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

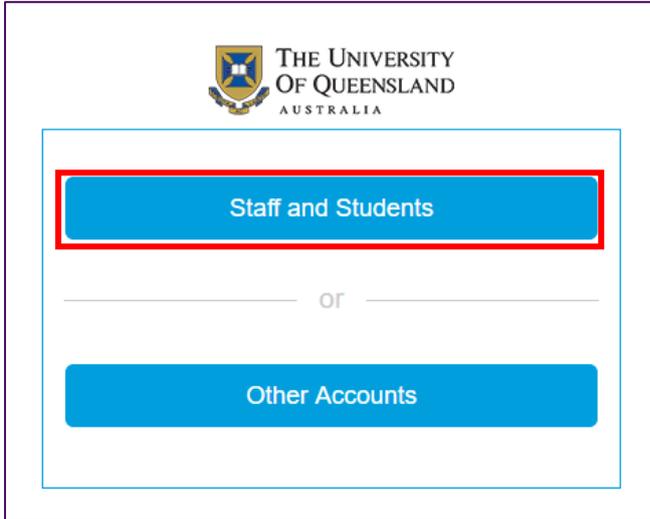Bachelor of Social Work

Master of Counselling

CONTENTS

NAMING YOUR DOCUMENTS FOR SUBMITTING

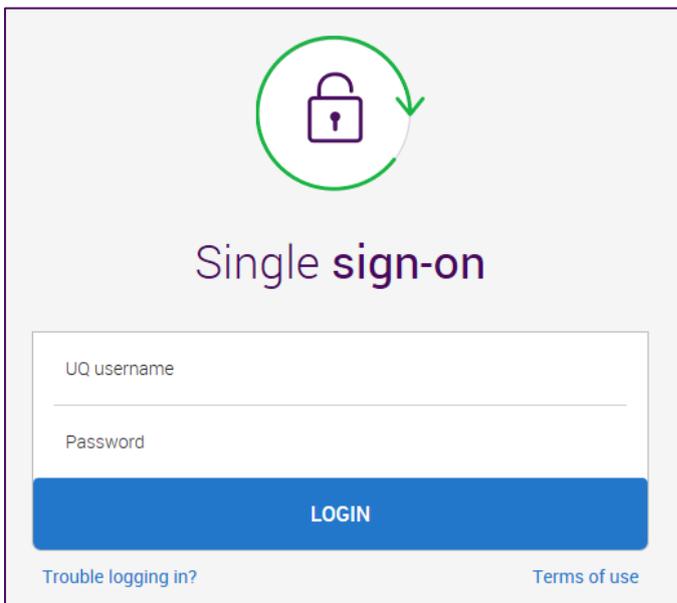Please use the following format for naming your documents before uploading them to InPlace:

- 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.
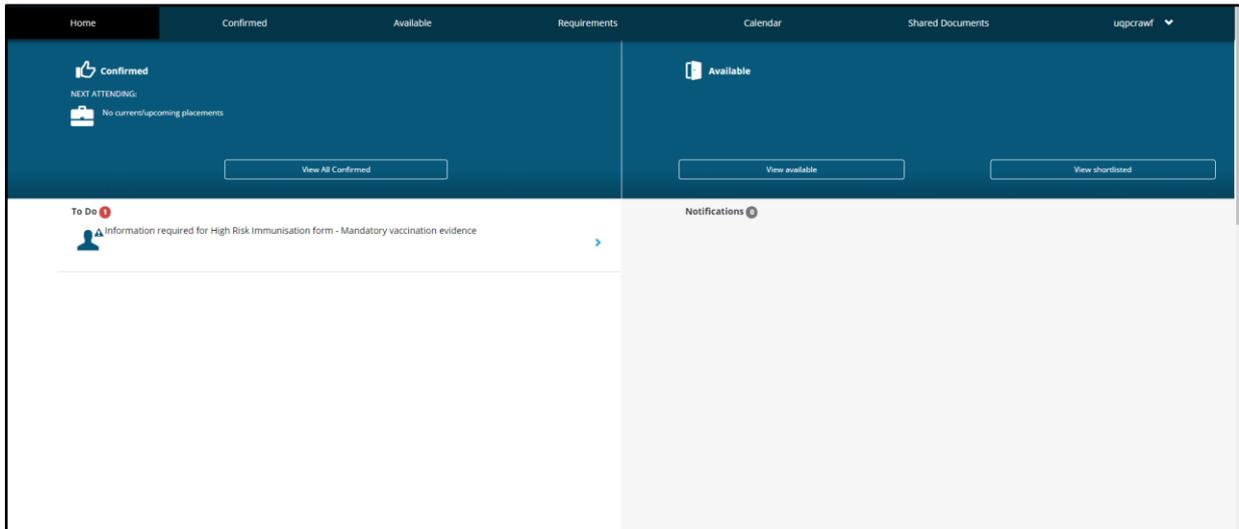
- Click on your UQ username on the top right of the page and select '**My Details**' to view all of your pre-commencement requirements.
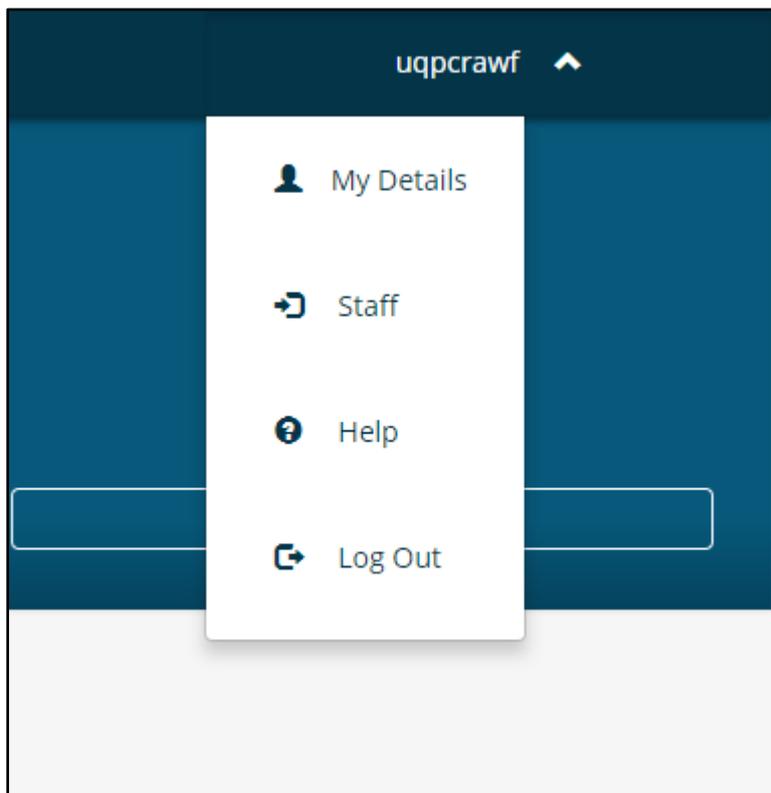
- You can then view a summary of all documentation required to be submitted as part of your pre-commencement requirements.

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

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 | 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 | + |

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
Placement prerequisites

QLD Health Student Deed Poll   Verified | Submitted | Rejected   +

- 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
Placement prerequisites

QLD Health Student Deed Poll   Verified | Submitted | Rejected   +

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.

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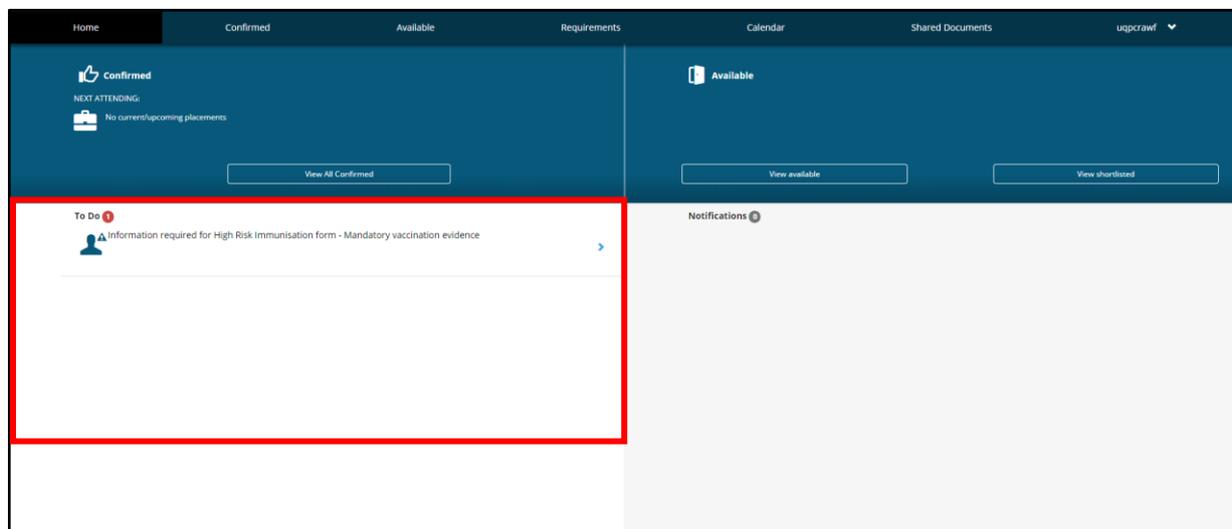
- You can view the comments with details of the action required by clicking on the + symbol to expand the section and view comments.

- 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.