

## COVID-19 Fields Guide

Navigate to the Placement page and scroll down to the (Global) field area.

(Global) ▾		Expiry
Description	Value	
WIL Activity Type	Placement	[Edit]
Completed and Signed WIL Agreement	No	[Edit]
Practical Placement Type [TAFE Only]		[Edit]
Is the student working remotely due to COVID-19?	No	[Edit]
Is a WIL Agreement Annexure attached? [COVID-19]	No	[Edit]
Placement changed from paid to unpaid? [COVID-19]	No	[Edit]
Student completing placement on site? [COVID-19]	No	[Edit]
Placement changed to project or sim? [COVID-19]	No	[Edit]

### Field 1: Is the student working remotely due to COVID-19?

If the student was relocated, please tick the checkbox and note the date that they were relocated in the 'Comments' field.

Please note: This can be updated in bulk if you can provide a list of the students and the course code the placement was recorded against via the attached Excel form and emailing it to [inplace.support@rmit.edu.au](mailto:inplace.support@rmit.edu.au)

(Global) ▾	
Description	Value
WIL Activity Type	Placement
Completed and Signed WIL Agreement	Yes
Practical Placement Type [TAFE Only]	
Is the student working remotely due to COVID-19?	No
Is a WIL Agreement Annexure attached? [COVID-19]	No
Placement changed from paid to unpaid? [COVID-19]	No
Student completing placement on site? [COVID-19]	No

**Edit**

**Is the student working remotely due to COVID-19?**

Is the student completing their placement remotely/from home due to the impact of COVID-19? If so, please note when they were relocated and ensure that a WIL Agreement Annexure has been uploaded (if applicable)

Comments

**Save** **Cancel**

### Field 2: WIL Agreement Annexure

This is only required where there was an existing WIL Agreement that needs to be updated because of COVID-19 changes. Unfortunately these cannot be updated in bulk so must be individually uploaded once the checkbox has been ticked.

(Global) ▾	
Description	Value
WIL Activity Type	Placement
Completed and Signed WIL Agreement	Yes
Practical Placement Type [TAFE Only]	
Is the student working remotely due to COVID-19?	No
Is a WIL Agreement Annexure attached? [COVID-19]	No
Placement changed from paid to unpaid? [COVID-19]	No
Student completing placement on site? [COVID-19]	No

**Edit**

**Is a WIL Agreement Annexure attached? [COVID-19]**

If required, is a WIL Agreement Annexure attached?

File Attachment

**Browse...** No file selected.

**Save** **Cancel**

### Field 3: Placement changed from paid to unpaid

Only required where a student who was previously receiving payment as part of their WIL placement had the payment stopped because of COVID-19.

Please note: This can be updated in bulk using the same Excel form as used for Field 1.

(Global) ▾	
Description	Value
WIL Activity Type	Placement
Completed and Signed WIL Agreement	Yes
Practical Placement Type [TAFE Only]	
Is the student working remotely due to COVID-19?	No
Is a WIL Agreement Annexure attached? [COVID-19]	No
Placement changed from paid to unpaid? [COVID-19]	No
Student completing placement on site? [COVID-19]	No

**Edit**

**Placement changed from paid to unpaid? [COVID-19]**

Has this student's placement changed from paid to unpaid due to the impact of COVID-19? If so, please note the date this changed and ensure that a WIL Agreement Annexure has been uploaded (if applicable)

Comments

**Save** **Cancel**

## Field 4: Student completing placement on site

If the student was able to continue the WIL placement face to face, please tick the checkbox and upload a COVID-19 Risk Assessment form. The 'Comments' field is optional.

For cases where a WIL placement began in Semester 1 and is continuing into Semester 2, please combine the Risk Assessment forms for each semester into a single document and upload.

Please note: Unfortunately this cannot be updated in bulk so must be individually uploaded.

(Global) ▾	Description	Value
WIL Activity Type	Placement	Yes
Completed and Signed WIL Agreement		
Practical Placement Type [TAFE Only]		
Is the student working remotely due to COVID-19?	No	
Is a WIL Agreement Annexure attached? [COVID-19]	No	
Placement changed from paid to unpaid? [COVID-19]	No	
Student completing placement on site? [COVID-19]	No	

## Field 5: Placement changed to project or simulation

Please update the WIL Activity Type field to 'Project' or 'Simulation'

(Global) ▾	Description	Value	Expiry	[Edit]
WIL Activity Type	Placement	Yes		[Edit]
Completed and Signed WIL Agreement				[Edit]
Practical Placement Type [TAFE Only]				[Edit]
Is the student working remotely due to COVID-19?				[Edit]
Is a WIL Agreement Annexure attached? [COVID-19]				[Edit]
Placement changed from paid to unpaid? [COVID-19]				[Edit]
Student completing placement on site? [COVID-19]				[Edit]
Placement changed to project or sim? [COVID-19]				[Edit]
International Placement				[Edit]
Global Mobility Requirements				[Edit]

Tick the checkbox, note the date the WIL type changed in the 'Comments' field and upload the equivalency mapping and approval.

Please note: Unfortunately this cannot be updated in bulk so must be individually uploaded.

(Global) ▾	Description	Value
WIL Activity Type	Placement	Yes
Completed and Signed WIL Agreement		
Practical Placement Type [TAFE Only]		
Is the student working remotely due to COVID-19?	No	
Is a WIL Agreement Annexure attached? [COVID-19]	No	
Placement changed from paid to unpaid? [COVID-19]	No	
Student completing placement on site? [COVID-19]	No	

Note about existing data: Since many placement records have already been updated in the main placement record 'Comments' section, this data can be extracted and bulk uploaded to Field 1 or Field 3 if required. Please contact [inplace.support@rmit.edu.au](mailto:inplace.support@rmit.edu.au) to discuss your requirements.