

## InPlace – Self Placement User Student Guide (PPA Strand)

Please follow this important information to progress your 2023 PPA placement arrangements.

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

- HCS323, 202331 – Social Work Field Education 1
- HCS525, 202331 – 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.

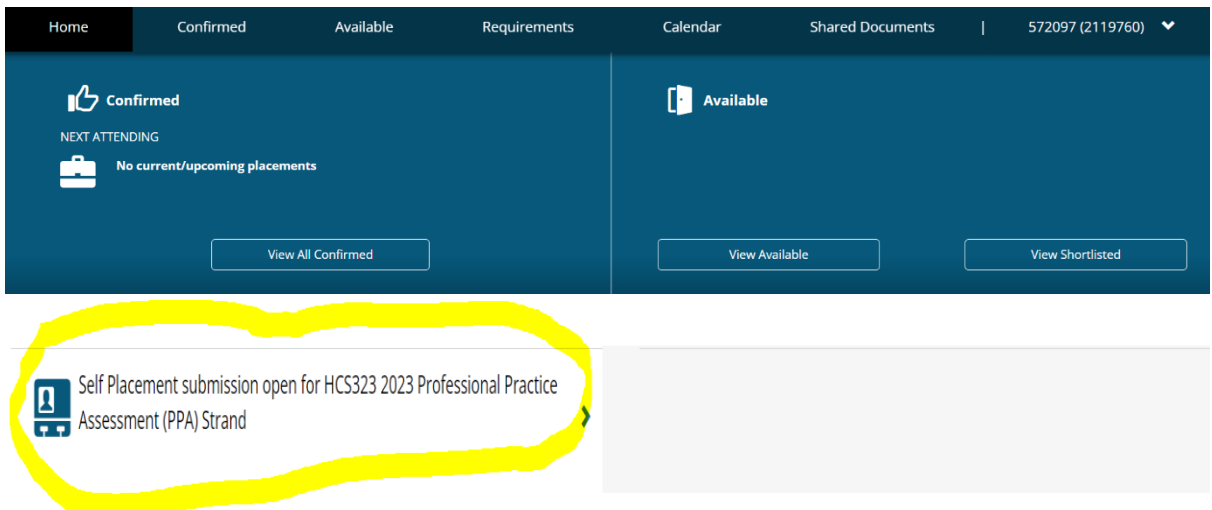
### 2. Access to InPlace will take approximately 48-72 hours for your student enrolment to migrate across.

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

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

The example below shows the Self-Placement submission for subject HCS323 2023 Professional Practice Assessment (PPA) Strand.

### 4. The **Home** page will display:



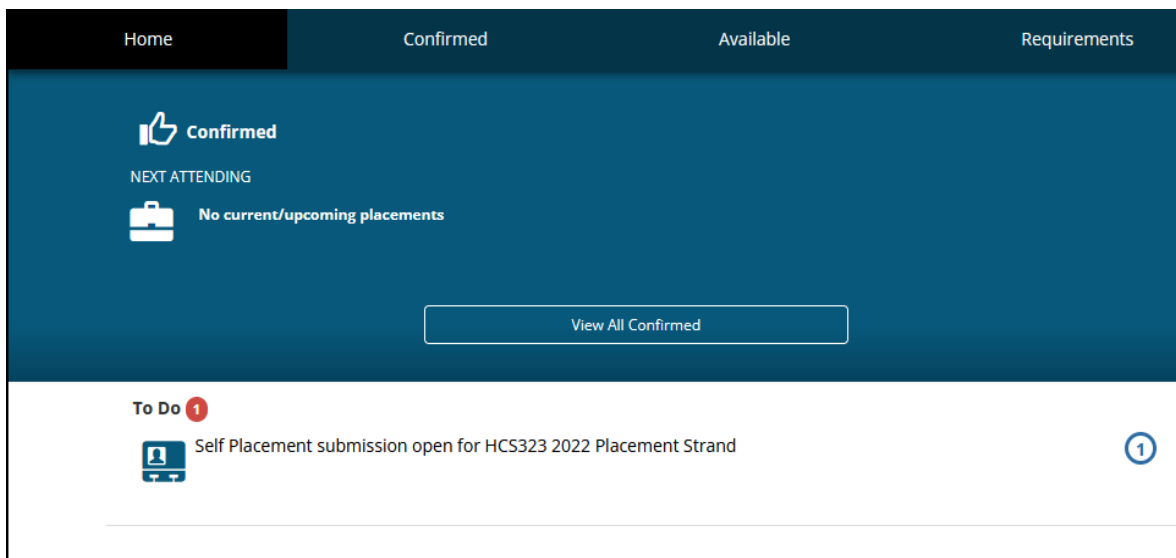
The screenshot shows the InPlace Home page with a navigation bar at the top containing 'Home', 'Confirmed', 'Available', 'Requirements', 'Calendar', 'Shared Documents', and a user profile '572097 (2119760)'. The main content area is divided into two columns. The left column is titled 'Confirmed' and shows 'NEXT ATTENDING' with 'No current/upcoming placements' and a 'View All Confirmed' button. The right column is titled 'Available' and shows 'View Available' and 'View Shortlisted' buttons. A yellow circle highlights a notification card that reads: 'Self Placement submission open for HCS323 2023 Professional Practice Assessment (PPA) Strand'.

### 5. Complete the Self-Placement form by:

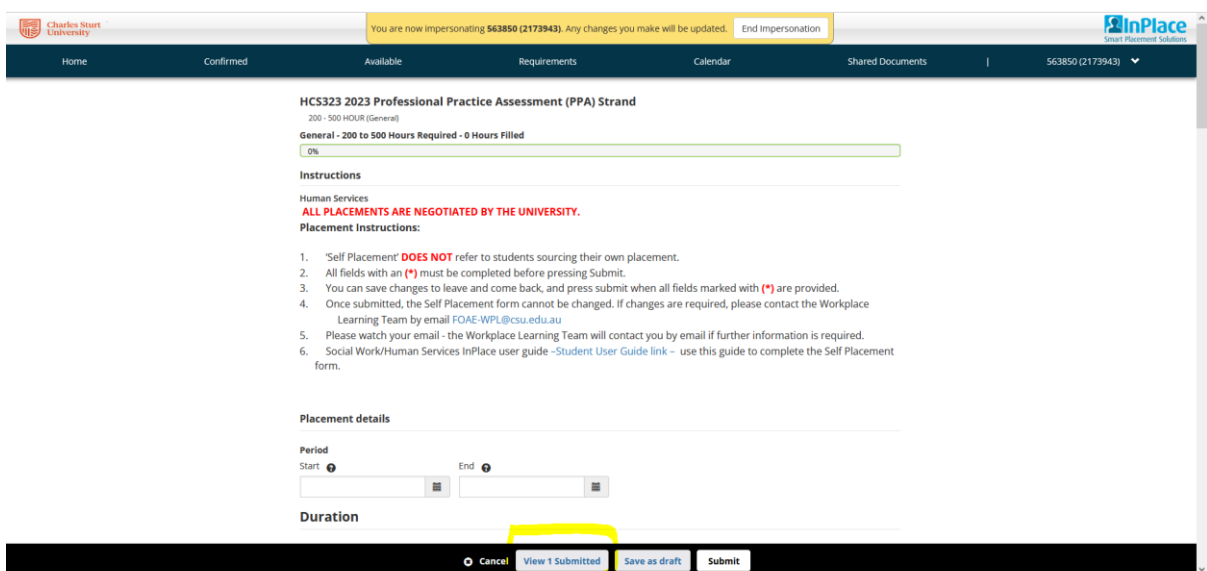
Uploading the mandatory compliance documentation.

- a. National Police Check
- b. Resume

6. **Complete PROFESSIONAL PRACTICE ASSESSMENT (PPA) 2023 ONLY** Review your information carefully ensuring you have completed all fields marked with a red (\*) to ensure the form will submit.
7. **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.
8. 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. To look at details on the form please go to the view 1 submitted tab.** If you need to add information to your form after submission, please contact the Workplace Learning Team via [FOAE-WPL@csu.edu.au](mailto: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 Interact 2 Subject site at the commencement of the 2023 session.**