

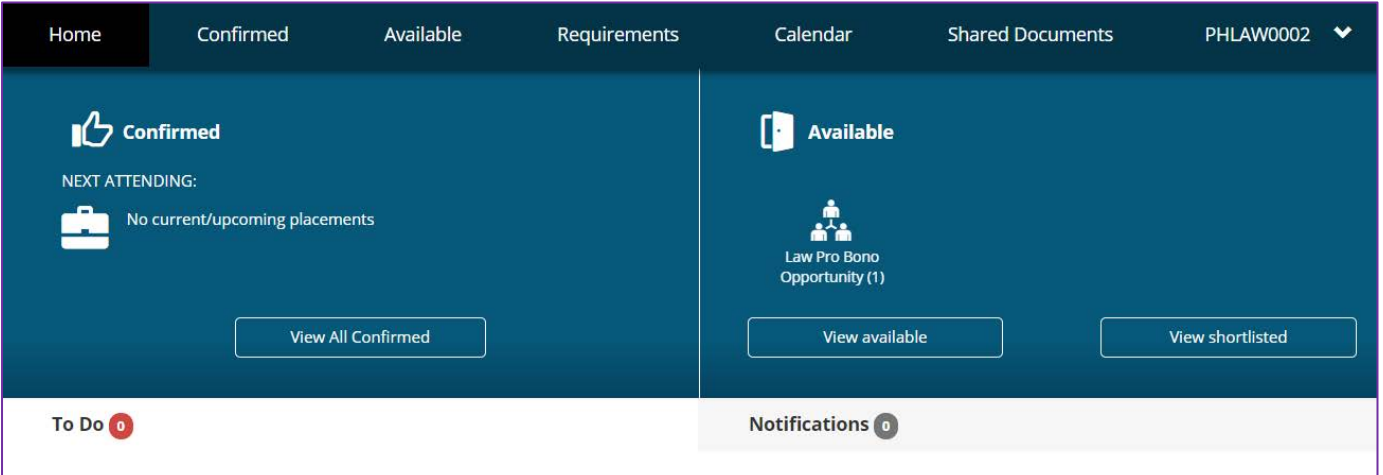
## 1. Accessing InPlace

- Navigate to the Student Portal via [studentportal.acu.edu.au](http://studentportal.acu.edu.au)
- Select **Units & Results**
- Select **InPlace**, in the top righthand corner
- This action opens InPlace a new tab, Select Staff and Students
- Login using your Student User ID & password

Note: Read then accept the Terms and Conditions in order to use the system.

## 2. To View available Opportunities:

- On the Home page 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 Home page. At the top, there are navigation tabs: Home (selected), Confirmed, Available, Requirements, Calendar, Shared Documents, and PHLAW0002. Below the tabs, there are two main sections. The left section is titled 'Confirmed' and shows 'NEXT ATTENDING: No current/upcoming placements' with a 'View All Confirmed' button. The right section is titled 'Available' and shows 'Law Pro Bono Opportunity (1)' with 'View available' and 'View shortlisted' buttons. At the bottom, there are 'To Do' and 'Notifications' sections, both showing zero items.

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



The screenshot shows the InPlace Available screen. At the top, there are navigation tabs: Home, Confirmed, Available (selected), Requirements, Calendar, Shared Documents, and PHLAW0002. Below the tabs, there is a 'Available' header. A search bar with 'FILTER' is visible. Below the search bar, it says '1 Results of 1'. The first result is 'Law Pro Bono Opportunity' with a 'Clear filters' link. The details for this opportunity are: 'Governance and Policy Volunteer for Project Didi Australia' (with a 'Viewed' button and a star icon), 'Law Pro Bono Opportunity Project Didi Australia NSW', 'NSW, AUSTRALIA', and '10/02/2020 12:00 AM - 21/06/2020 11:59 PM' (with a clock icon and '24 Hours'). Below the dates, it says 'Applications close 21/06/2020 11:59 PM'.

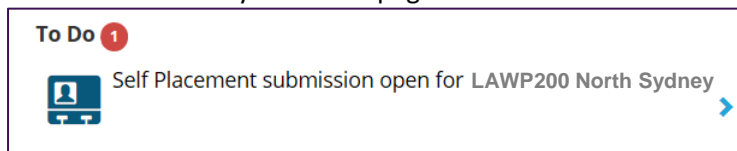
- Follow the Application Instructions and apply directly to the agency.  
Once you've negotiated a placement with the agency and it is confirmed, you are then required to submit a Self Placement application via InPlace. You are required to upload the Pro Bono Placement Approval form to your Self Placement application. You can download this form from LEO.

Please note; Students must seek formal approval via self placement application of their pro bono legal placement at least two weeks before the intended start date of the placement.)

### 3. Submit an Application for Self Placement

Navigate to and login to InPlace, once self placement is open for application the Self Placement submission task will display in the **To Do** list on your Homepage.

- In the **To Do** list on your Home page select **Self Placement submission** task,



- Complete the self-placement application by providing information in;

#### Placement Details:

- Enter the **Placement Start** and **End** dates

#### Placement Duration:

- Select the Experience via the dropdown list, select **(General)**
- The **Duration** will default to the required Self Placement Hours.  
Note: Only edit this field if you are applying to undertake placement at multiple Agencies.  
As you apply for placements, a progress bar indicates how many hours you've completed and how many are still unallocated.

#### Weekly placement roster

- Use the weekly placement roster enter the days and times for your first week of placement.
- Select **+ Add another weekly shift pattern** to add rosters for all other weeks (if applicable)

#### Agency Details

- Complete the **Agency Name**, **Agency Address** and **Agency Contact Details** for the primary agency contact person.

#### Contacts

- The **Contact person** is the **placement supervisor**.  
Note: If the Agency Contact details are the same as the Supervisor use the tick box (to the right of this section) to populate the supervisor fields

#### Additional Details

- Add Self Placement Comments
- Use the **Document upload** section to attach all relevant documents.

To upload a document; Select or Drag the file into the Attachment field (scanned as one pdf document, up to 10MB). Once submitted you will receive a notice; 'successful upload' in the top right-hand corner.

**Important: the attachment is unsearchable / unavailable until the placement is approved.**

- Once complete select the **Submit** button to submit the application.
- When you submit your Self Placement application you will see a notice, 'Self-Placement saved successfully' in the top right-hand corner.

**IMPORTANT:**

- Once you have successfully submitted your Self Placement you **CANNOT** see your application on InPlace until it has been approved or rejected.
- You **CANNOT** commence your placement until your Self Placement has been approved on InPlace.
- Only students who have completed the pre-placement requirements will be eligible to go on placement.

#### **4. What happens next?**

- Your application will be reviewed and approved or rejected. This outcome will display in your **Notifications** list.
- If there are details missing from your application, you'll see a task in your **To Do** list prompting you to complete the application.
- View your successful placement/s by clicking **Confirmed** on the toolbar.
- If your application was unsuccessful, you'll see a task in your **To Do** list prompting you to submit a new application. Follow the steps above.
- For any further assistance on your online application, please contact [Law.Placements@acu.edu.au](mailto:Law.Placements@acu.edu.au)