

## InPlace – Registration (Placement Strand)

The Self Placement process within InPlace is a tool that allows you to provide your registration details for placement via an online form. **PLEASE DO NOT CANVAS YOUR OWN PLACEMENT OR APPROACH ANY PLACEMENT SITE.** Whilst the terminology within InPlace refers to Self Placement, your placement will be sourced by the Placement Establishment Academic (PEA) looking after your placement allocation.

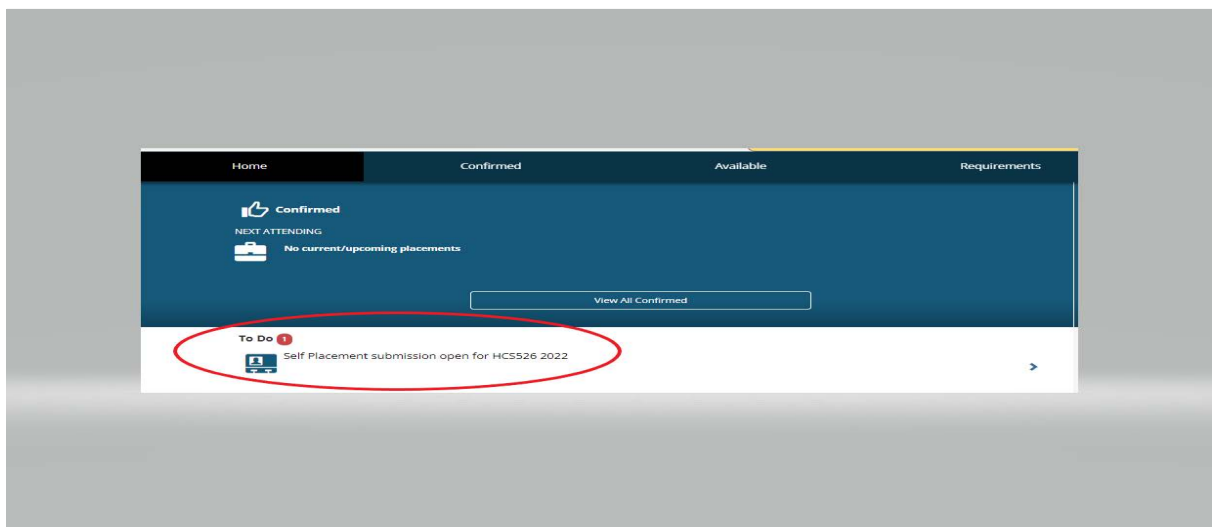
Placement Establishment Academics (PEAs) will communicate with you on the progress of sourcing your placement via InPlace in the coming months. Please allow at least 10 working days to allow the WPL office to update your records in InPlace.

For Social Work Field Education 1 subjects please note that you will not be commencing student placement until you have also successfully completed Assessment 1, Worksheet and Orientation Plan. Therefore student placement does not commence until after **APRIL** for your first placement.

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 compliance requirements

**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 as it will be completed by your PEA once your placement is confirmed.

**HCS526 2022 Placement Strand**

500 HOUR Indirect

Direct, Indirect, Mixed - 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.

**Placement details**

**Period**

Start ? End ?

**Duration**

Experience: Indirect

Duration \*: 500 Unit: HOUR \*

+Add another experience

**Weekly placement roster**

+Add another weekly shift pattern

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

Leave the **Start Date** and **End Date** blank – these will be completed by your PEA

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

4. Leave the **Placement Start** and **End Date** blank – this will be completed by your PEA once the placement is confirmed.

**Agency details**

Agency name \*

TBA

Address

Country ?

AUSTRALIA

State ?

Street number and name ?

Suburb ?

Post Code ?

Enter **TBA** in **Agency name** as this will be completed by your PEA once the placement has been confirmed

Leave these fields blank

**Agency contact details**

Given name \*

TBA

Surname ?

Business phone \*

TBA

Mobile phone

Business email \*

FOAE-WPL@csu.edu.au

Confirm email \*

FOAE-WPL@csu.edu.au

Click on **the Question Mark** icon to reveal help on how to complete the fieldEnter **TBA** in the **Given name** and **Business phone** fields as they are mandatory fieldsEnter **FOAE-WPL@csu.edu.au** in the email fields**Contacts**

Contact person is the placement supervisor

Leave the **Supervisor contact** section blank as they will be completed by your PEA once your placement has been confirmed

Given name ?

Surname ?

Business phone ?

Mobile phone ?

Business email ?

Confirm email

5. Enter TBA in the **Agency name** field. Once again this will be completed by your PEA once the placement has been confirmed. **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.
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](mailto:FOAE-WPL@csu.edu.au) in the **Business email** and **Confirm email** fields. This will be updated by your PEA once the placement has been confirmed.

**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 as they will be completed by your PEA once your placement has been confirmed.
9. The next section is broken into two parts. You need to complete **Part 1** as part of the registration process and **Part 2** will be completed by your PEA with extra information being provided from yourself once your PEA has indicated that you need to fill the remaining fields within that section.
10. Complete all of the mandatory questions (mandatory questions are denoted with a red asterisk **\***) within the section called **Part 1: Registration Information**. Some of these questions require you to upload documentation. Please ensure that you upload any required documentation.

#### ONLINE PLACEMENT APPLICATION 1 ^

##### PART 1: Registration Information

###### Driver's Licence \*

Do you have a current driver's licence? \*

Select status...

###### Towns \*

Please list areas or towns which would be accessible to you for placement. \*

\_\_\_\_\_

###### Preferred fields of practice

What are your preferred fields of practice for this placement?

\_\_\_\_\_

Complete all mandatory fields (denoted with **\***)

**Agency Contacts**

**PLEASE NOTE: DO NOT CANVAS YOUR OWN PLACEMENT, THE UNIVERSITY WILL DO THIS ON YOUR BEHALF. Do you have any information about possible placements? E.g. Agencies, Contacts - Please provide information below**

**Non preferred fields of practice**

**Are there any fields of practice areas that you DO NOT wish to go to? E.g. Children's services**

**Disclosure of Health Information \***

**Do you have a disability, medical, cultural, identity or other issue which may impact on participation requirements of workplace learning? \***

**CSU Disability Service \***

**If you answered Yes to the question above, have you accessed CSU's Disability Service \***


**Comments:**

**Please disclose the disability, medical, cultural, identity or other issue below and what reasonable adjustments or support you might need?**

**CSU Disability Service Study Access Plan**

**Please upload your study access plan from CSU Disability Services and other relevant supporting documents, as one file. E.g. Medical certificates**

**Attachment**


 **Select or drag a file**

Complete all mandatory fields (denoted with \*)

*Placement Establishment Academic (PEA) Allocation Details*

**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... 

Once the WPL office has checked your form and allocated you with a PEA, their name and email address will display here. It is your responsibility to check whether your PEA has been allocated. You will need to login to InPlace to see if the PEA has been allocated

11. You do not need to complete **Step 2: Placement Negotiation** (as shown below) unless you are instructed to by your Placement Establishment Academic (PEA) or the WPL Office.

*PART 2: Placement Negotiation - Please answer the fields that have not been completed*

**Place of Work**

Will this placement be at your place of work? (If Yes, ask your PEA for an Agency Agreement & Proposed Work Plan form)

Select status...

**Working with Children Check (WWCC) \***

Will this be a child-related placement? \*

Select status...

**WWCC Verification**

Has the WWCC been verified?

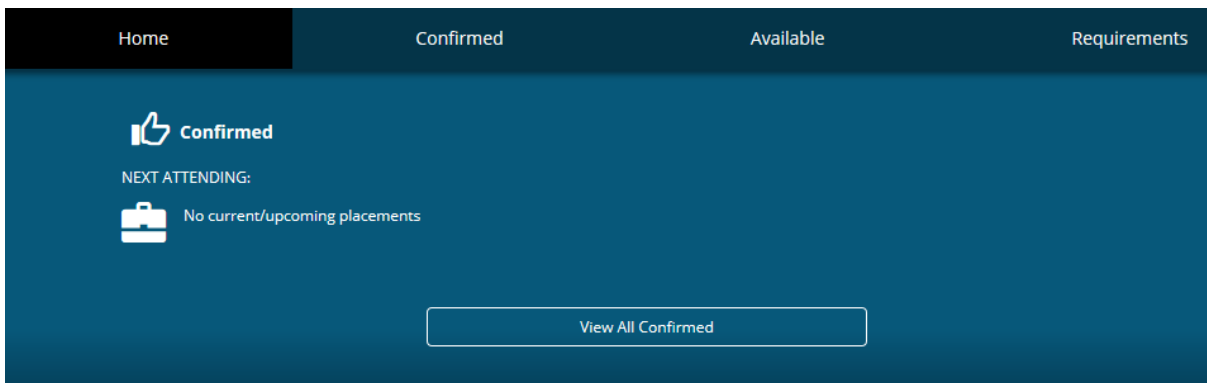
Select status...

12. Once you have completed the form, you can click on the **Submit** button located at the bottom of the page.



**Note:** If you try to submit your placement details and you receive an error message, check that you have completed all the mandatory fields.

13. 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 HCS526 2022 Placement Strand

Shows that you have  
submitted one registration  
form

1

14. 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.

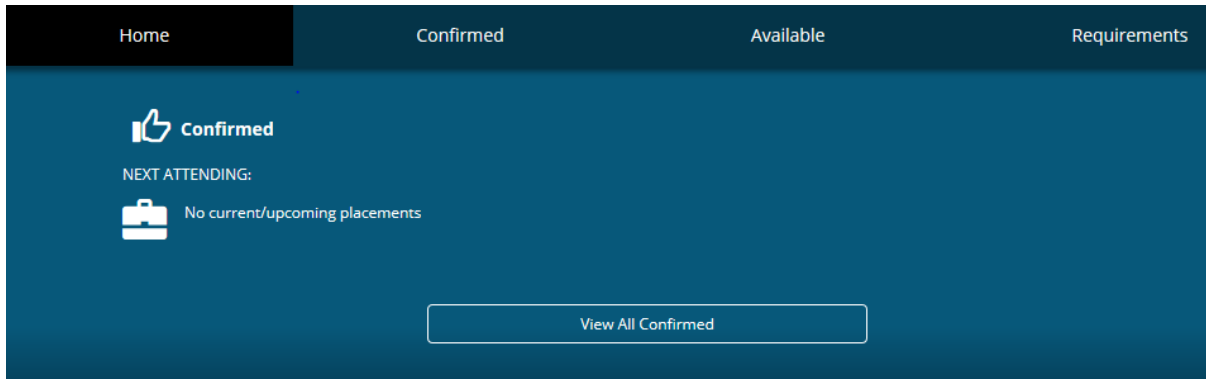


15. Once the WPL office receive your completed registration form, they will allocate a Placement Establishment Academic (PEA). Our Placement Establishment Academics (PEAs) will communicate with you on the progress of sourcing your placement via InPlace in the coming months.

Please allow at least 10 working days to allow the WPL office to update your InPlace records.

**Tracking your Registration:**

1. The easiest way to track what is happening with your registration form is through the **To Do** list which will appear on the **Home** page after you have submitted or saved a draft of your registration.



Your registration form will stay in the **To Do** list until it has been approved and is how you access feedback from your Placement Establishment Academic (PEA).

2. If you click on the link to the registration form (self placement submission), a blank **Registration** form displays. To see your registration click on the **View 1 Submitted** button at the bottom of the screen.



3. You will be taken to your submitted registration form where you will be able to see the Placement Establishment Academic (PEA) that has been allocated to you by the WPL Office. Once allocated, your PEA will use the **Feedback to Student** area of the registration form which is located after the supervisor details section and will update you on the progress of sourcing your placement. You will need to log in regularly to InPlace to see what is happening with your placement. You will not be able to make any changes to your registration form once it has been submitted. You will only be able to make changes if the workplace learning team or the PEA has sent you an email to advise that it is incomplete as you need to provide more information.

Provides any messages from the workplace learning office or Placement Establishment Academic (PEA)





If you see the message, PEA has been allocated, scroll down to the relevant section to see the name and details of your PEA. (As shown below)

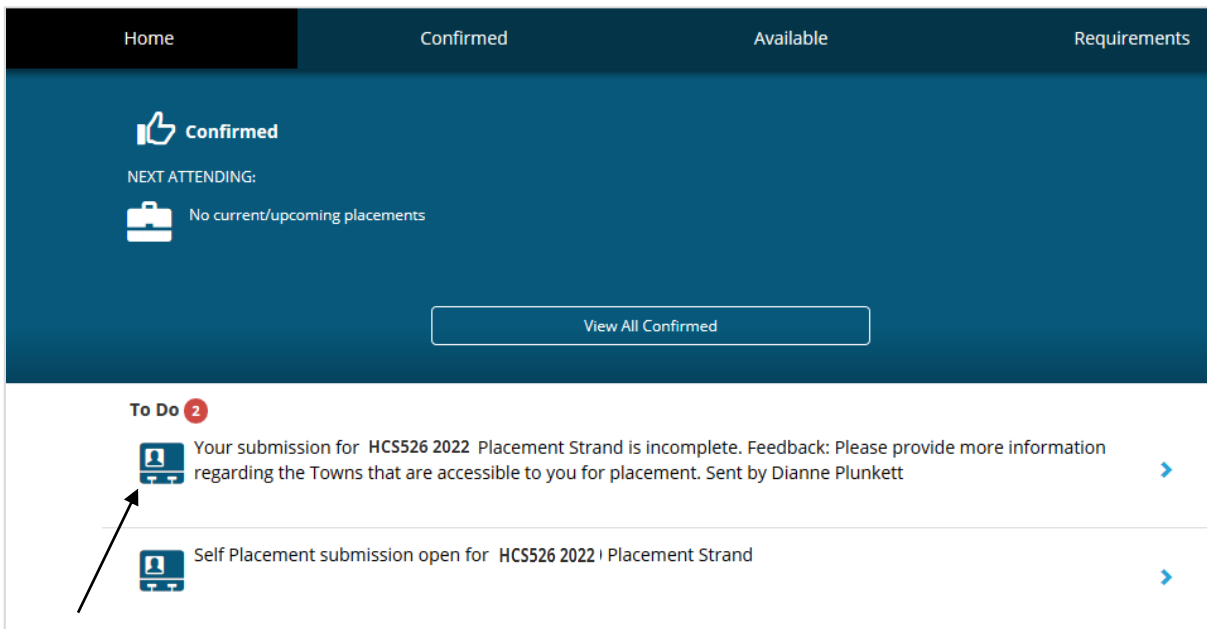
*Placement Establishment Academic (PEA) Allocation Details*

**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

Karen Dempsey - Email: kdempsey@csu.edu.au

- If you have received an email notifying you to log into InPlace as your registration form requires action from you, there will be an action in the **To Do** list which links to your registration form. Once you access the form, you can make any necessary **HCS526 2022** click on the **Submit button** located at the bottom of the page to re-submit your registration form.



The screenshot shows the InPlace interface with a dark blue header containing navigation tabs: Home, Confirmed, Available, and Requirements. The 'Confirmed' tab is active. Below the header, there is a 'Confirmed' section with a thumbs-up icon and the text 'NEXT ATTENDING: No current/upcoming placements'. A 'View All Confirmed' button is located below this section. The 'To Do' section is highlighted with a red circle and a '2' notification badge. It contains two items: 'Your submission for HCS526 2022 Placement Strand is incomplete. Feedback: Please provide more information regarding the Towns that are accessible to you for placement. Sent by Dianne Plunkett' and 'Self Placement submission open for HCS526 2022 | Placement Strand'. An arrow points to the first item.

**To Do** list message advising that you need to complete something on your registration form. Click on this link to access and submit the information requested.

**Please Note:** *If the status of your registration has been changed to incomplete, you will receive an email notifying you of the change and any further actions that you need to perform (i.e. provide more information etc.).*

**HCS526 2022 Placement Strand**

- 500 HOUR Indirect

**Direct, Indirect, Mixed - 500 Hours Required - 0 Hours Filled**

0%

**Instructions****Human Services**

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**Placement details****Period**

Start ?

End ?

**Duration**

Experience

Duration \* Unit

500

HOUR

✕

[+Add another experience](#)**Weekly placement roster**[+Add another weekly shift pattern](#)**Agency details**[Cancel](#)[Save as draft](#)[Submit](#)

Make the changes requested and click on the **Submit** button to re-submit your registration form or confirm the placement negotiation.

5. Your PEA may direct you to complete additional information in the section: **Part 2: Placement Negotiation** once you are eligible and a placement opportunity becomes available. You will only be able to enter information if the status has been set to Incomplete.