# Contents

- Introduction ........................................................................................................................................... 3
- What is InPlace? ................................................................................................................................... 3
- How can I access InPlace? ......................................................................................................................... 3
- Desktop vs Mobile view ............................................................................................................................. 3
- Glossary of Terms .................................................................................................................................... 4
- Home Page ................................................................................................................................................ 5
- My Details .................................................................................................................................................. 5
- Your Calendar ............................................................................................................................................. 6
- Widgets ...................................................................................................................................................... 8
- Managing Documents ............................................................................................................................... 10
  - View a Document .................................................................................................................................. 10
  - Upload a Document ................................................................................................................................. 11
    - Via Notes/Docs icon ............................................................................................................................... 11
    - Via XAs .............................................................................................................................................. 12
- Agency Preferences ..................................................................................................................................... 13
  - Submit Agency Preferences .................................................................................................................... 13
  - Stream Preferencing ............................................................................................................................... 15
    - Submit Stream Preferences .................................................................................................................. 15
- Opportunities ............................................................................................................................................. 18
  - View Opportunities ................................................................................................................................. 18
  - Shortlist Opportunities ............................................................................................................................ 19
  - Apply for Opportunity .............................................................................................................................. 20
- Self-Selectable Placements ...................................................................................................................... 22
  - Nominate a Placement .............................................................................................................................. 22
- Self-Placement ........................................................................................................................................... 25
  - Submit an Application for Self-Placement .............................................................................................. 25
  - View Current Self-Placement Submissions ............................................................................................ 26
- Timesheets .................................................................................................................................................. 27
- Surveys ....................................................................................................................................................... 29
Introduction

What is InPlace?

From the various areas in InPlace, you can view Agency data, upload documents, complete placement surveys, monitor placement applications, and keep track of your placements using an in-built calendar.

InPlace helps you with the following:

- It creates a central hub between all participants at any time of the day or night.
- It allows you to track the progress of your upcoming placements via your desktop, laptop, smart phone or tablet.
- Where applicable, you can add and edit your Agency preferences in order to help provide the best possible placement experience.
- Once your placement is confirmed, you can view the Agency details as well as details of your Placement.
- From your Home page, you can see any tasks you need to complete.

How can I access InPlace?

A link to the InPlace system is available on the InPlace Student webpage. Click on Staff and Students option and enter your Student ID and Password to access the system.

Desktop vs Mobile view

InPlace also has a smartphone and tablet/iPad friendly version that can be accessed anytime, anywhere. Not all features are available in the mobile view. Select Full View to ensure access to all InPlace functionalities.

- Select to view the Menu and click on the Full Site option.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency</td>
<td>Agencies provide the placements that you attend. Agencies are known outside InPlace as 'Placement Sites' or 'Placement Providers'.</td>
</tr>
<tr>
<td>Allocation Group</td>
<td>Allocation Groups contain all the relevant allocation settings for a Placement. You will see Allocation Groups used against Placement records and Self-Placement submissions.</td>
</tr>
<tr>
<td>Discipline</td>
<td>A specialty, usually within a school. For example, Nursing or Education.</td>
</tr>
<tr>
<td>Engagement</td>
<td>An engagement is an activity that may be a prerequisite to a placement, or used to block out a period of time on your calendar.</td>
</tr>
<tr>
<td>Experience</td>
<td>The experience that you are required to complete. For example, you may need to complete 10 days of Primary Education. Experiences are defined by your Placement Coordinator.</td>
</tr>
<tr>
<td>Faculty</td>
<td>The major divisions of an Education Provider. For example, the School of Physics or the School of Medicine.</td>
</tr>
<tr>
<td>Opportunity</td>
<td>An Opportunity is an advertisement that you can apply to. You can browse, select, and apply for these Opportunities as required.</td>
</tr>
<tr>
<td>Placement</td>
<td>A placement is a period of time that students undertake within an agency as part of a unit. A placement has specific and assessable learning outcomes.</td>
</tr>
<tr>
<td>Placement Status</td>
<td>A Placement may have any of the following status types:</td>
</tr>
<tr>
<td></td>
<td>• Completed – you have completed the placement. This only tells that you have completed the placement. It does not indicate your grade.</td>
</tr>
<tr>
<td></td>
<td>• Confirmed – You have been allocated to a placement and the placement details have been published to the Agency and yourself.</td>
</tr>
<tr>
<td></td>
<td>• Offer – The Agency has agreed to accept you for placement.</td>
</tr>
<tr>
<td></td>
<td>• Nominated – You have chosen a Placement via self-selection.</td>
</tr>
<tr>
<td></td>
<td>• Rejected – Your nominated Placement (self-select) has been rejected by the Placement Coordinator.</td>
</tr>
<tr>
<td>Supervisor</td>
<td>A staff member of the agency who has the responsibility of supervising you during placement.</td>
</tr>
<tr>
<td>SIS/SRS</td>
<td>Your Faculty's Student Information System. Also called the Student Record System (SRS).</td>
</tr>
<tr>
<td>Term Address</td>
<td>Address during semester to assist with placement.</td>
</tr>
<tr>
<td>Unit Offering</td>
<td>Unit Offerings are Curriculum Requirement objects representing the actual instance of the subject you are enrolled in.</td>
</tr>
<tr>
<td>Widget</td>
<td>A notification window that displays on your Home screen to alert you to key information. The majority of widgets will only appear if there is at least one relevant record to display, and the content displayed is dependent on your role and defined role permissions. From these widgets, you can acknowledge items, take action if required, and review changed information.</td>
</tr>
</tbody>
</table>
Home Page

The home page of InPlace is the first page you see upon logging in. Here, the main menus, action buttons and widgets display summaries of key information and updates.

Note: When you first login to InPlace you will be asked to read and accept the Terms and Conditions of use. Once you have read and accepted them, you will not see them again, unless they are updated.

My Details

My Details displays your enrolment information.

Navigate between the tabs to view your details, your placement information, and enrolment details. The following tabs are available:

- **Details**: View your personal information and any Discipline-specific fields, and update the details in your University's Student Management System.
- **Address**: View your address in InPlace and ensure its accuracy. If the address information is incorrect,
update the details in your University's Student Management System.

- **Placement:** View details of Placements, Self Selectable Placements, and action any responses required for placements.
- **Enrolment:** Filter through your enrolments and view enrolment details.
- **Note/Docs:** Depending on your permissions, add notes or documents to your student profile.

### Your Calendar

The InPlace Calendar allows you to manage Placements and Engagements. Once you have subscribed to a calendar, Placement of Engagement details are reflected to an external calendar. The Calendar displays at today's date.

#### Navigate the Calendar

- Any Placements (in grey) or Engagements (in green) are visible for their allotted time.
- All day events are shown at the top (in the **all day** section).
- The default calendar day starts at **7.00 AM** and ends at **7.00 PM**. However, clicking **Show full day** (found at the bottom left corner) allows you to see a full 24-hour day and schedule accordingly.
- Changes or deletions to Placement details or Placement schedules are reflected in external student calendars. Updates to the calendar are performed automatically through the Google calendar service at regular intervals.
Common actions:

- Switch your view to Day, Week, Month, or List using the toggles on the upper-right hand side.
- Hover your mouse pointer over a Placement or Engagement to view more details in a tool-tip.
- Click on a Placement or Engagement block to view further details. Edit and refine from there. Any changes you make are reflected in the Calendar.

Calendar Sync

Students can export Placements to an external calendar. Placements are exported as an iCalendar file, which is compatible with external calendars such as Google, Yahoo, Outlook and iCal. To synchronise, click the Calendar Sync button on the far right of the screen.

What if the Student only syncs once and does not connect to the internet again?

Students can synchronise once and then not connect again to the internet, but the synced calendar is primarily for mobile devices so it is likely that they will be connected for a majority of the time.

What is the source of truth?

Students must understand that any updates that they make to their calendar are not reflected in InPlace. For example, a student can’t change the date of a placement in their synced calendar and expect it to be reflected back in InPlace.
Widgets

Various widgets appear on your home screen to alert you to key information. Your tasks are driven from these widgets.

*Note*: Widgets will only display if there is information for you. Not all widgets will display and some require specific permissions to do so. If unsure, contact your Placement Coordinator for more information.

The following Widgets may display on your Home Screen:

<table>
<thead>
<tr>
<th>Widget</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upcoming Placements</td>
<td>The Upcoming Placements widget appears on your home screen to remind you of upcoming confirmed placements. From this widget, you are able to view:</td>
</tr>
<tr>
<td></td>
<td>• All confirmed placements</td>
</tr>
<tr>
<td></td>
<td>• Details of specific placements</td>
</tr>
<tr>
<td></td>
<td>• Agency details</td>
</tr>
<tr>
<td></td>
<td>• Outstanding Log Books</td>
</tr>
<tr>
<td></td>
<td>• Placement schedule</td>
</tr>
<tr>
<td></td>
<td>• Time sheets (in order to both view and submit)</td>
</tr>
<tr>
<td>Response Required</td>
<td>The Response Required widget displays any outstanding survey requirements. Once a survey has been completed, the widget is dismissed from your home screen.</td>
</tr>
<tr>
<td>Student Data Required</td>
<td>The Student Data Required widgets alerts you that one or more attributes (data collection fields) attached to your student profile is missing or out of date. Click the link to be taken to the appropriate Details page to address the problem. Required fields are marked with a mandatory asterisk (*).</td>
</tr>
<tr>
<td>Self Placement Submissions</td>
<td>The Self Placement Submissions widget lists the status of your self-placement submission(s). If a staff user has recorded any feedback against the self-placement submission, this will also appear in the widget.</td>
</tr>
<tr>
<td>Self Selectable Placements</td>
<td>The Self Selectable Placements widget allows you to view and select placements on offer. Once you have nominated for a self-selectable placement, the widget will hide any other placements on offer for that Unit Offering and your nominated placement will not be visible to other students.</td>
</tr>
<tr>
<td>Message Board</td>
<td>The Message Board widget appears when any notes, reminders or messages are sent to you. For example, your Placement Coordinator may have sent a message telling you that placement dates will be advertised in a week's time.</td>
</tr>
<tr>
<td><strong>Nominated Placement</strong></td>
<td>Once you have nominated for a self-selectable placement (using the Self Selectable Placements widget), the Nominated Placements widget displays all placements you have nominated for, while they are pending approval.</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Placement Requirements</strong></td>
<td>The Placement Requirements table displays any Unit Offerings you are enrolled in, the year in which the Unit Offering takes place, the Type (Selectable, Self Placement, etc.) and any Actions you can perform on that Unit Offering. For example, View Preferences, View Opportunities, See Allocations, etc.</td>
</tr>
</tbody>
</table>
Managing Documents

The Student Document Repository allows you to review all documents available to you in a certain location. Documents can only be viewed if your InPlace role gives you permission, or a Staff member has shared documents with you for a particular InPlace element.

View a Document

From your InPlace toolbar, click on the Documents icon. If there are documents that you have not yet viewed, a number will display in the icon.

- The Student Document Repository displays. Filter your document listings by Title, Name, Source, Date accessed or Document Type.

- Click View at the far right of the list.

- Select Open.

Note: You can also view documents via Notes/Docs tab on the element itself (Placement etc).
Upload a Document

You can upload documents from any Notes/Docs on any elements and any applicable XAs.

Via Notes/Docs icon

- Select the Notes/Docs tab.

- Select Add Document.

- Input Title, Description and browse to the location of the file you want to upload. Select the file and click Save.
Via XAs

From the **My Details** page you can view all your XAs. Some XAs require you to upload a document as a prerequisite for your placement. Staff and Placement Coordinators can view and verify that your documentation for the placement is complete.

- Locate the applicable **XA** and click **Edit**.

- Enter the applicable details and select **Browse File**. Browse the locations of the file you want to upload, select the file and click **Save**.
Agency Preferences

Agency Preferences allows you to select the agencies where you would prefer to go on professional placement. Agency Preferences are set on the Allocation Group. The number of agencies that you can select, as well as the ability to rank agencies are configured by your Placement Coordinators.

After you have submitted your agency preferences, Placement Coordinators use those preferences to help better allocate you to your preferred/most suitable placement.

*Note: You can continue to change your preferences until the closing date. Submitting agency preferences does not guarantee you will receive your preference, however it is taken into account during allocation to best fit students to placements.*

Submit Agency Preferences

- From your **Home Screen**, scroll down to the Placement Requirements section. Select **Submit Agency Preferences**.

- The Agency Preference screen displays. Take note of the number of agencies that you are required to select, and whether or not your preferences are ranked.
• From the **Available Agencies** panel, select the Agency name. Scroll down to the **Agency Details** to view details regarding that agency. These details may influence your selection.

• Click **Select** to move the chosen agencies to the **Select Agencies** section.

**Note:** If required, you can reorder the selected agencies by using the **Move Up** or **Move Down** buttons. Your First Agency preference should be at the top.

• Click **Save**.
Stream Preferencing

Stream Preferencing allows you to select the streams that you prefer to attend as part of your placement. Stream Preferences are set on the Allocation Group. The number of streams that you can select, as well as the ability to rank them are configured by your Placement Coordinators.

After you have submitted your stream preferences, Placement Coordinators use those preferences to help better allocate you to your preferred/most suitable placement.

Submit Stream Preferences

- From your **Home Screen**, scroll down to the Placement Requirements section.

- Select **Submit Stream Preferences**.

- The Stream Preference screen displays. Take note of the number of streams that you are required to select, and the order in which you need to submit the preferences.
- From the **Available for Preferencing** window, select a stream and click on the **Details** button.

![Test Stream Model](image1)

- Further information about the selected **Student Stream** will display. These details may influence your selection.

![Student Stream](image2)

- Click **Add** to move the chosen agencies to the **Preferences** section.

![Test Stream Model](image3)

**Note:** If required, you can reorder the selected streams by using the **Move Up** or **Move Down** buttons. Your first preference should be at the top.

- Click **Submit Preferences**.
Once allocated to a stream by the Placement Coordinator, you can view your Stream details by clicking on the **See Allocated Stream** link under the **Placement Requirements** section.
Opportunities

Opportunities are basically advertisements posted to a job board. You can browse, select, and apply for these Opportunities as required. Opportunities can take on many different forms such as Internships, Projects, Volunteering, etc.

There are three Opportunity response types. These are set up by your Placement Coordinator and cannot be changed by you. Depending on which type of Opportunity you apply for, the process will differ.

Once you have applied for an Opportunity, the Opportunity’s status will change during its life-cycle. Status types are: Registered, Applied, Unsuccessful, Pending, Interview, Successful and Placed.

View Opportunities

There are two ways to view Opportunities.

<table>
<thead>
<tr>
<th>Method</th>
<th>Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>From the Opportunities menu</td>
<td>Select an opportunity type (Project, Strand, Event, Internship etc) from the Opportunities main menu. All available opportunities of that type are listed on a separate page.</td>
</tr>
<tr>
<td>From the Placement requirements section</td>
<td>From your Home page, scroll down to the Placement requirements section. Opportunities available for an Allocation Group can be accessed by clicking View Opportunities.</td>
</tr>
</tbody>
</table>

Note: If you do not meet the application criteria, you will be alerted when viewing the Opportunity.

- A list of available Opportunities will display.
• Click on the selected Opportunity link.

• Review the Application Details and Attachments.

Shortlist Opportunities

Shortlists are like a shopping cart for the Opportunities you have registered or applied for. To add an Opportunity from the Opportunities list, select the grey star to the right of the Opportunity. The star will turn yellow. Click the star again to remove the Opportunity from your shortlist.

Opportunities are also automatically added to your shortlist if the Opportunity you register or apply for has the following status: Registered (Type: Registration), Applied, Pending, Interview or Successful.

Note: You can view your shortlist at any time via the Shortlist menu or the View Shortlist list link.

The Shortlist dialog displays the high-level details and status of all the Opportunities in your Shortlist. You can also
Click on the Opportunity link itself to view greater detail.

Apply for Opportunity

- Click on the Opportunity link and review the Application Details.
- Click on Submit Application.
- Input Comments (if applicable), Attach any required documents and click on Submit application.
The Opportunity is added to your Shortlist. It will be reviewed by the Placement Coordinator, Administrator and/or Lead Contact.
Self-Selectable Placements

Some courses may require you to nominate a placement that you would like to attend. Placements are published and available for self-selection during a specified time frame, and the availability of placements is determined on a first-come, first-serve basis.

All submissions are subject to the approval of the Placement Coordinator, who will Accept or Reject the nominations.

Guidelines

- You are automatically notified when your placement has been accepted or rejected. This notification is by email.
- You may only submit one nomination per Allocation Group at a time.
- You cannot nominate yourself for a placement where you have previously been rejected.

Nominate a Placement

- Go to your Home Page and follow one of processing instructions below to access the Self-Selectable placements.

<table>
<thead>
<tr>
<th>Method</th>
<th>Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use Placement requirements table</td>
<td>Scroll down to the Placement requirements table, locate the applicable Allocation Group and click Select Preferred Placement.</td>
</tr>
<tr>
<td></td>
<td>![Placement requirements table screenshot]</td>
</tr>
<tr>
<td>Use the Self Selectable Placements</td>
<td>From the Self Selectable Placements widget, locate and select the Allocation Group.</td>
</tr>
<tr>
<td>widget</td>
<td>![Self Selectable Placements widget screenshot]</td>
</tr>
</tbody>
</table>

- The Self Selectable Placements screen displays.
- Click the View link of the placement to view further information.

- Click Nominate.

- A confirmation message is displayed. Click OK.
Another message displays indicating that the nomination was submitted successfully. For more details of your placement, click the **Placement** tab.

- Return to your **Home Page**. The dates of the nominated placements are displayed in the **Nominated Placements** widget. They have a status of **Pending**.

**What happens now?**

Your nomination is sent to your Placement Coordinator, who will review your nomination and **Approve** or **Reject** it.
Self-Placement

Certain courses permit you to source your own placements for your course requirements. These placements are then verified by placement staff for suitability.

Submit an Application for Self-Placement

Submit an application for a self-placement at a specific Agency with which you have already negotiated a placement. Once submitted, the application is sent to your Placement Coordinator for review. They will Approve or Reject your application.

- From your Home screen, scroll down to the Placement requirements section. In the Placement Requirement column, locate the applicable Allocation Group. From the Actions column, click Submit Self Placement.

- The Self placement registration form is displayed. Only Allocation Groups that you are enrolled in, and that have self-placement activated on them, are displayed in this list.

- Enter the following details:

<table>
<thead>
<tr>
<th>Detail</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocation Group</td>
<td>Select the Allocation Group from the drop-down list.</td>
</tr>
<tr>
<td>Placement Start and End Dates</td>
<td>Select the Start and End dates of the placement from the calendar.</td>
</tr>
<tr>
<td>Placement Duration</td>
<td>Enter the length of your placement.</td>
</tr>
<tr>
<td>Placement Times</td>
<td>Select from an existing roster template or enter the times during the week(s) you will be attending.</td>
</tr>
<tr>
<td>Agency Details</td>
<td>Enter the Agency name and any other applicable details you can. Only the Agency Name is mandatory for this submission.</td>
</tr>
<tr>
<td>----------------</td>
<td>---------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Agency Address</td>
<td>Enter the Agency address – Country, Street Name and Number, Suburb, State and Post Code.</td>
</tr>
<tr>
<td>Agency Contact Details</td>
<td>Enter the Agency contact details and any other applicable details you can. Only the First Name, Surname, Business Phone, and Business Email are mandatory for this submission.</td>
</tr>
<tr>
<td>Additional Details</td>
<td>Enter any additional details, such as validation or checks that display in the attributes below the main form.</td>
</tr>
</tbody>
</table>

• You can either click Save Draft and come back to this later, or click Submit when the data is complete. Clicking Submit, submits the request to the Faculty for review.

**View Current Self-Placement Submissions**

After you have nominated your Self Placements, the Self Placement Submissions widget displays on your home screen. The Self Placement Submissions widget displays the status of your current self placement applications. Once you have submitted an application, the Self Placement Status changes to Pending, indicating that the application is pending staff review. Any messages added by staff are also displayed.
Timesheets

Depending on your course or subjects, your placement coordinator may have generated a Timesheet schedule for your placement. Follow the below steps to view the timesheet details:

- From your Home page, locate the **Upcoming Placements** widget. Locate the applicable placement and click **View schedule & submit timesheet**. Alternatively, you can select **View all timesheets** to access all your timesheets (across multiple placements).

- On the Placement **Schedule tab** you will see all the timesheets relating to that particular placement.

- From the **Date** column, select the date of the timesheet you wish to view.
The Timesheet Generic Detail window will display for your review.
Surveys

There are many aspects of placements and the placement process that can be reviewed and fed back to the institution. This includes your experience on the placement, and your performance on the placement.

Placement Coordinators may publish surveys to gather feedback on your placement experience. When you log in to InPlace, if there is a survey available for you to complete, it will display in the Response Required widget.

- To complete the Survey, click the Response Required for ... link.

- The survey opens in a separate dialog. Complete the questions and click one of the following - Save for Later or Submit.