

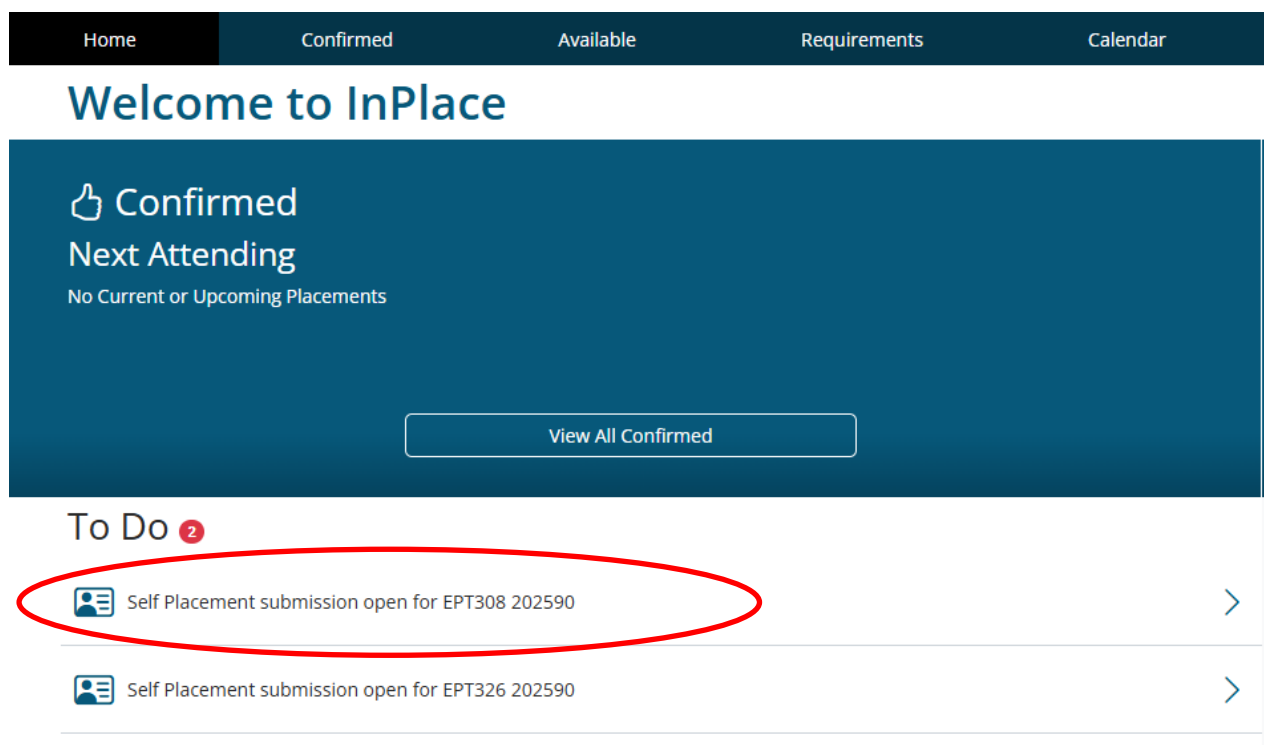
InPlace – Self Placement

The self placement process within InPlace allows you to provide the name, contact details and other information about your placement site via an online form.

This Quick Reference Guide will show you how to complete this online form.

Submitting your placement details:

1. Login into InPlace: <https://myworkplacelearning.csu.edu.au/>
2. The **Home** page will display:



3. To access the online form to submit your placement details, click on the **Self Placement Submission** link for the relevant subject located in the **To Do** list. The **Self placement** form will display. To see all information on this page, 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 you have not enrolled correctly in the subject.

Note: All mandatory fields on the **Self Placement** screen 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.

Home	Confirmed	Available	Requirements	Calendar	Shared Documents	Surveys/Assessments	My Details	563850 (2193192) *
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< Back
Self Placement
EPT308 202590
Status: Draft

Placement Requirements

General 160 Hours Required - 0 Hours Filled

Instructions

Education

ALL PLACEMENTS ARE NEGOTIATED BY THE UNIVERSITY.

Placement Instructions:

1. InPlace Self Placement Form:- Student user guide is located in your Shared Document tab.
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.

Placement Details

Period

Placement Start Date ?

day/month/year

Placement End Date ?

day/month/year

Duration

Experience

General

Placement Duration *

160

Unit

Hour

Add Experience

Weekly Placement Roster

Add Weekly Shift Pattern

Click on Add Weekly Shift Pattern to enter your daily hours of attendance.

Important Reminder:

When completing the **Placement Schedule**, please ensure that all times are recorded using the **24-hour format**.

For example: **09:00 to 17:00** (not 09:00 to 05:00).

This helps avoid confusion and ensures your schedule can be accurately reviewed.

Enter the Start and End Date of your placement here

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

Enter the name where you are completing your placement in the **Agency name** field. You will also need to provide the address of your placement site.

Agency Name *

Email ?

Business Phone

Address

Apartment/Unit number

Street Number and Name

Suburb

Postcode

State

Country

AUSTRALIA

Enter the details of the Agency contact for this placement which is the Director of the Centre

Agency Contact Details

Title

Given Name

Surname ?

Business Phone

Mobile Phone

Business Fax

Email Address ?

Confirm Email

Supervisor

Entre the details of your Supervisor ensuring all fields are completed

☐ Agency Contact is the Placement Supervisor

Title


Given Name 

Surname

Business Phone

Mobile Phone

Business Fax

Email Address 

Confirm Email

Additional Details

Comments

The Comments field allows you to add any additional information about your placement submission

- If you have any additional information to provide about your placement submission, please add them in the **Comments** field.

Mandatory compliance documents (ensure that you select from “Yes/No” drop down option and attach your documents for each applicable field)

Uploading Mandatory Documents.

Ensure you complete this section carefully by uploading the mandatory Compliance documents that align with your Course. You must upload current documents using the choose file selection to upload your documents.

EDU Early Childhood Placement Requirements


Early Childhood Placement requirements

Working With Children Check. *

Working with Children Check (Click in the Box to select)

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

Student Agreement. *

Have you read and understood the Student Agreement? If yes, please upload your signed copy. If no, your placement cannot be confirmed

Attachment



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

5. **Application for Reduction of Placement Days** – applicable only for students submitting their EPT326 application, who are applying for a reduction in days from 40 to 20 days.

Early Childhood Professional Practice

Application for a reduction in placement days

EDU: Application for Placement days reduction
Are you applying for a reduction of Placement days

No

Application form for a reduction in placement days

Please upload a copy of your application for reduction in placement days

day/month/year

Attachment



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

CV/Resume

Please upload a copy of your CV/Resume

day/month/year

Attachment



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

6. The next section will display any customised fields that you are required to complete before submitting your placement details (as shown on the next page). The information displayed will differ depending on the requirements of your discipline or course.

Note: If you cannot see any extra fields it may be because your discipline does not require any further information about your placement submission.

EDU: Early Childhood Students

Please complete the following:

Current Employment Details *

Please provide current employment details or indicate if not employed.

Previous Professional Experience Placement Details *

Please provide details of your previously completed Professional Experience in this course (if applicable).

Supervising Teacher's Degree Name *

Supervising Teacher's degree is a:

Supervising Teacher's Degree Obtained From *

Supervising Teacher's degree was obtained from (name of institution)

Supervising Teacher's Degree Obtained Year *

Supervising Teacher's degree was obtained in which year?

Conflict of interest Declaration *

I am not currently working in the centre where I plan to undertake Professional Experience Placement

Conflict of interest Declaration 2 *

I have not previously worked in this centre within the last 2 years.

Conflict of interest Declaration 3 *

I am not related to any staff or child at the proposed centre

Mentor Declaration *

My teacher mentor has a degree (not a diploma) in Early Childhood

Student Declaration. *

I have completed the pre-professional experience subject requirements for my course

Preliminary Arrangements Declaration. *

I have made preliminary arrangements with the Director of the setting named and with the Supervising Teacher(s) with whom I am to work

Placement Agreement Declaration *

I understand that I may not begin the placement until I receive written permission from the workplace learning team at CSU

Current/prior connection/placement with school: *

Please list any previous professional placement or any personal/close connection (eg. I attended the school/service; my children attend/attended; parent/spouse/partner/self/close relative is or has been employed at school/service)

7. If customised fields display (as shown above), you will need to complete this information before submitting your form. Once again, mandatory fields are indicated by a red asterisk in this section also.
8. 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.

9. When you have successfully submitted your placement 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.

[Home](#)
[Confirmed](#)
[Available](#)
[Requirements](#)
[Calendar](#)


Welcome to InPlace



Confirmed
Next Attending
No Current or Upcoming Placements

[View All Confirmed](#)

To Do 1



Self Placement submission open for EPT308 202590

Shows that you have submitted
1 self- placement form

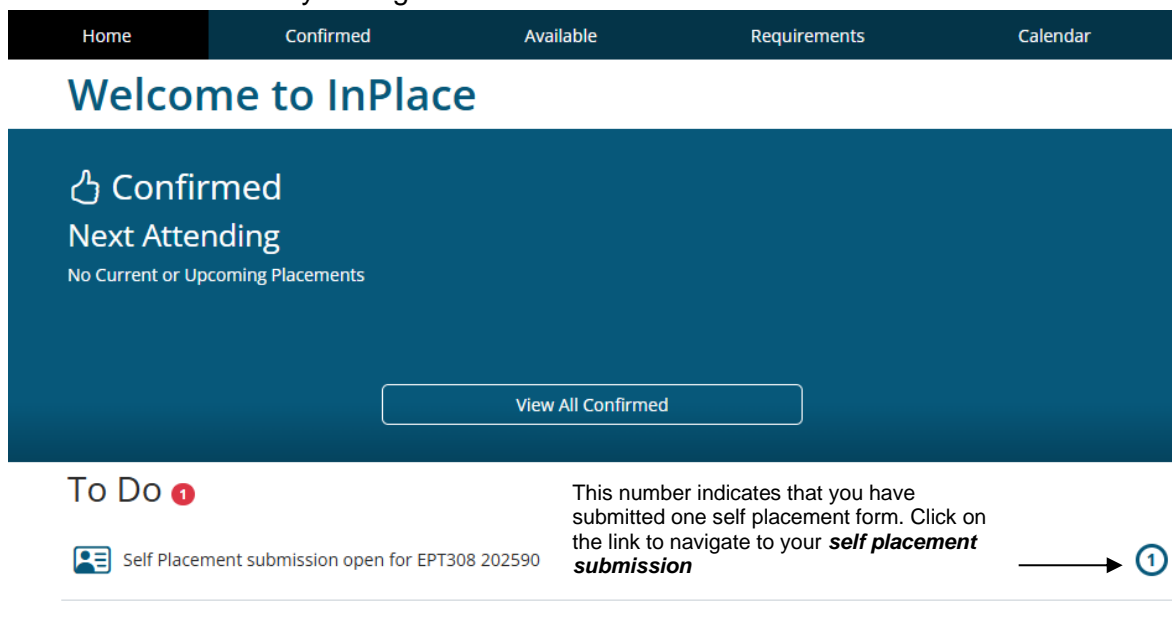
→ 1

10. 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 and the information you have already entered will have saved and you can complete the rest of the information and submit your placement details at a later date.



Tracking your self placement submission:

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



The screenshot shows the InPlace Home page. At the top is a navigation bar with links: Home, Confirmed, Available, Requirements, and Calendar. Below the navigation bar is a large blue banner with the text 'Welcome to InPlace'. Underneath the banner, there's a section titled 'Confirmed' with a thumbs-up icon, 'Next Attending', and 'No Current or Upcoming Placements'. A button labeled 'View All Confirmed' is at the bottom of this section. Below the banner, there's a 'To Do' section with a red circle containing the number '1'. To the right of 'To Do' is a text box explaining that the number indicates one submitted self placement form and provides a link to navigate to the submission. Below this, there's a list item with a calendar icon and the text 'Self Placement submission open for EPT308 202590'. An arrow points from the 'To Do' section to a circled '1' on the right.

Your Self Placement Submission will stay in the **To Do** list and display updates as your it progresses. You can also email the FOAE-WPL@csu.edu.au if you have any queries.

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



3. You will be taken to your submitted self placement form where you will be able to see any feedback from the workplace learning team in the **Feedback to Student** area of the form which is located at the bottom of the page to update you on the progress of 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 has sent you an email to advise that it is incomplete as they need you to provide more information.

Provides any
messages
from the
workplace
learning team

Student Feedback


Feedback to Student

Please read:





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

[Home](#)
[Confirmed](#)
[Available](#)
[Requirements](#)
[Calendar](#)

Welcome to InPlace

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

To Do 4

-  Your submission for EPT326 202590 is incomplete. Feedback: Please see feedback box at the bottom of your application for additional instruction. Thankyou.. Sent by Ashley Atkinson >
-  Self Placement submission open for EPT326 202590 >
-  Self Placement submission open for EMH302 202530 >
-  Self Placement submission open for EMH302 202590 >

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

Please Note: If the status of your self placement 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.).

 [Cancel](#)
[Save as draft](#)
[Submit](#)

Make the changes requested and click on the **Submit** button to re-submit your self placement form.

- You can make any necessary changes and click on the **Submit button** located at the bottom of the page to re-submit your self placement details.