COVID-19 Fields Guide

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

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

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.

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.
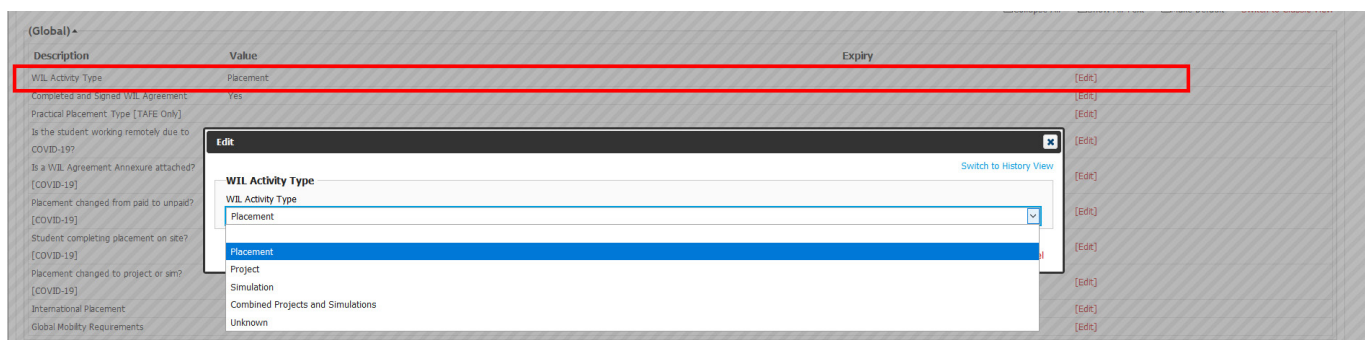
Field 4: Student completing placement on site

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.
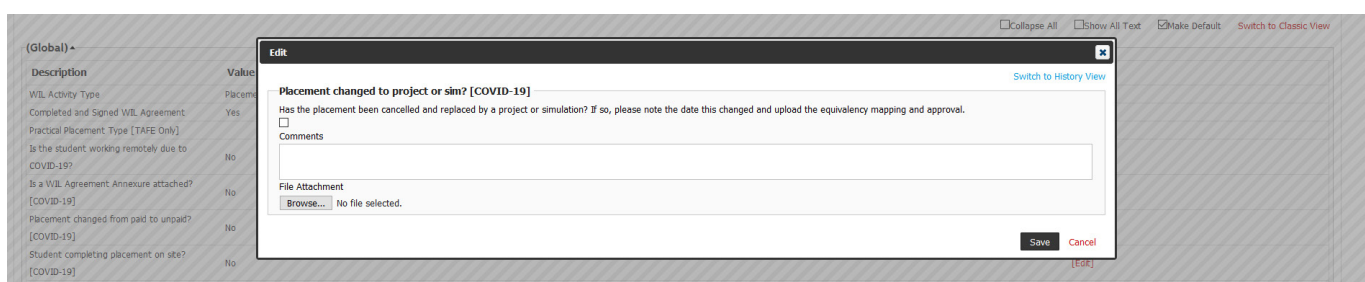

Field 5: Placement changed to project or simulation

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

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.

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.