

## Applying for your Professional Experience Placement

The most relevant and up to date information on [Professional Experience](#) can be found on the Professional Experience page within the Faculty of Education Website

InPlace is our professional experience placement system. Applications and compliance are stored in the student page and we are able to manage our placements from this system.

Please click on the InPlace icon within our [Professional Experience](#) page to login to the placement system.



### Login to InPlace

Please select your account type

**Staff and Students**

**Agencies**

Click on the staff and students tab

Log in with your UTAS email address and password.

The first time you log in you will be presented with terms and conditions which you will need to accept prior to continuing.

You will then find yourself on the InPlace homepage – which will show you important summaries, information and alerts.

Click on My details

Check your personal details and make sure they are all up to date. If there are errors, you need to fix them – not in InPlace but through [eStudent](#), which will update your changes overnight.

You can then navigate to the Student Placement Form as you work down the page.

## Emergency Contact Information

Enter the name, address, contact number and relationship of your emergency contact.

## Car and Transport

Car Access – Do you have access to a car – Yes or No

Drivers Licence – If you have a drivers licence select the type of licence you hold

## EDU Compliance

The applicable clearances all need to be uploaded on InPlace as you apply for placement. Once uploaded a member of the professional experience team will verify your documentation.

- ALL students must complete the [Safety in Practice Agreement form](#)  
Once you have completed your form please save a copy to your computer and upload to InPlace
- TASMANIAN Students need to upload [TRB Student Good Character Determination](#)
- TASMANIAN Students need to upload [Department of Justice WWVP Card](#)
- INTERSTATE Students need to ensure they have all the requirements for a placement within their state as stated on the Professional Experience Website – upload where possible – if you have more than one requirement please email copies to [Professional.Experience@educ.utas.edu.au](mailto:Professional.Experience@educ.utas.edu.au) where a member of staff will be able to verify your documentation

## Education Preference Form

- Tasmanian students - need to select three regions from the drop down list in order of preference.
- Interstate students - need to complete this section add in either school preferences or suburbs that would be preferable for a placement. We will contact you via your UTAS email account should we have difficulty confirming a placement in close vicinity of your nominated suburb for placement.

### Conflict of Interest

If you have any conflicts of interest i.e. you work at, your child attends, your spouse or parents work at a school or centre you must record this.

Volunteer work is not considered a conflict if you do not have children or a close family member at the school. Volunteering can often be a good place to confirm a placement should you wish us to approach that setting. This field can be left blank if you have nothing to disclose.

### Application Comments

Please note in this section anything of importance in relation to your placement.

If you are a **Master of Teaching** student this is where you would note your specialisations. This field can be left blank if you have nothing to disclose.

### Religious Setting

If you have a religious preference you can fill this out, otherwise this field can be left blank.

### PEIRS placement

PEIRS is [Professional Experience in Isolated and Rural Schools](#) program is only offered to students completing their final placement. Only graduates can apply for a PEIRS placement - so please disregard this unless you are a graduating student and will be completing your final placement.

**You have now recorded your preferences for placement!**

If you have any questions please email [Professional.Experience@educ.utas.edu.au](mailto:Professional.Experience@educ.utas.edu.au)