InPlace – Self Placement User Student Guide (Placement Strand)

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).

The Placement Establishment Academics (PEAs) will communicate with you on the progress of your placement arrangements. 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 Field Education subjects begin in Session 1 each year, and most are year-long subjects. Placement starts at various times throughout the year, depending on each students individual circumstances and agency availability. Please note that you will not be commencing placement until you have also successfully completed Assessment 1, Worksheet and Orientation Plan. Please complete the Self Placement form as soon as possible as part of your overall placement arrangements.

Field Education subjects are year-long.

- HCS323 – Social Work Field Education 1
- HCS411 – Social Work Field Education 2
- HCS525 – Social Work Field Education 1
- HCS526 – Social Work Field Education 2

Session 1 only (Final year students and graduate mid-year)

- HCS424 - Social Work Field Education 2
- HCS524 - Social Work Field Education 2

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

Field Education 1 students do not commence until after **APRIL** of their year-long enrolment.

This Quick Reference Guide will show you how to complete this online form.

Submitting your Self Placement form:

1. Please ensure that your enrolled in your Field Education subject.
2. Access to InPlace will take approximately 48-72 hours for your student enrolment to migrate across.
3. Login into InPlace: https://myworkplacelearning.csu.edu.au/
4. The **Home** page will display:
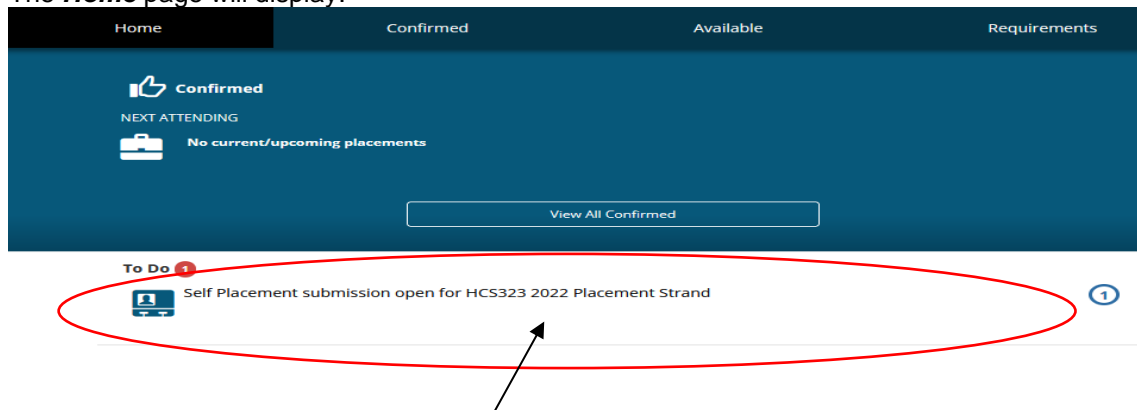
5. To access the online registration form, click on the **Self Placement Submission** link located in the **To Do** list. The **Self Placement form** will display. Once the form has opened you will need to use the scroll bars on the right-hand side of the screen to scroll down the page.

> **Note:** All mandatory fields on the **Self Placement** form must be completed. These fields are indicated by a red asterisk as can be seen here.
>
> **Agency name** *
>
> Fields that have a red asterisk must be completed prior to submitting the Self Placement form. If any of these fields are left blank the form will not submit. The form will move from "Draft" to "Pending" status and the WPL Team will commence review of your submitted form. The Self Placement form can only be moved back to an editable "Incomplete" status by the WPL Team. Further edits to the form post submission by student requires you to contact the WPL Team for assistance via email _FOAE-WPL@csu.edu.au_

Please follow this example of the Self Placement form

Displays the allocation group name (which usually contains the subject/course that the placement relates to)

HCS323 2022 Placement Strand

200 - 500 HOUR Indirect

Direct, Indirect, Mixed - 200 to 500 Hours Required - 0 Hours Filled

0%

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
5. Please watch your email - the Workplace Learning Team will contact you by email if further information is required.
6. Social Work/Human Services InPlace user guide – insert link – use this guide to complete the Self Placement form.

Placement details

Period

Start ❓   End ❓

Leave the **Start Date** and **End Date** blank – these will be completed by your PEA

Duration

Experience   Duration *   Unit

Indirect   500   HOUR   ✗

+Add another experience

Weekly placement roster

+Add another weekly shift pattern

These will default to values in the system, your PEA will make any changes to these if necessary

Agency details

Agency name *

TBA

Enter **TBA** in **Agency name** as this will be completed by your PEA once the placement has been confirmed

Address

Country ❓

AUSTRALIA

State ❓

Leave these fields blank

Street number and name ❓

Suburb ❓

Post Code ❓

Agency contact details

Given name *

TBA

Click on *the Question Mark* icon to reveal help on how to complete the field

Surname ❓

Business phone *

TBA

Enter **TBA** in the **Given name** and **Business phone** fields as they are mandatory fields

Mobile phone

Business email *

Enter **FOAE-WPL@csu.edu.au** in the email fields

Confirm email *

Contacts

Contact person is the placement supervisor

Given name ❓

Leave the **Supervisor contact** section blank as they will be completed by your PEA once your placement has been confirmed

Surname ❓

Business phone ❓

Mobile phone ❓

Business email ❓

Confirm email

Mandatory compliance documents (ensure that you select from "Yes/No" drop down option and attach your documents for each applicable field)

Student Compliance

National Police Check (NPC)

National Police Check (FOAE)

No	▼

Expiry

	📅

Attachment

> 📄 Select or drag a file

Upload your National Police Check, Resume/CV and Working With Children Check.

CV/Resume *

Please upload a copy of your CV/Resume *

Select status...	▼

Reference Number

Comments (Maximum 4000 characters)

Attachment *

> 📄 Select or drag a file

NSW Working With Children Check (WWCC)

NSW Working with Children Check - Please enter the 11 digit reference number (Maximum 4000 characters)

Reference Number

Only upload your Working With Children Check for the State that you are intending to undertake your placement

Comments (Maximum 4000 characters)

Attachment *

> 📄 Select or drag a file

ACT Working with Vulnerable People Check (WWVP)

ACT Working with Vulnerable People Check (FOAE)

Select status... ▼

Comments (Maximum 4000 characters)

Attachment

📄 Select or drag a file

Victorian Working with Children Check

Victorian Working with Children Check (FOAE)

Select status... ▼

Comments (Maximum 4000 characters)

Attachment

📄 Select or drag a file

Queensland Blue Card (BC)

Queensland Blue Card (FOAE)

Select status... ▼

Reference Number

Comments (Maximum 4000 characters)

Attachment

📄 Select or drag a file

Working with Children Check - Other states

Working with Children Check - States not listed above

Select status...   ▼

Reference Number

Comments (Maximum 4000 characters)

Attachment

📄 Select or drag a file

Health Compliance Documents (NSW)

Health Compliance Documents (NSW)

Select status...

Comments (Maximum 4000 characters)

Attachment

📄 Select or drag a file

Health Compliance Documents (Other States)

Health Compliance Documents (Other States)

Select status...   ▼

**Comments** (Maximum 4000 characters)

Attachment

📄 Select or drag a file

Students will be directed to upload COVID-19 documentation in accordance with the relevant State Health Department guidelines – REMOVED FROM STUDENTS VIEW AT THIS TIME

COVID Booster

Enter the details of your latest COVID Booster and upload either your COVID-19 digital certificate or your Australian Immunisation Record as evidence.

Reference Number

Comments (Maximum 4000 characters)

Attachment

🖫 Select or drag a file

6. The next section is broken into two parts. Students will need to complete **Part 1** only of the Self Placement form. **Part 2** will be completed by the WPL Team using the information you have provided.

ONLINE PLACEMENT APPLICATION 1

Student Feedback

Feedback to Student

Please read Placement Application feedback

PART 1: Student Information

Previous Placement *

Please indicate what your previous placement experience was *

Select status...

Graduation *

Are you planning to be eligible to graduate this year? *

Select status...

PART 1:

Driver's Licence *

Do you have a current driver's licence? *

Select status...

Complete all mandatory fields (denoted with *)

Towns *

Please list areas or towns which would be accessible to you 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 a disability, medical, cultural, identity or other issue which may impact on participation requirements of workplace learning? *

Select status... ▼

CSU Disability Service *

If you answered Yes to the question above, have you accessed CSU's Disability Service *

Select status... ▼

Comments:

Please disclose the disability, medical, cultural, identity or other issue below and what reasonable adjustments or support you might need?

CSU Disability Service Study Access Plan

Please upload your study access plan from CSU Disability Services and other relevant supporting documents, as one file. E.g. Medical certificates

No ▼

Attachment

🔣 Select or drag a file

Complete all mandatory fields (denoted with *)

Placement Establishment Academic (PEA) Allocation Details

Placement Establishment Academic Allocation

The WPL Office will allocate you a PEA. You MUST contact your PEA and WPL Office as soon as possible if there are any changes to your details

Select status... ▾

Once the WPL office has checked your form and allocated you with a PEA, their name and email address will display here. It is your responsibility to check whether your PEA has been allocated. You will need to login to InPlace to see if the PEA has been allocated

7. Please ensure that you have completed all mandatory fields and once you have completed the form, click on the **Submit** button located at the bottom of the page.

✪ Cancel   **Save as draft**   **Submit**

8. 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.

Home	Confirmed	Available	Requirements

👍 **Confirmed**

NEXT ATTENDING

💼 **No current/upcoming placements**

View All Confirmed

To Do ❶

Self Placement submission open for HCS323 2022 Placement Strand

①

Shows that you have submitted one registration form

9. If you still need to find out more information before submitting, you can click on the **Save as draft** button located at the bottom of the page. The information you have already entered will have saved and you can complete the rest of the information and submit your registration details at a later date.

✪ Cancel   **Save as draft**   **Submit**

10. Once the WPL Team receive your completed Self Placement form, they will allocate a Placement Establishment Academic (PEA). Our Placement Establishment Academics (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* list which will appear on the *Home* page after you have submitted or saved a draft of your registration.

This number indicates that you have submitted one registration form. Click on the link to navigate to your *registration form*

Your registration form will stay in the *To Do* list and display updates as your arrangements progress. You can also email the FOAE-WPL@csu.edu.au if you have any queries.

2. You may receive an email notification requesting an action in the *To Do* list which links to your Self Placement form.

To Do list notification will outline if you need to complete additional information. Click on this link to access, complete and resubmit.