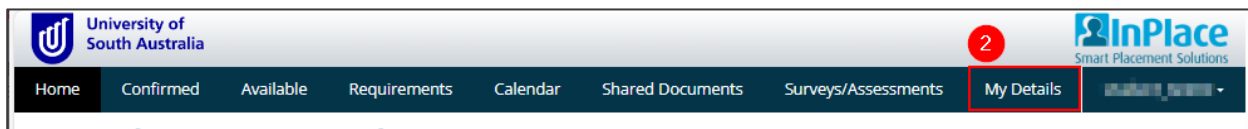# Submit Extra Curricular Activity for PPP hours

## Overview

### InPlace submission

1. Log into **InPlace**.
2. Go to the **My Details** tab at the top of the screen.



3. Scroll down the page to the **Student Extra Curricular Activities** heading.
4. There are four submission panes that you can use:

   a. one **White Card** specific pane
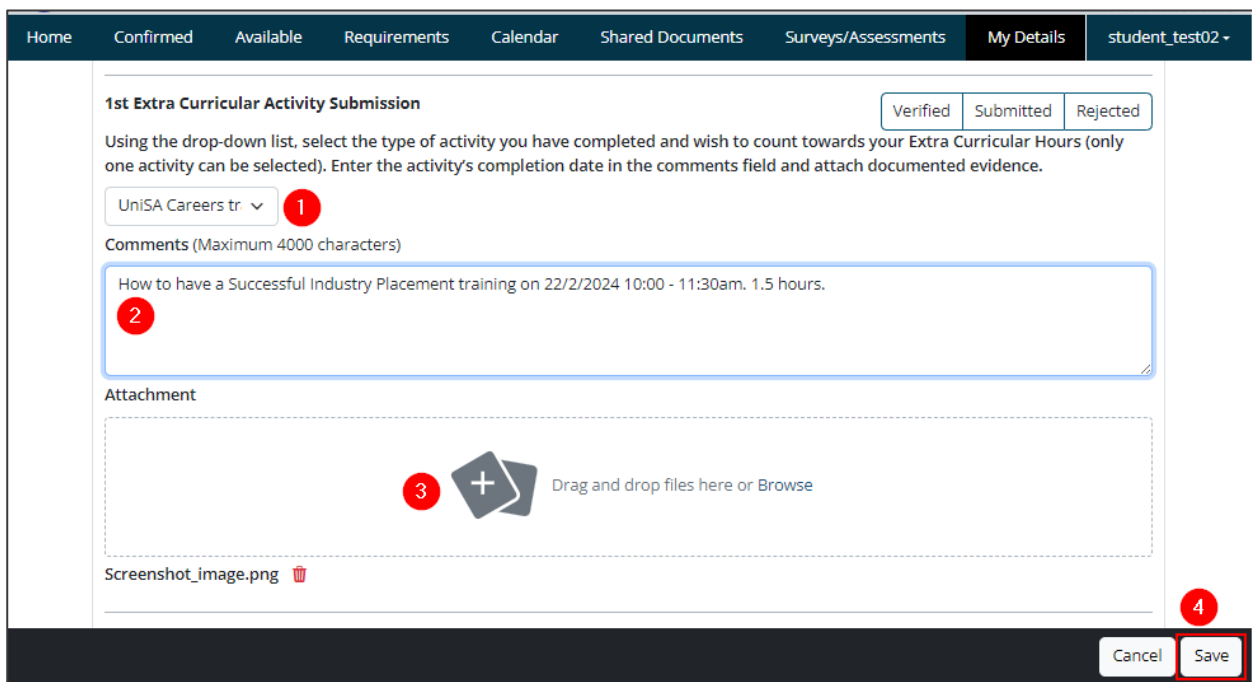   b. three generic **Extra Curricular Activity Submission** panes.

## Other Extra Curricular Activity submission

You need appropriate evidence of the Extra Curricular Activity to complete the submission. You can find the evidence and the maximum number of hours that will be allowed for each Extra Curricular Activity in the Extra Curricular Activity categories and maximum hours section below.

1. Select the type of activity from the drop-down list.
2. Add the following information in the **Comments** box:
   - Name of the activity
   - Date the activity was completed
   - Duration of the activity, including the start date and time and end date and time.
3. Drag and drop the required evidence for this activity into the **Attachment** box, or click the **Attachment** box to **Browse** and select the required evidence file.

**Note:** Repeat steps 1 to 3 if you have more than one activity to submit. You can submit up to three activities.

4. Click **Save** at the bottom of the screen.



5. The **Submitted** box highlights.

**1st Extra Curricular Activity Submission**          Verified | **Submitted** | Rejected

Using the drop-down list, select the type of activity you have completed and wish to count towards your Extra Curricular Hours (only one activity can be selected). Enter the activity's completion date in the comments field and attach documented evidence.

UniSA Careers tr ⌄

**Comments** (Maximum 4000 characters)

How to have a Successful Industry Placement training on 22/2/2024 10:00 - 11:30am. 1.5 hours.

**Attachment**

⊞ Drag and drop files here or Browse

Screenshot_image.png 🗑

Cancel | Save

6.  Once submitted, the Industry Experience Team will check the information you have provided.

    a.  If approved, the IE Team will add the hours to InPlace and clear the submission pane. The activity will display in the List of Completed Extra Curricular Activities at the bottom of the **My Details** page.

**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 to the UniSA STEM: Extra Curricular EPP placements on the Confirmed page.

Professional Body Activity, UniSA Careers training
course (excl. UniSA+), Career Hub Workshop

    b.  If additional information is required or the activity does don't align with the approved types of activity, the IE Team will send you an email to advise you and request the additional information. You don't need to keep checking in InPlace.

**Note:** Please allow up to 10 working days for your request to be processed.

# Extra Curricular Activity categories and maximum hours

You can claim the actual number of hours engaged in an Extra Curricular Activity (excluding travel, breaks, etc) up to the Max Hours as shown in the tables below.

## Technical Knowledge & Skills

| Activities that contribute to Technical Knowledge & Skills: | Max Hours | Evidence |
|---|---|---|
| ANFF-SA Winter School (face to face) | 20 | Certificate/letter of completion |
| Conference attendance | 15 | Ticket or registration evidence |
| Industry academy/development program | 80 | Certificate/letter of completion |
| Industry panel/professional development | 2.5 | Ticket or registration evidence |
| Simulated virtual placement | 80 | Certificate/list of completion |
| Work experience in a UniSA research lab (if student is not targeted for the opportunity) | 225 | Certificate/letter of completion |
| Internship/placement not eligible for Band 3 or part of a course | 80 | Certificate/letter of completion |
| PPP Consultation/Evaluation (focus group participation) | 1 | List from organiser (gathered by IE Team) |
| Professional body activity | 2.5 | Ticket or registration evidence |
| Site visit (excluding travel time)/Industry open day | 2.5 | List from organiser (gathered by IE Team) |
| UniSA approved study tour | 80 | List of passing students from Course Coordinator (gathered by IE Team) |
| Vacation research scholarship (UniSA) | 225 | Certificate/letter of completion |
| White card training | 7.5 | Copy of the white card |

## Personal and Interpersonal Skills

| Activities that contribute to Personal & Interpersonal Skills: | Max Hours | Evidence |
|---|---|---|
| Club/organisation executive committee position | 20/year | Logbook signed by club president |
| Global & Social Engagement pillar completed | 60 | UniSA+ transcript of participation |
| Immersive exercise (eg. Hackathon/Design Camp) | 20 | Certificate of completion |
| Industry dinner | 2.5 | Ticket or registration evidence |
| Leadership & Enterprise pillar completed | 30 | UniSA+ transcript of participation |

| Activities that contribute to Personal & Interpersonal Skills: | Max Hours | Evidence |
|---|---|---|
| MATES Assist training (2 days) | 15 | Certificate of completion |
| MATES Connector/Respond training (half day) | 4 | Certificate of completion |
| Networking event | 2.5 | Ticket or registration evidence |
| Non-discipline related work/volunteering + reflective report | 80 | Reflective report approved by Course Coordinator (gathered by IE Team) |
| Professional body ambassador | 20/year | Logbook signed by professional body |
| Self-development workshop (advertised on UniSA Career Hub) | 7.5 | Completion record from Career Hub |
| Self-development workshop (excl UniSA+ workshops) | 7.5 | Certificate of completion/attendance |
| UniSA Student to Industry Networking Event | 3 | Attendance list from organiser |
| UniSA+ intensive completed | 7.5 | UniSA Career Hub completion list (gathered by IE Team) |
| UniSA+ Self-Development workshop/learning circle completed | 1.5 | UniSA Career Hub completion list (gathered by IE Team) |
| UniSA+ Self-Development Pillar completed | 60 | Milestone achievement certificate |
| UniSA+ Award completed | 110 | Certificate of completion |

## Career Building Skills

| Activities that contribute to Career Building Skills: | Max Hours | Evidence |
|---|---|---|
| Any UniSA Careers training course (excl. UniSA+ activities) | 1.5 | UniSA Career Hub completion list (gathered by IE Team) |
| Career seminar/expo/fair (eg. The Big Meet, Elevate) | 3 | Ticket or registration evidence |
| Interview skills workshop/training | 1.5 | Certificate/letter of completion |
| Job hunting strategies, working in Australia | 1.5 | Certificate/letter of completion |
| Professional body career development presentation/workshop | 2.5 | Certificate/letter of completion |
| Resume, cover letter, selection criteria, LinkedIn profile workshop/training | 1.5 | Certificate/letter of completion |