Using the Student Field Placement System (online)

All students doing a field placement must electronically lodge an RMIT Placement Agreement Form, also called a Field Education Work Placement Contract. To do this you will need to use the online Student Field Placement System.

NOTE: Failure to comply with these requirements could seriously jeopardise your work placement and course result. These procedures are in place for legal and professional indemnity reasons.

Instructions
2. Select the course you are enrolled in and a form will appear that requires you to insert information into the text boxes.

*The form will resemble the one shown above, although note that some courses have forms that look slightly different.*
3. Towards the bottom of the form, it is important to enter the verification number that appears on your form. Click on the 'Get Form' button.
4. After clicking on the ‘Get Form’ button, you will receive an ID number. Write this ID number on the top front page of your signed form. If you wish, you may print a copy of the form by pressing ‘Click to view form’.

5. All Placement Agreement Forms (Field Education Work Placement Contracts) need to be signed by the three parties involved prior to the commencement of the placement activity:
   (i) Student
   (ii) Workplace Supervisor
   ………………………… (iii) RMIT Field Education Coordinator/staff member

If you have any difficulties or require further information please contact the 
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