



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

August 2016

## Content

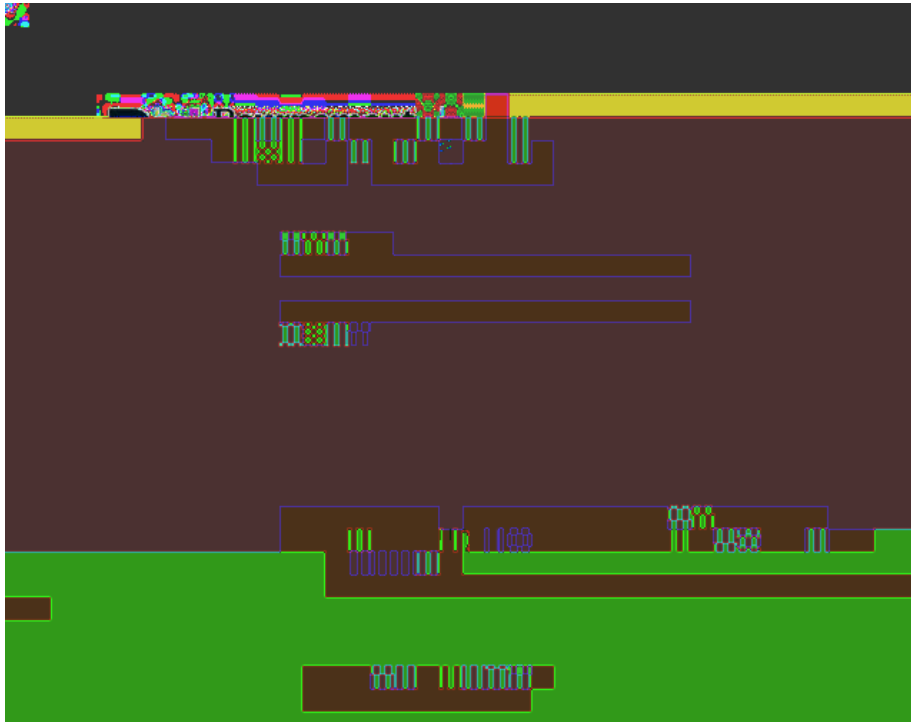
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# 1. Introduction

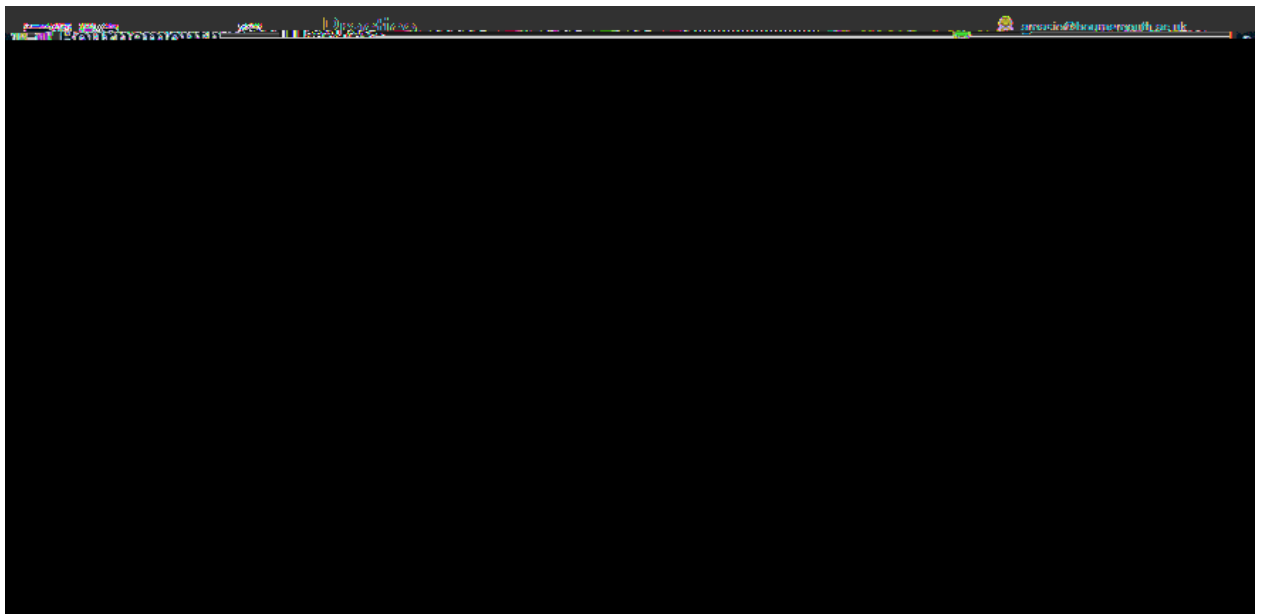
## What ARC, PEP, POW and Audit Too I?

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 HS S Placement s 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
  - and updatet

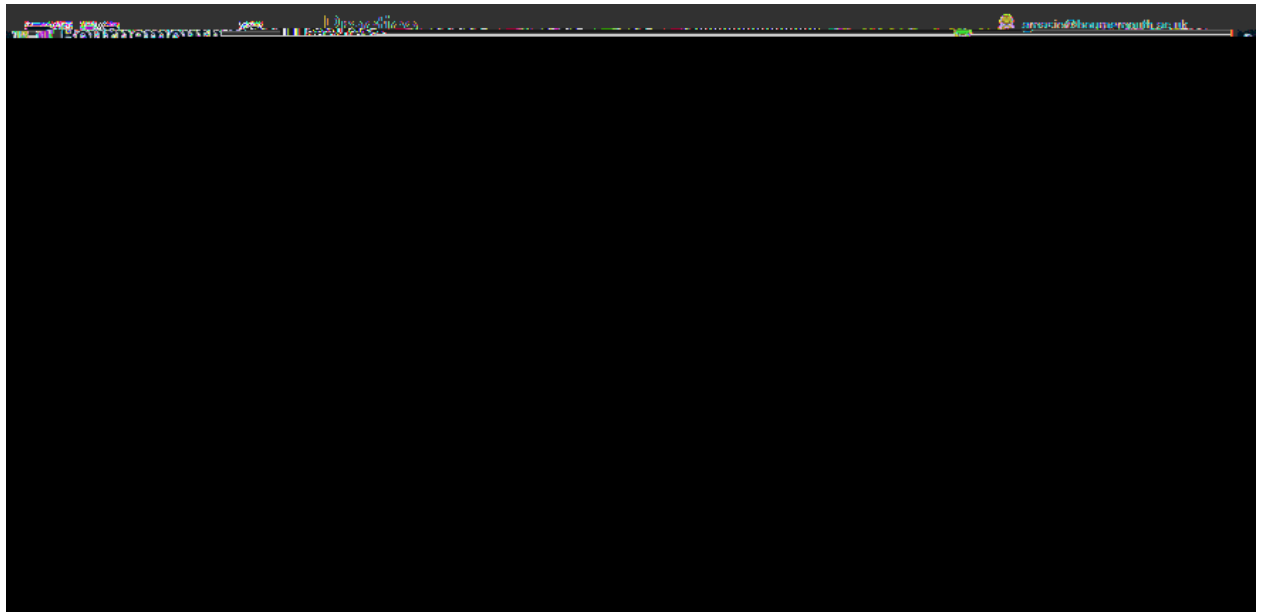


When you successfully login to PEP, the homepage will appear.



## 2. PEP Homepage and Menus

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.



### 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](mailto: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



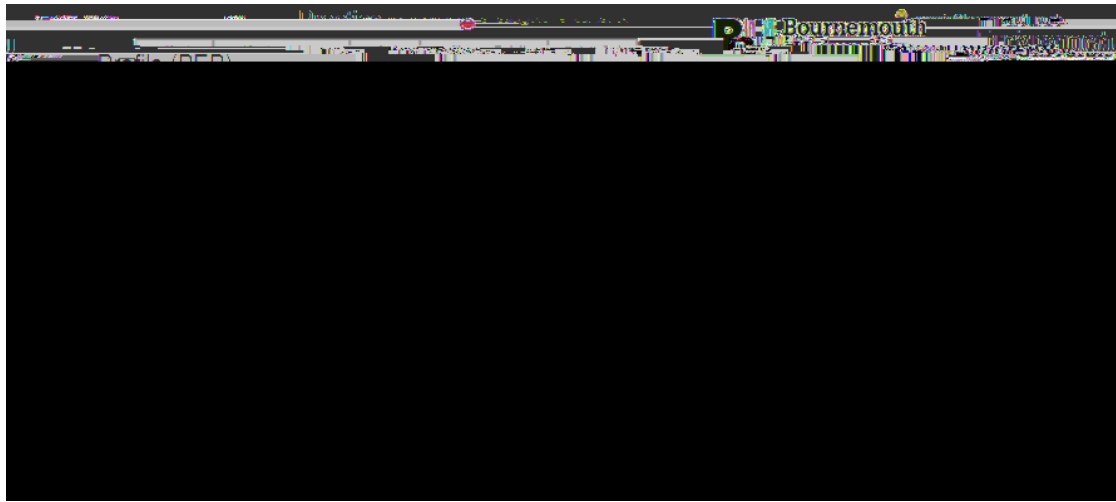
Someone else is editing PEP, the name and email address of the user will appear in the 'Being edited by' column



You are editing PEP. You can either continue working on entering information on PEP or Submit changes to make it available to other people



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



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 ID	Reference Number	Cohort	Programme	Branch	Academic Advisor	Start Date	End Date	Hours
123456	789012	2020	Engineering	Software	Dr. Smith	01/01/2020	31/03/2020	1000
234567	890123	2021	Business	Marketing	Mr. Jones	01/09/2021	30/09/2021	500
345678	901234	2022	Healthcare	Nursing	Ms. Brown	01/09/2022	30/09/2022	750

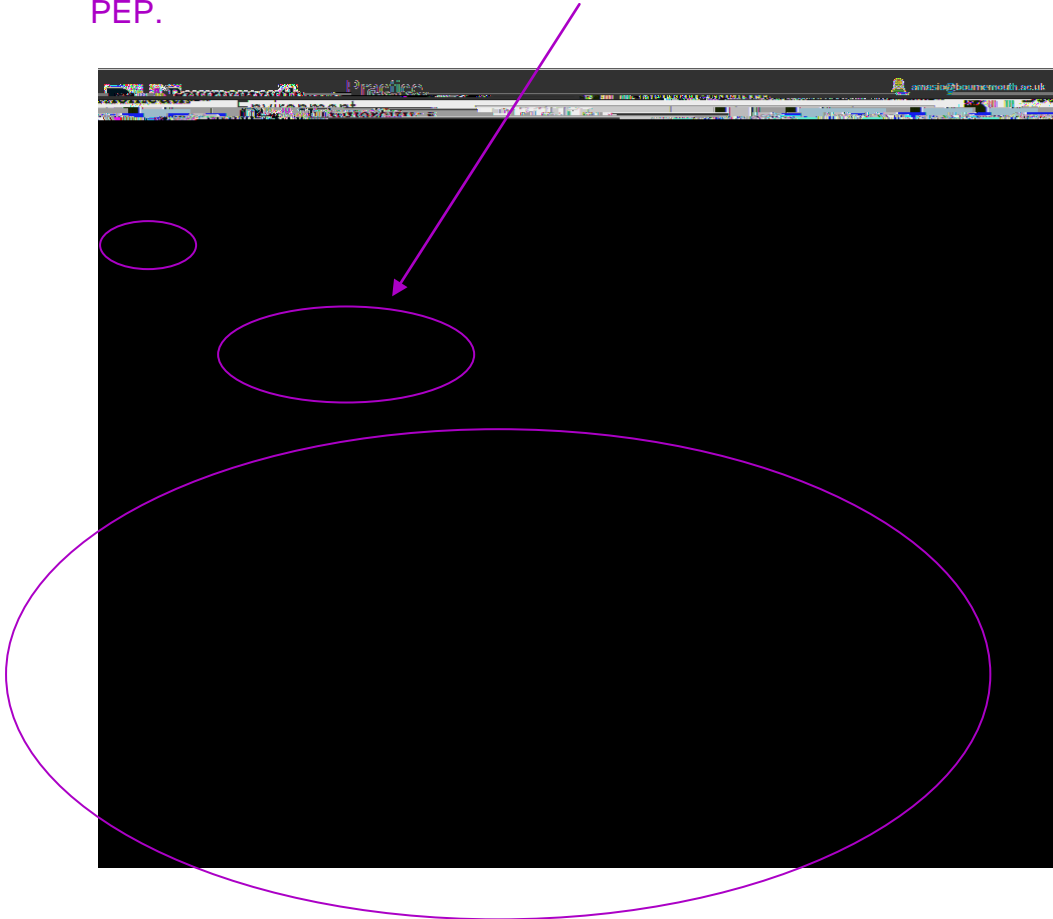
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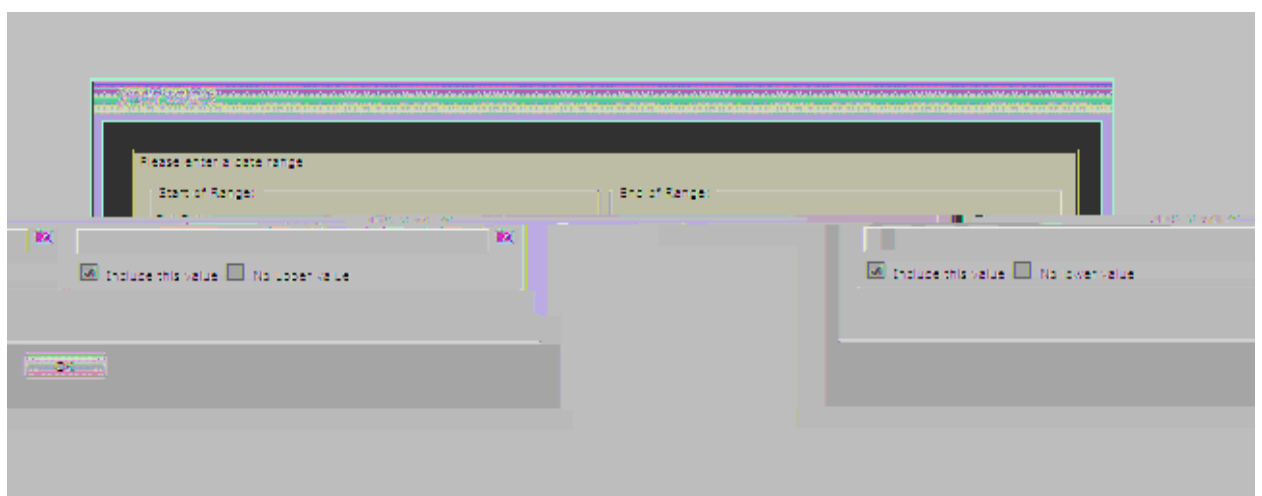
## Reports (Allocation, Evaluation and Full PEP Report)

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

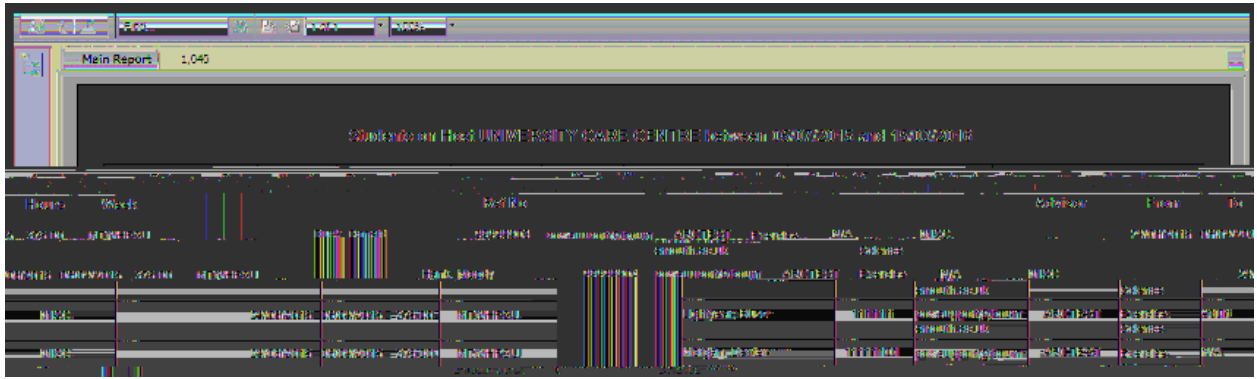
You can run a report for a selected PEP or all the PEPs you are assigned to. To run report for entire trust you need to select option: 'Run report for all user's PEP.'



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



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.

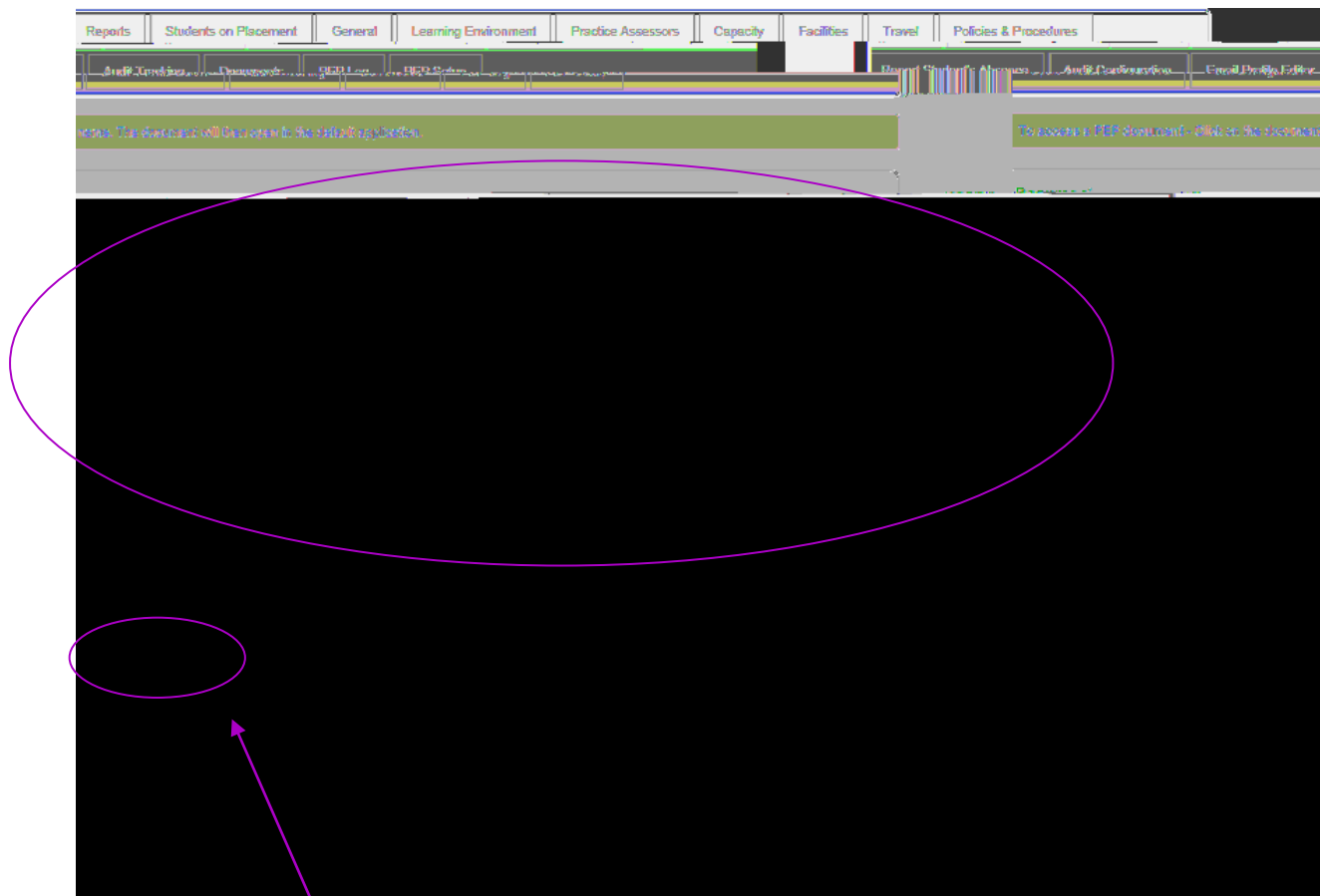


Please note that the following reports are also available in this



Following information could be updated only by Bournemouth University.

- Placement Name
- Trust or Independent Sector Name
- Placement Address
- Post Code
- Placement Telephone Number
- Fax



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](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 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](mailto:pepsupport@bournemouth.ac.uk)



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](mailto: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