

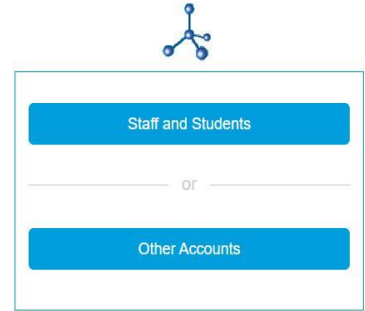
InPlace Guide for CP3101 and CP3103 students

About InPlace

InPlace is JCU's Placement Management System for allocating and managing student internships.

Logging into InPlace

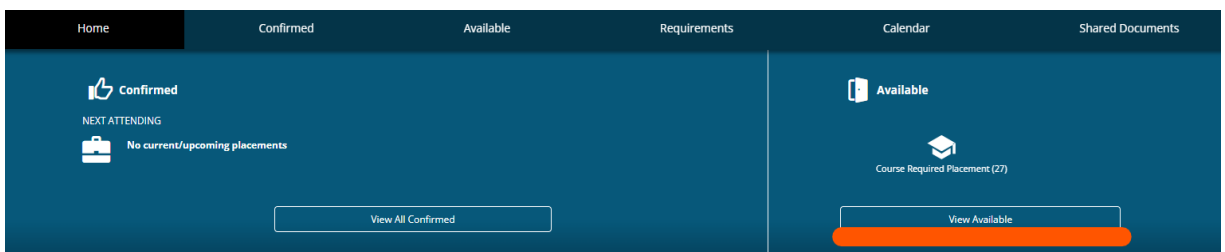
- Login to [InPlace](#)
- Select 'Staff and Students'.
- Login using your JCU details.
- In the top right-hand corner, click on your 'jc' # and select 'My Details'.
- Scroll down until you reach the section 'PPRs (Pre-Placement Requirements)'. Click to accept the 'TES Student Confidentiality Acknowledgement' and 'TES Student Guidelines and Conditions'. These are the ONLY two requirements for IT students.
- Scroll down to find your internship subject code. If this does not appear for you, please email dtesplacements@jcu.edu.au and advise. Complete all questions listed underneath.
- Click 'Submit' in each section.



View and apply for available internships (called opportunities in InPlace)

Available internships are uploaded to the Opportunities section of InPlace.

Click on 'View Available' to view potential internship opportunities:



When you click on the name of the internship opportunity you will be able to view more information including:

- ~ application instructions
- ~ application requirements
- ~ description of the internship
- ~ how many opportunities available
- ~ location

You may apply for up to 3 internship opportunities.

'Apply Now' and submit your details, ensuring your Cover Letter and CV is attached. Please tailor each to specific internship opportunity.

NOTE: Documents may be shared with your potential host.



If you need assistance with creating a Cover Letter and CV, please book an appointment with the [Careers and Employability](#) team in the Library, who will be more than willing to assist.

If you have applied for multiple internships, you are able to preference these in order of 1 to 3 (1 being your most desired internship opportunity).

Apply for a self-sourced internship (called 'Self Placement submission' in InPlace)

- Ensure you have your WIL Prep Form filled in (ready to transpose into InPlace), along with your Cover Letter, CV and (either) **Position** Description for CP3101 OR **Project** Description for CP3103.
- Login to InPlace (details on previous page).
- From the 'Home' page, click on 'Self Placement submission open for (either) CP3101 OR CP3103. Please ensure you select the correct subject code.
- Under 'Placement details':

Placement details

Period

Start *

End *

Enter the first date of your internship in the 'Start' field, and your proposed last day of your internship in the 'End' field. These dates must fit within the study period timeframes.

- 'Placement Times' **not** required.
 - Transpose the details from the WIL Prep Form into the relevant fields. Organisation details should be transposed into 'Agency details' fields.
 - Workplace Supervisor's details should be transposed into 'Agency contact details' fields.
 - Ignore 'Supervisor Contact Details' fields
- If you can't type into any fields, it may be because we do not require that information OR it has already been pre-filled.
- Fields with an asterisk (*) must be filled in.
 - Once your Cover Letter, CV, **Position** Description OR **Project** Description have been uploaded, click 'Submit'.

What happens once I've submitted my application/s via InPlace?

Application is assessed by WIL Coordinator. Following the outcome of this, students receive a confirmation email advising.

What if I don't see any internship opportunities in my region, or that meet my internship aspirations?

- You may self-source an internship.
- External students can either self-source an internship OR apply for the CP3101 opportunities stating EXT students can apply.

For information regarding self-sourcing an internship, please visit the [WIL in IT](#) webpage.