

ARC View allocated students Guide

Allocation Process

Details about the students arriving on placement can be viewed inside your ARC placement profile, 10 weeks prior to the placement start date, when students have been allocated to their placement by the UWE Bristol Professional Practice Office team.

If you have previously received an auto email alerting you to student(s) being allocated to your placement, then please follow the steps below to look up the specific information.

If you do not have a system login, then contact your trust's practice, learning and development team or the education lead who can contact us to arrange access for you. If you do not have such a person or team, then please contact UWE Bristol via sds.operations@uwe.ac.uk

Log into ARC

Providing you are already set up on the UWE Bristol ARC system, you can access your placement environment 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 in the **Email Address** field. If you forgot your password, 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 second green button titled **Your PEP**, to view your placement profile(s). (Fig 2)

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

Fig 2

Through this website you are able to:

- access, complete and/or change your Placement Environment Profile (PEP)
- view student allocation to your practice placement.
- conduct your annual self-assessment audit and update your audit action plans.



Practice Education Tools



2. Click on the eye icon representing View Mode  next to the placement you wish to view information about. The file cabinet icon represents the Edit Mode. (Fig 3)

Fig 3

Practice Environment:

Status: Active De-Active Archived All

Current Edit Status: All Being Edited By You Being Edited By Someone Else Not Being Edited

Number of hosts: 2

Practice Environment Name	Being Edited By	View	Edit PEP	Cancel Changes	Save Changes	Next Audit Due	Last Changed
✓ Placement name 1						24/06/2017	03/01/2017
✓ Placement name 2						24/06/2017	05/01/2017

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View allocated students

1. Click on the **Students** tab in the main menu bar. (Fig 4)
2. Enter the start date criteria in the **Date From** blank field.
3. Enter the end date criteria in the **Date To** blank field.

You need to enter dates in both fields, either by using the popup calendar option or by typing your own. The dates do not need to be exact, just an estimation of the anticipated placement period.

E.g. 2 weeks prior to the placement start to 10 weeks afterwards (Fig 4).

4. Click on the **Show Students** button.
5. Click on the **black cross** next to the student's name to expand this field and to view more details.

Fig 4

Host Name	Placement name		
Current Sequence	9	Last Updated	19/10/2016

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

Search for students on placement

Date From Date To

Display all students
 Display only active students

For queries regarding students allocated contact your organisational LEF/PEF/Education Lead

To report sickness and any other absence from practice Tel: 0117 328 3283

Student Details

Name	Practice Placement	Cohort	Date from	Date to
+ Student's name (M/F)	NP2	09.16LD	01/01/2051	30/03/2051

Passport

Training/Disclosure	Date Completed	Further Details
Declaration of good health and good character		

Intake Details

Cohort	Branch/Field	Start Date
09.16LD	LEARNING DIS FT	01/01/2051
Return/Resuming	Retrieval	New to Trust
NO	NO	YES
Access Plan?	NO	