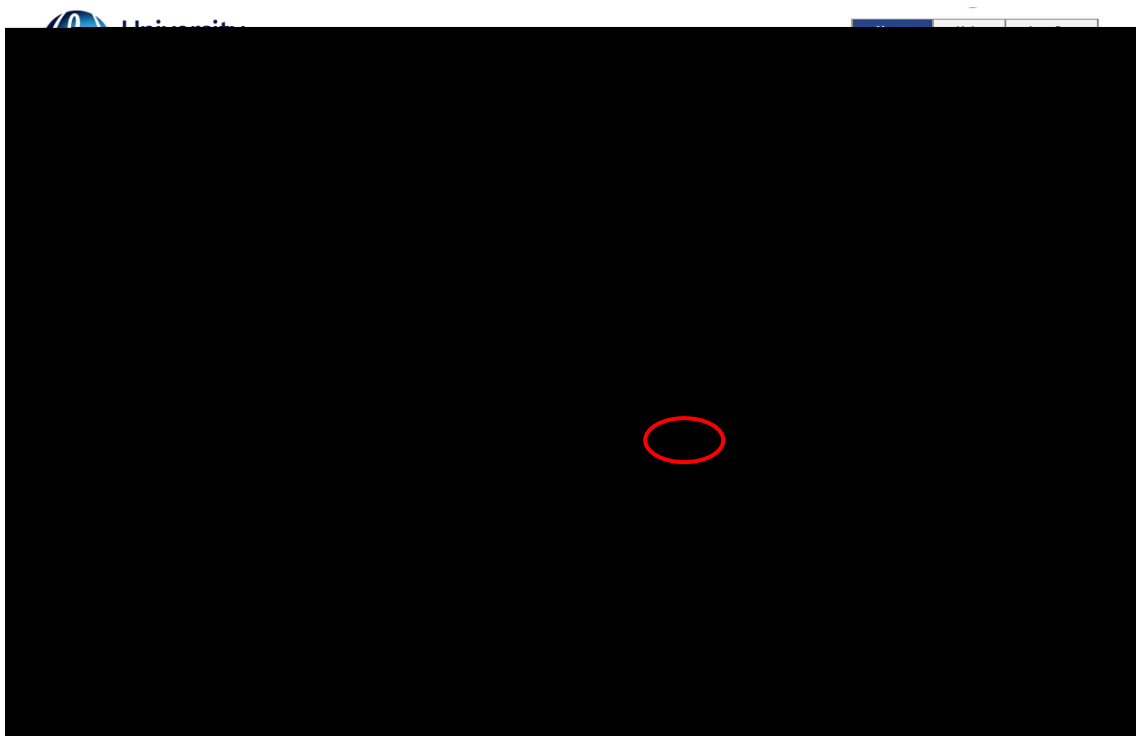


PEP: HOW TO VIEW STUDENTS ALLOCATED TO A PLACEMENT AREA


For University placement link staff

The example below shows PEP user who is linked to several hosts.

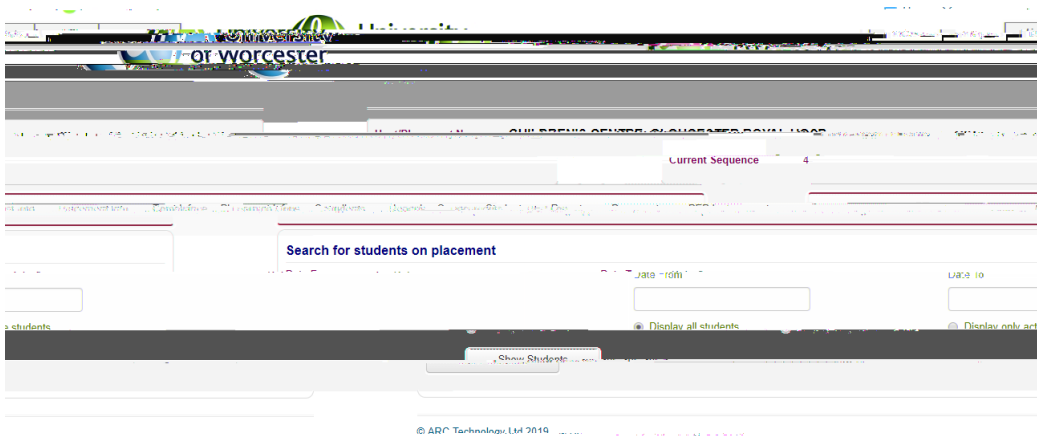


VIEWING STUDENT ALLOCATIONS

Search for Allocations at an Individual Host

Identify the host area you need. By clicking on the **View**  you will be able to view information about the placement area.

Once you are in the record for that host, click on **Students**.



This will enable you to search for the allocations by date range by using the date from

IMPORTANT Some placement areas take students from more than one type of course, this is particularly the case with NHS hospitals and care homes. If this is the case, you can see the names of all the students allocated during that period from a whole range of courses. The Intake column will show which course they are on and the Category column will give additional details. It may be the case that another colleague in the university is also linked to that host, but for a different student group.

Non-Consecutive Placement Weeks

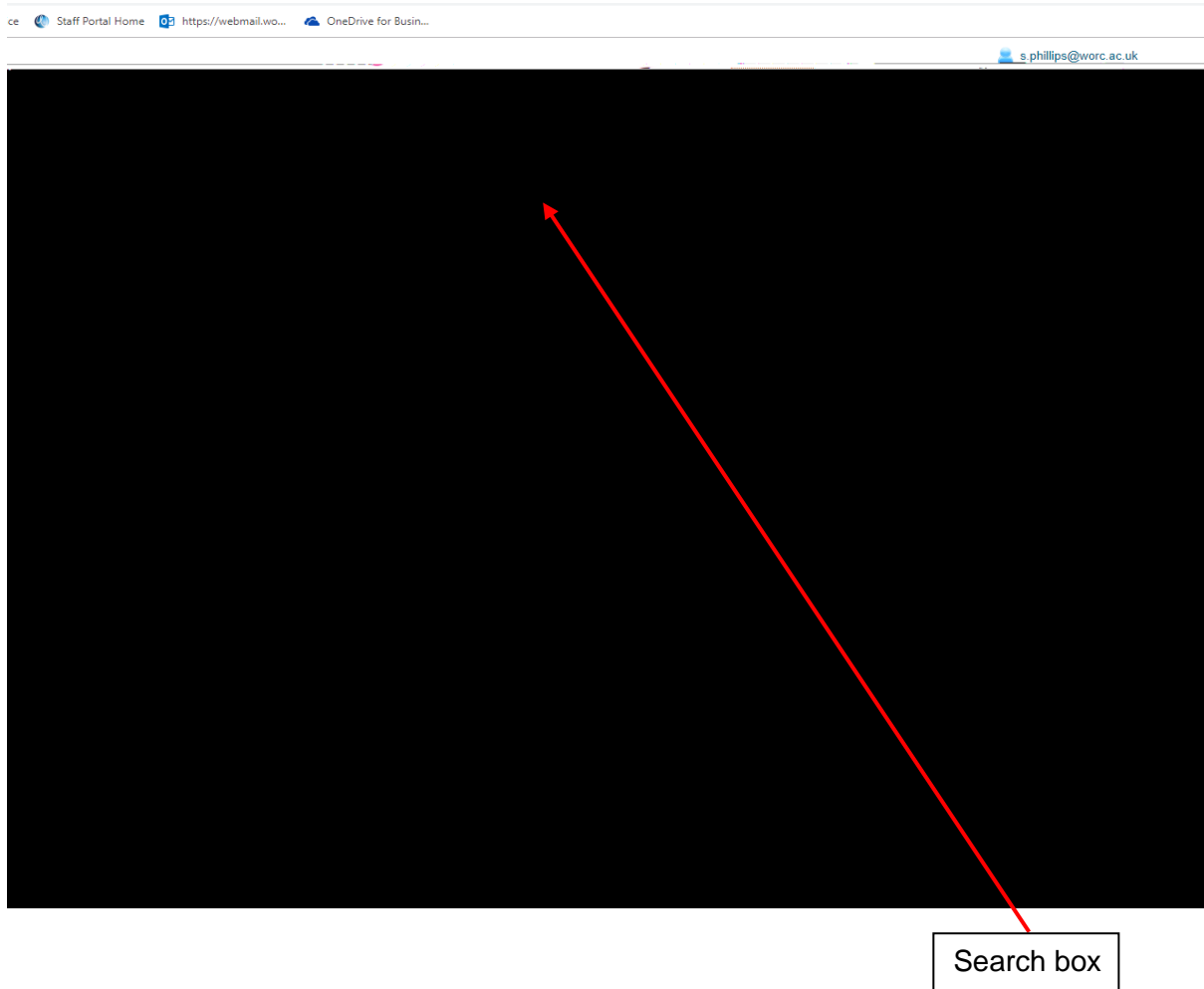
Not all placement weeks run consecutively without a break. Where a student's placement period is interspersed by a small number of weeks for other activities (for example, annual leave or university theory weeks), then the placement weeks will be shown as non-consecutive.

When you click on Please Click Here will show a table in the example below the blank cells indicate that the student is not on placement between 28/10/2019 and 10/11/2019.

SEARCHING FOQP <</06 abl

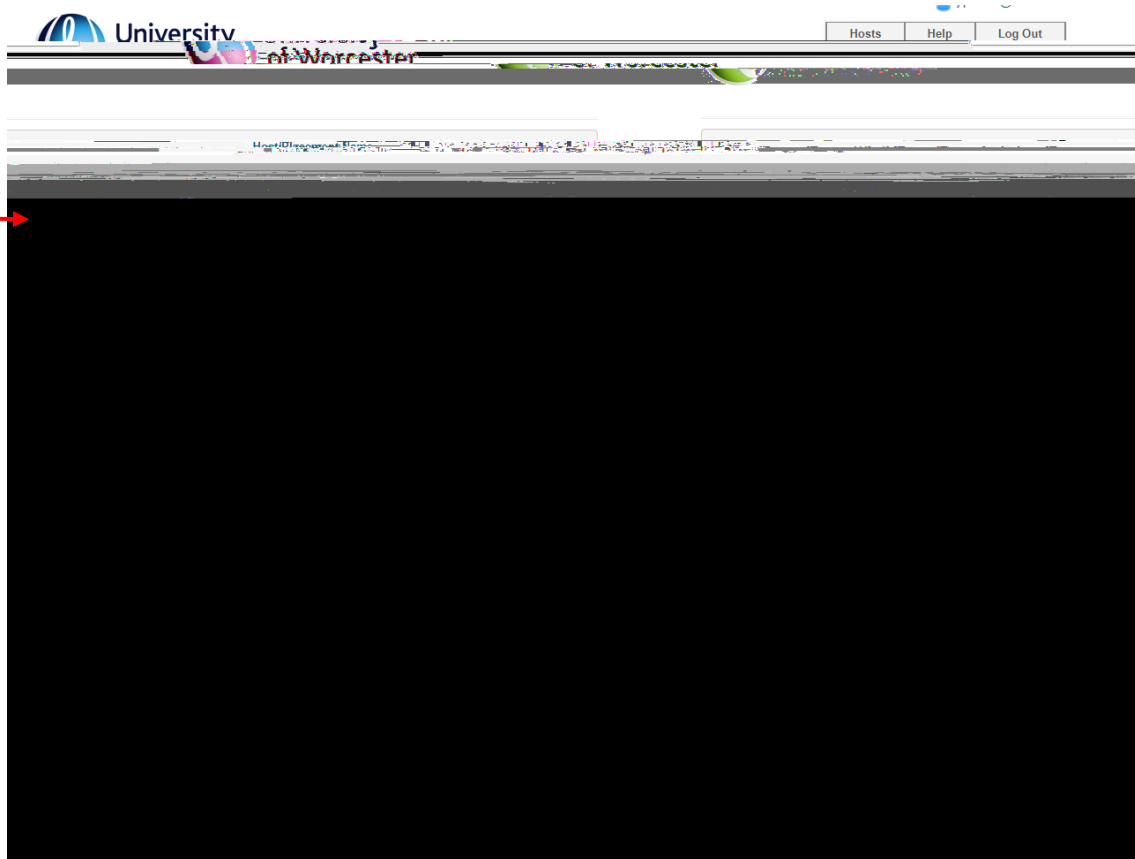
The example below shows a search for Intensive Care and the system has retrieved all active hosts with the word 'intensive' in the name.

To return to the hosts screen, click the Hosts button in the top right-hand corner. To search again click Clear Search and repeat the steps.



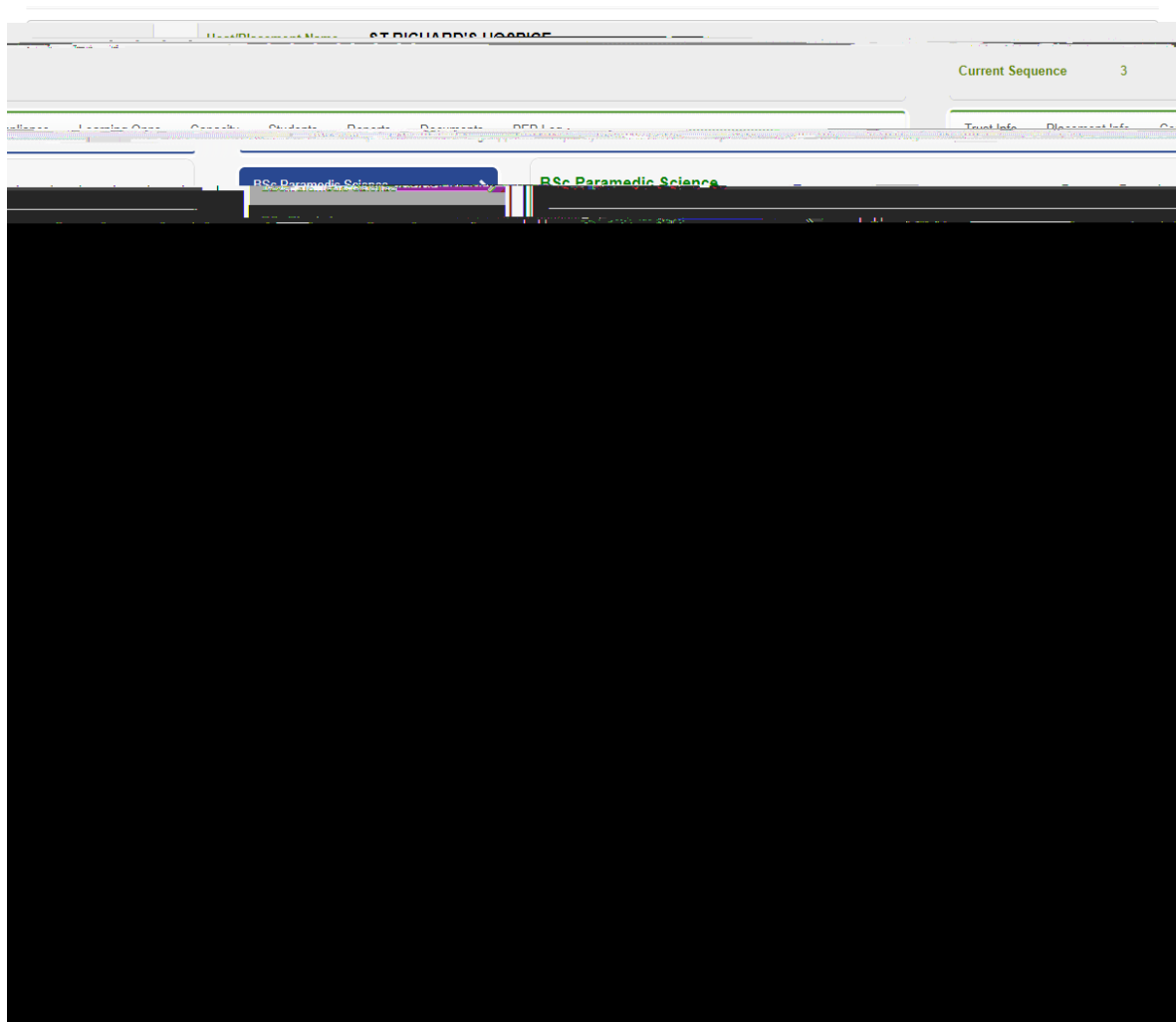
VIEWING PLACEMENT AND CONTACT INFORMATION

PEP also holds information about the placement area and any linked contacts. You can view this clicking on the tabs in the options bar:



The Placement Info section contains placement information and contacts, and the Learning Opportunities section shows which courses are currently supported at the placement, and the available learning opportunities.

The example below shows the learning opportunities at a host which offers placements to several different courses.



The Contacts section will also show the name and contact details of zoned academics, link tutors etc. This information is also available to students.

Please take some time to familiarise yourself with the contents of PEP and how to access the information.