WORK BASED LEARNING SUPPORT OFFICE

ARC POW FOR STUDENTS – FREQUENTLY ASKED QUESTIONS

HOW DO I LOG IN TO POW?

Please visit our webpage, **www.worcester.ac.uk/placement-support** and click on the *For Students* area. This has full instructions for how to log in and view your placement information.

WHAT IS DIFFERENT ABOUT POW?

The SOLE page could only hold a limited amount of information about your placements. The main benefit of ARC POW *(Placements on the Web)* is that you will, in time, be able to view more comprehensive information about each placement area and its contacts. You will also be able to access placement-specific documents from POW.

WHAT HAS HAPPENED TO MY PREVIOUS PLACEMENT RECORDS AND HOURS?

These have been transferred across from SOLE to POW, including the dates of your placements. For courses where WBLSO record placement hours and absence, this information has also been transferred over to POW.

WHAT HAPPENS TO THE INFORMATION ON SOLE?

You can still access your previous placement information on your SOLE page. However, no further placements, absences or hours will be added to SOLE. All new hours and absences will go on ARC POW.

The Placements Directory on SOLE will not be maintained and the Directory will be 'switched off' later in the year. There is no function in POW to search the directory, but you will see full details of any areas to which you have been allocated.

WHY CAN'T I SEE MY ALLOCATION?

POW works in a similar way to SOLE. WBLSO will release the allocations for students to view on POW. The timelines and process for this will differ depending on your course of study. Other possible explanations are that your placement has not yet been sourced or not yet been added to the database.

THE PLACEMENT INFORMATION SCREENS ARE BLANK FOR MY PREVIOUS PLACEMENTS

Information such as learning opportunities, contact details etc. for any placements undertaken **prior to September 2019** has not been transferred over to POW but is still on SOLE. You will only be able to view this on POW for any placements you undertake from September 2019 onwards.

HOW DO PLACEMENT AREAS KNOW WHICH STUDENTS HAVE BEEN ALLOCATED?

Placement area contacts have access to a site called **ARC PEP**- which stands for *Placement Environment Profile.* From here they can view and populate the same placement information that you can see in POW and can also view and download the allocation for their area. They can also see your university email address.

WHAT HAPPENS IF MY PLACEMENT CHANGES ?

If there has been no alternative but to cancel or change your placement allocation, you will receive an automated email advising you that a change has taken place. You will then need to log in to POW to view the change. The placement area contact will also receive an automated email.

IS THERE ANY CHANGE TO THE WAY I ADVISE YOU OF PLACEMENT ABSENCE?

Please continue to advise us through the Absence Line on 01905 855444, or by email to wblso@worc.ac.uk. A third option will be available in the next few weeks – an online form will be available on the **www.worcester.ac.uk/placement-support** webpage.

WHAT IF I CHANGE MY ADDRESS?

You can change your address on your SOLE page and WBLSO will receive an automated email advising us that there has been a change. However, if you are moving town then **please do not wait until you move to let WBLSO know**. Please email us as soon as you know you are relocating.

WHERE DO I SUBMIT MY TIMESHEETS?

If you are on a course of study which requires submission of timesheets, instructions will follow separately. This differs depending on your course of study. Timesheets are not uploaded to POW.

WILL THERE BE ANY OTHER CHANGES?

The ARC project is a major piece of work for the university, WBLSO, course teams and placement areas. Several enhancements are planned over the next 12 months including:

- placement evaluations will be accessed via ARC POW from September 2020
- more information will be added to our placement support webpage
- increased number of placement-specific documents added to POW for ease of access – reducing the need for students to retrieve the information from Blackboard
- access to an app called mPOW where you can view basic placement information.