InPlace Student Instructions

How to submit a Self-Placement application for approval

Logging into the system

Go to placements.deakin.edu.au

Select *Staff and Students* and log in using your Deakin username and password

Profile details

All of your details are populated from StudentConnect and updated nightly. You are able to view these by:

1. Click onto your username in the top-right corner and select *My Details* from the menu

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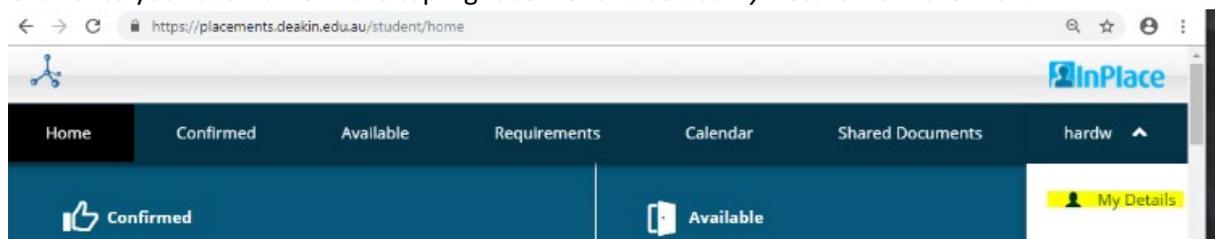
2. Your details will be shown. If you need to update any of your personal details, please visit StudentConnect to make these changes.
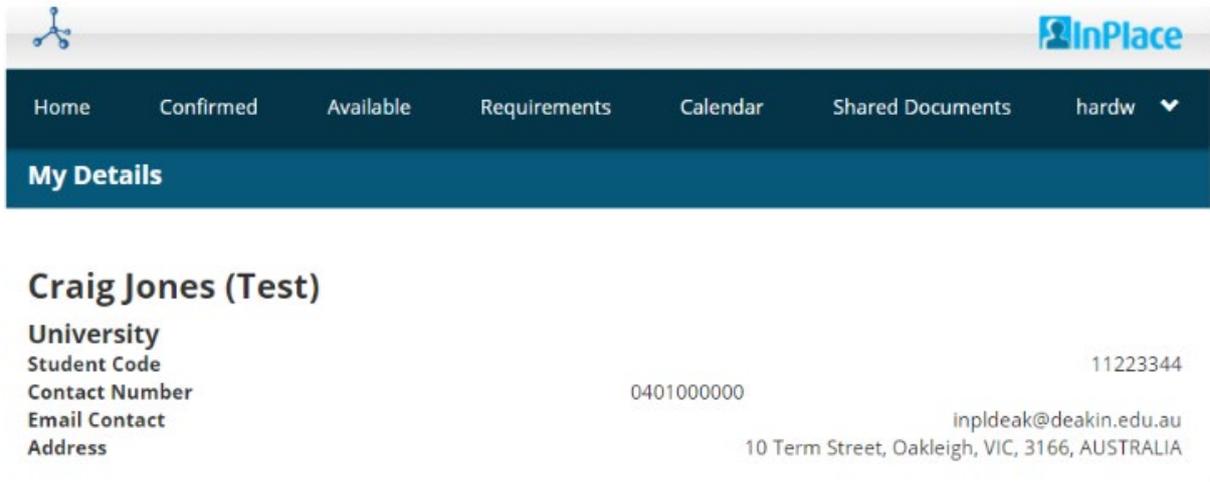
Submitting your application

To submit an application:

1. From the home screen, find the link for *Self Placement* for the relevant unit you are applying for. For example, to apply for SRM777, you would click into that link on the page, e.g.:

2. Complete all of the application form fields as required. Please make sure you click submit to save your application once you have finished.

Tracking your application

After you have submitted your application, you will notice the home screen has changed and now includes a number next to the unit you have applied for. For example:

Application outcome

In all cases, you will receive an email to your Deakin email regarding the status of your application. Please check your Deakin email regularly.

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Successful applications

Please check your Deakin email for notification of a successful applications.

In InPlace, you will be able to see your placement details under *Notifications*, e.g.:

Notifications (8)

Your Self Placement submission for SRM777 - Construction Management Practice at site Smiths Construction has been approved.

For more information, click into *View All Confirmed* in the top-left corner. The status of your application will be visible on this screen

Name	Type	Period	Duration	Status
Test	Placement	02/05/2018 - 04/05/2018	3 DAY	To be finalised
Nutrition Test Agency	Placement	13/08/2018 - 26/10/2018	120 HOUR	To be finalised
TEST - LES Agency	Placement	08/03/2019 - 09/05/2019	100 HOUR	Upcoming
Smiths Construction	Placement	10/03/2019 - 10/04/2019	160 HOUR	Upcoming

view by status

4 results of 4

Incomplete applications

Please check your Deakin email on regular basis. If you application is incomplete, you will need to log into InPlace to view the reason. For example:

Provide Feedback

Status:

Incomplete ▼

Feedback: 90 characters left.

Dear Craig, your application is incomplete. We require all fields in your application to be completed. Please fill out these sections and re-submit your application.

Save & send   Cancel

Not approved

If your application was unsuccessful, you will be provided feedback. Please log into InPlace to view these comments and follow the instructions that have been provided.

The status of your application will also be displayed as a notification, for example:

Notifications 6

Your submission for SRM777 - Construction Management Practice at site Smiths Construction is not approved.

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