InPlace Student Submission Guide

UNISA
UNDERGRADUATE
ENGINEERING
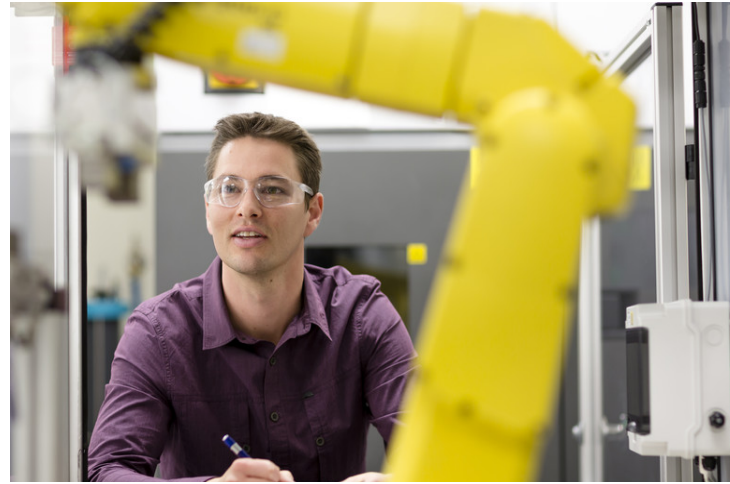
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INTRODUCTION

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.

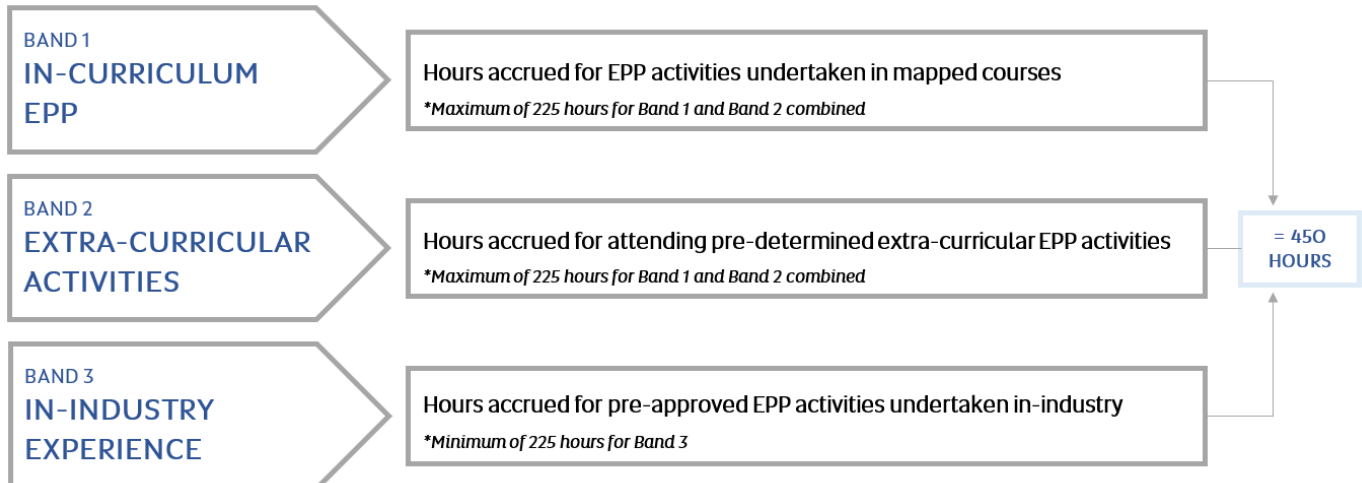## What is the UniSA STEM Professional Practice Program?

UniSA's Engineering Programs are accredited by **Engineers Australia** (EA) and recognised globally under the **Washington Accord.** 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 **EA Stage 1 Competencies**. Students will not be eligible to graduate until this is completed.

From 2020 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:

BAND 1 IN-CURRICULUM EPP	Hours accrued for EPP activities undertaken in mapped courses *Maximum of 225 hours for Band 1 and Band 2 combined*	
BAND 2 EXTRA-CURRICULAR ACTIVITIES	Hours accrued for attending pre-determined extra-curricular EPP activities *Maximum of 225 hours for Band 1 and Band 2 combined*	= 450 HOURS
BAND 3 IN-INDUSTRY EXPERIENCE	Hours accrued for pre-approved EPP activities undertaken in-industry *Minimum of 225 hours for Band 3*	

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.

What is InPlace?

InPlace 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 InPlace so that they can be reviewed and approved.

You may 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 (STEM.Placements@unisa.edu.au) confirming that you can commence your in-industry experience placement.

Remember: 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, will not count towards your accumulated PPP hours.

Important Dates

Students are required to complete their FULL 450 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 8302 5900 or via email STEM.Placements@unisa.edu.au

DETAILED PROCESS INFORMATION

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

Click on the link ['Undertaking a Safe Student Placement'](#) 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.

NOTE: 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 [UniSA STEM Professional Practice Program for undergraduate Engineering students Learn Online page.](#)

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

Complete the **In-Industry Experience Placement Agreement** 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 InPlace web address:

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

2. Click the **Staff and Students** button:
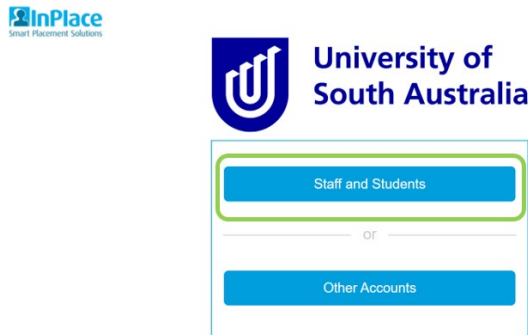
3. You will be directed to the login screen.

   Enter your UniSA username and password.
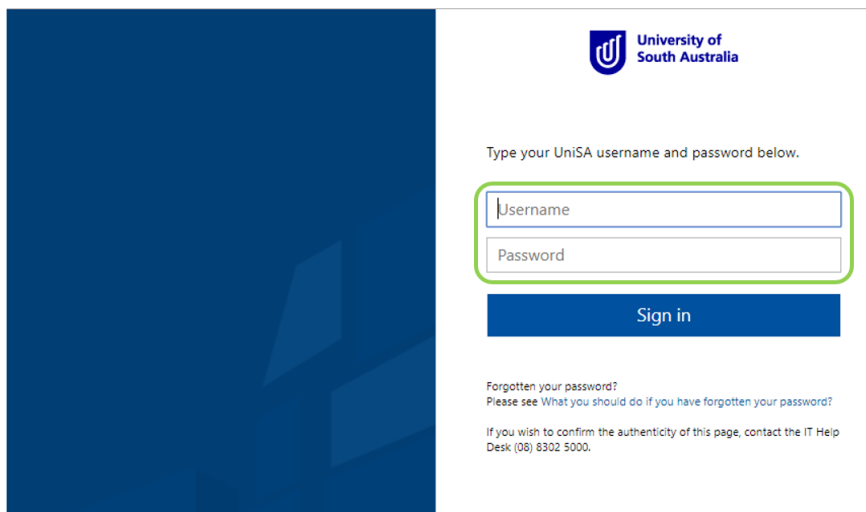
4. The first time you log into InPlace, you will be shown the **Terms and Conditions** screen.

   You need to **Accept** the terms and conditions before you can use the system.

   This screen will not show again once accepted.

Terms and conditions

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.

Accept

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**.

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 by following the "Information Required" link under your To Do List
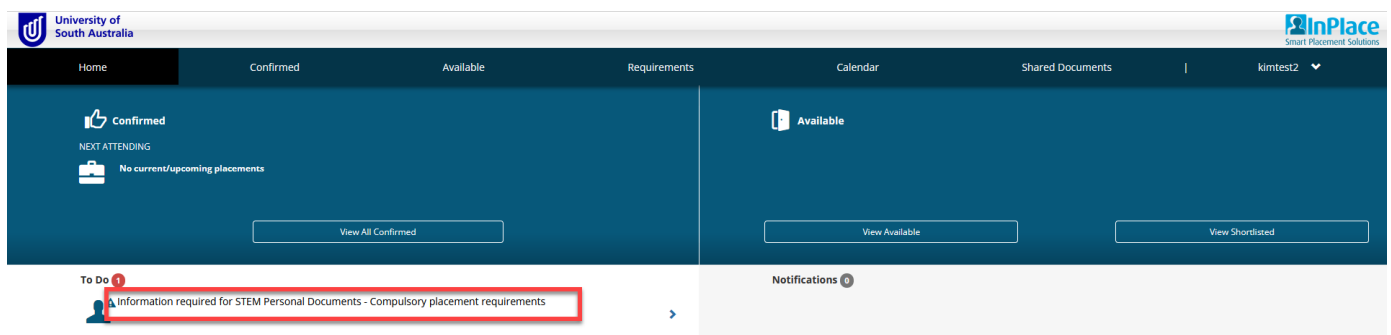
STEM Personal Documents

Compulsory placement requirements

STEM Undertaking a Safe Student Placement *

| Verified | Submitted | Rejected |

No

Have you completed your Undertaking a Safe Student Placement Work Health and Safety online training? If yes, please upload your certificate here

No ▼

Attachment

📄 Select or drag a file

Submit ✖ Cancel Reset

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 this if your host organisation requires it for your in-industry placement or if you want to claim hours for Extra-Curricular Activity for your White Card.</u>

STEM Personal Documents

Documents which may be required to undertake a placement

White Card

| Verified | Submitted | Rejected | ➕ |

1. Click on the Plus (**+**) sign next to the document type you want to upload eg White Card

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

White Card

| Veri**X**ed | Subm**X**ted | Reje**X**ed | ➕ |

2. Fill in all the required fields, such as the issue date.
3. Select or drag the scanned copy of the appropriate document into the **Attachment** box.
4. Click **Submit** to save.

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.

[📅]

Attachment

[📥 Select or drag a file]

[Submit] ✖Cancel Reset

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 *3 working days* 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**.

| Home | Confirmed | Available | Requirements | Calendar | Shared Documents | studentB ⌄ |
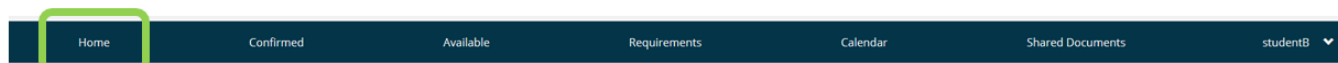
2. Under the '**To Do**' heading, you will see '**Self Placement submission open for ENGUnd Band 3 In Industry EPP**'. Click on this option.

To Do 1
🖥 Self Placement submission open for ENGUnd Band 3 In Industry EPP   ›
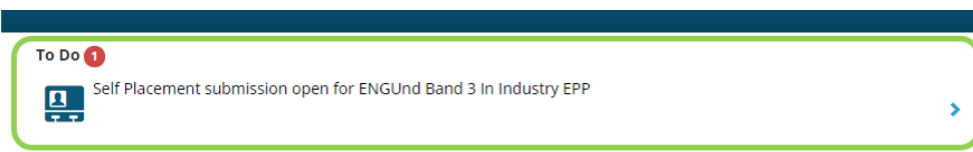
3. An online form will load.

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. <u>DO NOT</u> 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.

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 *

Email

Business phone

Business fax

Website

Address
Country

State

Unit number

Street number and name

Suburb

Post Code

8.4 Agency Contact Details:

1. Complete the details of the Contact Person at the Host Organisation. 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

Mr

Given name *

John

Surname *

Bloggs

Business phone *

(08) 8123 4567

Business email *

johnbloggs@aurecongroup.com

Confirm email *

johnbloggs@aurecongroup.com

2. If the contact person is also your placement supervisor, put a tick in the box marked **'Contact person is the placement supervisor'**.

Contacts

Contact person is the placement supervisor   ☑

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

Title

Mr ▾

Given name

John

Surname

Bloggs

Business phone

(08) 8123 4567

Business email

johnbloggs@aurecongroup.com

Confirm email

johnbloggs@aurecongroup.com

8.6 STEM Self-Placement Requirements:

1. Enter the **Location of the experience.** This refers to the country where you are undertaking your in-industry 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 Experience: * Please select the country where you will undertake your placement*

Australia ▾

2. **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.

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. Click on **Choose File** to select your saved **In-Industry Placement Agreement** form here to upload it.

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

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

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. 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.

6. The relevant Course Coordinator (ENGG 4017) will then review and assess your placement agreement.

NOTE: 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.

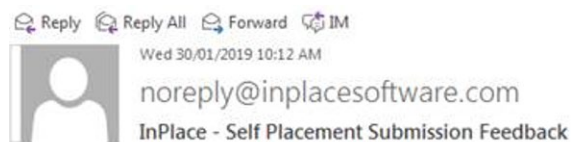## 11.1 What should you do if you need to change your submission?

If you have omitted a document from your online submission or the details have changed
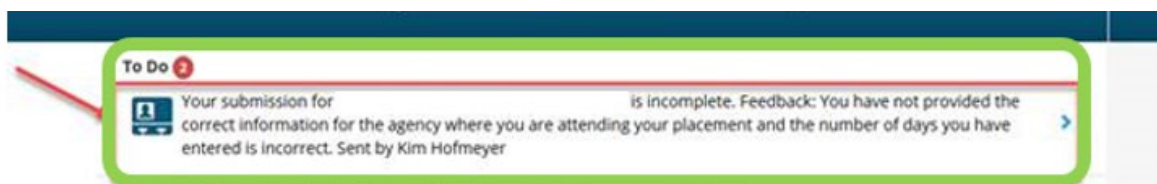
DO NOT COMPLETE ANOTHER ONLINE SUBMISSION.

1. Contact the STEM Industry Experience Team (STEM.Placements@unisa.edu.au or ph: +61 (08) 8302 5900) 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:

Reply   Reply All   Forward   IM

Wed 30/01/2019 10:12 AM

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.

To Do 2

Your submission for   is incomplete. Feedback: You have not provided the correct information for the agency where you are attending your placement and the number of days you have entered is incorrect. Sent by Kim Hofmeyer
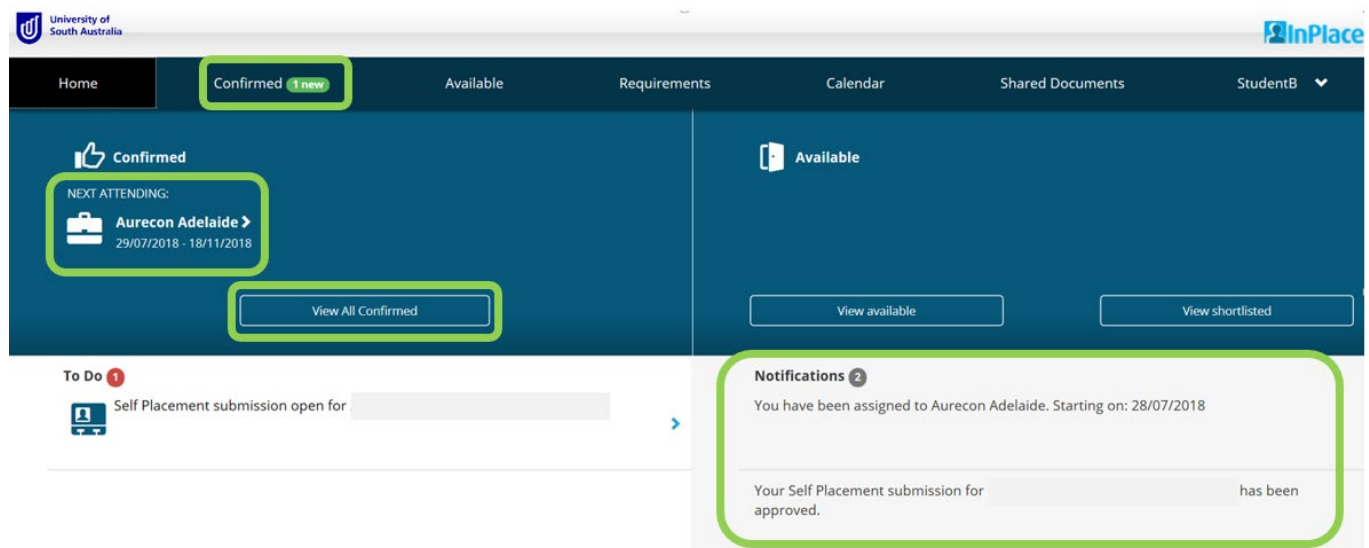
Step 12: In-industry experience placement is confirmed

When your in-industry experience placement submission has been approved by the STEM Industry Experience Team and your Course Coordinator (ENGG 4O17), 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.

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.

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

Name	Type	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

view by status — 2 results of 2

Step 13: Attend your in-industry experience placement

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 45O hours or to complete a job (alternatively the student asks to stay on to complete 45O 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 stem.placements@unisa.edu.au

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 two separate placements. 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 Submission Guide.

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.

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

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 '**+**' to open the upload function.
7. Click on the calendar icon and select today's date.
8. Select or drag your **Time Sheet and Certificate of Attendance** into the appropriate **Attachment** box to upload.
9. Click **Submit.**

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: STEM.Placements@unisa.edua.u

Phone: +61 (O8) 83O2 59OO

PROFESSIONAL PRACTICE PROGRAM

Band 3 In-Industry Experience

STUDENT TASK

UNISA STAFF TASK

Student completes 'Undertaking a safe placement' module

Student sources own In-Industry experience/Placement

Student completes Proposal for In-Industry Experience
- Any other prerequisite requirements

Student submits In-Industry experience details to In-Place with supporting documentation

STEM Industry Experience team verifies for compliance and prerequisite requirements for In-Industry Experience

Course coordinator reviews proposal to ensure the experience meets academic requirements

Student receives email approval for the experience/placement, from STEM Industry Experience team

Student commences experience/placement and records attendance hours on timesheet (signed regularly by industry supervisor)

Student finishes experience/placement, submits completed timesheet and certificate of attendance form via InPlace

STEM Industry Experience team verifies hours and emails student confirming requirements have been completed

In-Industry Experience/Placement complete

UniSA | STEM

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? <u>NO</u>.

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**

Overseas Travel – Student already in Home Country

Business Travel Request

Indicate whether travel request is for yourself or on behalf of another person

| Traveller Details | Reason for Travel | Travel Arrangements | Insurance, Risk & Finance | Travel Diary | Confirmation |

Primary Traveller

Person Travelling ● Self ○ Other - UniSA employee ○ Other - UniSA student ○ Other - Non-UniSA personnel

ℹ Note: Group travel can be arranged by indicating you are travelling with companions in the 'Insurance, Risk and Finance' section later in this process

* Travel approved in principle by ❓

Is any part of this trip being funded from a UniSA cost centre? ❓ *
○ Yes ● No

Do you want the Travel Team to arrange Travel quotes? ❓ *
○ Yes ● No

Have you or do you intend on travelling to undertake any University activity? *
○ Yes ● No

Are you currently in an international location i.e. not in Australia? *
● Yes ○ No

Please advise the closest city in which you are currently undertaking or intend to undertake a University activity? *

Beijing, Beijing, China ✖

⚠ You must add a passport to your traveller profile before you can proceed with this request - click here to update profile

[CLICK HERE AFTER UPDATING PROFILE]

Upload itinerary file if available ❓

[UPLOAD] 🗋 Drop file here

[DISCARD REQUEST]   [NEXT]

Overseas Travel – Student travelling Overseas (either to Home Country or elsewhere)

Business Travel Request

Indicate whether travel request is for yourself or on behalf of another person

| Traveller Details | Reason for Travel | Travel Arrangements | Insurance, Risk & Finance | Travel Diary | Confirmation |

Primary Traveller

Person Travelling ● Self ○ Other - UniSA employee ○ Other - UniSA student ○ Other - Non-UniSA personnel

ℹ Note: Group travel can be arranged by indicating you are travelling with companions in the 'Insurance, Risk and Finance' section later in this process

* Travel approved in principle by ❓

Is any part of this trip being funded from a UniSA cost centre? ❓ *
○ Yes ● No

Do you want the Travel Team to arrange Travel quotes? ❓ *
○ Yes ● No

Have you or do you intend on travelling to undertake any University activity? *
● Yes ○ No

Have you or do you intend on travelling Internationally i.e. not in Australia? *
● Yes ○ No

Travel Locations

Method of Travel	From City	To City	Departure Date	Booking Reservation Number ❓
		Please ensure at least one location is added		

⊕ Add a new Location

Upload itinerary file if available ❓

[UPLOAD] 🗋 Drop file here

[DISCARD REQUEST]   [NEXT]

Local Travel – Student travelling within Australia

Business Travel Request

Indicate whether travel request is for yourself or on behalf of another person

Traveller Details	Reason for Travel	Travel Arrangements	Insurance, Risk & Finance	Travel Diary	Confirmation

Primary Traveller

Person Travelling ● Self ○ Other - UniSA employee ○ Other - UniSA student ○ Other - Non-UniSA personnel

ⓘ *Note: Group travel can be arranged by indicating you are travelling with companions in the 'Insurance, Risk and Finance' section later in this process*

* Travel approved in principle by ❓

Is any part of this trip being funded from a UniSA cost centre? ❓ *
○ Yes ● No

Do you want the Travel Team to arrange Travel quotes? ❓ *
○ Yes ● No

Have you or do you intend on travelling to undertake any University activity? *
● Yes ○ No

Have you or do you intend on travelling Internationally i.e. not in Australia? *
○ Yes ● No

Travel Locations				
Method of Travel	**From City**	**To City**	**Departure Date**	**Booking Reservation Number** ❓
		Please ensure at least one location is added		

➕ Add a new Location

Upload itinerary file if available ❓

UPLOAD	🖺 *Drop file here*

[DISCARD REQUEST]   [NEXT]

Reason for Travel

Reason – General Travel	Select the catering of the travel taking lace (mulitple reasons can be included by selecting the relvant tick boxes)

1. Select the 'General Travel' tick box.

2. Enter purpose, place and organisation visiting.

3. Enter dates of visit

4. Enter any additional information relevant to the trip

5. Attach supporting documentation

6. Once details are entered the 'Update General Travel' button will become active. Click the button to save the request.

if you do not have an itinerary then click NEXT

Insurance, Risk & Finance

Insurance Conditions	Review the insurance conditions and identify any factors that need to be highlighted to the Insurance Team

1. Select the tick box relevant to any area of your trip that could affect the insurance element of your trip.

2. Ensure you read all the notifications relevant to the trip

3. Click the 'Next' button

Business Travel Request - Insurance, Risk & Finance
Travel Arranger -

Traveller Details	Reason for Travel	Travel Arrangements	Insurance, Risk & Finance	Travel Diary	Confirmation

Insurance Conditions

Please indicate if any of the following apply to the traveller:

☐ You have a pre-existing medical condition that could impact on your fitness for travel

☐ Your trip could include more than 50% Personal Travel

☑ None of the above

ⓘ *Click here for help completing this section of the form. (Click again to hide)*

Notification

ⓘ The University is legally obliged to ensure, as far as is reasonably practicable, the health and safety of anyone travelling on behalf of the University. If you fail to disclose or intentionally withhold health information relating to a proposed period of travel, you will likely place yourself and the University at significant financial and legal risk and may constitute serious and wilful misconduct. Information provided will not be used for any other purpose.

Notes

- Please note that you may invalidate your travel insurance if you fail to disclose a pre-existing medical condition that could impact your fitness for travel, or that you have received medical advice that would reasonably preclude you from taking this journey. As a consequence, you could become personally liable for any medical costs incurred during your travel.

- Applicable to staff only: UniSA practice is to require staff to reimburse the University for any portion of any expense that would attract FBT if the University were to pay for it, therefore, staff will be required to contribute or reimburse UniSA for a portion of flight costs that are deemed to be personal in nature. If the staff member does not contribute or otherwise cover this personal portion, then the relevant cost centre will bear an additional cost on account of FBT.

- 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 identify any risk factors that need to be highlighted to the Insurance team in relation to Overseas Travel

1. Confirm if an offshore risk assment has been completed. (This is compulsory for students going overseas only)
   a. If no, complete a risk assessment and then select yes.
   b. If yes, select the 'yes' radial button.

Risk Management

Has an assessment of business travel risks been completed?
○ yes ○ no

Click to open WHS14 - offshore travel risk management form

IMPORTANT NOTE:
The WHS14 form is a checklist form that is a requirement for **ALL Students** of UniSA when they are travelling overseas, **even if it is to their home country.** This checklist is designed to enable the traveller, in consultation with their supervisor, to identify hazards associated with their intended travel.

2. Have any unmanaged risks been identified? NO
3. Confirm if any research is subject to defence export controls. NO
4. Select if the traveller will be visiting any locations that have a threat assessment level of 3 or 4 (in accordance with smartraveller.gov.au).
5. Are you travelling to a sanctioned Country?

Risk Management

Has an assessment of business travel risks been completed? ❓
● yes ○ no

Have any unmanaged risks been identified? *
○ yes ● no

Is the research undertaken by the traveller subject to defence export controls? *
○ yes ● no

Click to access the Strengthened Export Control site for further information

Will the traveller be visiting any location(s) that have a threat assessment level 3 or 4 (in accordance with smartraveller.gov.au)? ❓ *
○ yes ● no

Click to access Smartraveller website

Are you travelling to a sanctioned Country? *
○ yes ● no

Click to access sanctioned countries information

Request Progress

Traveller Details	Reason for Travel	Travel Arrangements	Insurance, Risk & Finance	Travel Diary	Confirmation

DISCARD REQUEST

PREVIOUS NEXT

Confirmation

Lodge the BTR	Submit the BTR to the Travel Team to action

Business Travel Request: STMJBrow20200831 - Confirmation
Travel Arranger -

Traveller Details	Reason for Travel	Travel Arrangements	Insurance, Risk & Finance	Travel Diary	Confirmation

You are about to submit request STMJBrow20200831 for approval

Thank you for your enquiry with the UniSA Travel Team

- Based on the information you have provided, we confirm that you will be covered by the University's travel insurance for the full duration of your travel.

  You will need to contact the UniSA Insurance Office to make additional arrangements if your intended trip is altered and:

  - your trip exceeds 180 days;
  - you add more than 50% in personal travel, and/or;
  - you have an existing medical condition which could possibly require treatment or medication while travelling.

  A summary of the University's travel insurance policy can be found on the web at Staff - Travel Insurance flyer which we recommend you print and take a copy with you. FAQs on travel are found at: FAQs on Travel Insurance.

  Please note that the University's travel insurance is a corporate 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 equipment which you would be responsible for in the event of you 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 to be covered under the policy, unless the airline requires devices 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 quote this number when referring to this particular request.

If you have any further questions, please do not hesitate contacting the UniSA Travel Team on (08) 8302 6430

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.