

HOW TO APPLY

When you log into [InPlace](#) you will have two widgets available on the left hand side of the screen under your to do menu.

1. A self-placement submission widget, it will say something like:
Self Placement submission required for SP4 Business career opportunity (2018)
2. A preferencing widget, it will say something like:
Preferences for 40404 Industry Project (2018) are now open. 1-3 required. Preferences submitted - Closes on: 27/4/2018

Submitting your preferences:

1. Select the preferencing widget.
2. You can view each available opportunity by clicking the opportunity title, and submit a preference by clicking the 'apply now' button.
 - a. If you cannot see the 'apply now' button, the opportunity may not be open for applications, check the open dates under application details.
 - b. You may also be viewing an opportunity that is not attached to your course if you have navigated to the opportunities from the career opportunity widget, rather than your preferencing widget. The preferencing widget will filter and only show you the opportunities available for your course, check the class number in the opportunity name.
3. Under documents click the 'file from device' button and upload your CV and cover letter.
 - a. Please note your cover letter needs to detail why you are interested in this opportunity. Tell us why you think you are a good fit for this internship and how the opportunity would benefit you. You could also talk about how your study, work experience, skills and strengths would benefit the organisation.
 - b. If you are looking for some tips or support to develop your CV or cover letter, the [Career Hub](#) has some great online tools; look under self-help resources.
 - c. REMEMBER YOUR COURSE COORDINATOR IS USING YOUR COVER LETTER AND CV TO IDENTIFY WHICH STUDENT IT BEST SUITED FOR THE INTERNSHIP!

4. To submit your preference, click the 'select the order of preference' button, navigate the opportunity to your preferred preference (i.e. 1st-3rd) and select submit.
 - a. You should apply for opportunities in the order of preference.
 - b. For the first application you will only be able to select 1st preference, from your second application you will be able to click and drag all preferences into your preferred order.
5. Now click the 'submit application' button, this finalises your application and you will be able to see the opportunities you have preferred from the 'view shortlisted' button on your homepage.
 - a. Note, once you have submitted your application you will not be able to edit it. If you want to upload different documents you will need to withdraw your application and resubmit.
 - b. You can reorder your preferences when you submit subsequent applications; if you have submitted three applications already you will need to withdraw your last application and reapply to edit your preference.
 - c. To see which opportunities you have applied for you can click the 'view shortlisted' button.

Self-placement submissions:

1. Select the self-placement submission widget.
2. Under placement details enter the proposed start and end dates of your placement if known; in most cases these fields will likely be left blank.
3. Under duration, select 'general' for the experience, enter the requisite number of days (i.e. 15, 30 or 45) for duration, and select 'day' for the unit value.
4. Ignore the weekly placement roster, please DO NOT enter any information here.
5. Agency details are the particulars for your host organisation, you need to add the agency name here.
6. Agency contact details are the particulars for the person you have been liaising with at your host organisation, here you need to add a:
 - a. name;
 - b. business phone number;
 - c. business email; and
 - d. confirm the business email.

7. Under additional details you will need to add information about the project you will be undertaking in the comments field.
 - a. You may have a distinct project to undertake, for example a new product launch, reviewing a process or policy, or implementing a new procedure.
 - b. Alternatively you may be shadowing someone in the workplace and performing more general duties.
 - c. Either way, you need to consider the work you will be doing while on placement and what output this will produce; then provide some project details.
8. When you have completed steps 1 to 7, you should click the 'submit' button.
 - a. You can also click the 'save as draft' button if you would like to check some details with your potential host and come back to the form later.