



# **Audit Tool User Guide**

**June 2013**

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# 1. What are 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 the following ARC modules:

- **ARC core application – enables the HSC 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 allocation
  - 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**

## 2. Audit Tool User Account and Logging in

Access to the Audit Tool requires a username and password. These are exactly the same as your PEP login and password. If you require access please email PEP Support on [pepsupport@bournemouth.ac.uk](mailto:pepsupport@bournemouth.ac.uk). Your user name and password will be emailed to you.

### Logging in

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

BU Bournemouth University Placement Area Audit Tool

Username:

Password:

Log On

When you successfully login to the Audit Tool, the homepage will appear.

amasio@bournemouth.ac.uk

Audit check-out undone successfully. [X]

Home Audit Log Log Out

Refine your Search

Host Name:  Search

✓ Available  
🔒 You are auditing  
🔒 Checked out by someone else or in the PEP

Number of hosts: 977

	Practice Environment Name	Checked Out For Audit To	View	Start Audit	Undo Audit	Check In	Last Checked In
✓	193 ST ANDREWS ROAD						
✓	A&E DEPARTMENT (PGH)						

### 3. How to audit placement area – a step by step guide

1. Search for the placement area you wish to audit:

amasio@bournemouth.ac.uk

**BU** Bournemouth University Placement Area Audit Tool

Home Audit Log Log Out

Refine your Search

Host Name:

Available  
You are auditing  
Checked out by someone else or in the PEP

Number of hosts: 977

	Practice Environment Name	Checked Out For Audit To	View	Start Audit	Undo Audit	Check In	Last Checked In
✓	193 ST ANDREWS ROAD						
✓	A&E DEPARTMENT (PGH)						

2. Click on start audit icon (you can also view the audit by clicking on the view symbol)

	Practice Environment Name	Checked Out For Audit To	View	Start Audit	Undo Audit	Check In	Last Checked In
✓	193 ST ANDREWS ROAD						
✓	A&E DEPARTMENT (PGH)						

3. Standards

To review standards you need to edit them first. Click on 'Edit' and then you should be able to update the standards section.

Standard 1: Student support, progression and achievement			
	Criteria	Suggested Sources of Evidence	Recorded Evidence
1.1	A suitably qualified Practice Assessor (and associate where necessary) is allocated prior to the placement commencing	<ul style="list-style-type: none"> <li>Noted in diary/off duty</li> <li>Clear system in place for allocating Practice Assessor</li> </ul>	
			Level Met:
Action Review Date	Action	Responsibility	
Criteria	Suggested Sources of Evidence	Recorded Evidence	

To save all the changes you need to click 'Update'

Standard 1: Student support, progression and achievement			
	Criteria	Suggested Sources of Evidence	Recorded Evidence
1.1	A suitably qualified Practice Assessor (and associate where necessary) is allocated prior to the placement commencing	<ul style="list-style-type: none"> <li>Noted in diary/off duty</li> <li>Clear system in place for allocating Practice Assessor</li> </ul>	
			Level Met: <input type="text"/>
Action Review Date	Action	Responsibility	

Please note: If applicable you can copy and paste Suggested Sources of Evidence to Recorded Evidence section.

4. Linking placement areas - please contact Agi Masio at [amasio@bournemouth.ac.uk](mailto:amasio@bournemouth.ac.uk) if you wish to link some placement areas. Linking placement areas will enable you to copy content of the standards tab between placement areas.

Details	Standards	Mentors	Capacity	Declarations
Standards	Copy Standards	Action Plan		
<b>Copy Standards</b>				
PEP TEST NURSERY is the only host in this record.				

5. Action Plan - all the actions will be listed in this section as an action plan.

Details Standards Mentors Capacity Declarations

Standards Copy Standards Action Plan

### Action Plan

This section lists the outstanding actions for all hosts within this group.

There are currently no actions.

6. Mentors - If you have Practice Assessor database on PEP Practice Assessors, details will be displayed in this section.

PEP TEST NURSERY

Live Sequence: 3

Details Standards Mentors Capacity Declarations

**Has the Mentor register been reviewed:**

**Date of Review:**

**Are there sufficient live mentors to support the stated student capacity?**

**Please state how many sign off mentors are on the register:** 0

Mentor's Name	Job Title	Date of Most Recent Update	Status	Sign Off	Host Name

7. Capacity - In this section you can confirm the placement capacity. Please note that you will not be able to save changes to this section unless all the fields are filled in. It doesn't mean that you have to type in the number in every single field on that page - you can use 'set blanks to zero' option.

Details Standards Mentors Capacity Declarations

### Capacity

This section allows you to view and edit the host capacities at the time of audit.

Student - Type	Max No. Regular Basis	YR 1	YR 2	YR 3	Comments
Adult	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Child Health	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Physiotherapy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Social Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

8. Declarations - you will be able to either complete this section as Practice/Placement representative or Educational Representative. Complete the Yes/No section and click 'save Declarations' then either the University or Placement Representative complete their declarations and the audit will be ready to check in.

Details	Standards	Mentors	Capacity	Declarations
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### Declarations

This section allows you to sign off this audit.

1. Practice placement representative (Placement link or in the event of changes to student capacity declaration needs to be agreed by Educational Link for the organisation)	Yes	No
I confirm that the practice placement area meets the required standards	<input type="radio"/>	<input type="radio"/>
I agree with the action plan(s) identified	<input type="radio"/>	<input type="radio"/>
Name: <input type="text"/>	Time: <input type="text"/>	Date: <input type="text"/>

  

2. Educational representative (University Practice Learning Adviser / Practice Educator)	Yes	No
I confirm that the practice placement area meets the required standards	<input type="radio"/>	<input type="radio"/>
I agree with the action plan(s) identified	<input type="radio"/>	<input type="radio"/>
Name: <input type="text"/>	Time: <input type="text"/>	Date: <input type="text"/>

## 4. Reports

At the moment reports are not available, but the following reports have been requested and will be added to the system in the near future:

- Report showing audit dates
- Report showing hosts that are currently checked out
- Report showing capacity numbers by host
- Report showing action plans
- Report showing who signed off declarations

## 5. Help

### Contact

If you have any PEP related queries or require support please email: [pepsupport@bournemouth.ac.uk](mailto: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 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](mailto:pepsupport@bournemouth.ac.uk)



The School of Health & Social Care  
Practice Environment Profile on line

Please enter your email address associated with your account on ARC.

Request

Cancel

After pressing the request button, the system will email your account username and password to the email address you typed in.

## Feedback and Comments

The HSC Placements Support Team will appreciate your feedback and comments. If you have any ideas that may improve the PEP system & the Audit Tool please contact us at [pepsupport@bournemouth.ac.uk](mailto:pepsupport@bournemouth.ac.uk)