



# **Placements on the Web (POW) User Guide for Students**

**October 2020**

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# 1. What is ARC POW?

ARC POW (Placements on the Web) is an online application that provides students with:

- A record of placements over the course of the programme
- Information about each individual placement area (location, type of service, shift patterns, directions to placement, uniform requirements, accommodation, recommended pre- reading material etc.)
- Record of 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 HSS Placement Team and will be emailed to you before your first placement. If you need a reminder of your details or you did not receive a POW welcome email, please email [hssplacements@bournemouth.ac.uk](mailto:hssplacements@bournemouth.ac.uk).

**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 here: <https://barc.bournemouth.ac.uk/pow>.

The HSS Placements website also includes a link to POW:

<https://www.bournemouth.ac.uk/about/our-faculties/faculty-health-social-sciences/placements/arc-pow>



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 profile. This is the responsibility of individual placement providers. Although Bournemouth University makes every effort to publish current and accurate information about student placements, it reserves the right to amend information without notice.

Please contact [hssplacements@bournemouth.ac.uk](mailto:hssplacements@bournemouth.ac.uk) with any queries regarding the content of this website.

Username:

Password:

Log On

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

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

**When you log in for the first time, we recommend that you change your password for security reasons.**

### 3. POW Homepage and Menus

On the POW homepage you will see your student details. Please review the information displayed and if any of your personal details are incorrect, please update them through the myHub portal and notify the HSS Placement Team: [hssplacements@bournemouth.ac.uk](mailto:hssplacements@bournemouth.ac.uk).

The screenshot shows the POW homepage for a student named Mickey Mouse. At the top left is the Bournemouth University logo. At the top right, the user's name 'Mouse, Mickey' is displayed next to a profile icon. Below the logo and name are four navigation buttons: 'Home', 'Change My Details', 'Help', and 'Log Out'. The main content area features a header with 'Student Name' (Mouse, Mickey) and 'Intake' (PHYSIOTHERAPY 2020). Below this is a row of four tabs: 'Student Details', 'Allocations', 'Sickness and Absence', and 'Mandatory Sessions'. The 'Student Details' tab is active, showing a greeting 'Hi Mickey' and a welcome message. The message asks the user to verify their details and provides contact information for the Placement Administrator at [hssplacements@bournemouth.ac.uk](mailto:hssplacements@bournemouth.ac.uk). Below the message is a section titled 'Main Student Details' with the following information: Surname: Mouse, Forename: Mickey, Title: (blank), Sex: Male, Date of Birth: 20/03/2010.

### 4. Allocations

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

Student Name Mouse, Mickey Intake PHYSIOTHERAPY 2020

Student Details **Allocations** Sickness and Absence Mandatory Sessions

[Click here to view running total of all allocation hours](#) Allocation Colour Key

Why can I not see my next practice experience ???

**Please note:** Students must contact the placement area 4 weeks prior to the start of the placement. Email addresses are not to be used for making initial contact with placement areas.

**When your placement has finished, please complete the evaluation to access your Timesheets.**

**Due to placement capacity students must only attend placement during their allocated placement dates. If any alteration to these dates are required please contact your Placement Support Officer.**

Please click on binoculars for more details.

|  | Date From  | Date To    | Description                         | Category        | Target Hrs | Achieved Hrs | Hrs Special | Hrs Sick | Days of Week |
|--|------------|------------|-------------------------------------|-----------------|------------|--------------|-------------|----------|--------------|
|  | 21/09/2020 | 11/10/2020 | UNIVERSITY CARE CENTRE              | CRITICAL CARE   | 112.3      | 0            | 0           | 0        | MTWHFSU      |
|  | 22/06/2020 | 28/06/2020 | COVID - MSK - THEORETICAL PLACEMENT | MSK THEORETICAL | 37.3       | 37.3         | 0           | 0        | MTWHFSU      |
|  | 26/08/2019 | 20/10/2019 | UNIVERSITY CARE CENTRE              | MISC            | 300        | 0            | 0           | 0        | MTWHFSU      |

To view further information about your placement area, please click on the binocular symbol.

Information about UNIVERSITY CARE CENTRE

[Click here to access TMS](#)

If you click on the TMS button and nothing happens please enable pop-ups on your device!

[Main Details](#)
[Contacts](#)
[Student Introduction](#)
[Learning Environment](#)
[Facilities & Travel](#)
[Useful Procedures](#)
[Documents](#)

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Placement Name: UNIVERSITY CARE CENTRE  
 Trust or Independent Sector Name: PEP TEST TRUST

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Placement address: University Practice Learning Adviser  
 Faculty of Health and Social Sciences  
 Bournemouth University  
 Bournemouth House (B110)  
 Christchurch Road  
 Bournemouth  
 Postcode: BH1 3LH [Click here to see map](#)

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Placement Type

Placement Speciality: A community hospital undertaking minor surgery, physiotherapy, occupational therapy and dietetics. The University Care Centre provides day surgery and minor surgery aswell as an outpatient facility for follow up which also includes physiotherapy, occupational therapy and dietetic services.

Details of Client/ Patient/ Service User: Our client group encompasses children to older people. Primarily we focus upon needs relating to ophthalmology, minor orthopaedic surgery, women's health.

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.

|                     |   |
|---------------------|---|
| <b>Main Details</b> | Placement overview, address, working patterns and dress code.                             |
| <b>Contacts</b>     | Placement contacts, UPLA link and a separate tab for OT, Physio and Social Work students. |

|                                |   |
|--------------------------------|---|
| <b>Student Introduction</b>    | Background to the trust and what services they provide  |
| <b>Learning Environment</b>    | Student introduction to the placement area  |
| <b>Facilities &amp; Travel</b> | Information on facilities available at placement (Library, Computing and Study Area, Canteen, Changing Facilities, Accommodation etc.)<br>Travel and public transport information |
| <b>Useful Procedures</b>       | List of Policies and Procedures relevant to trusts and Bournemouth University   |
| <b>Documents</b>               | Placement information   |
| <b>View Evaluation</b>         | Evaluation form completed by student after finishing placement  |

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

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## 5. Sickness and Absence

Click on 'Sickness and Absence' to show a detailed history of your absences throughout your placements.

|              |               |        |                    |
|--------------|---------------|--------|--------------------|
| Student Name | Mouse, Mickey | Intake | PHYSIOTHERAPY 2020 |
|--------------|---------------|--------|--------------------|

|                 |             |                      |                    |
|-----------------|-------------|----------------------|--------------------|
| Student Details | Allocations | Sickness and Absence | Mandatory Sessions |
|-----------------|-------------|----------------------|--------------------|

Please be aware that this page only shows reported sickness and absence incidents but not hours missed due to not meeting placement requirements (e.g. shift patterns).

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 01202965000 or email [hssplacements@bournemouth.ac.uk](mailto:hssplacements@bournemouth.ac.uk)

| Dates                    | Allocation Description | Category | Absence Type               | Sick Details        |
|--------------------------|------------------------|----------|----------------------------|---------------------|
| 25/09/2017 to 25/09/2017 | UNIVERSITY CARE CENTRE | MISC     | Absence - Family Emergency | Days: 1<br>Hrs: 7.3 |
| 05/09/2017 to 05/09/2017 | UNIVERSITY CARE CENTRE | MISC     | Absence - See Comments     | Days: 1<br>Hrs: 8.3 |
| 31/01/2015 to 01/02/2015 | UNIVERSITY CARE CENTRE | A&E      | Absence - Approved by AA   | Days: 2<br>Hrs: 15  |
| 29/01/2015 to 29/01/2015 | UNIVERSITY CARE CENTRE | A&E      | Absence - Approved by AA   | Days: 1<br>Hrs: 7.3 |

A summary of attendance for all of your placements is also accessible from the Allocations tab.

Student Details **Allocations** Sickness and Absence Mandatory Sessions

[Click here to view running total of all allocation hours](#)

[Why can I not see my next practice experience ???](#)

**Please note:** Students must contact the placement area 4 weeks prior to the start of the placement. Email addresses are not to be used for making initial contact with placement areas.

**When your placement has finished, please complete the evaluation to access your Timesheets.**

Due to placement capacity students must only attend placement during their allocated placement dates. If any alteration to these dates are required please contact your Placement Support Officer.

Please click on binoculars for more details.

Allocation Colour Key

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Running Total of Allocation Hours

All hours missed from placement need to be made up. These shifts need to be recorded on a Made Up Hours form and submitted to the Placements Team so that your record can be updated.

| Summary of Attendance |         |
|-----------------------|---------|
| Targeted hours:       | 3900    |
| Achieved hours:       | 2919.45 |
| Outstanding hours:    | 50.3    |

Please note that the system assumes that you have completed all allocated hours unless we have been notified. If this is not correct please contact us at: [hssplacements@bournemouth.ac.uk](mailto:hssplacements@bournemouth.ac.uk)

OK

Please ensure all sickness and absences are reported by either calling the 24 hour automated sickness line at 01202 965000 or email [hssplacements@bournemouth.ac.uk](mailto:hssplacements@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 placement host – it will be displayed as ACCESS DENIED.

If your placement allocation has been split by study days or annual leave then it will appear as two separate placements – you will only need to complete one evaluation for the second placement in this instance.

### 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 placement allocation.

The evaluation will be available to complete the day after you complete your placement.

|            |            |   |                                       |         |       |       |   |          |          |
|------------|------------|---|---------------------------------------|---------|-------|-------|---|----------|----------|
| 14/01/2013 | 10/02/2013 | To see this placement you need to evaluate your previous placements | MEDICAL                               | 150     | 150   | 0     | 0 | MTW HFSU |          |
|            | 10/12/2012 | 13/01/2013  | Click here to evaluate this placement | A&E     | 187.3 | 180   | 0 | 7.3      | MTW HFSU |
|            | 10/09/2012 | 09/12/2012  | PEP TEST WARD                         | MEDICAL | 487.3 | 487.3 | 0 | 0        | MTW HFSU |
|            | 03/09/2012 | 09/09/2012  | UNIVERSITY CARE CENTRE                | A&E     | 37.3  | 0     | 0 | 0        | MTW HFSU |
|            | 06/08/2012 | 02/09/2012  | UNIVERSITY CARE CENTRE                | A&E     | 150   | 150   | 0 | 0        | MTW HFSU |
|            | 08/08/2011 | 14/08/2011  | UNIVERSITY CARE CENTRE                | A&E     | 37.3  | 0     | 0 | 0        | MTW HFSU |

## 6. Log Out

To log out please click the Log out button on the POW main menu:

**BU Bournemouth University** Mouse, Mickey

Home Change My Details Help **Log Out**

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Student Name: Mouse, Mickey Intake: PHYSIOTHERAPY 2020

Student Details **Allocations** Sickness and Absence Mandatory Sessions

## 7. Help and Support

### Lost/forgotten user name and/or 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: [hssplacements@bournemouth.ac.uk](mailto:hssplacements@bournemouth.ac.uk)



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Password:

Log On

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

### Contact

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