

Agency details

Agency name *

Enter **TBA** in **Agency name** field as this is a mandatory field

Address

Country ?

State ?

Street number and name ?

Suburb ?

Post Code ?

Leave these fields blank

Agency contact details

Given name *

Surname ?

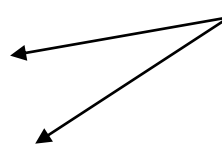
Business phone *

Enter **TBA** in the **Given name** and **Business phone** fields as they are mandatory fields

)2\$3/7#KGØX

)2\$3/7#KGØX

Enter)2\$3@csu.edu.au in the email fields



Leave the **Supervisor contact** section blank



5. Enter TBA in the **Agency name** field as this is a mandatory field.
6. Leave the **Address** fields blank.
7. Enter TBA in the **Given name** and **Business phone** fields in the **Agency contact details** section. Enter FOAE-WPL@csu.edu.au in the **Business email** and **Confirm email** fields.

Note: You need to enter this information into these fields because they are mandatory fields and you will not be able to submit the form without providing information within these fields.

8. Leave the **Supervisor contact** section blank.
9. The next section is completed by the Workplace Learning Office (WPLO) and the Placement Establishment Academic (PEA).

PROFESSIONAL PRACTICE ASSESSMENT (PPA)

Placement Establishment Academic (PEA) Allocation Details and Eligibility

Placement Establishment Academic Allocation

The WPL Office will allocate you a PEA. You MUST contact your PEA and WPL Office as soon as possible if there are any changes to your details

Select status...

PPA Eligibility

Eligible for PPA approved?

Select status...


Student Feedback

Feedback to Student

Please read

These will be completed by the WPLO and PEA after you have submitted the form

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

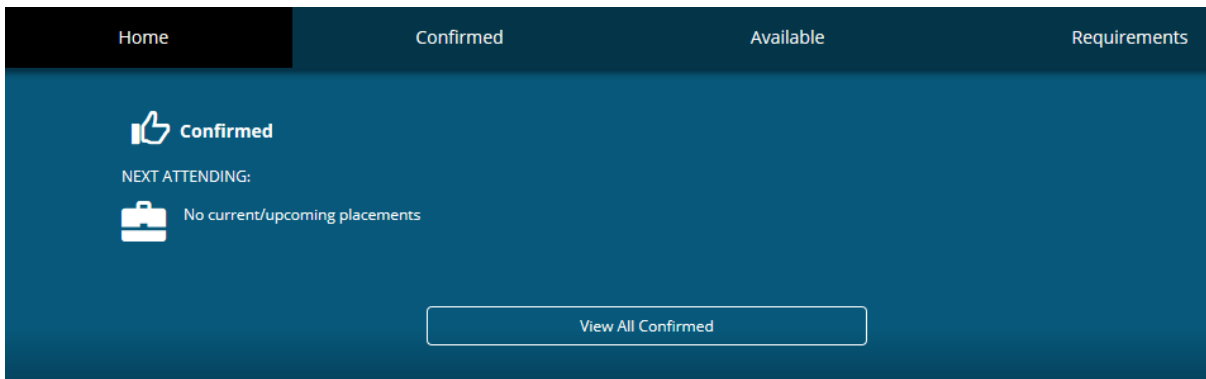
 **Cancel**

Save as draft

Submit

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

11. When you have successfully submitted your registration 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.



To Do 1



Shows that you have submitted one registration form

12. 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.



13. Once the WPLO receive your completed registration form, the Workplace Learning Coordinator (WPLC) will support and track your progress in the Professional Practice Assessment (PPA) strand via InPlace.

Please allow at least 10 working days to allow the WPL office to update your InPlace records.