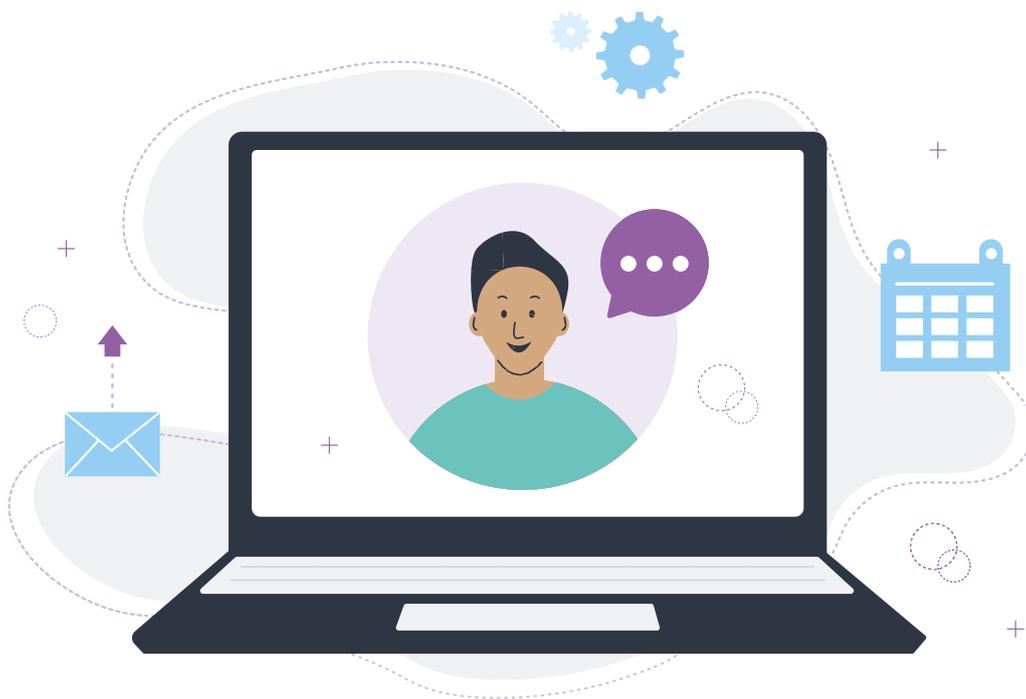


## How to Allocate a Student to a Practice Assessor (PA)



### Quality Management of the Practice Learning Environment

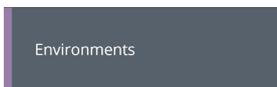


CLICK ANYWHERE TO CONTINUE 

1. To allocate a student to a Practice Assessor (PA) go to the **Menu** tab.



2. Scroll to **Environments** click on tab to enter your environment.



3. You can search for the specific learning environment with the search function and a list will appear. Alternatively go to the list of all your learning environments which has been automatically generated.
4. Choose the learning environment you wish to look at by clicking on the name of the environment. This will take you into the specific learning environment profile page.
5. Now click on the **Students** tab. A calendar will appear.



**Student Placements - Test Ward North**

Central Quays Hospital  
Hospital Street  
Glasgow  
G99 1DD  
Telephone: 0141 555 5555  
Alt. Telephone:  
Contact Name: Hospital Manager

Learning Centres  
Central Quays Hospital

Learning Environments  
Test Ward North

[Apply](#)

April 2021 today < >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	1	2	3
Jack Test Student						
5	6	7	8	9	10	11
Jack Test Student						

6. Scroll through the calendar to see the names of the students and when they will be on placement. Click on the **Student's Name**. You will then be given an option to allocate a PA.

**Placement Information** ✕

**Student Name**  
Jack Test Student

---

**Placement Start Date**  
21/06/2021

---

**Placement End Date**  
30/06/2021

---

**Education Provider**  
Test University

---

**Year of Study**  
Year 1

---

**Practice Assessor**  
Not Allocated

---

**Nominated Practice Supervisor**

**Allocate Practice Assessor**

**Close** **Save**

7. Click **Allocate Practice Assessor** and choose from drop down menu to choose PA.

**Allocate Practice Assessor**

8. The PA can be chosen from the drop down menu which will have all the active PAs available for allocation.

9. Once you have chosen a PA click **Allocate**. Once you have allocated a PA, the student will be able to see this on the student view in QMPLE.

10. Then click **Save**.

If you have any problems, please contact your local PEF/CHEF.

This resource may be made available, in full or summary form, in alternative formats and community languages. Please contact us on **0131 656 3200** or email [altformats@nes.scot.nhs.uk](mailto:altformats@nes.scot.nhs.uk).



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