

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

Allocati	on Group												
Detail	Placement Block	Placement	Request	Enrolment	Agency Pref	ferences	Staff	Notes	Documents	Process	Document Access	Schedule	Agreement
Edit Det	ails		(* rec	quired field)									
			Alloca	tion Crowns*	, 			Diamana					
			Active	e:	2		nting Industr	y Placement :	Sem I Start				
			Self P	lacement:	E	2							
			Self P	Self Placement Open Date:									
			Self P	Self Placement Close Date:		_							
			Non-C	Non-Concurrent Placement:									
			Apply Clashe	Ignore for Place es to new Requ	ement L ests:								
			Allow	Linked Placeme	ents:								
			Match	On Specialism	: [
			Allow	Student Change	e Requests:								
			Stude to plac	nts can upload cements:	documents 🗠	2							
			Prefe	erencing									
			Agend	cy Preferences:	E	2							
			Placer	ment Blocks:	E								



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.

📅 👗 ? 🌗 🎒 🎊 Request	: Placement Manage	Curriculum Reports	Communication	InSight Admin		
Self Placement						
Student: Allocation Group: Agency:					Duration: Dates:	none - none
	(* required field) Placement Details Student:* Allocation Group:*	- none -	Submit Save	Cancel		×
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.

者 👗 🕐 🕕 🍘 🎊 Request Placement Ma	nage Curriculum Reports Communication InSight Admin		
Welcome to InPlace			
Global Filters	Placement Activity by M	onth (View Text Version)	New Student
Select All Unselect All Save	Filter: - Allocation Group -	× Q- clear	Student enrolled after allocation begun (1800 Students)
City Campus A Quanting (COB-RCT) Quanting (COB-RE) Adverting (COB-RE) Quanting (COB-RE) Adverting (COB-RE) Adverting (COB-RE) Adverting figure (SEH-SSCE) Analytics (SEH-SSCE) Analytics (SEH-SSCE) Applied Science and Laboratory Technology (SEH-SVES) v	000 000 000 000 0 0 Dec Jan Feb Mar Apr May Jun Jul	Aug Sep Oct Nov	2013 Accounting Industry Placement - Semester 1 Acknowledge Mail Stek (1778-H9) Benner (145768) Isalera Kar. (150039) Isalera Kar. (150039) Isalera Kar. (151039) France Steph - (244674) Mose News (151123) Teps - (178339) Accurate Steph - CP4CP - DRD Semester 2 2018 - Acknowledge ▼
Attributes Requiring Verification	Students With Enrolment Issues	Self Placement Submissions	Course Offering
New (308) Rejected (556)	(414 students - (Displaying 50)) Items 1 to 50 >	(2 items new/updated) Pending(450) Incomplete(51)	Course Offerings (15 requiring Units of Measure)
6/03/2020 1 Monka - (3767286) 1	Kalpana . (3748694) Student has 1 placement in unenrolled Allocation Group • Royal Nebourne Hospital: City Campus Grattan St NURS1152 - Bundoora Campus -	Pending Submissions 2019 Economics and Finance Industry Placement - (1) (1)	COSC2446 - City Campus - UGRD Semester 2 2020 - (F20A) COSC2446 - City Campus - UGRD Semester 2 2020 - (F20B)
5/03/2020 1 Robbie Test (99999) 1	Kiran . (3629574) Student has 1 placement in unenrolled Allocation Group	Samuel Loh 3/11/2019	GRAP6364 - City Campus - TAFE First Half 2020 - (PD28)
4/03/2020 2 Share Eeso (3725090) 2 Data (2020 E 0) 2	NorthWestern Mental Health: Mid West Area Mental Health Service NURS1152 - Bundoora Campus - UGRD flexible term 2020 - (2222)	2019 Marketing Industry Placement - Sem 1 Start (3) Lushavel Stickland 26/09/2019	COSC2446 - City Campus - UGRD Semester 2 2020 - (F20C)
2/03/2020 1 V	Roxy Abaa (3188286) Student has 1 placement in unerrolled Allocation Group • Frontyard Youth Services HWSS2221 - City Campus - UGRD Semester 2 2019 -	Lushavel Stickland 4/10/2019 Armando Pironti 10/01/2020 🗸	COSC2446 - City Campus - UGRD Semester 2 2020 - (F20E) GRAP6364 - City Campus - TAFE First Half 2020 - (PD2A)

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.

	IT									Self Placemen
Self Plac	cement									
Student:							Duration:		General 240 ho	urs
Allocation Gro	up: 2019 Marketing Industry Place 1 out of 2 Self Placement(s) for	ment - Sem 1 Sta or this Allocation (art Group				Dates:		1/10/2019 - 14/	01/2020
Agency:	GM Holden									
	(* required field) Placement Details Student:* Allocation Group:* Placement Start Date (d/mm/yyyy): Placement Duration: Placement Times:	2019 Marketin 1/10/2019 14/01/2020 Experienc 1 [(General) Add Select Place Mon FULL	g Industry Pla e ment Times Tue FULL	Cement - Sem 1	X Start X Q FULL	Duration* 240 ¢ FULL	Unit Of Measure* HOUR	× Remove Sun	8	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
	Agency Details Find Agency:	- none -			X					
	Agency Name:*	GM Holden								

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 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.





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.

ing gives you the Opportunity to pr acy columns. What you select will b you wish to edit in the Final Merge ting Agency represents an Agency	event duplicate Agency records. For each row in te copied into the Final Merged Agency colum id Agency column.	the table below select a cell from eithe n. If you wish to further edit the select	r the Existing Agency or the Submitted ad data then you may do so by dicking on
initial Agency represents the Age Agency represents the Age	ney that has been submitted through the Self Pl agency that will be the result of the merging pro	acement. cess.	tion Hermit Lucros
Annan Manar	CLD Devent klong Kong Limited	Ci B Baues Hass Kass Limited	CI & Dawer Hand Kitter Limited
ADAL	CLP Power Hong Kong Limited	CEP Power Hong Kong Elimited	CDP Power Hong Kong cimited
ABN:	Annual the and find forders		Assessmentation and Freed Freeders
Agency Lovel Tomolator	Corporate/Organication		Compacts (Ormanisation
Agency Level Templeter	Group		Corporate) organisation
Parent Acency	dicap		6.00
Anartmant/Unit number:			
Street Number and Name:	215 Fuk Wah Street	215 Fuk Wah Street	215 Fuk Wah Street
Suburb:			
State			+
Past Code:			+
Country:	HONG KONG	HONG KONG	HONG KONG
Business Phone:			
Business Fax:			+
Business Email:			1
Website:			

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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

lf Placement Wizard		
ep 1 - match Agency		Acency Personnel Additional Info Summary
Match Agency		🍁 Add as a new Agenc
🛉 New Agency Details		
Agency Name:*	CLP Power Hong Kong Limited	
ABN Number:		
Agency Type:*	Accommodation and Food Services	
Agency Level Template:	Corporate/Organisation 🔻	
Agency Level:*	Group	
Parent Agency:	•	
Disciplines:	Hong Kong Electrical Engineering	
Agency Address		
Apartment/Unit number:		
Street Number and Name:	215 Fuk Wah Street	
Suburb:		
State:		
Post Code:		
Country:	HONG KONG	
Contact Details		
Business Phone:		
Business Fax:		
Business Email:		
Website:		
	Save Cancel	

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 pre Submitted Personnel columns. What y by clicking on the cell you wish to edit in	event duplicate Agency Personnel records. For you select will be copied into the Final Merge the Final Merged Personnel column.	each row in the table below select a cell ad Personnel column. If you wish to furt	from either the Existing Personnel or the her edit the selected data then you may do so			
Existing Personnel represents a Perso Submitted Personnel represents the P Final Merged Personnel represents th	nnel record that already exists in InPlace. Iersonnel that has been submitted through the e Personnel that will be the result of the merg	e Self Placement. Ing process.				
	Existing Personnel	Submitted Personnel	Final Merged Personnel			
Title:	Mr	Mr	Mr			
Given Name:	John	Koon Keung	John			
Sumame:	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			
Reset	Select all above	Select all above	Cancel Next			

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
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New Personnel Details	
Title:	Mr
Given Name:*	Joses
Surname:*	Teo
Business Phone:	9292 8640
Mobile Number:	
Business Fax:	
Business Email:*	joses.teo@crownresorts.com.au
Other Details:	
Personnel Type:*	~
	Placement Supervisor
Disciplines:	Permit view Correspondent Media and Communication (DSC-MECOM)
Experience:	× (
Custom Field:	×
Select roles for account creation:	Agency PersonnelEmployer Supervisor
	Save Cancel

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*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.

Self Placement Wizard

tep 3 - Addi	tional Information			
Submitted Attr	butes			
(Global) •				
Description	Value			Expiny
WL Asbyty Typ International P	- Personal			
Global Mobility	Placement Attributes Agency Attributes			
Media and				
Descriptio	(Global) •			
Industry Type	()	MITL A shirth a Transa	MIT A SHORE TO BE	
Group or induc		WIE ACTIVITY Type.	WIL Activity Type	
Team Momber			Placement	
Correlated Ser		WIL Placement forms	WIL Placement forms less the	an 50% of course credit
Lindate Attrib		less than 50% of		
		course credit:		
Placement		DTTEDD-	To this a DITEDD Discoment?	
(Global) ·		KIILKF.		
		TELANTO Project:	Does this project take place	through TELANTO?
			Reference	
			Number:	
			Comments	
			commerces.	
		orter Bustants	To this are Online Device the	
		Unline Project:	Is this an Unline Project?	
		Partner University or	Does this project incorporate	a partner University or College?
		College:		
			-	and the second to be a second to be a
		Partner University or	If this project incorporates s	tudent's from another institution please list the name and country
		country:		
			Commonter	
			comments.	
		International	Is your placement taking plac	e outside of Australia?
		riacement		
		Global Mobility	Have you completed your rea	gistration requirements through MOBI? (if your placement is taking place outside of Australia)
		Requirements:		· · · · · · · · · · · · · · · · · · ·

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 <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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