

InPlace Self-Placement Student Guide

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

- Log in to InPlace at <https://placements.uq.edu.au>



- On your Home page click on the on the 'Self Placement submission open for EAIT Engineering Professional Practice' tab on your To Do list.

Welcome to InPlace

A dark blue banner with white text. It features a thumbs-up icon, the word 'Confirmed', and 'Next Attending'. Below that, it says 'No Current or Upcoming Placements'. At the bottom center is a white button with the text 'View All Confirmed'.

To Do 3

- Information required for UQ - Emergency Contact Details - Provide emergency contact details below. >
- Self Placement submission open for EAIT Engineering Professional Practice >
- Self Placement submission open for Unpaid Work Experience - Faculty of EAIT 2025. Closing on: 31/12/2025 at 12:00 am. >

- 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.

Placement type *

EAIT EPP - Is this placement paid or unpaid? *

Select Status...

Paid Placement

Unpaid Placement

- On the Placement Form Attached tab tick the box and attach your paid or unpaid placement form.

Placement Form Attached *

Attach your paid or unpaid placement form, signed by you and your placement supervisor

Attachment

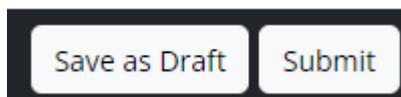
Drag and drop files here or [Browse](#)

The paid and unpaid placement form can be downloaded from:

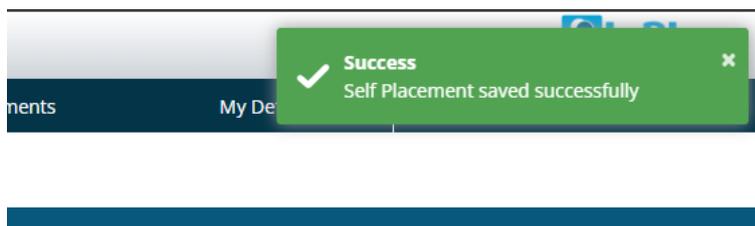
- The [EPP website](#)
- The Shared Documents tab in on your [InPlace dashboard](#)

Complete all sections of the relevant 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 the 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 an email confirming 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 EAIT Employability. Approvals may take up to 2 working days so ensure you allow time for approvals before your placement commences.

Your placement submission will have one of the following outcomes:

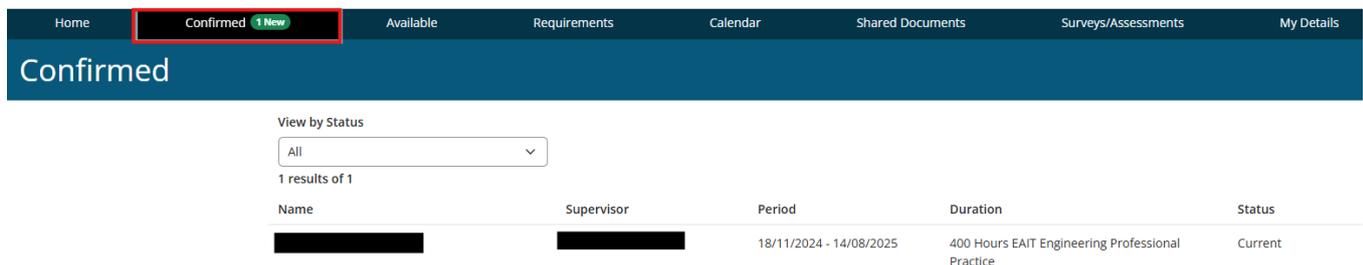
- Approved: You will receive an email stating that your Engineering Professional Practice Placement has been approved.
- Incomplete: You need to log in to InPlace and review the feedback given which will be displayed in your 'To Do' list. Reopen the form by clicking on the hyperlink from your 'To Do' 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 EAIT Employability if you need further details.

Changes to the placement details

If your placement dates/hours change after you've submitted your Self Placement, please let EAIT Employability know as soon as possible so your placement record can be updated in InPlace.

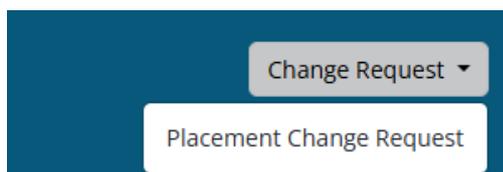
You can submit a change request via the placement record in InPlace.

- Click on 'Confirmed' on the bar menu on your InPlace dashboard and click on the relevant placement record.



Name	Supervisor	Period	Duration	Status
[REDACTED]	[REDACTED]	18/11/2024 - 14/08/2025	400 Hours EAIT Engineering Professional Practice	Current

- Click on 'Change Request' > 'Placement Change Request' on the right hand side of the page.



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.

Dear [REDACTED]

Our records indicate that the below Engineering Professional Practice (EPP) placement has recently concluded. In order to progress this placement to an EPP claim and complete our administrative process at UQ, we require some details from you that can be provided via the assessment link below.

Company Name	Student Name	Assessment Link
[REDACTED]	[REDACTED]	Individual assessment link

The original placements hours submitted were 340. If the actual placement hours completed differ from what was originally submitted, this needs to be updated by both student and supervisor via the assessment link above.

Please note that survey responses are visible to all respondents.

Please provide your feedback within 7 days.

If you have any questions, please contact us via the contact details below.

Regards

EAIT Employability

- **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.**

STUDENT

1. Number of hours completed *	
<ul style="list-style-type: none">• Enter the number of hours you actually completed on placement.• This might differ to what was originally submitted when you registered your placement.	
<input type="text"/>	
2. Summary of experience *	
Please enter a brief summary of your placement experience.	
<input type="text"/>	
3. My supervisor is a professional engineer* *	
<small>*A professional engineer is someone who is degree qualified in engineering (i.e. Bachelor of Engineering) If No is selected, please enter a comment.</small>	
<input type="checkbox"/> Yes	Comment <input type="text"/>
<input type="checkbox"/> No	

- **After you have submitted your survey, your supervisor will receive an email within 24 hours to confirm your placement details.**
- **You can check if your supervisor has completed their survey and review their survey responses through the original survey link that was emailed to you. To review your supervisors responses click on *Stage 2 – Supervisor – Agency*.**

InSight Response

EPP Placement Confirmation - [REDACTED]

20/11/2024 - 12/02/2025 450 Hours EAIT Engineering Professional Practice

EAIT Engineering Professional Practice

Stage 1 - Student Hours Confirmation
✓ Completed Submitted on: 18/02/2025 12:04 AM

Stage 1 - Student Hours Confirmation
✓ Completed Submitted on: 18/02/2025 12:04 AM

Stage 2 - Supervisor - Agency
✓ Completed Submitted on: 19/02/2025 11:02 AM

1. Number of hours completed

- Alternatively, you can log into InPlace and click on 'Surveys/Assessments' on the top bar menu

Home Confirmed **1 New** Available Requirements Calendar Shared Documents **Surveys/Assessments** My Details uqfkazai (s4800706) ▾

Welcome to InPlace

- Untick the box for 'Items requiring response only' and click on 'Apply filter'

My Responses

FILTER

Campaign Name Survey

Status

Items requiring response only

Cancel **Apply Filter**

Action	Placement/Course Offering	Survey Name	Campaign Name	Stage Name	Status	Due Date ↑
No records available.						

10 Items per page 0 - 0 of 0 items

- If your supervisor has submitted their survey, then both your and their survey will be visible.

NOTE: Please double check that your supervisor has confirmed the actual hours that you have completed during the placement. If the hours are not correct, first discuss the discrepancy with your supervisor and then contact EAIT Employability.

Further questions?

Contact EAIT Employability

Phone: +61 7 3365 8534

Email: employability@eit.uq.edu.au

Location: Hawken Engineering Building (50), Room C305. Monday to Friday, 9am – 4pm.

Technical Support

If you are having issues with accessing the InPlace system please contact [UQ ITS](#)