



# **COVID-19 Fields Guide**

Navigate to the Placement page and scroll down to the (Global) field area.

(Global) •		
Description	Value	Expiry
WIL Activity Type	Placement	[Edit]
Completed and Signed WIL Agreement	No	[Edit]
Practical Placement Type [TAFE Only]		[Edit]
Is the student working remotely due to COVID-19?	No	[Edit]
Is a WIL Agreement Annexure attached? [COVID-19]	No	[Edt]
Placement changed from paid to unpaid? [COVID-19]	No	(Edit)
Student completing placement on site? [COVID-19]	No	[Edit]
Placement changed to project or sim? [COVID-19]	No	[Edt]

### Field 1: Is the student working remotely due to COVID-19?

If the student was relocated, please tick the checkbox and note the date that they were relocated in the 'Comments' field.

Please note: This can be updated in bulk if you can provide a list of the students and the course code the placement was recorded against via the attached Excel form and emailing it to inplace.support@rmit.edu.au

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Description	Value	Edit
WIL Activity Type	Placeme	Is the student working remotely due to COVID-19?
Completed and Signed WIL Agreement	Yes	Is the student completing their placement remotely/from home due to the impact of COVID-19? If so, please note when they were relocated and ensure that a WIL Agreement Annexure has been
Practical Placement Type [TAFE Only]	1111	uploaded (if applicable)
Is the student working remotely due to COVID-19?	No	Comments
Is a WIL Agreement Annexure attached? [COVID-19]	No	
Placement changed from paid to unpaid? [COVID-19]	No	Seve Cancel

#### Field 2: WIL Agreement Annexure

This is only required where there was an existing WIL Agreement that needs to be updated because of COVID-19 changes. Unfortunately these cannot be updated in bulk so must be individually uploaded once the checkbox has been ticked.

Description	Value	Edit	
WIL Activity Type Completed and Signed WIL Agreement Practical Placement Type [TAFE Only]	Placeme Yes	Is a WIL Agreement Annexure attached? [COVID-19]	Switch to History Viev
Is the student working remotely due to COVID-19? Is a WIL Agreement Annexure attached?	No	File Attachment Birowse No file selected.	
[COVID-19] Placement changed from paid to unpaid? [COVID-19]	No		Save Cancel
tudent completing placement on site?			

# Field 3: Placement changed from paid to unpaid

Only required where a student who was previously recieving payment as part of their WIL placement had the payment stopped because of COVID-19.

Please note: This can be updated in bulk using the same Excel form as used for Field 1.

		Collapse All Eshtow All Text ØMake Default Switch to Classic	ic Viev
(Global) •			
Description	Value		
WIL Activity Type	Placeme	Placement changed from paid to unpaid? [COVID-19] Switch to History View	
Completed and Signed WIL Agreement	Yes	Has this student's placement changed from paid to unpaid due to the impact of COVID-19? If so, please note the date this changed and ensure that a WIL Agreement Anneware has been uploaded (if	
Practical Placement Type [TAFE Only]		applicable)	
Is the student working remotely due to COVID-19?	No	Comments	
Is a WIL Agreement Annexure attached? [COVID-19]	No		
Placement changed from paid to unpaid? [COVID-19]	No	Sove Cancel	
Student completing placement on site? [COVID-19]	No	[Edd]	



#### Field 4: Student completing placement on site

If the student was able to continue the WIL placement face to face, please tick the checkbox and upload a COVID-19 Risk Assessment form. The 'Comments' field is optional.

For cases where a WIL placement began in Semester 1 and is continuing into Semester 2, please combine the Risk Assessment forms for each semester into a single document and upload. Please note: Unfortunately this cannot be updated in bulk so must be individually uploaded.

	///	Collapse All Eshow All Text Entaut Switch to Classic V
(Global) •	////	Edit State of the second s
Description	Value	Switch to History View
WIL Activity Type	Placeme	Student completing placement on site? [COVID-19]
Completed and Signed WIL Agreement	Yes	Is the student completing their placement in face to face mode? If so, please upload a COVID-19 risk assessment form
Practical Placement Type [TAFE Only]	11/1	Comments
Is the student working remotely due to COVID-19?	No	
Is a WIL Agreement Annexure attached?	No	File Attachment
[COVID-19]	NO	Browse No file selected.
Placement changed from paid to unpaid?	No	
[COVID-19]		Save Cancel
Student completing placement on site?	No	
[COVID-19]	////	

## Field 5: Placement changed to project or simulation

Please update the WIL Activity Type field to 'Project' or 'Simulation'

(Global) •		
Description	Value	Expiry
WIL Activity Type	Placement	[Edt]
Completed and Signed WIL Agreemen	nt Yes	[Edit]
Practical Placement Type [TAFE Only]		[Edit]
Is the student working remotely due t COVID-19?	to Edit	(Edg)
Is a WIL Agreement Annexure attache [COVID-19]	ed? WIL Activity Type	Switch to History View [Edit]
Placement changed from paid to unpa [COVID-19]	aid? WIL Activity Type Placement	[Edx]
Student completing placement on site [COVID-19]	e? Placement	(Ede)
Placement changed to project or sim? [COVID-19]	Project Simulation	[Ede]
International Placement	Combined Projects and Simulations	[Edit]
Global Mobility Requirements	Unknown	[Edx]

Tick the checkbox, note the date the WIL type changed in the 'Comments' field and upload the equivalency mapping and approval.

Please note: Unfortunately this cannot be updated in bulk so must be individually uploaded.

			Collapse All	Show All Text	Make Default	Switch to Classic View
(Global) •	///	Edit		×		
Description	Value		Switch to Histo	ory View		
WIL Activity Type	Placeme	Placement changed to project or sim? [COVID-19]		11		
Completed and Signed WIL Agreement	Yes	Has the placement been cancelled and replaced by a project or simulation? If so, please note the date this changed and upload the equivalency mapping and approval.		111		
Practical Placement Type [TAFE Only]	////	Comments		1/1		
Is the student working remotely due to COVID-19?	No					
Is a WIL Agreement Annexure attached? [COVID-19]	No	File Attachment Browse No file selected.				
Placement changed from paid to unpaid? [COVID-19]	No		Save	Cancel		
Student completing placement on site? [COVID-19]	No		June	[Edit]		

Note about existing data: Since many placement records have already been updated in the main placement record 'Comments' section, this data can be extracted and bulk uploaded to Field 1 or Field 3 if required. Please contact inplace.support@rmit.edu.au to discuss your requirements.