Use this document to request a new placement cluster / group for audit purposes.

Please email [arc.systems@uwe.ac.uk](mailto:arc.systems@uwe.ac.uk) with the completed document attached.

N.B. We will only process information received from the designated ‘Education Lead’ for your Organisation/Trust.

Please allow 5 working days for this to be actioned, a placement group setup needs to be agreed by the faculty and practice area leads.

Placements are setup as service provision constructs individually profiled for students, placement coordinators and practice mentors. Grouping placements for audit purposes will not group the placement profiles as well.

Placement profiles will still require regular updates to encompass the most up to date information students will need to access prior to going on placement.

|  |  |
| --- | --- |
| From what date will this change take effect? DD/MM/YY |  |
| Scheduled date for auditing this cluster/group? DD/MM/YY |  | *This section informs us that you have organised resources of how to share the provision of quality assurance and the management of risks through collaboration between the associated practice placements in this proposed cluster/group.* |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Person completing this document |  | *Email* |  |
| Name of Person approving this cluster/group |  | *Email* |  |

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| --- | --- | --- |
| Organisation Name |  | *Name the organisation who manages the placements* |
| Cluster / Group Name | *Provider Name & Type of Provision (Mental Health, Midwifery, Physiotherapy, etc.) & Type of Service/s (Community, Outpatients, Musculoskeletal etc.) e.g. AWP MH Community* | *Name/title of cluster/ group* |
| Placements Names (to be included in this audit cluster/group)  (The first placement identified will be the leading placement) |  | *List all placements to be included in the cluster/group by their name, as shown in ARC* |
| Cluster/ Group site or location (delete as appropriate) | *Bath and Wiltshire / Bristol North / Bristol South / Cornwall / Devon / Gloucestershire / Weston and Somerset* | *List the geographical area together with the name of the UWE Bristol nominated practice contact* |

**Create Audit Contact new user details**

N.B. We have a wide range of placement practice contacts in ARC; if you wish to identify a specific audit contact please enter the details below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title  *Mr/Mrs*  */Miss* | Name  *Enter full name* | Role  *Job Title; e.g. Matron, Sister, Key Mentor, Manager, Education Lead* | Telephone Number  *Including STD code e.g. 01324 456987 ext 234* | Email Address *(within the organisation)* |
|  |  |  |  |  |