Charles Sturt University

Placement Application Submission Guide
Accounting, Business & Justice students
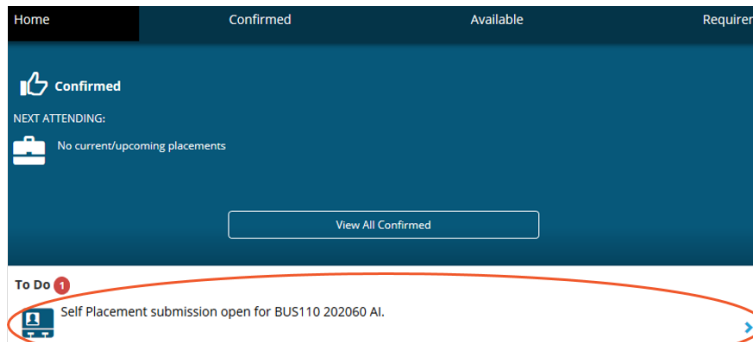
InPlace - self placement

The *Self Placement* functionality within InPlace is the official *Placement Application* submission process for accounting, business and justice disciplines. The form collects information about your proposed placement requirements.

This submission guide will show you how to complete the form.

> **Note:** *Please submit at least 5 business days before your placement start date to allow time for processing.*

Placement application form details

1. **Login** to InPlace which is best compatible with Chrome or Microsoft Edge: https://myworkplacelearning.csu.edu.au

2. The *Home* page will display.

3. **Click** *Self Placement submission* link in the *To Do* list to open *Placement Application* for the relevant subject. Use scroll bars to navigate the form.

> **Note:** *If you cannot see the **Self Placement submission** link, it could be because you are not enrolled in the subject. Please check your enrolment before contacting the Workplace Learning team.*

> **Note:** *All mandatory fields are identified with a red asterisk* and must be populated otherwise the application will not submit.*

BUS110 202060 AI.

General - 35 Hours Required - 0 Hours Filled

0%

Allocation group name displays relevant subject code, session, campus and mode.
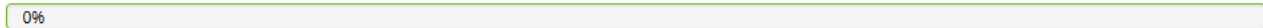
Instructions

Justice Studies
· Charles Sturt will handle your personal information contained in this form pursuant to its obligations contained in the *Privacy and Personal Information Protection Act 1989 (NSW)* and the university's Management Plan.
· Add department name in the Agency field, if required.
Placement Application Submission Guide: https://rebrand.ly/pasg
Student Placement Agreement (Stream 1): https://rebrand.ly/formbs1
Student Placement Agreement (Stream 2): https://rebrand.ly/formbs2

Instructions for relevant subject will display.

For further information, contact the Workplace Learning team:
FOBJBS-WPL@csu.edu.au

4. **Enter** *Start* and *End* dates.

Period

Start	End
📅	📅

Enter start and end dates here

5. **Select** *General* in the *Experience* drop down field.
6. **Check** *Duration Units*. This will default to subject outline requirements however you can amend the hours if your placement is different. For example, if you are splitting placement hours across more than one agency, amend the total hours relevant for this *Placement Application*.

*Note: A separate **Placement Application** will be required for each agency. If you have any enquiries, please contact the Workplace Learning team.*

Duration

Experience		Duration *	Unit
▼		35	HOUR ▼ ✖

+Add another experience

+Add another experience is not required for this subject.

Weekly placement roster

+Add another weekly shift pattern

+Add another weekly shift pattern is not required for this subject.

7. **Enter** details where you will be completing placement including, *Agency name* (and department in this field, if known) and physical site location *Address* information (do not include a PO Box for the address).

Agency details

Agency name *

Address
Country *

AUSTRALIA ▼

State *

▼

Enter details about organisation where you will be undertaking placement.

Unit number

Street number and name *

Suburb *

Post Code *

Placement Application Submission Guide | Accounting, Business & Justice
Faculty of Business, Justice & Behavioural Sciences

Page 2 of 8

8. **Enter** details for the *Agency contact.*

Agency contact details

Title

Given name *

Surname *

> *Enter details for **agency contact** where you will be undertaking placement.*

Business phone *

Website *

Business email *

Confirm email *

9. **Tick** *Contact person is the placement supervisor* checkbox if person is same as *Agency contact details* above otherwise complete the following information. If the mobile number is known, please include.

Contacts

Contact person is the placement supervisor

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

Title

Given name

Surname

Business phone

Mobile phone

Business email

Confirm email

10. **Select** *Stream Selection* option appropriate to your situation.

Stream Selection *

Select appropriate Stream. Stream 1: Placement with new host organisation. Stream 2: Placement with existing employer. *

Select status...

Placement Application Submission Guide | Accounting, Business & Justice
Faculty of Business, Justice & Behavioural Sciences

Page 3 of 8

11. **Select** *Placement Focus* option.

Placement Focus *

Select placement focus *

| Select status... | ▼ |

12. **Enter** *Objective & Role* details based on *Stream Selection:*
     Stream 1: What do you want to achieve on placement?
     Stream 2: What is your current role and responsibility within the organisation?

Objective & Role *

Stream 1: What do you want to achieve on placement? Stream 2: What is your current role and responsibility within the organisation? *

(Maximum 4000 characters) ←———— **Note:** *Character limit.*

13. **Enter** *Activities* detail based on *Stream Selection.* Ensure adequate details are provided as this information will be assessed by the Subject Convenor to determine placement suitability.

Activities *

What are the agreed activities/tasks/projects that will be undertaken during placement? Provide sufficient detail for the Subject Convenor to determine alignment with the Subject Outline learning objectives. Note: Stream 2 students - activities must be outside the scope of your normal duties. *

(Maximum 4000 characters) ←———— **Note:** *Character limit.*

Note: *Applications with insufficient information in the **Objective & Role** and **Activities** sections will be returned for amendment. This could delay your proposed placement start date.*

14. **Select** *Location* option.

Location *

Where will you be working? *

| Select status... | ▼ |

15. **Select** *Length of Service* option. If answered **Stream 1** in *Stream Selection,* select **Not Applicable.**

Length of Service *

How long have you worked for this organisation? *

| Select status... | ▼ |

16. **Select** *Host Relationship* option.

Host Relationship *

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

| Select status... | ▼ |

17. **Select** *Organisation Relationship* option. If answered **No** in *Host Relationship,* select **Not Applicable.**

Organisation Relationship *

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

| Select status... | ▼ |

Placement Application Submission Guide | Accounting, Business & Justice
Faculty of Business, Justice & Behavioural Sciences

Page 4 of 8

18. **Select** *Management Relationship* option. If answered **No** in *Host Relationship,* select **Not Applicable.**

Management Relationship *

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

Select status...   ▼

19. **Select** *Supervisor Relationship* option. If answered **No** in *Host Relationship,* select **Not Applicable.**

Supervisor Relationship *

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

Select status...   ▼

20. **Select** *Ability to Undertake Placement* option which assists us to provide you with any additional support while on placement, if required. Complete the information appropriate to your situation.

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 (Maximum 500 characters) ◄─────── | *Note: Character limit.* |

Attachment

| ⬓ Select or drag a file |

| *Note:* Refer [section 24](#) Student Placement Agreement for instructions on uploading an attachment. |

21. **Select** *Study Access Plan* option.

Study Access Plan *

Do you have a Study Access Plan? *

Select status...   ▼

22. **Select** *Consent* option for each of the five statements.

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 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 this application to ensure that my learning needs can be met and to ensure the success of the placement. *

Select status...   ▼

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...   ▼

Placement Application Submission Guide | Accounting, Business & Justice
Faculty of Business, Justice & Behavioural Sciences

Page 5 of 8

Consent 4 *

I give consent for Charles Sturt University to use collective data from this placement for other purposes. *

Select status... ▾

Consent 5 *

I give consent for my name to be included. Note: if No, Charles Sturt University will attribute as anonymous. *

Select status... ▾

23. **Select** relevant *I have Uploaded my Student Placement Agreement* option.

> SECTION 6: Student Placement Agreement
>
> **Student Placement Agreement** *
>
> **I have uploaded my Student Placement Agreement (which can be done now or following receipt of your application approval)** *
>
> Select status... ▾

24. If answered **Yes** in *Uploaded my Student Placement Agreement,* complete the following. If answered **No**, refer to section 26.
     Drag file from your computer to *Select or drag a file area* (this will upload the file); or
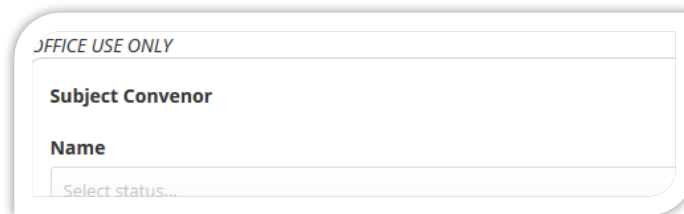
> **Attachment**
>
> 🖹 Select or drag a file

Click on *Select or drag a file* link and the *File Upload* box will display. Navigate to the relevant file on your computer and click the Open button. A paperclip icon will display showing that an attachment has been uploaded.
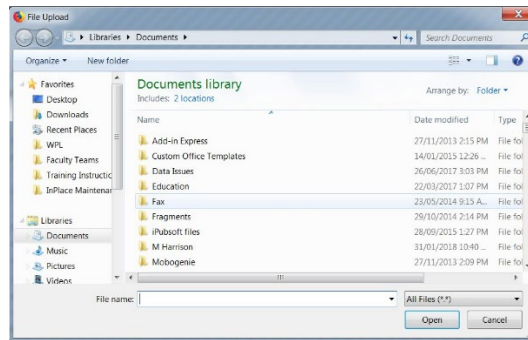
> *Note: The **Student Placement Agreement** can be uploaded at same time the **Placement Application** is submitted or when the Workplace Learning team requests it from you.*

> SECTION 6: Student Placement Agreement
>
> **Student Placement Agreement** *
>
> 📎
>
> **I have uploaded my Student Placement Agreement (which can be don**
>
> Yes
>
> **Attachment**

> *Student Placement Agreement forms:*
> *- Student Placement Agreement (Stream 1)*
> *- Student Placement Agreement (Stream 2)*

Placement Application Submission Guide | Accounting, Business & Justice
Faculty of Business, Justice & Behavioural Sciences

Page 6 of 8

25. **Office Use Only** section will be completed by the Subject Convenor and the Workplace Learning team to provide feedback regarding the progress of your application, which will be forwarded to your university registered email address. Please monitor it regularly.
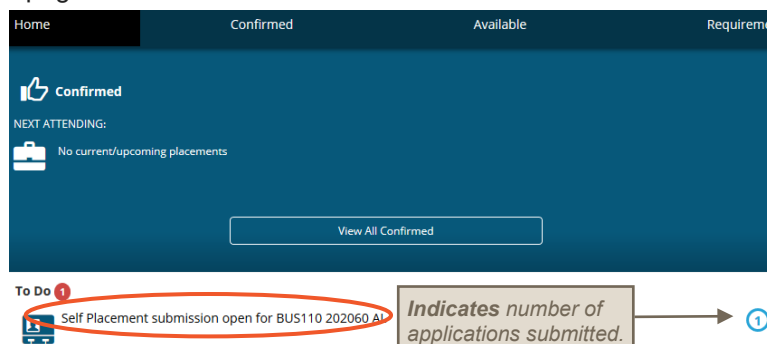

26. **Click** either of the buttons located at bottom of the form to *Save as draft* or *Submit* application.

Note: If you receive an error message on submission, check all fields marked with a **red asterisk** have been populated.

27. **Return** to *Home* page.

Indicates number of applications submitted.

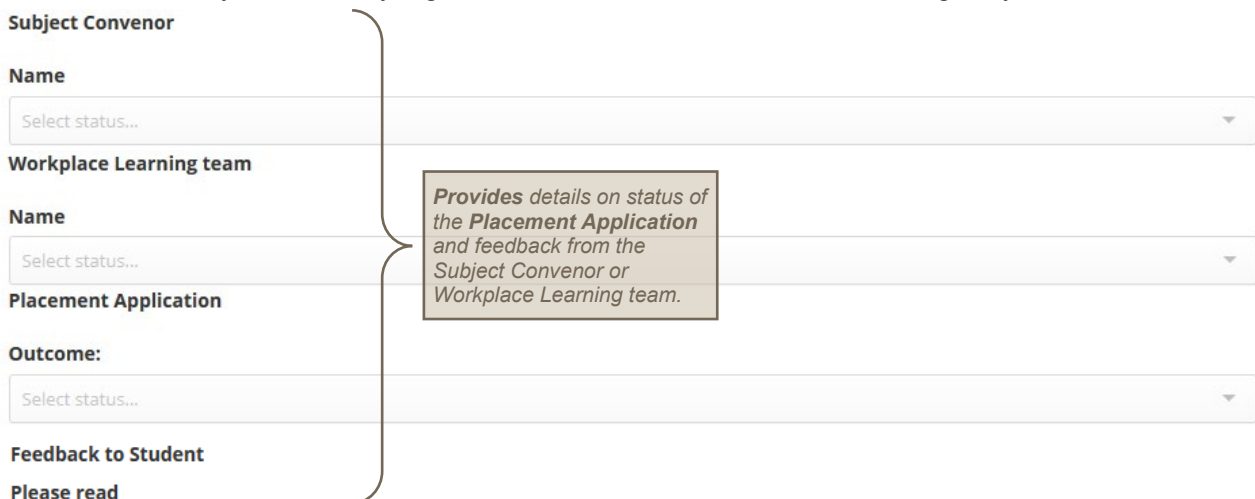## Tracking your Placement Application submission

You can track your *Placement Application* submission through the *To Do* list which will appear on the *Home* page once it has been *Submitted* or *Saved as draft* (refer image in section 27).

Your *Placement Application* will remain on the *To Do* list until it has been processed and approved.

28. **Click** *Self Placement submission* link, a blank *Placement Application* form displays (refer image in section 27).
29. **Click** *View 1 Submitted* button at the bottom of the form to access your *Placement Application.*

30. **Review** *Feedback to Student* in *Office Use Only* section for information regarding the progress of your application. You will not be able to make changes to your *Placement Application* once it has been submitted unless the Workplace Learning team has requested additional information, which will be forwarded to your university registered email address. Please monitor it regularly.

Provides details on status of the **Placement Application** and feedback from the Subject Convenor or Workplace Learning team.

Placement Application Submission Guide | Accounting, Business & Justice
Faculty of Business, Justice & Behavioural Sciences

Page 7 of 8

31. **Review** any notifications in the *To Do* list if you have received an email advising that your *Placement Application* requires action.
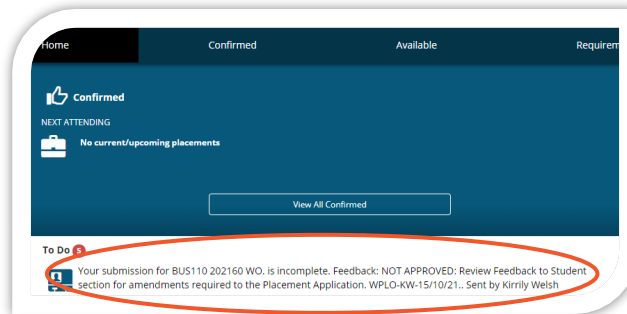
> *Note: If the **Placement Application** status has been changed to **Incomplete** you will receive an email advising of any actions required. For example, to provide additional information.*

32. **Click** message in *To Do* list to access form and make any necessary changes as requested.
33. **Click** *Submit* button located at the bottom of the form to resubmit changes.
34. **More information** about *Self Placement,* is available from the online help via the *User Menu* located in the top right hand corner of the *Home* page.

Placement Application Submission Guide | Accounting, Business & Justice
Faculty of Business, Justice & Behavioural Sciences

Page 8 of 8