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# Student Guide for InPlace

## How to apply for placement opportunities

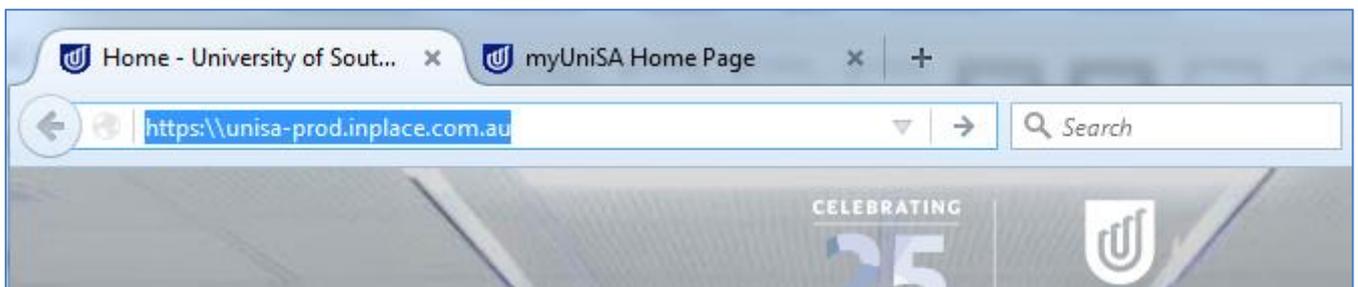
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\*Please note that this guide only gives you instructions on how to use the InPlace system to apply for available opportunities.

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### Step 1: Access the Website

- a) Open a web browser. Chrome, Firefox or Edge are recommended.
- b) Enter the InPlace web address: <https://unisa-prod.inplace.com.au>.



## Step 2: Log in to InPlace

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



# University of South Australia

Staff and Students

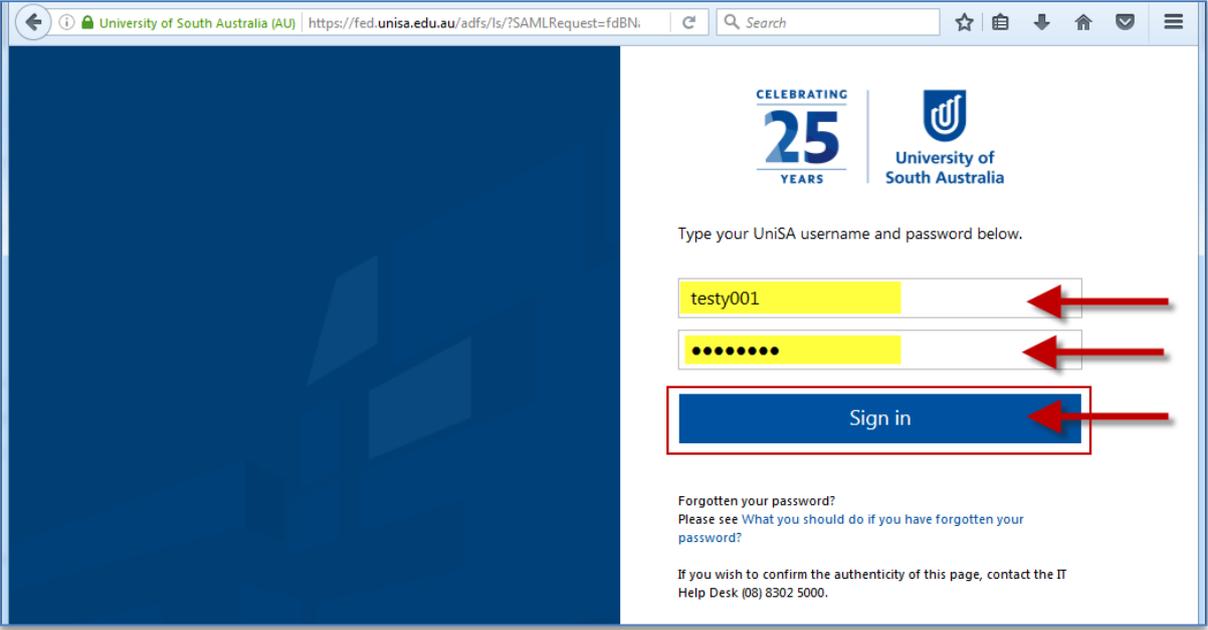
or

Password

Log in with your InPlace Account

[Forgot your password?](#)

- b) Enter your UniSA student username and password.



University of South Australia (AU) | https://fed.unisa.edu.au/adfs/ls/?SAMLRequest=fdBN

CELEBRATING 25 YEARS 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.

c) If it is your first time you have accessed InPlace, you will be directed to accept Terms & Conditions. Read and then accept the terms and conditions, by clicking the Accept button detailed in the screen shot below.

#### Terms and conditions

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##### 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.

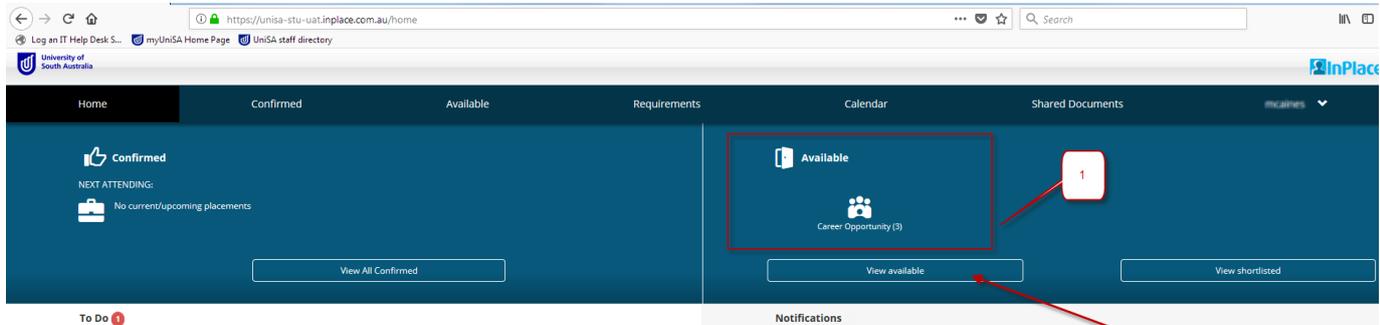
I authorise the University to release my personal information and academic information in accordance with the [Confidentiality of Students' Personal Information](#) policy.

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Accept

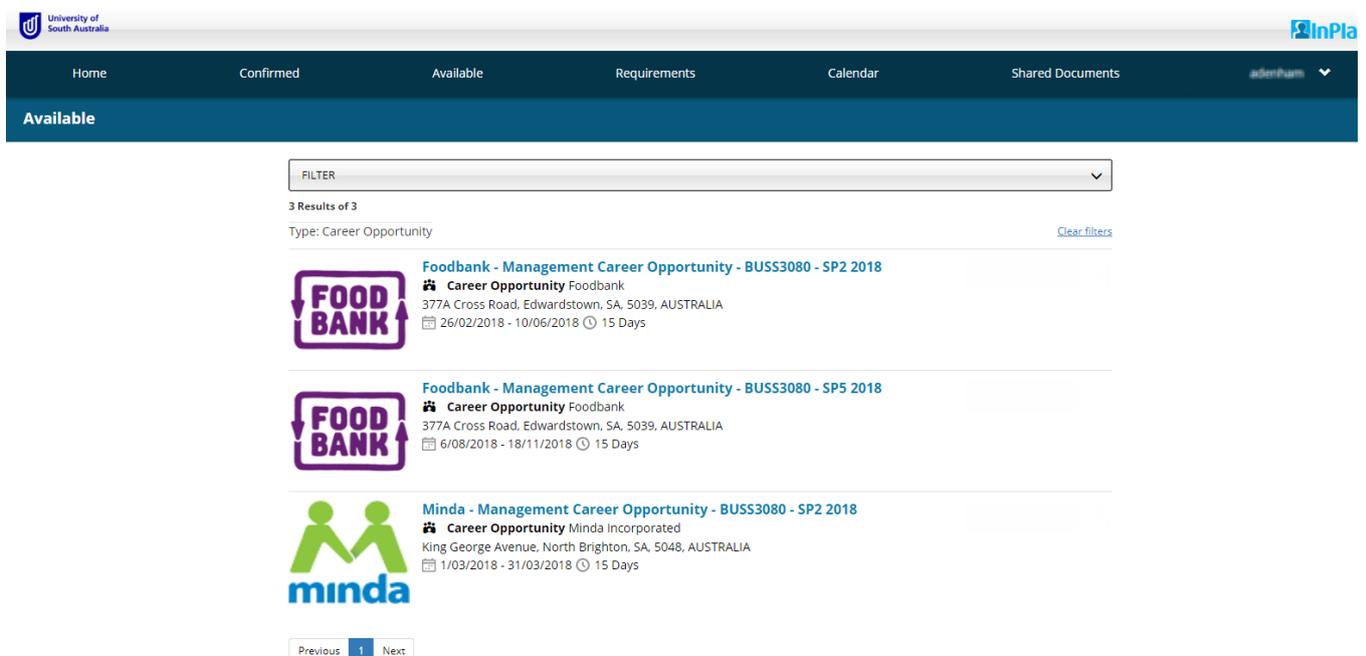
## Step 3: Navigate to view available placement opportunities

- a) After logging in, you are directed to your home page.
1. At the right of the home page, you will see the heading Available. Click on the view available button to view available placement opportunities.



## Step 4: View available placement opportunities

- a) A list of available opportunities for all placement courses will display.



b) To view the opportunity, click the opportunity title.

The screenshot shows the 'Available' section of the job portal. At the top, there is a navigation bar with 'Home', 'Confirmed', 'Available', 'Requirements', 'Calendar', 'Shared Documents', and a user profile 'adenham'. Below the navigation bar, a 'FILTER' dropdown menu is visible. The results section shows '3 Results of 3' and 'Type: Career Opportunity'. Three opportunities are listed:

- Foodbank - Management Career Opportunity - BUSS3080 - SP2 2018**  
Career Opportunity Foodbank  
377A Cross Road, Edwardstown, SA, 5039, AUSTRALIA  
26/02/2018 - 10/06/2018 15 Days
- Foodbank - Management Career Opportunity - BUSS3080 - SP5 2018**  
Career Opportunity Foodbank  
377A Cross Road, Edwardstown, SA, 5039, AUSTRALIA  
6/08/2018 - 18/11/2018 15 Days
- Minda - Management Career Opportunity - BUSS3080 - SP2 2018**  
Career Opportunity Minda Incorporated  
King George Avenue, North Brighton, SA, 5048, AUSTRALIA  
1/03/2018 - 31/03/2018 15 Days

At the bottom of the list, there are 'Previous', '1', and 'Next' navigation buttons.

c) Details of the opportunity will display.

The screenshot shows the detailed view of the selected opportunity. The header includes a 'BACK' link, the opportunity title, and a 'Career Opportunity for Foodbank' label. It also displays the dates '26/02/2018 - 10/06/2018' and '15 Days General'. Below this, it states '2 Positions available' and features a prominent 'Apply now' button.

**Description**  
Your HR skills will be put to good use by assisting in day to day recruiting and management of volunteers who are required for regular activity and adhoc events. This not for profit organization situated at Edwardstown has approximately 150 regular volunteers and a database of well over 600.

You will assist in the Corporate Volunteering Inductions as they have on average two corporate groups in each week. This will include:

- Dealing with volunteers and learning common issues relating to engaging volunteers and how to interact with them
- Learning the appropriate questioning relating to volunteering to receive the feedback needed
- Learning Salesforce Database and how it applies to volunteer management, including for newsletter construction
- Learning best practice when recruiting and inducting volunteers

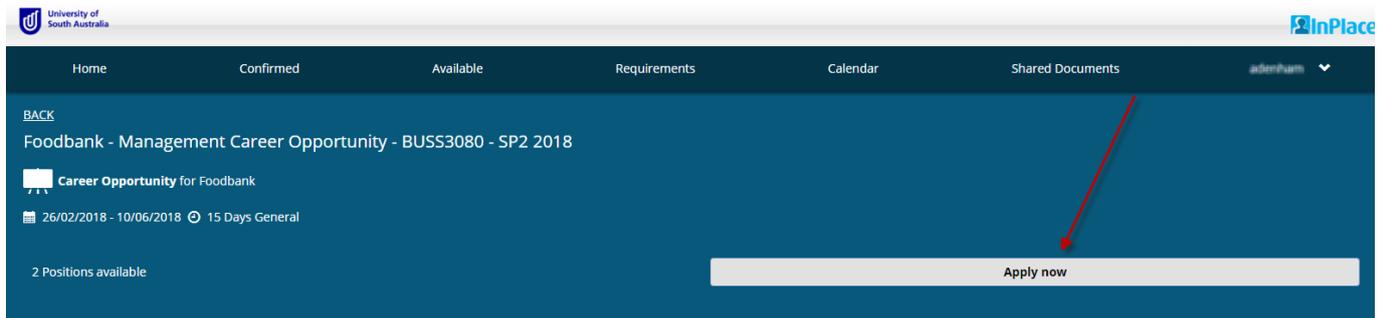
**Application Details**  
Open: 1/12/2017 - 31/01/2018

**Application Instruction**  
BUSS3080 - SP2 Students are eligible to apply.  
Simply submit your CV and Cover Letter

**Contacts**  
Chantel Griffen  
chantel.griffen@unisa.edu.au

d) To apply for the opportunity, click the apply now button.

Note - If the apply now button does not display, the opportunity may not be open for applications or you might not be enrolled in the course the opportunity is for. Please contact a member of the Experience Business team if you have any questions.



#### Description

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#### Application Details

Open: 1/12/2017 - 31/01/2018

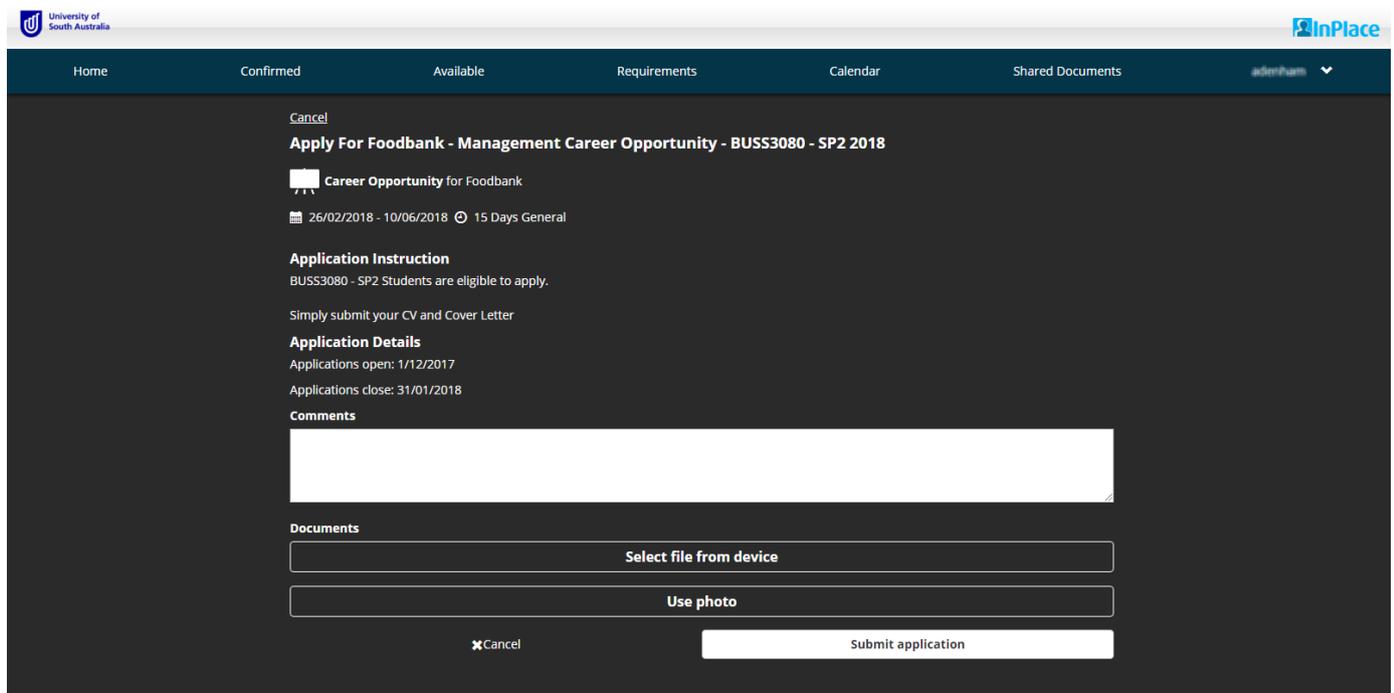
#### Application Instruction

BUSS3080 - SP2 Students are eligible to apply.

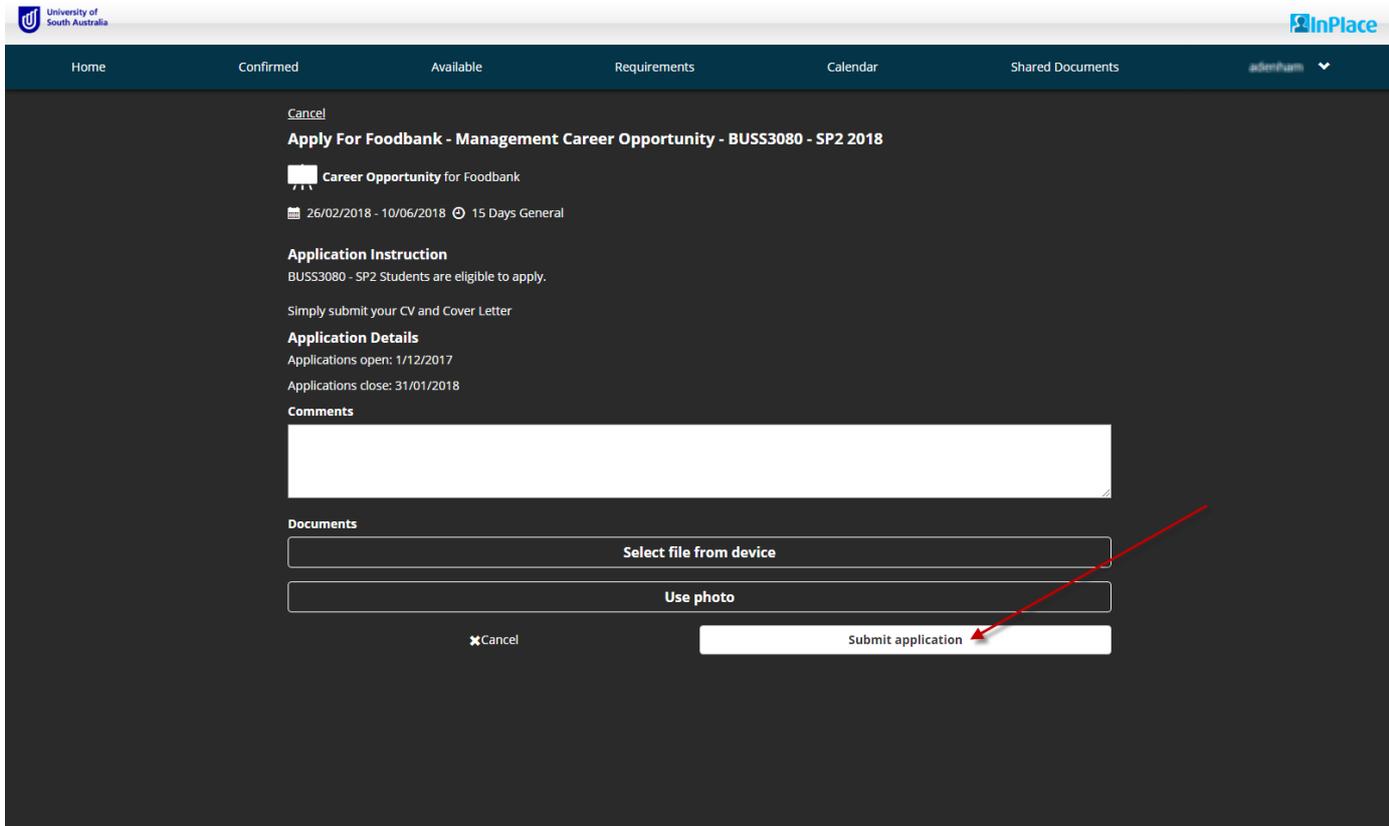
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#### Contacts

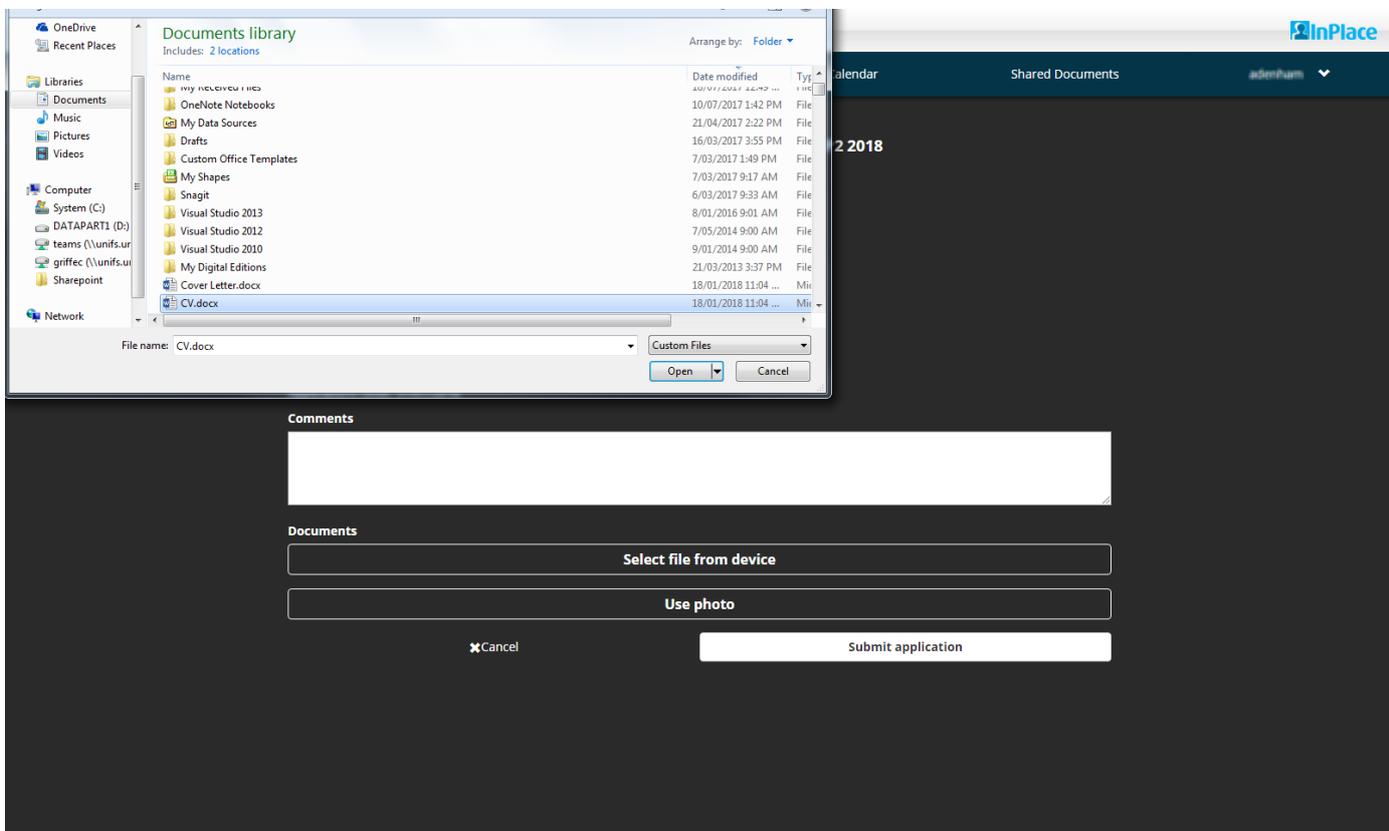
e) The application screen displays.



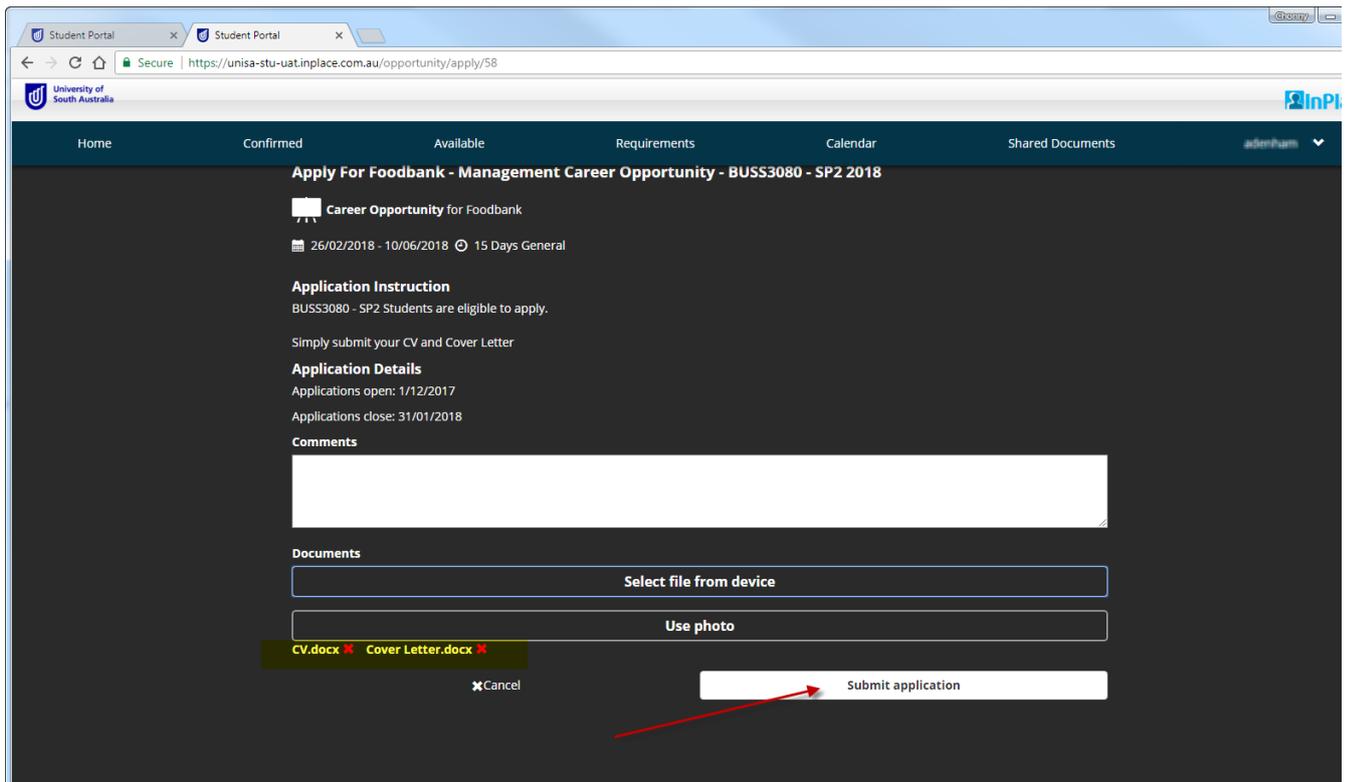
f) Click the select file from device button.



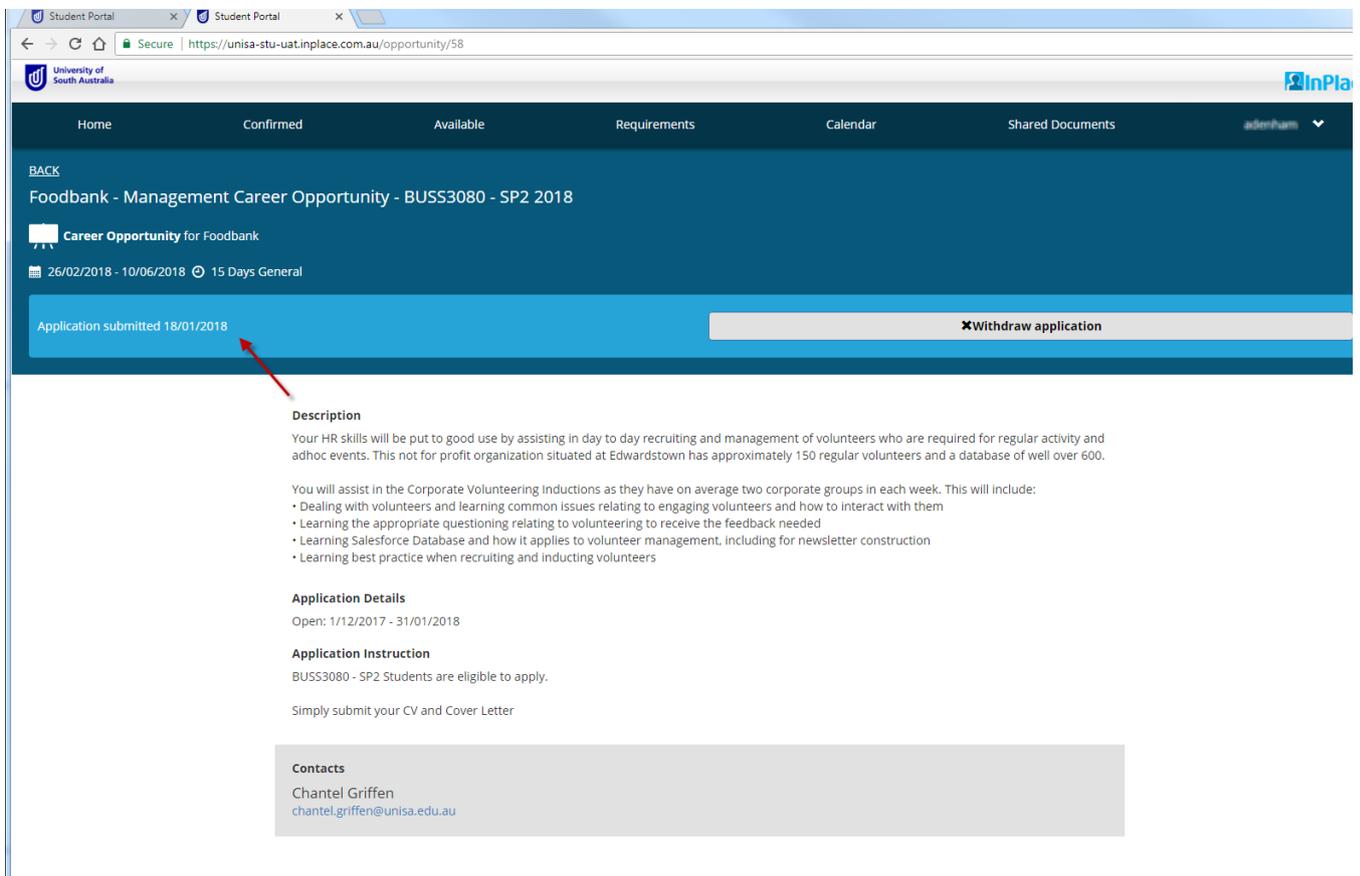
g) Select any required documents.



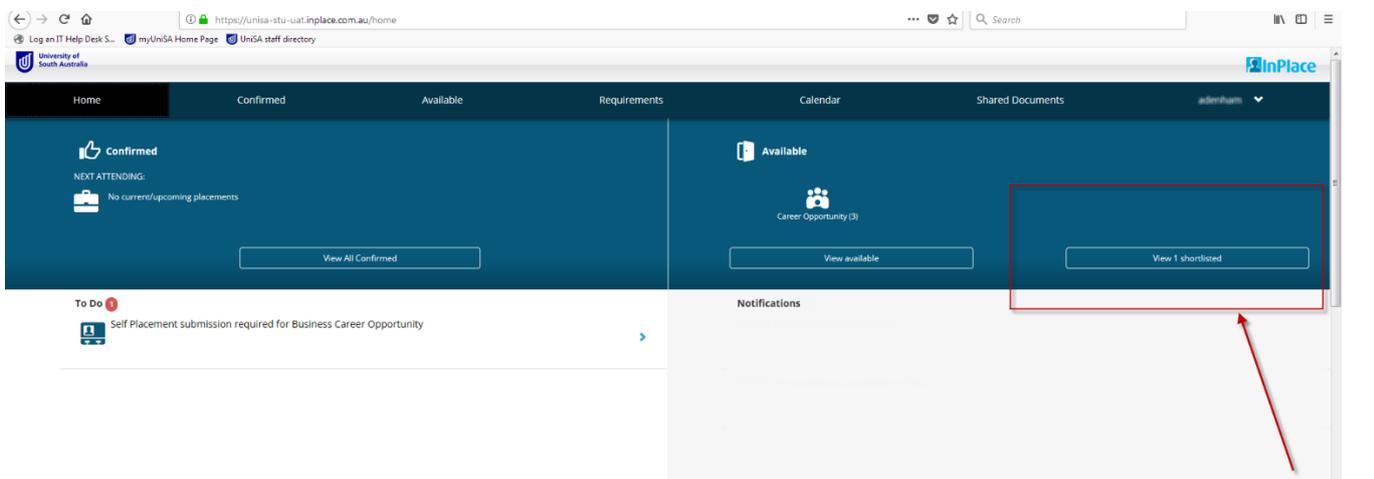
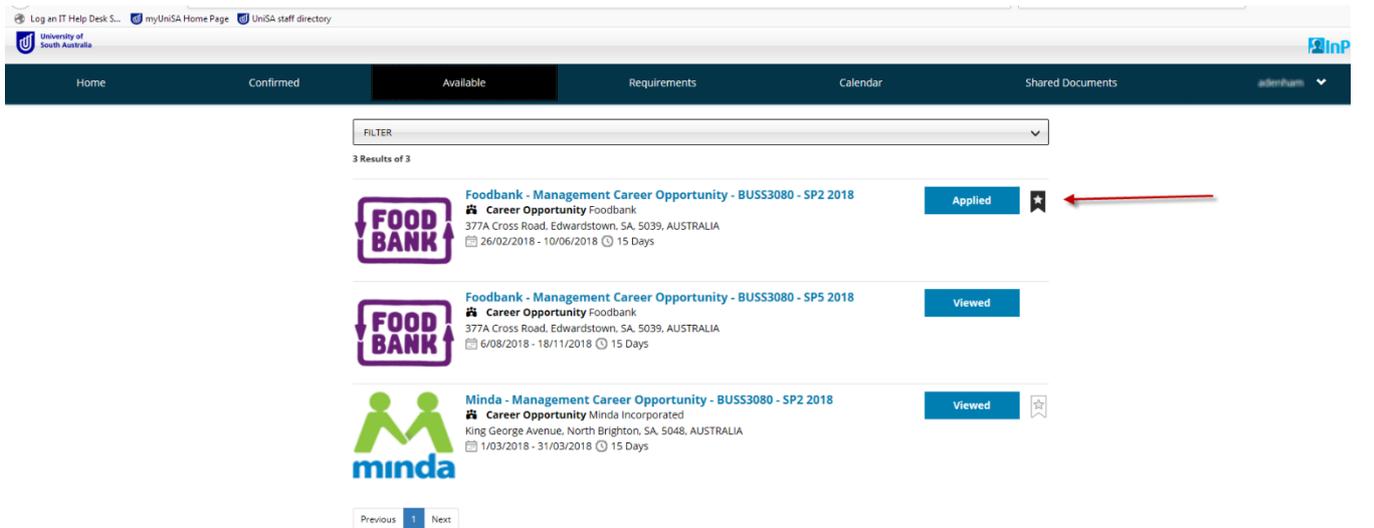
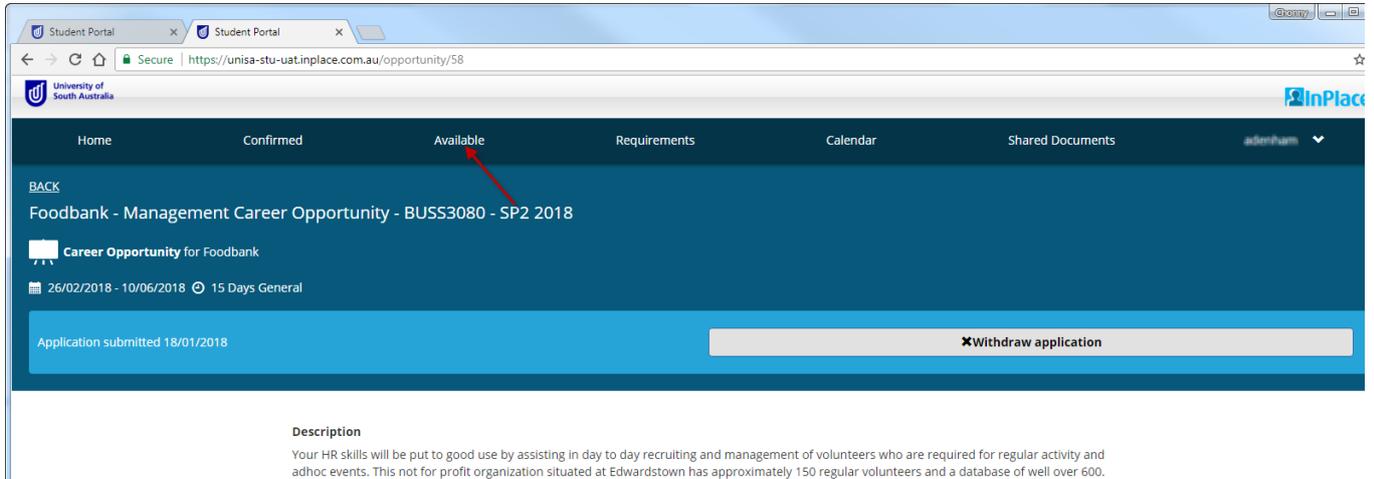
h) Once you have added all required documents, click the submit application button.



i) A message will display confirming your application has been submitted.



- j) If you navigate back to the list of available opportunities you will see there is an “Applied” indicator next to opportunity you have applied for. Applied for opportunities also appear as shortlisted on the home page.



- k) Once your application has been assessed by a member of the Professional Experience team, you will be contacted and advised of the next step in the placement opportunity application process.