# Student Instructions: Requesting approval for Unpaid Work Experience

## Completing Unpaid Work Experience PDF form

1. Download the Unpaid Work Experience PDF form.  This form can be found at:

   - https://employability.uq.edu.au/unpaid-work-experience or

   - in the Shared Documents tab in on your InPlace dashboard site at https://placements.uq.edu.au

2. Complete all sections of the form and ensure that it has been signed by yourself and your Work Experience provider.

Please note: your submission will not be accepted if signatures are missing from this form.

## Submitting completed Self Placement submission in InPlace

1. Log in to InPlace at https://placements.uq.edu.au  via the UQ Single sign-on using your UQ username/studentID and associated password.



The first time you log into InPlace you will be prompted to agree to terms and conditions. Please read these carefully before agreeing.
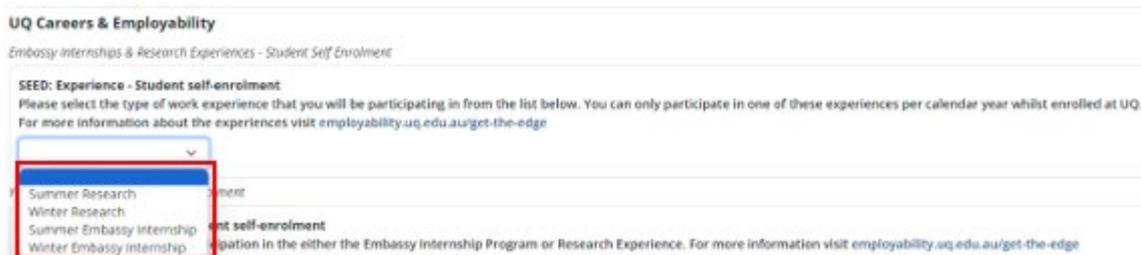
2. Select "Self Placement Submission" for the appropriate school/faculty/program and year available to you.
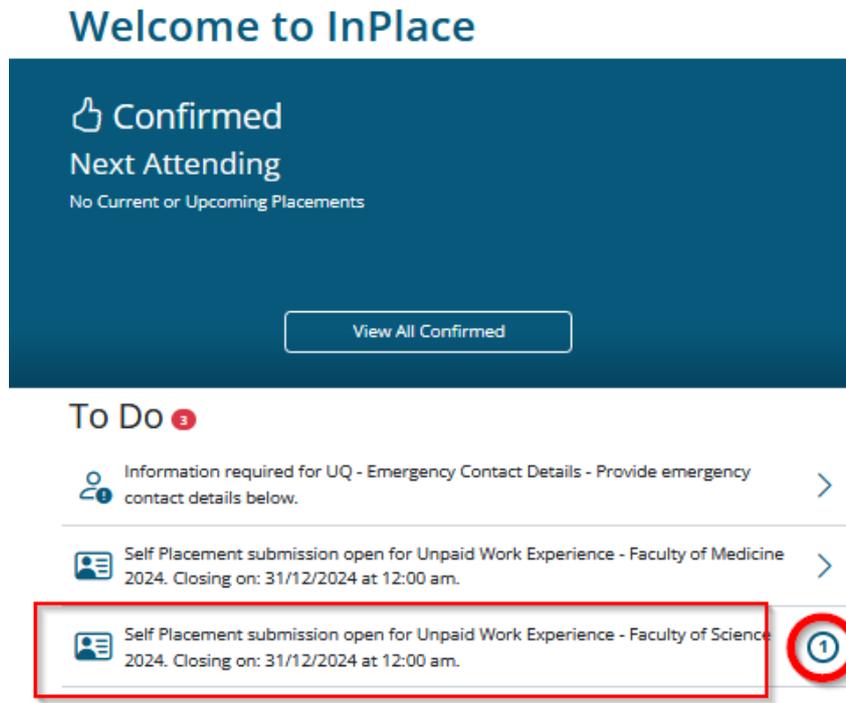


NOTE:

To submit a request for the **Summer or Winter Research** Program or the **Embassy Internship** Program you will need to self-enrol to activate the Self Placement submission form on your Home page.

a. Click on My Details on the tab at the top right of screen.

b. Scroll to the bottom of the My Details page to 'UQ Careers and Employability', and select the experience your are participating in from the drop-down list.



c. Select the year of participation for this experience

d. Click on Save

e. The Self Placement submission option for that experience will now be available on your Home page. Select this option and continue with step 3.

You can only undertake 30 days of work experience per calendar year. If you have reached the 30 day limit you will no longer be able to see the Self Placement submission for Unpaid Work Experience option on your dashboard.

3. Fill in all required fields in the form **including uploading your signed Unpaid Work Experience Form PDF as an attachment at the bottom of the page.**



a. Access your previous submissions, to edit or resubmit, from the menu at the bottom right of the form.



b. You may Save as Draft at any time – your draft will appear as a prompt in your InPlace To Do list.

4. Click Submit when the form is complete. A green confirmation box will briefly appear at the top right of your screen, and you will receive a confirmation email of receipt of your submission.
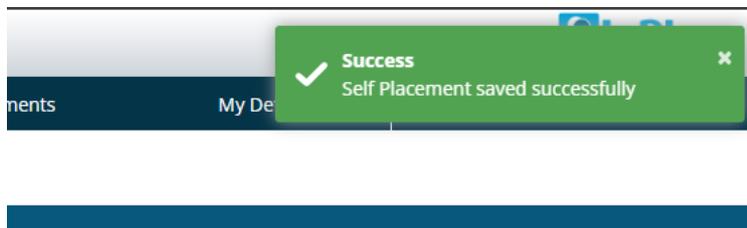


You will also notice that the number of submissions in the circle to the right will have increased.

5. Your submission will now be reviewed by a UQ staff member.  This may take up to 5 working days so please make sure you have submitted your form at least 14 days before your unpaid work experience commences.

   a. Approved: You will receive an email stating that your Unpaid Work Experience has been approved.  Your Work Experience Provider will also receive an email confirming your upcoming experience.

   b. Incomplete: You need to log in to InPlace and review the Feedback given which will be displayed in your 'To Do' list. Reopen the form by clicking on the hyperlink from your 'To Do' list and make the relevant changes, then Submit again.

   c. Not Approved: Your Self Placement has been deemed not suitable and will not go ahead. Please speak directly to your relevant School/Faculty team (Placement office/Student Experience team) if you need further details.

The Self Placement submission option will not be visible to you once you have completed 30 days of work experience in any given calendar year.  The option will re-appear in the next calendar year.

## Questions and Troubleshooting

1. If you are having issues with accessing the InPlace system please contact ITS at https://my.uq.edu.au/information-and-services/information-technology/student-it-support

2. If you are experiencing problems with the Self-Placement form submission, please contact the Faculty/School or Program that you are submitting to.

   Faculty of BEL careers@bel.uq.edu.au

   Faculty of EAIT employability@eait.uq.edu.au

   Faculty of HASS studentfutures@hass.uq.edu.au

   Faculty of Medicine  med.placements@uq.edu.au

   Faculty of Science  enquire@science.uq.edu.au

   School of Dentistry  dent.placements@uq.edu.au

   School of Health and Rehabilitation Sciences shrs.enquiries@uq.edu.au

   School of Psychology reception@psy.uq.edu.au

   Discipline of Exercise and Sports Science hmns.exsciprac@uq.edu.au

   For Summer or Winter Research or Embassy Internship Program please contact employability@uq.edu.au