

SOCIAL WORK

ARC REQUEST FOR A PLACEMENT

TUTOR GUIDE

Social Work Student Profiles – User Guide for Placement Lead and Practice Tutors

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1. Introduction

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

The Professional Practice Office (PPO), in conjunction with the Practice Learning Lead, are responsible for organising placements for Social Work students. PPO has a number of Practice Coordinators, each with responsibility for administering practice learning for a different Programme. The PPO Team are available to contact via <u>ppoallocations@uwe.ac.uk</u> for any queries regarding placement allocations.

The role of the Practice Learning Lead is to ensure the quality of the learning environment meets the standards set by the Professional, regulatory and statutory bodies. In order 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 <u>shelley.vickerman@uwe.ac.uk</u>

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 are able to submit their request for a placement that is reviewed by the Practice Learning Lead, and safely allows their profile to be sent electronically to potential agencies for consideration for placements.

The person responsible for arranging student placements within each agency will be named as the Agency Coordinator. They will be provided with login details that allow access to student profile information securely. The system allows agency coordinators to confirm offers of placement to students using placement related data that links to the ARC Database system that UWE uses to manage all placements.

2.1 How do I access the Profile system?

2.1.1 Open up Internet Explorer (or any other alternative browser) as normal.

2.1.2 Go to the main UWE practice support net page – <u>https://www.uwe.ac.uk/about/colleges-and-schools/practice-support-net</u>. Navigate to the 'Quick links' section at the top of the main page and select:

Quick links

- > ARC PEP and Audit (for providers)
- > ARC POW (for students)
- > ARC Social Work student profiles
- > PebblePad

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

Email A	ddress	
Passwo	rd	
	Log in	
If you hav	e forgotten your password, please click	HERE to

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

3 Navigating the Profile System.

UWE Bristol Bright Stud	dent Profile lagement Systen	n			Log Out
Test Tutor Tutor	Welcome,	Test			
2 Dashboard	Welcome to your dashboa	ırd			
Profiles	This site allows you to vie	w your students' profiles.			
	ready for tuto	1 r review O			
	Your Current Profiles				
	Student Name	Placement Level	Status	Available Actions	Profile History
	Speedy Student	P1	Ready For Tutor Review	Start Tutor Review	View History

Once logged in you will see a page similar to this known as the Dashboard, you can return to this page by clicking on "dashboard" in the left-hand menu at any time. The dashboard icons at the top informs you of the various stages of your student profiles, below are the names of the available actions with further explanation of the stages:

• 'Being completed by student' – the student is completing their placement request and is yet to submit.

• 'Ready for Tutor Review' - this is ready for review by the Practice Learning Lead

• 'Ready for University Coordinator review' - the profile is ready to be reviewed by the University Coordinator.

• 'Rejected' - the profile has been returned with comments.

• 'Processed', - the placement request has been accepted and a placement is being organised/has been arranged.

You can filter your students by status, intake and/or by name, to do this you need to select profiles on the left hand menu.

To view all of your students (past and present) select "all" within the intake drop down and tick the select all button for status. If you only want to look at a specific intake e.g. 09.23 SW you need to select the relevant intake from the drop down list.

UWE University Bristol West of England Stu	dent Profile nagement Syste	em				Log Out
Test Tutor Tutor	Profiles Li	st				
Dashboard						
Profiles	Filter					
	First Name	La	st Name	Intake All	\checkmark	
	Status					
	Select All					
	Ready For Stude Ready For Stude Requit Student Being Completed Ready For Tutor Search Clear Se Profiles	nt Completion ees Completion By IBJ Student Review	Undergoing Tu Ready For Uni Undergoing Un Being Process	tor Review versity Coordinator Review iversity Coordinator Review ed		
	Student Name	Placement Level	Student Intake	Status	Available Actions	Profile History
	Speedy Student	P2	TEST SW	Being Processed		View History
	Speedy Student	P3	TEST SW	Being Processed		View History
	Speedy Student	P1	TEST SW	Ready For Tutor Review	Start Tutor Review	View History

You can also search for students by name – then choose "select all" for the status if you are unsure what stage their placement request is at.

4 Reviewing a Student Profile – for Placement Lead only

Once a profile has been submitted for review, the practice lead will receive an email to alert them. To begin the Review, you need to click on "Start Tutor Review" or "Continue Review" (this option is available from the main dashboard/profile screens).

Student Name Status Available Actions Profile History Completed By Student • Start Tutor Review View History View History Student Profile Management System Test Tutor Reviewing profile for Speedy Student
Completed By Student • Start Tutor Review View History View History
UWE University West of the West of England Student Profile Management System
UWE University Vest of England Student Profile Management System Test Tutor Reviewing profile for Speedy Student
UWE Bristol University West of Management System Isst Tutor Reviewing profile for Speedy Student
UWE University Student Profile Bristol Student Profile Management System Test Tutor Reviewing profile for Speedy Student
Bristol Wester Management System Test Tutor Reviewing profile for Speedy Student
Test Tutor Tutor Tutor Reviewing profile for Speedy Student
Tutor Reviewing profile for Speedy Student
The viewing prome for opeedy ordaent
Run Profile Report Review Profile Accept Profile Reject Profile History
Placement Details
Placement Level: P1
Dates: 07/04/2025 — 02/05/2025
Length OT Flacement: ZV (the timal number of days will be less after study and annual leave days are agreed)

At the top of the page, you will see confirmation of the placement level (whether it is a first placement (70 days), second placement (100 days) or a repeat placement), dates that the placement will take place and length of placement (please note that this period includes study and annual leave days to be negotiated with the placement).

Students are required to complete a request for each placement they undertake. The profile system automatically saves the data entered from their previous profile. Upon editing their profile, they are asked to review all sections to ensure that all data is still current and amend/update all areas where new information is required.

Placement Location and Travel Work	Experience	Previous Placements	Learning Needs	Disabilities	Personal Extenuating Circumstances
Relationships With Agencies Disclos	ures				
Review Details					
Review Notes You started this review at 13/02/2025 13:15:30	B I				
Placement, Location and Travel Student Contact Details					
Email:					
Mobile:					
Telephone Number:					
Address:		,, <u>,</u>			
Which area do you reside in during term-time?	South				
Do you have access to a car/motorbike to use to and from placement, and whilst on placement?	⊛ Yes ⊖	No			
Do you have access to a bike to use to and from placement, and whilst on placement?	⊖Yes ⊛	No			
Do you have a valid driving licence?)Yes 🖲	No			
Does your insurance include	⊚ Yes ○	No			

The profile screen below is split into sections, which can be reviewed in any order. The contents of each section is in the Student Placement Request Guidance document.

Simply click on the tab for each section to review the information the student has submitted. Below the tabs is a "Review Details" box with a notepad. This section allows the placement lead to make comments and will be shown on every tab of the profile, this means that you do not have to switch between tabs to review any comments – they will all be displayed within one notepad. It is important to make clear which part of the profile the comments refer to e.g. "Learning Needs: You need to provide further reflection on all relevant learning and experience to date".

The student will only see your comments if you reject the profile. Remember to "Update the Notes" before leaving a section. If you forget the system will ask you if you are sure you want to leave the page. It's possible to return to the system later you don't have to complete a review in one full session.

5 Accept/Reject a profile – placement lead only

Once you have completed your review, use the action buttons to either accept or reject the profile.

Reviewing profile for Speedy Student



Should you wish to add any further comments to the Notepad you can do so at this point, please remember to click the "update notes" button before clicking the "accept" or "reject" button.

Reviewing profile for Speedy Student

Run Profile Report Revie	w Profile Accept Profile Reject Profile History
Placement Details	
Placement Level:	P1
Dates: Length of Placement:	07/04/2025 — 02/05/2025 20 (the final number of days will be less after study and annual leave days are agreed)
Accept Profile?	
Once accepted, this profile will You will not be able to make	I be passed to the university coordinator for review. amendments to this profile once you accept.
Review N You started this revie	lotes B I U ≔ ⊨
13/02/2025 13:1	15:30
	Update Notes
	Accept Profile

An email will be sent to the student advising them that their placement request has been rejected. If it has been accepted the University Coordinator will be notified.

5.1 Reviewing a previously rejected profile

The review screen changes if the profile has previously been rejected. On the right hand side are the notes from the previous review and the originally submitted text. On the left hand side is a new notes section and the newly submitted text (with pink background).

Learning Needs			
Newly Submitted		Previously Reje	cted
What strengths will you be bringing to this placement, and what are your areas for development? Please link this with the Professional Capabilities Framework (PCF) BASW.	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ultamoc laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. aaaaaaaaaaaaaaacocococococococococococo	What strengths will you be bringing to this placement, and what are your areas for development? c Please link this with the Professional Capabilities Framework (PCF) BASW.	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. aaaaaaaaaaaaaaaaacococococococococococo
Please state the learning objectives you want to meet while on placement. You will find referring to the Professional Capabilities Framework (PCF) BASW helpful	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamoc laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. bbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbbb	Please state the learning objectives you want to meet while on placement. You will find referring to the coordeosesonal Capabilities Framework (PCF) BASW helpful	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequal. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. bbbbbbbbbbbbbbbbbcococcoccoccoccoccoccoc
Detail any other relevant information you wish to provide.	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamoc laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate veilt esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. cccccccccccccccccccccccccccccccccccc	Detail any other relevant information you wish to provide.	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. ccccccccccccccccccxxxxxxxxxxxxxxxxxxx

The student will only be able to view your latest notes on the profile page if it is rejected again so it's good to ensure that additional notes are comprehensive enough to be understood in isolation. Students and tutors can view previous comments using the history button at the top, this will then provide a history of all actions and where notes are available a view notes button.

Profile History							
Name	Action	Date	Profile Sequence				
Paul Reynolds	Student Start Profile For Allocation	26/01/2017	1				
Paul Reynolds	Student Submit Profile For Review	26/01/2017	1				
Jeannine Hughes	Start Tutor Profile Review	26/01/2017	1				
Jeannine Hughes	Reject Tutor Review	26/01/2017	1	view notes			
Please can you expand on your learning needs for this period							
		00/04/00/7	^				

The system also only holds the current and previous versions of the student's text, again this only has an impact if the profile is rejected more than once.

Please provide your reasons for rejecting as requested before confirming the rejection.

6 Logging out of the Profile System

Once you have finished working on your profiles and no further action is required, you must always log out correctly. In order 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 03.