**Steps to completing an Initial audit for a new placement or re-auditing an existing PVI placement**

1. Ensure you have correct practice placement details from the provider.
2. Contact and establish that the prospective placement has at least one practice educator, arrange a date. The audit will take about 2 hours.
3. Search [CQC website](http://www.cqc.org.uk/) for any information or latest report to discuss at audit and as a basis for raising questions where comments might impact on the quality of student learning e.g. if there are comments about staffing/ medicines management/ care planning etc. If re-auditing a PVI placement, look at student evaluations.
4. Complete the [new placement and/or web users request form](https://www2.uwe.ac.uk/faculties/HLS/PSNet/Documents/ARC%20User%20Guides/Forms/ARC-New-Placement-and-Web_Users-form.docx) in plenty of time, to set up the placement construct in the ARC database, and to set up the system users for this placement. On receipt of this form, within 5 days maximum, the placement will be set up and appear on the web ready for the online audit.
5. Prepare yourself to carry out audit with mentor by reading the [audit system guide](https://www2.uwe.ac.uk/faculties/HLS/PSNet/Documents/ARC%20User%20Guides/Audit/System-guide-2018.docx) and when you have the audit meeting please follow the instructions in the guide.
6. Ensure that they have considered all of the following (develop action plan if not)

* how learning outcomes will be met
* which learning opportunities they can offer for which stage of the programme
* to ensure fairness and consistency, that they have a plan that all practice educators will have agreed the main evidence that will be sought from the students for each learning outcome

1. Ensure that they can find the practice documentation, booking form, system links, on the Practice Support Net website – bookmark the site for them.
2. Complete audit, action plan and placement profile. [Log in to ARC Single Sign On (Placement profile and audit)](https://arcpractice.uwe.ac.uk/sso/)
3. Collect practice educator details, except if NHS trust placement, remind NHS trust educators that they need to ensure they are on their trust register. UWE Bristol maintains a PVI mentor register and we need the practice educators name, email, pin number, qualifications. Please read register guidance: [Add mentors to the PVI ARC© register (for trust contacts)](https://www2.uwe.ac.uk/faculties/HLS/PSNet/Documents/ARC%20User%20Guides/Pep/ARC-add-mentors-to-the-PVI-PEP-register.pdf)
4. Email PPO (Professional Practice Office) to ensure the new placement has [Workplace Agreement (WPA)](http://www2.uwe.ac.uk/faculties/HLS/PSNet/Documents/Policyandprocedures/Workplace-Agreement_2018.pdf) in place, if not you will need to show the practice educator the document for to sign and return to PPO.
5. Notify the Placement Coordinator and [arc.systems@uwe.ac.uk](mailto:arc.systems@uwe.ac.uk) that the placement is ready to allocate students to it.