

Student Guide for InPlace

How to Select your Preferences

*Please note that this guide only gives you instructions on how to use the InPlace system to select your preferences. It does <u>not</u> provide advice on the rules for preference selection.

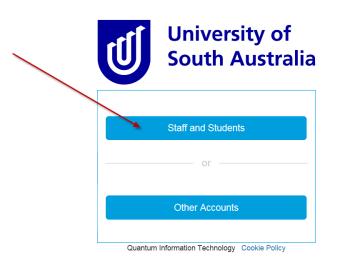
Step 1: Access the Website

Open a web browser. Enter the <u>InPlace</u> web address: <u>https://unisa-prod.inplace.com.au</u>



Step 2: Log in to InPlace

• Click the *Staff and Students* button and you will be directed to the log in screen.



• Enter **your** UniSA student username and password.

📀 🛈 🖨 University of South Australia (AU) https://fed.unisa.edu.au/adfs/ls/?SAMLRequest=fd8	BN: C Q Search ☆ 自 🖡 🎓 🛡 🚍
	VEARS CELEBRATING University of South Australia
	Type your UniSA username and password below.
	testy001
	Sign in
	Forgotten your password? Please see What you should do if you have forgotten your password?
	If you wish to confirm the authenticity of this page, contact the IT Help Desk (08) 8302 5000.

• If it is your first time you have accessed InPlace, you will be directed to the Terms & Conditions page. Read and then accept the terms and conditions, by selecting the Accept button at the bottom of the screen.

Terms and conditions

Welcome to UniSA's Student Placement system

InPlace is an online placement system that is being progressively rolled out across UniSA.

InPlace Usage - Terms and Conditions

I understand that in accessing InPlace, I must adhere to the University statutes, by-laws and policies, including the following:

- Assessment Policies and Procedures Manual;
- A-48 Enrolment; and
- Acceptable use of Information Technology (IT) facilities

I accept responsibility for my use of InPlace and I agree to comply with the conditions of access. I understand that any use of InPlace which is inappropriate, unethical or illegal is expressly forbidden under these conditions and will result in penalties being applied. I am aware that the Code of Conduct for Students describes my rights and responsibilities as a UniSA student.

I authorise the University to release my personal information and academic information in accordance with the Confidentiality of Students' Personal Information policy.

Step 3: Navigate to the Student details page

 After logging in, you are directed to your home page. At the top left of your home page, you will see your user name with a drop-down arrow. Click on dropdown arrow to go to the My *Details* screen.

U	University of South Australia						2 InPlace
	Home	Confirmed	Available	Requirements	Calendar	Shared Documents	• •
	No current/u	pcoming placements			[· Available		My Details Help
N		View All	Confirmed		View available		C Log Out
	To Do 1 Information Education S		Requirements - Education -		Notifications 💿		

Step 4: Submit your preferences

- 1. In the top part of the Student details screen, you can view your personal details in the Details tab.
- 2. Scroll down the page and you will see Education Student Preferences.

- **3.** On the left of screen, a description is provided for each item. The description provides detail about the preference that is required to be entered.
- 4. You will see Placement Region Preference.
- 5. Click the + link to view the details that are required for the preference.

Education Student Preferences

Placement Preferencing	
Placement Region Preference	-
Please select Metro, Rural or Intersate.	
Select status	-
Submit Cancel Reset	

6. On clicking Select status a pop up window will open, select your region preference from the list.

Education Student Preferences	•
Placement Preferencing	
Placement Region Preference	-
Please select Metro, Rural or Intersate.	
Select status	•
Metro	
Rural	
Interstate	

7. Click SUBMIT

ducation Student Preferences	
lacement Preferencing	
Placement Region Preference	_
Metro	
Please select Metro, Rural or Intersate.	
Metro	•
Submit XCancel <u>Reset</u>	

8. If you have preferenced Rural or Interstate, please select which region you wish to undertake your placement and click **SUBMIT**.

	Rural or Interstate Preference	-	
	If you preferenced Rural or Interstate, please select which region you wish to undertake your placement.		
	Select status	~	
	Eyre Western	^	
	Far North		
	Limestone Coast		
Sit	Kangaroo Island	_	
SIL	Murray and Mallee		
	Yorke and wind North		
	Australian Capital Territory	~	L
	Cita Evaluciana - Descebaala		

Rura	l or Interstate	e Preference	
Murr	ay and Mallee		
lf yo	u preferenced	d Rural or Interstate, please select which region you wish to undertake your placement.	
Mu	ray and Mallee		
Sub	mit XCancel	Reset	

9. Scroll down the page to Site Exclusions.

	Site Exclusions - sites where you have had previous contact either as an employee, volunteer or as a student, or where friends a	r family work or attend.
	Site Exclusions - Childcare Adelaide Campus Childrens Centre Observatory Building, Alice Springs Child Care Centre: Birth to 3	+
_	Site Exclusions - Preschools	+
_	Site Exclusions - Primary Schools	+
_	Site Exclusions - Secondary Schools	+

10. If you have:

- studied, worked or volunteered at a school in the last five years, or
- have a family member working or volunteering at a school, or
- have a family member attending a school,

you will not be able to attend that school for placement. Sites are divided into four categories -

Childcare, Preschools, Primary Schools and Secondary Schools. If any of a), b) or c) apply, click + on the relevant category. If none of a), b) or c) apply, go to **step 14**.

_	SICE EXCLUSIONS SICES WHELE YOU HAVE HAD DEVIDED CONDUCTED IN CONTROL OF AN UNCERTAINTY OF A STATEMENT OF A ST		
	Site Exclusions - Childcare	+ -	
	Site Exclusions - Preschools	+	
	Site Exclusions - Primary Schools	+	
	Site Exclusions - Secondary Schools	+	

11. On clicking + a pop up window will open, select the site you cannot attend for placement.

te Exclusions - Childcare	-
delaide Campus Childrens Centre Observatory Building, Alice Springs Child Care Centre: Birth to 3	
lease select a maximum of 5 sites that you wish to exclude.	
Adelaide Campus Childrens Centre Observatory Building $ imes$ Alice Springs Child Care Centre: Birth to 3 $ imes$	
Continuinty taus montcounto - birtin to 5	
Conyngham Street Community Childrens Centre - Birth to 3	
Crittenden Road Early Learning and Kindergarten	
Daphne St Child Care & Specialist ELC	
Diagonal Road Community Childrens Centre - Birth to 3	
Early Steps Child Care Centre - Child Care	
Elizabeth Grove Childrens Centre	
Emali Early Learning Centre _ Athol Park _ Birth to 3 Please select a maximum of 5 sites that you wish to exclude.	
te Exclusions - Primary Schools	

12. Click SUBMIT

- **13.** If you have more than one site that you cannot attend for placement, please repeat steps 11 and 12 for each site.
- 14. Scroll down to Other Preferences and Information

Other Preferences and Information	
Learning Area 1	+
Learning Area 2	+
Religious Focus Catholic Studies	+
Public Transport No	+
Wheelchair Access No	+
Disability Access Plan (DAP) No	+

- **15.** You will see Learning Area 1. Learning Areas are only required to be entered by Secondary Students. If you are a Secondary Student go to step 18, if you are NOT a Secondary Student go to step 25.
- **16.** On Learning Area 1 click the + to view the details that are required for the learning area.

Learning Area 1	-	
Please select your Learning Area 1 from the list		
Select status	-	
Submit Cancel Reset		

Click on Select status to choose your learning area 1.

17. Click SUBMIT

18. Repeat for Learning Area 2

19. You will see **Religious Focus.**

Only select a religious focus of you are studying Catholic Studies or Lutheran studies at University level, <u>NOT</u> just because you want to undertake a placement in a private school. This will be checked by the Professional Experience Office team.

Religious Focus Catholic Studies	+

20. On clicking + a pop-up window will open. Indicate whether your study/teaching area has a religious focus of either Catholic or Lutheran. If no, select Cancel and go to step 29. If yes, select the required option.

Religious Focus Catholic Studies	-
Please select if your study/teaching has a religious focus	
Select status	•
Catholic Studies	
Lutheran Studies	

21. Click SUBMIT

- 22. Scroll down and you will see Public Transport.
- **23.** On Public Transport click the + to view the details that are required for the item.

Public Transport No	+	
------------------------	---	--

24. On + a pop up window will open, indicate whether you require public transport to attend placement.

Public Transport No	-
Indicate if you will travel by public transport to placements	
Select status	•
Yes	
No	

25. Click SUBMIT

26. Scroll down and you will see Wheelchair Access.

27. On Wheelchair Access click the + to view the details that are required for the item.

Whe	elchair Access	
No		

28. On clicking **+** a pop up window will open, indicate whether you require wheelchair access to attend placement.

heelchair Access	
D	
dicate if you require wheelchair access	
Select status	
/es	

29. Click SUBMIT

30. Scroll down and you will see **Disability Access Plan**

Disability Access Plan (DAP)	+	
No		

- **31.** On Disability Access Plan click the **+** to view the details that are required for the item.
- **32.** On clicking + a pop up window will open, indicate whether you have a disability access plan.

Disability Access Plan (DAP) No	
Do you have a Disability Access Plan? If so, please provide details and upload the Plan.	
Select status 👻	
Yes	
No	
Attachment	
🐯 Select or drag a file	
Submit XCancel Reset	

33. If yes, provide more details in the Comments box and upload the plan:

Disability Access Plan (DAP)
es
o you have a Disability Access Plan? If so, please provide details and upload the Plan.
Yes
lomments
attachment
🛃 Select or drag a file
Submit Cancel Reset

• To upload plan document, click the **"Select or Drag button**). Navigate to where the file is stored (for example, your USB drive) and select it.

Attachment	
👼 Select or drag a file	
Submit Cancel Reset	

34. Click SUBMIT

37.

- **35.** If this is not your final placement then you do not need to proceed any further. Congratulations you have finished submitting your preferences. Please review your preference information to ensure you have entered and submitted correctly.
- 36. IF this is your final placement, scroll down and you will see Final Placement Setting Choice (EC Only) or Final Placement Setting Choice (Primary Only) or Final Placement Setting Choice (Primary Middle)

Final Placement Setting Choice (EC only)	+
Final Placement Setting Choice (Primary only)	+
Final Placement Setting Choice (Primary-Middle)	+

- 38. As a final year MBET Preservice Teacher you are able to select your preferred setting type.
 For ECE Strand you can choose Preschool or Junior Primary
 For Primary Strand you can choose Junior Primary R-2 or Primary Yr 3-7
 For Primary Middle Strand you can choose Yr 3-7 or Secondary
- **39.** On clicking **+** a pop up window will open. Indicate your preferred placement setting for 4th year placement.

Please select your preferred placement setting for 4th year placement	
Select status	
Preschool	
Junior Primary R-2	

40. Click SUBMIT

41. Please review all information entered to ensure it is correct.