

Electronic Placement Brief

A responsive digital platform for creating, reviewing and managing Placement Briefs.



Create



Review



Approve

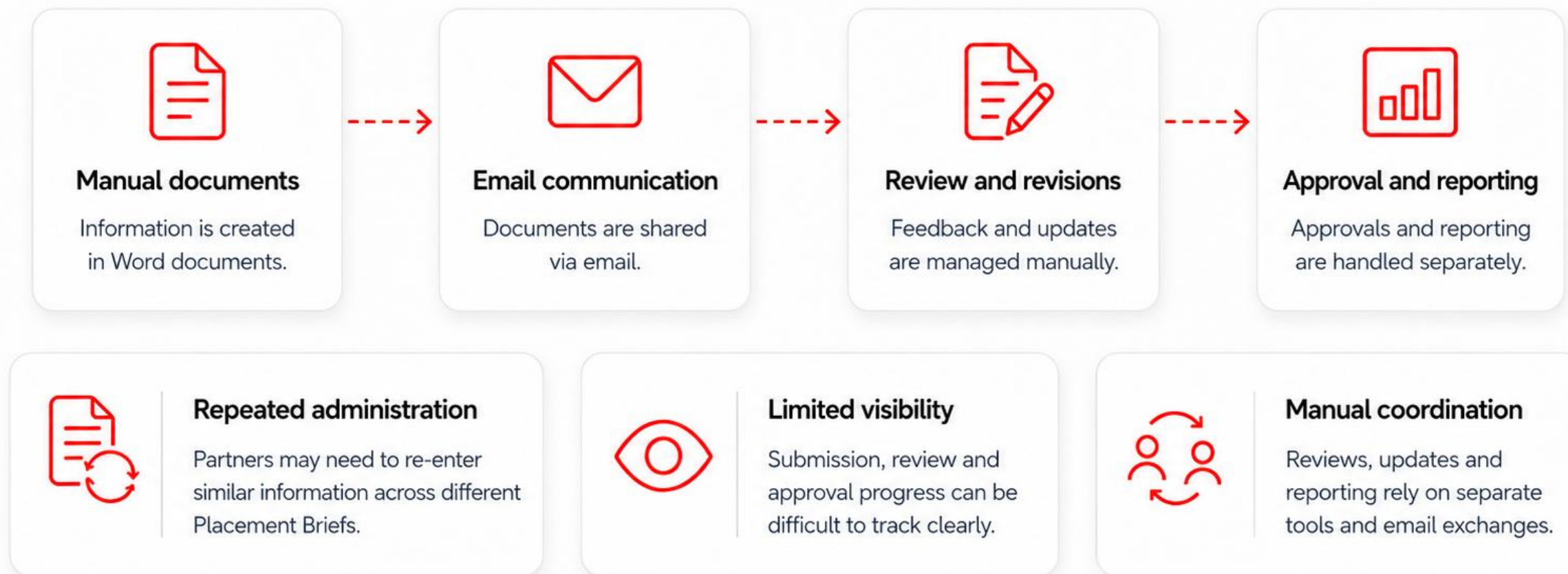


Manage



The Problem With The Current Placement Brief Process

The current process relies on manual documents, email communication and separate administrative steps.



The Proposed Solution

A centralised digital platform for creating, reviewing and managing Placement Briefs.



Guided digital forms

Create more complete and consistent submissions.



Save and resume

Continue unfinished briefs at a later time.



Reuse previous briefs

Reduce repeated data entry.



Review and approval workflow

Support a clearer path from submission to approval.

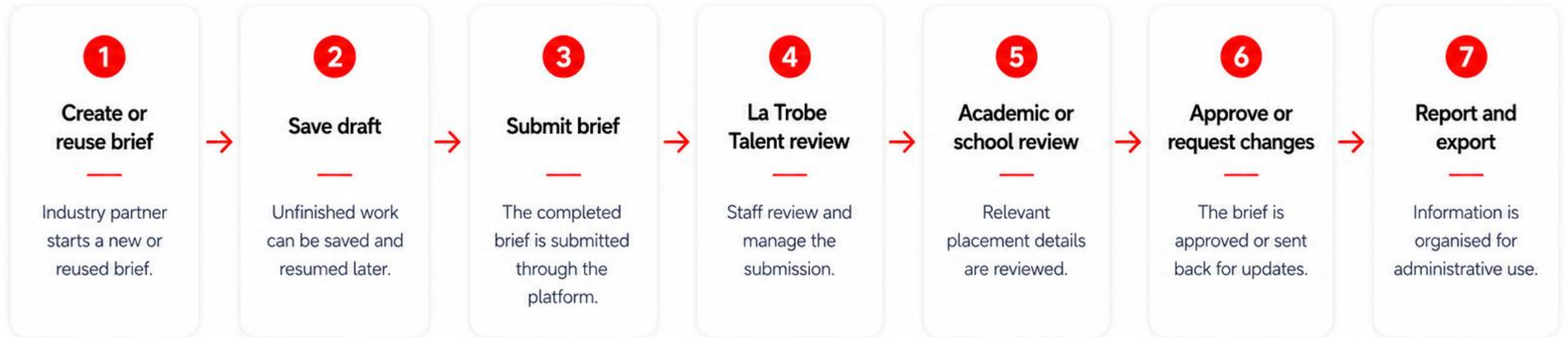


Reporting and export

Organise information for administrative use.

Proposed Digital Workflow

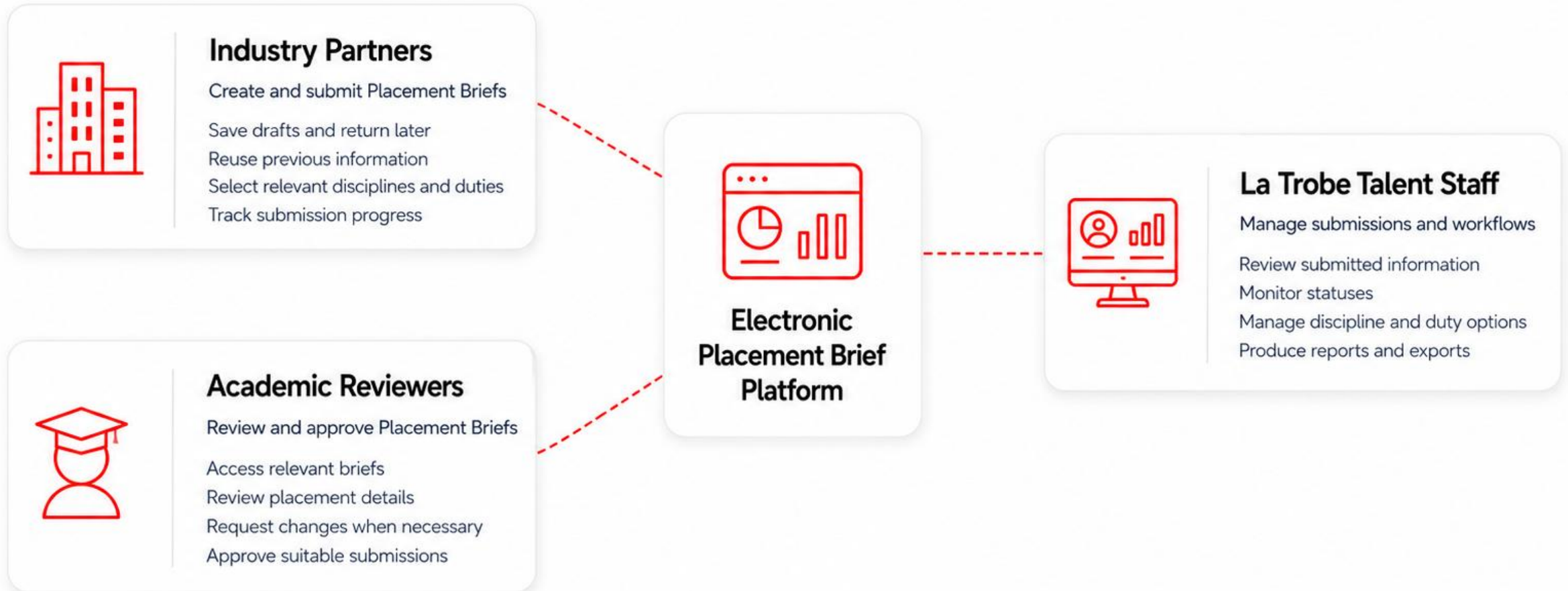
A high-level view of how Placement Briefs move through the platform from creation to reporting.



The platform supports a clearer, more connected process across all user groups.

Who the Platform Supports

A shared platform designed for industry partners, La Trobe Talent staff and academic reviewers.



Each user group accesses the information and actions relevant to its role.

How the Platform Is Used

A high-level view of how each user group interacts with the Electronic Placement Brief platform.



Industry Partners

- Create and submit Placement Briefs
- Save drafts and reuse previous information
- Track submission progress



La Trobe Talent Staff / Administrators

- Review and manage submissions
- Maintain discipline and duty options
- Produce reports and exports



Academics and Schools

- Review relevant Placement Briefs
- Request changes when required
- Approve suitable submissions

Each user group accesses the information and actions relevant to its role.

Industry Partner Scenario Map

Jordan Smith Completes a Placement Brief Across Multiple Sessions

Persona Information

Name: Jordan Smith

Role: Industry Partner Representative

Profile Summary: Jordan Smith is an industry partner representative responsible for preparing and submitting placement opportunities to La Trobe Talent. Jordan is comfortable using common workplace software but is often completing administrative tasks alongside other responsibilities. Needs a clear, efficient way to enter placement details, save unfinished work, return later, and avoid repeating information across multiple Placement Briefs.

Digital Confidence: Medium

Context: Completing a Placement Brief during a busy workday, with some required details still unavailable.

Trigger

Jordan needs to submit a new placement opportunity but only has part of the required information available.

Process

STEP 1:

Jordan signs into the platform.

STEP 2:

The organization details are already available or confirmed.

STEP 3:

Jordan begins a new Placement Brief.

STEP 4:

Jordan enters the available placement details.

STEP 5:

Missing information prevents completion.

STEP 6:

Jordan saves the brief as a draft.

STEP 7:

Jordan returns later and completes the remaining fields.

STEP 8:

Jordan reviews and submits the brief.

STEP 9:

Jordan tracks its review status.

Pain Point

The required information is not always available in one session.

Goal

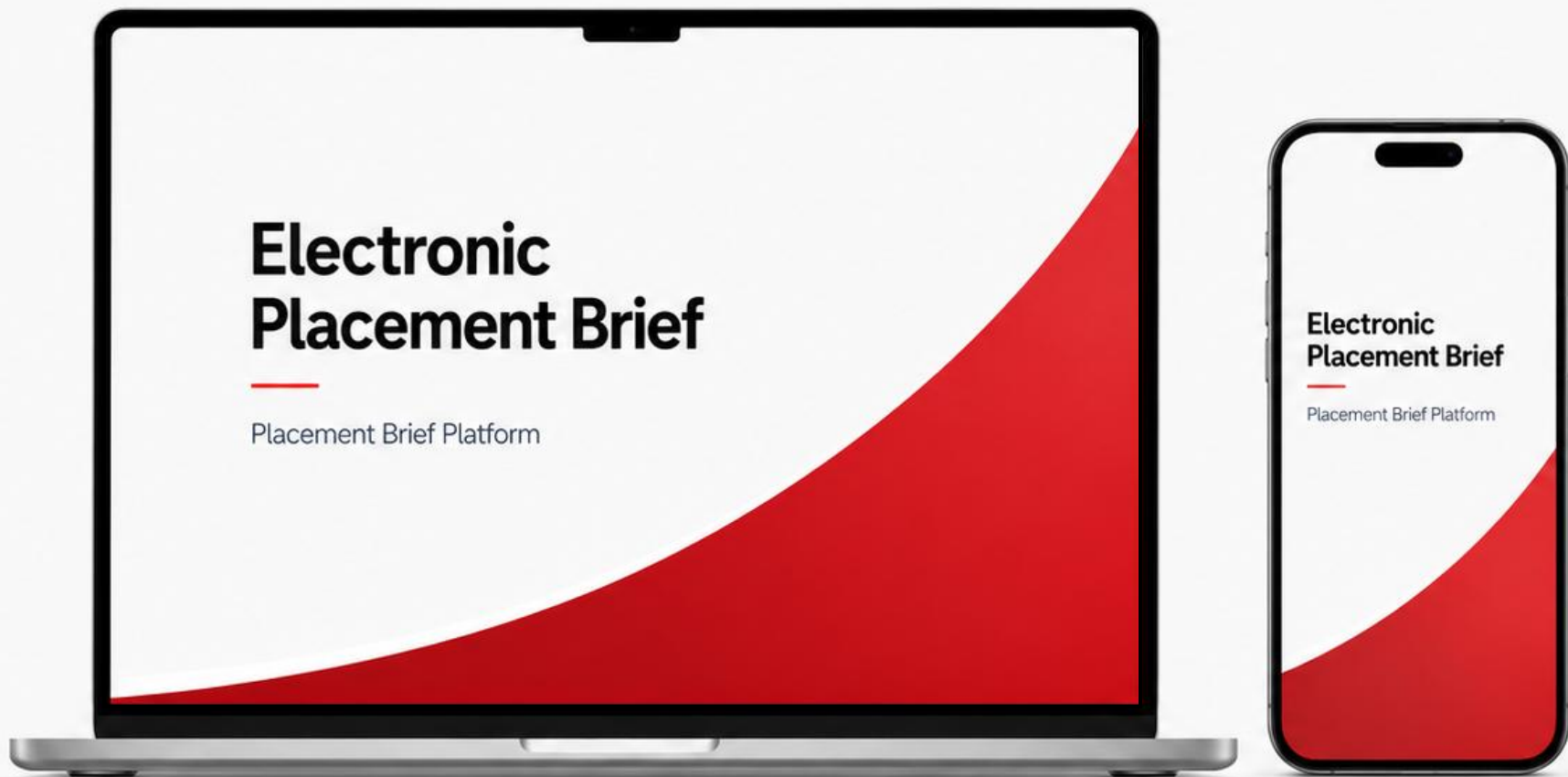
Complete and submit an accurate Placement Brief without restarting or losing progress.

Outcome

Jordan completes the brief over multiple sessions, submits it successfully and can monitor its progress through the platform.

Prototype Showcase

Explore the early Placement Brief experience.



Expected Benefits

The proposed platform aims to improve efficiency, consistency and visibility across the Placement Brief process.



More Efficient

Less repeated data entry.

Previous information can be reused, unfinished briefs can be saved, and administrative work can be reduced.



More Consistent

Clearer and more complete submissions.

Structured digital forms support consistent information across Placement Briefs.



More Visible

Better tracking and coordination.

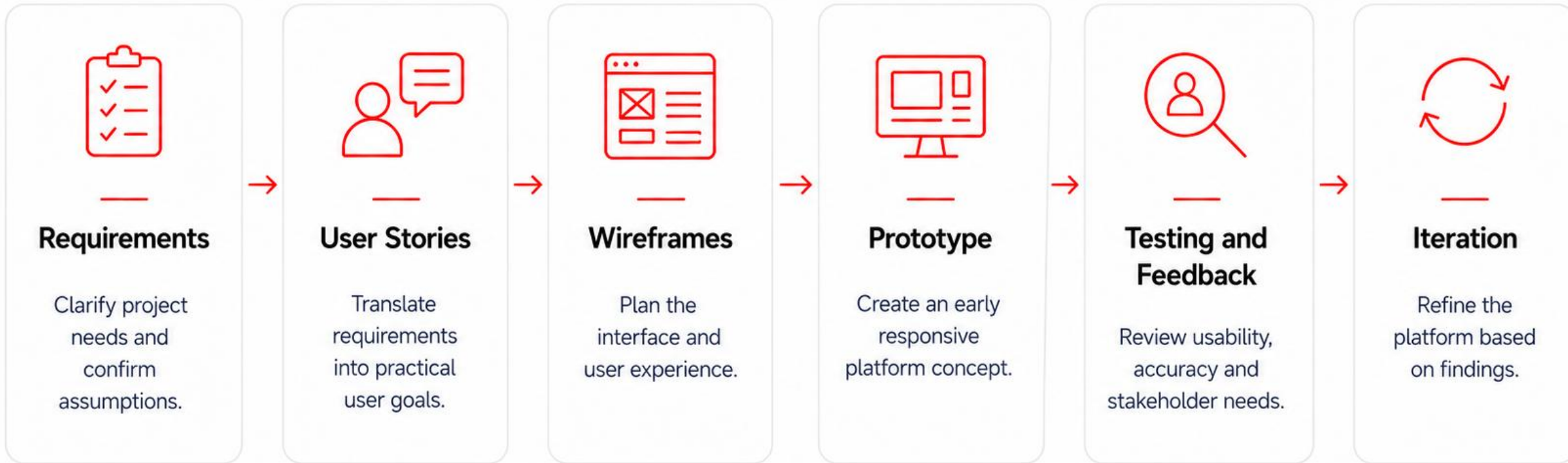
Partners, staff and reviewers can better understand the status and progress of each brief.



One shared platform supports a simpler experience for industry partners and a more manageable process for La Trobe staff and reviewers.

Project Development Approach

The platform will evolve through iterative planning, design, development, testing and stakeholder feedback.



Each stage informs the next, allowing the solution to improve as the team gains a clearer understanding of the requirements.

Share Your Feedback

Explore the early concept and help us improve the Placement Brief experience.



Explore the Prototype

View the proposed user experience and main workflow.



Explore the Wireframe

View the mobile wireframe and early interface layout.



Your feedback will help guide future design and development decisions.

Share Your Feedback

Help us improve the proposed Electronic Placement Brief experience.



Complete the Survey

Tell us what is clear, what is unclear, and what could be improved.



Your feedback will help guide future design and development decisions.