

Organising Your Placement

- After enrolling in your placement topic, you will receive a **welcome email** with instructions on completing your **pre-placement requirements** and guidance on sourcing your placement.
- The placement team **cannot** assist with sourcing your placement until all the compliance requirements as outlined in the [Placement Checklist](#) have been met and uploaded to Inplace.
- The WIL Team will support you in arranging your placement; however, please note that placements are subject to availability and existing affiliated agreements, and therefore cannot be guaranteed.
- Students needing their placement organised, please let us know at least **eight weeks in advance**.
- Students travelling interstate may be eligible for financial assistance for [Travel and Accommodation Reimbursement](#).
- You cannot commence placement until you receive a **confirmation email** from the placement team.

Placement Locations

Placements that are to be undertaken within [ACT Health](#) will be negotiated by the student at the venue level (to gauge availability). Once confirmed, the Placement Team will liaise with the venue to sign a student placement agreement and confirm via the [ACT Health Student Placement Online](#) system. Please notify the Placement Team **at least eight weeks in advance** so we can confirm the request.

Placements can be undertaken with hosts outside ACT Health and other non-government organisations (such as Indigenous health services). Please approach them independently to enquire about placement opportunities.

If you plan to undertake placements in South Australia, contact the Placement Team as soon as possible.

Self-Placement Submission

Once you confirm a placement with a host:

- Submit a Self-Placement via [INPLACE](#) so the Placement team can review and approve your proposal (instructions will be provided in your welcome email).

Student Placement Agreement between Flinders University and the venue

A placement schedule or student placement letter of agreement must be in place for each venue where you wish to complete your placement. Your Flinders University WIL support officer will complete this once you have provided the contact details and evidence of the organisations willing to host you.