PEP: HOW TO VIEW STUDENTS ALLOCATED TO A PLACEMENT AREA

For University placement link staff

STEP ONE: GO TO THE ARC PEP WEBPAGE

(Please refer to the document ***How to Log in to PEP – for University Staff*** which is available on the WBLSO ARC page.)

Open a web browser and type the web address into the address bar.
https://worc.arcwebonline.com/pep/account/login

Press the enter key.

Alternatively, visit the WBLSO ARC page at

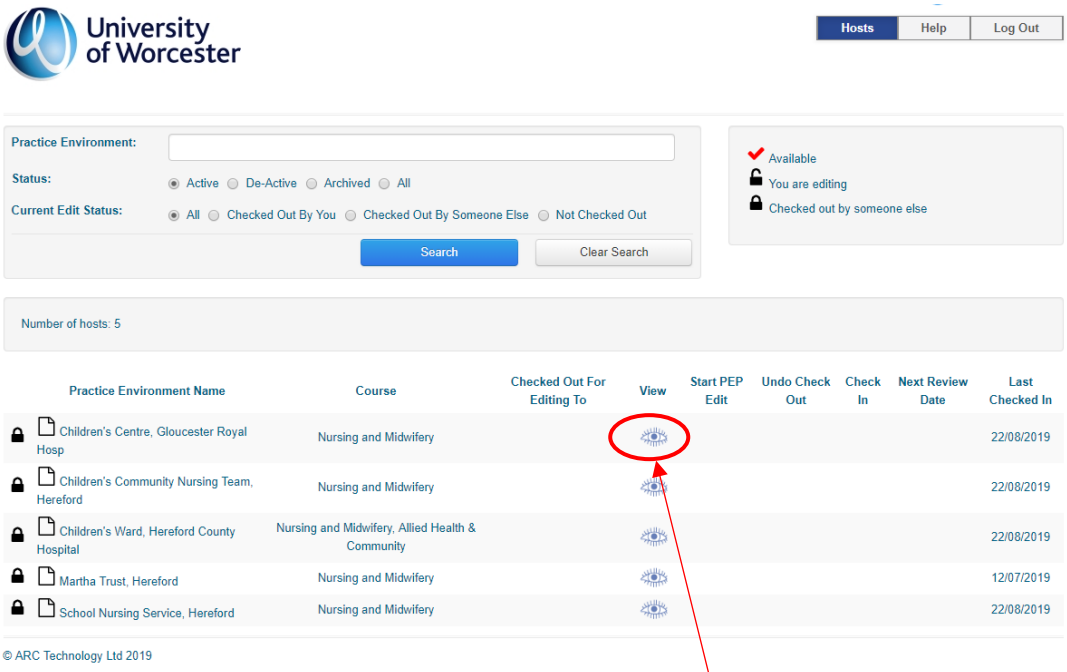
www.worcester.ac.uk/placement-support

Once you have logged in to PEP, you will see all the placement areas linked to your name. This will be because you have been identified as supporting either a student in a particular placement area or have been linked to a specific placement in a role such as zoned academic or link tutor. Most university link staff have View Only access to PEP but if you need a higher permission level please contact the Head of WBLS.

Placement areas are referred to as *Hosts* and will appear alphabetically on the webpage. Contacts who have more than one host area will find the ***Searching for a Host*** section at the end of this document useful.

Some hosts will not be part of an NHS Trust, such as those in the independent and voluntary sectors. In these cases, the host will not be linked to a 'hospital' but will be linked with their parent organisation where appropriate.

The example below shows a PEP user who is linked to several hosts.

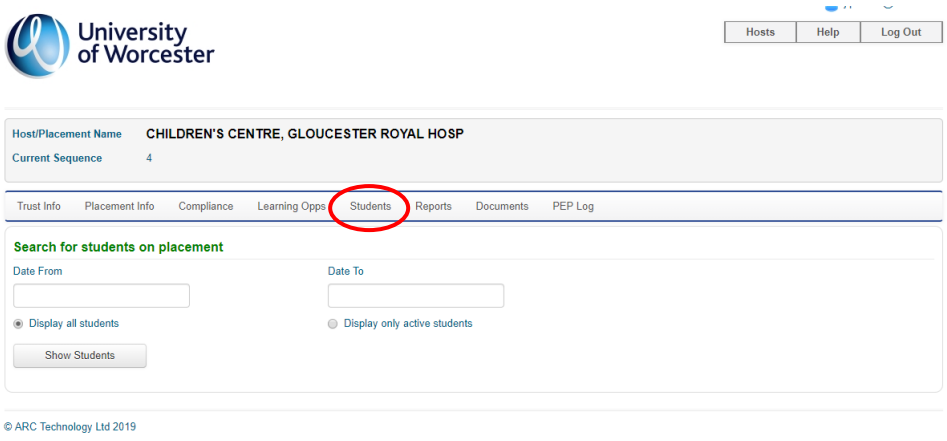


VIEWING STUDENT ALLOCATIONS

Search for Allocations at an Individual Host

Identify the host area you need. By clicking on the *View* icon you will be able to view information about the placement area.

Once you are in the record for that host, click on the ***Students*** tab.

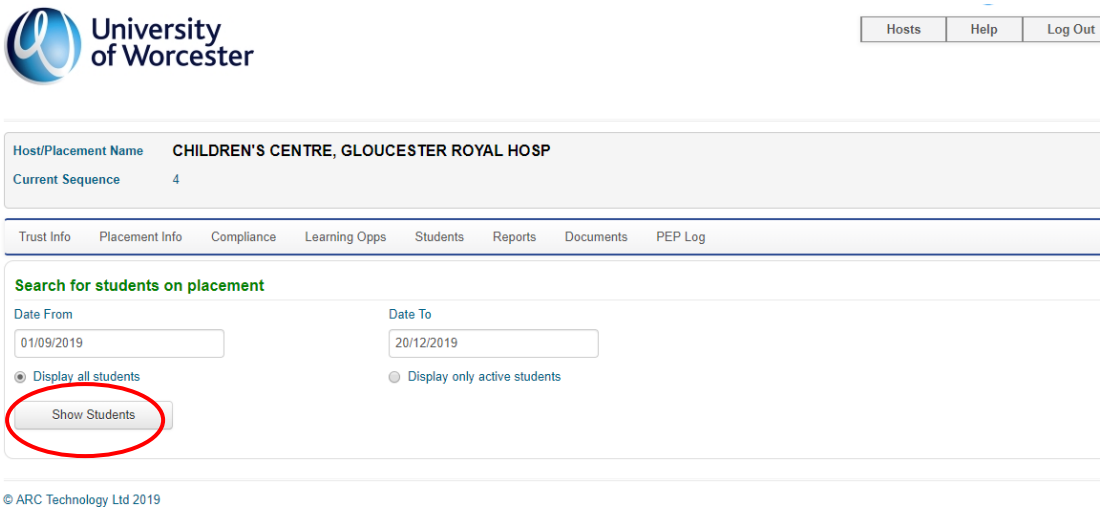


This will enable you to search for the allocations by date range by using the *date from* and *date to* boxes. If you simply need to search for the next student(s) allocated to the host for the coming or current semester or academic year, we recommend that you use the start/end dates, e.g.

- To search for the autumn/winter semester, put 1 Sept as the *date from* and end of February as the *date to.*
- To search for the spring/summer semester put the end of February as the *date from* and 31 August as the *date to.*
- To search for a whole academic year put 1 Sept as the *date from* and 31 August as the *date to.* ***N.B.*** For many courses, the allocations are planned on a semester by semester basis so you may not be able to see a whole academic year at certain times.

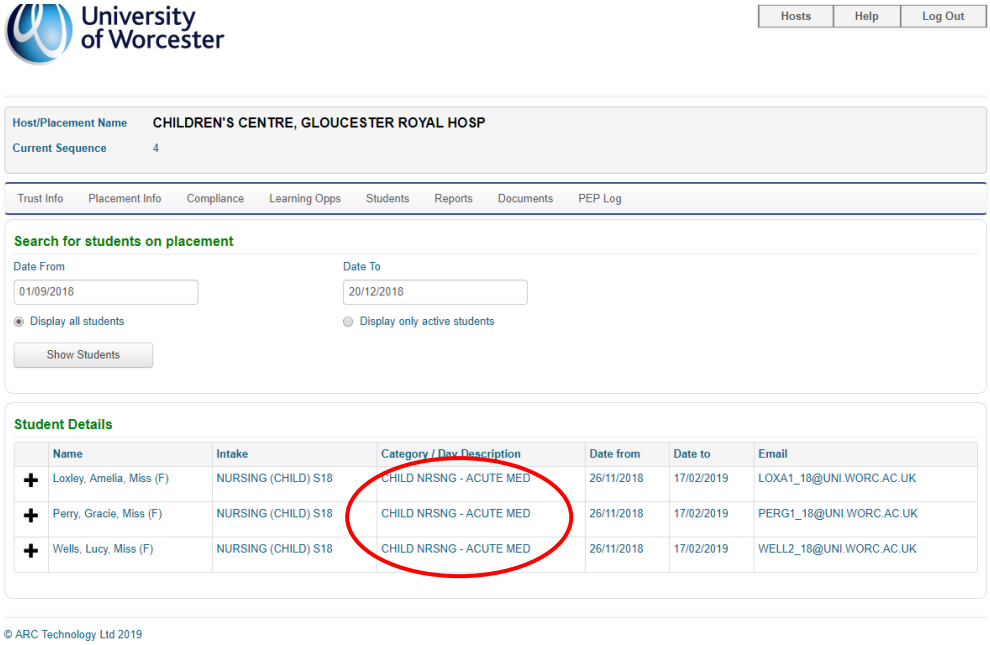
You can also choose to only display active students (disregarding any who have temporarily or permanently withdrawn from the course).

Once you have entered the dates click on ***Show Students*** and a list will appear of all the students allocated from the date range and courses for which you have access.



The screen will show the intake, type of placement, dates, and the student email address.

By clicking on the **+** icon you may also be able to see additional information about the student.



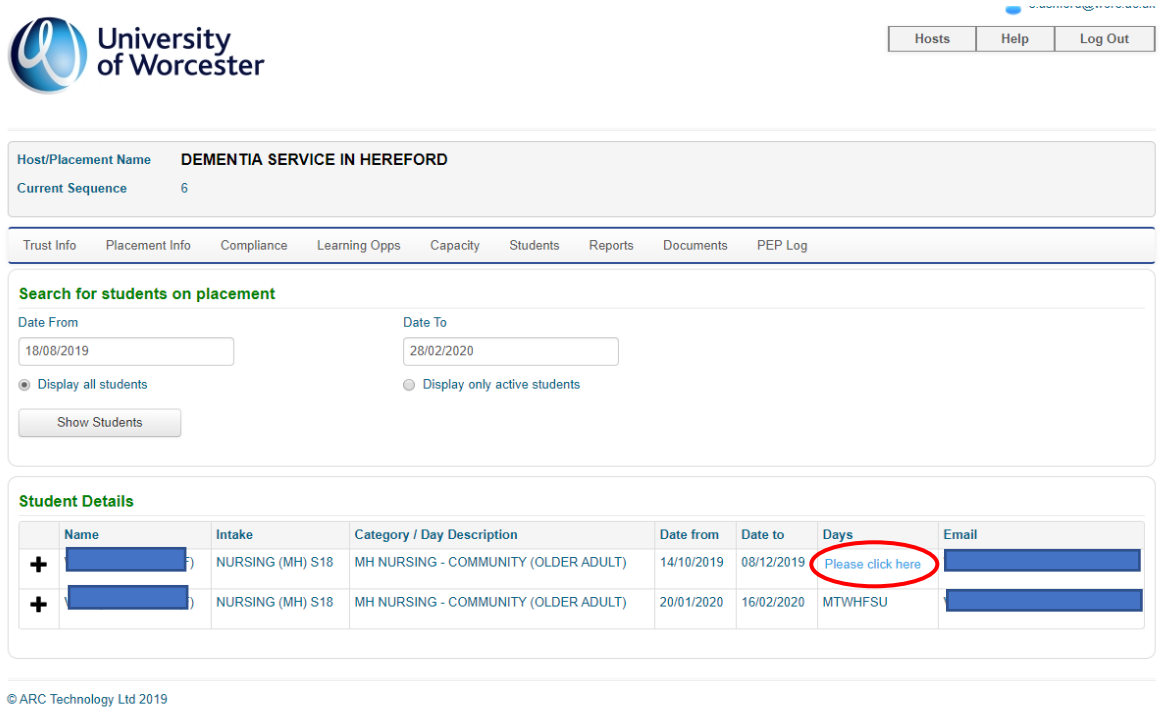
IMPORTANT: Some placement areas take students from more than one type of course – this is particularly the case with NHS hospitals and care homes. If this is the case, you may see the names of all the students allocated during that period from a whole range of courses. The ***Intake*** column will show which course they are on and the ***Category*** column will give additional details. It may be the case that another colleague in the university is also linked with that host, but for a different student group.

Non-Consecutive Placement Weeks

Not all placement weeks run consecutively without a break. Where a student's placement period is interspersed by a small number of weeks for other activities (for example, annual leave or university theory weeks), the ***Days*** column will show ***Please Click Here.***

In the below example, the first line of the placement period is interspersed with a short period of other activity.

The rest of the placement appears separately in the second line as there is a longer break between the placement weeks (in this case, 5 weeks).



When you click on ***Please Click Here*** it will show a table – in the example below the blank cells indicate that the student is not on placement between 28/10/2019 and 10/11/2019.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
14/10/2019	15/10/2019	16/10/2019	17/10/2019	18/10/2019	19/10/2019	20/10/2019
21/10/2019	22/10/2019	23/10/2019	24/10/2019	25/10/2019	26/10/2019	27/10/2019
11/11/2019	12/11/2019	13/11/2019	14/11/2019	15/11/2019	16/11/2019	17/11/2019
18/11/2019	19/11/2019	20/11/2019	21/11/2019	22/11/2019	23/11/2019	24/11/2019
25/11/2019	26/11/2019	27/11/2019	28/11/2019	29/11/2019	30/11/2019	01/12/2019
02/12/2019	03/12/2019	04/12/2019	05/12/2019	06/12/2019	07/12/2019	08/12/2019

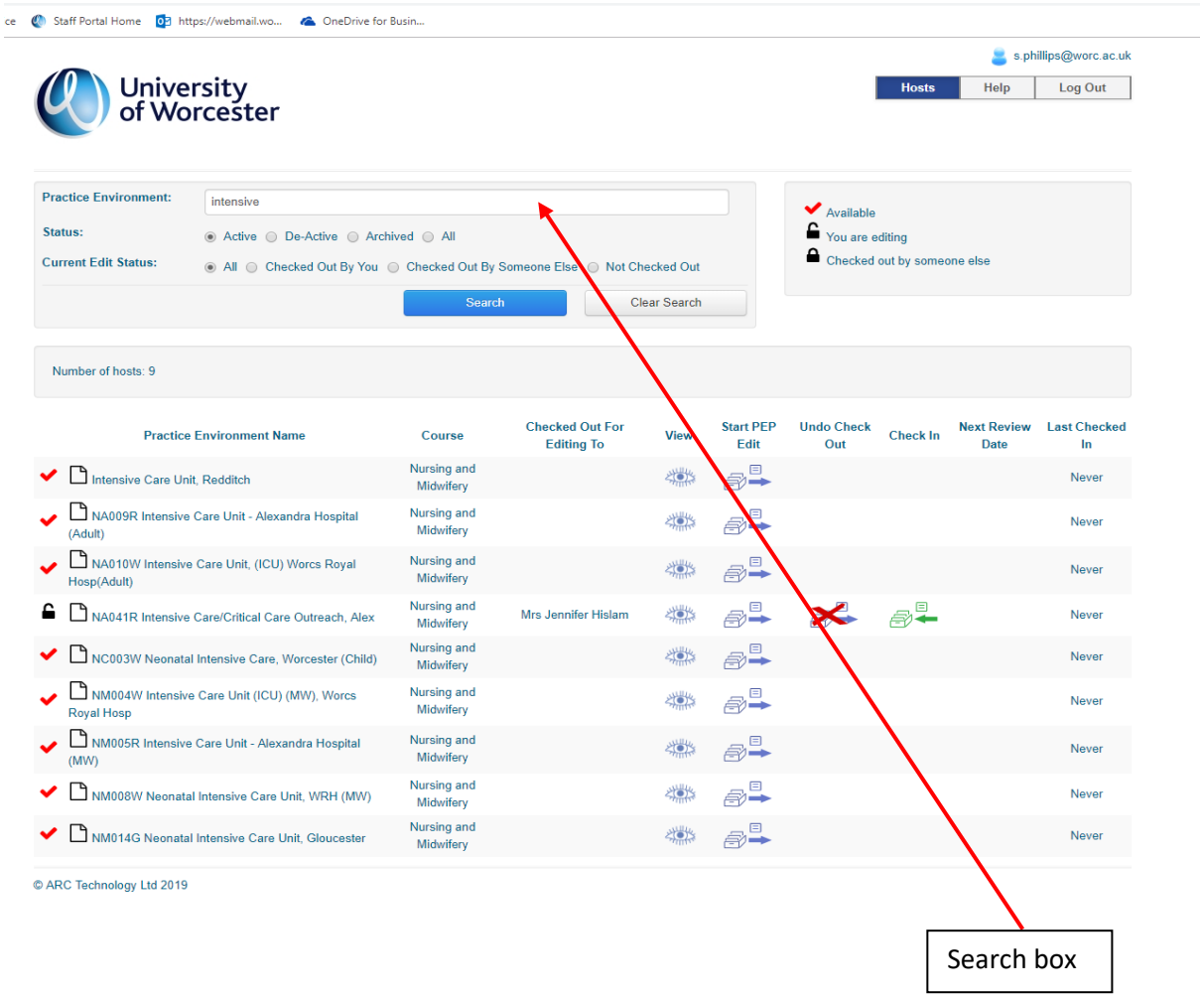
SEARCHING FOR A HOST

For contacts with several linked hosts, it is possible to search PEP for the hosts. Using the search box at the top of the page, enter the placement name and click *Search.* You also have an option to search only for Active hosts, those which are temporarily dormant or 'De-Active', those which have been archived, or all of these.

You can also search by editing status – this will be covered in a later section.

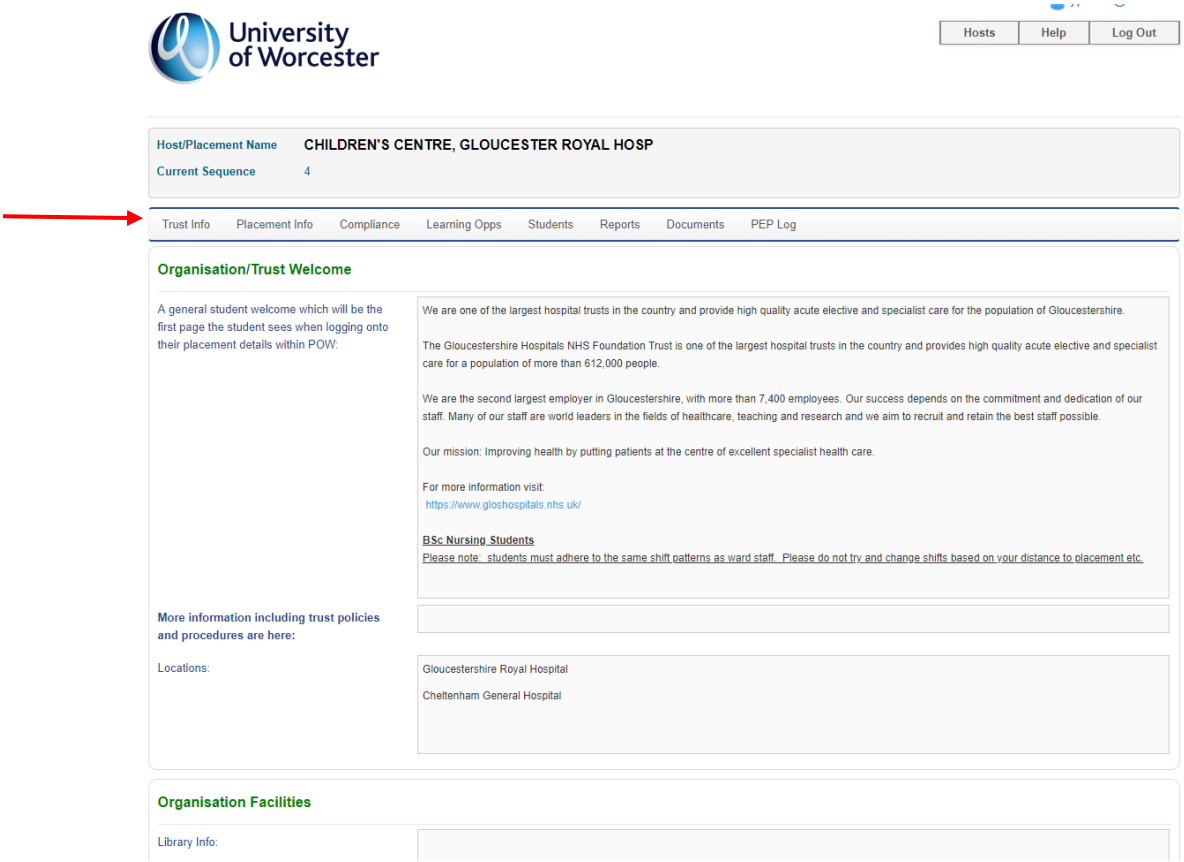
The example below shows a search for Intensive Care and the system has retrieved all active hosts with the word ‘intensive’ in the name.

To return to the hosts screen, click the *Hosts* button in the top right-hand corner. To search again click *Clear Search* and repeat the steps.



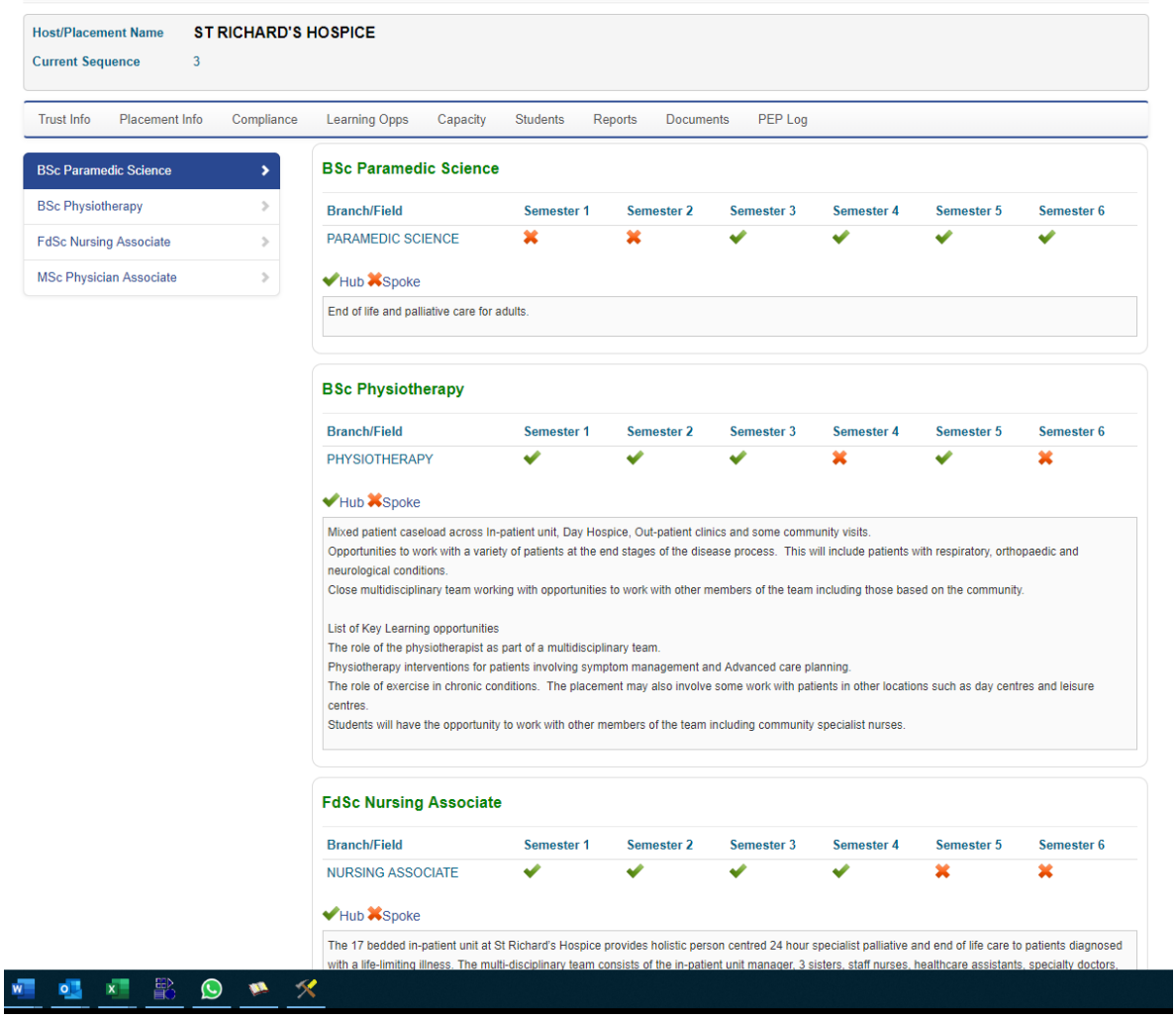
VIEWING PLACEMENT AND CONTACT INFORMATION

PEP also holds information about the placement area and any linked contacts. You can view this clicking on the tabs in the options bar:



The ***Placement Info*** section contains placement information and contacts, and the ***Learning Opportunities*** section shows which courses are currently supported at the placement, and the available learning opportunities.

The example below shows the learning opportunities at a host which offers placements to several different courses.



The ***Contacts*** section will also show the name and contact details of zoned academics, link tutors etc. This information is also available to students.

Please take some time to familiarise yourself with the contents of PEP and how to access the information.