

InPlace

**Student
Training Guide
Version 2.0
Quantum IT**

Brief

This document is to be used as a training guide for Student use of the InPlace placements system.

InPlace has been designed as a one stop shop to encompass all organisational aspects of the placement process, developed into an online portfolio system for the ease and efficiency of all users.

By following this guide, the end result will be you having a full understanding of the system and how you can use InPlace to maximise your placement experience.

Assumed knowledge

- A basic level of computer skills
- A basic knowledge of Internet Explorer

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1. Introduction

InPlace

- Simplifies and streamlines the placement process, by creating a one stop meeting place between all the different parties (students, agencies and staff) allowing easy communication and quick resolve. The system eliminates the confusion of having information spread amongst various applications and the resulting quick flow and availability of all placement information will save you time and effort;
- Enables users to be kept informed of placement details as well as be involved in the process. You will be able to view your own details in the system and add or adjust any particular preferences you may have in order to determine the best possible placement experience available. All relevant placement information can be viewed in detail right down to your day's schedule;
- Provides the ability to lodge and keep track of any progress on change requests, scholarship applications or any communication with staff or agency personnel;
- Tailor made to suit the type of user, thus the screens you will see are specially designed to suit your needs and the tasks that you need to complete, thereby reducing clutter and enhancing usability.

2. Logging on

In order to log on you will be allocated a username and password, you will be able to log on both externally and through the Active Directory. Each student user of the system will be given their own account with a secure password.

On startup, the user will be presented with a logon page, where they can access InPlace.

Log On

Please enter your username and password.

Account Information

Username:

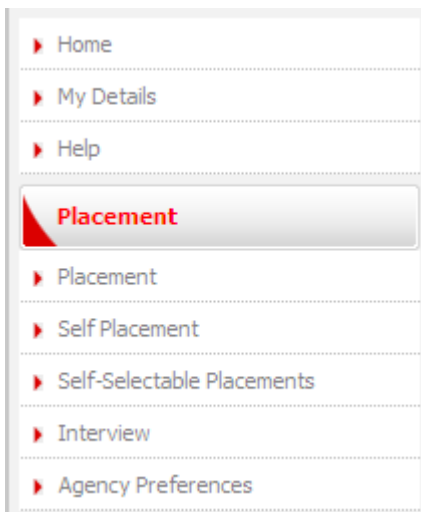
Password:

3. Home

After logging in, the first screen you will view is the home page.

The main feature is the issue boxes (these boxes are referred to as widgets) shown in the main section of the screen that highlight any items that may be requiring attention (such as a scholarship application or a self placement), or potentially of interest.

Widgets are here for your convenience allowing you to stay on top of any ongoing applications and providing quick links to issues that may need your action.



The Menu located on the left hand side of the screen appears throughout your session and the items displayed are;

- **Home** – Returns you to the system home page
- **My Details** – All your student specific and placement related details
- **Help** – Provides assistance with the current screen
- **Placement** – Search and show all your placements
- **Self Placements** – For self application of placements upon discovering and organizing your own placement
- **Self-Selectable Placements** - Nominate yourself for a placement, first in basis
- **Interview****– Develop preferences to determine your pre-placement interviews
- **Agency Preferences** – Ability to select your preferred agencies for specific subjects, where applicable

****Interview** – Only appears on menu when enrolled in unit requiring pre-placement interview

4. My Details

Click **My Details** from main menu.

This is the central information hub of your student specific details and your associations within the system are displayed under their corresponding tabs. Note, all student details are imported from the Institution Student Information System (SIS). It is the responsibility of all students to keep their information up to date via SIS.

Students are able to navigate between the tabs to view and edit certain details (extended attributes can be allocated by administrators, such as an immunisations checklist), track the progress of current scholarship applications, placements and enrolments.

4.1 Details

Click tab **Details**.

On this screen the information displayed is directly sourced from the Universities Student Information System. The screen is divided into different sections, they are;

Details - Information recorded by the Institution SIS about you

Attributes – The extended attributes are requirements that assist in placement determination for specific disciplines. Most attributes will be visible to you, though you may not be able to modify attributes unless permission has been granted by the Institution.

If a placement requires an interview process, a CV document can be uploaded. To upload; click button **Select File**.

4.2 Placements

Click tab **Placement**.

On this screen you are able to view a summary list of your associated past and current placements.

The different status' you may see throughout a placement's lifecycle are;

Confirmed – An allocated placement

Nominated – Nominated for self or self selectable placement prior to confirmation


Completed – Completed placement

Rejected – Unapproved placements

For specific information on a placement;

1. Click '**Detail**' to view read only placement information
2. Click '**More Details..**' for more information (see section 5. Placement)

Student



test2 test2

Student Code: **222222**

Date of Birth: **07/09/2010**

Suburb:

Details
Address
Placement
Enrolment
Scholarship
Notes/Docs

Placements

Unit Offering	Agency	Status	Start Date	End Date
Detail PTY3CCA - BUNDOORA (W4751 - 15/11/2010 TO 19/12/2010)	A Beaumont Hall Amcal Chemist	Confirmed	26/08/2010	27/08/2010

View Placement ▾

Unit Offering:

Agency:
A Beaumont Hall Amcal Chemist (Facility)

Start Date: **26/08/2010** End Date: **27/08/2010**

Status: **Confirmed** Group Code: **test44**

Allocation:
Manual

Self Selection

Allocation Open Date/Time: Allocation Expiry Date/Time:

Comment:
2 of 2.

[More Details....](#)

4.3 Enrolment

Click tab **Enrolment**.

On this screen are all your currently enrolled units.

To view more information on an individual unit such as whether a placement is required or pre enrolment information, click **detail** on a summary item.

4.4 Scholarship

Click tab **Scholarship**.

On this screen you can view your current Travelling Grant scholarship information. All applications will appear on this list with the status column displaying its current stage in the lifecycle.

The different status' you will see throughout a scholarships lifecycle are;

Submitted – Sent to Scholarship Officer

Pending – Received, decision yet to be finalised

Rejected – Application not accepted

Accepted – Application was successful

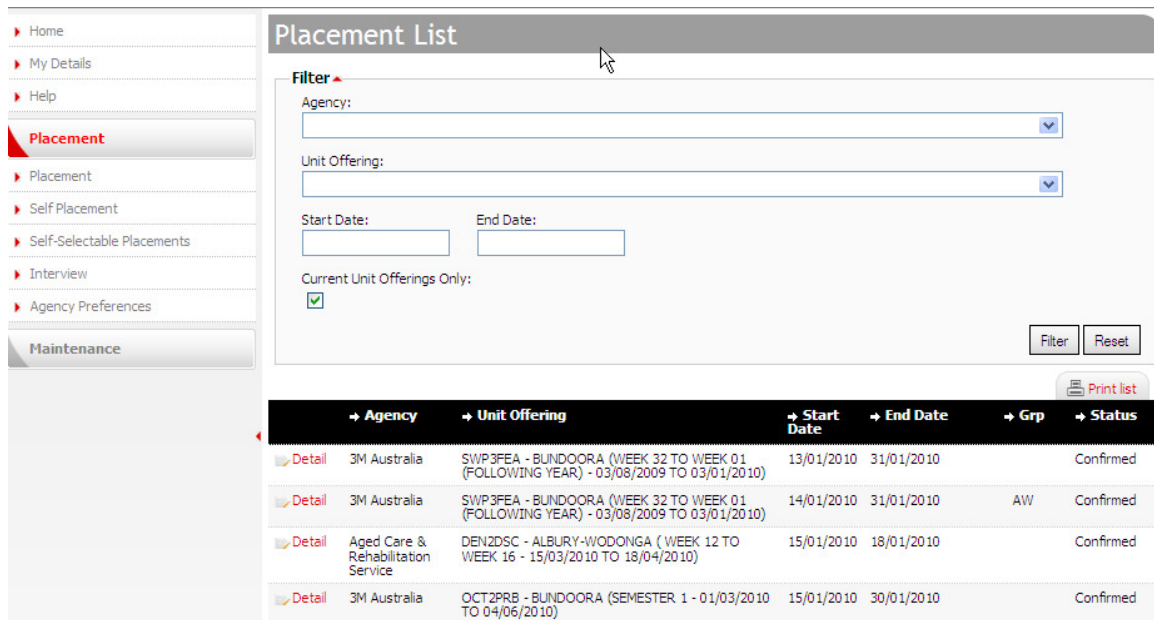
To view more information on the scholarship, click **details**. This will take you to the Placement details home screen (see section 5. Placement) of particular note is the tab scholarship (see section 5.4 Scholarship)

5. Placement

Click **Placement** from menu.

On this screen displayed are all your relevant and associated placements; the placements are listed by agency, unit offering, placement status, start and end dates.

The filter function allows users to search or shortlist placements.



The screenshot shows the 'Placement List' interface. On the left is a navigation menu with options like Home, My Details, Help, Placement (highlighted), Self Placement, Self-Selectable Placements, Interview, Agency Preferences, and Maintenance. The main area contains a 'Filter' section with dropdown menus for Agency and Unit Offering, input fields for Start Date and End Date, and a checkbox for 'Current Unit Offerings Only'. Below the filter is a 'Print list' button. The main content is a table with columns for Agency, Unit Offering, Start Date, End Date, Grp, and Status. The table contains four rows of placement data.

	Agency	Unit Offering	Start Date	End Date	Grp	Status
Detail	3M Australia	SWP3FEA - BUNDOORA (WEEK 32 TO WEEK 01 (FOLLOWING YEAR) - 03/08/2009 TO 03/01/2010)	13/01/2010	31/01/2010		Confirmed
Detail	3M Australia	SWP3FEA - BUNDOORA (WEEK 32 TO WEEK 01 (FOLLOWING YEAR) - 03/08/2009 TO 03/01/2010)	14/01/2010	31/01/2010	AW	Confirmed
Detail	Aged Care & Rehabilitation Service	DEN2DSC - ALBURY-WODONGA (WEEK 12 TO WEEK 16 - 15/03/2010 TO 18/04/2010)	15/01/2010	18/01/2010		Confirmed
Detail	3M Australia	OCT2PRB - BUNDOORA (SEMESTER 1 - 01/03/2010 TO 04/06/2010)	15/01/2010	30/01/2010		Confirmed

To Use Filter

1. Fill desired fields
2. Click **Filter**

The option to print the list for a hard copy is also available.

To view specific information regarding an individual placement, click **Details** on a summary item. Use the tabs to navigate between placement information.

The tabs presented on this screen consist of:

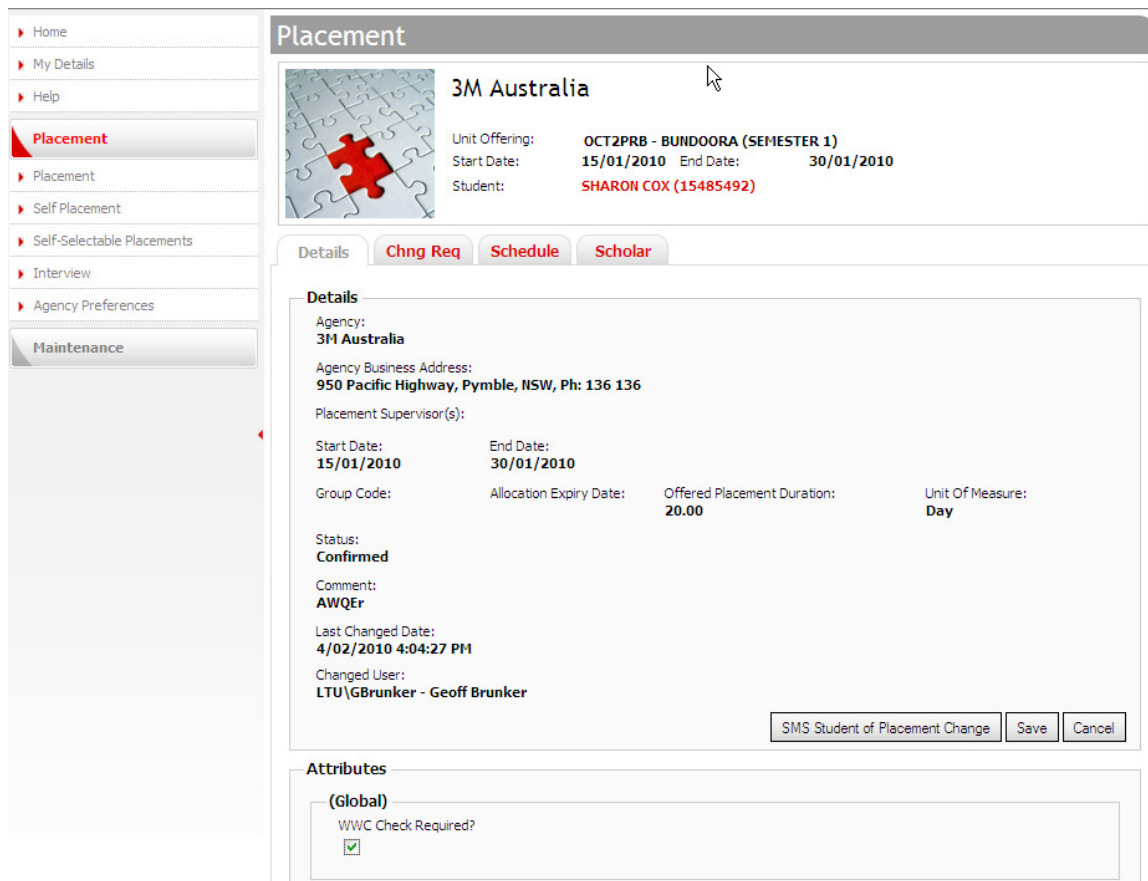
- **Details** – Agency information of the placement offered

- **Change Request** – The ability to send a request to the Placement Coordinator requesting a different placement when extenuating circumstances exist
- **Schedule** – Presents each calendar day for the length of the placement with daily specific information
- **Scholarship** – Allows you to apply for financial assistance

5.1 Details

This screen contains specific information on the placement. The screen is divided into two sections, which are;

Details - Information recorded by the Institution about the Facility
Attributes – Depending on permissions additional attributes may be stored for specific disciplines to aid in the placement process or convey information about the placement to you. All attributes will be visible to you, though you may not be able to modify all attributes



The screenshot displays the 'Placement' details page in the InPlace software. On the left is a navigation menu with options like Home, My Details, Help, Placement, and Maintenance. The main content area is titled 'Placement' and features a header for '3M Australia' with a puzzle piece icon. Below the header, key information is listed: Unit Offering (OCT2PRB - BUNDOORA (SEMESTER 1)), Start Date (15/01/2010), End Date (30/01/2010), and Student (SHARON COX (15485492)). A tabbed interface allows switching between 'Details', 'Chng Req', 'Schedule', and 'Scholar'. The 'Details' tab is active, showing fields for Agency (3M Australia), Agency Business Address (950 Pacific Highway, Pymble, NSW, Ph: 136 136), Placement Supervisor(s), Start Date (15/01/2010), End Date (30/01/2010), Group Code, Allocation Expiry Date, Offered Placement Duration (20.00), and Unit Of Measure (Day). The status is 'Confirmed' with a comment 'AWQEr'. The last changed date is 4/02/2010 4:04:27 PM by user LTU\GBrunker - Geoff Brunker. At the bottom right of the details section are buttons for 'SMS Student of Placement Change', 'Save', and 'Cancel'. Below the details is an 'Attributes' section with a '(Global)' attribute 'WWC Check Required?' which is checked.

5.2 Change Requests

Click tab **Change Req.**

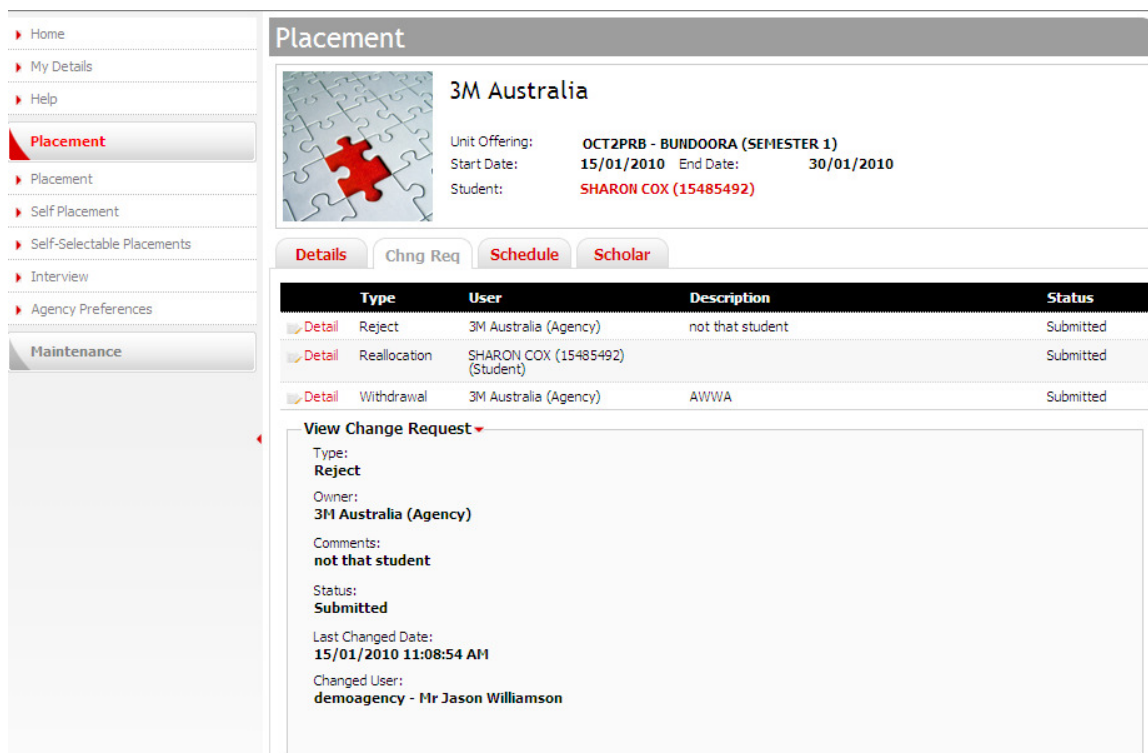
On this screen you can lodge a change request, which will be verified and enacted upon by the Institution placements liaison for a change to a different placement. This functionality is **ONLY** available to students with extenuating circumstances and may not be available to all disciplines depending on your disciplines professional placement policies.

Once lodged, the change request will be displayed in a widget to the Institution staff user

Any completed or ongoing change requests are stored as summary items on the list, the change requests current stage in the process is evidenced by the status column. Click **details** to view more information.

To lodge a change request:

1. Click **Add Change Request**
2. Select Type
3. Add any Comments of influence
4. Click **save** to submit



The screenshot displays the 'Placement' section of the software. On the left is a navigation menu with options like Home, My Details, Help, Placement, Self Placement, Self-Selectable Placements, Interview, Agency Preferences, and Maintenance. The main content area shows details for a placement titled '3M Australia'. Below this, there are tabs for 'Details', 'Chng Req', 'Schedule', and 'Scholar'. A table lists change requests with columns for Type, User, Description, and Status. Below the table is a 'View Change Request' section showing details for a 'Reject' type request.

Type	User	Description	Status
Detail Reject	3M Australia (Agency)	not that student	Submitted
Detail Reallocation	SHARON COX (15485492) (Student)		Submitted
Detail Withdrawal	3M Australia (Agency)	AWWA	Submitted

View Change Request

Type: **Reject**
 Owner: **3M Australia (Agency)**
 Comments: **not that student**
 Status: **Submitted**
 Last Changed Date: **15/01/2010 11:08:54 AM**
 Changed User: **demoagency - Mr Jason Williamson**

Click **Detail** on change request.

If accepted can view terms of change request.

If change request yet to be accepted (check status) you have option to edit change request.

5.3 Schedule

Click tab **Schedule**.

On this screen you can view your required daily work schedule for the life of a placement.

Click **Detail** on the daily summary item to view extra information on the given day.

Under the header 'View Schedule' (at bottom of screen), it will contain useful information to help you prepare. Under the header 'Timesheet', there is the option for a brief post day analysis by the Institution allocated Assessor and timesheet authorisation.

5.4 Scholarship

Click tab **Scholarship**.

This screen displays a summary of scholarships that a student has applied for. Currently, this tab is only relevant to Health Sciences students. Students are able to track the process of their application and the financial amount approved. To view terms of scholarship click **detail**.

To apply for scholarship:

1. Click **Add Scholarship**
2. Select Type
3. Ensure you have read the Statutory Declaration then check box
4. Click **save** to submit

Your application is automatically submitted to the Scholarship Officer for assessment. Once a decision has been made concerning your application the applicant will automatically be notified via an alert in a scholarship widget on their home page.

- ▶ Home
- ▶ My Details
- ▶ Help
- Placement**
- ▶ Placement
- ▶ Self Placement
- ▶ Self-Selectable Placements
- ▶ Interview
- ▶ Agency Preferences
- Maintenance**

Placement



3M Australia

Unit Offering: **SWP3FEA - BUNDOORA (WEEK 32 TO WEEK 01 (FOLLOWING YEAR))**
 Start Date: **14/01/2010** End Date: **31/01/2010**
 Student: **SHARON COX (15485492)**

- Details
- Chng Req
- Schedule
- Scholar

Type	Comment	Status	Amount
▶ Detail Travel Grant	Health Sciences	Submitted	0.00

Details

Edit Scholarship ▲

Type:
Travel Grant

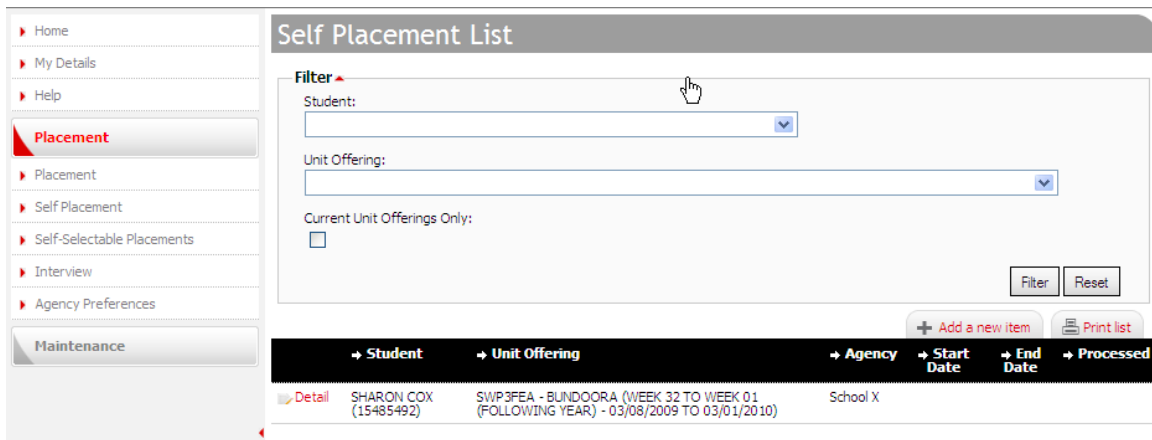
Status:
Submitted

I have read the statutory declaration and agree to it's terms:

6. Self Placement

Click **Self Placement** from main menu.

This functionality within the system allows students to place a request to the Placement Officer and/or Placement Coordinator to attend a specific agency whereby a student has negotiated a placement. Once submitted the request is assessed by the appropriate Institution staff to determine suitability. This screen provides a summary list of your requests and whether the request has been approved – the ‘processed’ column displays the status of the request.



	→ Student	→ Unit Offering	→ Agency	→ Start Date	→ End Date	→ Processed
Detail	SHARON COX (15485492)	SWP3FEA - BUNDOORA (WEEK 32 TO WEEK 01 (FOLLOWING YEAR) - 03/08/2009 TO 03/01/2010)	School X			

To find or shortlist your placement applications, use the filter.

To Use Filter

1. Fill desired fields
2. Click **Filter**

To view more information on your self placement applications, click **Detail** on a summary item.

If the application is yet to be processed, you are able to edit the details.

To submit a self placement request;

1. Click **+ Add new item**
2. Select the **unit offering** from drop down menu of your enrolled units
3. Fill required fields
4. Click **save**

7. Self Selectable Placements

Click **Self Selectable Placements** from main menu.

On this screen is a list of all placements where you are eligible to self select and nominate for your chosen placement. All self selectable placements are subject to approval by the Placement Officer and/or Placement Coordinator and are generally allocated on a first to nominate basis.

Assisting you in the self selection process are the Widgets on the home page notifying you of placements available for self selection and your progress once nominated.

To shortlist self selectable placements use the filter.

To Nominate;

1. Click **details** to view information specific to individual placement offer
2. Click button **Nominate**

8. Interview

The Interview menu item will only be available for selection to those students enrolled in a unit requiring a pre-placement interview.

The Pre-placement interview process works as follows;

1. You will be notified if a pre-placement interview is required for a particular unit offering or agency
2. To begin you will need to upload your current Curriculum Vitae (click My Details and select CV upload)
3. You are then required to develop a set of preferences for which placement offers you would like to undertake. The amount of preferences is determined by the Institution coordinator.
4. All processes will take place within specific timeframes with the agency only able to review students who selected the agency in their set of preferences
5. Once an agency has reviewed CV's they can select whether a student has an interview granted. All through PPSS

6. From the interview the agency will then rank all candidates as to which student is most preferred
7. Institution uses rank as key determinant in placement allocation

If any unit offering you are enrolled in has pre-placement interview requirements, the unit offering will be selectable in the filter.

All placement offers requiring interviews will be displayed under the column 'Placements'.

Your list of hierarchical preferences between placement offers is displayed under the column 'Preferences'.

To view the specifics of a placement offer, click **Detail**.

To assign preferences to a placement offer;

1. Select number of preference under the placement offer
 2. Repeat step 1 until preferences are filled
 3. Able to adjust preferences by **UP/DOWN/REMOVE** buttons until subscription date expires
- OR
4. Select and drag placement across into position

Placement Interview Subscription

Filter ▲

Unit Offering:

Student:

Preferences - 0 of 4 allocated	Placements
	<p>Atherton Hospital 17/01/2011 - 28/01/2011 Comments: Student needs to commence work at 8.30am on first day. Wait in Emergency Dept waiting room for Nurse Educator Placement: Detail</p>
	<p>Ballarat District Nursing & Healthcare 17/01/2011 - 28/01/2011 Comments: 1 of 1. Placement: Detail</p>
	<p>Borroloola Community Health Centre 17/01/2011 - 28/01/2011 Comments: 1 of 1. Placement: Detail</p>
	<p>Malmsbury Juvenile Justice Centre 17/01/2011 - 28/01/2011 Comments: 1 of 1. Placement: Detail</p>
	<p>Yarram & District Health Service 17/01/2011 - 28/01/2011 Comments: 1 of 1. Placement: Detail</p>

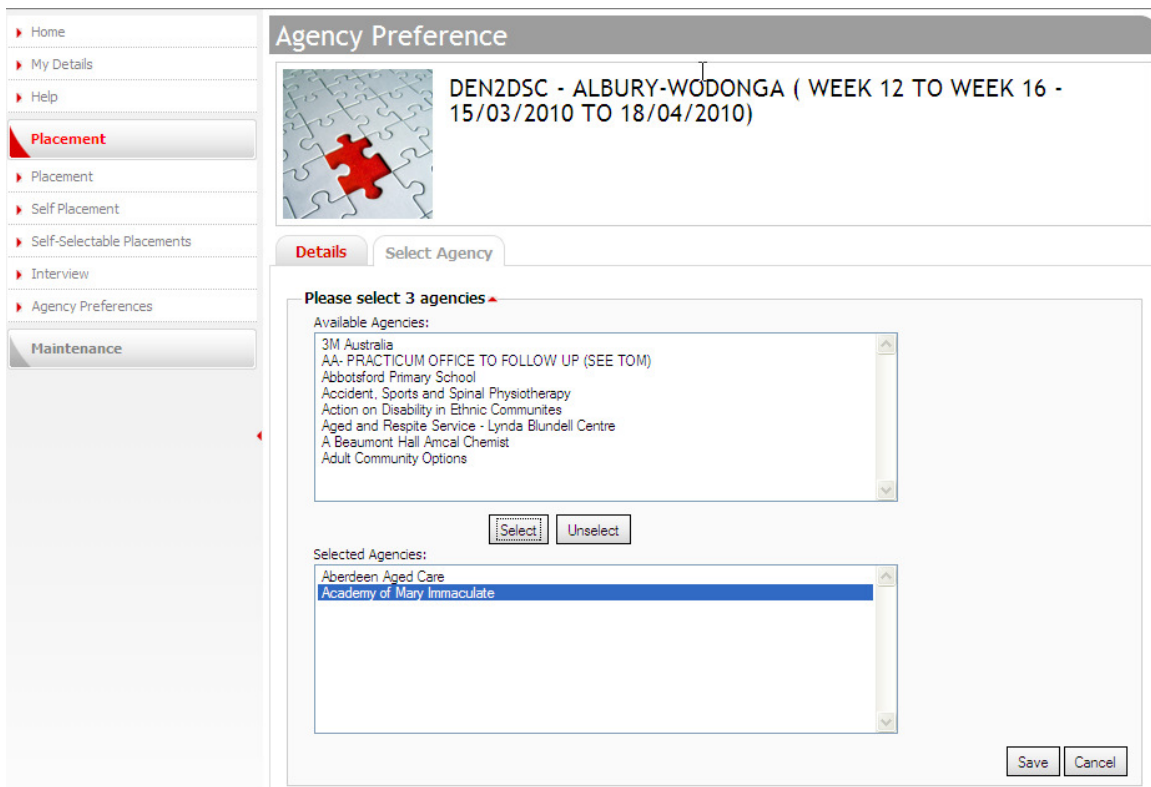
9. Agency Preferences

Click **Agency Preferences** from main menu.

On this screen is a list of your enrolled units for which you are able to submit preferences. The list is determined by your Placement Officer and/or Placement Coordinator as is the number of preferences you are able to make.

To develop a set preferences for a Unit;

1. Click Detail on a Unit
2. Read information as this may influence your selection
3. Click tab **Select Agency**
4. Select desired agencies from top list
5. Click button **Select**
6. Repeat steps 4 +5
7. Click button **Save** to submit



Agency Preference

DEN2DSC - ALBURY-WODONGA (WEEK 12 TO WEEK 16 - 15/03/2010 TO 18/04/2010)

Details Select Agency

Please select 3 agencies ▲

Available Agencies:

- 3M Australia
- AA- PRACTICUM OFFICE TO FOLLOW UP (SEE TOM)
- Abbotsford Primary School
- Accident, Sports and Spinal Physiotherapy
- Action on Disability in Ethnic Communities
- Aged and Respite Service - Lynda Blundell Centre
- A Beaumont Hall Amcal Chemist
- Adult Community Options

Select Unselect

Selected Agencies:

- Aberdeen Aged Care
- Academy of Mary Immaculate

Save Cancel