InPlace Student Instructions

How to access Opportunities
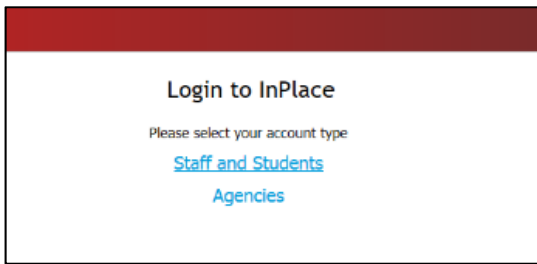
Professional Placements Team
profplacements@swin.edu.au
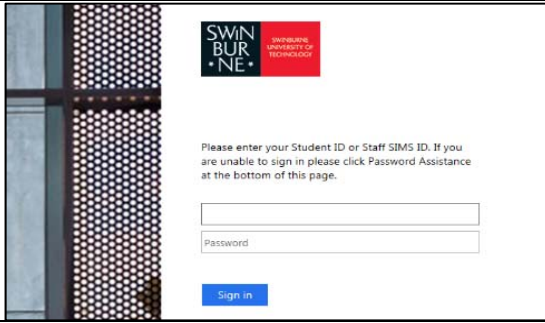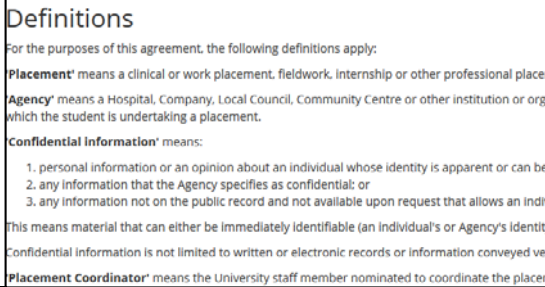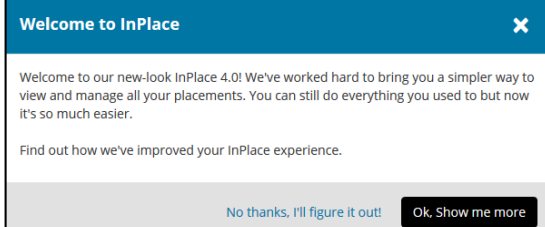
Notes:

- Use Chrome or Firefox to load website
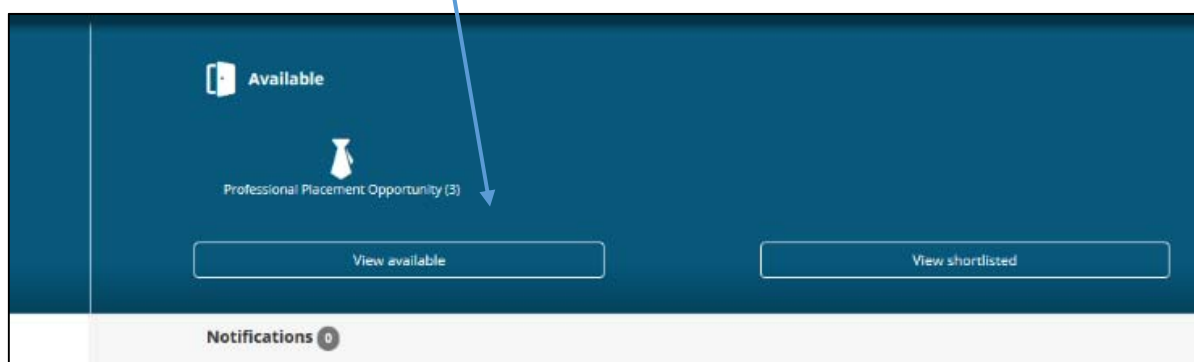- Ensure you log out of public computers

Glossary:

- "Opportunity" means Opportunity/Role
- "Agency" means host organisation

Logging into InPlace

1. Go to: https://inplace.swinburne.edu.au 2. Select Staff and Students	**Login to InPlace** Please select your account type Staff and Students Agencies
3. Log in using your student ID and password (the same log in as Blackboard).	SWIN BUR NE• SWINBURNE UNIVERSITY OF TECHNOLOGY Please enter your Student ID or Staff SIMS ID. If you are unable to sign in please click Password Assistance at the bottom of this page. Password Sign in
4. If this if your first log in, you will need to read and accept the Terms and Conditions	**Definitions** For the purposes of this agreement, the following definitions apply: **'Placement'** means a clinical or work placement, fieldwork, internship or other professional placement **'Agency'** means a Hospital, Company, Local Council, Community Centre or other institution or organisation which the student is undertaking a placement. **'Confidential Information'** means: 1. personal information or an opinion about an individual whose identity is apparent or can be 2. any information that the Agency specifies as confidential; or 3. any information not on the public record and not available upon request that allows an individual This means material that can either be immediately identifiable (an individual's or Agency's identity Confidential information is not limited to written or electronic records or information conveyed ver **'Placement Coordinator'** means the University staff member nominated to coordinate the placement
5. If this is your first log in, InPlace will ask if you need help navigating the site.	**Welcome to InPlace** ✕ Welcome to our new-look InPlace 4.0! We've worked hard to bring you a simpler way to view and manage all your placements. You can still do everything you used to but now it's so much easier. Find out how we've improved your InPlace experience. No thanks, I'll figure it out!　Ok, Show me more

Accessing Opportunities

If there are available opportunities, you will now be notified on your homepage.
To view, select <u>View available</u>. In the following example, there are three available Opportunities.

You will now be directed to the Opportunities screen. Click on the name of the Opportunity to display more information

📅 3/08/2018 12:00 AM - 3/10/2018 12:00 AM ⏱ 110 Days

Matt's Very Good Opportunity ☆
💼 **Professional Placement Opportunity** Lattitude Financial
572 Swan Street, Richmond, VIC, 3121, Australia
📅 15/04/2019 12:00 AM - 17/04/2020 11:59 PM ⏱
Applications close 29/01/2019 11:59 PM

WL Marketing Assistant ☆
💼 **Professional Placement Opportunity** Renault Australia
Ground Floor, 4 Nexus Court, Mulgrave, VIC, 3170, AUSTRALIA
📅 6/01/2019 12:00 AM - 5/01/2020 11:59 PM ⏱
Applications close 7/12/2018 11:59 PM

You can now view information about the Opportunity, download and read the Position Description.

To apply for the Opportunity, select Apply Now

WL Marketing Assistant
💼 **Professional Placement Opportunity** for Renault Australia
📅 6/01/2019 12:00 AM - 5/01/2020 11:59 PM ⏱

1 Positions available   Apply now

Agency
Renault Australia
Description
This is a fantastic role!
Attachments
Renault - Marketing Assistant PD.pdf
View   Download
Application Details
Open: 26/11/2018 12:00 AM - 7/12/2018 11:59 PM
Opportunities_applicationinstructions
See Position Description for full details
Application Requirements
Submit resume and academic transcript

Contacts
Professional Placements Team
9214 4577
profplacements@swin.edu.au

Cancel
Apply For WL Marketing Assistant
💼 **Professional Placement Opportunity** for Renault Australia
📅 6/01/2019 12:00 AM - 5/01/2020 11:59 PM ⏱

Opportunities_applicationinstructions
See Position Description for full details
Application Requirements
Submit resume and academic transcript
Application Details
Applications open: 26/11/2018 12:00 AM
Applications close: 7/12/2018 11:59 PM
Comments

Documents
Select file from device
✖Cancel   Submit application

Press Select file from device to locate and upload the documents specified in Application Requirements.

Then press Submit Application

Upon returning to the Available page, you can now see which Opportunity you have viewed or applied for.

Additionally, you can choose to shortlist an Opportunity that you intend to apply for later by pressing the Star icon.

Contact:

Professional Placements Office

profplacements@swin.edu.au