

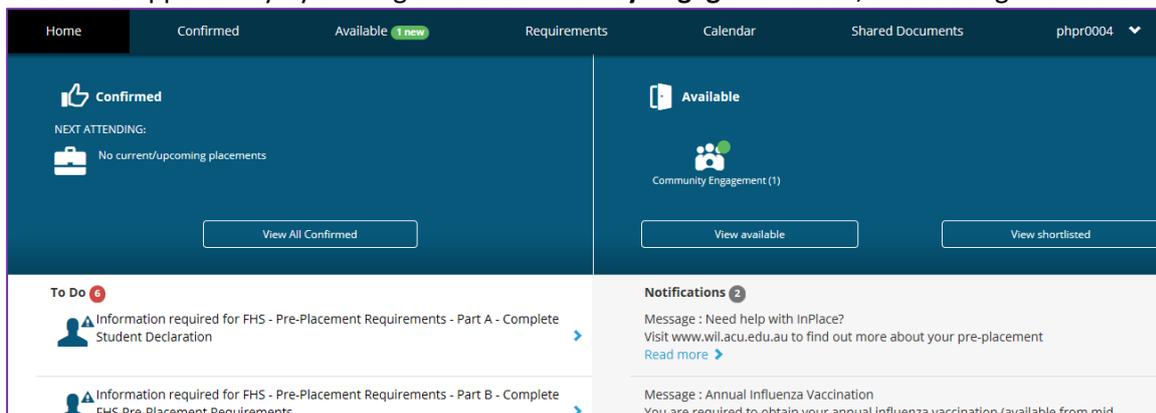
1. Submitting an Application

The following steps will assist you in applying for the Community Engagement Opportunity, Sacred Heart Homework Club

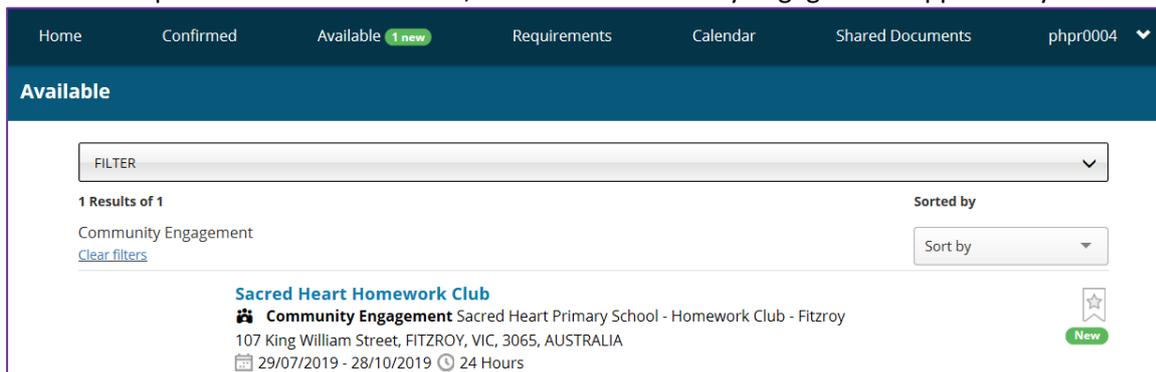
- ACU Website, www.acu.edu.au
- Select **About ACU**, located in menu bar the top right hand side.
- Select **Community Engagement**
- Scroll down to the Student community engagement section, select **Find out more**
- Read the available information and select **Browse opportunities now**
- Use the filters to display the Community Engagement Opportunities for the **Melbourne** campus
- Scroll down and select the **Sacred Heart Homework Club** opportunity
- Read the program details

Note: a Working With Children Check (WWCC) is required for this Opportunity.

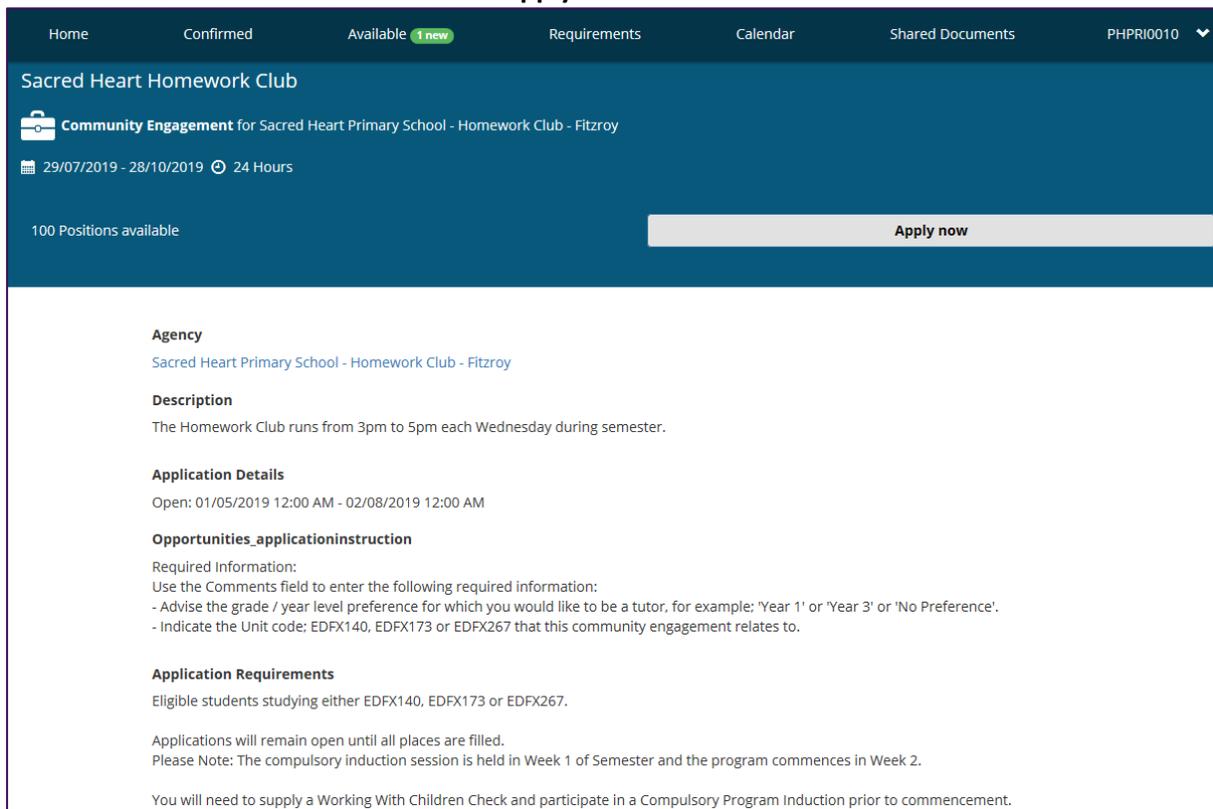
- If you have previously uploaded your WWCC to InPlace please continue with the application,
 - If you have a WWCC but not uploaded the WWCC to InPlace please refer to the [mandatory pre-placement requirements](#) for steps on submission.
 - If you do not have a WWCC please go to: <https://www.workingwithchildren.vic.gov.au/> to apply, once you've received the WWCC, navigate to InPlace to upload the document, please refer to the [mandatory pre-placement requirements](#) for steps on submission.
 - Select the '**Apply here**' button to apply
 - Log in using your User ID and password
- This action will open InPlace, the Universities placement management system.
- Note: When you first logon the 'Welcome to InPlace' notice will appear, click the 'Ok, Show me more' button to view the features, or close the window to continue with the application.
 - The **Available** section displays the Opportunity
 - Select the Opportunity by clicking on the **Community Engagement** icon, or selecting **Available** in the header.



- This action opens the **Available** screen, select the Community Engagement Opportunity from the list



- Read over the information and select the **Apply now** button



Home Confirmed Available **1 new** Requirements Calendar Shared Documents PHPRI0010

Sacred Heart Homework Club

Community Engagement for Sacred Heart Primary School - Homework Club - Fitzroy

29/07/2019 - 28/10/2019 24 Hours

100 Positions available **Apply now**

Agency
Sacred Heart Primary School - Homework Club - Fitzroy

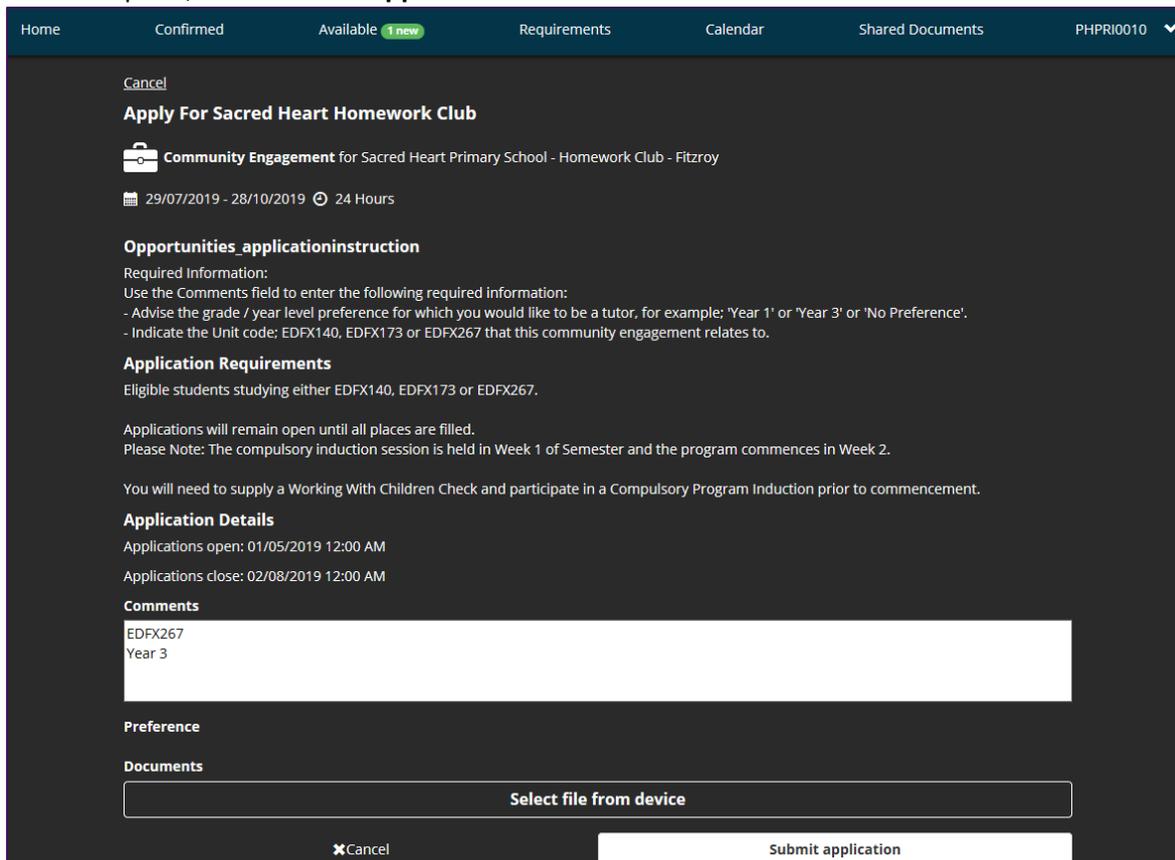
Description
The Homework Club runs from 3pm to 5pm each Wednesday during semester.

Application Details
Open: 01/05/2019 12:00 AM - 02/08/2019 12:00 AM

Opportunities_applicationinstruction
Required Information:
Use the Comments field to enter the following required information:
- Advise the grade / year level preference for which you would like to be a tutor, for example: 'Year 1' or 'Year 3' or 'No Preference'.
- Indicate the Unit code: EDFX140, EDFX173 or EDFX267 that this community engagement relates to.

Application Requirements
Eligible students studying either EDFX140, EDFX173 or EDFX267.
Applications will remain open until all places are filled.
Please Note: The compulsory induction session is held in Week 1 of Semester and the program commences in Week 2.
You will need to supply a Working With Children Check and participate in a Compulsory Program Induction prior to commencement.

- The application screen opens, use the **Comments** field to enter the following required information:
 - Your **grade preference**; Year 1 to 6,
 - Indicate the **Unit code**; EDFX140, EDFX173 or EDFX267 that this community engagement relates to.
- Once complete, select **Submit application**



Home Confirmed Available **1 new** Requirements Calendar Shared Documents PHPRI0010

[Cancel](#)

Apply For Sacred Heart Homework Club

Community Engagement for Sacred Heart Primary School - Homework Club - Fitzroy

29/07/2019 - 28/10/2019 24 Hours

Opportunities_applicationinstruction
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Application Details
Applications open: 01/05/2019 12:00 AM
Applications close: 02/08/2019 12:00 AM

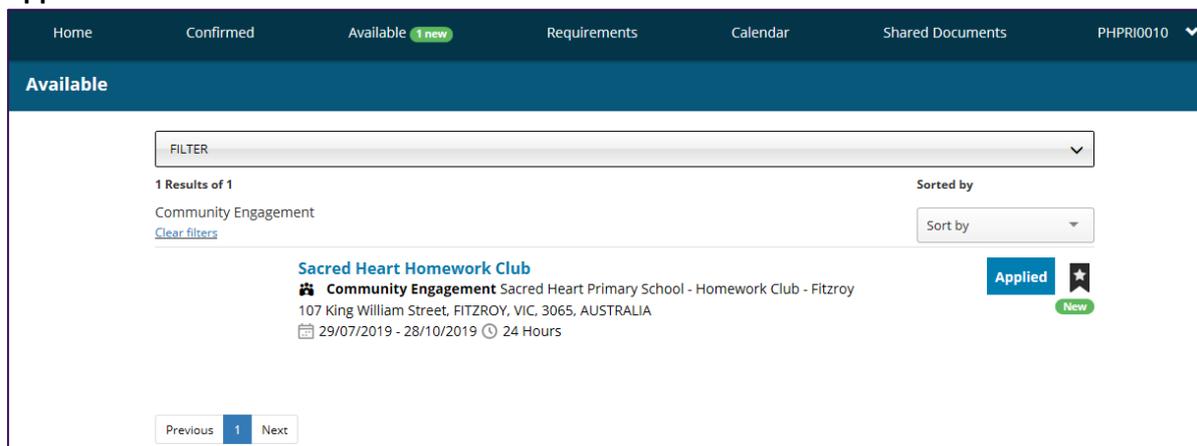
Comments
EDFX267
Year 3

Preference

Documents
Select file from device

Submit application

- You will be taken back to the Available screen, the Community Engagement Opportunity will update to **Applied**

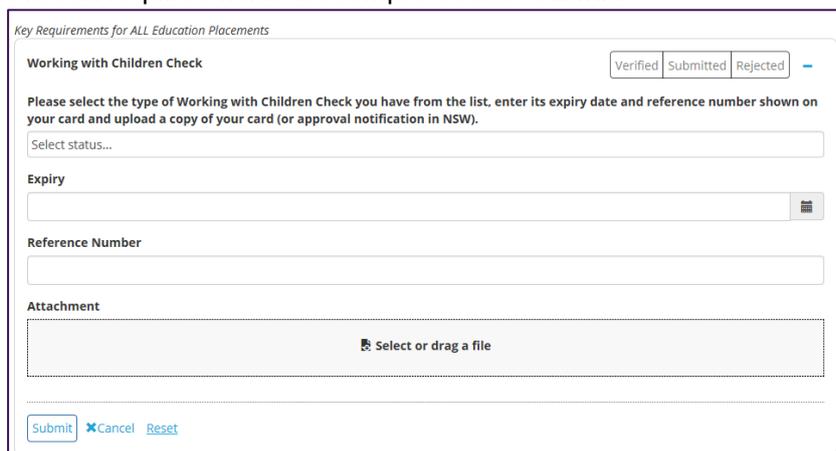


The Community Engagement team will review your application; you will receive an email via your ACU Student Email account advising you of the outcome.

2. Mandatory Pre-Placement Requirements

To view, upload and manage your compliance in InPlace;

- Click on your username (**User Account Menu**) in the top right hand corner
- Select **My Details**
- Scroll down to the **Pre-Placement Requirements** section
- Locate the Working With Children Check, click the Expand (+) symbol to open the compliance item
- Once all required fields are complete select **Submit**.



The screenshot shows the 'Working with Children Check' form. At the top, it says 'Key Requirements for ALL Education Placements'. Below that, there's a status indicator: 'Working with Children Check' with buttons for 'Verified', 'Submitted', and 'Rejected', and a minus sign. The instructions read: 'Please select the type of Working with Children Check you have from the list, enter its expiry date and reference number shown on your card and upload a copy of your card (or approval notification in NSW)'. The form has three main sections: 'Select status...' with a dropdown menu, 'Expiry' with a date input field and a calendar icon, and 'Reference Number' with a text input field. Below these is an 'Attachment' section with a 'Select or drag a file' button. At the bottom, there are 'Submit', 'Cancel', and 'Reset' buttons.

- The status will update to **Submitted**

You will then need to monitor your **Notifications** list;

- The Faculties Placement Services team will review and record if you are compliant with the Working With Children Check;
 - Once approved the status will update to Verified.
 - If your status has been marked as Rejected you must check the verification comments for further details on what you are required to amend or submit.