ARC POW FOR STUDENTS – HOW TO VIEW MY PLACEMENT INFORMATION:

POW stands for *Placements on the Web*. This is where students will access their placement allocation details and other information such as logged absences.

These guidelines assume that you have already logged into ARC POW. If you do not know how to log in to your ARC POW account, please refer to the “How to log in to POW” guidelines in the For Students section on our webpage:

[www.worcester.ac.uk/placement-support](http://www.worcester.ac.uk/placement-support)

The amount of information held on POW will depend upon your course of study. For example, more detailed information is held for a student on a course leading to professional registration such as the BSc Nursing programme than for a student on a course which does not qualify a student to be a registered professional.

POW is organised into several different screens. The content in the screens are currently a work in progress and some fields may not yet be populated. This will happen over the coming weeks.

When you have logged in, the first page is your *Student Details* page. This gives some brief details about your name, address etc.

The Home tab at the top of the screen will always return you to your Student Details page.
Placement Experience

The **Placement Experience** screen shows placements you have completed to date. For students who commenced their course prior to September 2019, your placement records have been transferred over from SOLE to ARC.

This page gives dates of your placements so far, number of days’ planned attendance, hours and absences as well as Shift Patterns for some courses.
Students on some courses will also be able to see their planner listed showing dates of theory and annual leave weeks etc. They are colour coded and to view this click on the Allocation Colour Key button.

The Placement Experience area has several different screens.

**Viewing Your Placement Details**

On the line against the placement area you wish to view, click on the binocular icon.

You will then see 5 tabs at the top of the screen, each giving you information about your placement areas.

<table>
<thead>
<tr>
<th>Organisation Information</th>
<th>Placement Information</th>
<th>Learning Opportunities</th>
<th>Pre-Placement Study</th>
<th>Contacts</th>
</tr>
</thead>
</table>

**Organisation Information**

This will display information about any placement areas which are part of a larger organisation such as, for example, an NHS trust or a local council. Smaller placement areas may not have any information in this box.

**Placement Information**

The Placement Information section is where you will find all the key information about your placement area. You will see that there are seven different tabs here:

- Speciality and Client Groups
- Service Hours and Shifts
- Dress Code
- Facilities
- Finding Us
- Student Top Tips
- Documents
Click on each tab to view information about each topic.

N.B. This information is supplied to us by placement partners and course teams. WBLSO will upload any information we are given, and placement areas can also amend information when required.

**Learning Opportunities**

This is an important area as it will detail the nature of your placement, the client groups and other useful information.
Pre-Placement Study
Where this information has been supplied to WBLSO, it will appear in this box: for example, book and article references etc.

Contacts
This will give you key contact details for the placement area, but will also show other important contacts such as, where applicable, zoned academics/link tutors etc.
For courses which require WBL SO to keep a log of absence from placement (normally all those courses leading to professional registration), this information will display on ARC POW once the WBL SO team has entered the information onto the database.

**IMPORTANT:** Absence and Made Up Time hours are entered onto student records at intervals throughout the year. Please note that the data above may not therefore be current - students are advised to check their own attendance sheets to arrive at the current amount of absence/made up time.

You can also view a *Total of Allocation Hours* box but please note the above when viewing this as it may not be up to date.
Mandatory Sessions

Over time, this may be populated with a log of mandatory sessions such as inductions or other events.

If you are having difficulties in accessing your POW records, or have a query about what you can see on POW, please email wblso@worc.ac.uk. Please add ‘ARC POW Query’ in the subject line of the email. In the email please state your name, the name of your course, intake month/year, and the query.