

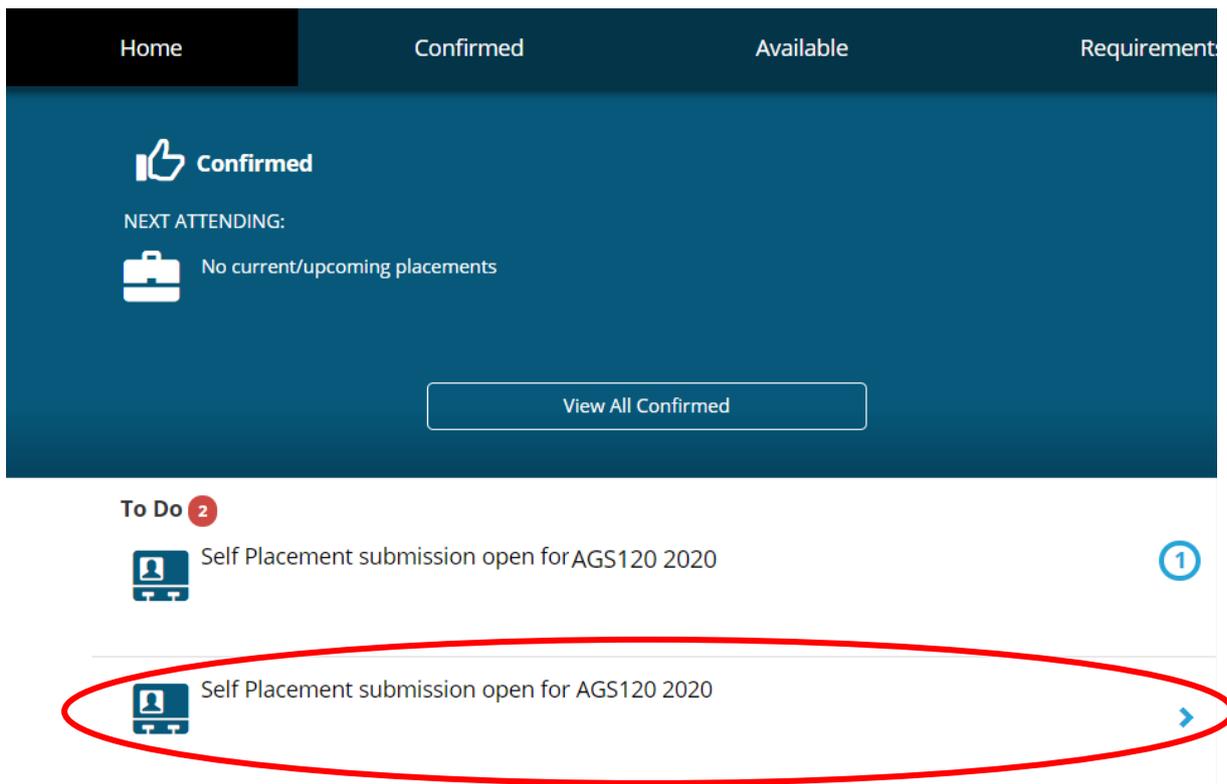
InPlace – Self Placement

The self placement process within InPlace allows you to provide the name, contact details and other information about your placement site via an online form.

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

Submitting your placement details:

1. Login into InPlace: <https://myworkplacelearning.csu.edu.au/>
2. The **Home** page will display:



3. To access the online form to submit your placement details, click on the **Self Placement Submission** link for the relevant subject located in the **To Do** list. The **Self placement** form will display. To see all information on this page, you will need to use the scroll bars on the right hand side of the screen to scroll down the page.

Note: If you cannot see the **Self Placement Submission** link, it may be because you have not enrolled correctly in the subject

Note: All mandatory fields on the **Self Placement** screen must be completed. These fields are indicated by a red asterisk as can be seen here.

Agency name *

The red asterisk next to the **Agency name** indicates it is a mandatory field and you will not be able to submit the form until all mandatory fields are completed.

AGS120 2020 ←

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

General - 30 Hours Required - 0 Hours Filled

0%

Instructions

Ag & Wine Sciences

Please complete the placement application form. Mandatory fields are denoted by *. If you try to submit your placement details and you receive an error message, check that you have completed all the mandatory fields.

Please do not upload a copy of your student agreement (Section 5) until the placement has been approved.

Placement details

Period

Start

End

Enter the **Start** and **End Date** of your placement here →

Duration

Experience

Duration * Unit

Weekly placement roster

Enter how many days/hours the placement is for. This will default to the requirements for the subject but you can change them if your placement is different.

Agency details

Allows you to add placement days and times if required

Agency name *

Address

Country *

State *

Street number and name *

Suburb *

Post Code *

Agency contact details

Given name *

Surname *

Business phone *

Business email *

Confirm email *

Enter details about the site where you would like to complete your placement

Enter the details of the site contact for this placement

4. Enter the **Start** and **End Date** of your placement in the relevant fields.
5. Select the experience in the **Experience** drop down field (General)
6. Enter the number of days/hours the placement is for in the **Duration** and **Unit** fields.

Note: These will default to the requirements for the subject but you can change them if your placement is different.

7. Enter the name where you would like to complete your placement in the **Agency name** field. You will also need to provide the address of your placement site.
8. Enter the contact name, phone number and email address in the **Agency Contact Details** section.

Tick here if the placement supervisor is the same person as listed in the **Agency contact** field

Contacts

Contact person is the placement supervisor

Given name 

Surname

Business phone

Business email

Confirm email

If your supervisor is different to the agency contact details, enter this information here

Additional details

Comments

The **Comments** field allows you to add any additional information about your placement submission

9. If your supervisor is different to the agency contact details, enter this information into the **Supervisor contact** section, otherwise tick the checkbox which says "Contact person is the placement supervisor"

Contact person is the placement supervisor

10. If you have any additional information to provide about your placement submission, please add them in the **Comments** field.
11. The next sections display further information required by your subject convenor to approve your placement (as shown on the next pages). You will need to complete this information before submitting your form. Once again mandatory fields are indicated by a red asterisk.

FOS Placement Application



SECTION 1: Placement

Please give enough information in these questions so that your subject convener can determine that the placement is suitable

Objective & Role *

What do you want to achieve on placement? *

Activities *

What are the agreed activities/tasks/projects that will be undertaken during placement? Provide sufficient detail for the Subject Convener to determine alignment with the Subject Outline learning objectives *

Industry *

Select the Industry for your placement, you can make more than one selection here

Please select the relevant industries for your placement (select all that apply) *

Comments

SECTION 2: Family Relationship

Host Relationship *

Does a member of your family own or work at the organisation? *

Organisation Relationship *

What is your relationship to the family member? If No was selected in Host Relationship choose Not Applicable. *

Management Relationship *

Will a member of your family be supervising you? If No was selected in Host Relationship choose Not Applicable. *

Supervisor Relationship *

What is your relationship to the Supervisor? If No was selected in Host Relationship choose Not Applicable. *

Select status... ▼

12. Section 3 allows us to provide you with any extra support required on placement should you require it. Please complete to advise if you need any extra support.

SECTION 3: Accessibility

Ability to Undertake Placement *

Do you have a disability/medical condition or personal circumstance which may impact on participation requirements of workplace learning? If Yes, please detail/describe the impact your condition or circumstance will have on participating on placement and complete the Workplace Learning Health and Safety Disclosure Form located at <https://policy.csu.edu.au/document/view-current.php?id=363#section5> *

Select status... ▼

Comments

Attachment

Select or drag a file

13. Section 4 is the **Consent** section which needs to be completed for your placement to be approved:

SECTION 4: Consent

Consent 1 *

I give my consent to Charles Sturt University to provide my name, email and contact telephone numbers to relevant personnel at the placement organisation in order for the placement organisation to be able to contact me in relation to the placement if necessary. *

Select status... ▼

Consent 2 *

I give my consent to Charles Sturt University to disclose to relevant personnel at the placement organisation any personal information which I have provided in Section 2: Placement and Section 4: Accessibility to ensure that my learning needs can be met and to ensure the success of the placement. *

Yes ▼

Consent 3 *

I declare the information and supporting documents provided in this form are correct and complete. I acknowledge that submitting deliberately false or misleading information may result in the application being rejected and action being taken against me pursuant to applicable Charles Sturt University student misconduct policies. *

Select status... ▼

14. The **Office Use Only** section is completed by your subject convenor to advise whether your placement application has been approved. If the placement has been approved, you will receive an email and you will then need to upload your completed student agreement to Section 5. (Please do not upload this until you have received notification that your placement has been approved).

OFFICE USE ONLY

Subject Convenor

Name

Select status...

Placement Application

Outcome:

Select status...

Feedback to Student

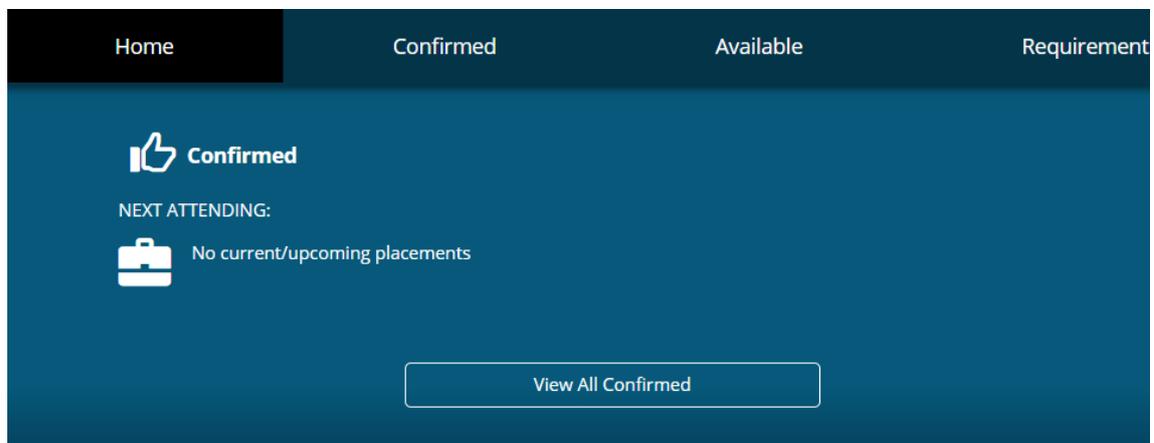
Please read

15. Once you have completed the form, click on the **Submit** button located at the bottom of the page.



Note: If you try to submit your placement details and you receive an error message, check that you have completed all the mandatory fields.

16. When you have successfully submitted your placement details, 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.



To Do 2



Self Placement submission open for AGS120 2020

Shows that you have submitted 1 self placement form

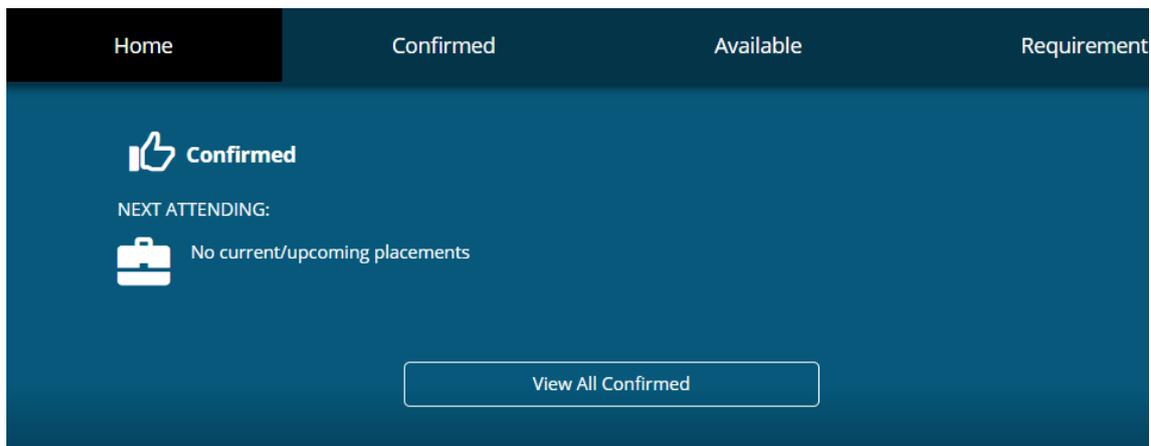
1

- If you are not ready to submit your application you can click on the **Save as draft** button located at the bottom of the page and the information you have already entered will have saved and you can complete the rest of the information and submit your placement details at a later date.



Tracking your self placement submission and uploading your student agreement:

- The easiest way to track what is happening with your self placement submission is through the **To Do** list which will appear on the **Home** page after you have submitted or saved a draft of your self placement.



To Do **2**



Self Placement submission open for AGS120 2020

1

This number indicates that you have submitted 1 self placement form. Click on the link to navigate to your **self placement submission**

Your self placement submission will stay in the **To Do** list until it has been approved and processed. You access your self placement from the **To Do** list to see feedback from your subject convenor.

- If you click on the link to the self placement submission, a blank **Self Placement** form displays. To see your submission click on the **View 1 Submitted** button at the bottom of the screen.



- You will be taken to your submitted self placement form where you will be able to see any feedback from your subject convenor in the **Feedback to Student** area of the form which is located in the **Office Use Only** section towards the bottom of the page. You will need to log in regularly to InPlace to see what is happening with your placement. You will not be able to make any changes to your self placement form once it has been submitted. You will only be able to make changes if your subject convenor has sent you an email to advise that it is incomplete as they need you to provide more information (e.g. student agreement)

OFFICE USE ONLY

Subject Convenor

Name

Select status...

Placement Application

Outcome:

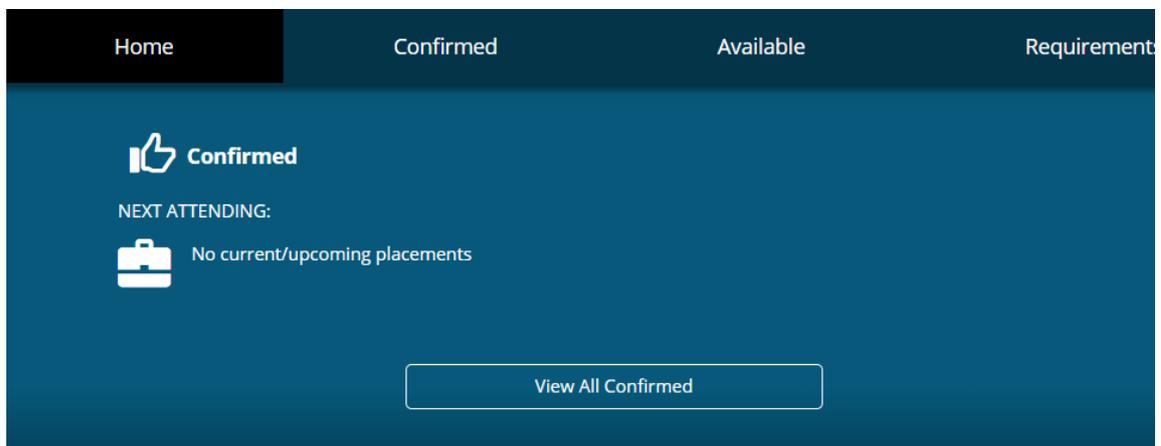
Select status...

Feedback to Student

Please read

Notifies you whether your application is successful and shows any messages from your subject convenor

- If you have received an email notifying you to log into InPlace as your self placement submission requires action from you, there will be an action in the **To Do** list which links to your self placement form. Once you access the form, you can make any necessary changes and click on the **Submit** button located at the bottom of the page to re-submit your self placement form.



To Do 2



Your submission for AGS120 2020 is incomplete. Feedback: Placement has been approved, please upload your student agreement. . Sent by Dianne Plunkett



Self Placement submission open for AGS120 2020



To Do list message advising that you need to complete something on your self placement form. Click on this link to access and submit the information requested.

Please Note: If the status of your self placement has been changed to incomplete, you will receive an email notifying you of the change and any further actions that you need to perform (i.e. provide more information etc.).

- To upload your student agreement, scroll down to Section 5. Change the **I have uploaded a copy of my signed student agreement** field to **Yes**.

SECTION 5: Student Agreement (Please complete and upload this agreement AFTER your placement application has been approved)

Student Agreement

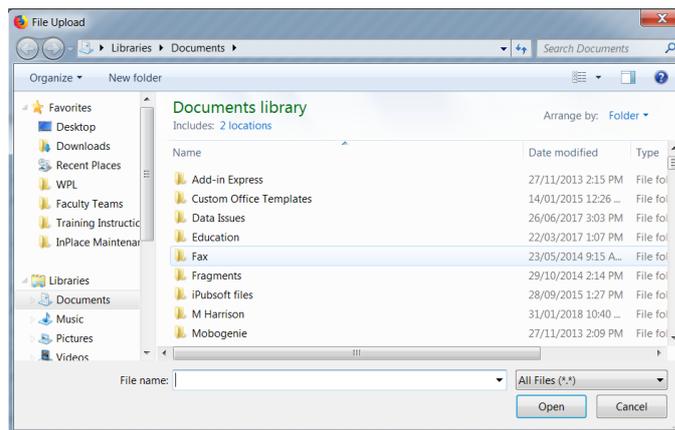
I have uploaded a copy of my signed student agreement

No

Attachment

 Select or drag a file

- Upload the agreement by either dragging a file from your computer to the **Select or drag a file** area or click on the **Select or drag a file** link to upload a copy of your agreement. The **File Upload** dialog box will display if you clicked on the link (if you dragged the file, it will have uploaded).



- Navigate to the relevant file saved on your computer and click on the **Open** button. A paperclip icon will display showing that you have uploaded an attachment.

SECTION 5: Student Agreement (Please complete and upload this agreement AFTER your placement application has been approved)

Student Agreement



I have uploaded a copy of my signed student agreement

Yes

Attachment

 Select or drag a file

Student Agreement Test.pdf 

 Download Attachment

8. Click on the **Submit button** located at the bottom of the page to re-submit your self placement details.

Note: For more information about **Self Placements** please refer to the online help available via the **User Menu** located on the top right hand side of the **Home** page

