

ICSP

Internship and Community Service Programme

APPLICANT GUIDE: ALLOCATION STATUS & EXCHANGE/SWOP PROCESS



health

Department:
Health
REPUBLIC OF SOUTH AFRICA



Health Information Systems Program - SA

Table of Contents

1. How to log in for allocation review and exchanges/Swops	2
2. Allocation Status	2
3. Exchanges/SWOPS	4

Important Definitions:

Preliminary Allocation: It is the first allocation, released after the algorithm run, which may change due to Exchange and Appeals processes.

Exchange/Swop: A voluntary process that applicants may take part in, to switch their allocations with other applicants.

Exchange group member: an applicant who is taking part in an exchange process initiated by an initiator

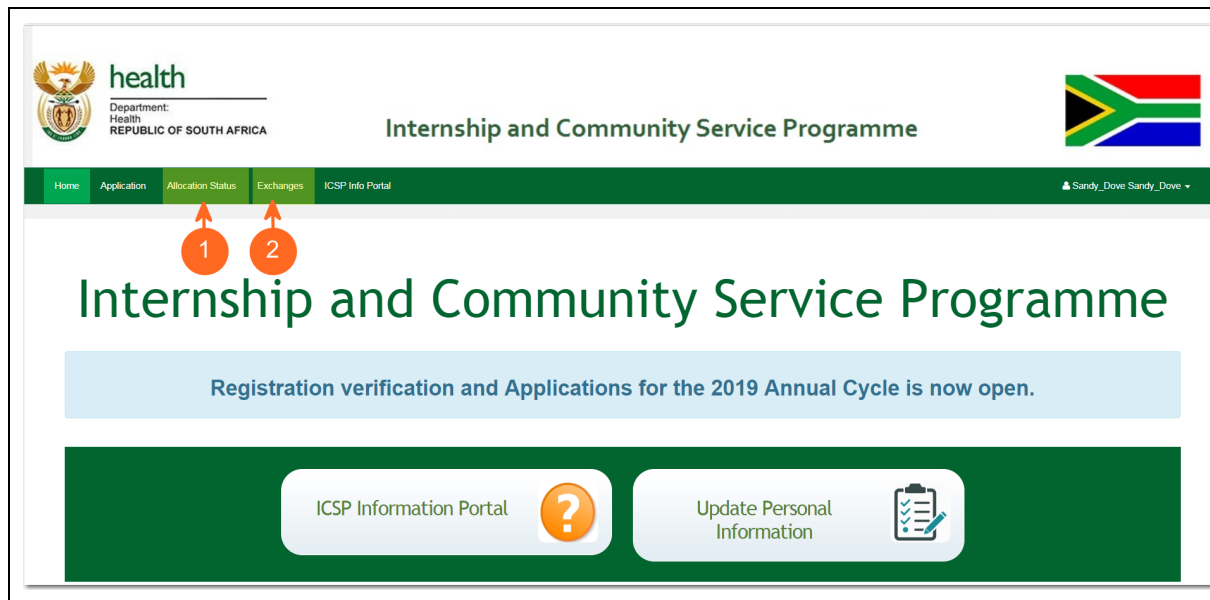
Initiator: an applicant who will complete the details of the exchange form on behalf of the exchange group.

1. How to log in for allocation review and exchanges/Swops

First login by clicking on the following URL, or type it into your browser:

<https://icsp2020.dhis.dhmis.org>

Login to your homepage:



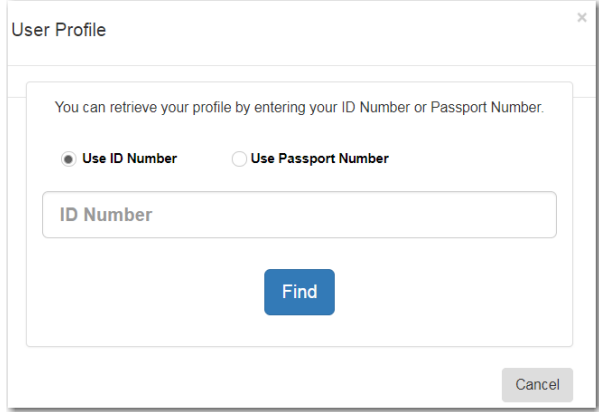
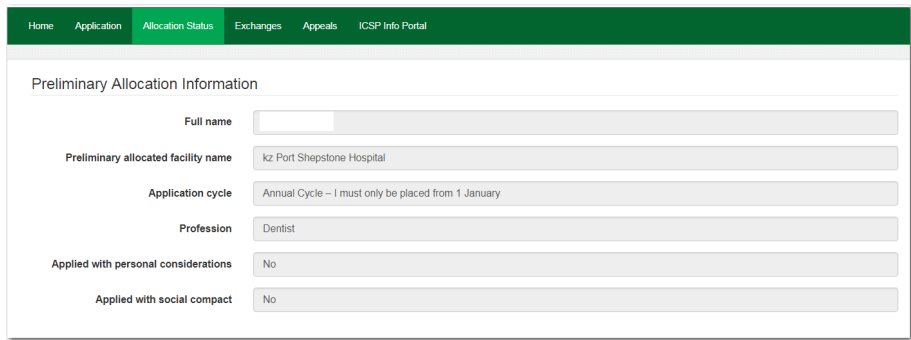
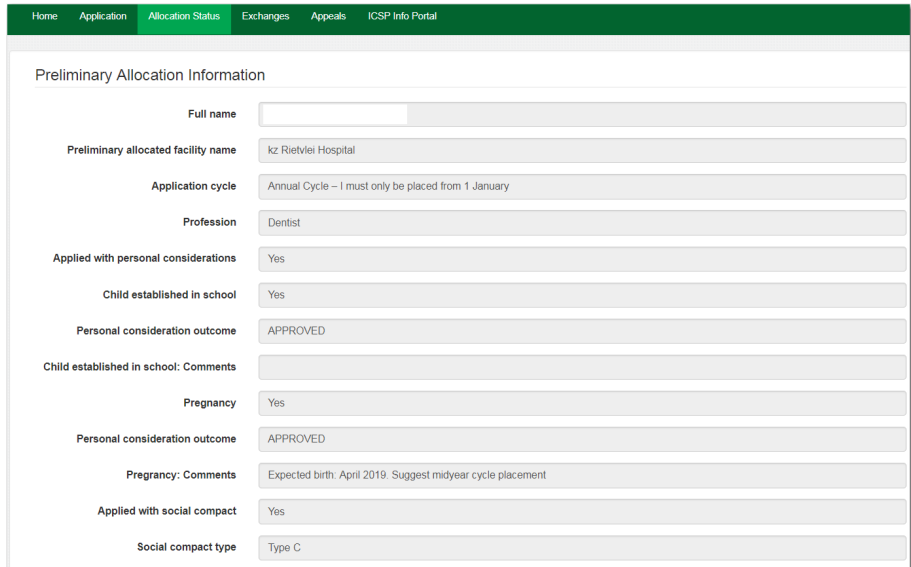
The applicant will see TWO new tabs on the Home page:

1. Allocation Status
2. Exchanges/Swops

2. Allocation Status

When you click on the “Allocation status” tab, you need to type in your ID and then you will be given your ‘**Preliminary Allocation**’ and a summary result of any considerations you may have applied for.

IMPORTANT: Social Compact applications are not guaranteed, and applicants were placed in accordance with availability of posts.

 <p>The dialog box titled 'User Profile' contains the following elements: <ul style="list-style-type: none"> Text: 'You can retrieve your profile by entering your ID Number or Passport Number.' Radio buttons: 'Use ID Number' (selected) and 'Use Passport Number'. Text input field: 'ID Number'. Button: 'Find'. Button: 'Cancel'. </p>	<p>Add your ID then select Find</p>
 <p>The form shows the following data: <ul style="list-style-type: none"> Full name: [Redacted] Preliminary allocated facility name: kz Port Shepstone Hospital Application cycle: Annual Cycle – I must only be placed from 1 January Profession: Dentist Applied with personal considerations: No Applied with social compact: No </p>	<p>An example of an applicant with no personal consideration requests and their preliminary allocated facility</p>
 <p>The form shows the following data: <ul style="list-style-type: none"> Full name: [Redacted] Preliminary allocated facility name: kz Rietvlei Hospital Application cycle: Annual Cycle – I must only be placed from 1 January Profession: Dentist Applied with personal considerations: Yes Child established in school: Yes Personal consideration outcome: APPROVED Child established in school: Comments: [Redacted] Pregnancy: Yes Personal consideration outcome: APPROVED Pregnancy: Comments: Expected birth: April 2019. Suggest midyear cycle placement Applied with social compact: Yes Social compact type: Type C </p>	<p>An example of an applicant with personal considerations and their preliminary allocated facility</p>

If you are not happy with your preliminary allocated facility the next step is to initiate exchanges/Swops with a maximum of four (4) other applicants who are willing to change their facility allocations with yours.

Please note: Foreign applicants cannot take part in the exchange/SWOP process.

3. Exchanges/Swops

The Exchange/SWOP is a voluntary phase of the ICSP process wherein allocated applicants may take part to switch allocations with each other. This is NOT a compulsory activity for all applicants.

The process has **two user roles: 1. Initiator and 2. exchange/SWOP group member**. There may only be **ONE** initiator and they are responsible for completing/assigning the details of new posts as agreed upon by the exchange group. There may be between 1-4 Exchange group members.

There are limitations to the Exchange Process;

- ONLY allocated South Africans and Permanent Residents are allowed to exchange provided they fit in the other criteria
- Foreign applicants may not take part in the exchange process in accordance with the Immigration Act of 2008
- Applicants may only exchange/Swop posts in within their field of study.
- Bursary applicants may only exchange with bursary holders from the same province e.g Limpopo Province bursary holders may exchange with bursary holders from Limpopo Province for the same field of study and allocation cycle
- SAMHS bursary holders can only exchange with other SAMHS bursary holders
- Correctional Service bursary holders only exchange with other Correctional Service bursary holders
- Once an exchange has been accepted by all exchange group members the change is IMMEDIATE and IRREVERSIBLE. An applicant may only regain their allocation by initiating a new exchange/Swop process.

Note: Searching for applicants to exchange/Swop with and agreeing on allocations that will be exchanged must be done outside of the ICSP Online system between applicants.

- One applicant will initiate a Swop / exchange process on the ICSP online system.
- The applicant should pre-arrange with up to a maximum of FIVE (5) other placed candidates who would like to exchange allocated facilities.
- The applicant will access the **exchange section in their application** on ICSP Online. *Once there, s/he will* Enter the details of the other 4 applicants in the online form, including name, surname and ID number.
- Once this information is entered, a list of all the allocated facilities of all the applicants involved will appear in a dropdown list.
- The applicant will then select the desired final facility for each applicant from the choice in the dropdown list.
- Each applicant in the exchanges process will then receive a notification to log in to the system to either accept or decline the changes made in the exchange process

Click on the **Exchanges** tab and add your ID and select **Find**.

<h3>Allocation Exchanges</h3> <p>Do you want to initiate an exchange of allocation with other allocated applicants?*</p> <p>Yes/No: <input type="text"/></p>	<p>The designated initiator needs to first initiate the exchange/Swop process with other applicants by selecting yes.</p> <p>He/she will then complete the exchange form (see below) and submit the applications. This will trigger a notification to other members in the group.</p> <p>Other members in the exchange group DO NOT NEED TO START ANOTHER PROCESS. Wait until you receive a system generated e-mail or login into ICSP online to accept/reject the exchange.</p>
<p>IF YOU ARE AN INITIATOR:</p>	

Allocation Exchanges

Do you want to apply for an exchange of allocation with other allocated applicants?

Initiator	Current Allocation	Facility	Yes/No:
		fs Universitas (C) Hospital	<input type="text" value="Yes/No:"/>
1.	<input type="text" value="ID Number"/>	kz Port Shepstone Hospital	<input type="text" value="Yes/No:"/>
2.	<input type="text" value="ID Number"/>	kz Rietvlei Hospital	<input type="text" value="Yes/No:"/>
3.	Exchange 4 ID/Passport	Exchange 4 Post:	<input type="text" value="Yes/No:"/>
4.	Exchange 5 ID/Passport	Exchange 5 Post:	<input type="text" value="Yes/No:"/>

The Initiator **MUST** have collected the ID numbers of all the exchange group members that will take part in the Exchange/Swop process

1. The Initiator will enter ID number(s) of all the exchange group members and then the system will run a check to see if the listed applicants are allocated in the same cycle and are in same field of study.
2. Names and allocated facilities of the applicant whose ID's have been populated are retrieved
3. Initiator uses the drop-down list and select which facility they want to move to and select the facilities fellow applicants are agreeing to move to.
4. Initiator accepts the changes against his/her name by selecting **'Yes'** next to the "move allocation To" column.
5. Once the initiator has set up this process, he/she must then click on the **submit button**. An e-mail will be sent to fellow applicants to ask them to accept or reject their participation in this Exchange/Swop
6. After submission Initiator is taken back to the homepage.

You then get a message:

Exchange Submitted

Request for exchange of posts has been submitted. Notification(s) have been sent to the applicants you want to exchange your post with.



IF YOU ARE AN EXCHANGE GROUP MEMBER

Once this exchange/Swop process has been initiated, all exchange group members, including the Initiator will receive the following notification by email:

<p>Dear Applicant,</p> <p>You have been included as part of an exchange/Swop group Initiated by {Initiator Name Surname} with the following applicants: [list exchange applicants Name Surname]</p> <p>Please log onto the ICSP Online System with your user details and navigate to the “Exchange/Swop” tab to review and consent to the exchange.</p> <p>IMPORTANT: Once all participants in the group have consented to the Exchange/Swop, the CHANGES ARE IMMEDIATE AND NON-REVERSIBLE. Should you wish to obtain your post back, you will have to take part in a new exchange/Swop process.</p>	<p>The first email on the start of the exchange/Swop process</p>
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When an exchange group member logs on and opens the **Exchanges/SWOP** tab, they will only have permission to say **yes** or **no** next to the facility against their name. Other columns, such as the “Change Facility to” may not be edited.

Allocation Exchanges				
Initiator	<input type="text"/>	<input type="text"/>	fs Universitas (C) Hospital	Yes/No: <input type="text"/>
1.	<input type="text"/>	<input type="text"/>	kz Port Shepstone Hospital	Yes/No: <input type="text"/>
2.	<input type="text"/>	<input type="text"/>	kz Rietvlei Hospital	Yes/No: <input type="text"/>
3.	Exchange 4 ID/Passport	<input type="text"/>	Exchange 4 Post:	Yes/No: <input type="text"/>
4.	Exchange 5 ID/Passport	<input type="text"/>	Exchange 5 Post:	Yes/No: <input type="text"/>

Once the exchange group member makes his/her selection, the group will receive the following notifications by email:

<p>Dear Applicant Exchange/Swop Group,</p> <p>This is a notification to inform all applicants in the Exchange/SWOP group that a participant your exchange/Swop group, {name surname of accepting applicant}, has consented to the proposed exchange.</p> <p>The process requires the following applicants [list of applicant name surname that have not yet consented] to log in and consent before the exchange is affected.</p> <p>IMPORTANT: Once all applicants in the group have consented to the exchange/Swop, the changes are immediate and non-reversible. Should you wish to obtain your post back, you will have to take part in a new exchange process.</p>	<p>If you choose yes. Then the following email is received.</p>
<p>Dear Applicant Exchange Group,</p> <p>This is a notification to inform you all that a member of your exchange group, {name surname of accepting applicant}, has declined the proposed exchange.</p> <p>The exchange process for this group will now be cancelled and removed, meaning your allocations will remain the same as the preliminary allocation on the “allocation” tab. Should you still wish to engage in an exchange, you will need to start the process again.</p>	<p>If you choose no. Then the following email is received.</p>

Please note:

- If an exchange participant chooses no (rejects) and submit – then the exchange process will be cancelled, and applicants **will need to start the process again**.
- If all participants accepts – then the **changes are immediate and non-reversible**. Subsequently, when you check the **Allocation Status** tab then you will see the new allocated facility that you had requested.
- Should you wish to obtain your post back, you will have to take part in a **new exchange/Swop process**

Appendix

Allocation Exchange Process Flow

