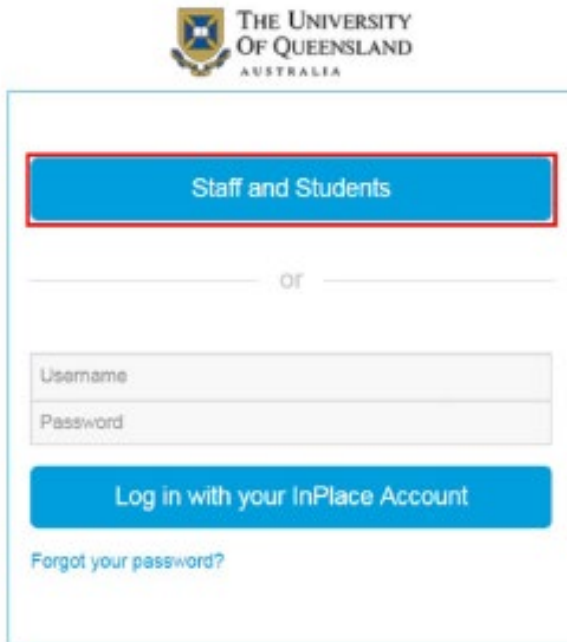


## InPlace Student Guide


### Pre-placement: Complete Self Placement submission for *Engineering Professional Practice*

- Log in to InPlace at <https://placements.uq.edu.au> via the UQ Single sign-on using your UQ username/student ID and associated password.

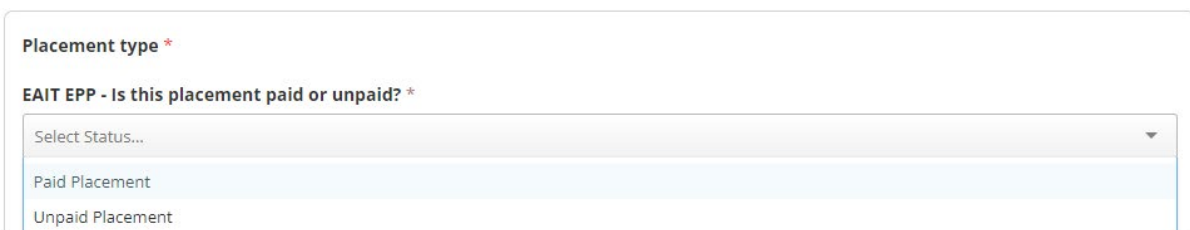


The first time you log into InPlace you will be prompted to agree to terms and conditions. Please read these carefully before agreeing.

- On your Home page click on the on the '*Self Placement submission open for EAIT Engineering Professional Practice*' tab on your To Do list. Use this submission for both paid and unpaid placements

 Self Placement submission open for EAIT Engineering Professional Practice >


- Fill out the form with the placement details.
- Enter the placement duration in *hours*. You **do not** need to add a Weekly Placement Roster.
- On the Placement type tab, choose Paid or Unpaid Placement from the drop-down list.



- On the Placement Form Attached tab tick the box and attach the relevant placement form.

Placement Form Attached  
If your placement is UNPAID, attach your unpaid placement form, signed by you and your placement supervisor

Attachment \*

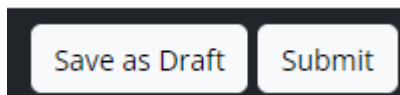

Drag and drop files here or Browse

The Paid and Unpaid placement forms can be downloaded from:

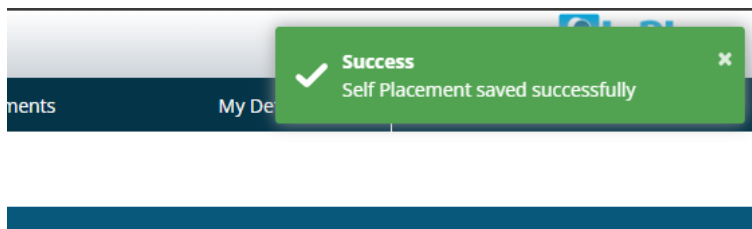
- EPP website or
- in the Shared Documents tab in on your InPlace dashboard site at <https://placements.uq.edu.au>

Complete all sections of the form and ensure that it has been signed by yourself and your placement provider. Your submission will not be accepted if details or signatures are missing from this form.

- Click Submit when the form is complete. A green confirmation box will briefly appear at the top right of your screen, and you will receive a confirmation email of receipt of your submission.



Note: You may Save as Draft at any time – your draft will appear as a prompt in your InPlace To Do list.



Your submission will now be reviewed by the EAIT Employability Team. This may take up to 2 working days so please make sure you have submitted your placement at least 2 working days before your placement commences.

Your placement submission will have one of the following outcomes:

- Approved: You will receive an email stating that your Engineering Professional Practice Placement has been approved.
- Incomplete: You need to log in to InPlace and review the feedback given which will be displayed in your 'To Do' list. Reopen the form by clicking on the hyperlink from your 'To Do' list and make the relevant changes, then submit again.

- Not Approved: Your Self Placement has been deemed not suitable and will not go ahead. Please speak directly to the EAIT Employability Team if you need further details.

**IMPORTANT:** If your placement dates/hours change after you've submitted your Self Placement, please let the EAIT Employability Team ([employability@eit.uq.edu.au](mailto:employability@eit.uq.edu.au)) know as soon as possible so your placement record can be updated in InPlace.

### Post-placement: Complete the Placement Survey to receive confirmation of your placement details

- The day after your placement concludes you will receive an email prompting you to complete the Placement Survey. This is an important step as it will enable you to have your placement confirmed by your placement supervisor so that you can claim your placement toward your EPP hours.
- The email will contain a link to the survey that you will need to complete and submit.

#### STUDENT

<b>1. Number of hours completed *</b>	
<ul style="list-style-type: none"> <li>• Enter the number of hours you actually completed on placement.</li> <li>• This might differ to what was originally submitted when you registered your placement.</li> </ul>	
<input type="text"/>	
<b>2. Summary of experience *</b>	
Please enter a brief summary of your placement experience.	
<input type="text"/>	
<b>3. My supervisor is a professional engineer* *</b>	
*A professional engineer is someone who is degree qualified in engineering (i.e. Bachelor of Engineering) If No is selected, please enter a comment.	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment <input type="text"/>
<b>4. I confirm my supervisor was not a near relative or close associate *</b>	
Students cannot be supervised by a near relative or close associate as this would be a conflict of interest. Examples of near relatives are parents, partners and siblings. Examples of close associates are friends and neighbours.	
<input type="radio"/> I confirm	

- Your supervisor will then receive an email to confirm your placement details. Please note that your supervisor will have access to your survey responses.
- You will have seven (7) days after the end of your placement to complete the survey.

If you have any further questions, please contact the EAIT Employability Team or visit the EAIT Employability Hub in 50-C305.

If you are having issues with accessing the InPlace system please contact ITS at <https://my.uq.edu.au/information-and-services/information-technology/student-it-support>