

## ++++ Use of InPlace in the Faculty of Education Professional Experience Unit Birth to 5 Students



### InPlace Role

**InPlace** - The InPlace WPL placement system is used to manage all aspects of student Workplace Learning at CSU.

WPL staff placement coordinators, Academic WPL coordinators and students have web based access to their WPL placement information and WPL resources via

https://myworkplacelearning.csu.edu.au



### **InPlace Access**

#### https://myworkplacelearning.csu.edu.au

Integrated Login: CSU username and password Access via web browser

Compatibility: IE8 and above, Mozilla Firefox



### **InPlace Access**

#### https://myworkplacelearning.csu.edu.au



#### **Click on Staff and Students**

**PROFESSIONAL EXPERIENCE UNIT** 



#### **InPlace Access**

## Enter CSU username and Password and click LOGIN NOW.

Gateway to CSU   Charles Sturt University - Mozilla Firefox			
Ele Edit Yew History Bookmarks Tools Help			
Gateway to CSU   Charles Sturt University			
A https://idp.csu.edu.au/idp/Authn/UserPassword		☆ マ C Soogle	۶ 🖡 🔍
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Charles Sturt University			
LOGIN TO : INPLACE		SERVICE AVAILABILITY	
Usemame: jeyoung Password: • Forgot your password LOGIN NOW	<ul> <li>Activate my account (only for new students/staff) In the received notification that a new login account has been created for you, or you are a new staff member, you meet to activate your account.</li> <li>Login Help</li> </ul>	No Current service disruptions	
@2013 Charles Sturt University CRICOS 00005F (NSW), 0194	7G (VIC) and 02960B (ACT).	Sitemap Staff Library Legal	

**PROFESSIONAL EXPERIENCE UNIT** 

## Student view

### Home page

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V	Charles Sturt Jniversity			Student Professional Placement Software testuser_student [Log Off]
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nPlace St Click here t	tudent Training Guide to download the InPlace Student Training Guide			
Self Placer	ment Submissions			
Incomplete(	(0) Draft(0) Pending(2) Not Approved(0)			
EPT308 - D Please pro ZXY SE5240 20	p - 201530 - 02/03/2015 to 19/06/2015 - D vide the correct service name. 14 g placements ent requirements			View all placements
Year	Placement Requirement	Duration	Туре	Actions
2014/15	SES240 240 Hour Placements	240 Hours	Self Placement	1 placement(s) submitted. Submit Self Placement
2014/15	Test_Unit2	20 Days	Staff Allocated, Self Placement	Placement block preferences closed on 31 Dec 2014 View Preferences Submit Self Placement
2015	Professional Experience 1	25 Days	Staff Allocated	Placements to be allocated
2015	Early Childhood Teacher In The Community	20 Days	Self Placement	1 placement(s) submitted. Submit Self Placement



## My Details menu

#### My Details menu

Charles Sturt University

Student details Attributes listed below View or Edit permissions Classic view or Table view Pre placement requirements

View Details         Student Code:       Title:       Given Name:       Surame:         0000000'       mai:         0000000'       Emai:         COS:       Gender:       Make         Hamative Model Phone:       Mode Phone:       Alternative Home Phone:         Alternative Model Phone:       Mode Phone:       Alternative Home Phone:         Alternative Model Phone:       Mode Phone:       Status:         Phantom       Phantom       Phantom         CV Document:       Status:       Phantom         Stelent File       Frame/Conditions:       True         Primary Decipine:       FGAMES TECHNOLOGY       Save       Came         Specialans:       View Terms/Conditions       Save       Came         User Account       Save       Came       Save       Came         Specialans:       View Terms/Conditions       Save       Came         View Terms/Conditions Save       Last Password Changed date: 19/06/2014       Save       Came         Specialans:       Status:       Save       Came       Save       Came         View Terms/Conditions Save       Last Password Changed date: 19/06/2014       Save       Came         Specialans:       Save <t< th=""><th>etails Placeme</th><th>ent Enrolmo</th><th>ent</th><th></th><th></th><th></th></t<>	etails Placeme	ent Enrolmo	ent			
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#### Student attributes

#### View attribute

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*EDUCATION (Discipline)				
Description	Value	Expiry		
WWCC NSW Clearance Number				
WWCC - Other State				
WWCC Card VIC				
Student Agreement				
Child Protection E-Learning				
Anaphylaxis training completed o	nline			
Conflicts of Interest				



### Student attributes

#### Edit attribute

#### Before edit - click on Edit

Description	Value	Expiry
WWCC NSW Clearance Numbe		[Edit]

#### Pop up box appears - fill in detail and select file from your computer system

Edit	<b>×</b>
WWCC NSW Clearance Number	
Please provide your NSW WWCC Clearance Number obtained from the RTA	
1	
Expiry (Expires on specific date):	
File Attachment Select File	
Cancel C	lk

#### Post edit - click on paper click to access document

Description	Value	Expiry
WWCC NSW Clearance Number	WWCC12345678	10/04/2015



#### Student Placement method – SELF PLACEMENT

Submit Self Placement

V	Charles Sturt University			Student Professional Placement Software testuser_student [Log Off]
Ħ	2 ? I Placement			
Welco	me to InPlace		Last login: Su	unday, February 15 2015 10:59 PM
InPlace St Click here t	tudent Training Guide to download the InPlace Student Training Guide			
Self Place	ment Submissions			
Goodstar EPT308 - I Please pro ZXY SES240 20	tearly Learning - Abour (Pemberton St) - 20130 - 02(0)2015 to 19(0)6(2015 - D ovide the correct service name. 114 ing Placements g placements			View all placements
Placeme	ent requirements	Duration	Trees	<b>a</b> - N
2014/15	SES240 240 Hour Placements	240 Hours	Self Placement	1 placement(s) submitted.
2014/15	Test_Unit2	20 Days	Staff Allocated, Self Placement	Placement block preferences closed on 31 Dec 2014 View Preferences Submit Self Placement
2015	Professional Experience 1	25 84/0	Staff Allocated	Hacemento to be allocated
2015	Early Childhood Teacher In The Community	20 Days	Self Placement	1 placement(s) submitted. Submit Self Placement

# Student Placement method – SELF PLACEMENT

#### Submit Self Placement

#### Submit Self Placement

#### Complete register of self placement

Fill in all details.

Information is required on the Service, Contact, Supervisor and your history.

Applications without the required information will be rejected.

Click Submit upon completion

lacement [	Details	(* required field)	Status: DRAFT
Student:	STUDENT Phantom (00000004)		Messages
Unit Offering:	EPT308 - D - 201530 - 02/03/2015 to 19/06/2015 - D	•	
Placement Start Date:	16/02/2015		
Placement End Date:	13/03/2015		
Placement Duration:	20 Day(s)		
Placement Times:	Select Placement Times	0	
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## Student Placement method – SELF PLACEMENT Pending Placement

Placement now shows on home page as Pending

Self Placement Submissions
Incomplete(0) Draft(0) Pending(2) Not Approved(0)
Pending

Goodstart Early Learning - Albury (Pemberton St) EPT308 - D - 201530 - 02/03/2015 to 19/06/2015 - D

#### **Incomplete Self Placement**

CSU staff review

If additional information is required staff mark placement as 'Incomplete' and provide feedback to what is required.

Student click on the blue agency name hyperlink & edit register self placement form & click Re-submit







#### Student Placement method – SELF PLACEMENT

#### **Approved Self Placement**

CSU staff approve placement and send Self Placement submission approved email On the InPlace home screen the placement now shows as an Upcoming Placement.

Place Student Training Guide				
ck here to download the InPlace Stude	ent Training Guide			
If Placement Submissions				
complete(0) Draft(0) Pending(1) Not App	proved(0)			
rending zxy 555240 2014				
coming Placements				View all placements
Agency	Unit Offering	Dates	Duration Supervisors	

Discoment requirements