Dear Student,

The system for administering professional experience placements is called InPlace.

Firstly, you need to enrol in EDUC9231 NS2, then log in using your normal FAN and password [https://www.flinders.edu.au/InPlace/](https://www.flinders.edu.au/InPlace/)

Please complete the following:  **Due Date 9.00am Tuesday 19th March.**

- **Edit Details** Your contact details on InPlace are connected to Student Systems. Ensure that your details are correct, *including a mobile phone number*. If details are incorrect, update through Student Information Systems.

- **School of Education (Discipline)**
  - **Description** (answer all questions)
  - **Student Notes** - *If you have enrolled in the RAN course, enter the date of training. It is your responsibility to upload your certificate on completion of the training.*

- **EDUC9231 - 2013-U-NS2 (218042) 22 July-16 August (Unit Offering)**
  - **Description** (answer all questions)

- **Click - Switch to Table View** for a summary to check you have completed all the questions.

- **Notes/Docs** tab and then **Add/Document** tab.
  Upload your Criminal History Check (CHC) and the Responding to Abuse and Neglect (RAN) letter.
  Upload Log sheet - 10 days, when completed.
  Regularly check **Notes/Docs** tab for important information.

  **SAVE** after attributes have been entered and changes have been made.

**You will not receive a placement if you have not uploaded the following documentation:**
- Criminal History Check (CHC)
- Responding to Abuse & Neglect certificate (RAN)

**Placement**
When you have been allocated a placement, Click on **Placement** tab then **View-Detail** then at the bottom of the screen, click on **More Details**... for all your placement information (including School, **Comment** (dates, induction information) and contact details of the School Coordinator).

  - This information will only be available **when you have enrolled in EDUC9231 NS2 2013**.

I suggest you click on **Details** wherever it appears, for additional information, which could be useful.

Note:  **Unit** means Topic;  **Agency** means School

Handbooks are available the Professional Experience Website [http://www.flinders.edu.au/ehl/education/professional-experience/](http://www.flinders.edu.au/ehl/education/professional-experience/)

5th March, 2013