

# InPlace Student Instructions

How to submit a Self-Placement application for approval



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## Logging into InPlace

Go to [placements.deakin.edu.au](https://placements.deakin.edu.au)

A screenshot of the InPlace login page. It features two dark blue buttons: "Staff and Students" at the top and "Other Accounts" at the bottom. Between the buttons is a horizontal line with the word "or" centered below it. The entire login area is enclosed in a light blue border.

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

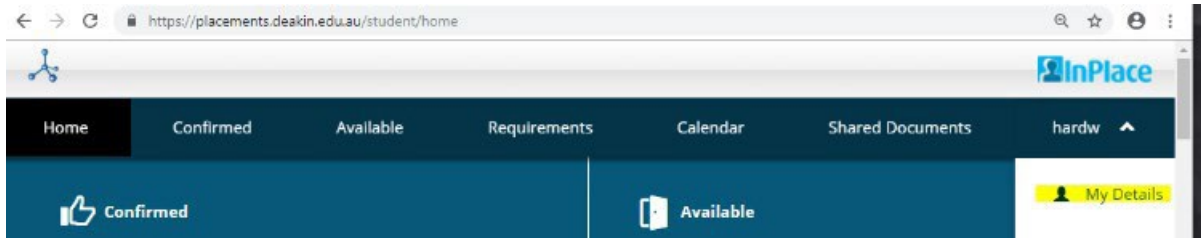
[Quantum Information Technology Cookie Policy](#)



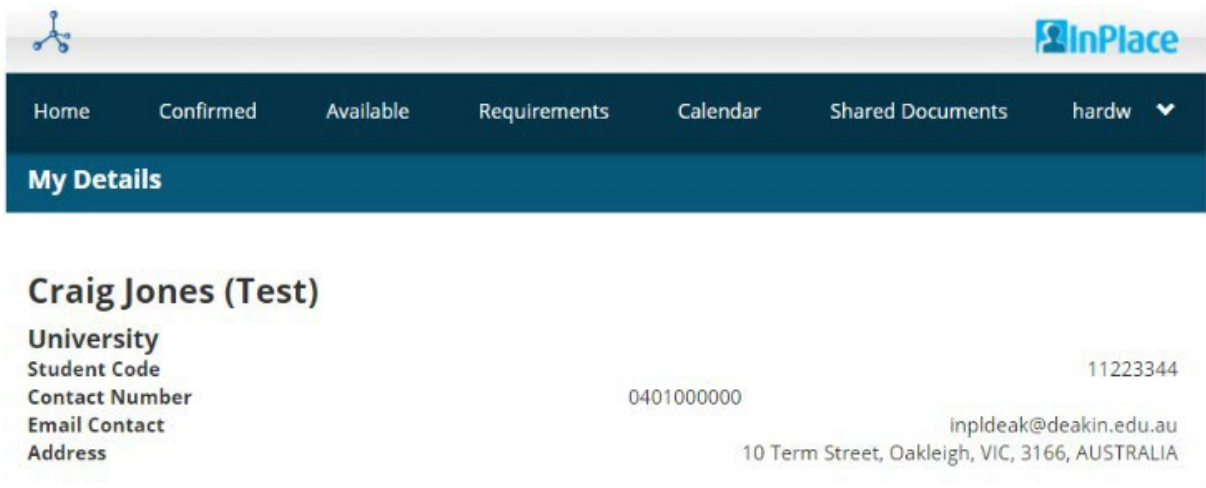
## Profile details

You must ensure that all of your personal details are up to date. InPlace retrieves your personal details from StudentConnect and is refreshed on a nightly basis. You may access and review your personal information by:

1. Click on the **My Details** tab from the top menu:



2. Please review your personal information to ensure it is up to date. If you need to update any of your personal details, please visit [StudentConnect](#) to make these changes.



## Submitting your application

Please ensure you have a current course map (issued within six months of your application date) to confirm your eligibility to complete the unit. If you need an updated course map, please contact the Student Central Team or use the link below.

[Request a new or updated course map](#)

Additionally, please ensure you have all required supporting documents (e.g., an offer letter for SIT344/SIT791 placements) so you can submit a complete application.

To proceed with submitting an application:

1. On the Home screen, find the link to the **Self Placement Submission** for the relevant unit you are applying for. For example, to apply for SLE225, you would click into that link on the page, e.g.:

The screenshot shows the InPlace application interface. At the top, there is a navigation bar with 'Home', 'Confirmed', 'Requirements', and 'Calendar'. Below this is a large blue banner with the text 'Welcome to InPlace' and 'Confirmed Next Attending No Current or Upcoming Placements'. A button labeled 'View All Confirmed' is visible. Below the banner, there is a 'To Do' section with a red notification icon and a list item: 'Self Placement submission open for SLE225 - Global Environmental Placement'.

2. Complete **all** of the application form fields as required. Fields marked with \* are compulsory; failing to complete them correctly may delay the processing of your application. Please make sure you click submit to save your application once you have finished.

Placement Start Date \*   
(dd/mm/yyyy):

Placement End Date \*   
(dd/mm/yyyy):

Placement Duration:

| Experience                                       | Duration* | Unit Of Measure* |        |
|--|-----------|------------------|--------|
| 1 SIT306 IT Placements and Industry Experie X Q- | 160       | Hour             | Remove |

Placement Times:

Placement Duties \*   
(please provide a minimum of 75 words description):

**Supervisor**

Agency Contact is the Placement Supervisor:

Title:

Given Name:

Surname:

Business Phone:

Supervisor's LinkedIn address:

Email Address:

Confirm Email:

**Supervisor additional Details** ⓘ

Please provide any other useful details about your placement supervisor:


### Important for SEL703 Applications ONLY:


For SEL703 applications, you must provide additional details on the relevant experience of your placement supervisor. Placement supervisors must be accredited engineers with at least 5 years of experience within the industry.

## 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:

To Do 2

 Self Placement submission open for SLE225 - Global Environmental Placement >

 Self Placement submission open for SLE301 - Professional Practice 1

You will also receive an acknowledgement email confirming that your application has been successfully submitted. Please ensure you regularly check your emails (Deakin account) for updates on the progress of your application.

If we require further information, we will require you to respond to our request within the timeframe specified to ensure that we can successfully process your application. Delays in responding may lead to your application not being approved.

## Application outcome

### Successful applications

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

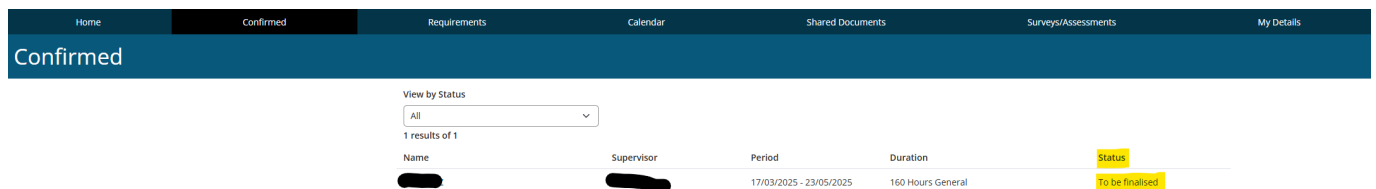
In InPlace, you will be able to see your placement details under *Notifications*, e.g.:

### Notifications 5

Your Self Placement submission for SIT306 - IT Placements and Industry Experience\_preLaunch at site Springfield High School has been approved.

You have been assigned to TEST: Simpsons School. Starting on: 04/05/2026.

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       | Supervisor | Period                  | Duration          | Status          |
|------------|------------|-------------------------|-------------------|-----------------|
| [REDACTED] | [REDACTED] | 17/03/2025 - 23/05/2025 | 160 Hours General | To be finalised |

### IMPORTANT:





Once your placement is conditionally approved, you'll receive an email from the SEBE WIL Team with instructions to complete the Placement Agreement/Student Undertaking via DocuSign.

**Your placement will not be officially approved until all documents are fully completed.**

## Incomplete applications

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

To Do 11

|  |   |
|--|---|
|  Verification of N95 Fit Test Mask is Rejected. Feedback:   | > |
|  Information required for NUR Test Readiness by <b>23/03/2026 (Overdue by 39 days)</b>  | > |
|  Your submission for HSE312 2026 All Campuses is Incomplete   | > |
|  Your submission for SIT306 - IT Placements and Industry Experience_preLaunch is incomplete. Feedback: Dear XXX, There is insufficient information on the duties of your placement. Please provide a detailed overview (no less than 75 words) of the duties and responsibilities for the placement. Include specific examples of the work to be undertaken and offer clear, informative descriptions of each task.. Sent by Raf Rahman | > |

Once you have updated your application with the requested information, please ensure that you have re-submitted your application by clicking on the submit button.

## Not approved

If your application was unsuccessful, you will be provided with feedback as to why your placement was not approved. Please log into InPlace to view these comments and follow the instructions that have been provided. You will also receive an email to inform you of the outcome of your application.

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

Notifications 6

Your submission for SIT306 - IT Placements and Industry Experience\_preLaunch at site Krusty Burger was not approved. Feedback: Dear XXX, Your application for the SIT306 placement with Springfield High School has not been approved as you did not provide sufficient information on duties and responsibilities for the placement. . >