

InPlace Student User Guide



UNISA
CONSTRUCTION
MANAGEMENT

As at November 2020



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INTRODUCTION

UniSA Construction Management 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 User Guide* has been designed to assist UniSA Construction Management students with using **InPlace** to submit information about in-industry experience placements they have organised.

What is the STEM: Professional Practice Program?

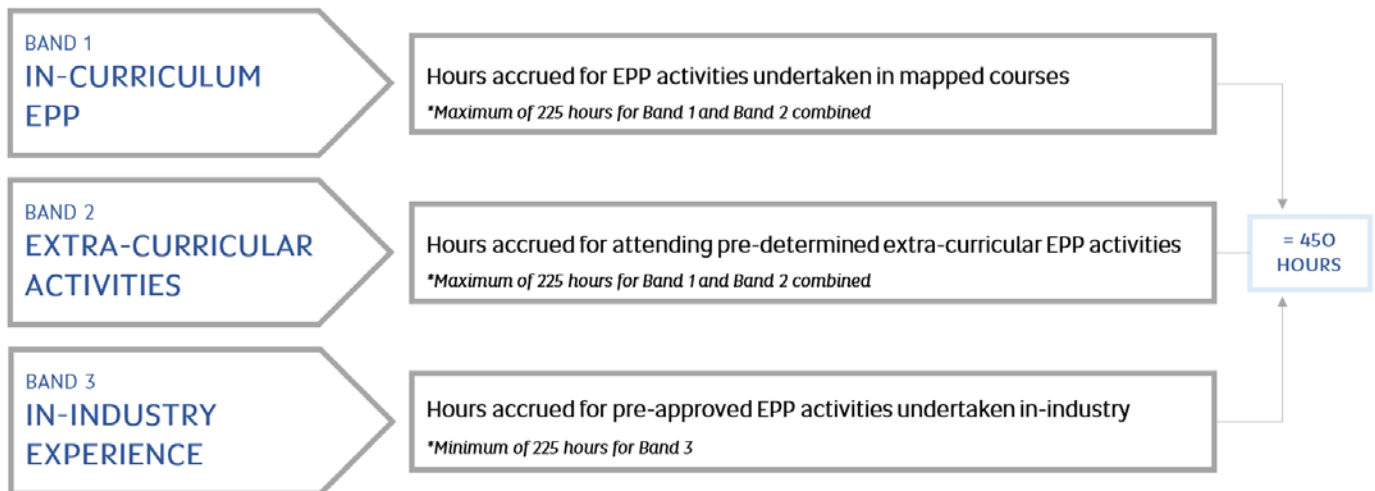
From 2020 all IHCN and XHCM students will participate in the **UniSA STEM Professional Practice Program (PPP)**, to gain significant exposure to the professional construction environment whilst studying their degree at UniSA.

Students are required to complete a minimum of 450 hours (60 days/12 weeks FTE) of professional practice through an accumulation of hours spent in approved industry experience placements, or in industry experience placements and extra-curricular activities.

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

- **Band 1 – In-Curriculum Courses.** PPP hours have been mapped in core courses.
- **Band 2 – Extra-curricular activities.** Choose from a list of pre-determined activities to build knowledge and skills.
- **Band 3 – In-industry experience.** Participate in approved real-world internships and industry placements.

UniSA STEM Professional Practice Program model:



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 zero-unit course **Industry Experience (BUIL 4037 or BUIL 4038)**, complete the reflective assessment and must receive a non-graded pass (NGP) in order to be eligible to graduate.

What is InPlace?

[InPlace](#) is web-based software that manages and records student placement activities. Students can log on 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 updates student participation in approved extra-curricular activities (Band 2).
- Students submit information into InPlace about in-industry experience placements (Band 3) 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 information about your in-industry experience placement, and any required documents, 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*
- National Police Check – *if applicable*
- DHS - Working with Children Check (WWCC) – *if applicable*

After you have submitted your information into InPlace it will be reviewed by the STEM Industry Experience Team and sent to the Course Coordinator (BUIL 4O37 or BUIL 4O38) for approval. **This may take up to 5 working days once all documentation has been provided.**

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 placement.

Remember: You cannot start your in-industry experience placement until it has been approved in InPlace and you have received an 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.

Summary of the process

1. Complete the mandatory WHS module '[Undertaking a Safe Student Placement](#)'
2. Source an in-industry experience placement activity
3. Complete a **Proposal for In-Industry Experience Placement** form and **FS23 Insurance** form
4. Log in to InPlace (<https://unisa-prod.inplace.com.au/>)
5. Check and update your **Personal Details**
6. Upload your **Personal Documents**
7. Complete a **Self-Placement Submission** using the online form
8. Upload the **Proposal for In-Industry Experience Placement** form
9. Upload the completed and signed **FS23 Insurance** form (for unpaid placements) OR copy of work contract (with payment redacted)
10. Finalise your submission
11. In-industry experience placement is confirmed
12. Attend your approved in-industry experience placement
13. 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.

Your completion of the WHS module will be recorded automatically in InPlace within 5 working days. It is still a good idea to save a copy of your Certificate of Completion electronically just in case you need it.

Please 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. 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 assist you, information and resources are provided on the [Construction Management Program LearnOnline site](#).

Step 3: Complete a Proposal for In-Industry Experience Placement form and FS23 Insurance form

Complete the **Proposal for In-Industry Experience Placement** form with the assistance of your contact in your host organisation. If the in-industry experience placement is unpaid you will also need to complete the UniSA **FS23 Insurance** form. Both forms must be signed by you and the appropriate contact at the host organisation.

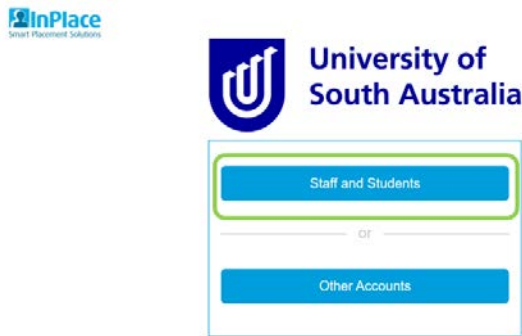
Don't worry about getting the forms signed by your Course Coordinator or Program Director as this is managed by the STEM Industry Experience Team once you have submitted them via InPlace.

Step 4: Log in to InPlace

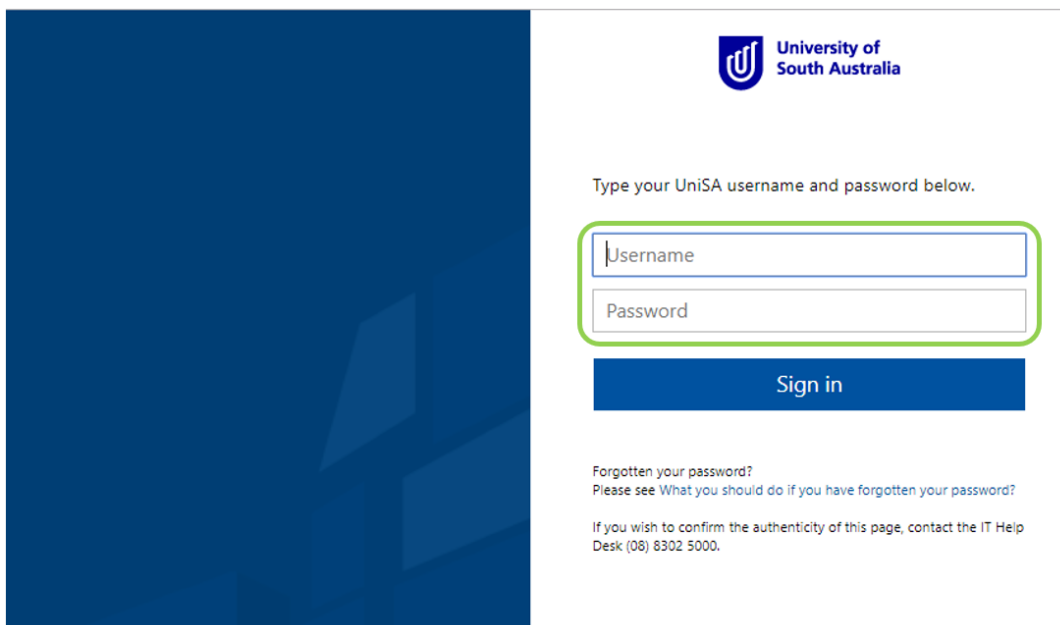
1. Open a web browser (must be Firefox or Chrome) and type in the [InPlace](https://unisa-prod.inplace.com.au) web address:

<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.



- 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.



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.

- 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.
- Click on **My Details**.



- This will bring up your personal details. Please check to see that all your details are correct.
- If your details are incorrect, please Login to your [Student Portal](#) and select Change your personal details.

Step 6: Upload your personal documents

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 may be required for some in-industry experience placement activities.

Note: Not all in-industry experience placements will require this documentation. You will only need to upload this if your host organisation requires it for your placement or if you want to claim hours in Band 2 of the PPP for successfully completing your white card.

STEM Personal Documents

Documents which may be required to undertake a placement

White Card	Verified	Submitted	Rejected	+
DHS - Working With Children Check (WWCC)	Verified	Submitted	Rejected	+
National Police Check (NPC)	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

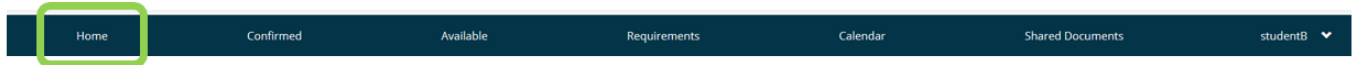
White Card	Ver X ed	Subm X ted	Reje X ed	+
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2. Fill in all the required fields, such as the issue date.
3. Select or drag the scanned copy of the appropriate document into the **Attachment** box.
4. Click **Submit** to save.

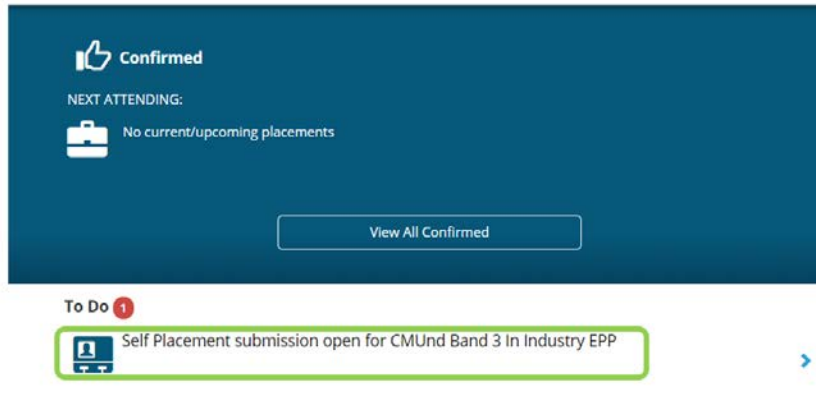
White Card	Verified	Submitted	Rejected	-
If you have completed White Card Training, please enter the issue date of your White Card and upload an image or scan of the card.				
<input type="text"/>				
Attachment				
Select or drag a file				
Submit	Cancel	Reset		

Step 7: Complete a Self-Placement Submission

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 CMUnd Band 3 In Industry EPP'. Click on this option.



3. An online form will load.
4. Complete all the information in the online form. You can save this form as a draft in InPlace and come back to it at any time.

7.1 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 hours
(These hours are only the hours you expect to be in-industry doing your placement. It should not include public holidays, company shutdown 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 form for each one.

See next page for example

CMUnd Band 3 In Industry EPP

450.5 HOUR Band 3 - In Industry Placement EPP

Band 3 - In Industry Placement EPP - 450.5 Hours Required -

11%

Placement details

Period

Start

End



Duration

Experience

Band 3 - In Industry Placement EPP

Duration *

Unit

450

HOUR



+Add another experience

7.2 Weekly Roster:

DO NOT fill in Weekly Placement Roster. This is not relevant to your in-industry placement.

Weekly placement roster

+Add another weekly shift pattern

7.3 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

7.4 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.
3. If not, please enter the details of the person who will supervise you on your in-industry placement in the workplace.

Contacts

Contact person is the placement supervisor

Title
Mr

Given name
John

Surname
Bloggs

Business phone
(08) 8123 4567

Business email
johnbloggs@aurecongroup.com

Confirm email
johnbloggs@aurecongroup.com

7.5 STEM Self-Placement Requirements:

1. Enter the **In-Industry Experience, Project or Study Tour name** for example: *In-Industry experience placement with City of Adelaide, Port Wakefield Overpass and Highway Duplication Project or Unbound Study Tour to Thailand.*

Placement Details ▲

In-Industry Experience, Project or Study Tour name: * Please enter the name of your in-industry experience, project or study tour*

2. 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 country from the drop down list.
3. 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 ▼

1. **Travel Registration.** All students undertaking in-industry experience outside of Adelaide – even if it is to their home country or Australian state – must register their travel with the UniSA Travel Team using the Online BTR (Business Travel Request) Form. Information on how to do this is found on the [UniSA Student Travel webpage](#) and follow the instructions at **Appendix 2**.
2. If you have registered your travel, click on the drop-down arrow and change the answer to **Yes**.
3. **BTR Reference Number** is the reference number you will receive when you register your travel with the UniSA Travel Team. You must enter the BTR Reference number here.

Travel Registration: * I have completed and submitted a UniSA Business Travel Request Form (BTR) for any travel associated with this placement*

▼

BTR Reference Number: Please enter your BTR Reference Number

4. Enter the **Project or In-Industry Placement Summary**. Enter a short summary outlining what your project/ in-industry experience placement will involve.

Project or In-Industry Placement Summary: * Please enter a summary of your project or in-industry placement (1500 characters incl. spaces)*

Step 8: Upload the Proposal for In-Industry Experience Placement form

Upload your **Proposal for In-Industry Experience Placement Form** in the In-Industry Placement Proposal/Scope section.

1. Enter today's date.
2. Click on **Choose File** to select your saved **Proposal for In-Industry Experience Placement Form** here to upload it.

In-Industry Placement Proposal/Scope: * Please select today's date and upload your completed in-industry placement proposal or scope*

Attachment:* **Choose file** No file chosen

Step 9: Upload the completed and signed FS23 Insurance form

All unpaid placements will be covered by UniSA insurance, provided that the FS23 form is prepared, submitted and approved by the University PRIOR to starting your placement.

If you are completing your in-industry experience placement at your place of employment, then you will not be eligible for UniSA insurance and will be covered by the employer's insurance.

1. Click on the **Select status** drop down arrow and select **Yes or No**
2. Select or drag your **FS23 insurance form**, signed by the host organisation, into the **Attachment** box to upload it.

Placement Compliance

Insurance *

Has an FS23 Insurance Form been completed and signed by the Host Organisation? If yes, please upload the form. If no, please provide evidence that UniSA insurance is not required (eg paid employment) *

Select status...

Attachment *

Select or drag a file

Step 10: 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 Course Coordinator (BUIL 4037 or BUIL 4038) will then review and assess your proposal.

Please note: Once all the appropriate information about your in-industry placement has been submitted, it can take up to 5 working days for your submission to be reviewed and assessed.

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

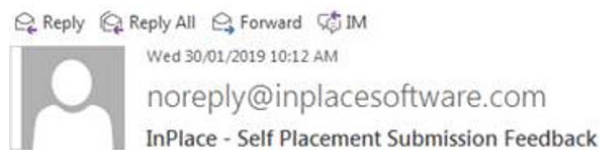
10.1 What should you do if you need to change your submission?

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

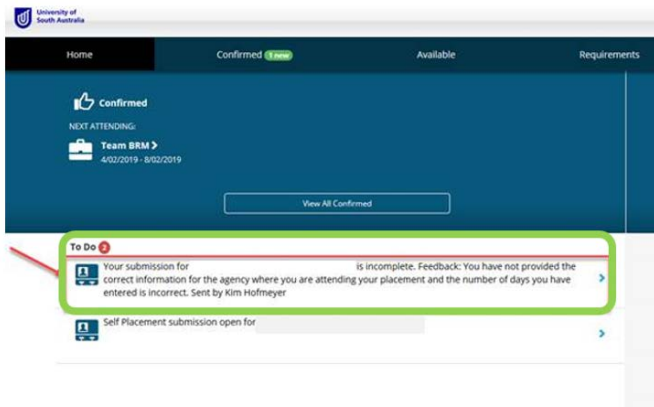
1. Contact the STEM Industry Experience Team (STEM.Placements@unisa.edu.au or ph: +61 (08) 8302 5900) and request assistance from the team.
2. The STEM Industry Experience Team can return your submission to draft in InPlace so that you will be able to access it from the Student Portal. You can then make the necessary changes.

10.2 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:



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

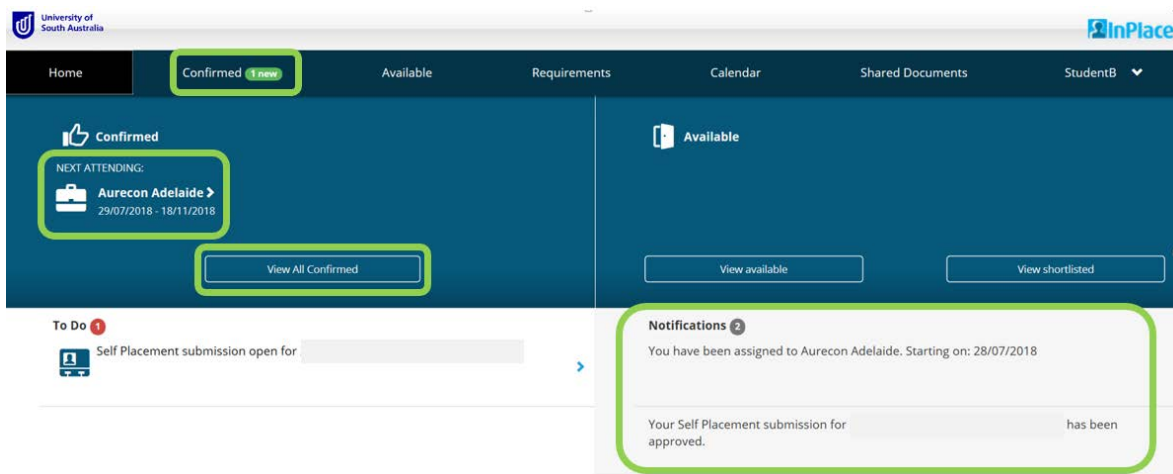


Step 11: In-industry experience placement is confirmed

When your in-industry experience placement submission has been approved by the STEM Industry Experience Team and the Course Coordinator (BUIL 4037), you will receive an email from the team via InPlace notifying you that you may commence your placement.

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

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



- 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.

The screenshot displays the InPlace Student Portal interface. At the top, there is a navigation bar with options: Home, Confirmed (with a green indicator), Available, Requirements, Calendar, Shared Documents, and StudentB. Below this, the main header shows '<BACK', 'Aurecon Adelaide', and 'Placement for' with a calendar icon indicating dates '29/07/2018 - 18/11/2018' and '60 Days General'. A secondary navigation bar includes 'Details', 'Schedule', 'Docs', 'Assessment', and 'Carpool'. The main content area features a Google Map of Adelaide, Australia, with a location pin at 'Level 10 / 55 Grenfell Street, Adelaide, SA, 5000, AUSTRALIA'. Below the map, the following details are listed:

- Agency Address:** Level 10 / 55 Grenfell Street, Adelaide, SA, 5000, AUSTRALIA
- Agency Phone:** 08 8237 9777
- Agency Fax:** 08 8237 9778
- Agency Email:** adelaide@arecongroup.com
- Agency Website:** <https://www.aurecongroup.com/projects/by-location/australia>

A 'Contacts' section is highlighted in grey, listing 'Mr John Bloggs' as a Supervisor with the email john.bloggs@arecongroup.com. Below this, an 'Additional Placement details' section is shown, containing an expandable 'Additional Information' area. This area includes 'Placement Related Information' with two items: 'UniSA Insurance Form (FS23)' and 'Supporting Documents', each with a plus sign icon to its right.

- 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.

The screenshot shows a web interface with a 'View by status' dropdown menu set to 'view by status'. Below the menu, it indicates '2 results of 2'. A table lists two placement results:

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

Step 12: Attend your in-industry experience placement

Attend your in-industry experience placement. Record the dates and hours you attended on the **Time Sheet and Certificate of Attendance** form and have it signed by your workplace supervisor regularly.

Step 13: Upload your Time Sheet and Certificate of Attendance

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

To do this:

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

The screenshot shows the top navigation menu of the InPlace system. The 'Confirmed' tab is highlighted with a green box. Other tabs include Home, Available, Requirements, Calendar, Shared Documents, and StudentA.

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

The screenshot shows a web interface with a 'View by status' dropdown menu set to 'view by status'. Below the menu, it indicates '1 results of 1'. A table lists one placement result:

Name	Type	Period	Duration	Status
Aurecon Adelaide	Placement	29/07/2018 - 18/11/2018	60 Days	

3. Scroll down the page to find the section called **Additional Information**.
4. In this section you will find the place to upload your **Time Sheet and Certificate of Attendance**.
5. Click on the '+' to open the upload function.
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.
8. Click **Submit**.

In Industry Experience Timesheet

Please select today's date and upload your fully completed timesheet signed by your industry supervisor

Attachment

Select or drag a file

Submit Cancel Reset

Finalising the Professional Practice Program

You will receive regular reports on your PPP activity from the STEM Industry Experience Team.

It is your responsibility to notify the team if the information in your report is incorrect. It is also your responsibility to notify the team if any of the details of your in-industry experience placement activity changes or if you have any issues or concerns during your in-industry experience placement.

You can log into InPlace at anytime to check your PPP activity and hours.

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

Name	Type	Period	Duration	Status
University of South Australia (UniSA): STEM: In Curriculum EPP	Placement	04/03/2019 - 06/07/2019	63 HOUR Band 1 - In Curriculum EPP	✓
Engineers Without Borders Australia	Placement	11/06/2020 - 11/06/2020	3 HOUR Band 2 - Extra Curricular EPP	✓

Once you have completed 450 professional practice hours you will be invited to enrol in the zero-unit course Industry Experience (BUIL 4037 of BUIL 4038).

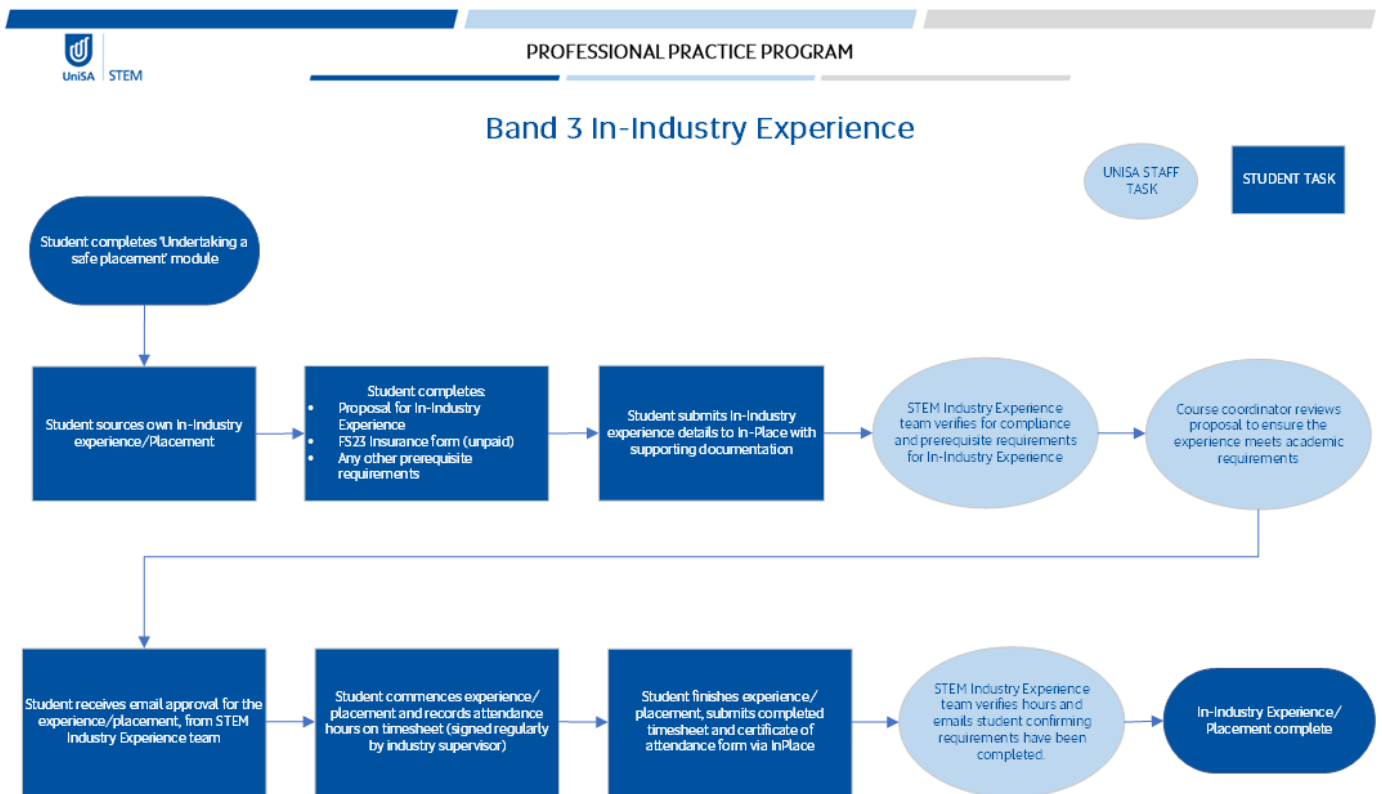
If you have any questions about any of the information contained in this User Guide, or about the Professional Practice Program, please contact the STEM Industry Experience Team:

Email: STEM.Placements@unisa.edu.au

Phone: +61 (08) 8302 5900

APPENDIX 1: IN-INDUSTRY PROCESS FLOW CHART

Process flow chart for Band 3: In-Industry Experience



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/OzqdHg>

Traveller Details

1. Select: Other – UniSA Student
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**. Funding will be paid directly to you by University International, therefore the money will be coming from you, not the University.

The screenshot shows the 'Business Travel Request' form in a web application. The form is titled 'Business Travel Request' and includes a sub-header 'Indicate whether travel request is for yourself or on behalf of another person'. The form is divided into several sections: 'Traveller Details', 'Reason for Travel', 'Travel Arrangements', 'Insurance, Risk & Finance', 'Travel Diary', and 'Confirmation'. The 'Traveller Details' section is currently active and contains the following fields and options:

- Travel Arranger:** Ms Janelle Brown
- 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
- Primary Traveller:** [Text input field]
- Travel approved in principle by:** [Text input field]
- Is any part of this trip being funded from a UniSA cost centre? *** Yes, No
- Do you want the Travel Team to arrange travel? *** Yes, No
- Is your travel International? *** Yes, No
- Upload itinerary file if available:** [UPLOAD button] [Drop file here]

At the bottom of the form, there are two buttons: 'DISCARD REQUEST' (in red) and 'NEXT' (in blue).

**if you do not have an itinerary then click NEXT*

You will then be asked to complete your Personal Details, including those of an Emergency Contact Person.

Reason for Travel

Reason – General Travel

Select the catering of the travel taking place (multiple reasons can be included by selecting the relevant 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 (ie: approved Project Proposal)
6. Once details are entered the 'Update General Travel' button will become active. Click the button to save the request.
7. Click the 'Next' button.

Reason(s) for Travel

*** Reason(s) for Travel**

General Travel

Conference/Seminar

Transnational Teaching

Research Projects

General International and Domestic Travel

*** Purpose of Visit**

Person Visiting

*** Organisation Visiting**

*** Date From**

*** Date To**

Additional Information

How will additional workload be covered during traveller's absence and how will it be funded?

Supporting Documentation

Request Progress

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

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. If you have indicated the trip includes more than 40% Personal Travel, then enter the approximate number of days.
3. Ensure you read all the notifications relevant to the trip
4. Click the 'Next' button

IMPORTANT NOTE:

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

Business Travel Request - Insurance, Risk & Finance

Travel Arranger - Ms Janelle Brown

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 40% 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

Has an assessment of business travel risks been completed?

yes no

[Click to open WHS14 - offshore travel risk management form](#)

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

*** The Assessment of business travel risks must be completed prior to continuing ***

[DISCARD REQUEST](#)

[PREVIOUS](#)

[NEXT](#)

Risk Management

Overseas Travel

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

- Confirm if an offshore risk assessment has been completed. **(This is compulsory for ALL students)**
 - If no, complete a risk assessment.
 - If yes, select the 'yes' radial button and complete questions related to managing risks.
- Confirm if any research is subject to defence export controls.
 - If no, select the 'No' radial button
 - If yes, select the 'yes' radial button and confirm if a permit is required.
- Select if the visitor will be visiting (including passing through) any locations with a threat assessment level of 3 or 4.
- Click the 'Next' button

IMPORTANT NOTE:

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

Risk Management

Has an assessment of business travel risks been completed?
 yes no [Click to open WH514 - offshore travel risk management form](#)

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
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*** The Assessment of business travel risks must be completed prior to continuing ***

[DISCARD REQUEST](#) [PREVIOUS](#) [NEXT](#)

Confirmation

Lodge the BTR	Submit the BTR to the Travel Team to action
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Business Travel Request: STMJBrow20200831 - Confirmation

Travel Arranger - Ms Janelle Brown

Traveller Details	Reason for Travel	Travel Arrangements	Insurance, Risk & Finance	Travel Diary	Confirmation
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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 are to keep a record of the BTR confirmation number as you will need this to enter into your InPlace submission.