

ARC Audit Guide

Student Business Systems

October 2020

[ARC – Audit Guide](#)

Use this link to access the login screen for ARC PEP and Audit.

[ARC PEP and Audit Portal \(SSO\)](#)

Login

In order to login to the Audit you will require your email address and a password. If you do not have or have forgotten your password please request one via forgotten password link on the web portal. If you believe you have not been set-up to access the ARC PEP and Audit Portal contact Student Business Systems Operations Team, sds.operations@uwe.ac.uk.

Enter your emails address and password in the appropriate box as shown below. Then left click on the 'Sign In' Button.

You will be greeted by a welcome page. You will need to click the 'Your Audit' Button.

The following screen should appear. Enter the name of the placement which you wish to audit in the Practice Environment Name box.

The screenshot shows the 'UWE Demo Placement Area Audit Tool' interface. At the top left is the UWE Bristol logo (University of the West of England). The user's email 'robert.phillips@uwe.ac.uk' is displayed at the top right, along with 'Home' and 'Log Out' buttons. The main form area includes a 'Practice Environment Name' field with a red border, 'Trust' and 'Hospital' dropdown menus, and radio buttons for 'Status' (Active, De-Active, All) and 'Audit Status' (All, Being Audited By You, Being Audited By Someone Else). A green 'Search' button and a white 'Clear' button are at the bottom of the form. To the right, a status box shows a red checkmark for 'Available', a lock icon for 'You are auditing', and another lock icon for 'Checked out by someone else or in the PEP'. At the bottom right, it says 'Number of hosts: 2808'. Below the form is a table with columns: Practice Environment Name, Checked Out For Audit To, View, Start Audit, Undo Audit, Check In, and Next Audit Date.

The screen should change to show the placement, choose whether to View or Start Audit by clicking the appropriate box.

View

This screen should appear opening the Audit Tool on the Details Page. Choose which areas of the Audit you wish to view by clicking on the link to the left of the screen.

Introduction, Details, Standards, Practice Educators, Capacity, Declarations, Reports or Logs

If a previous audit has been carried out a message will appear on screen, you will have the option to copy the existing standards and capacity of the previous audit on to the new audit.

Choose the appropriate option.

Copy Previous Audit

This copies the current standards and capacity of an existing audit, and takes you to the Introduction page where the Audit can be commenced.

***If you are using the new audit for the first time you will need to choose Clear values.**

Start Blank Audit

The introduction screen will appear, this screen gives guidance to users on what to expect in the Audit and actions required. The audit can be started.

Audit Group: EXT PLACEMENT - OPTED OUT

EXT PLACEMENT - OPTED OUT ✓

Live Audit Sequence: 2

Introduction

Please ensure PEP placements are fully checked in before you complete the audit.

Online audits are examined by professional statutory regulatory organisations such as NMC and HCPC, are shared with external partnership universities, and are also scrutinised by the UWE legal team when serious incidents occur in practice.

Audits without all sections completed will be considered incomplete and therefore invalid

On the left-hand side, there are 5 parts to the audit online pro-forma that must be completed and 2 additional parts that assist users with searching and reporting on existing audits in the online database.

NB. The term Practice Educator is used throughout this document. It is recognised that each profession has its own terminology, e.g.

Nursing (pre-2019): Mentor, Sign Off Mentor
Nursing (post-2019): Practice Assessor, Practice Supervisor
Midwifery: Mentor, Sign Off Mentor
Physiotherapy, Occupational Therapy, Radiography: Practice Educator
Paramedic: Mentor

2. To start the audit click on the **Details** tab and complete the whole section.

3. Then click on the **Standards** tab:

- You will have to choose a Level Met for the standard before you are able to enter text.
- You will have to tick two sources of evidence for each standard using the options next to the evidence heading. (alternatively type in free text, if none of the sources suggested are applicable).
- If a standard is "Not Met" or "Making Progress", you will need to populate the Action box, Action Review Date and Responsibility, for "Fully Met" standards these boxes will be locked.
- You must put a minimum of 30 characters into the text fields

Example: Standard 1.1 "Not Met" as the only mentor has recently left, state in the Action box if any new mentors are in training and set a review date when the new mentor is qualified, and the person responsible for checking the training was done

Any identified actions on the standards page will automatically create an Action Plan, this is available in PEP under the Audit Tracking tab, and can be marked as completed later.

3. **Practice Educator tab** – to be completed by Private, Voluntary and Independent sector organisations (NHS organisations should leave this list blank)

4. **Capacity tab** – check with your Education Lead / Director the total number of learners agreed with UWE for your area.

5. **Declarations tab** – sign the Declarations section on the same day you complete and check in the audit, and not before. The system-generated date on the declarations page will be recorded in the official audit document online.

- At this stage, you may also see some document warnings if there are any incomplete sections remaining in the audit, the warnings appear at the top of the page.
- If you see a prompt to finish the audit and check in, then please submit your audit by clicking on "Check In Audit" at the end of the Declaration page. Once an audit is checked in, it is final and cannot be edited.

6. **Reports tab** – You can view and download an .xls spreadsheet of the Action Plan for your Organisation/Trust, this report can also be accessed from PEP.

7. **Logs tab** – You can view an audit activity log as well as print any complete or incomplete audits for your placement in a .pdf format.

Useful Hints

If you cannot edit a text box in the audit document, please ensure that your browser has the Compatibility View setting turned off, as this may not allow you to edit the document correctly. (E.g. within Internet Explorer go to Tools > Compatibility View Settings > and uncheck the option "Display intranet sites in Compatibility View")

Use the links on the left side of the screen to access the audit as directed by the Introduction page.

Details, Standards, Practice Educators, Capacity, Declarations, Reports or Logs and take the actions as necessary to complete the audit.

Details

If you left click on the Details tab the screen gives the data on the placement named.

Standards

If you left click on the Standards tab the below screen appears.

The screenshot shows the 'Standards' tab selected in a sidebar. The main content area displays 'Standard 1 : Learner support, progression and achievement'. Below the title, there are buttons for 'Expand All' and 'Collapse All'. A list of standards is shown, with the first one (1.1) expanded to show its description: 'Learners are allocated to a named practice educator who is suitably qualified / experienced and meets regulatory body requirements.' Below this, there is an 'Evidence' field with a rich text editor and a 'Level Met' dropdown menu.

Standard 1

Click on the Standard 1 tab. There are 3 standards to complete.

Left click on the tab Collapse All, this allows you to view all standards in this section.

This screenshot shows the 'Standards' tab with 'Standard 1 : Learner support, progression and achievement' selected. The 'Collapse All' button is highlighted with a red box. Three standards are listed: 1.1, 1.2, and 1.3. Each standard has a description and a dropdown arrow. Standard 1.1 is expanded, showing its full description: 'Learners are allocated to a named practice educator who is suitably qualified / experienced and meets regulatory body requirements.'

Click on Expand All, the standards will open, below there are 3 standards to complete. You have to complete the Level Met from the drop-down menu first, Fully Met, Making Progress or Not Met. This will open up the other relevant boxes.

If the level Met is **'Fully Met'** You can enter text in the evidence box this must be of 30 characters or more before it will save. You can select pre-set evidence by clicking on the *'click here for suggested sources of evidence'* tab.

If the standard is **'Making Progress'** then apart from completing the Evidence box you are required to complete the Action box, Action Review Date and who has responsibility for taking the action.

If the standard is **'Not Met'** then you must complete the Action box, Action Review Date and who has responsibility for taking the action.

When you have completed all standards click on the Save button at the bottom of the Standards page.

Standard 2,3,4

You will need to do the same process for **'Standard 2, Standard 3 and Standard 4'** Tabs.

Copy Standards

If you wish to copy standards for a placement you can do so here by clicking on the Copy Standards tab.

Action Plan

If any actions are required as a result of the audit, then click on the Action Plan tab to see a list of standards that are either '**Not Met or Making Progress**'.

Practice Educators

Left click on the Practice Educators tab to the left, the following screen will appear. Enter the relevant data for audit if there is any change and then click on the Save button at the bottom of the page.

***Make sure the date of review date is the date you have completed the audit.**

Capacity

Left click on the Capacity tab to amend the capacity, click on the Save button at the bottom of the page.

Declarations

Left click on the Declarations tab, once you have completed the declaration click on the Save button at the bottom of the page.

Once you have clicked the save button your name, time and date will populate.

You can now click the '**Check In Audit**' button.

Once you have done this you will have a screen come up that will make you confirm you are happy to submit, if you are happy click the '**Ok, check Audit In**'

You have now checked in the audit and will be required to complete an audit of this practice environment in 2 years.

Reports

Left click on the Reports tab where you will be able to run reports on selected audits or on all audits.

Logs

Left click on the Logs tab, this releases a screen that identifies who has accessed the system and what they have done.