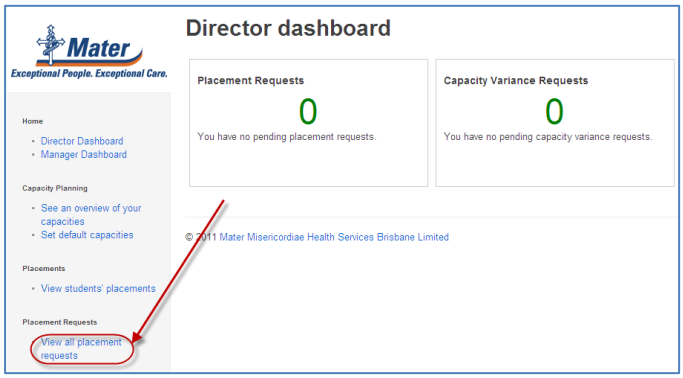
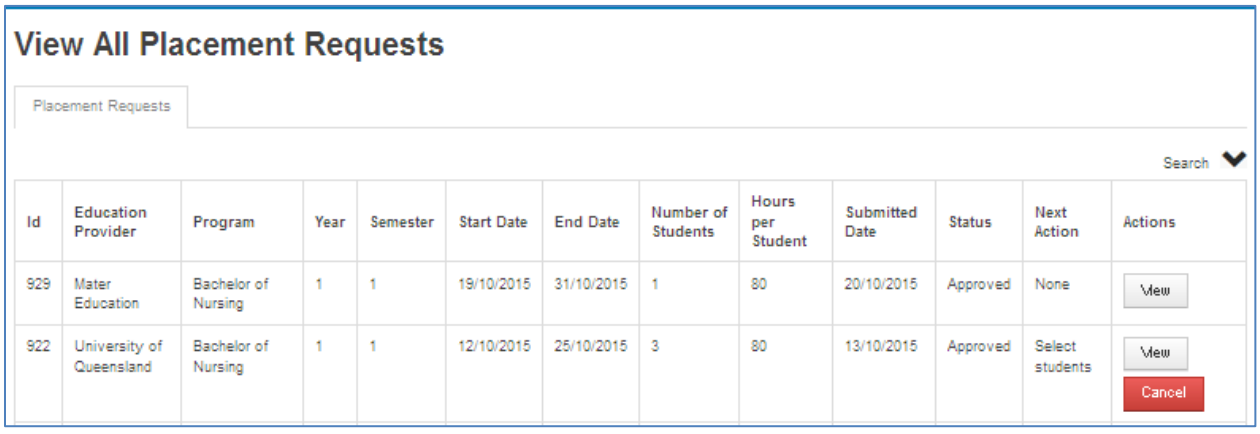
DRef-12 – Director Reference Sheet – Reviewing previous Placement Requests.

Steps	Action	What it looks like
1.	To view all of your previous placement requests, click the **View all placement requests** link in the sidebar This will navigate to the **Placement Requests** Screen.	
2.	The **Placement Requests** screen displays a list of **Placement Requests** that have been received for your Locations, and a summary of their pertinent details. The default display shows all active Placement Requests that have a **Start Date** earlier and an **End Date** later than today, meaning the students are currently on placement.	

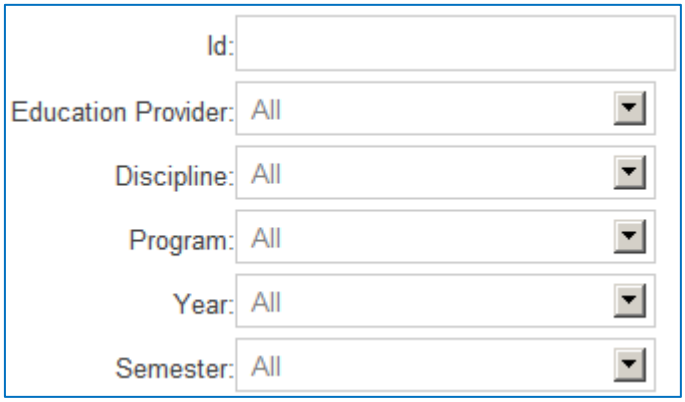


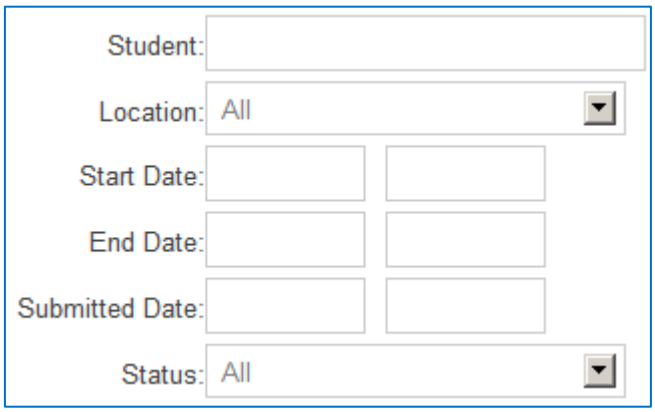
Id	Education Provider	Program	Year	Semester	Start Date	End Date	Number of Students	Hours per Student	Submitted Date	Status	Next Action	Actions
929	Mater Education	Bachelor of Nursing	1	1	19/10/2015	31/10/2015	1	80	20/10/2015	Approved	None	View
922	University of Queensland	Bachelor of Nursing	1	1	12/10/2015	25/10/2015	3	80	13/10/2015	Approved	Select students	View Cancel

3.	***Troubleshooting 1:*** If a Placement Request that you are expecting to see on your dashboard is not displaying: 1. Check that you have selected the correct range of filters by clicking **Clear** and re-entering the selection. 2. Check if the Placement Request you are attempting to find was: a. Submitted by the Education Provider, and if so b. Was submitted with a **Discipline** and **Location** that matches your profile. If the Placement Request still does not display, please contact your SPOT Administrator for assistance.

4. Clicking the ⌄ button displays a set of search filters. These allow you to filter the Placement Requests displayed by:

- **Id**: typing in its Id.
- **Education Provider:** showing only those submitted by the selected Education Provider.
- **Discipline:** showing only those matching the selected Discipline.
- **Program:** showing only those matching the selected Program.
- **Year:** showing only those matching the selected Year Level.
- **Semester:** showing only those matching the selected Semester of study.
- **Student:** showing any that have a student allocated matching the typed in Name OR Student Number.
- **Location:** showing only those requested in the selected Location.
- **Start Date:** showing only those with a start date within the selected filter dates.
- **End Date:** showing only those with an end date within the selected filter dates.
- **Submitted Date:** showing only those with a submitted date within the selected filter dates.
- **Status:** showing only those with a matching Status.





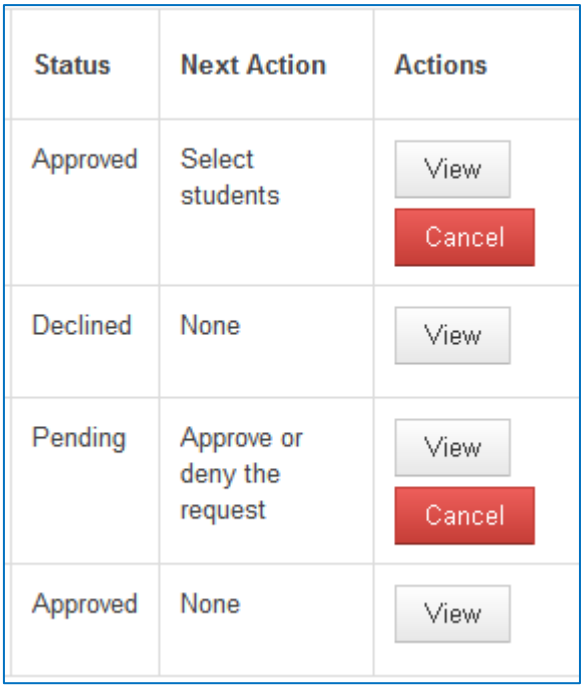
5. The **Status** and **Next Action** columns shows at which stage the Placement Requests are in the placement process.

There are 5 Statuses:

- **Draft**: Not completed and/or submitted by the Education Provider
- **Pending**: Submitted by the Education Provider but not yet Approved or Declined.
- **Approved**: you have agreed to the Placement Request.
- **Declined**: you have not agreed to the Placement Request.
- **Cancelled**: has been discarded by mutual agreement.

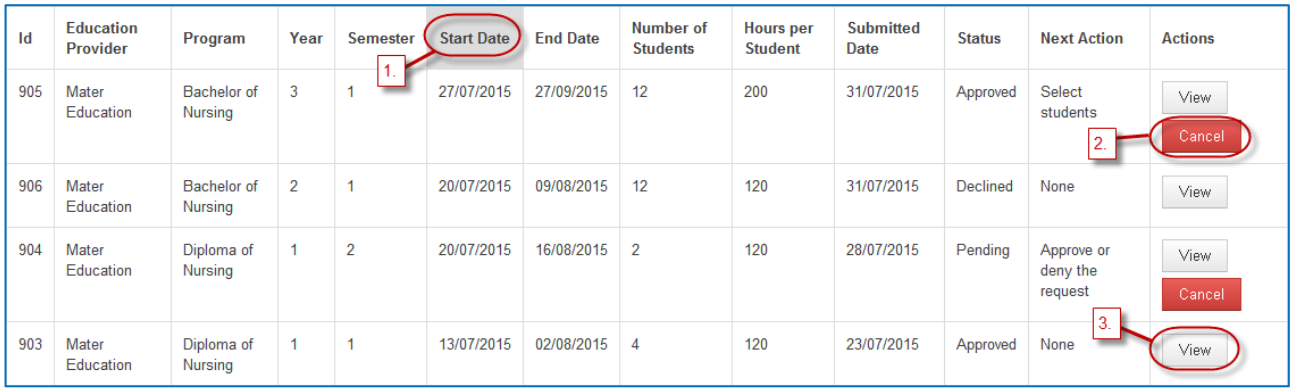
There are also 4 Next Actions:

- **Submit the Request**: The Education Provider needs to complete and submit the Draft request
- **Approve or deny the request**: You need to Approve or Decline.
- **Select students**: The Education Provider needs to allocate students to the Placement Request.
- **None**: no specific action necessary.



6.

1. To Sort by one of the columns, click on that columns heading (click a second time to reverse the sort order). The header will go grey to remind you it is the Sort column.
2. To cancel a Placement Request before it has commenced, click the **Cancel** button.
3. To navigate to the details of a specific Placement Request, click the **View** button.



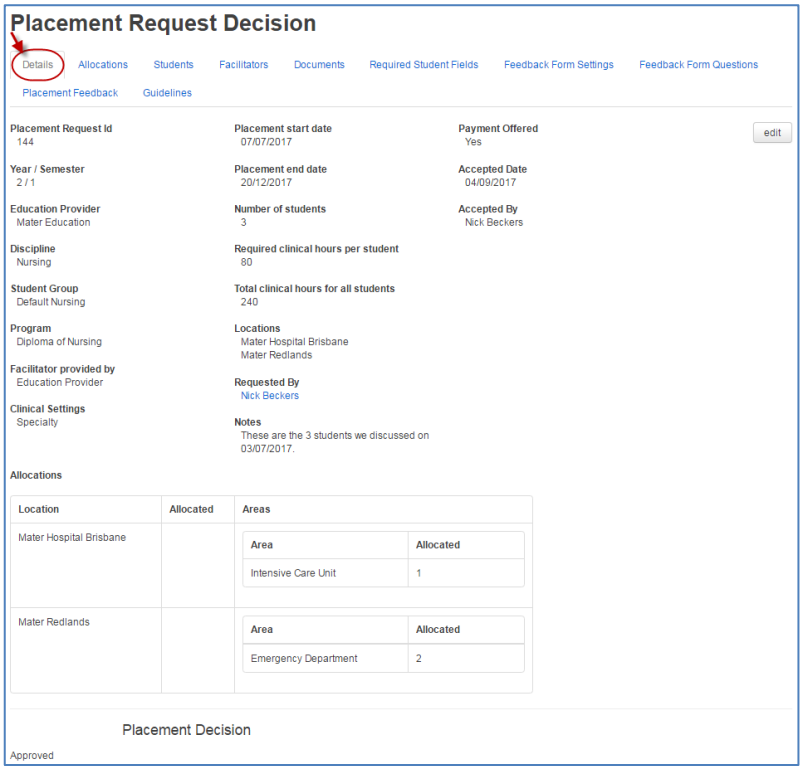
Id	Education Provider	Program	Year	Semester	Start Date	End Date	Number of Students	Hours per Student	Submitted Date	Status	Next Action	Actions
905	Mater Education	Bachelor of Nursing	3	1	27/07/2015	27/09/2015	12	200	31/07/2015	Approved	Select students	View / Cancel
906	Mater Education	Bachelor of Nursing	2	1	20/07/2015	09/08/2015	12	120	31/07/2015	Declined	None	View
904	Mater Education	Diploma of Nursing	1	2	20/07/2015	16/08/2015	2	120	28/07/2015	Pending	Approve or deny the request	View / Cancel
903	Mater Education	Diploma of Nursing	1	1	13/07/2015	02/08/2015	4	120	23/07/2015	Approved	None	View

7.

Clicking the View button will navigate to the **Placement Request Decision** screen.

The **Request Details** tab displays the basic details of the placement, including the placement decision and any Area allocations.

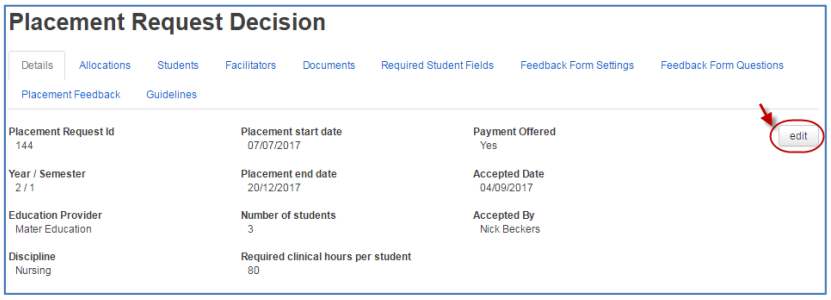
See *DRef-01* for more information about the Placement Request Decisions.

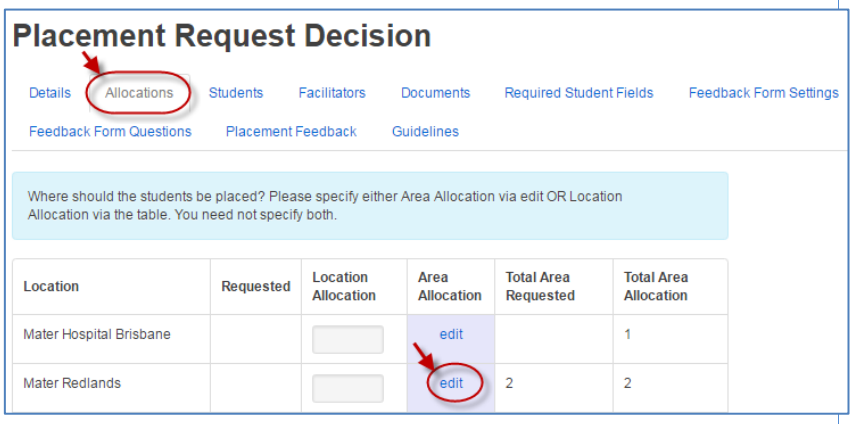
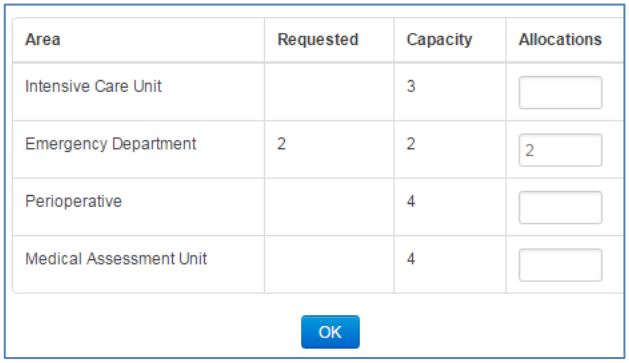
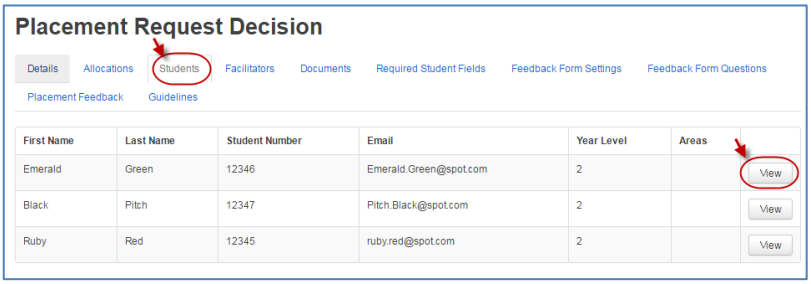


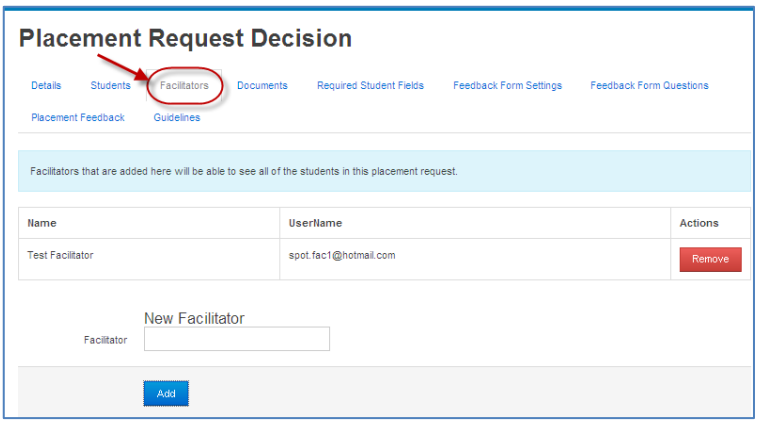
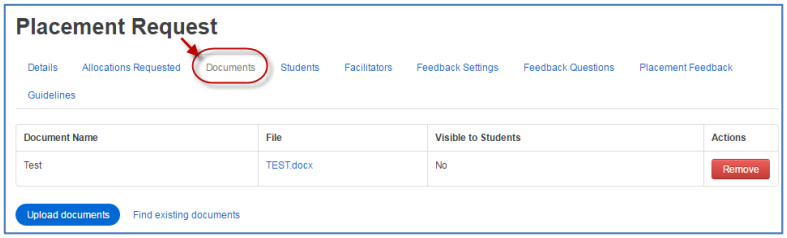
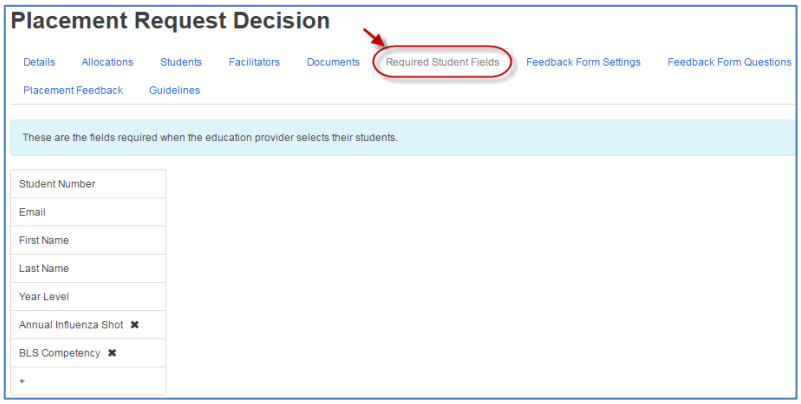
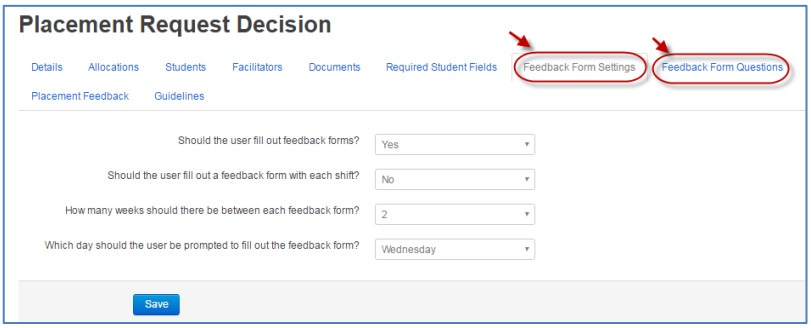
8.

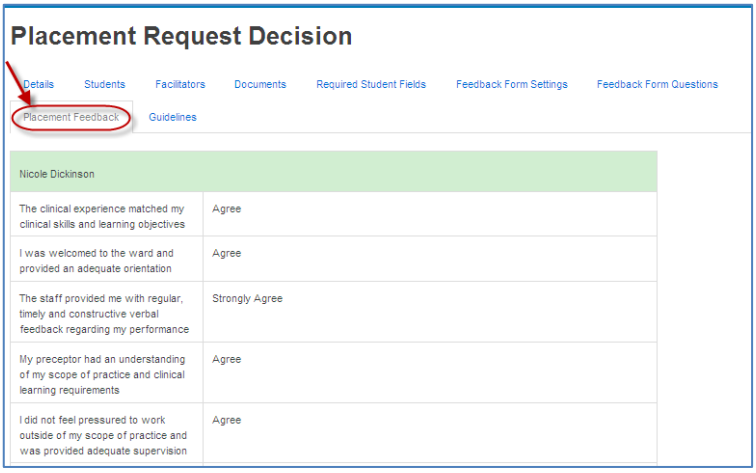
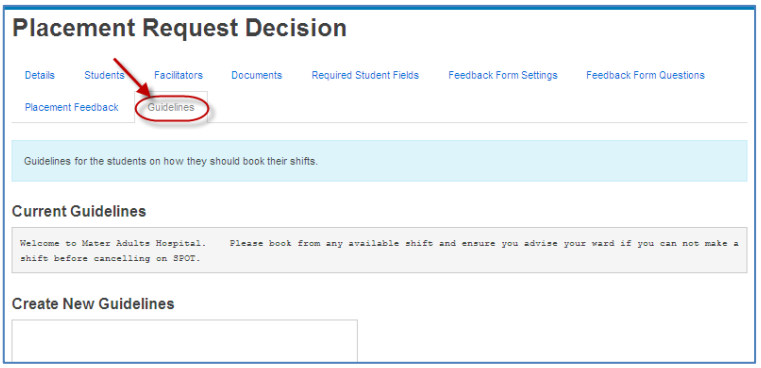
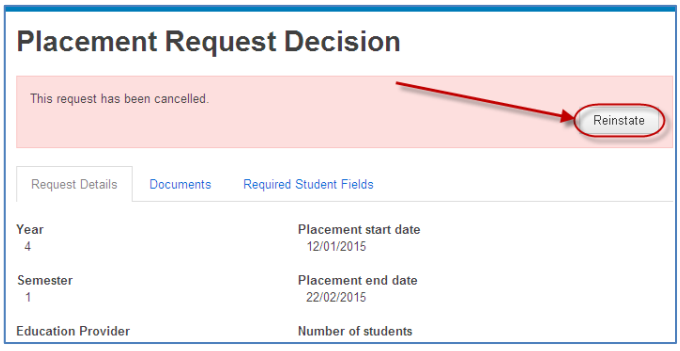
You can **Edit** a Placement Request that has a status of either **Pending** or **Approved**.

Navigating to the **Placement Request** page's Details tab, you will see an **Edit** button in the top right corner.



	See *DRef-13* for more information about Editing Placement Requests.	
9.	The **Allocations** tab displays the allocations requested and approved for this placement request. Clicking the **Edit** button will navigate to a decision making screen. See *DRef-01* for more information about the Student page.	
9. Cont.	The **Edit** button opens to the decision making screen and shows allocated vs. requested placements.	
10.	The **Students** tab displays the Students assigned to this placement request. Clicking the **View** button for a student will navigate to their Student page. See *DRef-05* for more information about the Student page.	

11.	The **Facilitators** tab displays the Facilitator Users assigned to this placement request. See *DRef-10* for more information about assigning Facilitators.	
12.	The **Documents** tab displays any documentation attached by the Education Provider to this request, including the Student Placement Schedule.	
13.	The **Required Student Fields** tab displays the mandatory details required from the Education Provider for each student to be assigned to this placement request. See *DRef-01* for more information about Student Fields.	
14.	The **Feedback Form Settings** and **Feedback Form Questions** tabs are where you can set up and modify the feedback questions this placement request will use. See *DRef-14* for more information setting up Feedback Forms.	

15.	The **Placement Feedback** tab displays the responses from students on this placement group to the End of Placement Evaluation.	
16.	The **Guidelines** tab displays the roster guidelines that self-rostering students will see and agree to. See *DRef-11* for more information about setting up Guidelines.	
17.	If a Placement Request has been previously **Cancelled** and you wish to reinstate it, click on the **Reinstate** button. This will set the status of the Placement Request to **Approved**.