



**Northumbria  
University**  
NEWCASTLE

## **Social Work Student Profiles – User Guide for Personal Tutors**

Last updated October 2018

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## 1. Introduction

Welcome to Northumbria University and the Faculty of Health & Life Sciences.

This user guide provides you with an overview of how Social Work Placements are organised at Northumbria University using the ARC Student Profile System.

The Student Placement Team, in conjunction with the Practice Learning Lead, are responsible for organising placements that are required for Social Work students. The Student Placement Team has a number of Coordinators and Administrators, each with responsibility for administering practice learning for a different Programme.

The Student Placement Team is located in Student Central – Coach Lane Library, Coach Lane Campus (East) at the Faculty of Health & Life Sciences and are available:-

- **Monday to Thursday:** 08.30 – 17.00
- **Friday:** 08.30 – 16.30



[practiceplacements@northumbria.ac.uk](mailto:practiceplacements@northumbria.ac.uk)



0191 2156300

The role of the Practice Learning Lead is to ensure the quality of the learning environment meets the standards set by the Professional, regulatory and statutory bodies. In order to achieve this they must work in partnership with representatives of the agencies providing placements, programme leaders, educators and staff within the university.

The Practice Learning Lead for Social Work is Jeannine Hughes and can be contacted either via email [Jeannine.hughes@northumbria.ac.uk](mailto:Jeannine.hughes@northumbria.ac.uk) or via telephone 0191 215 6263

## 2. What is the ARC Student Profile System?

The ARC student profile system supports the student placement allocation process. Students are able to prepare a profile that is reviewed by their Personal Tutor and the University Coordinator and safely allows their profile to be sent to potential agencies for consideration for placements.

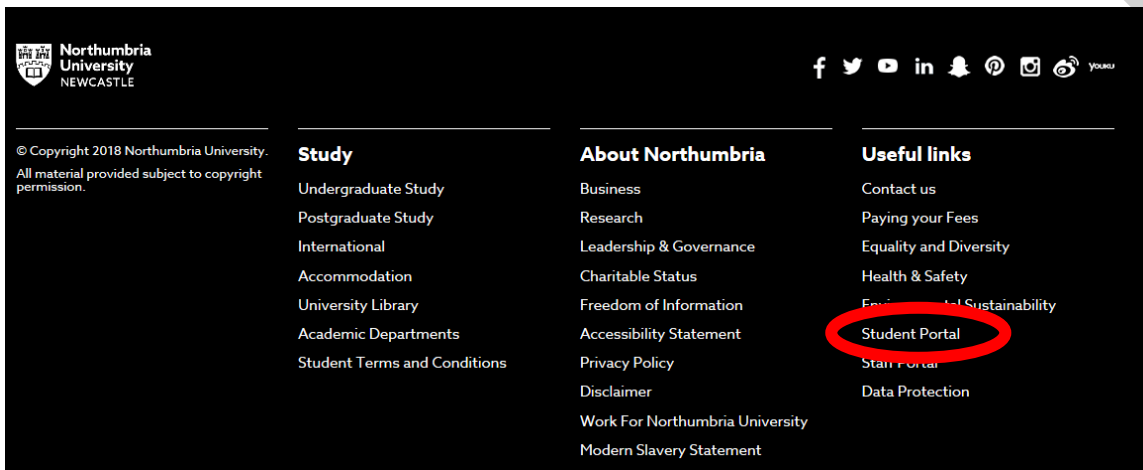
The person responsible for student placements within each agency will be named as the Agency Coordinator. They will be provided with login details that allows access to student profile information securely. The system allows agency coordinators to confirm offers of placement using placement related data that links to the ARC Database system that Northumbria University uses to manage all placements.

## 2.1 How do I access the Profile system?

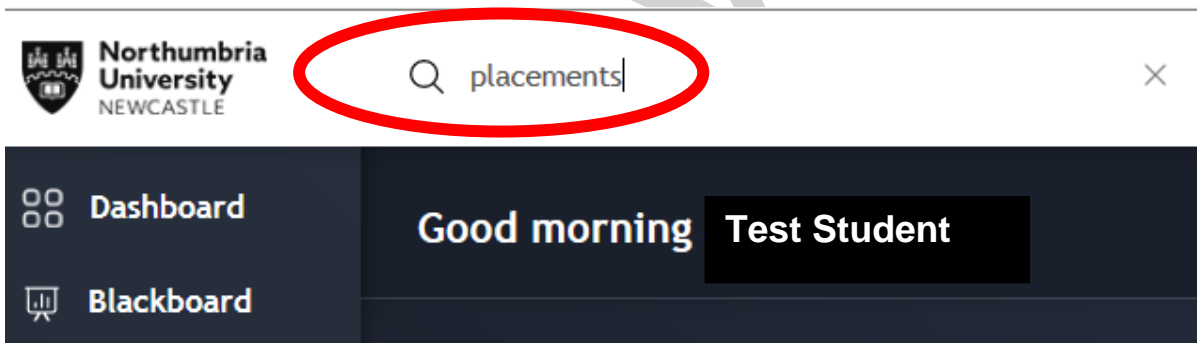
2.1.1 Open up **Internet Explorer** (or any other alternative browser) as normal.



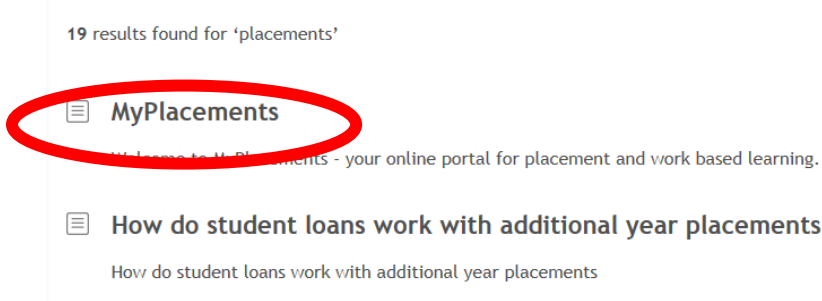
2.1.2 Go to the main Northumbria University website – [www.northumbria.ac.uk](http://www.northumbria.ac.uk) . Navigate to the 'student portal' link at the bottom of the main page within the 'useful links' section:



2.1.3 You may need to log-in here – if you do, use your standard university log-in details. Type 'placements' in the search-bar at the top of the page and hit enter:



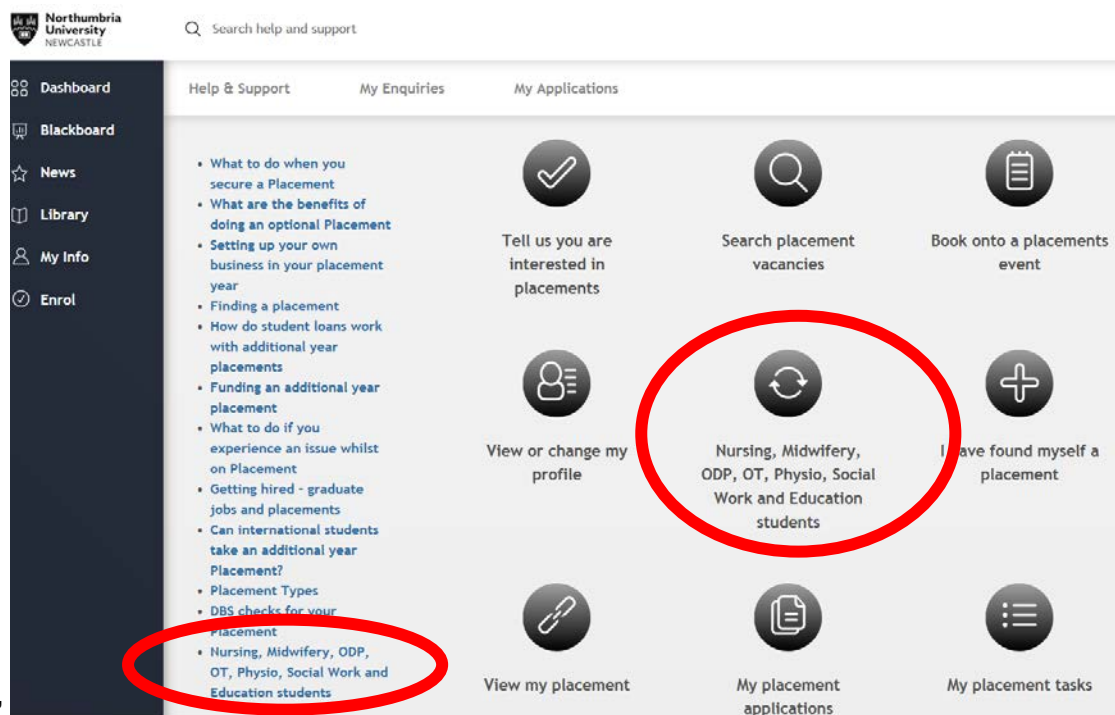
2.1.4 A list of results will be displayed – click on the first one – 'MyPlacements':



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2.1.5 You will be taken to a new page displaying a number of icons – many of these icons relate to students completing year-long sandwich placements on programmes other than health, education and social-work. You will need to select either the final option on the menu situated on the left-hand side of the page or the icon in the middle of the page “Nursing, Midwifery, ODP, OT, Physio, Social Work and Education





Students”.

2.6 You will be directed to the Northumbria Placements ARC Portal which provides you with 2 options: Placements, Evaluations & TAPP or Social Work Profiles. Click on the button under Social Work Profiles.

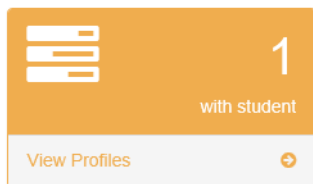


The Northumbria Placements ARC Portal provides you with access to your ARC sites.

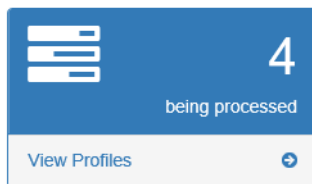
Sign Out

	<p>Placements, Evaluations &amp; TAPP</p> <p><a href="#">Click Here</a></p>		<p>Social Work Profiles</p> <p><a href="#">Click Here</a></p>
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### 3 Navigating the Profile System.



1  
with student  
View Profiles →



4  
being processed  
View Profiles →

Your Current Profiles				
Student Name	Placement Level	Status	Available Actions	Profile History
Rianna	Second Placement	Being Processed		<a href="#">View History</a>
Megan	Second Placement	Being Completed By Student		<a href="#">View History</a>
Meg	Second Placement	Ready for University Coordinator review		<a href="#">View History</a>
Anne	Second Placement	Ready for Tutor Review		<a href="#">View History</a>
Lesley	Second Placement	Rejected – Requires Completion by Student		<a href="#">View History</a>

Once logged in you will see a page similar to this known as the Dashboard, you can return to this page by clicking on “dashboard” in the left hand menu at any time. The dashboard icons at the top informs you of the various stages of your student profiles, below are the names of the student and available actions. Further explanation of the stages are provided below:

- Rianna’s Profile is being Processed, this means that it has been accepted at the University Coordinator review and a placement is being organised/has been arranged.
- Megan is completing her profile and is yet to submit.
- Meg’s profile is ready to be reviewed by the University Coordinator.
- Anne has completed her profile and it is awaiting your review
- Lesley has had her profile returned with comments.

You can filter your students by status, intake and/or by name, to do this you need to select profiles on the left hand menu.

To view all of your students (past and present) select all within the intake drop down and tick the select all button for status. If you only want to look at a specific intake e.g. PSR1 S16 you need to select the relevant intake from the drop down list.

To view only those of a certain status, tick the relevant box within the status section e.g. ready for tutor review. If you wish to review profiles for students where the placement has been organised, you need to select “being processed”.

## Profiles List

Filter

First Name  Last Name  Intake All

**Status**

Select All

Ready For Student Completion  
 Rejected - Requires Completion By Student  
 Being Completed By Student  
 Ready For Tutor Review

Undergoing Tutor Review  
 Ready For University Coordinator Review  
 Undergoing University Coordinator Review  
 Being Processed

Profiles

There are no results for the current query.

You can also search for students by name – then choose select all for the status if you are unsure where the profile is.

### 4 Reviewing a Student Profile.

Once a profile has been submitted for your review, you will receive an email to alert you. In order to begin the Tutor Review, you need to click on “Start Tutor Review” or “Continue Review” (this option is available from the main dashboard/profile screens).

Profiles			
Student Name	Status	Available Actions	Profile History
Rianna	Completed By Student	<a href="#">Start Tutor Review</a>	<a href="#">View History</a>

Run Profile Report   Review Profile   Accept Profile   Reject Profile   History

**Placement Details**

*Placement Level:*                      Second Placement                      *Contacts:*

*Dates:*                                      03/12/2018 — 12/05/2019

*Length of Placement:*                      120 (the final number of days will be less after study and annual leave days are agreed)

*Agency Coordinator:*                      TBC

*Setting:*                                      TBA Host

*Service User:*                              TBC

*Status:*                                      Undergoing University Coordinator Review

At the top of the page, you will see confirmation of the Placement level (whether it is a First placement (70 days), Final Placement (100 days) or a repeat placement), Dates that the placement will take place and length of placement (please note that this period includes study and annual leave days to be negotiated with the placement).

Students are required to complete a profile for each placement they undertake. The profile system automatically saves the data entered from their previous profile. Upon editing their profile, they are asked to review all sections to ensure that all data is still current and amend/update all areas where new information is required.

The profile screen below is split into eight sections but tutors are now only able to view 7 of these sections. You can review the sections in any order. The contents of each profile section is in appendix 1.

**Profile Sections**

Placement Location and Travel   Work Experience   Previous Placements   Learning Needs   Disabilities   Personal Extenuating Circumstances

Relationships With Agencies   Disclosures

**Review Details**

**Review Notes**   **B**   **I**   **U**   **☰**   **☰**

You started this review at 07/03/2017 15:42:14

**Update Notes**

**Placement, Location and Travel**

**Student Contact Details**

**Email:**                      paul.reynolds@unn.ac.uk

**Mobile:**

**Telephone Number:**

**Address:**

If you are sponsored, seconded or undertaking a traineeship please provide details

**Which area do you reside in during term-time?**                      North Tyneside

Simply click on the tab for each section to review the information the student has submitted. Below the tabs is a “Review Details” box with a notepad. This section allows you to make comments and will be shown on every tab of the profile, this means that you do not have to switch between tabs to review any comments –



they will all be displayed within one notepad. It is important to make clear which part of the profile the comments refer to e.g. "Learning Needs: You need to provide further reflection on all relevant learning and experience to date".

The student will only see your comments if you reject the profile. Remember to "Update the Notes" before leaving a section. If you forget the system will ask you if you are sure you want to leave the page. It's possible to return to the system later you won't have to complete a review in a session.

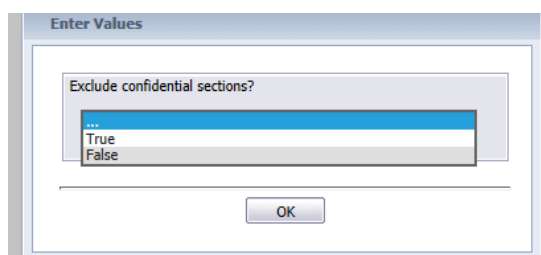
## 5 Exporting a copy of a Student Profile

The profile for a student can be easily exported from the Profile system. Whilst reviewing a student profile, you will need to click on the Run Profile Report button at the top left of the screen.



Run Profile Report

A Pop up will appear asking to exclude confidential sections; this refers to the Disclosure section of the profile that is normally only shared with Management. Choose False to **include** the Disclosure section of the profile or True to **remove** the Disclosure section. Where you will be forwarding the profile to a Practice Educators, we would suggest that you click True so that the Disclosure section is removed. Then click on OK



This will then present you with a copy of the student's profile that can be exported (*if you are presented with a blank page continue with exporting as it can be due to the browser you are using*). In order to export the profile, you will need to select the following icon from the top left of the screen:



You will be given the option to export it to various programmes, we recommend that you use PDF or Microsoft Word (97-2003) Editable, this will also allow you to choose a page range if you only want to export certain page numbers, once you are happy with your selected option click on Export. You will then be presented with your exported profile to save. To ensure that you are meeting with GDPR guidelines, you may wish to consider password protecting/encrypting the document prior to attaching to an email internally.

## 6 Accept/Reject a profile

Once you have completed your review, use the action buttons to either accept or reject the profile.

The screenshot shows a web interface for a University Coordinator. The title is 'Matching profile for Kianna'. At the top, there are navigation links for 'Dashboard' and 'Profiles'. Below these are three buttons: 'Review Profile' (blue), 'Accept Profile' (green), and 'Reject Profile' (red), with a 'History' link to the right. A red circle highlights the 'Accept Profile' and 'Reject Profile' buttons. Below the buttons is a section titled 'Placement Details' with a sub-header 'Action Buttons'. The details include: Placement Level: First Placement; Dates: 30/09/2015 — 30/12/2015; Length of Placement: 66; Agency Coordinator: TBC; Setting: TBA Host; Service User: TBC; Status: Undergoing Tutor Review. Below this is a 'Reject Profile' section with a red warning box: 'If you reject this profile, it will be sent back to the student to make amendments in line with your review notes. Please ensure you have left comprehensive notes as to why you are rejecting this profile.' Underneath is a 'Review Notes' section with a text area containing: 'Please could you have another look at your learning needs. Make an appointment to see me if this will help.' and 'Work experience: Add in the volunteering you did with Shelter before coming to Uni.' There are 'Update Notes' and 'Reject' buttons at the bottom of the notes section.

Should you wish to add any further comments to the Notepad you can do so at this point, please remember to hit the update now button before hitting the accept or reject button.

An email will be sent to the student advising them that their profile has been rejected. If it has been accepted the University Coordinator will be notified.

## 6.1 Reviewing a previously rejected profile

The review screen changes if the profile has previously been rejected. On the right hand side are the notes from the previous review and the originally submitted text. On the left hand side is a new notes section and the newly submitted text (with pink background).

The student will only be able to view your latest notes on the profile page if it is rejected again so it's good to ensure that additional notes are comprehensive enough to be understood in isolation. Students and tutors can view previous comments using the history button at the top, this will then provide a history of all actions and where notes are available a view notes button.

Profile History			
Name	Action	Date	Profile Sequence
Paul I	Student Start Profile For Allocation	26/01/2017	1
Paul I	Student Submit Profile For Review	26/01/2017	1
Jeanr	Start Tutor Profile Review	26/01/2017	1
Jeanr	Reject Tutor Review	26/01/2017	1

Please can you expand on your learning needs for this period

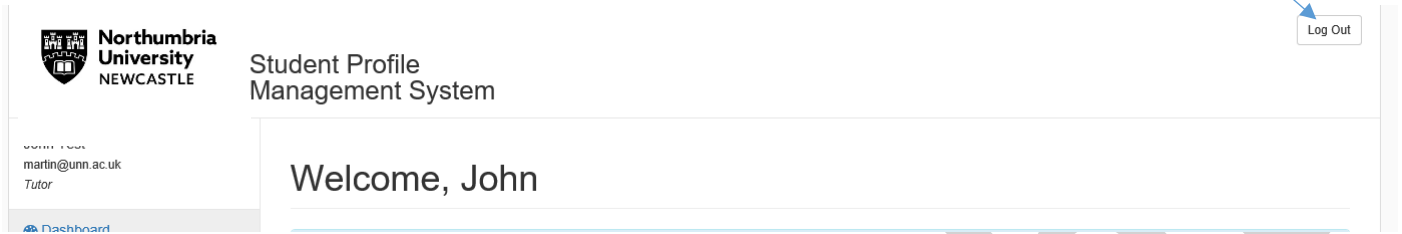
view notes

The system also only holds the current and previous versions of the student's text, again this only has an impact if the profile is rejected more than once.

Please provide your reasons for rejecting as requested before confirming the rejection.

## 7 Logging out of the Profile System

Once you have finished working on your profiles and no further action is required, you must always log out correctly. In order to log out of the profile system, you need to click on the “Log Out” button located in the top right hand corner of the screen.



To log back in, refer to section 2.1 on page 04.

**Student Profile Content**

Placement, Location & Travel
Student Contact Details :Email, Mobile, Telephone Number, Address (pre-populated from University records)
If you are sponsored, seconded or undertaking a traineeship please provide details
Which area do you reside in during term time?
Do you have access to a car/motorbike to use to and from placement, and whilst on placement?
Do you have a valid driving license?
Does your insurance include business use?
Work Experience (Multiple roles can be added)
Role/Job Title
Organisation
Dates From/To
Statutory/Non-Statutory
Paid/Voluntary
Description of Role & Skills Developed
Previous Placements
Setting (pre-populated from University records)
Dates (pre-populated from University records)
Placement Type (pre-populated from University records)
Service User Group (pre-populated from University records)
Non Statutory (pre-populated from University records)
Description of Role
Reflect on the learning opportunities provided and the skills developed during this placement
Learning Needs
Please reflect on all relevant learning and experience and consider how this can be developed in future learning opportunities.

How would you define your learning needs for this period of practice learning? What do you hope to gain from it? You will find referring to the Professional Capabilities Framework helpful
Describe your special interest in social work and your personal career plan.
Please state your preference (final placement only)
<b>Disabilities</b>
What is the nature of your disability?
Date of last assessment by Occupational Health or Disabilities Service
Please indicate if you would like an Occupational Health Assessment
<b>Personal Extenuating Circumstances</b>
Are there any personal extenuating circumstances you would like to be taken into account before you are offered a placement?
<b>Relationships with Agencies</b>
Have you or a close relative or friend received services from local stakeholder agencies?
Provide details of who has received services and with which agency (Do not provide names)
Have you or a close relative or friend applied for services from local stakeholder agencies?
Provide details of who has applied for services and with which agency (Do not provide names)
Have you or a close relative or friend worked for local stakeholder agencies?
Provide details of who has worked there, the department and the agency (Do not provide names)
<b>Disclosures</b>
Have there been any occasions where you have been visited by or sought contact from, Children's Social Work/Care Services with respect to any child in your care? (This may be under Section 17 of the Children Act 1989)
Have you been investigated under Section 47 of the Children Act 1989 as part of Child Safeguarding Procedures?
Have you been investigated by a Social Services department or health body in connection with the abuse or neglect of a vulnerable adult? (This may have been under proceedings referred to as Safeguarding Adults or Protection of Vulnerable Adults (POVA).

If yes to any of the above questions, please provide details disclosing dates, details and the context of the incident(s).

Have you been placed on the Disclosure and Barring Service (DBS, formally the Independent Safeguarding Authority (ISA)) barred list, preventing you from undertaking regulated activities with either children or adults? (Under the Safeguarding Vulnerable Groups Act 2006).

Please provide details of any criminal convictions or cautions.

Please provide details of any disciplinary proceedings.

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