

## Student Sourced Onshore and Offshore Application

Below is a guide to completing your Student Sourced – Onshore and Offshore WIL application on the InPlace Placement Management System.

### Step 1. Accessing InPlace

1. Login to my.monash
2. Select Student Placements link from “My Courses” tile
3. From the InPlace login screen, click on “Student”
4. You will be automatically redirected to your InPlace homepage

### Step 2. Select the Teaching Period, Unit and Location for your WIL application

1. You will need to select a Teaching Period, Unit and Location in the “**Placement Requirements**” section.
2. Use CTRL + F to search for the Teaching Period you want to apply for and scroll down to find the Unit and Placement Location (Onshore or Offshore).e.g. Semester 1 2019 – ATS3129 - Onshore
3. Click on the “Submit Self-Placement” button

#### Placement Requirements

Year	Details	Requirements	Type	Actions
Semester 1 2019 - APG5044 - Onshore		<b>Graduate Arts Internship</b> Indicative minimum : 120 - 144 Hours	Self Placement	<input type="button" value="Submit Self Placement"/>
Semester 1 2019 - APG5044 - Offshore		<b>Graduate Arts Internship</b> Indicative minimum : 120 - 144 Hours	Self Placement	<input type="button" value="Submit Self Placement"/>

### Step 3. Complete the “Placement Details” Sections

1. Please check that the “**Allocation Group**” reflects the selected placement Teaching Period, Unit and Location.
2. Enter “**Placement Start**” and “**End Dates**”, make sure that the dates are within the teaching period you have selected.
3. Enter “**Placement Times**” to indicate the Days/Hours you have agreed to attend the placement. If your schedule is the same for the duration of the placement, you only need to create your Week 1 schedule. Please note that ‘Half Day’ and ‘Night’ are not applicable options for WIL Placements.
4. Enter the “**Placement Duration**” that corresponds to the Credit Points (CP) of the unit selected (75-100 hours for 6 CP & minimum of 144 hours is for 12 CP)

### Step 4. Complete the **Agency Details, Address, Contact details** and **Supervisor Contact Details** sections Please note: ABN is not applicable for Offshore Placements –please enter 0

### Step 5. Complete the **Faculty of Arts Placement Proposal** section

You will need to answer 5 questions that will be used to assess your application suitability and provide details about your host organisation. Please read the information provided on the [Faculty of Arts website](#) for information on how to respond to these questions.

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### Step 6. Document Upload section

You must upload all the documents as listed below or we will not be able to process your application

- a) To select the file, click on  if your browser is Google Chrome OR  for Internet Explorer
  - b) Click on
  1. **Course Advice** – upload your WIL Eligibility Confirmation
  2. **Placement Agreement Upload:**
    - a) Onshore placements: require the **WIL Arts Student Placement Agreement and OHS Form** must be signed your host organisation.
    - b) Offshore placements: require the **WIL Arts Overseas Placement Agreement and Host Verification** signed by the host organisation
  3. **Student Acknowledgement** - form signed by you. (applicable for both onshore and offshore application)
  4. **Graduate Placement Proposal** – Graduate only. Must be signed by your Director of Program
  5. **Graduate Program Approval** – Graduate only
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### Step 7. Other Information section - additional information required:

For Undergraduate Students only:

1. **“Free Elective or Major Credit”** - please indicate if you would like your placement to count towards your major or a free elective
2. **“UG Major”** – please select from the list provided

For Graduate Students only:

3. **“Graduate Program”** - please select from the list provided

For all students:

4. **“Unit to be discontinued”** please provide the unit you will discontinue if your application is successful
  5. **“Skype username”** please provide if you are applying for an offshore placement
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### Step 8. Submit your application

1. Once you have provided all of the required information, click on “Submit” or you can save as a draft by clicking “Save Draft” and continue your application at a later date.
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Status Descriptions for your reference

Status	Description
Draft	Your application has not been submitted.
Pending	Your application is currently being assessed by the WIL team.
Incomplete	Your application is incomplete – please check your Monash Student email and InPlace for more details and submit prior to the closing date.
Approved	Your application is successful. Check your Monash student email for confirmation.
Not Approved	Your application has not been approved. Check your Monash student email for more information.

If you do need to contact the Faculty of Arts WIL team please ensure you provide your Monash Student ID number and the teaching period.