

# 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 Detail	Placements (Total Student: 83)         12       12         57       Image: Students fully placed       12         Students with unconfirmed self-placement       12         Students without placement       57	2 2 7

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** 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.

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		🔊 Request	Placement	Manage Curri	ulum Reports	Communicat	ion In	Sight Admin					
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Placement Ma	anager												
<b>Filter</b>													
Academic Year Beginnin	ig: 2020 🗸	Discipline: Acco	unting (COB-ACT	Г)	$\sim$	Group Type:		✓ 2020 Accou	Inting Industry Placement S	Gem 1 Start		X Q- Refresh	
Allocation Group D	etails▲												
General: 245 Days						Place 12 12	ments (T	otal Student: 83) 57	Students fully Students par Students with Students with	/ placed tially placed n unconfirme nout placem	ed self-placement ent	12 2 12 57	
Detail													
Ctudent # D	lacomont	Placemer	it Allocation		Rost Eit			Supartieore	Placer	nent Managem	ent	Confirmation	
Student # P	hacement	Flatenie	it = Student		Destric			Supervisors		Schedules		Commadon	<b>5</b> 1
Actions	Rule Set:		✓ Detail	Run Trial Match			[	Remove Clashes:	Records per page: 5	i0 ~	Sort: Alphabetica	al 🗸	Student Offers
			1 of 71				Next 🕨				1 - 38 of 38		
Address: DOB: Contact Details: Home Phone: Mobile: Email: Placement Required 0 / 245 Days Placements: None Attributes: Accounting (C Test XA Check (I/c	nents: g Industry Placem General OB-ACT) (Discipl OB-ACT) (Discipl OB-ACT) - (T1225394) -J1:	CRANBOURNE EAS 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1998 20/05/1	;, 3977 .rmit.edu.au It Group)		Stude	nt: Detail   Hist	ory	In Consulting General: 25 days 1/02/2020 - 16, Offer Block (none) Attributes: (Global) Completed and Sign TELANTO Project: International Placem Online Project: International Placem Colleal Mobility Reg Partner University c Partner University c Partner University Completed and Sign Work Email:	/02/2020 ned WIL Agreement: nent: uirements: or College name and country res less than 50% of course or DB-ACT) (Discipline) ( ned WIL Agreement: No	No No No No No No No No Placeme Requireme	nt Group)		
								Work Phone: Supervisor's Name: Supervisor's Phone Supervisor's Email: Supervisor's Positio Allocate	n Title:				Detail   Histor

### 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.

- 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

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

	Request Placement	Manage Curriculum Reports Co	ommunication InSight Admin			
Placement Manager						
Filter▲ Academic Year Beginning: 2020 ∨	Discipline: Accounting (COB-A	CT) V Gro	up Type: 2020 Accou	inting Industry Placement Sem 1 Start	X Q- Refresh	
Allocation Group Details  General: 245 Days Detail			Placements (Total Student: 83)           12         12         57	Students fully placed Students partially placed Students with unconfirmed s Students without placement	12 2 elf-placement 12 57	
	Placement Allocation			Placement Management		
Student ≈ Placement	Placement	Best Fit	Supervisors	Schedules	Confirmation	
Actions						Filter
Rule Set:	V Detail Run Trial Match	Match by Highest ranking 🗸 📀	Remove Clashes:	Records per page: 50 V S	ort: Alphabetical 🗸	Student Offers
			1 - 38 of 38			
.id Consulting 1 of 1 Professional, Scien	ntific and Technical Services	No Ranking	Alex Constar	ntinidis (3718524)		
General: 245 days 1/02/2020 - 16/02/2020 Attributes:			IVANHOE, 307 2020 Account	9 ing Industry Placement Sem 1 Start		<u>e</u>
(Global) Completed and Signed WIL Agreement:	No		V/ 245 Days	General		Detail   History
RIIERP:	No					
TELANTO Project:	No					
International Placement:	No					
Online Project:	No					
Global Mobility Requirements:						
Partner University or College:	No					
Partner University or College name and country:	No					
WIL Placement forms less than 50% of course cre	edit: No					
WIL Activity Type:	Placement					
Accounting (COB-ACT) (Discipline) (F Completed and Signed WIL Agreement: No	Requirement Group)					
Work Email:						
Work Phone:						
Supervisor's Name:						
Supervisor's Phone:						
Supervisor's Email:						
Supervisor's Position Title:						
Offer		Detail	History			

- 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.

				Decen   macory
WIL Activity Type:	Placement			
Offer		Detail   History		
Alfred Health 1 of 2 Health Ca	are and Social Assistance	4	Samuel Fink (3239534)	
General: 1 day			Malvern, 3144	
24/11/2017 - 24/11/2017			ONPS2534 - Bundoora Campus - UGRD Semester 2 2017 - (ZZZZ)	
Attributes:			0 / 2 Days General	Datail I Unter
(Global) WIL Placement forms less than 50% of	course credit: No			Detail   History
RIIERP:	No			
WIL Activity Type:	Placement			
Offer		Detail   History		
Acrux 5 of 10 Professional, Sci	entific and Technical Services	3	Ngoc Luong (3384598)	
General: 1 day			Braybrook, 3019	
14/11/2017 - 14/11/2017			ONPS2534 - Bundoora Campus - UGRD Semester 2 2017 - (ZZZZ)	
Attributes:			0 / 2 Days General	Detail   History
(Global) WIL Placement forms less than 50% of	course credit: No			Detail   History
RIIERP:	No			
WIL Activity Type:	Placement			
Offer		Detail   History		
Acrux 3 of 10 Professional, Sci	entific and Technical Services	3	Sarah Morsi (3108829)	
General: 1 day			THORNBURY, 3071	
14/11/2017 - 14/11/2017			ONPS2534 - Bundoora Campus - UGRD Semester 2 2017 - (ZZZZ)	
Attributes:			o / z bays Geleral	Detail   History
(Global) WIL Placement forms less than 50% of	course credit: No			Detail   History
RIIERP:	No			
WIL Activity Type:	Placement			
Offer		Detail   History		
Alfred Health 2 of 2 Health Ca	are and Social Assistance	3	Nicholas Dawkins (3544336)	
General: 1 day			MALVERN EAST, 3145	
24/11/2017 - 24/11/2017			ONP52534 - Bundoora Campus - UGRD Semester 2 2017 - (ZZZZ)	
Attributes:			0/2 Days General	Datail   History
(GIODAI) WIL Placement forms less than 50% of	course credit: No			Detail   History
RIIERP:	No			
WIL Activity Type:	Placement			
Offer		Detail History		

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### 4. The Supervisors Tab

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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.

<b>f 1 3 0 i</b> 🕅 🕅	Request Placement Manag	e Curriculum Re	eports Communica	tion InSight Admin			
Placement Manager							
Filter •							
Academic Year Beginning: 2020 V Di	iscipline: Accounting (COB-ACT)	~	Group Type:	2020 Accounting 1	Industry Placement Sem 1 Start	X 4.4	efresh
Allocation Group Details*					_		
General: 245 Days			Place	ements (Total Student: 83)	Students fully placed Students nartially placed	12	
			12 12	57	Students with unconfirmed sel	f-placement 12	
Detail					Students without placement	57	
	Placement Allocation				Placement Management		
Student ≈ Placement	Placement ⇒ Student	Best	Fit	Supervisors	Schedules	Confirm	ation
Filters	Placement Actions		Supervisor Actions				
Apply Filter Clear Filter	Add Supervisor		Remove Replace	e Add/Edit Cost Mark as Assess Confirm timesh	or: Yes/No eet only: Yes/No		
Placement Periods	Select All placements		Select All Supervisors	Show Inactive Supervisors			
✓13/01/2020 - 16/10/2020 ∧	■ 18/11/2019 - 18/12	/2020					
≤13/01/2020 - 25/11/2020 ≤6/01/2020 - 18/12/2020	ShineWing Australia Ptv	td					
25/11/2019 - 25/11/2020	,	Supervisor	Relationship	Agency	Start Date	End Date	Total Cost
≤ 10/03/2020 - 18/12/2020 Select All Unselect All	■ not in group						
Agoncios	Daniel Mai Nguyen						
Agencies							
Alfred Health	18/11/2019 - 29/01	/2021					
Cheap Monday	Worrells Solvency & Fore	ensic Accountants (	Vic) Pty Ltd				
Deloitte Touche Tonmatsu     Perost & Young (EY) (Australia): Melhourne		Supervisor	Relationship	Agency	Start Date	End Date	Total Cost
Select All   Unselect Al	not in group						
Group Codes	Julian Kis						
⊡not in group ⊡T 1233745	■ 25/11/2019 - 25/11	/2020					
	MLC Limited						
		Supervisor	Relationship	Agency	Start Date	End Date	Total Cost
Select All   Unselect Al	not in group						
	Clara Lauricella	Kieran William	s (Unknown)		MLC Limited 25/	11/2019 25/11/202	0

- 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.

Acrux 3 of 10 Professional, Sc	ientific and Technical Services	2	•	Hannah English (3477302) MALVERN EAST, 3145	
General: 1 cay 14/11/2017 - 14/11/2017 Attribution:				ONP52534 - Bundoora Campus - UGRD Semester 2 2017 - (2222) 0/2 Days General	
(Global) WIL Placement forms less than 50% of	f course credit: No				Detail   History
RIIERP:	No				
WIL Activity Type:	Placement				
Offer		Detail   History			
Acrux 2 of 10 Professional, Sc	ientific and Technical Services	2		Charanpreet Dulai (3383239)	
General: 1 day 14/11/2017 - 14/11/2017				ONPS2534 - Bundoora Campus - UGRD Semester 2 2017 - (ZZZZ)	
Attributes: (Global) Will Placement forms less than 50% of	É course credit: No				Detail   History
RIIERP:	No				
WIL Activity Type:	Placement				
Offer		Detail   History			
Acrux 4 of 10 Professional, Sc	ientific and Technical Services	2		Victoria Phan (3430877)	
General: 1 day 14/11/2017 - 14/11/2017				ST ALBANS, 3021 ONP52534 - Bundoora Campus - UGRD Semester 2 2017 - (ZZZZ)	
Attributes: (Global)	former make the			0 / 2 bays delictal	Detail   History
RIIERP:	No				
WIL Activity Type:	Placement				
Offer		Detail   History			
Acrux 6 of 10 Professional, Sc	ientific and Technical Services	2		James Kinder (3487260)	
General: 1 day		-		BUNDOORA, 3083	
14/11/2017 - 14/11/2017				ONP52534 - Bundoora Campus - UGRD Semester 2 2017 - (ZZZZ) 0/2 Days General	
Attributes:					Detail   History
WIL Placement forms less than 50% of	f course credit: No				and a second second
RIIERP:	No				
WIL Activity Type:	Placement				
Offer		Detail   History			
					Select All Unselect All Allocate

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## 5. The Schedules Tab

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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**

General: 1 day 14/11/2017 - 14/11/2017 Attributes:		2			MALVERN EAST, 3145 ONPS234 - Bundora Campus - UGRD Semester 2 2017 - (ZZZZ) 0 / 2 Days General	
(Global) WIL Placement forms less than 50% of	of course credit: No					Detail   History
RIIERP:	No					
WIL Activity Type:	Placement					
Offer		Detail	History			
Acrux 2 of 10 Professional, Se	cientific and Technical Services	2			Charanpreet Dulai (3383239) Bundoora, 3083	
14/11/2017 - 14/11/2017 Attributes:					ONPS2534 - Bundoora Campus - UGRD Semester 2 2017 - (ZZZZ) 0 / 2 Days General	
(Global) WIL Placement forms less than 50% of	of course credit: No					Detail   History
RIIERP:	No					
WIL Activity Type:	Placement					
Offer		Detail	History			
Acrux 4 of 10 Professional, Se	cientific and Technical Services	2			Victoria Phan (3430877)	
General: 1 day					ST ALBANS, 3021	
14/11/2017 - 14/11/2017					ONPS2534 - Bundoora Campus - UGRD Semester 2 2017 - (ZZZZ)	
14/11/2017 - 14/11/2017 Attributes: (Global) WL Placement forms less than 50% of	of course credit: No				ONPS2534 - Bundoora Campus - UGRD Semester 2 2017 - (ZZZZ) 0 / 2 Days General	Detail   History
14/11/2017 - 14/11/2017 Attributes: (Global) WIL Placement forms less than 50% of RIIERP:	of course credit: No				OHP52534 Bundoora Campus - UGRD Semester 2 2017 - (ZZZZ) © / 2 Days General	Detail   History
14/11/2017 - 14/11/2017 Attributes: (Global) WIL Placement forms less than 50% of RIIERP: WIL Activity Type:	if course credit: No No Placement				ONPS2534 - Bundoors Campus - UGRD Semester 2 2017 - (2222) 8 / 2 Days	Detail   History
14/11/2017 - 14/11/2017 Attributes: (Global) WIL Placement forms less than 50% o RITERP: WIL Activity Type: Offer	f course credit: No No Placement	Detail	History		ONES2534 - Bundoora Campua - UGRD Semester 2 2017 - (2222) Ø / 2 Days General	Detail   History
14(11)(2017 - 14/11/2017 Attributes: (Global) Will Recement forms less than 50% or RIERP: WIL Activity Type: Offer Acrux 6 of 10 Professional, So	f course endit. No No Placement	Detail 2	History	8	ONESS34 - Bundoora Campua - UGRD Semester 2 2017 - (2222) () / 3 Days General James Kinder (3487/260) Buntorona Tota	Detail   History
14(11)(2017 - 14/11)(2017 Attributes: (Global) WIL Resement forms less than 50% c RIERP: WIL Activity Type: Offer Acrux 6 of 10 Professional, Sc General: 1 day 14(11)(2017 - 14/11)(2017	f course endit: No No Placement	Detail 2	History	8	ONESSES - Bundoora Campua - UGRD Semester 2 2017 - (2222) () / 2 Days General James Kinder (3487260) BUNDOORA, 3083 ONESSES - Bundoora Campua - UGRD Semester 2 2017 - (2222) () / 2 Days General	Detail   History
14(11/2017 - 14/11/2017 Attrbucket: (Global) Will. Active from less than 50% c BIERP: Will. Active Type: Offer Actur. 6 of 10 Professional, St General: 1 day 14(11/2017 - 14/11/2017 Attrbucket: (Global) Will. Receiver from less than 50% c	f course credit: No No Placement ::entrific and Technical Services	Detail 2	History	×	046753534 - Bundoera Campus - UGRD Semester 2 2017 - (2222) (*) / 2 Days General James Kinder (3487260) BUNDOORA, 3083 046753534 - Bundoera Campus - UGRD Semester 2 2017 - (2222) (*) / 2 Days General	Detail   History Detail   History
14(11/2017 - 14(11/2017 Attributes: (Global) WIL Activety From: Other Actua: 6 of 10 Professional, St Gmenal: 1 day 14(11/2017 - 14(11/2017 Attributes: (Global) WIL Actuary From Ses than 50% of Attributes:	f course endit: No No Placement Jentific and Technical Services	Detail 2	History	×	ONF54534 - Bundoora Campua - UGRD Semester 2 2017 - (2222) () / 2 Days General James Kinder (3487/260) BUND200RA, 3083 ONF54534 - Bundoors Campus - UGRD Semester 2 2017 - (2222) () / 2 Days General	Detail   History Detail   History
14(11/2017 - 14/11/2017 Attributes: (Global) Will. Recenter from less than 50% c RIERF: Will. Activity Type: Offer Actus 6 of 10 Professional, Sc General: 1 day 14/11/2017 - 14/11/2017 Mill.Recent from less than 50% c RIERF: Will.Recent Type:	I course credit: No No Placement Sentific and Technical Services	Detail 2	History	×	ONE52534 - Bundoora Campus - UGRD Semester 2 2017 - (2222) 3/2 Days General James Kinder (3487/260) BUNDOORA, 3083 ONE52534 - Bundoora Campus - UGRD Semester 2 2017 - (2222) 3/2 Days General	Detail   History Detail   History



### 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.

(SHA																	
	ED] Re	ques	t For F	lacem	ents -	Agen	cγ								٠		
Subject																	
Work	Integrate	od La	amin	g at RJ	ATT - P	Reque	st for A	lesistar	nce								
Body:																	
В	Ι	¥	÷	E	Ξ	Ξ	=	Form	ats •	1							
Par	graph		Fo	int Fai	mily		Font S	izes	*	ж	Q	5	Đ	-	÷Ξ	ίΞ	
-		66	+	1	8	:23		(9)	0	A	*	A	-				
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- 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 <u>InPlace Support Online Help</u> or contact the InPlace Business Support Team at <u>inplace.support@rmit.edu.au</u>

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