

InPlace

Student User Guide

Self-Placement Submission

SONOGRAPHY

This guide has been designed to provide students with information about how to use InPlace to view and manage placement/project activity in the event that the course they are enrolled in allow students to source a placement directly with an agency.

What is InPlace?

InPlace is web-based software that manages and records student placement activity. Students can log on from anywhere to interact with the system.

Before you begin:

Students undertaking courses that permit **Self Placement** should ensure that they understand the course requirements (i.e. number of hours or duration that the placement need that will meet the requirements of the course).

Students should also check that they have uploaded (into InPlace) all conditional evidence required for the placement.

Once you have sourced your placement, you will need to upload all the information about the placement, and any required documents, into InPlace. (Note: InPlace calls your host organisation an 'agency').

Before attempting to submit your placement details, please ensure you have gathered the following information:

- Name of the organisation/agency
- Full address and contact information of the agency (where you will be doing your placement)
- Agency website details
- Placement start and end dates
- Duration of placement (in hours)
- Industry supervisor full name, ASAR number and CV.
- Industry supervisor contact details (particularly phone number and email address)
- A completed **FS23 insurance form**, signed by the host agency (if the placement is an unpaid placement)

If you are completing an UnPaid placement You **may not** commence your placement until your self-placement submission has been approved and you have completed all other required pre-requisite documentation.

Step by Step Summary of the process

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You will receive an email from the Clinical Placement Unit Team when all pre-requisites have been verified and the placement submission is approved.

If you require any assistance, contact the Clinical Placement Unit via email CPUOffice@unisa.edu.au

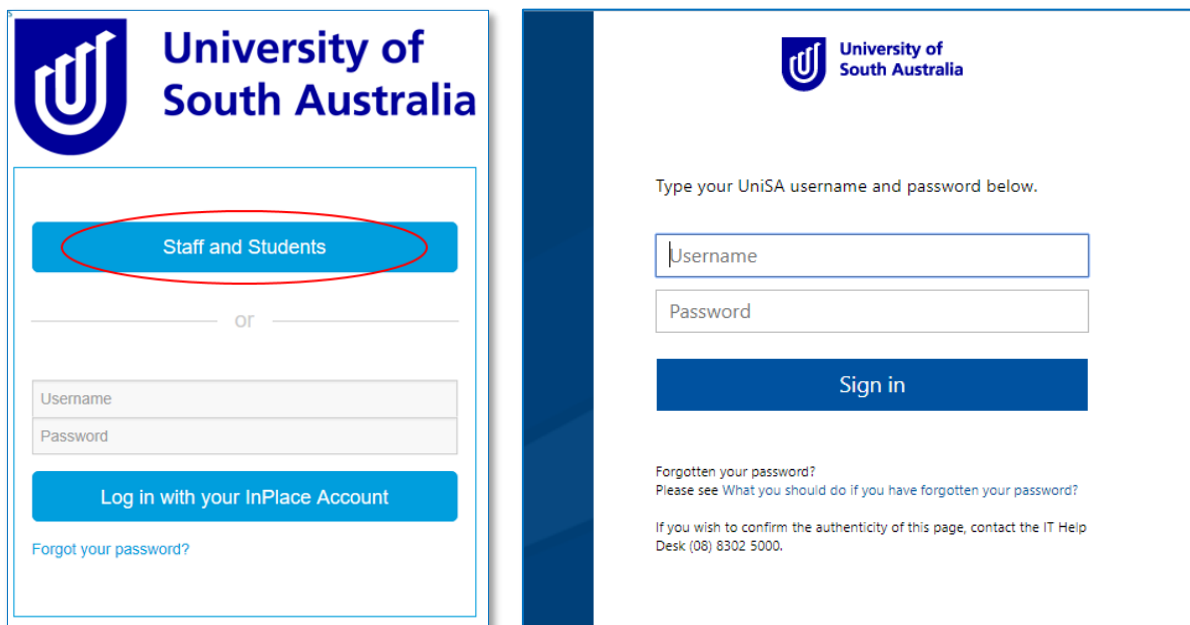
Step 1: Log in to InPlace

Open a web browser (must be Firefox or Chrome) and type in the [InPlace](https://unisa-prod.inplace.com.au) web address:
<https://unisa-prod.inplace.com.au>

- Please note that InPlace is not optimised for Internet Explorer.

Click the **Staff and Students** button:

- You will be directed to the login screen: Type your UniSA username and password.

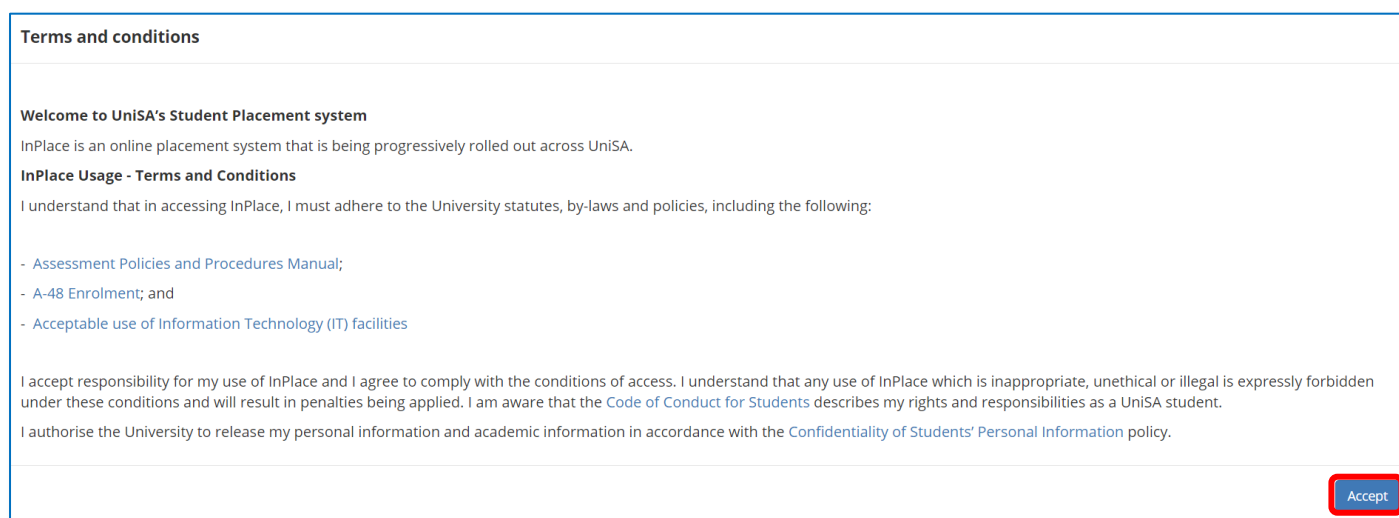


The left screenshot shows the UniSA logo and the text 'University of South Australia'. Below this is a blue button labeled 'Staff and Students' which is circled in red. Below the button is a horizontal line with 'or' in the center. Underneath are two input fields labeled 'Username' and 'Password'. Below these is a blue button labeled 'Log in with your InPlace Account' and a link 'Forgot your password?'. The right screenshot shows the UniSA logo and the text 'University of South Australia'. Below this is the text 'Type your UniSA username and password below.' followed by two input fields labeled 'Username' and 'Password'. Below these is a blue button labeled 'Sign in'. At the bottom, there is a link 'Forgotten your password?' and a paragraph: '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.'

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.



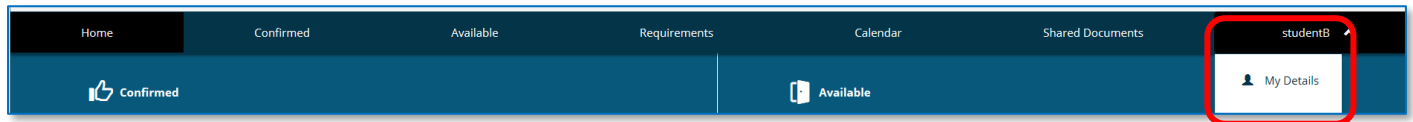
The screenshot shows a 'Terms and conditions' screen. At the top, it says 'Welcome to UniSA's Student Placement system'. Below this, it says 'InPlace is an online placement system that is being progressively rolled out across UniSA.' Then, it says 'InPlace Usage - Terms and Conditions'. Below this, it says 'I understand that in accessing InPlace, I must adhere to the University statutes, by-laws and policies, including the following:'. Then, it lists three items: '- Assessment Policies and Procedures Manual;', '- A-48 Enrolment; and', and '- Acceptable use of Information Technology (IT) facilities'. Below this, it says '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.' Then, it says 'I authorise the University to release my personal information and academic information in accordance with the Confidentiality of Students' Personal Information policy.' At the bottom right, there is a blue button labeled 'Accept' which is highlighted with a red box.

Step 2: Check Personal Details

The landing page you see is your **InPlace Student Portal**.

The top menu bar has a number of options. Click on the arrow next to your name in the menu item on the far right hand side and bring up a drop down menu.

Click on **My Details**.



This will bring up your personal details page. Please check to see your details are correct.

Step 3: Upload Personal Documents

Under the **My Details** screen there is a place to upload personal documents (ASAR number National Police Check & DCSI – Child related Employment Screening) that may be required for placement activities.

Note: All students are required to provide their ASAR number, s

- Students completing Unpaid placements may be required to provide additional documentation:
 - Current Australian **National Police Certificate** before commencing placement.
 - If you are completing unpaid placement in South Australia, you will also be required to upload a current **DCSI – Child related Employment Screening** before commencing placement.

A screenshot of a web form titled 'Placement Requirements - Sonography'. Below the title is the subtitle 'Requirements for All Placements'. The form contains three main sections, each with a plus sign icon to its right. The first section is 'Student ASAR number *'. The second section is 'National Police Check (NPC)' and includes three buttons: 'Verified', 'Submitted', and 'Rejected'. The third section is 'DCSI - Child Related Employment Screening' and also includes three buttons: 'Verified', 'Submitted', and 'Rejected'.

Click on the Plus (+) sign next to each Requirement you need to meet and follow the instructions carefully.

A screenshot of a specific requirement section from the form. It is titled 'National Police Check (NPC)'. To the right of the title are three buttons: 'Verified', 'Submitted', and 'Rejected'. A red box highlights a plus sign icon to the right of these buttons.

Fill in the required fields, such as the issue date, expiry date, reference number and any comments.

If an attachment is required, select or drag the scanned copy of the DCSI Screening result into the **Attachment** box.

Click **Submit** to save.

National Police Check (NPC) Verified Submitted Rejected

Please enter the issue date and expiry date of your state issued National Police Check (NPC). Once uploaded you can proceed to upload your completed consent & authority to release form to the area provided.

Expiry

Reference Number

Comments

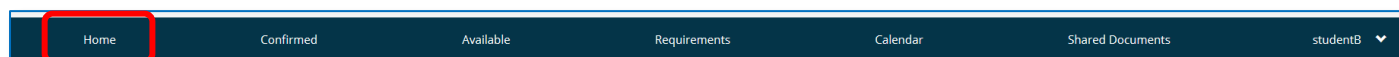
Attachment

Select or drag a file

Submit [Cancel](#) [Reset](#)

Step 4: How to enter your Self-Placement Submission on InPlace

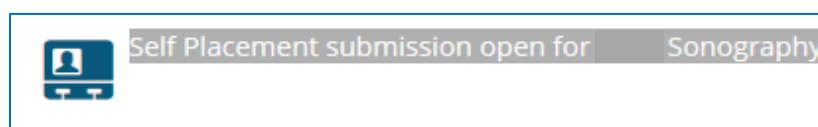
Click on **Home** on the far left hand side of the menu bar across the top.



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

Under the **'To Do'** heading, you will see **'Self Placement submission open for..'**

Click on this option.



An online form will load. You can save this form as a draft in the system and come back to it at any time.

PLACEMENT DETAILS

Enter the **start and finish dates of your placement** at this venue using the calendar drop down button. If you do not have specified dates (your placement is ongoing) for your scanning please leave and it will default to the Study Period Term dates.

PLACEMENT EXPERIENCE and DURATION

Add the Experience which is the course/s that you are enrolled into i.e 'Obstetric and Gynaecologic Sonography' if you start typing the course title will come up predictively. If you are unsure, you can just add Medical Sonography and the CPU will update this section for you during the submission assessment.

Add the **duration** as **200 hours** that you will complete at this site. If you wish to change the number of hours you have completed after completing the self placement process, please contact the Clinical Placement Unit. You would only need to do this if you stopped working at the agency and were no longer scanning.

Please do not add higher duration than 200 hours, this number is cumulative over the course of your studies and must be entered each study period.

Please note- If you are required to undertake multiple placements at different venues to complete your required number of hours, then you will need to complete a separate Self-Placement Submission form for each venue (Agency).

2018 Sonography Self-Placement SP2
240 HOUR Sonography
Sonography - 240 Hours Required - 0 Hours Filled
0%
Instructions
Sonography
Please ensure you select your experience and duration of hours before submitting your self-placement
Placement details
Period
Start * End *

Duration
Experience Duration Unit
Sonography 240 HOUR x

WEEKLY ROSTER

You are not required to complete this section. Please do not enter any roster details regarding your placement.

AGENCY DETAILS

Fill out all details of the agency where you will be undertaking your placement. All fields marked with a red asterisk (*) **must** be completed.

Agency details	
Agency name *	
Address	
Country *	AUSTRALIA
State *	
Unit number	
Street number and name *	
Suburb *	
Post Code	

AGENCY CONTACT DETAILS

Fill out all details of the agency contact where you will be undertaking your placement. All fields marked with a red asterisk (*) **must** be completed.

An agency contact for example is your manager, line manager or your direct supervisor etc

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

PLACEMENT SUPERVISOR

This is the person who will personally supervise your placement while you are at the host organisation. This must be an ASAR Registered Sonographer or equivalent.

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

If the placement supervisor is not the same as the contact person, provide all the details of your primary host organisation supervisor.

Contacts

Contact person is the placement supervisor ☐

Title

Given name

Surname

Business phone

Mobile phone

Business email

Confirm email

ADDITIONAL DETAILS

If you wish to provide any additional details relating to your Self-sourced placement, they can be included in the Additional Detail Comments box.

Additional details

Comments

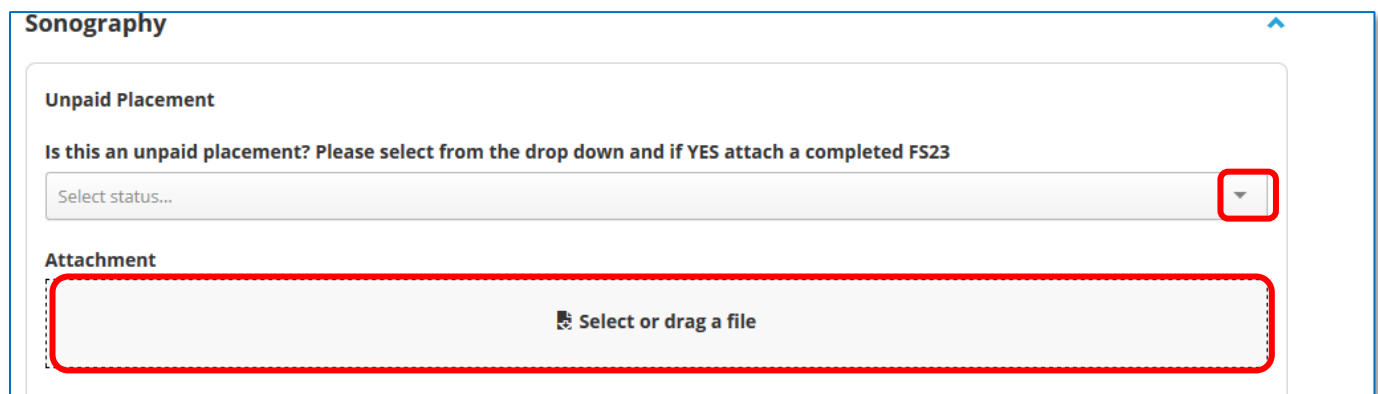
Step 5: Upload completed FS23 insurance form

This step is required for **all unpaid placements only**.

Once your **FS23 insurance form** has been signed by your host agency you will need to upload it to your Self-Placement submission in InPlace.

Click on the **Select status** drop down arrow and select **Yes**.

Select or drag your **FS23 insurance form** into the **Attachment** box to upload it.



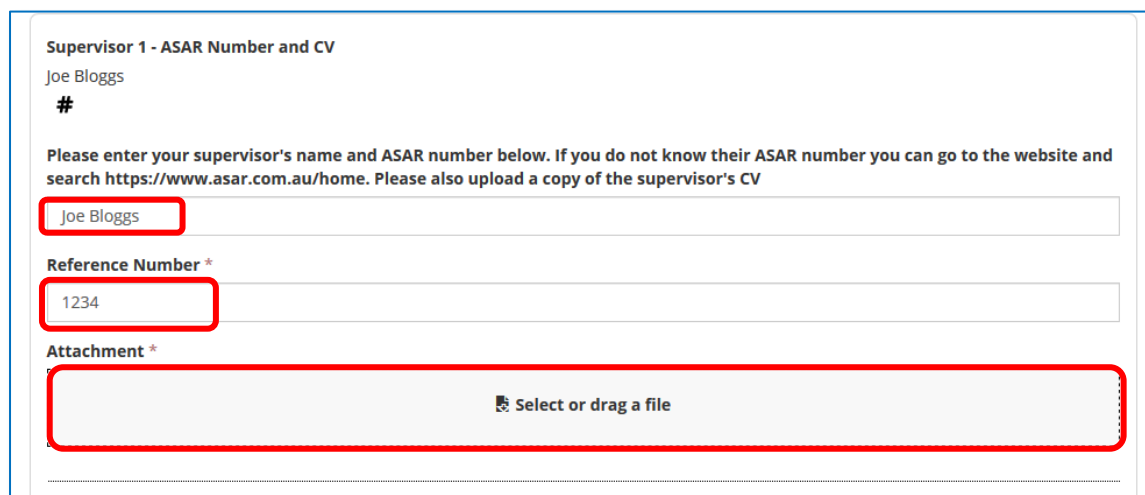
The screenshot shows a form titled "Sonography" with a blue header bar. Below the title is a section labeled "Unpaid Placement". Inside this section, there is a text prompt: "Is this an unpaid placement? Please select from the drop down and if YES attach a completed FS23". Below this prompt is a dropdown menu with the text "Select status..." and a small downward arrow icon, which is highlighted with a red square. Below the dropdown is another section labeled "Attachment". This section contains a large, light gray rectangular box with a dashed border and a red outline. Inside this box is a file icon and the text "Select or drag a file".

Step 6: Upload Supervisor ASAR number and CV

This step is required for All self placement submissions

Enter your supervisor's ASAR name and ASAR number and upload the Masters of Medical Sonography and Graduate Diploma in Medical Sonography Placement Details Form, please ensure your supervisor has completed page 2 of the form, **the Supervisor's Curriculum Vitae, your form will be rejected if this section is left blank.**

Select or drag your Placement Details Form into the **Attachment** box to upload it.



The screenshot shows a form titled "Supervisor 1 - ASAR Number and CV". Below the title, the name "Joe Bloggs" is entered. Below the name is a hash symbol "#". Below the hash symbol is a text prompt: "Please enter your supervisor's name and ASAR number below. If you do not know their ASAR number you can go to the website and search <https://www.asar.com.au/home>. Please also upload a copy of the supervisor's CV". Below this prompt is a text input field containing "Joe Bloggs", which is highlighted with a red rectangle. Below the input field is a section labeled "Reference Number *". Below this label is a text input field containing "1234", which is highlighted with a red rectangle. Below the input field is a section labeled "Attachment *". This section contains a large, light gray rectangular box with a dashed border and a red outline. Inside this box is a file icon and the text "Select or drag a file".

Repeat this task for **Supervisor 2** and **Supervisor 3** if required.

Your submission will NOT be approved if you have missed this step.

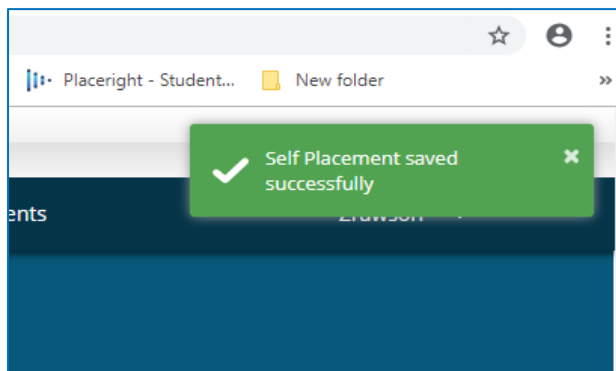
Step 7: Submitting your Self Placement

You can save your submission as a draft at any time until you are ready to submit, by clicking on **Save as draft**.

Once you are ready to finalise your submission, click **Submit**.



When your form is successfully submitted, you will be taken back to the home page and a green pop-up notification will briefly appear in the top right-hand corner of your home page advising that you have successfully submitted your Self Placement. You will not be able to view or access your submission after you have submitted.



Your submission will then be assessed for suitability, please note that the assessment is completed by a person, the Clinical Placement Unit is not a 24-hour service and this process can take several days for your submission to be approved.

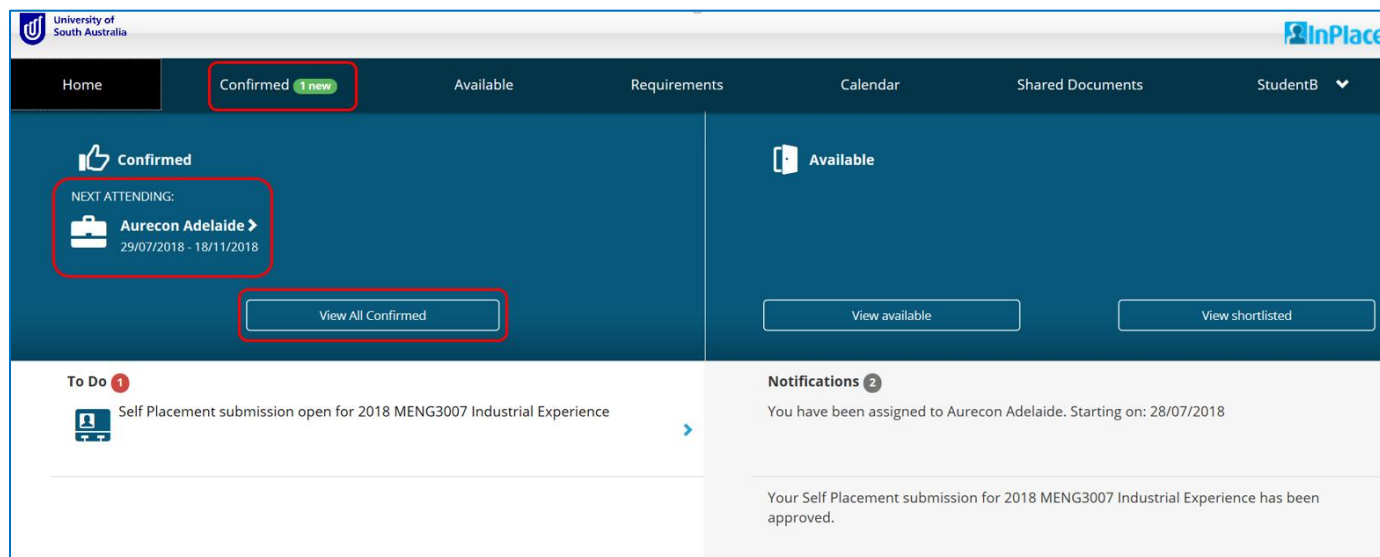
If your submission is missing any required documentation you will be notified, and your submission will be released back to you to update.

When your submission is finally approved you will receive an email notification from the Clinical Placement Unit Team, once your placement has been approved then your confirmed placement details will be available to view on InPlace.

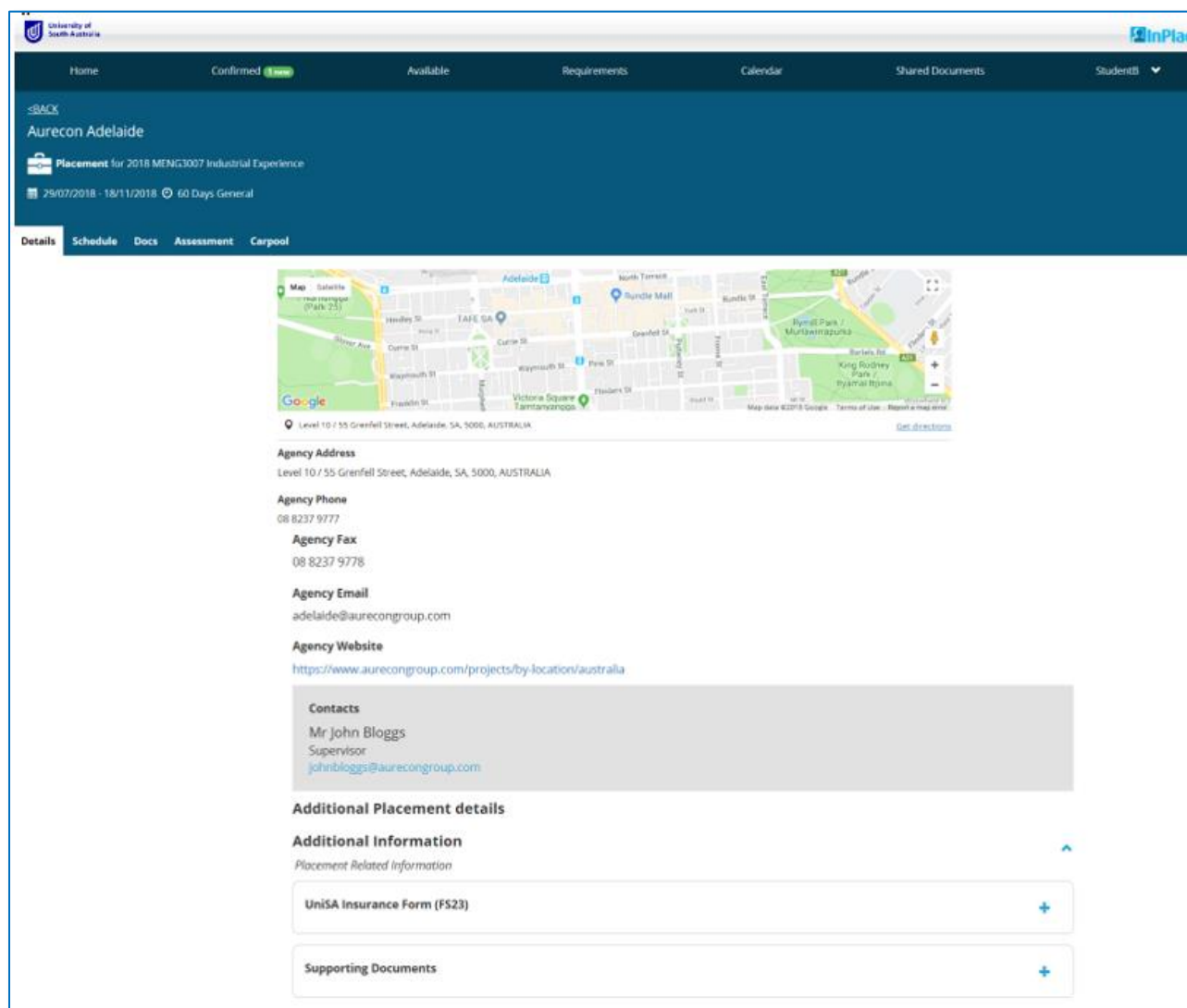
The Clinical Placement Unit is open between 8:30am – 4pm Adelaide time, Monday to Friday if you have any queries about your submission.

Step 8: View Confirmed Placement Details

To view the details of your confirmed placement(s) visit your InPlace Student Portal and click on the information under **Next Attending** OR **View All Confirmed** OR click the **Confirmed** tab on the top menu bar.



You will be able to see all the details of confirmed placements such as dates, address details and any other related documents or information:



If you have more than one confirmed placement, click on **View all Confirmed** and it will bring up a list of upcoming placements in date order. You can view each one separately, by clicking on the name of the organisation: Click on the calendar icon and select today's date.