



## InPlace – Host Organisation Guide

### 1. Welcome to InPlace

1. You will receive an email that your InPlace account is ready.

Welcome to InPlace - Your Account is Ready!

 noreply@inplace-test.anu.edu.au  
To: [ANU] Work Integrated Learning

[This sender noreply@inplace-test.anu.edu.au is from outside your organization.](#)  
[Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.](#)

[Reply](#) [Reply All](#) [Forward](#) [Share](#) [More](#)

Tue 4/02/2025 4:42 PM

Dear Kurt,

We are pleased to inform you that your InPlace account is now ready for use.

To update your password, please click on the link next to "Password".

Username: [test@embassy.com](mailto:test@embassy.com)  
Password: <https://inplace-au-signon-uat.azurewebsites.net/Account/ResetPassword?UserId=89d84d08-af67-4215-4119-08dccc58356a1&Code=CfDJ8ARo%2FTTUyBNEhoN%2Fh2%2B8IB5guUjVFEqrlNcbGzYlL2jDvPAvni9YVj%2BAWaCAGKndR7T6hK%2FTn3hUJH6AFAlsw3JoNikZ4PLr8nSpY3qx2nNhHYPCkxYjs2gqwbq45Loxq6iBq8hk%2FaqfjEUzX0k%2FtqPd00nITAxusTDbegoy%2FdMKdH8Djey6A0%2BKPCfzykkRpwqYQ5x16j0Mhubcwg4mNpP1iFm%2Fda%2B6BdTcYqzO&tenantCode=au-anu-test>

To access the website to manage your upcoming internship project/s, go to <http://inplace.anu.edu.au> and enter your details above.

This is an automatically generated email. Please do not reply to this email as responses are not monitored.

Thank you for using InPlace!

Best regards,  
The ANU InPlace Team

2. Click on the Password link to reset your password.



## Reset password

Password

Confirm password

Reset

[Return to log in page](#)

3. You will receive a Reset password confirmation then return to log in page.

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## Reset password confirmation

Your password has been reset.

[Return to log in page](#)

4. Access InPlace via this link: <https://inplace.anu.edu.au>



# Australian National University

Staff and Students

or

Other Accounts

Quantum Information Technology [Cookie Policy](#)



5. Click on 'Other Accounts' then type in your Username and Password.



# Australian National University

[< Back](#) [Forgot your password?](#)

[Quantum Information Technology Cookie Policy](#)



6. You will be taken to the Terms and Conditions page. Click on the 'Accept' button.

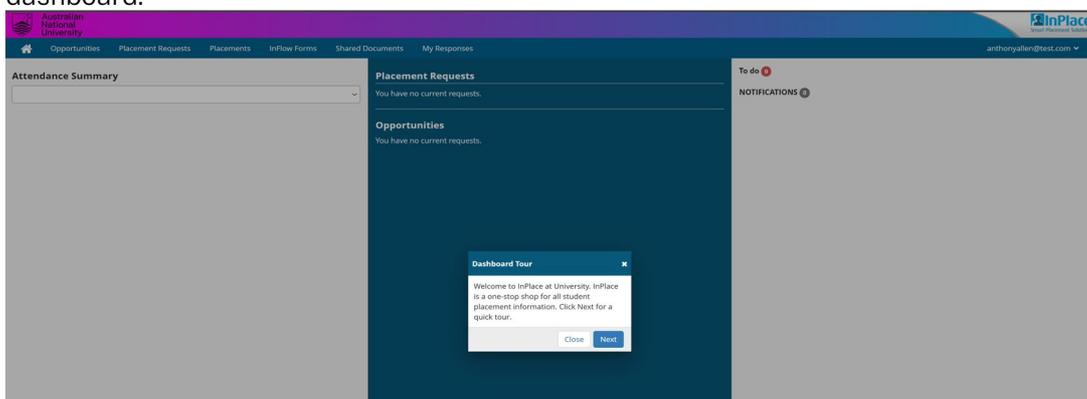
**ANU recognises that your privacy is very important.**

The way we collect, use, disclose, secure and dispose of your personal information is governed by our compliance with, and obligations as an 'agency' under the Privacy Act 1988 (Cth), including the Australian Privacy Principles (APPs).

You can view the Privacy Policy here: [https://policies.anu.edu.au/ppi/document/ANUP\\_010007](https://policies.anu.edu.au/ppi/document/ANUP_010007)

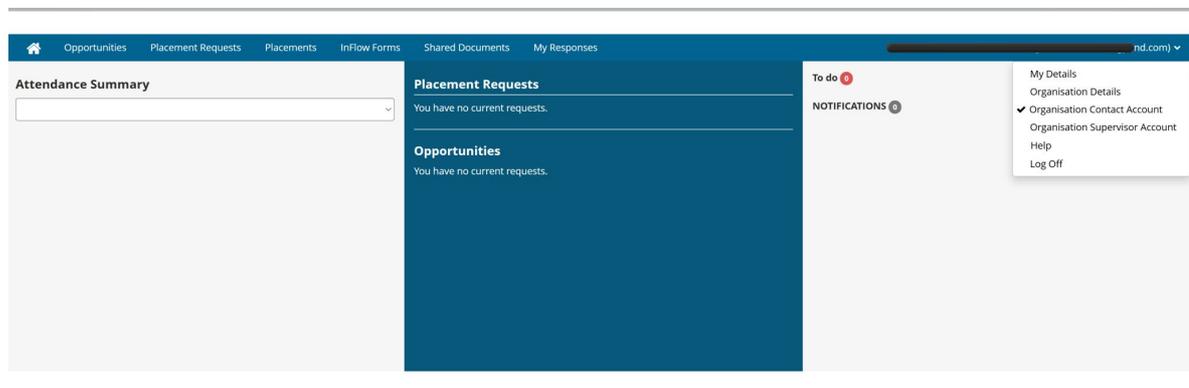


7. Upon logging in to InPlace for the first time, you will be guided through a brief tour of the dashboard.



## Homepage

Your Home page is the first page you see when you log in. It gives you quick access to all the organisation-related functionality, such as a summary list of students on placement, your 'to do' tasks and notifications, and any placement and opportunity requests from the university.



## Toolbar

The toolbar is available on every page in InPlace, not just the Home page. On a mobile device tap the menu icon  to access the toolbar items.

Link	Action
Home	Click to return to the Home page.
Opportunities	Click to view a list of all opportunities that you've created for opportunity campaigns, as well as any opportunities that you've been given permission to view and manage applications for.
Shared Documents	Click to open the Shared Documents page where you can access all documents shared with you.
My Responses	Click to view a list of surveys or assessments that require your response.
<your username>	<p>Click your username to view the <b>User Account</b> menu. From here you can:</p> <ul style="list-style-type: none"> <li>• Click <b>My Details</b> to open and review your personal details and any required compliance information.</li> <li>• Click <b>Organisation Details</b> to open and review your organisation details and any required compliance information.</li> <li>• Click another InPlace account (such as <b>Supervisor Account</b>), if you have more than one role, to switch to that view of InPlace. (Some InPlace users have more than one account associated with their username. For example, they may be both a staff member at an institution and a student.)</li> </ul>

	<ul style="list-style-type: none"> <li>• Click <b>Help</b> to open the InPlace online help.</li> <li>• Click <b>Log Off</b> to log out of InPlace.</li> </ul>
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### Opportunities Pane

You use the Opportunities pane to see at a glance all active requests for opportunities to support an opportunity campaign.

For example, you may receive a request for projects, internships, volunteering, or holiday jobs. When you click **Respond** beside a request, the opportunity response form page opens, ready for you to complete and submit.

### Opportunity Request

Each *opportunity request* displays the opportunity campaign name, the opportunity type and the campaign's start and end dates. It may also display any of the following statuses:

Status	Meaning
Draft	Indicates the number of draft opportunities you've created and saved for the opportunity campaign.
Submitted	Indicates the number of opportunities you've created and submitted for the opportunity campaign. Once submitted, the opportunities await review by the placement coordinator at an institute, who will either accept (publish) or reject them
Accepted	Indicates the number of submitted opportunities that have been accepted (published).
Rejected	Indicates the number of submitted opportunities that have been rejected.

## 2. Opportunities

In InPlace, placement coordinators at an institution can post advertisements for projects, internships or placements for students to view and apply for. These are called opportunities.

All opportunities have an opportunity type (such as Internship, Volunteering, Project etc.), which allows them to be grouped and managed. They are configured to target a particular group of students but can also be configured to let other student groups view the opportunity but not apply.

## How the opportunities process works

All the key details for an opportunity are set in an '**Opportunity Campaign**' by a placement coordinator.

1. As part of the opportunity campaign, placement coordinators **send out requests** to organisations to collect opportunities or projects for a particular group of students.
2. When a campaign is published, and if you have been given permission to add opportunities to the campaign, you'll see an **opportunity request** in the '**Opportunities pane**' on your Home page.
3. If you can offer an opportunity for that campaign, you click '**Respond**', complete the new opportunity form and submit it for review.
4. When an opportunity is **published**, it can be viewed by students in InPlace from the 'view date' specified. If they are interested (and if they are eligible to apply), they complete the required details.
5. **Applications and registrations** are reviewed by the relevant organisation contact and/or university staff and moved through a series of stages before applications are **accepted**, allocations are **finalised**, and **placements are generated**.
6. Communications are sent from InPlace to the student and to the coordinator assigned to the opportunity.

## Opportunity Workflow

Step	Who	Action
1	Host Organisation	<ul style="list-style-type: none"><li>• Log in to InPlace and add a new opportunity in response to an opportunity request.</li><li>• Submit an opportunity to the university for review (or save as a draft to submit later).</li></ul>
2	University Staff	Review (and makes any changes to) the opportunity and publish it to students (or reject it).
3	Student	Apply/register for the opportunity.
4	Host/University Staff	Review applications and approve or reject them.  At this stage, either user can also add notes, ratings, and preferences to applications, notify a student of their application's progress, and forward approved applications to the coordinator.
5	Host/University Staff	<ul style="list-style-type: none"><li>• Manage opportunities (grant interviews, review CVs and so on)</li><li>• At this stage, either user can add notes, ratings, and preferences to applications</li><li>• Advise University Staff which students are successful</li></ul>
6	University Staff	<ul style="list-style-type: none"><li>• Notify a student of their application's progress.</li><li>• Mark applications as <b>Successful</b> or <b>Unsuccessful</b>.</li></ul>

7	University Staff	<ul style="list-style-type: none"> <li>• For successful applications, generate placements from opportunities.</li> <li>• Notify students of outcome of their applications.</li> <li>• The user can also further notify hosts of confirmed placements.</li> </ul>
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### How to respond to an opportunity request

Opportunity requests from an institution appear in the **Opportunities pane** on your Home page.

You click '**Respond**' and then update any editable fields in the form where required and submit the opportunity for review.

1. In the **Opportunities** pane on your Home page, click **Respond** beside the opportunity request.



2. The Add <opportunity campaign name> page opens, ready for you to complete the opportunity details.

# Add Internship for Critical Care - Medical Ward

## Internship Overview

**Name \***

**Description**

**Placement Teams**

**Keywords**

**Attachments**

## Internship Details

**Employer**

**Start/End Dates**  
Start:    
End:

**Experiences**

**Duration**

**Salary**  
Type:  Currency:  Amount:    Display to students

**Number of Places**  
Min:     
Max:

## Application Details

**Display From**

**Application Period**  
Open:    
Close:

**Application Limit**

**Application Instruction**

**Application Requirements**

## Contact Information

**Internship Coordinator**  
 Staff  Employer Personnel

Name	Email	Phone	Supervisor
Aaron Jones	aaron@quantumit.com.au		<input checked="" type="checkbox"/>
Jones	Jones@quantumit.com.au	2461	<input type="checkbox"/>

Automatically Notify Internship Coordinator Of New Applications

**Student Enquiries**  
    
 Staff  Employer Personnel

**Automated Notifications**  
 Enable Auto-Generated Emails

3. Enter the details. Depending on how the opportunity campaign was set up, some or all the fields are automatically populated with values copied from the campaign, and you may or may not be able to edit them.

4. Do one of the following:

- Click **Save As Draft** if you're not ready to submit or publish it. You can reopen it later from the Opportunities page. The **Preview** button is now available, and you can click it to preview how the opportunity will appear to students.
- Click **Submit** to submit the opportunity to a university staff member to review and publish (or reject). The opportunity is now listed on the Opportunities page and its status is **Submitted**.

### Edit or delete a draft opportunity

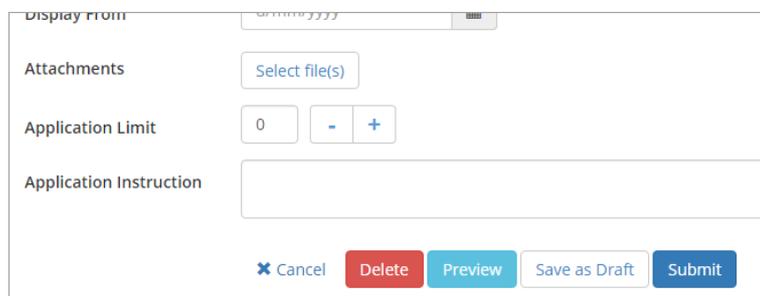
Any opportunity with a status of **Draft** can be edited or deleted.

#### Edit the draft

1. Click **Opportunities** on the toolbar. The Opportunities page lists all opportunities that you can access.

2. Find the draft opportunity (you can filter the list by **Draft** status) and click its link in the **Opportunity Name** column to open it.

3. Scroll to the bottom of the **Details** tab and click **Edit**. Additional buttons are now available.



The screenshot shows a form with the following elements:

- Display from:** A dropdown menu with a search icon.
- Attachments:** A text input field with a "Select file(s)" button.
- Application Limit:** A numeric input field with the value "0" and minus/plus buttons.
- Application Instruction:** A large text area.
- Buttons:** A row of five buttons: "Cancel" (with a close icon), "Delete" (red), "Preview" (blue), "Save as Draft" (light blue), and "Submit" (dark blue).

4. Update the information in any of the editable fields.

5. When you are ready to finalise the opportunity, click **Submit**.

#### Delete the draft

1. Click **Delete**.

2. Click **Yes** in the message to confirm you want to delete the draft. The draft disappears from the list on the Opportunities page.

### 3. Manage opportunity applications

After students have registered for opportunities or submitted applications for opportunities at your organisation, you can perform a range of tasks including reviewing the applications and granting interviews.

Applications from students can include preferences, notes and ratings, and documents that you can download.

#### Access applications

You access opportunity applications by clicking '**Opportunities**' on the toolbar and then clicking an **opportunity name** to open it and clicking its '**Applications**' tab.

#### Opportunity application statuses

Status	Description
Applied	Submitted applications appear on the <b>Applications</b> tab of the opportunity or opportunity campaign.
Shortlisted	The application has been marked by a user as Shortlisted.
Interview	You or another user have granted the applicant an interview.  If you have permission, you can grant an interview to approved applications.  Select <b>Grant Interview</b> in the status column. Status becomes <b>Interview</b> and the application appears on the ' <b>Interviews</b> tab' of the opportunity, ready to be scheduled.
Offered	The placement coordinator has offered a position to the applicant but they are yet to respond. <ul style="list-style-type: none"><li>• If the student accepts the offer, status becomes <b>Successful</b></li><li>• If the student declines the offer, status becomes <b>Student Declined</b></li></ul>
Successful	The application has been marked by a user as Successful.
Placed	The placement coordinator or academic staff member has created a placement record for the application and the position is confirmed for the student.
Unsuccessful	You or another user have rejected the application – for example, the student is unsuitable, or the approved application was unsuccessful upon final review.
Student Declined	Student has declined the interview or direct offer on their Home page (or opportunity coordinator has declined the application on the student's behalf). This status is final for the application once its declined.

## Review opportunity applications

You review applications to determine students' suitability for an opportunity. This may also involve checking that all relevant documents have been attached and are valid.

### How to review opportunity applications

1. Click **Opportunities** on the toolbar. The Opportunities page lists all opportunities that you can access.

### Opportunities

**FILTER**

Opportunity Name

Agency

Status

Discipline

Start Date  → End Date

Include range  Exclude range

[Cancel](#) [Apply Filter](#)

Opportunity Name	Campaign Name	Agency	Type	Start/End Date	Status	Places	Applications	Filled
<a href="#">2017 medical internship</a>	Internship 2017	Melbourne School	Internship	22/05/2017 to 26/05/2017	Published	1 - 5	3	0
<a href="#">Volunteering Opportunity 2017</a>	Volunteering Opportunity 2017	Melbourne School	Volunteering	30/04/2017 to 25/05/2017	Published	1 - 3	3	1
<a href="#">3rd year Medicine Internship 2017</a>	3rd year Medicine Internship 2017	Melbourne School	Internship	10/04/2017 to 21/04/2017	Published	1 - 3	1	0

2. Find the relevant opportunity and click its link in the **Opportunity Name** column to open it.

3. Click its **Applications** tab.

4. Perform any of the following actions:

- **View student details:** Click a student's name to open the **Student Details** dialog and view information about them.
- **View attachments:** If there are any documents attached click **show** in the **Attachments** column and then download the files.
- **Add notes to the application:** Click **Add note** in the **Notes** column and then enter your notes or comments about the application and click **Save**.
- **Give the application a star rating:** In the **Rating** column, click as many stars as you need to. The rating can help you or other users when deciding whether to approve or reject the application. It is intended as a simple way to highlight favoured applications and is not used in any automatic calculations.

<input type="checkbox"/>	Student Name	Date of application	Pref	#Apps	Attachments	Student Comments	Status	Notes	Info/Alerts	Rating
<input type="checkbox"/>	JANE ADAMS (16000003)		-	0	1 document show		Applied	Add note		☆☆☆☆☆
<input type="checkbox"/>	Bernice Adler (ADL17385575)		-	0	1 document show		Applied	Add note		☆☆☆☆☆
<input type="checkbox"/>	ANDREW AIREY (16000046)		-	0	1 document show		Applied	Add note		☆☆☆☆☆

1 - 3 of 3 items

40 Items per page

[Bulk Action](#) [Export table](#)

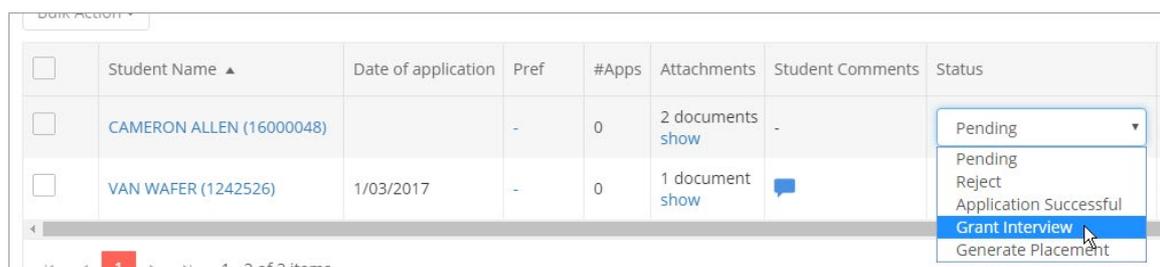
## Grant an interview to an opportunity applicant

You can grant interviews for the opportunity to applicants if you have been assigned this permission.

**NOTE: These steps are optional. The interview stage and the sending of invitations can still be managed outside of InPlace. Once the interview is complete and you have selected your preferred candidate(s), you may update the notes next to the student's name and inform the university staff accordingly.**

### How to grant interviews for opportunities

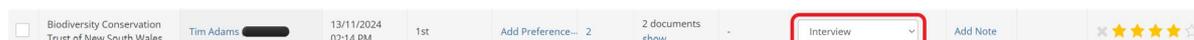
1. Click **Opportunities** on the toolbar. The Opportunities page lists all opportunities that you can access.
2. Find the relevant opportunity and click its link in the **Opportunity Name** column to open it.
3. On the Opportunity page click the **Applications** tab.
4. Locate the relevant application.
6. In the **Status** column click on **Pending** and then click **Grant Interview**.



<input type="checkbox"/>	Student Name ▲	Date of application	Pref	#Apps	Attachments	Student Comments	Status
<input type="checkbox"/>	CAMERON ALLEN (16000048)		-	0	2 documents show	-	Pending
<input type="checkbox"/>	VAN WAFER (1242526)	1/03/2017	-	0	1 document show		Pending

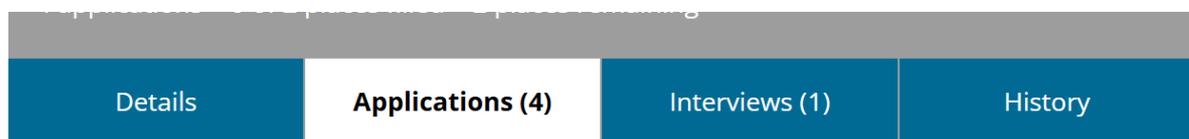
The dropdown menu for the 'Grant Interview' option is open, showing the following options: Pending, Pending, Reject, Application Successful, Grant Interview (highlighted), and Generate Placement.

7. The application status changes to **Interview**. The student receives a message in the **Notifications** list on their Home page advising them that they've been granted an interview.



<input type="checkbox"/>	Biodiversity Conservation Trust of New South Wales	Tim Adams	13/11/2024 02:14 PM	1st	Add Preference...	2	2 documents show	Interview	Add Note	★ ★ ★ ★ ★
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8. The application appears on the **'Interviews'** tab of the opportunity, ready to be scheduled.



Details	<b>Applications (4)</b>	<b>Interviews (1)</b>	History
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9. In the **'Interviews'** tab of the opportunity, select the interview date, time and location. If the interview is online, you can delete the location and add a link to the meeting. The **'Interview Status'** is still in **Draft**.

Bulk Action ▾						
<input type="checkbox"/>	Student Name ▾	Date *	Location *	Interview Status ▾	Info/Alerts	Application Status ▾
<input type="checkbox"/>	Sabut - [REDACTED]	Select date and times ▾		Draft		Interview

10. Once you have scheduled all the student interviews, you can **tick on the box** next to the student name/s, click on **'Bulk Action'** then **'Publish'**.

Bulk Action (2 Items) ▾						
<input checked="" type="checkbox"/>	Student Name ▾	Date *	Location *			
<input checked="" type="checkbox"/>	Sabut - [REDACTED]	24/03/2025 - 08:30 To 09:00 ▾	Teams Meeting			
<input checked="" type="checkbox"/>	Tim Adams - [REDACTED]	24/03/2025 - 09:00 To 09:30 ▾	Teams Meeting			

Bulk Action (2 Items) ▾						
<input checked="" type="checkbox"/>	Student Name ▾	Date *	Location *			
<input checked="" type="checkbox"/>	Sabut - [REDACTED]	24/03/2025 - 08:30 To 09:00 ▾	Teams Meeting			
<input checked="" type="checkbox"/>	Tim Adams - [REDACTED]	24/03/2025 - 09:00 To 09:30 ▾	Teams Meeting			

**Publish**

- Email Students
- Email Interviewers
- Update Interview Stage
- Update Interview Result

11. The student will receive a notification in InPlace that they have been offered an interview and a response is required.

 Interview offered for Biodiversity Conservation Trust of NSW. Response required.

The interview status will change to **'Pending'** while waiting for the student to respond.

The interview status will change to **'Declined'** if the student declines the interview and **'Accepted'** if the student accepts the interview.

Host Initial Interview List						
Bulk Action ▾						
<input type="checkbox"/>	Student Name ▾	Date *	Location *	Interview Status ▾	Info/Alerts	Application Status ▾
<input type="checkbox"/>	Sabut - [REDACTED]	24/03/2025 - 08:30 To 09:00		Declined		Student Declined
<input type="checkbox"/>	Blake Achilles - [REDACTED]	25/03/2025 - 10:00 To 10:30 ▾	Teams Meeting	Pending		Interview
<input type="checkbox"/>	Tim Adams - [REDACTED]	24/03/2025 - 09:00 To 09:30 ▾	Teams Meeting	Accepted		Interview

12. After the interviews, the host can then update the interview result by **clicking on the box next to the student's name, 'Bulk Action', then 'Update Interview Result'**.

### Host Initial Interview List

Bulk Action (1 Item) ▾	Date *	Location *
Publish	24/03/2025 - 08:30 To 09:00	
Email Students		
Email Interviewers		
Update Interview Stage		
Update Interview Result	25/03/2025 - 10:00 To 10:30	Teams Meeting

13. Select from the two options: **'Unsuccessful'** or **'Complete'**. The interview status will be updated subsequently.

### Interview Result ✕

Interview Stage

Host Initial Interview

Interview Result

**Unsuccessful**

**Complete**

✕ Cancel Save

14. Students who are unsuccessful with the interview will be marked **'Unsuccessful'** and will receive a notification in InPlace that they are unsuccessful.

## Notifications 1

Your application for Biodiversity Conservation Trust of NSW was unsuccessful.