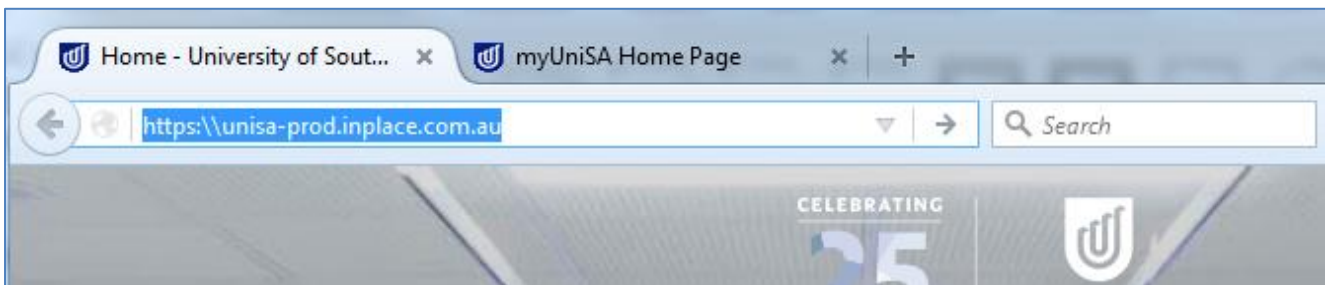

Student Guide for InPlace

How to Submit Conditional Evidence

*Please note that this guide is intended to provide instructions on how to use *InPlace* to upload your conditional evidence documentation. It does not provide information regarding the conditional evidence that you are required to submit.

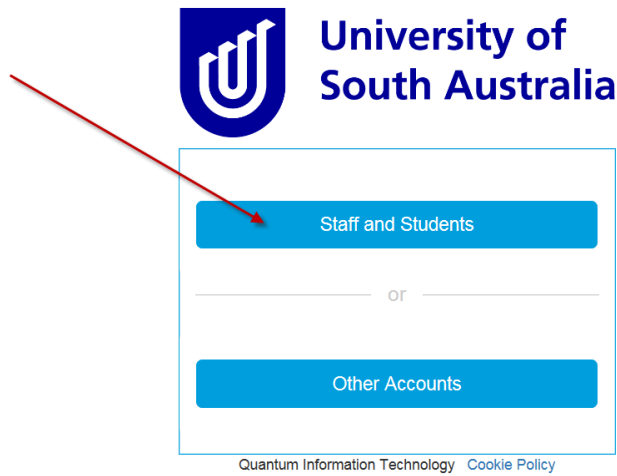
Step 1 Access the Website

- Open a web browser and type in the [InPlace](https://unisa-prod.inplace.com.au) web address: <https://unisa-prod.inplace.com.au>

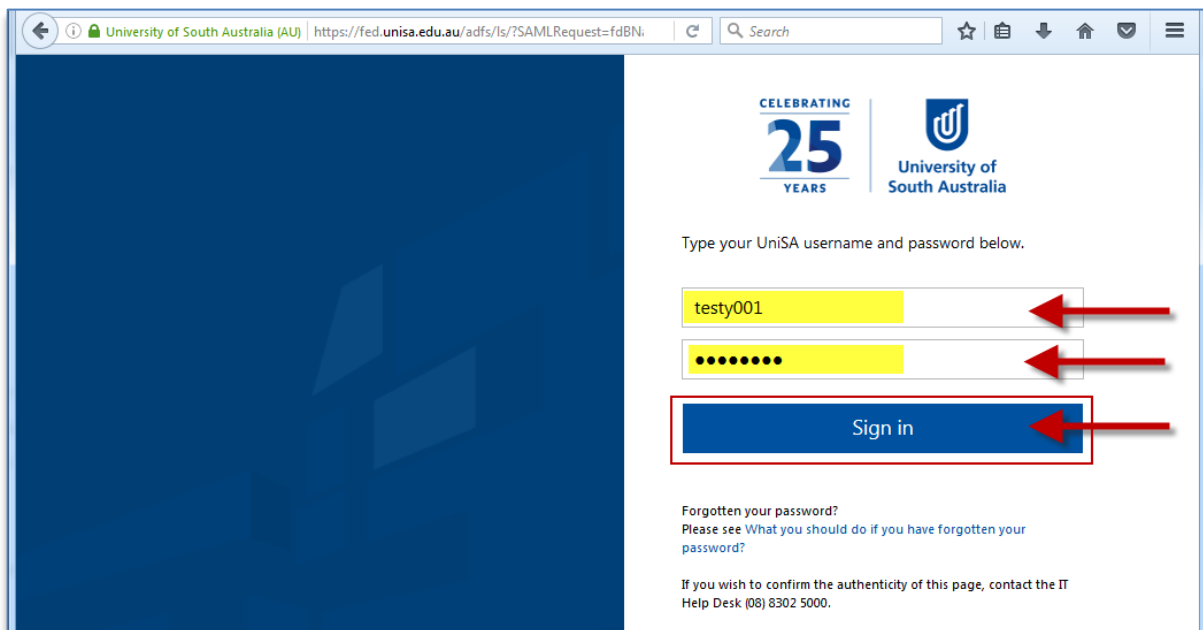


Step 2 Log in to InPlace

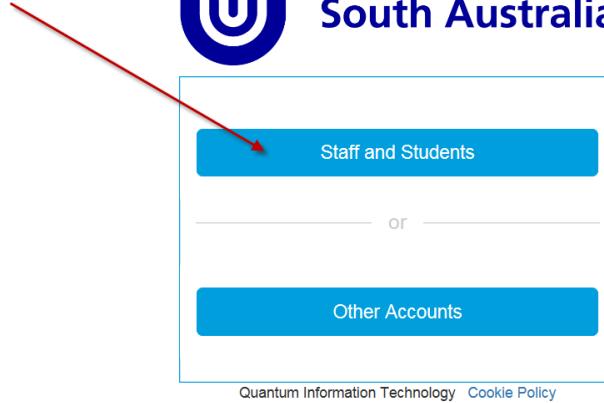
- Click the **Staff and Students** button and you will be directed to the log in screen.



- Enter **your** UniSA student username and password.

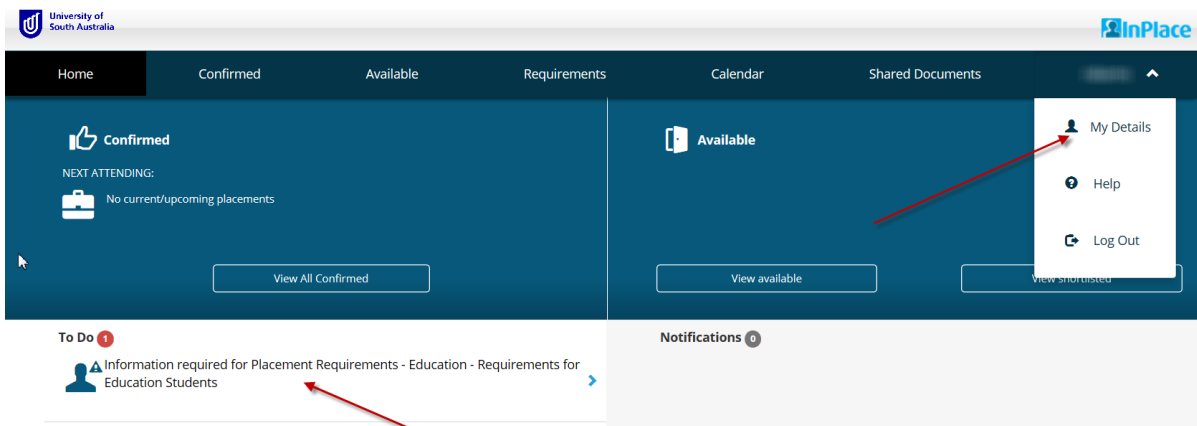


- If it is the first time that you have accessed InPlace, you will be directed to the Terms & Conditions page. Read and accept the terms and conditions by selecting the Accept button at the bottom of the screen



Step 3 Navigate to the Student details page

- After logging in, you are directed to your home page. At the top left of your home page, you will see your user name with a drop down arrow. Click on dropdown arrow to go to the My **Details** screen.



Step 4 Submit your evidence

- In the top section of the **Student** details screen, you can view your personal details in the **Details** tab.
- Scroll down the page and you will see a full list of placement requirements.
 - A red asterisk indicates that the documentation is required for all courses.
 - The table below indicates the documentation required for each different course:

PROGRAM	PLACEMENT	CODE	CRIMINAL HISTORY CLEARANCE DCSI	SIGNED STUDENT AGREEMENT (submit in first year only)	INTRO TO RAN TRAINING	RAN FULL TRAINING	FIRST AID
MBET/ LBSY	PROF EXP 1 (ALL STRANDS)	EDUC 1081	✓	✓	✓	OR ✓	
MBET	PROF EXP BIRTH TO 3	EDUC 1044	✓	✓	✓	OR ✓	✓
MBET/ LBSY/ LBDT	PROF EXP 2 (ALL STRANDS)	EDUC 2062	✓	✓	✓	OR ✓	
MBET/ LBSY/ LBDT	PROF EXP 3 ALL STRANDS	EDUC 3061	✓	✓	✓	OR ✓	
MBET/ LBSY/ LBDT	PROF EXP 4 (ALL STRANDS)	EDUC 4206	✓	✓		✓	
MMET	ECP1	EDUC	✓	✓		✓	
MMET	ECP2 (ECE STRAND)	EDUC 5186	✓	✓		✓	✓
MMET	RP1 PRIMARY & SECONDARY STRAND	EDUC 5	✓	✓		✓	
MMET	RP 2 (ALL STRANDS)	EDUC 5221 EDUC 5222	✓	✓		✓	
MMET (Pre 2019)	PER 3 ALL STRANDS	EDUC 5189 EDUC 5190	✓	✓		✓	

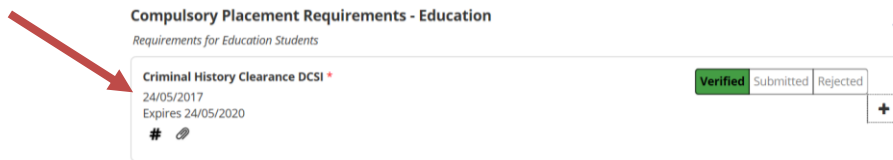
Correct as at 10th January 2019

UNDERTAKING A SAFE STUDENT PLACEMENT is highly recommended for ALL placements

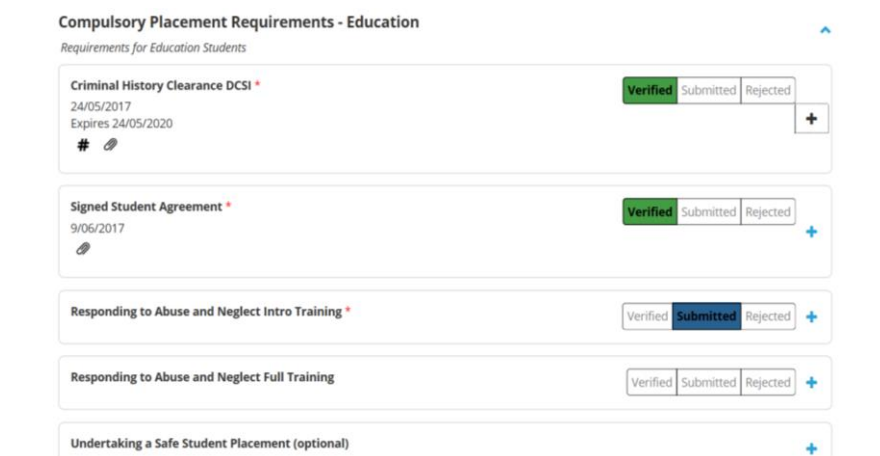
WORKING WITH CHILDREN CHECK is required for ALL INTERSTATE placements

- On the left of screen, a description is provided for each item. The description provides detail about the document that is required to be uploaded.
- You will know when you have already submitted an item, as there will be information listed under the 'Value' Column. The detail could be a Date or Yes/No and or and Expiry Date.

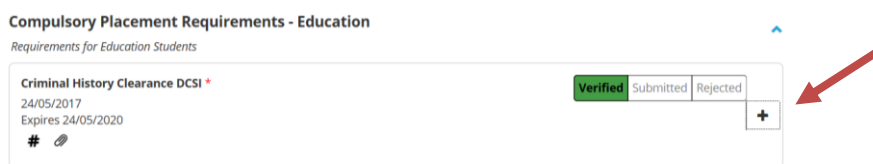
Please note: Not all conditional evidence have expiry dates, so it is appropriate for the Expiry column to be blank for some placement requirements.



*Note: Below is an example of how verified and unverified conditional evidence will look, as well as conditional evidence. Once you upload compulsory conditional evidence, it will need to be verified by a university administrator, and they will get notified of your upload automatically. Please allow 5 business days for your documents to be verified. After this time, ensure you log back into InPlace to ensure your documents are verified and have not been rejected. The main reason for your documents being rejected would be that you did not upload a document, or you uploaded an incorrect document.



5. Click the + link to view the details that are required for an item.



Please note: if the Condition has been verified, there is no need for you to go any further for that condition. You can view your uploaded DCSI documents and comments by clicking on the



IF the condition has not been verified enter the relevant information.

6. Some items will require you to upload a document. You can only upload one document for each condition, so if you have more than one document you need to upload it as one file.



7. To upload a document, click:

8. Navigate to where the file is stored (for example, your USB drive) and select it. Once it is uploaded, you will see the file name below.

9. You then need to click the **Submit** button to upload it to InPlace.

10. After you have submitted, you will now see that the values have been updated to SUBMITTED , and a staff member will automatically be notified of the update.

11. Please note, it will remain at this status until a staff member checks your uploaded information, and once they verify it as correct, it will turn into a green VERIFIED bar. Please allow 5 business days for your conditional evidence to be verified. If the uploaded information is rejected, you will be notified via email and also alerted when you log into InPlace.

12. You can also download the document at anytime to review it by clicking the paperclip symbol. . A hash symbol displaying , represents a reference number has been entered.

Continue to submit all the conditional evidences that you have using the steps in this document. Ensure you check after 5 business days that any compulsory documents have been verified.