



UniSQ



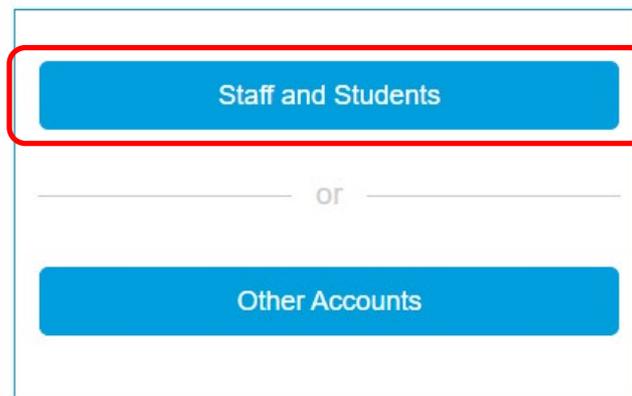
University of Southern Queensland

InPlace Guide for Students

Professional Experience Reports

1. Logging In

To log in please navigate to <https://inplace.usq.edu.au>
Once there select 'Staff & Students'. As standard, you will need to sign into InPlace using your Uconnect credentials



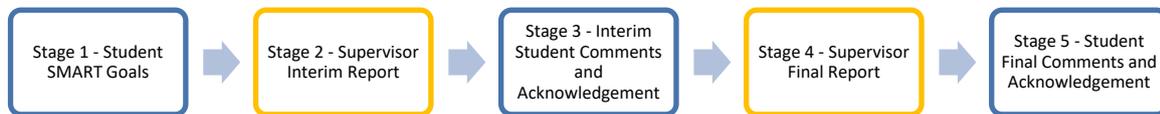
2. Home Page

After logging in you will be taken to your homepage. On the left you will see a 'To Do' Panel with any items requiring action. Here you will find the link to any outstanding Professional Experience Reports items, along with a due date.

To open the survey, just click anywhere on the to do list item. The survey will load in the same tab on your browser. You can also access your Professional Experience Reports by clicking on the 'Surveys and Assessments tab' on the menu bar.

A screenshot of the InPlace homepage dashboard. At the top is a dark navigation bar with tabs: Home, Confirmed (3 New), Available, Requirements, Calendar, Shared Documents, and Surveys/Assessments (highlighted with a red border). Below the navigation bar is a 'Welcome to InPlace' header. The main content area is split into two columns. The left column is titled 'Confirmed' and shows 'Next Attending (1 of 1)' with details for 'Test Site for Education' and 'Bela test Supervising Teacher' (24/06/2024 - 30/06/2024) and a 'View All Confirmed' button. The right column is titled 'Available' and has a 'View Available' button. At the bottom, there are two panels: 'To Do' (1 item) and 'Notifications' (2 items). The 'To Do' panel contains a red-bordered item: 'Response required to ECF3100 Professional Experience Report (ECF3100 - Test) due 30/06/2024'. The 'Notifications' panel shows a notification about being assigned to the Test Site for Education.

3. Overview of stages of Professional Experience Reports Process (*items in blue to be completed by student*)



Stage 1: Smart Goals

Students will complete these ahead of the placement start. These will be available 14 days prior to your placement start date. These are viewable by your placement supervisor.

Stage 2: Supervisor Interim Report

Interim Supervisor Report to be completed by supervisor 5 days after the start of your placement. Once completed you will receive a notification to acknowledge the Interim Report, as detailed below.

Stage 3: Interim Student Comments and Acknowledgement

Interim Professional Experience Reports assessment that has been completed by the supervisor will be reviewed and acknowledged by the student.

Stage 4: Supervisor Final Report

Supervisor Final Report to be completed by supervisor at the end of your placement. Once completed you will receive a notification to acknowledge the Final, as detailed below.

Stage 5: Student Final Comments and Acknowledgement

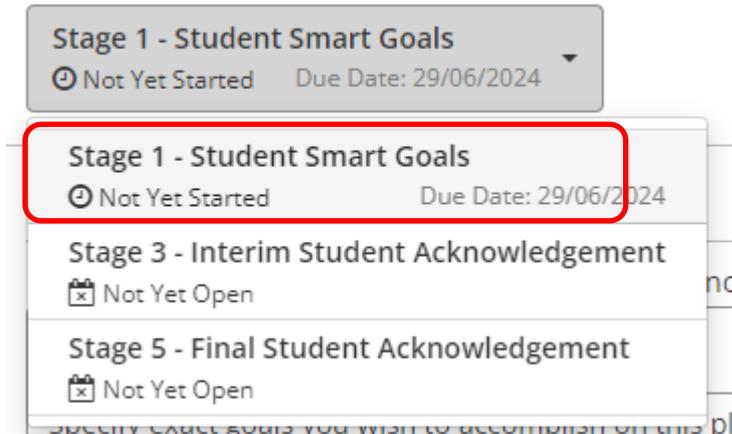
Final Professional Experience Reports assessment that has been completed by the supervisor will be reviewed and acknowledged by the student at this point.

4. Completing the surveys

Stage 1 - Smart Goals

The first stage to be completed is your SMART goals, which will open 14 days prior to your placement start date. Please submit these prior to your placement start so they can be viewed by the supervisor.

Ensure the drop-down box is set to 'Stage 1 – Student Smart Goals'

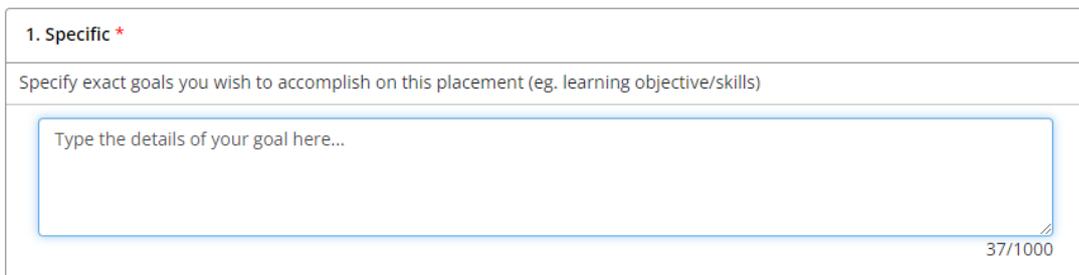


The image shows a dropdown menu with the following items:

- Stage 1 - Student Smart Goals (Not Yet Started, Due Date: 29/06/2024) - This item is highlighted with a red box.
- Stage 3 - Interim Student Acknowledgement (Not Yet Open)
- Stage 5 - Final Student Acknowledgement (Not Yet Open)

To complete simply type your response in each box, ensuring you provide an answer for each question. (Mandatory questions have been marked with a red asterisk).

Student - Smart Goals



The form contains the following text:

1. Specific *

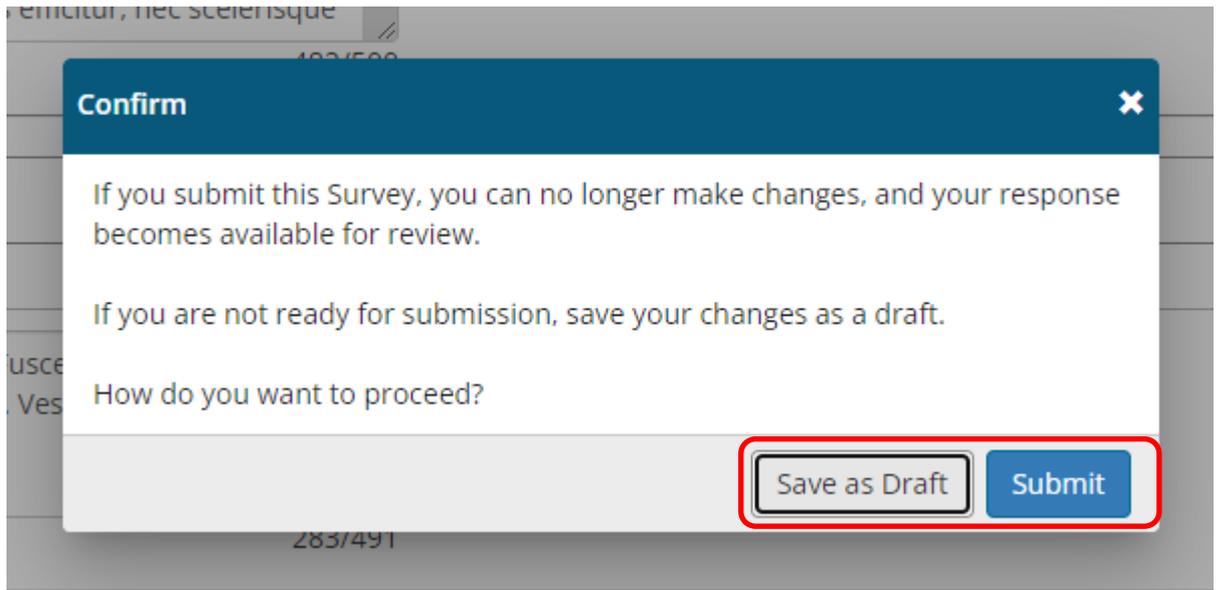
Specify exact goals you wish to accomplish on this placement (eg. learning objective/skills)

Type the details of your goal here...

37/1000

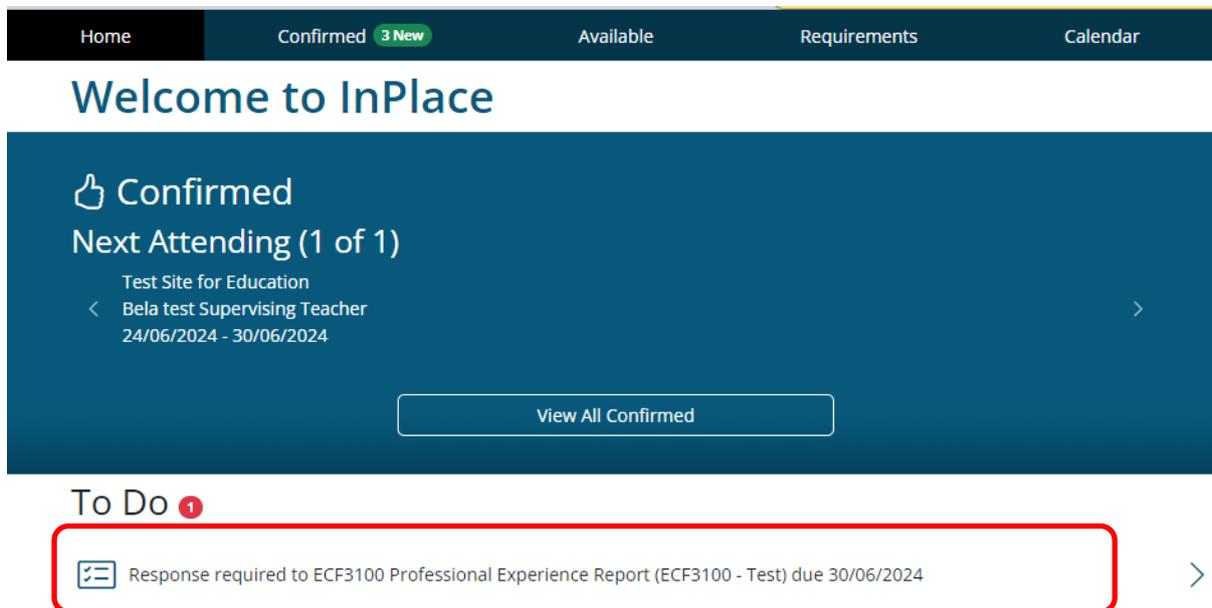
Once complete you can:

- Save as Draft – Save changes to review at a later time, or to Submit once ready. If you save as a draft you will be able to access it via the 'To Do' list item on your home page again.
- Submit - Please note once submitted you won't be able to make any changes to your answers.
- Smart Goals are mandatory and must be completed



Stage 3 - Interim Student Comments and Acknowledgement

Once your supervisor has completed your Interim Report you need to view and acknowledge their submission. Once the supervisor has completed the Interim an item will show for you on your 'To Do' list, taking you to Stage 3 – Interim Student Comments and Acknowledgement. In the first instance you will need to read through the Supervisor's Interim assessment.



Stage 3 - Interim Student Acknowledgement
 ⌚ Not Yet Started Due Date: 29/06/2024

Stage 1 - Student Smart Goals
 ✓ Completed Submitted on: 20/06/2024 03:20 PM

Stage 2 - Supervisor Interim Report
 ✓ Completed Submitted on: 20/06/2024 03:27 PM

Stage 3 - Interim Student Acknowledgement
 ⌚ Not Yet Started Due Date: 29/06/2024

Stage 5 - Final Student Acknowledgement
 📅 Not Yet Open

In the drop-down box, you will see the current stage listed. To view the report completed by your supervisor, simply click on the drop-down item and it will load for you to read. These are read-only and cannot be changed.

Stage 3 – Interim Student Comments and Acknowledgement gives you the opportunity to respond to the supervisors interim report. This response will be visible to the supervisor and course coordinator

Provide your comments, acknowledgement and any new or adjusted goals for your placement in the spaces provided and submit or save as a draft.

Interim Student Comments and Acknowledgement

Please review your Supervisor Interim Report by clicking 'Stage 2 - Supervisor Interim Report' from the above drop down box. Once you have reviewed the feedback, please complete the below comments and acknowledgement.

1. Student Comments (Interim) *

Please provide comments in response to Interim feedback provided by your Supervisor

0/4000

2. Student SMART Goals *

Please provide comments on any new or adjusted goals for the remainder of the placement, based on the feedback from your Supervisor. (Please type N/A if you have no comments or survey will not submit)

0/4000

3. Acknowledgment (Interim) *

I confirm I have reviewed my interim assessment and supervisor comments, and any items of concern have been addressed with my Supervisor and noted in my comments in the previous question. All information provided is true and correct.

I Acknowledge

[Previous Stages PDF](#)

Stage 5 - Student Final Comments and Acknowledgement

Once your supervisor has completed your Final Report, you need to view and acknowledge their submission. As with the interim, once the supervisor has completed the Final Report, an item will show for you on your 'To Do' list, taking you to Stage 5 – Student Final Comments and Acknowledgement.

The screenshot shows the InPlace dashboard with navigation tabs: Home, Confirmed (3 New), Available, Requirements, and Calendar. Below the tabs is a 'Welcome to InPlace' header. A 'Confirmed' section shows 'Next Attending (1 of 1)' for 'Test Site for Education' with supervisor 'Bela test Supervising Teacher' and dates '24/06/2024 - 30/06/2024'. A 'View All Confirmed' button is present. Below this is a 'To Do' section with a red notification bubble containing '1' and a task: 'Response required to ECF3100 Professional Experience Report (ECF3100 - Test) due 30/06/2024'.

Please ensure you read through the supervisor's submission as detailed in the previous step.

The screenshot shows a task list with the following items:

- Stage 5 - Final Student Acknowledgement (Not Yet Started, Due Date: 30/06/2024)
- Stage 1 - Student Smart Goals (Completed, Submitted on: 20/06/2024 03:20 PM)
- Stage 2 - Supervisor Interim Report (Completed, Submitted on: 20/06/2024 03:27 PM)
- Stage 3 - Interim Student Acknowledgement (Completed, Submitted on: 20/06/2024 03:34 PM)
- Stage 4 - Supervisor Final Report (Completed, Submitted on: 20/06/2024 03:39 PM)
- Stage 5 - Final Student Acknowledgement (Not Yet Started, Due Date: 30/06/2024)

Red boxes highlight the 'Stage 4 - Supervisor Final Report' and 'Stage 5 - Final Student Acknowledgement' items.

Once all the questions are completed, please read and tick the acknowledgment and click submit. Again, you can save as a draft to come back to at a later time.

Stage 5 - Final Student Acknowledgement
Not Yet Started Due Date: 30/06/2024

Student Final Comments and Acknowledgement

Please review your Supervisor Final Report by selecting 'Stage 4 - Supervisor Final Report' from the above drop down box. Once you have reviewed the feedback, please complete the below comments and acknowledgement.

1. Student Comments *

Please provide comments in response to the feedback provided by your Supervisor in the Final Report.

0/4000

2. Acknowledgment (Final) *

I confirm I have reviewed my final report, supervisor comments, liaison comments, and any items of concern have been addressed with my Supervisor and/or Liaison and noted in the student comments section above. I confirm that all information listed is true and correct, and that I have completed the hours as stated above.

I Acknowledge
[Previous Stages PDF](#)

Save as Draft Submit

5. Downloading a copy of the final report

Once you have completed the final stage the report will be available on the actual placement (accessible via the confirmed menu item) under the Assessment tab

Home Confirmed 3 New Available

Welcome to InPlace

Confirmed
Next Attending (1 of 1)
Test Site for Education
Bela test Supervising Teacher
24/06/2024 - 30/06/2024

Click on the facility name

Confirmed

View by Status

All

10 results of 10

Name

Test Site for Education new

On the “Assessment” tab click ‘Download’ below the report you want to download

The screenshot shows a navigation bar with 'Home', 'Confirmed 3 New', 'Available', and 'Requirements'. Below it is a header for 'Test Site for Education' with a 'Placement for EDU_InSightTest_2024' and dates '24/06/2024 - 30/06/2024' and '10 Days General'. A menu bar contains 'Details', 'Schedule', 'Docs', and 'Assessment' (highlighted with a red box). The main content area shows 'ECF3100 Professional Experience Report' with details: 'ECF3100 - Test', 'By Bela test Supervising Teacher - Supervisor', and 'Status : Completed'. A 'Download' button is highlighted with a red box.

Please note: if you don't see an option to download, please check that all stages have been completed. If you haven't completed one of the stages, (including your Smart Goals) you will not be able to download the report.

The report will look like the below. Save this document for your records.

The screenshot shows the 'Assessment Report' document header with the UniSQ logo. The main content is titled 'ECF3100 Professional Experience Report' and includes the following details:

ECF3100 - Test	
Student: BELA Student (P14)	Stage 1 - Student Smart Goals BELA Student - 20/6/2024
Agency: Test Site for Education	Stage 2 - Supervisor Interim Report Bela test Supervising Teacher () - 20/6/2024
Placement Date: 24/6/2024 - 30/6/2024	Stage 3 - Interim Student Acknowledgement BELA Student - 20/6/2024
Placement Result:	Stage 4 - Supervisor Final Report Bela test Supervising Teacher () - 20/6/2024
Allocation Group: EDU_InSightTest_2024	Stage 5 - Final Student Acknowledgement BELA Student - 20/6/2024
Duration: 10 Days General	

Support contact details

For non-urgent enquiries please email WIL@unisq.edu.au with the subject heading 'Professional Experience Report' and someone will get back to you within 2 business days. For urgent enquires please contact the placements team on 074631 2974.