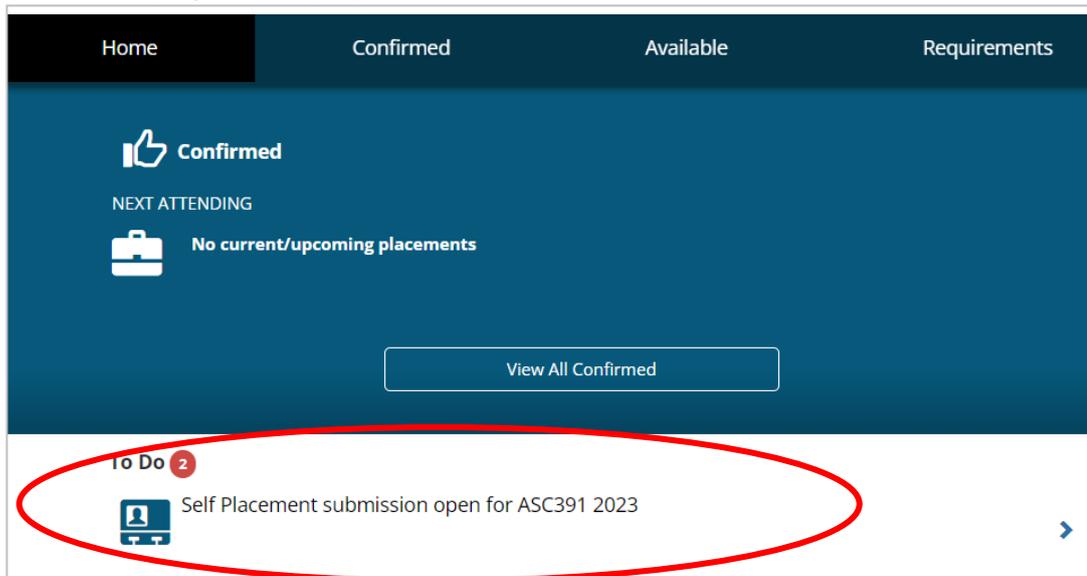# InPlace – Self Placement

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, **being aware that each subject/discipline may have slightly different criteria and sections to be completed**.

## 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.*

## Placement Requirements

General 16 Hours Required - 0 Hours Filled

## Instructions

Pharmacy
**Students must not be paid during placement.**

**3rd Year Students only.**

- **70 hours of placement must be completed over a ten day period.**
- **Please ensure you select the Experience type from Dropdown Below: Business or OTC and selfcare.**

## Placement Details

### Period

| Placement Start Date | Placement End Date |
|---|---|
| day/month/year | day/month/year |

Enter the Start and End Date of your placement here

### Duration

| Experience | Placement Duration * | Unit |
|---|---|---|
| General | 16 | Hour |

Add Experience

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

## Weekly placement roster

+Add another weekly shift pattern

Allows you to add placement days and times if required

## Agency details

**Agency name** *

**Website**

**Address**

**Country** *

AUSTRALIA

**State** *

**Unit number**

**Street number and name** *

**Suburb** *

**Postcode** *

Enter details about the site where you would like to complete your 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, this will differ depending on the subject.

6.  If you are completing more than one experience on this placement, click on the *+Add Another Experience* button.

7.  Enter the number of 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.*

8.  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.

9.  Enter the contact name, phone number and email address in the **Agency Contact Details** section.

The **Question** marks are tooltips, hover over the question mark to see helpful information about the field

**Agency contact details**

Given name

*If the agency contact is also your supervisor, they MUST be a Veterinarian or Qualified Veterinary Nurse*

Surname *

Enter the details of the site contact for this placement

Business phone *

Mobile phone

Business email *

Confirm email *

10. 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"

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

11. If you have any additional information to provide about your placement submission, please add them in the **Comments** field.

12. 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.

For some subjects their may be different criteria that needs to be added

*Placement Information*

**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 Convenor to determine alignment with the Subject Outline learning objectives

**Site Confirmation** *

You need to have confirmed the placement with the site before submitting your application

**Have you confirmed your placement with the site?** *

No ▼

Some subjects you are not allowed to work for the organisation so you need to advise here if you have obtained prior approval and upload evidence

**Do you currently work at this organisation?** *

**Please note that for subjects ASC391, ASC392 and ASC393 it is a requirement that you do not work at the organisation where you are undertaking your placement unless you have obtained prior approval from the subject convenor. Please upload your evidence if you have received approval.** *

Select status... ▼

**Attachment**

🖺 **Select or drag a file**

*SECTION 2: Family Relationship*

**Host Relationship** *

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

Select status... ▼

**Organisation Relationship** *

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

Select status... ▼

**Management Relationship** *

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

Select status... ▼

**Supervisor Relationship** *

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

Select status... ▼

13. 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

14. 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...    ▼

15. 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 advising you that the placement is approved.

**Placement Application**

**Outcome:**

Select status...    ▼

**Feedback to Student**

**Please read**

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

⊗ Cancel   Save as draft   **Submit**

**_Note:_** _If you try to submit your placement details and you receive an error message, check that you have completed all the mandatory fields._

17. 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.
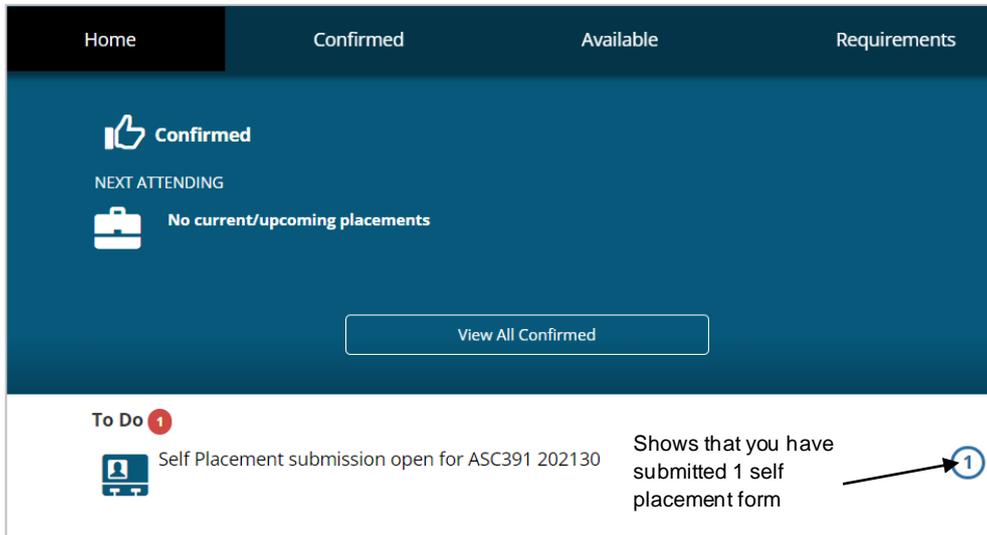
| Home | Confirmed | Available | Requirements |
|------|-----------|-----------|--------------|

👍 **Confirmed**

NEXT ATTENDING

💼 **No current/upcoming placements**

View All Confirmed

**To Do** ❶

🖥 Self Placement submission open for ASC391 202130        Shows that you have submitted 1 self placement form    ①

18. 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

1. 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.
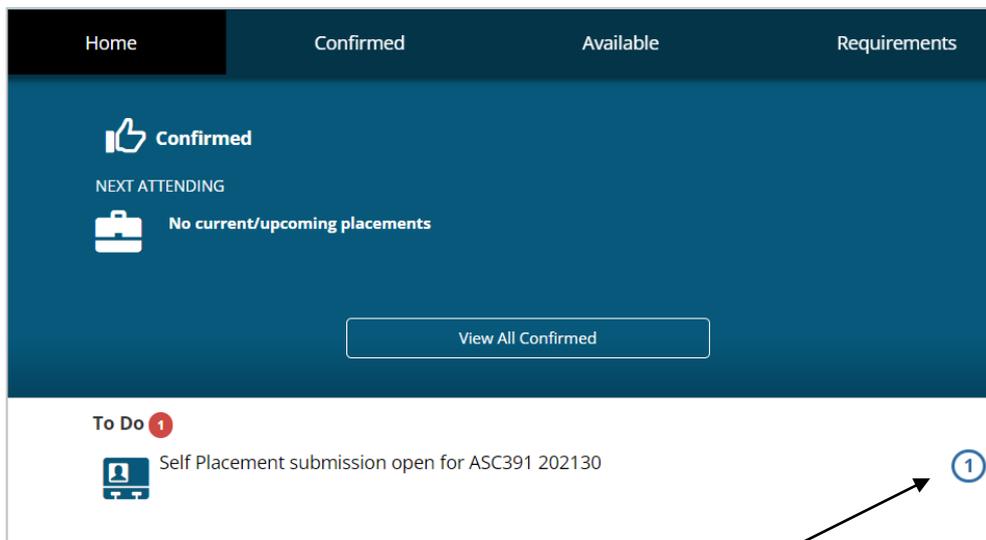


This number indicates that you have submitted 1 self placement form. Click on the link to navigate to your *self placement submission*

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.

2. 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.



3. 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.

**Placement Application**

**Outcome:**

Select status...

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

**Feedback to Student**

Please read

4. 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.



**Confirmed**

NEXT ATTENDING

**No current/upcoming placements**

View All Confirmed

To Do 2

Your submission for ASC391 202130 is incomplete. Feedback: Please provide more information about your objectives on placement. Sent by Dianne Plunkett

Self Placement submission open for ASC391 202130

*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.

**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.).*

5. Make any necessary changes and 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

Teststudent9 ⌃

👤 My Details

❔ Help

↪ Log out