

Sport and Exercise Science 2020

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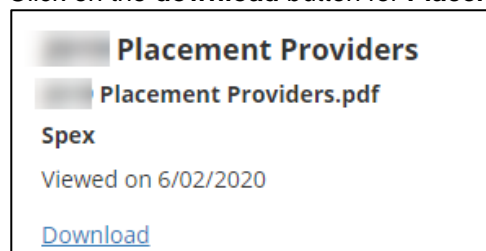
Previous Placement Providers List

A list of the previous providers students have completed placement is available for viewing on VU WIL.

1. Login to VU WIL
2. Click on **Shared Documents**

Shared Documents

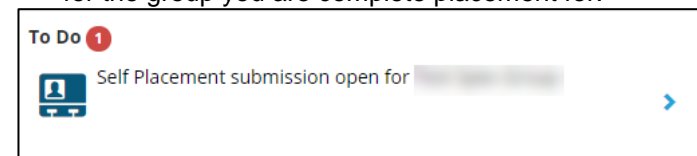
3. Click on the **download** button for **Placement Providers**



4. Document should download for viewing.

Completing the CDE Contract Application

1. On the home page, there will be a **Self Placement submission** button for the group you are complete placement for.



2. Click on the **Self Placement submission** button
3. A self placement form will open.
4. Select the **Start and End** dates that the placement is to occur using the calendar or simply type in the dates.

Placement details

Period

Start End

[Calendar Icon] [Calendar Icon]

5. In the **Duration** section you will need to choose the type of experience and the duration of hours.

Duration

Experience Duration * Unit

(General) 140 HOUR x

6. Choose the type of **Experience** from the drop-down box.

Experience

- Business Administration
- Business Events**
- Business Marketing/Media
- Business Operations
- Camps/Holiday Programs
- Coaching/High Performance
- Membership/Customer Service

7. Enter the **Duration** of the placement by adding the hours in the box and making sure the **Unit** selected is Hours.

Duration

Experience

(General)

Duration *

1

Unit

DAY

8. A **Weekly Placement Roster** can be added if the exact time the placement will be completed is known.

Please note: This is optional.

Weekly placement roster

[+Add another weekly shift pattern](#)

9. Enter the **Agency Name**, and **Business Phone**

Agency details

Agency name *

Business phone

10. Enter the **Street Address** details

Address

Country

State

Unit number

Street number and name

Suburb

Post Code

11. Enter the **Agency Contact Details**, this is main contact for the organisation and necessarily the direct supervisor of the placement.

Agency contact details

Title

Mr

Given name *

John

Surname

Smith

Business phone *

03 1234 5679

Mobile phone

Business email *

john@egcomm.com.au

Confirm email *


john@egcomm.com.au

12. Enter the **Supervisor Details**, this is the person directly supervising the placement. If this is the same person as the **Agency Contact** then tick the box for the same details to be used.

Contacts

Contact person is the placement supervisor ☒

Title

Given name 

Surname

Business phone

Mobile phone

Business email

Confirm email

13. Please ignore the next **Global** mentioning uploading a placement agreement this will be where the signed contract is uploaded to following approval.
14. Under the HE Sport and Exercise WIL heading the position and aims will need to be completed.

HE Sport and Exercise WIL

Student Role

Position or role of student at host organisation

Career Development Aims

Please list your career development aims (min 3, please number each aim e.g. 1. 2. 3.)

Organisational Aims

Please list how your placement contributes to the organisation's aims (min 3, please number each aim e.g. 1. 2. 3.)

Duties & Responsibilities

Please list your placement duties and responsibilities (min 5, please number each aim e.g. 1. 2. 3. 4. 5.)


15. For each of the **Aim** sections, make sure to number each aim entered. **Please note:** This will have to be all on one line as the enter/return button cannot be used.

Career Development Aims

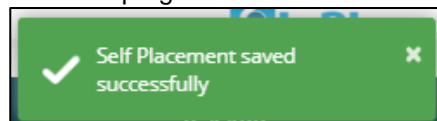
Please list your career development aims (min 3, please number each aim e.g. 1. 2. 3.)

1. This is a test of aim one 2. This is a test of aim two 3. This is a test of aim three.

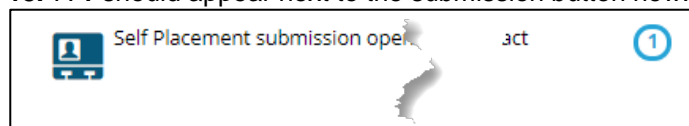
16. Once the full contract has been complete it can be submitted by click on the **Submit** button. Alternatively the contract can be saved as a draft to be completed later by click the **Save as draft** button.

 **Cancel** **Save as draft** **Submit**

17. Once submitted, the Self Placement contract is lodged for the CDE staff to view and approve. A green confirmation box should appear briefly in the top right-hand corner.



18. A 1 should appear next to the submission button now.

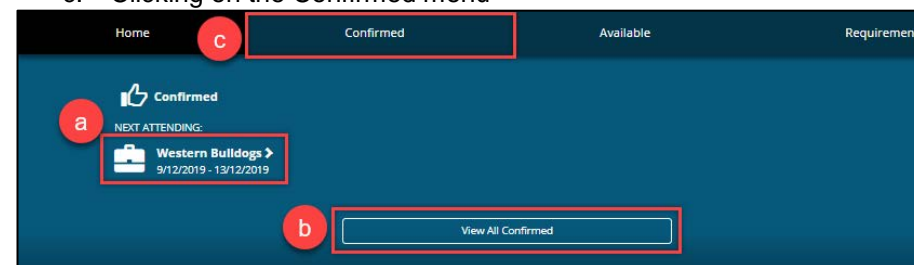


19. Reviewing the submission is done by clicking on the Self Placement submission button, scroll to the bottom of the page and click **View 1 submitted**.

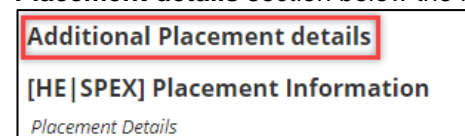


Signing and submitting contract

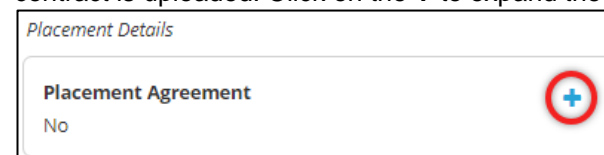
1. Once the contract submission is accepted by CDE an email will be sent with the contract attached to be signed and returned.
2. After all parties have signed (Student and Organisation), the contract needs to be uploaded into the VU WIL System.
3. Navigate to the confirmed placement by:
 - a. Clicking on the **Confirmed** placement above the **To Do** list;
 - b. Clicking on in the **View All Confirmed** button; or
 - c. Clicking on the Confirmed menu



4. In the **Details** tab of the new screen there is the **Additional Placement details** section below the map.



5. The first item is the **Placement Agreement**, this is where the signed contract is uploaded. Click on the + to expand the field.



6. Tick the box
7. Upload the file by clicking on the **Select or drag a file** area.

8. Click **Submit**.
9. Once submitted the No will have changed to Yes and a paperclip will appear to indicate the existence of the attached contract.
10. CDE will be alerted once this is received and then send authorisation to commence email.
11. Other information is also able to be seen here, such as:
 - a. The **Contract Supervisor & Visit Details**, and

b. Report Information