**Charles Sturt University**

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:
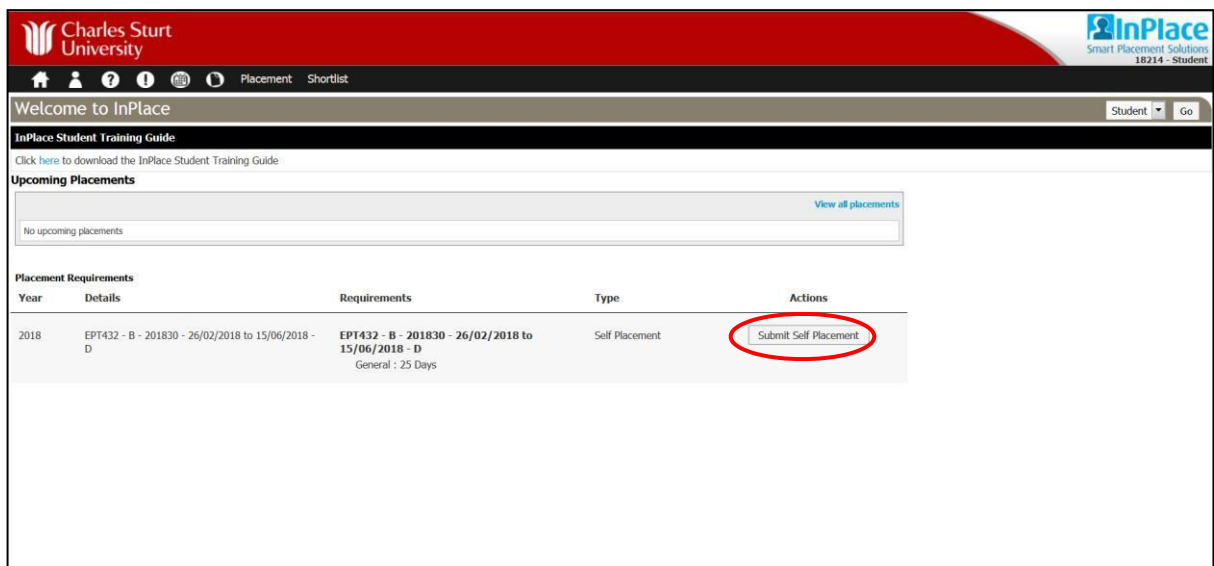
3. To access the online form to submit your placement details, click on the **Submit Self Placement** button listed next to the subject for which you are submitting your placement details. The ***Self-placement application*** page will display. To see all information on this page, you will need to use the scroll bars on the right hand side of the screen to scroll down the page.

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*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.*

*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 Placement

Student:
Allocation Group:
Agency:

Duration:
Dates: none - none

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

Status: DRAFT
Messages

(* required field)

Placement Details
Student:*
Allocation Group:*   EPT432 - B - 201830 - 26/02/2018 to 15/06/2018 - D

Enter the **Placement Start Date** and **End Date** here

Placement Start Date (d/mm/yyyy): *
Placement End Date (d/mm/yyyy): *
Placement Duration:

	Experience	Duration*	Unit Of Measure*	
1	(General)	0	DAY	Remove

Add

Enter how many days/hours the placement is for

Placement Times: Select Placement Times

Allows you to add placement days and times if required

Agency Details
Agency Name:*
Email:

Enter details about the Preferred Agency (school) where you would like to complete This placement.

Agency Address
Country: AUSTRALIA

Status: DRAFT
Messages

Street Number and Name: *
Suburb:*
State:*
Post Code:*

Agency Contact Details
Given Name:*
Surname:*
Business Phone:*

Agency Contact Details for Secondary and Primary schools Should be the Generic school Detail.

Business Email:*
Confirm Email:*

Supervisor Contact Details
Contact person is the placement supervisor:

Supervisor Contact Details are not Required for Primary and Secondary Placement Applications.

Given Name:
Surname:
Business Phone:

Business Email:
Confirm Email:

Additional Details
Comments:

The **Comments** field allows you to add any additional information about the placement 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.

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.

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

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
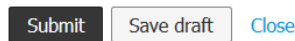
Tracking the status of your self-placement tool Application submission:

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.

Shows the different statuses of a self-placement application. The number in brackets shows how many of that particular status you have

Displays a list of your self-placement applications by status. Click on the link to navigate to the *Self Placement* page

Shows any messages from the workplace learning team

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.

Displays the current status of the self-placement 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**.
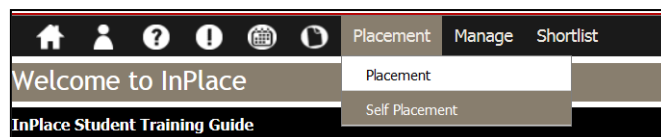
6. The *Self Placement List* page will display.

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.*