

# **UWE PLACEMENT SET UP and CONTINUATION**

**Set Up and Audit Process (new and continuing placements)**

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### **Purpose:**

This document explains the process for:

- Initial audit of new placement providers
- Self-assessment audit of continuing placement providers

### **Important:**

**Placements must not be used for student allocation unless a current audit/ equivalent is in place.**

### **Initial Audit:**

An initial audit is required for all new placements and is jointly undertaken by a UWE Bristol representative and by a practice placement provider.

### **Self-Assessment Audit:**

Self-assessment audits are required for all existing placements. This is completed by the placement provider at regular time intervals.

### **Key Requirement (All Placements)**

Before allocation meetings:

- Placement Lead/s must check audit status for all providers
- Audit must remain valid for the entire placement duration

## **Section 1: New Placement Providers (Initial Audit)**

### **Step 1: Identify a New Placement**

The Placement Lead, PAT Lead, or AiP must confirm with the placement:

- Full contact details
- Learning opportunities aligned to PSRB requirements
- Named UWE programme contact (AiP or equivalent)
- Whether an existing audit with another AEI is available

### **Step 2: Existing Audit**

- **If YES (audit from another AEI exists):** Email: [SDSoperations@uwe.ac.uk](mailto:SDSoperations@uwe.ac.uk) to request a copy.
- **If NO:** A new audit must be completed

### **Step 3: Check for Primary Care Approval**

If the placement is in primary care:

- Confirm **Learner Organisation Approval (LOA)** with NHSE.
- **If LOA in place:**
  - An audit is **not required**. The LOA has been agreed between NHSE and NMC/HCPC as an equivalent to an AEI audit.
  - Placement Lead, PAT Lead, or AiP will inform SBS of LOA, who will record the renewal date on the ARC placement profile when created.
  - NHSE require placements to submit evidence annually to have their LOA renewed. Further information can be found [here](#). A list of current approvals can be found [here](#).
- **If no LOA in place:**
  - The placement cannot be used.
  - The UWE contact directs the provider to contact their [Primary Care Network](#) and local Integrated Care System Training Hub [local Integrated Care System Training Hub](#) for further guidance on arranging a LOA.

### **Step 4: Notify PPO**

Placement Lead, PAT Lead, or AiP must:

- Email: [PPOallocations@uwe.ac.uk](mailto:PPOallocations@uwe.ac.uk)
- Advise of new practice environment.

## Step 5: PPO Actions

The PPO Manager will:

- Send link to ARC New Placement and Users Request Form and WPA (if required) to provider
- Send NHSE PVI form to provider - for Private, Voluntary, Independent (PVI) organisations
- Create a CQC status monitoring alert via the CQC website
- PPO Manager countersigns returned WPA on behalf of Director of Workforce Development and emails copy to the provider. PPO manager stored completed WPA on PPO SharePoint site

## The Provider must:

- Complete WPA form and return to PPO [PPOallocations@uwe.ac.uk](mailto:PPOallocations@uwe.ac.uk)
- For PVI organisations: Complete NHSE PVI form and return to NHSE

## Step 6: ARC Setup - required to complete initial audit

- Provider completes New Placement and Users Request Form via link on [Practice Support Net | UWE Bristol](#)
- PPO is notified via an automated UWE InfoHub alert as part of the automated workflow between SBS and PPO when processing ARC user forms.
- SBS uses details provided on the form and additional info from PPO to create ARC placement profile. An 'unaudited' flag is placed on the placement profile.
- SBS provides ARC profile login details to the provider via email. Providers are advised to allow up to 24 hours for login to be activated.
- Provider must check access. ARC access is required to complete the audit.

## Step 7: Complete Initial Audit

- Placement Lead/PAT Lead/AiP supports provider to complete audit
- Audit should be completed within **4 weeks** of the ARC profile becoming live. Learners may be provisionally allocated while audit is pending.

## Step 8: Placement Ready For Learners

- When audit is completed, SBS removes 'unaudited' flag from placement profile on ARC to indicate to PPO that it can now be used by students
- PPO notify the relevant Placement Lead, PAT Lead, or AiP.
- Learners can now be allocated to the placement

## **Section 2: Continuing Placement Providers (Self-Assessment Audit)**

### **Step 9: Audit Cycle**

- Providers receive automated reminders to complete self-assessment audit:
  - 6 months before expiry
  - 1 month before expiry

### **Step 10: Placement Environment Profile (PEP)**

The PEP:

- Shows current placement overview and is visible to learners
- To support robust quality assurance, providers are expected to regularly review and keep ARC PEP details up to date, ensuring any changes are reflected promptly, as this serves as the primary source of information available to learners
- Must be updated after each audit

### **Step 11: Monitoring and Reporting**

- SDS uploads monthly audit reports to the [Student Data Systems](#) SharePoint site for UWE colleagues. A UWE Bristol login is required to access this report.
- UWE staff must review reports regularly.
- If an audit is found to have expired the relevant Placement Lead, PAT Lead, or AiP will
  - Inform PPO and advise the placement is suspended to allocations
  - Contact the placement in writing to advise them that the audit has expired and explain that students will not be allocated to the placement until the self-assessment is completed.
  - Request that the placement confirm in writing when the self-assessment has been completed
  - Upon completion of the self-assessment – Inform PPO and advise the allocation suspension can be lifted

### **Responsibilities**

#### **Placement Lead / PAT Lead / AiP**

Must:

- Review monthly audit reports
- Follow up with providers to ensure self-assessments are completed prior to the audit expiry date
- Confirm audit status before allocation meetings

## **During Allocation Meetings**

Placement Leads must confirm:

- All placements have a current audit
- Audits will not expire during the placement block

## **Section 3: Frequently Asked Questions**

### **What if an audit from another AEI with a different review period is used?**

If an audit from another AEI is used, SDS will upload the copy to ARC as usual. The UWE standard two-year review date will be used for future audits. SDS will take date on which the audit was completed as the start, setting the review date as two years from then. When the two-year review is due, the AiP/PAT Lead or Practice Lead should contact the placement provider to check if any changes are needed.

- If no changes are needed, the audit can be extended on ARC for another two years.
- If changes are needed, a new audit must be completed.

### **What is a Learner Organisation Approval (LOA)?**

A Learner Organisation Approval (LOA) is an NHS England (NHSE) approval process for primary care. A group of GP practices (usually within a Primary Care Network) is approved to host learners from all professions. This approval is recognised by the NMC and HCPC as equivalent to an AEI audit. If a GP practice has an LOA, it replaces the need for an AEI audit. Placements must submit evidence each year to renew their LOA. SDS can record the LOA on ARC instead of an audit.

### **Do all placements require an audit?**

No. Placements shorter than four weeks are classed as experiences and do not require an audit. However, you must still ensure the experience is safe, appropriate, and provides good learning opportunities. For advice, contact the Programme Practice Learning Lead or the Practice Learning Senior Leadership Team.

## **Section 4: Acronyms**

**AiP** – Academic in Practice

**AEI** – Higher/Approved Education Institution

**ARC** – Placement audit system

**CQC** – Care Quality Commission

**LOA** – Learner Organisation Approval

**NHSE** – NHS England

**PAT** – Practice Academic Tutor

**PEP** – Placement Environment Profile

**PPO** – Professional Practice Office

**PS Net** – UWE Practice Support Net webpages

**PSRB** – Professional, Statutory and Regulatory Body

**SBS** – Student Business Systems Team

**SDS** – Student Data and Systems team

**WPA** – Workplace Agreement