PROFESSIONAL PRACTICE PROGRAM



InPlace Student Submission Guide





UNISA UNDERGRADUATE ENGINEERING



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INTRODUCTION

UniSA Engineering students are required to participate in the **UniSA STEM Professional Practice Program (PPP)** throughout their studies. Students must complete 450 hours (60 days/12 weeks FTE) of relevant professional practice activities in the PPP, which are recorded in the University's Student Placement Management System InPlace.

This *InPlace Student Submission Guide* has been designed to assist UniSA undergraduate Engineering students with using **InPlace** to submit information about the in-industry experience placement(s) they have organised.

What is the UniSA STEM Professional Practice Program?

UniSA's Engineering Programs are accredited by <u>Engineers Australia</u> (EA) and recognised globally under the <u>Washington Accord</u>. To meet the accreditation requirements of EA, all students must complete a minimum of 450 hours (60 days/12 weeks FTE) of professional practice during their studies to gain the required competencies as outlined in the <u>EA Stage 1 Competencies</u>. Students will not be eligible to graduate until this is completed.

From 2O2O all UniSA undergraduate Engineering students will gain the required hours of professional practice through the **UniSA STEM Professional Practice Program (PPP)**.

The PPP is flexible and allows students to gain the required hours of professional practice in three ways:

- > In-curriculum. PPP hours have been mapped in core courses.
- > Extra-curricular activities. Choose from a list of pre-determined activities to build knowledge and skills.
- > In-industry experience. Participate in approved real-world internships and industry placements.

UniSA STEM Professional Practice Program model – Undergraduate Engineering:



All approved professional practice activities are recorded, and each student's PPP hours are accumulated, in InPlace.

When students have reached a total of 450 PPP hours recorded in InPlace, they will have satisfied the requirements of the PPP. Students will then be invited to enrol in the relevant zero-unit course **Industrial Experience (ENGG 4017),** complete the reflective assessment and receive a grade.

Students must receive a non-graded pass (NGP) in order to complete this requirement and be eligible to graduate.

<u>InPlace</u> is web-based software that manages and records student placement activities. Students can log in from anywhere to interact with the system.

UniSA uses InPlace to record and accrue all student PPP activities and hours in the following way:

- The STEM Industry Experience Team record successful student completion in core courses.
- The STEM Industry Experience Team records student participation in approved extra-curricular activities.
- Students submit information into InPlace about in-industry experience placements they have arranged, in order to seek approval prior to commencement.
- The STEM Industry Experience Team track student activity in the PPP and run regular reports from InPlace which detail the accrued PPP hours for each student.

WHAT DO YOU NEED TO KNOW?

Recording your in-industry experience

You will need to upload all required documentation and information about your in-industry experience placement into <u>InPlace</u> so that they can be reviewed and approved.

You <u>may</u> also need to upload into InPlace evidence of completion of the following pre-requisites, if necessary:

• White Card training – certificate, photo or photocopy of your white card

After you have submitted your Self-Placement information into InPlace it will be reviewed in accordance with University and Government compliance guidelines by the STEM Industry Experience Team and sent to the appropriate Course Coordinator (ENGG 4017) for approval.

You must allow 10 business days once all final self-placement documentation has been provided for approval.

When all pre-requisites have been verified and the in-industry experience placement is approved you will receive an email from the STEM Industry Experience Team (<u>STEM.Placements@unisa.edu.au</u>) confirming that you can commence your in-industry experience placement.

<u>Remember:</u> You cannot start your in-industry experience placement until it has been approved in InPlace and you have received an approval email from the STEM Industry Experience Team.

Please be aware that hours spent in industry on placements that have not been pre-approved, <u>will not count</u> towards your accumulated PPP hours.

Important Dates

Students are required to complete their FULL 45O hours **before** they are invited to enrol into the next available offering of the relevant Industry Experience Course.

Industry Experience courses are only run in Study Period 1, 4 and 6 each year.

- Invite to enrol in SP1; your hours must be completed and verified before Mid-December
- Invite to enrol in SP4; your hours must be completed and verified before Mid-June
- Invite to enrol in SP6; your hours must be completed and verified before Mid-September

Summary of Approval process for In-Industry Experience Hours (Both paid and unpaid)

- 1. Complete the mandatory WHS module 'Undertaking a Safe Student Placement'
- 2. Source an in-industry experience placement activity
- 3. Complete an In-Industry Experience Agreement form
- 4. Log in to InPlace (https://unisa-prod.inplace.com.au/)
- 5. Check your Personal Details
- 6. Upload your Online WHS Module Certificate of Completion
- 7. Upload your Upload your White Card (if required)
- 8. Complete a Self-Placement Submission using the online form
- 9. Upload the In-Industry Experience Placement Agreement form
- 10. Placement Engagement Status
- 11. Finalise your submission
- 12. The In-industry experience placement is confirmed by the STEM Industry Experience Team
- 13. Attend your approved in-industry experience placement
- 14. Complete and upload your **Time Sheet and Certificate of Attendance** signed by your workplace supervisor

If you require any assistance, contact the STEM Industry Experience Team on ph: (+61) 8 83O2 59OO or via email <u>STEM.Placements@unisa.edu.au</u>

DETAILED PROCESS INFORMATION

Step 1: Complete the mandatory WHS module 'Undertaking a Safe Student Placement'

Click on the link <u>'Undertaking a Safe Student Placement'</u> and complete the mandatory WHS module - including any quizzes. This will take you approximately 20 minutes to complete and you will only need to do it once during your time at UniSA.

Keep your Certificate of Completion as you will need this later.

<u>NOTE:</u> you will be unable to submit any placement documentation for approval, or start your in-industry experience, until you have completed the WHS module and it has been recorded in InPlace.

Step 2: Source an in-industry placement activity

You are required to complete between 225 and 450 hours in-industry on a placement. You will need to source and negotiate your own in-industry experience and receive approval from the STEM Industry Experience Team before you commence, to ensure that the hours will count towards your PPP balance.

To assist you, information and resources are provided on the <u>UniSA STEM Professional Practice Program for</u> <u>undergraduate Engineering students Learn Online page</u>.

Step 3: Complete an In-Industry Experience Placement Agreement form

Complete the <u>In-Industry Experience Placement Agreement</u> form with the assistance of your contact in the host organisation. The form must be signed by the appropriate contact at the host organisation.

Don't worry about getting the forms signed by your Course Coordinator or Program Director as this is managed by the STEM Industry Experience Team once you have submitted them via InPlace.

Step 4: Log in to InPlace

1. Open a web browser (must be Firefox or Chrome) and type in the <u>InPlace</u> web address:

https://unisa-prod.inplace.com.au

2. Click the **Staff and Students** button:

2InPlace

| U | University of South Australia |
|---|----------------------------------|
| | Staff and Students |
| | or |
| | Other Accounts |
| | |

3. You will be directed to the login screen.

Enter your UniSA username and password.

| University of South Australia |
|---|
| Type your UniSA username and password below. |
| Sign in |
| 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. |

4. The first time you log into InPlace, you will be shown the Terms and Conditions screen.
You need to Accept the terms and conditions before you can use the system.
This screen will not show again once accepted.

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.

Step 5: Check your personal details

The landing page you see is your InPlace Student Portal.

The menu bar across the top has different options.

- 1. On the far-right hand side of the menu bar you will see your name. Click on the arrow next to your name and a drop-down menu will appear.
- 2. Click on My Details.

| Home | Confirmed | Available | Requirements | Calendar | Shared Documents | Surveys/Assessments | My Details | student_test02 - |
|------|------------|-----------|--------------|----------|------------------|---------------------|------------|-----------------------------|
| Welc | ome to InF | Place | | | | | | |

- 3. This will bring up your personal details. Please check to see that all your details are correct.
- 4. If your details are incorrect, please Login to your Student Portal and select Change your personal details.

Step 6: Upload your Online WHS Module Certificate of Completion

1. Once you have checked your personal details, you are then required to upload your Certificate of Completion from the Online WHS Module under My Details tab

| University of South Austral | ia | | | | | | | Smart Placement Solutions |
|--------------------------------|--------------------------------------|------------------------------|--------------|----------|---------------------------|---------------------------------|---------------------|---------------------------|
| Home | Confirmed | Available | Requirements | Calendar | Shared Documents | Surveys/Assessments | My Details | student_test02 - |
| Welco | me to Inf | Place | | | | | | |
| Confi Next Atte | rmed ending pcoming Placements | | | | <u> Available</u> | | | |
| | | View All Confirmed | | | View Av | railable | View Shortliste | d |
| To Do 🗿 | | | | | Notifications | D | | |
| Self Place | ment submission oper | n for ENGUnd In-Industry EPF | , | > | A document has been share | ed with you: Extra-Curricular - | Career Hub Workshop | |

| Мy | Details |
|----|---------|
|----|---------|

| University of S | bouth Australia | |
|---|--|-------------------------|
| Student Code | 110402957 | |
| Contact Number | 0411 857 300 | |
| imail | yyyay073@mymailpilot.unisa.edu.au | |
| Address | 3 737 Burbridge rd, WEST BEACH, SA, 5024, Australia | |
| Change Login Passwo | prd | |
| Compulsory Student Place | ills ement Requirements | |
| Compulsory Student Place Undertaking a Safe St Have you completed y | i ilS ement Requirements tudent Placement * your Undertaking a Safe Student Placement Work Health and Safety online training? If yes, please upload your certificate here | Verified Submitted Reje |
| Compulsory Student Place Undertaking a Safe St Have you completed y Yes | iilS ement Requirements tudent Placement * your Undertaking a Safe Student Placement Work Health and Safety online training? If yes, please upload your certificate here | Verified Submitted Reje |
| Compulsory Student Deca Undertaking a Safe St Have you completed y Yes Attachment | ills ement Requirements tudent Placement * your Undertaking a Safe Student Placement Work Health and Safety online training? If yes, please upload your certificate here | Verified Submitted Reje |

DO NOT click any on the Verified, Submitted or Rejected boxes – this is for UNISA STAFF use only



2. This submission will be checked by a STEM staff member and verified.

Step 7: Upload your White Card (if required)

Under the **My Details** screen there is a place to upload personal documents (such as proof of White Card, DHS Working with Children Check (WWCC) or National Police Check) that <u>may</u> be required for some in-industry experience placement activities.

Note: Not all in-industry experience placements will require this documentation. <u>You will only need to upload</u> this if your host organisation requires it for your in-industry placement or if you want to claim hours for Extra-<u>Curricular Activity for your White Card.</u>

| STEM Professional Practice Information | | | ^ |
|---|----------------|---------------|------------|
| Student Extra Curricular Activities | | | |
| White Card | Verified | Submitted | Rejected |
| If you have completed White Card Training, please enter the issue date of your White Card and upload an image or scan of the card. | | | |
| day/month/year 🛱 | | | |
| Attachment | | | |
| Drag and drop files here or Browse | | | |
| List of Completed Extra Curricular Activities This is a READ ONLY list of the approved Extra Curricular Activities that count towards your Professional Placement Program. For completed hours, refer EPP placements on the Confirmed page. | r to the UniS/ | A STEM: Extra | Curricular |
| Career Hub Workshop, Industry Site Visit | | | |

1. Drag and drop your evidence of your White Card – this can be a scan or picture.

DO NOT click any on the Verified, Submitted or Rejected boxes - this is for UNISA STAFF use only

| White Card | Ver X ed Subm X ted Reje X ed | + |
|------------|--|---|
| | | _ |

- 2. Fill in all the required fields, such as the issue date.
- 3. Click SAVE to submit.



Step 8: Complete a Self-Placement Submission

This step can only be attempted after your WHS Online Module has been uploaded to InPlace by the system - this can take up to <u>3 working days</u> from the time you completed the online Module.

1. On the menu bar at the top of the page, click on **Home** on the far-left hand side.

This will take you to your InPlace Student Portal home page.



2. Under the 'To Do' heading, you will see 'Self Placement submission open for ENGUnd Band 3 In Industry EPP'. Click on this option.

To Do 1 Self Placement submission open for ENGUnd In-Industry EPP

- 3. An online form will load.
- 4. Complete all the information in the online form.

Note: You can save this form as a draft in InPlace and come back to it at any time.

8.1 In-Industry Placement Details:

- 1. Add in the **Placement dates** using the calendar drop down button.
- 2. Leave the Experience as Band 3 In Industry Placement EPP
- 3. Add the **Duration** in <u>hours</u> (These hours are the hours you expect to be doing during the placement you are applying for approval for. It should not include public holidays, company shut-down periods, weekends or non-working days)
- 4. **DO NOT** click on +Add another experience.

*If you are planning more than one in-industry experience placement, you will need to complete a separate Self-Placement Submission for each one.

In-Industry Placement EPP 225 to 450 Hours Required - 0 Hours Filled

Instructions

Engineering

To minimise the time taken to process and approve your in-industry placement, please provide as much of the requested information as possible. The InPlace Student Self-Placement User Guide -Engineering contains detailed information and instructions on how to use InPlace and submit your in-industry placement information. PLEASE NOTE: You MAY NOT commence your placement until it has been approved and you have received the approval email from InPlace. Placement days completed prior to the date of your approval email will not be counted towards your total PPP hours. Placement Details

| Period Placement Start Date * 🛛 😨 | | Placement End Date * 🔞 | | |
|--------------------------------------|---|------------------------|------|--|
| day/month/year | | day/month/year | | |
| Duration | | | | |
| Experience | | Placement Duration * | Unit | |
| In-Industry Placement EPP | ~ | 450 | Hour | |

8.2 Weekly Roster:

DO NOT fill in Weekly Placement Roster. This is not relevant to your submission.



8.3 Agency Details:

Fill out all details of the host organisation where you will be undertaking your in-industry experience.

Note: In InPlace the host organisation is referred to as an 'Agency'.

Agency Details

| Agency Name * | ABN | Email |
|-----------------------|------------------------|-------------|
| | | |
| Business Phone | Business Fax | Website 0 |
| | | |
| Address | | |
| Apartment/Unit number | Street Number and Name | Suburb |
| | | |
| Postcode | State | Country |
| | · · · | AUSTRALIA ~ |

8.4 Agency Contact Details:

Complete the details of the Contact Person at the Host Agency. This might be the HR Manager or the Site Manager, whoever you have been in contact with to organise this in-industry experience placement.

Agency Contact Details

| Title | Given Name * | Surname |
|------------------|-----------------|--------------|
| ~ | | |
| Business Phone * | Mobile Phone | Business Fax |
| | | |
| Email Address * | Confirm Email * | |
| | | |

If the contact person is also your placement supervisor, put a <u>tick</u> in the box marked 'Agency Contact the Placement Supervisor'.

Agency Contact is the Placement Supervisor

If not, please enter the details of the person who will be your day-to-day Supervisor on your in-industry placement in the workplace.

Supervisor

| Agency Contact is the Placement Supervisor | | |
|--|---------------|--------------|
| Title | Given Name | Surname |
| Business Phone | Mobile Phone | Business Fax |
| | | |
| Email Address | Confirm Email | |
| | | |

8.6 STEM Self-Placement Requirements:

- 1. Enter the **Location of the experience**. This refers to the country where you are undertaking your inindustry experience placement or study tour. Click on the drop down arrow and choose the county from the drop down list.
 - a. This will default to Australia If you are undertaking the placement overseas then please change to the country you will be attending.

| Location of Experie Please select the co | e nce * ountry where | e you will undertake your placement |
|---|--------------------------------|-------------------------------------|
| Australia | ~ | |

- Travel Registration. All students undertaking in-industry experience outside of Adelaide even if you are already in your home country; you are travelling to your home country; or it is another Australian state must register with the UniSA Travel Team using the Online BTR (Business Travel Request) Form. Please follow the instructions in Appendix 2 of this booklet. Further information can be found on the UniSA Student Travel webpage.
- 3. Once you have registered, click on the drop-down arrow and change the answer to Yes.
- 4. **BTR Reference Number** is the Business Travel Request ID number (confirmation number) you will receive when you register your travel with the UniSA Travel Team. You must enter the BTR Request ID number here.

Travel Registration *

| omit a UniSA Business Travel Request (B | TR) Form and provide the E | TR Reference Number | below. Instructions on how | to do this can be found your rele | evant Student InPlace User Guide |
|---|----------------------------|---------------------|----------------------------|-----------------------------------|----------------------------------|
| | Q | | | | |
| erence Number | | | | | |
| | | | | | |
| | | | | | |

Step 9: Upload the In-Industry Experience Placement Agreement form

Upload your In-Industry Placement Agreement form in the In-Industry Placement Proposal/Scope section.

- 1. Enter today's date.
- 2. Drag and drop your Placement Agreement form here to upload it.

In-Industry Placement Agreement *

Please select today's date and upload your completed in-industry placement agreement

| day/month/year | |
|----------------|--|
| Attachment * | |
| | |
| | |

Note: this file cannot be bigger than 10MB

Step 10: Placement Engagement Status

This is the status of your engagement with the Host Organisation:

- 1. Employed by the Host Organisation
- 2. Scholarship Recipient / Stipend payment
- 3. Unpaid by the Host Organisation

Placement Compliance

| Placement Engagement Status * During this In-Industry Experience which of the below applies: (please select from dropdown list) |
|---|
| ~ |
| Employed - you have signed an employment contract with the Host Organisation |
| Scholarship/Stipend – you have received a Scholarship including a placement; OR you will be receiving a Stipend direct from the Host Organisation Unpaid |

If unsure, you can check page 3 of your Placement Agreement under Host Agency

Step 11: Finalise your submission

- 1. You can save your submission as a draft at any time by clicking on Save as draft.
- 2. Once you are ready to finalise your submission, click Submit.



- 3. When your form has been successfully submitted into InPlace, you will be taken back to your **Student Portal home page**.
- 4. A green pop-up notification will appear at the top of the page (and vanish quickly). It will confirm that your placement has been successfully submitted in InPlace.
- 5. A number will also show against the note under TO Do, this indicates how many submissions you have made



- 6. The STEM Industry Experience Team will then review and assess your submission and ensure all documentation is complete and the compliance requirements have been met.
- 7. The relevant Course Coordinator (ENGG 4O17) will then review and assess your placement agreement.

<u>NOTE</u>: Please be aware that it can take up to 10 business days for your submission to be reviewed and approved once all the appropriate information about your in-industry experience placement has been submitted into InPlace.

You will not be able to edit or re-open your submission in InPlace once it has been submitted, without assistance from a STEM Industry Experience Team member.

11.1 What should you do if you need to change your submission?

If you have omitted a document from your online submission or the details have changed

DO NOT COMPLETE ANOTHER ONLINE SUBMISSION.

- 1. Contact the STEM Industry Experience Team (<u>STEM.Placements@unisa.edu.au</u> or ph: +61(O8) 83O2 59OO) and request assistance from the team.
- 2. The STEM Industry Experience Team can return your submission to draft in InPlace so that you will be able to access it from the Student Portal. You can then make the necessary changes.

11.2 Notification of a problem with your submission:

1. If the STEM Industry Experience Team find an issue with your submission they will contact you via email from InPlace. The email will come from this email address:

C Reply Reply All C Forward M IM

noreply@inplacesoftware.com

InPlace - Self Placement Submission Feedback

2. When you next log into InPlace you will see a notification under the 'To Do' List along with the details

about the information that is required.

3. Click on that link and you will be taken back to your submission so that you can fix the issue and then resubmit.



Step 12: In-industry experience placement is confirmed

When your in-industry experience placement submission has been approved by the STEM Industry Experience Team and your Course Coordinator (ENGG 4017), you will receive an email from the team via InPlace notifying you that you may commence.

You can commence your in-industry experience when you have received a confirmation email.

You can also view the details of your confirmed (approved) placement(s) in InPlace.

- 1. Open your InPlace Student Portal.
- 2. You can find information in several ways. Click on:
 - Confirmed on the top menu bar
 - Next Attending
 - View all Confirmed
- 3. Or you can review your notifications in the right-hand column of the page.

| University of South Austra | lia | | | | | | | Smart Placement Solutions |
|-------------------------------|--|--------------------|--------------|----------|---------------------------|-------------------------------------|--------------------------|---------------------------|
| Home | Confirmed (1New) | Available | Requirements | Calendar | Shared Documents | Surveys/Assessments | My Details | student_test02 - |
| Welco | me to In | Place | | | | | | |
| Conf | irmed ending (1 of 1 24 - 24/05/2024 |) | | > | <u> Available</u> | | | |
| | | View All Confirmed | | | View A | vailable | View Shortliste | ed |
| To Do 👩 | | | | | Notifications | Ð | | |
| | | | | | Your Self Placement subm | ission for ENGUnd In-Industry EPP | at site Aurecon has been | approved. |
| | | | | | You have been assigned to | o Aurecon. Starting on: 26/02/2024. | ۰. | |

4. If you go into one of the confirmed in-industry experience placement(s), you will see all of the placement details, such as the dates, the address, the contact details etc.

| Home | Confirmed (1000) | Available | Requirements | Calendar | Shared Documents | StudentB | * |
|-----------------------|---------------------------|--|---|--|--|----------|---|
| | | | | | | | |
| econ Adelaide | | | | | | | |
| Placement for | | | | | | | |
| /07/2018 - 18/11/2018 | 60 Days General | | | | | | |
| | | | | | | | |
| s Schedule Docs | Assessment Carpool | | | | | | |
| | Coo gie | Any Corris St. TAFE SA Q May Duris St. TAFE SA Q May Duris St. Corris St. Corri St. Corris St. Corri St. Cor | Pandle Mall Pandle Ma | An II Fundin II Mariawrapus Saul X Mag data 2016 Society | ka Bartele Ad Park / Park / Pa | | |
| | Q Level 10/55 | Grenfell Street, Adelaide, SA, 5000, AUS | TRALIA | | Get directions | | |
| | Agency Addres | 5 | | | | | |
| | Level 10 / 55 Gr | enfell Street, Adelaide, SA, 5000, A | NUSTRALIA | | | | |
| | Agency Phone | | | | | | |
| | 05 8237 9777 | | | | | | |
| | 08 8237 9778 | | | | | | |
| | Agency Email | | | | | | |
| | adelaide@aurec | ongroup.com | | | | | |
| | Agency Website | | | | | | |
| | https://www.aur | econgroup.com/projects/by-locat | tion/australia | | | | |
| | Contacts | | | | | | |
| | Mr John Bl | oggs | | | | | |
| | Supervisor johnbloggs@ | aurecongroup.com | | | | | |
| | | | | | | | |
| | Additional | lacement details | | | | | |
| | Additional I | nformation | | | ^ | | |
| | Procession about | a nyornaoon | | | | | |
| | UniSA Insura | nce Form (FS23) | | | + | | |
| | | | | | | | |
| | Supporting D | ocuments | | | + | | |

5. If you have more than one confirmed in-industry experience placements, click on **View All Confirmed** on your **InPlace Student Portal**, and it will bring up a list of approved placements in date order.



6. You can view each one separately, by clicking on the name of the host organisation.

| View by status view by status | | | | | ¥ |
|----------------------------------|-----------|----------------------------|---------------------|----------|---|
| 2 results of 2 | | | | | |
| Name | Туре | Period | Duration | Status | |
| Alano Water | Placement | 22/04/2018 - 22/06/2018 | 40 Days Engineering | Current | |
| Microsoft Australia | Placement | 9/07/2018 - 9/11/2018 | 39 Days | Upcoming | |

Reminder:

Students are reminded that when on an industry experience placement or internship:

It is important that you stay at home if you feel unwell;

- If you have fever, cold or flu-like symptoms, consider seeking medical advice and/or getting tested for the COVID-19 virus;
- If you develop cold or flu-like symptoms during the day whilst on a worksite, please notify your Workplace Supervisor and head home as soon as possible to avoid spreading any illness;
- If you test positive to COVID-19 you must isolate at home and follow the current health directives in relation to the management of the COVID-19 virus;
- If a close contact of yours (family member, close friend, household member) tests positive to COVID-19 you must notify your Workplace Supervisor and follow any instructions provided by the Workplace. You must also monitor for symptoms and manage accordingly.

Please take appropriate precautions to keep yourself and your workmates safe and free from illness. This includes practicing good hand hygiene, wearing a mask if you are concerned about the spread of COVID-19 and monitoring for, and acting on, symptoms.

IMPORTANT

Record the dates and hours you attended the workplace using the **Time Sheet and Certificate of Attendance** form and have it signed by your workplace supervisor regularly.

13.1 Scenarios that students may come across:

Scenario 1:

Student has an approved UNPAID placement with a specific end date. The Host organisation asks/offers the student to stay on (UNPAID) longer to perhaps meet the full 450 hours or to complete a job (alternatively the student asks to stay on to complete 450 hours and Host Organisation approves). In this instance the student needs to complete an additional FS23 insurance form (starting the day after the original Approved Placement Agreement form was slated to end) with the new end date. This form is to be emailed with explanation to <u>stem.placements@unisa.edu.au</u>

Scenario 2:

Student starts an UNPAID placement and is covered by an approved UniSA FS23 Insurance Form. The Host Organisation then offers the student a PAID job. This then becomes <u>two separate placements</u>. The UNPAID placement needs to be finalised following the instructions in the ENG Student InPlace Submission Guide to upload a Timesheet Certificate to InPlace. If the student wishes to use their new PAID job hours towards the PPP, they are required to complete a new In-Industry Placement Agreement form and upload to InPlace following the instructions in the ENG Student InPlace.

Step 14: Upload your Time Sheet and Certificate of Attendance

When you have completed your in-industry experience you will need to upload your **Time Sheet and Certificate** of **Attendance** into InPlace.

To do this:

- 1. Log into InPlace
- 2. Click on the **Confirmed** tab in the top menu bar. This will drop down a list of confirmed placements.

| University of South Australia | | | | | | E InPlace |
|----------------------------------|-----------|-----------|--------------|----------|------------------|------------------|
| Home | Confirmed | Available | Requirements | Calendar | Shared Documents | StudentA 😽 |

3. Click on the name of the host organisation where you completed your in-industry experience placement.

| View by status | | | | | |
|------------------|-----------|----------------------------|----------|--------|---|
| view by status | | | | | • |
| 1 results of 1 | | | | | |
| Name | Туре | Period | Duration | Status | |
| Aurecon Adelaide | Placement | 29/07/2018 - 18/11/2018 | 60 Days | | |

- 4. Scroll down the page to find the section called **STEM Professional Practice Program**.
- 5. In this section you will find the place to upload your In-Industry Experience Time Sheet and Certificate of Attendance.
- 6. Click on the calendar icon and select today's date.
- 7. Select or drag your **Time Sheet and Certificate of Attendance** into the appropriate **Attachment** box to upload.

| In Industry Experience T Please select today's dat | Time Sheet and Certificate e and upload your fully completed Time Sheet and Certificate of Attendance signed by your industry supervisor |
|---|---|
| 02/09/2024 | |
| Attachment | |
| | Drag and drop files here or Browse |

When your Timesheet Certificate is verified by the Industry Experience team you will receive a verified copy of the Verified Timesheet via email with instructions on the next steps towards Enrolment into the O-Unit course.

If you have any questions about any of the information contained in this Submission Guide, or about the Professional Practice Program, please contact the STEM Industry Experience Team:

Email: <u>STEM.Placements@unisa.edua.u</u>

Phone: +61 (08) 8302 5900

APPENDIX 1: IN-INDUSTRY EXPERIENCE PROCESS FLOW CHART



InPlace Student Submission Guide – UniSA Undergraduate Engineering

APPENDIX 2: BUSINESS TRAVEL REQUEST PROCESS

These instructions are for students who are undertaking their In-Industry Experience outside of South Australia (including in their home country).

Link to the BTR Form: https://bpi.unisa.edu.au/suite/tempo/reports/view/QzqdHg

Click on the "Click here to create a new business travel request" wording



Traveller Details

- 1. Select: Self
- 2. Travel approved in Principle by: this is your Program Director
- 3. Is any part of this trip being funded from a UniSA cost centre? NO.
- 4. Is any part of this trip being funded from a UniSA cost centre? NO
- 5. Do you want the Travel Team to arrange Travel Quotes? NO
- 6. Have you or do you intend on travelling to undertake any University activity? YES

| Indicate whether travel request is for yours | quest | | | | | |
|--|--|---|--|-------------------------------------|-------------------------------------|-------|
| | elf or on behalf of another person | | | | | |
| Traveller Details | Reason for Travel | Travel Arrangements | Insurance. Risk & Finance | Travel Diary | Confirm | ation |
| Primary Traveller | | | | , | | |
| Person Travelling 💿 Self 🔵 Oth | er - UniSA employee 🔵 Other - | JniSA student 🔿 Other - Non-UniSA | personnel | | | |
| Note: Group travel can be arranged | by indicating you are travelling w | th companions in the 'Insurance, Risk | and Finance' section later in this | process | | |
| * Travel approved in principle by 😧 | | | | | | |
| s any part of this trip being funded fr Yes O No | rom a UniSA cost centre? 🚱 * | | | | | |
| Do you want the Travel Team to arrai | nge Travel quotes? 🕜 * | | | | | |
| lave you or do you intend on travelli | ng to undertake any University | activity?* | | | | |
| yes ono | location i.e. not in Australia?* | | | | | |
| Yes No | Nearton i.e. not in Australia?" | | | | | |
| lease advise the closest city in which | n you are currently undertaking | g or intend to undertake a Universit | y activity?* | | | |
| Beijing, Beijing, China 🗙 | | | | | | |
| You must add a passport to your t | raveller profile before you can | proceed with this request - click he | re to update profile | | | |
| CLICK HERE AFTER UPDATING PROFIL | Ε | | | | | |
| Jpload itinerary file if available 🕢 | | | | | | |
| UPLOAD | | | | | | |
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| DISCARD REQUEST | | | | | | INE. |
| ndicate whether travel request is for yours | elf or on behalf of another person | | | | | |
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| Reason – General | ravel Select the catering of the travel taking lace (mulitple reasons can be included by selecting the relvant tick boxes) | | | |
| 1. Select the 'Ger | eral Travel' tick box. | | | |
| 2. Enter purpose, | place and organisation visiting. | | | |
| . Enter dates of visit | | | | |
| 4. Enter any addi | Enter any additional information relevant to the trip | | | |
| 5. Attach suppor | 5. Attach supporting documentation | | | |
| 6. Once details a | e entered the 'Update General Travel' button will become active. Click the button to | | | |
| save the reque | st. | | | |
| | | | | |
| Reason(s) for Travel | ۲. ۲. | | | |
| * Reason(s) for Gener Travel Confe | iravel ice/Seminar | | | |
| Transr | ional Teaching | | | |
| General International and Dome | r Travel | | | |
| * Purpose of Visit In-Indus | y Placement | | | |
| Person Visiting | | | | |
| * Organisation TBA Visiting | | | | |
| * Date From 31/08/2 | 0 | | | |
| * Date To 25/09/2 | 0 | | | |
| CLEAR INPUTS | UPDATE GENERAL TRAVEL | | | |
| | | | | |
| How will additional workload be | / rered during traveller's absence and how will it be funded? | | | |
| | | | | |
| | | | | |
| Supporting Document | | | | |

*if you do not have an itinerary then click NEXT

Reason for Travel

Travel Arrangements

Insurance, Risk & Finance

UPLOAD Drop files here

Traveller Details

Request Progress

DISCARD REQUEST

Confirmation

NEXT

Travel Diary

| Insurance, Ris | k & Finance | | | | |
|---|--|--|--|---|--|
| Insurance Conditio | ns Review the | insurance condition | s and identify any factor | rs that need to be h | ighlighted to the |
| . Select the tick | box relevant to a | ny area of your t | rip that could affect | the insurance e | lement of your |
| trip. | | | | | |
| | d all the notificat | ions relevant to | the trip | | |
| 2. Ensure you rea | | | | | |
| 3. Click the 'Next' | button | | | | |
| | | | | | |
| | | | | | |
| Business Travel l | Request - Insurar | nce, Risk & Finan | ce | | |
| Travel Arranger - | | | | | |
| Traveller Details | Reason for Travel | Travel Arrangements | Insurance, Risk & Finance | Travel Diary | Confirmation |
| Insurance Conditions | | | | | |
| Please indicate if any of the follo | wing apply to the traveller: | Share factorial | | | |
| Your trip could include more th | an 50% Personal Travel | nuness for travel | | | |
| ✓ None of the above | | | | | |
| Click here for help completing the | nis section of the form. (Click again to | hide) | | | |
| Netification | | | | | |
| | | | | | |
| The University is legally obliged relating to a proposed period of tra other purpose. | to ensure, as far as is reasonably pra avel, you will likely place yourself and | acticable, the health and safety of ar the University at significant financia | iyone travelling on behalf of the University. I and legal risk and may constitute serious | If you fail to disclose or intention and wilful misconduct. Informatio | ally withhold health information in provided will not be used for any |
| | | | | | |
| Notes | | | | | |
| - Please note that you may invalida preclude you from taking this journ | ite your travel insurance if you fail to ney. As a consequence, you could bec | disclose a pre-existing medical conc come personally liable for any medic | lition that could impact your fitness for trans al costs incurred during your travel. | vel, or that you have received med | lical advice that would reasonably |
| - Applicable to staff only: UniSA pro | actice is to require staff to reimburse | the University for any portion of any | v expense that would attract FBT if the Univ staff member does not contribute or other | versity were to pay for it, therefore | », staff will be required to then the relevant cost centre will |

Applicable to staff only: If you have a UniSA credit card it is expected that this is used for all incidentals associated with this travel.

| Risk Management | | | | |
|---|---|--|---|---------------------------------|
| Overseas Travel ONLY | Review and id | entify any risk factors tha | t need to be highligh | ited to the |
| | Insurance tea | m in relation to Overseas | Travel | |
| Confirm if an offshore risk assme overseas only) a. If no, complete a risk b. If yes, select the 'yes | ent has been assessment radial butto | completed. (This is c and then select yes. n. | compulsory for si | udents going: |
| Risk Management Has an assessment of business travel risks been completed? Oyes Ono | | Click to open WHS14 - offshore travel ris | k management form | |
| IMPORTANT NOTE: The WHS14 form is a checklist form that is a overseas, even if it is to their home countr their supervisor, to identify hazards associat | requirement y. This checkl ed with their | for ALL Students of Un ist is designed to enab intended travel. | iSA when they are le the traveller, in c | travelling consultation with |
| Have any unmanaged risks beer Confirm if any research is subject Select if the traveller will be visit accordance with smartraveller.g Are you travelling to a sanctione | i identified? I t to defence ing any loca ov.au). ed Country? | NO export controls. NO tions that have a thre | eat assessment l | evel of 3 or 4 (in |
| Risk Management Has an assessment of business travel risks been completed? yes _ no Have any unmanaged risks been identified? * | | | | |
| Is the research undertaken by the traveller subject to defence export control: | ;?* | Click to access the Strengthened Export C | ontrol site for further information | |
| Will the traveller be visiting any location(s) that have a threat assessment lev with smartraveller.gov.au)? ⊘* ○ ves ● no | el 3 or 4 (in accordance | Click to access Smartraveller website | | |
| Are you travelling to a sanctioned Country?* | | Click to access sanctioned countries infor | mation | |
| Request Progress | | | | |
| Traveller Details Reason for Travel | ravel Arrangements | Insurance, Risk & Finance | Travel Diary | Confirmation |
| DISCARD REQUEST | | | | PREVIOUS |
| | | | | |

| Confirmation | | | | |
|---|--|--|--|--|
| Lodge the BTR | Submit the BTR to the Travel Team to action | | | |
| Business Travel Request: STMJ | Brow20200831 - Confirmation | | | |
| Traveller Details Reason for Travel | Travel Arrangements Insurance, Risk & Finance Travel Diary Confirmation | | | |
| You are about to submit request STMJBr | row20200831 for approval | | | |
| Thank you for your enquiry with the UniSA Travel Team Based on the information you have provided, we confirm that y You will need to contact the UniSA Insurance Office to make ad your trip exceeds 180 days; you add more than 50% in personal travel, and/or; you have an existing medical condition which could por A summary of the University's travel insurance policy can be for Insurance. Please note that the University's travel insurance is a corporate equipment which you would be responsible for in the event of to be covered under the policy, unless the airline requires deviation | you will be covered by the University's travel insurance for the full duration of your travel. dditional arrangements if your intended trip is altered and: assibly require treatment or medication while travelling. bund on the web at <u>Staff - Travel Insurance flyer</u> which we recommend you print and take a copy with you. FAQs on travel are found at: <u>FAQs on Travel</u> e policy and therefore generally offers broader coverage, however the excess is also higher. It is a \$250 excess for general claims and \$500 for electronic fyou making a claim. Electronic equipment (eg, mobile phones, laptops, iPads, cameras etc) must be carried with you as part of your hand luggage in order ices to be checked in, in which case it will need to be adequately packed and protected from theft or damage. | | | |
| Your unique reference number is : STMJBrow20200831, please | equote this number when referring to this particular request. | | | |
| It you have any further questions, please do not hesitate conta | PREVIOUS FINISH | | | |

You need to record the 'BTR confirmation number' (Business Travel Request ID) as you will need to enter it into your InPlace submission.