

Mandatory Compliance Documents (Social Work)

Contents

Overview:	2
Submitting your required compliance documents:	3
NATIONAL POLICE CHECK (NPC): (Mandatory):	5
CV / RESUME: (Mandatory):	7
COVID-19 VACCINATIONS: Many agencies, including health and education require students to have COVID-19 Vaccination. You are encouraged to upload your Vaccination Certificate to assist in placement planning:	8
WORKING WITH CHILDREN CHECK (WWCC): (Highly recommended to be eligible for child related placements):	9
HEALTH COMPLIANCE DOCUMENTS: (Recommended for eligibility to complete placements in a health facility):	11
Verification:	16

Overview

Workplace Learning (placement) is a compulsory component of your course. There are mandatory compliance requirements and registration steps to complete before you can attend a workplace learning opportunity.

Your compliance documents are required to be uploaded into [InPlace](#) for both Placement and Professional Practice Assessment (PPA) strands. InPlace is a system used by the University to track the progress of your placement.

The use of InPlace means you consent to Charles Sturt University using your relevant documentation to negotiate your placement with external agencies.

The compliance documents you need to upload are:

- ✓ Resume / CV **(mandatory)**
- ✓ [National Police Check \(NPC\)](#). **(mandatory)**
 - **NOTE:** NPC must not be more than 3 years old from date of issue, as of December in the year enrolled to complete placement.
 - Agencies may request students to supply a more recent NPC.
- ✓ [Working with Children Check \(highly recommended\)](#) or equivalent for your state *to be eligible for child related placements*.
- ✓ COVID-19 Vaccination **(highly recommended)**

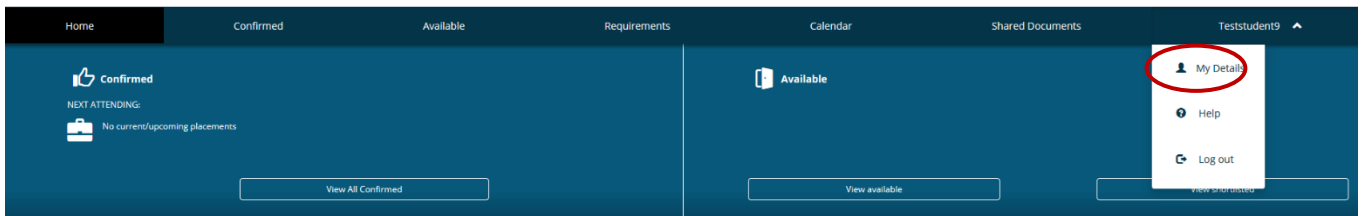
Many agencies, including health and education require students to have COVID-19 Vaccination. You are encouraged to upload your Vaccination Certificate to assist in placement planning. Queries in relation to your vaccination status should be directed to the Academic Workplace Learning Team via academics-wpl@csu.edu.au
- ✓ [NSW Health Compliance package](#). **(desirable)** (MUST be provided and verified to be eligible for placement in a health facility. e.g. hospitals, community health or aged care.
 - NOTE: Health compliance can take up to 6 months to finalise.
 - Students in VIC, TAS, WA, QLD, NT and SA must complete the NSW requirements and then provide additional documents on request.
 - NPC is required

Note: Original documentation will be required both at interview and on the first day of placement

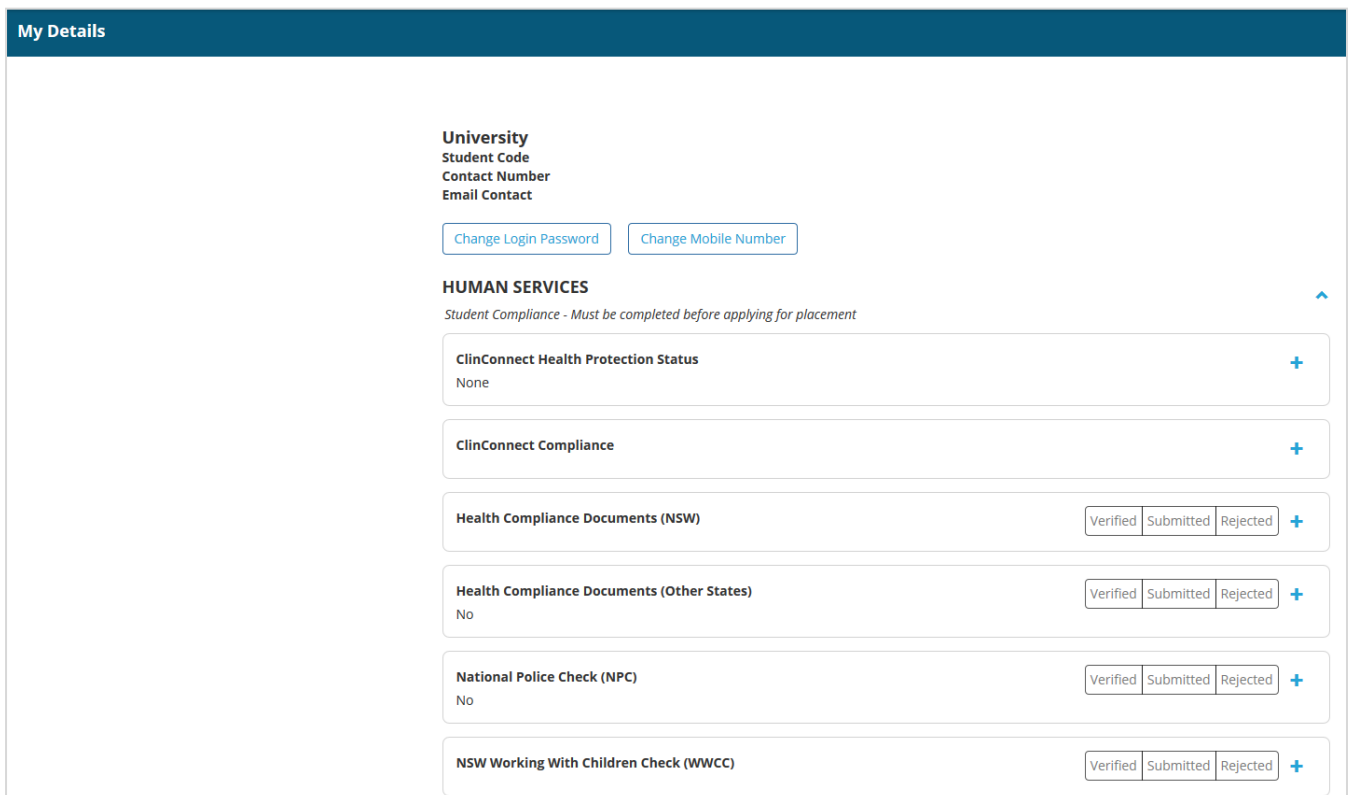
If you are enrolled in your first placement subject HCS323 or HCS525, you will also need to indicate whether you are completing the placement strand or Professional Practice Assessment strand (PPA). This Quick Reference Guide will show you how to provide your compliance information online via InPlace. If you believe that you may be eligible for the PPA strand please refer to the [PPA Process Information sheet available from the Workplace Learning Quicklinks](#).

Submitting your mandatory compliance documents:

1. Log into InPlace: <https://myworkplacelearning.csu.edu.au/>
2. The **Home** page will display:
3. Click on the **User account** menu located on the top right hand side of the screen and select **My Details**



4. You will then be taken to the **My Details** page



5. The section called **Student Compliance – Must be completed before applying for placement** is where all your mandatory documents are stored. There are also fields regarding compliance with NSW Health. These are not editable to you and are only applicable if you complete the Health Compliance. These fields will update once your documents have been verified by NSW Health.

HUMAN SERVICES

Student Compliance - Must be completed before applying for placement

These fields are related to NSW Health Compliance

ClinConnect Health Protection Status None	Verified	Submitted	Rejected	+
ClinConnect Compliance	Verified	Submitted	Rejected	+
Health Compliance Documents (NSW)	Verified	Submitted	Rejected	+
Health Compliance Documents (Other States) No	Verified	Submitted	Rejected	+
National Police Check (NPC) No	Verified	Submitted	Rejected	+
NSW Working With Children Check (WWCC)	Verified	Submitted	Rejected	+
Victorian Working with Children Check No	Verified	Submitted	Rejected	+
ACT Working with Vulnerable People Check (WWVP) No	Verified	Submitted	Rejected	+
Queensland Blue Card (BC) No	Verified	Submitted	Rejected	+


These fields are where you upload your relevant supporting documents

COVID Vaccination Dose 1 -

Please enter the date of your first COVID vaccination and upload evidence

Comments (Maximum 500 characters)

Attachment

 Select or drag a file

Submit [Cancel](#) [Reset](#)


COVID Vaccination Dose 2 -

Please enter the date of your second COVID vaccination and upload evidence

Reference Number

Comments (Maximum 500 characters)

Attachment

 Select or drag a file

HCS303 and HCS505 ONLY - Please complete

For HCS323 and HCS525, this is where you indicate your strand

HCS303 & HCS505 Strand +

PPA Please upload resume and job descriptions Verified Submitted Rejected +

No

PPA Eligibility +

NATIONAL POLICE CHECK (NPC): (mandatory)

- Click on the **Plus** sign located on the far-right hand side of the **National Police Check (NPC)** field. The **NPC** fields will expand. **NOTE: NPC must not be more than 3 years old from date of issue, as of the December in the year enrolled to complete placement.**

Change the drop down box to **Yes**

National Police Check (NPC) Verified Submitted Rejected -

No

National Police Check (FOAE)

No ▼

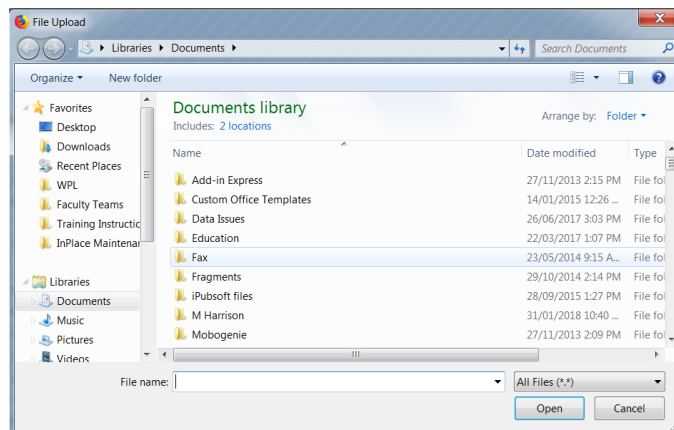
Expiry

Attachment

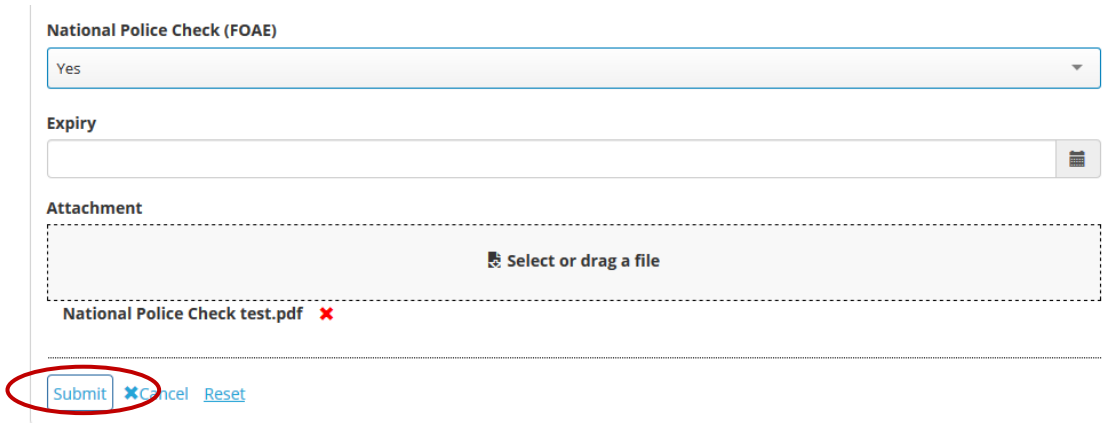
Select or drag a file

Click on the **Select or drag a file** link to upload a copy of your police check

- Change the drop down box answer to **Yes**. You can either drag a file from your computer to the **Select or drag a file** area or click on the **Select or drag a file** link to upload a copy of your Police Check (**Note: You will need to scan the Police Check and save it on your computer first**). The **File Upload** dialog box will display if you clicked on the link (if you dragged the file, it will have uploaded).



3. Navigate to the relevant file saved on your computer and click on the **Open** button. When you return to InPlace, click on the **Submit** button.



National Police Check (FOAE)

Yes

Expiry

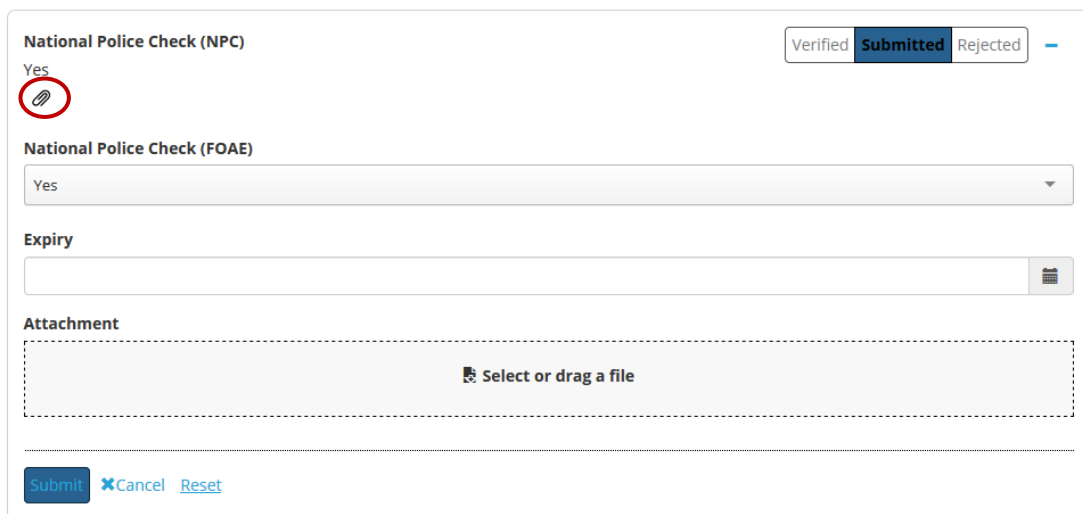
Attachment

Select or drag a file

National Police Check test.pdf ✖

Submit ✖ Cancel Reset

4. A paperclip icon will display indicating that the document has successfully uploaded to InPlace. You will also notice that the **Verification** field will now display as **Submitted**. (This will change once your Workplace Learning Officer (WPLO) has viewed the document and verified it. For more information about verification of documents, please refer to the verification section in this guide)



National Police Check (NPC) Verified Submitted Rejected

Yes

National Police Check (FOAE)

Yes

Expiry

Attachment

Select or drag a file

Submit ✖ Cancel Reset

CV / RESUME: (mandatory)

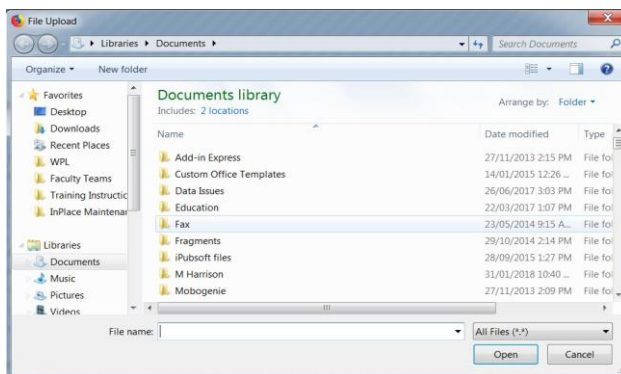
1. Click on the **Plus** sign located on the far-right hand side of the **CV/Resume** field. The **CV/Resume** fields will expand.

Change the drop down box to **Yes**

Click on the **Select or drag a file** link to upload a copy of your police check

The screenshot shows a form titled 'CV/Resume' with a status bar containing 'Verified', 'Submitted', and 'Rejected' buttons. The main content area has a 'Please upload a copy of your CV/Resume' section with a dropdown menu currently set to 'No'. Below this is an 'Expiry' field. The 'Attachment' section contains a dashed box with the text 'Select or drag a file'. At the bottom are 'Submit', 'Cancel', and 'Reset' buttons.

2. Change the drop-down box answer to **Yes**. You can either drag a file from your computer to the **Select or drag a file** area or click on the **Select or drag a file** link to upload a copy of your CV/Resume. The **File Upload** dialog box will display if you clicked on the link (if you dragged the file, it will have uploaded).



3. Navigate to the relevant file saved on your computer and click on the **Open** button. When you return to InPlace, click on the **Submit** button.

This screenshot shows the same 'CV/Resume' form as before, but the dropdown menu is now set to 'Yes'. The 'Attachment' section now shows a file named 'CVResume test.pdf' with a red 'x' icon. The 'Submit' button at the bottom is circled in red.

- A paperclip icon will display indicating that the document has successfully uploaded to InPlace. You will also notice that the **Verification** field will now display as **Submitted**. (This will change once your Workplace Learning Officer (WPLO) has viewed the document and verified it. For more information about verification of documents, please refer to the verification section in this guide).

COVID-19 VACCINATIONS

- Many agencies, including health and education require students to have COVID -19 Vaccination. You are encouraged to upload your Vaccination certificate to assist in placement planning Queries in relation to your vaccination status should be directed to the Academic Workplace Learning Team via academics-wpl@csu.edu.au

Enter date of first vaccination dose

Enter date of second vaccination dose and Reference Number

Click on the **Select or drag a file** link to upload a copy of your Vaccination Digital Certificate

WORKING WITH CHILDREN CHECK (WWCC): (highly recommended to be eligible for child related placements):

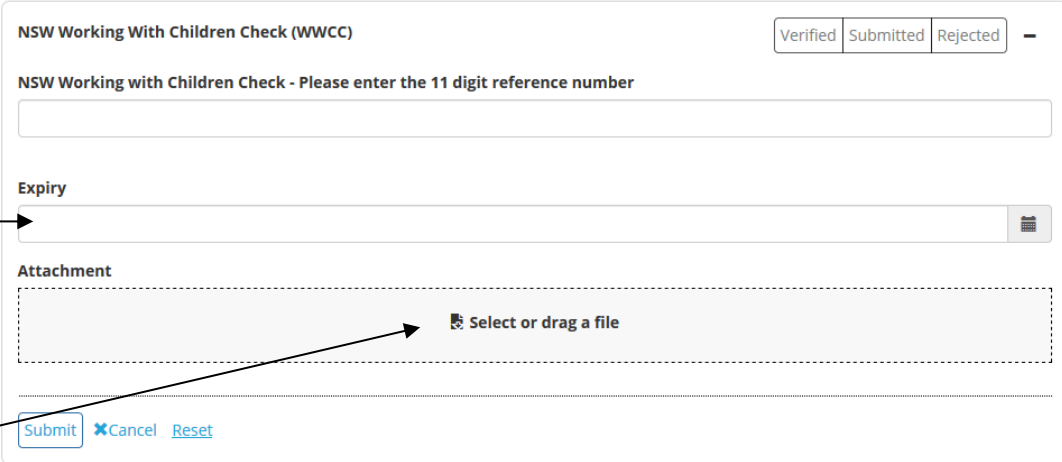
(To be eligible for child related placements. Highly recommended to obtain and provide a copy in order to avoid delays in placement start dates.)

1. Click on the **Plus** sign located on the far-right hand side of the **Working with Children Check (WWCC)** field relevant to your state of residence (i.e. If you live in NSW, upload your working with children check email confirmation (for NSW) or copy of card (for other states) to the NSW Working with Children Check field). The **WWCC** fields will expand.

Enter the **Reference Number**

Enter the **Expiry Date** of your Working with Children Check

Click on the **Select or drag a file** link to upload a copy of your Working with Children Check



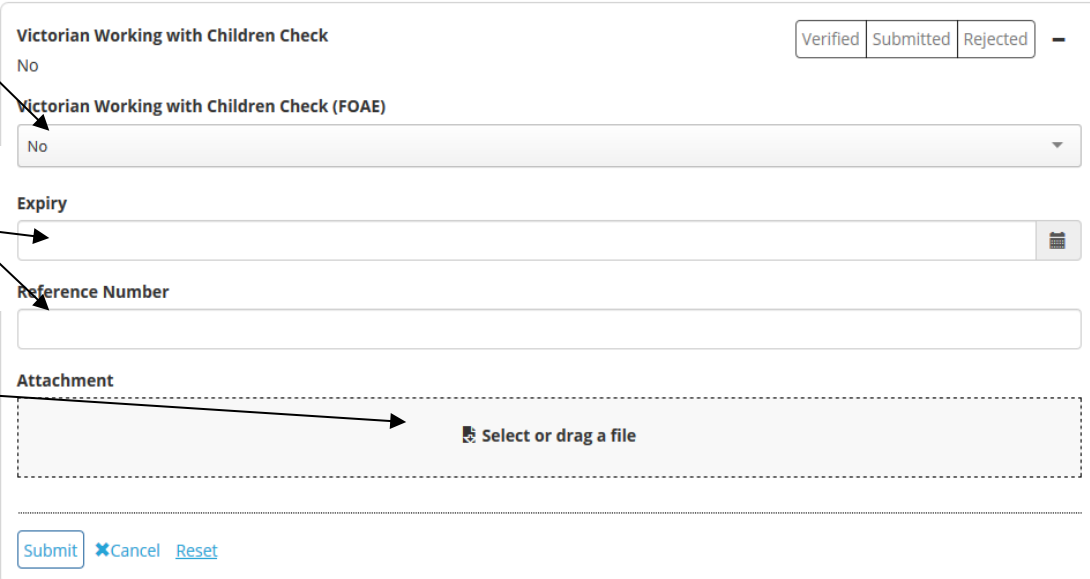
2. Enter the **Reference Number** and **Expiry Date** for your Working with Children Check. Move to step 4.

For states other than NSW:

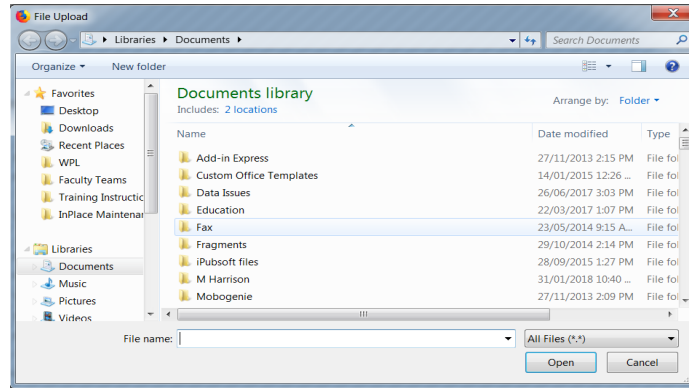
Change the drop down box to **Yes**

Enter the **Expiry Date** and **Reference Number** of your Working with Children Check

Click on the **Select or drag a file** link to upload a copy of your Working with Children Check



3. Change the drop down box answer to **Yes**. Enter the **Expiry Date** and **Reference Number** for your Working with Children Check.
4. You can either drag a file from your computer to the **Select or drag a file** area or click on the **Select or drag a file** link to upload a copy of your Working with Children Check. The **File Upload** dialog box will display if you clicked on the link (if you dragged the file, it will have uploaded).



5. Navigate to the relevant file saved on your computer and click on the **Open** button. When you return to InPlace, click on the **Submit** button.

NSW Working With Children Check (WWCC) Verified Submitted Rejected -

123561242
Expires 10/12/2022

NSW Working with Children Check - Please enter the 11 digit reference number

Expiry

Attachment

Select or drag a file

WWCC test.pdf ✖

Submit
✖ Cancel
Reset

- A paperclip icon will display indicating that the document has successfully uploaded to InPlace. You will also notice that the **Verification** field will display as **Submitted** at this point in time. (This will change once your workplace learning officer has viewed the document and verified it. For more information about verification of documents, please refer to the verification section in this guide)

HEALTH COMPLIANCE DOCUMENTS: (Recommended for eligibility to complete placements in a health facility)

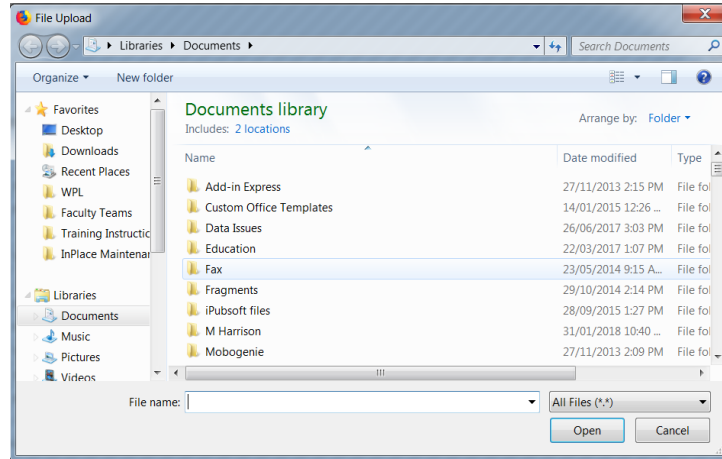
(MUST be provided and verified to be eligible for placement in a health facility regardless of residing state. **NOTE:** Health compliance can take up to 6 months to finalise. Upload package as one file and ensure you have included all documents requested, in particular the NPC).

- Click on the **Plus** sign located on the far right hand side of the **Health Compliance Documents** field. The **Health Compliance** fields will expand.

Indicate the documents being uploaded by selecting from the drop down list

Click on the **Select or drag a file** link to upload a copy of your Health Compliance Documents

- Indicate which documents you have included in your Health Compliance Documentation by selecting from the drop down list. You can either drag a file from your computer to the **Select or drag a file** area or click on the **Select or drag a file** link to upload a copy of your Health Compliance Documents. The **File Upload** dialog box will display if you clicked on the link (if you dragged the file, it will have uploaded).



- Navigate to the relevant file saved on your computer and click on the **Open** button. When you return to InPlace, click on the **Submit** button.

Health Compliance Documents (NSW) Verified Submitted -

National Police Check, Vaccination Record + Serology Reports, Code of Conduct, Undertaking/Declaration Form, Tuberculosis Assessment Tool Rejected

Health Compliance Documents (NSW)

Vaccination Record + Serology Reports x Undertaking/Declaration Form x Code of Conduct x National Police Check x
Tuberculosis Assessment Tool x

Comments

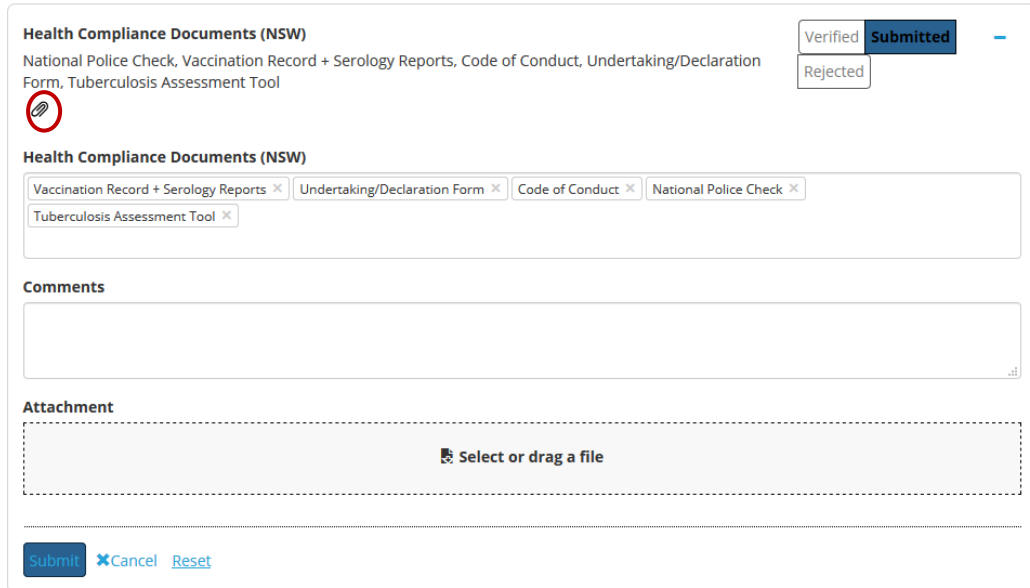
Attachment

Select or drag a file

Health Compliance documents test.pdf x

Submit
x Cancel
[Reset](#)

4. A paperclip icon will display indicating that the document has successfully uploaded to InPlace. You will also notice that the **Verification** field will display as **Submitted** at this point in time. (This will change once your workplace learning officer has viewed the document and verified it. For more information about verification of documents, please refer to the verification section in this guide)



The screenshot displays the InPlace interface for uploading and verifying documents. At the top, the document title is "Health Compliance Documents (NSW)" with a subtitle "National Police Check, Vaccination Record + Serology Reports, Code of Conduct, Undertaking/Declaration Form, Tuberculosis Assessment Tool". The status is "Submitted" (highlighted in blue), with "Verified" and "Rejected" options also visible. A paperclip icon is circled in red. Below the title, there are tags for the document types: "Vaccination Record + Serology Reports", "Undertaking/Declaration Form", "Code of Conduct", "National Police Check", and "Tuberculosis Assessment Tool". There is a "Comments" section with a text area and an "Attachment" section with a "Select or drag a file" button. At the bottom, there are "Submit", "Cancel", and "Reset" buttons.

HCS323 and HCS525 (if applicable)

If you are currently enrolled in either **HCS323** or **HCS525** you will need to advise whether you are completing the Placement Strand or Professional Practice Assessment Strand (PPA).

1. Scroll down the page to the section called **HCS323 and HCS525 ONLY – Please complete**. Click on the **Plus** sign located on the far right hand side of the **HCS323 & HCS525 Strand** field. The fields will expand.

HCS303 and HCS505 ONLY - Please complete

Indicate here whether you are choosing the **Placement Strand** or **Professional Practice Assessment Strand (PPA)**

HCS303 & HCS505 Strand -

Please indicate which strand you wish to pursue

Select status...

Placement Strand - Please complete the online placement application (when advised)

Professional Practice Assessment Strand (PPA) - Please upload copy of resume and job descriptions to field below

[Submit](#) [Cancel](#) [Reset](#)

2. If you choose the **Placement Strand**, you will receive notification of how to complete the online placement application after you have completed your mandatory compliance documents.
3. If you choose the **Professional Practice Assessment Strand (PPA)**, you will need to upload a copy of your resume and job descriptions to the field below. If eligible you will receive notification to complete the online registration. (**NOTE:** You may have already provided this prior to your enrolment).
 - a. Click on the **Plus** sign located on the far right hand side of the **PPA Please upload resume and job descriptions** field. The **PPA** field will expand

Change the drop down box to **Yes**

Click on the **Select or drag a file** link to upload a copy of your resume and job descriptions


PPA Please upload resume and job descriptions Verified Submitted Rejected -

No

Please upload a copy of your resume and job descriptions

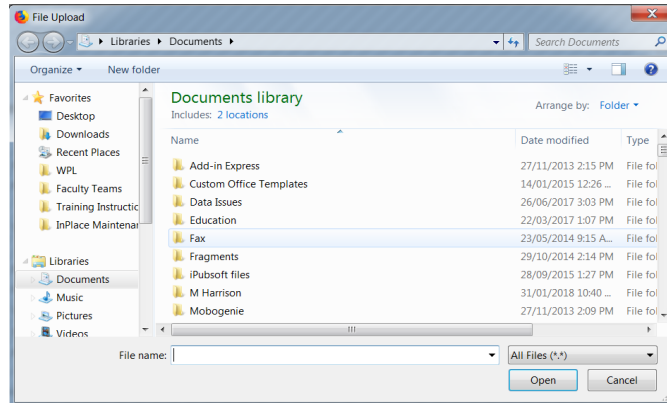
No

Attachment

 [Select or drag a file](#)

[Submit](#) [Cancel](#) [Reset](#)

- b. Change the drop down box answer to **Yes**. You can either drag a file from your computer to the **Select or drag a file** area or click on the **Select or drag a file** link to upload a copy of your resume and job description. The **File Upload** dialog box will display if you clicked on the link (if you dragged the file, it will have uploaded).



- c. Navigate to the relevant file saved on your computer and click on the **Open** button. When you return to InPlace, click on the **Submit** button.

PPA Please upload resume and job descriptions Verified Submitted Rejected

Yes

Please upload a copy of your resume and job descriptions

Yes

Attachment

Select or drag a file

Resume and Job Descriptions test.pdf

Submit Cancel Reset

- d. A paperclip icon will display indicating that the document has successfully uploaded to InPlace. You will also notice that the **Verification** field will display as **Submitted** at this point in time. (This will change once your workplace learning officer has viewed the document and verified it. For more information about verification of documents, please refer to the verification section in this guide)

PPA Please upload resume and job descriptions Verified Submitted Rejected

Yes

Please upload a copy of your resume and job descriptions

Yes

Attachment

Select or drag a file

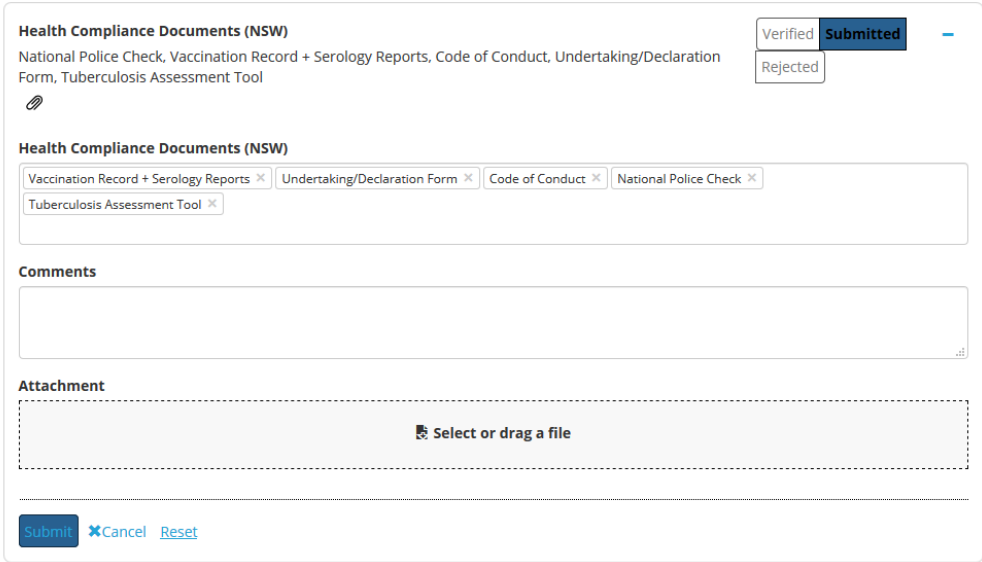
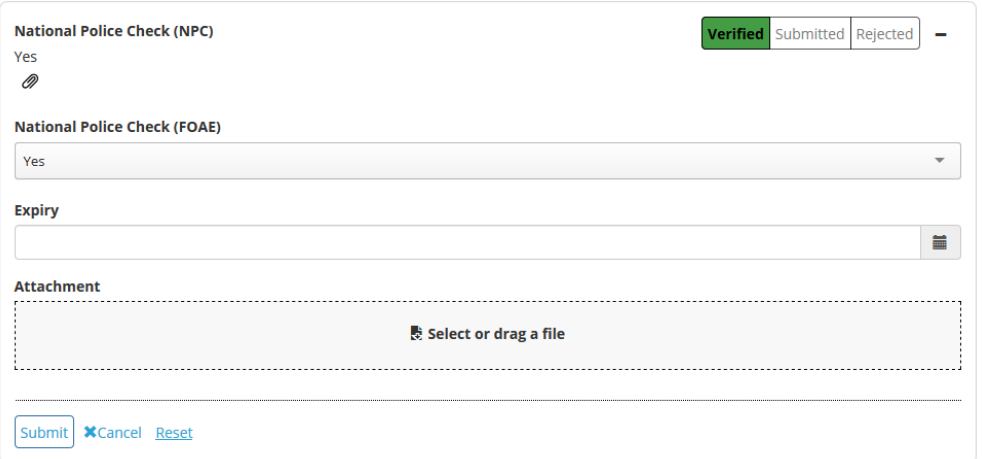
Submit Cancel Reset


Verification

After uploading your mandatory compliance documents, these will be verified by an authorised member of the University, usually the workplace learning officer, as indicated in the table below.

When a student first uploads a file, its verification will be marked as **Submitted** - Blue. Once verified, the information will either be accepted as verified (**Yes** – Green) or rejected (**Rejected** – Red) with a reason. If rejected, students will need to undertake any processes required to meet verification as requested.

Examples of each status are below:

<p>Initial Upload</p> <p>The initial upload of a document will appear as blue status, meaning the document is waiting for verification by an authorised member of staff.</p>	
<p>Approved Upload</p> <p>Uploaded document has been approved, no further action required.</p>	

<p>Upload Rejected</p> <p>Uploaded document does not meet the requirement standard and changes must be actioned before re-uploading. Once you re-upload the document, the Verification will return to No again waiting for verification by an authorised member of staff.</p>	<div data-bbox="502 224 1460 772"> <p>NSW Working With Children Check (WWCC) Verified Submitted Rejected -</p> <p>123561242 Expires 10/12/2022</p> <p>NSW Working with Children Check - Please enter the 11 digit reference number</p> <p>123561242</p> <p>Expiry 10/12/2022</p> <p>Verification Comment You have only supplied your application, not the actual WWCC</p> <p>Attachment</p> <p>Select or drag a file</p> <p>Submit Cancel Reset</p> </div>
<p>To Do and Notifications list</p> <p>These areas on the Home page will alert students (after login) when their mandatory document does not meet the appropriate requirement or has been verified</p>	<div data-bbox="502 873 1460 1198"> <p>To Do 1</p> <p> Verification of NSW Working With Children Check (WWCC) is Rejected. Feedback: You have only supplied your application, not the actual WWCC</p> <p>Notifications 1</p> <p>National Police Check (NPC) successfully verified.</p> </div>