## Monash Sourced Onshore Application

Below is a guide to completing your Monash Sourced Onshore WIL application on the InPlace Placement Management System.

Step 1. Accessing InPlace

1. Login to my.monash
2. Select Student Placements link from "My Courses" tile
3. From the InPlace login screen, click on "Staff and Students"
4. Your InPlace Home page is the first page you see when you log in.
   It gives you a quick access to all your placement details, tasks and notifications.
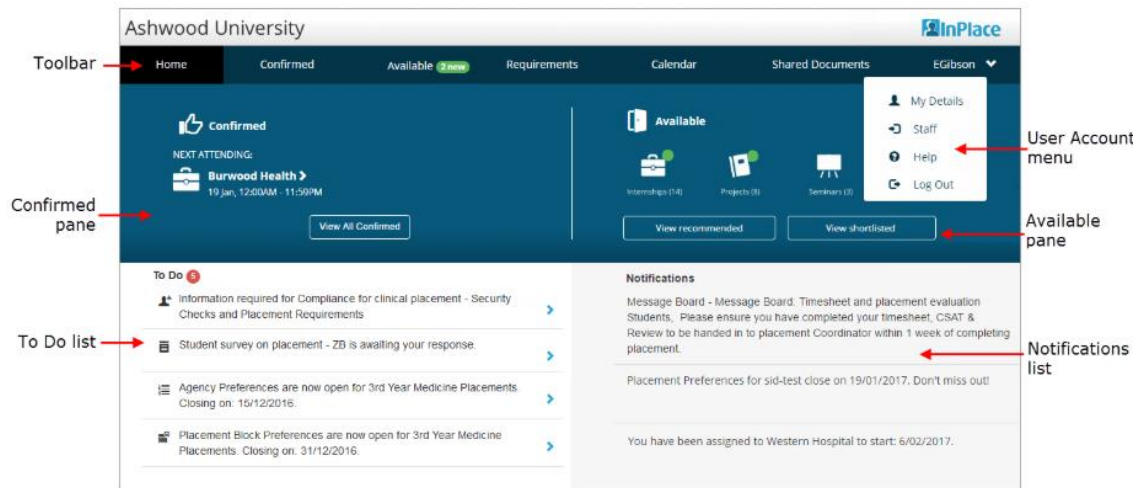
On a mobile device your Home page looks a bit different, but all the same information is available.
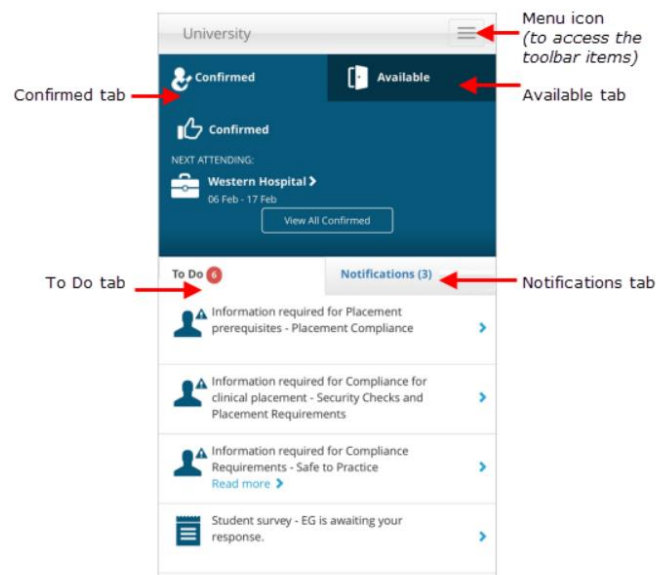
Step 2. On your Home page check the **Available** pane to see what types of opportunities are currently being advertised.

1. Scroll down to find the Teaching Period and Unit you want to apply for (**e.g. *Summer Semester A 2020 – ENG5008 – Onshore***).
2. Select the relevant teaching period, unit and location you want to apply for by clicking on the link.

3. Click on '**Apply now**' button and read the Application Instructions carefully before completing the application and uploading relevant files.
4. In the Comments box, please indicate if you will be submitting applications for more than one teaching period.
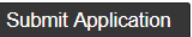
Step 3. Uploading documents
1. You **must** upload your r**esume** (please ensure the file name format is saved as LastName – StudentID – Resume) e.g. Smith2XXXXXXX-Resume.doc and submit
    To upload the document, click on '**Select file from device'**.

| Documents |
|---|
| Select file from device |
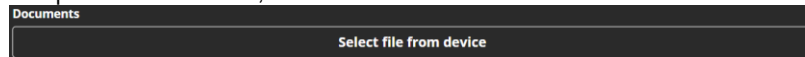
2. Once you submit the application, you will not be able to change information provided, so BEFORE you press SUBMIT, please ensure you have completed:
    • **the 5 Placement Proposal questions.** (See Step 4)
    • **the Student Information section**
3. See **Step 5** for information on how to track the progress of your application.
4. Click on Submit Application . The application form closes.

Step 4. Fill in your details and **Faculty of Engineering Placement Proposal**
1. Click on the person icon, to go to "My Details". You can update and edit your details here.

InPlace
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👤 My Details
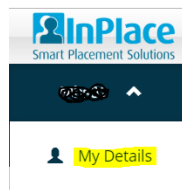
2. In **Faculty of Engineering Placement Proposal,** you will need to answer 5 questions that will be used to assess your application and match you with the most suitable host organisation. Please read the information provided on [Faculty of Engineering website](#) on how to respond to these questions. Click "Submit" to submit each answer.
3. Enter "Public Transport", to indicate if you will be using public transport to travel to and from your placement.
4. Provide details of "Special needs" (if applicable).
5. "Language/s spoken fluently" – select from the list provided.
6. "Unit to be discontinued" please provide the unit you will discontinue if your application is successful.
7. "Skype Username (offshore placement only)".
8. **"**Graduate Program**"** **-** please select from the list provided.
9. "Specialisation" – please select from the list provided.

Step 5. Track your application status
1. If you applied via InPlace (not direct to an agency), InPlace tracks your application's progress.
2. On the **Available** page, the opportunity now displays the **Applied** status and application date.
3. The opportunity is added to your shortlist.
4. Your application will be reviewed by the placement coordinator, administrator and/or the lead contact. If approved, it will pass through the standard opportunities process, which will involve an interview.
5. You'll see a message in your **Notifications** list advising whether you've been successful or not.
6. If successful, a confirmed placement will be created for you. You can view it by clicking **Confirmed** on the toolbar.

Step 6. Status Descriptions for your reference
1. You can use the **Confirmed** page to view all your confirmed placements and any confirmed (successful) opportunities. From this page you can open a placement to access its full details.
2. Click on '**View by status**' to view the status of your application.
   Status Descriptions for your reference.

Status	Description
Applied	Your application has been successfully submitted
Pending	Your application is currently being assessed by the WIL team
Interview	You are eligible and are required to complete an online video interview. Please check your email for the invitation and instructions.
Successful	You have being shortlisted. Your application is progressing to the next stage of the selection process. You may be required to attend an interview.
Unsuccessful	Your application is not successful

Additional Step - Submitting incomplete or additional document(s)
1. Login to your InPlace.
2. Click on Person icon on your homepage.
3. On your "My Details" page, scroll down to find the "Other document/s" field.
4. Please tick the box and attach any document if requested.
5. To select the file, click on '**Select or drag a file'** and upload relevant files.
6. Click on '**Submit**'.

If you do need to contact the Faculty of Engineering WIL team please ensure you provide your Monash Student Id number and the teaching period.