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, AUs |

### 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 | 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 | + |
SUBMITTING YOUR PRE-COMMENCEMENT REQUIREMENTS

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

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

![NURS - Pre-placement Information](image)

• 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**.

![NURS - Pre-placement Information](image)
**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.

![Screenshot of UQ CPR Certificate form](image)

- 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.