

## **Student Guide for InPlace**

#### How to apply for placement opportunities

\*Please note that this guide only gives you instructions on how to use the InPlace system to apply for available opportunities.

#### 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.

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Https://unisa-prod.inplace.com.au	
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### Step 2: Log in to InPlace

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

U	University of South Australia	
	Staff and Students	
	or	
Password		
Log	in with your InPlace Account	
Forgot your pas	ssword?	

b) Enter your UniSA student username and password.

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	VEARS
	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:

- 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

<sup>-</sup> Assessment Policies and Procedures Manual;

# **Step 3: Navigate to view available placement opportunities**

- a) After logging in, you are directed to your home page.
  - 1. At the right of the home page, you will see the heading Available. Click on the view available button to view available placement opportunities.

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Home	Confirmed	Available	Requirements	Calendar	Shared Documents	mcaines 👻
NOT ATTENDING:	coming placements	Confirmed		Available Career Opportunity (5) View available		View shortlisted
To Do 🚺				Notifications		

#### Step 4: View available placement opportunities

a) A list of available opportunities for all placement courses will display.



b) To view the opportunity, click the opportunity title.

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Home	Confirmed	Available	Requirements	Calendar	Shared Documents	adenham 🗸
Available						
	FILTER 3 Results of 3 Type: Career Opportu FOODD	unity Foodbank - Manay ☆ Career Opportur 377A Cross Road. Edw ☆ 26/02/2018 - 10/00 Foodbank - Manay ☆ Career Opportur 377A Cross Road. Edw ☆ 6/08/2018 - 18/11/ Minda - Managem ☆ Career Opportur King George Avenue, ☆ 1/03/2018 - 31/03/	gement Career Opportunity - B nity Foodbank rardstown, SA, 5039, AUSTRALIA sizement Career Opportunity - B nity Foodbank ardstown, SA, 5039, AUSTRALIA 2018 () 15 Days tent Career Opportunity - BUSS nity Minda Incorporated North Brighton, SA, 5048, AUSTRALIA 2018 () 15 Days	USS3080 - SP2 2018 USS3080 - SP5 2018 3080 - SP2 2018	Clearfilters	

c) Details of the opportunity will display.

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Home	Confirmed	Available	Requirements	Calendar	Shared Documents	adenham 😽
<sub>BACK</sub> Foodbank - Manage	ment Career Opportur	nity - BUSS3080 - SP2 20	018			
Career Opportunity f	or Foodbank					
26/02/2018 - 10/06/2018	④ 15 Days General					
2 Positions available					Apply now	
	Description					
	Your HR skills adhoc events	will be put to good use by assist . This not for profit organization	ing in day to day recruiting and manag situated at Edwardstown has approxin	ement of volunteers who are re- ately 150 regular volunteers and	quired for regular activity and d a database of well over 600.	
	You will assist • Dealing with • Learning the • Learning Sal • Learning be	t in the Corporate Volunteering I volunteers and learning commo e appropriate questioning relatin lesforce Database and how it app st practice when recruiting and in	nductions as they have on average two on issues relating to engaging voluntee g to volunteering to receive the feedba plies to volunteer management, includ nducting volunteers	corporate groups in each week. rs and how to interact with them ck needed ng for newsletter construction	. This will include:	
	Application I	Details				
	Open: 1/12/20	017 - 31/01/2018				
	BUSS3080 - S	nstruction P2 Students are eligible to apply.				
	Simply submi	t your CV and Cover Letter				
	Contacts					
	Chantel Gri chantel.griffe	ffen n@unisa.edu.au				

d) To apply for the opportunity, click the apply now button.

Note - If the apply now button does not display, the opportunity may not be open for applications or you might not be enrolled in the course the opportunity is for. Please contact a member of the Experience Business team if you have any questions.



Learning Salesforce Database and how it applies to volunteer management, including for newsletter construction     Learning best practice when recruiting and inducting volunteers
Application Details
Open: 1/12/2017 - 31/01/2018
Application Instruction
BUSS3080 - SP2 Students are eligible to apply.
Simply submit your CV and Cover Letter
Contacts

e) The application screen displays.

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Home	Confirmed	Available	Requirements	Calendar	Shared Documents	adenham 🐱		
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	Documents	Documents Select file from device Use photo						
		<b>≭</b> Cancel		Submit applicat	ion			

f) Click the select file from device button.

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	Application BUSS3080 - S	n Instruction P2 Students are eligible to apply.				
	Simply submi	it your CV and Cover Letter				
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	Applications of	close: 31/01/2018				
	Comments					
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	Documents					
			Select file from devi	ice		
			Use photo			
		<b>★</b> Cancel		Submit applicat	tion 🖌	

#### g) Select any required documents.

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Recent Places	Documents library		Arrange by: Folder 🔻	.			PainPlace
and Recent Flores	Includes: 2 locations						
😂 Libraries	Name		Date modified	Тур 🔺	alendar	Shared Documents	adenham 💙
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Videos	July Drafts		16/03/2017 3:55 PM	File	2 2018		
Videos	Custom Office Templates		7/03/2017 1:49 PM	File			
	🛗 My Shapes		7/03/2017 9:17 AM	File			
Computer	퉬 Snagit		6/03/2017 9:33 AM	File			
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	CV.docx		18/01/2018 11:04	Mic			
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		Select file	from device				
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		*Cancel			Submit application		

h) Once you have added all required documents, click the submit application button.

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Home	Confirmed	Available	Requirements	Calendar	Shared Documents	adenham 🐱
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	Career	<b>Opportunity</b> for Foodbank				
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	Application	n Instruction				
	BUSS3080 - S	P2 Students are eligible to apply.				
	Simply subm	it your CV and Cover Letter				
	Application	n Details				
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	Comments					
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	CV.docx 🕷	Cover Letter.docx X				i .
		≭Cancel		Submit applica	ation	i .
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i) A message will display confirming your application has been submitted.

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Career Opportunit	<b>ty</b> for Foodbank					
26/02/2018 - 10/06/20	18 🕘 15 Days General					
Application submitted 18	8/01/2018				¥Withdraw application	
	Description					
	adhoc events	s will be put to good use by assis s. This not for profit organization	situated at Edwardstown has approxi	nately 150 regular volunteers ar	nd a database of well over 600.	
	You will assis	t in the Corporate Volunteering I	inductions as they have on average tw	o corporate groups in each weel	k. This will include:	
	Dealing with     Learning the	n volunteers and learning comm	on issues relating to engaging volunte	ers and how to interact with the ack needed	m	
	Learning Sa	lesforce Database and how it ap	plies to volunteer management, includ	ing for newsletter construction		
	Learning be	ist practice when recruiting and i	nducting volunteers			
	Application	Details				
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	Application I	Instruction				
	BUSS3080 - S	P2 Students are eligible to apply				
	Simply submi	it your CV and Cover Letter				
	Contacts Chaptel Gri	iffon				
	chantel.griffe	n@unisa.edu.au				

j) If you navigate back to the list of available opportunities you will see there is an "Applied" indicator next to opportunity you have applied for. Applied for opportunities also appear as shortlisted on the home page.



Your HR skills will be put to good use by assisting in day to day recruiting and management of volunteers who are required for regular activity and adhoc events. This not for profit organization situated at Edwardstown has approximately 150 regular volunteers and a database of well over 600.





k) Once your application has been assessed by a member of the Professional Experience team, you will be contacted and advised of the next step in the placement opportunity application process.