



Placement Application Submission Guide Accounting, Business & Justice students

InPlace - self placement

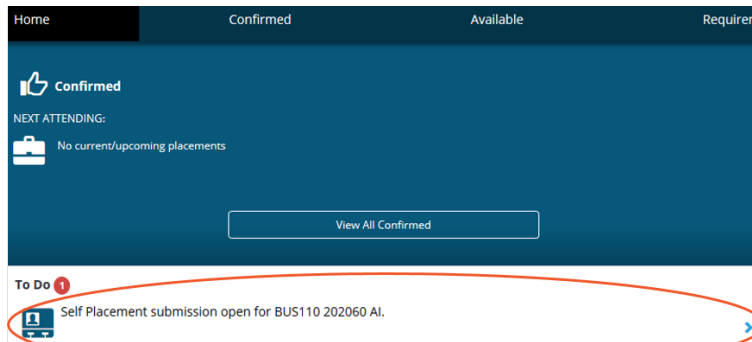
The *Self Placement* functionality within InPlace is the official *Placement Application* submission process for accounting, business and justice disciplines. The form collects information about your proposed placement requirements.

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



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>

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

Instructions for relevant subject will display.

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



4. Enter Start and End dates.

Period

Start

End

Input fields for Start and End dates with calendar icons.

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

Experience dropdown menu

Duration input field with value 35

Unit dropdown menu with value 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 *

Agency name input field

Address

Country *

Country dropdown menu with value AUSTRALIA

State *

State dropdown menu

Enter details about organisation where you will be undertaking placement.

Unit number

Unit number input field

Street number and name *

Street number and name input field

Suburb *

Suburb input field

Post Code *

Post Code input field



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

Agency contact details

Title

Given name *

Surname *

Business phone *

Website *

Business email *

Confirm email *

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

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...



11. **Select Placement Focus** option.

Placement Focus *

Select placement focus *

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? *

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? *

16. **Select Host Relationship** option.

Host Relationship *

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

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. *

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**. *

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**. *

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> *

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? *

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. *

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. *

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. *

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... ▼

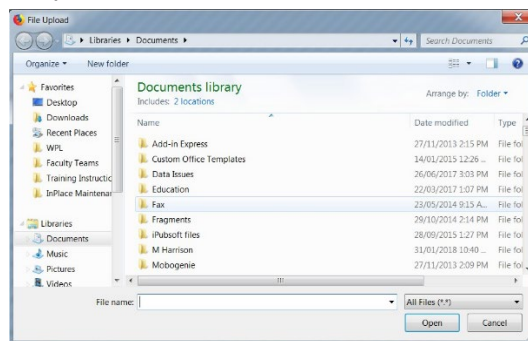
24. If answered **Yes** in *Uploaded my Student Placement Agreement*, complete the following. If answered **No**, refer to [section 26](#).

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 *

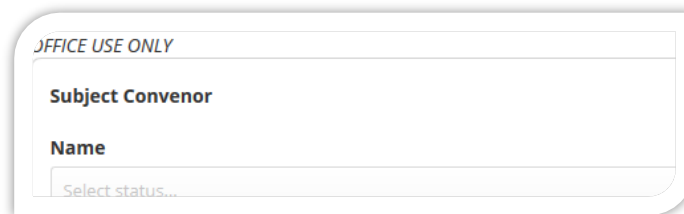
 I have uploaded my Student Placement Agreement (which can be done

Yes

Attachment

Student Placement Agreement forms:
 - [Student Placement Agreement \(Stream 1\)](#)
 - [Student Placement Agreement \(Stream 2\)](#)

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.

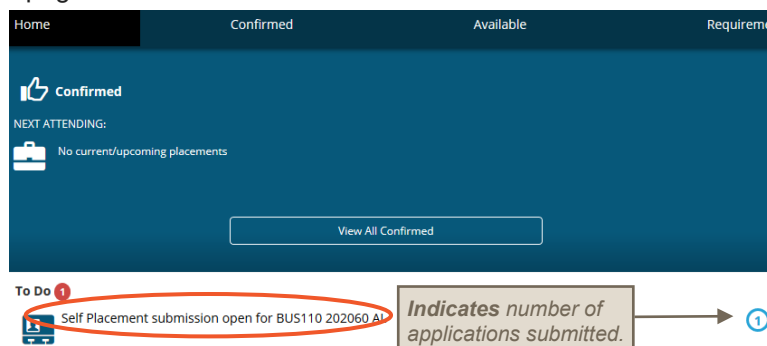


26. **Click** either of the buttons located at bottom of the form to *Save as draft* or *Submit* application.



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.



Tracking your Placement Application submission

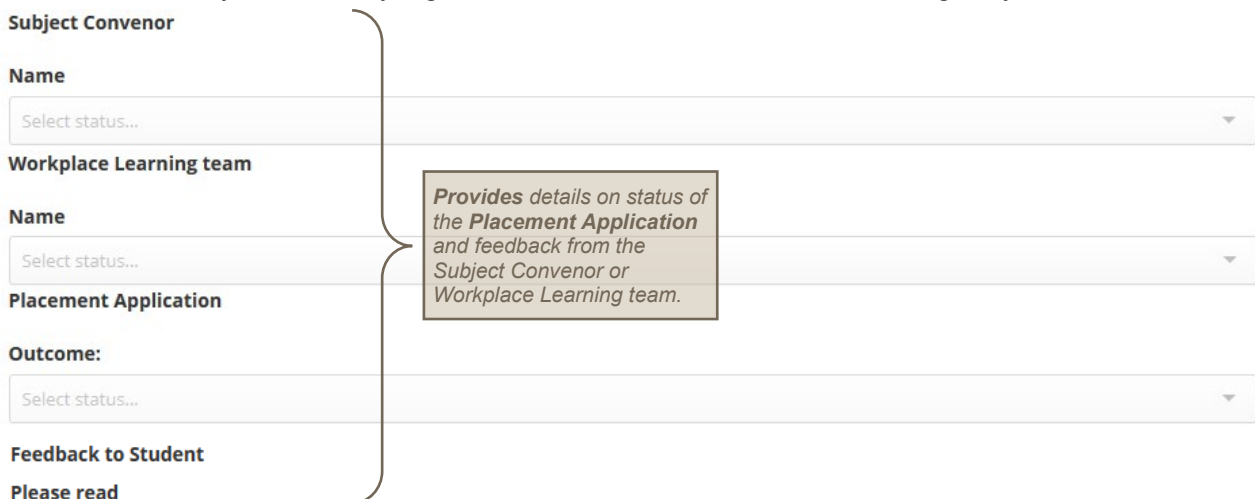
You can track your *Placement Application* submission through the *To Do* list which will appear on the *Home* page once it has been *Submitted* or *Saved as draft* (refer image in [section 27](#)).

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

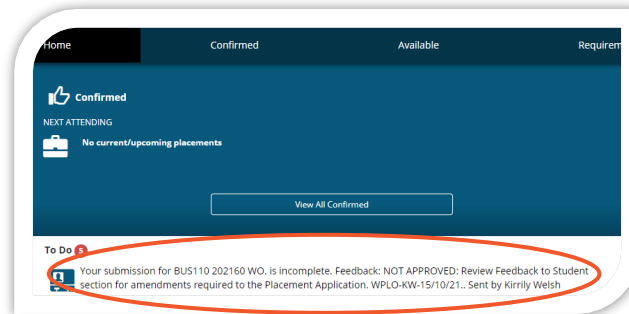
28. **Click** *Self Placement submission* link, a blank *Placement Application* form displays (refer image in [section 27](#)).
29. **Click** *View 1 Submitted* button at the bottom of the form to access your *Placement Application*.



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.



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.

