**Faculty of Law and Business**
**InPlace Student Reference Guide: Pro Bono Law**
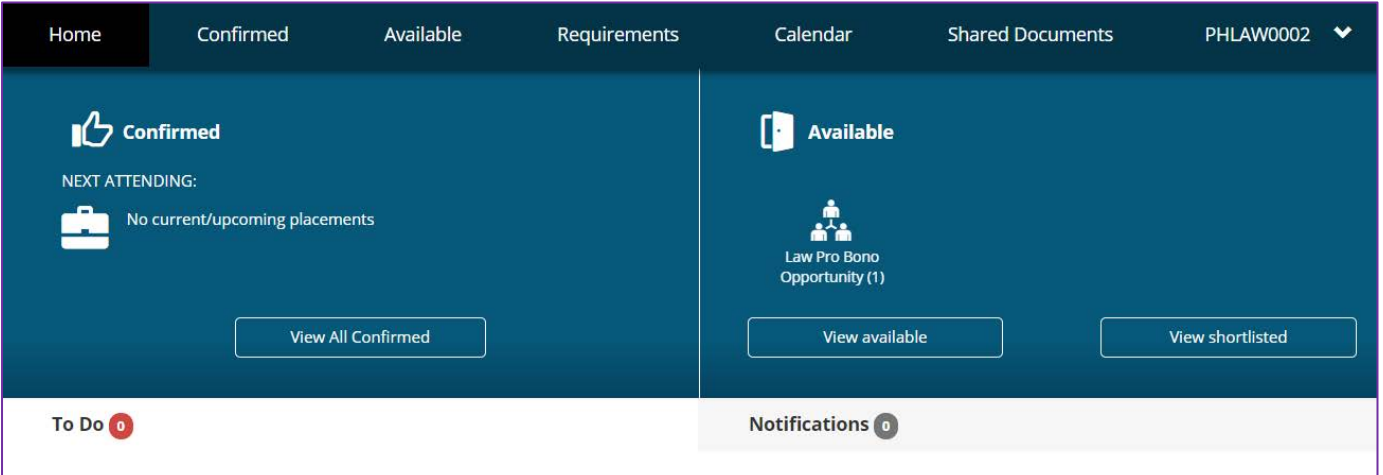
## 1. Accessing InPlace

- Navigate to the Student Portal via 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



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

- 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,

To Do **1**

Self Placement submission open for **LAWP200 North Sydney**
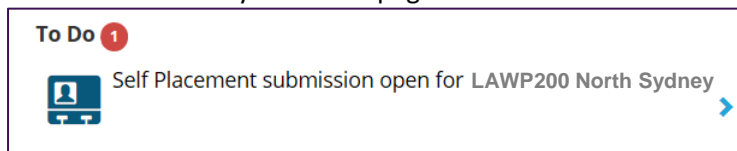
- Complete the self-placement application by providing information in;

  **Placement Details:**

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

  **Placement Duration:**

  o  Select the Experience via the dropdown list, select (**General)**
  o  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**

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

  **Agency Details**

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

  **Contacts**

  o  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**

  o  Add Self Placement Comments
  o  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**