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 <u>three</u> 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)
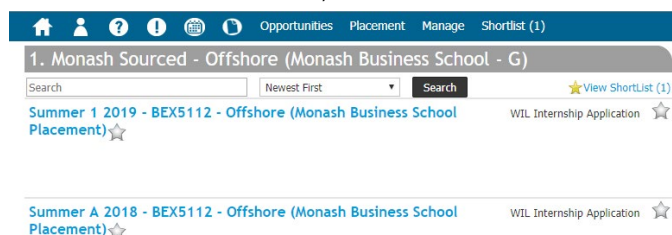   7. "Skype Username"

Step 3. Click on the home page icon 🏠

Select the Offshore Placement Location for your WIL application
    1. Please select the M**onash Sourced – Offshore** record under the **"Placement Requirements"** section
    2. Click on [View Opportunities (1)] button, under "**Actions**"

Placement Requirements

Year	Details	Requirements	Type	Actions
	1. Monash Sourced - Offshore (Monash Business School - G)	**Monash Business School Graduate Students** Indicative minimum : 20 - 55 Days	Staff Allocated	Placements to be allocated 1 application(s) submitted. [View Opportunities (2)]
	2. Monash Sourced - Onshore (Monash Business School - G)	**Monash Business School Graduate Students** Indicative minimum : 20 - 55 Days	Staff Allocated	Placements to be allocated 2 application(s) submitted. [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 <u>one</u> opportunity in any <u>one</u> teaching period. You will need to first select 'offshore' and then the 'unit code'.*

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*** 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:
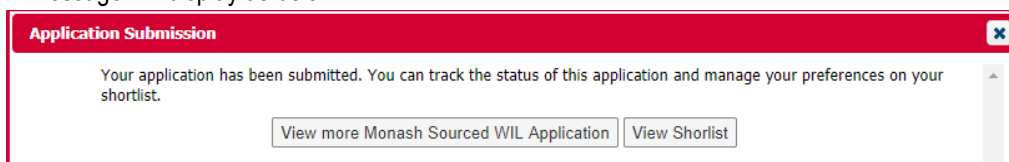
2. Click on [View Shorlist] to see status of your application OR click on [Shortlist (3)] from your homepage
3. A "Shortlist" pop up box will be displayed, indicating the teaching period, unit and location that you have applied for under "Opportunity"
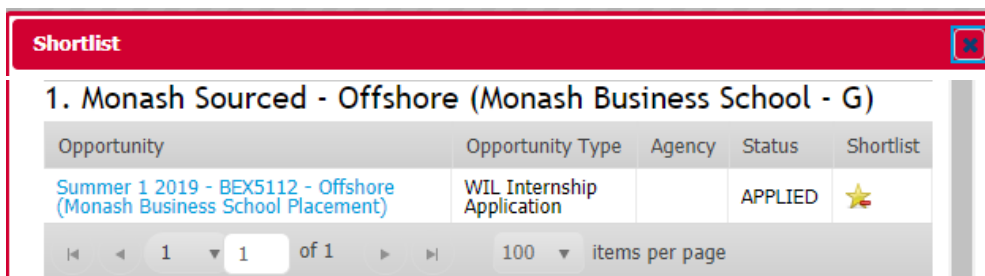
4. Status Descriptions for your reference

Status	Description
Applied	Your application has been successfully submitted
Pending	Your application is currently being assessed by the WIL team
Interview	You are eligible to progress to the next stage and are required to complete an online video interview. Please check your email for the invitation and instructions.
Successful	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.
Unsuccessful	Your application is not successful
Student Declined	Student withdrawals or multiple applications

Appendix for offshore applications (internships outside of Australia)

Work Integrated Learning (WIL) Business units:

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
BEX5001	Industry Placement	Graduate	6	20 Days
BEX5012	Industry Placement	Graduate	12	30 Days

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.