Agency Preferences

Agency Preferences allows for Students to review a list of Agencies and record their chosen preferences. These details can be included in a report or used as a rule in Placement Manager to assist with Student matching and placement allocation.

To use Agency Preferences as a rule in Placement Manager, Placements must first be created (please refer to the *Placement Quick Reference Guide* for more details).
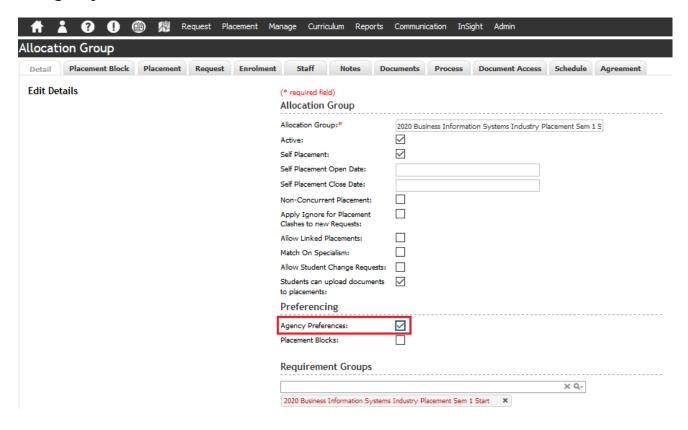
Enable Agency Preferences

Agency preferencing is managed at the Allocation Group level.

Each Allocation Group's Agency Preferencing must be enabled before students can record their Agency Preferences. This task is performed by the WIL Champion.

To enable Agency Preferences:
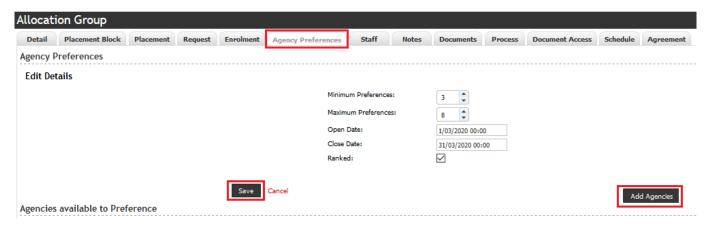
Navigate to **Placement > Allocation Groups**

1. Filter using the **Search** field using the course offering code, or the **Requirement Groups**, **Discipline** or **Campus** menus.
2. Tick the **Current Academic Year** check-box if required.
3. Click on the **Filter** button.
4. Select the appropriate **Allocation Group** by clicking on the name.
5. Once the Allocation Group detail page is displayed, in the **Preferencing** section tick the **Agency Preferences** check-box.

6. Click on the **Save** button.
7. Click on the **Agency Preferences** tab.

8. Complete the following fields:
   • **Minimum Preferences** and **Maximum Preferences**: Set how many Agencies the Student is eligible to preference.
   • **Open Date** and **Close Date:** Define the preference submission period.
   • Tick the **Ranked** check-box to enable Students to rank their preferences.
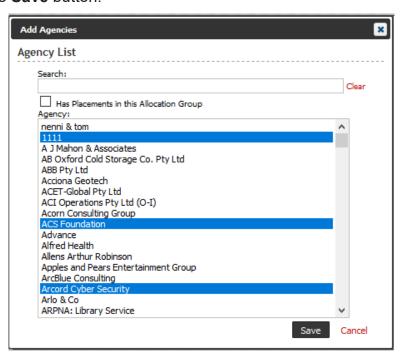
9. Click on the **Save** button.

Select Agencies to Preference

1. While remaining on the **Agency Preferences** tab - Click on the **Add Agencies** button.
2. Tick on the **Has Placements in this Allocation Group** check-box and add search terms if you wish to filter the list.
3. Select the required Agencies from the **Add Agencies** pop-up window. If multiple Agencies are required, hold down the **<Ctrl>** button.

Note: Only Agencies connected to the Allocation Group's Discipline will be listed.

4. Click on the **Save** button.

The selected Agencies will now be displayed as part of the **Agencies Available to Preference** list, with a **Remove** link beside them.

Update Agency Extended Attributes

If the Extended Attributes for any of the Agencies need to be updated:

Navigate to **Manage > Agency**

1. Filter using the **Agency Name** or **Discipline** fields.
2. Click on the **Detail** link for the listed result.
3. On the A**gency detail page**, scroll down to the **Requirement Group** section (i.e. Nursing (Registered) and Midwifery (SEH-SHBMS) (Discipline) (Requirement Group)).
4. Locate an **Extended Attribute** (i.e. Police Check, Working With Children Check) and click on the **Edit** link.
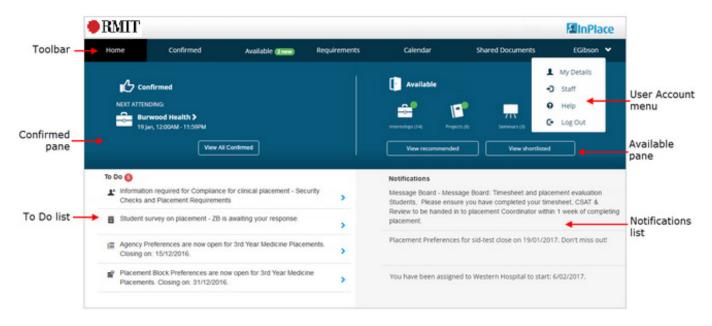5. Update the required value and click on the **Save** button.

Student Submits Preferences

Once the Allocation Group has been updated and the Agencies selected, Students can be invited to submit their Agency Preferences through the Student Portal.

When the Student logs in, any Agency Preferences awaiting their response will be listed on the home page.

*Note: The **Student Quick Reference Guide** has been created to assist Students logging into the Student Portal and submitting Agency Preferences.*
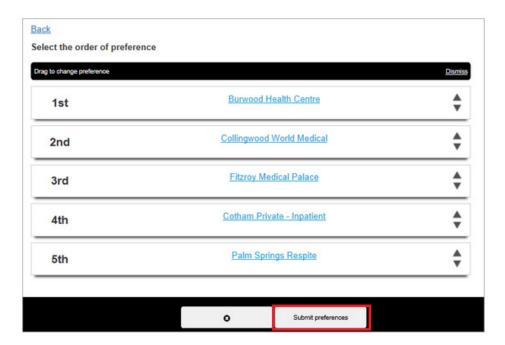

Clicking on a student **To Do** notification or **Available** icon will take them to the Agency Preference page where they can view and select their preferences.

From here, Students can select their preferred Agencies, rank them in order and update any required Extended Attributes (i.e. Police Checks).

For further assistance, please contact your school's WIL team or visit InPlace Support Online Help or contact the InPlace Business Support Team at inplace.support@rmit.edu.au