PEP: HOW TO VIEW STUDENTS ALLOCATED TO A PLACEMENT AREA
For placement area contacts

STEP ONE: GO TO THE ARC PEP WEBPAGE

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/placementsupport

Once you have logged into PEP, you will see all the placement areas linked to your name. These are referred to as hosts and will appear alphabetically, although many contacts will have just the one host. 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.

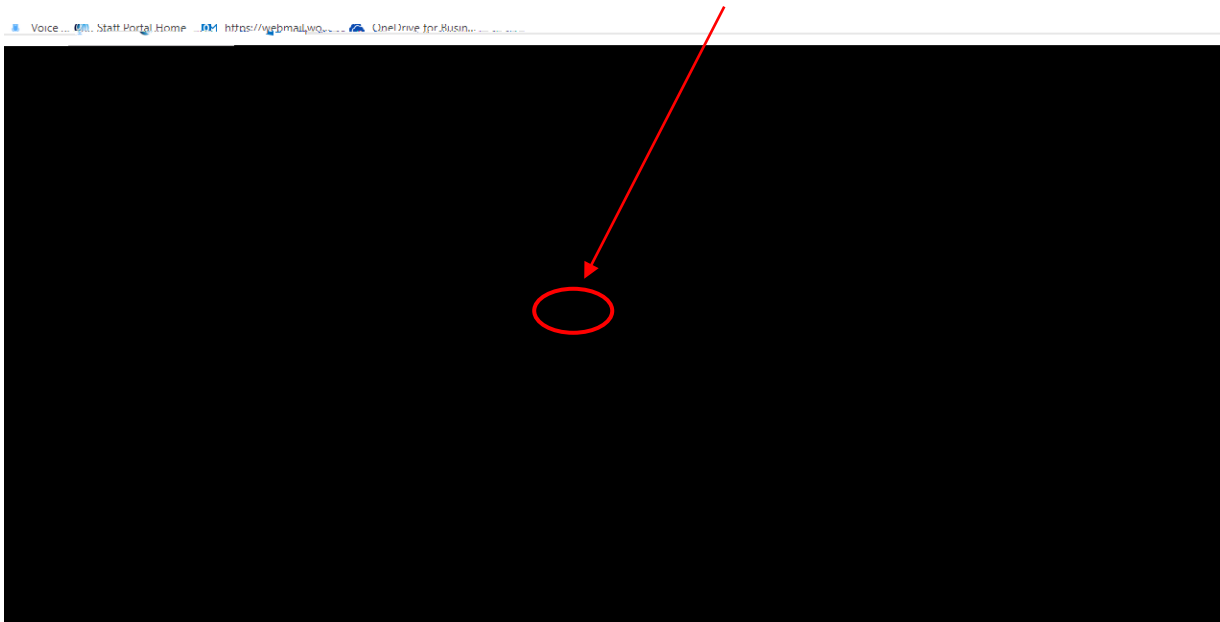The example below shows a contact who is linked to several hosts.
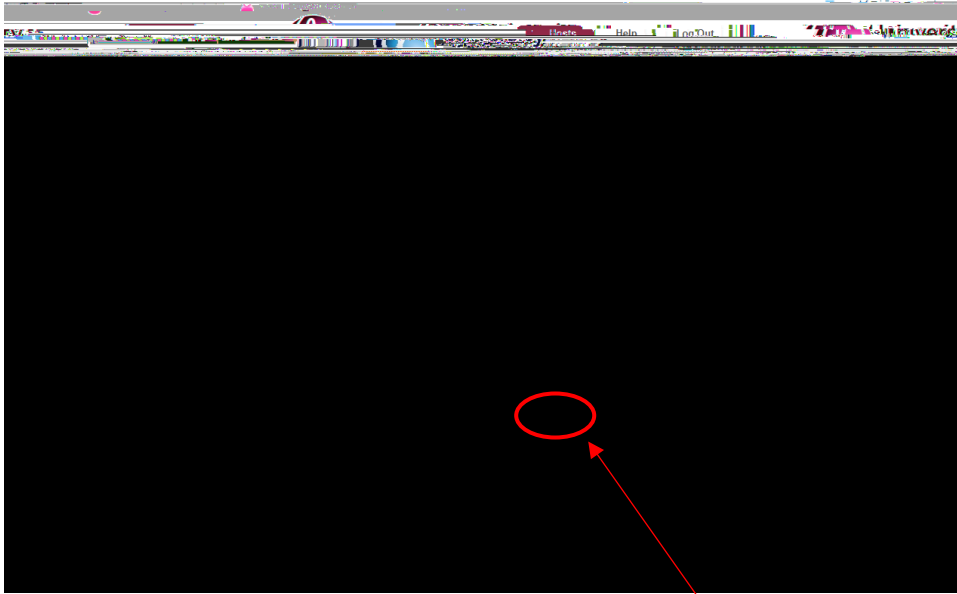
VIEWING STUDENT ALLOCATIONS

Search for Allocations at an Individual H

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You can also choose to only display active students (disregarding anyone who have temporarily or permanently withdrawn the course).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.
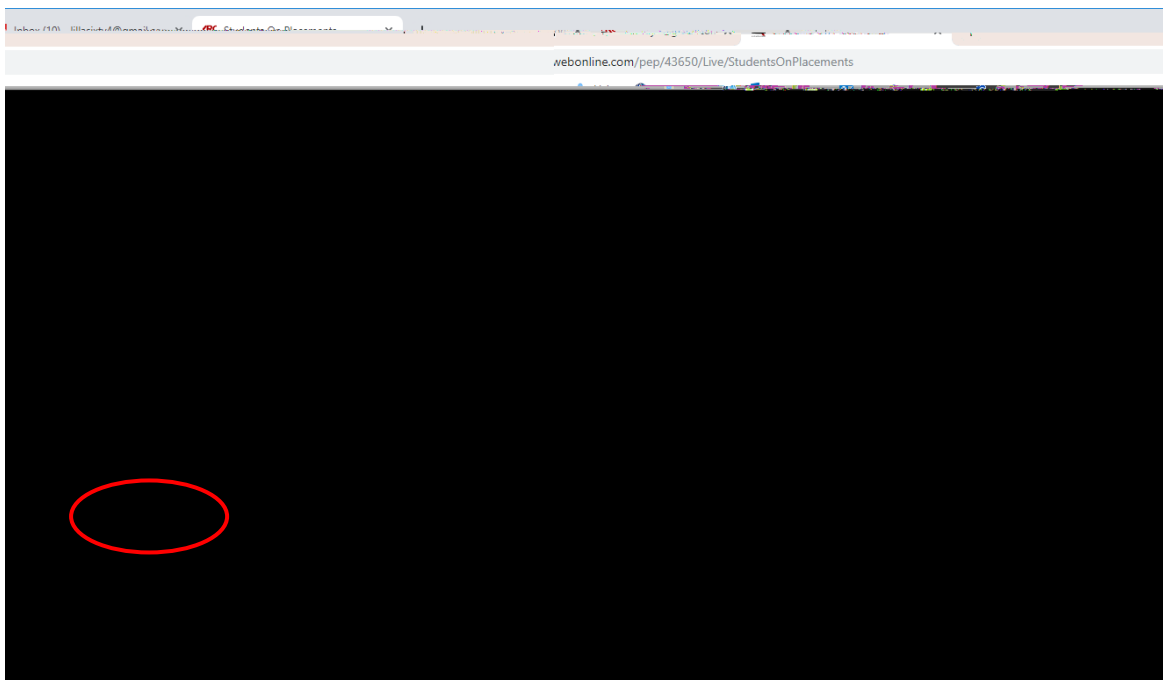
The screen will show the intake, type of placement, dates, and the student email address.

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

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
7/11/2019	21/10/2019	22/10/2019	23/10/2019	24/10/2019	25/10/2019	26/10/2019	2
7/11/2019	11/11/2019	12/11/2019	13/11/2019	14/11/2019	15/11/2019	16/11/2019	1
4/11/2019	18/11/2019	19/11/2019	20/11/2019	21/11/2019	22/11/2019	23/11/2019	3
019	30/11/2019	01/12/2019	25/11/2019	26/11/2019	27/11/2019	28/11/2019	29/11/2

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.

In the example below I have searched for Intensive Care and the system has brought up 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