

## InPlace – Self Placement User Student Guide (Human Services)

The InPlace Self Placement form is a tool that allows you to provide your placement details via a single online form. Whilst the terminology within InPlace refers to Self Placement, your placement will be sourced by the Placement Establishment Academic (PEA).

Once you have completed the Self Placement form the WPL Team will review and assign your self placement form to a PEA for sourcing. The PEA will communicate with you on the progress of your placement arrangements.

The Workplace Learning subjects begin in Session 60 which commences in July each year.

### Workplace Learning Subjects

- WEL232 – Work Place Learning in Human Services 1

- WEL324 – Work Place Learning in Human Services 2

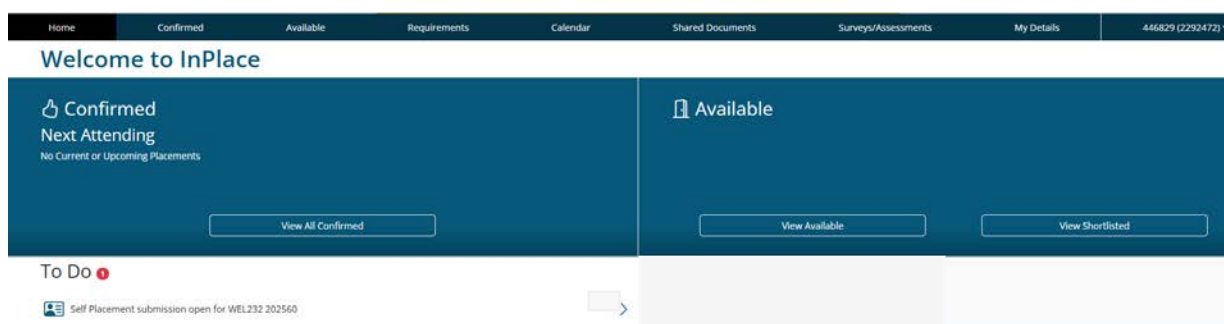
**PLEASE DO NOT CANVAS YOUR OWN PLACEMENT OR APPROACH ANY PLACEMENT SITE.**

### Submitting your Self Placement form:

1. Please ensure that you are enrolled in your Workplace Learning subject.
2. Access to InPlace will take approximately 48-72 hours for your student enrolment to migrate across.

*The example below shows the Self-Placement submission for WEL232 20260 subject.*

3. Login to InPlace: <https://myworkplacelearning.csu.edu.au/> (login with your Charles Sturt username and password. Once logged into the InPlace system scroll to the “TO DO” items on the home screen.
  - **Click** the Self Placement submission link displaying the subject code of your enrolled subject. The link will open to the “Self Placement Form”





## Self Placement

HCS525 2025 Placement Strand

### Placement Requirements

Direct, Indirect, Mixed 500 Hours Required - 0 Hours Filled

### Instructions

Human Services

**ALL PLACEMENTS ARE NEGOTIATED BY THE UNIVERSITY.**

#### Placement Instructions:

1. 'Self Placement' **DOES NOT** refer to students sourcing their own placement.
2. All fields with an (\*) must be completed before pressing Submit.
3. You can save changes to leave and come back, and press submit when all fields marked with (\*) are provided.
4. Once submitted, the Self Placement form cannot be changed. If changes are required, please contact the Workplace Learning Team by email [FOAE-WPL@csu.edu.au](mailto:FOAE-WPL@csu.edu.au)
5. Please watch your email - the Workplace Learning Team will contact you by email if further information is required.
6. PPA Strand Placements only; if Approved for PPA strand refer to the student user guide located in the Shared Documents tab on your InPlace Home screen.

### Placement Details

#### Duration

Experience

Indirect

Placement Duration \*

200

Unit

Hour

Add Experience

#### Weekly Placement Roster

Add Weekly Shift Pattern

### Agency Details

Agency Name \*

### Additional Details

Comments

Leave Blank

- 4 Upload the mandatory compliance documentation.
  - a. National Police Check
  - b. Resume

Experience  
Placement  
Duration & Unit will  
default

DO NOT CHANGE

Enter TBA in  
Agency Name



## HS ONLINE PLACEMENT APPLICATION

### STUDENT COMPLIANCE

#### National Police Check (NPC) \*

National Police Check (FOAE)

No

Expiry

day/month/year

Attachment \*



Drag and drop files here or [Browse](#)

#### HS: Student: CV/Resume \*

Upload a copy of your CV/Resume

Comments (Maximum 4000 characters)

Attachment \*



Drag and drop files here or [Browse](#)

#### Social Work Agreement Type

Select agreement type

Comments (Maximum 4000 characters)

WPLO Office Use

#### Place of Work

Will this placement be at your place of work? (If Yes, ask your PEA for an Agency Agreement & Proposed Work Plan form)

WPLO Office Use

### Working With Children Check Clearance

#### Working With Children Check.

Working with Children Check

Comments (Maximum 4000 characters)

Attachment



Drag and drop files here or [Browse](#)

#### Working With Children Check Reference Number.

Working With Children Check Reference Number Required

Working with  
Children  
Check  
OPTIONAL

Only upload  
for the state  
that you are  
intending to  
undertake  
your  
placement



**Health  
Compliance  
OPTIONAL**


Health Compliance

**Health Compliance Documents (NSW)**

Health Compliance Documents (NSW)

Comments (Maximum 4000 characters)

**Attachment**

 Drag and drop files here or [Browse](#)

Placement Establishment Academic (WPLC or PEA) Allocation Details

**Placement Establishment Academic Allocation**

The Workplace Learning Coordinator will allocate you a PEA prior to the start of session

**Students continue to complete**

Student Information (Students to complete)

**Previous Placement**

Please indicate what your previous placement experience was

**Graduation**

Are you planning to be eligible to graduate this year?

**Driver's Licence \***

Do you have a current driver's licence?

**Towns \***

Please list areas or towns and the number of days available for placement.

**Preferred fields of practice**

What are your preferred fields of practice for this placement?

**Agency Contacts**

PLEASE NOTE: DO NOT CANVAS YOUR OWN PLACEMENT, THE UNIVERSITY WILL DO THIS ON YOUR BEHALF. Do you have any information about possible placements? E.g. Agencies, Contacts - Please provide information below

**Non preferred fields of practice**

Are there any fields of practice areas that you DO NOT wish to go to? E.g. Children's services

**Disclosure of Health Information \***

Do you have disability, health or other condition which may impact on your participation requirements of workplace learning?

**CSU Accessibility and Inclusion \***

If you answered Yes to the question above, have you utilised CSU's Accessibility and Inclusion Service?

**Comments:**

Please disclose the disability or condition below and what reasonable adjustments or support you may need?

**CSU Accessibility and Inclusion Study Access Plan:**  
Please upload your study access plan from CSU Access and Inclusion

No

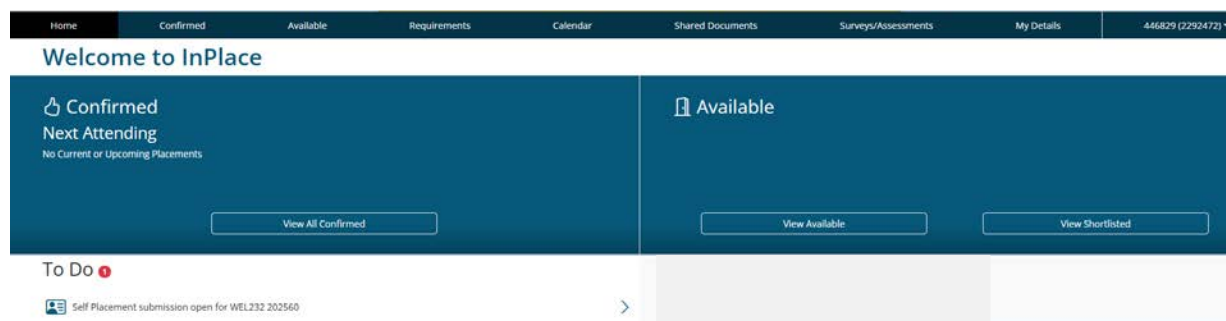
**Attachment**

Drag and drop files here or [Browse](#)

**Equity, Diversity and Inclusion:**  
Is there anything you would like us to know about you when planning your placement?

**STUDENTS ARE TO STOP HERE & SUBMIT** (PEA to complete the rest of the form)

5. **Select the Submit button on the bottom of the form.** Your form will move to a pending status for review by the Workplace Learning Team.
6. When you have successfully submitted your Self Placement form, you will return to the **Home** page and your submission will appear in the **To Do** list. You will see that 1 application has been submitted.



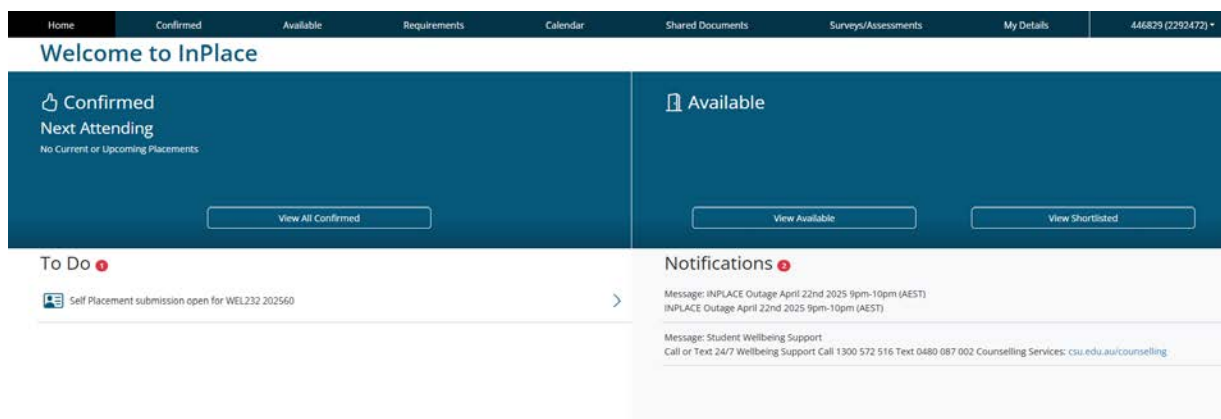
**Only submit one form.**

7. If you need to add information to your form after submission, please contact the Workplace Learning Team via [FOAE-WPL@csu.edu.au](mailto:FOAE-WPL@csu.edu.au) who will move your form back to an Incomplete status allowing you to add additional information.
8. Once the WPL Team receive your completed Self Placement Form, you will be allocated a Placement Establishment Academic (PEA). Our PEAs will communicate with you on the progress of sourcing your placement via Inplace in the coming months.

Please allow at least 10 working days to allow the WPL Team to update your Inplace records.

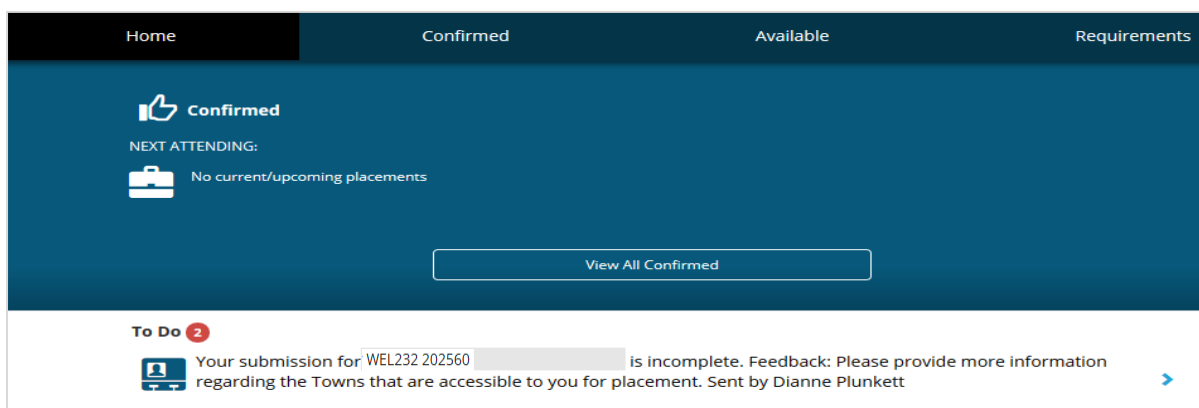
### Tracking your Registration

1. The easiest way to track what is happening with your registration form is through the **To Do and Notifications** list which will appear on the **Home** page after you have submitted or saved a draft of your registration.



The screenshot shows the InPlace Self Placement dashboard. At the top is a navigation bar with links: Home, Confirmed, Available, Requirements, Calendar, Shared Documents, Surveys/Assessments, My Details, and a user profile icon. Below the navigation bar is a 'Welcome to InPlace' header. The main content area is divided into two columns. The left column is titled 'Confirmed' and 'Next Attending', showing 'No Current or Upcoming Placements' and a 'View All Confirmed' button. The right column is titled 'Available' and shows 'View Available' and 'View Shortlisted' buttons. Below these columns is a 'To Do' section with a notification: 'Self Placement submission open for WEL232 202560'. To the right of the 'To Do' section is a 'Notifications' section with two messages: 'INPLACE Outage April 22nd 2025 9pm-10pm (AEST)' and 'Message: Student Wellbeing Support'.

2. Your registration from will stay in the **To Do** list and display updates as your arrangements progress. You can also email [FOAE\\_WPL@csu.edu.au](mailto:FOAE_WPL@csu.edu.au) if you have any queries.
3. You may receive an email notification requesting an action in the **To Do** list which links to your self placement form. Click on the link to provide the requested information.



The screenshot shows the InPlace Self Placement dashboard with a focus on the 'To Do' section. The navigation bar at the top includes Home, Confirmed, Available, and Requirements. The main content area is divided into two columns. The left column is titled 'Confirmed' and 'Next Attending', showing 'No current/upcoming placements' and a 'View All Confirmed' button. The right column is titled 'Available'. Below these columns is a 'To Do' section with a notification: 'Your submission for WEL232 202560 is incomplete. Feedback: Please provide more information regarding the Towns that are accessible to you for placement. Sent by Dianne Plunkett'. The notification includes a blue arrow icon and a right-pointing chevron.