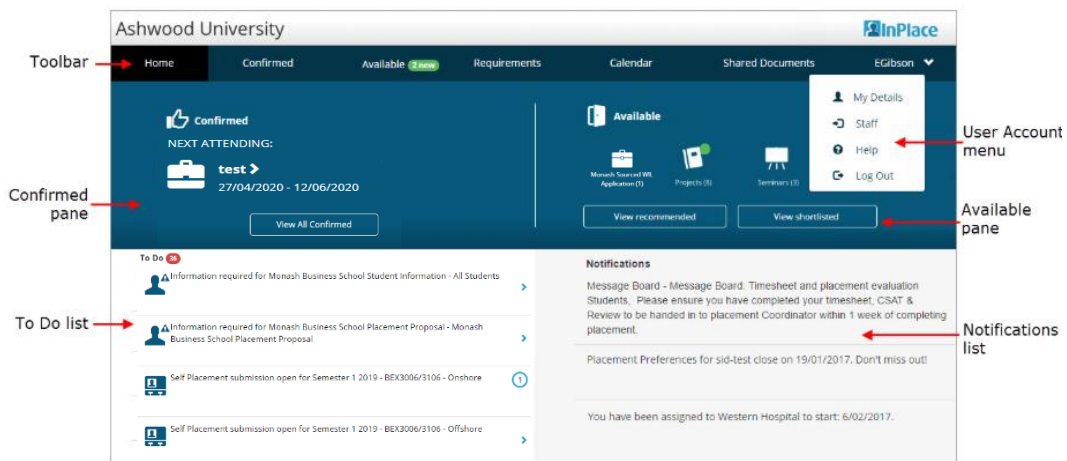


Student Sourced Onshore and Offshore Application

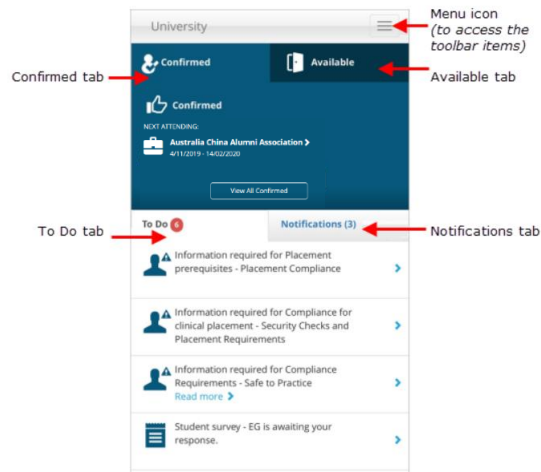
Below is a guide to completing your Student Sourced – Onshore and Offshore WIL application on the InPlace Placement Management System.

Step 1. Accessing InPlace

1. Login to my.monash
2. Select Student Placements link from “My Courses” tile. From the InPlace login screen, click on “Staff and Students”.
3. From the InPlace login screen, click on “Staff and Students”.
4. Your InPlace Home page is the first page you see when you log in.
It gives you a quick access to all your placement details, tasks and notifications.

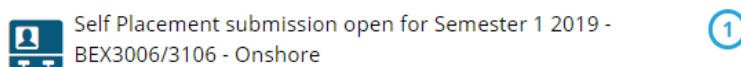


On a mobile device your Home Screen looks a bit different, but all the same information is available.



Step 2. In the **To Do** list on your Home page you will need to select the Teaching Period, Unit and Location for your WIL application. Use CTRL + F to search for the Teaching Period you want to apply for and scroll down to find the Unit and Placement Location (Onshore or Offshore).

e.g. **Summer B 2020 – BEX3006/ BEX3106 – Onshore**, and click on the link.



Step 3. Complete the “Placement Details” Sections

1. Enter **Placement Start** and **End Dates**, make sure that the dates are within the teaching period you have selected.
2. Enter the “**Placement Duration**” that corresponds to the Credit Points (CP) of the unit selected. Please read the information provided on the website for information on minimum number of hours required for the unit.
3. Enter “**Weekly Placement Roster**” to indicate the Days/Hours you have agreed to attend the placement. If your schedule is the same for the duration of the placement, you only need to create your Week 1 schedule. Please note that ‘Half Day’ and ‘Night’ are not applicable options for WIL Placements.

Step 4. Complete the **Agency Details, Address, Contact details** and **Supervisor Contact Details** sections.
Please note: ABN is not applicable for Offshore Placements –please enter 0

Step 5. In the **Additional details** Comments box, please indicate if you will be submitting applications for more than one teaching period.

Step 6. Complete the **Monash Business School Placement Proposal** section

You will need to answer 5 questions that will be used to assess your application suitability and provide details about your host organisation. Please read the information provided on the [Student Sourced Placements](#) for information on how to respond to these questions.

Step 7. “All Applicants to complete” section - Document Upload:

You must upload all the documents as listed below or we will not be able to process your application. To select the file, click on “**Select or drag a file**” if your browser is Google Chrome OR for Internet Explorer click on ‘**Upload**’.
Please ensure you tick the ‘tick box’ before uploading your files in each section.

1. **Placement Agreement Upload:**
 - a) **Onshore placements:** require the **Monash Business School WIL Placement Pack containing the placement agreement, placement schedule and OHS Form** to be completed and signed by you and your host organization.
 - b) **Offshore placements:** require the **WIL BusEco Overseas Placement Pack containing the placement agreement, placement schedule and Host Verification** signed by the host organisation
2. **Student Acknowledgement** form signed by you. (applicable for both onshore and offshore application)
3. **Placement Description** If your host organisation has provided you with a placement description, please also upload the document here.

Other information section - additional information required:

1. “**Major/Specialisation** – please select from the list provided
2. “**Unit to be discontinued**” please provide the unit you will discontinue if your application is successful
3. “**Skype username**” please provide if you are applying for an offshore placement

Step 8. Submit your application

Once you have provided all of the required information, click on “**Submit**” or you can save as a draft by clicking “**Save Draft**” and continue your application at a later date.
Status Descriptions for your reference.

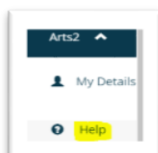
Status	Description
Draft	Your application has not been submitted.
Pending	Your application is currently being assessed by the WIL team.
Incomplete	Your application is incomplete – please check your Monash Student email and InPlace for more details and submit prior to the closing date.

Approved	Your application is successful. Check your Monash student email for confirmation.
Not Approved	Your application has not been approved. Check your Monash student email for more information.

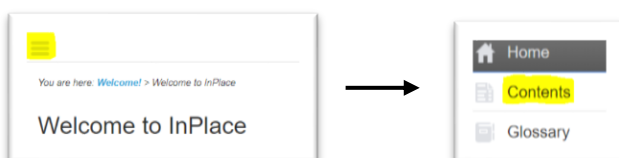
Additional Information - InPlace Help

InPlace online help provides overviews of InPlace functionality and step-by-step instructions for performing all the key tasks. To get you started, please follow the below steps.

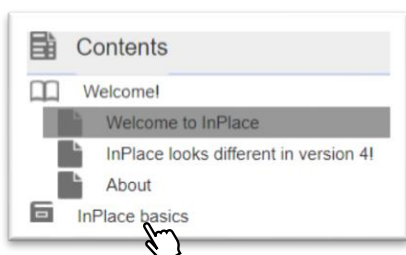
1. Login to your InPlace and click on **Help** icon on your homepage.



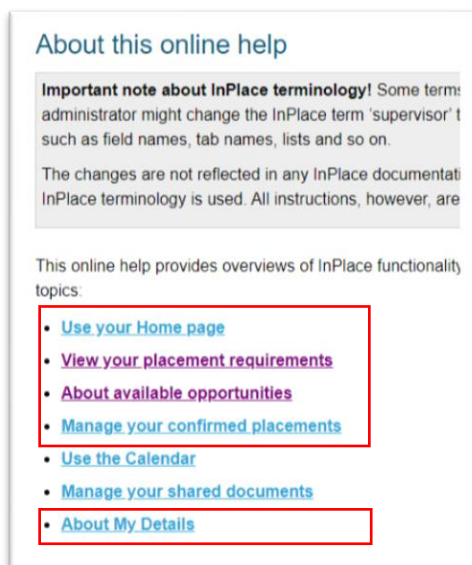
2. In the “About InPlace” page that opens up, click on the top left-hand corner menu icon to open InPlace help menu items and click on “Contents”.



3. Please click on “InPlace basics”.



4. Please scroll down to the bottom of the page and read the below highlighted topics.



If you do need to contact the Faculty of Monash Business School WIL team please ensure you provide your Monash Student Id number and the teaching period.