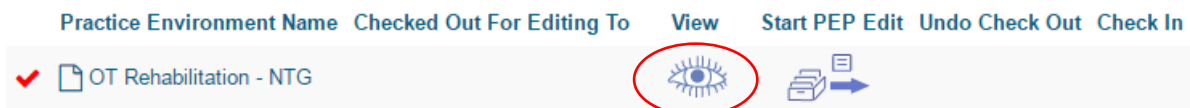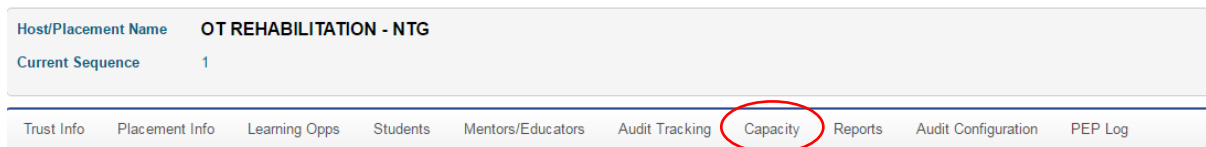# HOW-TO… view your service's capacity

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 co-ordinator or PPF or to the Placements Team directly via hl.placements.ot@northumbria.ac.uk.

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, please follow this guide.

2. Choose the relevant service from the list and click on the 'view' icon:

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':

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

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'*)