Monash Sourced Onshore Application

Below is a guide to completing your Monash Sourced Onshore 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
3. From the InPlace login screen, click on “Student”
4. You will be automatically redirected to your InPlace homepage

Step 2. Click on the person icon from the homepage, and “My Details” fill in your student profile

- Complete the Monash Business School Placement Proposal section.
  You will need to answer 5 questions that will be used to assess your application and match you with the most suitable host organisation. Please read the information provided on Monash Sourced WIL Placements on how to respond to these questions.

- Complete the Monash Business School Student Information section
  1. Enter “Public Transport”, to indicate if you will be using public transport to travel to and from your placement.
  2. Provide details of “Special needs” (if applicable)
  3. “Language/s spoken fluently” – select from the list provided
  4. “Preferred Placement Category” (pick maximum 3)
  5. “Major/Specialisation” – select from the list provided (pick maximum 3)
  6. “Unit to be discontinued” if your WIL internship application is successful (Mandatory)
  7. “Skype Username”

Step 3. Click on the home page icon

Select the Onshore Placement Location for your WIL application

1. Select Monash Sourced – Onshore record under the “Placement Requirements” section
2. Click on button, under “Actions”
3. Scroll down to find the Teaching Period and Unit you want to apply for (e.g. Semester 1 2019 – BEX3006/3106 – Onshore)
4. Select the relevant teaching period, unit and location you want to apply for by clicking on the link.

**Note:** Please apply for only one opportunity/unit in any one teaching period. You will need to first select ‘onshore’ and then the ‘unit code’.

**If you apply for multiple opportunities/units only one application will be considered and all other applications in the same teaching period will be automatically rejected with Student Declined status.**
5. A pop up box will be displayed providing information and instructions - please read and follow this carefully.
6. Click on so you can upload the required documents
7. In the Comments box, please indicate your availability for scheduled host interview.

Step 4. Uploading the documents

1. Click on
   - i. Attach resume (First Name - Last Name - Student ID - Resume) in Word format.
   - ii. Click on to complete
2. See Step 5 for information on how to track the progress of your application

Step 5. Track your application status

1. A message will display as below:

   ![Application Submission](image)

   - View more Monash Sourced WIL Application
   - View Shortlist

2. Click on to view the status of your application OR click on from your homepage
3. A “Shortlist” pop up box will be displayed, indicating the teaching period, unit and location that you have applied for under “Opportunity”

![Shortlist](image)

4. Status Descriptions for your reference

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied</td>
<td>Your application has been successfully submitted</td>
</tr>
<tr>
<td>Pending</td>
<td>Your application is currently being assessed by the WIL team</td>
</tr>
<tr>
<td>Interview</td>
<td>You are eligible to progress to the next stage and are required to complete an online video interview. Please check your email for the invitation and instructions.</td>
</tr>
<tr>
<td>Successful</td>
<td>You have been shortlisted based on your video interview responses. Your application will now progress to the next stage of the selection process. You may be required to attend a host interview.</td>
</tr>
<tr>
<td>Unsuccessful</td>
<td>Your application is not successful</td>
</tr>
<tr>
<td>Student Declined</td>
<td>Student withdrawals or multiple applications</td>
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</table>
Appendix for onshore applications (internships in Australia)

Difference between Placement and Project:

**Industry Placements:**
WIL placements occur within an organisation where you will have a dedicated supervisor who will support and oversee the placement work you undertake. Supervisors are required to regularly check in with you and provide you with constructive feedback. Placement supervisors are also required to complete a WIL mid and end of placement evaluation and a student evaluation.

**Industry Projects:**
Projects placements are generally not undertaken within an organisation but on campus. You will work in a small team and be provided with specific project work by a project supervisor who communicates directly with the host organisation. Project students are required to undertake a group presentation worth 10% at the end of semester assessment.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</th>
<th>Cohort</th>
<th>Credit Points</th>
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<td>Graduate</td>
<td>12</td>
<td>30 Days</td>
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</table>

**Additional Step - submitting further document(s)**
1. Login to your InPlace
2. Click on Person icon on your homepage
3. On your “My Details” page, scroll down to find the “Other document/s” field
4. To select the file, click on Choose File if your browser is Google Chrome OR Browse... for Internet Explorer
5. Click on Upload
6. Click on “Save”

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