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1. **What is ARC POW?**

ARC POW is an online application that will provide students with:

- Details of their placement
- Information about each individual placement area (location, type of service delivery, shift patterns, directions to placement, uniform requirements, accommodation, pre-reading recommended etc.)
- Record of their attendance
- Ability to evaluate the placement experience

2. **POW User Account and Logging in**

2.1 **User Name and Password**

Access to POW requires a username and password. These will be issued by the HSC Placement Team. If you require access please email POW Support on powsupport@bournemouth.ac.uk. Your user name and password will be emailed to you.

**Login name:** university student number.
**Password:** will be emailed to your university email address.

This account gives you access to your Placements on the Web profile in the School of Health and Social Care, Bournemouth University

2.2 **Logging in**

Please ensure Pop-up blockers are switched off.
You can access POW directly at: [https://barc.bournemouth.ac.uk/pow](https://barc.bournemouth.ac.uk/pow).

You can find links to POW login page also at [www.bournemouth.ac.uk/pow](http://www.bournemouth.ac.uk/pow).

Enter your login details as provided. When you successfully login to POW, the homepage will appear.

*When you log in for the first time change your password for security reasons.*
3. POW Homepage and Menus

On successful login to the POW, the homepage appears. Please look at the information on the Home Screen and make sure it is correct. If any of your personal details are incorrect, please update them through the student portal and email your Placement Administrator at: hscplacements@bournemouth.ac.uk.

4. Allocations

Click on ‘Allocations’ to get details of your placements (past, present and future) as shown in example below. Placements are released online four weeks prior to the placement start date.

To see your placement area details click on the binoculars symbol. You will be prompted with the following message:
Click ‘Yes’ and following screen will appear:

![Screen shot of BU website]

Click on each tab for more information as shown in the table below. Remember to scroll down as each page contains useful information that you may miss.

The profile navigations menu provides detailed information about each placement area divided into sections. Click on any button to navigate through it.

<table>
<thead>
<tr>
<th>Main Details</th>
<th>Placement overview, links to Google maps and Transport direct application, student introduction and contacts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contacts</td>
<td>Placement contacts, university contacts and separate tab with contacts for OT, Physio and Social Work students.</td>
</tr>
<tr>
<td>Learning Environment</td>
<td>Student introduction to individual placement area and student introduction packs.</td>
</tr>
<tr>
<td>Facilities &amp; Travel</td>
<td>Information about the Library, Computing and Study Area, Canteen, Changing Facilities, Accommodation etc. Directions, Public Transport and Parking</td>
</tr>
<tr>
<td>Policies and Procedures</td>
<td>List of Policies and Procedures relevant to trusts and Bournemouth University</td>
</tr>
<tr>
<td>View Evaluation</td>
<td>Evaluation form completed by student after finishing placement</td>
</tr>
</tbody>
</table>

You cannot print from the ARC POW system but you can copy data, paste it into a word document and print it from there.

Please note: Bournemouth University makes every possible effort to ensure that the information published on POW is accurate and up to date, but does not accept any responsibility for errors or omissions and reserves the right to make amendments at any time and without prior notice. The university does not accept responsibility for the information provided within each placement environment profile (PEP). Although Bournemouth University makes every effort to publish current and accurate information.
about student placements, it reserves the right to amend information without notice.

5. Attendance

Click on ‘Attendance’ to get a detailed history of your absences, made up hours and hours still outstanding as shown in the example below.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Records updated</th>
<th>Last login date and time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mouse, Mickey</td>
<td>02/06/2012</td>
<td>This is the first time.</td>
</tr>
</tbody>
</table>

Click here to view summary of Absence and Made Up Time

<table>
<thead>
<tr>
<th>Dates</th>
<th>Allocation Description</th>
<th>Category</th>
<th>Absence Type</th>
<th>Sick Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/06/2011 to 04/06/2011</td>
<td>PEP TEST WARD</td>
<td></td>
<td>Absence - Extreme Weather</td>
<td>Days: 5 Hrs: 30</td>
</tr>
</tbody>
</table>

To find out details of your made up time, go to the Allocations screen. All made up time is listed by date in black text.

Please ensure all sickness and absences are reported as follows.

To report sickness or absence please ring the 24 hour automated sickness line at 01202 965000 or email hscplacements@bournemouth.ac.uk.

At anytime you can check the number of hours that are recorded for practice experience (including made up time). Where you have absence recorded this will be shown in red under the Hrs of Absence column. Where there is a deduction the Hrs Allocated column will also show in red to alert you to the fact that there has been a deduction.

Please note that the system assumes that you have completed all allocated hours unless we have been notified.

Please ensure all sickness and absences are reported as follows:
To report sickness or absence please ring the 24 hour automated sickness line at 01202 965000 or email hscplacements@bournemouth.ac.uk.
6. Evaluations

The system is set up so that if you have an evaluation outstanding you will not be able to see the name of your next practice experience – the name of the practice experience will be displayed as ACCESS DENIED.

If your practice experience has been split by study days or annual leave then it will appear as separate blocks of dates – you need only complete an evaluation for one of these blocks as it is assumed they are all part of the same experience.

To complete an evaluation
Click on 'Click here to evaluate this placement'.
When you have completed your evaluation click on SUBMIT.
You will now be able to see the name of your next practice experience.
The evaluation will be available one day after you complete your placement.

6. Log Out

To log out please click the Log out button on the POW main menu:
7. Help and Support

Lost/forgotten user name/password
Your user name is your university student number. If you have lost or forgotten your password please go to the POW login page:

https://barc.bournemouth.ac.uk/pow and click on: ‘If you have forgotten your password ‘CLICK HERE’. Your password will be emailed to your university email address. If you continue to have problems, please email: powsupport@bournemouth.ac.uk

Contact
If you have any POW related queries or require support please email powsupport@bournemouth.ac.uk.

Feedback and Comments
The HSC Placements Support Team will appreciate your feedback and comments. If you have any ideas that may improve POW please contact us to discuss.

You can do this using Your Thoughts tab on POW:

We hope you find your POW useful and informative. If you have any ideas on how we can improve it or you can not find what you are looking for please contact us on: powsupport@bournemouth.ac.uk