Placements

This guide covers creating placement offers for individual and multiple placements, projects and simulated WIL activity placements for students, placement blocks, linking placements and how to apply bulk updates to placements in bulk once they have been created.

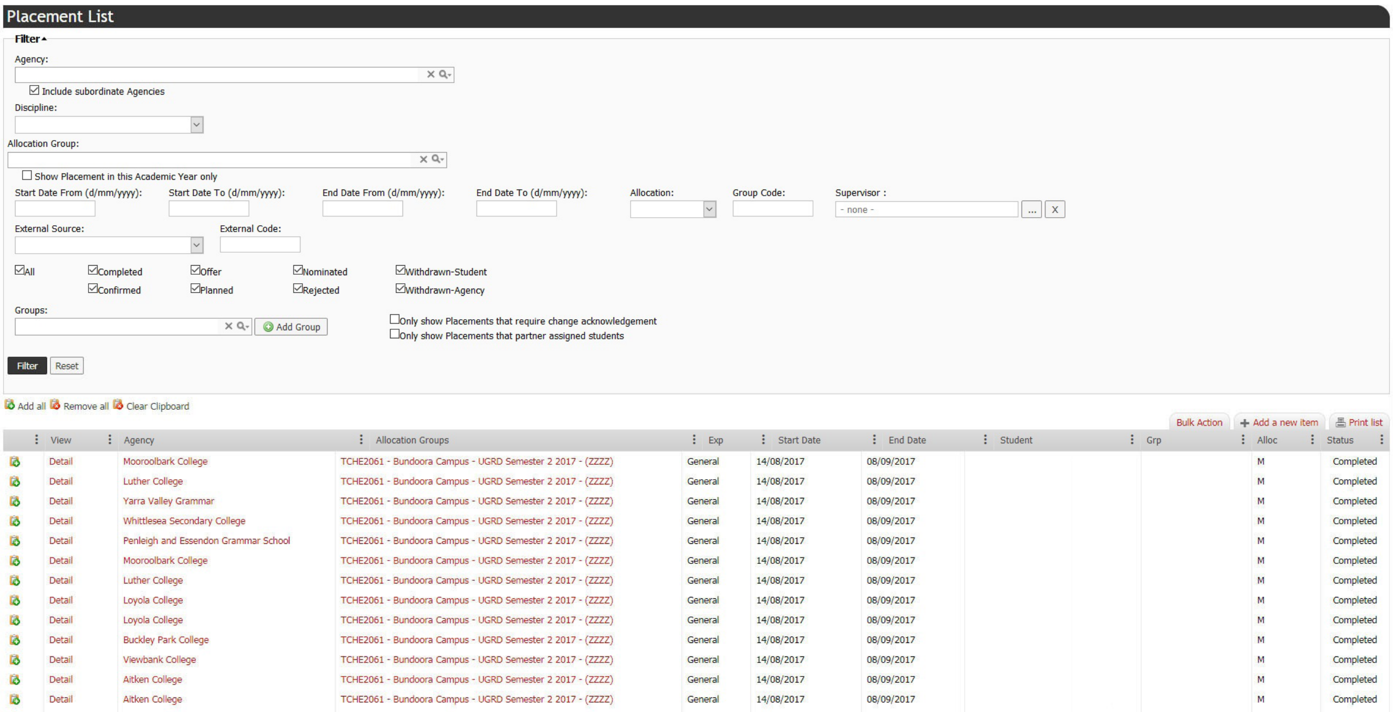
All WIL activities, including Placements, Projects and Simulations are recorded as Placements within the InPlace WIL System. There are a number of methods to create Placements to cater to the various methods of sourcing and allocating Placements.

The simplest way of creating a Placement or Project is via the *Placement List* page. This page also lists all current and past Placements.

Placements can also be generated from successful Self Placements, Opportunities or Requests. Refer to the individual guides for additional details:

- *Self Placement Quick Reference Guide*
- *Opportunities Quick Reference Guide*
- *Request Manager Quick Reference Guide*

Once created, Placements can be allocated to an individual student through the *Placement* page or a group of students (in bulk) via the *Placement Manager* page. Refer to the *Placement Manager Quick Reference Guide* for additional details.


Placement List
Filter
Agency:
Include subordinate Agencies
Discipline:
Allocation Group:
Show Placement in this Academic Year only
Start Date From (d/mm/yyyy): Start Date To (d/mm/yyyy): End Date From (d/mm/yyyy): End Date To (d/mm/yyyy): Allocation: Group Code: Supervisor : - none -
External Source: External Code:
All Completed Offer Nominated Withdrawn-Student
Confirmed Planned Rejected Withdrawn-Agency
Groups: Add Group
Only show Placements that require change acknowledgement
Only show Placements that partner assigned students
Filter Reset
Add all Remove all Clear Clipboard
Bulk Action Add a new item Print list

	View	Agency	Allocation Groups	Exp	Start Date	End Date	Student	Grp	Alloc	Status
	Detail	Mooroolbark College	TCHE2061 - Bundoora Campus - UGRD Semester 2 2017 - (ZZZZ)	General	14/08/2017	08/09/2017			M	Completed
	Detail	Luther College	TCHE2061 - Bundoora Campus - UGRD Semester 2 2017 - (ZZZZ)	General	14/08/2017	08/09/2017			M	Completed
	Detail	Yarra Valley Grammar	TCHE2061 - Bundoora Campus - UGRD Semester 2 2017 - (ZZZZ)	General	14/08/2017	08/09/2017			M	Completed
	Detail	Whittlesea Secondary College	TCHE2061 - Bundoora Campus - UGRD Semester 2 2017 - (ZZZZ)	General	14/08/2017	08/09/2017			M	Completed
	Detail	Penleigh and Essendon Grammar School	TCHE2061 - Bundoora Campus - UGRD Semester 2 2017 - (ZZZZ)	General	14/08/2017	08/09/2017			M	Completed
	Detail	Mooroolbark College	TCHE2061 - Bundoora Campus - UGRD Semester 2 2017 - (ZZZZ)	General	14/08/2017	08/09/2017			M	Completed
	Detail	Luther College	TCHE2061 - Bundoora Campus - UGRD Semester 2 2017 - (ZZZZ)	General	14/08/2017	08/09/2017			M	Completed
	Detail	Loyola College	TCHE2061 - Bundoora Campus - UGRD Semester 2 2017 - (ZZZZ)	General	14/08/2017	08/09/2017			M	Completed
	Detail	Loyola College	TCHE2061 - Bundoora Campus - UGRD Semester 2 2017 - (ZZZZ)	General	14/08/2017	08/09/2017			M	Completed
	Detail	Buckley Park College	TCHE2061 - Bundoora Campus - UGRD Semester 2 2017 - (ZZZZ)	General	14/08/2017	08/09/2017			M	Completed
	Detail	Viewbank College	TCHE2061 - Bundoora Campus - UGRD Semester 2 2017 - (ZZZZ)	General	14/08/2017	08/09/2017			M	Completed
	Detail	Aitken College	TCHE2061 - Bundoora Campus - UGRD Semester 2 2017 - (ZZZZ)	General	14/08/2017	08/09/2017			M	Completed
	Detail	Aitken College	TCHE2061 - Bundoora Campus - UGRD Semester 2 2017 - (ZZZZ)	General	14/08/2017	08/09/2017			M	Completed

Placement List:

The Placement List page can filter your searches to list current and past Placements by Agency, Discipline, Allocation Group, particular date ranges, Group Code, Placement Status (i.e. Offered, Confirmed or Completed) and many more.

The following are the placement statuses currently used at RMIT:

- **Offer:** A Placement has been created, and a Student may or may not have yet been allocated.
- **Confirmed:** The Placement has a Student allocated and has been Published. Essentially an approved or current Placement.
- **Completed:** The Placement has been completed.
- **Withdrawn-Student:** The Student no longer wishes to attend this Placement and the Placement is now available for another Student.
- **Withdrawn-Agency:** The Agency can no longer offer the Placement, the Placement is removed and the Student can be allocated to another Placement.
- **Rejected:** The Placement offer has been rejected by the Agency, Student or Staff member.

Please Note: "Planned" and "Nominated" statuses are not currently used by RMIT.

Placement Blocks:

Placement Blocks can be created when a cohort of Students are going on Placements within the same time period and (optionally) assign to one or more Allocation Groups. This minimises the administration of selecting placement start and end dates every time you create a placement.

Note there is also now the ability to set up ***Placement Block Preferencing*** for students. *For further information refer to the Managing Enrolment and Placement Allocation Quick Reference Guide*

To create a Placement Block:

Navigate to **Request** > **Placement Block**

1. Click on the Add a new item link.
2. Complete the following fields and drop-down menus:
   - **Description**
   - **Start Date:** (dd/mm/yyyy)
   - **End Date:** (dd/mm/yyyy)
   - **Allocation Groups:** *- Optional - allows you to select multiple Allocation Groups*
3. Click on the **Save** button.

Creating Placements:

The Placement screen can be used to create one or more Placements offers, Agencies, Allocation Groups with the same placement requirements and date ranges.

- If the Student is known when a single Placement is created, the Student can be allocated during the setup of the Placement - refer **OPTION 1: Create and allocate an individual student to a Placement** below

- If you wish to create multiple placement offers, for one or more agencies to allocate the students later in to in bulk - refer **OPTION 2: Create multiple Placement Offers in bulk**

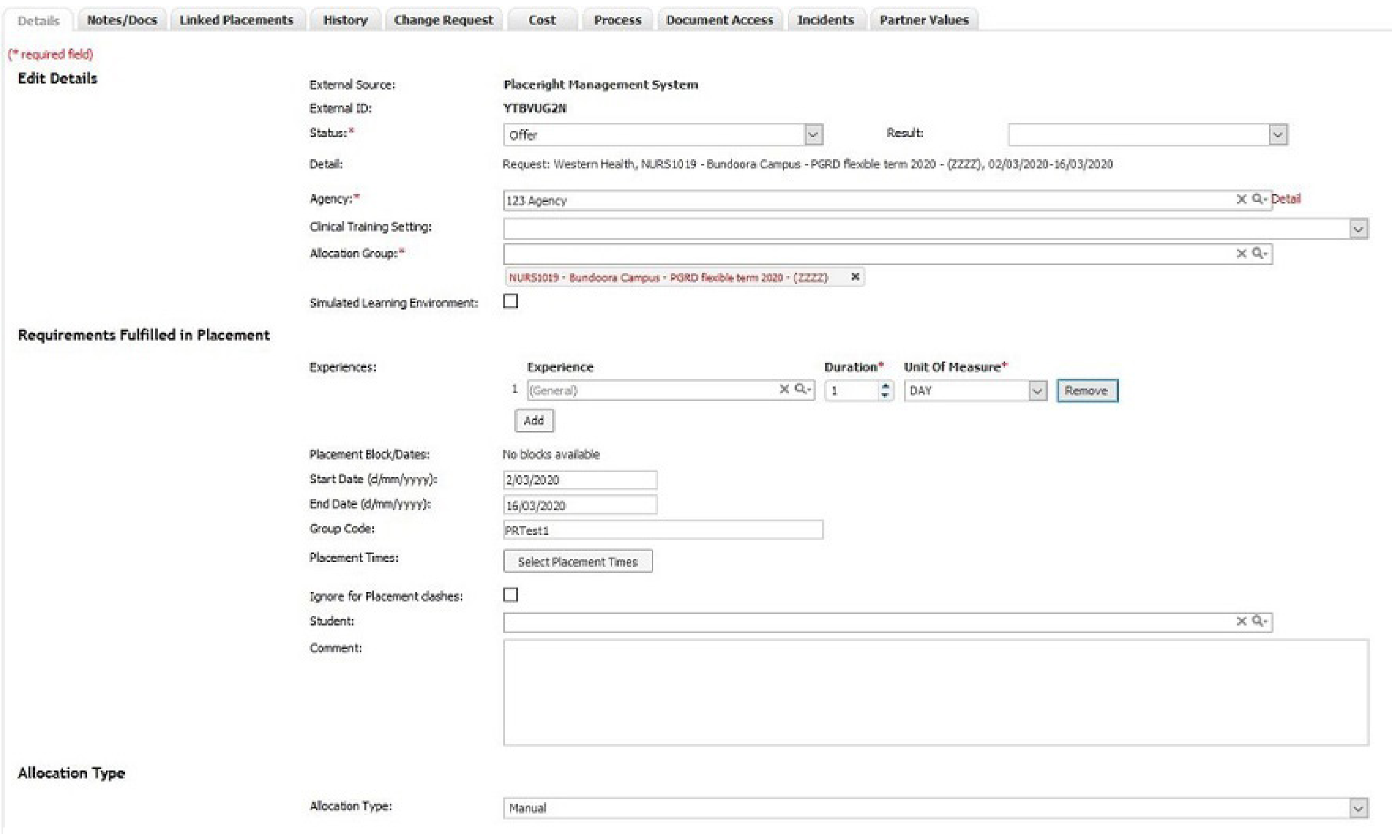
OPTION 1: Create and allocate an individual student to a Placement:

Navigate to **Placement** > **Placement**

1. Click on the **+ Add a new item** link.
2. Complete the following fields, check boxes and drop-down menus:
   - **Status:** default is set to Offer until a Student is allocated
   - **Number of Placements per Agency:** default is set to 1
   - **Agency** more than one may be selected
   - **Clinical Training Setting:** if applicable

- **Allocation Group:** more than one may be selected
- **Simulated Learning Environment:** if applicable
- **Experiences:** this is the placement requirement duration
- **Placement Block/Dates:** if applicable
- **Start Date:** dd/mm/yyyy
- **End Date:** dd/mm/yyyy
- **Group Code:** if applicable
- **Ignore for Placement clashes:**
- **Student:** Enter student name / code
- **Comment:** if applicable
- **Allocation Type:** Leave default '**Manual**'

3. Update any **Placement Requirement settings** if required.
4. If the **Placement Type** is a **Project** or **Simulated WIL**, activity update the **Global WIL Activity Type** as appropriate.
5. Click the **Generate** button - The '**Placement has been saved**' green confirmation is displayed.
6. If applicable - change **Status** to **Confirmed**.
7. Click on the **Save** button.



<u>OPTION 2: Create multiple Placement Offers in bulk</u>:

Navigate to **Placement** > **Placement**

1. Click on the + **Add a new item** link.
2. Complete the following fields, check boxes and drop-down menus:
   - **Status:** leave default of Offer
   - **Number of Placements per Agency:** select number of placement offers (i.e 1 - 10)
   - **Agency:** more than one may be selected
   - **Clinical Training Setting:** if applicable
   - **Allocation Group:** more than one may be selected
   - **Simulated Learning Environment:** if applicable
   - **Experiences:** this is the placement requirement duration and will apply to all the offers

- **Placement Block/Dates:** if applicable
- **Start Date:** dd/mm/yyyy
- **End Date:** dd/mm/yyyy
- **Group Code:** if applicable
- **Ignore for Placement clashes:**
- **Student:** leave blank (you must to allocate students in bulk through Placement Manager)
- "**Comment:**" (if applicable)
- **Allocation Type:** Leave default '**Manual**'

3. Update any **Extended Attribute** settings if required.
4. If a **Project** or **Simulated WIL activity** update the **Global WIL Activity Type** as appropriate
5. Click on the **Generate** button - The '**Placement has been saved**' green confirmation is displayed.

*Note: To allocate students and confirm their offers in bulk refer to the *Placement Manager Quick Reference Guide*

Bulk Placement Updates:

Bulk Action option from Placement List allows you to update multiple placements in a single action. Actions available in bulk include:

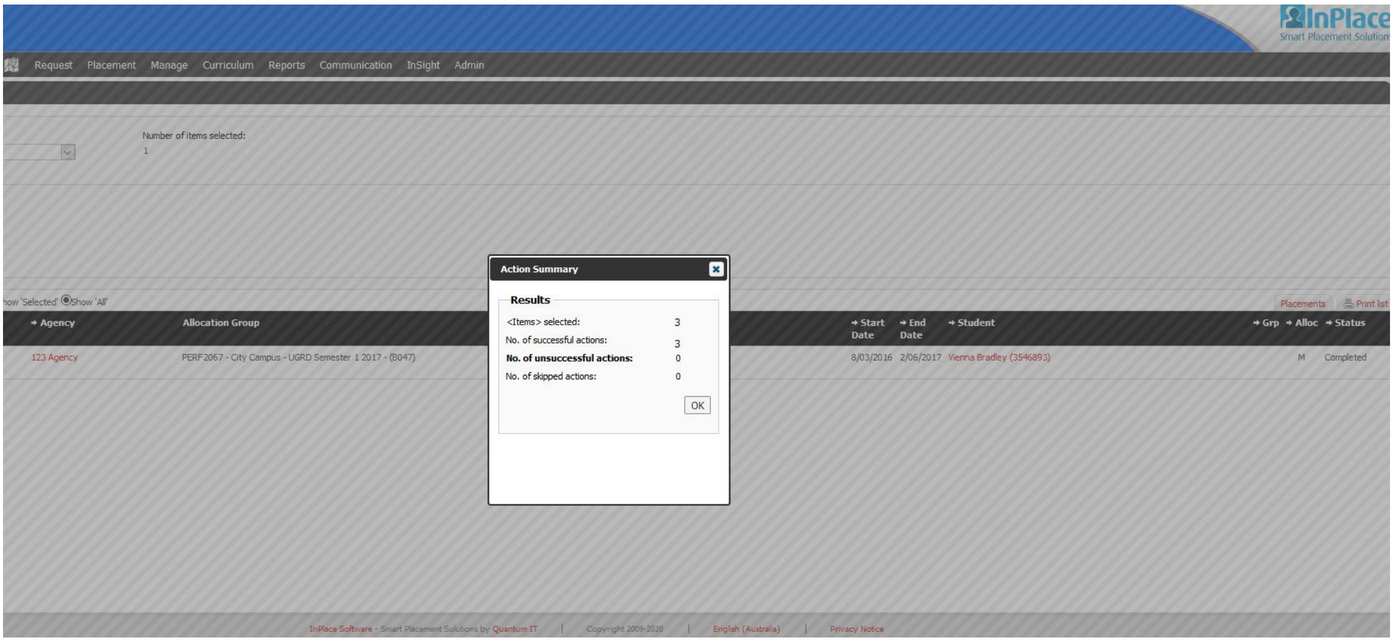
- Updating the Agency
- Adding or removing an allocation group from a placement record
- Updating Placement dates (start and end dates)
- Updating the status of Placements (i.e. from "Confirmed" to "Completed")
- Updating the results of Placements (i.e. "Pass" or "Fail")
- Adding the same note, document or comment to multiple Placements
- Adding a placement schedule in bulk to multiple student's placements

Using Bulk Actions:

Navigate to **Placement** > **Placement**

1. **Filter** as required (i.e. by Agency).
2. Click on the **Clear Clipboard** icon.
3. Click on the **clipboard with a green plus sign** icon next to each Placement required to add them to the clipboard or select 'Add all' for all records
4. Click on the **Bulk Action** button.
5. Tick the **Select/Deselect All** check-box or click next to the individual records.
6. Select a value for the **Select task** drop-down menu (i.e. Placement Result).
7. Select a value for the **Enter a new value** drop-down menu (i.e. Pass).
8. Click on the **Save** button.
9. The **Action Summary** pop-up box will be displayed, confirming the result of the Bulk Operation.

**Note: Ensure log confirms successful updates. If there are errors, investigate, fix issue and re-run process for those fails.*



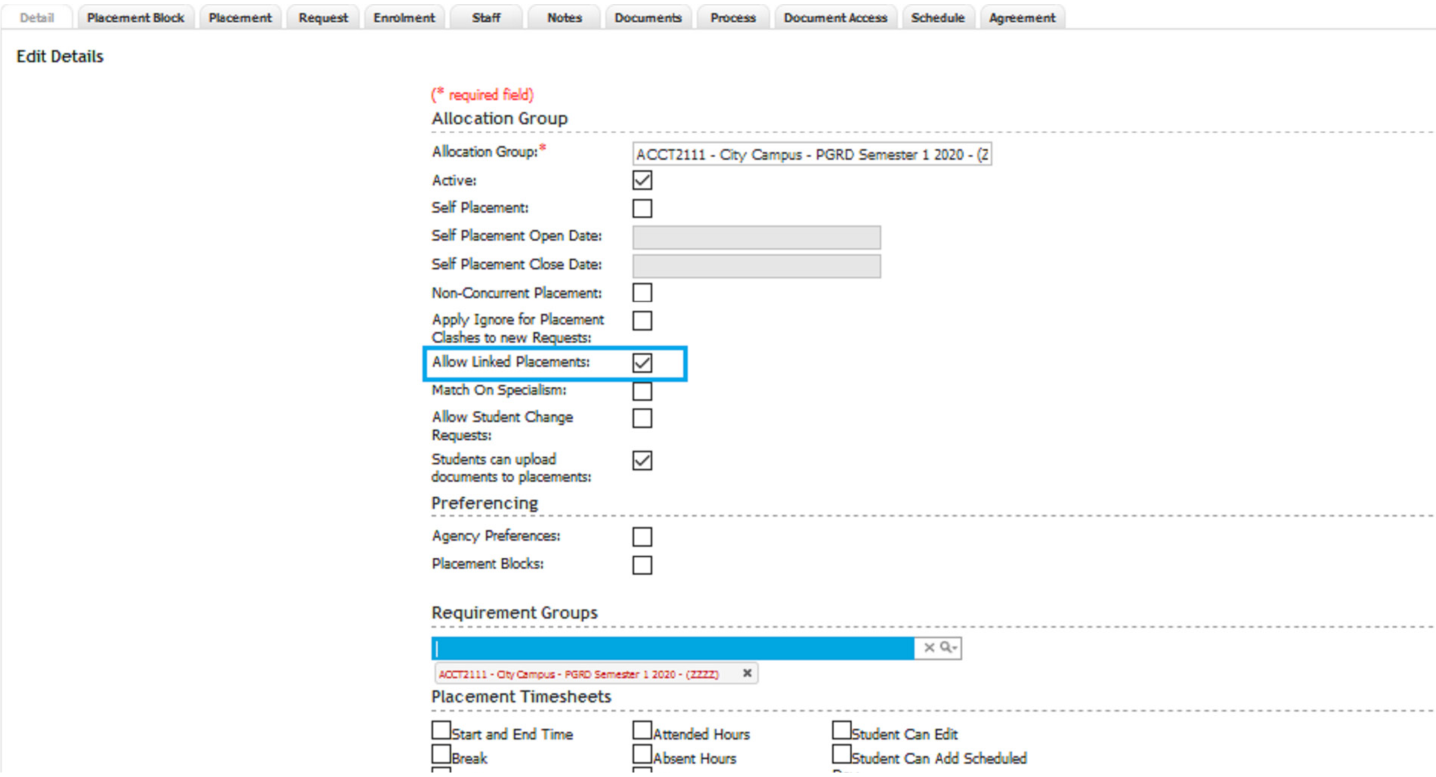
Linked Placements

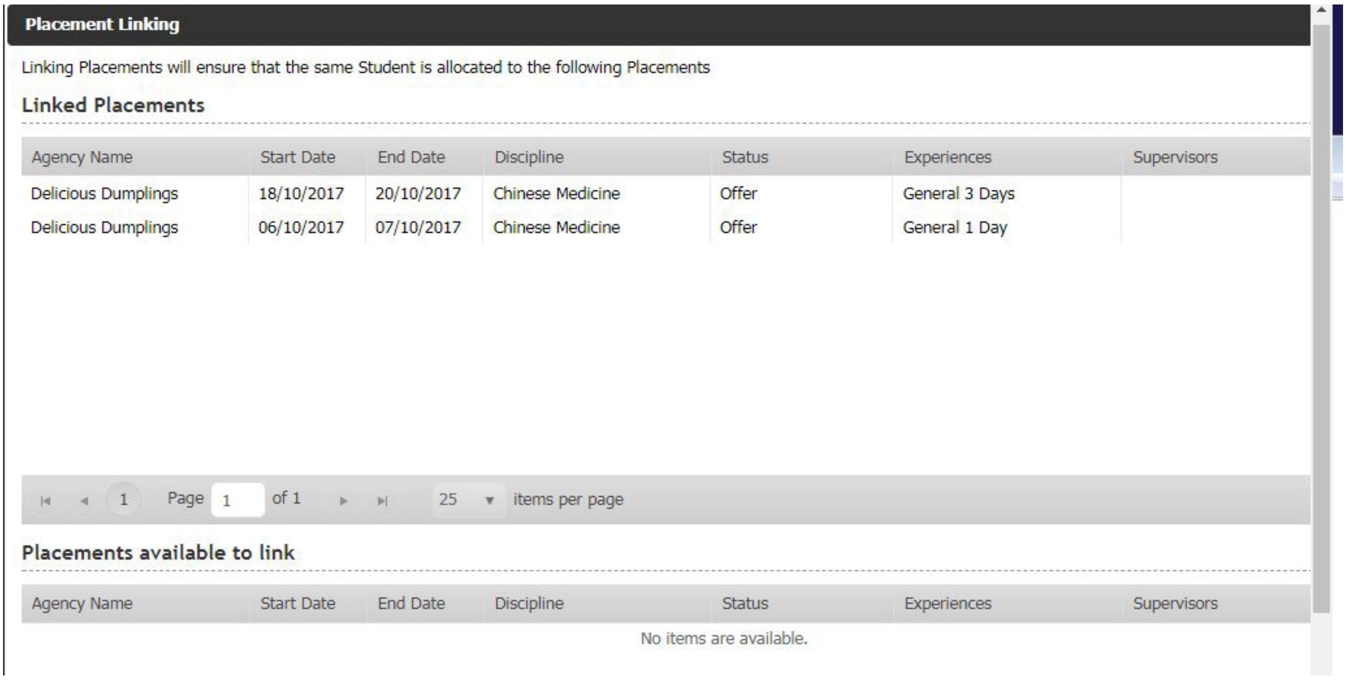
If a Student needs to complete their WIL requirements over a number of connected Placements, they can now be linked within InPlace.

Link a Placement:

Navigate to **Placement** > **Placement**

2. Click the + **Add a new item** button.
3. Complete the following fields and drop-down menus:
   - **Status:** (default value is Offer)
   - **Number of Placements per Agency: (**default value is 1)
   - **Agency:**
   - **Allocation Group:**
   - **Duration:**
   - **Unit of Measure:**
   - **Start Date:** (dd/mm/yyyy)
   - **End Date:** (dd/mm/yyyy)
   - **Student:**
4. Make a note of the **Agency name** and **Allocation Group**, as well as the **Start and End dates.**
5. Click on the **Generate** button.
6. Create another Placement using the same Agency and Allocation Group but change the Start and End dates.
7. Click on the **Generate** button.
8. Navigate to **Placement** > **Allocation**
9. Enter the **Allocation Group** into the filter and search.
10. Click on the ‘**Detail** Link .
11. In the **Allocation Group** section click the ‘**Allow Linked Placements** check-box .
12. Click on / navigate to the **Placement** tab.
13. Click on the first **link icon** under the **Action** column.
14. Beneath the **Placements available to link** header, click on the link icon under the Action column.





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