

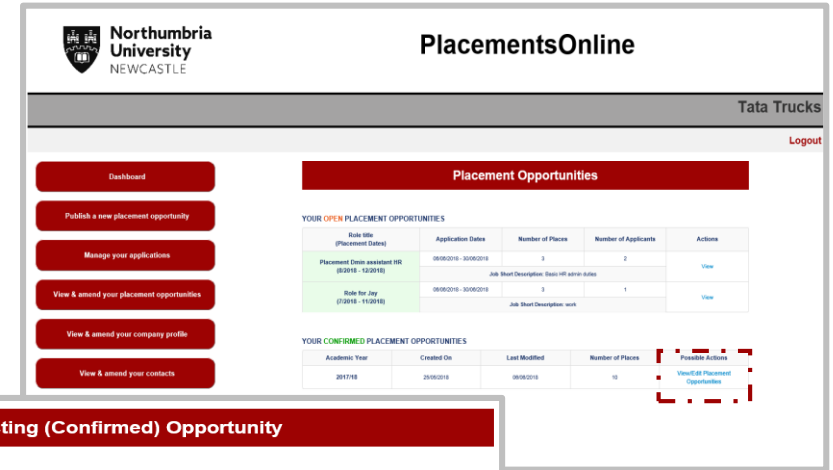
Thank you for selecting Northumbria University to meet your placement needs.

PlacementsOnline has been created to assist with the on-boarding and communication between placement providers, Students and our Placement team.

View & Amend your Placement Opportunities

In order to view details of the placement students that have been allocated to you as well as Edit or Change placement details please use the steps below:

- Access “View & amend your placement opportunities” from the left hand navigation panel
- This will display a table named Your Confirmed Placement Opportunities. Select the blue link under actions
- A view of confirmed placements will now show under two tabs:
 - Host Managed
 - Uni Allocated
- Please select Uni Allocated tab
- This will allow you to:
 - View your opportunity including students allocated
 - Request Change
 - Request Removal
- Select View in order to review your Risk assessment previously completed
- Select Student names to view provided:
 - Email address
 - Phone numbers
 - DBS status
 - Documents provided



PlacementsOnline

Tata Trucks Logout

Dashboard

Publish a new placement opportunity

Manage your applications

View & amend your placement opportunities

View & amend your company profile

View & amend your contacts

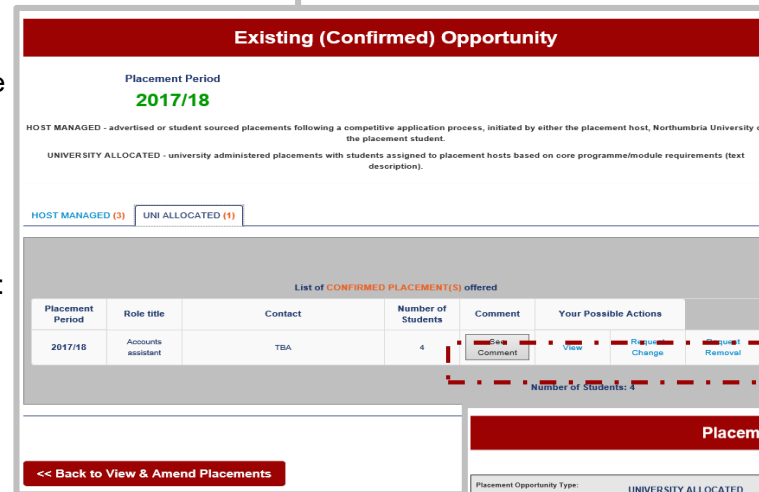
Placement Opportunities

YOUR OPEN PLACEMENT OPPORTUNITIES

Role title (Placement Dates)	Application Dates	Number of Places	Number of Applicants	Actions
Placement Data assistant HR (02/2018 - 12/2018)	06/06/2018 - 30/06/2018	3	2	View
Job Short Description: Data off shore roles				
Role for Jay (12/2018 - 11/2018)	06/06/2018 - 30/06/2018	3	1	View
Job Short Description: work				

YOUR CONFIRMED PLACEMENT OPPORTUNITIES

Academic Year	Created On	Last Modified	Number of Places	Possible Actions
2017/18	20/06/2018	08/06/2018	10	View/Edit Placement Opportunities



Existing (Confirmed) Opportunity

Placement Period
2017/18

HOST MANAGED - advertised or student sourced placements following a competitive application process, initiated by either the placement host, Northumbria University or the placement student.

UNIVERSITY ALLOCATED - university administered placements with students assigned to placement hosts based on core programme/module requirements (text description).

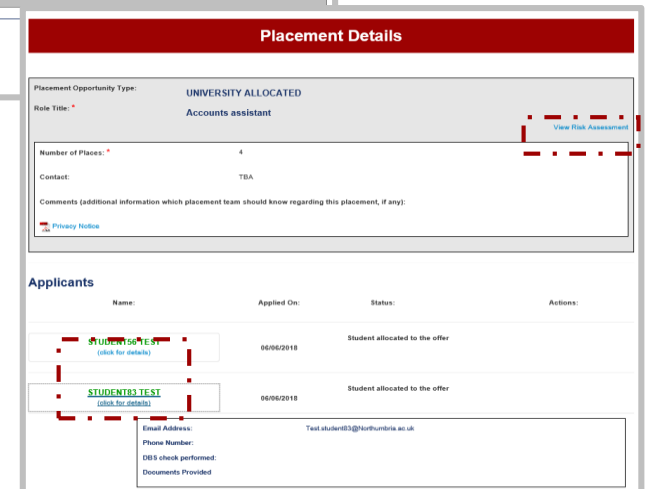
HOST MANAGED (3) **UNI ALLOCATED (1)**

List of **CONFIRMED PLACEMENT(S)** offered

Placement Period	Role title	Contact	Number of Students	Comment	Your Possible Actions
2017/18	Accounts assistant	TBA	4		View Request Change Request Removal

Number of Students: 4

[<< Back to View & Amend Placements](#)



Placement Details

Placement Opportunity Type: **UNIVERSITY ALLOCATED**

Role Title: **Accounts assistant** [View Risk Assessment](#)

Number of Places: **4**

Contact: TBA

Comments (additional information which placement team should know regarding this placement, if any):

[Privacy Notice](#)

Applicants

Name	Applied On:	Status:	Actions:
STUDENT'S TEST (click for details)	06/06/2018	Student allocated to the offer	
STUDENT'S TEST (click for details)	06/06/2018	Student allocated to the offer	

Email Address: Test.student@northumbria.ac.uk

Phone Number:

DBS check performed:

Documents Provided: