

InPlace – Self Placement User Student Guide (PPA Strand)

Please follow this important information to progress your Professional Practice Assessment (PPA) placement arrangements.

Enrol into a Field Education subject (Field Education subjects are year-long)

- HCS323 – 202x31 – Year Long Session 1 202X Social Work Field Education 1
- HCS525 – 202x31 – Year Long Session 1 202X Social Work Field Education 1

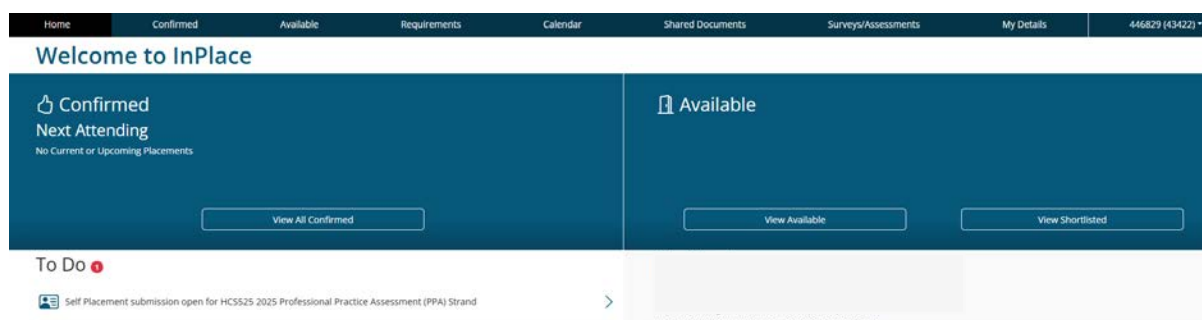
The Workplace Learning Team will add you to the PPA strand **after** you enrol so that you are able to complete the Self placement form. If you cannot see the Self placement link that means you have not been allocated to the group yet. This can take up to 10 days.

Access to InPlace will take approximately 48-72 hours for your student enrolment to migrate across.

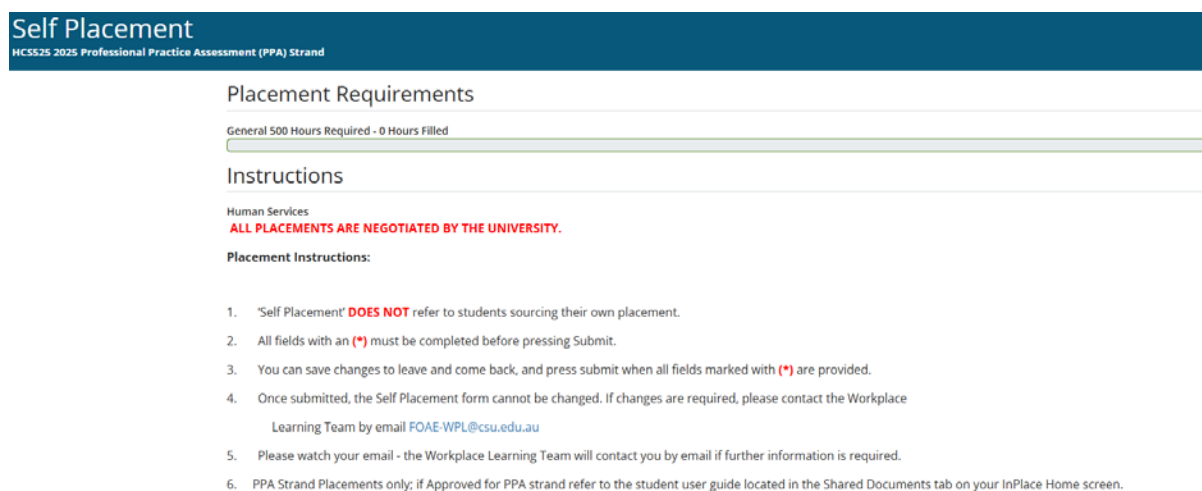
The example below shows the Self-Placement submission for subject HCS525 2025 Professional Practice Assessment (PPA) Strand.

Login to InPlace: <https://myworkplacelearning.csu.edu.au/> (login with your Charles Sturt username and password. Once logged into the InPlace scroll to the “TO DO” items on the home screen.

Click the Self Placement submission link displaying the subject code of your enrolled subject. The link will open to the “Self Placement Form”



The screenshot shows the InPlace dashboard with a navigation bar at the top containing links: Home, Confirmed, Available, Requirements, Calendar, Shared Documents, Surveys/Assessments, My Details, and a user ID 446829 (43422). The main content area is titled 'Welcome to InPlace' and is divided into two columns. The left column is labeled 'Confirmed' and 'Next Attending' with a subtext 'No Current or Upcoming Placements' and a 'View All Confirmed' button. The right column is labeled 'Available' and has 'View Available' and 'View Shortlisted' buttons. Below these columns is a 'To Do' section with a red notification icon and a link: 'Self Placement submission open for HCS525 2025 Professional Practice Assessment (PPA) Strand'.



The screenshot shows the 'Self Placement' form for HCS525 2025 Professional Practice Assessment (PPA) Strand. The form has a dark blue header with the title 'Self Placement' and the subject code. Below the header, there is a section for 'Placement Requirements' with a progress bar indicating 'General 500 Hours Required - 0 Hours Filled'. The 'Instructions' section is titled 'Human Services' and contains the text 'ALL PLACEMENTS ARE NEGOTIATED BY THE UNIVERSITY.' followed by 'Placement Instructions:'. The instructions are numbered 1 through 6, detailing the process of self-placement, including saving changes, submitting, and contacting the Workplace Learning Team by email (FOAE-WPL@csu.edu.au). The final instruction states that PPA Strand Placements only, if approved for PPA strand, refer to the student user guide located in the Shared Documents tab on the InPlace Home screen.



Placement Details

Period **DO NOT CHANGE the Start and End Dates**

Placement Start Date

day/month/year



Placement End Date

day/month/year



Duration **DO NOT CHANGE the Experience, Placement Duration or the Unit**

Experience

General



Placement Duration *

500

Unit

Hour



Add Experience

Weekly Placement Roster **DO NOT CHANGE the Weekly Placement Roster**

Add Weekly Shift Pattern

Agency Details

Agency Name * **Student to Enter TBA as the Agency Name (Do not add any other name in here)**

Additional Details

Comments

DO NOT add any Comments

HS PROFESSIONAL PRACTICE ASSESSMENT (PPA) 2023 Plus

Mandatory Student Information

National Police Check (NPC) * **Student: Upload NPC**

National Police Check (FOAE)

No



Expiry

day/month/year



Attachment *



Drag and drop files here or Browse

HS: Student: CV/Resume *

Student: Upload Resume

Upload a copy of your CV/Resume

Comments (Maximum 4000 characters)

Attachment *



Drag and drop files here or Browse

OFFICE USE ONLY▲

Staff Planning Comments:

Staff Planning Comments (Maximum 4500 Characters)

Field Education Liaison Officer (FELO):

Field Education Liaison Officer (FELO)

WPLO Office Use

Placement Establishment Academic (PEA) Allocation Details and Eligibility▲

PPA Eligibility:

Eligible for PPA approved?

Placement Establishment Academic Allocation:

The Workplace Learning Coordinator will allocate you a PEA prior to the start of session

Workplace Learning Coordinator (WPLC):

WPLC Allocation (Maximum 4500 Characters)

Student Feedback▲

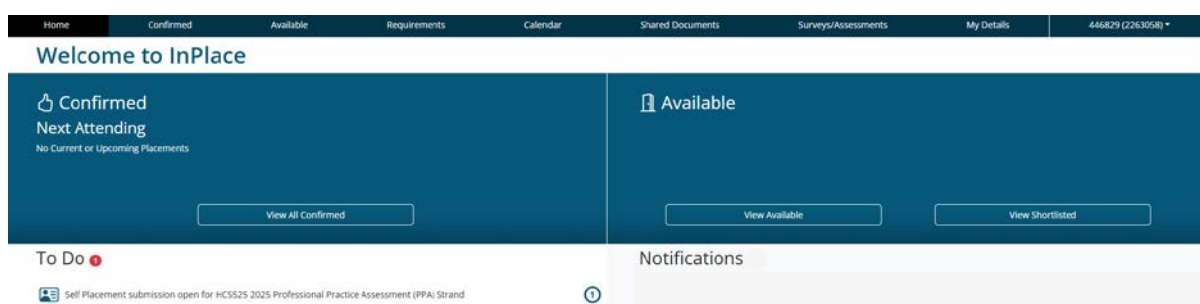
Feedback to Student:

Please read Placement Application feedback (Maximum 4500 Characters)

Select the **Submit** button on the bottom of the form.

Your form will move to a pending status for review by the Workplace Learning Team.

When you have successfully submitted your Self Placement form, 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.



Only submit one form.

If you need to add information to your form after submission, please contact the Workplace Learning Team via FOAE-WPL@csu.edu.au who will move your form back to an Incomplete status allowing you to add additional information.

Please Note: Assessment information will be available on [Brightspace](#) two weeks before Session 1 commences.