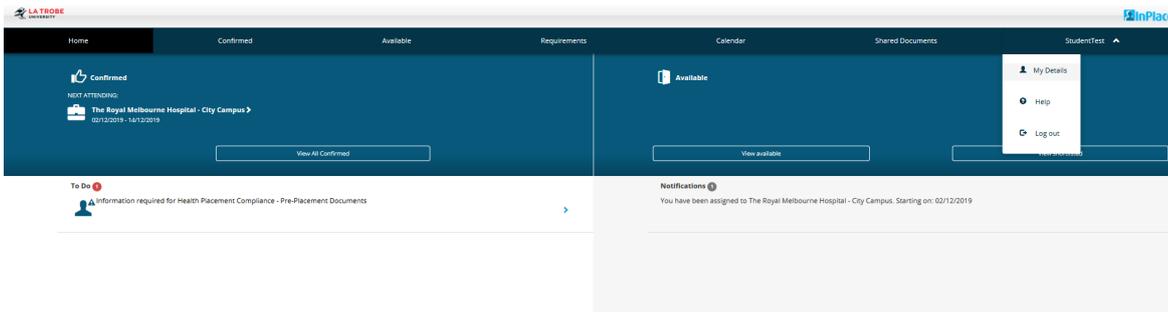


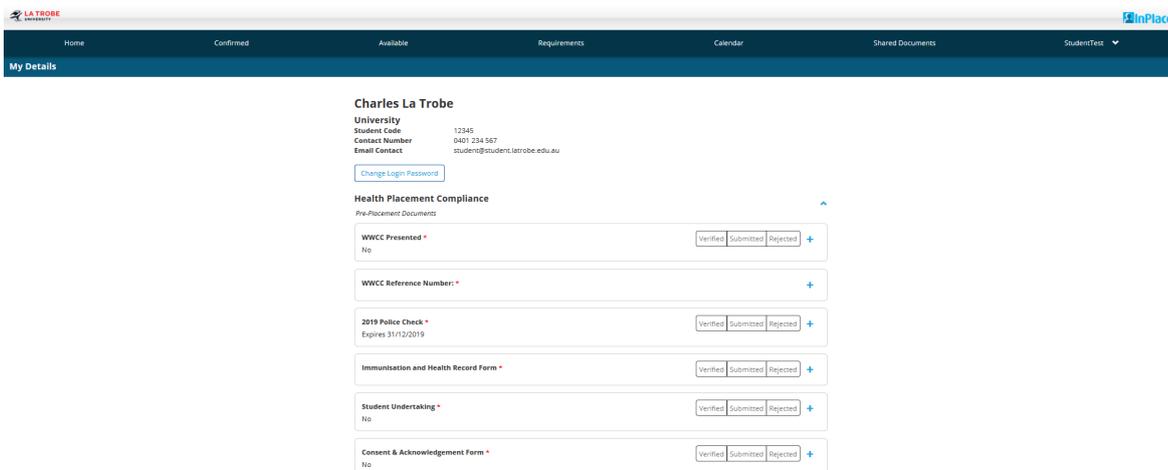
Uploading Health Placement Documents to InPlace

At the commencement of your course, you will be required to submit a list of documents prior to undertaking any placement in your course. These documents are submitted through InPlace – La Trobe University’s Placement Management System. You can access InPlace here: [InPlace](#) using your LTU Username and Password.

You will need to read through and agree to the Terms and Conditions before you go any further. Once you have logged in you can view your profile by selecting your username in the top right-hand corner of the page and then clicking ‘My Details:’



Once here, you will see your personal information that is imported from StudentOnline. NOTE: If any details are incorrect you will need to update them in StudentOnline, they will then be reflected in InPlace 24-48 hours later.



Below this section you will see a list of document requirements against which you can submit your completed documentation. There are two sections, one is Pre-Placement Documents which includes a variety of forms and checks that must be submitted, the second is for the evidence required to substantiate the information recorded on the Immunisation and Health Record Form.

Health Placement Compliance

Pre-Placement Documents

WWCC Presented * No	Verified Submitted Rejected +
WWCC Reference Number: *	+
2019 Police Check * Expires 31/12/2019	Verified Submitted Rejected +
Immunisation and Health Record Form *	Verified Submitted Rejected +
Student Undertaking * No	Verified Submitted Rejected +
Consent & Acknowledgement Form * No	Verified Submitted Rejected +
Photo ID * No	Verified Submitted Rejected +
International Police Check/Statutory Declaration No	Verified Submitted Rejected +
First Aid Certificate No	Verified Submitted Rejected +
CPR Submission No	Verified Submitted Rejected +
Fitness to Practise No	Verified Submitted Rejected +
Fitness Assessment / Medical Clearance No	Verified Submitted Rejected +
CV No Expires 31/12/2019	Verified Submitted Rejected +
Child Safety Standard	Verified Submitted Rejected +
<i>Immunisation Supporting Evidence (E.g. Immunisation Lists & Serology)</i>	
Hep B	+
Hep A	+
Varicella	+
Diphtheria, Tetanus & Pertussis No	+
Polio	+
MMR	+
TB Test	+
Influenza No Expires 31/12/2019	Verified Submitted Rejected +

ATTENTION: Each field will only accept 1 document; any document requirements that are more than 1 page long must be in 1 file. Documents can be multi-page scans, merged PDF's (instructions here) or photos copied into a word document.

Submitting Documents in the First Section:

Example 1: Submitting your Working with Children Check. This instruction is for non-Victorian students only.

Note: Students with a valid Victorian WWCC no longer need to upload a copy of their WWCC card to InPlace. Instead, you only need to enter your Victorian WWCC reference number.

To upload a copy of your Working with Children Check select the “+” button on the far-right hand side of the WWCC Row:

WWCC Presented * No	Verified	Submitted	Rejected	+
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The section will roll down and you will see this:

WWCC Presented * No	Verified	Submitted	Rejected	-
WWCC Presented <input type="checkbox"/>				
Expiry	<input type="text"/>			
Attachment	Select or drag a file			
<input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Reset"/>				

You will then need to tick the WWCC Presented checkbox, fill in the Expiry Date listed on your card and upload the document. You can upload either by clicking into ‘Select or drag file’ to open a file finder and select the correct file or dragging the file from your computer directly into this section. Once you have selected your file, select ‘Submit.’

Once you have saved the document you will see a small paperclip icon appear on the row, and ‘Submitted’ will become highlighted.

WWCC Presented * Yes Expires 01/01/2025 	Verified	Submitted	Rejected	+
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This indicates you have submitted a document and it has not yet been viewed by your Placement Officer.

Once this document has been viewed it will state either:

1. Verified – and turn green

WWCC Presented * Verified Submitted Rejected +

Yes
Expires 01/01/2025


OR

2. Rejected – and turn red

WWCC Presented * Verified Submitted Rejected +

Yes
Expires 01/01/2025


If your document is rejected in your 'To Do' list on the homepage, a reason as to why it was rejected will be listed:

Home Confirmed Available Requirements

Confirmed

NEXT ATTENDING:

 **The Royal Melbourne Hospital - City Campus** ▶
02/12/2019 - 14/12/2019

[View All Confirmed](#)

To Do 2

-  Verification of WWCC Presented is Rejected. Feedback: **Incorrect document** ▶
-  Information required for Health Placement Compliance - Pre-Placement Documents ▶

For Working with Childrens Check you will also need to complete the WWCC Reference Number in the next of the Pre-Placement Documents field as well.

WWCC Reference Number: * -

WWCC Reference Number: Required!

[Submit](#) [Cancel](#) [Reset](#)

This same process can then be repeated for each of your required documents, please ensure you fill in any dates or reference numbers required. These will be displayed when the document specific pop-up opens.

Submitting Documents in the Second Section:

You will have submitted your Immunisation and Health Record Form in Section One. Section Two is where you need to submit the records from which the information on your completed form came from, or any

additional information that was missing from your form at the time of submission. These are most commonly: Immunisation lists from your healthcare provider, serology reports, Medicare/Council immunisation records and/or baby book pages. Each item under the Immunisation Supporting Records Section has its own requirements.

Example 2: Submitting your Hepatitis B Details:

To fulfil the Hepatitis B requirements, you must submit records of all doses (2 or 3 depending on course of immunisations) plus positive serology results. These will all need to be in 1 document – refer to page 2.

To submit select the “+” option on the Hepatitis B Row and the section will roll down:

Immunisation Supporting Evidence (E.g. Immunisation Lists & Serology)

Hep B

Hep B

Select status...

Comments

Attachment

Select or drag a file

Your supporting documents are submitted under Section One, either via the Browse>Select option from clicking into the ‘Select or drag a file’ box, or by dragging a document directly into that section.

You will need to select what you are uploading evidence of by clicking into ‘Select Status’ and then selecting each thing from the drop-down list that you have provided. For example, if you received a full primary course Hepatitis B vaccinations in adolescence and have also completed serology, you would select “1st Dose,” “2nd Dose,” “Adolescent Course” and “Serology” from the drop-down, and these would then appear in the ‘Select Status’ section.

Once you have ticked all relevant boxes and selected your document for submission you can hit “Submit”. You will then see a small paperclip icon appear on this row.

NOTE: InPlace will not allow you to submit any files larger than 10mb. If you are having trouble uploading your documents please check the size of the file you are trying to upload – if it is larger than 10mb you will need to reformat the document to decrease its size.

You will then need to repeat this process, selecting relevant options from the drop-downs under each item until you have provided all documentation to support the information supplied on your Immunisation and Health Record Form.

This section does not have a Verification Status, but submission against these fields will be monitored and recorded by your Placement Officer.