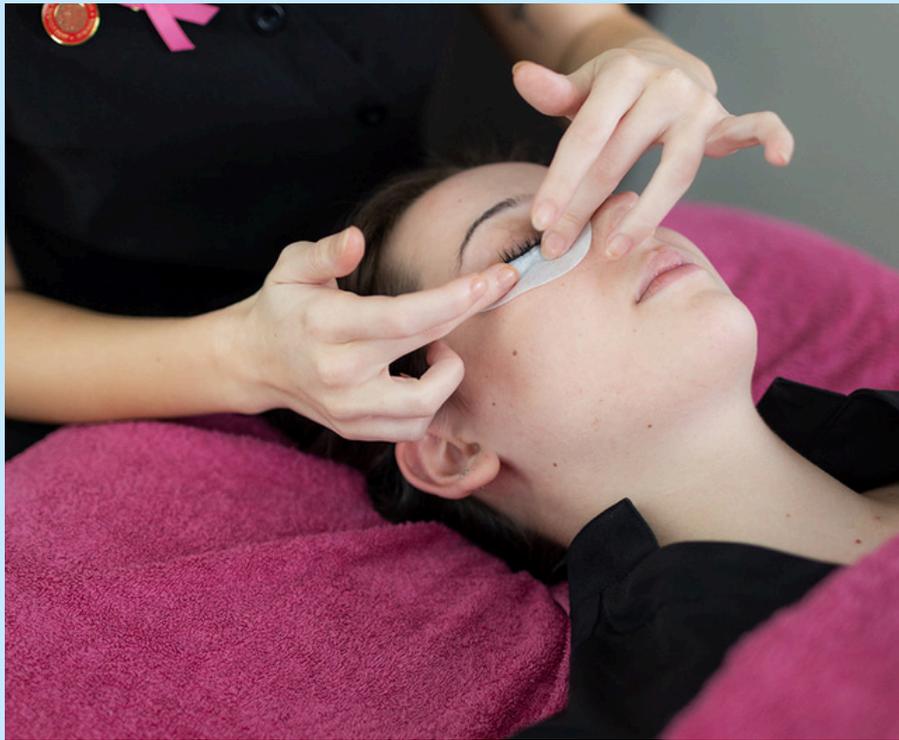


INTERNSHIP TRACKER

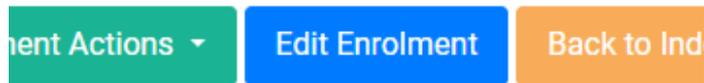


OVERVIEW

The internship tracker is designed to streamline the process of monitoring internships, enabling us to report the percentage of students participating in internships versus those completing their Workplace Practice paper. It also allows us to identify the organisations where our students are interning. The Team Lead will be responsible for entering these details into Selma.

Step 1 - Adding Internship Placement Details to a Student Record:

- **Search for the Student in Selma:** Begin by searching for the student whose internship placement you want to add.
- **Select Enrolment:** Click on the enrolment record that is connected to the internship.
- Click on **Edit Enrolment** to make changes.



- Navigate to the **Placements** tab

Step 2 - Add Placement:

- Click on **Add Placement**.



- Please complete as many fields as you can. If the organisation is not listed, please add it along with the contact information before proceeding any further (please see steps 4 below).

Step 2 - Add Placement Continued:

Enrolment Placement

Start Date *

Employment Type *

Organisation *

End Date

Industry Type

Exited Service

Job Title

Source of Vacancy

Hours per Week

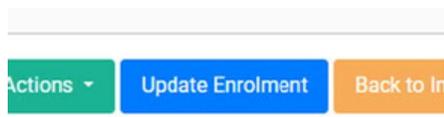
Hourly Pay

Subsidy Required?

- **Start Date** – *Mandatory*
- **End Date** – *Optional*
- **Employment Type** – *Mandatory*
- **Organisation** – *Mandatory* * If organisation does not appear please go to step 4.
- **Industry Type** – *Optional*, but we encourage you to fill this in.
- **Exited Service** – *Optional*
- **Job Title** – *Optional*, however please provide this information
- **Source of Vacancy** – *Mandatory* This information helps us track whether the student secured their own internship (student) or if it was sourced through NZST, Elite or Cut Above (Provider)
- **Hours per Week** - *Optional*
- **Hourly Pay** - *Optional*

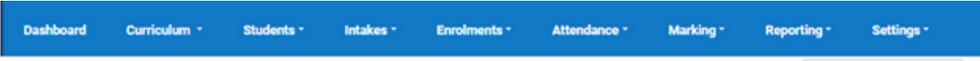
Step 3 - Add Placement - Continued:

- Once you have entered the information, click save to store the placement details.
- Finally, click on Update Enrolment to ensure all changes are applied.



Step 4 - Add New Organisation

If the organisation does not appear in the organisation field when adding a new placement, you'll need to add it first. While this may seem like an extra step, remember that once an organisation is set up, you will not have to add it again. Follow these steps to proceed:



Dashboard Curriculum Students Intakes Enrolments Attendance Marking Reporting Settings

- Access Settings: Click on the Settings located in the top menu of the Selma Dashboard Home page.
- Select 'Organisations' from the menu, and use the search field to find the organisation.
- Click on 'Add Organisation'.

Add Organisation

- Ensure you select Active and complete as many fields as possible, paying special attention to those marked with an asterisk (*).
- In the Type field, select Employer.
- Click Add to save the information.

Add Contact Information (if available):

- Go to Settings and select Contacts.
- Search for the contact to ensure they are not already in the system.
- If the contact is not found, click Add and enter as many details as possible.

Link Contact to Organisation:

- Navigate to the Organisation's section and click Edit next to the relevant organisation.
- Select the Contact tab, then click Link Contact.
- Search for the contact name, select it, and choose Employer as the relationship.
- Click Update to save the changes.

Step 4 - Edit Placement

To edit an internship entry, click on the Placement tab, then click the green box under Actions. Make your changes and click Save when done.

Enrolment Info Components Event Log Programme Outcome Awards Attendance Fees P

Search:

Action	Start Date ↕	End Date ↕	Organisation ↕	Job Title ↕	Employment Type ↕	Industry Type
 	27-02-2025	-	Marriott Brisbane	-	Full Time	-

Placement PowerBi Report

The Placement PowerBi Report can be found on the following link:

Placement Report

The home screen provides a summary of students eligible for internships, displaying the total number of eligible students alongside the percentage currently participating in an internship or Work Placement Programme (WPP).

Campus	Enrolments	Internship %	WPP %
Edie Hamilton	2	100.0%	0.0%
Edie Wellington	12	100.0%	0.0%
NZST Auckland Airport	138	29.4%	70.6%
NZST Auckland City	80	18.8%	81.3%
NZST Christchurch SGP	53	0.0%	100.0%
NZST Hamilton	42	2.4%	97.6%
NZST Wellington	71	0.0%	100.0%
Online Campus	28	0.0%	100.0%
Total	424	16.5%	83.5%

On the left side of the screen, users can apply various filters to refine their search:

- **Provider**
- **Reporting Year**
- **Enrolment Start Quarter**
- **Internship/WPP/None** - Please note that 'None' indicates the components have been changed to 'Internship,' but the internship details have not yet been entered.
- **Campus**
- **Programme Level / Code**
- **Enrolment Status**
- **Funding Source**
- **Disability**
- **Ethnicity Parity Groups (Māori, Pasifika, Non-Māori/Pasifika)**

On the right side, two pre-set reports are available:

- **Student Summary**
- **Internship Summary**

Student Summary

The Student Summary Report provides an overview of all students eligible for internships, indicating whether they are currently participating in an internship or WPP.

The screenshot shows a web interface for a 'Student Summary Report'. At the top, there are summary statistics: Enrolments: 424, Internship %: 16.5%, and WPP %: 83.5%. Below this is a table with columns: Student ID, Student Name, Campus, Programme - Code, Enrolment Start Date, Internship or WPP, Enrolments, Internship %, and WPP %. The table lists 15 individual students and a total row. On the left side, there are various filter menus for Provider, Account Number, ID#, Enrol Start Date, Internship/WPP, Campus, Programme Level/Code, Enrolment Status, Fundraising, Ethnicity Parity Group, and Pages. On the right side, there are buttons for 'Reset Page', 'Pre-Set Reports' (Student Summary, Internship Summary), 'Change Layout' (Table, Matrix, Bar Chart), and 'Agreement' at the bottom left.

Student ID	Student Name	Campus	Programme - Code	Enrolment Start Date	Internship or WPP	Enrolments	Internship %	WPP %
270229423	Isabella Harris-Early	Elite Hamilton	EL - DFFBS	4/8/2024	Internship	1	100.0%	0.0%
270224276	Tu Douglas	Elite Hamilton	EL - DFFBS	4/8/2024	Internship	1	100.0%	0.0%
270229612	Aubrey Tansley	Elite Wellington	EL - DFFBS	10/30/2023	Internship	1	100.0%	0.0%
270051448	Sasha Theronissen	Elite Wellington	EL - DFFBS	10/30/2023	Internship	1	100.0%	0.0%
270158041	Annabella Sutherland	Elite Wellington	EL - DFFBS	10/30/2023	Internship	1	100.0%	0.0%
270158735	Shirley Bhaskaran	Elite Wellington	EL - DFFBS	10/30/2023	Internship	1	100.0%	0.0%
270210207	Sophia Evans	Elite Wellington	EL - DFFBS	10/30/2023	Internship	1	100.0%	0.0%
270267459	Nevah Edwards	Elite Wellington	EL - DFFBS	4/24/2023	Internship	1	100.0%	0.0%
270262798	Accalia Harwood	Elite Wellington	EL - DFFBS	10/30/2023	Internship	1	100.0%	0.0%
270264380	Alannah Simpson	Elite Wellington	EL - DFFBS	10/30/2023	Internship	1	100.0%	0.0%
270268182	Tamara Law	Elite Wellington	EL - DFFBS	10/30/2023	Internship	1	100.0%	0.0%
270270207	Sarahah Jones	Elite Wellington	EL - DFFBS	10/30/2023	Internship	1	100.0%	0.0%
270270770	Jessica Jackson	Elite Wellington	EL - DFFBS	10/30/2023	Internship	1	100.0%	0.0%
270270983	Sophie Browning	Elite Wellington	EL - DFFBS	10/30/2023	Internship	1	100.0%	0.0%
270048000	Siavola Thompson	NIST Auckland Airport	NIST - TMS V2	1/22/2024	WPP	1	0.0%	100.0%
270053147	Raiza Ramos	NIST Auckland Airport	OLD.NIST - TMS	3/13/2023	WPP	1	0.0%	100.0%
270093171	Genevieve Mehus	NIST Auckland Airport	OLD.NIST - TMS	3/13/2023	WPP	1	0.0%	100.0%
270099802	Faye Taglioma	NIST Auckland Airport	NIST - TMS V2	4/3/2024	Internship	1	100.0%	0.0%
Total						424	16.5%	83.5%

This report includes the following details:

- **Student ID**
- **Student Name**
- **Campus**
- **Programme - Code**
- **Enrolment Start Date**
- **Internship or WPP Participation** - Please note that 'None' indicates the components have been changed to 'Internship,' but the internship details have not yet been entered.
- **Number of Enrolments**
- **Internship Participation Percentage**
- **WPP Participation Percentage**

Filters available on the left-hand side of the screen allow users to refine the data based on specific criteria, such as provider, enrolment status, programme level, and ethnicity parity groups.

Internship Summary

The Internship Summary Report details where students are completing their internships.

Y003EE COLLEGE OF CREATIVE EDUCATION

Details Customise Notes & Definitions

Enrolments: **424** Internship %: **16.5%** WPP %: **83.5%**

Student ID	Student Name	Campus	Programme - Code	Enrolment Start Date	Internship or WPP	Enrolments	Internship %	WPP %
270229623	Isabella Harris-Early	Elite Hamilton	EL - DIFB5	4/8/2024	Internship	1	100.0%	0.0%
270224294	Tia Douglas	Elite Hamilton	EL - DIFB5	4/8/2024	Internship	1	100.0%	0.0%
270029842	Aubrey Tansey	Elite Wellington	EL - DIFB5	10/30/2023	Internship	1	100.0%	0.0%
270051448	Sasha Theunissen	Elite Wellington	EL - DIFB5	10/30/2023	Internship	1	100.0%	0.0%
270158041	Anabella Sutherland	Elite Wellington	EL - DIFB5	10/30/2023	Internship	1	100.0%	0.0%
270158735	Shirley Bhaskaran	Elite Wellington	EL - DIFB5	10/30/2023	Internship	1	100.0%	0.0%
270210207	Sophia Evans	Elite Wellington	EL - DIFB5	10/30/2023	Internship	1	100.0%	0.0%
270247459	Nevah Edwards	Elite Wellington	EL - DIFB5	4/24/2023	Internship	1	100.0%	0.0%
270242994	Accalia Maresca	Elite Wellington	EL - DIFB5	10/30/2023	Internship	1	100.0%	0.0%
270244380	Alannah Simpson	Elite Wellington	EL - DIFB5	10/30/2023	Internship	1	100.0%	0.0%
270248182	Tamara Law	Elite Wellington	EL - DIFB5	10/30/2023	Internship	1	100.0%	0.0%
270220307	Savannah Jones	Elite Wellington	EL - DIFB5	10/30/2023	Internship	1	100.0%	0.0%
270220770	Jessica Jackson	Elite Wellington	EL - DIFB5	10/30/2023	Internship	1	100.0%	0.0%
270220983	Sophie Browning	Elite Wellington	EL - DIFB5	10/30/2023	Internship	1	100.0%	0.0%
270048000	Stasia Thompson	NZST Auckland Airport	NZST - TTMS V2	1/22/2024	WPP	1	0.0%	100.0%
270053147	Raiza Ramos	NZST Auckland Airport	OLD NZST - TTMS	3/13/2023	WPP	1	0.0%	100.0%
270095171	Danelle Mehau	NZST Auckland Airport	OLD NZST - TTMS	3/13/2023	WPP	1	0.0%	100.0%
270099802	Faye Tagilima	NZST Auckland Airport	NZST - TTMS V2	4/3/2024	Internship	1	100.0%	0.0%
Total						424	16.5%	83.5%

This report includes the following information:

- **Student ID**
- **Student Name**
- **Campus**
- **Programme – Code**
- **Enrolment Start Date**
- **Internship Start Date**
- **Internship End Date**
- **Employment Type**
- **Organisation**
- **Industry Type**
- **Job Title**
- **Source of Vacancy**
- **Memorandum of Understanding (MoU) Check**
- **Number of Enrolments**

As with the Student Summary Report, users can apply filters on the left-hand side to tailor the data view according to provider, reporting year, internship status, funding source, and more.