



School of Exercise and Nutrition Sciences

HSN227 Volunteering in Exercise and Nutrition Sciences Submitting Opportunity Application Instructions

If you have any questions regarding the unit content, please contact the Unit Chair – Sara Cicerale at hsn227@deakin.edu.au.

If you have difficulties with your InPlace or submitting your application, please contact the Professional Placement Officer Cara Walker at ens-placements@deakin.edu.au. **Tip:** if you send a screenshot of the issue, it will be easier and sometimes quicker to troubleshoot the problem.

Please note, registration of expressions of interest for HSN227 T2 2018 will close on Wednesday **4th April 2018**

LOGGING IN

1. Login to InPlace - <https://placements.deakin.edu.au> with your regular Deakin username and password

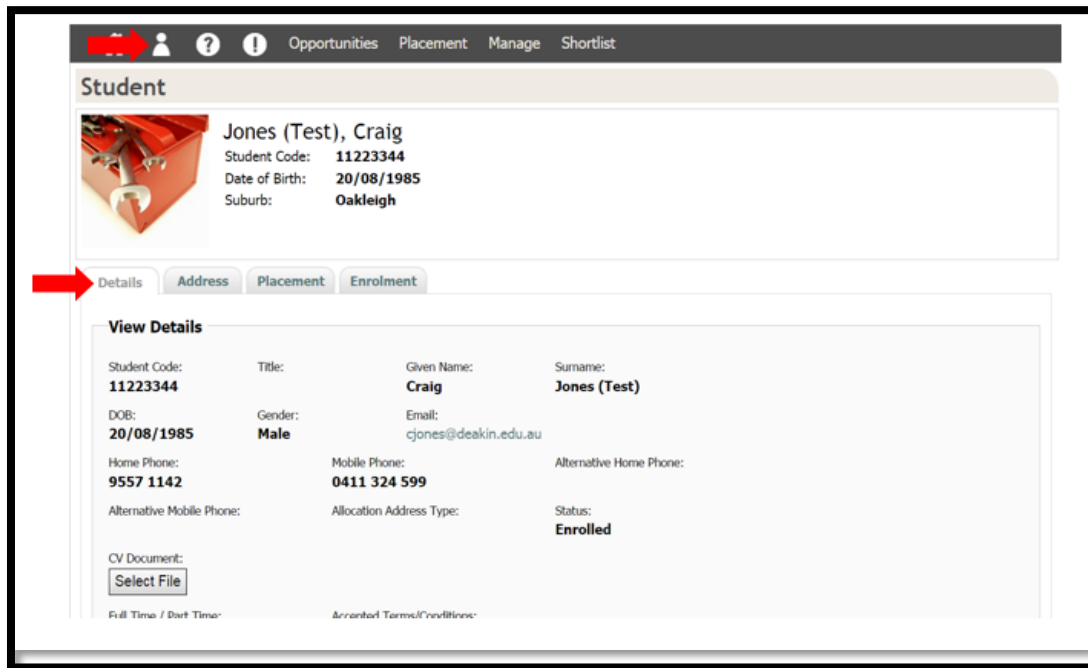


PROFILE DETAILS

All your details from StudentConnect are updated nightly onto InPlace.

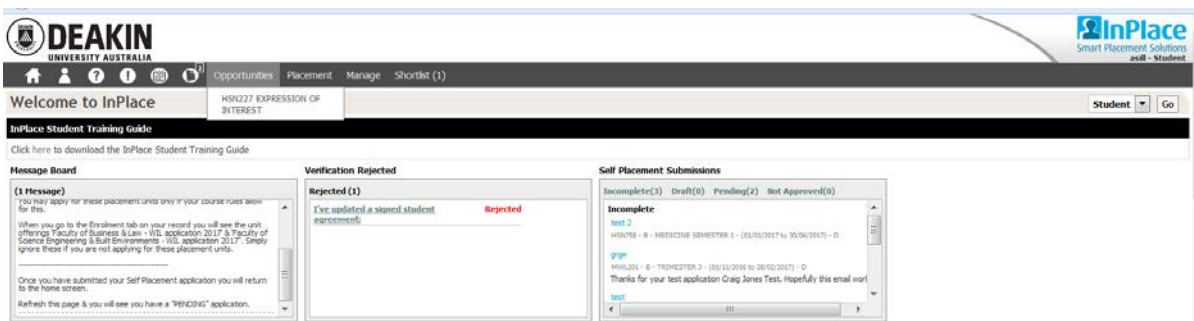
To view:

1. Select **Person icon** (top left)
2. Select – **Details, Address or Enrolment** tab
3. To update your details logon to [STUDENT CONNECT \(www.deakin.edu.au/studentconnect\)](http://www.deakin.edu.au/studentconnect)



SUBMITTING YOUR EXPRESSION OF INTEREST

1. On your home screen select **Opportunities** and then **HSN227 VOLUNTEERING IN EXERCISE AND NUTRITION SCIENCES** from the drop down.



2. Click on the green hyperlink to open the HSN227 opportunity

The screenshot shows the Deakin University website interface. At the top left is the Deakin University Australia logo. To the right is the InPlace logo with the tagline 'Smart Placement Solutions cloud - student'. Below the logos is a navigation bar with icons for Home, Profile, Help, and a search bar. The main content area is titled 'HSN227 EXPRESSION OF INTEREST'. It contains a search bar with 'Newest First' selected and a 'Search' button. Below the search bar, the title 'HSN227 VOLUNTEER IN EXERCISE AND NUTRITION SCIENCES EXPRESSION OF INTEREST' is displayed with a star icon. The text describes the opportunity: 'Deakin University Every year in Trimester 2, the School of Exercise and Nutrition Sciences offers a placement-based unit: HSN227 Volunteering in Exercise and Nutrition. This unit is open to all students whom meet the eligibility criteria listed below. Exercise and Nutrition volunteering placement opportunities have been designed to aid'. The location is listed as 'Barwood, VIC' and the dates as '9/07/2018 - 28/09/2018'. At the bottom right, it says 'Applications close: 4/04/2018'.

Click on the register button to express you would like to undertake HSN227 in T2 2018.

The screenshot shows a modal window titled 'HSN227 EXPRESSION OF INTEREST Details'. The window contains the following information:

- Selection process:**
- The prerequisites of this unit include:**
 - 1) At the completion of T1 2018, students should have completed at least 8 credit points of which at least 4 should be HSN-coded units: if volunteering in a food or nutrition organisation, or 4 HSE-coded units if volunteering in a sport or exercise organisation
 - 2) Students must have the capacity within their course load to undertake this elective unit in Trimester 2 2018. Although placement hours may sometimes be undertaken outside of the Trimester 2 dates, all students will be enrolled in Trimester 2 2018. If you are unsure whether this unit will fit into your course plan/rules, please consult your Student Advisers before applying.
 - 3) If you are undertaking more than one unit which has a placement component, please note that the placement organisations have to be different for different placement units. For eg. if you are undertaking HSN227 and HSN311 Food and Nutrition Practicum, you will need to find two different organisations to undertake the two placements
 - 4) In addition to the criteria above, interested students must complete the 'opportunity' form following below by Wednesday 4th April 2018
- Successful applicants will be notified via email by Monday 16th April, 2018.
- If you have any questions regarding the unit, please contact Cara Walker at ens-placements@deakin.edu.au
- Places available: 200
- Duration: 100.00 Hour
- Times: 9/07/2018 - 28/09/2018
- Registrations Open: 26/02/2018
- Registrations Close: 4/04/2018

At the bottom of the modal, there are two buttons: 'Register' and 'Close'. Below the 'Register' button is a small star icon and the text 'Add to shortlist'.

3. Your application will be reviewed to check if you meet the enrolment criteria. You will be notified of the outcome by the **16th April 2018**. Further information will be provided to successful applicants regarding the next steps to securing a placement.