



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

COVID-19 Attribute Collection

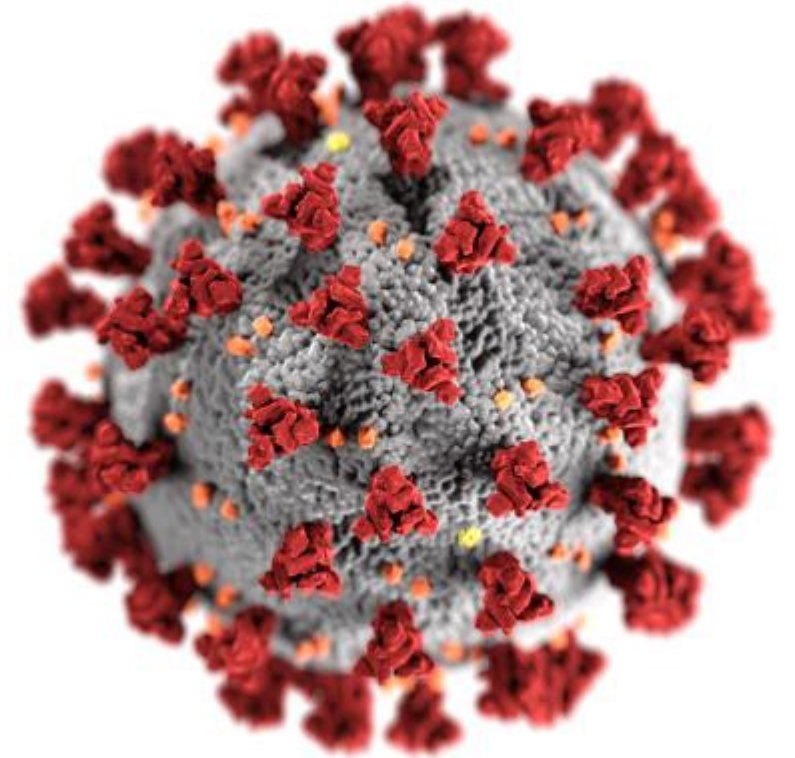
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Purpose

- COVID-19 has had a range of impacts on WIL placements
- Various strategies engaged to make reasonable adjustments
- ‘Placement Status’ in InPlace has insufficient options to record the true impacts and retain student data
- Government or UQ decisions are not reflected
- ‘Placement Comment’ is a free text field, not good for reporting
- Created an Attribute Collection in InPlace to record the What, When, Why and How of COVID-19 impacts
- Allows for comparative internal reports for resource planning, as well as institution-wide benchmarking against national results



The four Attributes



What

Type of impact

To record what happened to the placement



When

Date of impact

To record the exact date this impact took effect



Why

Reason for impact

To record which party was the decision-maker



How

Change to conditions

To record any and all changes to placements that have continued

Type of impact

Attribute name: **UQ – COVID-19 type of impact**

Attribute type: Combo – with Comments field

Label: Type of impact

Phrase: Select how this placement has been impacted by the COVID-19 pandemic

Attribute list: UQ COVID-19 impact types (4)

- Placement cancelled
- Placement interrupted/postponed
- Placement continued with changes to conditions
- Placement continued with no changes (no impact)

‘Placement continued with no changes’ will be the default value applied to all placement records created after the collection is added to a Requirement Group/s.

Date of impact

Attribute name: **UQ – COVID-19 date of impact**

Attribute type: Date – with Comments field and File attachment

Label: Date of impact

Phrase: Select the date from which the placement was impacted, upload evidence if applicable (e.g. email advising of cancellation/changes)

Reason for impact

Attribute name: **UQ – COVID-19 reason for impact**

Attribute type: Combo – with Comments field

Label: Reason for impact (decision-maker)

Phrase: Select the reason for the impact and add detail in the Comments field

Attribute list: UQ COVID-19 impact reasons (5)

- Provider decision
- Student decision
- UQ directive
- Government directive
- Other – please provide details

Change to conditions

Attribute name: **UQ – COVID-19 change to conditions**

Attribute type: List – with Comments field and File attachment

Label: Changes to conditions of placement

Phrase: Select ALL changes that are relevant to this placement and add detail in the Comments field. If student is approved to be working from home, upload documentation.

Attribute list: UQ COVID-19 changed conditions (6)

- Experience changed
- Hours/days per week reduced
- Attendance requirements not able to be met
- Learning objectives not able to be achieved
- Virtual/remote placement (student 'working from home')
- Other – please provide details

Three steps

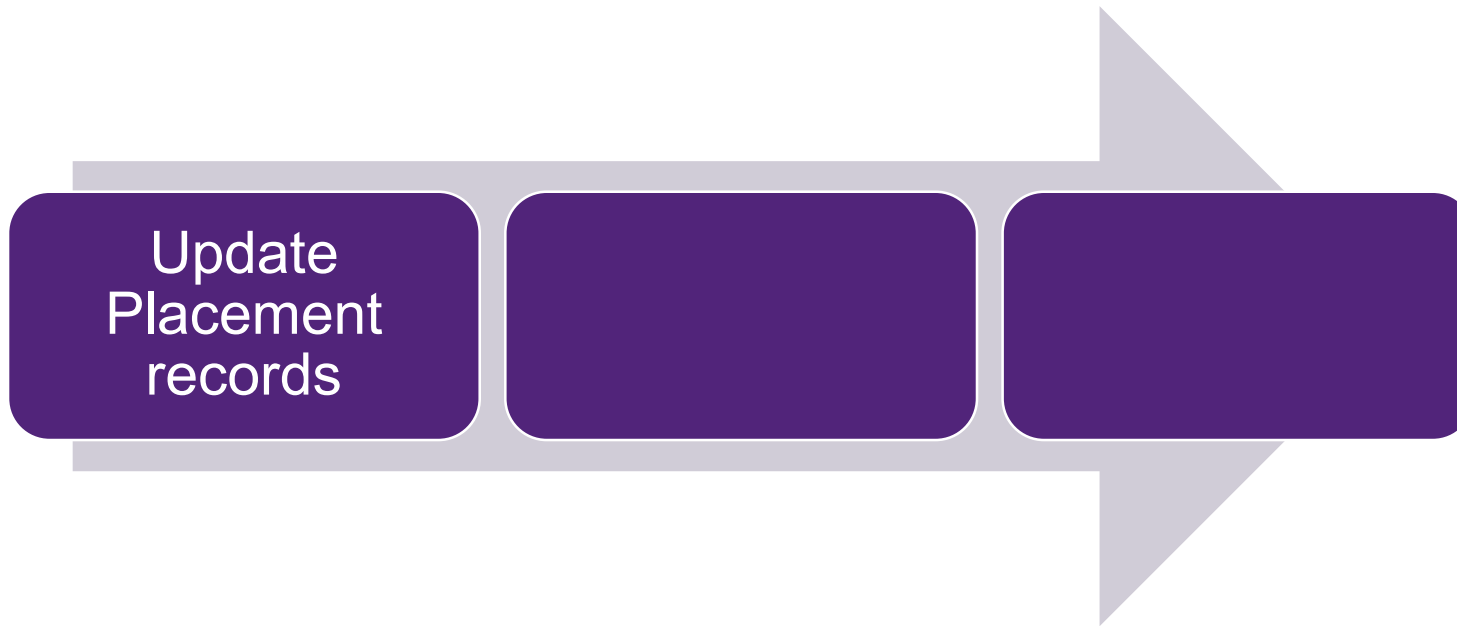


Update
Placement
records

Add the
Attribute
Collection

Add the
COVID
impact data

Step 1



Four scenarios:

- A. Cancelled placement that did not commence
- B. Cancelled placement that had already commenced
- C. Postponed placement that did not commence
- D. Postponed placement that had already commenced

Placement Status

Scenario A: Cancelled placement that did not commence

Where a placement was cancelled before it commenced (i.e. the student never attended the placement), the placement record can be updated in either of the following ways:

either

Withdrawn – Student (Check note in following slide)

- the Student will remain connected to the Placement record

or

Withdrawn – Agency

- The Placement record will remain but will not be connected to any Student

Choose the option that best suits your record-keeping needs, depending on whether the Placement record should remain connected to the Student record for future reference/historical records.

Does not have to reflect **who** the decision-maker was; this will be recorded later in the Attribute Collection.

Placement Status: Withdrawn - Student

In order for the student to remain connected to the placement record, this change must be actioned via the Student record, not the Placement record.

Navigate to **Manage > Student**

Filter on the Student Code (student number)

Click on the Student Code to open the Student record

Click on Placement tab

Click on Detail for the relevant placement

Click the dropdown arrow on the Status field

Select Withdrawn – Student

Click Save

Placement Status

Scenario B: Cancelled placement that had already commenced

Where a placement has commenced and then subsequently been cancelled (i.e. the student stops attending in the middle of the placement), the placement record should be updated as follows:

- Enter a new end date – showing the **exact date** the placement ended
- Update the experience days/hours – showing **exactly the amount** completed by the student before the placement ended
- Change placement status to **Completed**

This will ensure that a student's *progress towards their requirements* are recorded in the system, i.e. how much/many of the requirements for each 'Requirement Group' the student satisfied with this partial placement. The student can then continue their progress towards meeting those requirements with a subsequent placement.

Placement Status

Scenario C: Postponed placement that did not commence

Where a placement has been postponed and the future dates are known:

- Update with new start and end dates to reflect the new arrangement
- Placement status can remain as **Confirmed**
- Can be done in bulk via Placement Bulk Action

Where a placement has been postponed but the future dates are not yet known:

- Change the placement status to **Offer**, so the details are not visible to the Student
- Can be done in bulk via Placement Manager using the 'Unpublish' function (do not use Unconfirm)

Where a placement will go ahead in future but will be allocated to a different student:

- Change the placement status to **Planned** and remove the student from the placement record
- Planned placements are placeholders for future placements that don't have a student allocated

Placement Status

Scenario D: Postponed placement that had already commenced

Depends on:

- a. The duration of the interruption/postponement
- b. The set up of the Allocation Group and Requirement Group in relation to enrolment on SI-net

For example, if a placement commenced in March, was interrupted a week later, and will not resume until October, it might be more appropriate to 'split' this placement into two placements rather than having a single record stretching across many months. In this case the first 'part' of the placement should be updated as per Scenario B, and the second 'part' of the placement entered as a new record.

However, if the placement resumed quickly and will be completed within the calendar of the requirement group, the placement record could remain unchanged. The details of the interruption can be recorded in the Attribute Collection.

Step 2



Collection name: **UQ – COVID-19**

- Limited visibility
- Limited timeframe

Visibility of Attribute Collection

Staff only

- Students cannot view or edit COVID-19 Attributes

Limited time

- Only for Requirement Groups containing placements that have been or will be impacted

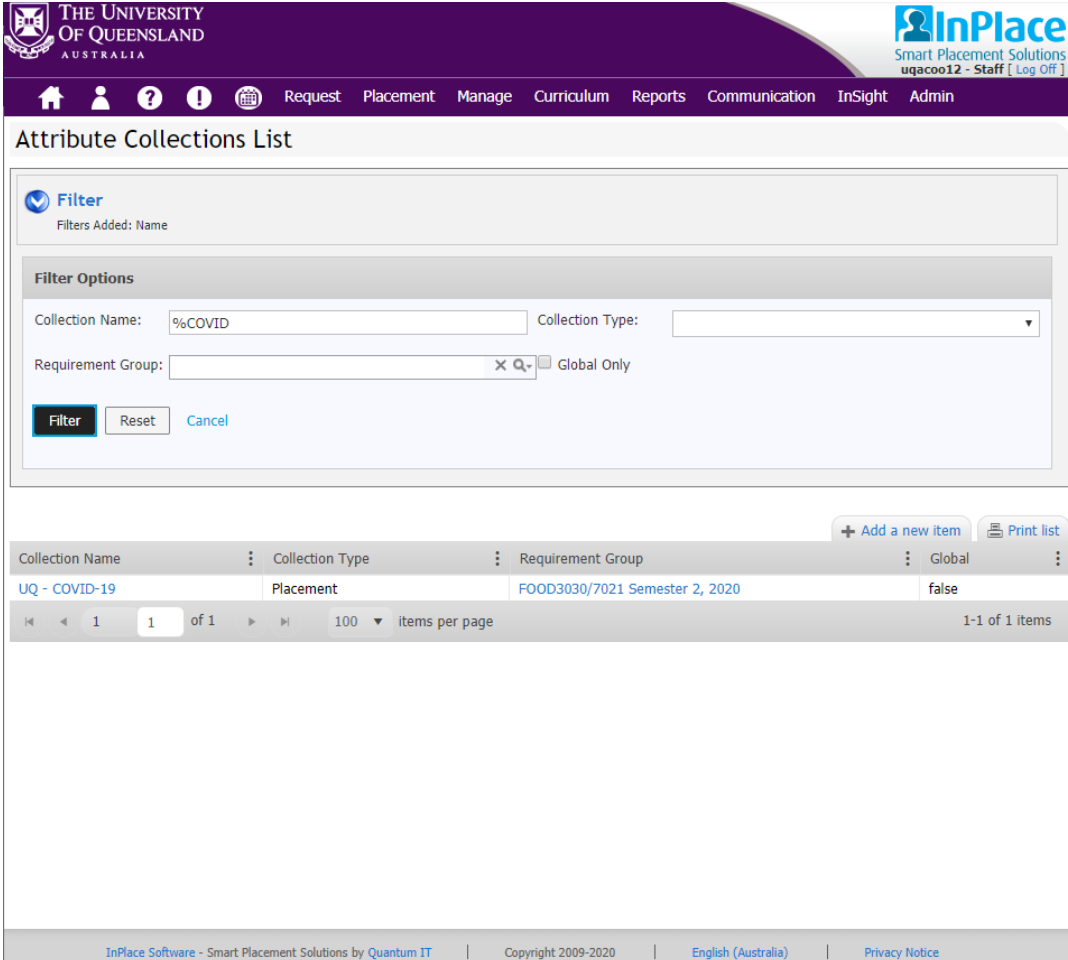
Add your own groups

- School/Faculty super user is responsible for adding Requirement Groups to the collection

Permissions	View Only	Edit Response	Verify Changes
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UQ Academic Supervisor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School/Faculty super user	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
System Administrator (SuperUser)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Placement Officer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ASD Reporting (Read Only - full access)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School/ Faculty Reporting (Read Only – limited access)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff (Default)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provider Contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student (Default)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preceptor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to Import Manager Screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to verify student immunisation records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provider owner - ability to add and edit provider records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Placement Document approver (Limited access)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receives alerts related to student safety checklist concerns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Find the Attribute Collection

1. Navigate to **Admin > Attribute Collections**
2. Open the **Filter** section
3. Type **%COVID** into the Collection Name field (InPlace uses the % symbol as its wildcard character)
4. Click **Filter**
5. Click on **UQ – COVID-19** to open the collection



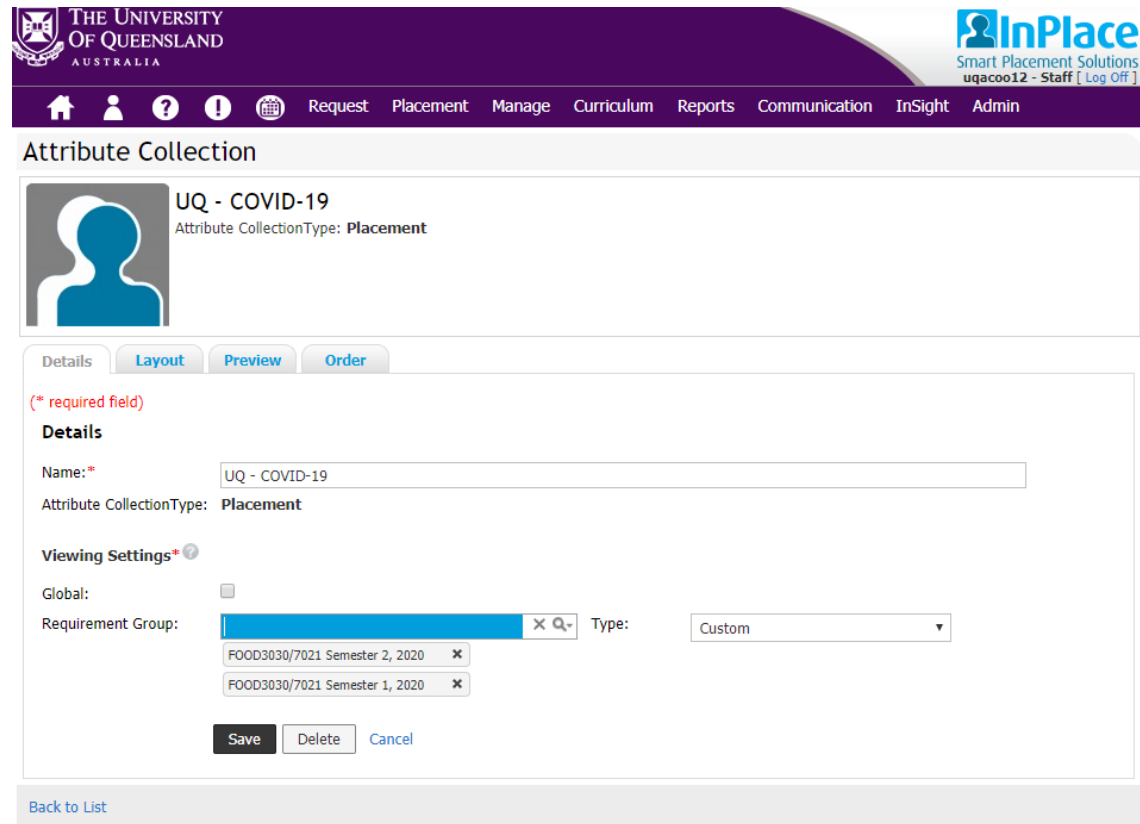
The screenshot shows the InPlace Admin interface. At the top, there is a navigation bar with the University of Queensland logo and the InPlace logo. Below the navigation bar, the page title is "Attribute Collections List". A filter section is visible, showing "Filters Added: Name" and "Filter Options". The "Collection Name" field contains "%COVID", and the "Collection Type" is set to "Placement". The "Requirement Group" is "FOOD3030/7021 Semester 2, 2020". The "Global Only" checkbox is unchecked. Below the filter section, there is a table with the following data:

Collection Name	Collection Type	Requirement Group	Global
UQ - COVID-19	Placement	FOOD3030/7021 Semester 2, 2020	false

The table also includes pagination information: "1 of 1" items, "100 items per page", and "1-1 of 1 items".

Add the Attribute Collection

1. In the 'Type' field, select **Custom** from the dropdown list
2. Click into the 'Requirement Group' field and start typing the name of your Requirement Group
3. Select the correct group from the dropdown list
4. Repeat steps 2 and 3 until you have selected all your groups
5. Click **Save**
6. **Be careful not to delete any other groups – this is a shared collection 😊**



The screenshot shows the 'Attribute Collection' form in the InPlace system. The form is titled 'UQ - COVID-19' and has an 'Attribute CollectionType' of 'Placement'. The 'Details' section includes a 'Name' field with the value 'UQ - COVID-19' and an 'Attribute CollectionType' dropdown set to 'Placement'. Under 'Viewing Settings*', there is a 'Global' checkbox (unchecked) and a 'Requirement Group' field with a search icon and a dropdown menu. The dropdown menu is open, showing two options: 'FOOD3030/7021 Semester 2, 2020' and 'FOOD3030/7021 Semester 1, 2020'. The 'Type' dropdown is set to 'Custom'. At the bottom of the form are 'Save', 'Delete', and 'Cancel' buttons. A 'Back to List' link is located at the bottom left of the page.

Demonstration

The screenshot displays the InPlace web application interface. At the top, there is a purple header bar containing the University of Queensland logo on the left and the InPlace logo on the right, which includes the text 'Smart Placement Solutions' and 'uqacoo12 - Staff [Log Off]'. Below the header is a navigation menu with icons for home, user, help, alert, calendar, and menu items: Request, Placement, Manage, Curriculum, Reports, Communication, InSight, and Admin.

The main content area is titled 'Attribute Collections List'. A 'Filter' overlay is active, showing a dropdown arrow and the text 'Filter' and 'Filters Added: (none)'. Below this is a 'Filter Options' section with the following fields:

- Collection Name:** A text input field.
- Collection Type:** A dropdown menu with a downward arrow.
- Requirement Group:** A text input field with a search icon (magnifying glass) and a close icon (X).
- Global Only:** A checkbox.

At the bottom of the filter overlay are three buttons: 'Filter' (dark grey), 'Reset' (light grey), and 'Cancel' (light blue).

Step 3



Two options

- Individually
- In bulk

Entering your data

Individually

Update each Attribute individually, on each Placement record

Recommended for a small number of placements or to update records as the impacts occur

Placements created after adding the collection will have default value for 'Type of impact'

UQ - COVID-19

Impacts of COVID-19 on this placement

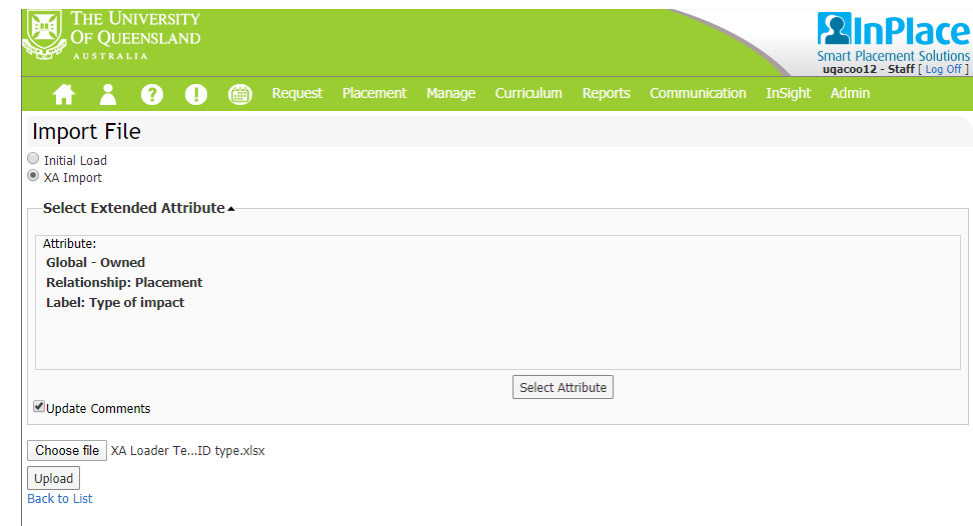
Description	Value	Expiry
Type of impact	Placement continued with changes to conditions	[Edit]
Date of impact	18/03/2020	[Edit]
Reason for impact (decision-maker)	Provider decision	[Edit]
Changes to conditions of placement	Hours/days per week reduced, Virtual/remote placement (student working from home)	[Edit]

In bulk

Use the Data Migration tool to update Attributes in bulk

Recommended for large numbers of placements or to update historical records

Placements already in the system before adding the collection will not have a default value and should be updated in bulk



Demonstration

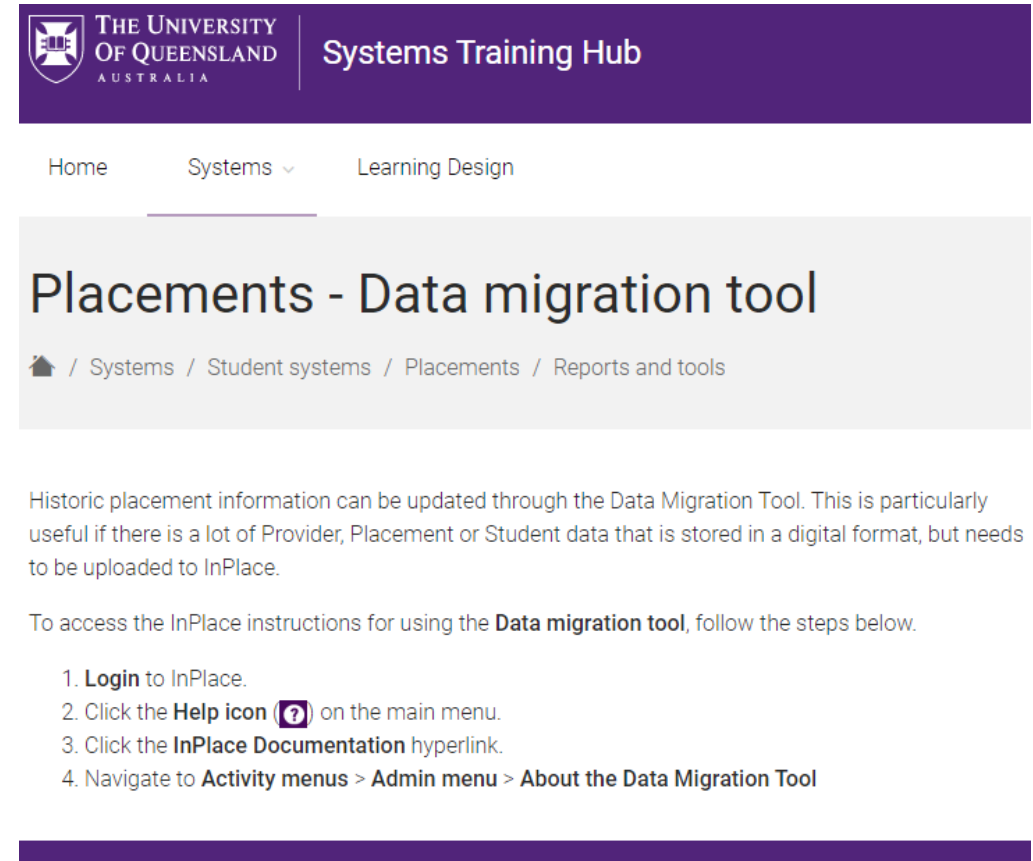
UQ - COVID-19 ▲

Impacts of COVID-19 on this placement ▲

Description	Value	Expiry
Type of impact		[Edit]
Date of impact		[Edit]
Reason for impact (decision-maker)		[Edit]
Changes to conditions of placement		[Edit]

Data migration tips

- Detailed instructions for using the Data migration tool available
- Generate a Placement report which includes the '**Placement Id**' field
- Report available in Query Tool under Placement Detail: [COVID-19 impacts - Placement detail by Allocation Group](#)
- Use the 'Placement Id' as the unique identifier when preparing your data for migration
- Use the Attribute's *code* as the 'XA Value', not the *description* e.g. 'CANCELLED' rather than 'Placement cancelled'
- For a List attribute type, separate each value with a comma (no space)
- Data can only be uploaded for one Attribute at a time, but for multiple records
- Comments can be updated in bulk, but documents must be added individually

The screenshot shows the Systems Training Hub interface. At the top, there is a navigation bar with the University of Queensland logo and the text 'Systems Training Hub'. Below this is a secondary navigation bar with links for 'Home', 'Systems', and 'Learning Design'. The main content area has a heading 'Placements - Data migration tool' and a breadcrumb trail: 'Home / Systems / Student systems / Placements / Reports and tools'. The text below the breadcrumb explains that historic placement information can be updated through the Data Migration Tool, particularly for digital data stored in InPlace. It then provides a list of four steps to access the tool's instructions: 1. Login to InPlace, 2. Click the Help icon (a question mark in a square) on the main menu, 3. Click the InPlace Documentation hyperlink, and 4. Navigate to Activity menus > Admin menu > About the Data Migration Tool.

Attribute List codes for data migration

Impact types (4)

- CANCELLED
- POSTPONED
- CHANGED
- NOCHANGE


Impact reasons (5)

- PROVIDER
- STUDENT
- UQ
- GOVT
- OTHER

Changes to conditions (6)

- EXPERIENCE
- HOURS_DAYS
- ATTENDRQMT
- LEARNOBJ
- WFH
- OTHER

Attribute List


 UQ - COVID-19 impact types

Detail Attribute List Item

Attribute List Item

Description	Code	Sort Order
Detail Placement cancelled	CANCELLED	1
Detail Placement interrupted/postponed	POSTPONED	2
Detail Placement continued with changes to conditions	CHANGED	3
Detail Placement continued with no changes (no impact)	NOCHANGE	4

Attribute List


 UQ - COVID-19 impact reasons

Detail Attribute List Item

Attribute List Item

Description	Code	Sort Order
Detail Provider decision	PROVIDER	1
Detail Student decision	STUDENT	2
Detail UQ directive	UQ	3
Detail Government directive	GOVT	4
Detail Other - please provide details	OTHER	5

Attribute List

 UQ - COVID-19 changed conditions

Detail Attribute List Item

Attribute List Item

Description	Code	Sort Order
Detail Experience changed	EXPERIENCE	1
Detail Hours/days per week reduced	HOURS_DAYS	2
Detail Attendance requirements not able to be met	ATTENDRQMT	3
Detail Learning objectives not able to be met	LEARNOBJ	4
Detail Virtual/remote placement (student 'working from home')	WFH	5
Detail Other - please provide details	OTHER	6

Questions?



**This isn't forever.
It's just right now.**



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Thank you

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