Social Work Student Profiles – User Guide for Students

Last updated January 2022

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

The Practice Placement Team are available:-

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

practiceplacements@northumbria.ac.uk

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.

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 Practice Learning Lead (University Coordinator role) 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. 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.

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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 . Navigate to the 'student portal' link at the bottom of the main page within the 'useful links' section:
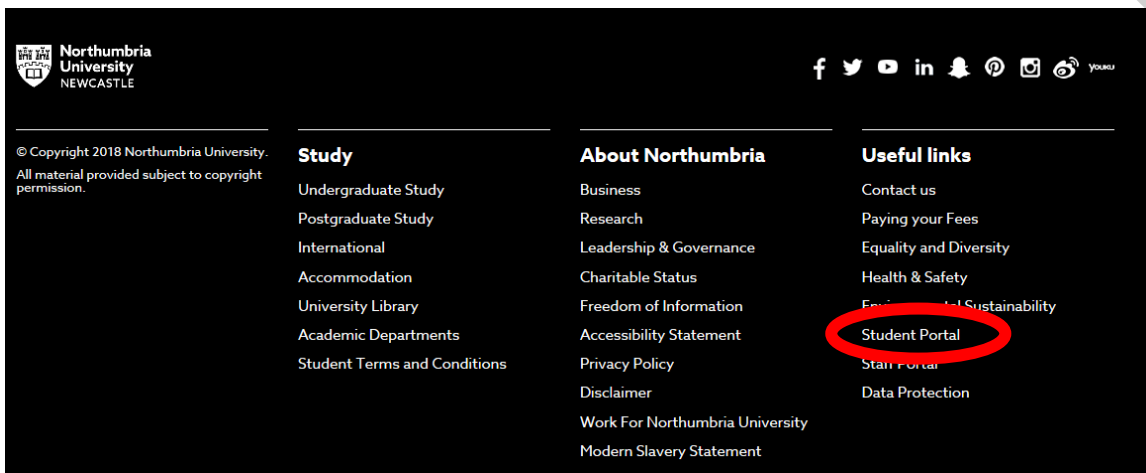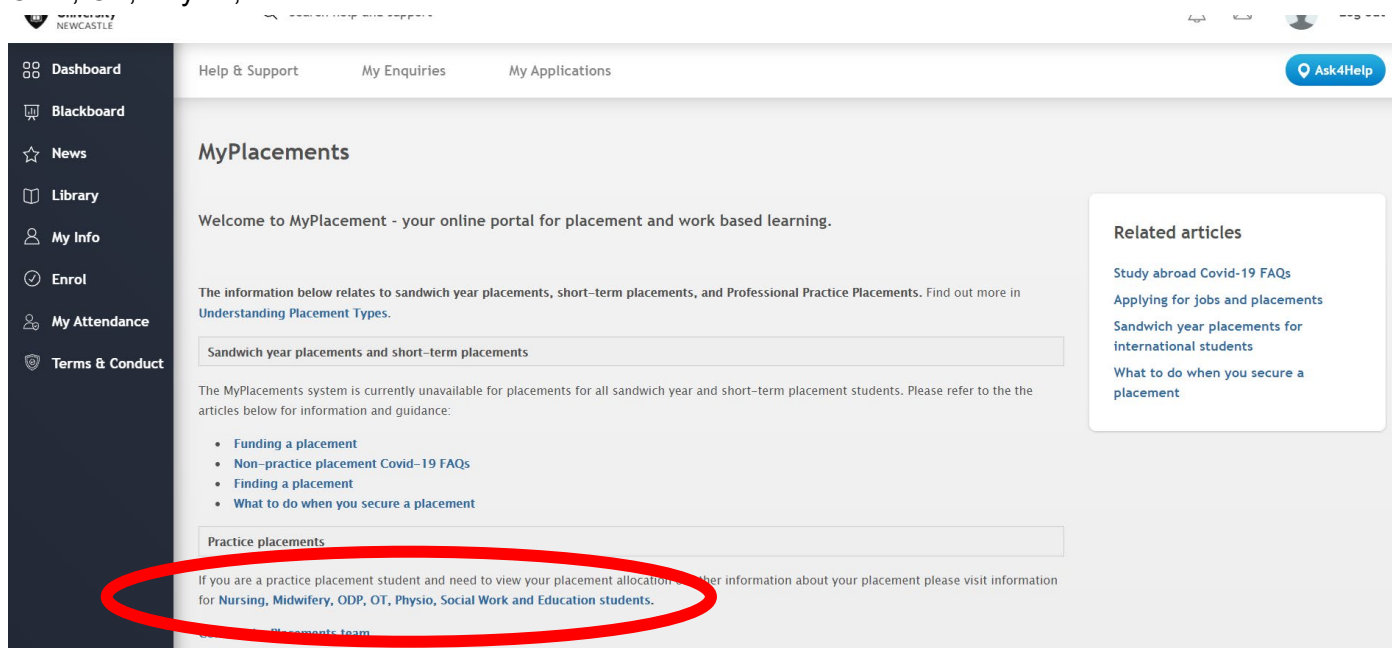

2.1.3   You may need to log-in here – if you do, use your standard university log-in details. Type 'placements' in the search-bar at the top of the page and hit enter:
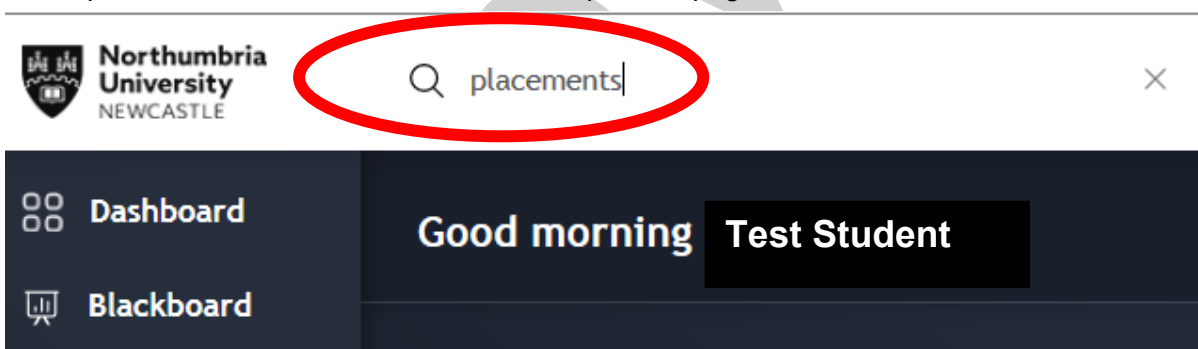
2.1.4   A list of results will be displayed – click on the first one – 'MyPlacements':
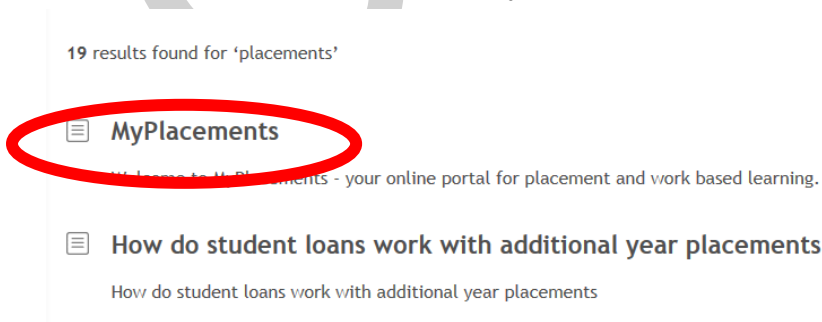
2..1.5 Y You will need to select the final option situated at the bottom of the page "Nursing, Midwifery, ODP, OT, Physio, Social Work and Education Students".

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.
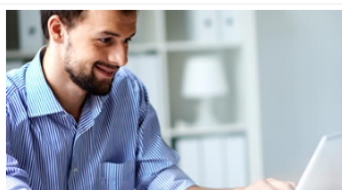
.
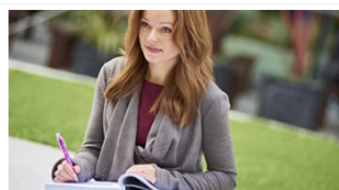
3   Navigating the Profile System.

This is the dashboard or home page. You can return to this page by clicking on "dashboard" in the left hand menu. The green coloured dashboard informs you that your profile is ready for completion and has an action to "start profile". If you are returning after already starting your profile then the dashboard will change to:
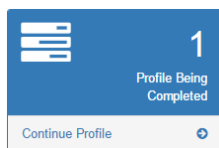
    You will see other dashboard colours and actions as you progress through your profile.

4   Editing your Profile.

4.1 First Placement

Click on "Start Profile" or "Continue profile" action to commence editing. This will take you to the profile editing suite.

The profile is split into 8 sections. You can complete the sections in any order.

⚠️   Remember to save the contents of one section before moving to the next. There is a Save button at the bottom of most sections. If you forget the system will ask you if you are sure you want to leave the page. If you continue you will lose your changes.

You don't need to complete all the sections in one session as once saved you can return to it later.
The contents of each profile section is shown on page 13. Most of the editing process is straight forward form-filling.

This guide is intended to show you how to use the student profile system. For guidance with the content of the profile, you should refer to the Student Profile Guidance document and your Personal tutor.

4.2 Final placement/ Repeat placements – editing your profile

Students are required to complete a profile for each placement they undertake. The profile system automatically saves the data entered from your previous profile.

Upon logging in you will be presented with the dashboard/home page with the green icon confirming you have a profile awaiting completion.

You will see that the sections you completed on your previous profile are already populated. You need to move through the following sections and review the data to ensure its accuracy:

- **Placement Location & Travel** (has your location or travel method changed?)
- **Work Experience** (do you need to add any more paid or voluntary experience or update existing entries?)
- **Previous Placements** (Do you need to update any details?)
- **Learning Needs** (Update your learning and experience to date, have your learning needs for this practice learning changed – seek guidance from your Personal Tutor if in doubt, has your interest and career plan changed? For your final placement, please select your preference Adult, Child or None)
- **Disabilities** (has there been any change from your last profile)
- **Personal Extenuating Circumstances** (has there been any change from your last profile)
- **Relationships with Agencies** (has there been any change from your last profile)
- **Disclosures** (has there been any change from your last profile? You may need to provide your Programme Leader with a written statement, check profile guidance for details)

⚠️ Remember to save the contents of one section before moving to the next. There is a Save button at the bottom of most sections. If you forget the system will ask you if you are sure you want to leave the page. If you continue you will lose your changes.

You don't need to complete all the sections in one session as once saved you can return to it later.
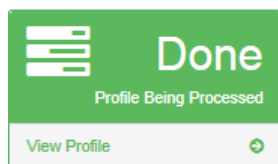
5. Submitting your profile for tutor review

When you have completed your profile you can submit it for tutor review using the submit for "Tutor Review" button.

Continue Student Profile   Submit For Tutor Review
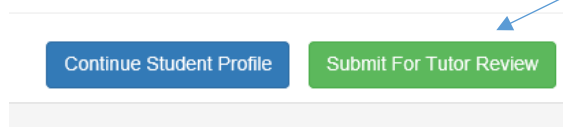
If you haven't completed all of the required fields then these will be listed at the bottom of the page. Once these are filled in and you have confirmed the "submit for tutor review" the home page will be displayed and your dashboard will appear in green:

Done
Profile Being Processed
View Profile

Your tutor will be emailed telling them that the profile has been submitted so there is no need to inform them. You will receive an email confirming that your profile has been submitted for review.

Your Tutor will review your profile and you will be emailed when they have completed their review. They may reject your profile with comments asking you to update and re-submit it.

After approval your profile will be used to secure you a placement. This may involve it being reviewed by several placement agencies. You will be contacted if any further information is required. Placements will be released to all students at the same time and you will be advised by email when this will happen.

5.1 Rejected Profiles

Your Tutor and the University Placement Coordinator will review your profile and may consider that some areas need improvement. If this is the case, they will add a commentary and reject the profile. If the profile is rejected by your tutor, then you will receive an email telling you this and when you log in you will see the dashboard has changed to:

!
Profile Rejected
Restart Profile
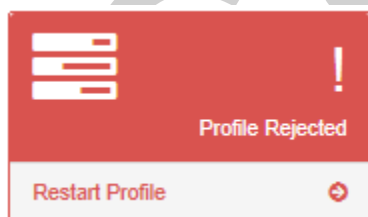
Click on restart profile action and you will see the notes left by your Tutor (or in some cases the University Placements Coordinator)

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You should consider this feedback and update your profile accordingly before resubmitting it for approval. Should your profile be rejected more than once, you will only be able to view the last set of review notes.

Should you need to refer to the previous notes, you will need to click on the History button from within your profile screen. This will then list the history of actions taken on your profile where you should be able to click on "View Notes" where available.

6   Exporting copies of your completed profile

Should you need to export a copy of your completed profile, you will need to return to the dashboard or home page. You can return to this page by clicking on" dashboard" in the left hand menu. The green coloured dashboard informs you that your profile is done and has an action to "view profile".

Welcome, Helen

Welcome to your dashboard

Helen
Helen   @northumbria.ac.uk
Student

...profile. Your profile is sent to agencies in order to consider ...e for you.

...er to the guidance available here.

Remember this will be the first contact with your potential placements.

Done
Profile Being Processed
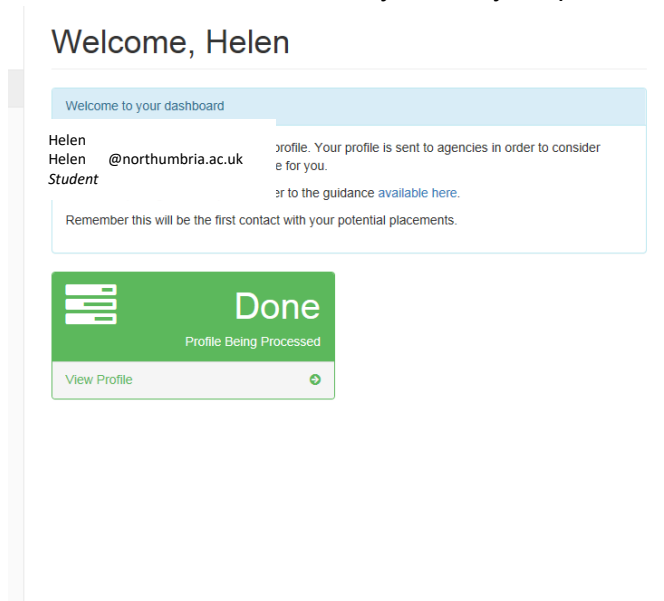
View Profile

You should click on View Profile, this will take you to the profile screens where you will be able to view the completed profile using the tabs. In order to export a copy of the profile you will need to click on the Run Profile Report button at the top left of the screen.

Run Profile Report
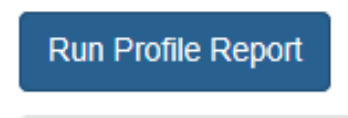
A Pop up will appear asking to exclude confidential sections – if you wish to have the section of your profile that includes questions in relation to Disabilities, Criminal Convictions etc you should choose False. If you do not need this section of the profile you should choose True. Then click on OK

Enter Values

Exclude confidential sections?

True
False

OK
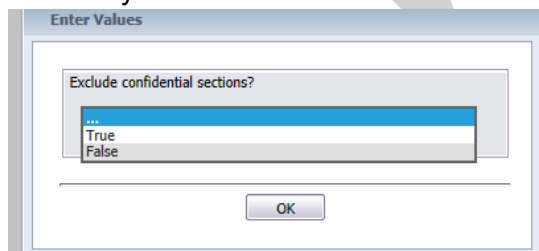
This will then present you with a copy of your profile that can be exported. In order to export the profile you will need to select the following icon from the top left of the screen:
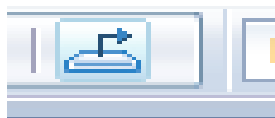
You will be given the option to export it to various programmes, use PDF or Microsoft Word (97-2003) Editable, then click on Export. You should then save a copy of the profile.

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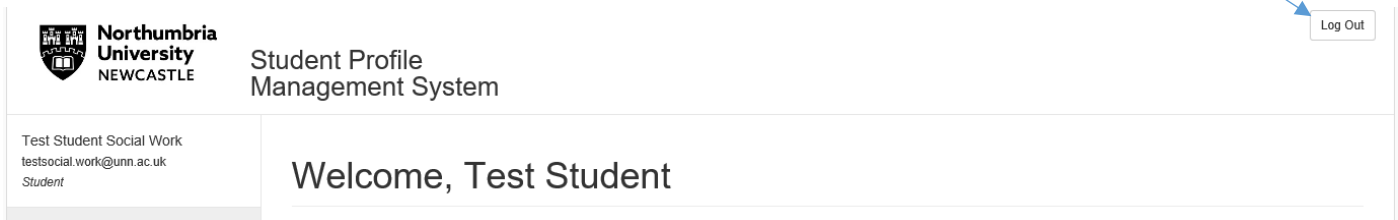
To log back in, refer to section 2.1 on page 04.

Student Profile Content

Placement, Location & Travel
Student Contact Details :Email, Mobile, Telephone Number, Address (pre-populated from University records, where amendments need to be made students will need to do this via their e-vision record)
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)
Disabilities
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
Personal Extenuating Circumstances

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Are there any personal extenuating circumstances you would like to be taken into account before you are offered a placement?
Relationships with Agencies
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)
Disclosures
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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