



**Bournemouth
University**

**Placement Environment Profile
(PEP)
Complete User Guide
View and Edit**

August 2016

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1. Introduction

What ARC, PEP, POW and Audit Tool?

ARC is a placement management system that assists the allocation of students to placements across a range of disciplines. Bournemouth University will use following ARC modules:

- **ARC core application – enables the HSS Placements Support Team to centrally administer placements.**
- **ARC PEP (Practice Environment Profile) provides each placement area with:**
 - Ability to share placement information with students and update their profile
 - Access to information about student allocations
 - Ability to access reports on specific placement information
- **ARC POW (Placements On the Web) – POW provides students with:**
 - Details of their placement
 - Information about each individual placement area (location, type of service delivery, shift patterns, directions to get there, uniform requirements, facilities, accommodation, recommended pre- reading etc.)
 - Record of their attendance
 - Ability to evaluate the placement experience
- **Audit Tool - enables easier auditing of placement areas and provides easy access to recent audits**
- **Timesheets Management System (TMS)- online timesheets that enables students to keep record of their placement hours**
- **POWLite App- mobile version of ARC POW for students**

1. PEP User Account and Logging in

Access to PEP requires a username and password. These will be issued by the HSS Placements Support Team. If you require access, please email PEP Support on pepsupport@bournemouth.ac.uk. Your user name and password will be emailed to you.

Logging in

- Access the PEP Login page: <https://barc.bournemouth.ac.uk/pep> or via Bournemouth University's website: www.bournemouth.ac.uk/pep (click on ARC PEP tab on the bottom of the page)
- Enter your full email address as your login name and password provided by HSS Placements Support Team

Username:

Password:

If you have forgotten your password, please click [HERE](#) to be sent an e-mail reminder.

When you successfully login to PEP, the homepage will appear.

BU Bournemouth University Practice Environment Profile (PEP) amasio@bournemouth.ac.uk

Hosts Mentor database Help Change Details Log Out

Practice Environment:

Trust:

Hospital:

Status: Active De-Active Archived All

Current Edit Status: All Being Edited By You Being Edited By Someone Else Not Being Edited

Number of hosts: 962

Practice Environment Name	Being Edited By	View PEP	PEP Edit	Cancel Changes	Submit	Last Update Date
<input checked="" type="checkbox"/> A&E ACUTE LIAISON						15/03/2016
<input checked="" type="checkbox"/> A&E DEPARTMENT (FGH)						19/01/2016
<input checked="" type="checkbox"/> A&E YEOVIL PAEDATRICS						08/03/2015

2. PEP Homepage and Menu

On successful login to the PEP, the homepage appears. It consists of a menu bar, a search field and selection of filters, icon key and details of all practice profiles to which you are assigned. If you are associated with a number of PEPs, all will appear but over a number of pages.

Search field and filters

Key

Placement profiles

Main bar menu:

- Hosts- Click here to switch to the list of placement areas
- Mentor database - Click here to switch to Practice Assessors database
- Change Details (Password) Click here to change your user account password. Please ensure you keep it secure and do not share it with anyone.
- Log out - Click here to log out of PEP and return to the login page
- Help - Click here to email: pepsupport@bournemouth.ac.uk

Search field

This field is used to search for a particular practice profile to which you are assigned.

Key:

-  PEP available to You
-  Someone else is editing PEP, the name and email address of the user will appear in the 'Being edited by' column
-  You are editing PEP. You can either continue working on entering information on PEP or Submit changes to make it available to other people
-  View - if you see this icon you can View the current information in this PEP
-  Edit PEP- you can edit your profile and make changes to its content



Submit changes to your PEP profile- by clicking on this icon you will save and publish changes made to your PEP



Cancel changes to your PEP profile- by clicking on this icon you will cancel all the changes that has been done to your profile

3. Viewing information on PEP

- Log into PEP
- Navigate to your PEP
- Click on the View Icon to go to the placement profile homepage

Practice Environment Name	Being Edited By	View PEP	PEP Edit	Cancel Changes	Submit	Last Update Date
A&E ACUTE LIAISON	Checked out for Audit by Ms Amanda Watson					08/09/2014
A&E DEPARTMENT (PGH)						06/08/2015
A&E YEOVIL PAEDATRICS						06/03/2015

- the placement profile homepage will be displayed

Practice Environment Profile (PEP)

amasio@bournemouth.ac.uk

Hosts Mentor database Help Change Details Log Out

Placement Name UNIVERSITY CARE CENTRE

Current Sequence 43 **Last Updated On** 25/01/2016

Reports Students on Placement General Learning Environment Practice Assessors Capacity Facilities Travel Policies & Procedures

Report Student's Absence Audit Configuration Email Profile Editor Audit Tracking Documents PEP Log PEP Setup

Placement Overview Student Introduction Latest News and Events Contacts

Placement Name: UNIVERSITY CARE CENTRE

Trust or Independent Sector Name: PEP TEST TRUST

Placement Address: University Practice Learning Adviser
Faculty of Health and Social Sciences
Bournemouth University
Bournemouth House (B110)
Christchurch Road

Profile menu bar

Profile Menu

The profile navigations menu provides detailed information about each placement area divided into sections. Key sections of this data will be used to update the student's placement website (POW). Click on any button to navigate through it.

Reports	Provides PEP user with the facility to prepare, print or export reports to MS Word, Excel or PDF on student allocations, placement activity and student evaluations.
Students on Placement	Provides the placement area with a list of students allocated to their placement area
General	Placement overview, audits, capacity, student introduction and contacts
Learning Environment	Student introduction to individual placement areas and student introduction packs.
Practice Assessors	Database of Practice Assessors linked to this placement area
Facilities	Information for students about the Library, Computing and Study Area, Canteen, Changing Facilities, Accommodation etc.
Travel	Directions, Public Transport and Parking
Policies and Procedures	List of Policies and Procedures relevant to Trusts and Bournemouth University
Report Student's Absence	Information about reporting student's absence including contact details of HSS Placement Team.
Audit Configuration	Linking placement areas for audit purpose. Available only to users responsible for auditing multiple placement areas.
Email Profile Editor	Message to person editing the profile
Audit Tracking	List of Audit Actions with facility to mark them as completed
Document	Facility to upload documents and share them with different audiences
PEP Log	List of actions taken on PEP with name of the person and date when they were performed
PEP Setup	Guidance notes for editing PEP

View details of your Practice Environment Profile

Click on any of the options on the profile menu to view particular information on your practice profile.

View students on Placement

- Click on 'Students on the Placement' option on the profile menu
- Enter the dates that you wish to search for students within your placement area
- Click on 'Show Students' button to display a list of the students allocated to your placement area. For a printable copy run a report.

The list of students allocated to your placement area during the period of time indicated by you will be displayed:

Placement Name **UNIVERSITY CARE CENTRE**
 Current Sequence 43 Last Updated On 25/01/2016

Reports | Students on Placement | General | Learning Environment | Practice Assessors | Capacity | Facilities | Travel | Policies & Procedures
 Report Student's Absence | Audit Configuration | Email Profile Editor | Audit Tracking | Documents | PEP Log | PEP Setup

Search for students on placement
 To view the list of students allocated to your placement area please select the relevant date range.

Date From Date To
 Display all students Display only active students

This will provide you with a list of students allocated to the placement area within selected date range.

You will be also provided with student university email address, reference number, cohort (that will indicate which year student is on), programme, branch, academic advisor's name, date range of the placement and number of hour's student is expected to work within the placement:

Student Details

Student Name	Student Ref No	Cohort	Programme	Branch	Academic Advisor	Date from	Date to	Experience (Category)	No of hours	Days
— Mouse, Mickey powsupport@bournemouth.ac.uk	99999901	ARCTEST	Exercise Science	Adult		08/02/2016	14/02/2016	MISC	0.00	

Reports (Allocation, Evaluation and Full PEP Report)

You can also access an allocation report by clicking on the Reports button on the profile navigation menu.

You can run a report for a selected PEP or all the PEPs you are assigned to. To run report for entire trust you need to select option: 'Run report for all user's PEP'.

BU Bournemouth University Practice Environment Profile (PEP) amasio@bournemouth.ac.uk

Hosts | Mentor database | Help | Change Details | Log Out

Placement Name: UNIVERSITY CARE CENTRE
Current Sequence: 45 | Last Updated On: 14/07/2016

Reports | Students on Placement | General | Learning Environment | Practice Assessors | Capacity | Facilities | Travel | Policies & Procedures

Report Student's Absence | Audit Configuration | Email Profile Editor | Audit Tracking | Documents | PEP Log | PEP Setup

Choose Report Source:
 Run report for selected PEP
 Run report for all user's PEPs

To access a PEP Report - Click on the report name. A new window will open and from there you can view the data or choose to export or print it.

General

Full PEP Report	Full PEP Report
NMET Placement Activity	NMET Placement Activity
Students on Host	Report showing all Students on the current Host
Students on Host by Week	Students on Host by Week

Evaluations

Evaluations - Raw Data with Comments	Evaluations - Raw Data with Comments
Evaluations - Raw Data without Comments	Evaluations - Raw Data without Comments
Summary of Host Evaluations - Graph	Summary of Host Evaluations - Graph
Summary of Host Previous Evaluations	Summary of Host Evaluations for Previous Evaluations
Summary of Host Previous Evaluations - Graph	Summary of Host Evaluations with Graphs for Previous Evaluations
Summary of NEW Host Evaluations	Summary of NEW Host Evaluations
Summary of NEW Host Evaluations Chart by Trust	Evaluation Charts by Trust and programme - Run with All Users PEP's option
Summary of Trust Evaluations - Graph	Summary of Trust Evaluations - Graph
Summary of Trust Previous Evaluations - Graph	Summary of Trust Evaluations with Graphs for Previous Evaluations

- Click on Students on Host and a new window will open
- Click on each calendar button to select the date range for your report:

Enter Values

Please enter a date range

Start of Range:	End of Range:
Enter a Value:	Enter a Value:
<input checked="" type="checkbox"/> Include this value <input type="checkbox"/> No lower value	<input checked="" type="checkbox"/> Include this value <input type="checkbox"/> No upper value

OK

The system will compile a list of students on host between the specified dates and provide a report. Report can be printed or exported to preferred format.

Student Name	Student Ref No	Student Email	Cohort	Programme	Branch	Category	Academic Advisor	Date From	Date To	No of Hours	Days of Week
Duck, Donald	99999903	powsupport@bournemouth.ac.uk	ARCTEST	Exerolse Science	N/A	MISC		29/06/2015	06/09/2015	375.00	MTWHFSU
Hank, Moody	99999904	powsupport@bournemouth.ac.uk	ARCTEST	Exerolse Science	N/A	MISC		29/06/2015	06/09/2015	375.00	MTWHFSU
Lightyear, Buzz	111111	powsupport@bournemouth.ac.uk	ARCTEST	Exerolse Science	Adult	MISC		29/06/2015	06/09/2015	375.00	MTWHFSU
Morgan, Dexter	11111101	powsupport@bournemouth.ac.uk	ARCTEST	Exerolse Science	N/A	MISC		29/06/2015	06/09/2015	375.00	MTWHFSU

Please note that the following reports are also available in this tab:

- Full PEP report
- NMET Placement Activity
- Students on Host by Week
- Wide range of evaluation reports

4. Editing Information on PEP

- Log into PEP
- Select from the list a placement area you wish to update and then click on 'Edit PEP' to get editing access to your PEP

Bournemouth University Practice Environment Profile (PEP) amasio@bournemouth.ac.uk

Hosts | Mentor database | Help | Change Details | Log Out

Practice Environment:

Trust:

Hospital:

Status: Active De-Active Archived All

Current Edit Status: All Being Edited By You Being Edited By Someone Else Not Being Edited

Number of hosts: 1

Practice Environment Name	Being Edited By	View PEP	PEP Edit	Cancel Changes	Submit	Last Update Date
UNIVERSITY CARE CENTRE						25/01/2016

Legend: Available, You are editing, Checked out by someone else

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It will take you to the placement profile homepage:

Hosts | Mentor database | Help | Change Details | Log Out

Host edit started successfully

Placement Name: UNIVERSITY CARE CENTRE
New Sequence: 44 | Last Updated On: 25/01/2016

Reports | Students on Placement | General | Learning Environment | Practice Assessors | Capacity | Facilities | Travel | Policies & Procedures
Report Student's Absence | Audit Configuration | Email Profile Editor | Audit Tracking | Documents | PEP Log | PEP Setup

Save Changes | Changes made | Submit Changes

Placement Overview | Student Introduction | Latest News and Events | Contacts

Placement Name: UNIVERSITY CARE CENTRE
Trust or Independent Sector Name: PEP TEST TRUST
Placement Address: University Practice Learning Adviser
Faculty of Health and Social Sciences
Bournemouth University
Bournemouth House (B110)
Christchurch Road
Postcode: BH1 3LH
Placement Telephone Number: 01202 967284
Fax:
Email: amasio@bournemouth.ac.uk
Website address:
Click on the 'Contacts' tab above for detailed contact information.

- Navigate to the tab you wish to update
- Please be aware that the system doesn't always recognise that you have made changes if you are copy and pasting from another document. To rectify this please put in a space at the end of the changes
- Make the changes you require on this page and then press 'Save Changes'
- When you have finished editing the pages click on 'Submit Changes' to make sure your changes are published to the audience

Session Time Out

Please remember that the website has a timeout setting. If there is inactivity for 10 minutes you will automatically be logged out and will have to start again. Therefore, whilst editing your PEP, make sure you regularly save the information so you do not lose any data.

Accuracy of Information

Please ensure that all your PEP data is double checked prior to publishing for accuracy, language use and legibility to ensure it meets with organisational and professional standards of documentation.

Sections updated by Bournemouth University

Following information could be updated **only** by Bournemouth University.

- Placement Name
- Trust or Independent Sector Name
- Placement Address
- Post Code
- Placement Telephone Number
- Fax
- Email
- Web Site Address
- Capacity Overview
- Contacts

Please email: pepsupport@bournemouth.ac.uk if any of this information requires updating.

Uploading documents

There is a facility to upload documents into PEP. In order to do this you need to click on PEP Edit then on Documents Tab.

The screenshot shows the Bournemouth University Practice Environment Profile (PEP) interface. At the top left is the BU logo and 'Bournemouth University'. To its right is 'Practice Environment Profile (PEP)'. On the far right, there is a user profile for 'amasio@bournemouth.ac.uk' and a navigation menu with buttons for 'Hosts', 'Mentor database', 'Help', 'Change Details', and 'Log Out'. Below this is a header section for 'UNIVERSITY CARE CENTRE' with 'New Sequence' 44 and 'Last Updated On' 25/01/2016. A series of tabs are visible, with 'Documents' circled in pink. Below the tabs is a light blue instruction bar: 'To access a PEP document - Click on the document name. The document will then open in the default application.' The main content area is titled 'Documents' and features an 'Add Document' button circled in pink. A checkbox for 'Show expired documents' is present. Below is a table with columns: Document Name, View Audience, Update Audience, Delete Audience, Review Date, Auto Hide, Update, and Remove. One document is listed: 'lansdowne-map.pdf' with a view audience of Student and Tutor, and a delete audience of Tutor, Admin, and Facilitator.

Document Name	View Audience	Update Audience	Delete Audience	Review Date	Auto Hide	Update	Remove
lansdowne-map.pdf	<ul style="list-style-type: none">• Student• Tutor		<ul style="list-style-type: none">• Tutor• Admin• Facilitator		No		<input type="button" value="Remove"/>

Then click on Add Document button, browse for file you wish to upload, type in description of the file, review date, select the audience that will be able to access and manage document and then click the 'Upload' button.

Reports	Students on Placement	General	Learning Environment	Practice Assessors	Capacity	Facilities	Travel	Policies & Procedures
Report Student's Absence	Audit Configuration	Email Profile Editor	Audit Tracking	Documents	PEP Log	PEP Setup		

To access a PEP document - Click on the document name. The document will then open in the default application.

Documents

Add Document

Browse... Supported File Types

Description:

Review Date:

View Audience: Student Tutor Admin Facilitator

Update Audience: Student Tutor Admin Facilitator

Delete Audience: Student Tutor Admin Facilitator

Hide from audience on review date:

Upload

Maximum file size allowed: 20MB

Show expired documents

Document Name	View Audience	Update Audience	Delete Audience	Review Date	Auto Hide	Update	Remove
lansdowne-map.pdf	<ul style="list-style-type: none"> Student Tutor 		<ul style="list-style-type: none"> Tutor Admin Facilitator 		No		Remove

New document will be added in the table below. When you submit changes to your PEP selected audience will be able to view the document.

5. Help

Contact

If you have any PEP related queries or require support please email: pepsupport@bournemouth.ac.uk.

Lost/forgotten user name/password

Your user name is your email address. If you have lost or forgotten your password please go to the PEP login page: <https://barc.bournemouth.ac.uk/pep> and click on: 'If you have forgotten your password CLICK HERE'. Your password will be emailed to you.

If you continue to have problems, please email: pepsupport@bournemouth.ac.uk

Username:

Password:

If you have forgotten your password, please click [HERE](#) to be sent an e-mail reminder.

How to change your password?

When you log onto your PEP there is a toolbar at the top of the page. Please select: 'Change Details' option and follow instructions:

BU Bournemouth University Practice Environment Profile (PEP) amasio@bournemouth.ac.uk

[Hosts](#) [Mentor database](#) [Help](#) [Change Details](#) [Log Out](#)

Change Details

This page allows you to update your password information.

Please enter your current password, followed by the new password you want to use, and a confirmation of that new password.

Current password

New password

Confirm new password

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Checking for updates

The PEP should be monitored regularly as allocations are normally released 6 weeks prior to the commencement of the placement. This information may change. If there are any last minute changes to the list of students allocated to your placement area you will be contacted by the Placement Support Officer.

Updating PEP

It is essential that your PEP is checked for accuracy every 6 months and/or if the placement area significantly changes. Please remember that students will be relying on the information you provide being as up to date and accurate as possible. Most of the information you provide will be shared with students via the ARC POW system, so you need to consider how the information you input will appear to students.

There are two levels of user access permissions: view only and edit rights.

If you do not have edit rights, please make sure that you know who in your Trust is responsible for updating the PEP and keep them updated if any changes to your placement area occur.

Placement areas are responsible for making sure that all the contact details are up to date. If there are any changes to your contact details within your placement area please email: pepsupport@bournemouth.ac.uk so we can update it in our database and in PEP.

Session Time Out

Online PEP sessions are limited to 10 minutes and therefore you need to save your work regularly.

Printing Out from PEP

As with any internet page you can print using the normal print command, but this may cause some of the information to be cut off. If you require information for printing use the reports facility instead.

Feedback and Comments

The HSC Placements Support Team will appreciate your feedback and comments. If you have any ideas that may improve PEP please contact us for discussion.