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.

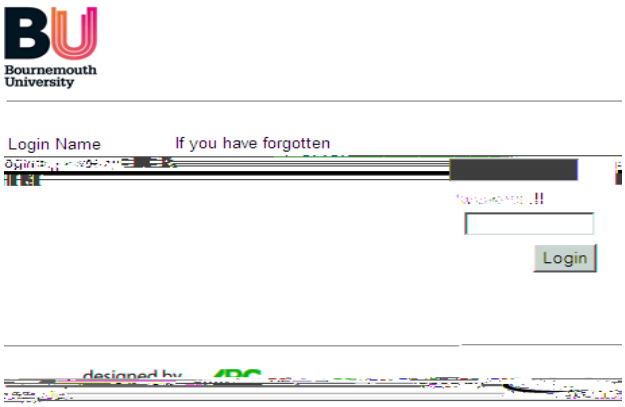
2. POW User Account and Logging in

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 .

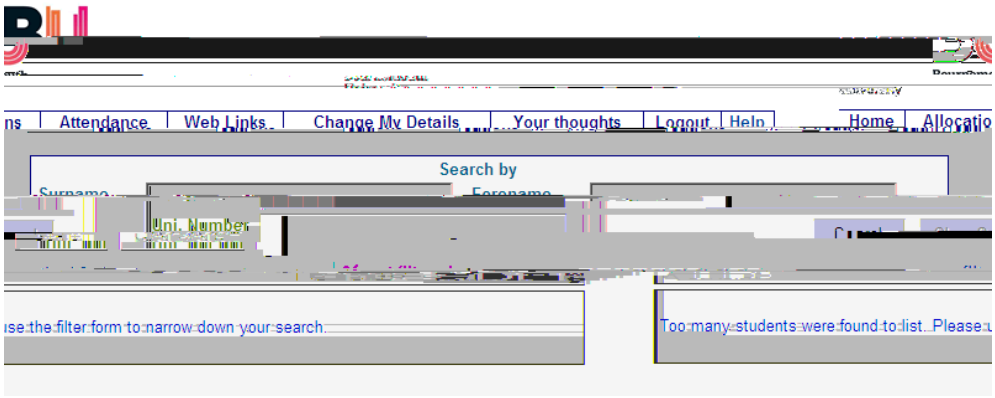


Enter your login details as provided above. When you successfully login to POW, the homepage will appear.

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.



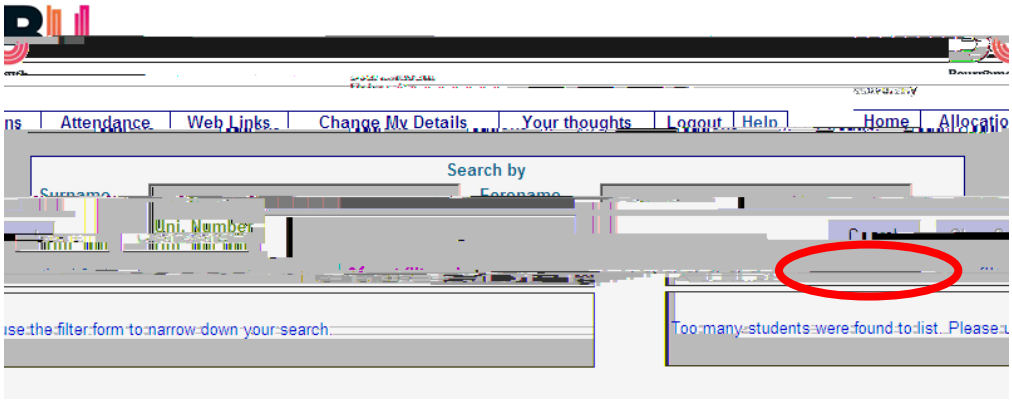
The system provides you with a search tool and a selection of filters.

You can search HSC students by:

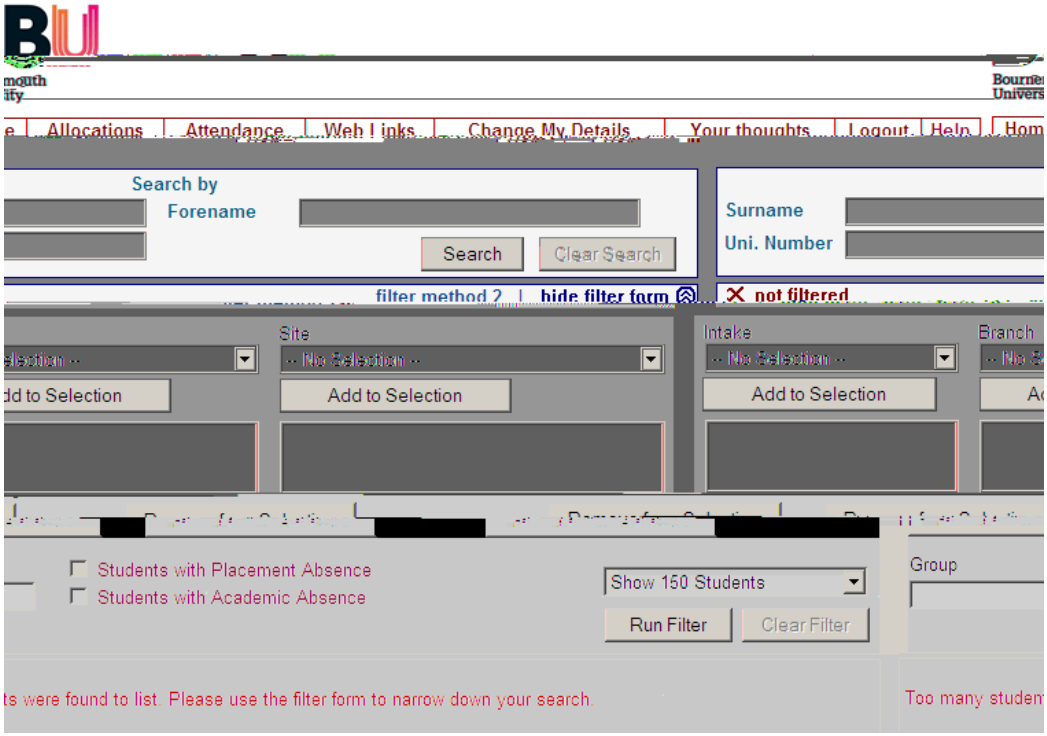
- Name
- Forename
- University Number

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:



All filter options will be displayed:



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.

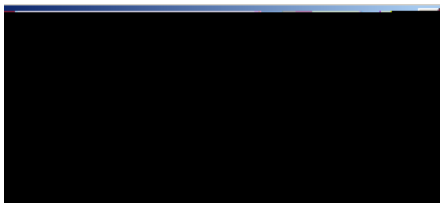
Please note: Filte
the moment.

4. Allocations

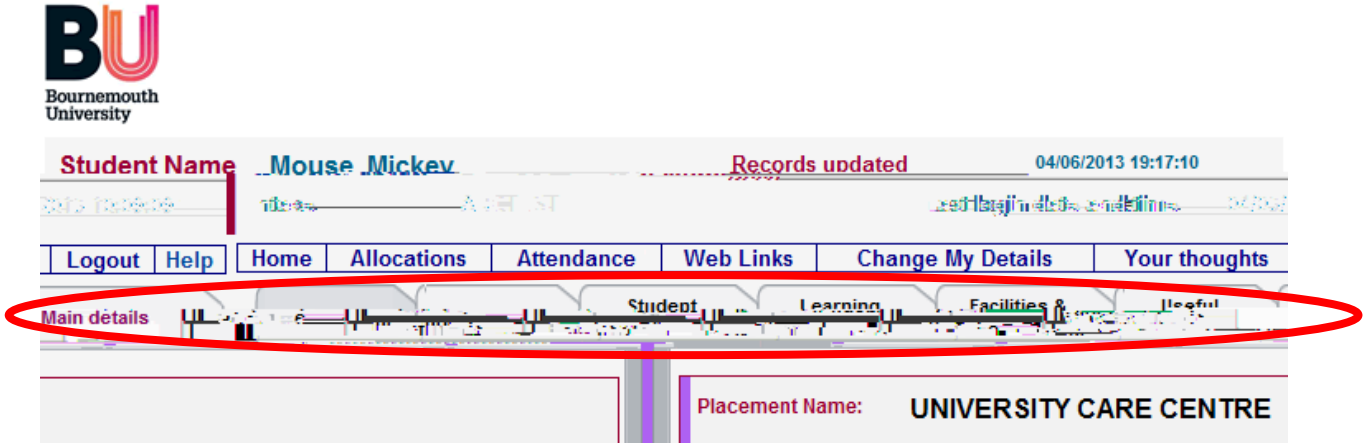
Using search tool or filters, select student that you wish to check allocation details.

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.

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:



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

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