

HOW-TO... view your service's capacity

This guide explains how to view your service's capacity – you are unable to amend the capacity through the system and so any queries or corrections must be communicated through your coordinator or PPF or to the Placements Team directly via <u>hl.placements.ot@northumbria.ac.uk</u>.

- 1. Log into PEP you should see a list of the services you are responsible for beneath the search box. If you need further assistance logging into the system, <u>please follow this guide</u>.
- 2. Choose the relevant service from the list and click on the 'view' icon:

	Practice Environment Name	Checked Out For Editing To		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. Click on 'capacity':

Host/Placem Current Sequ		REHABILITATIO	ON - NTG						
Trust Info	Placement Info	Learning Opps	Students	Mentors/Educators	Audit Tracking	Capacity	Reports	Audit Configuration	PEP Log

4. Your service's capacity will now be displayed – the information shown is explained below:

Maximum students for		Кеу				
						Inactive Category Removed Category
Category	Max. No of Students	Year 1	Year 2	Year 3	Notes	
OT - MENTAL HEALTH - HOSPITAL-BASED	1	1	1	1		

Maximum students for this area: This is the maximum number of OT students that will be allocated to your service at any one time.

Category: Your service's basic category which is used to profile students' placements – it will be one of *mental health, physical* or *learning disabilities* plus *hospital-based* or *community* (or a combination thereof).

Max no of students: The maximum number of students that will be allocated to your service for this particular category at any one time. (please note that most OT services will only have one category linked; additional categories are normally reserved for nursing placements)

Year 1/Year 2/Year 3: The maximum number of first-year/second-year/final-year students your service can host at any one time



Notes: This section is used to enter any additional information the Placements Team is to consider when allocating (eg *'no students until Sept 2017', 'can't host at the same time as another OT team'*)