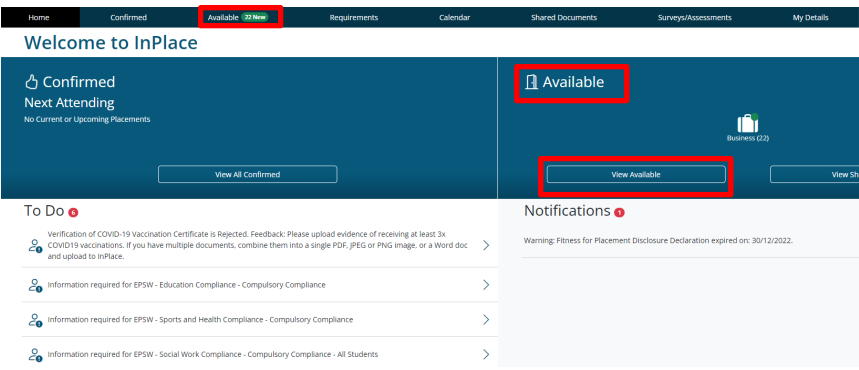


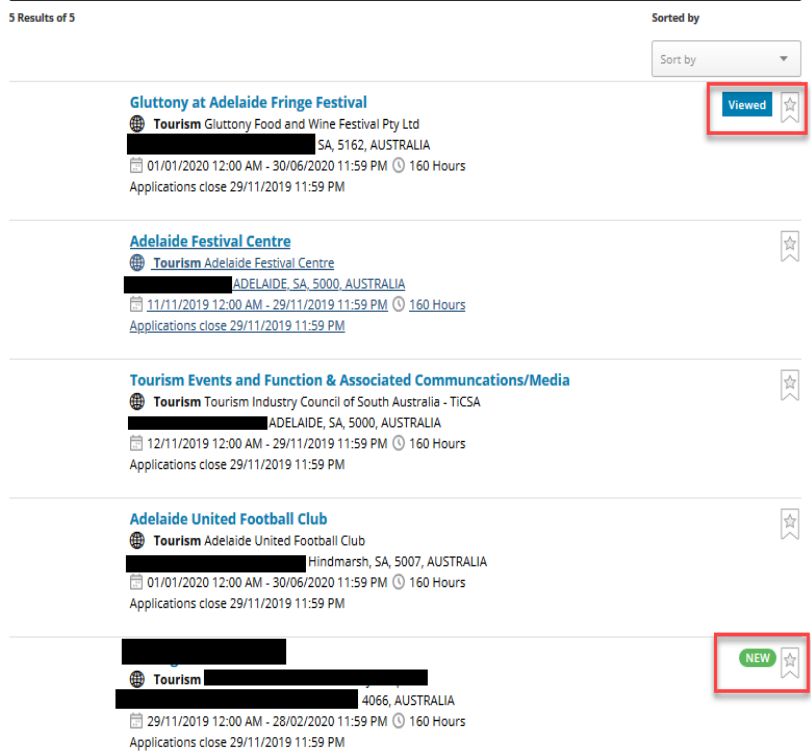

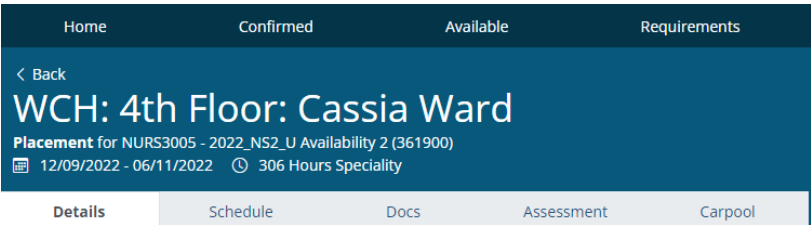



## **InPlace User Guide: Student Guide to Opportunities**

### Contents


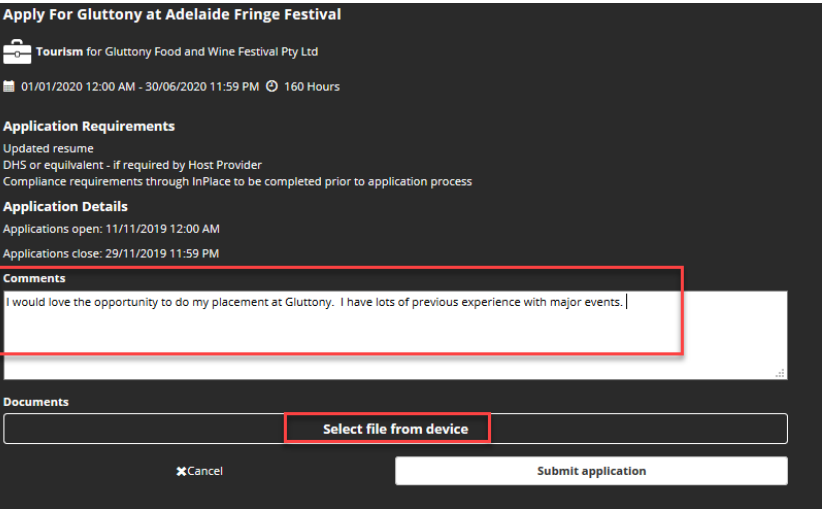
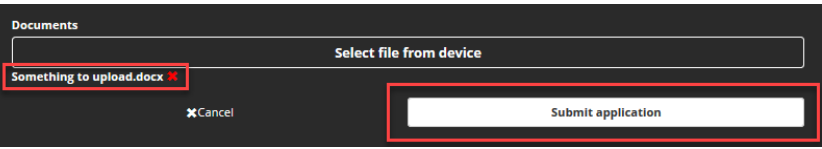
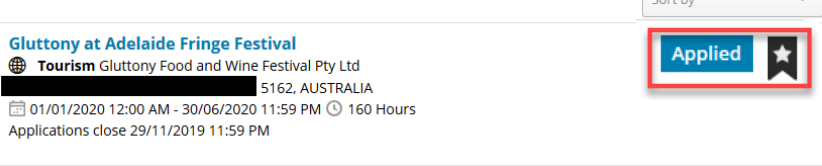
Step 1: Viewing Placement Opportunities.....	2
Step 2: Applying For An Opportunity .....	3
Step 3: Applicant Approved For Interview .....	4
Step 4: Successful Application.....	5
Step 5: Unsuccessful Application .....	5
Step 6: Withdrawing Your Application .....	6

## Step 1: Viewing Placement Opportunities

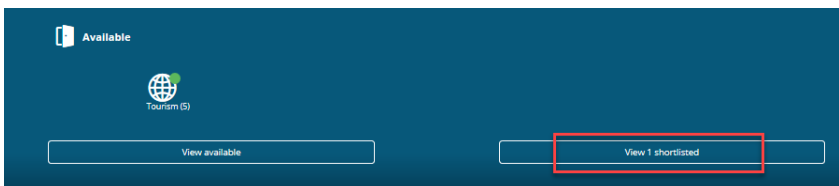
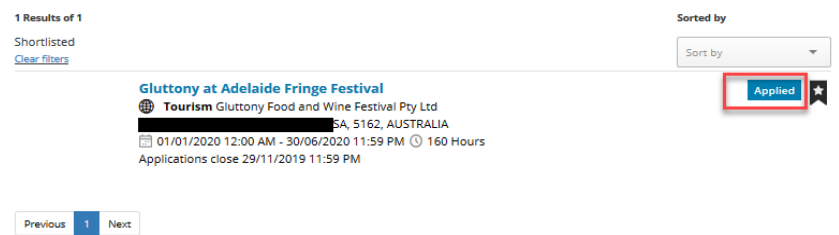
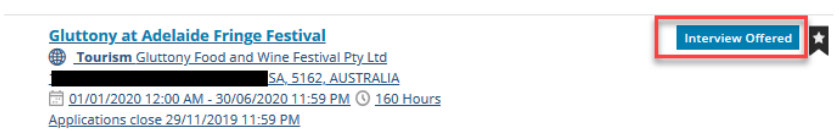
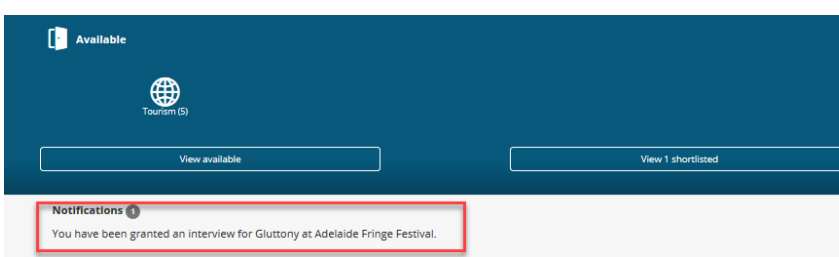
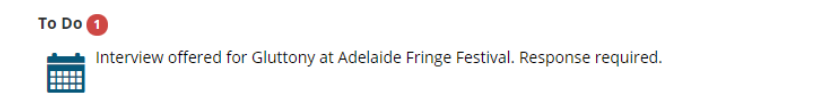

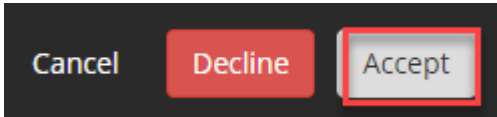
Action	Details
<p>When <b>Opportunities</b> are available an icon will display in the <b>Available</b> section of the home page. The number on the icon indicates how many opportunities are available.</p> <p>To view them click either:</p> <ul style="list-style-type: none"> <li>the <b>icon</b> to view opportunities of that type <b>OR</b></li> <li><b>View available</b> to view all available opportunities</li> </ul>	
<p>A list of available opportunities will display.</p> <p>The icons on the right of an opportunity display if you have already viewed an opportunity or if a new opportunity is available.</p> <p>Click the star icon  to shortlist an opportunity.</p> <p>The icon turns black. </p>	
<p>Click on the link of the opportunity you would like to view the details of.</p>	
<p>The Opportunity detail page will display.</p> <p><b>Placement dates, duration</b> and the <b>number of positions available</b> will display at the top of the page.</p>	

<p>A map displays the location of the placement.</p> <p><b>Description:</b> contains information about the specific opportunity</p> <p><b>Application Details:</b> displays timeframe applications are open for the opportunity</p> <p><b>Application Requirements:</b> details what is required to successfully apply for the opportunity</p>	 <p><b>Placement Details</b></p> <p><b>Parent Agency</b> Women's and Children's Hospital (WCH)</p> <p><b>Agency Phone</b> 08 81 000000</p> <p><b>Agency Email</b> HealthWCHNConsumerFeedback@sa.gov.au</p> <p><b>Agency Website</b> https://www.wch.sa.gov.au/</p> <p><b>Placement Contacts</b></p> <p>Supervisor Type: Supervisor @sa.gov.au Start Date: 12/09/2022 End Date: 06/11/2022</p>
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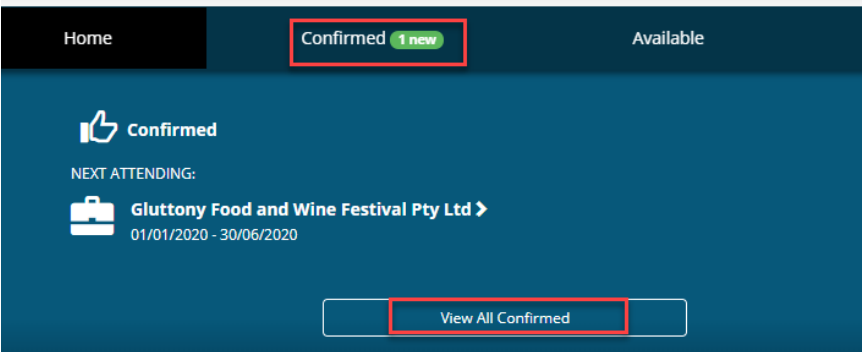


## Step 2: Applying For An Opportunity

Action	Details
Click the <b>Apply now</b> button on the opportunity detail page that you wish to apply for.	
<p>Enter text in the <b>Comments</b> box to support your application for the opportunity.</p> <p>Supporting documents (such as your Resume) can be attached to the application. Click <b>Select file from device</b> and navigate to the file you wish to upload.</p>	
<p>The uploaded file name will display.</p> <p>Click <b>Submit application</b>.</p>	
<p>You will be taken back to the available opportunity list.</p> <p>The opportunity you applied for will now be added to your shortlist and an <b>Applied</b> icon will display.</p>	

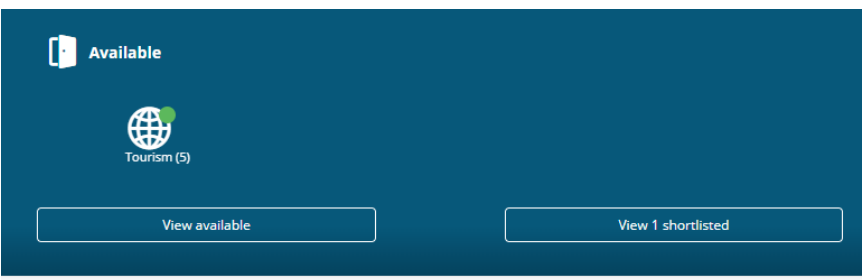

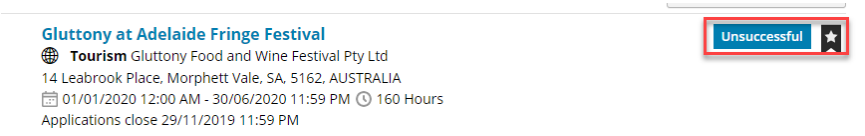


## Step 3: Applicant Approved For Interview

Action	Details
On the home page click <b>View shortlisted</b> to view the opportunities you have applied for or added to your shortlist.	
Your shortlisted opportunities will display.  The opportunities you have applied for will display the <b>Applied</b> icon.	
If your application has been successful the icon will now display to <b>Interview Offered</b> .	
On the home page a message will also appear in the <b>Notifications</b> list that you have been granted an interview for a particular opportunity.	
An item will appear in your <b>To Do</b> list on the home page requiring action. Click on the message.	
Details regarding the interview will display.	
Click <b>Accept</b> to accept the interview.	





## Step 4: Successful Application

Action	Details
<p>If your application is deemed successful a confirmed placement will be created for you.</p> <p>A message will appear in the <b>Notifications</b> list on the home page.</p>	 <p><b>Notifications 1</b></p> <p>Your application for Gluttony at Adelaide Fringe Festival was successful.</p>
<p>The confirmed placement details will be visible from the home page.</p> <p>Access the details of the placement either by clicking on <b>Confirmed</b> in the top menu bar or <b>View All Confirmed</b> button.</p>	 <p>Home <b>Confirmed 1 new</b> Available</p> <p> <b>Confirmed</b></p> <p>NEXT ATTENDING:</p> <p> <b>Gluttony Food and Wine Festival Pty Ltd</b> ▶</p> <p>01/01/2020 - 30/06/2020</p> <p><a href="#">View All Confirmed</a></p>

## Step 5: Unsuccessful Application

Action	Details
<p>If your application is deemed unsuccessful a message will display in the <b>Notifications</b> list on the home page.</p>	 <p><b>Available</b></p> <p> Tourism (5)</p> <p><a href="#">View available</a> <a href="#">View 1 shortlisted</a></p> <p><b>Notifications 2</b></p> <p>Your application for Gluttony at Adelaide Fringe Festival was unsuccessful.</p>
<p>The status next to applicable opportunity will update to <b>Unsuccessful</b>.</p>	 <p><b>Gluttony at Adelaide Fringe Festival</b></p> <p> <b>Tourism</b> Gluttony Food and Wine Festival Pty Ltd</p> <p>14 Leabrook Place, Morphett Vale, SA, 5162, AUSTRALIA</p> <p>📅 01/01/2020 12:00 AM - 30/06/2020 11:59 PM ⌚ 160 Hours</p> <p>Applications close 29/11/2019 11:59 PM</p> <p><b>Unsuccessful</b> </p>

# Step 6: Withdrawing Your Application

Action	Details
<p>If you wish to withdraw your application for a particular opportunity, open the detail page of the opportunity.</p> <p>Click <b>Withdraw application</b>.</p>	<div><div><a href="#">BACK</a></div><div>Gluttony at Adelaide Fringe Festival</div><div> <b>Tourism</b> for Gluttony Food and Wine Festival Pty Ltd</div><div> 01/01/2020 - 30/06/2020  160 Hours</div><div>Application submitted 19/11/2019</div><div><div><div>✕ Withdraw application</div></div></div></div> <div><div>Map   Satellite</div><div></div></div> <div><div><div>✕ Withdraw application</div></div></div>