



Gateway to NHS Wales

Zynap Talent Studio User Guide For Trainees Gateway to NHS Wales Version 1.0

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Please note that the Talent Studio system and this user guide refer to a “Graduate Scheme” throughout. In the context of Gateway to NHS Wales, this should be read as “Gateway Programme”.



Gateway to NHS Wales

1 Login

To login to Talent Studio you will need the URL (Internet address), Username and Password that will have been provided to you separately. If you have not received this information please contact shan.wozencroft@niah.wales.nhs.uk.

Click on the URL link (or type the URL into your browser's menu bar) to navigate to the login page.

<https://www.zynaphosting.nhs.uk>

Login

Username :	<input type="text"/>
Password :	<input type="password"/>
	<input type="button" value="Login"/>

Enter your User Id and Password and click **Login** to login to Talent Studio.

1.1 Data Protection Policy

Privacy and Data Protection Policy

Please read and agree to the text below before you continue. In doing so you are indicating that you agree with this statement on this and any subsequent login to Talent Studio.

We are committed to protecting the privacy of all individuals using this website and all personal data is processed in accordance with the Data Protection Act 1998.

If you are a participant:

- We have taken measures to protect your personal data from: unauthorised access, improper use, alteration, unlawful or accidental destruction, and accidental loss.
- The personal data you provide will only be used for the purposes of Health Administration and Services, Research, Public Health and Education. We will not share your personal information with anyone else, unless required to do so by law.

If you are a reviewer or administrator:

- As reviewers/administrators you are reminded of your obligations in relation to the care and safekeeping of information about others in line with Department of Health guidance.

In the case of all users, the NHS reserves the right to attempt to identify and track any individual who is reasonably suspected of trying to gain unauthorised access to NHS computer systems or NHS resources. As a condition of use of this website, all users must give permission for the NHS and/or its agents to use its access logs to track users who are reasonably suspected of gaining or attempting to gain unauthorised access.

☐ "I understand that:

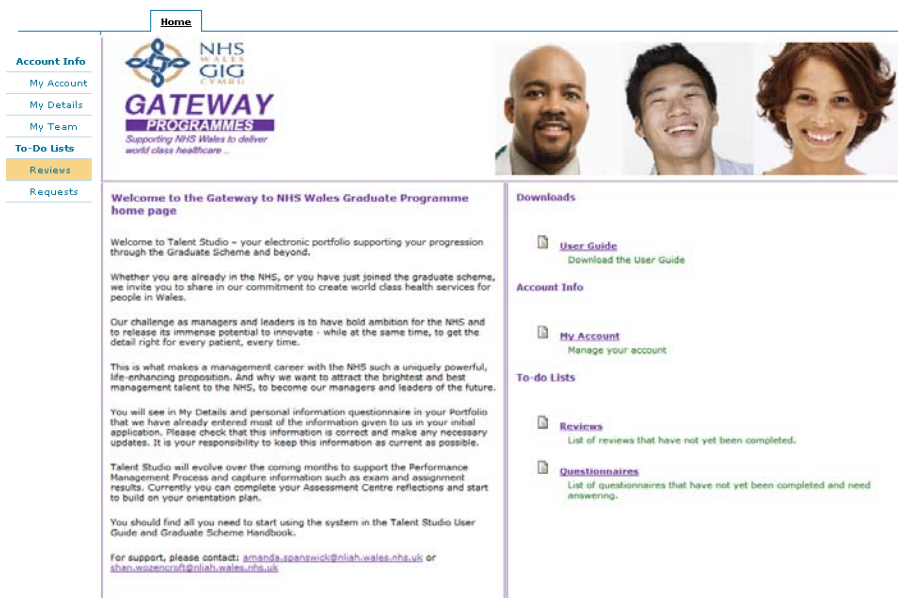
- all personal information about me held on the website conforms to the requirements of the Data Protection Act (1998). Any personal information (including email address) will only be used for the purpose of administration of the website and will not be passed on to any other party.
- I have been provided with a unique username and password and it is my responsibility to ensure that these are not disclosed to other individuals
- it is my responsibility to take all reasonable measures to protect the confidentiality of the information that I have access to and not to disclose it to anyone who is not authorised to view such information"

Read and agree the Data Protection Policy. This is to protect all users of the system who will have to confirm that they have read and agree to the Data Protection Policy each time they login to Talent Studio.



Gateway to NHS Wales

1.2 Home Page



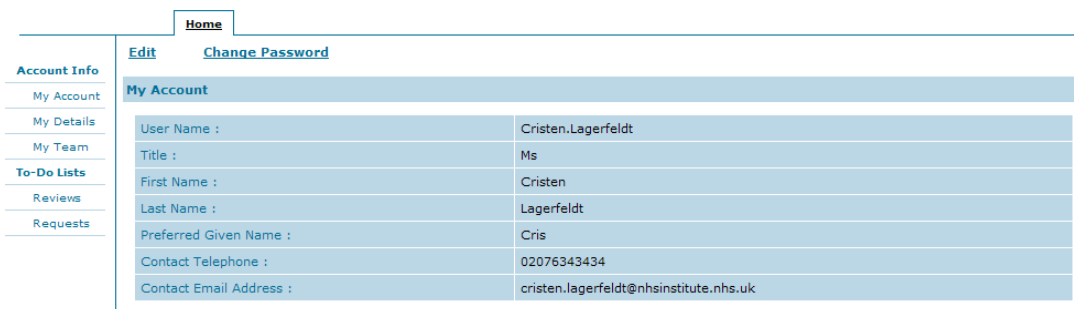
The screenshot shows the home page of the Gateway to NHS Wales Graduate Programme. It features a navigation menu on the left with links: Account Info, My Account, My Details, My Team, To-Do Lists, Reviews, and Requests. The main content area includes a welcome message, a description of the Talent Studio, and a list of to-do items. The right sidebar contains links to the User Guide, My Account, and To-do Lists.

This is your home page, where you will find information relevant to you and your participation in the programme.

2 My Account

Click **My Account** to view your user details. Click **Edit** to add or update the information. Please note that we will only use the email address that you specify in your Talent Studio account.

You must make sure that you keep your user details up to date as this will be the only contact details we hold on you..



The screenshot shows the 'My Account' page. It includes a navigation menu on the left with links: Account Info, My Account, My Details, My Team, To-Do Lists, Reviews, and Requests. The main content area displays the user's details in a table.

My Account	
User Name :	Cristen.Lagerfeldt
Title :	Ms
First Name :	Cristen
Last Name :	Lagerfeldt
Preferred Given Name :	Cris
Contact Telephone :	02076343434
Contact Email Address :	cristen.lagerfeldt@nhsinstitute.nhs.uk



Gateway to NHS Wales

2.1 Change Password

Click **Change Password** to change your password. You should do this the first time you login to the system. Choose a memorable password and keep it safe.

Home

Change Password

Old password : *	<input type="password"/>
New password : *	<input type="password"/>
Repeat new password : *	<input type="password"/>
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

Click **Save** to save your new password or **Cancel** to abandon the process.

3 My Details

Click **My Details** to view your personal information.

Home

My Details:- Cristen Lagerfeldt

	Title :	Ms	Date of Birth :	23 Mar 1984
	First Name :	Cristen	Telephone :	02076343434
	Last Name :	Lagerfeldt	Email Address :	cristen.lagerfeldt@nhsinstitute.nhs.uk

Account Info
My Account
My Details
My Team
To-Do Lists
Reviews
Requests

My Details | My Current Position | Portfolio

[Edit](#)

About me

Title :	Ms
First Name :	Cristen
Middle Name :	Amanda
Last Name :	Lagerfeldt
Preferred Name :	Cris
Previous Name :	Grundlich
Date of Birth :	23 Mar 1984
Gender :	Female
Job Title :	Trainee Programme Trainee Placement
Organisation Unit :	NHS Graduates Gateshead Health NHS Foundation Trust Gateshead Health NHS Foundation Trust
Telephone :	02076343434
Mobile Phone Number :	07734565656

Internet 100%

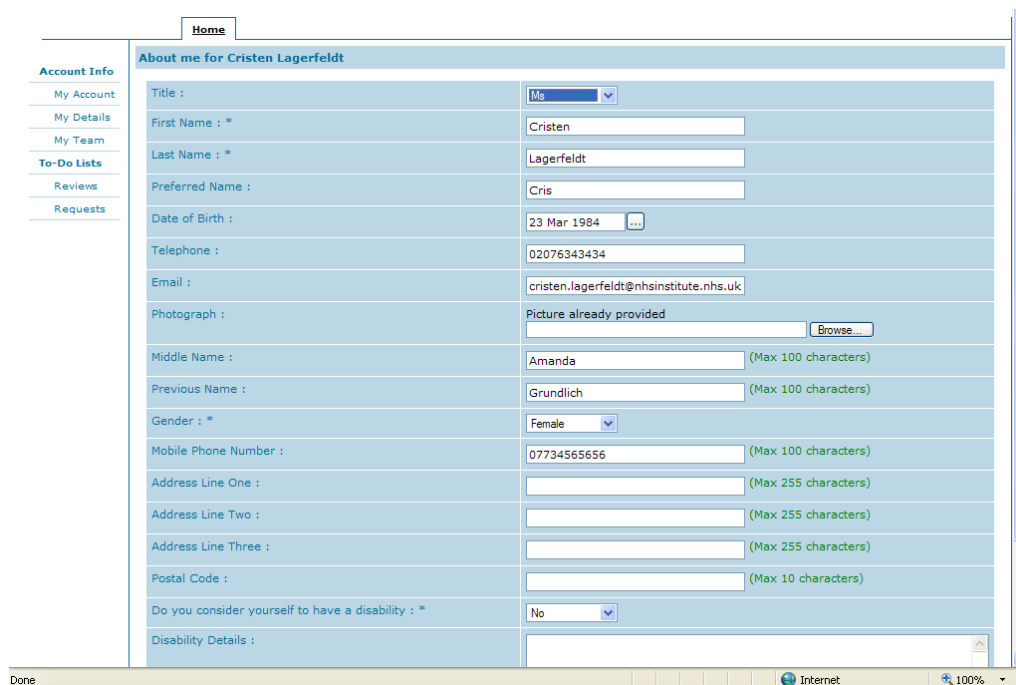
Access to this information is strictly controlled. Only authorised administrators are able to view this information.



Gateway to NHS Wales

3.1 Edit

Click **Edit** to add or update your personal information



About me for Cristen Lagerfeldt

Title :	Ms
First Name : *	Cristen
Last Name : *	Lagerfeldt
Preferred Name :	Cris
Date of Birth :	23 Mar 1984
Telephone :	02076343434
Email :	cristen.lagerfeldt@nhsinstitute.nhs.uk
Photograph :	Picture already provided Browse...
Middle Name :	Amanda (Max 100 characters)
Previous Name :	Grundlich (Max 100 characters)
Gender : *	Female
Mobile Phone Number :	07734565656 (Max 100 characters)
Address Line One :	(Max 255 characters)
Address Line Two :	(Max 255 characters)
Address Line Three :	(Max 255 characters)
Postal Code :	(Max 10 characters)
Do you consider yourself to have a disability : *	No
Disability Details :	

Click **Save** to save your information or **Cancel** to abandon the edit process.

4 My Current Position

Click **My Current Position** to view the details of your Placement Organisations. These positions relate to the reporting structure for Talent Studio as opposed to your placement title.



My Details:- Cristen Lagerfeldt

Title :	Ms	Date of Birth :	23 Mar 1984
First Name :	Cristen	Telephone :	02076343434
Last Name :	Lagerfeldt	Email Address :	cristen.lagerfeldt@nhsinstitute.nhs.uk

Current Position(s)

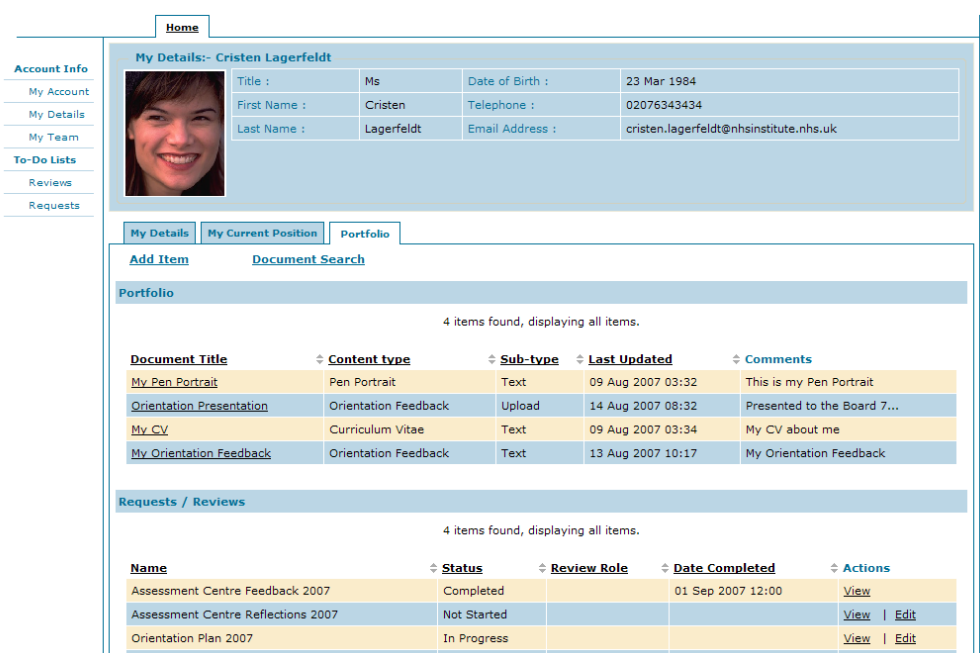
Type	Title	Organisation
Permanent	Trainee	NHS Graduates
Permanent	Programme	Gateshead Health NHS Foundation Trust
Placement 1	Trainee Placement	Gateshead Health NHS Foundation Trust



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5 Portfolio

Click **Portfolio** to view your uploaded documents and personal questionnaires. Your portfolio contains details of your personal records. The portfolio consists of a series of electronic forms as well as an area to upload important documents e.g. CV, orientation diary.




Home

Account Info

- My Account
- My Details
- My Team
- To-Do Lists**
- Reviews
- Requests

My Details:- Cristen Lagerfeldt



Title :	Ms	Date of Birth :	23 Mar 1984
First Name :	Cristen	Telephone :	02076343434
Last Name :	Lagerfeldt	Email Address :	cristen.lagerfeldt@nhsinstitute.nhs.uk

My Details | **My Current Position** | **Portfolio**

Add Item | **Document Search**

Portfolio

4 items found, displaying all items.

Document Title	Content type	Sub-type	Last Updated	Comments
My Pen Portrait	Pen Portrait	Text	09 Aug 2007 03:32	This is my Pen Portrait
Orientation Presentation	Orientation Feedback	Upload	14 Aug 2007 08:32	Presented to the Board 7...
My CV	Curriculum Vitae	Text	09 Aug 2007 03:34	My CV about me
My Orientation Feedback	Orientation Feedback	Text	13 Aug 2007 10:17	My Orientation Feedback

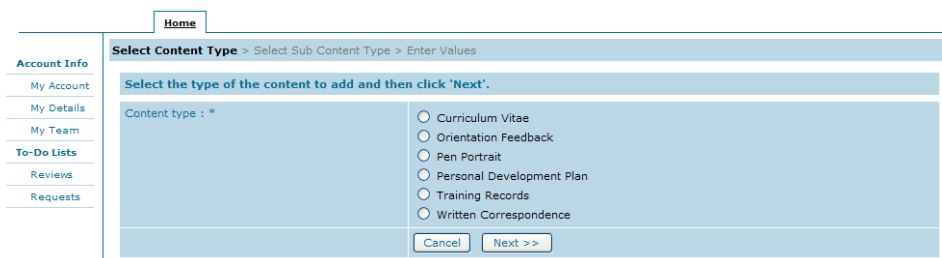
Requests / Reviews

4 items found, displaying all items.

Name	Status	Review Role	Date Completed	Actions
Assessment Centre Feedback 2007	Completed		01 Sep 2007 12:00	View
Assessment Centre Reflections 2007	Not Started			View Edit
Orientation Plan 2007	In Progress			View Edit

5.1 Add Item

To add a document (such as a CV or PDP) click **Add Item** to upload or add a text file.



Home

Account Info

- My Account
- My Details
- My Team
- To-Do Lists**
- Reviews
- Requests

Select Content Type > Select Sub Content Type > Enter Values

Select the type of the content to add and then click 'Next'.

Content type : *

- ☐ Curriculum Vitae
- ☐ Orientation Feedback
- ☐ Pen Portrait
- ☐ Personal Development Plan
- ☐ Training Records
- ☐ Written Correspondence

[Cancel](#) [Next >>](#)

Select the **Content Type** from the list and click **Next** to continue.



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Home

Select Content Type > **Select Sub Content Type** > Enter Values

Please select the type of content to add

Sub-type : *

☐ Text
☐ Upload

[Cancel](#) [<< Back](#) [Next >>](#)

Choose **Text** to create a text file or **Upload** to add an existing document.

To create a **Text** file enter the information directly into the form.

Home

Account Info
My Account
My Details
My Team
To-Do Lists
Reviews
Requests

Select Content Type > Select Sub Content Type > **Enter Values**

Content type : Pen Portrait

Document Title : *

Comments :

Text : *

Access Permissions :

[Read](#) [Modify](#)

Public : ☐
Manager : ☐ ☐

[Cancel](#) [<< Back](#) [Save](#)

If you wish everyone who has access to the system to be able to read the text file, tick the **Public** box. To allow your manager access to the file, tick **Read** or **Modify** as appropriate. Leave these check boxes blank if you want the text document to be private (only accessible by you).

To **Upload** an existing document, enter the information and click **Browse** to locate the file.

Home

Account Info
My Account
My Details
My Team
To-Do Lists
Reviews
Requests

Select Content Type > Select Sub Content Type > **Enter Values**

Content type : Pen Portrait

Document Title : *

Comments :

Upload file : * [Browse...](#)

Access Permissions :

[Read](#) [Modify](#)

Public : ☐
Manager : ☐ ☐

[Cancel](#) [<< Back](#) [Save](#)

If you wish everyone who has access to the system to be able to read the document, tick the **Public** box. To allow your manager access to the document, tick **Read** or **Modify** as appropriate. Leave these check boxes blank if you want the document to be private (only accessible by you).

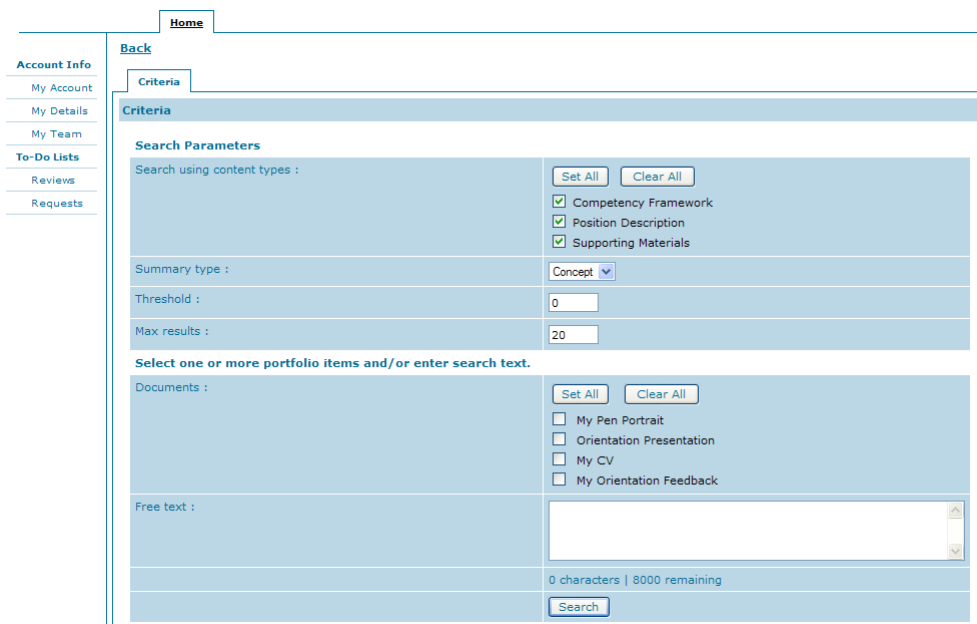


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This facility gives you the opportunity to market yourself amongst the wider NHS community. For example when you come to look for jobs you could post your CV for public view.

5.2 Document Search

Click **Document Search** to find documents on the system.



Select the **Content Type(s)** you wish to find, choose the **Summary Type**, **Threshold** and **Max Results** to configure the way search results are returned and enter your search text in the **Free text** box. Click **Search** to start the document search.

5.3 Assessment Centre Feedback

Your assessment centre feedback is based on ratings given by assessors at the assessment centre. It provides a snapshot of your performance on the day and can be a helpful tool in planning your personal development. The feedback will be posted by your LDM prior to your first performance review. This is a good time to start thinking about developing a Personal Development Plan so when it has been posted into your portfolio review it with your line manager. Think about if there are any emerging trends or areas for development.

The assessment centre feedback offers you an opportunity to identify potential areas for development as well as allowing you to gain some insight into areas of strength. However it only offers them a 'snapshot' according to how things went at the time they were assessed.

At your next scheduled meeting please discuss the feedback with your placement manager. You then need to access the Assessment Centre Feedback Reflections form. This encourages you to think about how you might use the feedback to inform your placement



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plans and your Personal Development plan..

Below is some guidance on how to manage your feedback meeting.

- Contact your manager in advance to arrange a mutually convenient time to talk through your assessment centre feedback.
- During the feedback conversation, ensure you are in an appropriate environment where you can talk without being overheard or interrupted.
- Prior to the discussion make sure that you are familiar with the your assessment centre feedback form on your Talent Studio record.
- Look upon the feedback as an opportunity for you to review your performance at the assessment centre and to make your own judgements.
- Think about what you did well and less well
- Remember you are likely to be much harder on yourself than others are!
- You will have a lot of data and limited time - concentrate on those areas which are most important and that you can do something about.
- Try to keep a balance of the less positive information with the more positive. Remember you were successful!
- If there are a couple of areas that you could work on to improve your performance think about ways you could address these. Are there any opportunities within your role/organisation that could help you achieve these?

Click **View** to display the **Assessment Centre Feedback** questionnaire.

Home	
Back	
Account Info	Request: Assessment Centre Feedback 2007
My Account	Request for : Cristen Lagerfeldt
My Details	Status
My Team	Assessment Centre Feedback Last Updated : 13 Aug 2007 12:31
To-Do Lists	Last Updated By : Rosa Klebb
Reviews	Feedback on Competencies
Requests	Leading and Taking Responsibility : Highly effective Proposes or sets specific actions: clear evidence of consistently proposing specific actions for others in recommendations for improving waiting times
	Communicating and Influencing : Effective Builds on ideas from others: shows some clear evidence of building on ideas but also includes one idea that has not been expanded on past the information received in the emails. listens to others ideas and builds on these.
	Working with others :
	Driving for and achieving results :
	Managing, planning and organising :
	Innovation and continuous improvement :
	Focusing on patients and customers :
	Analytical thinking :
	Broad based problem solving and decision making :
	Specific feedback and comments :

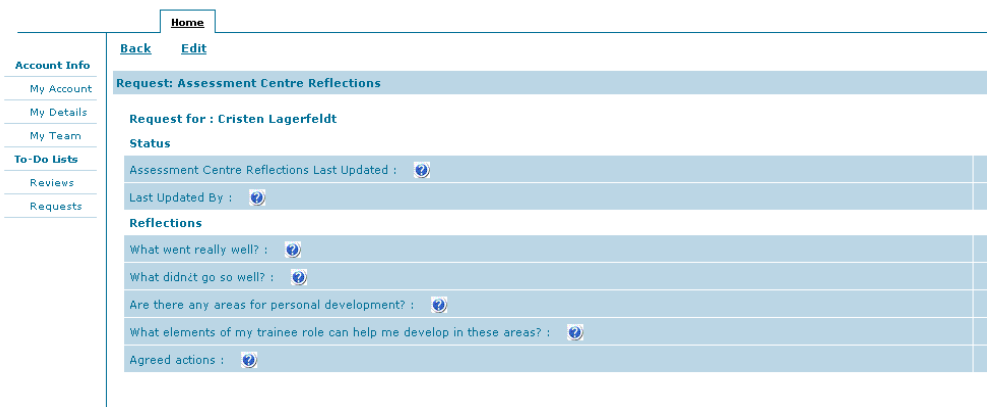
There is no edit button for this questionnaire as you only have read access rights. This questionnaire is completed by your Leadership Development Manager based on your performance at the Assessment Centre.



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5.4 Assessment Centre Reflections

Click **View** to edit the **Assessment Centre Reflections** questionnaire.



Click **Edit** to edit the **Assessment Centre Reflections** questionnaire.



Click **Save** to save the information or **Cancel** to abandon the edit process.

The Assessment Centre Feedback and the Assessment Centre Reflections are both used to form the basis of your Personal Development Plan.



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5.5 Orientation Plan

The orientation plan was designed with the planning of your orientation in mind. The idea being that you and your programme manager can put activities into the plan in a way that is instantly visible to you both. You may want to use the notes field to record useful information e.g. what to wear or you may want to use it as a place to add observations and experiences after you have spent time on an activity.

It is also useful for you to keep a diary collecting your reflections and observations during your orientation. On your portfolio there is an option called 'add items' - here you can upload documents, one of which could be an orientation diary or any presentations you may have given about your orientation.

Click **View** to display the **Orientation Plan** questionnaire.

[Home](#)

[Back](#)
[Edit](#)

Account Info

- My Account
- My Details
- My Team

To-Do Lists

- Reviews
- Requests

Request: Orientation Plan 2007

Request for : Cristen Lagerfeldt

Status

Orientation Plan Last Updated : 09 Aug 2007 15:31

Last Updated By : Rosa Klebb

Education Dates

Joint Education	Start	End
Finance, Overview and ALS :	04 Sep 2007	07 Sep 2007
HR :	24 Sep 2007	26 Sep 2007
General Management and Simulation :	15 Oct 2007	18 Oct 2007

Specialist Education	Name	Start	End
Course :	Fundamentals of Health & Public Leadership	27 Nov 2007	28 Nov 2007
Course :	Health and Public Policy	04 Mar 2008	06 Mar 2008
Course :	Organisational Development and Leadership	02 Sep 2008	04 Sep 2008
Course :	Governance and Performance	27 Jan 2009	29 Jan 2009

Orientation Dates

	No.	Date	Time	Location	Activity	Contact	Notes
Day :	1	11 Sep 2007	9:30 am - 10:30 am	Dover Hall	Outline of programme and assistance with framework for interviewing/questioning staff to maximise benefits from placement	Helen Smith HR Director	
Day :	1	11 Sep 2007	10:30 am - 11 am		Tour of site	Penny Roache	

Click **Edit** to add to or update the questionnaire.



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HR :	24 Sep 2007 ...	26 Sep 2007 ...
General Management and Simulation :	15 Oct 2007 ...	18 Oct 2007 ...

Specialist Education	Name	Start	End
Course :	Fundamentals of Health & Public Lead	27 Nov 2007 ...	28 Nov 2007 ...
Delete	Health and Public Policy	04 Mar 2008 ...	06 Mar 2008 ...
Course :	Organisational Development and Leac	02 Sep 2008 ...	04 Sep 2008 ...
Delete	Governance and Performance	27 Jan 2009 ...	29 Jan 2009 ...
Course :			
Add			

Orientation Dates							
	No.	Date	Time	Location	Activity	Contact	Notes
Day :	1	11 Sep 2007 ...	9:30 am - 10:30 am	Dover Hall	Outline of programme and assistance with framework for interviewing/questioning	Helen Smith HR Director	
Delete	1	11 Sep 2007 ...	10:30 am - 11 am		Tour of site	Penny Roache	
Day :							
Add							

Cancel Save

Click **Save** to save the information or **Cancel** to abandon the process.

This questionnaire is for you and your Placement/Programme Manager to plan and record your Orientation. There is an area at the top of the questionnaire where you able to input any Education dates that you have – this will enable you to plan around any set dates.



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Click **View** to display the **Personal Information** questionnaire.

[Home](#)

[Back](#)
[Edit](#)

Account Info

My Account

My Details

My Team

To-Do Lists

Reviews

Requests

Request: Personal Information

Request for : Cristen Lagerfeldt

Status

Personal Information Last Updated :

12 Sep 2007 15:59

Last Updated By :

Cristen Lagerfeldt

Personal Details

Address Line One :

7 New St

Address Line Two :

Gateshead

Address Line Three :

Postal Code :

Home Telephone :

07733 123456

Marital Status :

Single

Number of Dependents :

0

Driving Licence :

Yes

Car Insurance :

Yes

Nationality :

In Service :

No

Education

English GCSE :

Yes

Maths GCSE :

Yes

English GCSE

Mentor

Name :

Job Title :

Click **Edit** to add or update the questionnaire.

[Home](#)

[Back](#)
[Edit](#)

Account Info

My Account

My Details

My Team

To-Do Lists

Reviews

Requests

Request: Personal Information

Request for : Cristen Lagerfeldt

Status

Personal Information Last Updated :

12 Sep 2007 15:59

Last Updated By :

Cristen Lagerfeldt

Personal Details

Address Line One :

7 New St

Address Line Two :

Gateshead

Address Line Three :

Postal Code :

Home Telephone :

07733 123456

Marital Status :

Single

Number of Dependents :

0

Driving Licence :

Yes

Car Insurance :

Yes

Nationality :

In Service :

No

Education

English GCSE :

Yes

Maths GCSE :

Yes

Mentor

Name :

Click **Save** to save the information or **Cancel** to abandon the process.

Access to this information is strictly controlled. Only your Learning Development, Programme, Placement Managers and the central administrators are able to view this information.

PLEASE NOTE THAT IT IS YOUR RESPONSIBILITY TO KEEP THIS INFORMATION UP TO DATE.



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5.7 Qualifications

Click **View** to display the **Qualifications** questionnaire.



Home
Back Edit

Questionnaire: Qualifications

Status
Qualifications Last Updated : [View](#)

Educational
Enter your Educational qualifications here

	Degree	Awarded By	Awarded On	Comments
Educational : View				

Professional
Enter your Professional qualifications here

	Professional Body	Class	Awarded On	Comments
Professional : View				

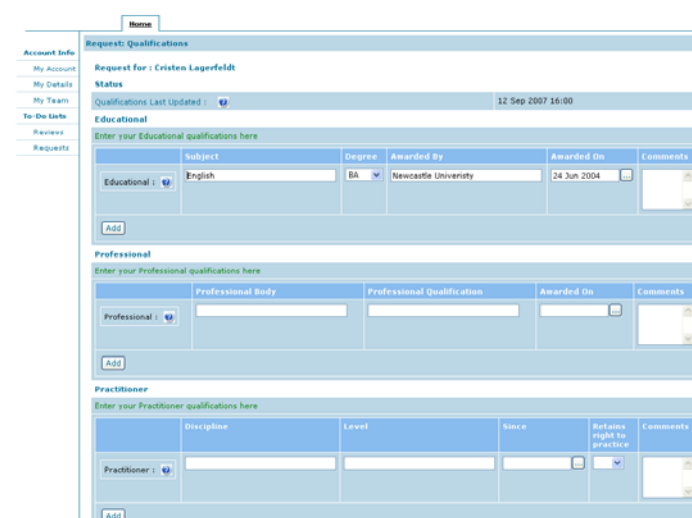
Practitioner
Enter your Practitioner qualifications here

	Discipline	Level	Since	Retains right to practice	Comments
Practitioner : View					

Development
Enter any other development undertaken here

	Description	Type	Date	Comments
Development : View				

Click **Edit** to add or update the information.



Home
Account Info
My Account
My Details
My Team
To Do Lists
Reviews
Requests

Request: Qualifications

Request for : Cristen Lagerfeldt

Status
Qualifications Last Updated : 12 Sep 2007 16:00

Educational
Enter your Educational qualifications here

	Subject	Degree	Awarded By	Awarded On	Comments
Educational : View	English	BA	Newcastle University	24 Jun 2004	

Add

Professional
Enter your Professional qualifications here

	Professional Body	Professional Qualification	Awarded On	Comments
Professional : View				

Add

Practitioner
Enter your Practitioner qualifications here

	Discipline	Level	Since	Retains right to practice	Comments
Practitioner : View					

Add

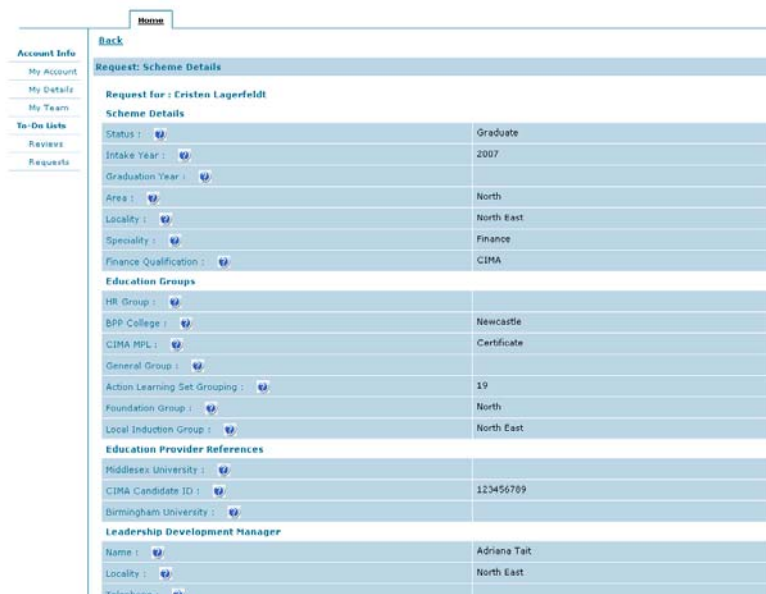
Click **Save** to save the information or **Cancel** to abandon the process.

5.8 Scheme Details



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Click **View** to display the **Scheme Details** questionnaire.



Scheme Details	
Status :	Graduate
Intake Year :	2007
Graduation Year :	
Area :	North
Locality :	North East
Speciality :	Finance
Finance Qualification :	CIMA
Education Groups	
HR Group :	
BPP College :	Newcastle
CIMA MPL :	Certificate
General Group :	
Action Learning Set Grouping :	19
Foundation Group :	North
Local Induction Group :	North East
Education Provider References	
Middlesex University :	
CIMA Candidate ID :	123456789
Birmingham University :	
Leadership Development Manager	
Name :	Adriana Tait
Locality :	North East
Telephone :	

There is no edit button for this questionnaire as you only have read access rights. If you see information that you think is incorrect please send an email to the Support email address with the details of your query.

6 My Team

Click **My Team** to access the details of people you are managing. In your case there will be nothing to display.

7 Reviews

Click **Reviews** to display any appraisal questionnaires that you may be invited to complete. You will receive an e-mail invitation to alert you when there are appraisal questionnaires to be completed.

8 Requests

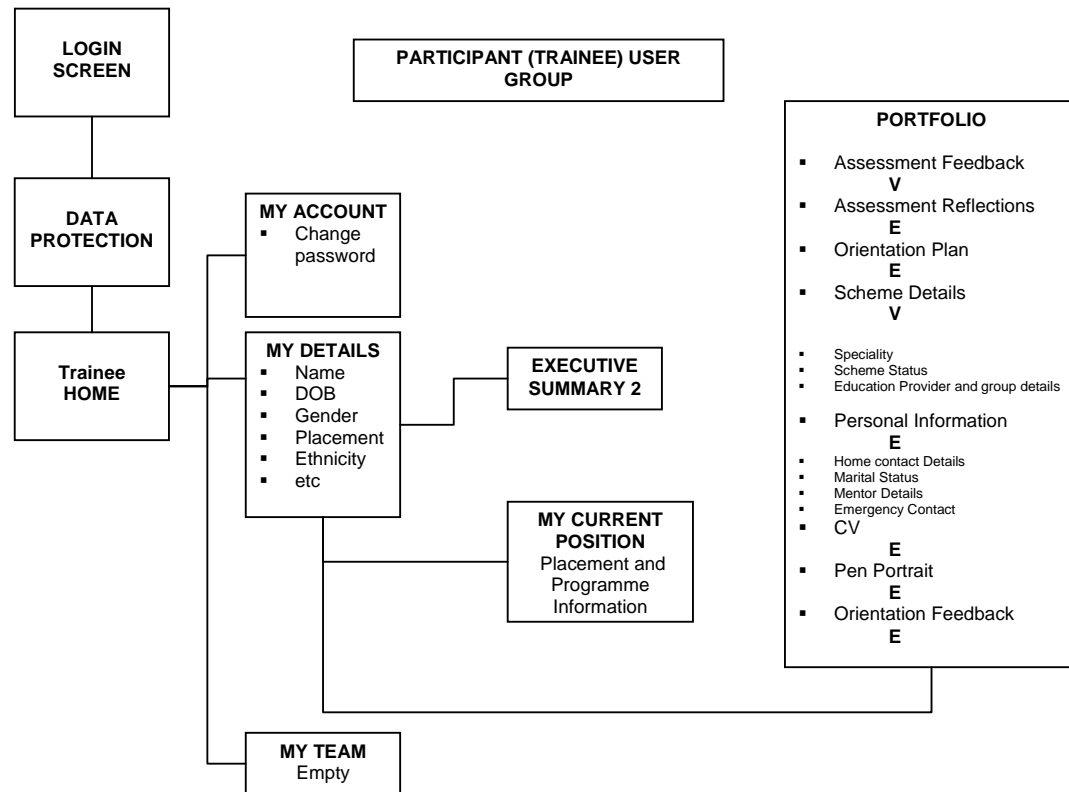
Click **Requests** to display any other questionnaires that you may be invited to complete. You will receive an e-mail invitation to alert you when there are questionnaires to be completed.

9 Information Access



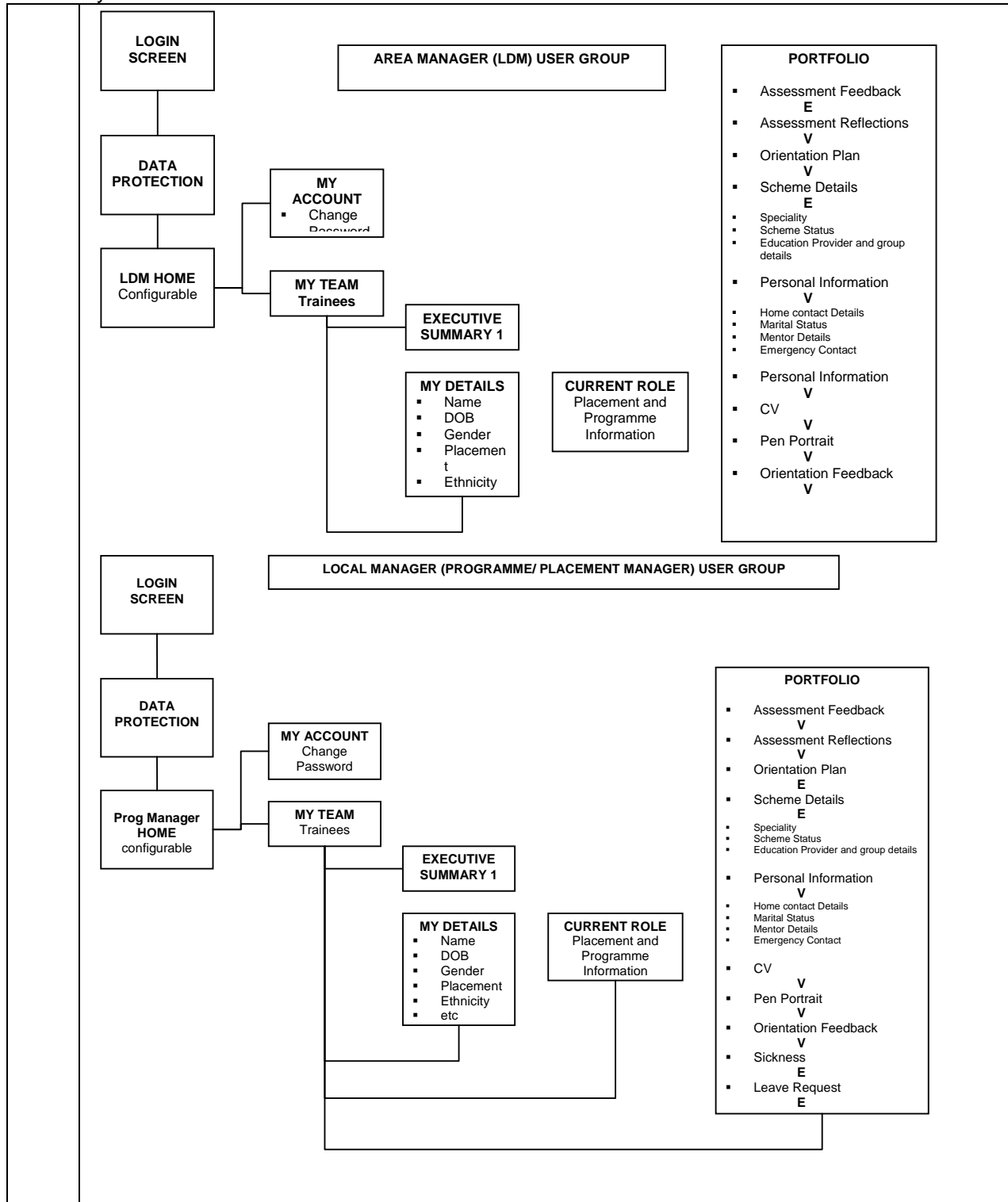
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The following maps describe what is currently available in Talent Studio and what is accessible to the three main user groups: Trainees, Placement and Programme Managers, and Leadership Development Managers.





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10 Competencies

Your competency record sheets are now available on Talent Studio. The competency record sheets should act as your record of progress throughout the scheme. For finance trainees this will form your record for your professional qualification. It is also a requirement for graduation from the scheme that you achieve against all your competencies.

Having the competency record sheets on Talent Studio has a number of helpful functions. You are able to access them at any time, you can have them signed off electronically. It also means that your manager and graduate schemes staff can track your progress through the scheme and identify any development needs.

It may also help you identify gaps in your development that will inform your needs for future placements.

Each competency record sheet has a separate form. On each form there is a short description of the competency. For completeness it is recommended that you refer to the full competency document in the handbook. You will need to complete the relevant sections and then click on save at the bottom of the sheet. If you want to send an alert to your managers email address or Talent Studio in box choose the relevant option at the bottom of the sheet.

Your placement manager needs to sign off your competency so when they receive it they have the ability to grade it as 'partially achieved/ achieved or not achieved'. We have designed the system so that you can add evidence as you go i.e. you don't have to have fully completed the competency to fill in the form and you can keep adding to it until you have achieved the competency. In fact even if you have fully achieved you are able to log any further evidence you may have gathered.

If you are intending entering lots of text it is highly recommended that you enter it on a Word document first and cut and paste into Talent Studio as the system has to 'time out' regularly to ensure security. Alternatively you are guided to save your work every ten minutes.

We also recommend that you date all entries as the system does not automatically time stamp entries.

Performance Review Forms

You will have performance reviews throughout your time on the scheme. The schedule for performance reviews is laid out in the handbook.

At each review your manager is required to complete a performance review summary sheet



Gateway to NHS Wales

	<p>on Talent Studio. This form assesses your progress against all the elements of the scheme.</p> <p>The performance review summary sheet will be published to your portfolio prior to your meeting date. You will receive an email to say that it is due to take place as a reminder for you to book a meeting.</p> <p>You will notice that you have read only rights to this form.</p> <p>It is essential that your placement manager completes this form as it will inform your progression through the scheme. It's a good idea to use the form as an agenda for the meeting and filling it in as you go along.</p>
	<p>Placement Request Form</p>
	<p>Your elective placement is a unique opportunity to tailor a placement to your personal development needs. It will give you the chance to gain a wider perspective either in a different healthcare setting or in an external organisation.</p> <p>Your placement form is designed to help shape and inform your thinking as well as keeping all parties up to date on your plans. It is recommended that as soon as you have any thoughts about your placement that you log them on the form.</p>