

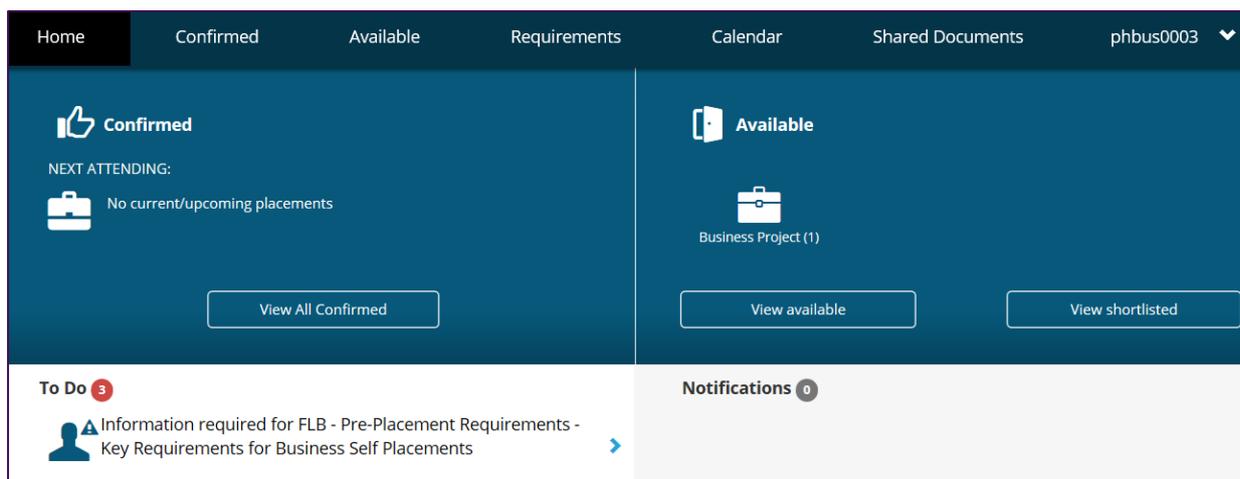
1. Submitting an Application

The following steps will assist you in applying for an Opportunity via InPlace, the Universities placement management system.

- ACU Website, www.acu.edu.au
- Select **Current Students** in the top menu header
- Log in using your ACU user ID and password
This action opens the Student Portal
- Select **Units & Results**, from the left-hand menu
- Select **InPlace** located in the top right-hand corner
This action opens the InPlace Sign-On page in a new tab
- Select the **Staff and Students** option
- Log in using your ACU user ID and password
This action will open InPlace.

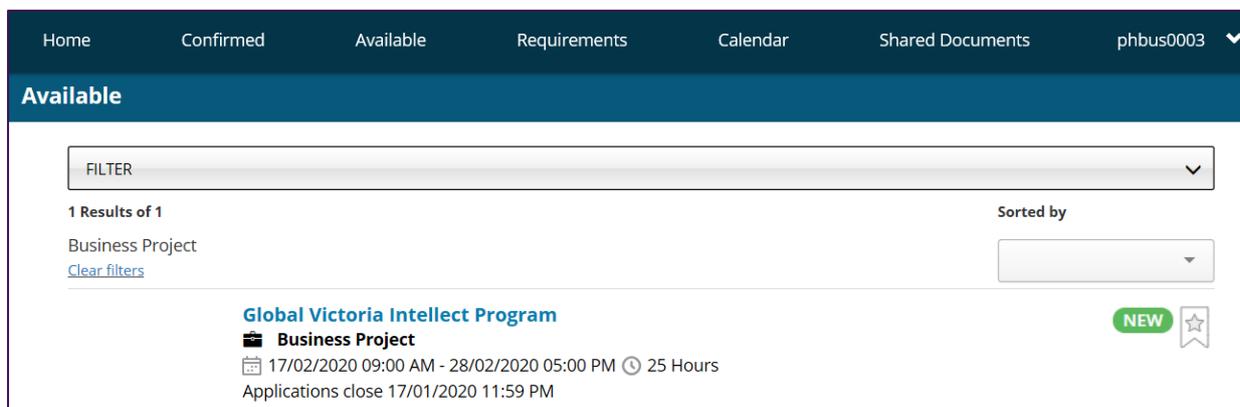
Note: When you first logon the 'Welcome to InPlace' notice will appear, click the 'Ok, Show me more' button to view the features, or close the window to continue with the application.

- The **Available** section displays Opportunities available to you, the list is based on your Faculty, Degree and campus
- Select the Opportunity by clicking on the icon, or selecting **Available** in the header



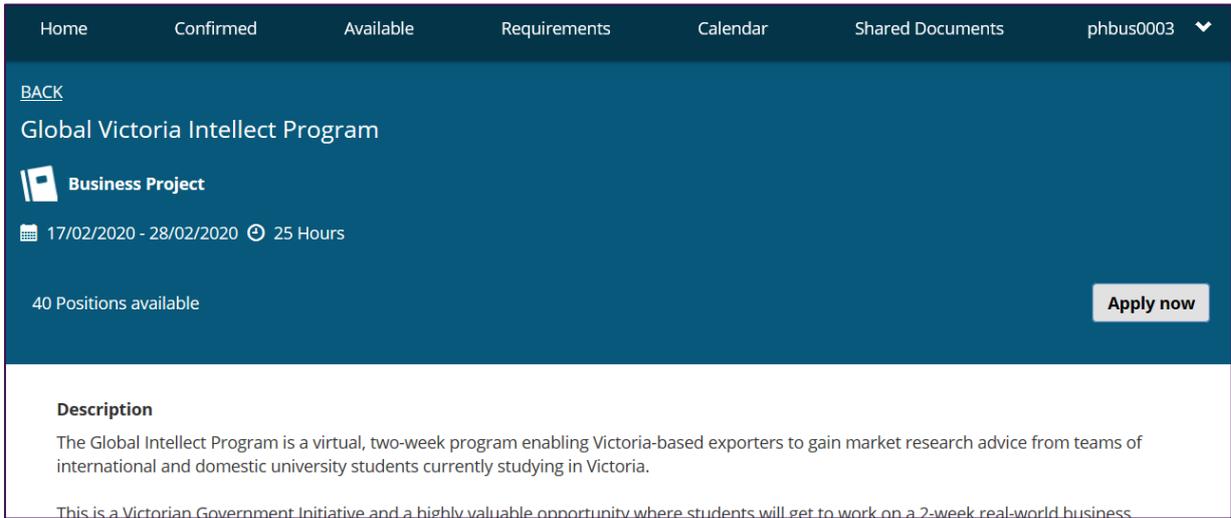
The screenshot shows the InPlace dashboard with a dark blue header containing navigation tabs: Home, Confirmed, Available, Requirements, Calendar, Shared Documents, and a user profile dropdown for phbus0003. The main content area is split into two columns. The left column is titled 'Confirmed' and shows 'NEXT ATTENDING: No current/upcoming placements' with a 'View All Confirmed' button. The right column is titled 'Available' and shows 'Business Project (1)' with 'View available' and 'View shortlisted' buttons. Below these columns are 'To Do' and 'Notifications' sections. The 'To Do' section has 3 items, including 'Information required for FLB - Pre-Placement Requirements - Key Requirements for Business Self Placements'. The 'Notifications' section has 0 items.

- This action opens the **Available** screen, the available opportunities will be listed, review the list and select the required Opportunity by clicking the Opportunity name



The screenshot shows the 'Available' screen with a dark blue header containing navigation tabs: Home, Confirmed, Available, Requirements, Calendar, Shared Documents, and a user profile dropdown for phbus0003. The main content area is titled 'Available' and features a 'FILTER' dropdown menu. Below the filter, it shows '1 Results of 1' and 'Sorted by' with a dropdown menu. The results list includes 'Business Project' with a 'Clear filters' link. The details for the 'Global Victoria Intellect Program' are shown, including 'Business Project', a 'NEW' badge, a star icon, and the dates '17/02/2020 09:00 AM - 28/02/2020 05:00 PM' with a clock icon and '25 Hours'. The text 'Applications close 17/01/2020 11:59 PM' is also displayed.

- Read over the Opportunity information and select the **Apply now** button



Home Confirmed Available Requirements Calendar Shared Documents phbus0003

[BACK](#)

Global Victoria Intellect Program

 **Business Project**

 17/02/2020 - 28/02/2020  25 Hours

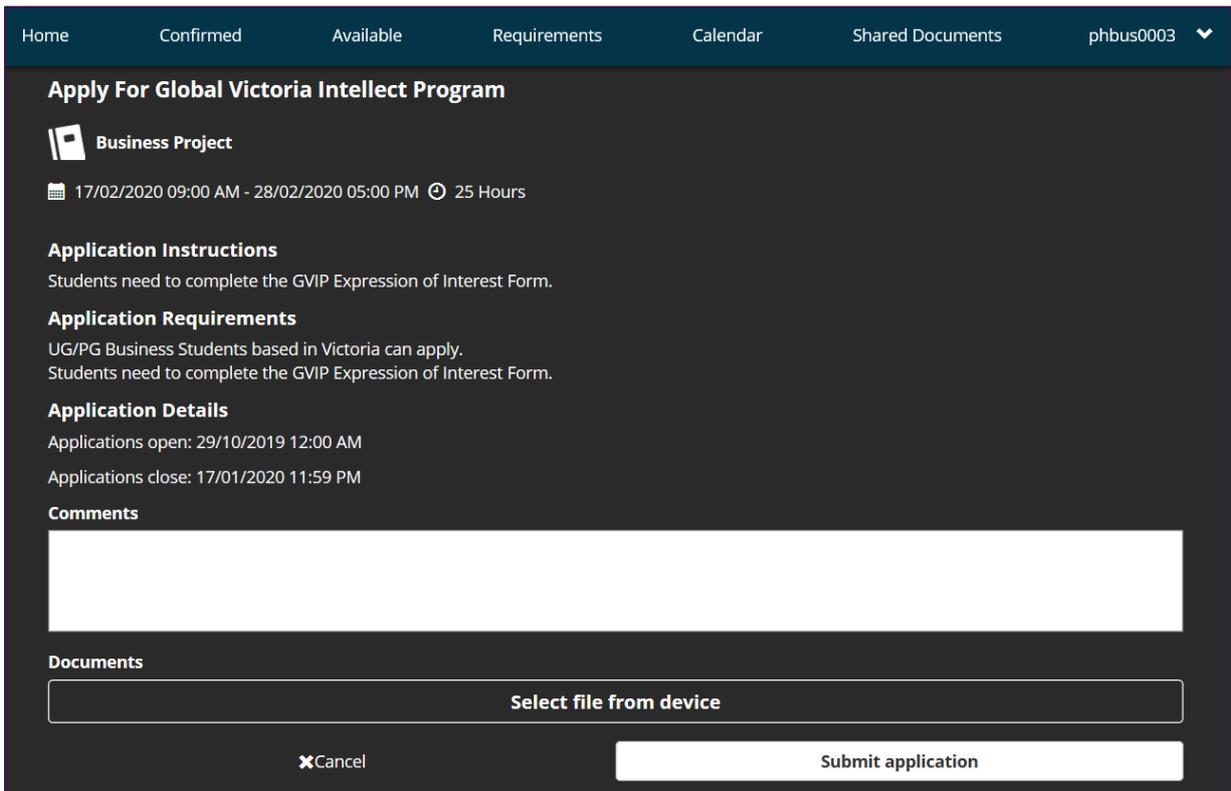
40 Positions available **Apply now**

Description

The Global Intellect Program is a virtual, two-week program enabling Victoria-based exporters to gain market research advice from teams of international and domestic university students currently studying in Victoria.

This is a Victorian Government Initiative and a highly valuable opportunity where students will get to work on a 2-week real-world business.

- The application screen opens, read over the information provided
Note: The **Application Instructions** will advise required information and/or supporting documents that must be added into the application **Comments** and **Documents** fields
- Once all required fields are complete, select **Submit application**



Home Confirmed Available Requirements Calendar Shared Documents phbus0003

Apply For Global Victoria Intellect Program

 **Business Project**

 17/02/2020 09:00 AM - 28/02/2020 05:00 PM  25 Hours

Application Instructions
Students need to complete the GVIP Expression of Interest Form.

Application Requirements
UG/PG Business Students based in Victoria can apply.
Students need to complete the GVIP Expression of Interest Form.

Application Details
Applications open: 29/10/2019 12:00 AM
Applications close: 17/01/2020 11:59 PM

Comments

Documents

- Once the application is complete you will be taken back to the Available screen, the Opportunity will update to **Applied**

Your application will be reviewed by your Faculties Placement / Work Integrated Learning (WIL) Team. You will receive an email via your ACU Student Email account advising you of the outcome.