Social Work

ARC

Request for a placement

Student Guide

Social Work Student Placement Request – User Guide for Students

1. Introduction

This user guide provides you with an overview of how Social Work Placements are organised at the University of the West of England using the **ARC Student Profile System**.

The Professional Practice Office (PPO), in conjunction with the Placement Lead, are responsible for organising placements for Social Work students. PPO has several Coordinators, each with responsibility for administering practice learning for a different Programme. The PPO team are available to contact via ppoallocations@uwe.ac.uk for placement allocation queries.

The role of the Placement Lead is to ensure the quality of the learning environment meets the standards set by the Professional, regulatory and statutory bodies. To achieve this they must work in partnership with representatives of the agencies providing placements, programme leaders, educators and staff within the university.

The Practice Learning Lead for Social Work is Shelley Vickerman and can be contacted via email shelley.vickerman@uwe.ac.uk

Any technical issues that arise with the ARC Student Profile System should be directed to sds.operations@uwe.ac.uk

2. What is the ARC Student Profile System?

The ARC student profile system supports the student placement allocation process. Students can produce a request for placement that is reviewed by the academic placement lead and allows their request to be sent to potential agencies for consideration for placements.

The person responsible for student placements within each Agency will be named as the Agency Coordinator. The system allows agency coordinators to confirm offers of placement to the student using the ARC system.
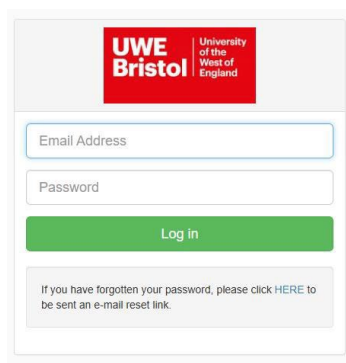
2.1 How do I access the Profile system?

2.1.1 Open **Internet** as normal.

2.1.2 Go to the main UWE practice support net page – https://www.uwe.ac.uk/about/colleges-and-schools/practice-support-net. Navigate to the 'Quick links' section at the top of the main page and select:
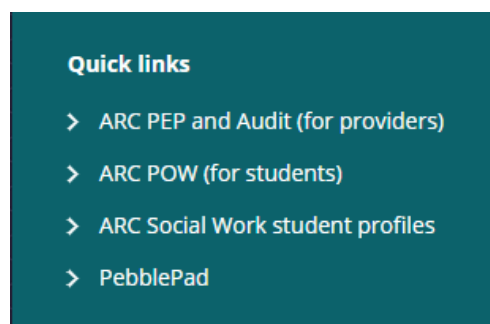
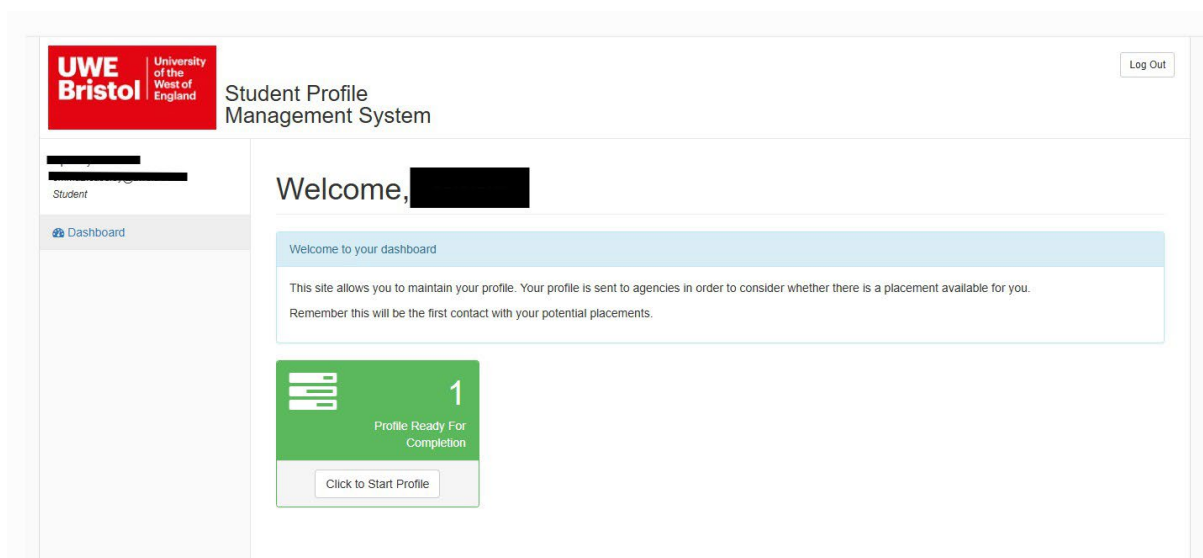Alternatively, you can access the system directly via this link
https://arcpractice.uwe.ac.uk/SocialWork/StudentProfiles

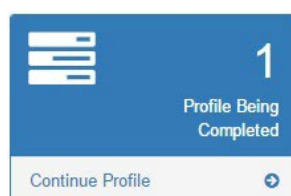**2.1.3** You will need to log-in here using your single sign on

2.6 You will then be directed to the UWE Placements ARC Portal home page

₃Navigating the Profile System.

This is the dashboard or home page. You can return to this page by clicking on "dashboard" in the left-hand menu. The green coloured dashboard informs you that your profile is ready for completion and has an action to "start profile". If you are returning after already starting your placement request, then the dashboard will change to:

You will see other dashboard colours and actions as you progress through your placement request.

₄ Editing your Profile.

4.1 First Placement

Click on "Start Profile" or "Continue profile" action to commence editing. This will take you to the profile editing suite.

The profile is split into 8 sections. You can complete the sections in any order.

⚠️ Remember to save the contents of one section before moving to the next. There is a Save button at the bottom of most sections. If you forget the system will ask you if you are sure you want to leave the page. If you continue you will lose your changes.

You don't need to complete all the sections in one session as once saved you can return to it later.

An overview and explanation of each profile section is shown in the accompanying Student Placement Request Guidance document. Most of the editing process is straight forward form-filling.

This guide is intended to show you how to request your placement using the ARC system. For guidance with the content of the profile, you should refer to the Student Placement Request document and your Placement Lead.

4.2 Final placement/ Repeat placements – editing your profile

Students are required to complete a profile for each placement they undertake. The profile system automatically saves the data entered from your previous profile.

Upon logging in you will be presented with the dashboard/home page with the green icon confirming you have a profile awaiting completion.
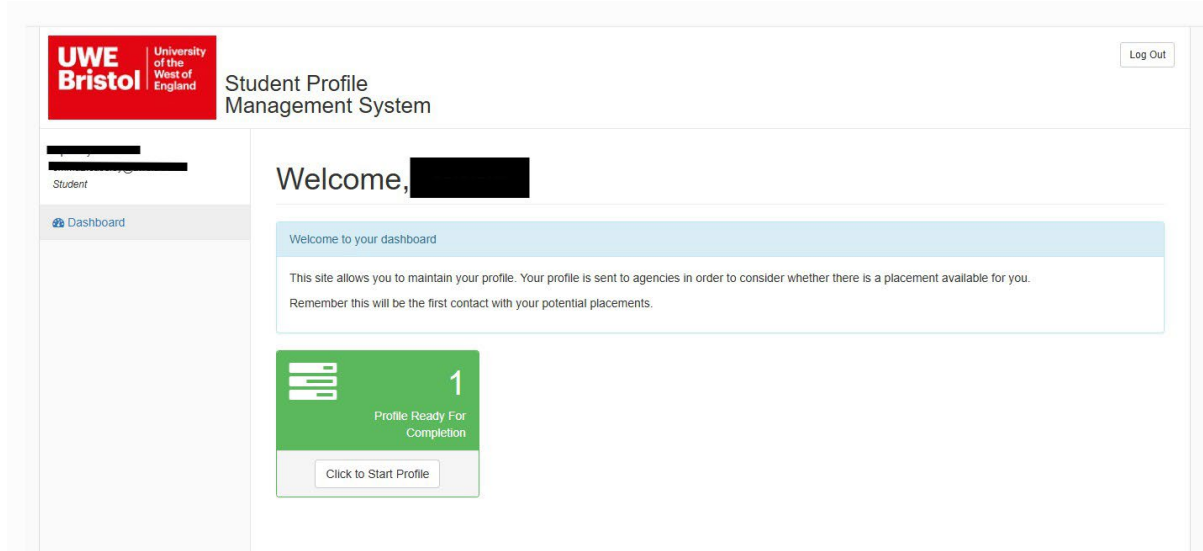
You will see that the sections you completed on your previous profile are already populated. You need to move through the following sections and review the data to ensure its accuracy:

• **Placement Location & Travel** (has your location or travel method changed?)

• **Work Experience** (do you need to add any more paid or voluntary experience or update existing entries?)

• **Previous Placements** (Do you need to update any details?)

• **Learning Needs** (Update your learning and experience to date, enter your new learning objectives for the 100-day placement – seek guidance from your Placement Lead if in doubt.

• **Disabilities** (has there been any change from your last profile)

• **Personal Circumstances** (has there been any change from your last profile)

• **Relationships with Agencies** (has there been any change from your last profile)

• **Disclosures** (has there been any change from your last profile? You may need to provide your Programme Leader with a written statement, check profile guidance for details)

⚠️ Remember to save the contents of one section before moving to the next. There is a Save button at the bottom of most sections. If you forget the system will ask you if you are sure you want to leave the page. If you continue you will lose your changes.

You don't need to complete all the sections in one session as once saved you can return to it later.
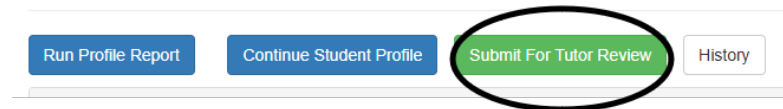
5. Submitting your Placement Request for tutor review

When you have completed your placement request, you can submit it for review by the placement lead using the submit for "Tutor Review" button. If you haven't completed all of the required fields then these will be listed at the bottom of the page.

After clicking 'Submit for Tutor Review', you will be taken to this page, where you need to click 'Submit for Review' button:
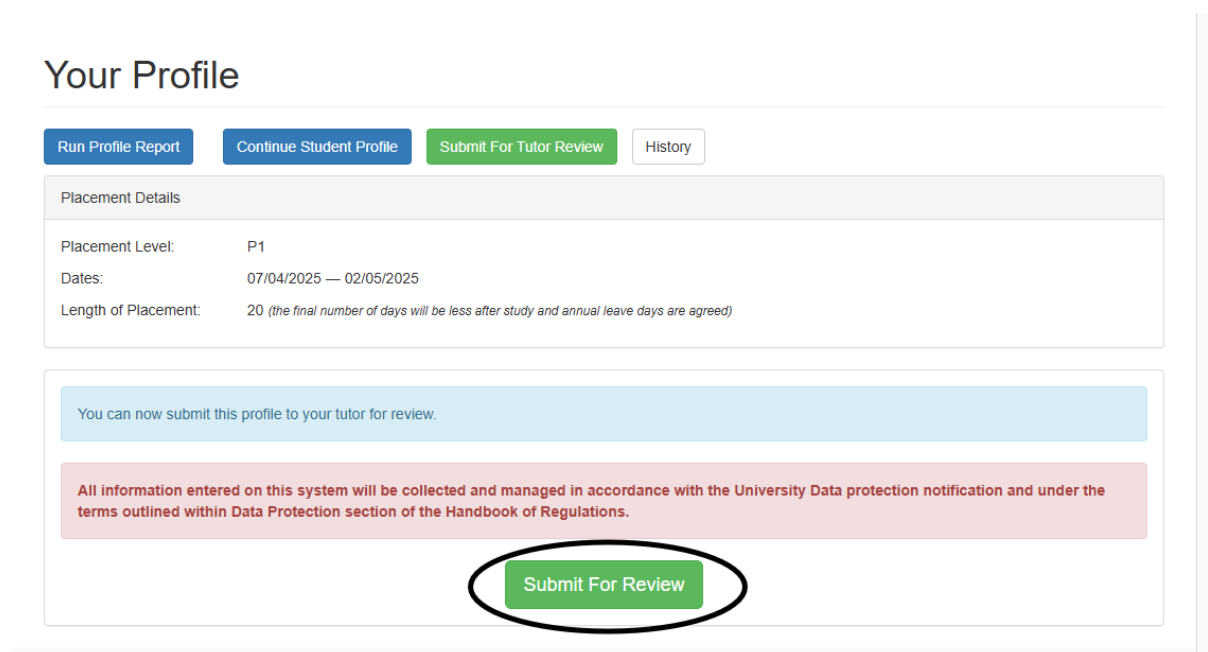
The home page will be displayed and your dashboard will appear in green:

Your placement lead will be emailed telling them that the profile has been submitted so there is no need to inform them. You will receive an email confirming that your placement request has been submitted for review.

Your Practice Tutor will review your placement request, and you will be emailed when they have completed their review. They may reject your placement request with comments if any

information you have provided is unclear, or where additional information may be required. You will need to make the necessary updates and re-submit your placement request.

After approval your placement request will be used to secure you a placement. This may involve it being reviewed by several placement agencies. You will be contacted if any further information is required. Information regarding your allocated placement will be communicated to you by the Professional Practice Office.

5.1 Rejected Profiles

Your academic placement lead will review your placement request and may consider that some areas need improvement. If this is the case, they will add a commentary and reject the placement request. If the placement request is rejected by the academic placement lead, then you will receive an email telling you this and when you log in you will see the dashboard has changed to:
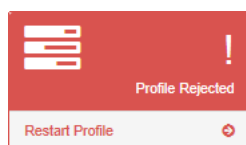
Click on restart profile action and you will see the notes left by your academic placement lead:

You should consider this feedback and update your placement request accordingly before resubmitting it for approval.

Should your profile be rejected more than once, you will only be able to view the last set of review notes.

Should you need to refer to the previous notes, you will need to click on the History button from within your profile screen. This will then list the history of actions taken on your profile where you should be able to click on "View Notes" where available.

₆ Exporting copies of your placement request

Should you need to export a copy of your completed placement request, you will need to return to the dashboard or home page. You can return to this page by clicking on" dashboard" in the left-hand menu. The green coloured dashboard informs you that your profile is done and has an action to "view profile".
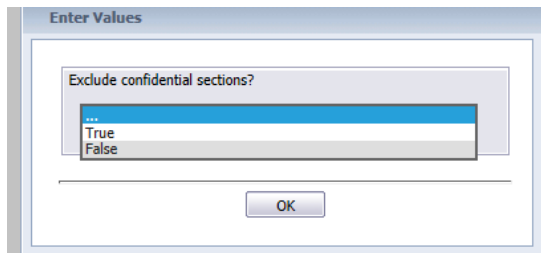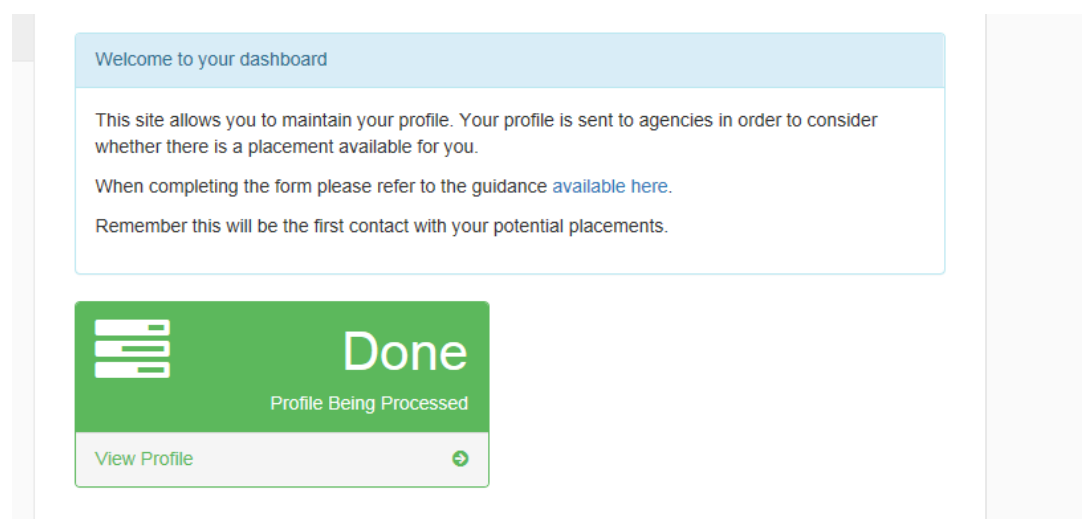

You should click on View Profile, this will take you to the profile screens where you will be able to view the completed placement request using the tabs. To export a copy of the placement request, you will need to click on the Run Profile Report button at the top left of the screen.
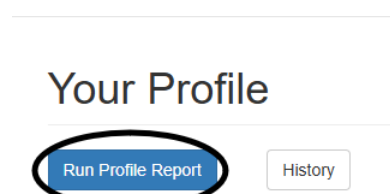
A Pop up will appear asking to exclude confidential sections – if you wish to have the section of your placement request that includes questions in relation to Disabilities, Criminal Convictions

etc you should choose False. If you do not need this section of the placement request, you should choose True. Then click on OK


This will then present you with a copy of your placement request that can be exported. To export the placement request you will need to select the following icon from the top left of the screen:

You will be given the option to export it to various programmes, use PDF or Microsoft Word (97- 2003) Editable, then click on Export. You should then save a copy of the placement request.

7 Logging out of the Profile System

Once you have finished working on your placement request and no further action is required, you must always log out correctly. To log out of the profile system, you need to click on the "Log Out" button located in the top right hand corner of the screen.
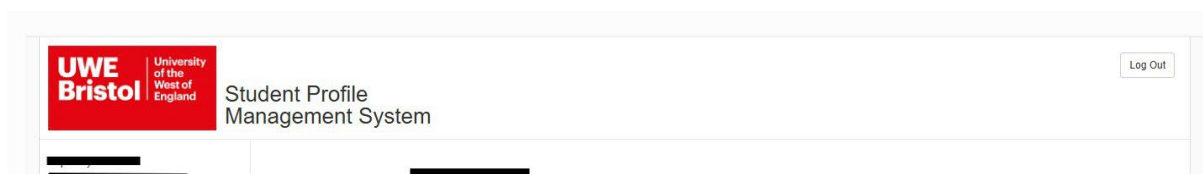
To log back in, refer to section 2.1 on page 04.