InPlace – Self Placement TOOL

The self-placement application tool process within InPlace allows you to provide the name, contact details and other information about your preferred placement site (school or service) 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:

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f		0		0	Placement	Sho	rtlist			
Welco	ome t	o InPla	ace							Student 💌 Go
InPlace S	Student	Training	Guide							
			Place Stu	ident Tra	ining Guide					
Upcomin	g Place	ments								1
									View all placements	
No upcor	ming place	ments								
Placemen								-		
Year	De	tails					Requirements	Туре	Actions	-
2018	EP D	'432 - B -	201830 -	26/02/20	118 to 15/06/2	018 -	EPT432 - B - 201830 - 26/02/2018 to 15/06/2018 - D General : 25 Days	Self Placemen	Submit Self Placement	

3. To access the online form to submit your placement details, click on the Submit Self Placement button listed next to the subject for which you are submitting your placement details. The Self-placement application page 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: All mandatory fields on the **Self Placement** page 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 (School |Service)** indicates a mandatory field and you will not be able to submit the form until all mandatory fields are completed. N/A can be used for secondary and primary application if this information is not known and the WPL email address substituted if the school email address is also unknown.



Self Placeme	nt						
Entrato Pa	Student:			Duration:			
2222222	Allocation Group:			Dates:	none - none		
Sold and	Agency:		Displays the allocation group name (which usually contains the				
	(* required field)				Status: DRAFT Messages		
	Placement Details Student:*				×		
Enter the	Allocation Group:*	EPT432 - B - 201830 - 26/02/2018	to 15/06/2018 - D				
Placement Start	 Placement Start Date (d/mm/yyyy): 	*					
Date and End	Placement End Date	*				any days/hours the	
Date here	(d/mm/yyyy): Placement Duration:	Experience	Duration* Unit Of	Measure*	placement is	for	
	Placement Duration.	1 (General)			Remove		
		Add					
	Placement Times:	Select Placement Times		o add placeme nes if required	ent		
	Agency Details		•	•			
Enter details	Agency Name:*						
about the	Email:						
Preferred							
Agency (school) where	Agency Address Country:	AUSTRALIA			•	Status: DRAFT Messages	
you would like	Street Number and	*					
to complete	Name: Suburb:*						
This placement.	State:*	•					
	Post Code:*						
	Agency Contact Detail	s					
Agency Contact	Given Name:*						
Details for	Surname:*						
Secondary and Primary schools	Business Phone:*						
Should be the	Business Email:*						
Generic school Detail.	Confirm Email:*						
	Supervisor Contact De Contact person is the placement supervisor:	etails					
Supervisor Contact	Given Name:				0		
Details are not Required for	Surname:						
Primary and	Business Phone:						
Secondary	Business Email:						
Placement Applications.	Confirm Email:						
, application of	Additional Details Comments:						
	*		e Comments field allows you	to add any			
			ditional information about the cement submission				

- 4. Enter the **Placement Start** and **End Date** in the relevant fields.
- 5. Enter the number of days/hours the placement is for in the **Duration** and **Unit of Measure** fields.
- 6. Enter the first preference of school or service details for this placement in the **Agency Detail section**. N/A can be used for secondary and primary placements if this information is not known.



- 7. Enter the School name, phone no. & email address in the Agency Contact Details section.
- 8. For secondary and primary school placement application the **Supervisor Contact Details** section, is not required.
- 9. If you have any additional information to provide about your placement submission, please add them in the **Comments** field.
- 10. The next section will display any customised fields that you are required to complete before submitting your placement details (as shown in the example below). The information displayed will differ depending on the requirements of your discipline or Course.

Note: If you cannot see any extra fields it may be because your discipline does not require any further information about your placement submission. If this is the case you can go to step 12.

ist Alternate Preferred Locations:	Please list 5 Locations/Suburbs/Regions where you would be able to undertake your placement (Please note that there is no guarantee that a placement will be found in your preferred locations.)*
Iternative Dates:	Please indicate alternative dates*
Notice to Employer:	How much notice do you need to provide your employer?*
dditional Details:	Do you have any additional details that may assist the Professional Experience Unit in sourcing your placement
	(E.g. your preference for a school with a particular religious affiliation)?*

- 11. If customised fields display (as shown above), you will need to complete this information before submitting your form. Once again, mandatory fields are indicated by a red asterisk in this section also.
- 12. Once you have completed the form, you can click on the **Submit** button located at the bottom of the page.





- 13. When you have successfully submitted your placement details, you will return to the *Home* page and your submission will appear in the **Self Placement Submissions** widget.
- 14. If you still need to find out more information before submitting. You can click on the **Save 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.

Submit	Save draft	Close
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Tracking the status of your self-placement tool Application submission:

1. The easiest way to track the status of your self-placement tool placement application is through the **Self Placement Submissions** widget which will appear on the **Home** page after you have submitted or saved a draft of your self-placement tool application.

Self Placement Submissions

	Incomplete(1) Draft(0) Pending(0) Not Approved(0)	
Shows the different statuses of a self- placement application. The number in brackets shows how many of that particular status you have	Incomplete Wagga Wagga High School EPT432 - B - 201830 - 26/02/2018 to 15/06/2018 - D Please provide more information about your supervisor Shows any messages from the workplace learning team	Displays a list of your self- placement applications by status. Click on the link to navigate to the Self Placement page

Status	Description
Incomplete	You have submitted a self-placement application and it has been reviewed by workplace learning (WPL) staff; more information is required. If WPL staff have written a message, it will also display as shown above.
Draft	You have saved your self-placement application as a draft and need to go in and submit it or the WPL staff will not be able to review your submission.
Pending	Your self-placement application has been submitted and is awaiting review from the workplace learning team. You will not be able to make any changes to this status as it is waiting on action from the WPL team
Not approved	You have submitted your self-placement application and it has been reviewed by WPL staff and it has not been approved. You will need to resubmit another self-placement application.



2. If you click on the link to the self-placement application, the Self Placement page will display so you can action as per the requirements for the current status.

Self Placement										
Stud	lent:	ATASEVER Elizabeth (11598813)]	Duration:	Ge	neral 25 days		
Alloc	cation Group:	EPT432 - B - 201830 - 26/02/2018 to 15/06/2018 - I 1 out of 1 Self Placement(s) for this Allocation Group)	Dates:	2/0	04/2018 - 4/05/2	018	
Ager	ncy:	Wagga Wagga High School								
	(* required field)								Status: 🛕 Incon Messages	nplete
	Placement Details Student:*	ATASEVER Elizabeth (11598813)							Please provide mo supervisor	re information about your
,	Allocation Group:*	EPT432 - B - 201830 - 26/02/2018 to 15/06/20	18 - D					•	↑	
	Placement Start Date (d/mm/yyyy):	* 2/04/2018								
(Placement End Date (d/mm/yyyy):	* 4/05/2018								
	Placement Duration:	Experience		Duration*	Unit Of Me					
		1 (General)	X Q	25	DAY	•	Remove			
		Add								
1	Placement Times:	Select Placement Times								
	Agency Details									
U.	Agency Name:*	Wagga Wagga High School								
										}
										1
							Displays	the curre	ent status of	the self-

Displays the current status of the selfplacement application and provides any messages from the workplace learning team

- 3. 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 application details.
- 4. If the status of your self-placement application submission has changed you will usually receive an email notifying you of the change and any further actions that you need to perform (i.e. provide more information etc.).
- 5. You can also access your self-placements application by clicking on the **Placement** menu and selecting **Self Placement**.

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Welcome to InPlace	Placement		
InPlace Student Training Guide	Self Placeme		

6. The Self Placement List page will display.

Click on the **Detail** link to access the **Self Placement** page

7. You can access the self-placement application by clicking on the **Detail** link located on the left hand side of the self-placement application. You will be taken to the **Self Placement** page where you can make any necessary changes and re-submit your self-placement application.

Note: For more information about Self Placements tool please refer to the InPlace Student Training Guide available via the link located on the top left hand side of the **Home** page.