# Faculty of Health Sciences

# Pre-Placement Requirements Support

**2024**

ACU
AUSTRALIAN CATHOLIC UNIVERSITY

As part of your course, you may have professional practice or clinical placements and be placed in a range of organisations to integrate the theory you learn into practice.

Students undertaking placements in the Faculty of Health Sciences (FHS) must complete all pre-placement requirements to be eligible to attend any type of placement for your course. This is referred to as achieving compliance. Australian Catholic University (ACU) and our placement partners have a duty of care to ensure your safety, and the safety of the people you will interact with.

The Placement Services team at ACU works with the Professional Practice / Professional Experience coordinators in your discipline to provide management and support for student placements; this includes compliance requirements. You can find details of the requirements for compliance for your course at ACU's Work Integrated Learning (WIL) website.

It is your responsibility to complete all student compliance requirements and provide evidence these on InPlace by the submission date and prior to attending any placement or clinical activity as part of your course.

This guide outlines the support Placement Services provides to you with the completion of your Pre-Placement requirements.

## CONTENTS

# 1. Placement Services Modes of Communication

There are 4 main modes of communication Placement Services will use to communicate with students regarding their Pre-Placement compliance requirements and placements.

| Communication Method | Purpose |
|---|---|
| Email | For any placement related matter, personal/ confidential student matters or important information. |
| Work Integrated Learning (WIL) site in the Student Portal | Find your Pre-Placement Checklist with all pre-placement requirements for your discipline, resources, and important information you need to prepare for your placement and achieve compliance. |
| InPlace | Where you:<br><br>Upload your pre-placement compliance requirements.<br><br>Check the status of your pre-placement compliance submissions and receive feedback on items that cannot be verified.<br><br>Review your Placement allocations.<br><br>Obtain placement information such as location, supervisor details and pre-placement learning materials/ or instructions.<br><br>Submit a Self-Placement.<br><br>Self-Select a placement.<br><br>Apply for a Placement Opportunity. |
| Teams | Support with pre-placement compliance requirements.<br><br>Learn about your pre-placement compliance requirements.<br><br>Get help with completing your pre-placement compliance requirements.<br><br>Attend a virtual drop-in session with Placement Services. |
| Face to Face support on campus<br><br>(Melbourne, North Sydney, and Brisbane campuses) | In person support with pre-placement compliance requirements.<br><br>Get help with completing your pre-placement compliance requirements. |

## 2. Email - Contact your local Placement Services Office

Placement Services will communicate with you via email for:
- placement related matters,
- personal/ confidential student matters or
- important information

For any placement related matters that does not involve your pre-placement compliance requirements, you can contact your campus Placement Services team. See contact details below.

| Placement Office | Phone | Email |
|---|---|---|
| Ballarat | 03 9953 3830 | ballaratplacements@acu.edu.au |
| Blacktown | 02 9739 2149 | nswplacements@acu.edu.au |
| Brisbane | 07 3623 7200 | qldplacements@acu.edu.au |
| Canberra | 07 3623 7200 | actplacements@acu.edu.au |
| Melbourne | 03 9953 3176 | melbplacements@acu.edu.au |
| North Sydney | 02 9739 2149 | nswplacements@acu.edu.au |
| Strathfield | N/A | nswplacements@acu.edu.au |
| ACU Online - FHS | N/A | acuo-fhsplacements@acu.edu.au |

## 3. WIL Search - Visit the WIL site for all your FHS Pre-Placement compliance requirements

Before you get started, log on to the WIL site to:
- view your pre-placement compliance checklist,
- obtain your required forms and find useful links, and
- view your submission date

All students undertaking WIL placements in the Faculty of Health Sciences must complete all the pre-placement requirements (this is referred to as achieving compliance). It is your responsibility to complete all student compliance requirements and provide evidence of compliance prior to your advertised submission deadline. Failure to achieve compliance will mean you are not eligible for a placement allocation.

Complete the filters on the search page to reach the information relevant to you; be sure to select the correct campus from the first page to begin.

Log into WIL

1.     Enter your campus

2.     Select "Faculty of Health Sciences"

3.     Select your discipline from the list

### Search for guidance

Specific guidance can be found by exploring the faculties below.

| | |
|---|---|
| Campus | Melbourne ⌄ |
| Faculty | Faculty of Health Sciences ⌄ |
| Discipline | Nursing ⌄ |

**Search**

# 4. InPlace - ACU's online placement management system

**Before you go on placement, log on to InPlace to:**
- Record your completion of the Faculty's pre-placement requirements and upload the required documents by the submission deadline
- Check your compliance status after your submission deadline
- Record the renewal of expiring checks and certificates
- View your allocated placements and any associated instructions or documents
- Submit your self-placement or self-select a placement (where applicable)
- View placement agency and supervisor details

**During your placement, log on to InPlace to:**
- Record the renewal of expiring checks and certificates
- View placement agency and supervisor details
- View advertisements for expressions of interest for international placement experiences

**After your placement, log on to InPlace to:**
- Submit or view the record of your placement hours, activities, and experiences (where applicable)

Log in to InPlace

Download ACU InPlace Student Reference Guide

Watch a video on navigating your ACU InPlace account

Download ACU InPlace Student Reference Guide, Part 2: To-Do list, Notifications and Placement Documentation

InPlace Student Reference Guide, Part 3: To-Submitting Self-Placements and Self-Selectable Placements

Watch a video on how to upload your mandatory documentation to your ACU InPlace account

## 5. Teams - Pre-Placement Compliance Requirements support

Placement Services within the Faculty of Health Sciences has created a Teams site to assist students in understanding and completing their FHS Pre-Placement compliance requirements.

Each Placement Services team will run two weekly virtual drop-in sessions for students via your specific state channel on the Teams site to support students on all campuses, located in that state. Each session will be one hour in duration.

Upon joining the Teams site, please take the time to read all the pinned posts  on your specific state channel carefully.

This site is only for supporting you in completing your pre-placement compliance requirements for your course. The Teams site is not a replacement for emailing your campus Placement Services office with your general placement queries.

## 5.1 How to join the Teams Student Hub

**Step 1.** Download Microsoft Teams onto your device. Select Teams for work or school (Desktop App for Windows or Mac) or use the QR code below to get the Mobile App.

NOTE: You may need to select Classic Teams.

**Teams for work or school**

Easily communicate with customers and employees. Download the Teams app and start creating, sharing, and storing files securely.

**Download the new Teams app** ⌄

**OR**

🤖 🍎

**Get the Teams mobile app**[2]



**Step 2.** Open Teams and log in using your ACU credentials (ACU username & password).

**Step 3.** Click on the Teams icon on the menu to the left side of your screen.



**Step 4**. Next click on the Join Team button at the top right corner of your screen.

**Step 6.** Enter the following Joining Code to join the Teams site, **gjfmij2**



Join a team with a code

Enter code

Got a code to join a team? Enter it above.

**Step 7.** Navigate to the Channel for your state. NOTE: These Channels may be hidden when you first log in.
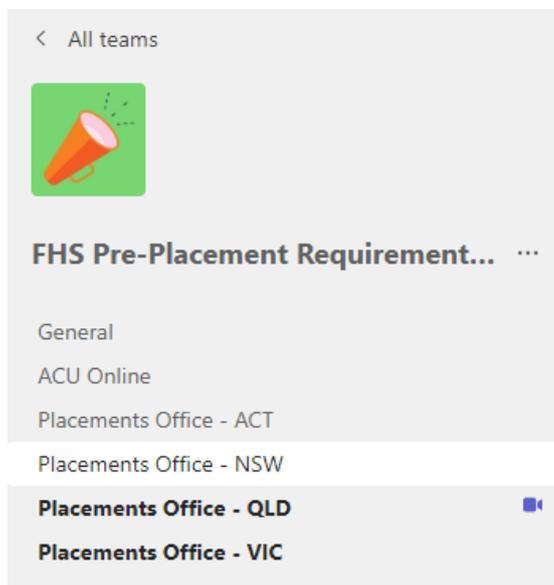
To change the settings to unhide.

- Hover over, hidden channels,

4 hidden channels >

- Left click on your mouse, a menu appears,
- Click show on the channel for your state (You will not need to do this again)

Show

< All teams

FHS Pre-Placement Requirement...  ···

General

ACU Online

Placements Office - ACT

Placements Office - NSW

**Placements Office - QLD**

**Placements Office - VIC**

## 5.2  Virtual Student Drop-in sessions on Teams - FHS Pre-Placement compliance requirements

The virtual drop-in sessions give you an opportunity to speak with a Placement Officer for your campus about completing your pre-placement compliance requirements.

To access a scheduled virtual drop-in session on Teams, first select your State from the list of Channels on the left to speak to the correct team. Then go to the Calendar Tab on your state channel to find the scheduled sessions for that team, click once on the session you would like to attend, and press Join. See example image below.

Scheduled days and times for each state.

| Placements Team | Days | Times |
|---|---|---|
| Placements Office - ACT | Tuesday | 9:30am - 10:30am |
|  | Thursday | 2:00pm - 3:00pm |
| Placements Office - NSW | Tuesday | 10:00am - 11:00am |
|  | Thursday | 2:00pm - 3:00pm |
| Placements Office - QLD | Tuesday | 9:30am - 10:30am |
|  | Thursday | 2:00pm - 3:00pm |
| Placements Office - VIC | Tuesday | 10:00am - 11:00am |
|  | Thursday | 2:00pm - 3:00pm |
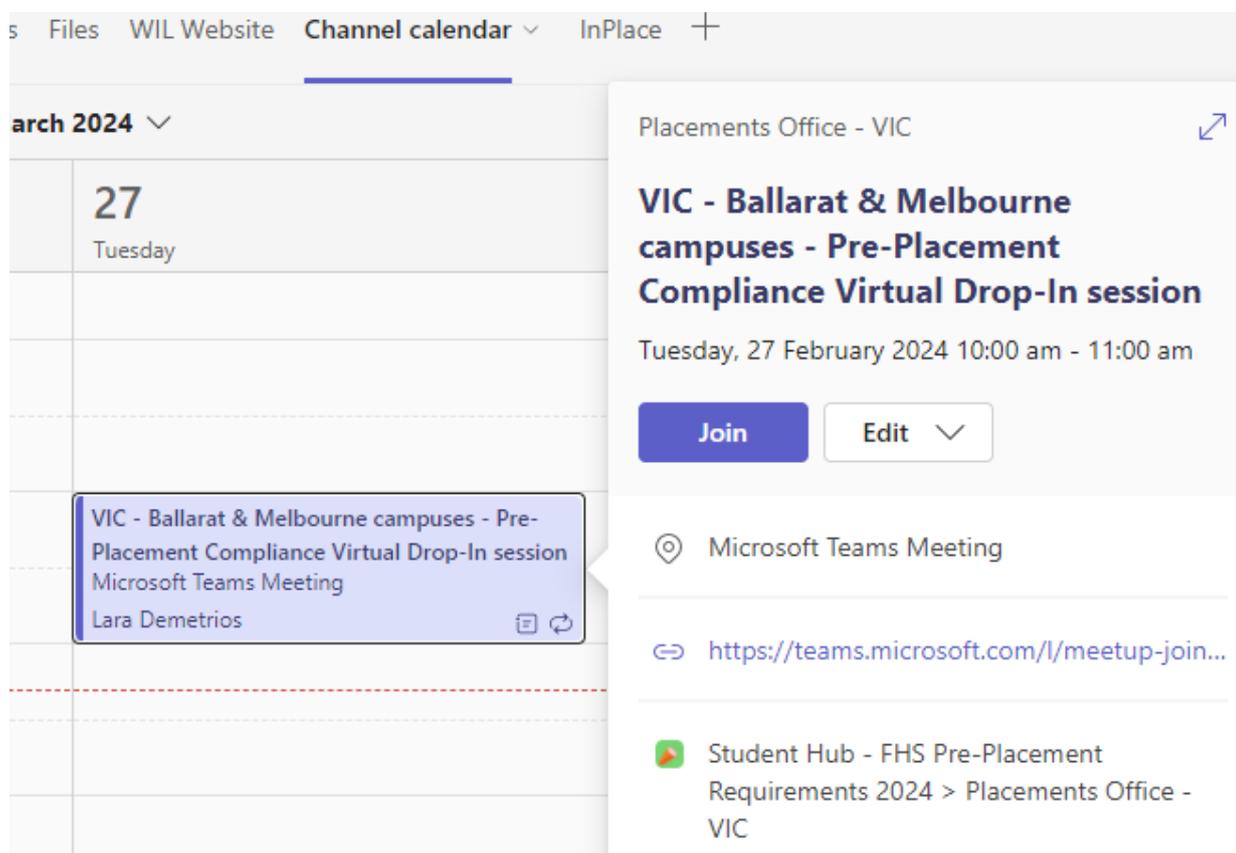
## 5.3 Communicating with Placement Services via the Post tab on your state channel

When contacting Placement Services via this Teams site with your compliance query outside of a virtual drop-in session, use the Post tab on your state channel. The Posts tab is located at the top of the screen.
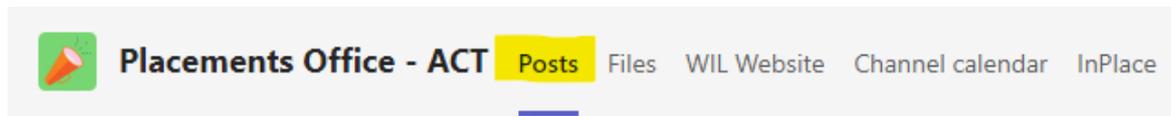


Please allow Placement Services 1-2 business days to respond to you in Teams, do not double up by also emailing your query to the Placement Services office.

As this is a shared space open to all FHS students, please do not post personal information. If your query is of a personal or confidential nature, please email the Placement Services office for your state.

**Using Tags to contact your Placement team via the Posts tab on your state channel.**

As an example, if you would like to speak to the ACT Placement Office,

1. you press the new conversation button at the bottom of the screen to start your post,

2. then type the @ symbol followed by the state (@ACT, @NSW, @QLD or @VIC – Only choose one, based on where you are located) and your Placement Office team Tag will appear,

3. click on the Tag,

4. and then write your message.

5. To send your message to the team, press the paper plane symbol at the bottom right. See images below.
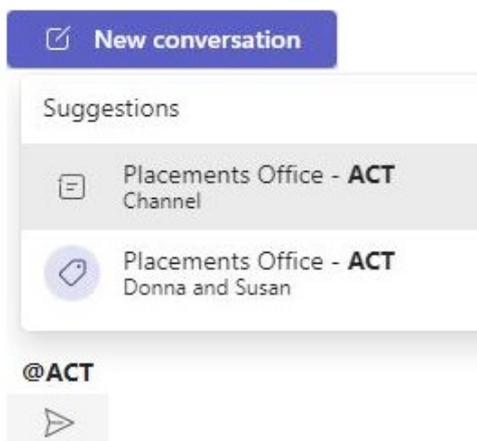
# 6. Face to Face support on campus - FHS Pre-Placement compliance requirements

For students who would prefer to come in person to the Placement Services team for assistance with their pre-placement compliance requirements, we will conduct two weekly, 1-hour face to face drop-in sessions on each campus where we have Placement Services team located (Melbourne, North Sydney, and Brisbane).

The pinned post on each state channel within the Teams Student Hub lists further details such as location and opening times for students.

See the table below for 2024 session details.

| Team/ Campus | Location | Days | Time |
|---|---|---|---|
| VIC Team - Melbourne | School of Nursing, Midwifery & Paramedicine Reception (window) Level 4, Daniel Mannix Building (open to all FHS disciplines) | Tuesday | 2:00pm - 3:00pm |
| | | Thursday | 10:00am - 11:00am |
| NSW Team – North Sydney | Tenison Woods House - Level 13 - Rm 23532.13.23 | Tuesday | 2:00pm - 3:00pm |
| | | Thursday | 10:00am - 11:00am |
| QLD Team – Brisbane | Placement Services Office, Brisbane campus, Room 200.1.31 | Tuesday | 9:30am - 10:30am |
| | | Thursday | 2:00pm - 3:00pm |