

Students who are planning to undertake a placement will be required to submit an online self-placement form via the University's placement management system InPlace.

Use this checklist when approaching a placement provider to ensure you gather all the required information.

STEPS	INSTRUCTIONS	SYSTEM	COMPLETE (✓)
STEP 1	Enrol into LLAW7001	<a href="#">Student Information System</a>	<input type="checkbox"/>
STEP 2	Check you have completed or currently enrolled into the following pre-requisite topics: <ul style="list-style-type: none"> <li>• LLAW 3211</li> <li>• LLAW 3212</li> <li>• LLAW 3221</li> <li>• LLAW 3223</li> </ul>	<a href="#">Student Information System</a>	<input type="checkbox"/>
STEP 3	Complete Adelaide Rounds	<a href="#">FLO</a>	<input type="checkbox"/>
STEP 4	Complete Placement Preparation Training Day	<a href="#">FLO</a>	<input type="checkbox"/>
STEP 5	Log onto InPlace <ul style="list-style-type: none"> <li>• Complete all required compliance requirements</li> </ul>	<a href="#">InPlace</a>	<input type="checkbox"/>
STEP 6	Approach Agency regarding Placement <ul style="list-style-type: none"> <li>• Download LAW Placement Checklist</li> <li>• Download Agency Information Form</li> <li>• Download Placement Scheduler</li> <li>• Ensure Agency Supervisor signs off on Agency Information Sheet</li> <li>• Complete the Placement Scheduler</li> </ul>	<a href="#">Law Placement website</a>	<input type="checkbox"/>
STEP 7	InPlace Self Placement Form <ul style="list-style-type: none"> <li>• Fill out all required fields</li> <li>• Upload completed Agency Placement Form</li> <li>• Upload completed Placement Scheduler</li> </ul>	<a href="#">InPlace</a>	<input type="checkbox"/>
STEP 8	Upload your assessments to FLO	<a href="#">FLO</a>	<input type="checkbox"/>