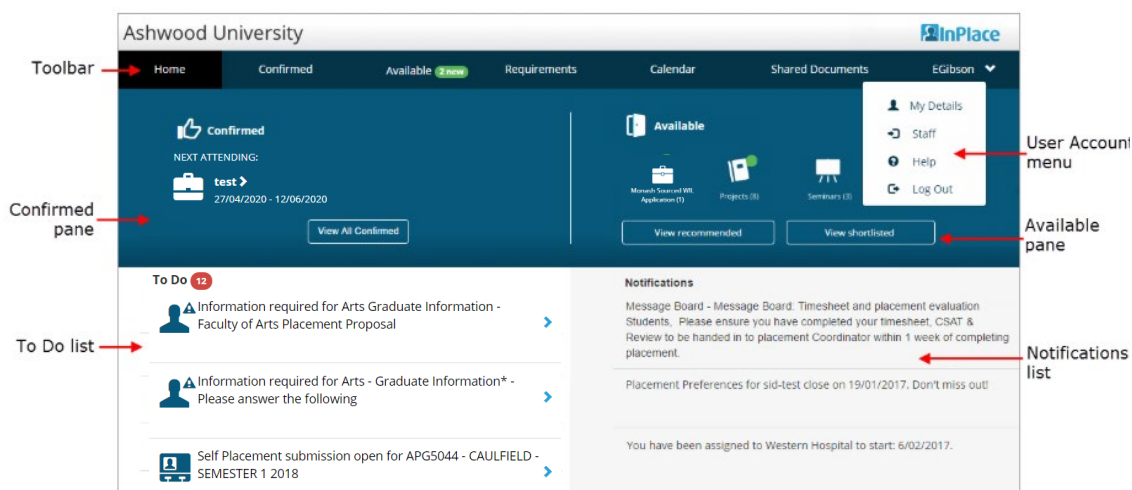


## Monash Sourced Onshore Application

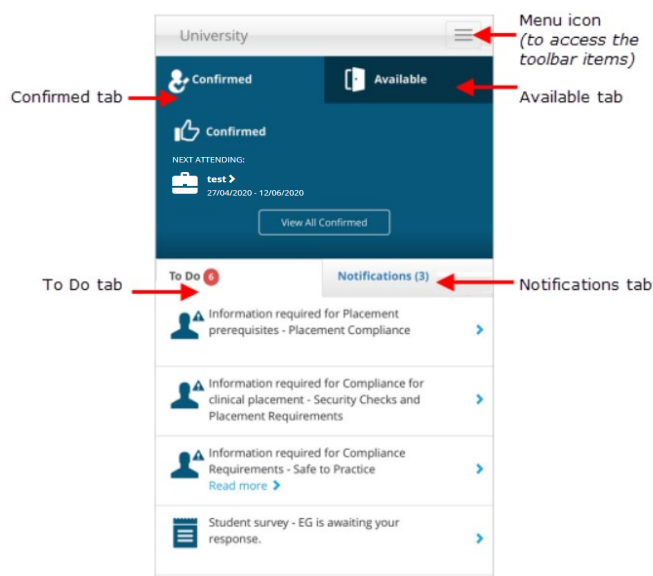
Below is a guide to completing your Monash Sourced Onshore WIL application on the InPlace Placement Management System.

### 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 “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 page looks a bit different, but all the same information is available.



**Step 2.** On your Home page check the **Available** pane to see what types of opportunities are currently being advertised.

1. Scroll down to find the Teaching Period and Unit you want to apply for (e.g. **Summer Semester A 2020 – BEX3006/ BEX3106 – Onshore** ).
2. 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'.

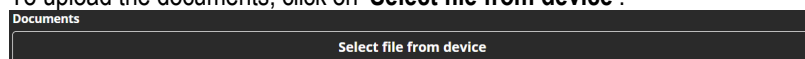
\*\* If you apply for multiple opportunities/units only **one** application will be considered and all other applications in the same teaching period will be automatically rejected with **Student Declined** status.

3. Click on 'Apply now' button and read the Application Instructions carefully before completing the application and uploading relevant files.
4. In the Comments box, please indicate if you will be submitting applications for more than one teaching period.

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### Step 3. Uploading the documents

1. You **must** upload your resume or your application will not be processed.  
Attach resume (**First Name - Last Name - Student ID - Resume**) in Word format.  
To upload the documents, click on 'Select file from device'.

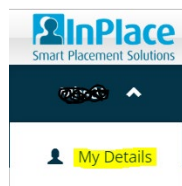


1. Once you submit the application, you will not be able to change information provided, so BEFORE you press SUBMIT, please ensure you have completed:
  - the 5 Placement Proposal questions. (See Step 4)
  - the Student Information section
2. See **Step 5** for information on how to track the progress of your application.
3. Click on **Submit Application**. The application form closes.

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### Step 4. Fill in your details and Monash Business School Placement Proposal

1. Click on the person icon, to go to "My Details". You can update and edit your details here.



2. In **Monash Business School Placement Proposal**, 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.  
Click "**Submit**" to submit each answer.
3. Enter "Public Transport", to indicate if you will be using public transport to travel to and from your placement.
4. Provide details of "Special needs" (if applicable).
5. "Language/s spoken fluently" – select from the list provided.
6. "Preferred Placement Category" (pick maximum 3)
7. "Major/Specialisation" – select from the list provided (pick maximum 3)
8. "Unit to be discontinued" if your WIL internship application is successful (Mandatory)
9. "Skype Username".

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### Step 5. Track your application status

1. If you applied via InPlace (not direct to an agency), InPlace tracks your application's progress.
2. On the **Available** page, the opportunity now displays the **Applied** status and application date.
3. The opportunity is added to your shortlist.
4. 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.
5. You'll see a message in your **Notifications** list advising whether you've been successful or not.
6. If successful, a confirmed placement will be created for you. You can view it by clicking **Confirmed** on the

toolbar.

**Step 6.** Status Descriptions for your reference

1. You can use the **Confirmed** page to view all your confirmed placements and any confirmed (successful) opportunities. From this page you can open a placement to access its full details.
2. Click on **'View by status'** to view the status of your application.

Status Descriptions for your reference.

Status	Description
Applied	Your application has been successfully submitted
Pending	Your application is currently being assessed by the WIL team
Interview	You are eligible and are required to complete an online video interview. Please check your email for the invitation and instructions.
Successful	You have being shortlisted. Your application is progressing to the next stage of the selection process. You may be required to attend an interview.
Unsuccessful	Your application is not successful

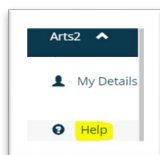
**Additional Step - Submitting incomplete or additional document(s)**

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. Please tick the box and attach any document if requested.
5. To select the file, click on **'Select or drag a file'** and upload relevant files.
6. Click on **'Submit'**.

**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.

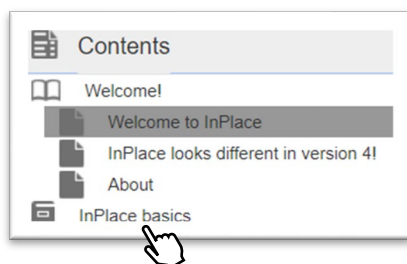
1. Login to your InPlace and click on **Help** icon on your homepage.



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.

### About this online help

**Important note about InPlace terminology!** Some terms administrator might change the InPlace term 'supervisor' to such as field names, tab names, lists and so on.

The changes are not reflected in any InPlace documentation. InPlace terminology is used. All instructions, however, are

This online help provides overviews of InPlace functionality topics:

- [Use your Home page](#)
- [View your placement requirements](#)
- [About available opportunities](#)
- [Manage your confirmed placements](#)
- [Use the Calendar](#)
- [Manage your shared documents](#)
- [About My Details](#)

## 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.

Unit Code	Title	Cohort	Credit Points	Placement Duration
BEX3006/ BEX3106	Industry Placement	Undergraduate	6	20 Days
BEX3012/ BEX3112	Industry Placement	Undergraduate	12	30 Days
BEX3024	Industry Placement	Undergraduate	24	55 Days
BEX3350/ BEX3351	Industry project	Undergraduate	6	20 Days
BEX3450/ BEX3451	Industry project	Undergraduate	12	30 Days
BEX3550	Industry project	Undergraduate	24	55 Days
BEX5001	Industry Placement	Graduate	6	20 Days
BEX5012	Industry Placement	Graduate	12	30 Days
BEX5006	Industry project	Graduate	6	20 Days
BEX5112	Industry project	Graduate	12	30 Days

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.

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