

## InPlace – Self Placement User Student Guide (Education)

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 a Workplace Learning Coordinator (WPLC).

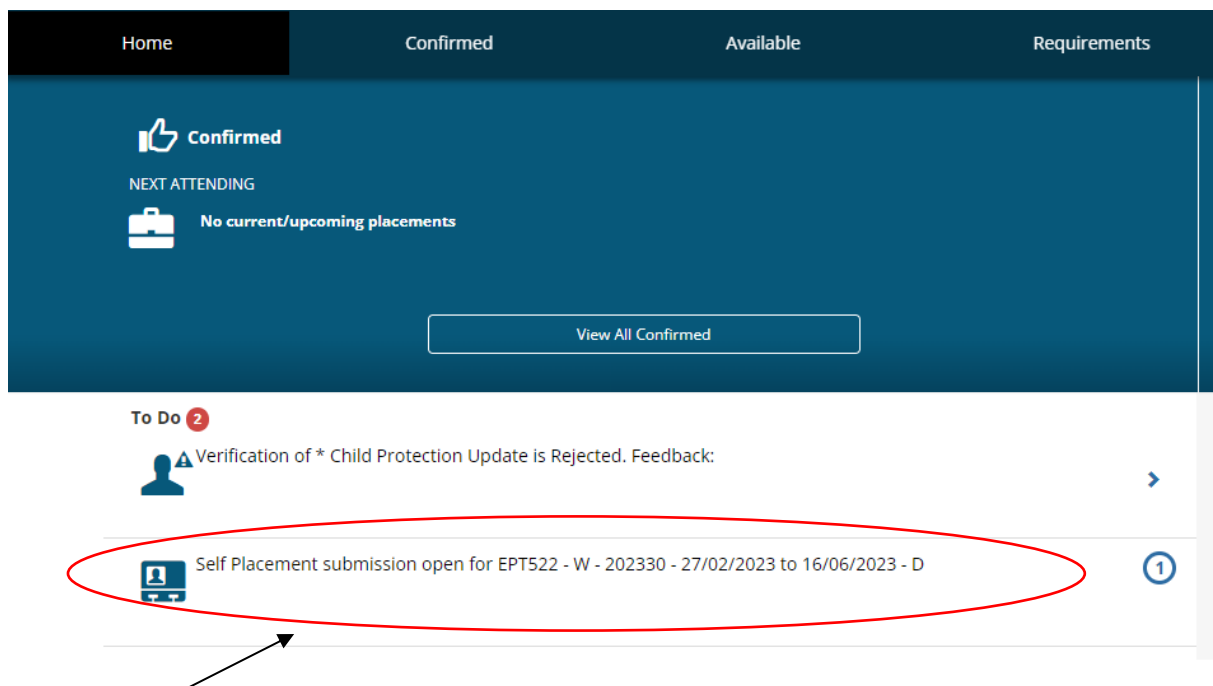
The Workplace Learning Coordinator (WPLC) will communicate with you on the progress of your placement arrangements. Once you have completed the Self Placement form the WPL Team will review and assign your Self Placement form to a WPLC for sourcing.

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

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

### Submitting your Self Placement form:

1. Please ensure that you are enrolled in your Professional Experience 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](mailto:FOAE-WPL@csu.edu.au)

**Please follow this example of the Self Placement form**

EPT522 - W - 202330 - 27/02/2023 to 16/06/2023 - D

30 - 35 DAY (General)

General - 30 to 35 Days Required - 0 Days Filled

0%

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

**Instructions**

Education

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

**Placement Instructions:**

1. InPlace Self Placement Form:- Student user guide is located in your Shared Document tab.
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.

**Placement details**

**Period**

Start \*  End \*

**Duration**

Experience  Duration \*  Unit  \*

[+Add another experience](#)

**Weekly placement roster**

[+Add another weekly shift pattern](#)

**Dates – Internal Students** add the block placement dates found in your subject outline

**Dates - Online Students** add your chosen dates within the session enrolment period.

Please ensure the dates align with your Course and subject requirements.

NOTE: The dates chosen may need be amended via consultation with students.

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

**Agency details**

Agency name \*

TBA

Address

Country ?

AUSTRALIA

State ?

Street number and name ?

Suburb ?

Post Code ?

**Agency Name** – Place the name of the school that is your first selection for placement OR If you do not have a specific school type "TBA"

(Note: In some instances, the first selected School added by the student may not be able to accommodate your placement. The Workplace Learning Coordination Academic Team will liaise with you regarding further options)

**DO NOT CONTACT SCHOOLS. THE WORKPLACE LEARNING COORDINATION TEAM NEGOTIATE ALL PLACEMENTS.**

**Agency Address** – type "TBA" in the fields marked with a red Asterisk and add NSW or the State if known in the state drop down.

**Agency contact details**

Given name \*

TBA

Surname ?

Business phone \*

TBA

Mobile phone

Business email \*

Confirm email \*

**Agency Contact Details** type "TBA" in the fields marked with a red Asterisk and add [FOAE-WPL@csu.edu.au](mailto:FOAE-WPL@csu.edu.au) to the email box

**Contacts**

**Contact person is the placement supervisor**

Given name ?

Surname ?

Business phone ?

Mobile phone ?

Business email ?

Confirm email

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

**Additional details**

**Comments**

## EDU: Placement Information Secondary Students

Secondary Students ONLY

### Student Qualifications \*

Please list your current qualifications (eg. Bachelor of Science etc) \* (Maximum 4000 characters)

### Subject Specialism (eg Business studies, Biology) \*

Specialism (Please use subject listed on your Letter of Offer) \* (Maximum 4000 characters)

### Teaching Areas \*

Please list your teaching areas (Eg English/Maths/Science etc) \* (Maximum 4000 characters)

Secondary Students Only to complete this section.

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


### EDU Placement Requirements 2023

Education Placement requirements

#### COVID-19 Infection Control Training

Have you completed COVID-19 Infection Control Training? If yes, please upload your evidence

#### Attachment

 Select or drag a file

Uploading the mandatory compliance documentation.


- LANTITE Literacy – only required for your final professional experience placement subject
- LANTITE Numeracy – only required for your final professional experience placement subject
- Working with Children Check for your state
- NSW Child Protection Awareness Induction Training – for NSW students only – if you are an interstate student, please select “No” in the drop-down list
- Child Protection Training for your state (excluding South Australia)
- Anaphylaxis Training for your state
- Student Agreement

Uploading Mandatory Documents


Ensure you complete this section carefully by uploading the mandatory Compliance documents that align with your Course. You must upload current documents using the choose file selection and answer the drop down questions

**LANTITE Literacy Test Passed**

Have you passed the Lantite Literacy Test? If yes, please upload your report results


No 

**Attachment**


 Select or drag a file

**LANTITE Numeracy Test Passed**

Have you passed the Lantite Numeracy Test? If yes, please upload your report results


No 

**Attachment**


 Select or drag a file

**LANTITE Booking Date**

If you have not passed the Lantite tests, what is the date you have registered to sit the test? Please upload ACER confirmation.



**Attachment**

 Select or drag a file

**Working With Children Check \***


Working with Children Check \*

Select status...

**Reference Number**

**Comments** (Maximum 4000 characters)

**Attachment**


 Select or drag a file

**NSW Child Protection Awareness Induction Training \***

NSW Child Protection Awareness Induction Training (Only required to be completed once) \*

Select status... 

**Attachment**

 Select or drag a file

**Child Protection Training (Not required SA) \***


Child Protection online module completed (valid for one year however expiry date must be valid for entire calendar year) \*

Select status...

**Reference Number**

**Comments** (Maximum 4000 characters)

**Attachment**


 Select or drag a file

**Anaphylaxis training completed online \***

Anaphylaxis online module completed (valid for two years however expiry date must be valid for entire calendar year) \*


Select status...

**Attachment**


 Select or drag a file

**Student Agreement \***

Have you read and understood the Student Agreement? If yes, please upload your signed copy, If no, your placement cannot be confirmed \*


Select status... 

**Attachment**

 Select or drag a file

**EDU: All Students to Complete**

All Students

**Student has not contacted any schools \*****I have not made initial contact with any schools to arrange a placement for myself and understand the Workplace Learning team will be sourcing a placement on my behalf \***Select status... **List Alternate Preferred Locations \*****Please list three (3) alternate Locations/Suburbs/Regions for placement (STUDENTS MUST NOT CONTACT ANY SCHOOLS. All placements must be arranged through the WPL team.) \***


(Maximum 4000 characters)

**Alternative Dates \*****Please indicate alternative dates \*** (Maximum 4000 characters)**Notice to Employer \*****How much notice do you need to provide your employer? \*** (Maximum 4000 characters)**Current/prior connection/placement with school: \*****Please list any previous professional placement or any personal/close connection (eg, I attended the school/service; my children attend/attended; parent/spouse/partner/self/close relative is or has been employed at school/service) \***

(Maximum 4000 characters)

All students to complete this section

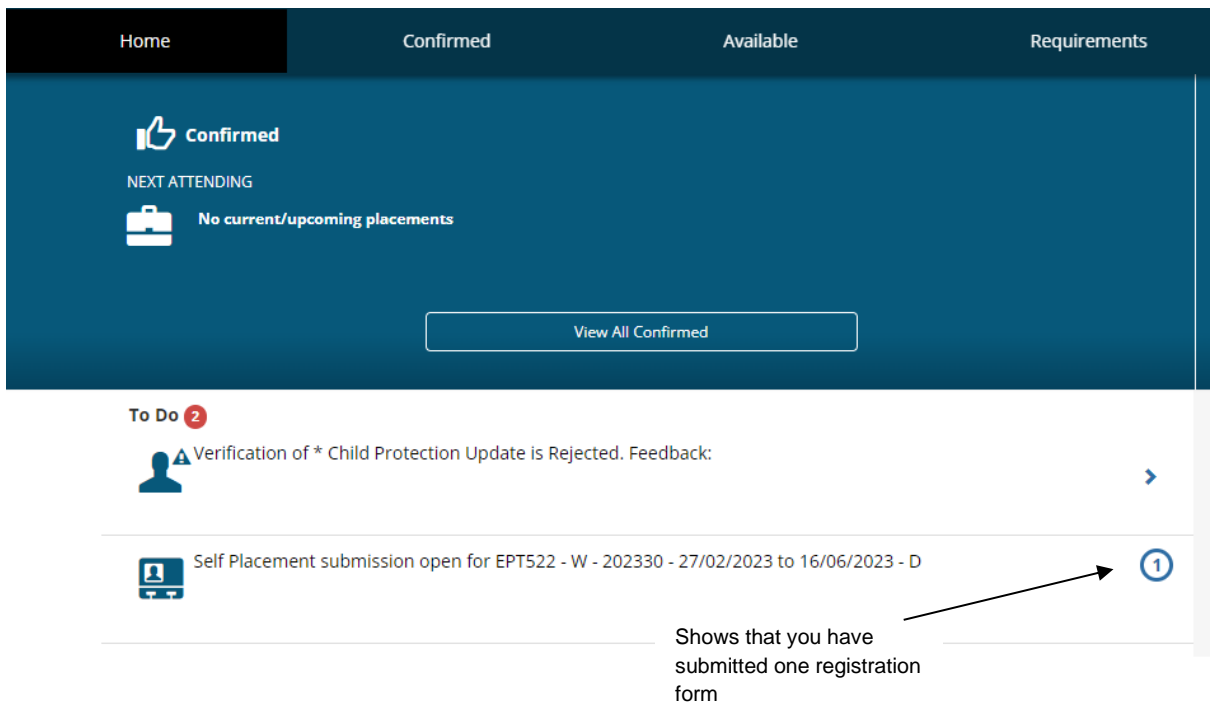
- Please ensure that you have completed all mandatory fields and once you have completed the form, click on the **Submit** button located at the bottom of the page.

 Cancel

Save as draft

Submit

- 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.



- 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.



- Once the WPL Team receive your completed Self Placement form, they will allocate a Workplace Learning Coordinator (WPLC). Your allocated Workplace Learning Coordinator (WPLC) 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:

- 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.



The screenshot shows the 'Confirmed' tab selected. Below the navigation bar, there is a 'Confirmed' section with a thumbs-up icon and the text 'Confirmed'. Underneath, it says 'NEXT ATTENDING' and 'No current/upcoming placements' with a briefcase icon. A 'View All Confirmed' button is visible. Below this is a 'To Do' section with a red circle containing the number 2. The first item in the 'To Do' list is 'Verification of \* Child Protection Update is Rejected. Feedback:' with a person icon and a right-pointing arrow. The second item is 'Self Placement submission open for EPT522 - W - 202330 - 27/02/2023 to 16/06/2023 - D' with a person icon and a right-pointing arrow. A red circle with the number 1 is next to this second item, and an arrow points from it to a text box that reads: '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](mailto: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 (see example below which is not an Education subject).

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

The screenshot shows the 'To Do' section with a red circle containing the number 2. The first item in the 'To Do' list is 'Your submission for HCS303 2019 Placement Strand is incomplete. Feedback: Please provide more information regarding the Towns that are accessible to you for placement. Sent by Dianne Plunkett' with a person icon and a right-pointing arrow. The second item is 'Self Placement submission open for HCS303 2019 Placement Strand' with a person icon and a right-pointing arrow. An arrow from the text on the left points to the first item.