

Faculty of Health Sciences

Pre-Placement Requirements

Support

2026

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	4
2. Email - Contact your local Placement Services Office.....	5
3. WIL Search - Visit the WIL site for all your FHS Pre-Placement compliance requirements	5
4. InPlace - ACU's online placement management system	6
5. Face-to-face support on campus - FHS Pre-Placement compliance requirements.....	7

1. Placement Services Modes of Communication

There are 4 main modes of communication that 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	<p>Where you:</p> <ul style="list-style-type: none"> Upload your pre-placement compliance requirements. Check the status of your pre-placement compliance submissions and receive feedback on items that cannot be verified. Review your placement allocations. Obtain placement information such as location, supervisor details and pre-placement learning materials/ or instructions. Upload your placement documents at the end of placement. Submit a Self-Placement. Self-Select a placement. Apply for a Placement Opportunity.
Face to Face support on campus (Melbourne, North Sydney, and Brisbane campuses)	<p>In person support with pre-placement compliance requirements.</p> <p>Get help with completing your pre-placement compliance requirements.</p>

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, including your pre-placement compliance requirements, you can contact your campus Placement Services team. See contact details below.

Placement Office	Email
Ballarat	ballaratplacements@acu.edu.au
Blacktown	nswplacements@acu.edu.au
Brisbane	qldplacements@acu.edu.au
Canberra	actplacements@acu.edu.au
Melbourne	melbplacements@acu.edu.au
North Sydney	nswplacements@acu.edu.au
Strathfield	nswplacements@acu.edu.au
ACU Online - FHS	acuonline-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:

- download your New Student Pre-placement Requirements Checklist,
- view all items on your pre-placement Actions 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 before 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	<input type="text" value="Melbourne"/>
Faculty	<input type="text" value="Faculty of Health Sciences"/>
Discipline	<input type="text" value="Nursing"/>
	<input type="button" value="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)

Check out these useful videos & guides:

[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. 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 be available on each campus where we have a Placement Services team located (Melbourne, North Sydney, and Brisbane).

See the table below for Placement Services location details.

Team/ Campus	Location
VIC Team - Melbourne	Reception - Room 59, Level 3, Mary Glowrey Building (420.3.59) Monday to Thursday at the following times. 10 am – 11 am 2 pm – 3 pm
NSW Team – North Sydney	Reception - Level 14, Tenison Woods House (532.14.27) Monday to Thursday at the following times. 10 am – 11 am 2 pm – 3 pm
QLD Team – Brisbane	Placement Services Office, Room 31, Level 1, Brisbane campus (200.1.31) Monday to Thursday at the following times. 9:30 am – 10:30 am 2 pm – 3 pm

