

# How to view, filter, and approve / approve with modifications / decline placement requests

The screenshot displays a web interface for managing placement requests, divided into three main sections:

### 1. Placement offer detail

Placement offer id:	SPO-00001	Placement offer detail id:	POD-00005
Facility:	Greenlane Clinical Centre	Start date:	10/03/2025
Profession:	Anesthetic Technicians	End date:	20/03/2025
Clinical area:	Room 1 - Surgical out-patient clinic	Time period:	0
		Total capacity:	5
		Max capacity:	2

### 2. Education Provider Request

Education provider:	Auckland University of Technology (AUT)	Primary contact person:	Wendy McKinstry
Start date requested:	08/03/2025	Job title:	
End date requested:	20/03/2025	Phone:	06 444 4444
Total number of placements requested:	1	Email:	wendy.mckinstry@teahatara.govt.nz
Programme:		# of placements requested:	
Undergraduate year 3	1	# of days on placement per student:	10

### 3. Outcome

Outcome

Default

Submit

# 1

## Placement requests - view, filter, approve, or decline

How to view, filter, and approve / approve with modifications / decline placement requests

## How to view, filter, edit, and approve/decline placement requests

This is where you can view requests that have been made against your placement offer details by Education Providers. You can approve, approve with modifications, or decline these requests.

(A definition of the terms used in this guide can be found in the [Glossary of Terms](#) at the end of this document)

Home / Planning / Liaise and match / Placement requests

Home / Placement requests

### Placement requests

Offer detail ID Profession Region Start date End date

Apply Reset

Offer detail ID	Health provider	Facility	Clinical area	Māori	Pacific	Start date	End date	# Total student capacity	Max # of students at any given time
POD-001075	Health NZ Te Toka Tumai Auckland UAT	Greenlane Clinical Centre	Module 1 - Surgical out-patient clinic	Yes	Yes	10-03-2025	27-03-2025	2	5

### From here you can:

- Filter existing placement requests
- View and edit an existing placement request

# 1

## Placement requests - view, filter, approve, or decline

How to view, filter, and approve / approve with modifications / decline placement requests

## Filter placement requests

You can filter placement requests by Offer Period ID, Profession, Region, and date. These can be used individually or in combination.

NOTE: You can use a \* in front of a search term if you are unsure of the full details e.g., \*1046

➤ To filter placement requests by **Offer Period ID**, enter the ID number then click **Apply**.

Home / Placement requests

### Placement requests

Offer Period ID Profession Region Start Date End Date

Apply Reset

Offer Period ID	Health Provider	Facility	Clinical area	Māori	Pacific	Start date	End date	# Total student capacity	Max # of students at any given time
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➤ To filter by profession, click on the drop-down menu below **Profession**, select the preferred profession then click on **Apply**.

Health New Zealand Te Whatu Ora | Student Placement Coordination Tool

Home Planning Liaise and match Confirmed placements Dashboard Settings Jean-Michel Burgess

Home / Placement requests

### Placement requests

Offer Period ID Profession Facility Start Date End Date

Apply Reset

Offer Period ID	Health Provider	Facility	Clinical area	Māori	Pacific	Start date	End date	# Total student capacity	Max # of students at any given time
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### 3

## Placement requests - view, filter, approve, or decline

How to view, filter, and approve / approve with modifications / decline placement requests

## Filter placement requests

- To filter by facility, click on the drop-down menu below **Facility**, select the facility then click on **Apply**

The screenshot shows the 'Placement requests' page in the Student Placement Coordination Tool. The filter section includes fields for Offer Period ID, Profession, Facility, Start Date, and End Date. The Facility dropdown menu is open, showing options: Central, Northern, Te Manawa Taki, and Te Waipounamu. The Apply button is highlighted with a red box.

Offer Period ID	Health Provider	Facility	Clinical area	Māori	Pacific	Start date	End date	# Total student capacity	Max # of students at any given time
POD-001024	Multiplefac Organisation	NZ Wellington UAT Testing Clinic	Health New Zealand - UA Testing Clinic						12

- To filter by date, click on the date picker menu below **Start Date / End Date**, this opens a calendar. Select a date range and click **Apply**

The screenshot shows the 'Placement requests' page with the date picker interface open for the Start Date field. The calendar displays September 2024, with the 4th of September selected. The Apply and Reset buttons are visible.

Offer Period ID	Health Provider	Facility	Clinical area	Māori	Pacific	Start date	End date	# Total student capacity	Max # of students at any given time
POD-001024	Multiplefac Organisation	NZ Wellington UAT Testing Clinic	Health New Zealand - UA Testing Clinic			09/04/2024			12

# 4

## Placement requests - view, filter, approve, or decline

How to view, filter, and approve / approve with modifications /decline placement requests

### Filter placement requests

➤ To reset all filters, click **Reset**

The screenshot shows the 'Student Placement Coordination Tool' interface. At the top, there is a navigation bar with 'Home', 'Planning', 'Liaise and match', 'Confirmed placements', 'Dashboard', 'Settings', and 'Jean-Michel Burgess'. Below this, the 'Placement requests' section is visible. It contains a filter form with the following fields: 'Offer Period ID', 'Profession', 'Facility', 'Start Date', and 'End Date'. Each field has a search icon and a dropdown arrow. To the right of the filter form are 'Apply' and 'Reset' buttons. The 'Reset' button is highlighted with a red box. Below the filter form, a table header is partially visible, including columns for 'Offer Period ID', 'Health Provider', 'Facility', 'Clinical area', 'Māori', 'Pacific', 'Start date', 'End date', '# Total student capacity', and 'Max # of students at any given time'.


# 1

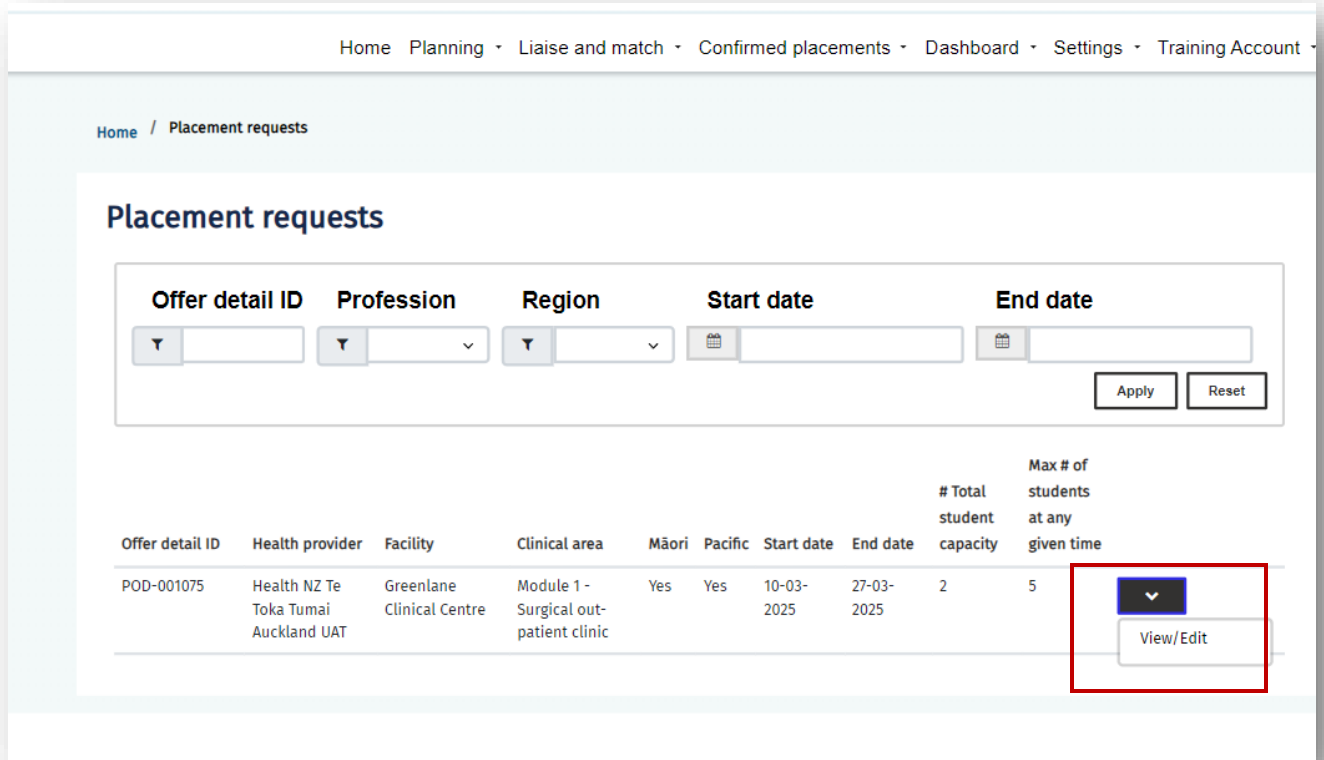
## Placement requests - view, filter, approve, or decline

How to view, filter, and approve / approve with modifications / decline placement requests

# Approve, Approve with modifications, or decline placement requests

You can view, edit, approve and decline placement requests

➤ To view and/or edit a request, click on  to the right and select **View/Edit**



The screenshot shows the 'Placement requests' page. At the top, there is a navigation bar with links: Home, Planning, Liaise and match, Confirmed placements, Dashboard, Settings, and Training Account. Below this, the breadcrumb 'Home / Placement requests' is visible. The main heading is 'Placement requests'. There is a filter section with dropdown menus for 'Offer detail ID', 'Profession', and 'Region', and date pickers for 'Start date' and 'End date'. 'Apply' and 'Reset' buttons are present. Below the filters is a table with the following columns: Offer detail ID, Health provider, Facility, Clinical area, Māori, Pacific, Start date, End date, # Total student capacity, and Max # of students at any given time. A single row is displayed with the following data: Offer detail ID: POD-001075, Health provider: Health NZ Te Toka Tumai Auckland UAT, Facility: Greenlane Clinical Centre, Clinical area: Module 1 - Surgical out-patient clinic, Māori: Yes, Pacific: Yes, Start date: 10-03-2025, End date: 27-03-2025, # Total student capacity: 2, Max # of students at any given time: 5. A dropdown menu is open on the right side of the table, showing a 'View/Edit' option, which is highlighted with a red box.

Offer detail ID	Health provider	Facility	Clinical area	Māori	Pacific	Start date	End date	# Total student capacity	Max # of students at any given time
POD-001075	Health NZ Te Toka Tumai Auckland UAT	Greenlane Clinical Centre	Module 1 - Surgical out-patient clinic	Yes	Yes	10-03-2025	27-03-2025	2	5

After selecting **View / Edit**, you will be able to view the details of this placement offer and any requests made against this placement offer by education providers.

# 2

## Placement requests - view, filter, approve, or decline

How to view, filter, and approve / approve with modifications /decline placement requests

# Approve, Approve with modifications, or decline placement requests

Sections 1 and 2 contain details from the Health Provider about the Placement offer, and the final section lists all the Placement requests made by Education Providers against this Placement offer.

Health New Zealand Te Whatu Ora | Student Placement Coordination Tool

Home | Planning | Liaise and match | Confirmed placements | Dashboard | Settings | UAT Tester+15

Home / Placement requests / Placement offer details

### 1. Placement offer

Placement offer ID: SPO-001060  
Health provider: Hamilton Health Services and Kaimahi Hauora  
Profession: Anaesthetic Technicians  
Clinical area & descriptor: Adult and Child Medical Care - General GP services  
Facility: Hamilton Health Services and Kaimahi Hauora

Primary contact: Nikki Carmichael  
Email: nikki.carmichael@tewhatuora.govt.nz  
Phone: 044444444  
Job title: UAT v4

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 need to bus. No uniform requirements. However smart casual im

### 2. Placement offer period

Placement offer period ID: POD-001045  
Start date: 06/10/2024  
End date: 23/08/2025  
Time period: 321 days  
Total capacity: 96  
Max. capacity at any given time: 80  
Suitable for: Diploma year 1; Graduate year 1; Undergraduate year 1; Undergraduate year 2;  
Services at this location support significant numbers of people in the following communities: Maori;

You can choose one of three outcomes for the placement request: Approve with modifications, Approve or Decline.

See the [Glossary](#) for further explanations on these states

- To review a placement request, click the down arrow, and select **View/Approve with modifications**

ID	Education provider	Start date	End date	Time period	# requested	Contact person	Status
ERQ-001062	Auckland University of Technology (AUT) UAT	12-03-2025	20-03-2025	8	5	Wendy Mckinstry	Published

**NOTE:** You can only change the status of Placement requests that are listed as Published. You cannot change the status of Placement requests that are listed as approved or declined. If you need to change any of the placement arrangements, you need to contact the Education Provider directly.

# 3

## Placement requests - view, filter, approve, or decline

How to view, filter, and approve / approve with modifications /decline placement requests

# Approve, Approve with modifications, or decline placement requests

On this page you can see the Placement offer details that the Health provider has entered and the Education provider's requests.

- You can select whether to approve, approve with modifications, or decline.

### 1. Placement offer detail

Placement offer ID:	SPO-001091	Placement offer detail ID:	POD-001075
Facility:	Greenlane Clinical Centre	Start date:	10/03/2025
Profession:	Anaesthetic Technicians	End date:	27/03/2025
Clinical area:	Module 1 - Surgical out-patient clinic	Time period:	17
		Total capacity:	5
		Max capacity:	2

### 2. Education Provider Request

Education provider:	Auckland University of Technology (AUT) UAT	Primary contact person:	Wendy McKinstry
Start date requested:	12/03/2025	Job title:	
End date requested:	20/03/2025	Phone:	04 444 4444
Total number of placements requested:	5	Email:	wendy.mckinstry@tewhatuora.govt.nz
Programme	# of placements requested	# of days on placement per student	
Undergraduate year 3	5	10	

### 3. Outcome

Outcome

- Select
- Approve
- Approve with modifications
- Decline

- Click **Submit** to confirm your selection

If you choose **Approve** or **Decline**, you will return to the Placement offer details page where you can view the placement request list and the status of this request will be shown.



# 1

## Placement requests - view, filter, approve, or decline

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# Approve placement requests with modifications

If you choose **Approve with modification**, a new section will become visible and allow you to modify the details of the request and provide comments if you wish.

- Complete the details and select **Submit**
- **Note** Education Providers can not see the reason why you made the modification.

### 4. Approve with modification

Modify start date \*

Modify end date \*

Total number of student placements approved

5

Undergraduate

Modify number of Undergraduate Year 3 student placements approved \*

Days on placement requested per student (Undergraduate Year 3)

10

Comments

Record a reason for any modifications made. Max character limit 300.

- Once completed, click **Submit**

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## Placement requests - view, filter, approve, or decline

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## Key terms

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

Key terms	Definition
Approve with modifications	Health Providers can modify the dates and number of students they can accept from a 'placement request' that was made on their 'placement offer detail'. Once published, Education Providers can view the changes by viewing their placement requests (under liaise and match).
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 descriptor	Describes the services provided e.g. renal inpatient services
Date range	Start and end dates.
Decline	The Placement request has been declined.  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.
Māori / Pacific	Services at this location support significant numbers of people in the specified communities
Max # of students at any given time	The number of students that a clinical area can accommodate during each placement period (e.g. 2 students at one time).
Number of days on placement per student	A placement may be a total of 30 days, but these do not have to be consecutive days e.g., there could be a placement for three days a week for ten weeks.
Number of placements requested	The number of students times the number of placement days they require.
Offer Period ID	This number can be entered to view specific expressions of interest. The format of this number is SPO-000000 (e.g., SPO-001043).
Placement offer	The placement type and number of students that a health provider can support for a clinical area