**ARC New Placement and User Request Form**

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

Please email [ppoallocations@uwe.ac.uk](mailto: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* |
| 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.* |
| If a car driver is essential put ‘Yes’ in this field |  | | |
| If the new placement needs to be attached to an existing audit cluster, input the name of the cluster | |  | |

**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.

Please be aware of the following points when adding details of new users in the table:

* **Specify Contacts for Student Portal**
  + Use the field **‘Display to Students in ARC POW (Yes/No)’** to indicate whether the user should be visible to students in the student portal (ARC POW) when a student is placed at the setting
  + If a solo contact you must put ‘Yes’ in the **‘Display to Students in ARC POW (Yes/No)’** field
* **Define Contact Type**
  + If the user requires PEP access to this placement only, select ‘**Placement Contact’** under the **‘Contact Type’** section
  + If the user requires access to this placement *and* all placements associated with the placements Trust/Organisation, select **‘Trust/Organisation contact’** under the **‘Contact Type’** section
  + **Note**. All users added are displayed in ARC PEP
* **Set Access Level**
  + **View**: The user will only be able to view information for the placement in ARC PEP and Audit
  + **Edit**: The user will be able to edit information about the placement in ARC PEP and Audit

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| Forename | **Surname** | **Telephone Number** | **Job Title** | **Organisation Email Address** | **Access**  **(‘View’ or ‘Edit’)** | **Display to Students in ARC POW (Yes/No)** | **Contact Type (‘Placement Contact’ or ‘Trust/Organisation contact’)** |
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**PPO to complete:**

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| Placement Full name inc. prefix(es) |  | *e.g. OCC, PHY, MID, LDP, OPT, PAR, MHP* |
| Placement Categories(s) |  | *e.g. community, physical, inpatient, therapy physical etc* |