PRE-COMMENCEMENT DOCUMENT SUBMISSION:
How to Guide
School of Nursing, Midwifery and Social Work

School of Nursing, Midwifery and Social Work

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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 ................................................................. 3
LOGGING IN TO INPLACE .................................................................................................. 3
ACCESSING PRE-COMMENCEMENT REQUIREMENTS ......................................................... 4
SUBMITTING YOUR PRE-COMMENCEMENT REQUIREMENTS .............................................. 6
SUBMISSION STATUS ........................................................................................................ 7
VERIFIED DOCUMENTS ..................................................................................................... 7
REJECTED DOCUMENTS ...................................................................................................... 8
NAMING YOUR DOCUMENTS FOR SUBMISSION

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.
**SUBMITTING YOUR PRE-COMMENCEMENT REQUIREMENTS**

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

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Verified</th>
<th>Submitted</th>
<th>Rejected</th>
</tr>
</thead>
<tbody>
<tr>
<td>QLD Health Student Deed Poll</td>
<td></td>
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<tr>
<td>QLD Health Student Orientation Checklist</td>
<td></td>
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<tr>
<td>UQ - Working with Children Check - QLD</td>
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<tr>
<td>UQ - CPR Certificate</td>
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<tr>
<td>UQ - First Aid Certificate</td>
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<tr>
<td>UQ - Criminal History check</td>
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<tr>
<td>UQ - Statutory Declaration - Aged Care Facility</td>
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<tr>
<td>Risk Assessment</td>
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</tbody>
</table>

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

![Select or drag a file](image_url)
• 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]

• 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]

**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.

![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.