

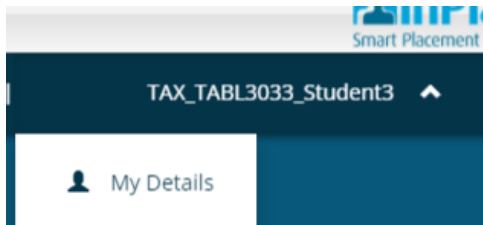


Student - Tax Clinic Expression of Interest

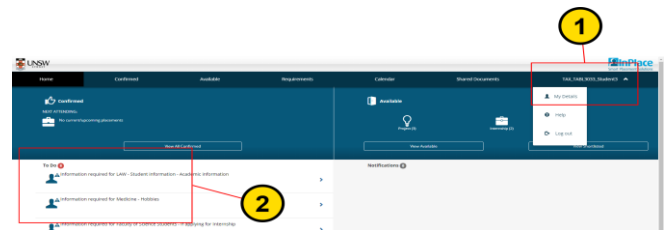
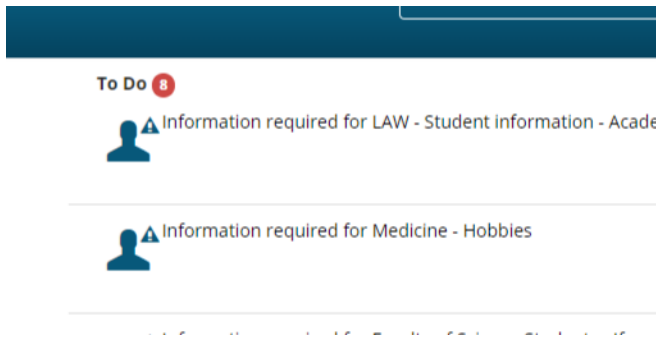
- Once you have logged into InPlace using your zID at; <https://placements.unsw.edu.au>
- Go into your **'My Details'** section under your username to update the **'Tax Clinic - Expression of Interest for Enrolment'** section (please note, complete each section and hit 'Submit')
- You can also access this section via the **'To Do'** section of your Home page
- Once all sections are completed and submitted, this will be passed on to UNSW Staff for review.
- You will be advised of the outcome but can also check InPlace for progress on the EOI and any future Placements.
- You will be able to view any **'Confirmed'** Placements in InPlace and complete further information as needed.
- Any questions or assistance with InPlace please email; inplace@unsw.edu.au

Student Home Page

- 1 Access the Tax Clinic EOI as well as your student details by clicking on **My Details** under your username in the top right hand corner of the Home Page.



- 2 Any action or **'To Do'** items will also appear on your Home Page. This is where you may also see the Tax Clinic EOI Form advertised. Click on any To-Do item to go straight to the form.



Complete Tax Clinic EOI Form

- 3 Click on the + in each section to complete the section. You will need to **Submit** each time for each section.

Tax Clinic - Expression of Interest for Enrolment
Please fill all the fields in this section for Enrolment into TABL3033/TABL5933

Term Selection +
Term 3

Tax Clinic - Expression of Interest for Enrolment
Please fill all the fields in this section for Enrolment into TABL3033/TABL5933

Term Selection +
Term 3

Category Selection +
Client Interaction, Community Education

Motivations +
Helping others

Skill set +
Confidence, Tax Skills, Communication

Prerequisite +
No

LinkedIn +
www.linkedin.com/rajeshv

Progression check +
Yes

EOI Form Status

- 4 At the conclusion of the Tax Clinic EOI Form, you will see its Status. In this example it has been **Submitted** to a UNSW Staff member to verify.

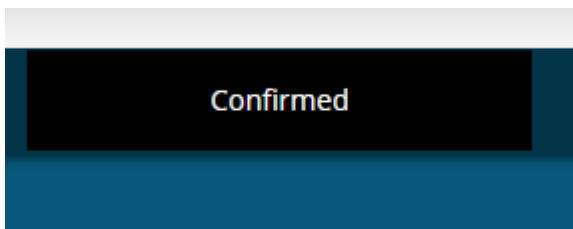
Verified Submitted Rejected

Aforementioned process agreement +
Yes I accept

Verify Submitted Rejected +

Confirmed Placements

- 5 On your Home Page, you can also go to the **Confirmed** tab to view any of your Confirmed Placements. Click on the Placement for more detail.



UNSW SYDNEY

Home Confirmed Available Requirements

Confirmed

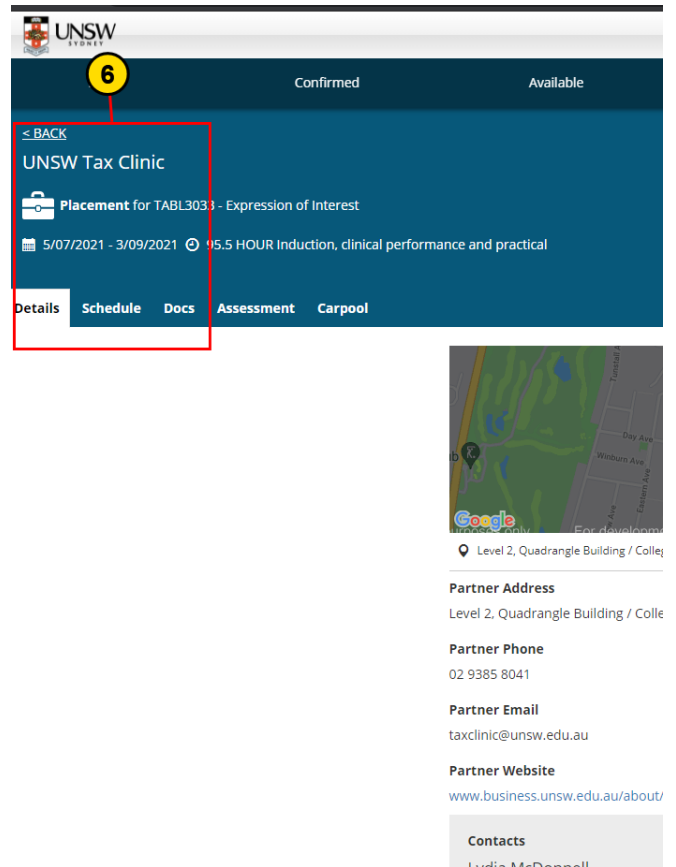
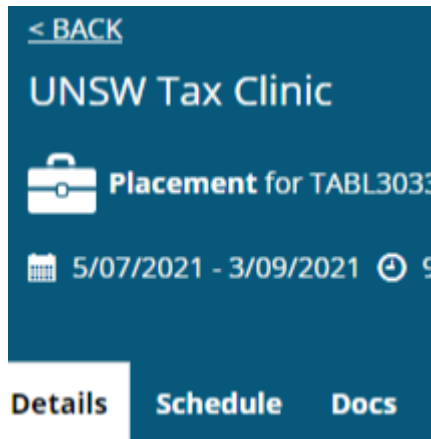
View by status
view by status

1 results of 1

Name	Type	Per
UNSW Tax Clinic	Placement	5/0

Placement Details

- 6 Once confirmed, you can click into the Placement to view more information.



Additional Placement details

- 7 You may need to add further information to your Placement detail. In this case, the Tax Clinic requires some Declarations to be completed.

Tax Clinic - Declarations

Student Submissions

Confidentiality Declaration *

No

Working from Home Declaration *

No

Appearance Release Declaration *

No

Additional Placement Details

Global Fields

Trip Details

Trip ID

Tax Clinic - Declarations

Student Submissions

Confidentiality Declaration *

No

Working from Home Declaration *

No

Appearance Release Declaration *

No