



Charles Sturt
University

User Guide

Paramedicine Preceptor - InPlace Assessment Guide

Faculty of Science and Health

For further information please contact: FOSH-WPL@csu.edu.au

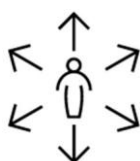
Charles Sturt University - TEQSA Provider Identification:
PRV12018 (Australian University). CRICOS Provider: 00005F.

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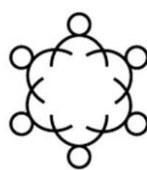
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Insightful



Impactful



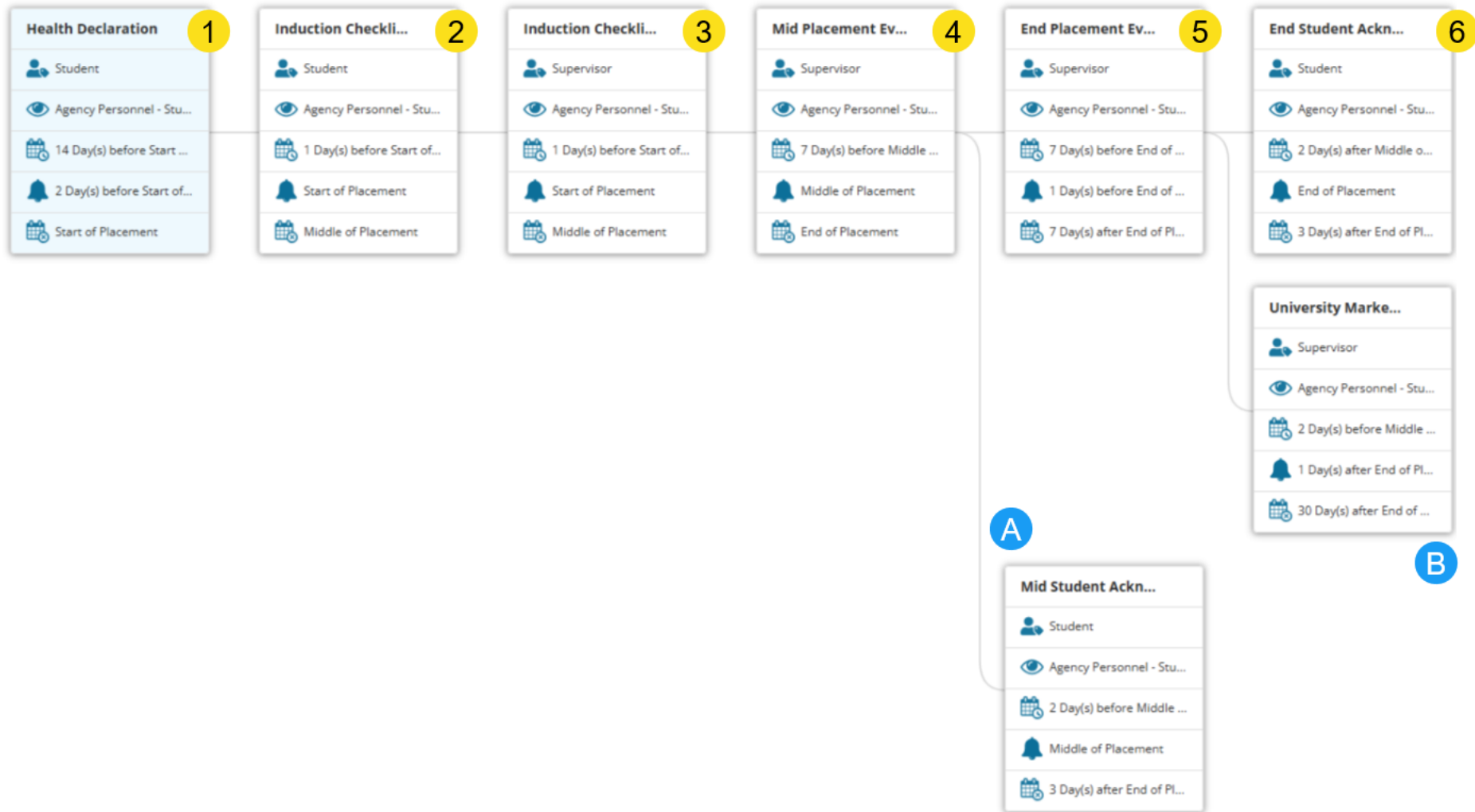
Inclusive



Inspiring

InPlace Insight Assessment - Stages

The electronic InPlace forms will flow as per the stages below.



InPlace Insight Assessment - Stages

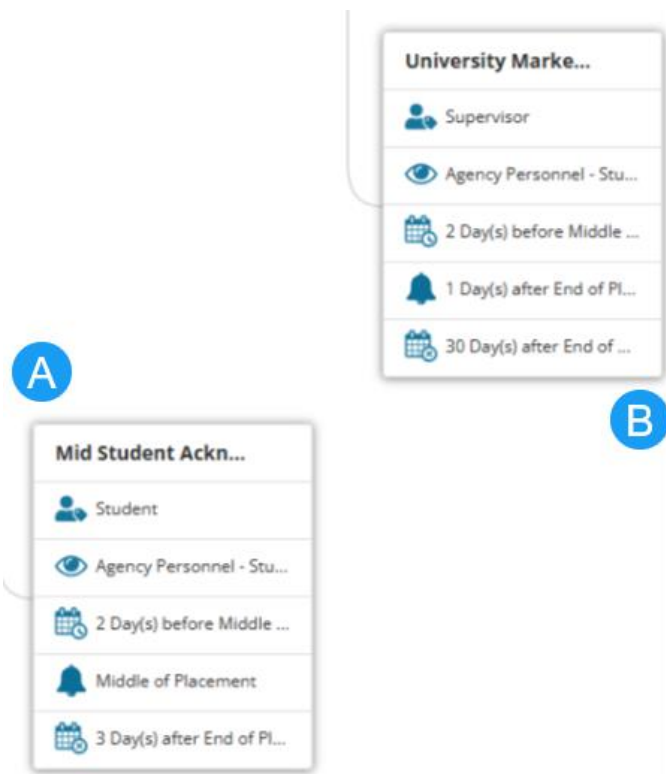
Stage 1:	Health Declaration	Student	OPENS:	14 days prior to start of the student placement
			DUE:	2 days before start of student placement
			CLOSES:	Start of student placement
Stage 2:	Induction Checklist	Student	OPENS:	1 day prior to start of the student placement
			DUE:	Start of student placement
			CLOSES:	End of student placement
Stage 3:	Induction Checklist	Preceptor	OPENS:	1 day prior to the start of the student placement
			DUE:	Start of student placement
			CLOSES:	End of student placement
Stage 4:	Mid Placement Evaluation	Preceptor	OPENS:	1 day prior to middle of student placement
			DUE:	Middle of student placement
			CLOSES:	End of student placement
Stage 5:	End Placement Evaluation	Preceptor	OPENS:	7 days prior to end of student placement
			DUE:	End of student placement
			CLOSES:	1 day after end of student placement
Stage 6:	End Placement Evaluation	Student	OPENS:	2 days after middle of student placement
			DUE:	End of student placement
			CLOSES:	3 days after end of student placement

1 week placement

- **No mid-point assessment required.** Only the end-point assessment is required to be completed.

2 week placement

- **Both mid-point assessment and end-point assessment required** to be completed



These 2 stages do not impact the flow of the form for the Preceptor to action when required as the forms are not dependent upon the Student or University Marker to complete their stages.

They are for the Student and University Marker to review the Preceptor's ratings and comments on the mid-placement and end-placement evaluation respectively.

Stage A: Mid Placement Student Acknowledgement Student

OPENS: 2 days prior to middle of student placement
 DUE: Middle of student placement
 CLOSES: 3 days after end of student placement

Stage B: End Placement University Marker Sign Off University Marker

OPENS: 2 days prior to end of student placement
 DUE: 1 day after end of student placement
 CLOSES: 30 days after end of student placement

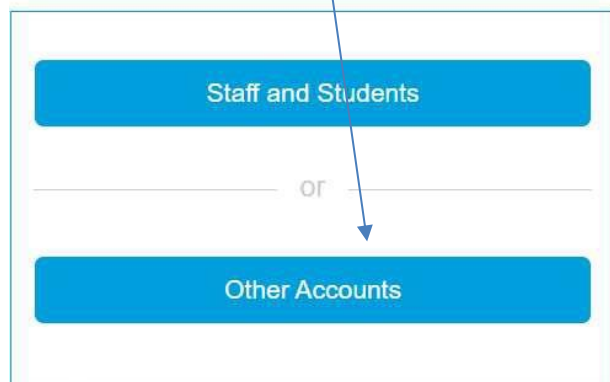
Getting Started in InPlace

Please click on the 'Other Accounts' link to access InPlace

– <https://myworkplacelearning.csu.edu.au>



1

The InPlace login screen shows two blue buttons: "Staff and Students" and "Other Accounts". A blue arrow points from the "Other Accounts" button to the "Other Accounts" link in the text above. Below the buttons is a horizontal line with the word "or" in the center.

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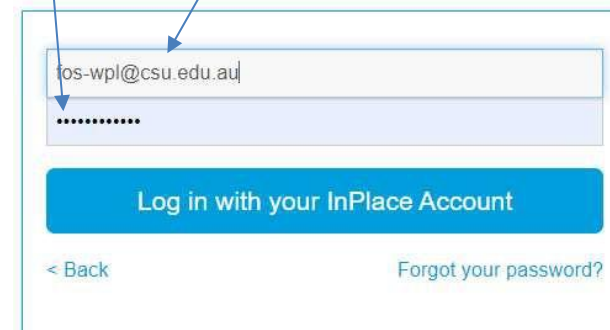


Sign in using your email address.

Password will be the one you have set up for InPlace



2

The InPlace login screen shows a text input field with the email address "fos-wpl@csu.edu.au" and a password field with masked characters. Below the fields is a blue button labeled "Log in with your InPlace Account". At the bottom left is a link "< Back" and at the bottom right is a link "Forgot your password?".

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Accessing your InPlace Dashboard

Once logged in, you will be taken to your InPlace Dashboard. Go to your 'To Do' list and select the Placement Form task/s.

You can always return to your dashboard by clicking on the Home button in the ribbon.

Charles Sturt University

InPlace Smart Placement Solutions

agencypre4@csu.edu.au

Home Students InFlow Forms My Responses

Attendance Summary

Today (1) 19/11/2024
Tester Student 21
NSW Ambulance Canowindra Station
19:00 - 07:00
12/11/2024 To 30/11/2024
General 154 Hours
4 of 9 Days

Saturday (1) 23/11/2024
Tester Student 21
NSW Ambulance Canowindra Station
07:00 - 19:00
12/11/2024 To 30/11/2024
General 154 Hours
5 of 9 Days

Sunday (1) 24/11/2024
Tester Student 21
NSW Ambulance Canowindra Station
07:00 - 19:00
12/11/2024 To 30/11/2024
General 154 Hours
6 of 9 Days

Monday (1) 25/11/2024
Tester Student 21
NSW Ambulance Canowindra Station
19:00 - 07:00
12/11/2024 To 30/11/2024
General 154 Hours
7 of 9 Days

To do 1
Placement Form
You have 1 Placement Form to action.

NOTIFICATIONS 0

Home Students InFlow Forms My Responses

You can click on any of the above tabs at any time.

Students: Will show all students placed at your organisation.
InFlow Forms: You will find all forms requiring your attention (eg Skills Log etc)
My Responses: You will find all assessment forms requiring your attention.

Questions?

InPlace Access Support: FOSH-WPL@csu.edu.au - *Please type in the Subject line: Paramedicine Preceptor - InPlace Access Support Required*

InPlace Support: FOSH-WPL@csu.edu.au - *Please type in the Subject line: Paramedicine Preceptor - InPlace Support Required*

Student Placement Enquiries: FOSH-WPL@csu.edu.au - *Please type in the Subject line: Paramedicine Preceptor - Student Placement Query*

Thank You