ARC Audit Guide

Student Business Systems **November 2021**

UWE Bristol
University of the West of England

ARC – Audit Guide

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

ARC PEP and Audit Portal (SSO)

Login

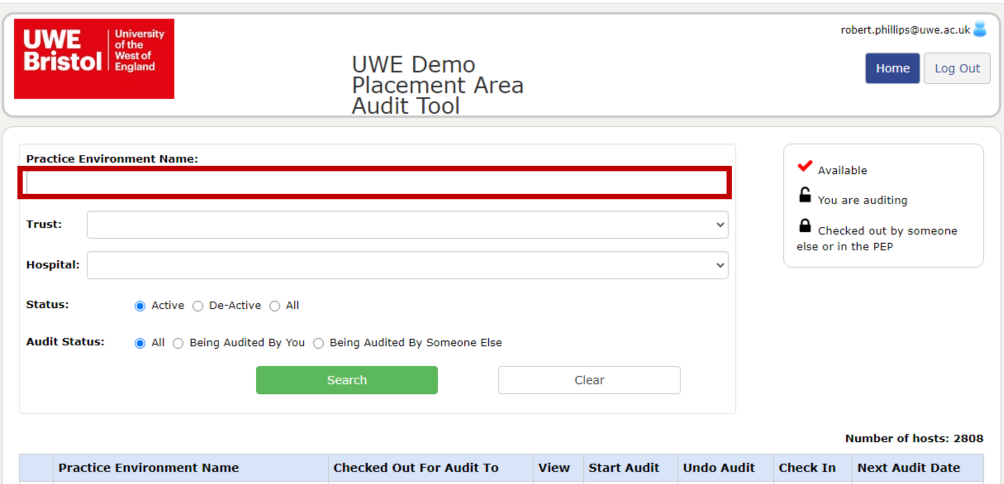
In order to login to the Audit you will require your email address and a password. If you do not have or have forgotten your password please request one via forgotten password link

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 greated by a welcome page.

You will need to click the 'Your Audit' Button.

The following screen should pop up in a different tab. Enter the name of the placement which you wish to audit in the Practice Environment Name box.



The screen should change to show the placement, choose whether to View or Start Audit by clicking the appropriate box. If the Start Audit button is unavailable, or you see a padlock, that is because you may have checked out the same placement in PEP, you need to go back to PEP and save all the changes to check the placement back in before auditing. If it is a cluster audit, all placements in the cluster will need checking in.

View mode

This mode allows you to see previous completed audits, the Eye icon is unavailable if this is the first audit ever completed for this placement.

Below image illustrates the screen that should appear when selecting view more. The page is 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

Edit mode

If you click on Start Audit you enter the Audit Tool in edit mode.

If an audit has been carried out previously, 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.

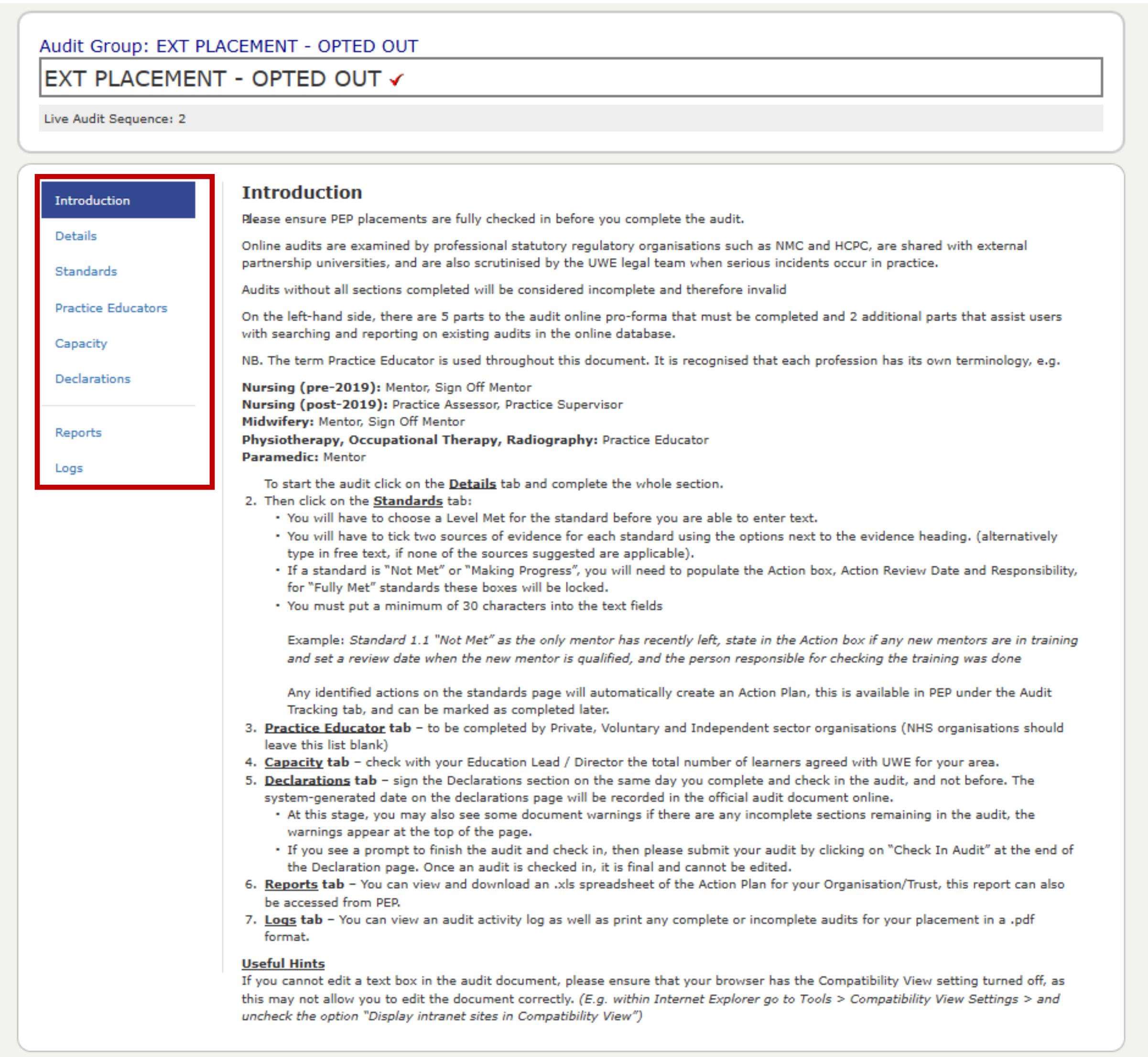
Copy Previous Audit

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.



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

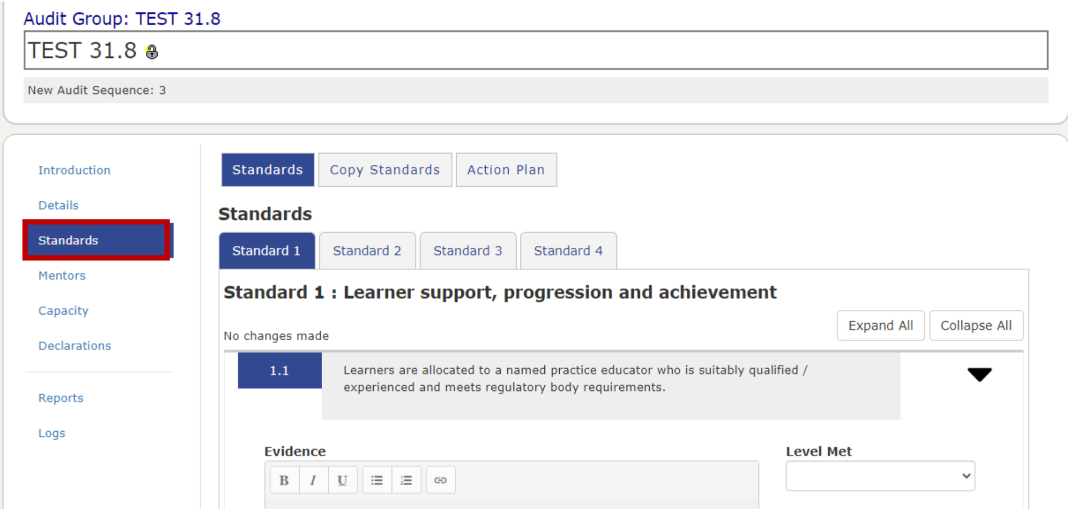
Details, Standards, Practice Educators, Capacity, Declarations, Reports or Logs and take the actions as necessary to complete the audit.

Details

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

Standards

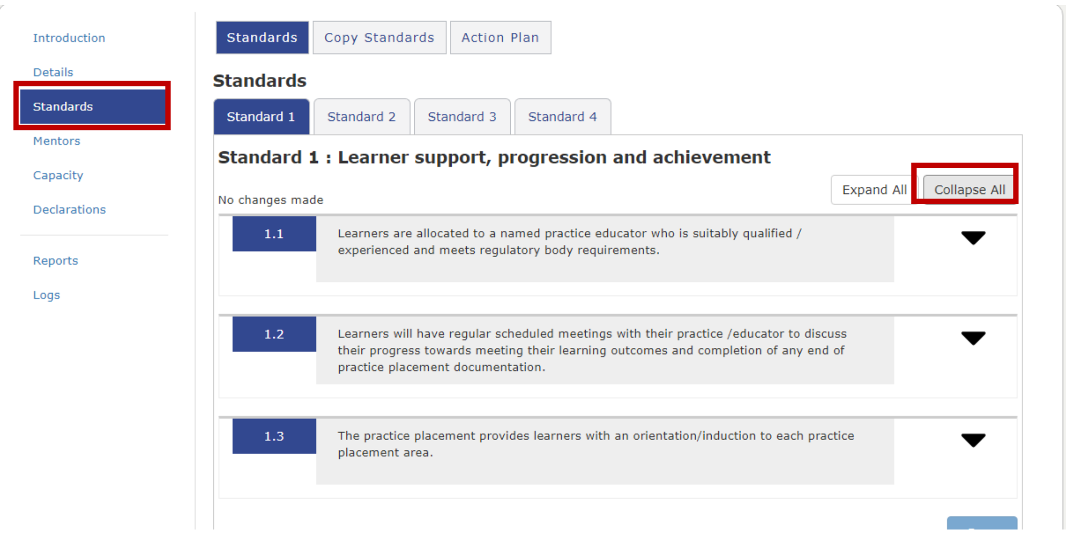
If you left click on the Standards tab the below screen appears.



Standard 1

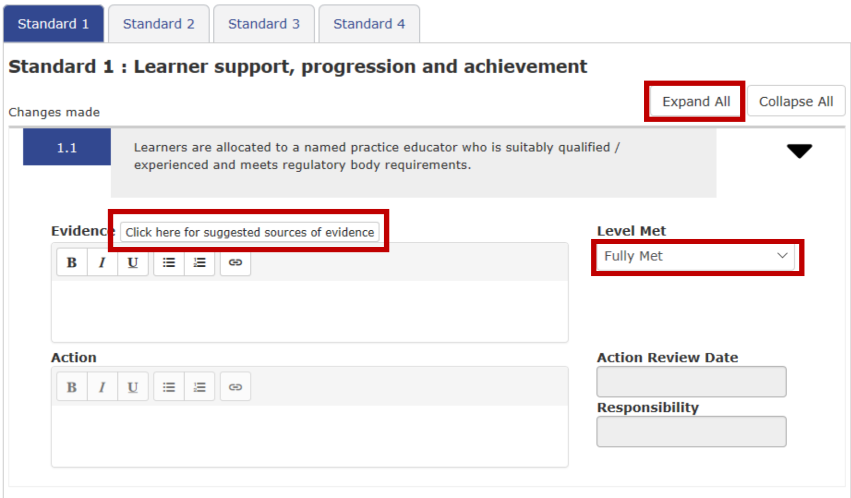
Click on the Standard 1 tab. There are 3 standards to complete.

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



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.

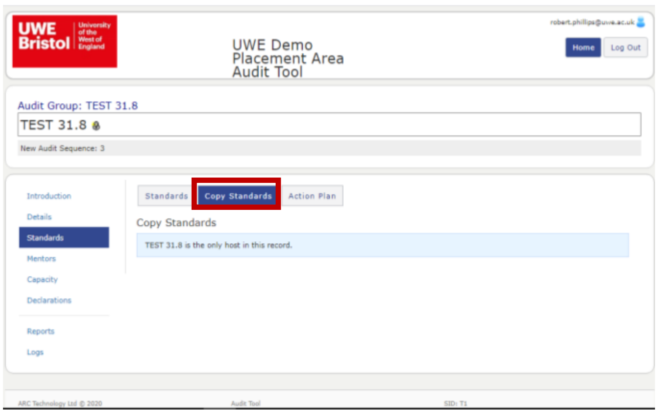
When you have completed all standards click on the Save button at the bottom of the Standards page.

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.