

Work Integrated Learning (WIL)

Federation University compulsory NCP requirements

As a Federation Business School student, some of your WIL courses may have a placement component. The New Colombo Plan (NCP) overseas study tour is considered a placement course. This flyer outlines important administrative information regarding your placement.

What you need to do now...

Upload all compulsory documentation to InPlace, our student placement system (<https://inplace.federation.edu.au/>). Go to **'Federation University homepage'**, **'Students'** link then **'Student Placement'** link and enter your **Student ID** and current **Federation University Password**.

All students must have the following documents completed and uploaded to InPlace. Click the User Account Menu and go to your 'My Details' page ASAP to complete the 'To Do' list. We will NOT be able to book flights, accommodation and the like PLUS you will NOT be able to commence your placement until the following documents are uploaded and verified in InPlace.

Compulsory Documentation:-

1. NCP Acceptance of Government Grant form

Please complete the Acceptance of Grant New Colombo Plan form relevant to your study tour and upload this to InPlace. We cannot utilise the grant without your permission.

2. Overseas Placement Agreement

Complete the Overseas Placement Agreement (all 5 pages merged into one PDF document) and return the document to business.wil@federation.edu.au. We will organise for the Deputy Vice Chancellor/Delegate to sign on Federation Universities behalf and upload to InPlace on the students' behalf.

Students are not covered by insurance and unable to commence placement until enrolled in the relevant placement course/s and the Placement Agreement has been signed off by all parties.

3. Australian Passport

Ensure you scan and upload a copy of your current Australian Passport (with at least 6 months validity after your scheduled return date) to InPlace ASAP. Flights cannot be booked until the University has a copy of this and your Overseas Placement Agreement.

4. Medical Declaration and Reasonable Adjustment Form

The Medical Declaration and Reasonable Adjustment document is accessible on InPlace and must be completed ASAP (look in your 'To Do' Items for the link). Alternatively there is a hard copy in your 'Shared Documents'.

5. Consent Form: Hold and Release Student Information Form

Ensure you have a signed consent form uploaded to InPlace. To obtain a copy of the document:-

- go to 'Shared Documents' folder in InPlace (top right hand side of screen).
- download 'Consent Form' and save the file to your computer.
- complete and sign the form either digitally or manually and upload to InPlace.

6. OH&S Excursion Report & Consent Form for Students over 18 Years

Ensure you have a completed Excursion Health Report uploaded to InPlace. Go to 'Shared Documents' to obtain a copy of the document.

7. Enrol in BUEXC3504 International Exchange Study 3.4 course (15 CP)

This New Colombo Plan (NCP) course has class permissions so the Federation Business School will organise the enrolment with Student HQ on the students' behalf.

8. Overseas Tourist Visa

Visas are required for entry into certain countries. The WIL Administrator will advise which NCP overseas study tour requires which visa. This should be obtained at least 6 weeks prior to departure and a scanned copy of the visa uploaded to InPlace.

Please be mindful that some visas are only valid for 3 months and can take a few weeks to be issued. Flight and accommodation details will need to be provided during your overseas visa application stage.

9. NCP cross cultural pre-departure online training

Students need to register themselves via the following link - https://ncppredeparture.learnupon.com/users/sign_up. When asked **'What format of training are you completing?'** please select **"ONLINE"**. Once you have completed the program, you will need to download a copy of the Certificate of Completion and upload it to InPlace.

10. Smartraveller – subscription to alerts

All students going overseas as part of their studies are strongly encouraged to subscribe to Smartraveller alerts - <https://www.smartraveller.gov.au/consular-services/subscribe>. This free service provides travellers with updates, news and advice on individual or all destination/s.

Problem uploading documents?

- Ensure you are using Google Chrome or Firefox (not Internet Explorer).
- If you have any issues with InPlace, click 'Control+Shift+Delete' to clear your computers cache and cookies then log back in.
- It is best to scan documents rather than take photos. If you don't have a scanner at home, you can use the scanner in the library (the staff will even show you how to use it).
- Document upload issues are most likely because the file is too large (often the case if trying to upload a photo). Only files smaller than 16MB can be uploaded into InPlace. To reduce the size of a PDF, you might need to compress your file and then upload. InPlace recommends <https://smallpdf.com/> as a useful tool for doing this.
- Also remember you can only upload one document per section, to merge PDF pages right click on the document and follow the prompts to 'Combine files' in Adobe Acrobat.

Still having problems with InPlace try:

- [InPlace student information](#)
- You can also submit a request for assistance via servicedesk.federation.edu.au, or you can contact ITS on **1800 FED UNI** (1800 333 864).
- The InPlace User Guide is available on the Federation Business School Website: <https://federation.edu.au/schools/federation-business-school/student-resources/work-integrated-learning>

If after checking the links above you have any queries about Work Integrated Learning or InPlace, please email business.wil@federation.edu.au and include **your Name, Student ID, Program Code** in the subject line of your email.

The Tour Leader in charge of this overseas study tour will contact you regarding the Academic requirements of this course including Course Outlines, Course Descriptions, Moodle, assessments, resulting etc...

School Services will contact you regarding the travel arrangements including Flights, Accommodation, EFT forms etc...

Good luck and we hope you enjoy your Work Integrated Learning experience!