PRE-COMMENCEMENT DOCUMENT SUBMISSION: How to Guide
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 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://placements.uq.edu.au/inplace/
- 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 |

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

| High Risk Immunisation form |
| Mandatory vaccination evidence |

| NURS - Pre-placement Information |
| Placement prerequisites |

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

![Nursing 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**.

![Nursing Pre-placement Information](image)
• 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.

  ![Screenshot of InPlace portal](image)

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

  ![Screenshot of comment section](image)

- 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.