Contents - InPlace Student Portal

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).

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.

RMIT
UNIVERSITY
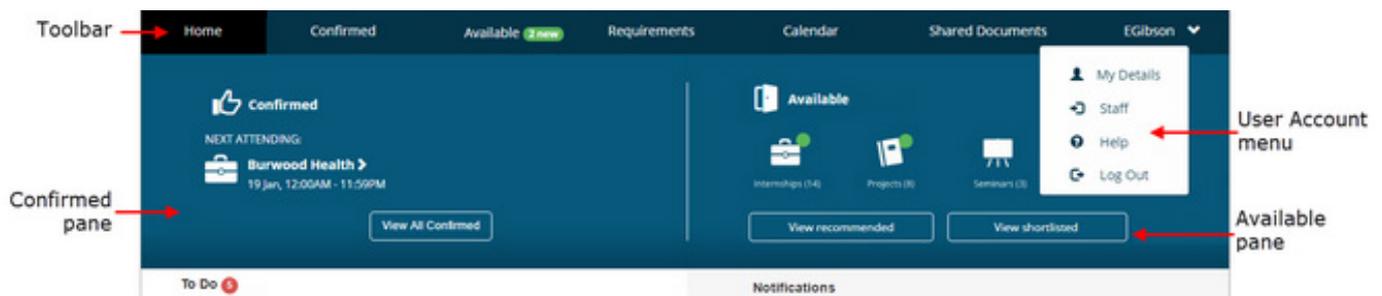
Viewing InPlace on a mobile device

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.
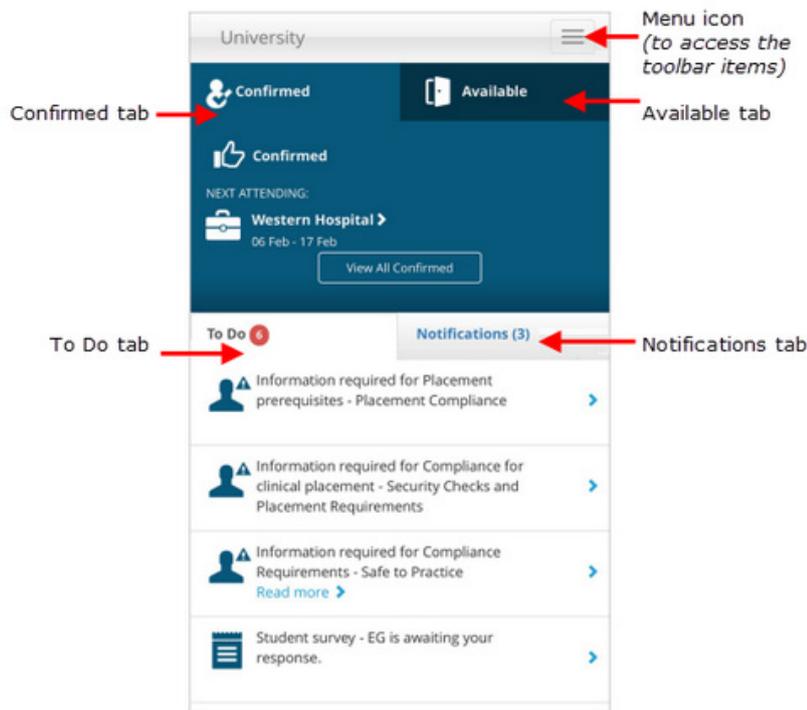
My Details

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".
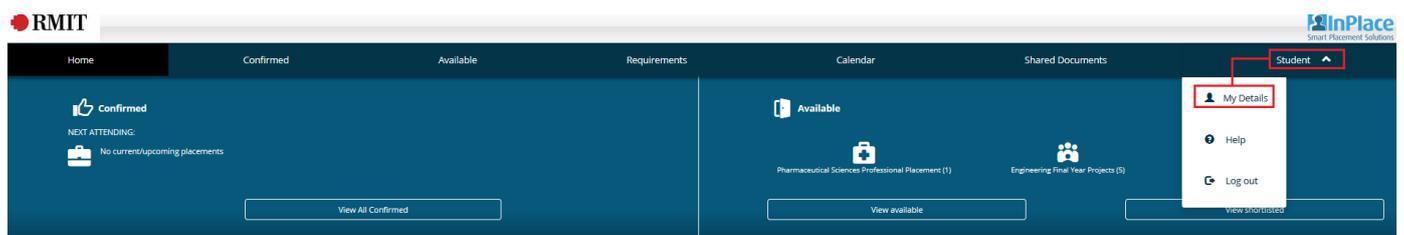
InPlace Help

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".
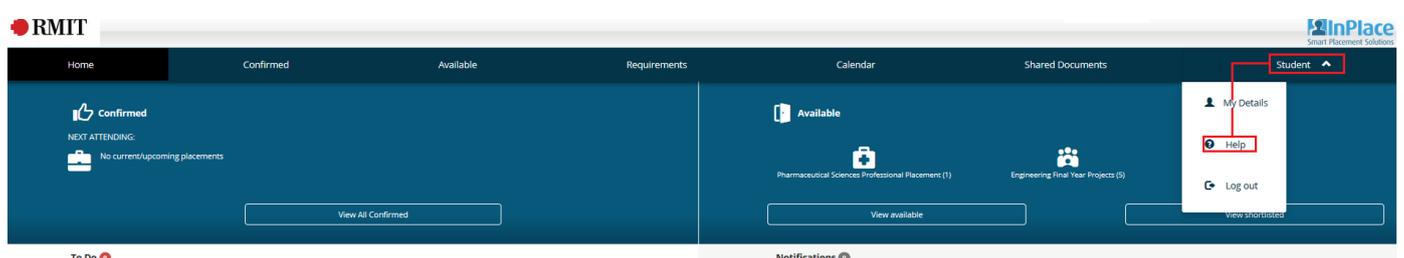
Opportunities

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

1. Accessing Opportunities:

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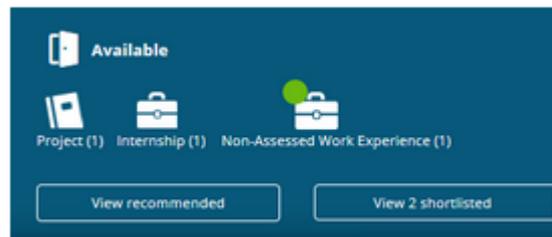
- On the toolbar click **Available** to open the Available page and view all available opportunities.
- In your **To Do** list click the Preferences task (if there is one).
- When the Available page opens, it lists only those related opportunities and you can update your preferences from this page, by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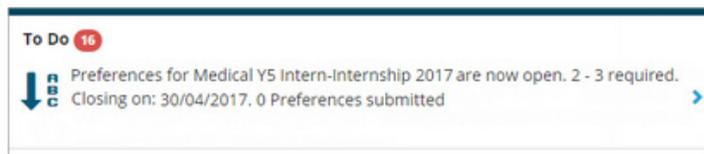
2. Apply for an Opportunity:

1. Open the "Available" page using one of the methods listed in the previous section (Accessing opportunities).
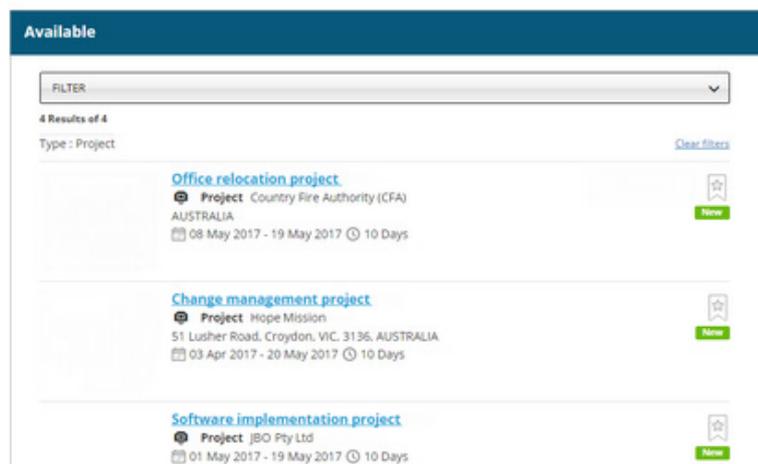
2. Find and click on an opportunity you're interested in - Apply in one of two ways:

- 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.
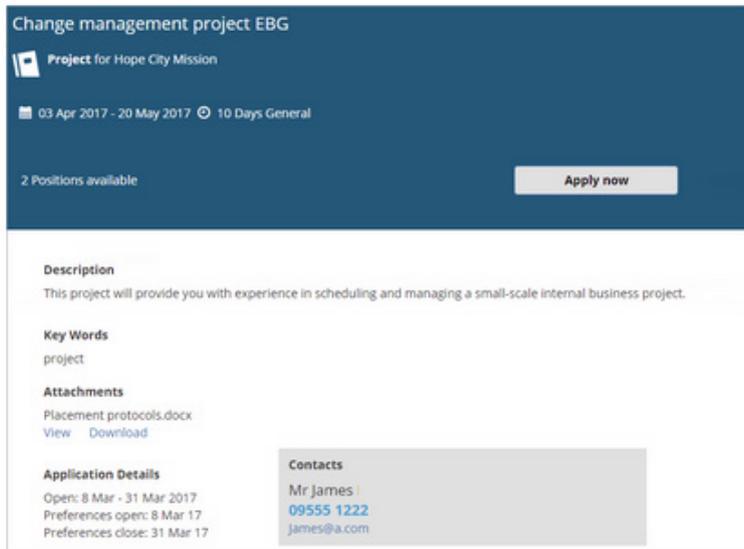
3. Read the application details and then enter any comments and upload any relevant documents (such as your CV).
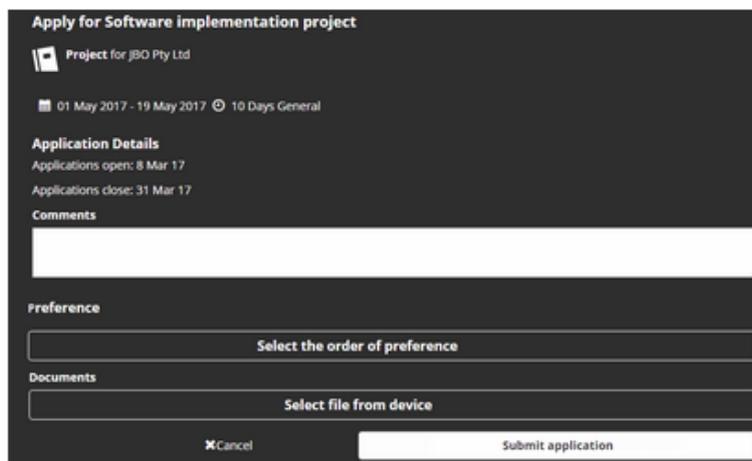
4. If the **Select the order of preference** button is shown you can now rank your application. Setting preferences may be mandatory for some opportunities. You won't be able to submit your application if you haven't ranked it.

   a. Click S**elect 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**.
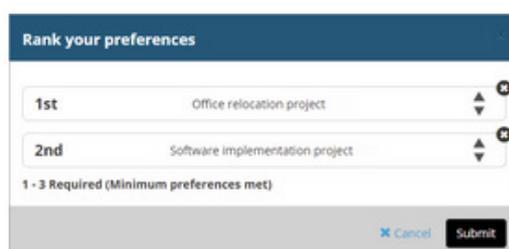
5. Click **Submit** to complete the application process.

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 V**iew 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.
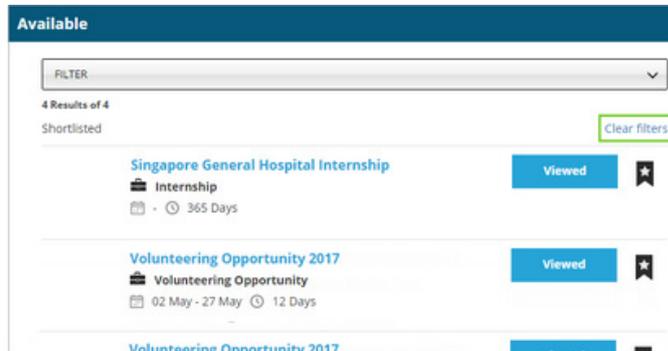
4. Withdraw an opportunity application:

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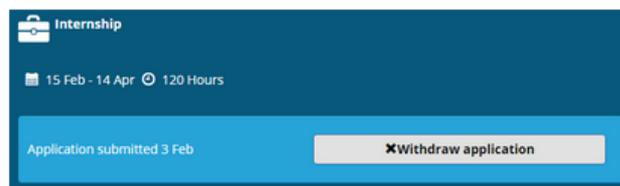
4. Clicking **Back** to return to the **Available** page will show the page no longer lists the previously shortlisted opportunity and the status has changed from **Applied** to **Viewed**.

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.
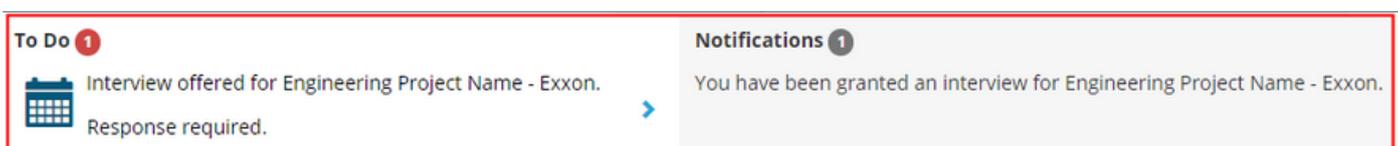
You can action your response to the request by:

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.


```
<BACK
Interview for Engineering Project Name - Exxon

📅 Interview

📅 4 May ⏰ 11:00 - 12:30

1 HarbourFront Place #06-00 HarbourFront
Project Description
Introduction Engineering Honours Project A and Engineering Honours Project B will normally be taken consecutively in the final two semesters of
the degree. Each student is required to undertake a substantial high level two-semester project within their engineering discipline, which may
involve aspects of research and development work, engineering design, literature survey, experimental work, theoretical work, computational
studies, simulation, prototype testing and implementation. Industry linked projects are encouraged.
Interview Details
Engineering Project - Round 1 Interview First Interview Please arrive 10 minutes prior to your interview scheduled time

                                                                                    Cancel   Decline   Accept
```

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.


```
To Do ❶

📅   Position offered for Placement at A Bank. Response required.
     This offer expires on 16/04/2019 6:00 PM.                    >

Notifications ❸

You have been assigned to Network. Starting on: 27/03/2019
```

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.


```
<BACK
Placement offer for  A Bank
  Event
📅 4 Aug - 29 Aug ⏰ 12 days

We are pleased to offer you a position in  A Bank  Please acknowledge by choosing to accept or decline this offer below.
This offer expires on 16 Apr 2019 6:00 PM.

Contacts
Amy
Lead Contact
03 9987 1222
amy@email.com

                                                                    Cancel   Decline   Accept
```

Placement Requirements

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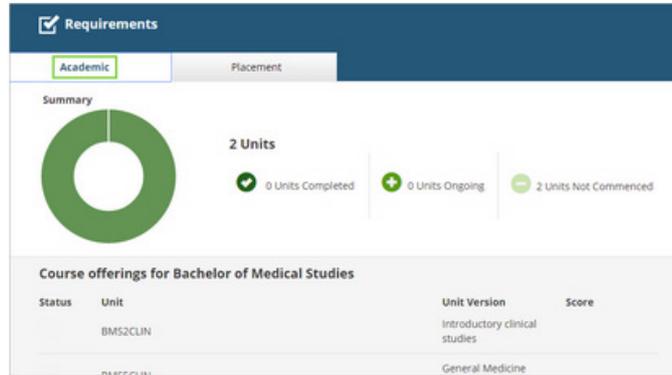
3. The **Placement tab** lists placement requirements expected to be completed throughout your course.
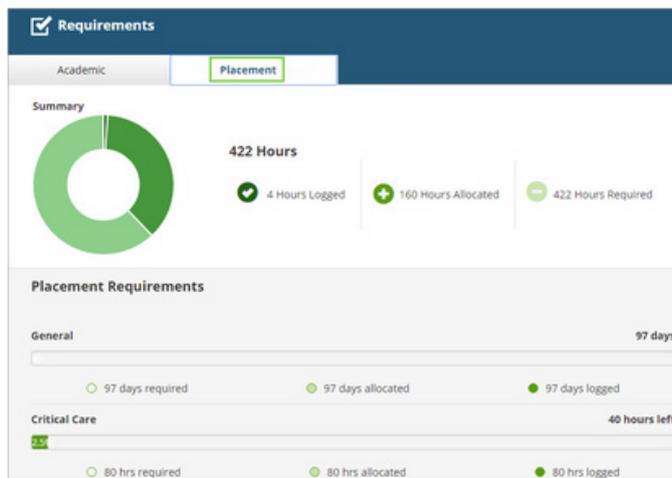
2. Updating Placement Requirements:

1. Locate the section requiring attention and click its "**+**" plus icon (plus sign icon) to expand it.
2. Enter the required information (including uploading relevant documents).
3. Click on the **Submit** button.
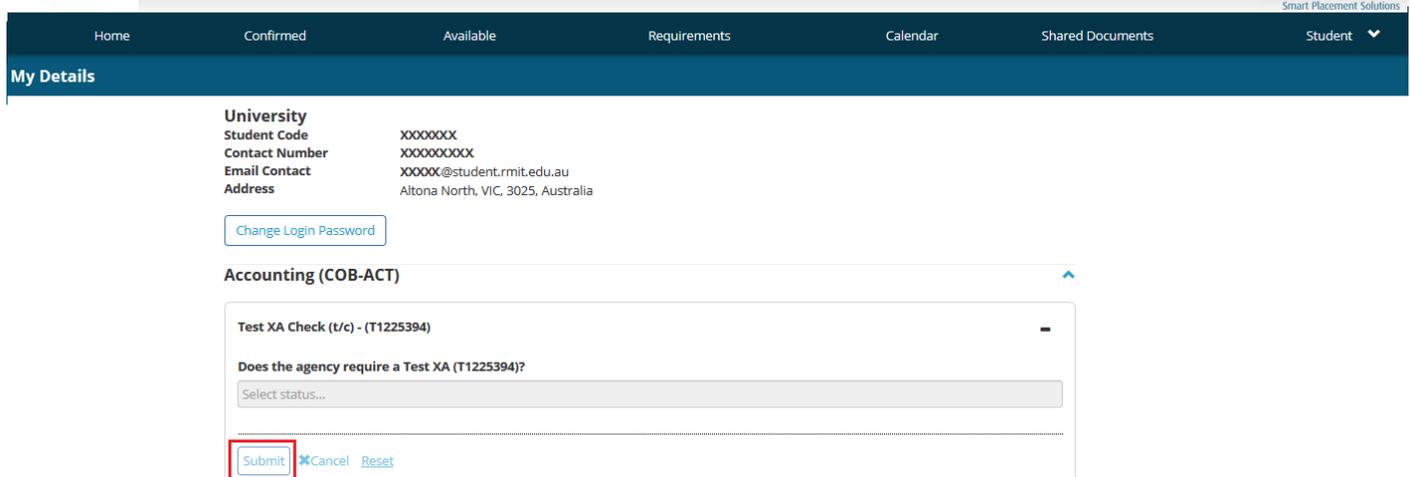
This Student details area displays Postal and Residential addresses that are on file for your Student account.

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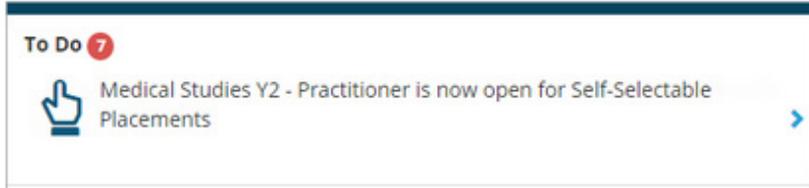
2. Review options on the **Self-Selectable Placements page** and use the filter to identify particular placements or placement locations and distances.

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.
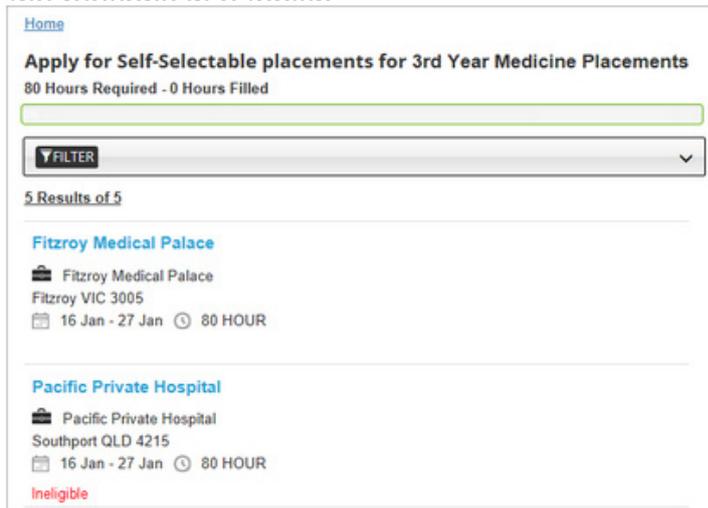
3. Click a placement to view its full details in a new page and access the **Apply** button.
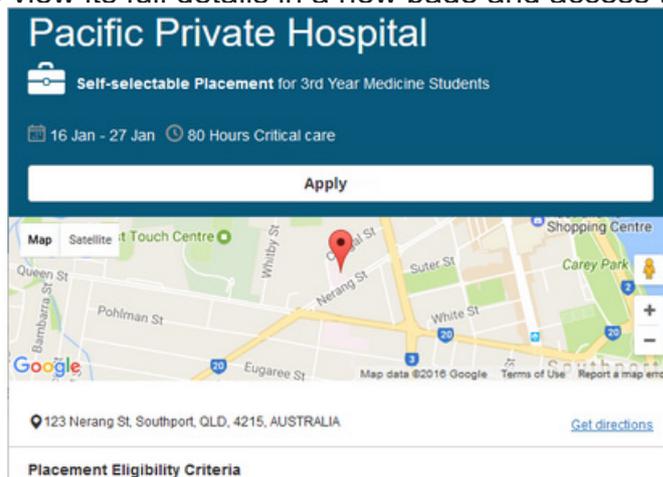
Applications for Self Placement

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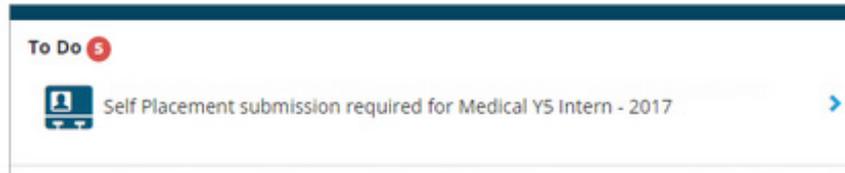
2. Review details in the **Self Placement page** (i.e. relevant experience(s) and the number of hours or days needed to complete for each placement).

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.

To Do 10

Agency Preferences are now open for Medical Y5 Intern - 2017.
Closing on: 28/02/2017.
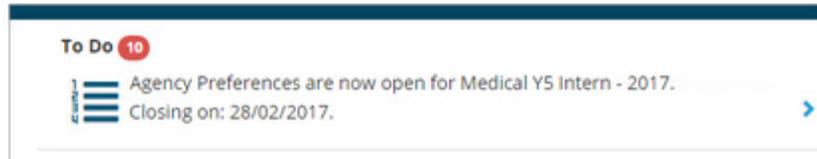
2. Review details in the **Agency Preferences page** (i.e. Click any agency in the list to view its details) and click the blue tick icon ✓ beside preferred agencies.

Select Preferences For 3rd Year Medicine Placements

5 - 6 Preferences Required   Closes 28/02/2017

FILTER   ⌄

7 agencies

Burwood Health Centre   ✓
176 Burwood Rd, Hawthorn, VIC, 3122, AUSTRALIA

Collingwood World Medical   ✓
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.

Back

Select the order of preference

Drag to change preference   Dismiss

1st	Burwood Health Centre	▲▼
2nd	Collingwood World Medical	▲▼
3rd	Fitzroy Medical Palace	▲▼
4th	Cotham Private - Inpatient	▲▼
5th	Palm Springs Respite	▲▼

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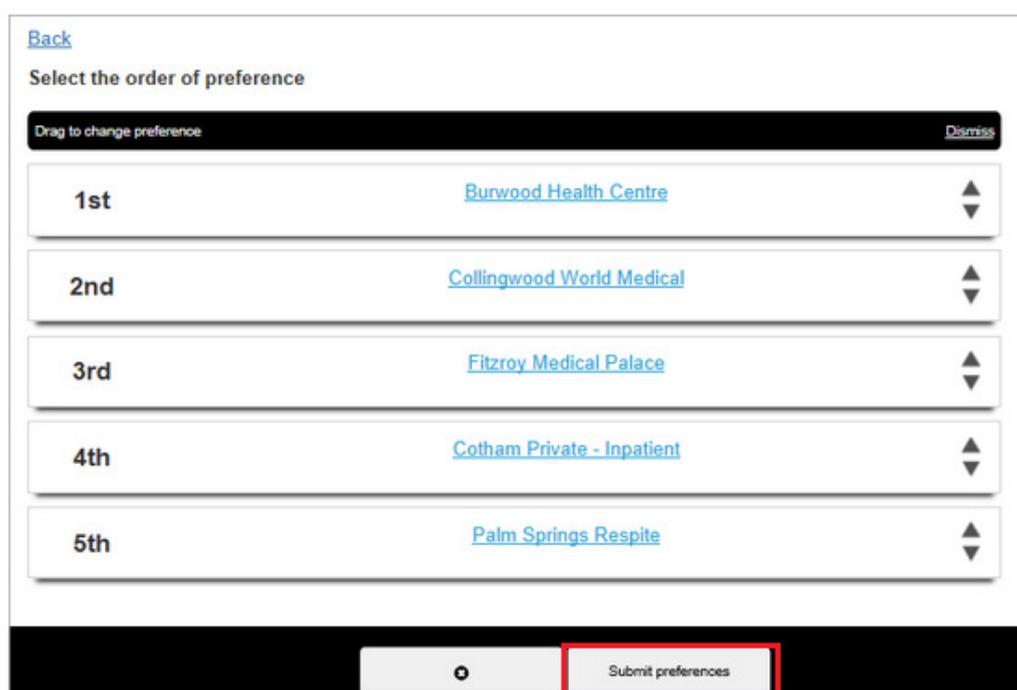
4. Click the **Submit preferences** button when complete.

Placement block preferences

A placement block is the block of time required to complete a placement.

Some courses or subjects offer a range of placement blocks to choose from, and require preferences be submitted for them.

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

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

To Do 10

Placement Block Preferences are now open for Medical Y5 Intern - 2017.
Closing on: 28/02/2017.
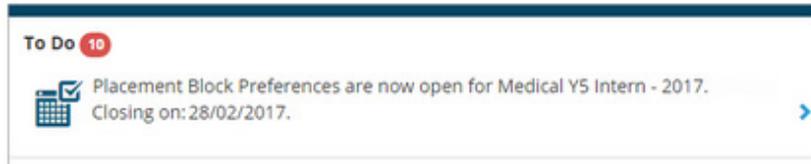
2. Review details in the **Placement Block Preferences page** (i.e. Click any Placement Block in the list to view its details) and click the blue tick icon ✓ beside preferred agencies.

Home

Select Preferences For 3rd Year Medicine Placements
2 - 3 Preferences Required   Closes 28/02/2017

FILTER   ⌄

3 blocks

Block A
02 Apr - 20 Apr   ✓

Block B
07 May - 26 May   ✓

Block C
20 Apr - 06 May   ✓
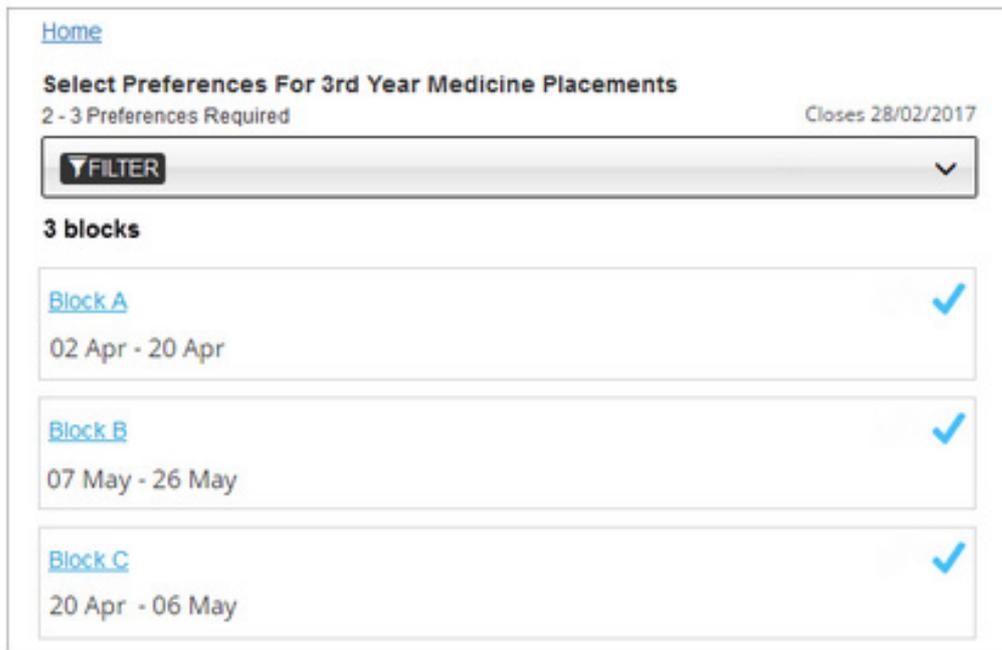
3. Click the button to open the **ranking page** and **drag preferences up or down** to rank them.

Select the order of preference

Drag to change preference   Dismiss

1st   Block B   ▲
                                                      ▼

2nd   Block A   ▲
                                                      ▼
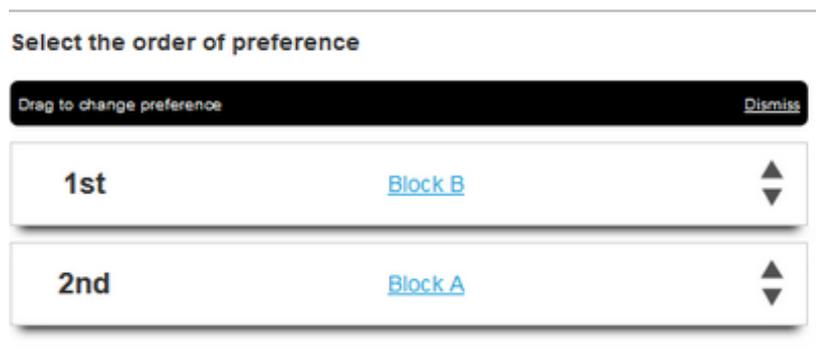
4. Click the **Submit preferences** button when complete.

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.

Confirmed

View by status

3 results of 3

Name	Type	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.

Burwood Health

💼 **Placement** for 3rd Year Medicine Placements

📅 02 Jan - 20 Jan 🕐 40 Hours Anaesthetics, 40 Hours Critical care, 40 Hours Orthopaedics

Details Schedule Docs Assessment Carpool

📍 176 Burwood Rd, Hawthorn, VIC, 3122, AUSTRALIA
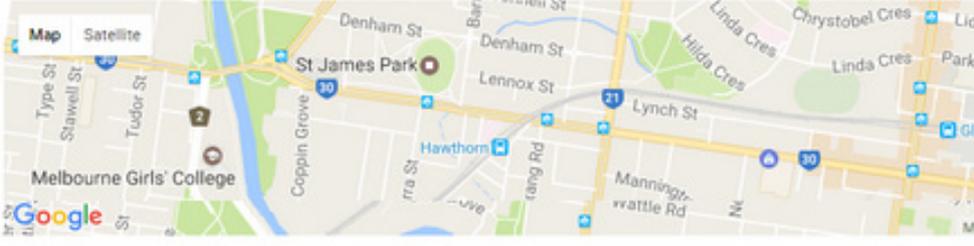
Agency Address
176 Burwood Rd, Hawthorn, VIC, 3122, AUSTRALIA

Agency Phone
0422417086

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 Hand completion of time-sheet or log books requirements.

- Time-sheets and log books: 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.

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:

- Drivers: 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.

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**.

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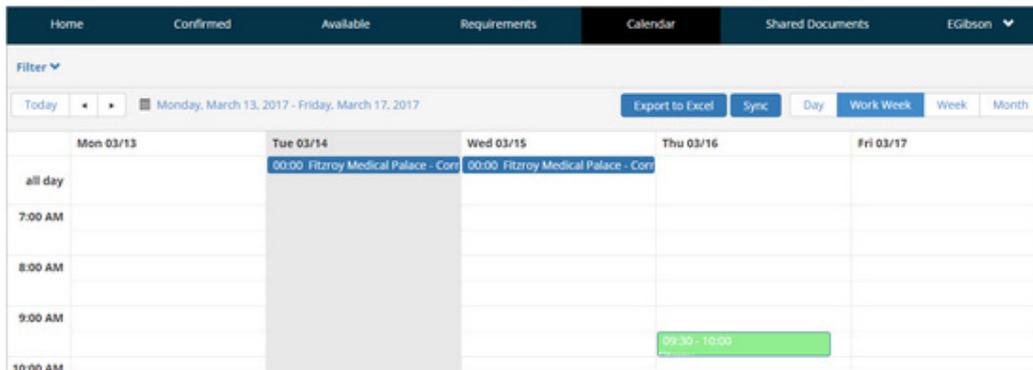
- Placements are shown in blue, nominated self-selectable placements pink, and non-placement engagements are green.
- When in Day and Week views, all-day events (or ones with no specific / set time range) are shown at the top in the all day section.
- In Day and Week view the default calendar day starts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

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

Document Uploads

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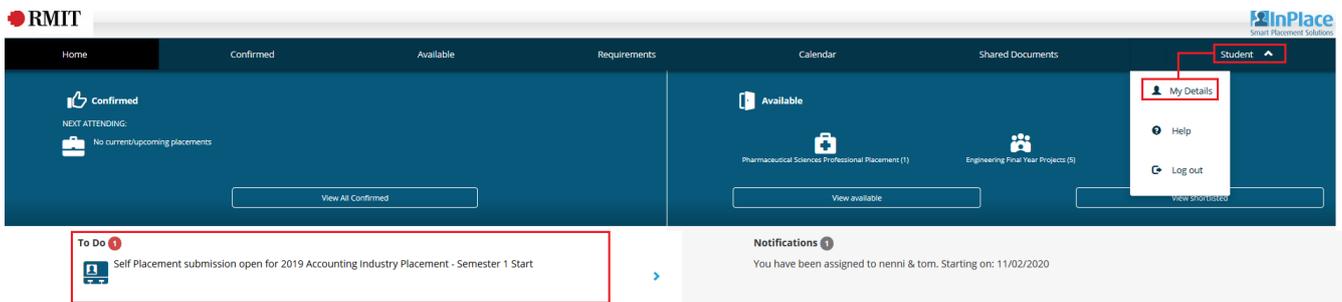
2. Locate the section that requires attention and click its plus icon (blue plus **+** sign) to expand it.
3. Enter the required information
4. To Upload relevant documents:
   - Drag the required documents into the section **Select or drag file** .
   - Click on the **Select or drag file** section and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

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

** Note: You can click **Reset** to revert to the default values.*

For further assistance 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>