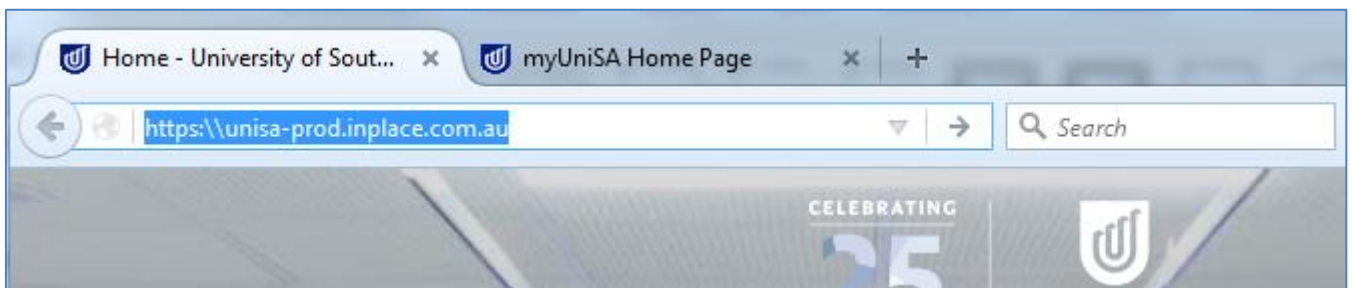

Student Guide for InPlace

How to submit a self sourced placement

*Please note that this guide only gives you instructions on how to use the InPlace system to submit a self sourced placement.


Step 1: Access the Website

- a) Open a web browser. Chrome, Firefox or Edge are recommended.
- b) Enter the InPlace web address: <https://unisa-prod.inplace.com.au>.



Step 2: Log in to InPlace

- a) Click the **Staff and Students** button and you will be directed to the log in screen.



University of South Australia

Staff and Students

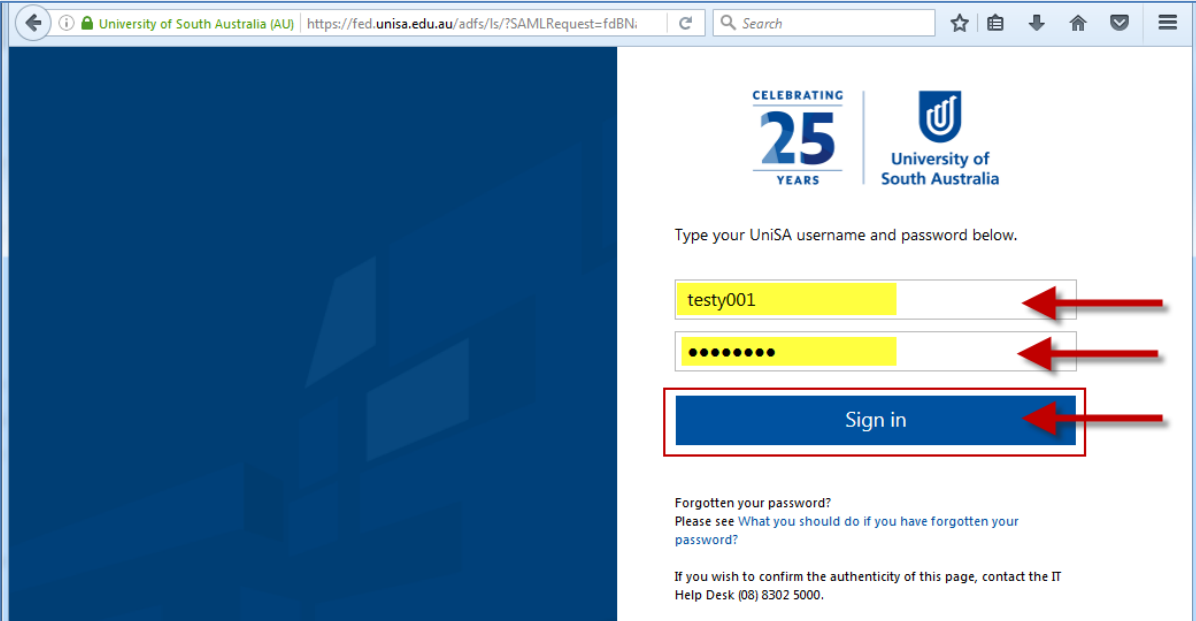
or

Password

Log in with your InPlace Account

[Forgot your password?](#)

- b) Enter your UniSA student username and password.



University of South Australia (AU) | <https://fed.unisa.edu.au/adfs/ls/?SAMLRequest=fdBN>

CELEBRATING 25 YEARS

University of South Australia

Type your UniSA username and password below.

testy001

.....

Sign in

Forgotten your password?
Please see [What you should do if you have forgotten your password?](#)

If you wish to confirm the authenticity of this page, contact the IT Help Desk (08) 8302 5000.

- c) If it is your first time you have accessed InPlace, you will be directed to accept Terms & Conditions. Read and then accept the terms and conditions, by clicking the Accept button detailed in the screen shot below.

Terms and conditions

Welcome to UniSA's Student Placement system

InPlace is an online placement system that is being progressively rolled out across UniSA.

InPlace Usage - Terms and Conditions

I understand that in accessing InPlace, I must adhere to the University statutes, by-laws and policies, including the following:

- [Assessment Policies and Procedures Manual](#);
- [A-48 Enrolment](#); and
- [Acceptable use of Information Technology \(IT\) facilities](#)

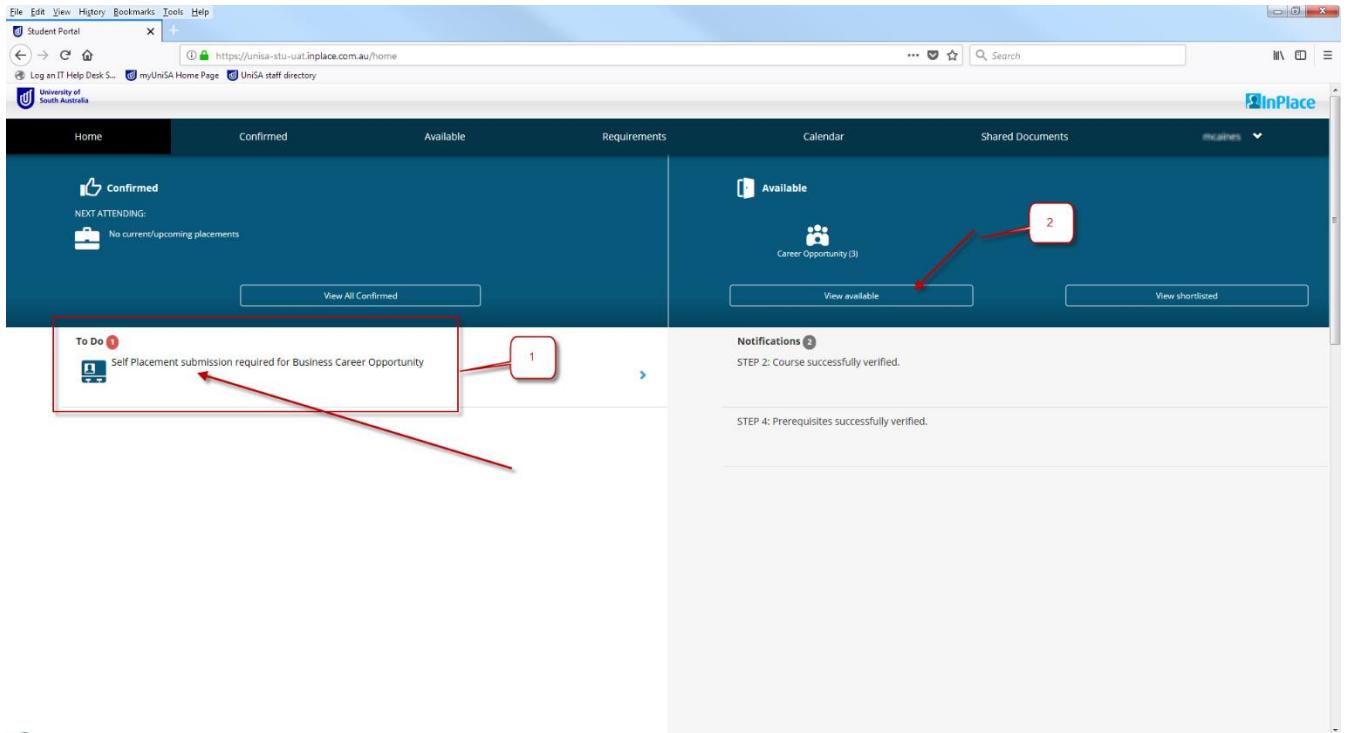
I accept responsibility for my use of InPlace and I agree to comply with the conditions of access. I understand that any use of InPlace which is inappropriate, unethical or illegal is expressly forbidden under these conditions and will result in penalties being applied. I am aware that the [Code of Conduct for Students](#) describes my rights and responsibilities as a UniSA student.

I authorise the University to release my personal information and academic information in accordance with the [Confidentiality of Students' Personal Information](#) policy.

Accept

Step 3: Navigate to submit self sourced placement

- a) After logging in, you are directed to your home page.
1. At the left of the home page, you will see the heading To Do. Under the To Do heading, click Self Placement submission to begin submitting your self sourced placement details
 2. If you wish to apply for an available placement opportunity, click View Available on the right of page. There is a separate user guide detailing how to for available placement opportunities.



Step 4: Enter self sourced placement details

a) An online form will load.

Home Confirmed Available Requirements Calendar Shared Documents **REGIONS**

Business Career Opportunity

GENERIC_General - 15 Days Required - 0 Days Filled

0%

Placement details

Period

Start End

Duration

Experience Duration * Unit

[+Add another experience](#)

Weekly placement roster

Week	None	AM	PM	Full Day	Half Day	Shift	Night	Start / End Time	Start	End
Sun	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
Mon	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
Tue	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
Wed	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
Thu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
Fri	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			
Sat	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			

[+Add another weekly shift pattern](#)

Agency details

Agency name *

Email

Business phone

Website

Address

State

Unit number

Street number and name

Suburb

Post Code

Agency contact details

Given name *

Surname

Business phone *

Website

Business email *

Confirm email *

Contacts

Contact person is the placement supervisor

Given name

Surname

Business phone

Mobile phone

Business email

Confirm email

Additional details

Comments

[Cancel](#) [Save as draft](#) [Submit](#)

b) Ensure you gather all the required information in collaboration with the business (known has Agency in InPlace) where you will be undertaking the placement, before you fill out this form. The main items include:

- Agency name;
- Agreed dates when you will attend the placement;
- Duration (total hours for this placement);
- Supervisor name and email address;

c) If you have agreed with the business (known has Agency in InPlace) the dates your will be undertaking the placement, enter the start and end dates.

Placement details
Period
Start End

d) For the experience, select (General) from the dropdown menu.

Duration
Experience
(General)
Duration * Unit

e) For duration, enter the number of days of the placement.

f) For unit, select days.

g) DO NOT add anything the weekly placement roster.

h) In agency details, enter as much information as you can about the business where you will be undertaking placement.

Agency details
Agency name *
Email
Business phone
Website
Address
State
Unit number
Street number and name
Suburb
Post Code

- i) In contacts, enter the details of the individual at the business who will be supervising your placement.

Contacts

Contact person is the placement supervisor

Given name

Surname

Business phone

Mobile phone

Business email

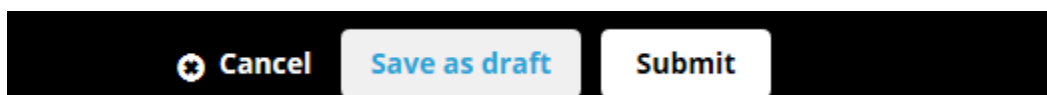
Confirm email

- j) In the additional details comments field at the very bottom of the form, enter details of the **xxxx** you will be undertaking on placement.

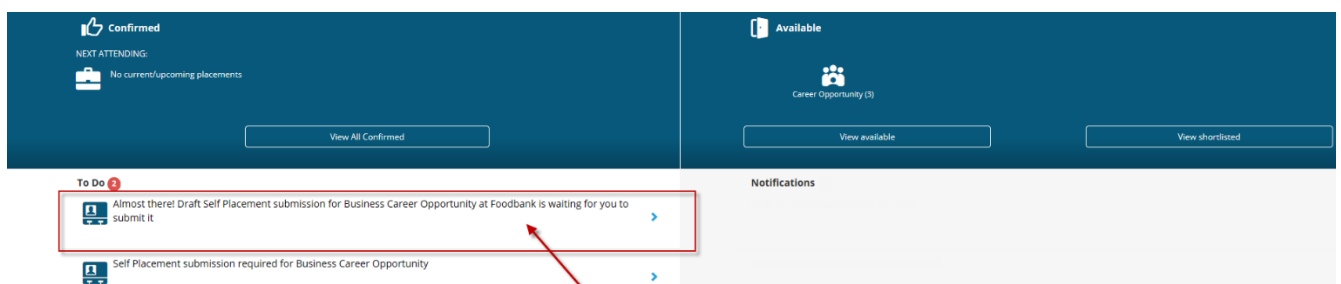
Additional details

Comments

- k) Once you have filled out all the details, you can either chose to save as a draft, or submit the form.



- l) If saved as a draft, you will be directed back to your home page, where you will see in your To Do list, a new item to remind you the self sourced placement submission is still in draft and needs to be submitted.



- m) Once the form has been submitted, a member of the experience business team will assess the details of your self sourced placement, and contact you regarding the next steps in the placement process.