# Student form – Placement Authorisation Request Form

## Introduction

## Input Types

### Basic Text Input Field

### Drop Down Selection List

### Date Answer field

### Number Selector

## Different types of Sections

# Introduction

This feature has been created in order to allow students to enter details about the placement industry they wish to join as part of their study by completing the **Placement Authorisation Request Form.**

The Placement Authorisation Request Form has the same style throughout, and split up into sections to contain certain focuses within a page then move on to the next section.

The form has the same consistent design as shown below:

Graphical user interface, text, application

Description automatically generated

Graphical user interface, text

Description automatically generated

Students can enter their details in the input boxes shown, by entering the detail the form asks for right above it, or by clicking on the box for some questions, where a drop down menu will be shown, so the student can select possible answers. You can see if it is a drop down question by the arrow shown on the right of the box, as shown in the above screenshots in questions g, i and j.

To move onto the next section of the form, the blue submit box shown in the above screenshot is a button that should be pressed when the form fields have been completed.

If students do not correctly fill out the necessary fields, or omit them, errors will be shown in a red font (shown below) and stop the student from being able to proceed to the next section unless they enter what the form is asking for.

Graphical user interface, text, application, email

Description automatically generated

When the student has filled out the forms correctly, they can navigate to the next section by the blue submit button, where the next section will be shown:

Graphical user interface, text, application

Description automatically generated

This pattern and style is followed until the end of the form, which is shown with a Thank You page:

Graphical user interface, application, Word

Description automatically generated

# Input types

## Basic Text Input Field

Graphical user interface, text, application

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In the above screenshot, you can see what the form is asking for “Name of organisation”, and that there is an empty white box below, with no icons on it. This is a simple input box, where you click on the box and type in the details.

## Drop down selection list

Graphical user interface, text, application, email

Description automatically generated

In the above screenshot, you can see that this white box has a downwards pointing arrow on the right side of the box. This signifies that the field is a drop down selection list. The user needs to click on the box where the rest of the options are shown like so:

Graphical user interface, text, application, email

Description automatically generated

Then the user can select the option they wish as their answer.

## Date answer field

Graphical user interface, text

Description automatically generated

This type of question shows that we have to enter a specific input that is a Date. There are 2 ways a

user could enter their answer. They could click directly on the numbers and enter their answer by using their keyboard to type that values in:

Graphical user interface, text

Description automatically generated

Or they could click on the Calendar icon on the right of the box and select their date from the

calendar grid format shown:

Graphical user interface, application

Description automatically generated

## Number Selector:

Another type of user input is a number selector:

Graphical user interface, text, application, email

Description automatically generated

If the user hovers their mouse cursor over the field you can see some arrow selectors appear:

Graphical user interface, text, application, email

Description automatically generated

The user can provide their answer in 2 ways.  
One is by clicking on the number and entering their value on their keyboard.

Another is by using the arrow selector to increment/decrement the value (please note giving a negative answer where not appropriate will raise an error that stops you from proceeding).

# Different Types of Sections

There are 9 main sections of the Placement Authorisation Request Form. They are:

Student Details, Placement Provider Details, Placement Role Details, Work Factors, Transport and Travel Factors, Location and Regional Factors, Health and Environmental Factors, Personal Factors and Policies and Insurance (Overseas Placement).

Students need to fill them out so that the details are received by the Placement Team who will proceed with the process of carrying out a risk assessment of the placement provider, and provide the student with an acceptation or a rejection.