

InPlace is used by the Faculty of Arts, Education and Social Sciences to manage placements

Accessing InPlace

How do I access InPlace?

You can access InPlace in the following way:

- By selecting the button on the School of Education home page:



- From anywhere in the world by typing the following URL directly into your browser:
<http://inplace.jcu.edu.au>

NOTE: Mozilla is the preferred browser when accessing InPlace

How do I login to InPlace?

(Scroll down if necessary) - Select Staff and students:

Login to InPlace

Staff and Students

Agencies

Enter your Username and Password and select **Log in** button:

Central Authentication Service



Enter your Login ID and Password

Login ID:

Password:


Warn me before logging me into other sites.

As a security precaution and to log out of all applications, please Exit your web browser when you have finished accessing services that require authentication.

What will I use InPlace for?

You will use InPlace to view your current, future and historical placement records. Preferences and Agency information will also be managed in InPlace.

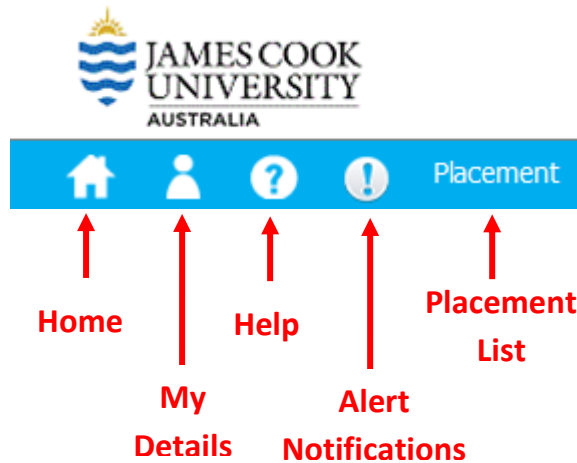
How can I get help?

- Online help is available by clicking the help icon from any page 
- By contacting your **Education Placement Coordinator**

InPlace Introduction

InPlace enables users to be kept informed of placement details as well as be involved in the process. You will be able to view your own details in the system. **When you first log in you will be asked to accept the Terms and Conditions of InPlace.**

Main Menu



Home - Clicking on this link will take you to the Home screen.

My Details - This will take you to the screen which displays general information in regards to the logged in user.

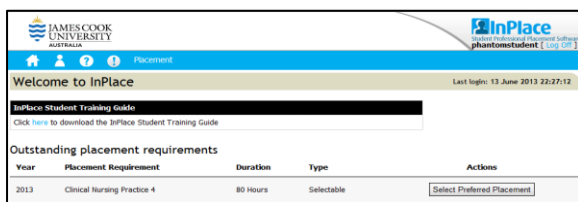
Help - This displays some general information relating to the function of the screen that you are currently on.

Alert Notifications – displays important messages.

Placement – Search and show all your placements.

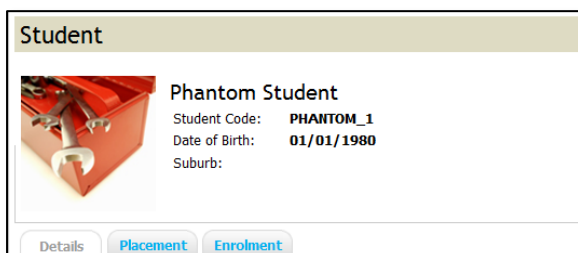
Home

Widgets -The main feature is the issue boxes (also referred to as widgets) shown in the main section of the screen that highlight any items that may require action, or potentially of interest.



My Details

The Details tab is displayed by default when the My Details icon is selected.

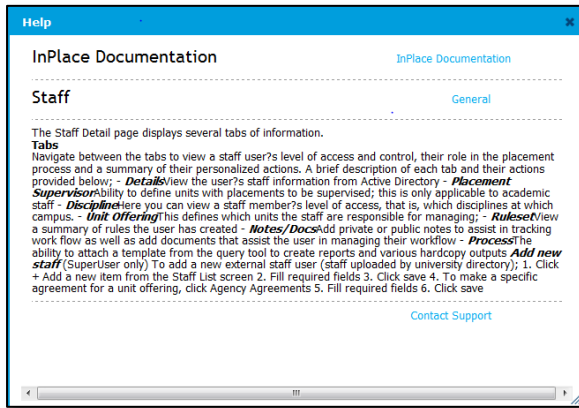


Details - A personal information page, containing introductory level details such as contact details and limited course information.

Placement - A summary list of placement at any stage of the placement life cycle.

Enrolment - All units past, present and future the student is enrolled.

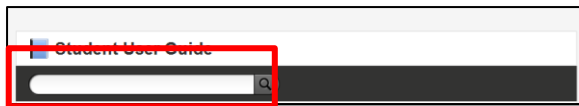
Help



Selecting the Help icon from any screen will provide Help information on the current screen.



Selecting the **InPlace Documentation** link will display a search field:



Enter your query and select the search icon to display results.

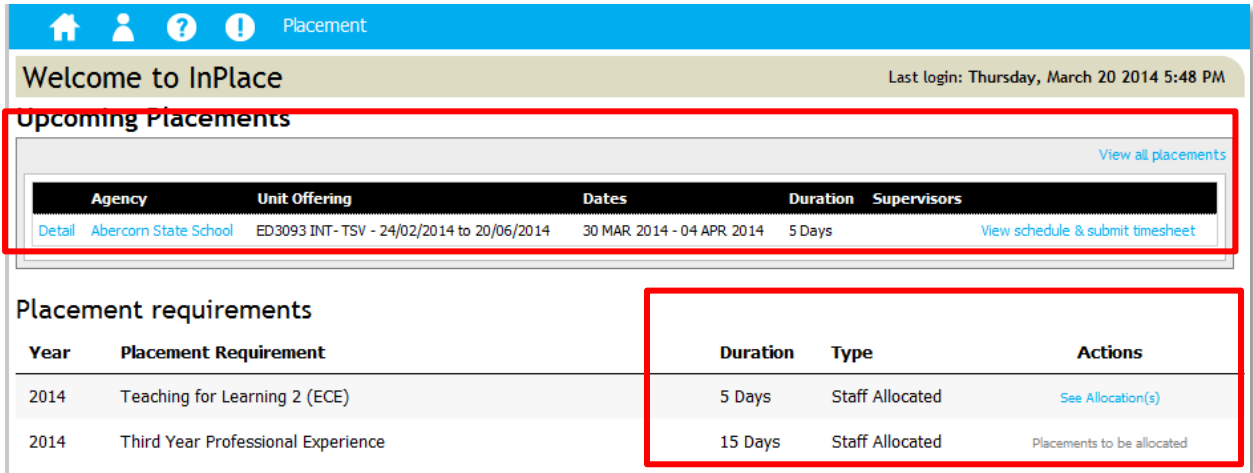
Select the link below to access the Student user guide online:



Front Page

The following page is displayed when you log on:

You will be able to view your Upcoming Placement details and Placement Requirements.



The screenshot shows the InPlace system interface. At the top, there is a blue navigation bar with icons for home, user profile, help, and notifications, followed by the text 'Placement'. Below this is a light green banner with 'Welcome to InPlace' on the left and 'Last login: Thursday, March 20 2014 5:48 PM' on the right. The main content area is divided into two sections. The first section, 'Upcoming Placements', is highlighted with a red border and contains a table with one row of data. The second section, 'Placement requirements', is also highlighted with a red border and contains a table with two rows of data.

Agency	Unit Offering	Dates	Duration	Supervisors	
Detail	Abercorn State School	ED3093 INT- TSV - 24/02/2014 to 20/06/2014	30 MAR 2014 - 04 APR 2014	5 Days	View schedule & submit timesheet

Year	Placement Requirement	Duration	Type	Actions
2014	Teaching for Learning 2 (ECE)	5 Days	Staff Allocated	See Allocation(s)
2014	Third Year Professional Experience	15 Days	Staff Allocated	Placements to be allocated

Your supervising teacher (SBTE) name will also show if available.

Details List



Various fields are displayed when you select the Details List, including your course (Early Childhood/Primary/Secondary), Blue Card details, School attended etc.

You will need to answer questions related to your placement or to upload various documents.

STEP 1 Select the Details List

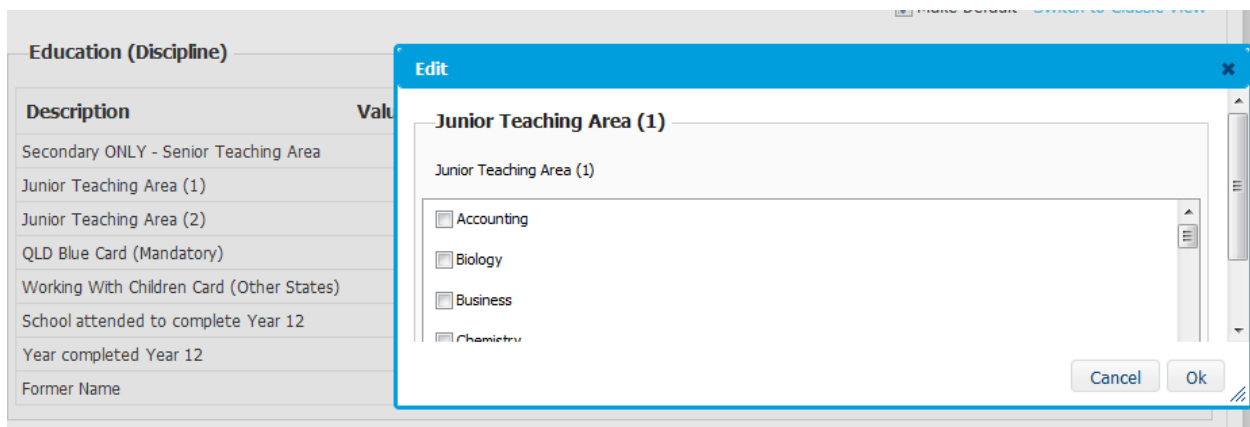
STEP 2 Scroll down to appropriate field

STEP 3 Move to the right of the field to display the [\[Edit\]](#) link. Click link.

Note: Please see last page of this Guide for information regarding Conflict of Interest and Special Considerations.

STEP 4 Various options will be available depending on requirements. These include:

- Tick Boxes
- Reference Number
- Comments
- Expiry Date
- Document Upload



STEP 5 Select **Ok** when complete.

Note: Some fields (e.g. Blue Card details) are for use by Professional Experience staff only, others are controlled by JCU's Student Information System (SIS) – you cannot enter information into these areas.

Changes to personal details may need to be done in E-Student.

Placement List



The following details are displayed when the **Placement List** is selected:

Placement List							Print list
View	Agency	Unit Offering	Start Date	End Date	Status		
Detail	Abercorn State School	ED3093 INT- TSV - 24/02/2014 to 20/06/2014	30/03/2014	04/04/2014	Confirmed		

Select **Detail** to display Agency Information including:

- Agency address
- Placements details
- Supervisor details
- Student Code

Select the **Detail** link again in the displayed screen to obtain additional Agency information including a map.

Details [Note/Doc](#) [Schedule](#)

View Details

Status:

Confirmed

Agency (placement location):

-Abercorn State School [Detail](#)

Agency Business Address:

Scroll down to view map:

Addresses		
Address	Type	Map
Detail 7 Hodgkinson St, Eidsvold, QLD, 4627	Business	Map

Explanation of Terms

Conflict of Interest

You are not permitted to undertake professional experience in a school where you have any close family relatives. A close family relative is a brother, sister, mother, father or any of the above in-laws. If you have children, you cannot undertake a practicum at the school or centre your child attends. In general you are also not able to undertake professional experience in a school where you have an aunt, uncle or cousin.

These situations represent a Conflict of Interest as the assessment of your professional experience must be seen to be fair and not subject to the intentional or unintentional influence of your family members. You need to be able to focus on your role as a preservice teacher rather than your role as a family member. Some consideration will be given to those in small communities.

You cannot undertake professional experience in a school where you are employed or have been recently employed. This situation also represents a Conflict of Interest.

Failing to declare a Conflict of Interest may jeopardise your placement.

Special Consideration

If preservice teachers have particular circumstances that would mean that severe hardship would result from an out of town placement, an application for Special Consideration can be lodged. Please note that Special Consideration will not be given for normal family or work commitments. Applications must be accompanied by relevant documentary evidence that verifies the reason for your request.

If you are unsure of your eligibility for Special Consideration, you are encouraged to apply. Please note that if your application is accepted, placement is still subject to availability.