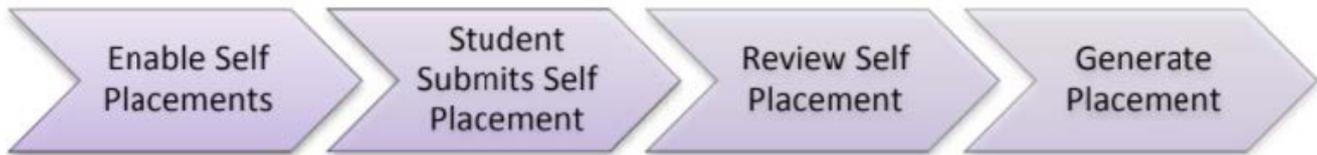


Self Placements

Self Placements enables Students to source/ nominate their own Placements and submit the details to Staff via the InPlace Student Portal. You are able to review the submitted Self Placement, request additional details and have the option to approve the submitted Self Placement.

To approve the Self Placement, use the Self Placement Wizard to generate a Placement with a status of Confirmed.



Enable the Unit Offering to allow Self Placements

Self Placements must be enabled for each Allocation Group in order to allow Students to submit Self Placements. This task is performed by the WIL Champion.

To allow Students to submit Self Placements:

1. Log into InPlace
2. Select **Allocation Groups** from the Placement menu
3. Click on the **Filter** header to expand the filter section
4. Enter the **Allocation Group** name in the Search field (this will be the course code)
5. Click **Filter**
6. Click on the **name** of the appropriate **Allocation Group** to display the details
7. Check the **Self Placement** check-box
8. Click **Save**

Allocation Group

Detail
Placement Block
Placement
Request
Enrolment
Agency Preferences
Staff
Notes
Documents
Process
Document Access
Schedule
Agreement

Edit Details

(* required field)

Allocation Group

Allocation Group:*

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:

Preferencing

Agency Preferences:

Placement Blocks:

Submit Self Placements:

Once the Allocation Group has been enabled to allow Self Placements submissions, students are able to submit Self Placements through the InPlace Student Portal.

If a Student is unable to get to a computer to submit a Self Placement, you can submit a Self Placement on a Student's behalf:

1. In the **Placement menu** select **Self Placement**.
2. Click the **+ Add a new item** link and enter the **Placement details** as supplied by the Student.

Self Placement List

Review Self Placements:

Once a Self Placement is submitted, the status changes from Draft to Pending. Once submitted, each Self Placement should be reviewed and actioned. In the Pending status, the Self Placement can no longer be updated by the Student, and will display on your Home page as an alert.

To review the Self Placement and request more details from the Student:

1. Locate the **Pending Submission alert** on the Home page.
2. Click on the **Student name link** to open the **Self Placement** (or search from Placement>Self Placement List).
3. Review the Self Placement details the Student has submitted.
4. Select **Incomplete** from the Status drop-down.
5. Enter **comments** to the Student in the Feedback field.
6. Click **Save & send**.

Self Placement

Student: Duration: **General** 240 hours
 Allocation Group: 2019 Marketing Industry Placement - Sem 1 Start Dates: 1/10/2019 - 14/01/2020
 1 out of 2 Self Placement(s) for this Allocation Group
 Agency: GM Holden

(* required field)

Placement Details

Student:*

Allocation Group:*

Placement Start Date (d/mm/yyyy):

Placement End Date (d/mm/yyyy):

Placement Duration:

Experience	Duration*	Unit Of Measure*
1 (General)	240	HOUR

Placement Times:

Mon	Tue	Wed	Thu	Fri	Sat	Sun
FULL	FULL	FULL	FULL	FULL		

Agency Details

Find Agency:

Agency Name:*

Provide Feedback

Status: Pending

Feedback: 121 characters left.

Hi, Please upload a short workplace description here.

Attach a brief description of the tasks / activities you will be undertaking.

Save & send Cancel

The Self Placement status is updated to Incomplete and returned to the Student for updating. The Student receives a notification email and is able to login to view the feedback comments, update the Self Placement and resubmit. Once the Student resubmits, the status returns to Pending and you are able to review the updated submission.

If you are ready to approve the submission, continue to the section: Self Placement Wizard.

**Note: If the Student has submitted a Self Placement that is not appropriate or does not meet the WIL needs of the course, select Not Approved from the Status drop-down and click Save & send.*

Locate Specific Self Placements:

If there are too many Pending submissions on the home page, it may be difficult to locate a specific student's Self Placement submission. It is possible to search for a specific Student's Self Placement using the Self Placement List.

To locate a specific Self Placement submission:

1. Select **Self Placement** from the **Placement** menu.
2. Search for the Self Placement by **Student**, **Status** or **Allocation Group**.

Request Placement Manage Curriculum Reports Communication InSight Admin

Self Placement List

Filter

Student: - none - Status: [dropdown]

Allocation Group: [input] Current Allocation Groups Only:

Filter Reset

Self Placement Wizard (approving self placement submission):

The Self Placement Wizard is used to approve the Self Placement submissions and ensures that the Self Placement details are loaded correctly into the InPlace WIL System as a confirmed Placement record.

1. Review the **Self Placement** details.
2. Scroll down to display the bottom of the screen.
3. Click **Self Placement Wizard** button.

**Note: If the Self Placement Wizard button is not enabled, your user does not have access to the Allocation Group (course offerings the student is in). This needs to be updated by your WIL Champion or InPlace Support before you can process your Self Placements.*

Step 1: Match Agency

In Step 1 of the Self Placement Wizard, the InPlace System tries to match the Agency entered by the Student, with Agencies that already exist in the system. Closest Agency matches are displayed in order of ranking.

- If an existing Agency matches, click the corresponding Select radio button and click Next.
- If an existing Agency matches but the Student has entered additional/ alternative details, click the corresponding Merge link.
- If the Agency does not yet exist, it can be added.

Merge Agencies

To merge the Agency details submitted by a Student with existing Agency details in InPlace, click on the Merge link next to the Agency you would like to merge it with.

The existing agency details will be displayed next to the details submitted by the Student. The Final Merged Agency column displays how the merged Agency details will appear.

You can choose which Agency details to accept for the Placement by selecting fields from the Existing Agency and Submitted Agency columns.

Merge Agencies

Merging gives you the Opportunity to prevent duplicate Agency records. For each row in the table below select a cell from either the **Existing Agency** or the **Submitted Agency** columns. What you select will be copied into the **Final Merged Agency** column. If you wish to further edit the selected data then you may do so by clicking on the cell you wish to edit in the **Final Merged Agency** column.

Existing Agency represents an Agency record that already exists in InPlace.
Submitted Agency represents the Agency that has been submitted through the Self Placement.
Final Merged Agency represents the Agency that will be the result of the merging process.

	Existing Agency	Submitted Agency	Final Merged Agency
Agency Name:	CLP Power Hong Kong Limited	CLP Power Hong Kong Limited	CLP Power Hong Kong Limited
ABN:			
Agency Type:	Accommodation and Food Services		Accommodation and Food Services
Agency Level Template:	Corporate/Organisation		Corporate/Organisation
Agency Level:	Group		Group
Parent Agency:			
Apartment/Unit number:			
Street Number and Name:	215 Fuk Wah Street	215 Fuk Wah Street	215 Fuk Wah Street
Suburb:			
State:			
Post Code:			
Country:	HONG KONG	HONG KONG	HONG KONG
Business Phone:			
Business Fax:			
Business Email:			
Website:			

To merge the Agency details, click on the Next button.

Add Agencies

1. If there are no existing matches, click Add as new Agency button
2. Complete the Agency details
3. Click Save
4. Click Next to continue to Step 2: Match Personnel

Step 2: Match Personnel

In Step 2, the InPlace System tries to match the Agency Personnel details entered by the Student, with Agency Personnel that already exist in the system. Closest Personnel matches are displayed in the order of ranking.

- If an existing Personnel matches, check the relevant Supervisor and Correspondent check-boxes and click the **Next** button.
- If an existing Personnel matches but the Student has entered additional/ alternative details, click the corresponding **Merge** link.
- If the Personnel does not yet exist, they can be added.

Merge Agency Personnel

Like Agency details, existing Agency Personnel details can also be merged with details submitted by the Student.

Select the Merge link next to the Agency Personnel contact details you would like to merge with. The existing personnel details will be displayed next to the details submitted by the Student. The Final Merged Personnel column displays how the merged Agency Personnel details will appear.

You can choose which Agency Personnel details to accept for the Placement by selecting fields from the Existing Personnel and Submitted Personnel columns.

Merge Agency Personnel

Merging gives you the Opportunity to prevent duplicate Agency Personnel records. For each row in the table below select a cell from either the **Existing Personnel** or the **Submitted Personnel** columns. What you select will be copied into the **Final Merged Personnel** column. If you wish to further edit the selected data then you may do so by clicking on the cell you wish to edit in the **Final Merged Personnel** column.

Existing Personnel represents a Personnel record that already exists in InPlace.
Submitted Personnel represents the Personnel that has been submitted through the Self Placement.
Final Merged Personnel represents the Personnel that will be the result of the merging process.

	Existing Personnel	Submitted Personnel	Final Merged Personnel
Title:	Mr	Mr	Mr
Given Name:	John	Koon Keung	John
Surname:	Poon	Poon	Poon
Other Details:			
Business Phone:	+613 9856 4806	26780352	+613 9856 4806
Mobile Phone:			
Fax:			
Business Email:	john.poon@ch2m.com.au	poonkoon@clp.com.hk	john.poon@ch2m.com.au
Personnel Type:	Manager		Manager

To merge the Personnel details, click on the Next button.

To Add Agency Personnel

1. If there are no existing matches, click Add as new Agency button
2. Complete the Agency Personnel details
3. If the contact will be the Student's Supervisor, check the Placement Supervisor flag
4. If the contact will be correspondence for the Agency, check the Correspondent flag
5. For all contacts, check the "Permit view" flag
6. Click Save

Self Placement Wizard

Step 2 - Match Personnel

Match Agency Contact

+ New Personnel Details

Title:

Given Name: *

Surname: *

Business Phone:

Mobile Number:

Business Fax:

Business Email: *

Other Details:

Personnel Type: *

Placement Supervisor

Disciplines: Permit view Correspondent Media and Communication (DSC-MECOM)

Experience:

Custom Field:

Select roles for account creation: Agency Personnel Employer Supervisor

*Note1: The Permit view flag must be checked in order for your Discipline to view the Agency contact details.

*Note2: At least one agency personnel for the agency must be flagged to "Receive".

Step 3: Additional Information

The 3rd Step of the Wizard displays any additional information submitted by the Student, these may be values or file attachments. The top part of the page displays the submitted attributes; the bottom part enables the updating of attributes.

The attributes are displayed over two tabs - Placement Attributes and Agency Attributes. Placement attributes copy across from the Self Placement attributes submitted. Agency attributes must be manually updated by the Staff member.

To update the Agency attribute:

1. Review the values displayed in Submitted Attributes.
2. Review the **Placement Attributes** tab.
3. Update **Attribute details** if required.
4. Click on the **Agency Attributes** tab.
5. Update the **Agency Attributes** required
6. Click **Next** to continue.

The screenshot displays the 'Self Placement Wizard' interface at 'Step 3 - Additional Information'. At the top, there is a 'Submitted Attributes' table with columns for 'Description', 'Value', and 'Expiry'. Below the table are two tabs: 'Placement Attributes' and 'Agency Attributes', with the 'Agency Attributes' tab selected. The main content area is a form for updating attributes, featuring several sections with labels and input fields:

- WIL Activity Type:** A dropdown menu set to 'Placement'.
- WIL Placement forms less than 50% of course credit:** A checkbox.
- RIIERP:** A checkbox labeled 'Is this a RIIERP Placement?'.
- TELANTO Project:** A checkbox labeled 'Does this project take place through TELANTO?'. Below it are fields for 'Reference Number' and 'Comments'.
- Online Project:** A checkbox labeled 'Is this an Online Project?'.
- Partner University or College:** A checkbox labeled 'Does this project incorporate a partner University or College?'.
- Partner University or College name and country:** A checkbox labeled 'If this project incorporates student's from another institution please list the name and country'. Below it is a 'Comments' field.
- International Placement:** A checkbox labeled 'Is your placement taking place outside of Australia?'.
- Global Mobility Requirements:** A checkbox labeled 'Have you completed your registration requirements through MOBI? (if your placement is taking place outside of Australia)'. Below it is an empty text field.

Step 4: Review & Approve

This is the final step of the **Self Placement Wizard** is a final chance to review and update any details.

To update any of the details, click the corresponding **Edit** link. If no updates are required, click **Approve & Confirm Placement**. The Self Placement status is updated from Pending to Approved. A Placement is created with a status of Confirmed

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