

Student Placement Coordination Tool Education Provider Portal

**Liaise and match
How to create, view, edit,
publish, withdraw and
remove placement
requests**



Liaise and match

How to create, view, edit, publish, withdraw and remove placement requests

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Create a placement request

Please see the [key terms](#) section for definitions of the terms used in this guide.

To view placement offers, click on the **Planning** tab and click **Placement Offers**

The screenshot shows the top navigation bar with 'Home', 'Planning', 'Liaise and match', 'Confirmed placements', 'Dashboard', 'Settings', and 'Sascha Bailey'. A dropdown menu is open under 'Planning', showing 'Indicative requirements', 'Placement offers' (highlighted with a red box), and 'Expressions of interest'. Below the menu, the page title is 'Welcome to the Placement Coordination Tool'. The main content area contains a paragraph: 'This nationwide digital coordination tool aims to enable more effective planning, coordination and visibility of student placements across health settings in New Zealand. The tool is being delivered in an agile way, meaning functionality is added in phases and the tool will be iteratively refined to provide maximum value to the front line. The roll out will continue through 2025 to all professions in scope.'

Initially, a list will not display and **There are no records to display** will be visible

➤ Click **Apply** to display the list

The screenshot shows the 'Placement offers' page. At the top, there is a breadcrumb 'Home / Placement offers'. The main heading is 'Placement offers'. Below this is a filter section with the following fields: Offer detail ID, Profession, Region, Start date, End date, Health provider, Clinical area, Facility, and Programme years. Each field has a search icon and a dropdown arrow. To the right of the filters are 'Apply' and 'Reset' buttons, with 'Apply' highlighted by a red box. Below the filters, there are two footnotes: '*Total number of placements offered within date range' and '**Max placement capacity at one time during the time period'. At the bottom, there is a table with the following columns: Offer detail ID, Health provider, Facility, Clinical area, Pacific, Māori, Start date, End date, Programme years, Total placements*, and Max capacity**. The table is currently empty, and the text 'There are no records to display.' is shown in a red box at the bottom left of the table area.

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Create a placement request

There are two ways to create a placement request:

- From the placement offers page
- From within the placement offer detail

Both ways take you to the same page – **create placement request**

- To view a placement offer and create a request, click on the button and click **View offer**
- To create a request directly from the placement offers page, click on the button and click **Request**

Home / Placement offers

Placement offers

Offer detail ID: Profession: Region: Start date: End date:

Health provider: Clinical area: Facility: Programme years:

*Total number of placements offered within date range
**Max placement capacity at one time during the time period

Offer detail ID	Health provider	Facility	Clinical area	Pacific	Māori	Start date	End date	Programme years	Total placements*	Max capacity**	
POD-001097	Health NZ Bay of Plenty UAT	Wellington Hospital	PARS	No	No	03-03-2025	30-05-2025	Undergraduate Year 3;	5	1	<input type="button" value="v"/> Quick view View offer Request
POD-001138	Health NZ Waitaha Canterbury UAT	Southern Cross Healthcare, Christchurch Hospital	PACU - Testing	No	No	10-11-2025	10-12-2025	Undergraduate Year 1;	7	2	

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Create a placement request

Section 1 outlines information about the clinical area the placement offer is for, including the primary contact and characteristics of the placement they wish to share.

Section 2 contains the placement offer details including start and end dates, the number of placements available, and which types of students this placement offer would best suit (e.g., 3rd year nursing students etc).

Section 3 is where any placement information documents uploaded by the health provider will sit.

Home / Placement offers / Placement offer details

1. Placement offer

Placement offer ID:	SPO-001090	Primary contact:
Health provider:	Health NZ Lakes UAT	Email:
Profession:	Anaesthetic Technicians	Phone:
Clinical area & descriptor:	Orthopaedic Surgical Theatre - Planned and acute orthopaedic surgeries	Job title:
Facility:	Health NZ Lakes UAT Testing ClinicSB	
Offer requirements:	All required immunisations. Must be mask fit tested.	
Learning opportunities:	How the surgical theatre works and how the different teams within it work together.	
Additional notes:	Students may be expected to attend placement on evenings and weekends, it depends on when the theatre is operational.	

2. Placement offer detail

Placement offer detail ID:	POD-001113
Start date:	07/04/2025
End date:	25/04/2025
Time period:	18 days
Total capacity for time period:	6
Placements confirmed:	4
Max. capacity at any given time:	2
Suitable for:	Undergraduate year 2; Undergraduate year 3;
Services at this location support significant numbers of people in the following communities:	Māori; Pacific;

3. Documents

No documents have been provided by the provider.

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Create a placement request

Section 4 contains the **create placement request** from.

- You can only request a start and end date within the date range set by the health provider.
- Use the additional notes field to share useful information with the health provider.

4. Create placement request

Education Provider
Auckland University of Technology (AUT) UAT

Programme types *
Select

Primary contact person *
Select

Start date requested *
DD-MM-YYYY

End date requested *
DD-MM-YYYY

Additional notes
Max character limit 300.

Total number of student placements requested
0

Total number of days for Placement

Placement request
Enter a number between 0-1000 for number of placements requested, and enter a number between 1-365 for days on placement requested per student.

Submit

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Create a placement request

- Once the programme type is selected, the years the offer are suitable for will become visible underneath the placement request heading.
- Once a number is entered into the **Number of Undergraduate Year 2 placements required** field, the **Days on placement required per student** field will become available.
- As numbers are entered into the fields, the **Total number of students placement requested** and **Total number of days for placement** numbers will update automatically.
- If the number of placements requested exceeds the number of placement offered, a warning message will appear at the bottom of the page.
- The request can still be submitted even if the number of placements requested exceeds the number of placement offered.
- Once complete, click **Submit**. This will create a draft request.

Total number of student placements requested

8

Total number of days for Placement

64

Placement request

Enter a number between 0-1000 for number of placements requested, and enter a number between 1-365 for days on placement requested per student.

Undergraduate

Number of Undergraduate Year 2 placements required

4

Days on placement requested per student (Undergraduate Year 2) *

8

Number of Undergraduate Year 3 placements required

4

Days on placement requested per student (Undergraduate Year 3) *

8

⚠ Warning: Number requested exceeds offer

Submit

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Publish a placement request

Once the request form is submitted, you will be taken to the Placement offer details page and the new request will be visible in section **4. Placement requests** under **My requests** with the **Request status** as **draft**.

- To ensure the health provider receives the request, click on the button and click **Publish request**

4. Placement requests

My requests Create request

Placement request ID	Education provider	Start date	End date	Placements requested	Total days requested	Request status	
ERQ-001094	Auckland University of Technology (AUT) UAT	07-04-2025	24-04-2025	6	30	Approved with modification	<input type="button" value="v"/>
ERQ-001146	Auckland University of Technology (AUT) UAT	14-04-2025	25-04-2025	8	64	Draft	<input type="button" value="v"/> View/edit Publish request Remove

All requests

Placement request ID	Education provider	Start date	End date	Placements requested	Total days requested	Request status
ERQ-001094	Auckland University of Technology (AUT) UAT	07-04-2025	24-04-2025	6	30	Approved with modification

- The following pop up message will display, click **Confirm** to complete the request. A confirmation message will occur at the top of the page.

Clicking "confirm" will publish your placement request, you can't change your request after it has been published.

Confirm

Cancel

Home / Placement offers / Placement offer details

The placement request has been successfully published. It might take a few minutes for the status to update. Refresh your page to check. x

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Publish a placement request

The **Request status** will change from **Draft** to **Published**

NOTE: You are not able to edit published placement requests. Once published, the options are to either contact the health provider directly to see if it is possible to alter details in the placement offer, or to withdraw the request and create a new one.

4. Placement requests

My requests Create request

Placement request ID	Education provider	Start date	End date	Placements requested	Total days requested	Request status
ERQ-001094	Auckland University of Technology (AUT) UAT	07-04-2025	24-04-2025	6	30	Approved with modification <input type="button" value="v"/>
ERQ-001146	Auckland University of Technology (AUT) UAT	14-04-2025	25-04-2025	8	64	Published <input type="button" value="v"/>

All requests

Placement request ID	Education provider	Start date	End date	Placements requested	Total days requested	Request status
ERQ-001094	Auckland University of Technology (AUT) UAT	07-04-2025	24-04-2025	6	30	Approved with modification

- While placement requests are in draft, they can be edited and removed.
- Once a placement request has been published, they can only be withdrawn.
- When a placement request has been withdrawn, a notification is sent to the health provider to let them know.



Important – it is expected that the education provider will speak with the health provider prior to a placement request being withdrawn, especially when the request has received an approved or approved with modification response.

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Edit a placement request

A placement request can only be edited when it has not yet been published.

➤ To edit a placement request, click on the button and click **View/edit**

4. Placement requests

My requests Create request

Placement request ID	Education provider	Start date	End date	Placements requested	Total days requested	Request status	
ERQ-001094	Auckland University of Technology (AUT) UAT	07-04-2025	24-04-2025	6	30	Approved with modification	<input type="button" value="v"/>
ERQ-001146	Auckland University of Technology (AUT) UAT	14-04-2025	25-04-2025	8	64	Draft	<input type="button" value="v"/> View/edit Publish request Remove

All requests

Placement request ID	Education provider	Start date	End date	Placements requested	Total days requested	Request status
ERQ-001094	Auckland University of Technology (AUT) UAT	07-04-2025	24-04-2025	6	30	Approved with modification

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Edit a placement request

The **Edit placement request** page will display

- Edit as needed and click **Update**

4. Edit placement request

Education Provider
Auckland University of Technology (AUT) UAT

Programme types
Undergraduate

Primary contact person *

Start date *

End date *

Additional notes
Max character limit 300.

Total number of student placements requested
2

Total number of days for Placement
10

Placement request
Enter a number between 0-1000 for number of placements requested, and enter a number between 1-1000 for days on placement requested per student.

Undergraduate

Number of Undergraduate Year 2 placements required

Days on placement requested per student (Undergraduate Year 2) *

Number of Undergraduate Year 3 placements required

Days on placement requested per student (Undergraduate Year 3) *

Update

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Withdraw a placement request

➤ To withdraw a placement request, click on the button and click **Withdraw**

4. Placement requests

My requests [Create request](#)

Placement request ID	Education provider	Start date	End date	Placements requested	Total days requested	Request status	
ERQ-001094	Auckland University of Technology (AUT) UAT	07-04-2025	24-04-2025	6	30	Approved with modification	<input type="button" value="v"/>
ERQ-001146	Auckland University of Technology (AUT) UAT	14-04-2025	25-04-2025	8	64	Published	<input type="button" value="v"/> Withdraw
ERQ-001147	Auckland University of Technology (AUT) UAT	21-04-2025	25-04-2025	2	10	Draft	<input type="button" value="v"/>

All requests

Placement request ID	Education provider	Start date	End date	Placements requested	Total days requested	Request status
ERQ-001094	Auckland University of Technology (AUT) UAT	07-04-2025	24-04-2025	6	30	Approved with modification
ERQ-001146	Auckland University of Technology (AUT) UAT	14-04-2025	25-04-2025	8	64	Published

➤ The following pop up message will display, click **Withdraw** to confirm. A confirmation message will appear at the top of the page.

Are you sure you wish to withdraw this request?

[Home](#) / [Placement offers](#) / [Placement offer details](#)

Your request has successfully been withdrawn.

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Remove a placement request

From the **Placement offers** page, find the placement offer with the request you would like to remove. If the placement offers list is long, you can use the filters to refine the list.

➤ Click on the button and click **View offer**

Home / Placement offers

Placement offers

Offer detail ID Profession Region Start date End date

Health provider Clinical area Facility Programme years

*Total number of placements offered within date range

**Max placement capacity at one time during the time period

Offer detail ID	Health provider	Facility	Clinical area	Pacific	Māori	Start date	End date	Programme years	Total placements*	Max capacity**	
POD-001104	Health NZ Bay of Plenty UAT	Tauranga Hospital	PACU	No	No	01-05-2025	07-06-2025	Undergraduate Year 2; Undergraduate Year 3;	6	1	<input type="button" value="v"/> Quick view View offer Request
POD-001113	Health NZ Lakes UAT	Health NZ Lakes UAT Testing ClinicSB	Orthopaedic Surgical Theatre - Planned and acute orthopaedic surgeries	Yes	Yes	07-04-2025	25-04-2025	Undergraduate Year 2; Undergraduate Year 3;	6	2	

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Remove a placement request

Under section **4. Placement requests** for the draft request you would like to remove, click on the button and click **Remove**

4. Placement requests

My requests [Create request](#)

Placement request ID	Education provider	Start date	End date	Placements requested	Total days requested	Request status	
ERQ-001094	Auckland University of Technology (AUT) UAT	07-04-2025	24-04-2025	6	30	Approved with modification	<input type="button" value="v"/>
ERQ-001146	Auckland University of Technology (AUT) UAT	14-04-2025	25-04-2025	8	64	Draft	<input type="button" value="v"/> View/edit Publish request Remove

All requests

Placement request ID	Education provider	Start date	End date	Placements requested	Total days requested	Request status
ERQ-001094	Auckland University of Technology (AUT) UAT	07-04-2025	24-04-2025	6	30	Approved with modification

➤ The following pop up message will display, click **Remove** to confirm. A confirmation message will occur at the top of the page.

Are you sure you wish to remove this request?

[Home](#) / [Placement offers](#) / [Placement offer details](#)

Your request has successfully been removed. x

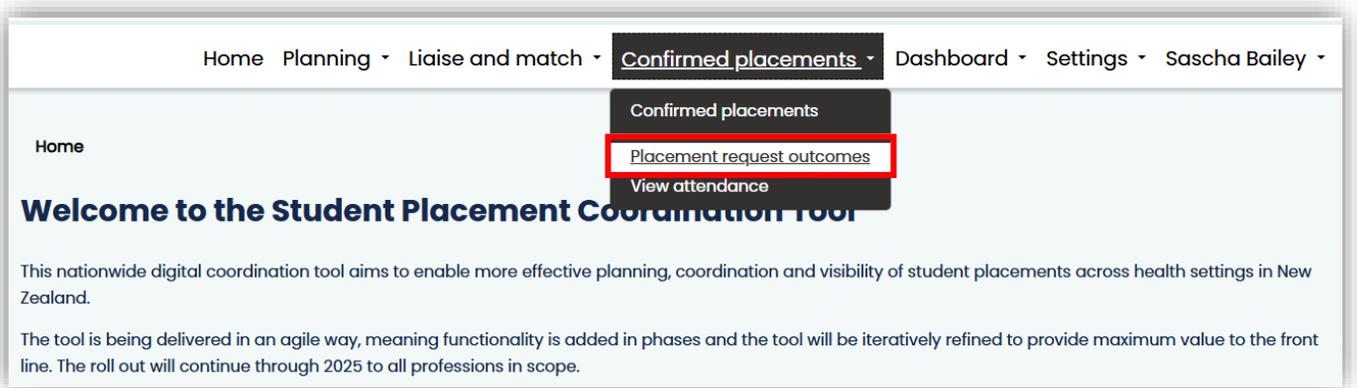
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View and download placement request outcomes

- To view placement request outcomes, click on the **Confirmed placements** tab and click **Placement request outcomes**



The screenshot shows the top navigation bar of the Student Placement Coordination Tool. The navigation items are: Home, Planning, Liaise and match, Confirmed placements (highlighted with a dark background), Dashboard, Settings, and Sascha Bailey. Below the navigation bar, a dropdown menu is open under 'Confirmed placements', showing three options: Confirmed placements, Placement request outcomes (highlighted with a red border), and View attendance. The main content area below the navigation bar includes a 'Home' link, a heading 'Welcome to the Student Placement Coordination Tool', and two paragraphs of introductory text.

NOTE: allocation of students to confirmed placements is not available with the current features of the tool. This will be coming in future enhancements.

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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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 descriptor	Describes the services provided in a few words e.g. renal inpatient services. This may repeat the clinical area name.
Facility	Facilities are where an organisation provides health services (e.g. a hospital, community pharmacy or out-patient clinic). A facility may contain one or more clinical area (e.g. an Oncology Ward or Physiotherapy Department). Placement offers can be created against these clinical areas.
Placement offer	Placement offers are created by Health Providers in clinical areas for particular professions. One or more placement offer details are connected to a placement offer.
Placement offer ID	This number can be entered to search and view specific expressions of interest. The format of this number is SPO-000000 (e.g., SPO-001043).
Placement offer detail	Placement offer details outline the period of time a placement can take place and number of students that can be accommodated. IMPORTANT: A placement request can only be made against placement offer details - not a placement offer on its own. Placement offer details outline the profession, period of time, and number of students that can be accommodated in a clinical area.
Placement offer detail ID	POD-000000. This number can be entered to search and view specific offer details.
Placement request	The Education Provider can request a number of students and placement days needed on a specific Placement Offer Detail for consideration by the Health Provider.
Profession	This means the area of health the person will be training in e.g. physiotherapy.
Region	Specifies between the four Health NZ regions (Northern, Te Manawa Taki, Central, Te Waipounamu)

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Key terms

Key terms	Definitions
Request status	<p>Approved: the request is approved in its entirety</p> <p>Approved with modifications: the 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 request was declined by the Health provider</p>
Wildcard search (*)	<p>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</p> <p>e.g., when searching for a specific Placement request (POD-001046) but where you may only know the last 4 digits, you could search for it by writing the following - *1046.</p> <p>The star (*) symbol means it can have any combination of numbers or letters before the number 1046.</p>