

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 several 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 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. 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

Any technical issues that arise with the ARC Student Profile System should be directed to sds.operations@uwe.ac.uk

2. What is the ARC Student Profile System?

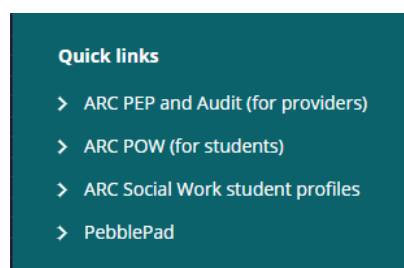
The ARC student profile system supports the student placement allocation process. Students can submit their request for a placement that is reviewed by the Practice Learning Lead, and safely allows their profile to be sent electronically to potential agencies for consideration for placements.

The person responsible for arranging student placements within each agency will be named 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?

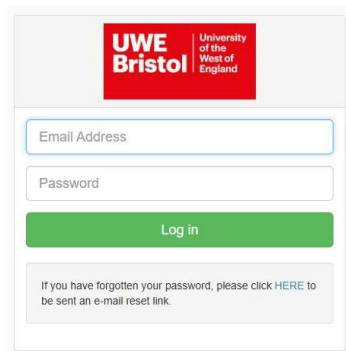
2.1.1 Open **Internet Explorer** (or any other alternative browser) as normal.

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 directly via <https://arcpractice.uwe.ac.uk/SocialWork/StudentProfiles>

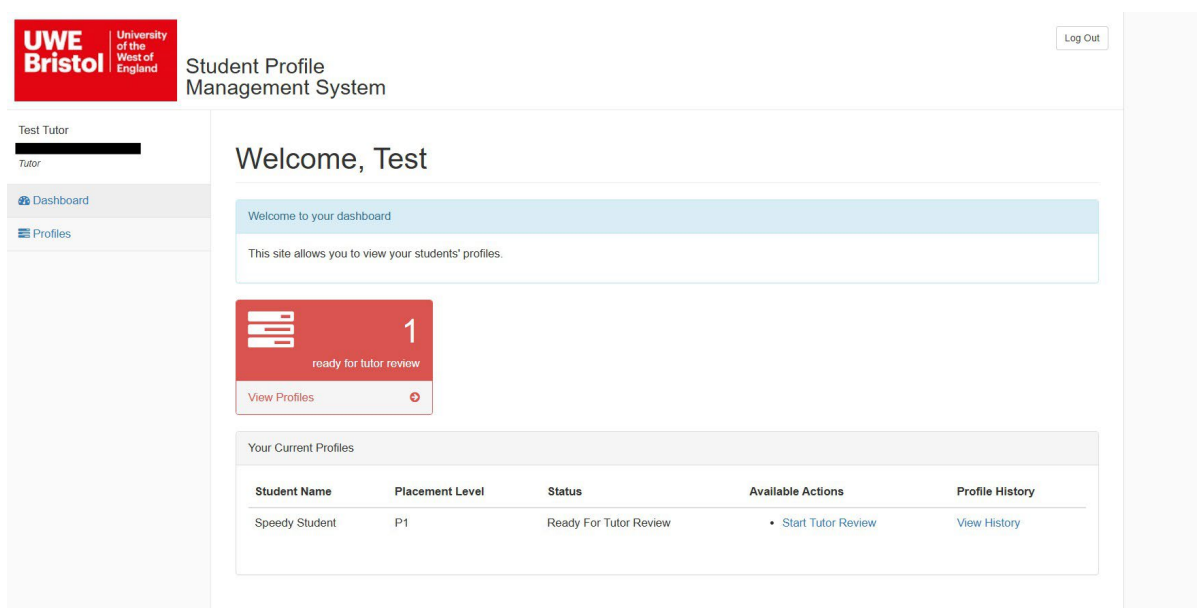
2.1.3 You will need to log-in here using your single sign on



The login form for UWE Bristol features the university's 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, a link is provided for users who have forgotten their password, stating: 'If you have forgotten your password, please click [HERE](#) to be sent an e-mail reset link.'

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

3 Navigating the Profile System.



The dashboard for the UWE Bristol Student Profile Management System is displayed. The top left shows the UWE Bristol logo and the text 'University of the West of England'. The main header reads 'Student Profile Management System'. A 'Log Out' button is in the top right corner. The left sidebar contains a user profile for 'Test Tutor' and a menu with 'Dashboard' and 'Profiles'. The main content area is titled 'Welcome, Test' and includes a welcome message: 'Welcome to your dashboard. This site allows you to view your students' profiles.' Below this is a red card indicating '1 ready for tutor review' with a 'View Profiles' button. A table titled 'Your Current Profiles' lists student data.

| Student Name | Placement Level | Status | Available Actions | Profile History |
|----------------|-----------------|------------------------|------------------------------------|------------------------------|
| Speedy Student | P1 | Ready For Tutor Review | Start Tutor Review | View History |


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’ - profile ready to be reviewed by UWE 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 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.



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
 ☐ Undergoing Tutor Review

☐ Rejected - Requires Completion By Student
 ☐ Ready For University Coordinator Review

☐ Being Completed By Student
 ☐ Undergoing University Coordinator Review

☐ Ready For Tutor Review
 ☐ Being Processed

Search

Clear Search

Profiles

| Student Name | Placement Level | Student Intake | Status | Available Actions | Profile History |
|----------------|-----------------|----------------|------------------------|------------------------------------|------------------------------|
| Speedy Student | P2 | TEST SW | Being Processed | | View History |
| Speedy Student | P3 | TEST SW | Being Processed | | View History |
| Speedy Student | P1 | TEST SW | Ready For Tutor Review | Start Tutor Review | View History |

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.

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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 | Start Tutor Review | View History |

UWE Bristol

University of the West of England

Student Profile Management System

Log Out

Test Tutor
██████
Tutor

Dashboard

Profiles

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)

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.

[Placement Location and Travel](#)
[Work Experience](#)
[Previous Placements](#)
[Learning Needs](#)
[Disabilities](#)
[Personal Extenuating Circumstances](#)

[Relationships With Agencies](#)
[Disclosures](#)

Review Details

Review Notes

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

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Update Notes

Placement, Location and Travel

Student Contact Details

Email:

Mobile:

Telephone Number:

Address:

Which area do you reside in during term-time? ☒ South

Do you have access to a car/motorbike to use to and from placement, and whilst on placement? ☒ Yes ☐ No

Do you have access to a bike to use to and from placement, and whilst on placement? ☐ Yes ☒ No

Do you have a valid driving licence? ☐ Yes ☒ No

Does your insurance include business use? ☒ Yes ☐ No

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

Run Profile Report

Review Profile

Accept Profile

Reject Profile

History

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

B

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Update Notes

Accept Profile

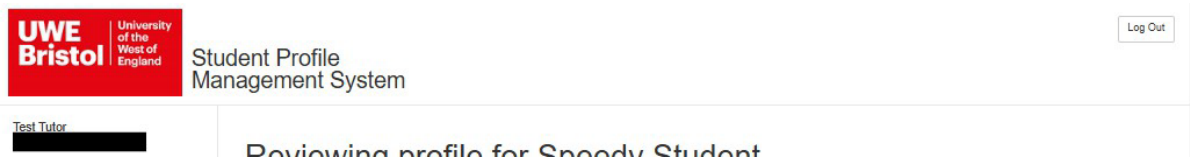
An email will be sent to the students advising them that their placement request has been rejected. If it has been accepted the University Coordinator will be notified.

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. 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.