

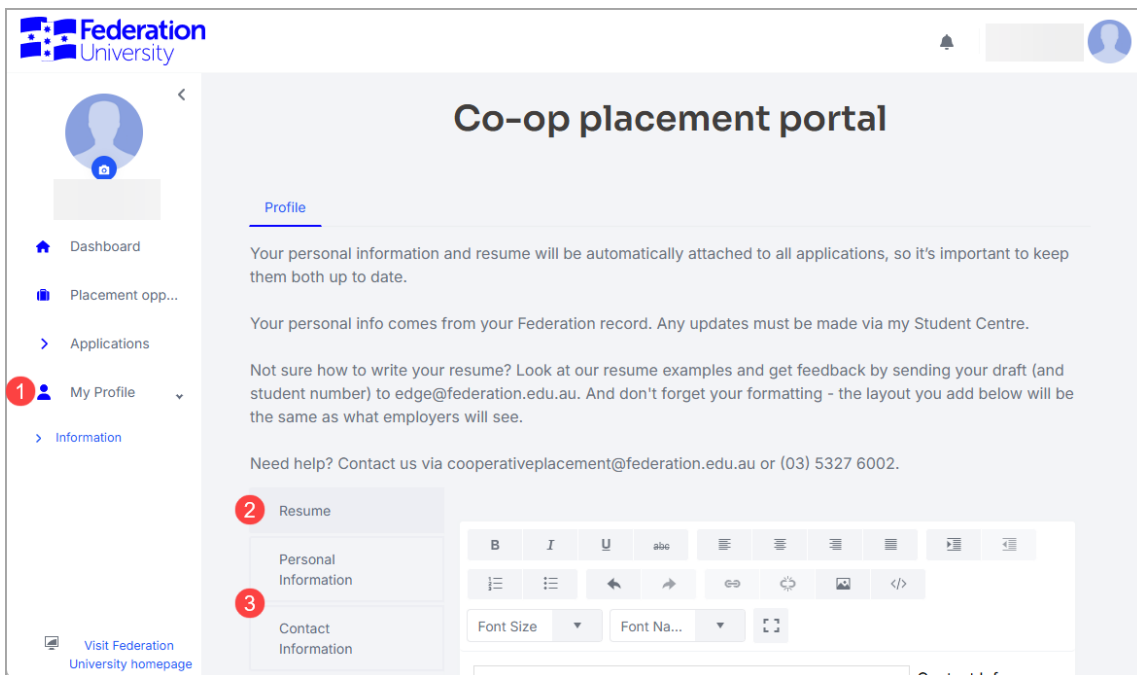
# Co-op Placement Portal

## Applying for a placement opportunity

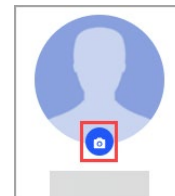
This guide will step you through applying for a placement opportunity in the Co-op Placement Portal and viewing your applications.

Before applying for your placement:

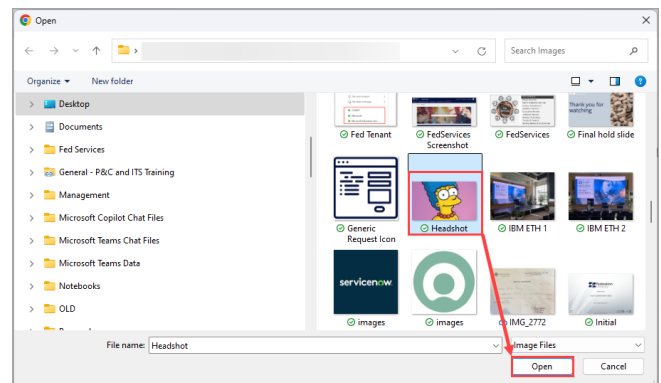
1. Select My Profile then Information on the left-hand side of the screen.
2. Upload or update your resume. You can copy and paste your resume from a Microsoft Word document and make any formatting changes in the HTML editor.
3. Check your personal information and contact information, if your personal or contact information is incorrect, please amend in [My Student Centre](#) before submitting any applications. This is important as your personal information and resume will be automatically attached to all applications.



4. You can upload a profile picture by clicking on the camera icon under the avatar image.

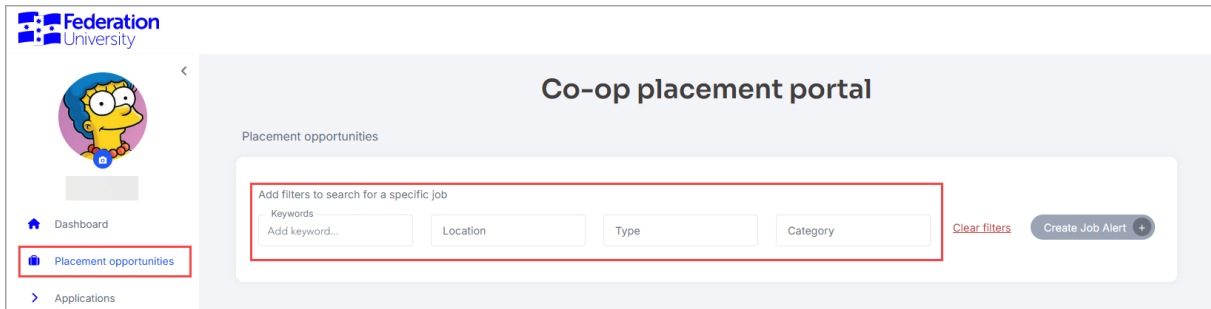


5. Browse for a profile picture saved to your device and select **Open**.

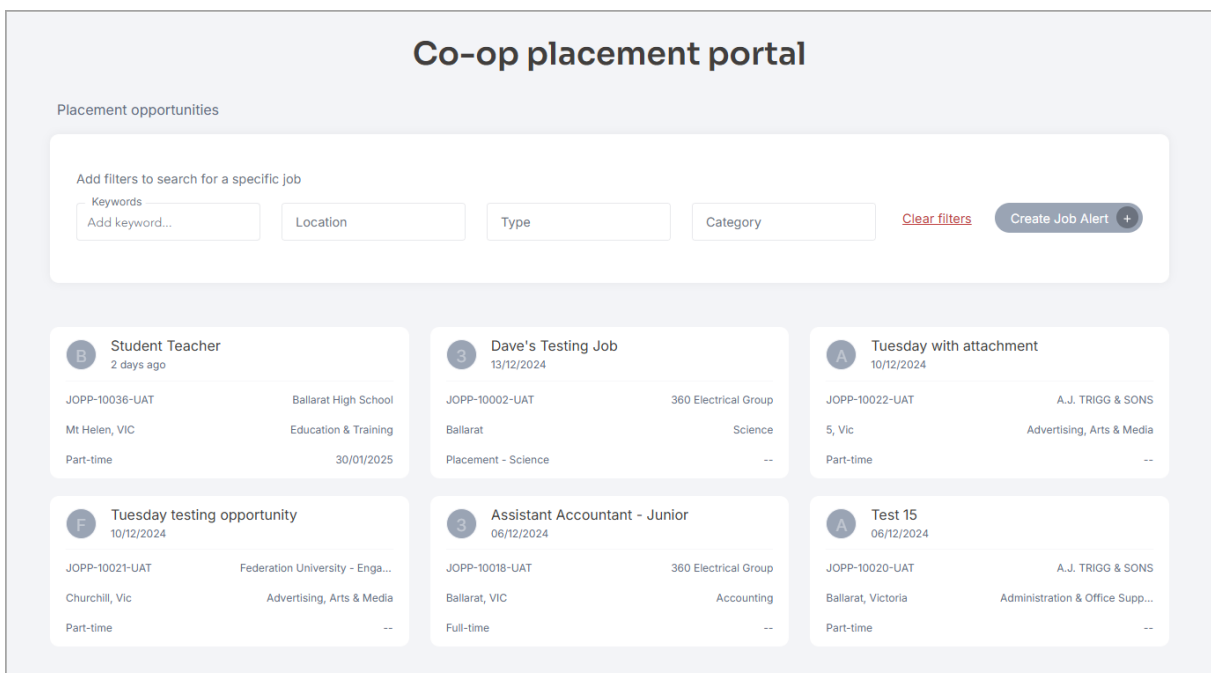


To apply for a placement opportunity:

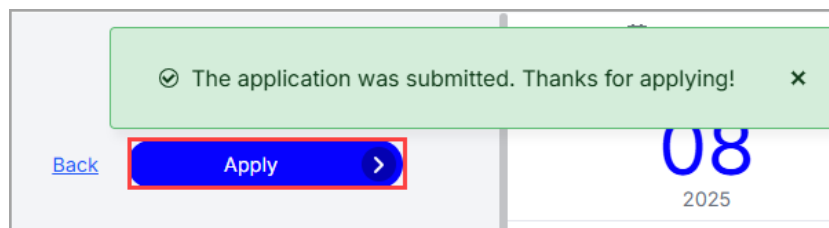
1. Select **Placement opportunities** on the left of the screen. From here you can filter opportunities by **keyword, location, type or category**.



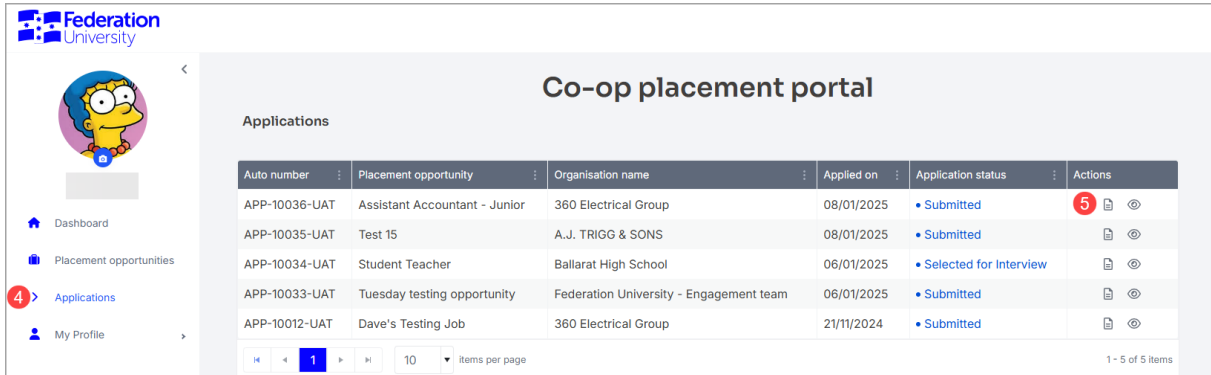
2. Click on the placement opportunity you want to apply for



3. Read through all of the information included in the Position Description carefully to ensure the opportunity meets your course requirements. The disciplines listed will help determine suitability. Once you are happy, select **Apply**. You will see a pop up saying that your application has been submitted, you will also receive an email confirming your application.



- It is recommended that you attach a role specific cover letter to the application. To do so select Applications from the menu on the left-hand side of the screen, then
- Select the file icon to the right of the application.



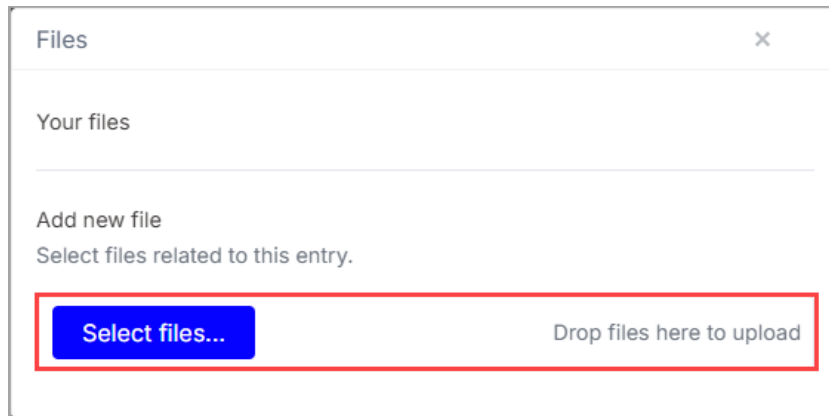
**Co-op placement portal**

Applications

Auto number	Placement opportunity	Organisation name	Applied on	Application status	Actions
APP-10036-UAT	Assistant Accountant - Junior	360 Electrical Group	08/01/2025	Submitted	5 [File] [Eye]
APP-10035-UAT	Test 15	A.J. TRIGG & SONS	08/01/2025	Submitted	[File] [Eye]
APP-10034-UAT	Student Teacher	Ballarat High School	06/01/2025	Selected for Interview	[File] [Eye]
APP-10033-UAT	Tuesday testing opportunity	Federation University - Engagement team	06/01/2025	Submitted	[File] [Eye]
APP-10012-UAT	Dave's Testing Job	360 Electrical Group	21/11/2024	Submitted	[File] [Eye]

1 - 5 of 5 items

- Browse for the files on your device or drag and drop them into this space to attach them to your application.



**Files**

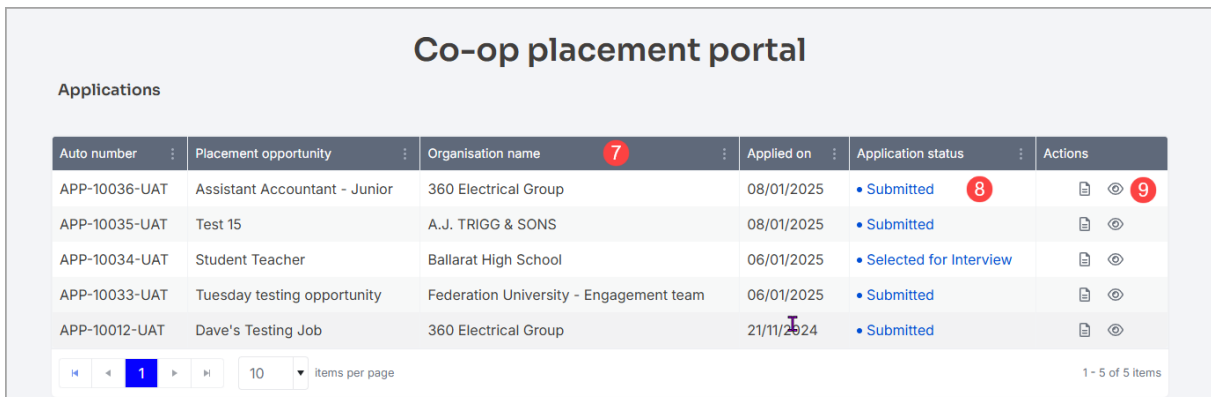
Your files

Add new file

Select files related to this entry.

**Select files...** Drop files here to upload

- You can sort your applications by clicking on the headings at the top of each column.
- While you can't edit an application after it has been submitted, you can use this screen to see the application status, and
- To see the application details.



**Co-op placement portal**

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