

## Monash Sourced Offshore Application

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

### Step 1. Accessing InPlace

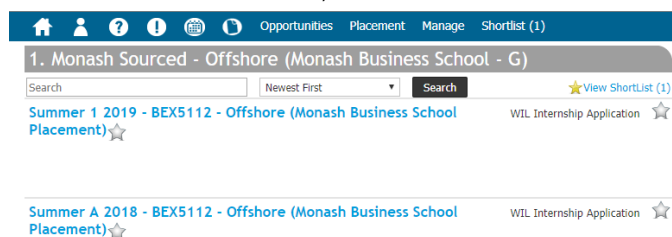
1. Login to my.monash
2. Select Student Placements link from “My Courses” tile
3. From the InPlace login screen, click on “Student”
4. You will be automatically redirected to your InPlace homepage

### Step 2. Select the Offshore Placement Location for your WIL application

1. Please select the **Monash Sourced – Offshore** record under the “Placement Requirements” section
2. Click on  button, under “Actions”

Year	Details	Requirements	Type	Actions
	1. Monash Sourced - Offshore (Monash Business School - G)	<b>Monash Business School Graduate Students</b> Indicative minimum : 20 - 55 Days	Staff Allocated	Placements to be allocated 1 application(s) submitted. <input type="button" value="View Opportunities (2)"/>
	2. Monash Sourced - Onshore (Monash Business School - G)	<b>Monash Business School Graduate Students</b> Indicative minimum : 20 - 55 Days	Staff Allocated	Placements to be allocated 2 application(s) submitted. <input type="button" value="View Opportunities (2)"/>

3. Scroll down to find the Teaching Period and Unit you want to apply for (e.g. *Semester 1 2019 – BEX3006/3106 – Offshore*)




4. Select the relevant teaching period and unit by clicking on the link.  
**Note:** Please apply for **only one** opportunity in any one teaching period. You will need to first select 'onshore' or 'offshore' and then the 'unit code'.  
**\*\*Applying for more than one opportunity will NOT influence your application's successful outcome.**  
**\*\*If you apply for more than one opportunity, only one application will be considered and all other applications in the same teaching period will be automatically rejected.**
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 if you will be submitting applications for more than one teaching period.

### Step 3. Uploading the documents

1. Click on . Please note, you must upload both files at the same time, if you made a mistake during submission follow **Additional Step** below.
2. You must upload both documents listed below or we will not be able to process your application.
  - i. **Course Advice: WIL Eligibility form**
  - ii. **Resume** (file name format = **LastName – StudentID – Resume** and submit as a Word document)
3. Click on
4. See **Step 7** for information on how to track the progress of your application

**Step 4.** Fill in your application information

1. Return to the homepage
2. Click on the person icon  from the homepage, to go to “My Details”
3. To fill in the information, click on [\[Edit\]](#) , and a pop up dialogue will be displayed
4. Click on “Save” for each question in Steps 3 and 4 below.

**Step 5.** 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](#) for information on how to respond to these questions.

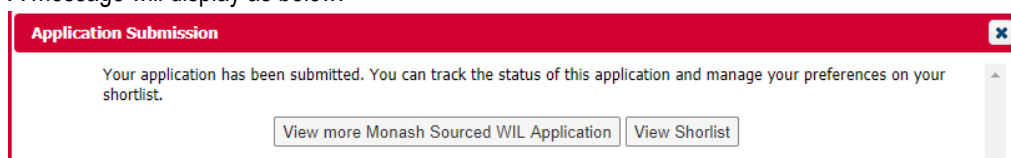
**Please specify your three preferred offshore placement opportunities in Question 1 of this section, and why you are interested in them.**

**Step 6.** Complete the **Monash Business School Student Information** section

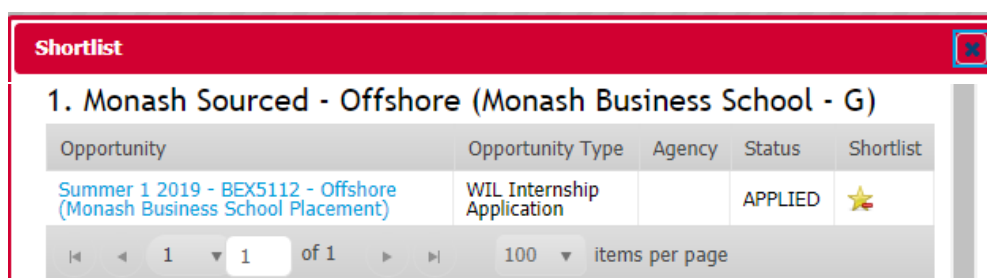
1. Enter “Public Transport”, to indicate if you will be using public transport to travel to and from your placement
2. Provide “ Special needs” if applicable
3. “Language/s spoken fluently” – select from the list provided
4. “Preferred Placement Category” – select from the list provided
5. “Major/Specialisation” – select from the list provided
6. “Unit to be discontinued” please provide the unit you will discontinue if your application is successful
7. “Skype Username (offshore placement only)” – provide your skype username

**Step 7.** Track your application status

1. A message will display as below:



2. Click on [View Shortlist](#) to see status of your application OR click on [Shortlist \(3\)](#) 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”



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4. 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 been 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

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

1. Login to your InPlace
2. Click on 'Person' icon on your homepage
3. On "My Details" page, scroll down to find the "Other document/s" field
4. To select the file, click on  if your browser is Google Chrome OR  for Internet Explorer
5. Click on
6. Click on "Save"

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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.