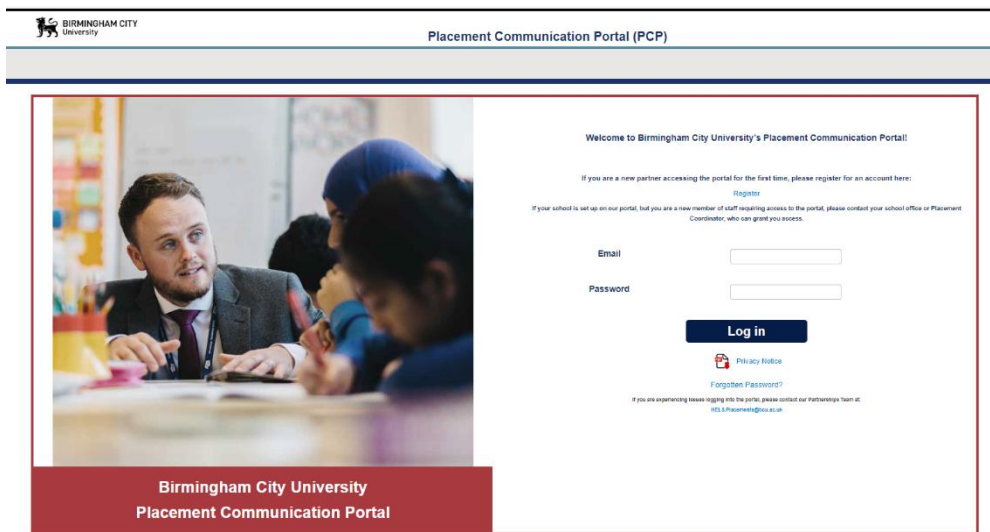


## **Birmingham City University's Placement Communication Portal (PCP)**

### **How to Use the Portal Guide**



This guide outlines how to use the Placement Communication Portal (PCP) which facilitates communication with schools supporting BCU Associate Teachers on their ITT journeys. It can be accessed through this link: <https://arc.bcu.ac.uk/pcp/>.

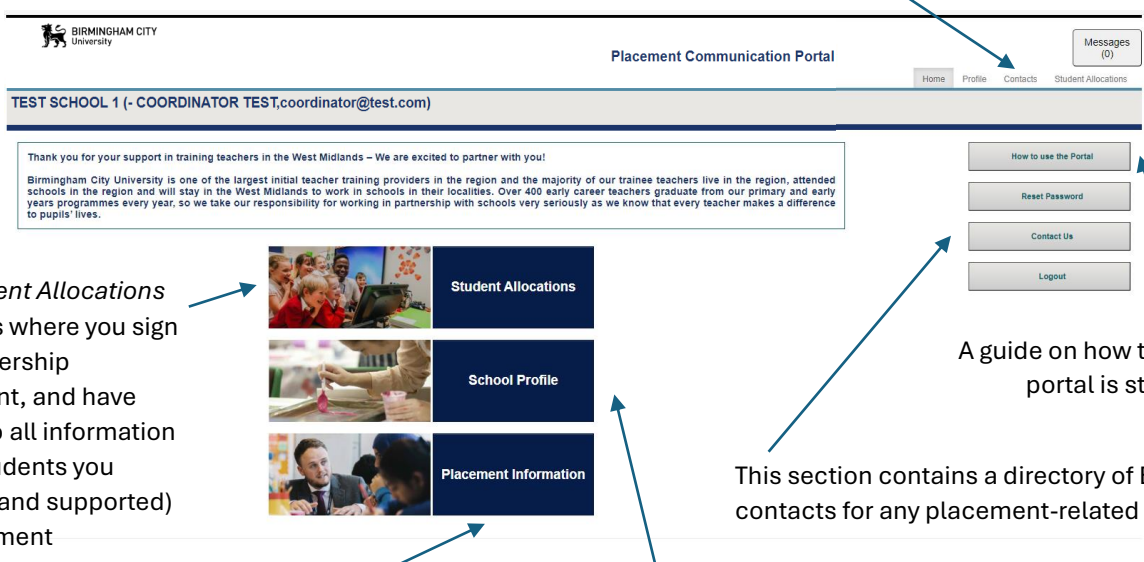
Please refer to this guide when registering and setting up the portal for your school, as well as for any questions or issues you may encounter when familiarising yourself with how to use it. If you have queries or issues that are not addressed in this guide, please get in touch with our Partnerships Team via the [details in the Contacts section](#).

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## 1. Portal Overview

The PCP portal gathers all information related to ITT Placements in one convenient location. It is used to facilitate communication between BCU and our school partners and will make ITT partnerships more efficient. A brief overview of the portal homepage and its sections is provided below. Depending on the level of access granted to your user account by the school's Placement Coordinator (see: [Section 3](#)), all or only some of these will be available to you.



**Your account information, incl. your school name and email, are visible here**

**The *Contacts* section is where you maintain all contacts with accounts to access the portal on behalf of your school**

**The *Student Allocations* section is where you sign our Partnership Agreement, and have access to all information about students you support (and supported) on placement**

**This button will open our Partnership Website, where all information about placements and mentoring are available**

**This section contains a directory of BCU contacts for any placement-related queries**

**You can access your *School Profile* here – this stores information about your school**

**You may receive messages through this portal, which alert you to changes in allocations or contain updates or newsletters**

**A guide on how to use this portal is stored here**

**How to use the Portal**  
**Reset Password**  
**Contact Us**  
**Logout**

**Messages (0)**

**Home Profile Contacts Student Allocations**

**TEST SCHOOL 1 (- COORDINATOR TEST,coordinator@test.com)**

**Student Allocations**

**School Profile**

**Placement Information**

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## 2. First-time Access & Set-up

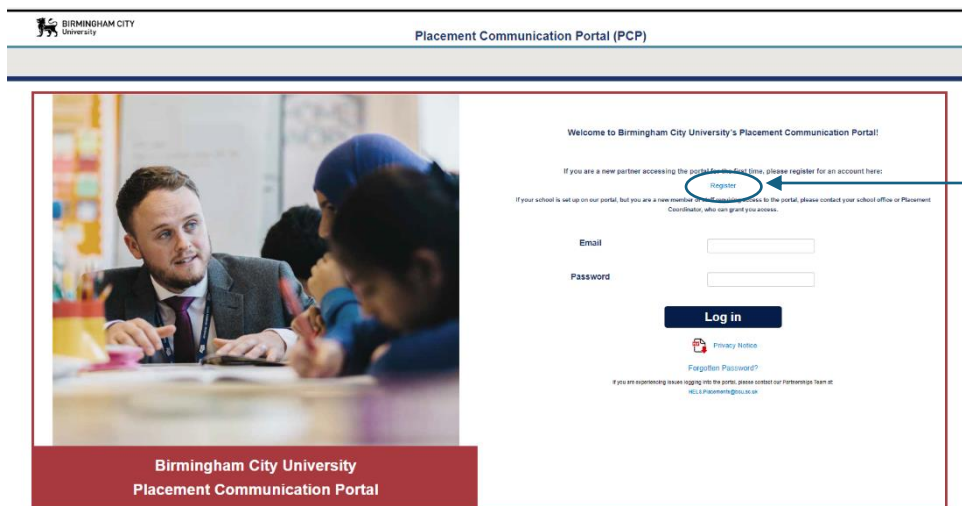
You will receive a notification from our Partnerships Team when access is configured for your school. One person must register on the portal on behalf of the school. Upon registration, the portal must be set up in order to confirm school details and enable the right level of access to members of staff who require user accounts for your school.

If your school has already registered with the portal, you can skip this step and move to Section 4: [Registering Your Account](#).

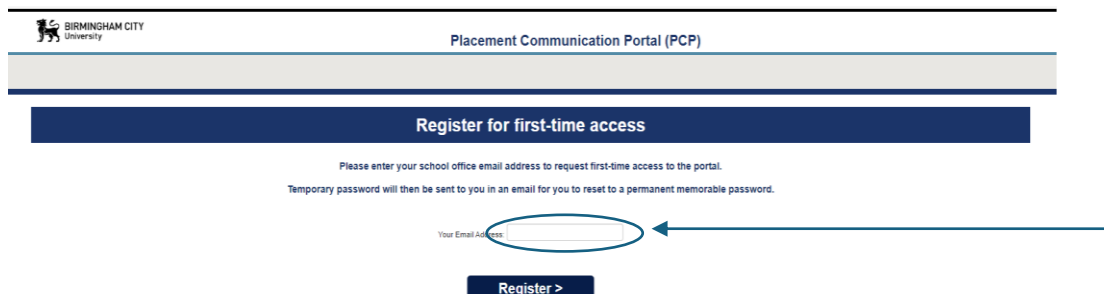
### **Step 1: Register with the PCP Portal**

First-time access must always happen with the school email address. This is to ensure that schools have one account linked to the portal that stays unaffected by personnel changes. Additional accounts can be created after registering with the school email address.

Go to the PCP portal by following this link: <https://bcu.arc.ac.uk/pcp/> and click 'Register':



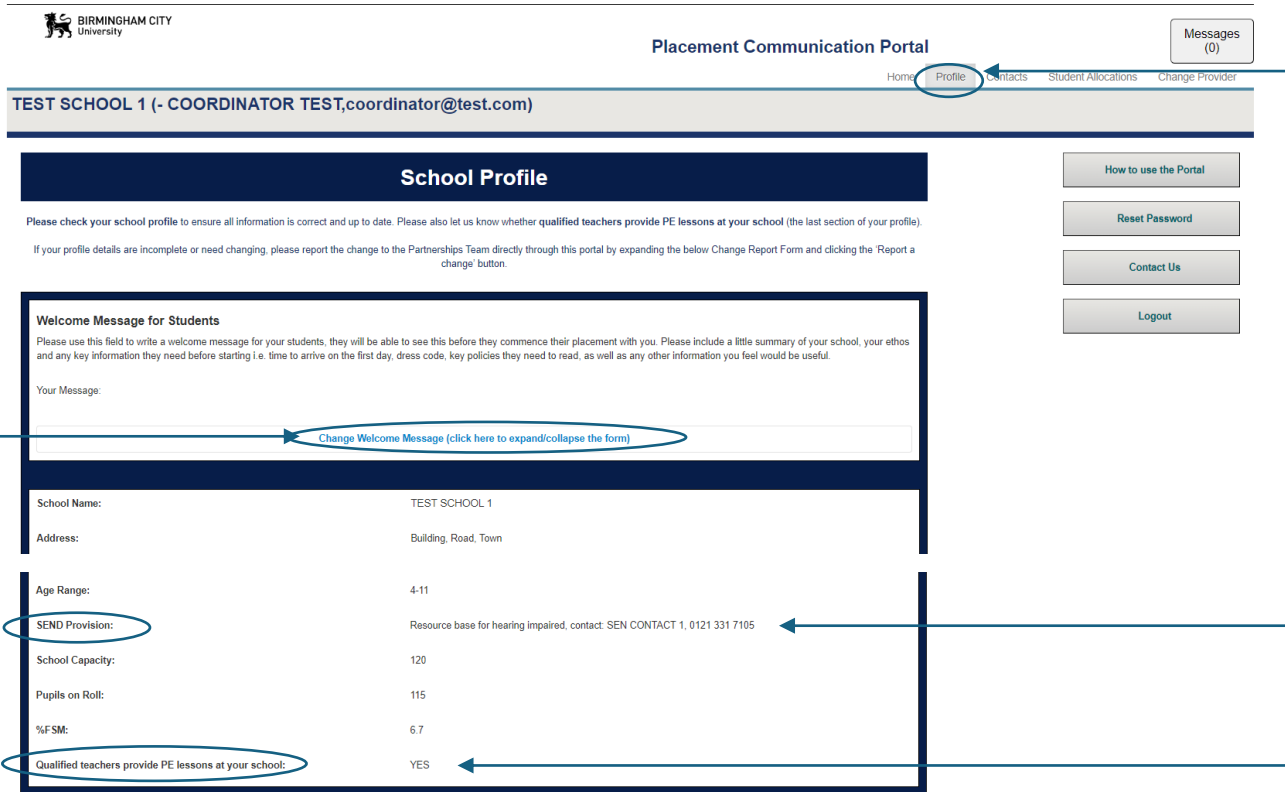
Enter your school email address in this field:



You will receive an automated email with a temporary password. Return to the login screen and enter the school email address and the temporary password that was sent to you. You will then be asked to set a new password, which you can use to access the portal.

**Step 2: Check the information in your School Profile**

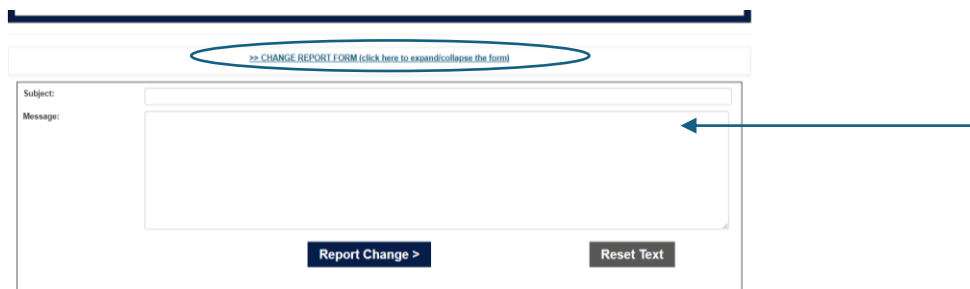
Once logged into the portal, familiarise yourself with the homepage (see: [Section 1](#)). Begin the set-up process by navigating to the 'Profile' section using the menu bar in the top-right corner:



Begin by checking that all information stored in your school profile is correct. Please especially check that the information regarding SEND provision and PE lessons is correct, as this informs the organisation of specialised placements focussing on SEND or PE.

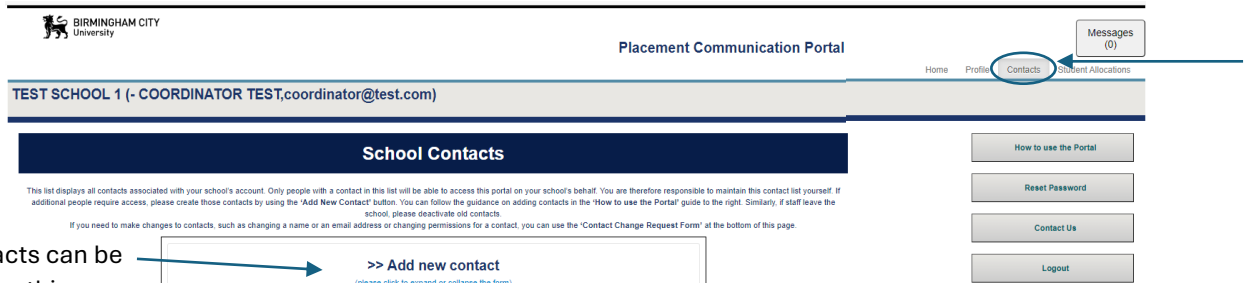
You also have the option to draft a Welcome Message that will be visible to all students allocated to you prior to their placement. You may wish to include a brief introduction to the school, details of who they will need to contact, and anything you may wish for them to prepare or bring along for their first day.

If all information in your school profile is correct, you do not need to do anything further. If information is incorrect, missing, or needs to be updated, please notify us of this by using the 'Change Report Form' at the bottom of the profile page:



**Step 3: Configure your school's Contact List**

This step is key to setting up the portal to function correctly for your school. You will create user accounts for all members of staff who require access to the portal and configure the level of access they are given. To do so, navigate to the 'Contacts' page:



New contacts can be added using this menu:

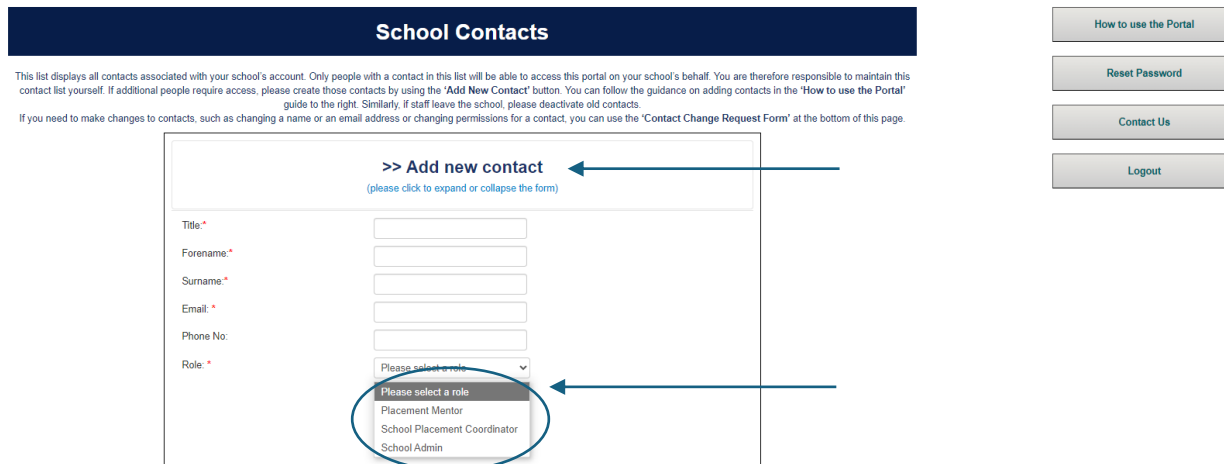


Name	Email	Role	Phone No	Status	Action
- Coordinator Test	coordinator@test.com	Placement Coordinator		Active	Deactivate
- Mentor Test	mentor@test.com	Placement Mentor		Active	Deactivate
- Admin Test	admin@test.com	School Admin		Active	Deactivate

Existing contacts with access to the portal are displayed in this list

Contact roles determine the level of access a contact has in the portal

Please add all school contacts to the contact list by using the 'Add Contact' button, ensuring you assign each contact the correct role through the dropdown menu:



Each role is associated with a different level of access to the portal. By default, the account associated with the school email address used to register and set-up the portal is assigned the role of 'School Admin'. Please consult the overview on the following page to familiarise yourself with the different levels of access for each role. This will enable you to add contacts in this section in a way that will work for the needs of your school.

### 3. Roles & Access

There are three levels of access to the portal that can be granted to users:

1) School Admin:

This role is assigned to the school email address. School Admin access allows the user to view all school- and student-related information. It also grants rights to add and update the user accounts in the Contacts section. The School Admin cannot sign documents on behalf of the school or add mentors to allocated students. This level of access may be useful to HTs, administrative staff or Trust-level staff who need an overview of all placements without being themselves the Placement Coordinator for the school.

2) School Placement Coordinator:

The Placement Coordinator has access to all sections of the portal and is the only role with access to signing agreements and allocating mentors. This can be a headteacher, deputy or ITT mentor, but should always be the main person with responsibility for placements in the school. If required, multiple people can be given this role. However, you should ensure that these users coordinate their actions on the portal to avoid duplications or mistakes.

3) Placement Mentors:

Placement Mentors can only view student allocations that they themselves were assigned to as mentors. They do not have any additional rights in the portal.

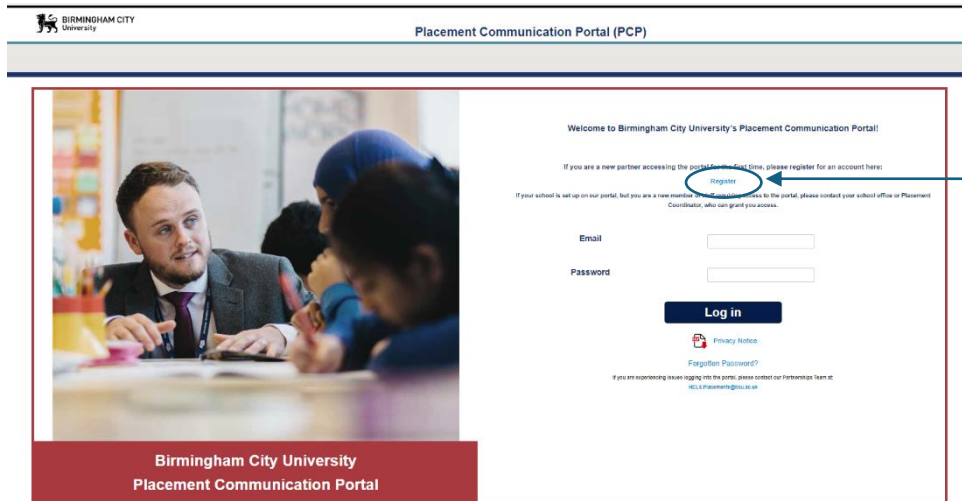
A breakdown of rights for each user is provided below:

Role	School Admin	School Placement Coordinator	Placement Mentor
<b>Contacts Section</b>			
View All Contacts	✓	✓	
Add New Contacts & Manage Contacts	✓	✓	
<b>Student Allocations Section</b>			
View All Allocations	✓	✓	
View Own Allocations			✓
Assign Mentors		✓	
Sign Documents		✓	

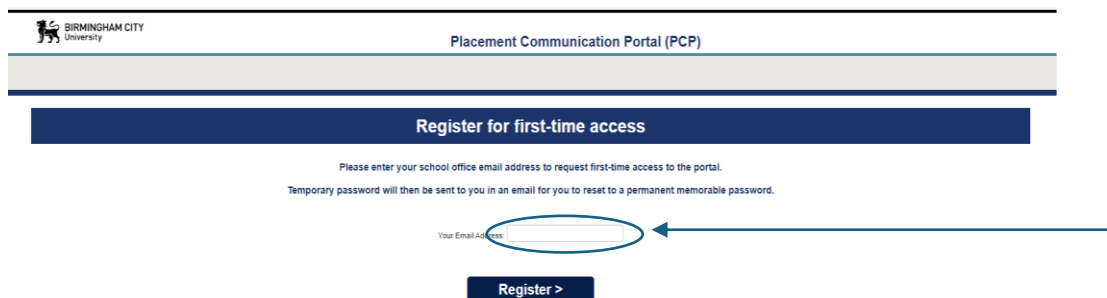
The set-up of roles should enable you to create contacts and grant access in the way that works best for your school. Should you have any questions or would like to discuss how best to set up user accounts to suit your school's placement process, please do not hesitate to get in touch with us.

#### 4. Registering Your Account

Once school registration has taken place, users are added to the portal. To access the portal, you should receive an automated email once the relevant person who registered on the portal on behalf of the school has added you to the school's contact list. The email will contain a link to the portal. Follow the link to the portal's login page, and click 'Register':



Enter the email address with which the automated email was received in this field:



You will receive a second automated email with a temporary password. Return to the login screen and enter your email address and the temporary password that was sent to you. You will then be asked to set a new password, which you can use to access the portal.

Please note: You can only register if you have been added to your school's contact list. This is done by the school's Placement Coordinator during the portal set-up. If you do not have access to the portal, please contact the relevant person in your school to add you to the school's contact list. You can then register as described above.

## 5. Portal Functions

This section outlines different functions of the portal. Not all these functions are available/accessible by each user type, so this is specified for each section. Placement Mentors may want to skip straight to [Section 6](#) to view relevant information.

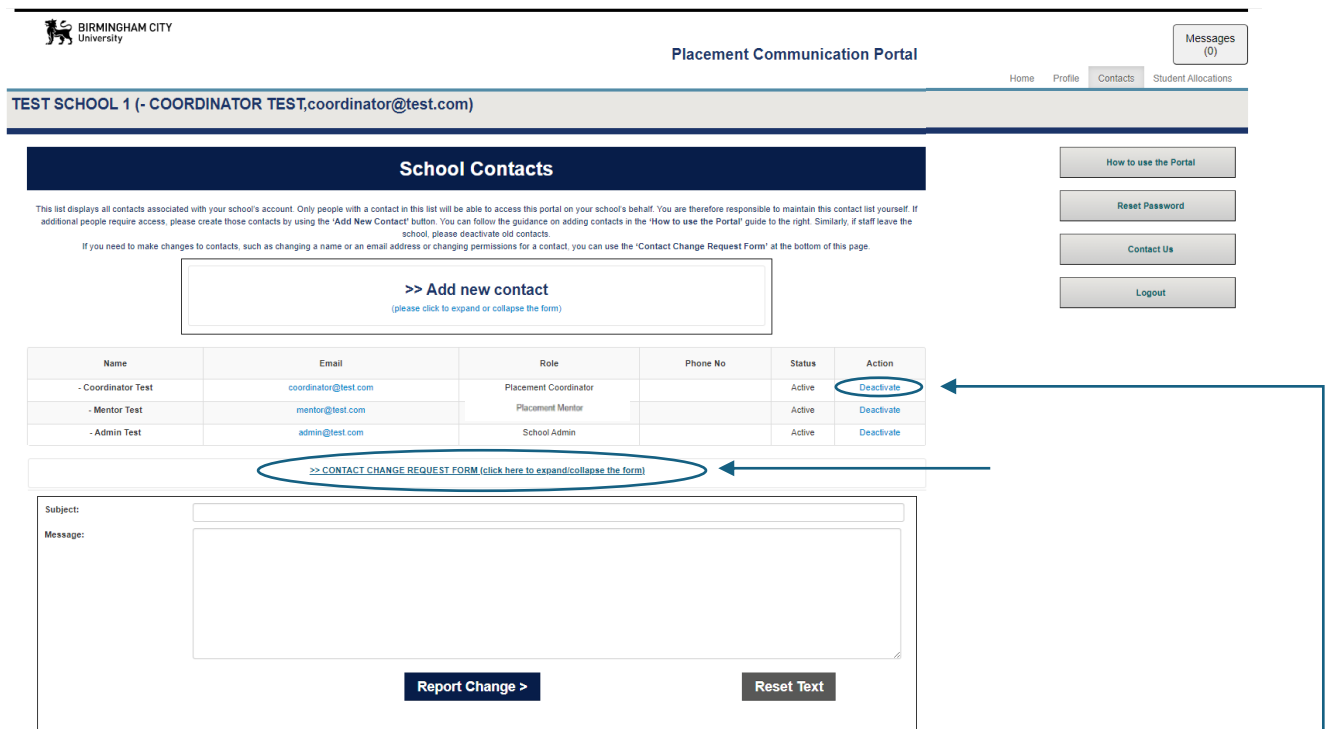
### 1) Maintaining the School's Contact List

**Accessible by:** School Admins, School Placement Coordinators

The school's contact list manages user accounts for all staff members with access to the portal on behalf of the school. It is important that this is configured correctly to grant all relevant members of staff the correct level of access.

To create new contacts, please refer to the instructions in [Section 2.3](#). The contact list displays all existing contacts and their roles (for a breakdown of roles, see: [Section 3](#)).

To amend existing contacts, you can use the 'Contact Change Request Form' at the bottom of the Contacts page:



**School Contacts**

This list displays all contacts associated with your school's account. Only people with a contact in this list will be able to access this portal on your school's behalf. You are therefore responsible to maintain this contact list yourself. If additional people require access, please create those contacts by using the 'Add New Contact' button. You can follow the guidance on adding contacts in the 'How to use the Portal' guide to the right. Similarly, if staff leave the school, please deactivate old contacts.

If you need to make changes to contacts, such as changing a name or an email address or changing permissions for a contact, you can use the 'Contact Change Request Form' at the bottom of this page.

**>> Add new contact**  
(please click to expand or collapse the form)

Name	Email	Role	Phone No	Status	Action
- Coordinator Test	coordinator@test.com	Placement Coordinator		Active	Deactivate
- Mentor Test	mentor@test.com	Placement Mentor		Active	Deactivate
- Admin Test	admin@test.com	School Admin		Active	Deactivate

**>> CONTACT CHANGE REQUEST FORM** (click here to expand/collapse the form)

Subject:

Message:

**Report Change >** **Reset Text**

How to use the Portal  
Reset Password  
Contact Us  
Logout

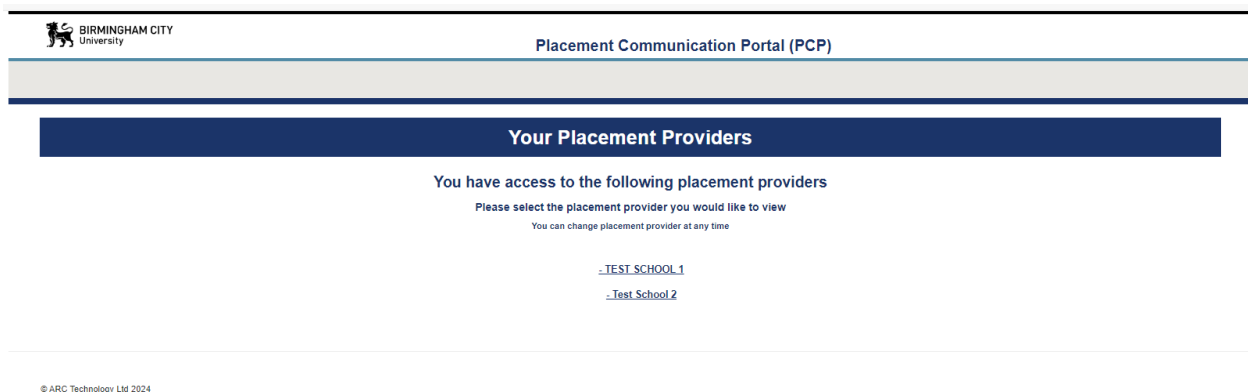
Please include all details of the change you would like to request, and to which contact. We will then update the contact accordingly. This form can be used if details of a contact change (e.g. their email address or name), or if contact roles change (e.g. a contact with School Admin access needs access as a Placement Coordinator).

If staff leave and a profile is no longer required, please use the 'Deactivate' button instead.

## 2) Contacts Working Across Multiple Schools

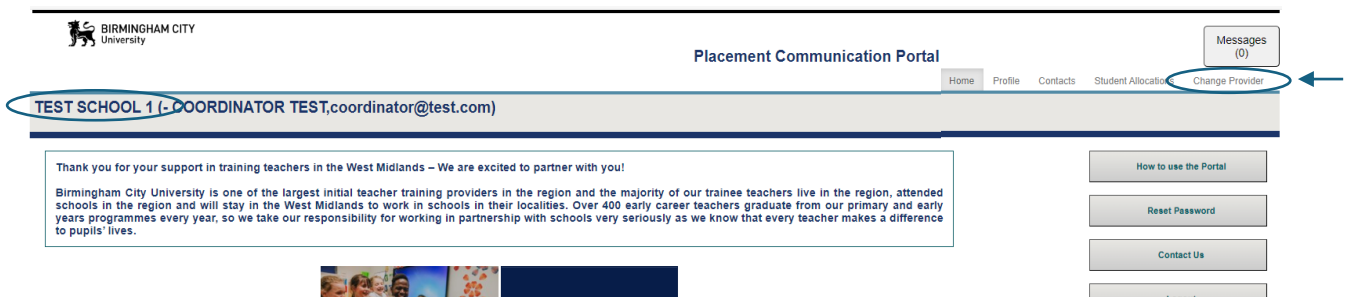
Accessible by: School Admins, Placement Coordinators

The portal allows users to access information on behalf of multiple schools if required. This may be useful to Trust-level staff or Headteachers working across schools. To enable a user to access the portal on behalf of multiple schools, they must be added as ‘School Admin’ or ‘Placement Coordinator’ users in the contact list of *each school* they want to access. Please refer to [Section 2.3](#) for instructions on how to add contacts. Once multiple schools have added the same user to their contact list, this user will see the below screen upon login:



The screenshot shows the top navigation bar with the Birmingham City University logo and the title 'Placement Communication Portal (PCP)'. Below this is a dark blue header with the text 'Your Placement Providers'. The main content area states: 'You have access to the following placement providers' followed by 'Please select the placement provider you would like to view' and 'You can change placement provider at any time'. Two options are listed: '- TEST SCHOOL 1' and '- Test School 2'. At the bottom left, there is a copyright notice: '© ARC Technology Ltd 2024'.

You can then choose on behalf of which school you want to access the portal. You can change this at any time by clicking on the ‘Change Provider’ button that will appear in your menu bar if you are assigned to more than one school. You will also always see which school you are currently viewing in the top bar of the portal:



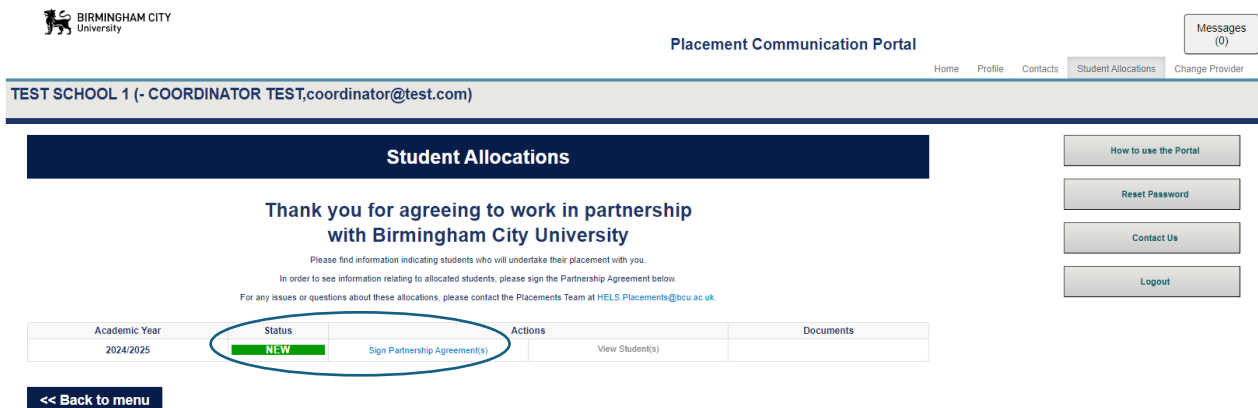
The screenshot shows the user interface after login. The top navigation bar includes the Birmingham City University logo, the title 'Placement Communication Portal', and a menu with 'Home', 'Profile', 'Contacts', 'Student Allocation', and 'Change Provider'. The 'Change Provider' button is circled in red with a blue arrow pointing to it. Below the navigation bar, the current school is displayed as 'TEST SCHOOL 1 (- COORDINATOR TEST,coordinator@test.com)'. A message box on the left reads: 'Thank you for your support in training teachers in the West Midlands – We are excited to partner with you! Birmingham City University is one of the largest initial teacher training providers in the region and the majority of our trainee teachers live in the region, attended schools in the region and will stay in the West Midlands to work in schools in their localities. Over 400 early career teachers graduate from our primary and early years programmes every year, so we take our responsibility for working in partnership with schools very seriously as we know that every teacher makes a difference to pupils' lives.' On the right side, there are buttons for 'How to use the Portal', 'Reset Password', 'Contact Us', and 'Logout'.

3) Accessing Placement & Student Information (for Admin & Coordinator access)

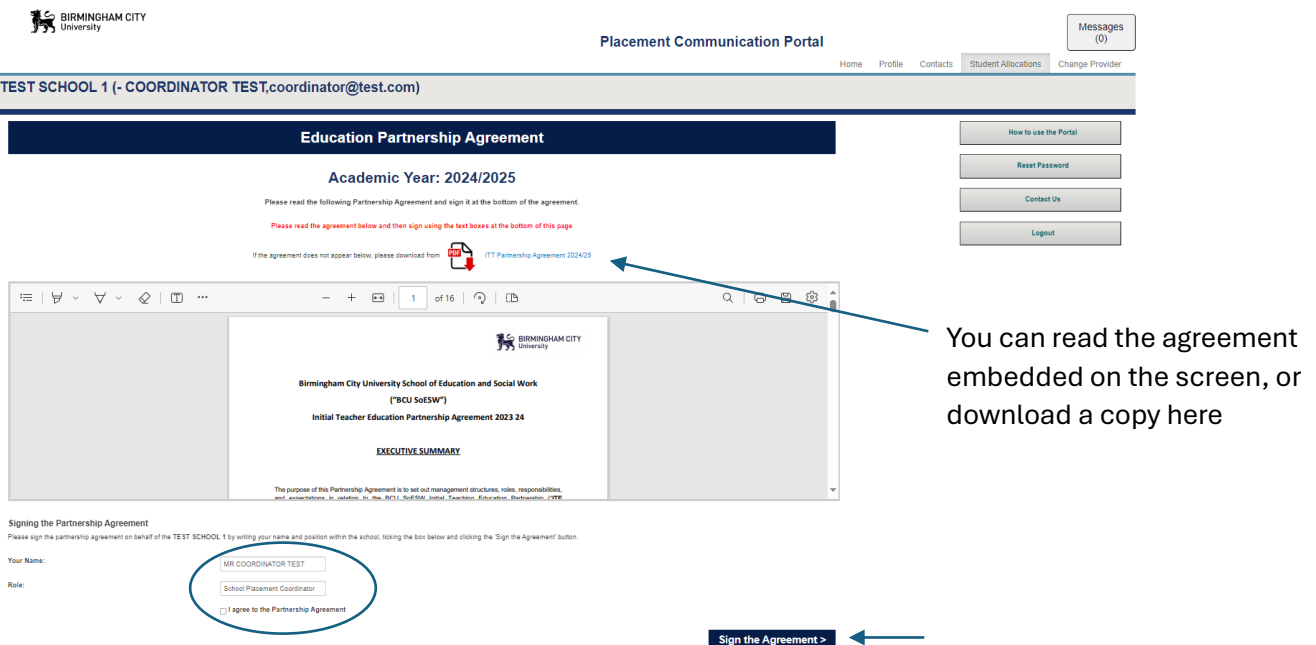
Placement information is stored in the 'Student Allocations' section of the portal. It contains information grouped by academic year. At the beginning of a new academic year, a new section is added to the Student Allocations page, so that you retain information for previous placements.

Before this information can be accessed, the School Placement Coordinator must sign the Partnership Agreement on behalf of the school.

At the beginning of the academic year, the 'Student Allocations' page will display a Partnership Agreement to be signed. You will also receive a notification once this becomes available. No further information can be accessed unless the Agreement is signed by the school's Placement Coordinator.

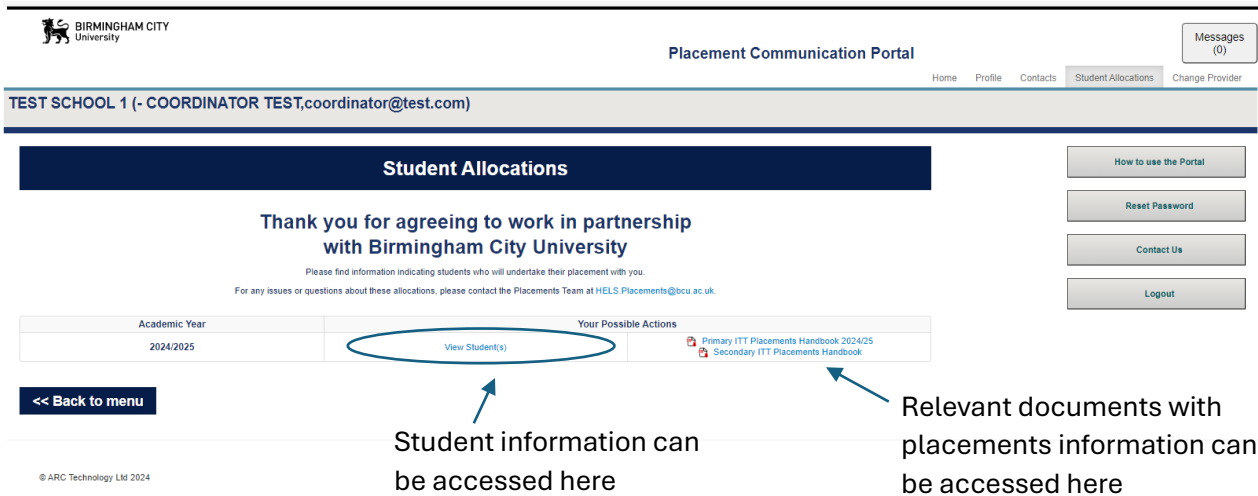


The 'Sign Partnership Agreement(s)' button will open the Agreement:



To sign, ensure the details are correct as displayed, tick the box, and click 'Sign the Agreement'. The signed agreement will remain available in this section for your reference. Once the Partnership Agreement is signed, you can access information for the academic year.

To view student information, click on the ‘View Student(s)’ button. This will only become accessible once the School Placement Coordinator has signed the Partnership Agreement (see: [Section 5.3](#)).



**Student Allocations**

Thank you for agreeing to work in partnership with Birmingham City University

Please find information indicating students who will undertake their placement with you.  
For any issues or questions about these allocations, please contact the Placements Team at [HELS.Placements@bcu.ac.uk](mailto:HELS.Placements@bcu.ac.uk).

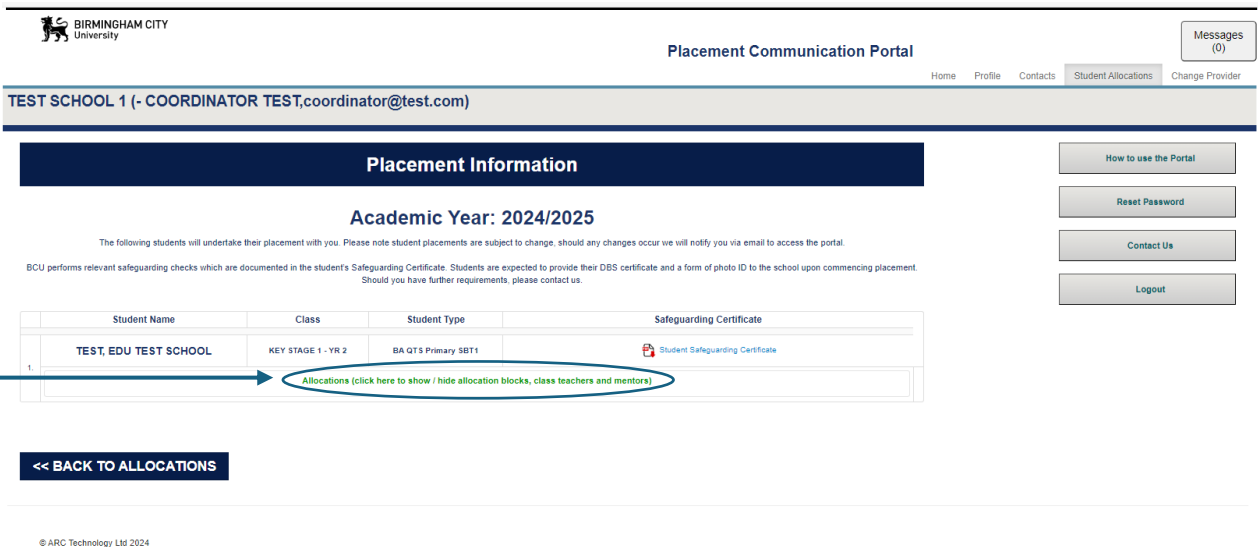
Academic Year	Your Possible Actions
2024/2025	<a href="#">View Student(s)</a>

<< Back to menu

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Relevant documents with placements information can be accessed here

‘View Student(s)’ will open an overview of all students allocated to your school for the academic year. School Admins and Placement Coordinators can view all students, while mentors can only see students that are assigned to them in this section:



**Placement Information**

Academic Year: 2024/2025


The following students will undertake their placement with you. Please note student placements are subject to change, should any changes occur we will notify you via email to access the portal.  
BCU performs relevant safeguarding checks which are documented in the student's Safeguarding Certificate. Students are expected to provide their DBS certificate and a form of photo ID to the school upon commencing placement. Should you have further requirements, please contact us.

Student Name	Class	Student Type	Safeguarding Certificate
TEST, EDU TEST SCHOOL	KEY STAGE 1 - YR 2	BA QT 5 Primary SBT1	<a href="#">Student Safeguarding Certificate</a>

<< BACK TO ALLOCATIONS

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Expand the student’s details to view placement dates and mentoring information:

Student Name	Class	Student Type	Safeguarding Certificate
Test Student	FOUNDATION STAGE RECEPTION	BAGTS Primary SBT1	 Student Safeguarding Certificate

Allocations (click here to show / hide allocation blocks, class teachers and mentors)

**Allocation 1 (SBT1 Visiting Days): 24/02/2025 – 13/04/2025**

Days on Placement:					MENTOR(S):
Monday	Tuesday	Wednesday	Thursday	Friday	
24/02/2025	25/02/2025				<a href="#">Change Mentors (click here to expand/collapse)</a> To add new mentors, please add to them to your Contact List
03/03/2025	04/03/2025				
10/03/2025	11/03/2025				
17/03/2025	18/03/2025				
24/03/2025	25/03/2025				
07/04/2025	08/04/2025				

**Allocation 2 (SBT1 Block): 28/04/2025 – 22/06/2025**

Days on Placement:					MENTOR(S):
Monday	Tuesday	Wednesday	Thursday	Friday	
29/04/2025	30/04/2025	01/05/2025	02/05/2025		<a href="#">Change Mentors (click here to expand/collapse)</a> To add new mentors, please add to them to your Contact List
	06/05/2025	07/05/2025	08/05/2025	09/05/2025	
12/05/2025	13/05/2025	14/05/2025	15/05/2025	16/05/2025	
19/05/2025	20/05/2025	21/05/2025	22/05/2025	23/05/2025	
02/06/2025	03/06/2025	04/06/2025	05/06/2025	06/06/2025	
09/06/2025	10/06/2025	11/06/2025	12/06/2025	13/06/2025	
16/06/2025	17/06/2025	18/06/2025	19/06/2025	20/06/2025	

Students' safeguarding certificates are accessible here

Placement dates will be displayed in sections; 'Visiting Days' and 'Block Placement'

Mentors can be assigned and viewed in this section

SAFEGUARDING STATUS CONFIRMATION

Student ID: 0030000

Provider's name and address:  
Birmingham City University, City South Campus, B15 3TN

We confirm that the following safeguarding checks have been carried out for the trainee teacher named below:

Surname	Forename	Date of Birth
EDU TEST SCHOOL	TEST	01/01/2000
DBS Certificate Number	11111111	
Date of Issue	15/07/2024	
Programme of Study	BA (Hons) Primary Education with QTS	


- The trainee teacher named above has completed a satisfactory enhanced DBS check for the purposes of studying on the above-named programme.
- The trainee teacher named above has been checked and cleared against the ISA Children's Barred List.
- The trainee teacher named above has completed a self-certification declaration in respect of any criminal convictions, cautions or cautions.

In any circumstances where a trainee teacher's DBS enhanced disclosure form makes reference to a caution, conviction or conviction, the trainee is subject to the Faculty of Health, Education and Life Sciences' formal procedures to determine whether the disclosure is such that it should prevent the trainee from undertaking their programme. As appropriate, guidance is provided by senior staff from partner schools and from teacher professional associations.

Providers should confirm in writing to schools that a non-salaried trainee's criminal record check, including a check of the children's barred list, has been completed and that the individual has been judged by the provider to be suitable to work with children. Providers are not required to provide any information to schools in addition to this confirmation. Schools may wish to record this confirmation in their single central record, but they are not required to do so.

All students on Initial Teacher Education programmes at Birmingham City University sign a Learning Agreement before they commence that respective programme. This obligates them to disclose any information that they have not already disclosed on their application form or at interview or any change in circumstances that may affect their suitability to teach or to be placed in a setting, school or college.

Please note that on arriving at the school for the first time, the trainee teacher has been told to present an original piece of photo ID (e.g. Student Identity Card, passport, photocard driving licence, EU National Identity Card, etc.).

Signed:  Date: 15/07/2024

Name: Paul Purzer  
Role: Programme Leader

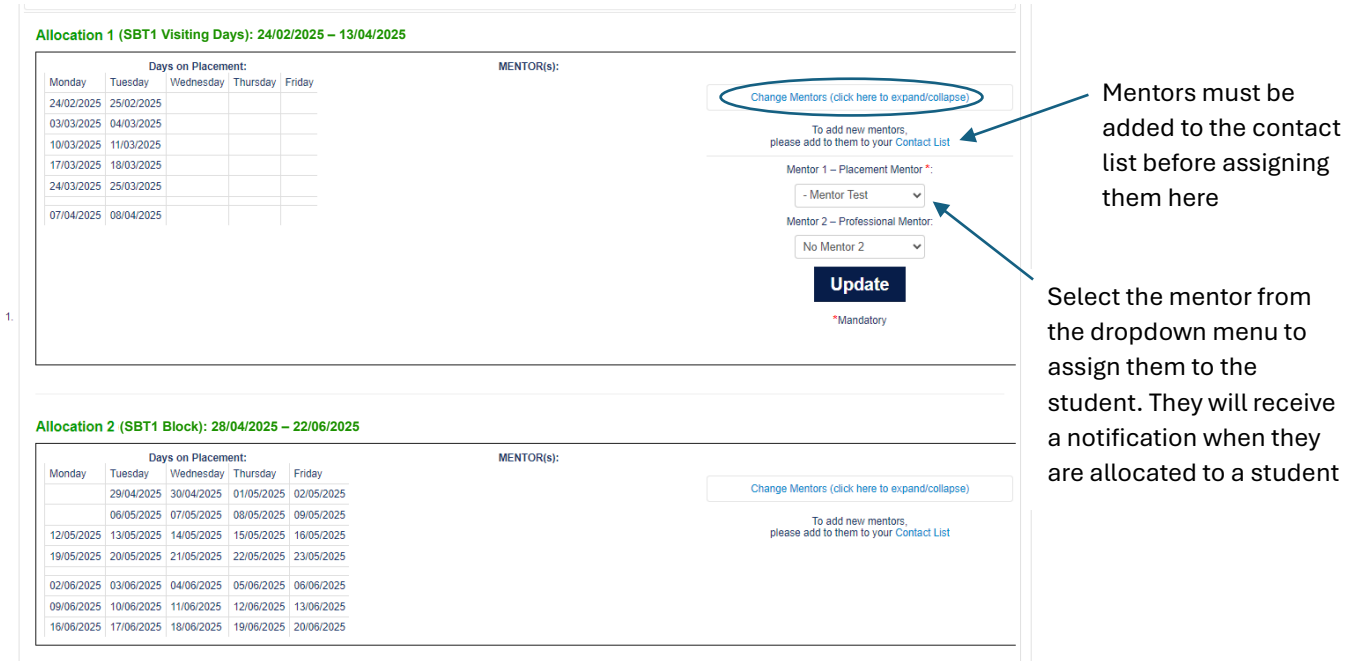
Birmingham City University  
Faculty of Health, Education and Life Sciences  
College of Education & Social Work  
David Childs, Head of College  
City South Campus, Birmingham, B15 3TN  
www.bcu.ac.uk

Students' safeguarding certificates contain DBS information and outline the checks BCU performs to ensure Associate Teachers are fit to practice. Alongside this, students will bring in their DBS certificate and photo ID as was the case previously. The Safeguarding Certificate will open as a PDF in a new window when clicked and can be saved or printed as needed.

#### 4) Assigning Mentors to Students

Accessible by: School Admins, School Placement Coordinators

To assign mentors, open the ‘Change Mentors’ dropdown menu:



**Allocation 1 (SBT1 Visiting Days): 24/02/2025 – 13/04/2025**

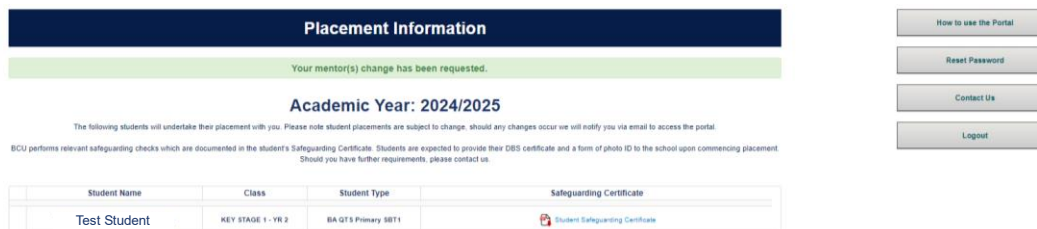
Days on Placement:					MENTOR(s):
Monday	Tuesday	Wednesday	Thursday	Friday	
24/02/2025	25/02/2025				
03/03/2025	04/03/2025				
10/03/2025	11/03/2025				
17/03/2025	18/03/2025				
24/03/2025	25/03/2025				
07/04/2025	08/04/2025				

**Allocation 2 (SBT1 Block): 28/04/2025 – 22/06/2025**

Days on Placement:					MENTOR(s):
Monday	Tuesday	Wednesday	Thursday	Friday	
	29/04/2025	30/04/2025	01/05/2025	02/05/2025	
	06/05/2025	07/05/2025	08/05/2025	09/05/2025	
12/05/2025	13/05/2025	14/05/2025	15/05/2025	16/05/2025	
19/05/2025	20/05/2025	21/05/2025	22/05/2025	23/05/2025	
02/06/2025	03/06/2025	04/06/2025	05/06/2025	06/06/2025	
09/06/2025	10/06/2025	11/06/2025	12/06/2025	13/06/2025	
16/06/2025	17/06/2025	18/06/2025	19/06/2025	20/06/2025	

Each student can be assigned two mentors – a Placement Mentor (Mentor 1, this is the class teacher) and a Professional Mentor (Mentor 2, previously Lead Mentor). While each student must be assigned a Placement Mentor, the Professional Mentor is optional (if both are the same person, assigning the Placement Mentor is sufficient).

Once mentors are assigned, click ‘Update’. The portal will update the mentor details automatically, but it can up to 12h for this to be visible on the portal. You will see a notification that the change was requested:



**Placement Information**

Your mentor(s) change has been requested.

**Academic Year: 2024/2025**

The following students will undertake their placement with you. Please note student placements are subject to change, should any changes occur we will notify you via email to access the portal.

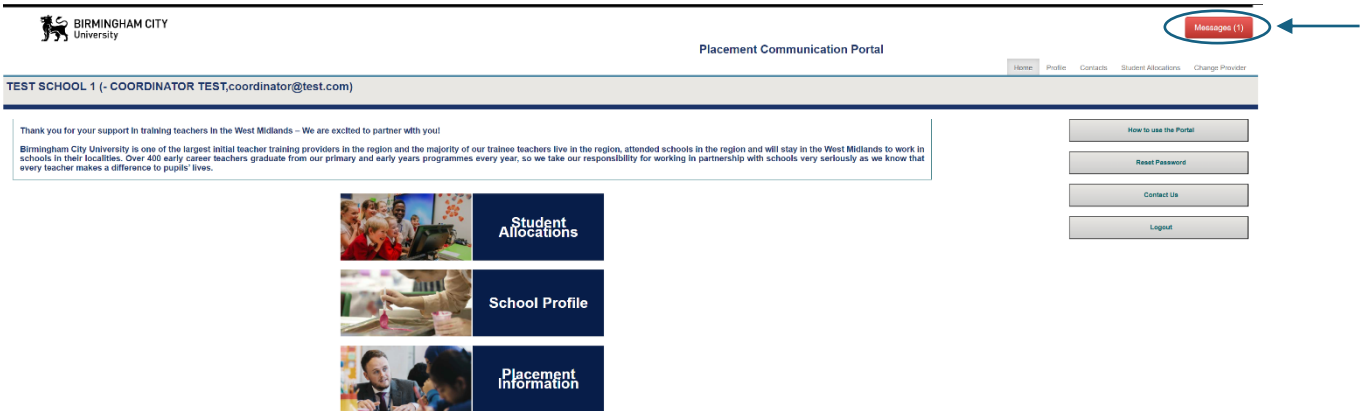
BCU performs relevant safeguarding checks which are documented in the student's Safeguarding Certificate. Students are expected to provide their DBS certificate and a form of photo ID to the school upon commencing placement. Should you have further requirements, please contact us.

Student Name	Class	Student Type	Safeguarding Certificate
Test Student	KEY STAGE 1 - Y6 2	BA QT 5 Primary SBT1	Student Safeguarding Certificate

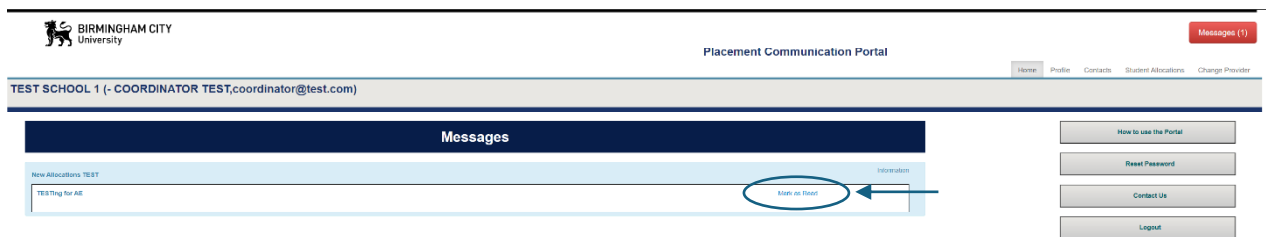
How to use the Portal  
Reset Password  
Contact Us  
Logout

5) Receiving Messages through the Portal

The Portal has a ‘Messages’ section that can be accessed through the button in the top right corner:



This is used to share updates with school partners and ensure that all placement-related information stays in one convenient location. New messages will be indicated through a red button. Click ‘Messages’ to view new messages:



You can click each message to expand its content. Use the ‘Mark as Read’ button to mark a message as read. The button will then turn grey. If there are no new messages, you can access previous messages by clicking on ‘Message History’. This will also display when messages were marked as read.



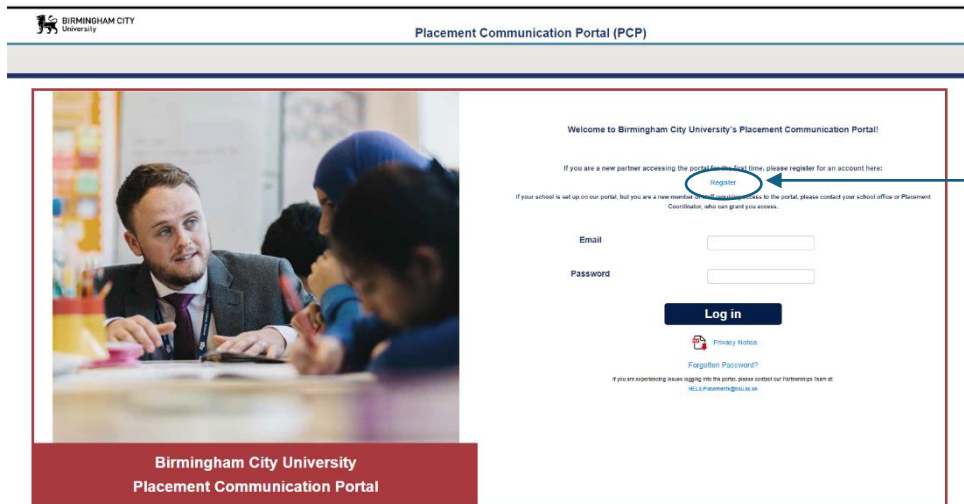
We encourage school partners to check this message board regularly for updates regarding placements. For important notifications, such as when allocations are released, you will also receive an automated email prompting you to check your message board in the portal.

## 6. Using the Portal as a 'Placement Mentor'

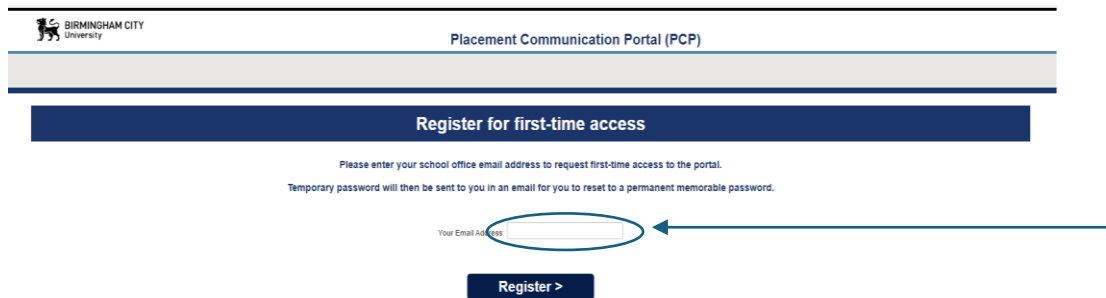
As a Placement Mentor, you can access the portal to view information about students you have been assigned to as a mentor, as well as general information about your school and the placement process.

### 1) Registering for Access

Access to the portal will be granted by your School Placement Coordinator by adding your school email address to the school's contact list in the portal. You will then receive an automated email containing a link to the portal. Follow the link to the portal's login page, and click 'Register':



Enter the email address with which the automated email was received in this field:

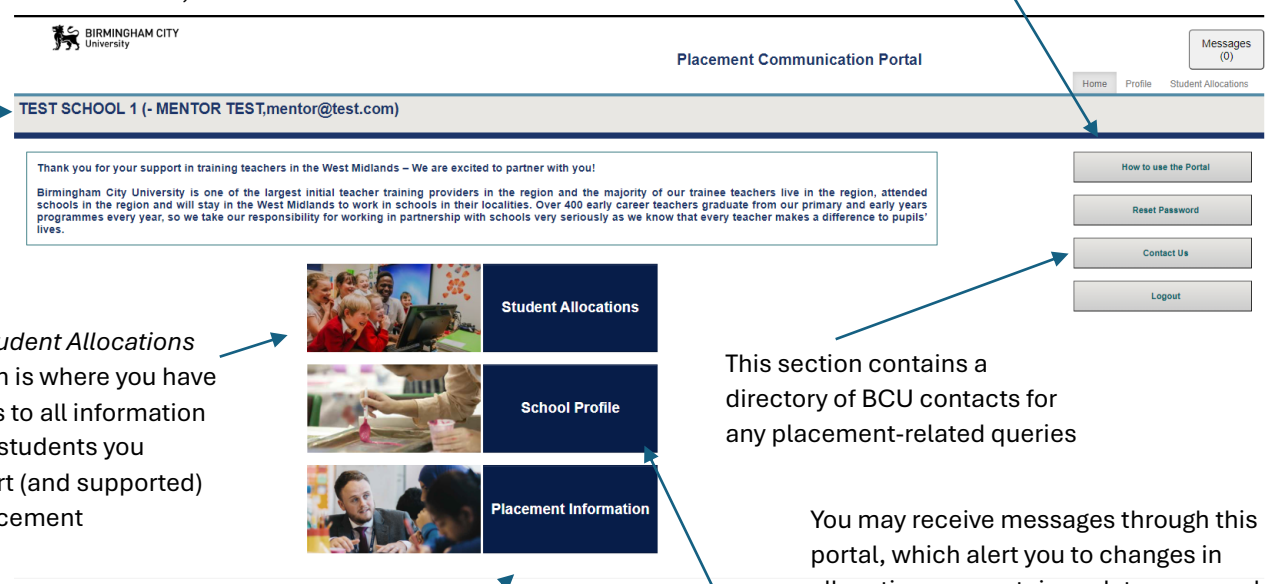


You will receive a second automated email with a temporary password. Return to the login screen and enter your email address and the temporary password that was sent to you. You will then be asked to set a new password, which you can use to access the portal.

**Please note:** You can only register if you have been added to your school's contact list. This is done by the school's Placement Coordinator during the portal set-up. If you do not have access to the portal, please contact the relevant person in your school to add you to the school's contact list. You can then register as described above.

2) Overview

Here is an overview of the portal's homepage:



**Your account information, incl. your school name and email, are visible here**

**A guide on how to use this portal is stored here**

**TEST SCHOOL 1 (- MENTOR TEST,mentor@test.com)**

**Messages (0)**

**Home Profile Student Allocations**

Thank you for your support in training teachers in the West Midlands – We are excited to partner with you!

Birmingham City University is one of the largest initial teacher training providers in the region and the majority of our trainee teachers live in the region, attended schools in the region and will stay in the West Midlands to work in schools in their localities. Over 400 early career teachers graduate from our primary and early years programmes every year, so we take our responsibility for working in partnership with schools very seriously as we know that every teacher makes a difference to pupils' lives.

**How to use the Portal**

**Reset Password**

**Contact Us**

**Logout**

**Student Allocations**

**School Profile**

**Placement Information**

**The *Student Allocations* section is where you have access to all information about students you support (and supported) on placement**

**This section contains a directory of BCU contacts for any placement-related queries**

**You may receive messages through this portal, which alert you to changes in allocations or contain updates or newsletters**

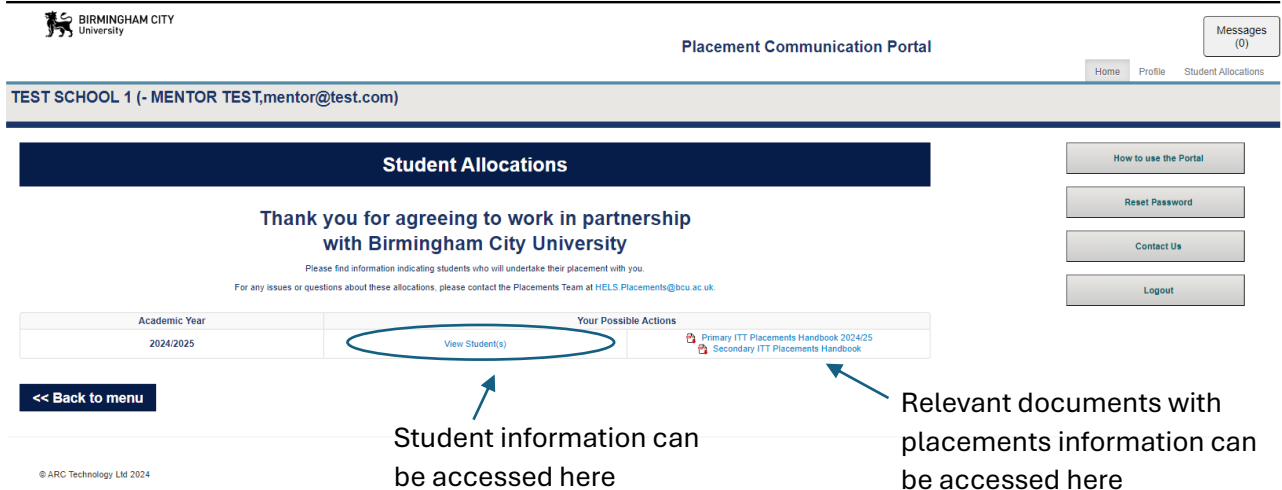
**This button will open our Partnership Website, where you will find helpful information about placements and mentoring**

**You can access your *School Profile* here – this stores information about your school**

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### 3) Viewing Placement Information for Your Trainees

To view student information, click on the ‘View Student(s)’ button. This will only become accessible once the School Placement Coordinator has signed the Partnership Agreement (see [Section 5.3](#)).



**Student Allocations**

Thank you for agreeing to work in partnership with Birmingham City University

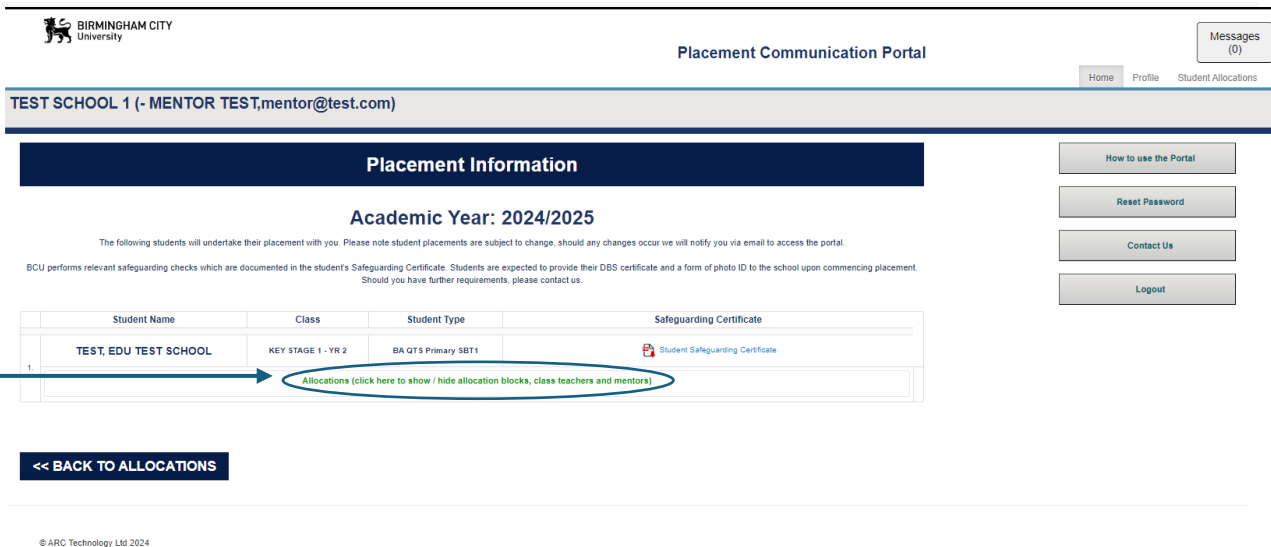
Please find information indicating students who will undertake their placement with you.  
For any issues or questions about these allocations, please contact the Placements Team at [HELS.Placements@bcu.ac.uk](mailto:HELS.Placements@bcu.ac.uk).

Academic Year	Your Possible Actions
2024/2025	<a href="#">View Student(s)</a> <a href="#">Primary ITT Placements Handbook 2024/25</a> <a href="#">Secondary ITT Placements Handbook</a>

<< Back to menu

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‘View Student(s)’ will open an overview of all students allocated to your school for the academic year. School Admins and Placement Coordinators can view all students, while mentors can only see students that are assigned to them in this section:



**Placement Information**

Academic Year: 2024/2025

The following students will undertake their placement with you. Please note student placements are subject to change, should any changes occur we will notify you via email to access the portal.  
BCU performs relevant safeguarding checks which are documented in the student's Safeguarding Certificate. Students are expected to provide their DBS certificate and a form of photo ID to the school upon commencing placement. Should you have further requirements, please contact us.


Student Name	Class	Student Type	Saferguarding Certificate
TEST, EDU TEST SCHOOL	KEY STAGE 1 - YR 2	BA QTS Primary SBT1	<a href="#">Student Saferguarding Certificate</a>

[Allocations \(click here to show / hide allocation blocks, class teachers and mentors\)](#)

<< BACK TO ALLOCATIONS

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Expand the student’s details to view placement dates and mentoring information:

Student Name	Class	Student Type	Safeguarding Certificate
Test Student	FOUNDATION STAGE RECEPTION	BAGTS Primary SBT1	 Student Safeguarding Certificate

Allocations (click here to show / hide allocation blocks, class teachers and mentors)

**Allocation 1 (SBT1 Visiting Days): 24/02/2025 – 13/04/2025**

Days on Placement:					MENTOR(S):
Monday	Tuesday	Wednesday	Thursday	Friday	
24/02/2025	25/02/2025				Change Mentors (click here to expand/collapse)  To add new mentors, please add to them to your Contact List
03/03/2025	04/03/2025				
10/03/2025	11/03/2025				
17/03/2025	18/03/2025				
24/03/2025	25/03/2025				
07/04/2025	08/04/2025				

**Allocation 2 (SBT1 Block): 28/04/2025 – 22/06/2025**

Days on Placement:					MENTOR(S):
Monday	Tuesday	Wednesday	Thursday	Friday	
	29/04/2025	30/04/2025	01/05/2025	02/05/2025	Change Mentors (click here to expand/collapse)  To add new mentors, please add to them to your Contact List
	06/05/2025	07/05/2025	08/05/2025	09/05/2025	
	12/05/2025	13/05/2025	14/05/2025	15/05/2025	
	19/05/2025	20/05/2025	21/05/2025	22/05/2025	
	02/06/2025	03/06/2025	04/06/2025	05/06/2025	
	09/06/2025	10/06/2025	11/06/2025	12/06/2025	
	16/06/2025	17/06/2025	18/06/2025	19/06/2025	

Students' safeguarding certificates are accessible here

Placement dates will be displayed in sections; 'Visiting Days' and 'Block Placement'

Your name will appear here as 'Mentor 1', and – if assigned – the details of the Professional Mentor in school will also appear here

1 of 1

**SAFEGUARDING STATUS CONFIRMATION**

Student ID: 0000000

Provider's name and address:  
Birmingham City University, City South Campus, 615 3TH

We confirm that the following safeguarding checks have been carried out for the trainee teacher named below:

Forename	Surname	Date of Birth
EDU TEST SCHOOL	TEST	01/01/2000

DBS Certificate Number: 1111111  
Date of Issue: 15/07/2024  
Programme of Study: BA (Hons) Primary Education with QTS


- The trainee teacher named above has completed a satisfactory enhanced DBS check for the purposes of studying on the above-named programme.
- The trainee teacher named above has been checked and cleared against the ISA Children's Barred List.
- The trainee teacher named above has completed a self-certification declaration in respect of any criminal responsibility, convictions or cautions.

In any circumstance where a trainee teacher's DBS enhanced disclosure form makes reference to a caution, reprimand or conviction, the trainee is subject to the Faculty of Health, Education and Life Sciences' formal procedures to determine whether the disclosure is such that it should prevent the trainee from undertaking their programme. An appropriate guidance is provided by senior staff from partner schools and from teacher professional associations.

Providers should confirm in writing to schools that a non-salaried trainee's criminal record check, including a check of the children's barred list, has been completed and that the individual has been judged by the provider to be suitable to work with children. Providers are not required to provide any information to schools in addition to this confirmation. Schools may wish to record this confirmation in their single central record, but they are not required to do so.

All students on Initial Teacher Education programmes at Birmingham City University sign a Learning Agreement before they commence their respective programmes. This obligates them to disclose any information that they have not already disclosed on their application form or at interview or any change in circumstances that may affect their suitability to teach or to be placed in a setting, school or college.

Please note that on arriving at the school for the first time, the trainee teacher has been told to present an original piece of photo ID (e.g. Student Identity Card, passport, photocard driving licence, EU National Identity Card, etc.)

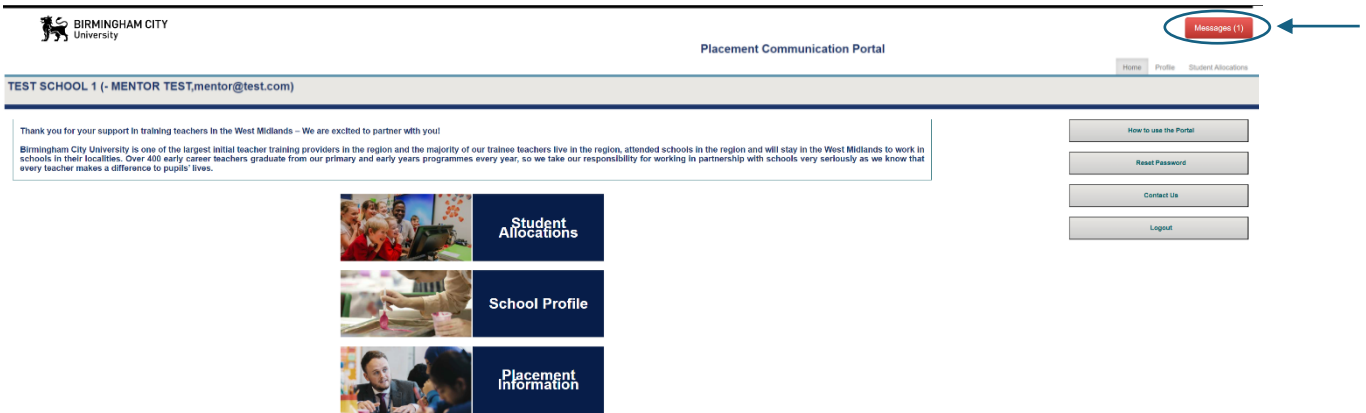
Signed:  Date: 15/07/2024  
Name: Paul Puzan  
Role: Programme Leader

Birmingham City University  
Faculty of Health, Education and Life Sciences  
College of Education & Social Work  
David Childs, Head of College  
City South Campus, Birmingham, B15 3TH  
www.bcu.ac.uk

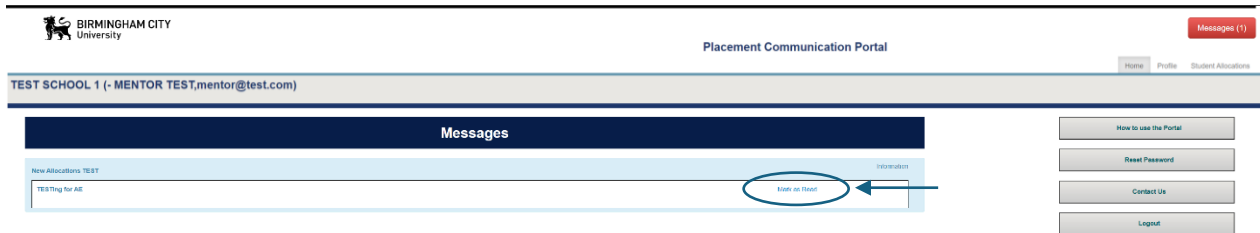
Students' safeguarding certificates contain DBS information and outline the checks BCU performs to ensure Associate Teachers are fit to practice. Alongside this, students will bring in their DBS certificate and photo ID as was the case previously. The Safeguarding Certificate will open as a PDF in a new window when clicked and can be saved or printed as needed.

#### 4) Receiving Messages through the Portal

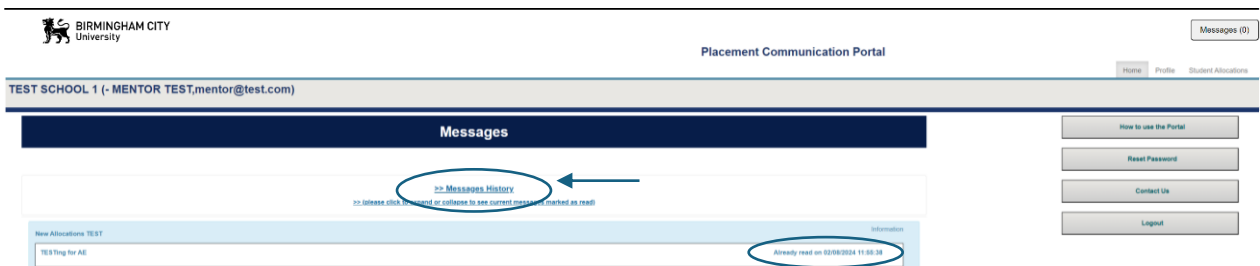
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We encourage school partners to check this message board regularly for updates regarding placements. For important notifications, such as when allocations are released, you will also receive an automated email prompting you to check your message board in the portal.

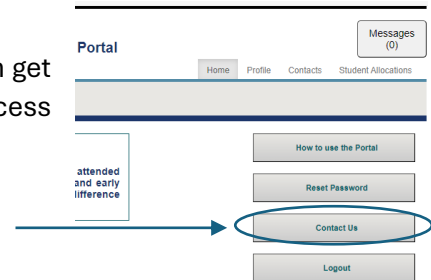
**7. Frequently Asked Questions (FAQs)**

1) Who do I contact if I have issues with the portal?

The Portal contains a section with relevant BCU contacts you can get in touch with for any issues or questions you may have. You can access this through the menu bar on the right:

You can also follow this link:

<https://arc.bcu.ac.uk/PCP/Support/ContactUs?>



2) I cannot register with the portal, what do I do?

If you have tried registering with the portal but receive an error message that states that you do not have access or are using invalid credentials, please contact your School Placement Coordinator. They will need to add you to the school’s contact list before you are able to register. If you have been added and are still facing issues, please ensure that you are using the correct email address. If the issue persists, please contact us at: [HELS.Placements@bcu.ac.uk](mailto:HELS.Placements@bcu.ac.uk).

3) I have not received an email after registering with the portal, what do I do?

If you have registered with the portal and the portal displays the notification that your request was successful, you should receive an email with a temporary password. Please allow up to 15 minutes for this email to arrive and ensure you have used the correct email address. If you have not received this email, please check your spam or junk folder as the automated email is often filtered by spam protection. If the issue persists, please contact us at: [HELS.Placements@bcu.ac.uk](mailto:HELS.Placements@bcu.ac.uk).

4) I have forgotten my password, what do I do?

If you have forgotten your password, you can click on the ‘Forgot Password?’ button on the sign-in screen. You will be sent an automated email asking you to set a new password. You can then return to login with the new password.



You can also use the ‘Reset Password’ function in the right menu bar if you want to change the password associated with your account.



5) I am seeing an error message or do not have access to the right information, what do I do?

The portal will time out due to inactivity after a 30-minute period. Please try if closing your browser and logging in again can address the issue. If you need to re-open the portal, please close your browser rather than refresh it. If you are still receiving an error message or cannot see information or documents you believe you should have access to, please contact us at: [HELS.Placements@bcu.ac.uk](mailto:HELS.Placements@bcu.ac.uk).

6) How do I know what level of access I have?

There are three levels of access to the portal, assigned to three roles: School Admins, School Placement Coordinators, and Placement Mentors. Please refer to [Section 3](#) for a breakdown of these roles. The easiest way to find out what level of access you have is to contact your School's Placement Coordinator. They can check this for you by [referring to the Contact List](#) in the portal.

7) What do I do if I think I have the wrong level of access?

If you think you should be granted a different level of access, please contact your School Placement Coordinator. They maintain the school's Contact List which defines access for all portal users on behalf of the school. They can change your level of access if needed by submitting a request via the 'Contact Change Request Form'. Please refer to the instructions in [Section 5.1](#) for this.

8) I work in more than one school. How can I access information for all of them?

Users can be assigned to multiple schools if needed. To do this, they need to be added to the Contact List of all schools they need access to by the respective School Placement Coordinators. Please refer to the instructions in [Section 5.2](#) for this.

9) I cannot see any student information, what is the issue?

This may be due to a variety of reasons:

*I can see the current academic year on the 'Student Allocations' screen but I cannot click on the 'View Student(s)' button*

This likely means that student allocations are available, but your School Placement Coordinator has [not yet signed a current Partnership Agreement](#). Please contact your school's Placement Coordinator and ask them to sign the agreement for the option to see student allocations to become available.

*I can access the 'Student Allocations' screen, but I see a notice that there are no current allocations available*

If there is no entry for the current academic year on the 'Student Allocations' screen, this will likely mean that no students have been allocated to your school yet or that student allocations have not been released to schools yet. If you believe that you should be able to see allocations, please contact us at [HELS.Placements@bcu.ac.uk](mailto:HELS.Placements@bcu.ac.uk) to inquire about allocations. Timelines for release of student details vary, but we aim to release information to schools well ahead of the start of placements.

10) My contact information has changed, what do I do?

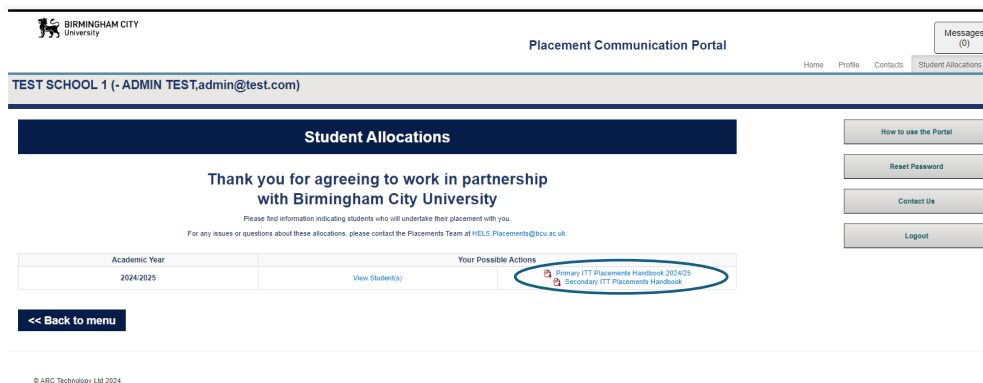
Your School Placement Coordinator or any school user with a ‘School Admin’ access can request a change of your contact information via the ‘Contact Change Request Form’. Please refer to the instructions in [Section 5.1](#).

11) How can I see information about past placements?

Information about past placements is retained in the portal and can be accessed via the ‘Student Allocations’ screen. It will display a list of academic years, through which placement information can be accessed for past academic years.

12) Where can I find information about payments for placements?

Information about payments for placements is available in the handbooks that can be accessed for each academic year in the ‘Student Allocations’ screen:



The handbooks contain a breakdown of payments offered for each placement. You can view placement information for current and past placement by clicking ‘View Student(s)’. For any queries regarding placement payments, please contact us at [helsplacementpayments@bcu.ac.uk](mailto:helsplacementpayments@bcu.ac.uk).

13) How can I change a student’s mentor?

Mentors are assigned to students via the menu in the ‘Student Allocations’ screen. Please refer to the instructions in [Section 5.4](#) for this. Mentors can be changed by selecting a new mentor through the dropdown menu on this page. It may take up to 12h for the update to reflect on the ‘Student Allocations’ screen.

14) A student has been assigned to the wrong class or year group. Can this be changed?

For placements that have not yet begun, we ask that you inform us of any changes in class or year group. We can then update allocations for you.

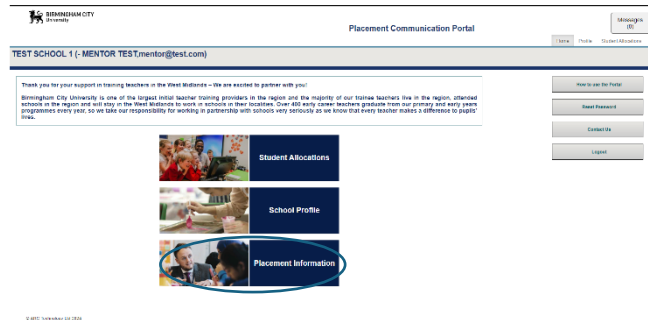
For placements that have begun, we ask that changes are only made if necessary, and that you discuss them with your University Link Tutor beforehand. Please then inform us of any agreed changes by contacting [HEL.S.Placements@bcu.ac.uk](mailto:HEL.S.Placements@bcu.ac.uk).

15) An arranged placement can no longer go ahead. What do I do?

If a placement was arranged and can no longer go ahead, please contact us as soon as possible at: [HELS.Placements@bcu.ac.uk](mailto:HELS.Placements@bcu.ac.uk).

16) Where do I find information about mentoring a student?

For information about mentoring students, incl. course overviews, ITT curriculum links, mentor training and expectations, please refer to our ITT Partnerships website which can be accessed via the 'Placement Information' tab on the portal homepage:



You can also follow this link:

<https://www.bcu.ac.uk/education-and-social-work/partnerships-and-collaborations>

17) How do I get further information about a student?

We are happy to provide further information about students you will support on placement. Please contact us at [HELS.Placements@bcu.ac.uk](mailto:HELS.Placements@bcu.ac.uk).

18) How can I get in touch with a student ahead of their placement?

We encourage students to get in touch with their placement school ahead of their placement. Students may learn of their allocations later than schools, which means there may be a delay in receiving initial contact from a student. If you would like to get in touch with students yourself ahead of the placement, please contact us at [HELS.Placement@bcu.ac.uk](mailto:HELS.Placement@bcu.ac.uk) and we will be able to put you in touch.