

Employer & Partnership Database — one list of every partner

Clinical sites, externship sites, employers and workforce partners, with the agreement dates that quietly expire and the placement counts that win the next agreement.

1 What this page is for

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One place for every organisation the school works with. The two things that matter are the **agreement expiry** (so a site does not lapse the week students are due) and **placements** (proof for the next negotiation).

KINDS

Clinical site, Externship site, Employer, Workforce partner. Filter with the dropdown; search by name, contact or program.

THE TABLE

Kind, partner, contact, programs accepted, capacity, agreement expires (red when past, amber inside 60 days), placements.

2 The number cards

The cards across the top of the page, left to right.

CARD	WHAT IT COUNTS
Partners on file	All partners.
Agreements expiring soon	Inside the next 60 days.
Agreements expired	Renew before placing more students.

Graduates placed

Across all partners, from graduate records.

3 Add a partner

The form: kind, organisation name, contact, phone, email, programs accepted, capacity (students at a time), agreement expires, notes. Save or Cancel.

4 Step by step

Add a partner

1. Press **Add partner**.
2. Kind, organisation name, contact person, phone, email, programs accepted (e.g. CNA, PCT), capacity, agreement expiry date, notes.
3. Press **Save partner**.

Edit a partner

1. Click the row; the same form opens filled in. Change and save.

5 If something looks wrong

Placements is 0 for an employer I know has hired.

Placements count graduates whose record names that employer exactly. Record the employer on the graduate's record (Outcomes / student record).