

New placement audit process

1. **PAT's/AiP's/Placement Leads** identify potential new placement. Details to include:
 - Full contact details.
 - Learning opportunities.
 - Current audits from other HEI's (if **yes**, inform SDS who will obtain audit. If **no**, see point 5 below).
 - If a placement in primary care - ask new provider if there is an existing Learner Organisation Approval from NHSE. If there is, this replaces the need for audit.
2. **PAT's/AiP's/Placement Leads**, Email PPOallocations@uwe.ac.uk to inform of new practice environment and request WPA status.
3. **PPO manager** check's WPA status and actions:
 - New WPA (if required) - **Must be returned to PPO**
 - ARC New User Form - **Must be returned to PPO**
 - NHSE PVI form to new provider (if required) - **Must be returned to NHSE**
 - Create alert for CQC status.
 - On receipt of completed WPA, **PPO manager** countersigns on behalf of Associate Director for Practice Learning and emails copy to provider.
 - PPO works with SDS to build ARC profile with the correct prefix and categories.
4. **SDS** set-up ARC Profile and contacts new placement with ARC log-in information.
5. **PAT/AiP's/Placement Leads** supports new placement to complete initial ARC audit, (if no audit available from other HEI, see point 1 above). If a LO approval is in place, the date for renewal will need to be added to ARC by SDS. Audit should be completed within 4 weeks of the host being created for new placements. Students can be allocated on ARC even if the audit is pending.
6. Placement activated by **SDS** and **SDS** emails **PPO** coordinator to inform.

FAQ

What happens then we are using an audit from another AEI and it is valid for a different length of time to our two-year cycle?

When sharing an audit from another AEI, this must be added to ARC by SDS as normal with the 2-year review date. On reaching the two-year review, AiP/PAT Lead/Practice Leads will need to contact the placement provider and ask if any changes are required to the audit and if not then it can be recorded on ARC for a further two years. If changes are required, then a new audit must be completed at this point.

What is a Learner Organisation Approval (LOA)?

A learner organisation approval is a an NHSE approval process for primary care. A group of GP practices (usually a PCN) will be approved to take learners (all professions). This has been agreed between NHSE and NMC/HCPC as an equivalent to an AEI audit. If a GP practice has an LOA then this will replace the need for our own audit. NHSE require placements to submit evidence annually to have their LOA renewed. SDS can record the LOA on ARC in place of the audit. Further information can be found [here](#). For a list of current approvals you can click [here](#).