

## Placement Manager

Placement Manager enables you to efficiently bulk allocate the most suitable Students to Placement Offers and confirm their approval.

Other functions available from the Placement Manager include:

- Updating Supervisor details for one or multiple Placements
- Publishing Placements to Students
- Assigning Placement Schedule times in bulk
- Notifying a group of Students or Supervisors via email
- Generating graph report data for Student Allocation

The work flow is as follows:



### The Placement Manager page

Navigate to **Placement > Placement Manager**

- The **Filter** allows you to set the **Academic Year Beginning**, **Discipline** and **Group Type** (**Allocation Group** is the default (previously course offering), but **Action Group** is also available if you have previously created one).
- **Placements** required are displayed as colour-coded progress bar. Clicking on this graph opens up the Student Allocation Report:

**Placement Manager**

Filter

Academic Year Beginning: 2020    Discipline: Accounting (COB-ACT)    Group Type: 2020 Accounting Industry Placement Sem 1 Start    X Q-    Refresh

Allocation Group Details

General: 245 Days

Placements (Total Student: 83)

12	12	57
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- Students fully placed: 12
- Students partially placed: 2
- Students with unconfirmed self-placement: 12
- Students without placement: 57

Detail

There are six tabs available within the Placement Manager, broken up into two sections - **Placement Allocation** and **Placement Management**:

1. The **Student => Placement** tab: Displays the best ranked Placement Offer to the Student. Placement Allocation is performed from the perspective of the Student.
2. The **Placement => Student** tab: Displays the best ranked Student to a Placement Offer. Placement Allocation is performed from the perspective of the Placement conditions.
3. The **Best Fit** tab: Allows you to assign student places in bulk by automatically matching Students to Placements. The allocation is based on the best fit for the overall set of Students and placements. There are matching rules that can be used to rank suitability.
4. The **Supervisors** tab allows you to assign Supervisors in bulk to Placements.
5. The **Schedules** tab allows you to edit and manage the Student schedules in bulk as applicable. From this tab you can add and remove days, view all shift types and add comments to particular days.
6. The **Confirmation** tab is where the Status of a Placement can be controlled (whether it's being Published (Confirmed), Withdrawn, Grouped or Swapped) and offers a notification feature for confirmation emails to Staff, Agencies and Students.

## Rule Sets

**Rule Sets** are used within **Placement Manager** to assist with Student allocation matching and suitability ranking. When the Rule Set is run within Placement Manager, every Student is compared to every Placement Offer and a score is calculated for how well they match based on the rules defined within the selected Rule Set. An example of this is the Distance from home ruleset where you can match students placement offers that are closest from home to placement location if there are access issues for the student.

Placement Manager displays the best matches of Placement Offers to Students at the top of the list. In this way, running Rule Sets can be used to allocate Students against their most appropriate Placements. The Rule Set drop-down menu offers a selection of pre-existing Rule Sets, however new Rule Sets can be created by navigating to **Placement > Rule Sets**. Refer to *Rules and Rulesets Quick Reference Guides* for more information.

The screenshot shows the Placement Manager interface. At the top, there's a navigation bar with 'Request', 'Placement', 'Manage', 'Curriculum', 'Reports', 'Communication', 'InSight', and 'Admin'. Below that, the 'Placement Manager' header is visible. A filter section shows 'Academic Year Beginning: 2020', 'Discipline: Accounting (COB-ACT)', and 'Group Type: 2020 Accounting Industry Placement Sem 1 Start'. A 'Placements (Total Student: 83)' bar chart shows 12 fully placed, 2 partially placed, 12 with unconfirmed self-placement, and 57 without placement. The main area is divided into 'Student Placement' and 'Placement Student' tabs. The 'Student Placement' tab is active, showing a student profile for a student with address 'CRANBOURNE EAST, 3977' and email '@student.rmit.edu.au'. The 'Placement Student' tab shows a placement offer for '.id Consulting' with a 'No Ranking' status. The interface includes various action buttons like 'Run Trial Match' and 'Allocate', and a 'Filter' section for 'Students' and 'Offers'.

### 1. The Student=>Placement Tab

This tab allows you to match an individual Student against all available Placement offers. This should be used when finding the best Placement for a Student with special consideration.

Click on the **Student=>Placement** tab.

1. If required, the listed Student's can be filtered by click on the **Students** button beneath the **Filter** header on the far left-side of the page. Likewise, the **Offers** button offers it's own selection of search options.
2. Select a **Rule Set** from the drop-down menu and click on the **Run Trial Match** button if needed.
3. The **Allocate** link at the bottom left of the Placement Offer, assigns the displayed Student to the selected Placement Offer

### 2. The Placement=> Student Tab

This tab allows you to match an individual Placement Offer against all available Students and can be used if you wish to place a specific Student at a particular Agency. It offers the same range of options as **Student => Placement**.

### 3. The Best Fit Tab

The **Best Fit** tab allows you to bulk allocate Students against all available Placement Offers.

1. Click on the **Best Fit** tab.
2. Select a **Rule Set** from the drop-down menu and click on the **Run Trial Match** button if needed.
  - Once the **Rule Set** is run, ranking scores will appear next to the Student Names and replace the **No Ranking** text
  - To understand why a particular score is returned you will need to understand the details of the Rule Set you are running. Refer to the supplementary document *Rules and Rule Sets Quick Reference Guide*.
3. The **Select All** and **Allocate** buttons can be used to bulk allocate Students to Placement Offers.

## 4. The Supervisors Tab

This tab allows you to add, **remove or replace Supervisors** in bulk.

This can be performed before or after a Student is assigned to a Placement Offer.

1. Click on the **Supervisors** tab.
2. **Available Placements** can be filtered by Agencies, Groups and Placement Period.
3. The **Apply Filter** link filters the **Placement Offers** displayed.
4. Clicking on the **Student Name** selects the **Placement Offer**.
  - If the Student is not yet allocated to the Placement Offer, click on Student not allocated. The **Select All Placement** check box selects all Placement Offers currently displayed.
5. The **Add Supervisor** link displays the **Select Supervisor dialogue** window.
6. The **Agency name** should be entered into **Agency/Organisation** field (Personnel Type of Staff limits result to only RMIT staff for supervisor selection, whereas all other search fields allow search on internal and external personnel details).
7. The **Filter** button limits results to display only staff from the selected Agency.
8. The **Select** link assigns the chosen Supervisor to the Placement Offer.

## 5. The Schedules Tab

This tab allows you to add and remove placement time schedules and add comments to schedules for multiple students.

The **Schedules** tab has similar filtering functions to the Supervisor view, as well as a selection of **Pre-Defined Filters** in the left-hand column.

- **Selection section:** allows selection of all or types of schedule to update
- **Comments section:** allows comments to be added to and from days and schedules
- **Action section:** allows adding specific times and adding and removing days from placement schedule

## 5. The Confirmation Tab

This tab allows you to **publish allocated Placements** for Students and send emails in bulk.

This view is also used for **swapping or withdrawing Placement Offers**.

The Confirmation tab has similar filtering functions to the Supervisor view, as well as a selection of Pre-Defined Filters in the left-hand column.

- The **Publish** link publishes the selected Placements. Once it has been published, the Placement Status updates to Confirmed.
- If you accidentally confirm a Placement, clicking the **Unpublish** will reverse the action or can be useful to hide the placement, make a change then republish it.
- If you wish to remove a Student from Placement and allocate another Student in their place, click on the **Unconfirm** link.
- The **Withdrawn By Student** link is used to record when a Student withdraws from a Placement. The Placement Offer can then be allocated to another Student.
- The **Withdrawn By Agency** link is used if the Agency decides to withdraw the Placement. The triangular road sign icon indicates that the Student may have a potential clash with the proposed Placement (clicking on the icon provides additional details).

## Allocating Students to Placements

<p>Acrux 3 of 10 Professional, Scientific and Technical Services  <b>General:</b> 1 day                      14/11/2017 - 14/11/2017                      Attributes:                      (Global)                      Will Placement forms less than 50% of course credit: No                      RIERP: No                      Will Activity Type: Placement</p>	2	<input checked="" type="checkbox"/>	<p>Hannah English (3477302)                      MALVERN EAST, 3145                      ONPS2534 - Bundoora Campus - UGRD Semester 2 2017 - (ZZZZ)                      0 / 2 Days General</p>	<a href="#">Detail</a>   <a href="#">History</a>
<p>Acrux 2 of 10 Professional, Scientific and Technical Services  <b>General:</b> 1 day                      14/11/2017 - 14/11/2017                      Attributes:                      (Global)                      Will Placement forms less than 50% of course credit: No                      RIERP: No                      Will Activity Type: Placement</p>	2	<input checked="" type="checkbox"/>	<p>Charanpreet Dulai (3383239)                      Bundoora, 3083                      ONPS2534 - Bundoora Campus - UGRD Semester 2 2017 - (ZZZZ)                      0 / 2 Days General</p>	<a href="#">Detail</a>   <a href="#">History</a>
<p>Acrux 4 of 10 Professional, Scientific and Technical Services  <b>General:</b> 1 day                      14/11/2017 - 14/11/2017                      Attributes:                      (Global)                      Will Placement forms less than 50% of course credit: No                      RIERP: No                      Will Activity Type: Placement</p>	2	<input checked="" type="checkbox"/>	<p>Victoria Phan (3430877)                      ST ALBANS, 3021                      ONPS2534 - Bundoora Campus - UGRD Semester 2 2017 - (ZZZZ)                      0 / 2 Days General</p>	<a href="#">Detail</a>   <a href="#">History</a>
<p>Acrux 6 of 10 Professional, Scientific and Technical Services  <b>General:</b> 1 day                      14/11/2017 - 14/11/2017                      Attributes:                      (Global)                      Will Placement forms less than 50% of course credit: No                      RIERP: No                      Will Activity Type: Placement</p>	2	<input checked="" type="checkbox"/>	<p>James Kinder (3487260)                      BUNDOORA, 3083                      ONPS2534 - Bundoora Campus - UGRD Semester 2 2017 - (ZZZZ)                      0 / 2 Days General</p>	<a href="#">Detail</a>   <a href="#">History</a>

Select All Unselect All Allocate

## To allocate Students to Placement Offers:

Navigate to **Placement > Placement Manager**

1. Populate the **Academic Year Beginning**, **Discipline** and **Allocation Group** drop-down menus.
2. Click on the **Best Fit** tab.
3. If required, select the **Rule Set** drop-down menu and click the **Run Trial Match** button.
4. Tick the check-boxes of **Students** to select based on their ranking scores or other criteria.
5. Click on the **Allocate** button.

## Publish Placements and notify Students:

Once all of the Placement Offers have been allocated to Students, the Placements must be published (confirmed) and the Students notified.

Navigate to **Placement > Placement Manager**

1. Populate the **Academic Year Beginning**, **Discipline** and **Allocation Group** drop-down menus.
2. Click on the **Confirmation** tab.
3. Beneath the **Pre-Defined Filter** header, select **Show all unpublished placements**.
4. Change the **Current Page Only** drop-down to **All Pages** if required, tick the check-box.
5. Click on the **Publish** link beneath the **Actions** header to confirm the Placements (This will confirm the placement and make it viewable in the student portal).
6. Beneath the **Notify** heading, click on the **Students** link to display the **Student Communication** pop-up window.

Agency Communication

Communication Details Selected Respondents/Preview

**Preview Setup**

Template: [SHARE] Request For Placements - Agency

Subject: Work Integrated Learning at RMIT - Request for Assistance

Body:

**B I U S** Paragraph Font Family Font Sizes Merge Fields Extended Attribute Fields

Dear #AgencyPersonnelGivenName#  
Thank you for working with RMIT University to provide Work Integrated Learning (WIL) placements for students in #DisciplineName#.  
I am writing to request your assistance to provide a WIL placement for students with #AgencyName#, as detailed in the attached document.  
Please do not hesitate to contact me at #SenderEmail# or on #SenderPhoneNumber# if you have any questions.

Regards,  
#SenderFullName#  
RMIT University

NOTICE: This message contains privileged and confidential information intended for the use only of the addressee named above. If you are not the intended recipient of this message you are hereby notified that you must not disseminate, copy or take any action in relation to it. If you have received this message in error, please immediately notify the sender at the above address.

Preview Message Preview Document

Preview Recipient: Alfred Health

Send Cancel

7. Edit the email text and fields if required, then click on the **Preview Email** button to check that all the merge fields are correctly populated.
8. Click on the **Send** button.
9. Confirm that the action was completed successfully in the **Action Summary** pop-up window. If any errors have been logged, repeat the required steps to solve the issue.
10. Repeat steps 7-10 to notify Agencies and Supervisors, if required.

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](mailto:inplace.support@rmit.edu.au)