# Experiential Placements- Using ARC PEP to manage professional practice placements

## Guidance for placement providers

### What is ARC PEP?

ARC PEP stands for Practice Environment Profile and is used to manage professional practice placements. Placement providers can log in and maintain information about their placement, as well as view the students that have been allocated to that placement.

### Existing providers

If you are an existing placement provider or ‘host’ for UWE Bristol students, you will already have a ‘placement profile’ on PEP. This is basic information about the placement you offer, and is shown to students in their placement portal.

It won’t be necessary to create a new profile for an Experiential Placement, but you may need to add some additional information to your PEP profile, for example:

* A set of Learning Outcomes for the experiential placement
* If they are different to existing placements the extra information under the ‘Expectations,’ ‘Top Tips’ and ‘Pre-placement student activity’ tabs

### New providers

If you are a new placement provider, we need to gather some basic details about your organisation so we can create the placement. We will set up a PEP account so that you can log in, edit your profile and see details of the students who are coming to you on placement.

Step 1: Provide basic details about your placement, including key contacts using the provided form.

Step 2: We will be in touch when your account has been set up, and guide you through how to add information to your profile.

### Online Timesheets

We expect all of our Nursing students to complete online timesheets to log their practice hours. Students add the name and email address of a supervisor in their practice placement, and that supervisor will receive an email notification to check and then approve the hours recorded. More information can be found on UWE Bristol’s Practice Support Net: <https://www.uwe.ac.uk/about/faculties-and-departments/practice-support-net/online-timesheets>

For support with ARC PEP, please contact the Student Business Systems team:

Email: sds.operations@uwe.ac.uk

Phone: +44 (0)117 32 84018