



**Bournemouth
University**

Placements on the Web (POW) User Guide for Academics

July 2013

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1. What is ARC?

The School of Health and Social Care has implemented a new placement management system called ARC. The system consists of three modules:

- ARC Core Application - this module is currently being used by the Placement Team to upload the students' placements, record students' sickness/absence and record their made up time. Information on all the placement areas is maintained in this application.
- ARC PEP (Practice Environment Profile) - this is an online application which is used by the placement areas to find out their student allocations. This module allows placement areas to share information with students (Contact Details, Learning Environment, Facilities available on Site, Travel Directions, Policies and Procedures, Shift patterns etc.) and also notify the placement team about student's absence. In the future, audits and student evaluation will be embedded into PEP.
- ARC POW (Placements on the Web) - this is the online application for the students where they will need to log in to find their placement allocations, view their attendance record, evaluate placement areas etc. Some of the information from the PEP is displayed in POW to give the students more details regarding their placement areas before they start their placement.

Academics will also have access to the ARC POW application. It will give you access to students' contact details, their allocations, attendance record etc.

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 Placements Team. If you require access please email POW Support on powsupport@bournemouth.ac.uk. Your user name and password will be emailed to you.

2.2 Logging in

Please ensure Pop-up blockers are switched off.

You can access POW directly at: <https://barc.bournemouth.ac.uk/pow>.

You can find links to POW login page also at www.bournemouth.ac.uk/pow .

Login Name If you have forgotten your password, [CLICK HERE](#)

Password

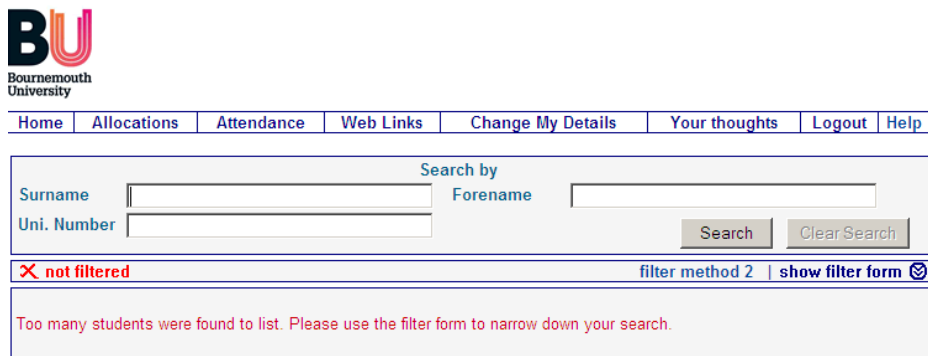
designed by  technology ltd.

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

Please note: When you log in for the first time, change your password for security reasons.

3. POW Homepage and Filters

On successful login to the POW, the homepage appears.



The screenshot shows the BU Bournemouth University logo at the top left. Below it is a navigation menu with links: Home, Allocations, Attendance, Web Links, Change My Details, Your thoughts, Logout, and Help. The main search area contains three input fields: Surname, Forename, and Uni. Number. There are 'Search' and 'Clear Search' buttons. Below the search fields, a red message states 'not filtered' and 'filter method 2 | show filter form'. A larger box below contains the text: 'Too many students were found to list. Please use the filter form to narrow down your search.'

The system provides you with a search tool and a selection of filters.

You can search HSC students by:

- Name
- Forename
- University Number

In order to search for students please type either name, forename or university number in the relevant box in the search section and click on Search button.


To use filter, please click on 'show filter form' option, as seen below:

Search by

Surname Forename

Uni. Number

Search Clear Search

✗ not filtered filter method 2 **show filter form** 

Too many students were found to list. Please use the filter form to narrow down your search.


All filter options will be displayed:

Search by

Surname Forename

Uni. Number

Search Clear Search

✗ not filtered filter method 2 | **hide filter form** 

Intake Branch Site

Add to Selection Add to Selection Add to Selection

Remove from Selection Remove from Selection Remove from Selection

Group Students with Placement Absence

Students with Academic Absence

Show 150 Students

Run Filter Clear Filter

Too many students were found to list. Please use the filter form to narrow down your search.

You can filter students by:

- Intake
- Branch
- Site
- Group
- Students with Placement Absence

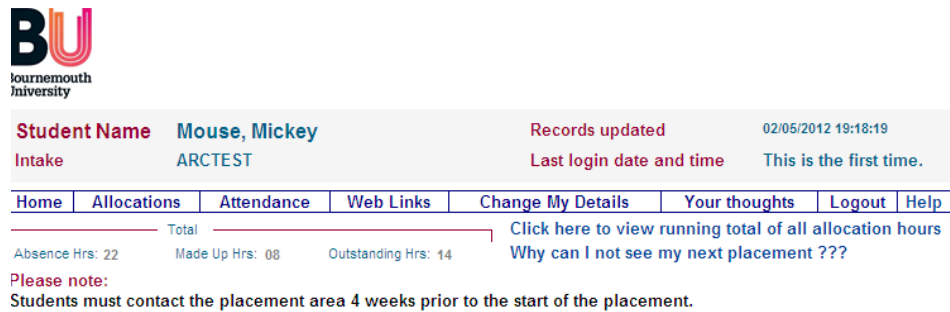
You can also use a selection of filters at the same time.

Please note: Filter 'Students with Academic Absence' is not available at the moment.

4. Allocations

Using search tool or filters, select student that you wish to check allocation details.

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




BU
Bournemouth University

Student Name Mouse, Mickey **Records updated** 02/05/2012 19:18:19
Intake ARCTEST **Last login date and time** This is the first time.

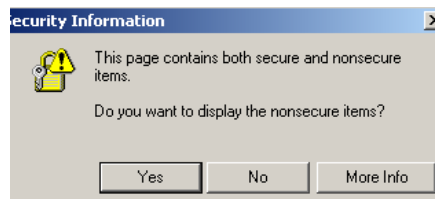
[Home](#) [Allocations](#) [Attendance](#) [Web Links](#) [Change My Details](#) [Your thoughts](#) [Logout](#) [Help](#)

Total [Click here to view running total of all allocation hours](#)
 Absence Hrs: 22 Made Up Hrs: 08 Outstanding Hrs: 14 [Why can I not see my next placement ???](#)

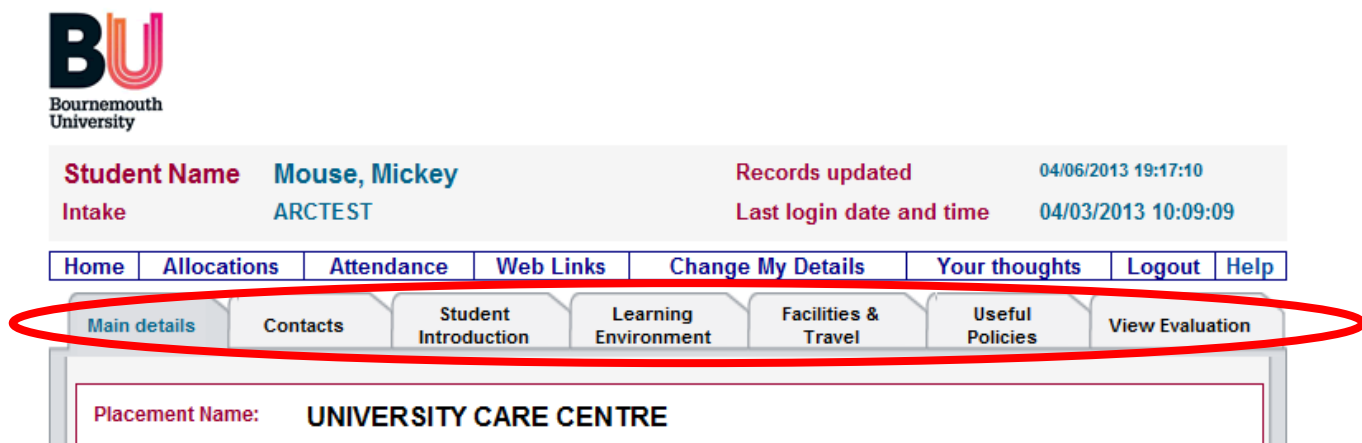
Please note:
 Students must contact the placement area 4 weeks prior to the start of the placement.

	Date From	Date To	Description	Category	Target Hrs	Achieved Hrs	Hrs Special Leave	Hrs Sick
	02/05/2011	12/06/2011	PEP TEST WARD	Not found	225.00	202.30	0.00	22.30
	08/08/2011	25/12/2011	THEORY	THEORY	750.00	750.00	0.00	0.00
	05/03/2012	11/03/2012	Annual Leave		37.30	37.30	0.00	0.00
	08/03/2012	08/03/2012	PEP TEST WARD	Not found	N/A	N/A	N/A	N/A
	12/03/2012	25/03/2012	TBA - Host	WHEELCHAIR SERVICES	75.00	75.00	0.00	0.00

To see placement area details click on the binoculars symbol. You will be prompted with the following message:



Click 'Yes' and the following screen will appear:



BU
Bournemouth University

Student Name Mouse, Mickey **Records updated** 04/06/2013 19:17:10
Intake ARCTEST **Last login date and time** 04/03/2013 10:09:09

[Home](#) [Allocations](#) [Attendance](#) [Web Links](#) [Change My Details](#) [Your thoughts](#) [Logout](#) [Help](#)

[Main details](#) [Contacts](#) [Student Introduction](#) [Learning Environment](#) [Facilities & Travel](#) [Useful Policies](#) [View Evaluation](#)

Placement Name: UNIVERSITY CARE CENTRE

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.

Main Details	Placement overview, links to Goole maps and Transport Direct application, student introduction and contacts
Contacts	Placement contacts, university contacts and separate tab with contacts for OT, Physio and Social Work students.
Learning Environment	Student introduction to individual placement area and student introduction packs.
Facilities & Travel	Information about the Library, Computing and Study Area, Canteen, Changing Facilities, Accommodation etc Directions, Public Transport and Parking
Policies and Procedures	List of Policies and Procedures relevant to trusts and Bournemouth University
View Evaluation	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.

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). 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.

5. Attendance

Using filters select the student that you wish to check attendance record. Click on 'Attendance' to get a detailed history of students' absences, made up hours and hours still outstanding as shown in the example below.

Student Name	Mouse, Mickey	Records updated	02/05/2012 19:18:19
Intake	ARCTEST	Last login date and time	This is the first time.

Home	Allocations	Attendance	Web Links	Change My Details	Your thoughts	Logout	Help
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Total
Absence Hrs: 22 Made Up Hrs: 08 Outstanding Hrs: 14 [Click here to view summary of Absence and Made Up Time](#)

	Dates	Allocation Description	Category	Absence Type	Sick Details
?	02/05/2011 to 04/05/2011	PEP TEST WARD		Absence - Extreme Weather	Days: 3 Hrs Sick: 22.3

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 follow.

To report sickness or absence please ring the 24 hour automated sickness line at 01202965000 or email hscplacements@bournemouth.ac.uk

Student Name	Mouse, Mickey	Records updated	02/05/2012 19:18:19
Intake	ARCTEST	Last login date and time	This is the first time.

Home	Allocations	Attendance	Web Links	Change My Details	Your thoughts	Logout	Help
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This page provides a summary of all absence hours. Students are only required to make up outstanding placement absence hours.

Summary of Attendance

Required:	1050.00
Completed:	1035.20
Absence:	22.30
Special Leave:	0.00
Made Up:	7.50
Outstanding:	14.40

At any time you can check the number of hours that are recorded for practice experience (including made up time). Where the student has 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 students 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. 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

If you have lost or forgotten your password please go to 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

Login Name

[If you have forgotten your password, CLICK HERE](#)

Password

Contact

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

Feedback and Comments

HSC Placements 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