

INPLACE HOW TO GUIDE FOR DOCUMENT SUBMISSION

School of Health and Rehabilitation Sciences

Audiology

Occupational Therapy

Physiotherapy

Speech Pathology

School of Health and
Rehabilitation Sciences

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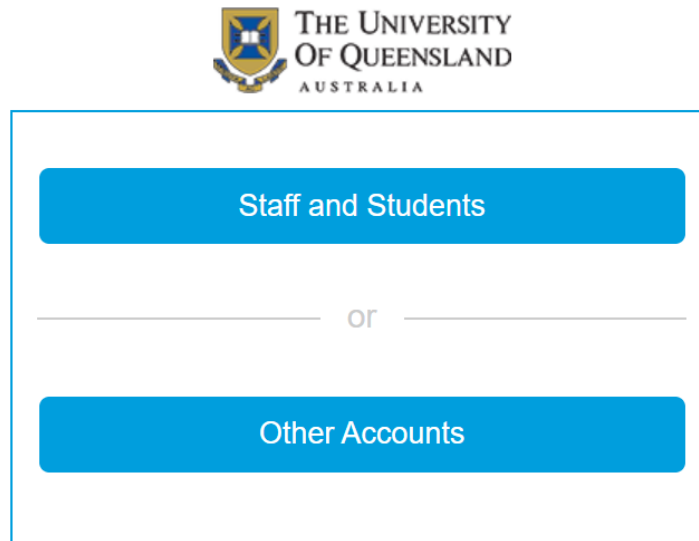
Level 3
Therapies Building (84A)
St Lucia Campus
University of Queensland

Office Hours:
8.30am to 5pm (Mon- Fri)

ACCESSING INPLACE

InPlace is accessed from your my.UQ portal by clicking on All Apps and selecting 'Placements'. A direct link can be found [here](#).

Click on Staff and Students and log in using your UQ username and password.

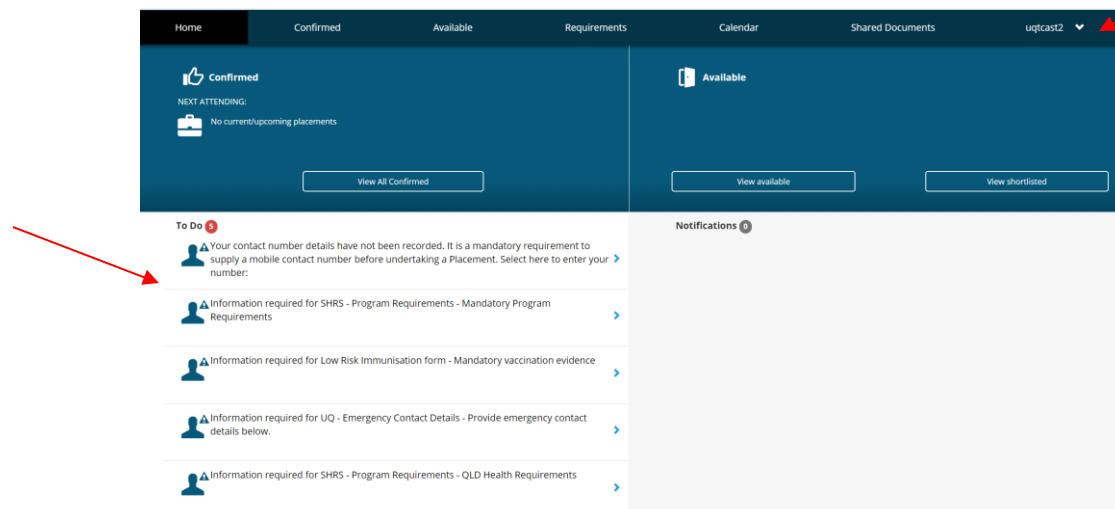


The first time you log in to InPlace you will be prompted to agree to a set of terms and conditions. Please ensure that you read these carefully and understand before accepting.

MANDATORY REQUIREMENTS

Your student dashboard is where you can access your personal details and mandatory program requirements. These can be accessed in two ways: 1) by clicking on 'My Details' in the top right-hand drop-down menu containing your username, or 2) by clicking on the relevant item in your 'To Do List'.


The first time you log in to InPlace, there will likely be several items showing in your 'To Do List'.



You can access your program requirements by clicking the arrow on either the SHRS Program Requirements or Low Risk Immunisation Form items. A summary of all documentation required will be shown, as follows:

SHRS - Program Requirements

Document Upload Instructions

Student Upload Instructions 

Mandatory Program Requirements

UQ - First Aid Certificate *

Verified Submitted Rejected 

UQ - CPR Certificate *

Verified Submitted Rejected 

UQ - Working with Children Check - QLD *

Verified Submitted Rejected 

UQ Clinical Placement Safety Training *

No

Verified Submitted Rejected 

QLD Health Requirements

QLD Health Student Deed Poll *

Verified Submitted Rejected 

QLD Health Student Orientation Checklist *

Verified Submitted Rejected 

QH Evidence of Allied Health Student Training *

No

Verified Submitted Rejected 

Other Requirements

UQ - Criminal History check

No

Verified Submitted Rejected 

UQ - Statutory Declaration - Aged Care facility

Verified Submitted Rejected 

Low Risk Immunisation form

Mandatory vaccination evidence

Immunisation Record *

No

Verified Submitted Rejected 

Tuberculosis Form

No

Verified Submitted Rejected 

UPLOADING DOCUMENTATION

Please use the following format for naming your documents before uploading them to InPlace:

Student ID Number_Name of Document – e.g. 12345678_First Aid Certificate

Important note: for documents with multiple pages, these must be scanned into a single document prior to upload to InPlace.

To upload a document to a requirement click on the + to expand the item.

UQ - CPR Certificate *

Verified Submitted Rejected +

UQ - CPR Certificate *

Verified Submitted Rejected -

Please select the status of your CPR certificate, enter your expiry date below and upload a copy of the certificate if relevant

Required!

Select status...

Expiry

Comments

Attachment

Select or drag a file

Submit Cancel Reset

Click on select or drag a file to browse for the document you want to upload, and 'Submit'.

In some items you will need to provide additional information, such as a status, an expiry date, or a reference number.

Once submitted, the item will have a blue 'submitted' flag, and will remain this way until the item is reviewed by the School, and a decision made on the status of the item.

UQ Evidence of Allied Health Student Training *

Verified Submitted Rejected +


Yes

SUBMISSION STATUS

Blank means nothing has been submitted yet for this item.



UQ - Criminal History check No	Verified	Submitted	Rejected	+
UQ - Statutory Declaration - Aged Care facility	Verified	Submitted	Rejected	+

Blue 'Submitted' means you have submitted a document for this item, but it has not yet been reviewed by the School.


QH Evidence of Allied Health Student Training * Yes 	Verified	Submitted	Rejected	+
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Green 'Verified' means that the document has been reviewed and approved by the School. You will also receive a notification on your dashboard. Please note any expiry dates, and ensure you submit updated documentation prior to the expiry date.

The overall status of your immunisations can be found in the Immunisation Record. However, please also note the Low Risk Immunisation Form Status as this will provide further detail, including expiry dates.

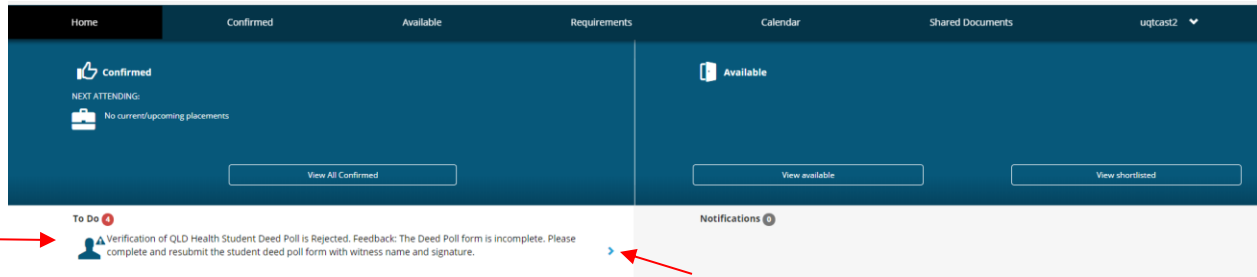
UQ - CPR Certificate * Yes Expires 13/01/2021 	Verified	Submitted	Rejected	+
Immunisation Record * Yes 	Verified	Submitted	Rejected	+
Low Risk Immunisation form status Yes Compliant until expiry date Expires 12/02/2029				+

Red 'Rejected' means that the document has been reviewed but declined by the School. There is further action required by you, see below for further details.

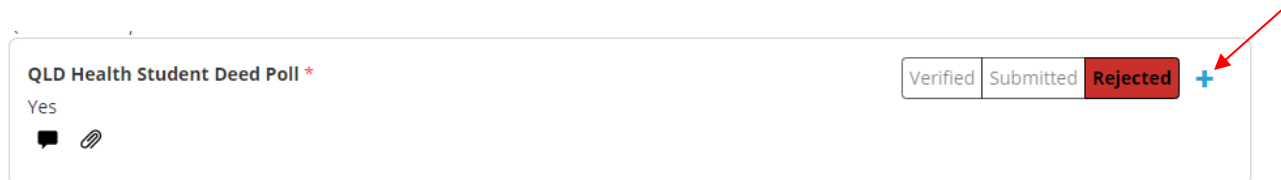
QLD Health Student Deed Poll * Yes 	Verified	Submitted	Rejected	+
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REJECTED DOCUMENTS

When an item is rejected, you will be notified in your 'To Do' list on your dashboard. There will also be a comment which outlines why your document has been declined.



Click on the arrow on the item in the 'To Do'.



Click on the + to open up the item. Submit updated documentation, as requested, as previously. The status will change to 'Submitted' for the School to review.

The screenshot shows the details page for 'QLD Health Student Deed Poll'. The status bar at the top right contains 'Verified', 'Submitted', and 'Rejected' (highlighted in red), followed by a minus sign (-). Below the status bar, there are icons for chat and attachments. The main content area contains a question: 'Do you have a completed QLD Health Student Deed Poll? If Yes please upload a copy below'. Below the question is a dropdown menu with 'Yes' selected. Below the dropdown is a 'Comments' section with a text area containing the message: 'The Deed Poll form is incomplete. Please complete and resubmit the student deed poll form with witness name and signature.' Below the comments is an 'Attachment' section with a dashed border and the text 'Select or drag a file'. At the bottom of the form are three buttons: 'Submit', 'Cancel', and 'Reset'.