

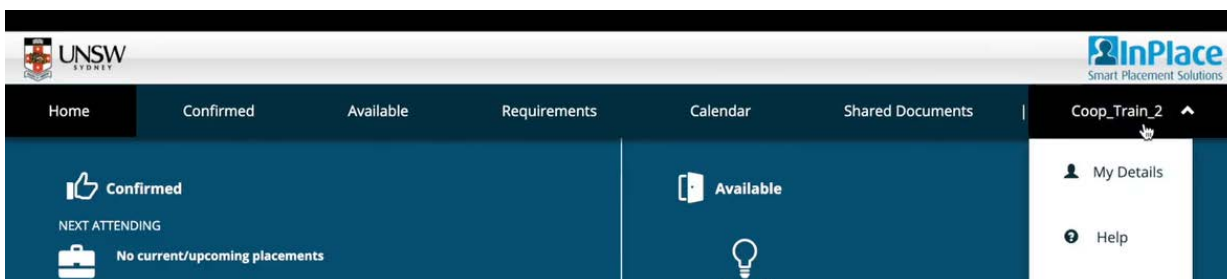


Expression of Interest and Application Process

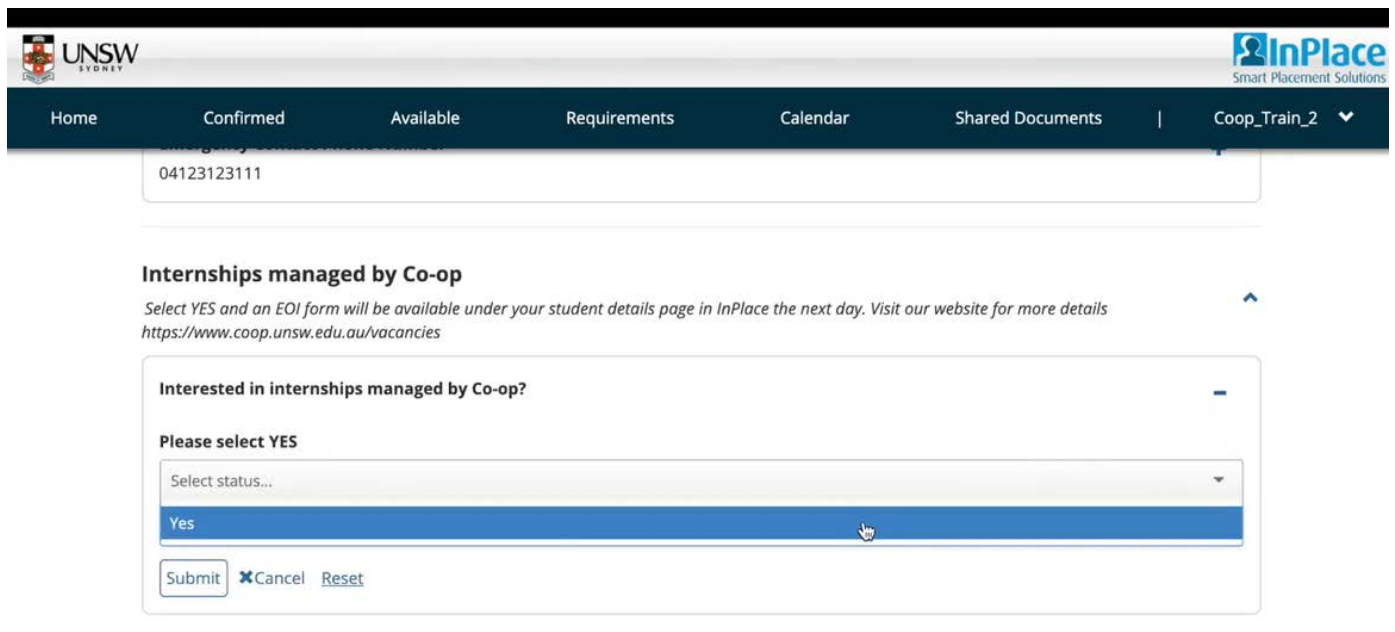
Step 1: Register your interest for internships managed by Co-op

Log into InPlace using your zID at: <https://placements.unsw.edu.au>

Go into your 'My Details' section under your username (top right of screen).



Under the 'Internships managed by Co-op' section, select YES and an EOI form will be available on this page the next day.



In the meantime, you can prepare your responses to the application questions (see page 3) you will need to upload for the EOI. You will also need contact details for 2 referees.

Visit InPlace the next day and enter your details in the 'Internships managed by Co-op: EOI form' section.

Step 2: Expression of Interest form

1. The day after you click Yes to register your interest, go into your 'My Details' to update the 'Internships managed by Co-op - Expression of Interest Form' sections

The screenshot shows the 'Expression of Interest Form' in the InPlace system. The form is titled 'Internships managed by Co-op: Expression of Interest Form'. It is divided into two sections: 'Section 1 Areas of Interest' and 'Section 2 Education'. Section 1 contains four expandable boxes for 'Business', 'Engineering', 'Science', and 'Arts, Design and Architecture', each with a plus sign. Section 2 contains a box for 'Current Degree/Major' with a red asterisk and a minus sign. The top navigation bar includes 'Home', 'Confirmed', 'Available', 'Requirements', 'Calendar', 'Shared Documents', and 'Coop_Train_2'.

2. You can also access this section via the 'To Do' section of your Homepage
3. Complete each section and hit 'Submit'. Please select n/a for the faculties that are not relevant to your interests.
4. Once all sections are completed and submitted, this will be passed on to UNSW Co-op for review.

Step 3: Apply for internships managed by Co-op

1. Check that your EOI form is verified. Contact Co-op (cooprog@unsw.edu.au) if your EOI has not been verified and there is less than 24 hours before applications close. If your EOI form is rejected, edit the appropriate fields and resubmit the form.
2. Once verified, you can view available internships through the 'To Do' list or 'Internships' on the homepage.
3. Navigate to the internship you want to apply for and click 'Apply now'
4. Enter application details
 - Preferences (if applying for more than 1 internship)
 - Documents (CV, academic transcript and application questions 6 & 7 - download template from **Shared Documents**)
5. Submit application

Additional Information

Once applications close and all applications have been reviewed, you will be advised of the outcome by the Co-op team. You can also check InPlace for progress on the EOI and any new internship opportunities.

Any questions or assistance with InPlace please email: cooprog@unsw.edu.au

Internships managed by Co-op - Expression of Interest Form Questions

NOTE: Limits specified for each question are character limits, not word limits. Please ensure that you check your response is within the character limits specified by Co-op (e.g. 1000 character limit), not the 4000 character system limit. You can use Microsoft Word or similar programs to check.

Question 1:

Outline your involvement and achievements in university, high school, community, or other organisation and tell us the most important things you gained or learned from these activities. Do not just provide a list of dot points. [1000 character limit]

Question 2:

What do you regard as your strengths and areas for improvement? [1000 character limit]

Question 3:

Tell us about a situation where you were effective as a leader and/or as a team player. e.g. Describe how you significantly influenced others, or contributed to the effective operation/successful outcome of a situation or team. [1000 character limit]

Question 4:

Drawing on your experience or involvement in a part-time job, community or school activity, describe how you overcame a challenging situation and what you learnt from the experience. [1000 character limit]

Question 5:

Describe an achievement in the workplace and/or designing, building, programming or creating something. Your example might relate to recent work experience, a part time job or a major non-school based project you have undertaken. You might choose to highlight your creativity; the ability to see alternatives; come up with many varied or original ideas; or willingness to try/learn new things. [1250 character limit]