![University of South Australia]

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 InPlace web address: https:\\unisa-prod.inplace.com.au
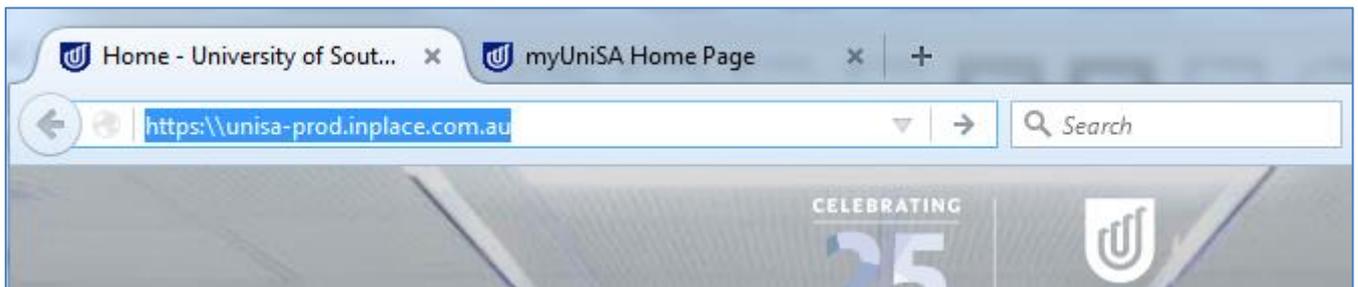
Step 2:   Log in to InPlace

- Click the *Staff and Students* button and you will be directed to the log in screen.
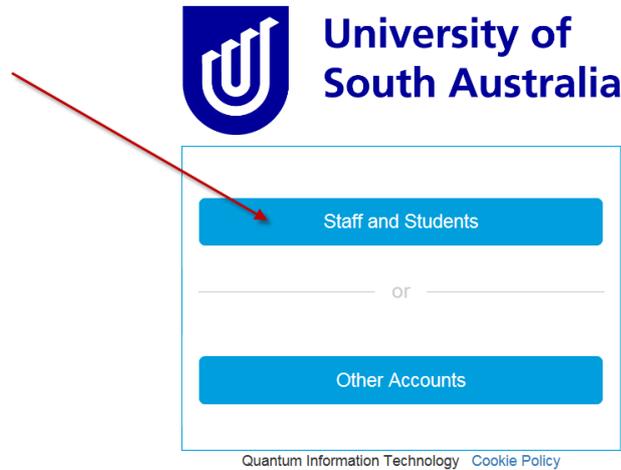
- Enter **your** UniSA student username and password.
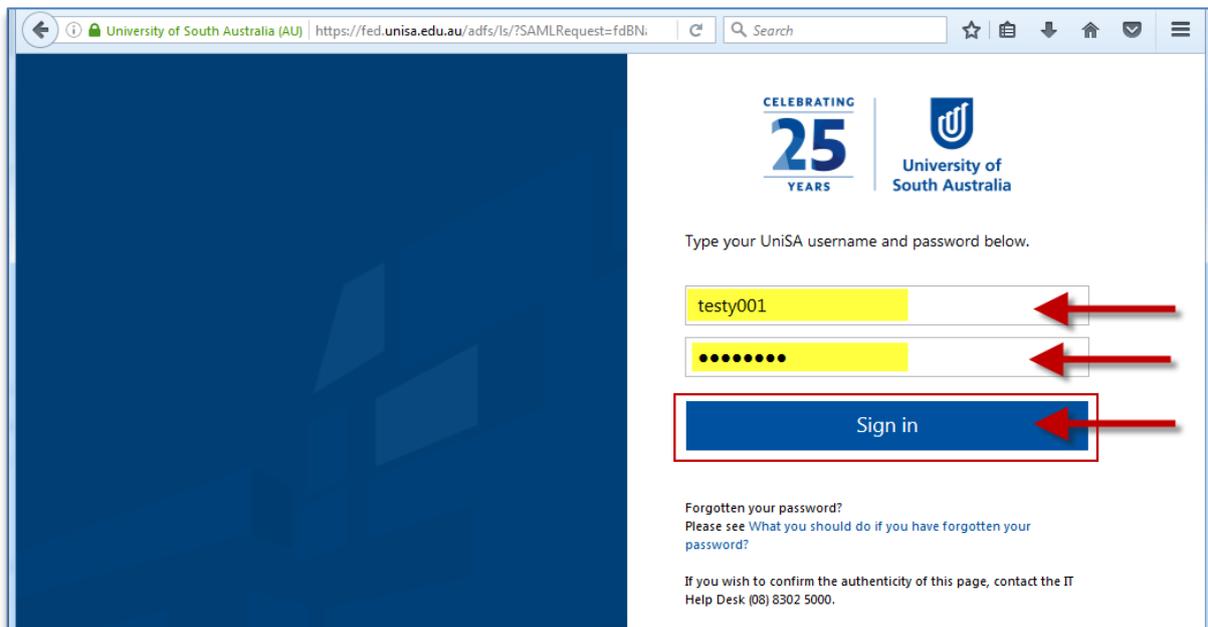
- If it is your first time you have accessed InPlace, you will be directed to the Terms & Conditions page. Read and then accept the terms and conditions, by selecting the Accept button at the bottom of the screen.

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.

Accept

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.
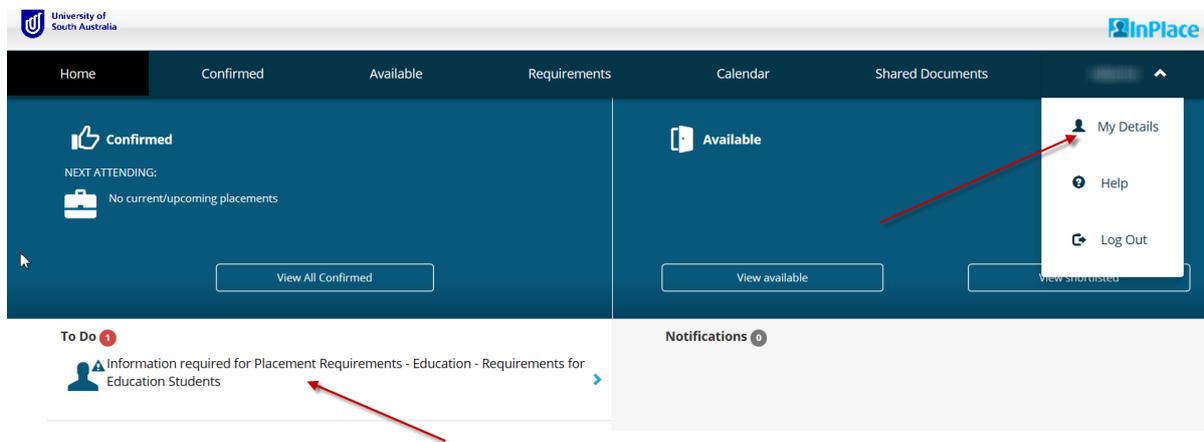
Step 4:   Submit your preferences

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.

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

7. Click **SUBMIT**

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 —
Murray and Mallee

If you preferenced Rural or Interstate, please select which region you wish to undertake your placement.

Murray and Mallee ▼

Submit ✖Cancel Reset

Site Exclusions - sites where you have had previous contact either as an employee, volunteer or as a student, or where friends or family work or attend.

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 or 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**.

Site Exclusions – sites where you have had previous contact either as an employee, volunteer or as a student, or where friends or family work or attend.

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.

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

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.

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, NOT 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
>
> Submit   Cancel   Reset
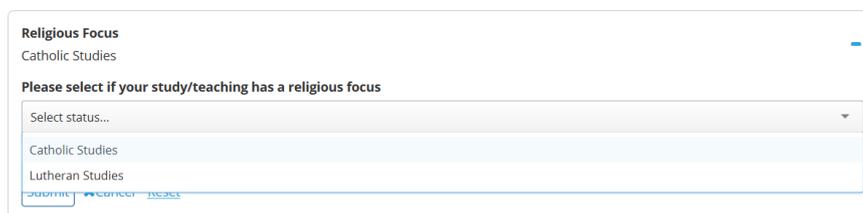
21.   Click **SUBMIT**

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
>
> Submit   Cancel   Reset
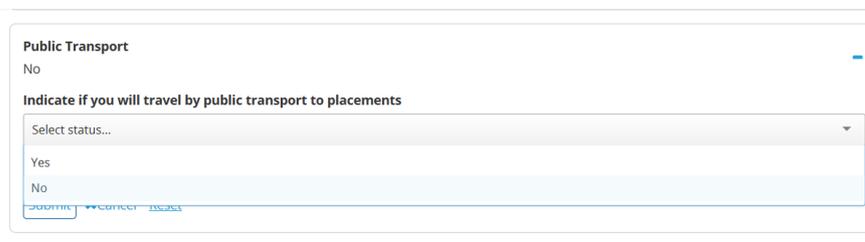
25.   Click **SUBMIT**

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.

Wheelchair Access
No
+

28. On clicking **+** a pop up window will open, indicate whether you require wheelchair access to attend placement.
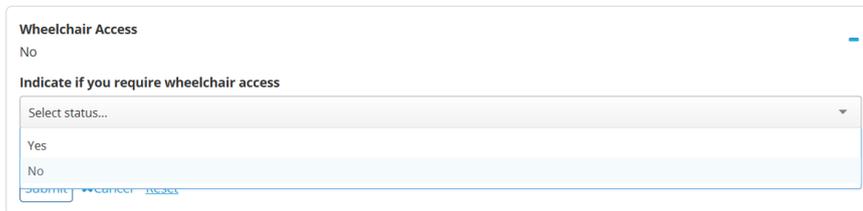
Wheelchair Access
No
−
Indicate if you require wheelchair access
Select status...
Yes
No

29. Click **SUBMIT**

30. Scroll down and you will see **Disability Access Plan**
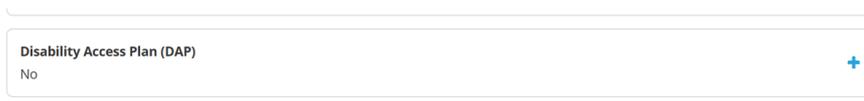
Disability Access Plan (DAP)
No
+

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.
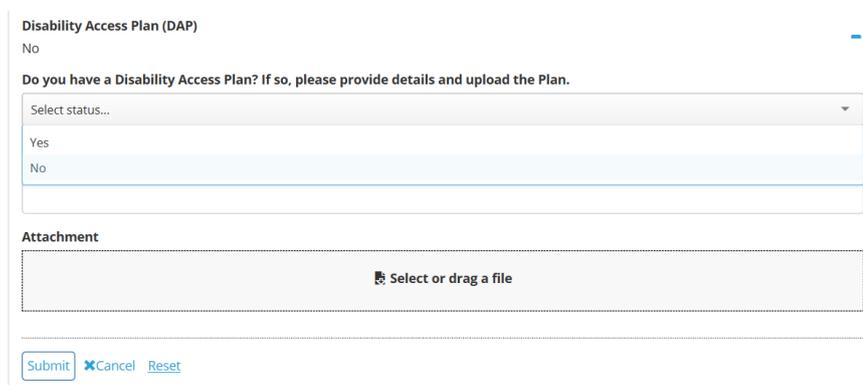
Disability Access Plan (DAP)
No
−
Do you have a Disability Access Plan? If so, please provide details and upload the Plan.
Select status...
Yes
No

Attachment
Select or drag a file

Submit   ✖Cancel   Reset

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

Disability Access Plan (DAP)
Yes

Do you have a Disability Access Plan? If so, please provide details and upload the Plan.

Yes ▾

Comments

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**

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)**

37.

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.

Final Placement Setting Choice (EC only) −

Please select your preferred placement setting for 4th year placement

Select status... ▾

Preschool

Junior Primary R-2

~~Submit~~ ✖Cancel Reset

40. Click **SUBMIT**

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

Final Placement Setting Choice (EC only)

Please select your preferred placement setting for 4th year placement

Select status... ▾