

## Monash Sourced Graduate Application

Below is a guide to completing your Monash Sourced Onshore or 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 Placement Location for your WIL application

1. Please select the **Monash Sourced – Offshore or Onshore** record under the “**Placement Requirements**” section
2. Click on  button, under “**Actions**”

#### Placement Requirements

Year	Details	Requirements	Type	Actions
	Monash Sourced - Onshore (Faculty of Arts - G)	<b>Graduate Arts Internship</b> Indicative minimum : 120 - 144 Hours	Staff Allocated	Placements to be allocated <input type="button" value="View Opportunities (1)"/>
	Monash Sourced - Offshore (Faculty of Arts - G)	<b>Graduate Arts Internship</b> Indicative minimum : 120 - 144 Hours	Staff Allocated	Placements to be allocated

3. Scroll down to find the Teaching Period and Unit you want to apply for (e.g. *Semester 1 2019 – APG5044 – Offshore* )

**Monash Sourced - Onshore (Faculty of Arts - G)**

Search  Newest First  ★ View ShortList (1)

**Semester 1 2019 - APG5044 - Onshore (Faculty of Arts Placement)** ★ Monash Sourced WIL Application ★

If you wish to be considered for Arts Onshore WIL Placements, submit this application.

Please apply for only one opportunity in any one teaching period.  
\*\*Applying for more than one opportunity will NOT influence your application's successful outcome.


Applications close: 30/09/2018

4. Select the relevant teaching period, unit and location you want to apply for by clicking on the link.  
**Note:** *Please apply for only one unit in any one teaching period. You will need to first select 'onshore' or 'offshore' and then the 'unit code'.*
5. A pop up box will be displayed providing information and instructions - please read and follow this carefully.
6. Click on  so you can upload the required documents
7. In the Comments box, please indicate if you will be submitting applications for more than one teaching period.

### Step 3. Uploading the documents

1. Click on . Please note, you must upload both files at the same time. If you make a mistake during submission follow **Additional Steps** below.
2. You must upload the documents listed below or we will not be able to process your application.
  - i. **WIL Internship Proposal form** must be signed by your Director of Program
  - ii. **WIL Eligibility Confirmation**
  - iii. **Resume** (file name format = **LastName – StudentID – Resume** and submit as a Word document)
3. Click on
4. See **Step 7** for information on how to track the progress of your application

**Step 4.** Fill in your application information

1. Return to the homepage
2. Click on the person icon  from the homepage, to go to “My Details”
3. To fill in the information, click on [\[Edit\]](#), and a pop up dialogue will be displayed
4. Click on “Save” for each question in Steps 5 and 6 below.

---

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

You will need to answer 5 questions. Your answers will be used to assess your application. Please read the information provided on [the Faculty of Arts website](#) on how to respond to these questions.

**Please nominate up to three placement preferences in Question 1 of this section**

---

**Step 6.** Complete additional information

**All Students** section:

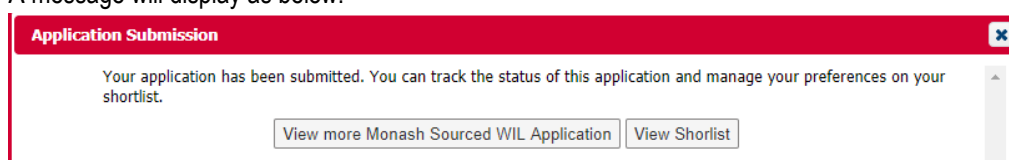
1. Enter “**Public Transport**”, to indicate if you will be using public transport to travel to and from your placement
2. Provide “**Special needs**” if applicable
3. “**Skype Username** (offshore placement only)” – provide your skype username
4. “**Language/s spoken fluently**” – select from the list provided
5. “**Unit to be discontinued**” please provide the unit you will discontinue if your application is successful

**Graduate Students Only** section:

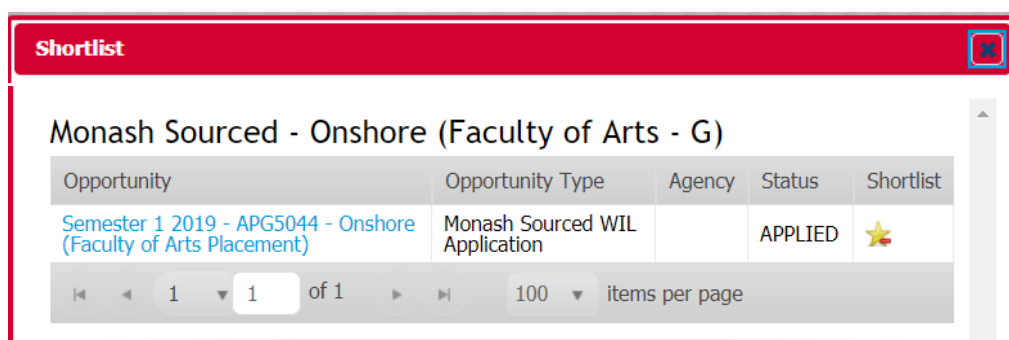
1. “**Graduate Program**” – select from the list provided
  2. “**Graduate Program Approval**”
- 

**Step 7.** Track your application status

1. A message will display as below:



2. Click on [View Shortlist](#) to see status of your application OR click on [Shortlist \(3\)](#) from your homepage
3. A “Shortlist” pop up box will be displayed, indicating the teaching period, unit and location that you have applied for under “Opportunity”



Status Descriptions for your reference

<b>Status</b>	<b>Description</b>
Applied	Your application has been successfully submitted
Pending	Your application is currently being assessed by the WIL team
Interview	You are eligible and are required to complete an online video interview. Please check your email for the invitation and instructions.
Successful	You have been shortlisted. Your application is progressing to the next stage of the selection process. You may be required to attend an interview.
Unsuccessful	Your application is not successful

**Additional Step - submitting incomplete or additional document(s)**

1. Login to your InPlace
2. Click on 'Person' icon on your homepage
3. On "My Details" page, scroll down to find the "Other document/s" field
4. To select the file, click on  if your browser is Google Chrome OR  for Internet Explorer
5. Click on
6. Click on "Save"

---

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