

Contents - InPlace Student Portal

Login to the InPlace student Portal	1
The Student Home page	1
Viewing InPlace on a mobile device	2
My Details	2
InPlace Help	2
Opportunities	3
Placement Requirements	7
Self Placement Allocations	8
Applications for Self Placement	.9
Agency Preferences	10
Managing Confirmed Placements	11
Placement Realloaction	.13
InPlace Calendar	.14
Document Uploads	15

InPlace Student Portal

The InPlace Student Portal allows students to review Placement offers, apply for self-sourced Placements and Opportunities, view and upload required documents, submit time sheets and complete log books.

Login to the InPlace Student Portal

- 1. Enter the URL: https://wil.rmit.edu.au
- 2. Click on the "Staff and Students" button.
- 3. Enter your RMIT Student number and password and click on the Login" button (if this is the first time you have logged in, review and click on the "Accept" button).

Terms and conditions
STATEMENT OF STUDENT RESPONSIBILITIES
Work integrated Learning (WL) is a term used to describe learning activities that use your academic learning in a 'real life' situation with an industry or community partner. WL activities take on various forms at RMT - you may do an internship (placement): a partner organisation might provide a project for you and your class to work or; or you might perform WL activities in a simulated workplace environment (designed with industry partners) to reflect real workplaces in their function, equipment and operation. These placements, projects and simulations are tied to one or more courses within your program and are formally assessed for credit.
Your Course or WIL Coordinator will provide you with all of the relevant information about your WIL activity. In order to participate in a Work Integrated Learning (WIL) Activity, you must agree to and accept the responsibilities set out below. Any failure to do so may impact adversely on the completion of your Course and/or Program.
Acknowledgement of Student Responsibilities
i agree that by undertaking a WiL Activity arranged by RMiT University. I will:
 Inderake the WIL Activity for the period specified in the WIL Agreement. Indexavior to obtain agreenence, suprovals, Police Checks, Working WIL Children Checks, visios or registrations of Huy Activity. Comply for and obtain agreenence, supervision is Police Checks, Working WIL Children Checks, visios or registrations if they are necessary for the WIL Activity. Comply with both Hull Supervision(s), and released three Statutes, regulations, policies and nuclei weight member(s) as appropriate during the WIL Activities, and notify my university supervisor of any problems that arise. Generaticate with the WIL supervisor(s), and released three WIL Activities, and notify my university supervisor of any problems that arise. Agree to the Intellectual Property ownership as set cort within the WIL supervisor (s) and released any confidential information, includes personal information, which reduces any confidential information includes personal information (activity) and the VIL agreement. Not communicate with there will assess any confidential information (includes personal information (including any thrift partyclient/patient Information strictly confidential. Consider information strictly confidential. Consider information visit Class confidential. Roman cancer and comply with WIL Activity. He WIL Activity is to take place outside of Australia, register and comply with requirements prescribed by KMIT's Global Experience Office, including maintaining adequate travel insurance. Returns to the Organisation of the Supersonal Activity.
Acknowledgement of use and disclosure of information
I acknowledge that by undertaking a WIL Activity:
1. RMIT may collect and use my personal information for the purposes of administering WIL participation. 2. RMIT may disclose information to the placement provider for the purpose of WIL Activity.
I have read and agree to the terms and conditions of the statements above.
If you do not understand any part of this agreement, you should discuss the matter with your Course or WIL Coordinator.
Accept

The Student Home page

Your Home page is the first page you see when you log in. It gives you a quick access to all your placement details, tasks and notifications.





Viewing InPlace on a mobile device

On a mobile device your Home page looks a bit different – but all the same information is available and it's just as easy to access.



My Details

The **My Details** page displays your personal details and placement prerequisites. You can upload and manage documentation for placement immunisation records, criminal background checks, and driver's licence information. You can also change your InPlace password here.

Staff and placement coordinators can view / verify placement-related information is correct and complete.

*Access by clicking your username on the toolbar and clicking "My Details".

RMIT						
Home	Confirmed	Available	Requirements	Calendar	Shared Documents	Student 🔦
NEXT ATTENOING:	g placements	I Confirmed		Parametersital Sciences Professional Plasement (1)	Engineering Final Your Projects (5)	My Details Help Log out

InPlace Help

Selecting "**Help**" will open a new browser tap that displays InPlace Support Help topics for review. **Access by clicking your username on the toolbar and clicking "My Details".*

RMIT						Smart Place Smart Placement Solutions
Home	Confirmed	Available	Requirements	Calendar	Shared Documents	Student 🔨
NOT ATTENDING:	y pikemens	NI Confirmed		Parameterical Sciences Professional Placement (1)	Engineering Rus Your Projects (5)	My Details Help Log out
To Do 🔕				Notifications 💿		

InPlace Support 5.2 Quick Reference Guide: Student Guide. Page 2 of 15

Opportunities

You can view and apply for opportunities (internships, projects, volunteering placements, seminars and so on) that are advertised to you in InPlace.

<u>1. Accessing Opportunities:</u>

There are several ways to access opportunities:

- On your Home page check the **Available** pane to see opportunities are currently being advertised.
- A green dot green dot icon indicates that a new opportunity has been added recently.
 - Click an icon to open the Available page and view just that particular type of opportunity.
 - Click **View recommended** to open the Available page and view a list of all available opportunities.



- On the toolbar click **Available** to open the Available page and view all available opportunities.
- In your **To Do** list click the Preferences task (if there is one).
- When the Available page opens, it lists only those related opportunities and you can update your preferences from this page, by clicking '**Update Preferences**'.

*Note: A Preferences task indicates that there is a group of related opportunities that you must submit applications for and also rank them in preference order.



2. Apply for an Opportunity:

1. Open the "Available" page using one of the methods listed in the previous section (Accessing opportunities).



InPlace Support 5.2 Quick Reference Guide: Student Guide. Page 3 of 15



- 2. Find and click on an opportunity you're interested in Apply in one of two ways:
- If the **Apply now** button is not shown, you must apply directly to the agency. Follow the instructions on the page to submit your application outside of InPlace.
- If the **Apply now** button is shown click the button to open the application form, and then go to Step 3.

Change management project	EBG	
Project for Hope City Mission		
📕 03 Apr 2017 - 20 May 2017 🧿 10 Day	ys General	
2 Positions available		Apply now
Description This project will provide you with exp	perience in scheduling and managing	a small-scale internal business project.
Key Words project Attachments Placement protocols.docx		
View Download Application Details Open: 8 Mar - 31 Mar 2017 Preferences open: 8 Mar 17 Preferences close: 31 Mar 17	Contacts Mr James I 09555 1222 James@a.com	

3. Read the application details and then enter any comments and upload any relevant documents (such as your CV).

Apply for Software implementation project	
Project for JBO Pty Ltd	
🛗 01 May 2017 - 19 May 2017 🕑 10 Days General	
Application Details	
Applications open: 8 Mar 17	
Applications close: 31 Mar 17	
Comments	
Preference	
Select the orde	r of preference
Documents	
Select file f	rom device
×Cancel	Submit application

- 4. If the Select the order of preference button is shown you can now rank your application. Setting preferences may be mandatory for some opportunities. You won't be able to submit your application if you haven't ranked it.
 - a. Click Select the order of preference.
 - b. In the **Rank your preferences** dialog drag your application (or any other applications listed) up or down to rank it and then click **Submit**.

1st	Office relocation project	\$	¢
2nd	Software implementation project	\$	C
3 Required (b	Enimum profesences meth	٠	

5. Click **Submit** to complete the application process.

InPlace Support 5.2 Quick Reference Guide: Student Guide. Page 4 of 15



3. Shortlist an Opportunity:

Opportunities registered or applied for are automatically shortlisted.

A new opportunity can be manually shortlisted for quick access by:

- 1. Opening the **Available** page clicking **Available** on the toolbar or clicking an icon or View **recommended** in the **Available** pane on your Home page.
- 2. Clicking the **star icon** on the right of the opportunity you want to shortlist the icon turns black.

*Note: You can click the star icon again to remove the opportunity from your shortlist.

FILTER			3
4 Results of 4	8		
Shortlisted		C	lear fi
	Singapore General Hospital Internship	Viewed	E
	internship Internship		
	🟥 - 🕥 365 Days		
	Volunteering Opportunity 2017	Mound	
	Volunteering Opportunity		
	12 Days		
	Volunteering Opportunity 2017		

4. Withdraw an opportunity application:

Withdraw a submitted opportunity application until application closing date or as permitted by a placement coordinator by:

- 1. Clicking **View shortlisted** in the **Available** pane on your Home page or clicking **Available** on the toolbar.
- 2. On the Available page locate and open the relevant opportunity.
- 3. On the opportunity's details page click **Withdraw application**.



4. Clicking **Back** to return to the **Available** page will show the page no longer lists the previously shortlisted opportunity and the status has changed from **Applied** to **Viewed**.

5. Respond to an opportunity interview:

After applying or registering for an opportunity, you may be required to attend an interview.

If you receive an offer for an interview with an agency, it will appear in your **Home page** as a **notification** and a **To Do** item for your response. Your application status also changes to Interview.

To Do 🚺		Notifications 1
Interview offered for Engineering Project Name - Exxon. Response required.	>	You have been granted an interview for Engineering Project Name - Exxon.



You can action your response to the request by:

- 1. Clicking on the Interview item displayed as a To Do item on your Home page.
- 2. Read the interview details carefully.
- 3. Use the buttons at the bottom of the page to accept or decline the interview.



4. The interview (pending response) will appear in your InPlace calendar as an engagement.

6. Accepting / Declining an opportunity offer:

If your application is successful you may receive a direct offer with an agency. The offer appears as a **notification** and a **To Do** item for your response and your application status changes to 'Offered pending your response'.

*Note: If you do not respond by the offer expiry date, the offer will expire and your application will be considered declined.



You can action your response to the offer by:

- 1. Clicking on the Opportunity Offer displayed as a To Do item on your Home page.
- 2. Read the offer details carefully.
- 3. Use the buttons at the bottom of the page to accept or decline the offer.



InPlace Support 5.2 Quick Reference Guide: Student Guide. Page 6 of 15

Placement Requirements

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1. Viewing placement requirements:

Access the Requirements page to view all requirements that form part of your enrolment by:

- 1. Clicking on **Requirements** on the Home page toolbar.
- 2. View the **Academic tab** to access a list of the unit offerings you're enrolled in and their status.

Summar	y	- Harden Harden		
	5	2 Units O Units Completed	0 Units Orgoing	2 Units Not Commenced
Course	offerings for Ba	chelor of Medical Studies		
Status	Unit		Unit Version	Score
	BM52CLIN		Introductory of	clinical

3. The **Placement tab** lists placement requirements expected to be completed throughout your course.

Academic	Placement		
Summary	422 Hours		
		Hours Allocated	C A22 Hours Demuired
	• * HOUS CASES		ALL HOUR REQUIRED
Placement Requirement	nts		- ALL HOUS REQUIES
Placement Requirement General	nts		97 day
Placement Requirement General	nts		 97 days logged



This Student details area displays Postal and Residential addresses that are on file for your Student account.

*Please note that these values cannot be edited through InPlace. If you need to update any address details, please visit https://my.rmit.edu.au/ using your Student e-number and password.

Self Placement Allocations

If your course requires you to nominate a placement you would like to attend, you will see a **Self-Selectable Placements** task in the **To Do** list on your Home page.

You can nominate yourself for a placement by:

1. Clicking on the Self-Selectable Placements task displayed as a **To Do** item on your **Home page**.



2. Review options on the **Self-Selectable Placements page** and use the filter to identify particular placements or placement locations and distances.

*Note the word 'Ineligible' appears under placements for which you are not eligible to apply. Hover over the word to view the reasons in a tooltip.

Fitzroy Medical Palace	
5 Results of 5 Fitzroy Medical Palace	
Fitzroy Medical Palace	
Eitzrov Madical Dalace	
- Filling medical Palace	
Fitzroy VIC 3005	
Pacific Private Hospital	
Pacific Private Hospital	
Southport QLD 4215	
16 Jan - 27 Jan () 80 HOUR	

3. Click a placement to view its full details in a new page and access the Apply button.



InPlace Support 5.2 Quick Reference Guide: Student Guide. Page 8 of 15

Applications for Self Placement

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Courses that allow you to source your own placements will display Self Placement submission tasks in the To Do list on your Home page.

Once a placement with an agency is negotiated, click the **Self Placement** submission task.

Complete the self placement application and submit it by:

1. Clicking the **Self Placement submission** task the **To Do** list on your Home page.



2. Review details in the **Self Placement page** (i.e. relevant experience(s) and the number of hours or days needed to complete for each placement).

0%											
Placement d	etails										
Period											
start *		End									
					-						
Juration											
experience									Duration *	Unit	
(Canarah)									•		
Conserverant											
Coenerary	+Add a	nother	expe	rience							
(serveral)	+Add a	nother	expe	rience							
Feekly placeme	+Add a	nother	expe	rience							
Weekly placeme Week 1 ×	+Add a nt roster None	AM	expe	full Day	Half Day	Shift	Night	Start / End T	ime	Start	End
Weekly placeme Week 1 × Mon	+Add a nt roster None	AM O	PM 0	Full Day	Half Day	Shift	Night	Start / End T	ime	Start	End

- 3. Complete the details in each of the required sections (if required);
- ClosedPlacement details
- ClosedAgency details
- ClosedContacts
- ClosedAdditional details
- 4. Click Save as draft to finish later or Submit if all required information is complete.
- Notifications on your Home page list your submitted self placement as Pending.
- The application will be reviewed, approved or rejected.
- Tasks will be displayed in the **To Do list** if required details are missing from an application.
- Unsuccessful applications will prompt a task to display in the **To Do** list requesting a new application be submitted as per the steps above.



Agency preferences

Agency preferences allow selection (and possible ranking) of preferred agencies.

Clicking the **Agency Preferences** task displayed in the **To Do** list on the Home page enables review of agency details and preferred selections.

You can continue to change your preferences until the closing date by:

1. Clicking the **Agency Preferences** task displayed in the **To Do** list on the Home page.



2. Review details in the **Agency Preferences page** (i.e. Click any agency in the list to view its details) and click the blue tick icon ✓ beside preferred agencies.

Select Preferences For 3rd Year Medicine Placements		
5 - 6 Preferences Required	(Closes 28/02/2017
FILTER		~
7 agencies		
Burwood Health Centre		1
176 Burwood Rd, Hawthorn, VIC, 3122, AUSTRALIA		
Collingwood World Medical		1
10 Smith St, Collingwood, VIC, 3010, AUSTRALIA		

3. If requested to **rank preferences** the Rank preferences **drag** selected agencies **up or down** to rank them.

to daille hereice		051			
1st	Burwood Health Centre	\$			
2nd	Collingwood World Medical	÷			
3rd	Fitzroy Medical Palace	÷			
4th	Cotham Private - Inpatient				
5th	Palm Springs Respite	÷			

4. Click the **Submit preferences** button when complete.

InPlace Support 5.2 Quick Reference Guide: Student Guide. Page 10 of 15



Managing confirmed placements

The **Confirmed** page displays all confirmed placements and any confirmed (successful) opportunities.

This page provides full details of placement, as well as schedule information (and time-sheets or log books), related documents, assessment reports and the carpool feature.

You can access this information by:

1. Using the Home page to navigate to the **Confirmed** page:

- Click **Confirmed** on the toolbar or click **View All Confirmed** in the Confirmed pane.
- Select / click on the relevant placement to view its details.

onfirmed							
View by status							
3 results of 3							
Name	Туре	Period	Duration	Status			
Burwood Health	Placement	02 Jan 2017 - 20 Jan 2017	40 Hours Anaesthetics - 40 Hours Critical Care - 40 Hours Orthopaedics	To be finalised			
Western Hospital	Placement	06 Feb 2017 - 17 Feb 2017	5 Days Orthopaedics - 5 Days Respiratory	Current			

• The Details Page opens at its Details tab, and is the launch page to access the following tabs:

1. Details tab:

The **Details tab** displays the core placement details in the page's header area, such as the agency's address and contact details, and may include a map.



Additional placement and/or agency details may also be included, such as, police check or immunisation requirements. These can be edited by clicking on the blue plus + sign.



2. Schedule tab:

The **Schedule tab** lists placement schedules and provides access to time-sheets and log books. Clicking either the **time-sheet icon** or **log book icon** in the Action column allows editing and completion of time-sheet or log books requirements.

- <u>Time-sheets and log books</u>: The indicator in the left column turns from grey to green for submitted time-sheets or log books. The indicator turns red for recorded absences.
- For log books only: The **Status column** shows the current status of each log book.

tails	Schedu	le Docs	Assessment	Carpool						
	Atte	ndance sum	mary							
	7	%								
								015	required 🔵 1 o	omplete
		Date	Agency	Shift	Attended Hours	Absence Explanation	Confirmed	Comments	Status	Action
	٠	02/01/17	Burwood Health	FULL	7.5		No		Submitted	-
		03/01/17	Burwood Health	FULL			No			-
		04/01/17	Burwood Health	FULL			No			
		05/01/17	Burwood Health	FULL			No			
		06/01/17	Purpused Mealth	0.00			No			-

3. Docs tab:

The **Docs tab** lists any documents relevant to this placement.



*Note: Documents can also be accessed via the Shared Documents page.

4. Assessment tab:

The Assessment tab lists assessment reports bout your performance on placement, completed by supervisors. Click **Download** to view or download a report.



*Note: Newly prepared Assessment Reports are listed in the Notifications section of the Home page.



5. Carpool tab:

The **Carpool** tab connects students who are in the same placement and might have a car and be able to give you a lift, or are looking for a ride to the placement.

Connect to other students by:

- <u>Drivers</u>: Click **Driver** if you are willing to drive others to your placement. This will display the names of potential passengers and other drivers.
- Passengers: Click **Passenger**. This will display the names of drivers.
- Click a person's name to email them directly to make arrangements.

edule	Docs	Assessment	Carpool
In	place car	pool	and decompany
TÌ	he InPlace	carpool will intro	duce you to other students with whom you may be able to travel to your next placement.
Y	ou will be	provided with a	ame and email, and your name and email will be provided to others.
Y	ou need to	tell us if you ha	e a car and can provide transport to others, or if you are a passenger only.
D	rivers will	be introduced to	other drivers and passengers, non drivers to drivers only.
A	ny arrange	ements between	participants for ride sharing is entirely a matter for the students.
E	nrol as		
	Driver 🚘	Passenge	Stop notifications

*Note: Click Stop notifications if you no longer want to take part in carpooling.

Placement reallocation

If there is a problem with a confirmed placement (i.e. unsuitable date or location) an application can me made for a placement reallocation. This request will be reviewed by a placement coordinator, who will either approve or reject it.

Apply for a placement realloaction from the Home page by:

- Click Confirmed on the toolbar or click View All Confirmed in the Confirmed pane.
- On the Confirmed page find and open the relevant placement.
- Scroll to the bottom of the **Details** tab and click **Apply for placement reallocation**.
- Enter a reason for the application for reallocation and click **Submit application**.

Apply for Placement reallocation							
Placement for 3rd Year Medicine Students							
🗎 03 Apr - 28 Apr 🖸 10 Days Emergency, 5 Days Acute care							
Application requirements							
Please enter a reason for reallocation							
	1,						
≭Cancel	Submit application						



InPlace Calendar

The Calendar displays confirmed placements and any nominated self-selectable placements.

It may also show your course-related engagements (classes, lectures, interviews etc.) imported from an external calendar if your institute uses one.

Hor	me Confirmed	Available	Requirements	Calendar	Shared Doc	uments	EGibson 👻
Filter 🛩							
Today	🔹 🕨 🖩 Monday, March 1	3. 2017 - Friday, March 17, 2017	i.	Export to Excel	Sync Day	Work Week	Week Month
	Mon 03/13	Tue 03/14	Wed 03/15	Thu 03/16		Fri 03/17	
all day		00:00 Fitzroy Medical Pala	ce - Corr 00:00 Fitzroy Medical	Palace - Corr			
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM				09:30 - 10:0	0.0		

- Placements are shown in blue, nominated self-selectable placements pink, and nonplacement engagements are green.
- When in Day and Week views, all-day events (or ones with no specific / set time range) are shown at the top in the all day section.
- In Day and Week view the default calendar day starts at 7.00 AM and ends at 7.00 PM.

1. View Placement Details:

Hover your mouse over a placement or engagement to view more details in a tooltip.

2. Add an appointment:

Double-click a date to open the **Event** dialog - enter the details and click **Save**.

3. Calendar sync:

Sync placement calendar data with an external calendar via data exported as an iCalendar file (iCalendar.ics) compatible with external calendars such as Google, Yahoo, Outlook and iCal.

- 1. Click Sync on the Calendar.
- 2. In the Sync your calendar dialog copy the URL provided.
- 3. Enter the URL where required on your mobile device.

Export to Excel	Sync	<u>Day</u>	Work Week	Week	Month

*Note: Syncing instructions may vary across devices and operating systems.

Document Uploads

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During the course of your enrolment you will be alerted to missing, outdated or rejected information by a task (such as **Information required** or **Verification rejected**) in the **To Do** list on your home page.

Such alerts will require documents to be **uploaded** to supervisors and can be completed by:

1. Navigate to the **My Details** section of the homepage or click on the task displayed in the **To Do** list.

Home	Confirmed	Available	Requirements	Calendar	Shared Documents	Student
Confirmed NEXT ATTENDING:	Vew	N Confirmed		Pharmacaustical Sciences Professional Placement (1)	Engineering Frui Your Projects (5)	My Details Help Ge Log out Very productor
To Do 1 Self Placement submis	sion open for 2019 Account	ing Industry Placement - Semester 1 Start	•	Notifications 🚺 You have been assigned to nenni & I	om. Starting on: 11/02/2020	

- 2. Locate the section that requires attention and click its plus icon (blue plus + sign) to expand it.
- 3. Enter the required information
- 4. To Upload relevant documents:
 - Drag the required documents into the section Select or drag file .
 - Click on the **Select or drag file** section and navigate to documents on your local hard-drive.

Home	Confirmed	Available	Requirements	Calendar	Shared Documents	Robbie_Student 💙
My Details						
		University Student Code Contact Number Email Contact Address Change Login Password SHBS Student Compliance SHBS Student Compliance NDIS Check No NDIS Check Expiry 		Verified Submitted	Rejected –	
			賤 Select or drag	; a file		
		Submit Cancel <u>Reset</u>				

- 5. Click **Submit** to complete the process.
- * Note: You can click **Reset** to revert to the default values.