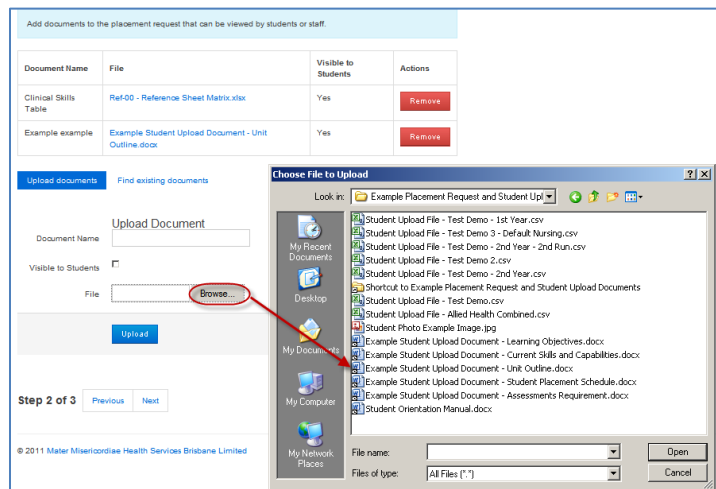
**Error.** The number of allocations does not match the number of students for this placement request.

6. Step 2 also allows for an Education Provider to send a student to multiple locations i.e. the student can rotate between multiple areas for the duration of the placement request (if approved by Placement Provider).



7. Step 3 is to attach any supporting documentation for the placement.

Any Word, Excel or PDF document can be uploaded, and they can be assessment forms for student supervisors to access, student current skills and scope of practice, learning objectives or any other relevant documents you wish to share with the placement provider.



To upload a document, make sure that the **Upload documents** tab is highlighted blue and then click the **Browse** button to attaché your file.

8. When uploading a new document you will need to:

- enter a name in the **Document Name** field which will display for the Placement Provider staff
- and determine if the document can be seen by only the Placement Provider staff (leave **Visible to Students** unticked) or can be seen also by students and their direct supervisors (tick **Visible to Students**)

Click **Upload** once completed.

9. If you have uploaded a Document in a previous placement request you do not have to upload it again.

Click in the **Find existing documents** tab and then select the Document you want from the list at the bottom of the page by clicking the **Add** button.

If there are many files to choose from you can search for the correct file by typing the Document's name in the **Filter** field and clicking the **Search** button.

Document Name	File	Visible to Students	Actions
Placement Assessment Tool	Example Student Upload Document - Assessments Requirement.docx	Yes	<a href="#">Remove</a>

Upload documents **Find existing documents**

Search  
Filter

[Search](#)

13 Results [Previous](#) [Next](#)

Document Name	File	Visible to Students	Actions
Placement Assessment Tool	Example Student Upload Document - Assessments Requirement.docx	Yes	<a href="#">Add</a>
Ward Booklet	BN Ward Booklet.pdf	Yes	<a href="#">Add</a>
Learning Objectives	DoN Learning objectives_2013.doc	Yes	<a href="#">Add</a>

10. Step 4 is to review and submit the request. Check that all of the fields contain the correct values.

If you want to make a change, click the **Previous** button to go back to either Step 1, 2 or 3 and make the change.

Once you're happy with the request, click the **Submit Request** button and then click **Yes**.

If you do not submit the request straight away, a **Draft** will automatically be saved which you will be able to retrieve from your Education Provider Dashboard at a later date, to either submit or cancel.

### Draft Placement Request

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Make sure you have filled in the forms before submitting.

Education Provider	Mater Education									
Discipline	Nursing									
Program	Diploma of Nursing									
Clinical Settings	Specialty									
Area Allocations Requested	<table border="1"><thead><tr><th>Location</th><th>Area</th><th>Requested</th></tr></thead><tbody><tr><td>Mater Redlands</td><td>Intensive Care Unit</td><td>2</td></tr><tr><td></td><td>Emergency Department</td><td>1</td></tr></tbody></table>	Location	Area	Requested	Mater Redlands	Intensive Care Unit	2		Emergency Department	1
Location	Area	Requested								
Mater Redlands	Intensive Care Unit	2								
	Emergency Department	1								
Payment Offered	Yes									
Facilitator Provided By	EducationProvider									
Course Type	Undergraduate									
Year Level	2									
Semester Level	Semester 1									
Proposed Start Date	07/07/2017									
Proposed End Date	20/12/2017									
Number Of Students	3									
Hours Per Student	80									
Notes	These are the 3 students we discussed on 03/07/2017.									
Documents	TEST.docx									

[Submit Request](#)

11. The submitted placement request will then become **Pending** a decision from the Placement Provider. You will be able to find the request on your **Education Provider Dashboard** using the filters.

See *EPref-00 Using the Education Provider Dashboard* for more on searching your placement requests.

Once the request has been Approved or Declined you will receive a system generated email with the details.