

VERSION 1
NOVEMBER 21, 2018



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

INPLACE HOW TO GUIDE: DOCUMENT SUBMISSION

SCHOOL OF NURSING, MIDWIFERY AND SOCIAL WORK

Bachelor of Nursing
Bachelor of Midwifery
Bachelor of Nursing/Midwifery
Master of Nursing Studies
Bachelor of Social Work
Master of Counselling

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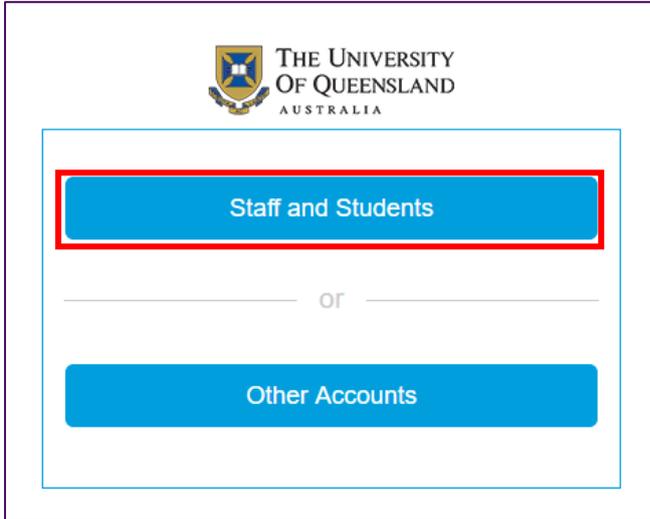
NAMING YOUR DOCUMENTS FOR SUBMITTING

Please use the following format for naming your documents before uploading them to InPlace:

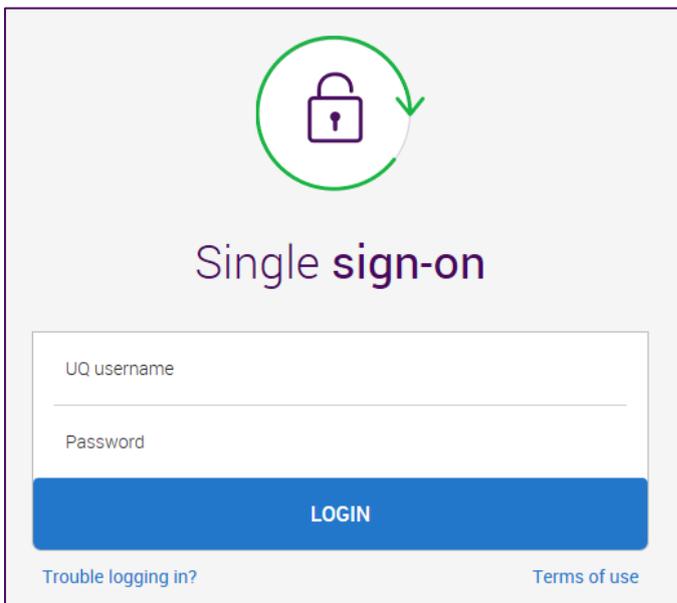
- Student Number_Name of Document
- (Eg. 12345678_CPR certificate)

LOGGING IN TO INPLACE

- Go to <https://signon.placements.uq.edu.au>
- Click on Staff and Students

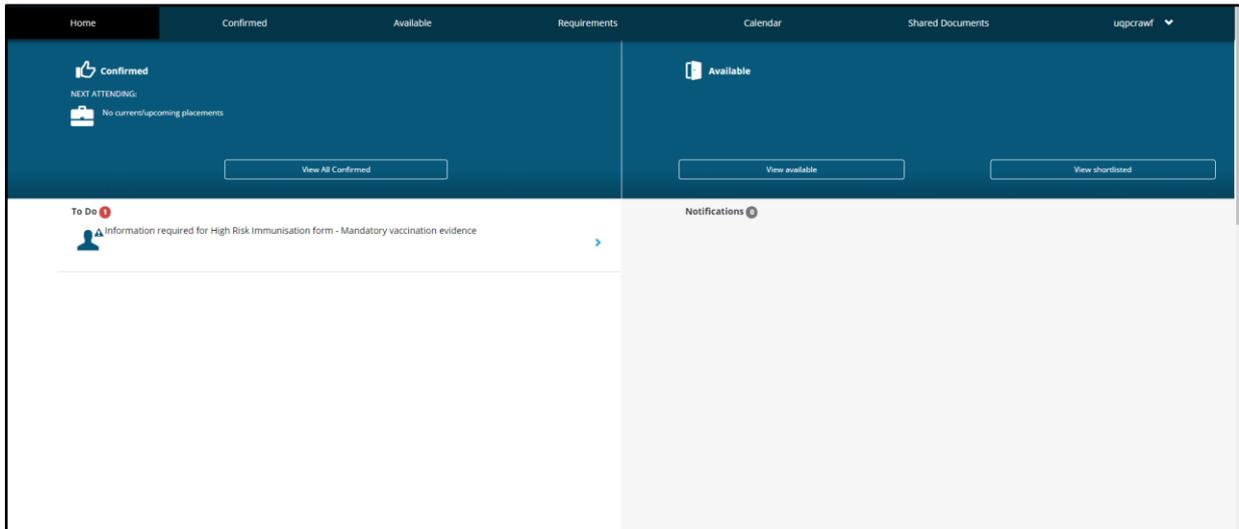


- Log into InPlace via the UQ Single Sign-On using your UQ username/Student ID and Password
- Click **Login**

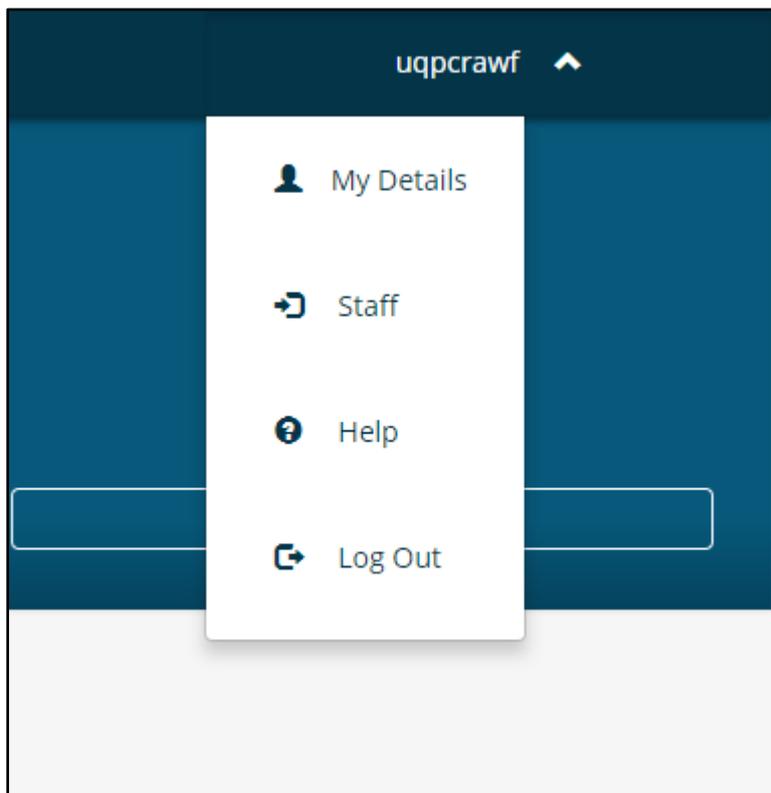


ACCESSING PRE-COMMENCEMENT REQUIREMENTS

- The First time you log into InPlace you will be prompted to agree to the terms and conditions. Please read these carefully before agreeing.
- You will then be taken to the home page where you can access your personal details as well as your NMSW Pre-Commencement Requirements.



- Click on your UQ username on the top right of the page and select '**My Details**' to view all of your pre-commencement requirements.



- You can then view a summary of all documentation required to be submitted as part of your pre-commencement requirements.

John Smith
University of Queensland
Student Code
12345678
Contact Number
0444 444 444
Email Contact
S1234567@student.uq.edu.au
Address
1 Smith Street Brisbane QLD 4000 AU

Change Mobile Phone Number

UQ - Emergency Contact Details ▼
Provide emergency contact details below.

High Risk Immunisation form ▼
Mandatory vaccination evidence

NURS - Pre-placement Information ▲
Placement prerequisites

QLD Health Student Deed Poll	<div style="display: flex; justify-content: space-between; width: 100%;"> Verified Submitted Rejected + </div>
QLD Health Student Orientation Checklist	<div style="display: flex; justify-content: space-between; width: 100%;"> Verified Submitted Rejected + </div>
UQ - Working with Children Check - QLD	<div style="display: flex; justify-content: space-between; width: 100%;"> Verified Submitted Rejected + </div>
UQ - CPR Certificate	<div style="display: flex; justify-content: space-between; width: 100%;"> Verified Submitted Rejected + </div>
UQ - First Aid Certificate	<div style="display: flex; justify-content: space-between; width: 100%;"> Verified Submitted Rejected + </div>
UQ - Criminal History check	<div style="display: flex; justify-content: space-between; width: 100%;"> Verified Submitted Rejected + </div>
UQ - Statutory Declaration - Aged Care facility	<div style="display: flex; justify-content: space-between; width: 100%;"> Verified Submitted Rejected + </div>
Risk Assessment	+

SUBMITTING YOUR PRE-COMMENCEMENT REQUIREMENTS

- Click on the requirement you wish to submit by clicking on the + symbol to expand the submission section

NURS - Pre-placement Information

Placement prerequisites

QLD Health Student Deed Poll	Verified	Submitted	Rejected	+
QLD Health Student Orientation Checklist	Verified	Submitted	Rejected	+
UQ - Working with Children Check - QLD	Verified	Submitted	Rejected	+
UQ - CPR Certificate	Verified	Submitted	Rejected	+
UQ - First Aid Certificate	Verified	Submitted	Rejected	+
UQ - Criminal History check	Verified	Submitted	Rejected	+
UQ - Statutory Declaration - Aged Care facility	Verified	Submitted	Rejected	+
Risk Assessment				+

- Click on **Select or drag a file** to browse for the document you want to upload.

NURS - Pre-placement Information

Placement prerequisites

QLD Health Student Deed Poll	Verified	Submitted	Rejected	-
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Do you have a completed QLD Health Student Deed Poll? If Yes please upload a copy below

Select status...

Comments

Attachment

Select or drag a file

Submit [Cancel](#) [Reset](#)

- Double click on the file you want to upload.

IMPORTANT: You will not be able to submit a requirement as multiple documents, you will need to scan all pages into the one document before submitting. Only one submission is allowed per requirement.

- Then click on **Submit**

SUBMISSION STATUS

- Once you have submitted a document, you will see that the status has changed to **submitted**.



The screenshot shows a card titled "NURS - Pre-placement Information" with the subtitle "Placement prerequisites". Inside the card, there is a text input field containing "QLD Health Student Deed Poll". To the right of the input field is a status menu with three options: "Verified", "Submitted", and "Rejected", followed by a plus sign. The "Submitted" option is highlighted with a red border.

- Requirements that are noted as Submitted are pending review by NMSW. Please allow 2 weeks during peak periods for your documents to be reviewed.
- Once requirements have been reviewed, they will be marked as either **Verified** or **Rejected**.



The screenshot shows the same card as above, but now the "Verified" option in the status menu is highlighted with a green border, while "Submitted" and "Rejected" are no longer highlighted.

VERIFIED DOCUMENTS

- If your document has been **Verified** by NMSW, no further action will be required from you.
- For documents that expire (Blue Card, CPR/First Aid), as well as being verified the expiration date will also be listed when you click the + to expand the section.

UQ - CPR Certificate Verified Submitted Rejected -

Please select the status of your CPR certificate, enter your expiry date below and upload a copy of the certificate if relevant

Select status... ▼

Expiry

Comments

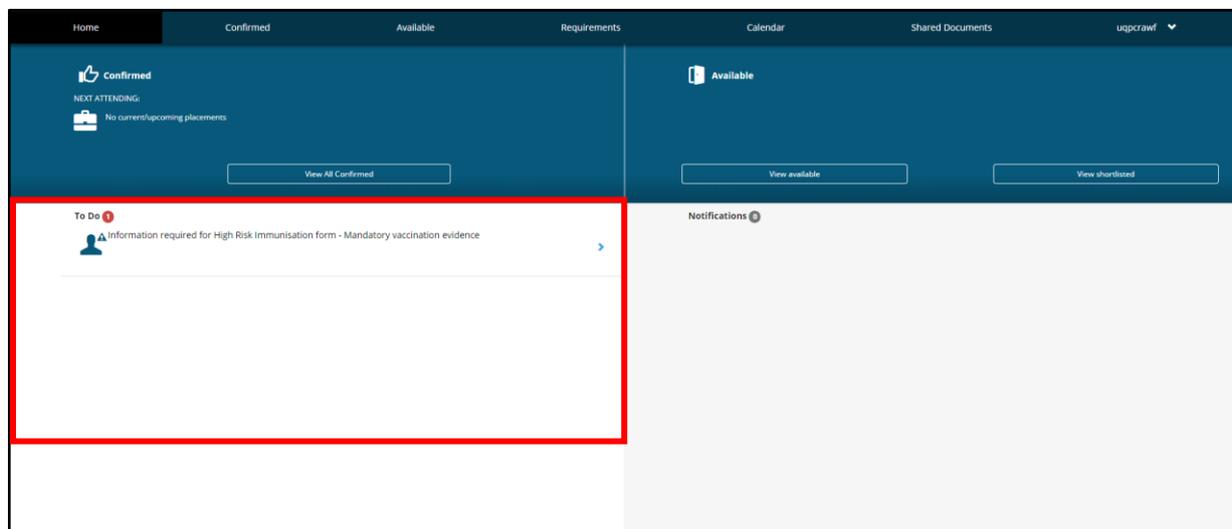
Attachment

Select or drag a file

- You are required to submit updated documentation prior to the current expiration date.
- You will receive a notification on your Homepage once your documents have been **Verified**.

REJECTED DOCUMENTS

- If your submission is **Rejected** it will be displayed under the 'To Do' list on your Homepage.



- You can view the comments with details of the action required by clicking on the + symbol to expand the section and view comments.



- Once you have rectified the action required, please resubmit your documents by following the steps outlined in Pages 6 and 7.
- An email will be sent to your UQ students email to advise you to log into your InPlace portal to review any rejected items that require action.