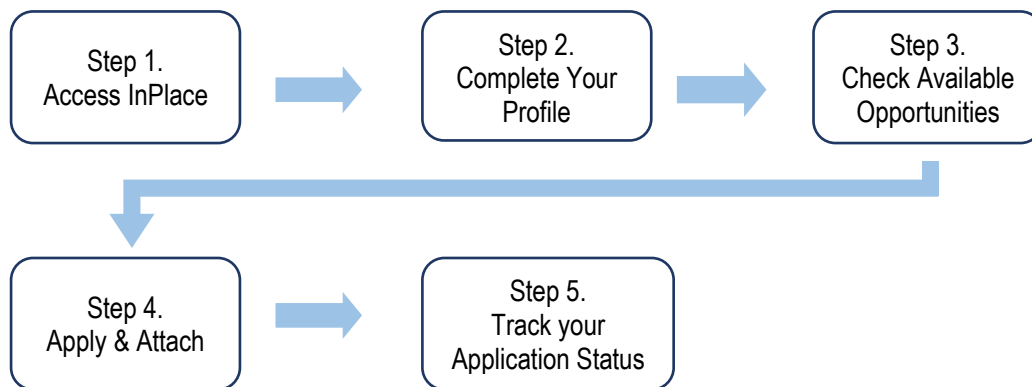


# InPlace Application Step-by-Step Guide

(Monash Sourced Applications)

## *Industry Experience (IE) - Faculty of Business and Economics*



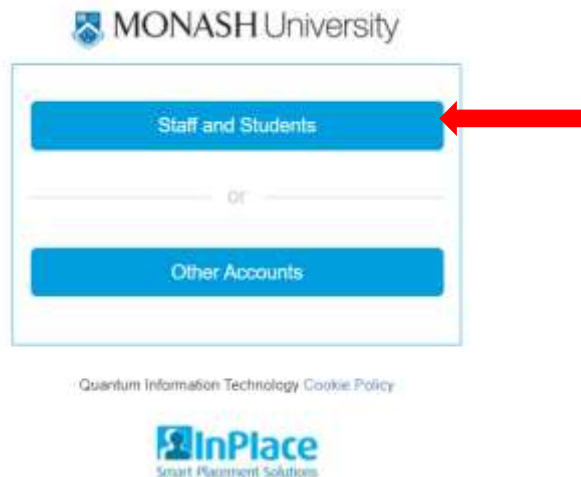
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Below is a guide to complete your Monash Sourced internship application on the InPlace Placement Management System.

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**Step 1. Access InPlace**

1. Log in to my.monash
2. From “My Courses” tile, select Student Placements link
3. From the InPlace login screen, click on “Staff and Students”

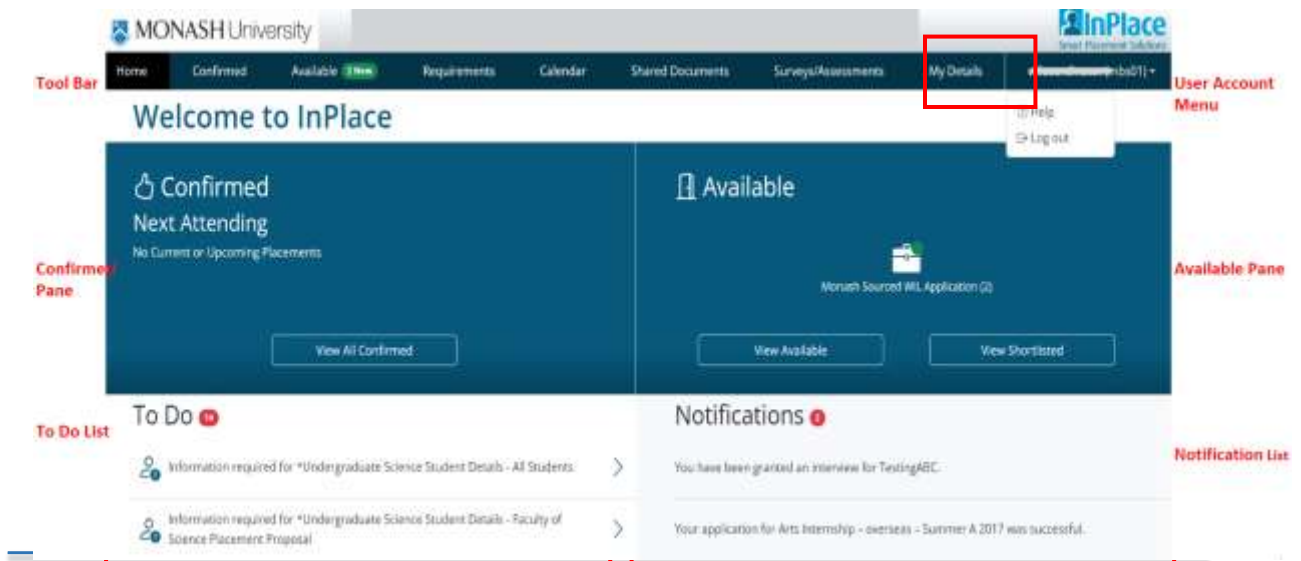


4. Your InPlace Home page is the first page you see when you log in. It gives you quick access to all your placement details, tasks and notifications.

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



**Step 2.** Complete your profile and other placement required information



1. From the menu bar, go to the “My Details” page to review your details.



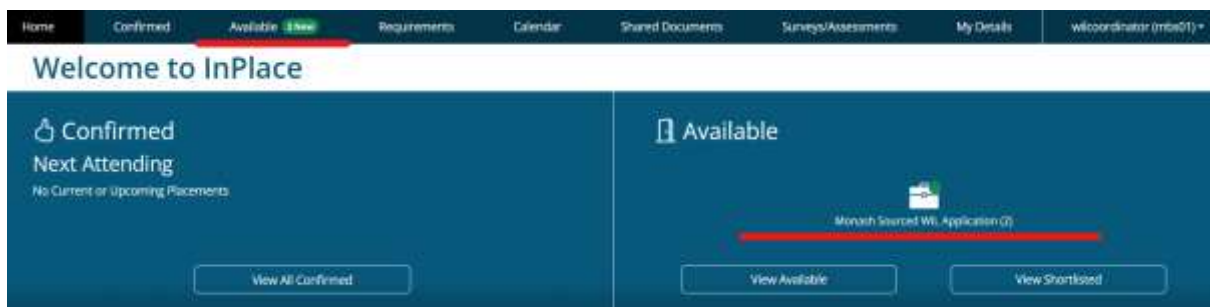
2. Complete other required information in the sections relevant to your placement.  
E.g.: Placement Proposal questions, course details, special needs, transportation, etc.

Important Notes:

- **Questions with red asterisks \* are mandatory and must be answered for staff to start processing your application.**
- Questions may vary depending on your discipline and placement opportunity to be applied. Please refer to the Faculty Specific Requirement Section for more details.

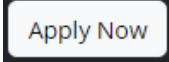

**Step 3.** View the Available Opportunities

Click **Available** on the toolbar or check the **Available** pane on your Home page to see what types of opportunities are currently being advertised.



Note: The green dot indicates that a new opportunity has been added recently.

**Step 4. Apply & Attach**

1. In the opportunity list, scroll to find the Period and Program / Unit you want to apply for. Usually, the opportunity is named in the format of its “Applicable period – Program/Unit Code – Onshore/Offshore”. (e.g. *Summer Semester A 2024 – BEX3006 – Onshore*).
2. Click on the link of the opportunity you are interested in to view it’s details.
3. Click the  button on the right bottom corner to read the requirements and instructions carefully.
4. In the Comments box, please indicate if you are submitting applications for more than one teaching period.
5. In the Documents box, upload your resume/CV.  
Your CV must be in Word document and named as “First Name - Last Name - Resume”, (e.g. *John Doe - Resume*)
6. Click on 

**Important Notes:**


- Only **one** application per unit per teaching period and location will be considered and processed, and the other applications for the same teaching period will be automatically rejected with either **Unsuccessful** or **Student Declined** status.
- Once the application is submitted, you will not be able to change information provided. So, **BEFORE** you press **SUBMIT**, please ensure you have completed the required information in your profile – “My Details”.

**Step 5. Complete Video Interview (Vieple)**

You must complete the video interview to participate in the IE Program. Applications will not be accepted if the Placement Team does not receive your video interview responses on Vieple.

Please read the instructions carefully to complete the video interview via Vieple. Tick the box to show that you understand the instructions.

**Step 6. Track Your Application Progress / Status**

1. Once the application is submitted, the opportunity will display the ‘**Applied**’ status with the application date.
2. The opportunity is added to your shortlist and you can view the progress statuses under ‘**Available**’ when the opportunity is still open.
3. Your application will be reviewed by the placement coordinator, administrator and/or the lead contact. If approved, it will pass through the standard opportunities process, which will involve an interview.
4. You’ll also see a message in your **Notifications list** advising whether you’ve been successful or not.
5. Once your application is finalised successfully, a confirmed placement will be created for you. You can view it by clicking **Confirmed** on the toolbar. 

Status Descriptions for your reference

Status	Description
Viewed	You have opened and viewed the opportunity.
Applied	Your application has been successfully submitted.
Pending	Your application is being assessed.
Interview	Your application has now progressed to the selection process: the interview stage with either the Industry Experience (IE) team or the host organisation.

Successful	You have been successful. This means you have successfully secured an Industry Experience (IE) placement.  The IE team will contact you to advise you on the next steps.
Unsuccessful	Your application is not successful.
Declined	Your application is not successful, or withdrawn.

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## Faculty Specific Requirements - Faculty of Business and Economics

### Industry Placements:

IE placements are conducted within an organisation where you will have a dedicated supervisor to support and oversee your work. Supervisors are required to check in with you regularly and provide constructive feedback.

Unit Code	Title	Cohort	Credit Points	Placement Duration
BEX3006/3106	Industry Placement	Undergraduate	6	15 days
BEX3012/3112	Industry Placement	Undergraduate	12	30 days
BEX3024	Industry Placement	Undergraduate	24	60 days
BEX5001	Industry Placement	Postgraduate	6	15 days
BEX5012	Industry Placement	Postgraduate	12	30 days

### Eligibility Check

Once you submit your application, the Industry Experience team will review your eligibility for the unit in collaboration with Student Services. Only eligible students will be able to proceed to the next stage.

### Important Note:

When contacting the Industry Experience (IE) team, please ensure you use your Monash email address and provide your Monash Student ID number.

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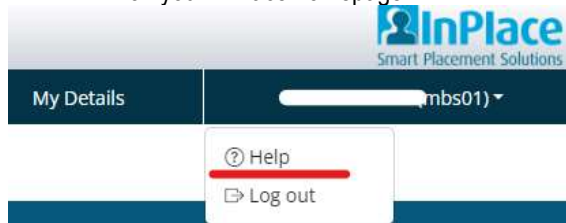
## Additional Help

- InPlace Help portal

InPlace online help provides overviews of InPlace functionality and step-by-step instructions for performing all the key tasks.

To get you started, and click on your username on the right top corner to expand the drop-down list and select

 Help on your InPlace homepage.



- Contact IT support at [servicedesk@monash.edu](mailto:servicedesk@monash.edu)
- Contact your Industry Experience (IE) team

Industry Experience - Business and Economics team: [ie.buseco@monash.edu](mailto:ie.buseco@monash.edu)

Industry Experience - Arts team: [ie.arts@monash.edu](mailto:ie.arts@monash.edu)

Industry Experience - Science team: [ie.science@monash.edu](mailto:ie.science@monash.edu)

Industry Experience - Pharmaceutical Science team: [pharmsci.placements@monash.edu](mailto:pharmsci.placements@monash.edu)

Industry Experience - Biomedical Science team: [ie.biomed@moansh.edu](mailto:ie.biomed@moansh.edu)

Industry Experience - Engineering team: [ie.eng@monash.edu](mailto:ie.eng@monash.edu)

Industry Experience - PhD Internship team: [phd.internships@monash.edu](mailto:phd.internships@monash.edu)

Industry Experience - IPE team [edu-ipe@monash.edu](mailto:edu-ipe@monash.edu)