**ARC New Placement Host Form**

Use this document to request UWE Bristol to create new placement and users.

Please email: ppoallocations@uwe.ac.uk with the completed document attached.

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| --- | --- | --- | --- |
| Name of individual completing this document |  | Telephone number |  |

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| --- | --- | --- |
| Organisation/Trust Name |  | *Name of the organisation who manages the placement*  |
| Placement Name  |  | *This will be displayed to the students you host* |
| Placement Address  | Address Line 1:Address Line 2:Address Line 3:Town/City:County:Post Code: | *Please give full address including post code* |
| Organisation Website |  |  |
| Placement Capacity |  | *Maximum number of students that can be assigned to this placement at one time* |
| Placement Department(s) |  | *e.g. adult nursing, occupational therapy, radiotherapy etc.* |

**ARC PEP and Audit new user details**

ARC PEP and Audit are our online systems for host organisations to manage an online profile about their placement, to view their allocated students and complete educational audits. All users granted access to these platforms will receive automated email updates regarding student allocations.

\*Access

V = view only, user will only be able to view information for that placement

E = edit & view; user will be able to change information about the placement

In the table following, please include the details of the main student link that students can contact when allocated to this placement. NB. Currently, only one student contact email address can be displayed on the student portal (ARC POW). It is advisable to use a base/team email address at sites where there is high staff turnover.

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| --- | --- | --- | --- | --- |
| **Access\*****V or E** | NameEnter full name | **Role** ***e.g. Matron, Key Mentor, Manager, Education Lead*** | **Telephone Number*****Including STD code e.g. 01324 456987 ext 234*** | **Email Address *(within the organisation)*** |
|  |  |  |  |  |

Please give details of all other users that require access to ARC PEP and Audit. They will be given access to the online system, but their details will not be visible to students.

Please add extra rows if necessary.

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| --- | --- | --- | --- | --- |
| **Access\*****V or E** | **Name*****Enter full name*** | **Role*****e.g. Matron, Key Mentor, Manager, Education Lead*** | **Telephone Number*****Including STD code e.g. 01324 456987 ext 234*** | **Email Address *(within the organisation)*** |
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**PPO to complete:**

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| Placement Full name inc. prefix(es) |  |  |
| Placement Categories(s) |  | *e.g. community, physical, inpatient, therapy physical etc.* |