

**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 [ppoallocations@uwe.ac.uk](mailto:ppoallocations@uwe.ac.uk) 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 [shelley.vickerman@uwe.ac.uk](mailto: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](mailto:sds.operations@uwe.ac.uk)

## 2. What is the ARC Student Profile System?

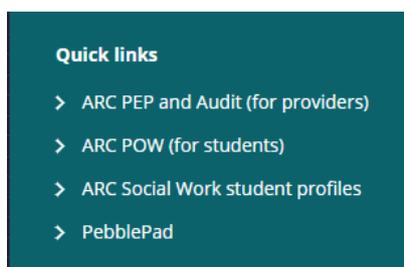
The ARC student profile system supports the student placement allocation process. Students are able to submit their request for a placement that is reviewed by the Practice Learning Lead, and safely allows their profile to be sent electronically to potential agencies for consideration for placements.

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?

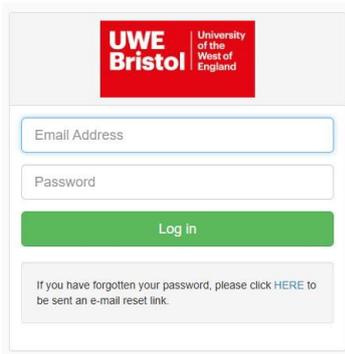
**2.1.1** Open up **Internet Explorer** (or any other alternative browser) as normal.

**2.1.2** Go to the main UWE practice support net page – <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>

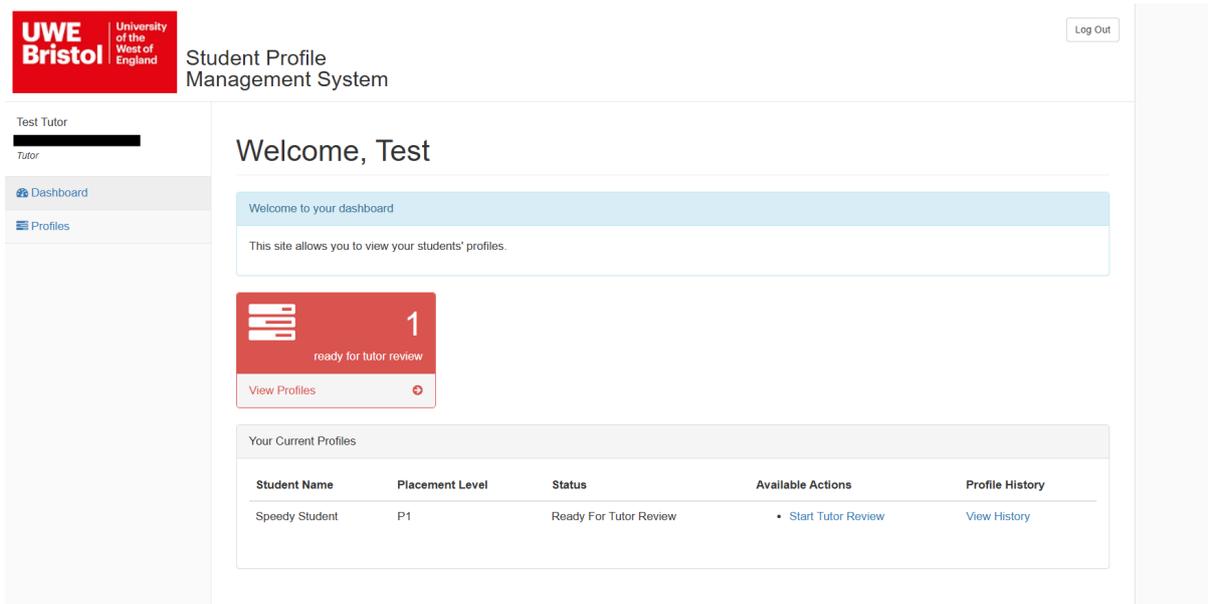
### 2.1.3 You will need to log-in here using your single sign on



The login form features the UWE Bristol logo at the top left. Below it are two input fields: 'Email Address' and 'Password'. A green 'Log in' button is positioned below the password field. At the bottom, there is a link for users who have forgotten their password.

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

## 3 Navigating the Profile System.



The dashboard is titled 'Student Profile Management System' and includes a 'Log Out' button in the top right corner. The user is identified as 'Test Tutor'. The main content area displays a 'Welcome, Test' message and a notification that 1 profile is 'ready for tutor review'. A 'View Profiles' button is provided for this notification. Below this, a table lists the current profiles.

Student Name	Placement Level	Status	Available Actions	Profile History
Speedy Student	P1	Ready For Tutor Review	<a href="#">Start Tutor Review</a>	<a href="#">View History</a>

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 Bristol** University of the West of England

Student Profile Management System

Log Out

Test Tutor  
Tutor

Dashboard

Profiles

## Profiles List

Filter

First Name  Last Name  Intake All

Status

Select All

Ready For Student Completion  
 Rejected - Requires Completion By Student  
 Being Completed By Student  
 Ready For Tutor Review

Undergoing Tutor Review  
 Ready For University Coordinator Review  
 Undergoing University Coordinator Review  
 Being Processed

Profiles

Student Name	Placement Level	Student Intake	Status	Available Actions	Profile History
Speedy Student	P2	TEST SW	Being Processed		<a href="#">View History</a>
Speedy Student	P3	TEST SW	Being Processed		<a href="#">View History</a>
Speedy Student	P1	TEST SW	Ready For Tutor Review	<a href="#">Start Tutor Review</a>	<a href="#">View History</a>

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).

Profiles			
Student Name	Status	Available Actions	Profile History
██████████	Completed By Student	<a href="#">Start Tutor Review</a>	<a href="#">View History</a>

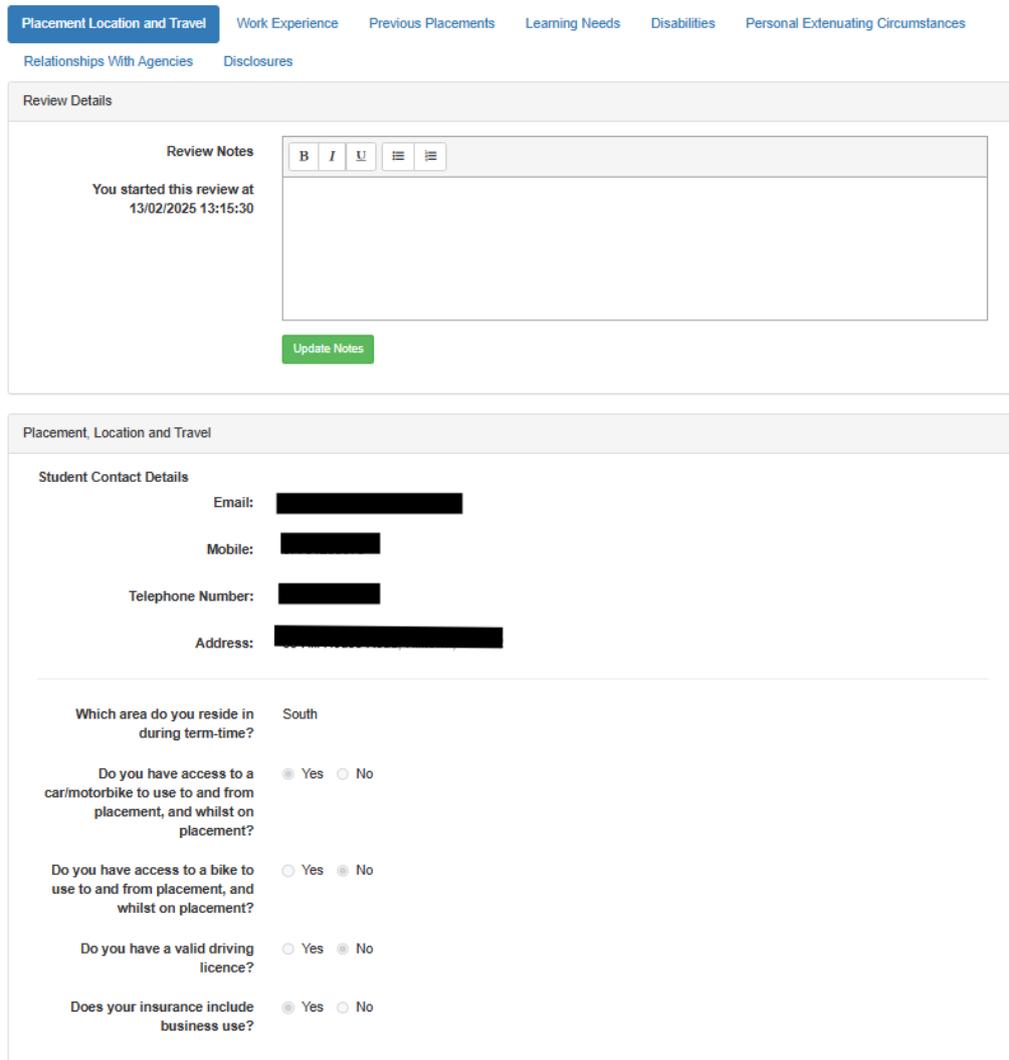
The screenshot shows the UWE Bristol Student Profile Management System interface. At the top left is the UWE Bristol logo. The page title is "Student Profile Management System". On the right, there is a "Log Out" button. The main content area is titled "Reviewing profile for Speedy Student". Below the title are five buttons: "Run Profile Report", "Review Profile", "Accept Profile", "Reject Profile", and "History". Below these buttons is a "Placement Details" section with the following information:

Placement Level:	P1
Dates:	07/04/2025 — 02/05/2025
Length of Placement:	20 (the final 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.

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   Review Profile   Accept Profile   Reject Profile   History

**Placement Details**

Placement Level: P1  
Dates: 07/04/2025 — 02/05/2025  
Length of Placement: 20 (the final number of days will be less after study and annual leave days are agreed)

**Accept Profile?**

Once accepted, this profile will be passed to the university coordinator for review.  
You will not be able to make amendments to this profile once you accept.

**Review Notes**  
You started this review at 13/02/2025 13:15:30

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.

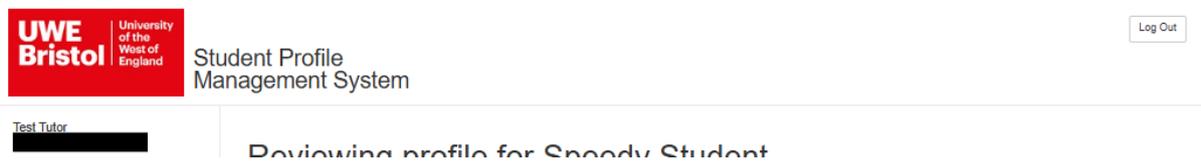
#### 5.1 Reviewing a previously rejected profile

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).



## 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.