Login to InPlace

- Go to: https://inplace.latrobe.edu.au
- If you are off campus you will need to log into InPlace using STUDENTS\ before your La Trobe username e.g. STUDENTS\01234567 OR STUDENTS\jbloggs
- Please Note: You may need to click "Other user" before you can type in your username.
- Click Log in

First time use

- InPlace is a web based application and can be accessed from any computer straight from the browser.
- Recommendation: save the link above into your browser favourites - https://inplace.latrobe.edu.au
- Logging on for the first time you will need to accept the terms and conditions prior to being able to proceed onto the site

InPlace Home Page

On the left hand navigation menu, the house icon will always take you back to the home screen

My Details

The person icon will take you to your personal details page

TABs:

Details – as per the Student Information System (SIS)
Address - this is the address that we use when considering placements so if it is not correct please ensure you update your record on SIS
Placement – view a summary of your placements for past and current semesters
Enrolment - view a summary of all your enrolments
Expense Claims – not currently in use
Notes/Doc - any notes and documents relevant to your placements. This is where your mandatory document files appear. You are able to upload documents to this section by clicking on add document by following the prompts.

Add Notes and Documents

Click on Add Document
Enter name of document (Title) and Description.
Click on “Select File” to locate and add file.
Click SAVE.
File has been loaded.

Placement

To view placement details click on the hyperlinked DETAIL button left of your facility/agency that you are attending. Detail will appear at the bottom of the screen.

Other useful items

HELP function - ‘Help’ page will bring up information relevant to the page you are currently using.

Alert Notification Page - Any alerts you have not addressed should be visible at the top of the page when you initially log onto the site, however if there is an alert you have not dealt with you will also see a number next to this tab.

Calendar – The InPlace calendar lets you manage placements and engagements. Once you have subscribed to the calendar (a setting available in web or a mobile login), placement and engagement details are reflected on an external calendar.

Document repository – documents you have not viewed yet with appear in the number
Opportunities

Opportunities are similar to advertisements posted to a job board. You can browse, select, and apply for these opportunities as required. Opportunities can take on many different forms such as internships, projects, volunteering and so on.

There are three opportunity response types. These are set up by your placement coordinator and cannot be changed by you. Depending on which type of opportunity you apply for, the process will differ.

Your placement coordinator can also group opportunities together to help target you to your applicable opportunity. This allows you to submit preferences for opportunities within a specific group. Placement coordinators will view your preferences and allocate you to opportunities, the same way as they would allocate you to a placement.

Once you have applied for an opportunity, the opportunity's status will change during its life-cycle.

Status types are:
- Registered
- Applied
- Unsuccessful
- Pending
- Interview
- Successful
- Placed

How to apply for the Different Opportunity types

Apply direct to Agency
1. Review the application details.
2. Click Show Application Details. Further details on how to apply for the Opportunity are displayed.
3. Place your contact details in the Application Details section. Clicking Apply Direct to Agency will hide the application details until you select to view them.

Register via InPlace
1. Review the application details.
2. Click Register. A confirmation message is displayed. Clicking Register will hide the Application instructions panel until you register.

Via the university (Online application)
1. Review the application details.
2. Click Show Application Details. Details on how to apply for the Opportunity display.
3. Click Submit Application and upload any attachments required for that application. The Opportunity is added to your shortlist. It will be reviewed by the placement coordinator, Administrator, and/or the Lead Contact.

Shortlist opportunities
- To add an Opportunity from the Opportunities list, select the grey star to the right of the Opportunity. The star will turn yellow.
- Click the star again to remove the Opportunity from your shortlist.

Log in to InPlace to view opportunities

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Quick Reference Guide
– for STUDENTS

Opportunities Menu
Select an opportunity type:

Note: Only types applicable to you will appear

Placement requirements section
- From Home page scroll down to the Placement requirements section
- Opportunities available for a unit offering can be accessed by clicking View Opportunities.

Apply for an Opportunity
- From your Home screen, scroll down to the Placement requirements section.
- In the Placement Requirement column, locate the applicable unit offering.
- From the Actions column, click View Opportunities.

Note: If you do not meet the application criteria, you will be alerted when viewing the Opportunity.

How to view opportunities
2 options to access/view opportunities
1. Opportunities Menu
Select an opportunity type:

Note: Only types applicable to you will appear

2. Placement requirements section
   - From Home page scroll down to the Placement requirements section
   - Opportunities available for a unit offering can be accessed by clicking View Opportunities.

Welcome to InPlace

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This Quick Reference Guide was created Feb 2017
Self-Selectable Placement

Some courses may require you to nominate a placement that you would like to attend. Placements are published and available for self-selection during a specified time frame, and the availability of placements is determined on a first-come, first-served basis. All submissions are subject to the approval of the placement coordinator, who will Accept or Reject the nominations.

Guidelines

- You are automatically notified when your placement has been accepted or rejected. This notification is by email.
- You may only submit one nomination per unit offering enrolment at a time.
- You cannot nominate yourself for a placement where you have previously been rejected.

Nominate a placement

1. Go to your Home page.
2. Do one of the following:
   - Use Placement requirements
     a. Scroll down to the Placement requirements table.
     b. Locate the applicable unit offering.
     c. From the Actions column, click Select Preferred Placement.

The Self Selectable Placements screen appears.

3. Click the Detail link of the placement. The Self Selectable Placement details window appears.
4. ClickNominate. A confirmation message is displayed.
5. Click OK. Another message displays indicating that the nomination was submitted successfully. For more details of your placement, click the Placement tab.
6. Return to your Home page. The dates of the nominated placements are displayed in the Nominated Placements widget. They have a status of Pending.

Your nomination is sent to your placement coordinator, who will review your nomination and either approve or reject it.

Self placement

What is self-placement?

Certain courses permit you to source your own placements for your course requirements. These placements are then verified by placement staff for suitability.

How do I do this?

Submit an application for a self placement at a specific agency with which you have already negotiated a placement. Once submitted, the application is sent to your placement coordinator for review. They will Approve or Reject your application.

The Register self placement registration form is displayed. (Only allocation groups that you are enrolled in, and that have self-placement activated on them, are displayed in this list.)

4. Enter the following details:
   - Allocation Group - Select from the drop-down list.
   - Placement Start and End Dates - Select from the calendar.
   - Placement Duration - Enter the length of your placement.
   - Placement Times - Select from an existing roster template or enter the times during the week(s) you will be attending.
   - Agency Details - Enter the agency name and any other applicable details you can. Only the Agency Name is mandatory for this submission.
   - Agency Contact Details - Only the First Name, Business Phone, and Business Email are mandatory for this submission.
   - Additional Details - Enter any additional details, such as validation or checks that display in the attributes below the main form.

5. You can either click Save Draft and come back to this later, or click Submit when the data is complete.

Clicking Submit, submits the request to the Faculty for review.

Submit and application for self placement

1. From your Home screen scroll down to the Placement requirements section.
2. In the Requirements column locate the applicable allocation group.
3. In the Actions column click Submit Self Placement.

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