

HOW-TO... access your student allocation

When a student is allocated to a service for which you have responsibility, you should receive an automated e-mail advising you that an allocation has been made to one or more of your services and that the information is available to view via PEP. The e-mail will also provide the start date(s) of the placement(s) to be undertaken

To view your allocation, follow these steps:

- Log into PEP you should see a list of the services you are responsible for beneath the search box
- 2. Choose the relevant service from the list and click on the eye symbol see below example:

	Practice Environment Name	Checked Out For Editing To	View	Start PEP Edit	Undo Check Out	Check In
~	OT Rehabilitation - NTG		*	∂₽		

3. You should now be in your service's profile and will be able to see a menu running left to right across the page:

Host/Placem	ent Name	OT REHABILITATI	ON - NTG						
Current Sequ	lence	1							
			\frown						
Trust Info	Placement I	nfo Learning Opps	Students	Mentors/Educators	Audit Tracking	Capacity	Reports	Audit Configuration	PEP Log
		/							

- 4. Click on the 'students' link within the menu
- 5. Now enter the date range that appears in the e-mail you received by clicking into the 'date from' and then 'date to' boxes in turn and using the calendar to select the relevant dates:

Date From	Date To						
10/10/2016							
Display all students	December 2016					5	→
Show Students	Su	Мо	Tu	We	Th	Fr	Sa
	27	28	29	30	1	2	3
	4	5	6	7	8	9	10
ARC Technology Ltd 2016	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
	1	2	3	4	5	6	7



 Click 'show students' and a list of the students allocated to your service on placement will be shown, together with the dates and type of their placement and the students' e-mail addresses:

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	Name	Intake	Category / Day Description	Date from	Date to	Email	Mentor/Educator
+	Swinburn, Helen, Mrs (F)	OPT1 S15	OT - ASSERTIVE OUTREACH [Placement 2]	11/07/2016	17/07/2016	laura6.taylor@northumbria.ac.uk	

- You can now download the relevant placement documentation <u>the handbooks are all</u> <u>available through this link</u>. You can see which placement the student is going to be undertaking with you by looking at the information in the 'category / day description' column – the placement type will be shown in square brackets – [Placement 2] in the above example.
- You will also need to assign an educator to the student please ensure this is done a minimum of four weeks before the placement begins. <u>A 'how-to' guide showing you how to</u> <u>allocate educators to students can be found here</u>.