

InPlace – Self Placement User Student Guide (Placement Strand)

The InPlace Self Placement form is a tool that allows you to provide your placement details via a single online form. Whilst the terminology within InPlace refers to self placement, your placement will be sourced by the Placement Establishment Academic (PEA).

Once you have completed the self placement form the WPL Team will review and assign a Workplace Learning Coordinator and a PEA for sourcing. The PEA will communicate with you on the progress of your placement arrangements.

The Field Education subjects begin in Session 1 each year and are year long subjects. Placement starts at various time throughout the year depending on individual circumstances and agency availability. Please note that you will NOT be commencing placement until you have successfully completed Assessment 1, Worksheet & Orientation Plan.

Field Education Year Long Subjects

- HCS323 – Social Work Field Education 1
- HCS411 – Social Work Field Education 2
- HCS525 – Social Work Field Education 1
- HCS526 – Social Work Field Education 2

Session 1 only (Final year students and graduate mid year)

- HCS424 – Social Work Field Education 2
- HCS524 – Social Work Field Education 2

PLEASE DO NOT CANVAS YOUR OWN PLACEMENT OR APPROACH ANY PLACEMENT SITE.

Field Education 1 students do not commence until after **APRIL** of their year long enrolment.

Submitting your Self Placement form

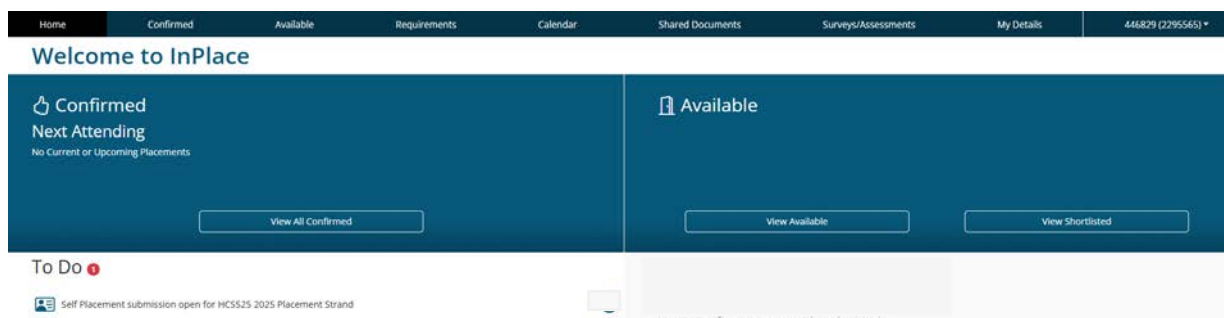
Please ensure that your enrolled in your Field Education subject.

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 Placement 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”



Self Placement

HCS525 2025 Placement Strand

Placement Requirements

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

Instructions

Human Services

ALL PLACEMENTS ARE NEGOTIATED BY THE UNIVERSITY.

Placement Instructions:

1. 'Self Placement' **DOES NOT** refer to students sourcing their own placement.
2. All fields with an (*) must be completed before pressing Submit.
3. You can save changes to leave and come back, and press submit when all fields marked with (*) are provided.
4. Once submitted, the Self Placement form cannot be changed. If changes are required, please contact the Workplace Learning Team by email FOAE-WPL@csu.edu.au
5. Please watch your email - the Workplace Learning Team will contact you by email if further information is required.
6. PPA Strand Placements only; if Approved for PPA strand refer to the student user guide located in the Shared Documents tab on your 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 ONLINE PLACEMENT APPLICATION



STUDENT COMPLIANCE

National Police Check (NPC) *
National Police Check (FOAE)

Student: Upload NPC

No ▾

Expiry

day/month/year 

Attachment *



Drag and drop files here or [Browse](#)

HS: Student: CV/Resume *

Upload a copy of your CV/Resume

Student: Upload Resume

▾

Comments (Maximum 4000 characters)

Attachment *



Drag and drop files here or [Browse](#)

Social Work Agreement Type
Select agreement type

Comments (Maximum 4000 characters)

WPLO Office Use

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)

WPLO Office Use

Working With Children Check Clearance

Working With Children Check.

Student: Upload WWCC (This is optional)

Working with Children Check



Only upload for the state that you are intending to undertake your placement

Comments (Maximum 4000 characters)

Attachment



Drag and drop files here or [Browse](#)

Working With Children Check Reference Number.

Working With Children Check Reference Number Required

Health Compliance

Health Compliance Documents (NSW)
Health Compliance Documents (NSW)

Student: Upload Health Compliance documents (This is optional)

Comments (Maximum 4000 characters)

Attachment

Student: For multiple documents you will need to combine them all and upload as one file.



Drag and drop files here or [Browse](#)

Placement Establishment Academic (WPLC or PEA) Allocation Details

Placement Establishment Academic Allocation

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

Student Information (Students to complete)

Students continue to complete

Previous Placement

Please indicate what your previous placement experience was

Graduation

Are you planning to be eligible to graduate this year?

Driver's Licence *

Do you have a current driver's licence?

Towns *

Please list areas or towns and the number of days available for placement.

Preferred fields of practice

What are your preferred fields of practice for this placement?

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 disability, health or other condition which may impact on your participation requirements of workplace learning?

CSU Accessibility and Inclusion *

If you answered Yes to the question above, have you utilised CSU's Accessibility and Inclusion Service?

Comments:

Please disclose the disability or condition below and what reasonable adjustments or support you may need?

CSU Accessibility and Inclusion Study Access Plan:
Please upload your study access plan from CSU Access and Inclusion

No

Attachment



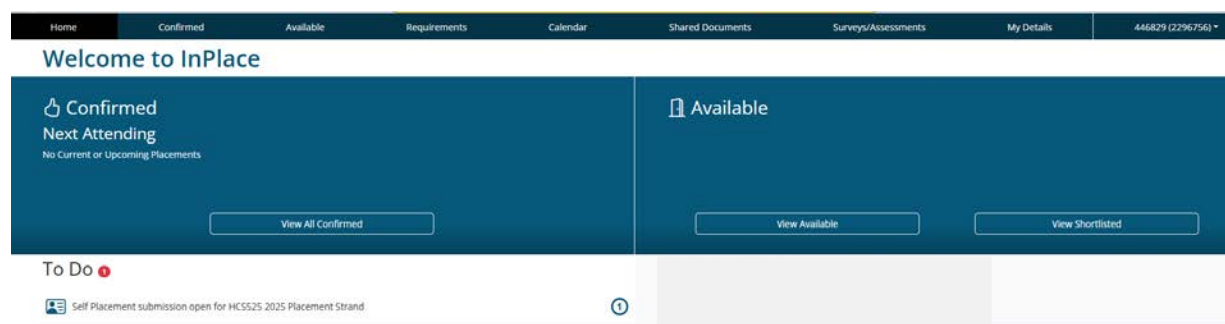
Drag and drop files here or [Browse](#)

Equity, Diversity and Inclusion:
Is there anything you would like us to know about you when planning your placement?

STUDENTS ARE TO STOP at Equity, Diversity and Inclusion & SUBMIT THE FORM
(PEA to complete the rest of the form)

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.

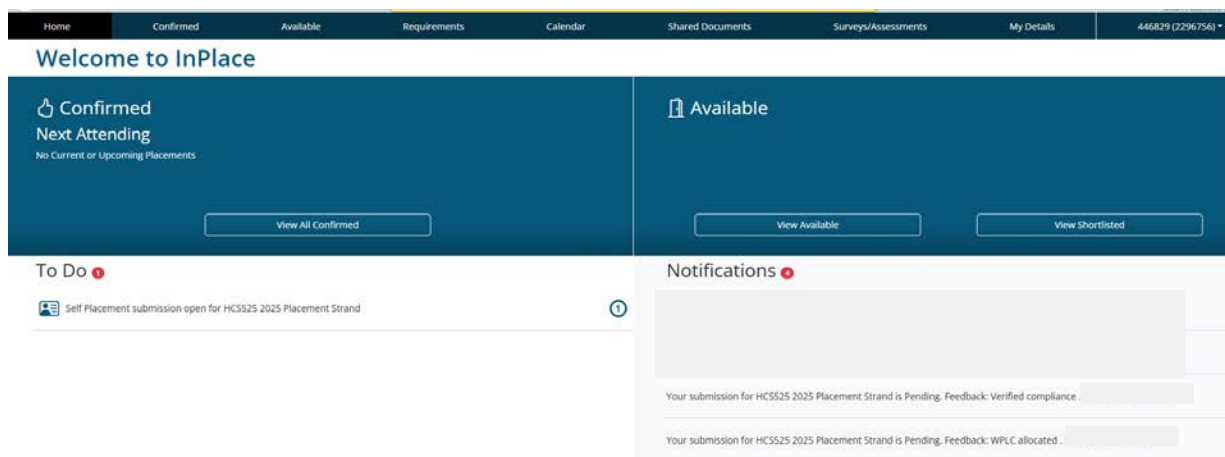
If you need to add information to your form after submission, please contact the Workplace Learning Team via FOAE-WPL@csu.edu.au who will move your form back to an Incomplete status allowing you to add additional information.

Once the WPL Team receive your completed Self Placement Form, you will be allocated a Placement Establishment Academic (PEA). Our 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 Team to update your Inplace records.

Tracking your Registration

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



Welcome to InPlace

Confirmed
Next Attending
No Current or Upcoming Placements
[View All Confirmed](#)

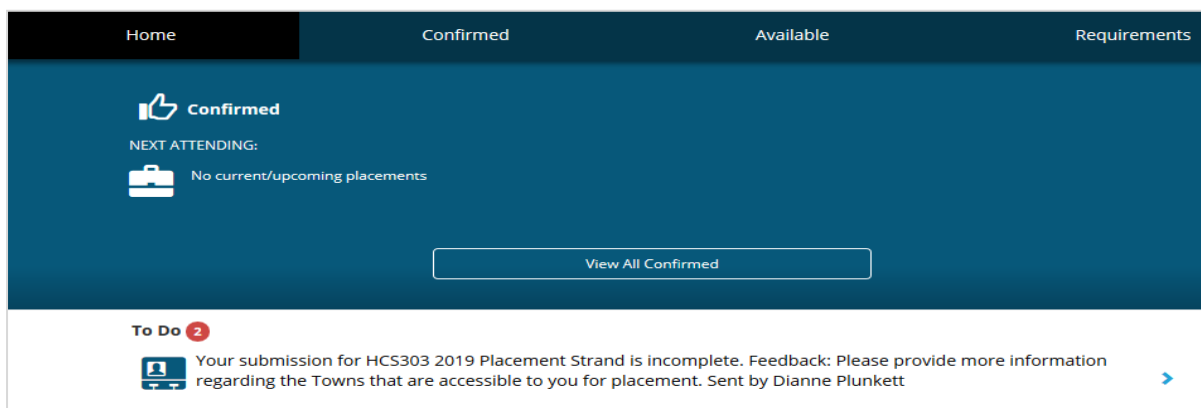
Available
[View Available](#) [View Shortlisted](#)

To Do 1
[Self Placement submission open for HCS525 2025 Placement Strand](#)

Notifications 1
Your submission for HCS525 2025 Placement Strand is Pending. Feedback: Verified compliance .
Your submission for HCS525 2025 Placement Strand is Pending. Feedback: WPLC allocated .

Your registration from will stay in the **To Do** list and display updates as your arrangements progress. You can also email FOAE_WPL@csu.edu.au if you have any queries.

You may receive an email notification requesting an action in the **To Do** list which links to your self placement form. Click on the link to provide the requested information.



Home Confirmed Available Requirements

Confirmed
NEXT ATTENDING:
No current/upcoming placements
[View All Confirmed](#)

To Do 2
Your submission for HCS303 2019 Placement Strand is incomplete. Feedback: Please provide more information regarding the Towns that are accessible to you for placement. Sent by Dianne Plunkett >