

Student Placement Coordination Tool Education Provider Portal

Settings

How to select accounts,
view notifications,
manage user access
and programmes



Settings

How to select accounts, view notifications, manage user access and programmes

Contents

[View notifications, select accounts, manage user access and programmes](#)

[Select and view your account](#)

[View notifications](#)

[Add and remove users](#)

[Create a programme](#)

[Edit or remove a contact from a programme](#)

[Remove a placement speciality from a programme](#)

[Key terms](#)

1

Settings

How to select accounts, view notifications, manage user access and programmes

View notifications, select accounts, manage user access and programmes

Please see the [Key terms](#) section at the end of this document for the definitions of terms used in this guide.

From the **Settings** menu, you can

- Select account
- Manage access
- Manage programmes

From the **Home** page, you can view a list of notifications and click through to read in more detail.

Home Planning ▾ Liaise and match ▾ Confirmed placements ▾ Dashboard ▾ Settings ▾

Home

Welcome to the Student Placement Coordination Tool

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.

Latest notifications

Subject	Date created	Status
Placement offer details POD-001141 has been updated for request ERQ-001133	09-04-2025 9:05 AM	Read
Placement offer details POD-001141 has been updated for request ERQ-001143	09-04-2025 9:04 AM	Read
Your Placement Request ERQ-001143 is approved	09-04-2025 9:04 AM	Read
Placement Request ERQ-001145 has been withdrawn	01-04-2025 9:27 AM	Unread
Clinical area is updated by Health NZ Bay of Plenty UAT for placement request ERQ-001089	20-02-2025 3:43 PM	Read

[View all](#)

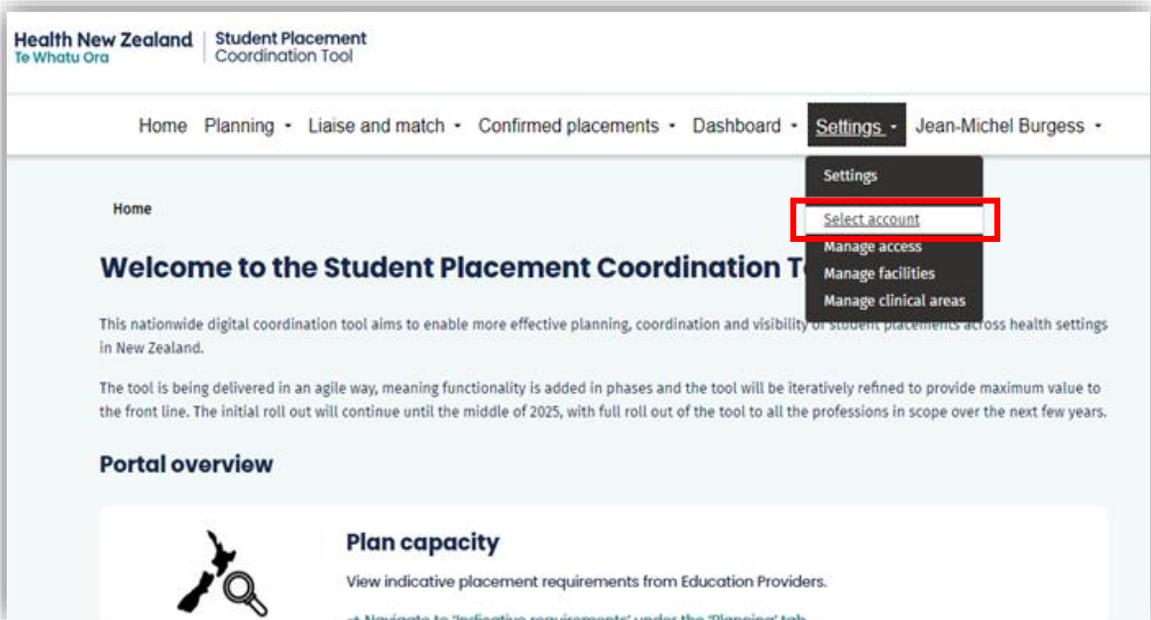
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Settings

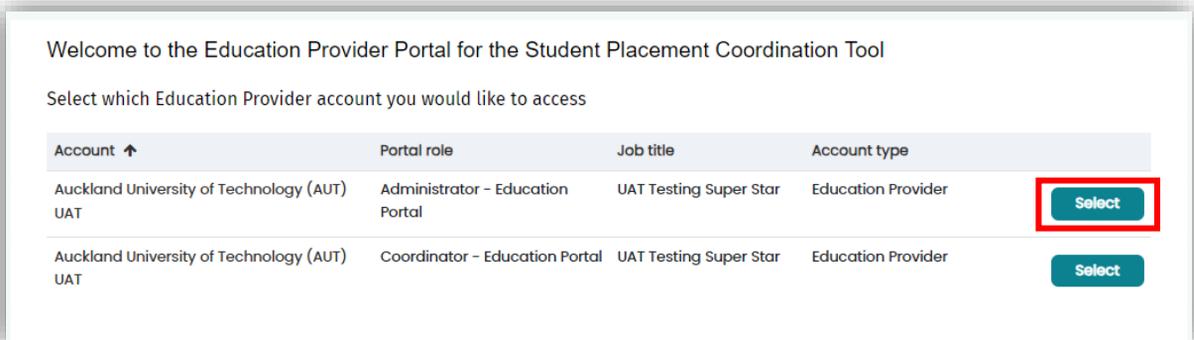
How to select accounts, view notifications, manage user access and programmes

Select and view your account

- To view and select an account, click on the **Settings** tab and click **Select account**



- To select an account, click **Select** next the account you want to access.



1

Settings

How to select accounts, view notifications, manage user access and programmes

View notifications

- To view a notification, you can select from the **Latest notifications** list or click **View all**

Home Planning ▾ Liaise and match ▾ Confirmed placements ▾ Dashboard ▾ Settings ▾

Home

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[View all](#)

2

Settings

How to select accounts, view notifications, manage user access and programmes

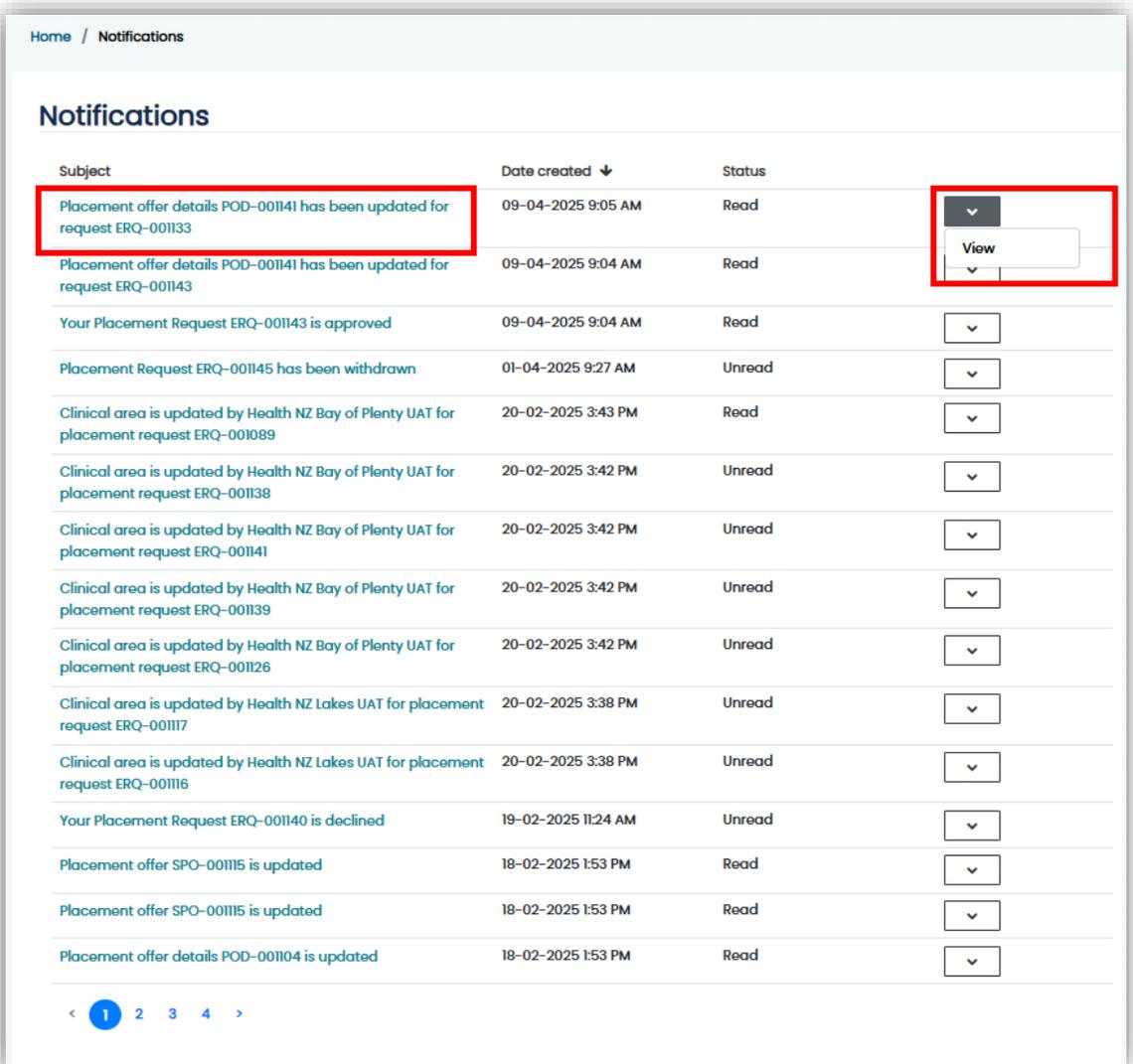
View notifications

View all takes you to the full list of notifications.

The status column tells you whether the notification has already been read.

NOTE: If there are multiple people in your organisation with an account, the status will show as 'read' if another person has read the notification. If you have a parent organisation, all notifications for your organisation will be visible. The newest notifications appear at the top of the list.

- To view a notification either click on the subject line or click on the  button and click **View**



Subject	Date created ↓	Status	
Placement offer details POD-001141 has been updated for request ERQ-001133	09-04-2025 9:05 AM	Read	 View 
Placement offer details POD-001141 has been updated for request ERQ-001143	09-04-2025 9:04 AM	Read	
Your Placement Request ERQ-001143 is approved	09-04-2025 9:04 AM	Read	
Placement Request ERQ-001145 has been withdrawn	01-04-2025 9:27 AM	Unread	
Clinical area is updated by Health NZ Bay of Plenty UAT for placement request ERQ-001089	20-02-2025 3:43 PM	Read	
Clinical area is updated by Health NZ Bay of Plenty UAT for placement request ERQ-001138	20-02-2025 3:42 PM	Unread	
Clinical area is updated by Health NZ Bay of Plenty UAT for placement request ERQ-001141	20-02-2025 3:42 PM	Unread	
Clinical area is updated by Health NZ Bay of Plenty UAT for placement request ERQ-001139	20-02-2025 3:42 PM	Unread	
Clinical area is updated by Health NZ Bay of Plenty UAT for placement request ERQ-001126	20-02-2025 3:42 PM	Unread	
Clinical area is updated by Health NZ Lakes UAT for placement request ERQ-001117	20-02-2025 3:38 PM	Unread	
Clinical area is updated by Health NZ Lakes UAT for placement request ERQ-001116	20-02-2025 3:38 PM	Unread	
Your Placement Request ERQ-001140 is declined	19-02-2025 11:24 AM	Unread	
Placement offer SPO-001115 is updated	18-02-2025 1:53 PM	Read	
Placement offer SPO-001115 is updated	18-02-2025 1:53 PM	Read	
Placement offer details POD-001104 is updated	18-02-2025 1:53 PM	Read	

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3

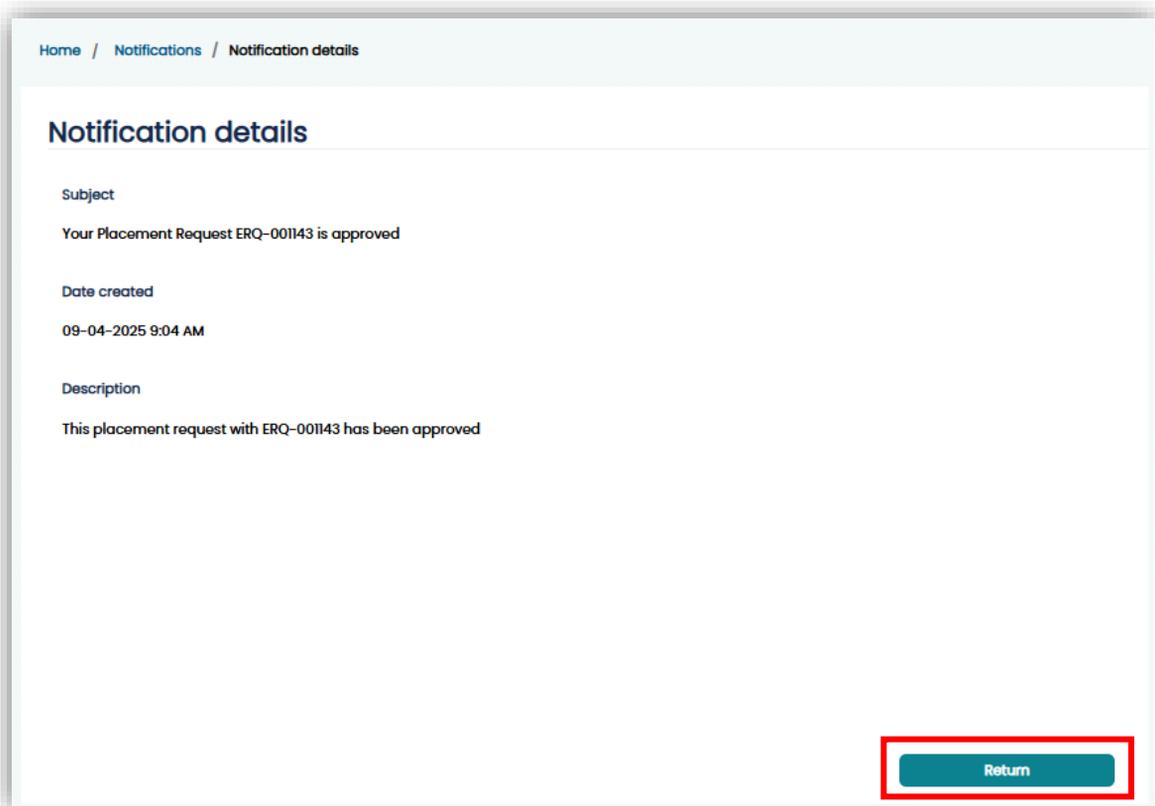
Settings

How to select accounts, view notifications, manage user access and programmes

View notifications

When you click into a notification, more information is provided.

- When you have finished viewing a notification, click **Return** to go back to the main list.



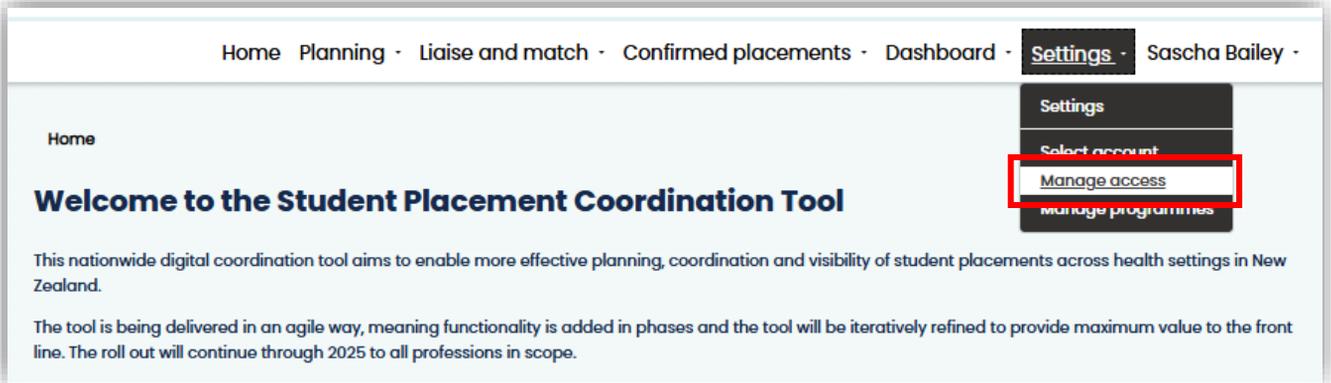
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Settings

How to select accounts, view notifications, manage user access and programmes

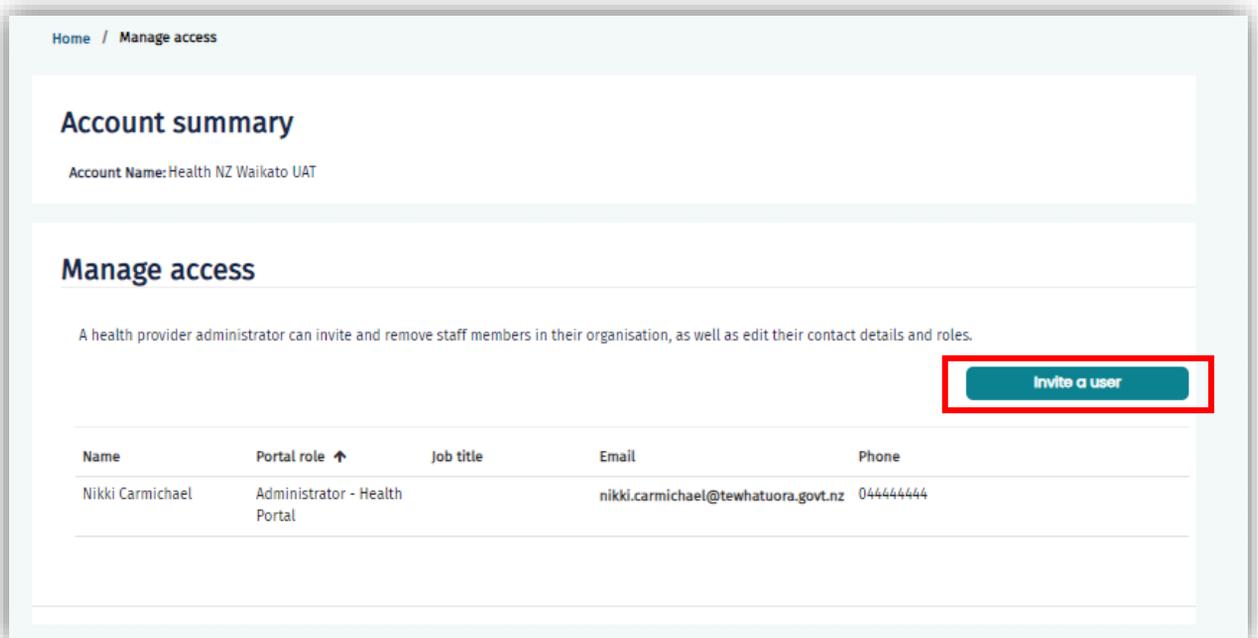
Add and remove users

- To view users, click on the **Settings** tab and click **Manage access**



The screenshot shows the top navigation bar of the Student Placement Coordination Tool. The 'Settings' tab is selected and highlighted. A dropdown menu is open, showing options: 'Settings', 'Select account', 'Manage access', and 'manage programmes'. The 'Manage access' option is highlighted with a red box.

- To invite a new user, click **Invite a user**



The screenshot shows the 'Manage access' page. The breadcrumb 'Home / Manage access' is visible. The page has two main sections: 'Account summary' and 'Manage access'. The 'Account summary' section shows 'Account Name: Health NZ Waikato UAT'. The 'Manage access' section has a sub-header and a description: 'A health provider administrator can invite and remove staff members in their organisation, as well as edit their contact details and roles.' Below this is a table with one user listed. A red box highlights the 'Invite a user' button.

Name	Portal role ↑	Job title	Email	Phone
Nikki Carmichael	Administrator - Health Portal		nikki.carmichael@tewhatuora.govt.nz	044444444

i Only the **Administrator** portal role can invite new users

2

Settings

How to select accounts, view notifications, manage user access and programmes

Add and remove users

- Fill in the form.
- Select one of the portal roles: Administrator or Coordinator (See Glossary for explanations)
- When complete, click **Invite user**

Fields that are followed by a * (star) are required.

i **Read only** is not currently an available portal role. Please select Administrator or Coordinator.

Home / Manage access / Add user

Add User

Given name(s) *

Family name *

Portal role *

Job title

Email address *

Phone number

Invite user

3

Settings

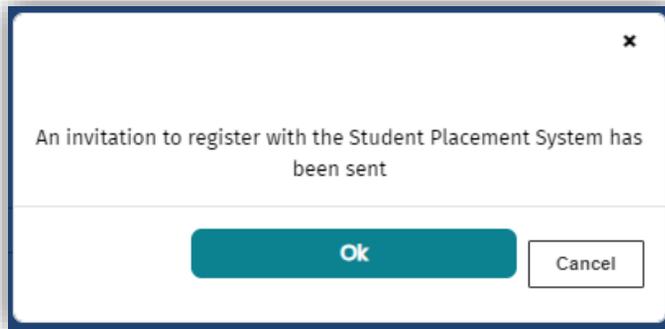
How to select accounts, view notifications, manage user access and programmes

Add and remove users

➤ The following pop-up message will display, click **OK** to confirm. You will return to the **Manage access** page

Note:

- If you click **Cancel**, you will return to the **Add user** page
- You will only be able to view the new user in the **Manage access** page once they have accepted the invitation and set up their account



➤ To remove a user, click on the button and click **Remove**

Home / Manage access

Account summary

Account Name	Auckland University of Technology (AUT) UAT	Primary Contact	Ben Wemyss
Physical Address:			

Manage access

A education provider administrator can invite and remove staff members in their organisation, as well as edit their portal roles.

[invite a user](#)

Name	Portal role ↑	Job title	Email	Phone	
Willem van den Bosch	Administrator - Education Portal	Administrator UAT	wvdb5091+spsuat1@gmail.com	02111199222	<input type="button" value="v"/>
Sophie Joel3	Administrator - Education Portal	Testing Job role	sophie.joe+1033@tewhatauora.govt.nz	0111111111	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

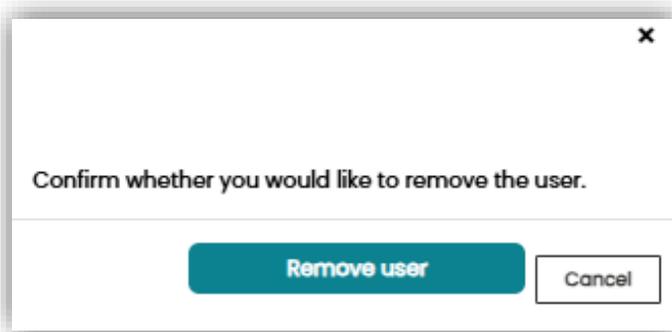
4

Settings

How to select accounts, view notifications, manage user access and programmes

Add and remove users

- The following pop-up message will display, click **Remove user** to confirm. You will return to the **Manage access** page



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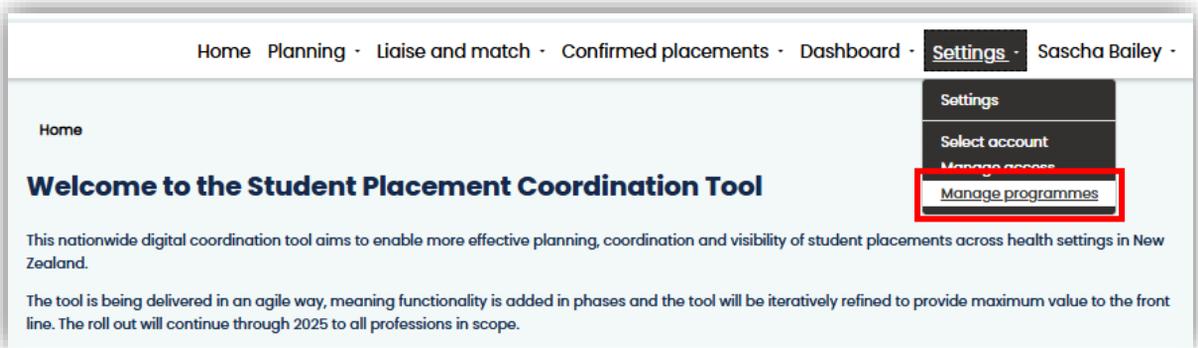
Settings

How to select accounts, view notifications, manage user access and programmes

Create a programme

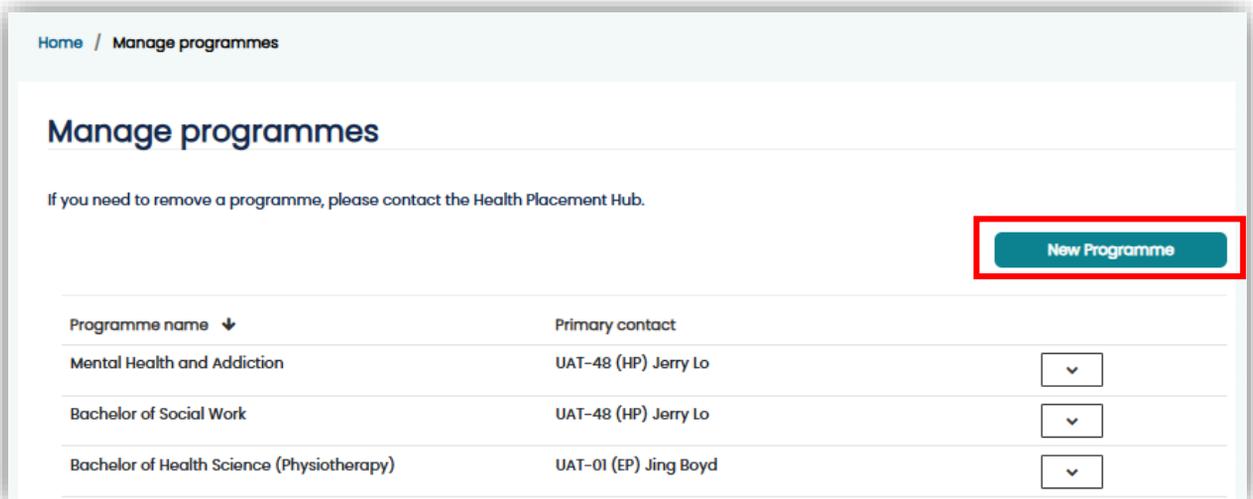
Health programmes that require placements need to be set up prior to performing other placement related tasks.

- To create and manage programmes, click on the **Settings** tab and click **Manage programmes**



The screenshot shows the top navigation bar of the Student Placement Coordination Tool. The 'Settings' tab is highlighted, and a dropdown menu is open. The 'Manage programmes' option is highlighted with a red box. The main content area displays a welcome message and a 'New Programme' button, which is also highlighted with a red box.

- To create a new programme, click **New programme**



The screenshot shows the 'Manage programmes' page. A 'New Programme' button is highlighted with a red box. Below the button is a table with three rows of programme information.

Programme name ↓	Primary contact	
Mental Health and Addiction	UAT-48 (HP) Jerry Lo	▼
Bachelor of Social Work	UAT-48 (HP) Jerry Lo	▼
Bachelor of Health Science (Physiotherapy)	UAT-01 (EP) Jing Boyd	▼

2

Settings

How to select accounts, view notifications, manage user access and programmes

Create a programme

The Education Provider field will be prepopulated

- Add the programme name e.g. Bachelor of Health Science (Perioperative Practice)
- Select from the available list the profession the programme requires placements for
- Select from the available primary contacts linked to your organisation
- Add the physical address from where the programme is delivered
- Select the Health NZ region for the address
- When complete, click **Continue**

Home / Manage programmes / Manage programme

Add a programme

Programme details

Education Provider

Auckland University of Technology (AUT) UAT

Programme Name *

Profession *

Select

Primary contact *

Select

Physical address

Street address 1

Street address 2

Suburb

ZIP / Postcode *

Town / City

Region

Select

Continue

3

Settings

How to select accounts, view notifications, manage user access and programmes

Create a programme

The page will become **Edit a programme**. This is where placement specialities and additional contacts are added.

- To add a placement speciality, click **Add a placement speciality**

Home / Manage programmes / Edit programme

Edit a programme

Programme details

Account

Auckland University of Technology (AUT) UAT

Programme name *

Bachelor of Health Science (Perioperative Practice)

Placement specialities

Profession *

Anaesthetic Technicians

Placement specialities

Add a placement speciality

- Select one of the available placement specialities and click **Add speciality**
- Complete this process for each of the placement specialities to be added

Placement Speciality *

Select

Add speciality



Placement specialities are loaded into the system by the Health Placement Hub with information provided by your organisation

4

Settings

How to select accounts, view notifications, manage user access and programmes

Create a programme

- To add a contact, click **Add contact**

Contacts

Primary contact *

Sascha Bailey

Related contacts

Add contact

Contact	Role	Email	Phone
There are no records to display.			

- Select the check box for the contact(s) you would like to add that are linked to you organisation
- If the list is long, you can use the search box to search for a specific person
- Once you have selected the users to be added, click **Add**

Search

<input checked="" type="checkbox"/>	Contact ↓	Job Role	Portal Role
<input checked="" type="checkbox"/>	Willem van den Bosch	Administrator UAT	Administrator - Education Portal
<input type="checkbox"/>	Wendy McKinstry		Administrator - Education Portal
<input type="checkbox"/>	UAT-56 (HP) L2-not redeemed	tester	Administrator - Education Portal
<input type="checkbox"/>	UAT-55 (HP) tbd	tester	Administrator - Education Portal

Selected contacts

Willem van den Bosch - Administrator - Education Portal - Auckland University of Technology (AUT) UAT ✕

Add Cancel

5

Settings

How to select accounts, view notifications, manage user access and programmes

Create a programme

The added contact will appear in the **Related contacts** list

➤ When all fields have been added, click **Update** at the bottom of the page

Contacts

Primary contact *

Related contacts

Contact	Role	Email	Phone	
Willem van den Bosch	Administrator - Education Portal	wvdb5091+spsuat1@gmail.com	021111999222	<input type="button" value="Add contact"/>

Physical address

Street address 1

Street address 2

Suburb

Town, city or district

Postcode *

Region

1

Settings

How to select accounts, view notifications, manage user access and programmes

Edit and remove a programme contact

- To edit the contacts linked to a programme, click the button and click **Edit programme**

Home / Manage programmes

Manage programmes

If you need to remove a programme, please contact the Health Placement Hub.

[New Programme](#)

Programme name ↓	Primary contact
Mental Health and Addiction	UAT-48 (HP) Jerry Lo
Bachelor of Social Work	UAT-48 (HP) Jerry Lo
Bachelor of Health Science (Physiotherapy)	UAT-01 (EP) Jing Boyd

Edit Programme

- To change the primary contact, click on the existing primary contact name and select from the available contacts
- To remove a contact, click the button and click **Remove**

Contacts

Primary contact *

Sascha Bailey

[Add contact](#)

Related contacts

Contact	Role	Email	Phone
Willem van den Bosch	Administrator - Education Portal	wvdb5091+spsuat1@gmail.com	021111999222

Remove

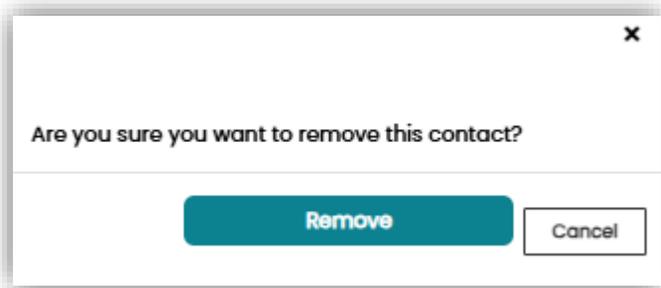
2

Settings

How to select accounts, view notifications, manage user access and programmes

Edit or remove a programme contact

- The following box will pop up, click **Remove** to confirm
- Click **Update** at the bottom of the page



1

Settings

How to select accounts, view notifications, manage user access and programmes

Remove a placement speciality from a programme

- To remove placement specialities linked to a programme, click the button and click **Edit programme**

Home / Manage programmes

Manage programmes

If you need to remove a programme, please contact the Health Placement Hub.

[New Programme](#)

Programme name ↓	Primary contact	
Mental Health and Addiction	UAT-48 (HP) Jerry Lo	<input type="button" value="v"/> Edit Programme
Bachelor of Social Work	UAT-48 (HP) Jerry Lo	
Bachelor of Health Science (Physiotherapy)	UAT-01 (EP) Jing Boyd	<input type="button" value="v"/>

- For the speciality to be removed, click the button and click **Remove**

Placement specialities

Profession *

Anaesthetic Technicians

Placement specialities

[Add a placement speciality](#)

Placement speciality name ↑	
ANAE703 Anaesthetic & perioperative practice IV	<input type="button" value="v"/> Remove

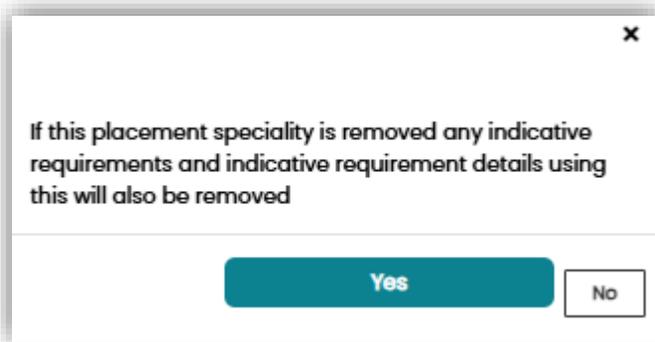
2

Settings

How to select accounts, view notifications, manage user access and programmes

Remove a placement speciality from a programme

- The following pop up message will display, click **Yes** to confirm
- Click **Update** at the bottom of the page



Important: if the placement speciality being removed is linked to indicative requirements and indicative requirement details, they will also be removed

1

Settings

How to select accounts, view notifications, manage user access and programmes

Key terms

Account	The account is the name of your Tertiary Education Organisation e.g. Auckland University of Technology (AUT)
Contact	A contact is a person involved in the coordination or facilitation of placements
Profession	<p>This means the area of health the person will be training in.</p> <p>A non-comprehensive list of Allied, Scientific or Technical Health education programmes that will be included are:</p> <p>Anaesthetic Technicians, Addiction Practitioners, Audiologists, Dieticians, Medical Imaging Technologists, Medical Laboratory Scientists, Occupational Therapists, Oral Health Therapists, Paramedics, Pharmacists, Physiotherapists, Radiation Therapists, Social workers and Speech Language Therapists.</p>
Programme/ Programme name	This is the name of the qualification that requires student placements in health settings e.g. Bachelor of Nursing
Portal roles	<p>Every user is assigned one of the following portal roles. This determines your level of access within the specified portal.</p> <p>Administrator: Every organisation will need an Administrator. The Administrator can do everything the other roles can do. In addition the Administrator can set up their organisation details and invite colleagues.</p> <p>The Coordinator can view, create, manage and remove placement details. They can also view the dashboard and use it for planning placements and ask the Hub to do functions on their behalf.</p> <p>Read Only: There will be read only access available in future iterations of the tool.</p> <p>Note: your portal role is not the same as your job title.</p>
Region	Specify between the 4 regions (Northern, Te Manawa Taki, Central, Te Waipounamu)
Speciality	Talks about what type of service is under the profession e.g., acute services or Kaupapa Māori placement. This name may be different between education providers.