

ARC Placement Profile Guide - Social Work only

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This is a short version guide of the ARC Placement Profile, you can access the full guide version in the ARC© Guides and forms section on Practice Support Net (PSNET) here:

<https://www1.uwe.ac.uk/students/practicesupportnet/arcguidesandforms.aspx>

Log into ARC

Providing you are already set up on the UWE Bristol ARC system, you can access your placement opportunity profile via the UWE Bristol Single Sign-On web page.

Visit is <https://arcpractice.uwe.ac.uk/sso> (Fig 1)

Your work email address will be the required Email Address. If you forgot your password, you can use the password reminder link under the green Sign In button, the blue text **CLICK HERE** link.



Fig 1

Welcome

University of the West of England ARC PEP and Audit Website Single Sign-On Page

Please log-in to access your Placement Environment Profile and Online Audit



Email Address:

Password:

Sign In

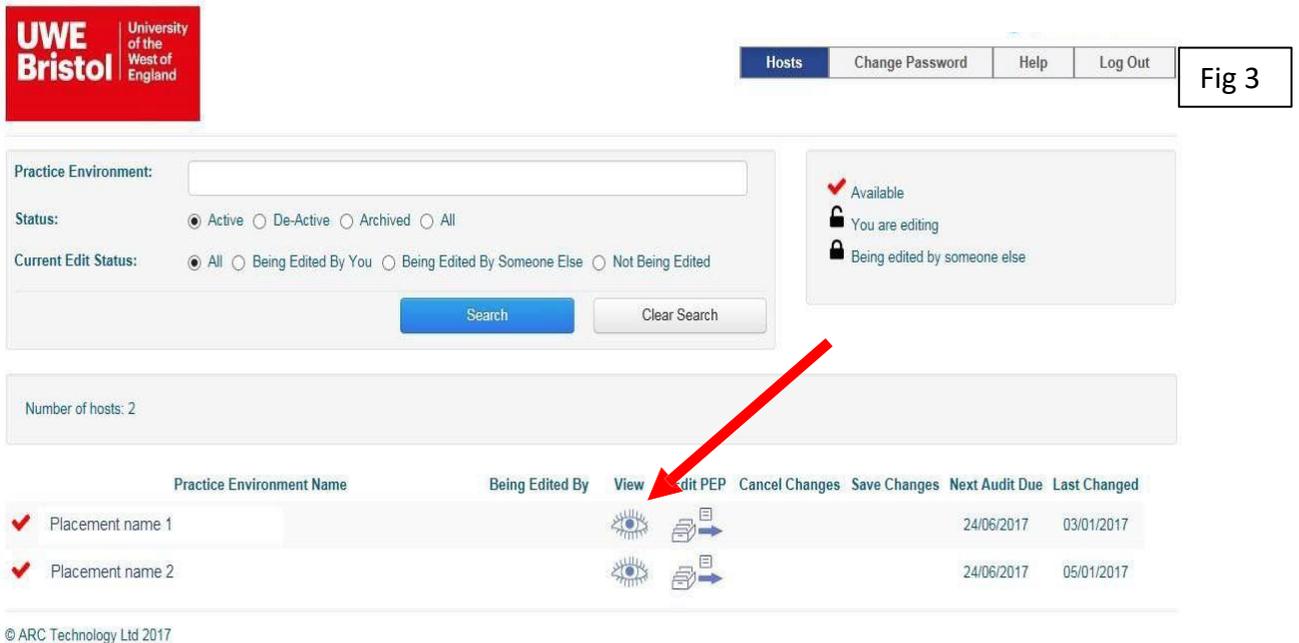
To request or if you have forgotten your username or password? [CLICK HERE](#)

View your placement profile

1. Click on the green button on the right, titled **Your PEP**, to view your placement profile(s). (Fig 2)



2. Click on the **eye icon** representing View Mode,  next to the placement name that you wish to view information about. (Fig 3)



3. Navigate through to view all pre-existent published information about your placement, by clicking each option tab in the menu bar. (Fig 4)

The screenshot displays the UWE Bristol system interface. At the top left is the UWE Bristol logo. To the right is a navigation menu with tabs: Hosts, Mentors/Educators set up, Change Password, Help, and Log Out. Below this is a header section for the placement 'ZZZ TEST BATH', showing 'Current Sequence' as 7 and 'Last Updated' as 20/08/2018. A secondary menu bar contains tabs: Trust Info, Placement Info, Learning Opps, Students, Mentors/Educators, Audit Tracking, PEP Log, Documents, Audit Configuration, and Reports. A red arrow points to the 'Reports' tab. The main content area is titled 'Organisation/Trust Welcome' and contains two text boxes. The first box provides a general student welcome message. The second box contains a detailed welcome message from The Royal United Hospitals Bath NHS Foundation Trust, mentioning a catchment population of around 500,000 people and over 600 placement students per year.

UWE Bristol University of the West of England

Hosts Mentors/Educators set up Change Password Help Log Out

Fig 4

Host Name **ZZZ TEST BATH**

Current Sequence 7 Last Updated 20/08/2018

Trust Info Placement Info Learning Opps Students Mentors/Educators Audit Tracking PEP Log Documents Audit Configuration Reports

Organisation/Trust Welcome

A general student welcome which will be the first page the student sees when logging onto their placement details within POW:

The Royal United Hospitals Bath NHS Foundation Trust provides acute treatment and care for a catchment population of around 500,000 people in Bath, and the surrounding towns and villages in North East Somerset and Western Wiltshire. We have over 4,500 staff and we extend a warm welcome to placement students who may one day join our staff team! We host over 600 placement students every year, and you will be treated as part of the team.

More information including trust policies and procedures are here:

Edit your placement profile

1. Click on the **blue file cabinet** icon representing Edit Mode,  next to the placement name that you wish to edit information about. (Fig 6)
2. Go to the required tab option and make the changes needed, then save the changes on each tab you have modified, by clicking on the **Save Changes** button, top left under the main menu bar. (Fig 5)
3. Click on the **Hosts** button, representing Home button, to return to the main screen. (Fig 6)
4. Click on the **green file cabinet** icon,  to save all changes and publish the updated information to students in ARCPOW and all audience of ARCPEP.



Fig 5

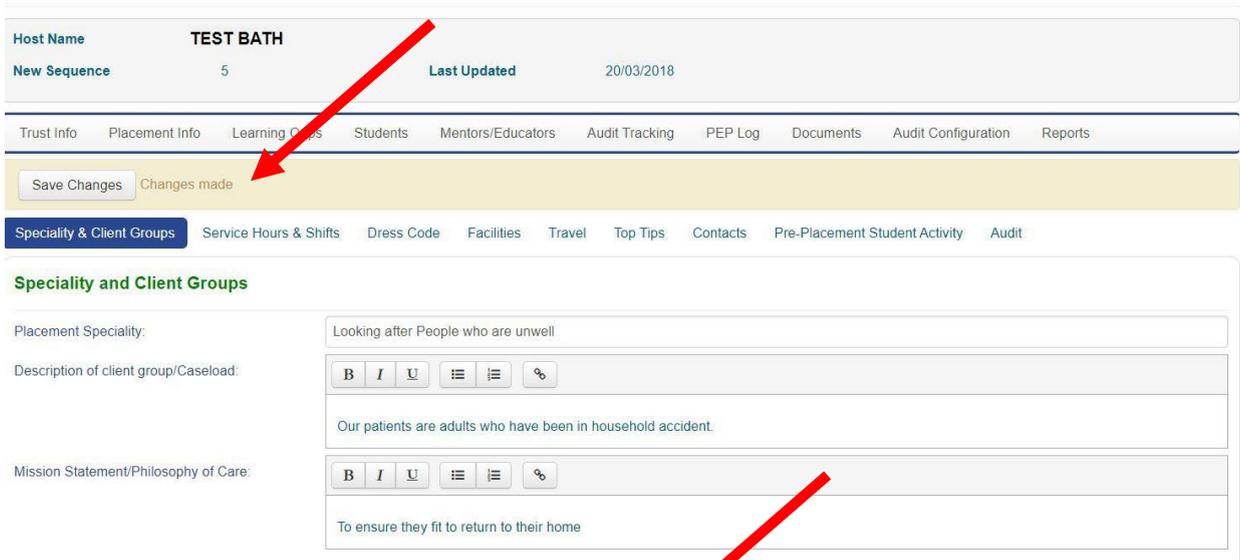
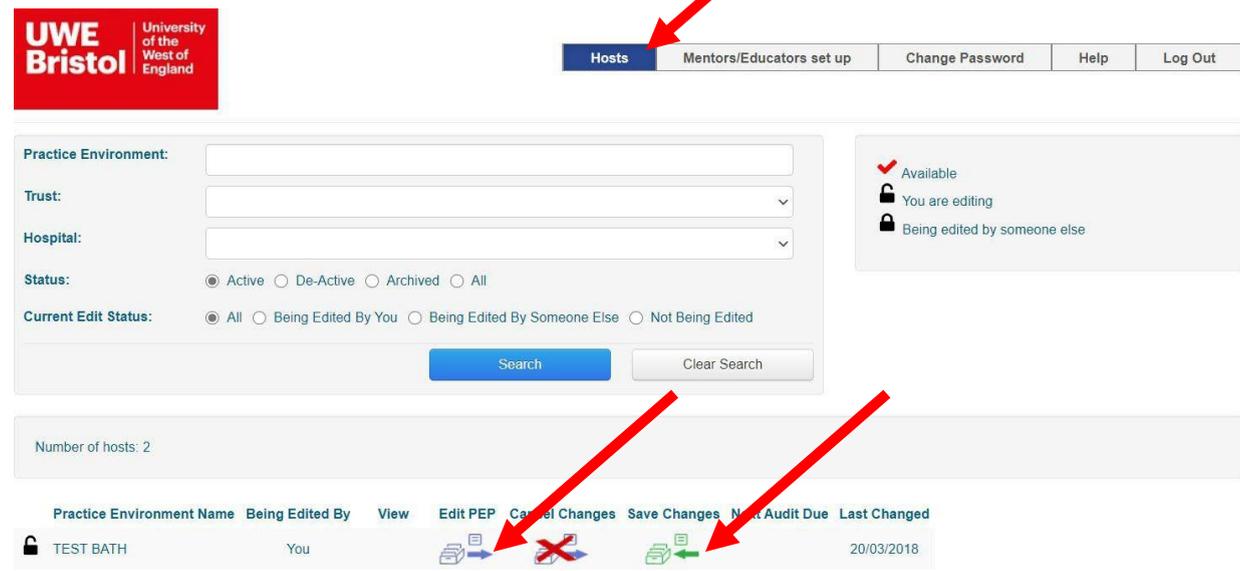


Fig 6



Menu bar options

There are 2 menu bar / toolbar levels in ARCPEP. (Fig 7)

1. First level or main menu bar options:

- **Trust Info** – includes main organisation information
- **Placement Info** – opens the second level or sub menu bar containing all placement information
- **Learning Opps** – includes Learning Opportunities information available to students
- **Students** – includes real time information of allocated students to the placement
- **Mentors/Educators** – includes list of Practice Supervisors/Practice Educators linked to the placement (VIP only)
- **Audit Tracking** – includes audit information and actions from any action plan identified in the previous audit. This section, alongside the workplace agreement, form the basis of the placement audit in line with Social Work England requirements.
- **PEP Log** – includes the date, time and username log record, of PEP information edits
- **Documents** – includes any uploaded documents linked to the placement
- **Audit Configuration** – includes details of placement clusters for audit purposes
- **Reports** – includes available reports in PEP

2. Second level or sub menu (**Placement Info**) bar options:

- **Speciality & Client Groups** – includes placement information about area of practice, service user groups and expectations
- **Service Hours & Shifts** – includes placement hours
- **Dress Code** – includes placement dress code information
- **Facilities** – includes placement facilities information
- **Travel** – includes travel to placement information and placement address
- **Top Tips** – includes student tips information
- **Contacts** – includes placement, organisation and university PEP users for the placement
- **Pre-Placement Student Activity** – includes available pre-placement reading & learning resources and student packs
- **Audit** – includes next audit date

Fig 7

Host Name	TEST BATH		
New Sequence	5	Last Updated	20/01/2018

Trust Info Placement Info Learning Opps Students Mentors/Educators Audit Tracking P Log Documents Audit Configuration Reports

Save Changes Changes made

Speciality & Client Groups Service Hours & Shifts Dress Code Facilities Travel Top Tips Contacts Pre-Placement Student Activity Audit

Speciality and Client Groups

Placement Speciality: Looking after People who are unwell

Description of client group/Caseload:
B I U [List Icons] [Link Icon]
Our patients are adults who have been in household accident.

Mission Statement/Philosophy of Care:
B I U [List Icons] [Link Icon]
To ensure they fit to return to their home

Learning opportunities

Learning opportunities give our students a clear indication of the opportunities available to improve their learning and experience at your placement. It has proved most valuable in placements where the content has been discussed and agreed by the practice learning team.

By agreeing what is available to the students, placements also create a shared understanding for themselves of what their expectations are for students, as well as a clear idea as to how the opportunities support evidencing the PCF domains.

You can set up learning opportunities using existing documentation that you will have previously provided using the placement opportunity form. The relevant sections can be copied into this space.

Things to consider in completing this section...

1. Can the placement provide opportunities within the following PCF domains: Professionalism, Values and Ethics, Diversity, Rights, Justice and Economic Wellbeing, Knowledge, Critical Reflection and Analysis, Intervention and Skills, Contexts and Organisations and Professional Leadership.
2. Learning opportunities may include (*specify*):
 - Meeting Social Work England Professional Standards?
 - Formal assessment of risk, safeguarding and use of authority?
 - Inter-professional or multi-disciplinary practice?
 - Learning from other team members and / or volunteers? Learning from other teams?
3. SW job descriptions for the organisation may give an indication of the types of roles & responsibilities to be undertaken by students (adapt to appropriate PCF level).
[End of first placement | BASW](#)

[PCF - End of last placement/completion \(PDF\) | BASW](#)

4. Additionally, outline which tasks the student will undertake which involve legal interventions.

Please note for 100 day placements, the DoE & DoH define statutory placements as those that offer experience in one or more of the below:

- take place in a local authority setting or settings delivering delegated statutory functions on behalf of the local authority e.g., NHS trusts.

- involve work on S17 or S47 cases (under the Children Act 1989) or delivering requirements of the Mental Capacity Act 2005 and Care Act 2014.
 - require case records to be updated by the student, under appropriate supervision.
5. Please provide details about your in-house student induction procedure, and duration of induction period

For any ARC systems queries email sds.operations@uwe.ac.uk or phone (0)117 3284018

More guidance available on the Practice Support Net (PSNET) website
<https://www1.uwe.ac.uk/students/practicesupportnet.aspx>