STUDENT

InPlace Student Portal

The InPlace Student Portal allows students to review placement offers, apply for a self sourced placement, apply for an internship opportunity, view documents shared with you and fulful placement supporting documentation requirements.

To login to the InPlace Student Portal:

1. Open a compatible web browser (Chrome or Firefox)
2. Enter the URL: https://wil.rmit.edu.au
3. Click on the Staff and Students (CAS) link
4. Enter your RMIT credentials
   - If this is the first time you have logged in, review and Accept Terms and Conditions
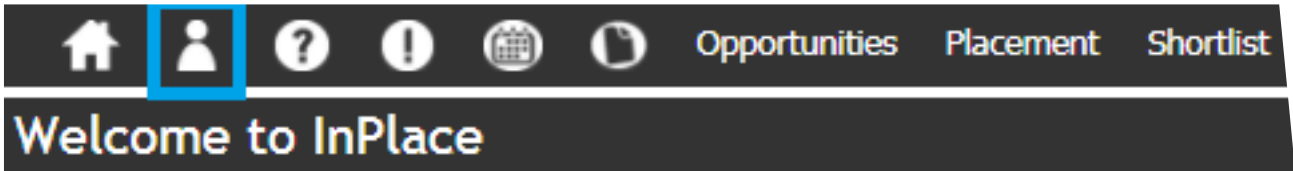

Term and Conditions

5. The InPlace Student Portal displays

Update My Profile

Your Course Coordinator may ask you to record additional details regarding your WIL activity, prior to being allocated a position. These are stored under your Student Details page.

Student main menu

1. Click the 'My Details' icon to display your Student Details page
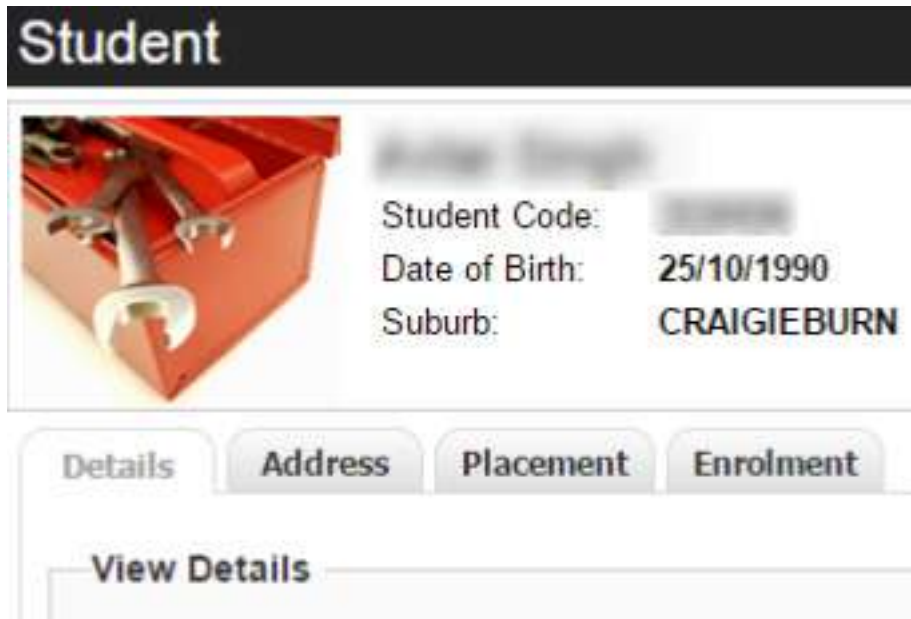
Student Detail page

2. Scroll down the Details tab until the custom fields are visible

Student extended attibutes

3. Click on the field name you want to update
4. Update the field as necessary and click Save
5. The updated values are displayed

Note you can also view your placements, enrolments and any notes of documents here form the relevant tabs

Submit a WIL Self Placement for Approval

If the Course Coordinator has opened up your course for student submissions, you will be able to submit a WIL activity for approval. A "Submit Self Placement" button will be visible next to the course title on the home page of the InPlace Student Portal.

To submit a WIL self placement activity for approval:

Submit self placement

1. Click the "Submit Self Placement" button
2. Enter as many details as possible to ensure you get your placement assessed sooner

Self Placement details

3. In particular ensure you enter all mandatory fields (indicated by a red astrix) and the Agency Contact Surname and Country details (if international)
4. There may be additional discipline specific questions or fields to complete also

5. To upload a file check the corresponding ☑ flag

6. Click "Choose File" to open a Browse window

7. Select the file you wish to upload and click "Upload"

8. Once all fields are completed, click the "Submit" button

Once the Self Placement is submitted, the status changes from Draft to Pending.

Note: *Once submitted, you can no longer update the Self Placement, as it has been sent to the Course Coordinator for review. If you would like to update the Self Placement, wait for the Course Coordinator to review your original submission or contact them directly. Do not submit an additional Self Placement*

If the Course Coordinator believes there is not enough detail in your submission, they may mark it as Incomplete. You will receive an email notifying you and an alert on the home page of the InPlace Student Portal.

Incomplete self-placement

Click on the link to review the feedback comments, update your submission and Resubmit the Self Placement.

Submit Agency Preferences

If the Course Coordinator has enabled your course to accept agency preferences, you will be able to submit your agency preferences for your WIL activity. A "Submit Agency Preferences" button will be visible next to the course title on the home page of the InPlace Student Portal.

To record Agency Preferences:

Agency preference option

1. Click the "Submit Agency Preferences "button

Agency Preference

2. Locate the Agency you wish to preference by scrolling through the list or entering the name of the Agency into the Search field
   - *When an Agency is highlighted further details about the placement are displayed at the bottom of the screen*
   - *If you wish to preference the Agency click "Select"*
3. Use the "Move Up" and "Move Down" buttons to adjust the order of your preferences
4. Click "Deselect" to remove a selected Agency from the preference list
5. Once you have decided on your preferences, click the "Save" button

This completes the steps to record Agency preferences.

WIL Opportunities

WIL activity opportunities can be advertised through the InPlace Student Portal. You are able to review the advertisements and register your interest or submit applications for roles that interest you. You are able to apply for more than one advertised role.

To view or apply for advertised WIL opportunities:
1. Select the appropriate menu item from the Opportunities menu
2. All available WIL activities are listed, click on the name of the activity to view further details
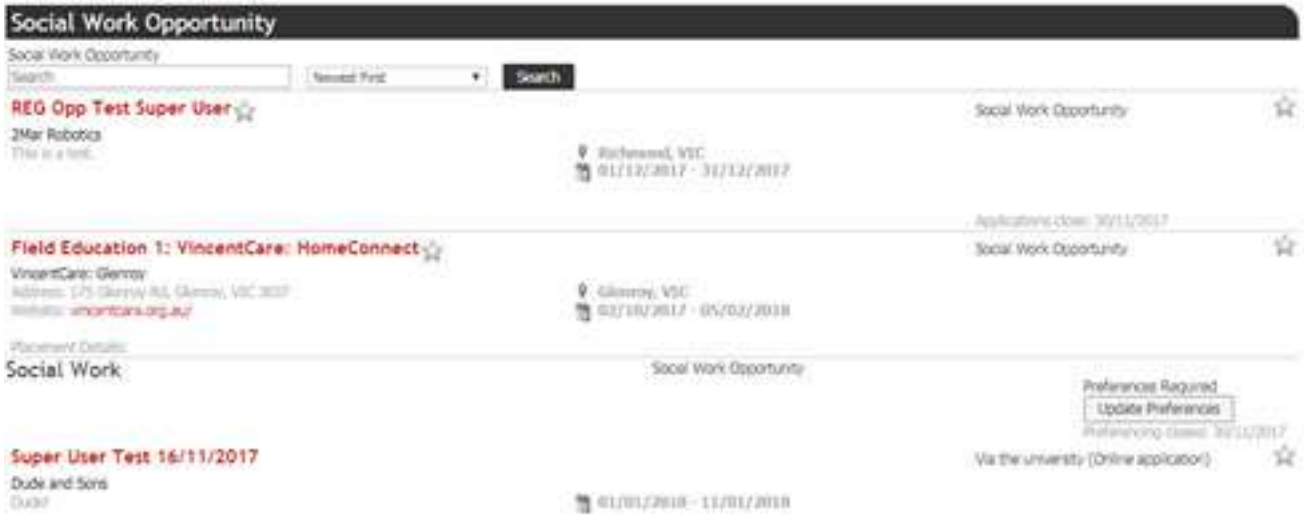
Opportunity list

3. Details of the advertised WIL activity are displayed
4. For advertised Expressions of Interest, click **Register** to record your interest
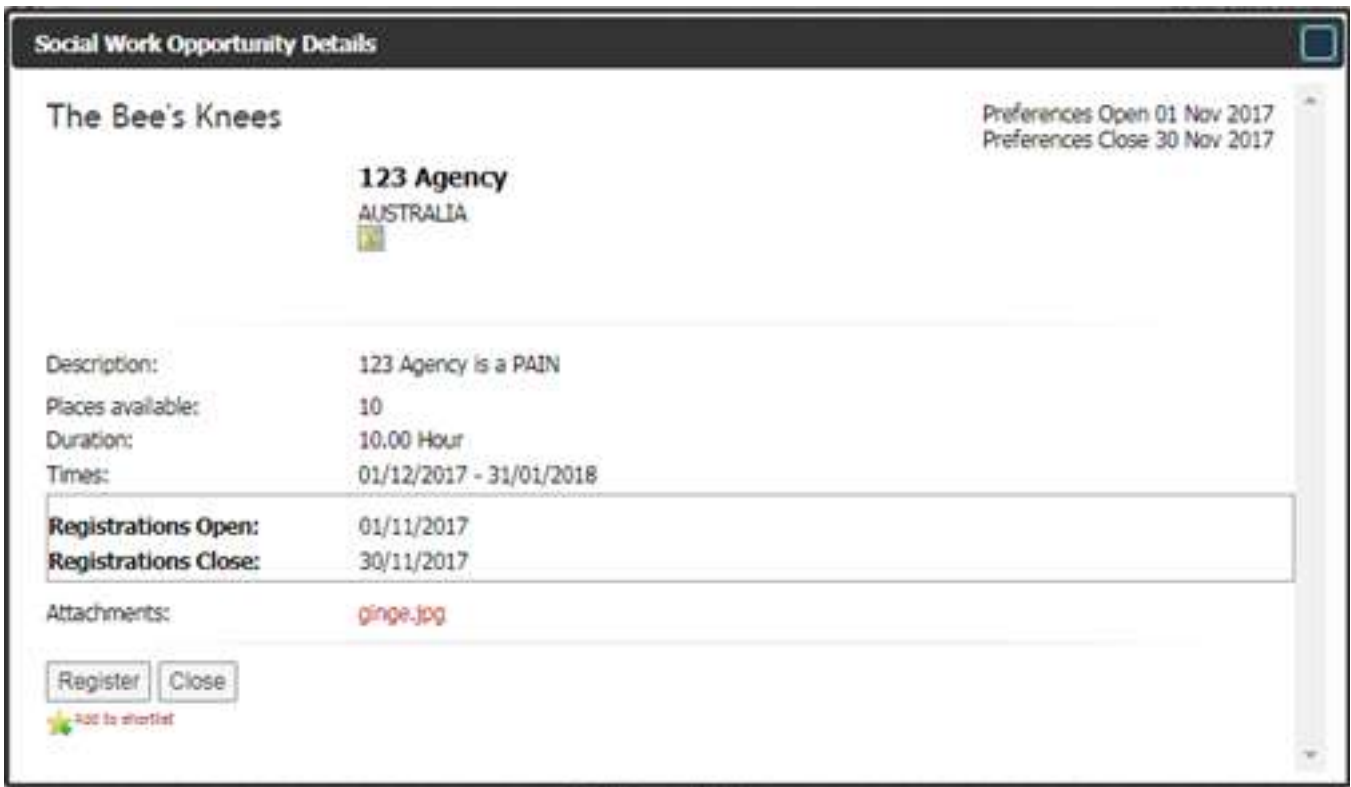
Register Interest in an Opportunity

5. For other advertisements, click "Show Application Detail" to view how to apply for the role
   - This may include details of an external website or email
   - If an application needs to be submitted through the InPlace Student Portal, the **Submit Application** button will display
6. To upload the application through the InPlace Student Portal, click "Submit Application" to display the Application Submission window
   - Click "Upload Attachment" to open a Browse window
   - Select the file to submit
   - Click "Submit Application" button to submit the application

View WIL Activity Details

All approved WIL activities will display under the Upcoming Placements on the home page of the Student Portal. This includes approved WIL activities which you have found yourself or those which have been offered by the Course Coordinator.

To view the details of a Placement click the Detail link.

Upcoming placement detail

Details of your WIL activity can be viewed on your smart phone, as displayed in the adjacent image

Placement info on a smart phone

Upload Documents

You may be required to upload a document against your WIL activity, such as a Report.
To upload a document to your confirmed WIL activity:

1. Click the Detail link under Upcoming Placements on the Home page
2. Scroll down the Details tab until the custom fields are visible

3. Click the "Edit" link next to the field which you wish to upload

Update extended attribute (custom field)

4. Check the corresponding ☑ flag
5. Click "Choose File" to open a Browse window
6. Select the file you wish to upload and click "Upload"
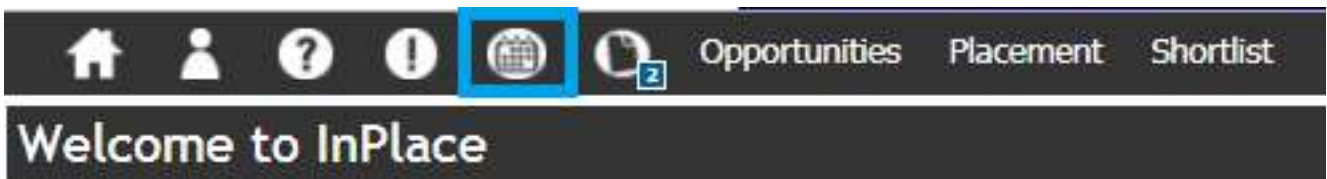7. Click "Save"

The extended attribute after update

Once the file has been uploaded the Value will be updated to Yes, and 📎 is displayed.

View Calendar

To view details of your Placements in your calendar, select the **Calendar** icon

Calendar icon

Details on the calendar can be sorted by Day, Week, Month or List.
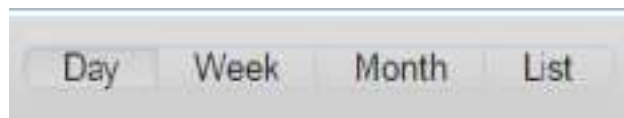
Day, Week, Month or List sorted option

- **Day** view displays Placement information for the particular day selected with the time listed down the left hand side
- **Week** view displays Placement information for the particular week, starting from Sunday, with the time listed down the left hand side

- **Month** view displays Placement information for the whole month
- List view, displays Placement information by sorting it into columns by Date, Time and Event in a table view

The Calendar can also be synchronised to your mobile phone calendar by two different methods:
1. Log into InPlace via your mobile device and select the Mobile Calendar menu option

Calendar on phone

OR

2. Log into InPlace via your web browser, press the Calendar icon and then press the

 button.

In both methods, detailed instructions on how to synchronise your calendar with your mobile device will be displayed.

View Agency Contact Details

Agency Contact Details for your placement can be viewed if the have been flagged on to be viewable.
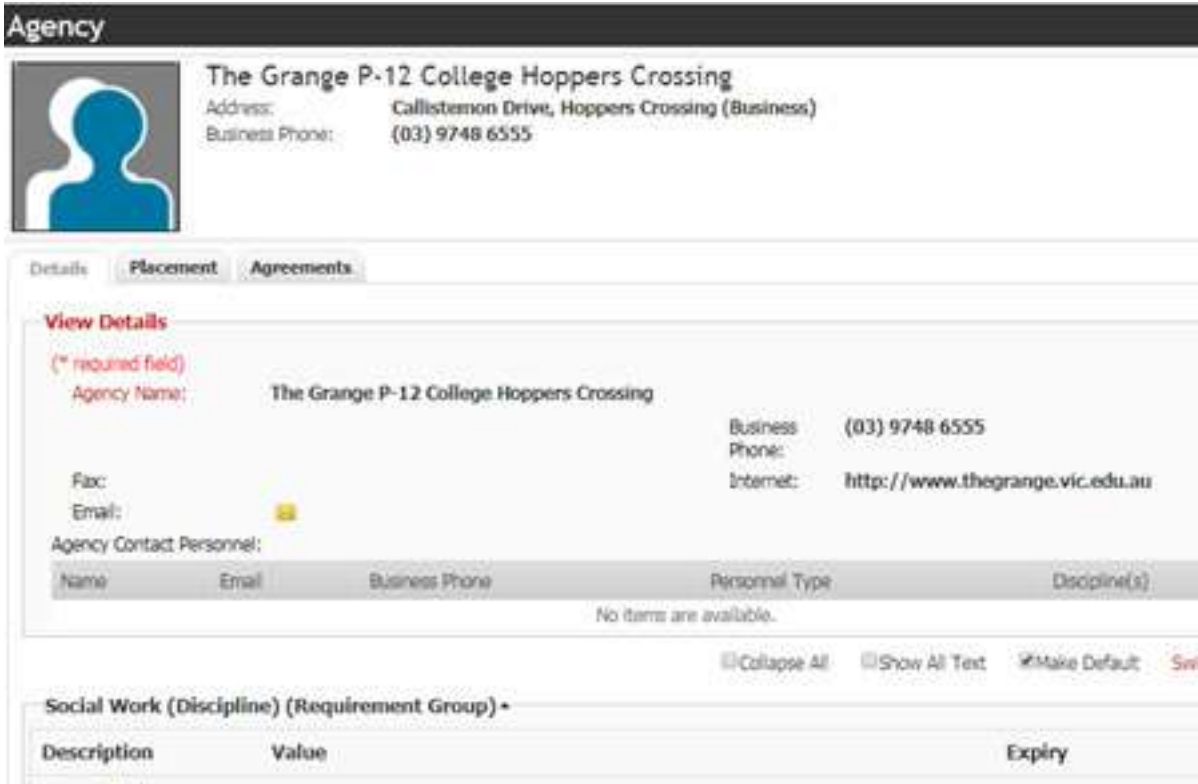
To view Agency contact details:

1. Click on the Agency name from your Upcoming Placements

Upcoming placement

2. Any Agency Contact details will be displayed in the Agency Contact Personnel section under the Details tab (if it is available)

Agency detail

Student Document Repository

Student can access any documents which have been shared with you by your course coordinator.

1. Click on the paper icon on main menu: The **Student Documeny Repository** page is displayed
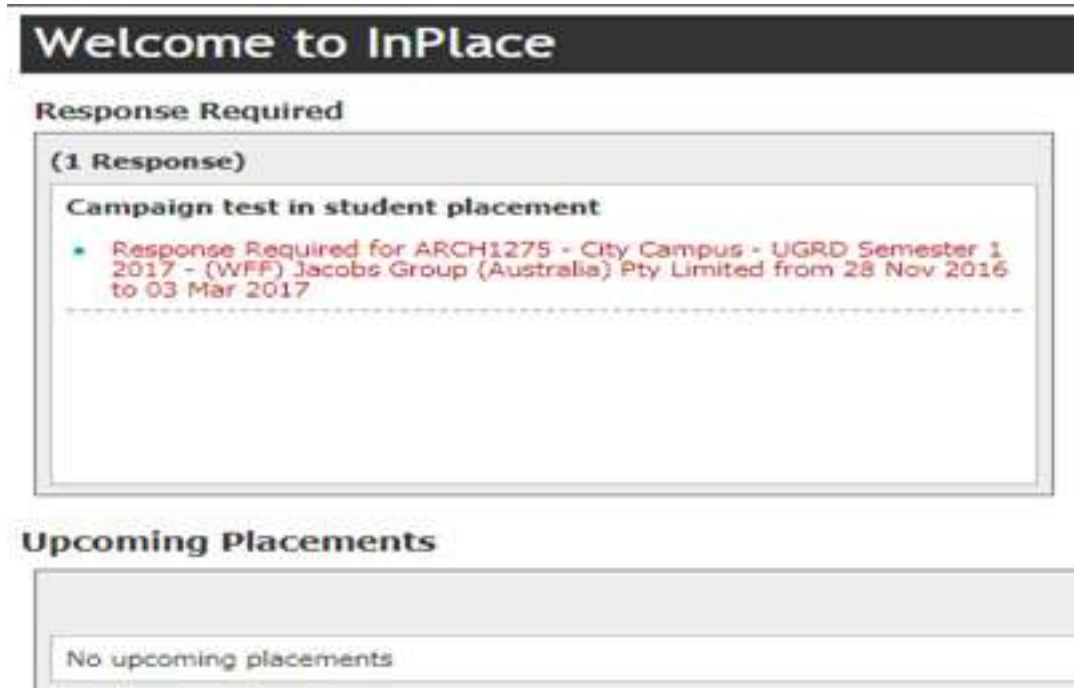

Student Document Repository

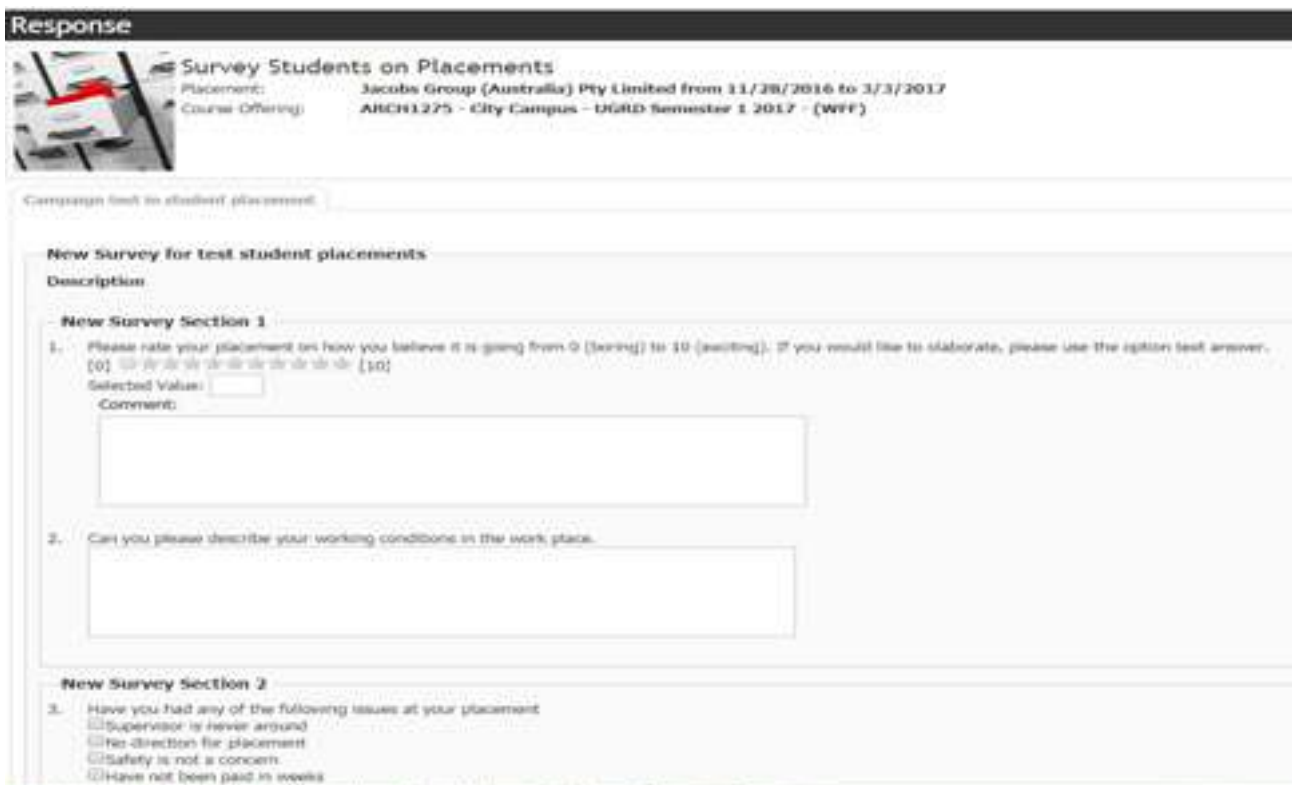2. Click on "View" link to download the document

Student completes survey campaign

If there is any survey that student needs to complete, the survey will display with a link in "Response Required " widget alert on the homepage

Response Require Widget

1. Click on the "Response Required for ..." to start the survey

Survey Response page

2. Complete the survey questions and click on "Submit"
3. If you need to return to the survey later click "Save For Later "

New Survey Section 2

3. Have you had any of the following issues at your placement
   ☐ Supervisor is never around
   ☐ No direction for placement
   ☐ Safety is not a concern
   ☐ Have not been paid in weeks

4. Has your workplace been inforcing the safety regulations, please c
   [0] ⊖ ☆☆☆☆☆☆☆☆☆☆ [10]
   Selected Value: [____]
   Comment:

[Save For Later] [Submit]

Student Finalised Survey

Without completing the survey you will not able to access the related placement

Note: For further assistance contact your WIL Coordinator
OR Contact the InPlace Business Support Team:
Inplace.support@rmit.edu.au
Extn: 039925 55111