

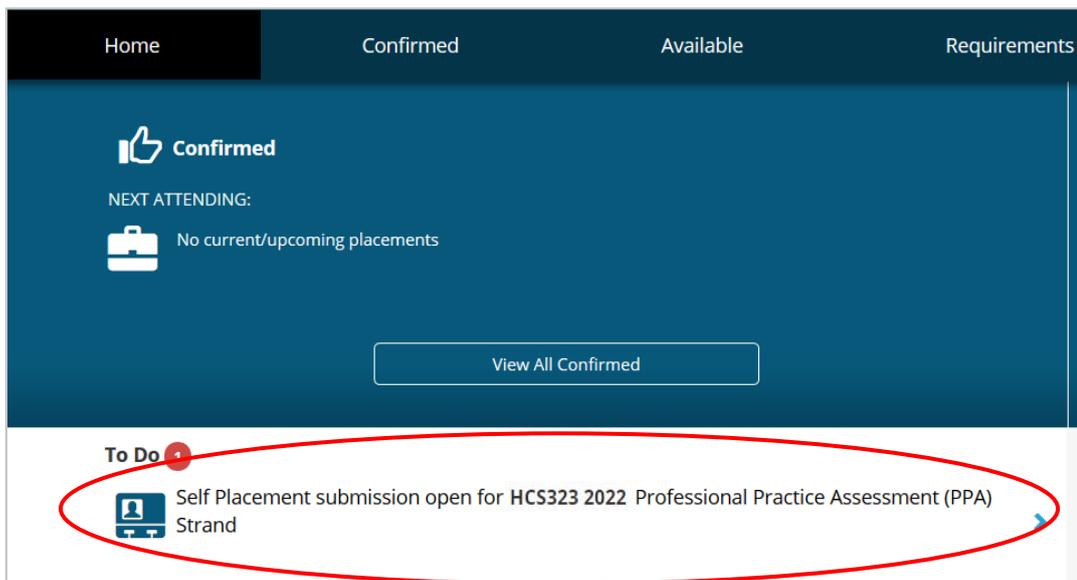
InPlace Registration: Professional Practice Assessment (PPA) Strand

The Self Placement process within InPlace is a tool that allows you to provide your registration details for PPA via an online form. Whilst the terminology within InPlace refers to Self Placement, this tool is being used so you can register for PPA.

This Quick Reference Guide will show you how to complete this online form.

Submitting your registration form:

1. Login into InPlace: <https://myworkplacelearning.csu.edu.au/>
2. The **Home** page will display:



3. To access the online registration form, click on the **Self Placement Submission** link located in the **To Do** list. The **Registration** form will display. To see all information 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:

- a. You have not enrolled correctly or
- b. You have not completed all of your **mandatory** compliance requirements, that is your National Police Check and current CV/Resume

Note: All mandatory fields on the **Registration** form 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. Please enter **TBA** into the **Agency name** field so you can submit the form.

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

HCS323 2022 Professional Practice Assessment (PPA) Strand

General - 500 Hours Required - 0 Hours Filled

0%

Instructions

Human Services

Please note: Terminology used within the form refers to "Self Placement", PLEASE DO NOT CANVAS YOUR OWN PLACEMENT OR APPROACH ANY PLACEMENT SITE, your placement will be sourced by the Placement Establishment Academic (PEA) looking after your placement allocation.

You will not know your Agency Name or contact details yet. Please enter TBA and in these compulsory fields marked with a red asterisk *. Enter HumanServices-wpl@csu.edu.au into the email fields.

Please DO NOT enter Start and End dates - these will be entered by the Placement Establishment Academic once your placement is confirmed.

Placement details

Period

Start ? End ?

Leave the **Start Date** and **End Date** blank

Duration

Experience Duration * Unit

+Add another experience

Weekly placement roster

+Add another weekly shift pattern

These will default to values in the system, the WPLO will make any changes to these if necessary

4. Leave the **Placement Start** and **End Date** blank.

Agency details

Agency name *

TBA

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

Address

Country ?

AUSTRALIA

State ?

Street number and name ?

Suburb ?

Post Code ?

Leave these fields blank

Agency contact details

Given name *

TBA

Surname ?

Business phone *

TBA

Mobile phone

Business email *

FOAE-WPL@csu.edu.au

Enter **FOAE-WPL@csu.edu.au** in the email fields

Confirm email *

FOAE-WPL@csu.edu.au

Enter **TBA** in the **Given name** and **Business phone** fields as they are mandatory fields**Contacts**Contact person is the placement supervisor Leave the **Supervisor contact** section blank

Given name ?

Surname ?

Business phone ?

Mobile phone ?

Business email ?

Confirm email

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.

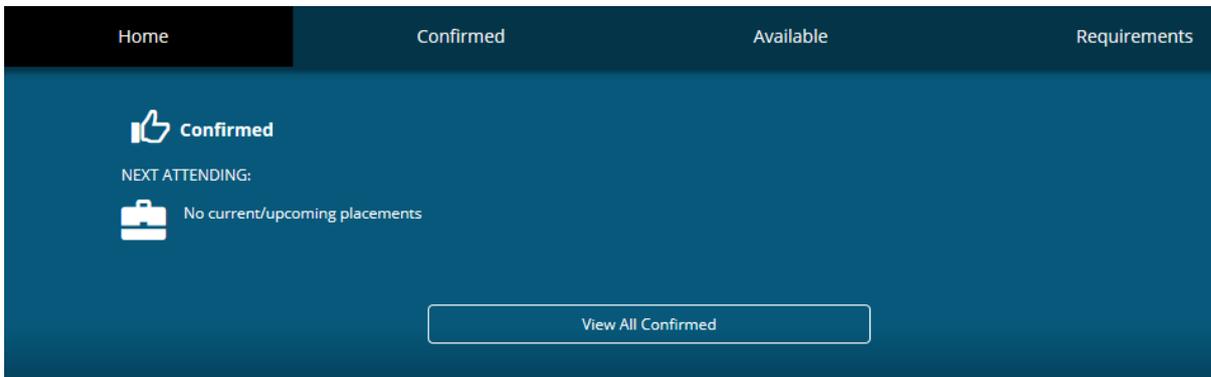
 **Cancel**

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



Self Placement submission open for HCS323 2022 Professional Practice Assessment (PPA) Strand



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.