

Agency Preferences

Agency Preferences allows for Students to review a list of Agencies and record their chosen preferences. These details can be included in a report or used as a rule in Placement Manager to assist with Student matching and placement allocation.

To use Agency Preferences as a rule in Placement Manager, Placements must first be created (please refer to the *Placement Quick Reference Guide* for more details).

Enable Agency Preferences

Agency preferencing is managed at the Allocation Group level.

Each Allocation Group's Agency Preferencing must be enabled before students can record their Agency Preferences. This task is performed by the WIL Champion.

To enable Agency Preferences:

Navigate to **Placement > Allocation Groups**

1. Filter using the **Search** field using the course offering code, or the **Requirement Groups**, **Discipline** or **Campus** menus.
2. Tick the **Current Academic Year** check-box if required.
3. Click on the **Filter** button.
4. Select the appropriate **Allocation Group** by clicking on the name.
5. Once the Allocation Group detail page is displayed, in the **Preferencing** section tick the **Agency Preferences** check-box.

The screenshot shows the 'Allocation Group' detail page. At the top, there is a navigation bar with icons for home, user, help, and information, followed by menu items: Request, Placement, Manage, Curriculum, Reports, Communication, InSight, and Admin. Below this is the 'Allocation Group' header with tabs for Detail, Placement Block, Placement, Request, Enrolment, Staff, Notes, Documents, Process, Document Access, Schedule, and Agreement. The 'Edit Details' section contains the following fields:

- Allocation Group: * (required field) with a dropdown menu showing '2020 Business Information Systems Industry Placement Sem 1 S'
- Active:
- Self Placement:
- Self Placement Open Date:
- Self Placement Close Date:
- Non-Concurrent Placement:
- Apply Ignore for Placement Clashes to new Requests:
- Allow Linked Placements:
- Match On Specialism:
- Allow Student Change Requests:
- Students can upload documents to placements:

The 'Preferencing' section contains:

- Agency Preferences: (highlighted with a red box)
- Placement Blocks:

The 'Requirement Groups' section has a search bar with a dropdown menu showing '2020 Business Information Systems Industry Placement Sem 1 Start'.

6. Click on the **Save** button.
7. Click on the **Agency Preferences** tab.

8. Complete the following fields:
 - **Minimum Preferences** and **Maximum Preferences**: Set how many Agencies the Student is eligible to preference.
 - **Open Date** and **Close Date**: Define the preference submission period.
 - Tick the **Ranked** check-box to enable Students to rank their preferences.
9. Click on the **Save** button.

Select Agencies to Preference

1. While remaining on the **Agency Preferences** tab - Click on the **Add Agencies** button.
 2. Tick on the **Has Placements in this Allocation Group** check-box and add search terms if you wish to filter the list.
 3. Select the required Agencies from the **Add Agencies** pop-up window. If multiple Agencies are required, hold down the **<Ctrl>** button.
- *Note: Only Agencies connected to the Allocation Group's Discipline will be listed.*
4. Click on the **Save** button.

The selected Agencies will now be displayed as part of the **Agencies Available to Preference** list, with a **Remove** link beside them.

Update Agency Extended Attributes

If the Extended Attributes for any of the Agencies need to be updated:

Navigate to **Manage > Agency**

1. Filter using the **Agency Name** or **Discipline** fields.
2. Click on the **Detail** link for the listed result.
3. On the **Agency detail page**, scroll down to the **Requirement Group** section (i.e. Nursing (Registered) and Midwifery (SEH-SHBMS) (Discipline) (Requirement Group)).
4. Locate an **Extended Attribute** (i.e. Police Check, Working With Children Check) and click on the **Edit** link.
5. Update the required value and click on the **Save** button.

The screenshot shows a web form titled 'Edit' for a 'Police Check' attribute. The form contains a text input field with the question 'Does the agency require a Police Check?' and a checked checkbox below it. At the bottom right of the form, there are two buttons: 'Save' and 'Cancel'. A 'Switch to History View' link is located in the top right corner of the form area.

Student Submits Preferences

Once the Allocation Group has been updated and the Agencies selected, Students can be invited to submit their Agency Preferences through the Student Portal.

When the Student logs in, any Agency Preferences awaiting their response will be listed on the home page.

Note: The **Student Quick Reference Guide has been created to assist Students logging into the Student Portal and submitting Agency Preferences.*

The screenshot shows the RMIT InPlace student portal home page. The page features a top navigation bar with the RMIT logo and 'InPlace' branding. Below the navigation bar is a 'Toolbar' with links for Home, Confirmed, Available, Requirements, Calendar, Shared Documents, and a user profile dropdown for 'EGilbson'. The main content area is divided into several sections: a 'Confirmed' section with a 'View All Confirmed' button; an 'Available' section with 'View recommended' and 'View shortlisted' buttons; a 'To Do' list on the left with three items; and a 'Notifications' list on the right with three items. Red arrows point to various elements: 'Toolbar', 'Confirmed pane', 'To Do list', 'User Account menu', 'Available pane', and 'Notifications list'.

Clicking on a student **To Do** notification or **Available** icon will take them to the Agency Preference page where they can view and select their preferences.

Select Preferences For 3rd Year Medicine Placements

5 - 6 Preferences Required Closes 28/02/2017

FILTER
▼

7 agencies

[Burwood Health Centre](#) ✓

176 Burwood Rd, Hawthorn, VIC, 3122, AUSTRALIA

[Collingwood World Medical](#) ✓

10 Smith St, Collingwood, VIC, 3010, AUSTRALIA

From here, Students can select their preferred Agencies, rank them in order and update any required Extended Attributes (i.e. Police Checks).

[Back](#)

Select the order of preference

Drag to change preference Dismiss

1st	Burwood Health Centre	▲▼
2nd	Collingwood World Medical	▲▼
3rd	Fitzroy Medical Palace	▲▼
4th	Cotham Private - Inpatient	▲▼
5th	Palm Springs Respite	▲▼

⊙
Submit preferences

For further assistance, please contact your school's WIL team or visit [InPlace Support Online Help](#) or contact the InPlace Business Support Team at inplace.support@rmit.edu.au