Use this document to request UWE Bristol to create new placement and users.

Please email: arc.systems@uwe.ac.uk with the completed document attached.

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| --- | --- | --- | --- |
| Name of individual completing this document |  | Telephone number |  |

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| --- | --- | --- |
| Organisation Name |  | *Name of the organisation who manages the placement*  |
| Placement Name  |  | *This will be displayed to the students you host* |
| Placement Address  | Address Line 1:Address Line 2:Address Line 3:Town/City:County:Post Code: | *Please give full address including post code* |
| Organisation Website |  |  |

|  |  |
| --- | --- |
| Placement Capacity |  |
| Please enter details of which programme the placement is suitable for |  |

**Information for Students**

This is to give students an indication of what is expected of them.

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| Student working pattern |  | *This is an indication of working days and hours that you might expect students to complete their placement, i.e Monday – Friday 09:00 – 16:00 or 3 shifts a week 12:00 – 20:00* |
| Student attire (clothing) while on placement |  | *i.e UWE uniform, smart/casual clothes* |

 **Create ARC Pep and Audit new user details**

ARC Pep and Audit are our online systems for host organisations to manage an online profile about their placement, to view their allocated students and complete educational audits.

Please provide details of a lead contact at the placement who will have oversight of the online placement.

\* State the individual’s access rights to the application

V = view only, user will only be able to view information for that placement

E = edit & view; user will be able to change information about the placement

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

**Create Student Contact new user details**

Please give details of the main contact for students if different from the above. They will also be given access to the online system.

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| Access\*V or E | 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)* |
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