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.** 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.

  **Please specify your three preferred offshore placement opportunities in Question 1 detailing why you are interested in them.**

- 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 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”

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 ‘offshore’ 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 **Submit Application** 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 **Select files...**
   i. Attach resume (First Name - Last Name - Student ID - Resume) in Word format.
   ii. Click on **Submit application** 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)

2. Click on **View Shortlist** to see status of your application OR click on **Shortlist (1)** 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”

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>
</tr>
</tbody>
</table>
Monash Business School – Work Integrated Learning (WIL) Program
InPlace Step by Step Guide

Appendix for offshore applications (internships outside of Australia)

Work Integrated Learning (WIL) Business units:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Title</th>
<th>Cohort</th>
<th>Credit Points</th>
<th>Placement Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEX3006/</td>
<td>Industry Placement</td>
<td>Undergraduate</td>
<td>6</td>
<td>20 Days</td>
</tr>
<tr>
<td>BEX3012/</td>
<td>Industry Placement</td>
<td>Undergraduate</td>
<td>12</td>
<td>30 Days</td>
</tr>
<tr>
<td>BEX3024</td>
<td>Industry Placement</td>
<td>Undergraduate</td>
<td>24</td>
<td>55 Days</td>
</tr>
<tr>
<td>BEX5001</td>
<td>Industry Placement</td>
<td>Graduate</td>
<td>6</td>
<td>20 Days</td>
</tr>
<tr>
<td>BEX5012</td>
<td>Industry Placement</td>
<td>Graduate</td>
<td>12</td>
<td>30 Days</td>
</tr>
</tbody>
</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.