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Introduction

Welcome to InPlace

About InPlace

InPlace helps you to manage your work placements. You can:

- track the progress of your upcoming placements via your desktop, laptop, smart phone or tablet
- use your Home page to quickly check for tasks you need to complete and notifications you need to be aware of
- add and edit (where applicable) your agency preferences to help provide you with the best possible placement experience
- view agency and placement details after a placement is confirmed
- keep track of your placement schedule and other engagements using the Calendar
- upload and download documents, complete placement surveys, apply for available opportunities

... and much more!

About this user guide

Important note about InPlace terminology! Some terms in InPlace can be tailored to match those an institute commonly uses. For example, a system administrator might change the InPlace term ‘supervisor’ to ‘preceptor’. The changes will be seen wherever those terms are used in the InPlace user interface, such as field names, tab names, lists and so on.

The changes are not reflected in any InPlace documentation that we create for you (including the user guide you’re currently reading) – only standard InPlace terminology is used. All instructions, however, are still relevant and useful as long as you keep this in mind.

This user guide provides overviews of InPlace functionality and step-by-step instructions for performing all the key tasks. To get you started, take a look at the following topics:

- Use your Home page (on page 9)
- View your placement requirements (on page 17)
- About available opportunities (on page 31)
- Manage your confirmed placements (on page 44)
- Use the Calendar (on page 50)
- Manage your shared documents (on page 74)
- About My Details (on page 76)
Welcome to InPlace version 4.10.5!

Welcome aboard! Your InPlace account is activated and ready to help you manage your placements on the go!

You can access your placement information, track your progress, and check for tasks that you need to complete—from any computer or mobile device with Internet access.

To get you started, here’s a quick tour of your Home page.

InPlace Home page

Your Home page is the first page you see when you log in. It gives you quick access to all your placement details, tasks and notifications.

Viewing InPlace on a mobile device?

On a mobile device your Home page looks a bit different – but all the same information is available and it's just as easy to access.
Tip! On a mobile device tap the menu icon to access the toolbar items.

**Toolbar**

Use the main toolbar to move about InPlace. It appears on top of every page and includes the following links:

- **Home**: brings you back to the Home page.
- **Confirmed**: displays your confirmed placements and successful extracurricular applications (for internships, volunteering, events, and so on). From here you can access the full placement details, your schedule and timesheets (and log books if applicable), related documents, assessment reports, and more. A number appears beside the link if there are new items to view.
- **Available**: displays a list of the available work experience and extracurricular events (such as internships, projects, volunteering, and seminars) that are currently being advertised. This link is only available if your institute is using the Opportunities licensed feature. A number appears beside the link if there are new items to view.
- **Requirements**: displays an overview of all academic and placement requirements that form part of your enrolment.
• **Calendar:** opens your calendar of confirmed placements and any self-selectable placements you've nominated. It may also show your course-related classes, lectures, interviews, and other engagements.

• **Shared Documents:** displays a list of important documents and forms that you must download and read.

• **Username:** click your username to open the user account menu for more actions, such as viewing your account details, opening the online help, and logging out.

### Confirmed pane

Use the **Confirmed** pane (or tab, on a mobile device) to view a quick snapshot of your next upcoming placement. From here you can:

- click your 'next attending' placement to view its details, including your schedule and any related documents.
- click **View All Confirmed** to see the list of all your confirmed placements and any successful extracurricular applications (for internships, volunteering, events, and so on).

### Available pane

*(Only available with the Opportunities licensed feature)*

Use the **Available** pane (or tab, on a mobile device) to see at a glance what types of work experience and extracurricular events (such as internships, projects, volunteering, and seminars) are currently being advertised. These are known as 'Opportunities' in InPlace and may be mandatory to your course. From here you can:

- click **View Available** to open the Available page and view a list of all opportunities.
- click **View shortlisted** to view the opportunities you've already registered or applied for, or that you've shortlisted.

### To Do list

This is your list of tasks that you need to acknowledge, review, or action. Click any task to open the relevant page and then complete whatever work is required.

For example, you might have to:

- provide missing or outdated information (such as compliance information – police background check, first aid certificate and so on)
- submit outstanding timesheets or log books
- complete surveys and assessment forms.
Notifications list

This is your list of notifications that you need to read but don’t need to action. For example, you might get a message from your placement coordinator telling you that placement dates will be advertised in a week’s time.

User account menu

Click your user name in the upper right to open the user account menu for more actions:

- **My Details**: displays your personal details and other compliance documentation relevant to your placements—you may receive a ‘To Do’ task to review this information.
- **Help**: opens the Online Help function where you can find comprehensive overviews and step-by-step instructions for performing key tasks in InPlace.

Related links

- *Use your Home page (on the next page)*
- *View your placement requirements (on page 17)*
- *About available opportunities (on page 31)*
- *Manage your confirmed placements (on page 44)*
- *About log books (on page 55)*
InPlace basics

Use your Home page

Your Home page is the first page you see when you log in. It gives you quick access to all your placement details, tasks and notifications.

Viewing InPlace on a mobile device?

On a mobile device your Home page looks a bit different – but all the same information is available and it’s just as easy to access.
**Use the toolbar**

The toolbar is available on every page in InPlace, not just the Home page.

**Tip!** On a mobile device tap the menu icon to access the toolbar items.

<table>
<thead>
<tr>
<th>Link</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>Click to return to the Home page.</td>
</tr>
<tr>
<td>Confirmed</td>
<td>Click to open the Confirmed page and view all your confirmed placements and confirmed (successful) opportunities. A number appears beside the link if there are new items to view. From the Confirmed page you can open a placement and then access your schedule (including your log book or timesheets) and any documents linked to the placement, view assessment details and use the carpool feature. See [Manage your confirmed placements](on page 44).</td>
</tr>
<tr>
<td>Link</td>
<td>Action</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Available</td>
<td><em>(Licensed feature)</em>&lt;br&gt;Click to view a list of all advertised opportunities (such as projects, internships and volunteering positions) you can apply for and any that have been shortlisted.&lt;br&gt;If new opportunities have been added recently the number displays beside the link.&lt;br&gt;See <em>About available opportunities (on page 31)</em>.</td>
</tr>
<tr>
<td>Requirements</td>
<td>Click to open the Requirements page and view your full program of placement requirements.&lt;br&gt;See <em>View your placement requirements (on page 17)</em>.</td>
</tr>
<tr>
<td>Calendar</td>
<td>Click to open your Calendar.&lt;br&gt;See <em>Use the Calendar (on page 50)</em>.</td>
</tr>
<tr>
<td>Shared Documents</td>
<td>Click to open the Shared Documents page and view all documents available to you.&lt;br&gt;See <em>Manage your shared documents (on page 74)</em>.</td>
</tr>
<tr>
<td>&lt;your username&gt;</td>
<td>Click your username to view the User Account menu. From here you can:&lt;br&gt;  * click <strong>My Details</strong> to open the My Details page and review your personal details and all required compliance documentation for your placements. See <em>About My Details (on page 76)</em>&lt;br&gt;  * click another InPlace account (such as <strong>Staff Account</strong>), if you have more than one role, to switch to that view of InPlace. (Some users have more than one account. For example, they may be both a staff member and a student.)&lt;br&gt;  * click <strong>Help</strong> to open the InPlace online help&lt;br&gt;  * click <strong>Log Out</strong> to log out of InPlace</td>
</tr>
</tbody>
</table>

**Use the Confirmed pane**

The **Confirmed** pane gives you a quick snapshot of your next upcoming placement. You can:<br>  * click your 'next attending' placement to open it and view all details, including your schedule and any related documents, and also access the carpool feature<br>  * click **View All Confirmed** to open the Confirmed page and view all your confirmed placements and any confirmed (successful) opportunities you had applied for via the Available page.<br><br>See *Manage your confirmed placements (on page 44)*.
Use the Available pane

*(Licensed feature)* You use the Available pane to see at a glance what types of opportunities (such as projects, internships and volunteering positions) are currently being advertised. You can:

- click an icon to open the Available page and view just those particular opportunities
  
  **Note:** If there are many opportunity types click the forward or back arrow to cycle through them.
- click View Available to open the Available page and view a list of *all* opportunities (which you can then filter)
- click View shortlisted to view the opportunities you’ve already registered or applied for, or that you’ve manually shortlisted.

  **Note:** A green dot in the Available pane indicates that a new opportunity has been added recently.

See *About available opportunities (on page 31).*

Use the To Do list

Your To Do list displays a list of tasks you need to acknowledge, review or action. For example, you might have to:

- provide information that is missing or out-of-date on your My Details page (such as compliance information – police check details, first aid certificate and so on)
- complete a survey
- view all new self-selectable placements on offer and then decide which ones you want to apply for
- submit placement preferences, placement block preferences, agency preferences or opportunity preferences

  **Note:** For preferencing tasks, a tick appears on the task in the To Do list as soon as you meet the minimum preferences required.

- submit your outstanding timesheets or log books
- recheck a document you uploaded for verification that has been rejected by a staff user.

Click any task to open the relevant page and then complete whatever work is required. The task disappears from the list.

Use the Notifications list

The Notifications list displays information that you need to read but don’t need to action. For example:

- placement reallocation notifications, which show the status of your current change requests *(Submitted* or *Pending)*. When a change request gets accepted or rejected, the notification disappears.
- general messages, such as a message from your placement coordinator telling you that placement dates will be advertised in a week’s time.
- all placements or available opportunities that you’ve applied for and are currently pending approval.
any of your self-placement submissions that have been rejected.

- if your placement coordinator or other staff member has recorded any feedback against your submission this will also appear.

**Note:** Notifications disappear from the list after 15 days.
Log in and log out

InPlace is used by a range of different people. You might be a student, a staff member at an institute or a person who works at an agency that provides placements to students at that institute. The steps below outline how to log in to and out of InPlace.

Log in to InPlace

1. Open InPlace in a browser.
2. Do one of the following:
   - if the institute uses single sign-on authentication (and you’re in the InPlace database):
     - Students and staff members: click either the Student or Staff button (or link), as appropriate, and enter your general institute login details. (You might only see a single button or link, depending on how your institute has configured the login setup.)
     - Agency users: click the Agency button (or link) and then enter your InPlace username and password and click Log in with your InPlace Account. (The button/link name may vary, depending on how the login setup has been configured.)
   - if the institute doesn’t use single sign-on authentication, in the login box type your InPlace username and password and click Log in with your InPlace Account.

3. If this is your very first login, you’re presented with the InPlace terms and conditions. You must read the content and click Accept before you can access your Home page.

Log out of InPlace

To log out click your username on the toolbar and then click Log Out on the User Account menu.

Related links

- Change your password (on page 16)
Switch to another InPlace user account

Some users have more than one InPlace account associated with their username. For example, they may be both a student and a staff member, or they may be an agency coordinator and a supervisor. The functionality you can access in InPlace varies according to which account you’re currently using.

Steps

1. Click your username on the toolbar to view the User Account menu.
2. Click the link for the relevant account.

The page refreshes to show the relevant view.
Change your password

Users who log in to InPlace using their InPlace account details can change their InPlace password on the My Details page.

**Note:** Some institutes use single sign-on authentication, which allows students and staff to log in using their general institute login details instead. These users can’t change their password in InPlace (the Change password button is not shown) and therefore the steps below don’t apply.

**Steps**

1. Click your username on the toolbar to view the User Account menu.
2. Click My Details.
3. On the My Details page click Change password.
4. Type your original password and then type your new password and repeat it.
5. Click Submit.

**Related links**

- [Log in and log out (on page 14)]
Requirements

View your placement requirements

You use the Requirements page to view all requirements that form part of your enrolment.

Steps

1. On the toolbar click Requirements.
   The Requirements page opens.

2. On the Academic tab view a list of the unit offerings you’re enrolled in and what their statuses are.
   
   **Note:** This data is synced with your institute’s Student Record System.

3. Click the Placement tab to see the requirements for the placements you’ll be expected to complete throughout your course including:
   - total number of days/hours required by your course
   - days/hours that you’ve completed
   - days/hours allocated to you but which you’re yet to complete
   - days/hours required by your course, but not yet allocated to you.
### Placement Requirements

#### Critical Care
- Required: 100 Days ICU

#### General
- Required: 40 Days General

**Summary**

- **422 Hours**
  - 4 Hours Completed
  - 160 Hours Allocated
  - 422 Hours Remaining (Not Allocated)
Placement allocation

Apply for a self-selectable placement

If your course requires you to nominate a placement you’d like to attend, you’ll see a Self-Selectable Placements task in the To Do list on your Home page.

Placements are published and are available for selection during a specified time frame, and their availability is determined on a first-come, first-served basis. All submissions are subject to approval by the placement coordinator, who will either accept or reject student nominations.

Notes:

- You’re automatically notified by email when your placement has been accepted or rejected.
- You can’t re-nominate yourself for a placement for which you’ve previously been rejected.

Steps

1. In the To Do list on your Home page click the Self-Selective Placements task.

The Self Selectable Placements page opens.
2. Note the number of placement hours (at the top of the page) that you need to fill. As you apply for placements, a progress bar indicates how many hours you’ve filled and how many are still unallocated.

3. Click in the Filter field if you want to filter for a particular self-selectable placement, or filter for placements within a certain distance of a particular postcode location.

4. If you’re not eligible for a placement the word ‘Ineligible’ appears under a placement. Hover over the word to view the reasons in a tooltip.

5. Click a placement to view its full details in a new page and access the Apply button.
6. If you want to apply for the placement click **Apply**. The page updates to display the words ‘Application submitted’ and the date.

7. Click **Back to list** to return to the Self-Selectable Placements page. If you haven’t filled all your required placement hours the **Self-Selectable Placements** task will remain in **To Do** list on your Home page.

**Note:** You can withdraw an application but only if it hasn’t yet been approved. Reopen the placement (following the steps above) and click **Withdraw your application**.
What happens next?

- The **Notifications** list on your Home page lists all the placements you've applied for.
- Once you've met all the requirements a tick will appear on the task in your **To Do** list.
- All applications are sent to your placement coordinator, who will review them and either approve or reject them. You'll see a message in your **Notifications** list advising whether you’ve been successful or not.
- You can view your successful placements by clicking **Confirmed** on the toolbar.
- If an application was unsuccessful you can apply for another placement (if the closing date hasn’t passed). Follow the steps above.

Related links

- *Use your Home page (on page 9)*)
Submit an application for self placement

Some courses allow you to source your own placements to meet your course requirements. If self placement is permitted you’ll see a **Self Placement submission** task in the **To Do** list on your Home page.

Once you’ve negotiated a placement with an agency, you click the **Self Placement submission** task, complete the self placement application and submit it. Your application is sent to your placement coordinator. They will check the placement for suitability and will either approve or reject your application.

Steps

1. In the **To Do** list on your Home page click the **Self Placement submission** task.

   ![To Do list with Self Placement submission task](image)

   The Self Placement page opens. It indicates the relevant experience(s) and the number of hours or days you need to complete for each one.

   **Note:** If the placement you’re submitting doesn’t fulfil all the requirements (for example, it only provides 40 of the required 80 hours experience) you submit the details and then you can add another placement. The progress indicator at the top of the form shows how many days/hours are still required.

   ![Self Placement page](image)

2. Complete the details in the following sections:

   **Note:** You may not see all the sections listed below. What you see depends on how the placement coordinator has set up the page.
Placement details

1. Enter the start and end dates for the placement.
2. Select the relevant experience and enter the duration in either hours or days for that particular experience.
3. Click **Add another experience** if you need to add details of another related experience.

   ![Experience Duration](image)

4. In the weekly placement roster enter the days and times for your first week of placement.
5. Click **Add another weekly shift pattern** to add rosters for all other weeks if applicable.

   ![Weekly Roster](image)

Agency details

Enter the agency name, address and other relevant details, including details for the main agency contact person.

Contacts

Enter the name and contact details of the placement supervisor.

**Note:** If the agency contact is the same person as the placement supervisor, select the **Contact person is the placement supervisor** check box to add the contact details automatically.

Additional details

Enter any additional details, such as validation information. (The information you see is enrolment-related.)
3. Do one of the following:
   - click **Save as draft** if you want to finish it later – you’ll see a reminder task in your **To Do** list.
   - OR
   - click **Submit** when you’ve added all required information.

What happens next?

- The **Notifications** list on your Home page lists your submitted self placement as **Pending**.
- Your application is sent to your placement coordinator, who will review it and either approve or reject it. You’ll see a message in your **Notifications** list advising whether it has been approved or not.
- If there are invalid or missing details on your application you’ll see a task in your **To Do** list prompting you to complete the form.
- You can view your successful placement by clicking **Confirmed** on the toolbar.
- If your application was unsuccessful you’ll see a task in your **To Do** list prompting you to submit a new application. Follow the steps above.

Related links

- *Use your Home page (on page 9)*
Submit agency preferences

Agency preferences allow you to select (and possibly rank) the agencies you’d prefer to go to on placement.

You submit preferences when you’re prompted by an Agency Preferences task in the To Do list on your Home page. You click the task, and then on the Agency Preferences page you review agency details and make your selections. The number of agencies you can select and the ability to rank agencies are configured by your placement coordinator.

You can continue to change your preferences until the closing date.

**Note:** Submitting agency preferences doesn’t guarantee you’ll receive your preference. However, they’re taken into account during allocation to best fit you to your preferred/most suitable placements.

Steps

1. In the To Do list on your Home page click the Agency Preferences task.

The Agency Preferences page opens.
2. Note the number of agencies you’re required to preference.
3. Click in the Filter field if you want to filter for a particular agency, or filter for agencies within a certain distance of a particular postcode location.
4. Click any agency in the list to view its details in a new page. These details may influence your selection.
5. Click Back to return to the Agency Preferences page.
6. Click the blue icon 🎯 beside your preferred agencies.

A black tick 🔄 indicates you've selected the agency.

7. If you have to rank your preferences, the Rank preferences button appears at the bottom of the page. Once you’ve selected the required number of agencies click the button to open the ranking page and then drag your preferences up or down to rank them.

8. When you’re done click Submit preferences.

**Note:** You can change your agency preferences after you’ve submitted them if the closing date hasn’t passed yet. Click the relevant task in the To Do list on your Home page to reopen the Agency Preferences page.

**Related links**
- *Use your Home page (on page 9)*
Submit placement block preferences

A placement block is the block of time that you're allocated to go out on placement, although you may not necessarily be on placement every day in the block.

Some courses or subjects may offer students a range of placement blocks to choose from, and require you to submit your preferences for them. A Placement Block Preferences task appears in the To Do list on your Home page when preferences are open.

**Note:** You can change your placement block preferences after you've submitted them if the closing date hasn’t passed yet.

Steps

1. In the To Do list on your Home page click the Placement Block Preferences task.

The Placement Block Preferences page opens.
2. Note the number of placement blocks you’re required to preference.

3. Click in the **Filter** field if you want to filter for placement blocks within a certain date range.

4. Click any placement block in the list to view its details in a new page. These details may influence your selection.

5. Click **Back** to return to the Placement Block Preferences page.

6. Click the blue tick icon ✓ beside your preferred placement blocks. The **Rank preferences** button appears.

7. Click the button to open the ranking page and then drag your preferences up or down to rank them.

8. When you’re done click **Submit preferences**.
Related links

- Use your Home page (on page 9)
Available opportunities

About available opportunities

Your institute may use InPlace to periodically advertise internships, projects, volunteering positions, seminars and so on that you might be interested in. These are known as 'Opportunities' in InPlace.

As part of the application process you might have to:

- apply through InPlace to your institute, attaching any relevant documents such as your CV, or
- register your details through InPlace (typically used for events such as seminars or conferences), or
- send your application directly to the agency that’s offering the opportunity.

You’ll see which method to use once you open an opportunity and view its details.

If there are a number of related opportunities on offer you may also be allowed to rank them in preference order.

Once you’ve applied or registered for an opportunity, your application goes through a review process, which may require you to attend interviews. Your application status will change accordingly (for example, Registered, Applied, Unsuccessful, Pending, Interview, Successful and Placed). The Notifications list on your Home page will keep you informed about its progress.

Depending on the type of opportunity, if you’re successful the opportunity becomes a confirmed placement and you can view its full details on the Confirmed page in InPlace. See Manage your confirmed placements (on page 44) for more information.

Related links

- View and apply for available opportunities (on the next page)
- Add opportunity to your shortlist (on page 37)
- Withdraw an opportunity application (on page 39)
- Use your Home page (on page 9)
View and apply for available opportunities

You can view and apply for opportunities (internships, projects, volunteering placements, seminars and so on) that are advertised to you in InPlace.

**Note:** Some opportunities may be view-only. You can read the details but you can’t apply.

Access opportunities

There are several ways to access opportunities:

- on your Home page check the **Available** pane to see what types of opportunities are currently being advertised:
  - a green dot indicates that a new opportunity has been added recently.
  - click an icon to open the Available page and view just that particular type of opportunity.
  - click **View recommended** to open the Available page and view a list of all available opportunities.

  ![Available opportunities](image)

- on the toolbar click **Available** to open the Available page and view all available opportunities.
- in your **To Do** list click the **Preferences** task (if there is one).
- when the Available page opens, it lists only those related opportunities and you can update your preferences from this page, by clicking '**Update Preferences**'.

**Note:** A **Preferences** task indicates that there is a group of related opportunities that you must submit applications for and also rank them in preference order.
Apply for an opportunity

1. Open the Available page using one of the methods listed in Access opportunities (on the previous page).

2. In the opportunity list, find the opportunity you’re interested in:
   - use the filters at the top of the page to find a particular opportunity.
   - click any opportunity to view its details and document attachments if any.
   - click the bookmark icon to add preferred opportunities to a shortlist. See Add opportunity to your shortlist (on page 37).

3. Apply using one of the two methods below:
   - if the Apply now button is not shown, it indicates that you can’t apply via InPlace. You need to apply directly to the agency instead. Follow the instructions on the page to submit your application outside of InPlace (for example, you may have to email your application directly to the agency). Your task is now complete.
   - if the Apply now button is shown click the button to open the application form, and then go to Step 4.
4. Read the application details and then enter any comments and upload any relevant documents (such as your CV).
5. Setting preferences may be mandatory for some opportunities. You won’t be able to submit your application if you haven’t ranked it. If the **Select the order of preference** button is shown you can now rank your application:

   a. click **Select the order of preference**.
   b. in the **Rank your preferences** dialog drag your application (or any other applications listed) up or down to rank it and then click **Submit**.

   **Note:** If this is your first application, the preference is automatically set to ‘1st’. You can change its ranking as you’re completing applications for other related opportunities. You can change the preferences after submitting the application.

<table>
<thead>
<tr>
<th>Rank your preferences</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Office relocation project</td>
</tr>
<tr>
<td>2nd</td>
<td>Software implementation project</td>
</tr>
<tr>
<td>1 - 3 Required (Minimum preferences met)</td>
<td></td>
</tr>
</tbody>
</table>

6. Click **Submit**.  
The application form closes.

**What happens next?**

If you applied via InPlace (not direct to an agency), you can track your application’s progress:

- on the Available page the opportunity now displays the **Applied** status and application date.
• the opportunity is added to your shortlist.
• your application will be reviewed by the placement coordinator, administrator and/or the lead contact. If approved, it will pass through the standard opportunities process, which may involve an interview.
• as your application progresses through the review process, you can check its status on the Available page.
• you’ll see a message in your Notifications list advising whether you’ve been successful or not.
• if successful, a confirmed placement will be created for you. You can view it by clicking Confirmed on the toolbar.
• check the Available page or Confirmed page regularly to see the status and details of the opportunities you’ve applied.

<table>
<thead>
<tr>
<th>Home</th>
<th>Confirmed</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Available</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Change management project**

- **Project** Hope Mission
- **Location** 51 Lusher Road, Croydon, VIC, 3136, AUSTRALIA
- **Dates** 03 Apr 2017 - 20 May 2017
- **Duration** 10 Days
- **Status** Offered

**Software implementation project**

- **Project** JBO Pty Ltd
- **Location**
- **Dates** 01 May 2017 - 19 May 2017
- **Duration** 10 Days
- **Status** Successful

Related links

• *About available opportunities (on page 31)*
• *Add opportunity to your shortlist (on the next page)*
• *Withdraw an opportunity application (on page 39)*
Add opportunity to your shortlist

Any opportunity you’ve already registered or applied for will be automatically added to your short list if its status changes to Registered, Applied, Pending, Interview or Successful. But you can also manually add a new opportunity to your shortlist if you’re interested in it so you can quickly access it when you’re ready to apply.

Manually add an opportunity to your shortlist

1. To open your Available page, do one of the following:
   - click Available on the toolbar
   - click an icon or click View recommended in the Available pane on your Home page.

2. Click the star icon on the right of the opportunity you want to shortlist.
   - The icon turns black.

   Note: You can click the star icon again to remove the opportunity from your shortlist.

View your shortlist

You can view your shortlist any time by clicking the View shortlisted link in the Available pane.

The Available page opens and only your shortlisted opportunities are shown.

   Note: To view all opportunities (not just the shortlisted ones) click Clear filters.
Related links

- *About available opportunities (on page 31)*
- *View and apply for available opportunities (on page 32)*
- *Withdraw an opportunity application (on the next page)*
Withdraw an opportunity application

You can withdraw an opportunity application after you’ve submitted it at any time up until the closing date for applications or as permitted by your placement coordinator.

Steps

1. To open your Available page, do one of the following:
   - click View shortlisted in the Available pane on your Home page
   - click Available on the toolbar.
2. Locate and open the relevant opportunity.
3. On the opportunity’s details page click Withdraw application.

The button changes back to Apply now.

4. Click Back to return to the Available page:
   - if you were viewing only the shortlisted opportunities, the opportunity is no longer shown.
   - if you clear the filter to view all opportunities you’ll see that the status of the opportunity has changed from Applied back to Viewed.

Related links

- About available opportunities (on page 31)
- View and apply for available opportunities (on page 32)
- Add opportunity to your shortlist (on page 37)

Respond to an opportunity interview

After you’ve applied or registered for an opportunity, your application goes through a review process, which may require you to attend interviews. If you receive an offer for an interview with an agency, the offer appears as a notification and a To Do item for your response. Your application status also changes to
Interview.

Steps

1. If you receive an interview offer in your To Do list, open the item.
2. Read the interview details carefully.
3. Use the buttons at the bottom of the page to accept or decline the interview.

4. The interview (pending your response) appears in your InPlace calendar as an engagement, and will remain in the calendar if you choose to accept the interview. Hover your mouse over the interview to view more details in a tooltip.
For more information about the InPlace calendar see Calendar, timesheets and log books (on page 50).

5. If you decline the interview, it will be removed from your To Do list and both the interview as well as your application for the opportunity will be considered declined.

Related links
- View and apply for available opportunities (on page 32)
- Add opportunity to your shortlist (on page 37)
- Withdraw an opportunity application (on page 39)
- Use your Home page (on page 9)
- Calendar, timesheets and log books (on page 50)

Respond to an opportunity offer

After you’ve applied or registered for an opportunity, your application goes through a review process. If your application is successful, you may receive a direct offer with an agency. The offer appears as a notification and a To Do item for your response. Your application status also changes to Offered pending your response. You must accept or reject the offer before its expiry date.

**Note:** If you do not respond by the offer expiry date, the offer will expire and your application will be considered declined.
Steps

1. Do either of the following:
   - if you receive an opportunity offer in your To Do list, open the item.
   - on your Available page open the relevant opportunity.

2. Read the offer details carefully.

3. Use the buttons at the bottom of the page to accept or decline the offer.

4. If you decline the offer, it will be removed from your To Do list and your application for the opportunity will be considered declined.
Related links

- View and apply for available opportunities (on page 32)
- Add opportunity to your shortlist (on page 37)
- Withdraw an opportunity application (on page 39)
- Use your Home page (on page 9)
- Calendar, timesheets and log books (on page 50)
Manage your confirmed placements

You use the Confirmed page to view all your confirmed placements and any confirmed (successful) opportunities. From this page you can open a placement to access its full details, as well as your schedule (and your timesheets or log books), related documents, assessment reports and the carpool feature.

Steps

1. On your Home page do one of the following:
   - click Confirmed on the toolbar.
   - click View All Confirmed in the Confirmed pane.

   The Confirmed page opens.

2. Find and open the relevant placement.
   It opens at its Details tab, and the core placement details appear in the page’s header area.
3. Use the tabs:

Details tab

The Details tab lists the agency’s address and contact details, and may include a map.

Additional placement and/or agency details may also be included. For example, police check or immunisation requirements, or public transport information. Depending on how the placement has been set up you may be able to edit these additional details. If they’re editable click the blue plus sign +, make your changes and submit them.

Schedule tab

The Schedule tab lists your placement schedule:

- the indicator in the left column turns from grey to green ✅ for submitted timesheets or log books, and turns to red ⚠️ if you record an absence on a timesheet or log book.
- (log books only) the Status column shows you the current status of each log book.

If you have to complete timesheets or log books, you access them from here by clicking either the timesheet icon 📉 or log book icon 📚 in the Action column. See About timesheets (on page 52) and About log books (on page 55) for more information.
Add a day to your schedule

You can add one or more days to your schedule (if this functionality has been activated by your placement coordinator). For example, you might not have been given a schedule at all for this placement because it’s up to you to add your days, or you might have a schedule but you need to add a day to make up for a day that you were absent.

1. At the bottom of the Schedule tab click Add Day to Schedule (if available).
2. In the Add Day to Schedule dialog enter the date and (if required) the start and end times and click Save.
   The day is added to your schedule.
3. Repeat Steps 1 and 2 to add more days as required.

Delete a day you’ve added

If you’ve added a day and your placement uses timesheets (not log books) you can delete that day if necessary.

1. On the Schedule tab locate the day you want to delete and click the timesheet icon.
2. In your timesheet click Delete.

Docs tab

The Docs tab lists any documents relevant to this placement.

Note: You can also access the documents from the Shared Documents page. See Manage your shared documents (on page 74) for more information.

Assessment tab

The Assessment tab lists assessment reports completed by your supervisor about your
performance on placement. Click **Download** to view or download a report.

**Note:** The **Notifications** list on your Home page displays message whenever a new assessment report has been shared with you.

Carpool tab

The **Carpool** tab lets you connect with other students on the same placement as you who might have a car and be able to give you a lift to your placement, or are looking for a ride to the placement.

1. Do one of the following:
   - if you have a car and are willing to drive others to your placement, click **Driver**.
   - if you’re looking for a ride, click **Passenger**.

   The page refreshes to show the names of students nearby (based on their term address). If you register as a passenger you see only the names of drivers. If you register as a driver you see the names of potential passengers and other drivers.

2. Next to each person’s name is the number of days where their placement schedules coincide with your schedule over the next 10 placement days. Use this to find travel partners whose schedules are closest to yours.

3. Click a person’s name to open your email app and then email them directly to make your travel arrangements.
4. If you no longer want to take part in carpooling click **Stop notifications**.

Your name will be hidden from all other carpool participants.

**Related links**

- **Apply for a placement reallocation (on the next page)**
- **About timesheets (on page 52)**
- **About log books (on page 55)**
Apply for a placement reallocation

You can apply for a placement reallocation if you have a problem with one of your confirmed placements (for example, the dates or location aren’t suitable). Your change request will be reviewed by your placement coordinator, who will either approve or reject it.

**Note:** Placement reallocation functionality may not available for some placements.

**Steps**

1. On your Home page do one of the following:
   - click **Confirmed** on the toolbar.
   - click **View All Confirmed** in the **Confirmed** pane.
2. On the Confirmed page find and open the relevant placement.
3. Scroll to the bottom of the **Details** tab and click **Apply for placement reallocation**.
   The placement reallocation page opens.

4. Enter a reason for why you’re applying for reallocation and click **Submit application**.
   The placement’s **Details** tab states that you’ve submitted a change request.

**What happens next?**

- The **Notifications** list on your Home page confirms that your reallocation application (change request) was submitted.
- Your application is sent to your placement coordinator, who will review it and either approve or reject it. You’ll see a message in your **Notifications** list advising whether you’ve been successful or not.
- If successful, your placement will be updated on the Confirmed page.

**Related links**

- *Manage your confirmed placements (on page 44)*
Calendar, timesheets and log books

Use the Calendar

The InPlace Calendar lets you view your confirmed placements and any self-selectable placements you’ve nominated. It may also show your course-related engagements (classes, lectures, interviews and so on) imported from an external calendar if your institute uses one.

The Calendar offers you the option to sync your calendar data with your own external calendar (for example, a Google calendar).

Access the Calendar

To open the Calendar click Calendar on the toolbar. The default view is Work Week.

- All your placements are shown in blue, nominated self-selectable placements are pink, and all non-placement engagements are green.
- In the Day and Week views all-day events (or ones where no specific time range has been set up) are shown at the top, in the all day section.
- In the Day and Week views the default calendar day starts at 7.00 AM and ends at 7.00 PM. However, you can click Show full day (bottom left corner) to see a 24-hour day. Click Show business hours to switch back again.

Perform some common actions

Do any of the following:

- switch your view to Day, Work Week, Week or Month by clicking the buttons in the top right corner.
- hover your mouse over a placement or engagement to view more details in a tooltip.
To add a new engagement:
- double-click a date to open the Event dialog
- enter the details and click Save.
  **Note:** If you need to edit it later, double-click the entry to open the Event dialog again.

To export the calendar contents to Excel:
- click Export to Excel to export the Calendar's List view as an Excel file. The file is downloaded to the default location on your computer.

  **Notes:**
  - The data that's exported depends on what view you currently have open. For example, if you're using the Week view, only data for that week is exported.
  - On a mobile device the export behaviour may vary.

**Perform a Calendar sync**

You can sync your placement calendar data with an external calendar. The data is exported as an iCalendar file (*iCalendar.ics*), which is compatible with external calendars such as Google, Yahoo, Outlook and iCal.

1. Click Sync on the Calendar.
2. In the Sync your calendar dialog copy the URL provided.
3. Enter the URL where required on your mobile device.

  **Note:** Syncing instructions may vary across operating systems so you'll need to find and follow the steps that apply to your own device.
About timesheets

Depending on your course or subjects, you may be required to complete timesheets for each placement. The level of detail you have to enter can vary from course to course, subject to subject. You may need to:

- enter your start and end times and any break times for the day
- mark your attendance
- record your hours
- complete any absent hours or reasons
- add any comments relevant to that period of time.

You access your timesheets by opening a placement from the Confirmed page (click Confirmed on the toolbar) and then clicking its Schedule tab.

If you have any timesheets that are overdue you’ll be prompted to complete them by an Outstanding Timesheets task in the To Do list on your Home page.

Related links

- Complete a timesheet (on the next page)
- Manage your confirmed placements (on page 44)
- About log books (on page 55)
Complete a timesheet

Follow the steps below if you need to complete a timesheet for each day of your placement schedule. You access timesheets from the placement’s **Schedule** tab.

**Note:** You can’t submit timesheets for future dates.

**Steps**

1. Open the placement’s schedule using one of the following methods:
   - click **Confirmed** on the toolbar, and then click the relevant placement on the Confirmed page and go to its **Schedule** tab.
   - if you have overdue timesheets click the **Outstanding Timesheets** task in the **To Do** list on your Home page – you’re taken straight to the **Schedule** tab on the placement.

The **Schedule** tab lists all your placement dates. In the left column a green dot indicates any submitted timesheets and a red dot indicates any recorded absences.

**Note:** You may be allowed to add extra days to your schedule. See *Add a day to your schedule (on page 46)* for more information.

2. Find the timesheet you want to complete and click the timesheet icon in the **Action** column.

   The timesheet opens.

   **Note:** If you see the log book icon in the **Action** column, you’ll be completing a log book instead. See *About log books (on page 55).*
3. Enter the required information.
4. Click **Add Attachment** to upload any relevant document. For example, if you were absent, you might upload a medical certificate or supporting document.

![Timesheet Attachments]

5. Click **Save** to save and close the timesheet.

On the **Schedule** tab the number of hours you attended now appears in the **Attended Hours** column.

Related links

- *About timesheets (on page 52)*
- *Manage your confirmed placements (on page 44)*
About log books

Note: Log books are an extension of InPlace’s Timesheets functionality. In addition to recording your placement attendance times and any absences, you also have to enter detailed information about the activities and tasks you performed.

Depending on your course or subjects, you may be required to complete log books for each placement. The Log Book feature tracks and manages your practical activities while you’re on a placement. Tailored per discipline, Log Book allows you to capture all the details of your placement experience. Also, InPlace is designed to be mobile-friendly so you can access your log books online from any phone or tablet when you’re on placement.

You complete and submit a log book for each scheduled day of your placement. Once it’s submitted, your supervisor reviews and approves the log book. If your log book is incomplete or incorrect, your supervisor may ask you to revise its details.

You access your log books by opening a placement from the Confirmed page (click Confirmed on the toolbar) and then clicking its Schedule tab.

If you have any log books that are overdue you’ll be prompted to complete them by an Outstanding Timesheets task in the To Do list on your Home page.

About log book sessions

Every log book automatically includes one blank session that you need to complete. The session is divided into one or more sections, depending on what sort of data the placement coordinator wants students to record. You can use this one session to record all your activities for the day but you may prefer to add extra sessions to capture your activities in more detail.

Note: If a session contains any mandatory fields, you must complete these before you can add another session.

Example: During the entire day you see nine male clients and five female clients in four separate sessions. The males are their 20s and the females in their 60s. You’re treating conditions such as anxiety, depression and PTSD. This involves activities such as general exercises, mental health exercises and educational sessions. And you write a report about an activity.

This information could all be stored in one session. However, your supervisor won’t know which client is associated with which activity, nor what the clients’ ages are or how long you spent with them.

By adding multiple sessions to your log book, you can break up the day like this:

- **Session 1.** Nine males, aged 20–29, mental health, PTSD, general exercise 60 minutes
- **Session 2.** Nine males, aged 20–29, mental health, depression, creative visualisation – 60 minutes
• Session 3. Five females, aged 60–69, mental health, depression, Educational Session – 90 minutes
• Session 4. Five females, aged 60–69, mental health, anxiety, report writing – 45 minutes

About log book statuses

You can check the status of your log books by looking at the Status column on a placement’s Schedule tab. All log books you’ve already submitted display a green dot in the left column of the schedule.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;blank&gt;</td>
<td>The log book has not yet been edited.</td>
</tr>
<tr>
<td>Draft</td>
<td>You’ve entered details in the log book and saved it for further editing.</td>
</tr>
<tr>
<td>Submitted</td>
<td>You’ve submitted this log book to your supervisor for approval.</td>
</tr>
<tr>
<td>Not Accepted</td>
<td>Your submitted log book was not accepted by the placement coordinator or academic staff. You may need to revise this log book.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Log books marked as Not Accepted do not count towards accreditation or final reports.</td>
</tr>
<tr>
<td>Approved</td>
<td>Your supervisor has reviewed and approved your submitted log book.</td>
</tr>
<tr>
<td>Revise</td>
<td>Your supervisor (or academic staff or placement coordinator) is requesting you make changes to your log book.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> A placement coordinator or academic staff member may also request a log book revision.</td>
</tr>
<tr>
<td>Finalised</td>
<td>The placement coordinator has confirmed your supervisor’s approval of the log book.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> A placement coordinator may also finalise a log book that has been submitted for approval but not yet approved.</td>
</tr>
</tbody>
</table>

Related links

• Access your log books (on the next page)
• Complete a log book (on page 59)
• Withdraw a log book (on page 69)
• View log book summary report (on page 70)
• Manage your confirmed placements (on page 44)
• About timesheets (on page 52)
Access your log books

You, your supervisor, and your placement coordinator can access your log books.

Steps

1. Open the schedule for the relevant placement using one of the following methods:
   - click **Confirmed** on the toolbar, and then click the relevant placement on the Confirmed page and go to its **Schedule** tab.
   - click the relevant task in the **To Do** list on your Home page if:
     - you have overdue log books; or
     - your supervisor has requested you revised certain log books.

You're taken to the **Schedule** tab on the placement, which lists all your placement dates.

   ![Schedule tab](image)

   **Note:** You may be allowed to add extra days to your schedule. See *Add a day to your schedule (on page 46)* for more information.

2. Review the information in the table:
   - in the left column a green dot 🟢 indicates submitted log books and a red dot ⚫ indicates that an absence has been recorded on a log book.
   - the **Status** column shows you which log books need to be completed. See *About log book statuses* in *About log books (on page 55)* for more information.

3. Find the log book you want to complete and click the log book icon 📝 in the **Action** column. The log book opens.

   **Note:** If you see the timesheet icon 📈 in the **Action** column, you'll be completing a timesheet instead. See *About timesheets (on page 52).*
Related links

- About log books (on page 55)
- Complete a log book (on the next page)
- Withdraw a log book (on page 69)
- View log book summary report (on page 70)
Complete a log book

As part of your course or program, you may have to complete log books to capture activities and insights into your placement. Log books are different for each discipline so the sections or fields you need to complete will depend on how your log book was set up by your placement coordinators.

You can’t submit log books for future dates but you can, however, edit and save drafts well before the submission date.

There are four main tasks to completing a log book:

- **Task 1: Enter attendance details (below)**
- **Task 2: Complete all sections in a session (on the next page)**
- **Task 3: Create multiple sessions (on page 64)**
- **Task 4: Submit the log book (on page 66)**

**Task 1: Enter attendance details**

1. Open the relevant log book.
   
   See [Access your log books](#) (on page 57).

2. In the Timesheet section at the top of the page enter your attendance details:
   
   - depending on your discipline's requirements, enter your start and end times for the day or week, including any break times.
     
     As soon as you enter start and end times, Session 1 details appear.
   
   - *(optional)* add a comment or note about your attendance in the Comment field.
   
   - if you did not attend the placement scheduled that day select the **Absent** check box and provide a reason in the **Absent Comment** field.

   **Timesheet**

<table>
<thead>
<tr>
<th>Start Time</th>
<th>End Time</th>
<th>Break Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:00</td>
<td>15:00</td>
<td>01:00 hrs</td>
</tr>
</tbody>
</table>

   **Comment**
   
   Completed all clinical sessions per schedule.

   **Absent**

   **Documents (2)**

   **Attended Hours**: 06:00 hrs, Tuesday

3. *(optional)* You can attach any documents relevant to your attendance or placement. For example, if you were absent, you might want to upload a medical certificate as evidence. Or, you could upload supporting documents or particular results for accreditation.
a. click **Documents**.

b. in the **Timesheet Attachments** dialog drag and drop your files or browse to them.

![Timesheet Attachments dialog](image)

**Note:** Your supervisors and staff members can attach documents to timesheets on your behalf.

4. Go to **Task 2: Complete all sections in a session (below)**

**Task 2: Complete all sections in a session**

Your log book is designed specifically for your course or program. Complete each section.

**Note:** The following examples are taken from log books of various disciplines. Your log book may appear with many different sections and fields, however the steps to complete them are similar.

**Add clients**

You may have to record the clients you've attended to during the session.

1. In the **Client** section click **Add Client**.

2. In the **Client Group** field select the client types you worked with on the placement for the time period specified in the log book.
3. Select the age ranges of the clients you worked with.
4. Select the number of women and men you worked with.
5. Click Save.

Add activities

You may have to record the activities performed during the session.

1. In the Activity section click Add Activity.

2. In the Activity Category field select the category. The category you select filters the options in the Activity field.
3. Select one or more activities that you've performed.
4. (optional) Enter any comments about the activity.
5. Select the total time in minutes that you spent on these activities.
6. Click Save.
7. Continue adding activities, depending on your experience on that scheduled day.

Add other values

In addition to activities, your log book may include a range of other values for you to select for the time period specified in the log book. These values will depend on your discipline. For example, you may have to select specific groups or conditions you worked with during the session.

You can add as many other values as you like for the session.
1. In each section, click the **Add** button.
2. In each field select the relevant values.
   
   **Note:** The value or group you select may filter the options in further fields.
3. Save your changes.
4. Continue adding values, depending on your experience on that scheduled day.

**Save a session**

As you complete a session, click **Save** any time to save all changes to your log book.

**Note:** For your convenience, InPlace automatically saves the log book every 30 seconds and every time you leave the log book.

**Reset a session**

*(optional)* You can reset your log book back to its last saved state by clicking **Reset**. This is useful if you’ve made a mistake in your log book and want to restore or undo any changes since the last time it was saved.

**Note:** The Reset function restores your log book to exactly how it was last saved. This means that if your log book had only one session when you saved it, any subsequent sessions you’ve added since won’t be retained if you reset that log book.

**Copy a previous session’s details**

*(optional)* You can use the **Copy session** function to copy all details from a previous session or day you’ve already completed. This is handy if you’re performing the same tasks and hours two or more days in a row.

1. Click **Copy Session**.
2. In the **Copy session** dialog:
   a. select the date of the relevant log book
   b. select the session you want to copy
   c. click **Make a Copy**.

The selected session is copied to the current session.
Set a default session

(optional) You can set any session as the default session for that day. When the default session is set, its details will be copied to any new sessions you add. This is useful if you’ve to enter the same tasks repeatedly over the course of the same day.

1. Save the session.
2. Click the Set Default icon in the upper right of the session.
   When you next add a session, the current session details will be copied to the new session.

   Note: You can apply the default session to only sessions on the same day.

Rename the session

(optional) You can change the default session name to something more meaningful to help identity the current session. This is useful when creating and navigating multiple sessions. Enter up to 20 characters.
Delete the session

You can delete a session by selecting it in the session list to the left then clicking the delete button.

Note: The session name appears on the delete button.

Task 3: Create multiple sessions

By default, every log book automatically includes one blank session. You can use this one session to record all your activities for the day but you may prefer to add extra sessions to capture your activities in more detail.

Example: During the entire day you might see nine male clients and five female clients in four separate sessions. The males may be in their 20s and the females in their 60s. You may be treating conditions such as anxiety, depression and PTSD. This may involve activities such as general exercises, mental health exercises and educational sessions. You may write a report about an activity.

This information could all be stored in one session. However, your supervisor won't know which client is associated with which activity, nor what the clients' ages are or how long you spent with them.
By adding multiple sessions to your log book, you can break up the day like this:

- **Session 1.** Nine males, aged 20–29, mental health, PTSD, general exercise 60 minutes
- **Session 2.** Nine males, aged 20–29, mental health, depression, creative visualisation – 60 minutes
- **Session 3.** Five females, aged 60–69, mental health, depression, Educational Session – 90 minutes
- **Session 4.** Five females, aged 60–69, mental health, anxiety, report writing – 45 minutes

**Note:**

- If a session contains any mandatory fields, you must complete these before you can add another session.

1. At the bottom of your log book click **Add Session**.

2. When you add a new session, the log book checks that you have completed the mandatory fields for the current session. Incomplete fields or incorrect entries appear in **red**. Correct any errors before continuing.

If there are no errors, a second session is added to your log book.
3. Repeat Task 2: Complete all sections in a session (on page 60) to complete the new session.

4. After you have created multiple sessions, use the session list on the left to navigate between each session.

Task 4: Submit the log book

After you’ve completed all sessions, you can submit the log book to your supervisor and placement coordinator for approval.

1. Scroll down to the Assessments & Comments section.
2. In the Student Comment field enter any final comments for the log book you are about to submit. Your supervisor and placement coordinator will see this comment when they assess your log book.
3. Click Submit.
What happens next?

After you submit the log book the next log book opens for you to complete. You can either:

- complete and submit multiple log books one after another
- leave the log book.

When you’ve submitted your log book:

- your log book status changes from Draft to Submitted
- you can still make changes to the log book by withdrawing it, and then resubmitting it for approval
- your supervisor or placement coordinator reviews the log book and:
  - if your log book is approved, a message appears in your Notifications list
  - if your supervisor wants you to revise a log book, a notification appears in your To Do list—you’ll need to update or amend this log book and resubmit it
  - if your supervisor provides any assessment results or comments, these appear in the Assessments & Comments section of your log book.
Assessment & Comments

Comments

<table>
<thead>
<tr>
<th>Supervisor Comment</th>
<th>33 / 600</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performed at expected level</td>
<td></td>
</tr>
<tr>
<td>Placement Coordinator Comment</td>
<td>0 / 600</td>
</tr>
<tr>
<td>Need more capabilities at task</td>
<td></td>
</tr>
</tbody>
</table>

Related links

- About log books (on page 55)
- Access your log books (on page 57)
- Withdraw a log book (on the next page)
- View log book summary report (on page 70)
Withdraw a log book

You can withdraw a submitted log book whenever you need to change its details. Once you've made the changes you can resubmit it to your supervisor for approval.

Steps

1. On the placement’s Schedule tab, open the log book with Submitted status.
2. Scroll down to the bottom of the log book page, and click Withdraw.

The log book’s status changes back to Draft and you can now update and resubmit it.

Related links

- About log books (on page 55)
- Access your log books (on page 57)
- Complete a log book (on page 59)
- View log book summary report (on the next page)
View log book summary report

You, your supervisor, and your placement coordinator can download and view a summary report of the log books you've submitted for a placement. The report appears in PDF format and includes:

- summary of placement details and attendance
- breakdown of log book status and placement activities
- log book session transcripts

Steps

1. Click Confirmed on the toolbar, and then click the relevant placement on the Confirmed page and go to its Schedule tab.

   You’re taken to the Schedule tab on the placement, which lists all your placement dates.

2. Click Log book summary report.

   The report appears as a PDF file.

3. Open the file to view the report or save it to your computer.
Related links

- **Complete a log book** (on page 59)
- **About log books** (on page 55)
- **Withdraw a log book** (on page 69)
- **Manage your confirmed placements** (on page 44)
InSight surveys

About InSight surveys

From time to time you may be asked to complete surveys about your experience on a placement or about any topics outside your placement experience. Your feedback is important on many levels – from supervisors who need to know how you’re progressing, to administrators who need to understand the wider picture of the student placement experience across your faculty or the whole institute.

Related links

- Complete a survey (on the next page)
Complete a survey

Placement coordinators publish surveys to gather feedback on your placement experience and your performance on the placement. When you log in to InPlace, if there is a survey available for you to complete, it appears in the To Do list on your Home page.

Steps

1. In the To Do list on your Home page click the survey task.

   ![Survey Task Example]

   The survey opens.

   ![Survey Example]

   2. Complete the questions.

   3. Click one of the following:

      - **Save as Draft**: saves the survey so you can complete it at a later date. (Reopen it by clicking the survey task in the To Do list on your Home page.)

      - **Submit Survey**: submits your completed survey to your coordinator. The survey task disappears from your To Do list.

Related links

- [About InSight surveys (on the previous page)]
Manage your shared documents

The Shared Documents page lets you review in a central location all documents that have been shared with you and any documents that you’ve uploaded as part of updating your enrolment-related information (such as a police check document you uploaded on your My Details page.

**Note:** The Shared Documents page doesn’t display any documents you uploaded as part of submitting applications for placements or available opportunities.

**Steps**

1. On the InPlace toolbar click **Shared Documents**.

   **Note:** If any new documents have been shared with you, you’ll see a message in the **Notifications** list on your Home page.

   The Shared Documents page opens.

   ![Shared Documents](image)

2. If the list of documents is long you can filter it.
   a. click in the **Filter** field to view the filters and enter search terms in any of them:
      - **Name**: enter the full or partial file name of the document.
      - **Title**: enter the full or partial document title.
Date: select the date you think you first viewed the document. The filter will locate any documents with 'first viewed' dates from that date onwards.

b. click Apply filter.
   - the Shared Documents page refreshes to show all matching documents.

3. Do either of the following:
   - click View to open the file.
   - click Download to save the file to the default location on your device.

Notes:
- How you view or download files can vary depending on the device you’re currently using for accessing InPlace.
- The date you last viewed a document is recorded on the Shared Documents page.

Related links
- My Details (on the next page)
About My Details

The My Details page displays your personal details and all placement prerequisites. You can upload and manage documentation for your placements immunisation records, criminal background checks, and driver’s licence information. You are also able to change your InPlace password here. Staff and placement coordinators can view your placement-related information and verify that it’s correct and complete.

You access the page by clicking your username on the toolbar and then clicking My Details on the User Account menu. You can also open it by clicking a relevant task in the To Do list (on your home page).

Note: If your institute uses a verification service such as fit2work, you can synchronise your account and submit orders for online checks from this page. For more information see Manage online verification (on page 1).

Related links

- Manage your student details data (on the next page)
- Manage online verification (on page 1)
- Change your password (on page 16)
Manage your student details data

You're alerted to missing, outdated or rejected information by a task (such as 'Information required' or 'Verification rejected') in the To Do list on your home page.

Steps

1. In the To Do list on your Home page click the task. The task lists the section of your My Details page that needs attention. For example, 'Placement Compliance'.

   ![Task Example]

   The My Details page opens.

2. Locate the section that requires attention and click its plus icon (+) to expand it.

3. If you've submitted information previously, but this was rejected by your supervisor, check the Verification Comment section for any comments or further instructions.

   ![Verification Comment Example]

4. Enter the required information, including uploading any relevant documents, and click Submit.

   **Note:** You can click Reset to revert to the default values.
Related links

- *About My Details (on page 76)*
- *Use your Home page (on page 9)*
Glossary

A

agency
The organisation that provides the placements that you attend.

agreement (WIL)
A tri-party placement agreement between the institute, the agency and you, the student. This is common for work integrated learning (WIL).

assessment
In InPlace, you can be assessed by supervisors on your placement experience (not your academic experience).

available opportunity
A prospective placement or event (such as a project, internship, seminar, volunteering placement, holiday job or conference) that is advertised in InPlace to students and that you can apply for (if eligible). You can browse, select and apply for available opportunities as required.

C

confidentiality agreement
Any agreement signed by you regarding the obligation to maintain confidentiality of information accessed during your placement.

contract
See ‘agreement (WIL)’.

D

discipline
The field of study (or speciality) that is taught and researched at an institute. For example, Medicine or Education.

E

engagement
A block of time in which you are unavailable to attend placement. Placement coordinators use this information to better place you at an institute and avoid timetable clashes.

experience
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.

F

faculty
A major division of an education provider. For example, the Faculty of Physics or the Faculty of Medicine.
I

institute

The place at which you undertake your education. That is, a university, college, TAFE and so on.

L

liaison

A staff member of the institute who is the main contact when it comes to dealing with the agency on behalf of the institute.

log book

A feature for capturing and tracking all details of your tasks and activities while on placement, as well as any supervisor observations. Like timesheets, log books are linked to your placement schedule. If recording placement activity is required, you complete one log book for each day of your placement. Note: Log Book is a licensed InPlace feature. See also timesheet.

O

opportunity

A prospective placement or event (such as a project, internship, seminar, volunteering placement, holiday job or conference) that is advertised in InPlace to students and that you can apply for (if eligible). You can browse, select and apply for available opportunities as required.

P

placement

A period of time in which you undertake placement requirements at an agency to gain professional experience. A placement has specific and assessable learning outcomes.

placement administrator

See ‘placement coordinator’.

placement allocation

The act of matching and assigning students to placements. Placement allocation may be managed by you (self-placement) or your placement coordinator.

placement block

A block of time that you’re allocated to go out on placement, though you may not necessarily be on placement every day in the block. Some courses or subjects may offer you a range of placement blocks to choose from, and require you to submit your preferences for them.

placement coordinator

A member of an institute’s administrative staff who is responsible for the administration and management of placements, including liaising with the you (and other students), agencies and academics.

placement location

The address of the agency hosting your placement. There may be more than one address per agency.
placement supervisor
See ‘supervisor (agency)’.

S
self-selectable placement
A placement that can be selected by you, the student. Self-selection enables you to select and submit a nomination for your desired placement, subject to the approval of your placement coordinator.

self placement
A placement allocation method that lets you source your own placements for your course requirements and submit the details to your institute for approval.

session
A single timesheet record where the specific details such as date and time can be set for an individual student.

SRS (or SIS)
Your faculty's Student Record System (SRS). Also called the Student Information System (SIS).

status (placement)
A placement may have any of the following status types: Completed, Confirmed, Offer, Nominated, Rejected, Withdrawn By Student and Withdrawn by Agency. For more detailed information see the ‘Placement status types’ topic in the online help.

supervisor (agency)
A staff member of the agency who is responsible for supervising you during placement.

T
term address
Your address during the semester.

timesheet
A feature for recording your placement attendance times or your absences. Timesheets are linked to your placement schedule and, if recording attendance is required, you complete one timesheet for each day of your placement. See also log book.

U
unit offering
A curriculum requirement that you’re enrolled in, as well as the place and dates you attend. Note: The term used by your institute may be different. Unit offering, course offering, subject and class are all variations used by different institutes.

user
Anyone who uses InPlace. For example, students, staff or agency personnel.