ARC View allocated students Guide

Academic Year 2020/21

UWE Bristol | University of the West of England

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 arc.systems@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, you can use the password reminder link under the green Sign In button, the blue text **CLICK HERE** link.

Fig 1

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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:

Email

Password:

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)

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

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 name to expand this field and to view more details.

Fig 4

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Your email address

| Hosts | Mentors/Educators set up | Change Password | Help | Log Out |

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

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

Search for students on placement

Date From 2

04/04/2017

Date To 3

30/06/2017

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

○ Display all students

○ Display only active students

Show Students 4

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

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

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