



## INTRODUCTION

---

Dear Exercise and Sports Science/Clinical Exercise Physiology Practicum Supervisor,

Welcome to your Supervisor InPlace Manual. This manual will outline the processes involved in navigating InPlace prior to and throughout your students' placement/s. On InPlace, you will be able to view upcoming placements, access student contact details and confirm your students' timesheets.

Thank you for providing our students with valuable learning experiences.

Regards

A handwritten signature in black ink, appearing to read 'K Shorter', is positioned below the 'Regards' text.

Dr Kath Shorter  
Course Coordinator

**Clinical Placement Office**

Mrs Larissa Lye – Clinical Placement Educator  
Email [exercisepac@une.edu.au](mailto:exercisepac@une.edu.au)  
Telephone: 02 6773 3700

**Course Coordinator**

Dr Kath Shorter  
Email: [kshorter@une.edu.au](mailto:kshorter@une.edu.au)  
Telephone: 02 6773 3338

**School of Science and Technology Administrative Office**

Email: [admin-st@une.edu.au](mailto:admin-st@une.edu.au)  
Telephone: 02 6773 5022



## INPLACE ACTIVATION AND LOG ON

On return of the UNE placement agreement and confirm of students' placement start date/s, you will receive an activation email from InPlace which will resemble the text below. Please navigate to the link supplied and enter your log in details.

Dear Larissa,

Your University of New England (UNE) [InPlace](#) account has now been activated. This account can be used in a variety of ways to manage placement details.

For practicum coordinators and facilitators it will assist in managing placement & student details. Supervisors of health related placements will also be able to use this system to update and confirm student logbook entries and in some cases, complete final placement reports.

To access the website please click on this [InPlace](#) link, click on 'Agencies' and enter the following login details:

Username: LHanlon1  
Password: e5jw+f4l

After you login, you can click on the 'My Details' option to change your password.

If you need to speak to any of our helpful staff, please contact the relevant office as detailed below:

|                               |                |
|-------------------------------|----------------|
| Exercise & Sports Science     | (02) 6773 4089 |
| Psychology                    | (02) 6773 5784 |
| Nursing                       | (02) 6773 3680 |
| Social Work                   | (02) 6773 4324 |
| Education                     | (02) 6773 3898 |
| Pharmacy                      | (02) 6773 2151 |
| Medicine                      | (02) 6773 2758 |
| Environmental & Rural Science | (02) 6773 2347 |

Warm Regards,

UNE Professional Experience Placement Teams  
University of New England (UNE)  
Armidale, NSW 2351

When you have logged in, you will be taken to your InPlace home screen. This will resemble the following:



## VIEWING STUDENT PLACEMENTS

To view your scheduled placements, simply select the Placements Tab. This will take you to a screen resembling the following showing the scheduled and previous students and the start and end date of your scheduled placement.

Home Opportunities Placement Requests **Placements** LHanlon1

### Placements

**FILTER**

Student Name:

Supervised by:

Status:

Experience:

Discipline:

Agency:

Start Date:  →

Include range  Exclude range

| Student    | Discipline                  | Status    | Start/End Date          | Attendance | Experience | Agency    | Course Requirements |
|------------|-----------------------------|-----------|-------------------------|------------|------------|-----------|---------------------|
| John Smith | EXERCISE AND SPORTS SCIENCE | Offered   | 8/07/2019 to 2/08/2019  | 140 Hours  | General    | Rural Fit |                     |
| John Smith | EXERCISE AND SPORTS SCIENCE | Completed | 19/07/2016 to 5/08/2016 | 55 Days    | General    | Rural Fit |                     |
| John Smith | EXERCISE AND SPORTS SCIENCE | Completed | 30/07/2018 to 5/10/2018 | 50 Days    | General    | Rural Fit |                     |
| John Smith | EXERCISE AND SPORTS SCIENCE | Completed | 8/01/2018 to 2/02/2018  | 140 Hours  | General    | Rural Fit |                     |
| John Smith | EXERCISE AND SPORTS SCIENCE | Completed | 7/08/2017 to 25/08/2017 | 15 Days    | General    | Rural Fit |                     |

To view student contact details, simply select the Student Name. This will take you to a screen resembling the following.

< All Student Attendance

**John Smith**  
Rural Fit 19 Jul - 05 Aug 55 of 55 General

**Details** Placement Schedule Assessment Reports (0)

| Student Details                                 | Placement Details   |
|---|---|
| Student Code: 020073604                         | EXSC390 - TRIMESTER 2 (17/06/2016 to 17/10/2016) - OF         |
| Title: MR                                       | Status: Completed   |
| Given Name: SAMUEL WILAN                        | Result:   |
| Surname: ADAMS                                  | Comments: Another two week block at end of August potentially |
| Gender: M                                       | Contacts:   |
| Dob: 16/10/1991                                 |   |
| Email: sadams22@myune.edu.au                    |   |
| Mobile: 0402600776                              |   |
| Phone:  |   |
| Status: Enrolled                                |   |
| Full Time / Part Time: Full time                |   |
| International / Domestic: Domestic              |   |
| Allocation Address Type:                        |   |
| Primary Discipline: EXERCISE AND SPORTS SCIENCE |   |