

Using the UWE Bristol Placement Communication Portal (PCP)

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Introduction

What is the PCP?

The Placement Communication Portal (PCP) is an interactive tool which enables settings in the UWE Bristol partnership to manage their placements, which includes: making and editing offers, booking onto mentor training sessions, viewing trainee allocations (including the status of clearance checks), as well as other important information. In short, the PCP is a streamlined process for managing your placements.

How will data provided by my setting be used in the PCP?

Any data provided by your setting will only be used for the purpose of managing UWE Bristol trainee teacher placements. The information provided will be stored within the PCP database and will not be shared with third parties. We may share contact details provided with relevant UWE Bristol staff, but only those linked with education placements.

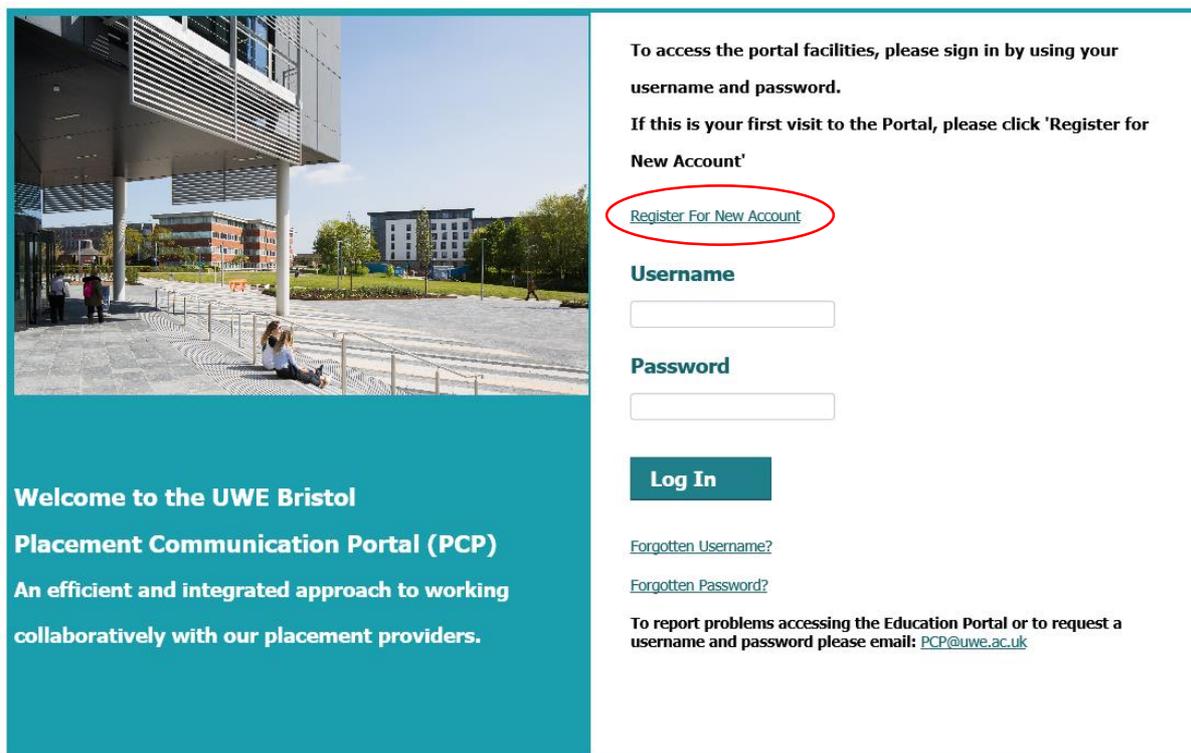
Who will be able to log in to the PCP?

Each setting will have **one login that** will be sent to your setting's main email. We recommend that only one person from your setting manages the offers through the PCP, ideally the **Senior Mentor**. However, if you wish to share your login with other staff at your setting, you are able to.

Registering to use the PCP

How do I register to use the PCP?

When you first access the PCP, you will need to register for an account. To do this, please follow the link to the PCP login page and click 'Register for New Account' (circled in red on the image below).



Welcome to the UWE Bristol
Placement Communication Portal (PCP)
An efficient and integrated approach to working
collaboratively with our placement providers.

To access the portal facilities, please sign in by using your
username and password.

If this is your first visit to the Portal, please click 'Register for
New Account'

[Register For New Account](#)

Username

Password

Log In

[Forgotten Username?](#)

[Forgotten Password?](#)

To report problems accessing the Education Portal or to request a
username and password please email: PCP@uwe.ac.uk

This will open the 'Register For New Account' page. You will need to enter your **setting's main email** e.g. exampleschool@localauthority.sch.uk to register. We use this email as Senior Mentors can change and notifications may be sent to the wrong person. Using your setting's main email means that even if your Senior Mentor changes, your setting will still receive PCP updates.

Register For New Account

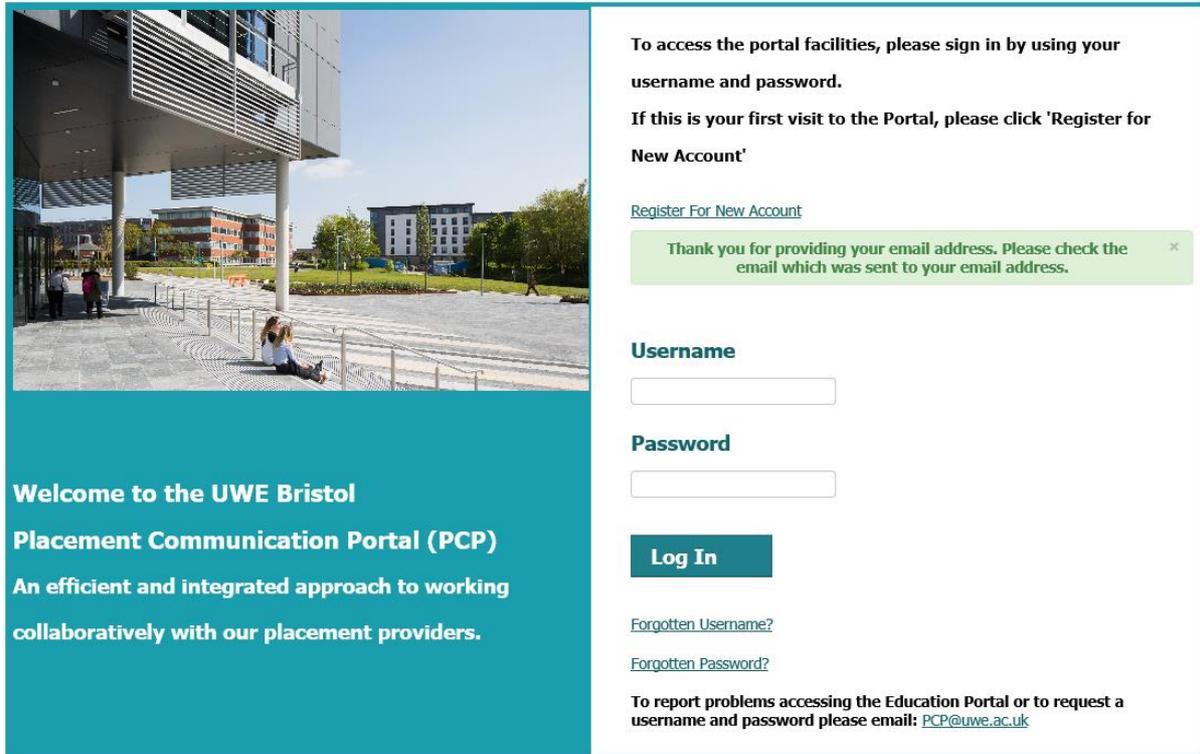
Please enter your settings main email address (e.g. school@localauthority.sch.uk) to register for an account.

Temporary login information will then be sent to you in two emails for you to reset to a permanent memorable password.

Setting's Main Email:

Register

Once you have registered, you will be taken back to the home page where you will see the message in green below. Your username and temporary password will be sent in two separate emails to your setting's main email account. You will then be able to use these to log in.



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[Register For New Account](#)

Thank you for providing your email address. Please check the email which was sent to your email address. ✕

Username

Password

Log In

[Forgotten Username?](#)
[Forgotten Password?](#)

To report problems accessing the Education Portal or to request a username and password please email: PCP@uwe.ac.uk

First time logging in

Use the username and temporary password emailed to your main setting email to log in. You will then be prompted to change your password.

Reset Password

Current (or temporary) Password

Please choose a memorable password for future logins. We recommend increasing password security by using a minimum of 6 characters (up to 10 characters) with a combination of letters and numbers and using a unique password for each website you use.

New Password

Confirm New Password

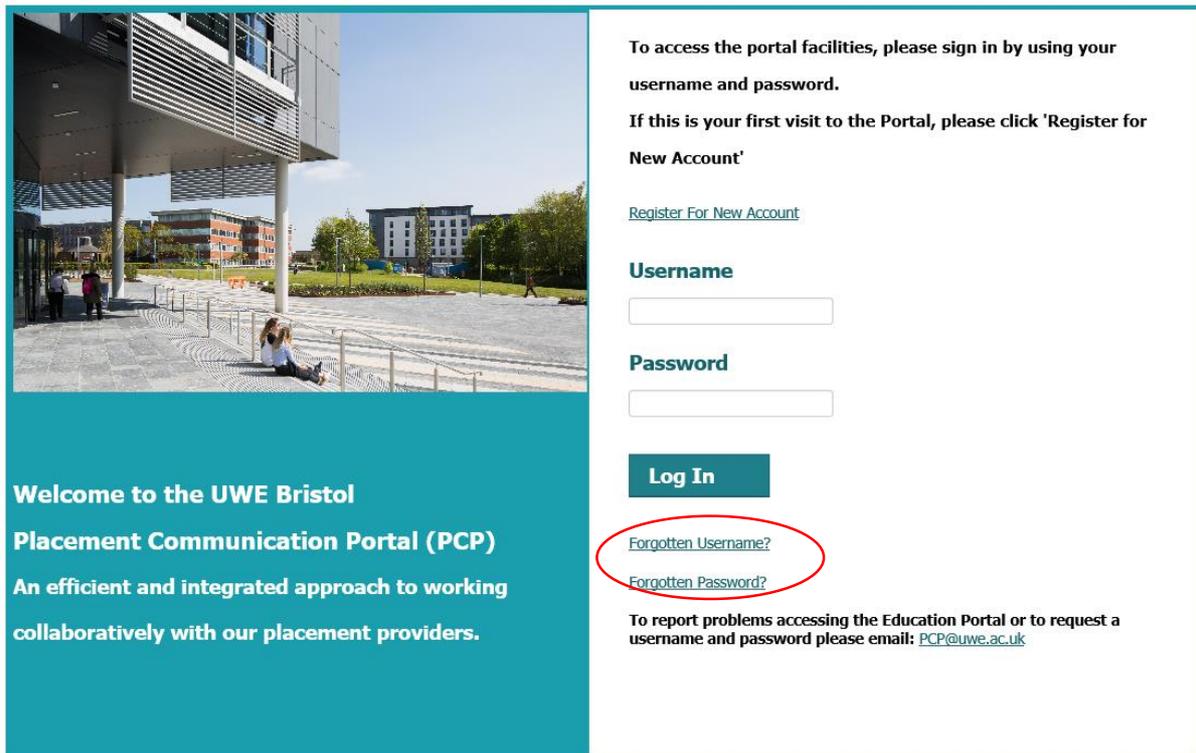
Change Password

What is my setting's username?

- For our **English partners (including English independent partners)**, this will be your Unique Reference Number found on the gov.uk website. This is 6 digits long.
- For our **Welsh partners, this will be your** Reference Number on the wales.gov.uk website. This is 7 digits long.
- For our **Welsh independent partners**, this will be your ISC Reference Number. This will be 5 digits long.

What if I have forgotten my username or password?

If you have forgotten your login details, you can click the links on the login page (circled in red below). These will send your login details to your setting's main email.



To access the portal facilities, please sign in by using your username and password.

If this is your first visit to the Portal, please click 'Register for New Account'

[Register For New Account](#)

Username

Password

Log In

[Forgotten Username?](#)

[Forgotten Password?](#)

To report problems accessing the Education Portal or to request a username and password please email: PCP@uwe.ac.uk

The PCP Home Page



Placement Communication Portal (PCP)

Home Placement Offers Setting Profile Trainee Allocations Mentor Training Placement Support

PCP TEST SCHOOL 1

Welcome to the UWE Bristol PCP and thank you for being part of the UWE Bristol ITE Partnership.
Please select from the range of options below.



Make New Offer

- How to use the Portal
- Reset Password
- Contact Us
- Logout

Placement Offers

The Placement Offer page is where you can view the offers your setting has made. There are two types of offers: provisional and confirmed.

Placement Offers

Each programme has different schedules and requirements, the details of which can be found in our Partnership Information Booklet. These provide a clear description of what experiences our trainees need and will hopefully assist you in identifying which trainees you are able to accommodate.

 [Partnership Information 2018-19](#)

[Partnership Calendar](#) (please click to expand or collapse the calendar)

Please make a new offer by clicking the button on the right.

Your provisional offers

Academic Year	Created On	Last Modified	Number of Places	Possible Actions
2018/19	02/05/2018	03/05/2018	26	View/Edit Offers

Your confirmed offers

Academic Year	Created On	Last Modified	Number of Places	Possible Actions
2018/19	30/04/2018	30/04/2018	24	View/Edit Offers

Information relating to **allocated trainees** and **placement finance** can be found [here](#).

[Back to Menu](#)

Provisional Offers

These are offers you have made on the system but are not 100% sure about. It may be that you need to double check something with a Class Mentor/Subject Mentor. You would add these types of offers from May to June whilst you are negotiating your offer capacity with staff at your school. You can edit these offers as much you like without having to contact the Professional Practice Office (PPO), this is because we are unable to allocate trainees to a provisional offer. You can make provisional offers through the 'Make New Offer' button on the right hand side of the screen.

Confirmed Offers

These are offers which you know will not change (unless due to unforeseen circumstances). By confirming your offers, you are saying that you are happy for us to allocate trainees against these offers. If you have any provisional offers in July, we will be in touch to remind you and ask you to confirm these if you are happy with them. You can confirm offers through the 'Make New Offer' button on the right hand side of the screen.

Editing Confirmed Offers

You can still request to edit or remove these offers however, you will need to do this by using the email form (shown below), as we may have already allocated a trainee to the placement.

To request a change or removal, click the link (circled in red below), complete the request form and send the request. The PPO will then review this request and will get back to you with your options.

Existing (Confirmed) Offer

2018-19 partnership now open for offers

We would like to invite you to work in partnership with us in 2018-19, to deliver excellent Initial Teacher Education (ITE), training the next generation of teachers for Bristol and the South West region.

We highly value the support and guidance our partnership settings provide to our trainees and we are keen to continue to develop a collaborative partnership for next year. We are committed to strengthening our existing partnerships and to forming new relationships with settings across the South West and Wales.

Many of our trainees gain employment locally each year and our 2017-18 NQTs are making a positive contribution to the schools in which they work, supporting school improvement and outcomes for pupils, thanks to the guidance our partnership schools offer them.

To help you with the offer making process, please see the [2018/19 Calendar](#)

Placement Period: 2018/19

Total Number of Confirmed Placements: 13

Total Number of Trainees: 24

UGP 1 (5) UGP 2 & UGP 3 (4) PGCE Secondary (4)

List of Confirmed UGP1 Placement(s) offered

Placement Period	Year Group Offered	Number of Classes Offered	Number of Trainees Per Class	Comment	Your Possible Actions
2018/19	REC	2	3		Request Change Request Removal
	Y5	1	2	-	Request Change Request Removal
REC	2	2	-	Request Change Request Removal	

Placement Change Request

Please provide the details of the placement change. Once the placement change request is sent, you will be contacted by our placement team.

Request Details:

Send Request >
Cancel

To add more placements, please click on the Make New Offer button on the right.

Number of Confirmed UGP1 Placements: 5 **Number of Students: 12**

Setting Profile

This page shows the information we hold on your setting. We use this information to ensure that our trainees experience a variety of settings throughout their time at UWE Bristol. Either your setting has provided this information or we have taken the data available on the English and Welsh Government websites.

Welcome message for trainees

Feedback provided by our partnership settings was that they would like a way to communicate with the trainees joining them and to provide them with important information before they start placement. We also wanted the PCP to provide a personal touch to the placement process, allowing settings the freedom to introduce themselves to their trainees and to take some of the first day anxiety away from trainees. For these reasons, we have included the welcome message section in the PCP.

Please make this section your own. This will be the first impression your trainees will have on your setting and is a great opportunity to share things such as policies they need to read, dress code, start time on the first day, etc. You can edit and update this section whenever you like, however, please could this be completed by the start of the 2018-19 academic year so that your trainees have the information they need to start placement.

PCP TEST SCHOOL 1

Setting Profile

Welcome Message for Trainees

Please use this field to write a welcome message for your trainee/s, they will be able to see this before they commence their placement with you. Please include a little summary of your school, your ethos and any key information they need before starting i.e. time to arrive on the first day, dress code, key policies they need to read, as well as any other information you feel would be useful.

Your Message: **We look forward to welcoming you to PCP Test School 1 and to meeting you on your first day of placement. Please arrive by 8:15 on the first day and ensure you have read our safeguarding policy.**

[Change Welcome Message \(click here to expand/collapse the form\)](#)

Setting Details

This information is taken from statistical data published on the GOV.UK website (SPINE 2016-17 and CENSUS 2015-16) or mylocalschool.gov.wales, as well as details provided by our partnership settings.

* Please check before making a new offer.

School:	PCP Test School 1
URN:	334455
Address:	2FC100, UWE

Information for you to check

There are some fields of information that your setting provides us with which need to be checked regularly. These are identified with a * after them and are: main email address, Headteacher, Senior Mentor, Senior Mentor email and Finance email.

If any of these need updating, please complete the 'Change Report Form' at the bottom of the page.

If your profile details are incomplete or need updating, please report the change to the Partnership Office directly through this portal by expanding the Change Report Form and clicking the '**Report a change**' button.

[Change Report Form \(click here to expand/collapse the form\)](#)

Subject:

Message:

Report Change

Reset Text

Trainee Allocations

This area of the portal is still under development and is launching for the start of the 2018-19 academic year. This will be where you can view your allocated trainees including their clearance check status. Before you are able to view your trainee allocations, you will be asked to tick that you have read and agree to our Partnership Agreement and our DBS and Safeguarding Guidelines. Further details on this area will be sent out when it is launched.

Trainee Allocations

Thank you for agreeing to work in partnership with UWE Bristol

Please find below information indicating **trainees** who will undertake their placement with you and the **financial summary** of funding.

In order to see information relating to allocated trainees and placement finance, please sign the Partnership Agreement and Guidance on DBS Checks.

You can find all placement documentation and handbooks by clicking [here](#).

No notifications have been released yet.

Mentor Training

You will be able to book onto mentor training through the PCP, including requesting car parking on campus. We will also be able to send out automated confirmation emails through the PCP. Please make sure you check the name of the event you are booking onto, as you will be able to see the Primary, Secondary and EYTS training sessions.

Mentor Training

The University runs training sessions for mentors supporting UWE Bristol trainees whilst on placement. Bookings can be made below. Confirmation, including training details will be sent via email before the event.

Further funding available to facilitate mentor training

Attendance at Mentor Briefing at UWE: £90 per mentor, all required

Attendance at Mentor Training at UWE: £90 per mentor, optional

Associated travel expenses: ££ by individual claim*

*Claims for travel expenses should be made on an Expenses Claim Form, which will be provided at Mentor Briefing/Training sessions.

Where a partnership school offers to host a twilight briefing or training session, the school will receive £150 to cover costs, such as room hire and refreshments. Colleagues attending training at their own school will not be eligible for the above attendance payment.

Please book your mentor training here.

Mentor Event	Training Date	Venue	Mentors booked	
Primary ITE Mentor Briefing	Wed 07 November 2018 13:00 - 15:00 (arrival from 12:30)	Room: UWE Bristol Frenchay Campus (room TBC)	Miss Frances Bathurst	Edit Booking
Primary ITE Mentor Briefing	Wed 07 November 2018 16:00 - 18:00 (arrival from 15:30)	Room: UWE Bristol Frenchay Campus (room TBC)	Editing... -	

SESSION BOOKING

Close This Booking

1. Please select a contact who will attend this session. If you do not find your contact in the list, please click 'New Contact' and provide details of a new contact.

Please Select ▾

2. If this training event is at UWE Bristol, do you require a car parking space? If so, please tick the box below.

Car Parking Space Required?

3. Please provide details of any dietary or access requirements

4. Once you have checked the information above, click the 'Book Contact' button below to confirm this booking.

Book Contact

Booked Contact(s)	Role	Other Info	Your Action(s)
No mentors added to this session yet.			

Placement Support

This page has a link to the UWE Bristol Partnership Documentation webpages, where you will find all of the key documents you will need to support a UWE Bristol trainee.

Home Placement Offers Setting Profile Trainee Allocations Mentor Training Placement Support

PCP TEST SCHOOL 1

Placement Support



All placement documentation needed is provided [here](#).

Back

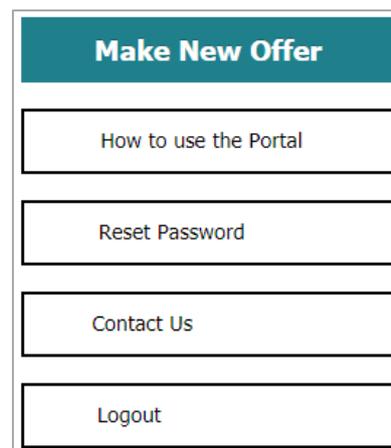
Make New Offer

- How to use the Portal
- Reset Password
- Contact Us
- Logout

Make New Offer

On the right of each page, you will see the 'Make New Offer' button. This will take you to the offer making section of the portal.

The top section of this page includes a welcome message, inviting you to join our 2018-19 partnership. You will also be able to find the 2018-19 Calendar here, which will open in a new tab when clicked. The 2018-19 Partnership Information booklet can be found on the '**Placement Offers**' tab.



The next section below is a summary of the number of provisional placements you have offered and the number of trainees this equates to (these numbers may be different due to paired placements or multiple trainees per subject/year group).

Finally, we have added a reminder to check some details on the contacts tab.

Partnership Invitation

2018-19 partnership now open for offers

We would like to invite you to work in partnership with us in 2018-19, to deliver excellent Initial Teacher Education (ITE), training the next generation of teachers for Bristol and the South West region.

We highly value the support and guidance our partnership settings provide to our trainees and we are keen to continue to develop a collaborative partnership for next year. We are committed to strengthening our existing partnerships and to forming new relationships with settings across the South West and Wales.

Many of our trainees gain employment locally each year and our 2017-18 NQTs are making a positive contribution to the schools in which they work, supporting school improvement and outcomes for pupils, thanks to the guidance our partnership schools offer them.

To help you with the offer making process, please see the  [2018/19 Calendar](#)

Checking your setting's details

Before you make your offer/s, please check the following details on the [contacts tab](#):

Headteacher
Main School Email
Finance Email
Senior Mentor
Senior Mentor Email

We will be using these details to confirm offers and send important documentation.

Offer containers

A container is the name we give to the tabs at the bottom of the 'Make New Offer' page. The containers you can see will depend on the age range and student type your setting provides for.

Container	Type of setting linked to this
UGP1	English Primary phase settings
UGP2 &UGP3	English Primary phase settings
PGCE Primary	All Primary phase settings
PGCE Secondary	All Secondary phase settings
SEND	Special Educational Needs and Disabilities Primary phase settings
Specialist Placements	Settings in Bristol with a student population of 20% EAL or higher (EAL Placements). Also, all Primary Phase settings in Bristol and South Gloucestershire with Reception or Y1 classes (Phonics Placements)

Adding an offer

Firstly, select the container you would like to make an offer for, then click 'Add Offer'

Making Provisional Offers

Using the tabs below, please select the trainee types you wish to offer placements for and click 'Add Offer'.

Placement Period: 2018/19 ▾

Total Number of Provisional Placements: 0

Total Number of Trainees: 0

[UGP 1 \(0\)](#)
[UGP 2 & UGP 3 \(0\)](#)
[SEND \(0\)](#)
[PGCE Primary \(0\)](#)
[Specialist Placements \(0\)](#)
[PGCE Secondary \(0\)](#)

No placements yet.

Add Offer

Number of Provisional PGCE Primary Placements: 0
Number of Students: 0

This will take you into the container. To view the details and dates of each placement type, click on the relevant coloured box.

List of Provisional PGCE Primary Placement(s) offered

Placement Period	Placement Block	Year Group	Number of Places	Comment	Your Possible Actions
------------------	-----------------	------------	------------------	---------	-----------------------

PGCE Primary/Early Years Education (ITE), Block A
Also known as PGPA
[\(please click to see more info\)](#)

PGCE Primary/Early Years Education (ITE), Block B
Also known as PGPB
[\(please click to see more info\)](#)

Please select the **placement block** you would like to offer using the **drop down menu**, then **add the number of offers against each year group in the table below**.

Placement Block :

Comments:

Please click the **'Save'** button below once you are satisfied with all details added to this placement. To add another placement to the offer, please click the **'Save and Add'** button.

Save**Save and Add****Cancel**

Number of Provisional PGCE Primary Placements: 0**Number of Students: 0**

To add offers to a trainee type/placement block, select an option from the drop down list if there is one (not applicable for the UGP1 and UGP2 SEND container), and then add your offers in the table below. Please feel free to add comments about your offers in the comments box below for example, if it is a mixed class.

Placement Block : PGPA

Year Group	Number of placements offered
NUR	1
REC	0
Y1	2
Y2	0
Y3	1
Y4	0
Y5	0
Y6	0

Comments:

Please click the **'Save'** button below once you are satisfied with all details added to this placement. To add another placement to the offer, please click the **'Save and Add'** button.

Save
Save and Add
Cancel

'Save' or 'Save and Add'?

Clicking **'Save'** will add your provisional offer and **take you out of the container**, e.g. if you had made your UGP1 offers and wanted to make PGCE offers.

However, if you wanted to add more offers in the same container, e.g. you have added a PGCE Block A placement and you want to add PGCE Block B, you would click **'Save and Add'** which would add you first batch of offers and **allow you to make more offers within the container**.

Editing provisional offers

[UGP 1 \(0\)](#) [UGP 2 & UGP 3 \(0\)](#) [SEND \(0\)](#) **[PGCE Primary \(3\)](#)** [Specialist Placements \(0\)](#)
[PGCE Secondary \(0\)](#)

List of Provisional PGCE Primary Placement(s) offered

Placement Period	Placement Block	Year Group	Number of Places	Comment	Your Possible Actions
2018/19	PGPA	NUR	1	-	Edit Remove Remove
		Y1	2	-	
		Y3	1	-	

Add Offer

Number of Provisional PGCE Primary Placements: 3 **Number of Students: 4**

Selecting 'Edit' will take you back into the container and will allow you to change the totals per class/subject that you have entered. To save your changes, just click 'Update Offer'.

Please select the **placement block** you would like to offer using the **drop down menu**, then **add the number of offers against each year group in the table below**.

Placement Block : PGPA

Year Group	Number of placements offered
NUR	<input type="text" value="1"/>
REC	<input type="text" value="0"/>
Y1	<input type="text" value="2"/>
Y2	<input type="text" value="0"/>
Y3	<input type="text" value="1"/>
Y4	<input type="text" value="0"/>
Y5	<input type="text" value="1"/>
Y6	<input type="text" value="1"/>

Comments:

Please click the '**Update Offer**' button below once you are satisfied with all details of this placement.

Update Offer **Cancel**

Clicking 'Remove' will cause a pop up message to appear, asking you to confirm you wish to remove this offer.

Total Number of Provisional Placements: arcpractice.uwe.ac.uk says

Total Number of Trainees: 6

Are you sure you want to remove this provisional placement from the offer?

[UGP 1 \(0\)](#) [UGP 2 & UGP 3 \(0\)](#) [SEND \(0\)](#) [PGCE Secondary \(0\)](#)

List of Provisional PGCE Primary Placement(s) offered

Placement Period	Placement Block	Year Group	Number of Places	Comment	Your Possible Actions
2018/19	PGPA	NUR	1	-	Remove
		Y1	2	-	
		Y3	1	-	
		Y5	1	-	
		Y6	1	-	

[Edit](#)

[Add Offer](#)

Number of Provisional PGCE Primary Placements: 5 **Number of Students: 6**

Confirming provisional offers

Once you are happy with your provisional offers, click the green **'Confirm and Submit Offer'** button on the 'New Offer' page.

Confirming your offers

Once you are happy with the offers you have made above, please click 'Confirm and Submit Offer/s'. This will convert these to confirmed offers and allow us to allocate trainees to them.

You can confirm and submit offers as many times as you like, meaning you can add your offers in batches if that is more convenient for you.

'Contact Links' tab and right click If you need to edit/remove your offers once they have been confirmed, please go to the 'Placement Offers' tab.

Confirm and Submit Provisional Offer/s

This will **convert your provisional offers to confirmed offers**, which will then be visible on the 'Placement Offers' page.

Placement Offers

Thank you for agreeing to work with the UWE Bristol. If you have added all offers you wish to make, please log out. We will be in touch shortly to advise when student allocations are available to view. If you have any queries in the meantime please do not hesitate to contact us. ×

Each programme has different schedules and requirements, the details of which can be found in our Partnership Information Booklet. These provide a clear description of what experiences our trainees need and will hopefully assist you in identifying which trainees you are able to accommodate.

 [Partnership Information 2018-19](#)

[Partnership Calendar](#) (please click to expand or collapse the calendar)

Who to contact?

The 'Contact Us' tab includes details of who you need to contact at UWE Bristol if you need any support. If you have a question relating specifically to the PCP, please email PCP@uwe.ac.uk. If you have a question regarding placements or working in partnership with UWE Bristol, please email Partnership@uwe.ac.uk.

Contact Us

PARTNERSHIP OFFICE

Staff Contact Details	Role	Telephone
Sue Follows	Education Placements Team Leader	0117 328 4290
Frances Bathurst	Primary Placement Co-ordinator	0117 328 4143
Mel North	Secondary and EYTS Placement Co-ordinator	0117 328 4116

For any queries relating to this portal, please email PCP@uwe.ac.uk

For all other education placement enquiries, please email Partnership@uwe.ac.uk

Address: Professional Practice Office, Room 2FC100
University of the West of England (UWE Bristol)
Frenchay Campus
Coldharbour Lane
Bristol
BS16 1QY