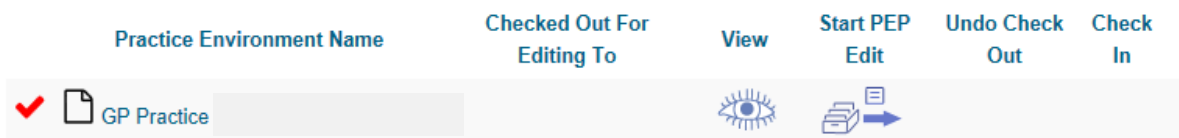


HOW-TO... access your student allocation

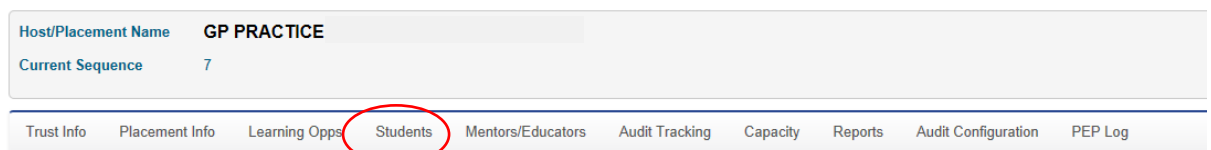
When a student is allocated to a service for which you have responsibility, you should receive an automated e-mail advising you that an allocation has been made to one or more of your services and that the information is available to view via PEP. The e-mail will also provide the start date(s) of the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

To view your allocation, follow these steps:

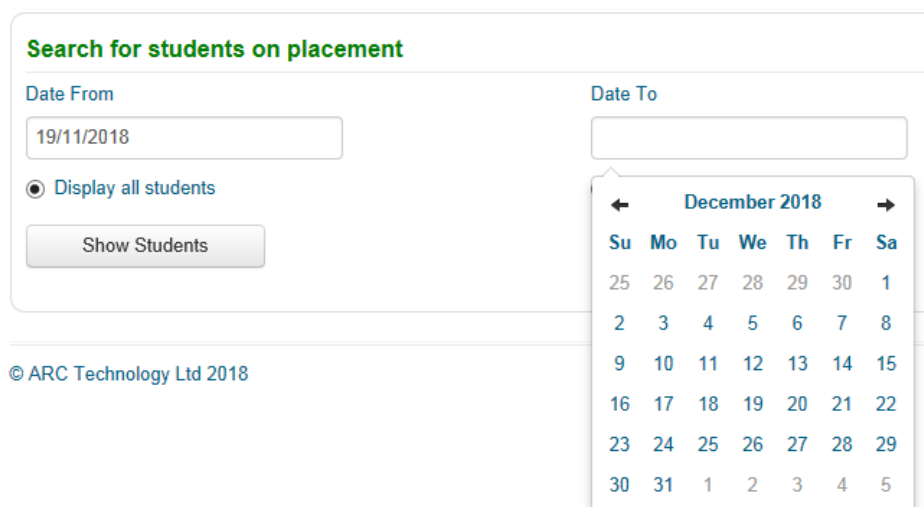
1. Log into PEP – you should see a list of the services you are responsible for beneath the search box
2. Choose the relevant service from the list and click on the eye symbol – see below example:



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:



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:



Search for students on placement

Date From

Date To

Display all students

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December 2018

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	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

- 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:

Student Details

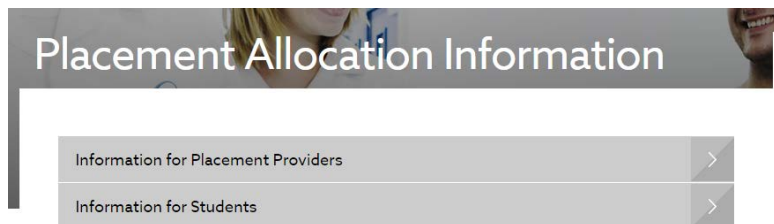
Name	Intake	Category / Day Description	Date from	Date to	Email	Mentor/Educator
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- To find out the student's recall day, click on the plus sign next to the student's name to view the name of the students tutor.

Student Details

Name	Intake	Category / Day Description	Date from	Date to	Email	Mentor/Educator
+	NAD1 S18	INTEGRATED HEALTH & SOCIAL CARE (GP) - AD - Y1 [Spoke Placement]	08/04/2019	14/04/2019		
Passport						
Training/Disclosure		Date Completed		Further Details		
CRB						
Information for the Placement Area						
Intake Details						
Intake Name	NAD1 S18	Branch/Field	Adult	Start Date	24/09/2018	
Tutor Details						
Tutor Name		Telephone		E-mail		

You can then find out the student's recall day by clicking [here](#), selecting Information for Placement Providers, scrolling down to the recall day information and selecting the relevant link. The intake code and year of placement can be found in the above information.



Recall Days

During the majority of first and second year nursing clinical placements students will return to university for one day a week to reflect on experiences, learn together and examine theoretical concepts that will enhance practice. Further details and a list of dates can be found below for the respective cohort:-

[Sept 2018 Recall Days - Year 1](#)

[Sept 2017 Recall Days - Year 2](#)