Cass School of Education and Communities

BA (Hons) and MA Social Work Programme

Admissions Guidebook
(Prospective Students)

Academic Year:
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Contents

1. INTRODUCTION 4
2. OVERVIEW 5
3. TERMINOLOGY: 6
4. MAKING THE DECISION TO APPLY 9
4.1 What do Social Workers do? 9
4.2 Will I enjoy being a Social Work student? 10
4.3 Where does teaching take place and what are the facilities like? 10
4.4 How does UEL address equality and diversity? 11
4.5 What are the basic entry criteria for the BA (Hons) Programme? 11
4.6 What are the basic entry criteria for the MA Programme? 12
4.7 How do I apply for a place on the course? 13
4.8 How are students selected for the Social Work Programmes? 13
4.9 How much will my studies cost and how do I fund them? 13
4.10 How will I be taught on the Social Work Programmes? 15
4.11 What is “practice learning” and when does it begin? 15
4.12 How will I be assessed? 16
4.13 What type of support is available to students? 16
4.14 Are there any age restrictions regarding who may study on the Social Work Programmes? 17
4.15 Do I have to be an EU resident to apply for study on the Social Work Programmes? 17
4.16 Where can I get more information? 17
4.18 Timescales 19
5. SELECTION PROCESS: 19
5.1 What are the steps in the selection process? 20
5.2 How does my application get to you? 21
5.3 What happens after you receive my application? 21
5.4 What are you looking for in the application? 21
5.5 Which sections are most important? 21
5.6 What is the ‘Personal Statement’? 22
5.7 Do I need a reference? 23
5.8 What does the Entrance Exam test for? 24
5.9 How long is the Entrance Exam? 24
5.10 Where does the Entrance Examination take place? 24
5.11 How should I prepare for the Entrance Examination? 24
5.12 What happens after the Entrance Exam? 25
5.13 Who will I be interviewed by? 25
5.14 What is the purpose of the Interview? 25
5.15 How long is the interview? 25
5.16 Where does the Interview take place? 25
5.17 How should I prepare for the Interview? 25
5.18 Who decides whether or not I receive an Offer? 26
5.19 How will I know if I have received and offer? 26
5.20 What are the funding arrangements? 27
5.21 Open days 28
5.22 Useful Links 28

6. SERVICE USER AND CARER INVOLVEMENT: 29
6.1 How do you involve service users and carers in your programmes? 29
6.2 Will I be taught by service users and/or carers?..... 30
6.3 Are the service users and carers qualified/trained teachers? 30
6.4 Do service users and carers have access to my confidential information?..... 30
6.5 What areas of social work practice do service users and carers have experience with?..... 30
7. FAQS–BA (Hons) SOCIAL WORK..... 31
8. FAQs–MA SOCIAL WORK 36

1. INTRODUCTION

Thank you for your interest in studying Social Work at the University of East London (UEL). The guidebook is meant to:

Inform prospective students about the nature of the BA (Hons) Social Work Programme offered through the Cass School of Education and Communities and MA Social Work Programme offered through the Cass School of Education and Communities jointly with the Tavistock and Portman NHS Foundation Trust.

Provide information to help prospective students decide whether to apply for admission to their chosen programme.

Outline the process by which students are selected for the BA (Hons) and MA Social Work Programmes.

The processes and the procedures outlined in this document work in conjunction with the general guidelines provided by the University and any divergences are attributable to adherence to professional body requirements. It is suggested that you also consult UEL Student Admissions, who can provide further information and support with regard to the University's general admissions procedures or admissions to other programmes.

Contact Information:

If you have any questions, please feel free to contact us:

study@uel.ac.uk

(020) 8223 3333

Please ensure that include your programme of interest in the subject line of any correspondence, and your UEL or UCAS application reference number if you have one.

2. OVERVIEW

Social work is a challenging profession that is centred on people. Practitioners are required to build solid professional relationships with a variety of individuals, groups, and organisations. Often this means working with people who have been socially excluded or who are experiencing crisis. Social workers are expected to be able to help people cope with challenges while also enabling them to maximise control over their own lives. In order to do this, social workers need to be able to assess and deliver information, 'think on their feet' and evaluate their own practice. All while remaining committed to social justice and equality. It is therefore essential that social workers not only have good intentions, but also possess the appropriate practice knowledge and professional acumen. At UEL, these requisite social work skills are developed through intensive education, training, and practical experience.

The BA (Hons) and the MA Social Work Programmes share a reputation of producing competent, confident, and effective social work professionals who are well regarded and prepared for the rigours of practice. The student selection process is crucial to achieving these outcomes. The information herein should assist prospective students with engaging in the selection process for either the BA (Hons) or MA Social Work Programmes.

The dynamic nature of higher education along with the ongoing evolution of the social work profession means that there are regular updates with regard to best practices in applicant and candidate selection. Therefore, the screening procedures of the BA (Hons) and MA Social Work Programmes are continuously assessed to ensure the selection of students meet the standards and thresholds set by social work's professional and regulating bodies (currently the Health and Care Professions Council (HCPC)). Please continue to re-visit the UEL website or contact the BA (Hons) and MA Social work Programmes directly for further details.

Quick Facts		
Programme	BA (Hons)	MA
Duration:	3 years (full time)	2 years (full time)
University Course Code	E28	E28
UCAS Code	L501	L512
Places Available	60	40
Applications in 2015	479	481
Start date	September 2016	September 2016

3. TERMINOLOGY:

Below please find a list of terms commonly used in during the UEL admissions process.

Admissions Selection Committee: The group that formally reviews Applications, Entrance Exams, and Interview results. The committee is chaired by the relevant Admissions Tutor and includes employers, service users, and academic staff.

Applicant: Anyone who formally submits an application to UEL to be considered for either the BA (Hons) or MA Social Work Programmes.

Application: The UCAS form or Direct Entry Application for MA (only) that is received and reviewed by the UEL Social Work Selection Committee. Based on your application, you will be invited to sit an **Entrance Examination**.

BA (Hons): Bachelor of Arts with Honours available.

Candidate: Anyone who has been invited to an **Interview** for either the BA (Hons) or MA Social Work programmes.

Carer: A carer is a person of any age who provides unpaid support to family or friends who could not otherwise manage without this help. Many local authorities and health and social service provide their own definition of who they consider to be 'carers'.

Conditional Offer: An offer made by UEL, whereby you must fulfil certain criteria before you can be accepted on the relevant course.

Disclosure and Barring Service (DBS): On 1 December 2012 the Criminal Records Bureau and Independent Safeguarding Authority merged to become the Disclosure and Barring Service (DBS). All Offer Holders **MUST** apply for an up-to-date enhanced criminal conviction checks (DBS check) for Regulated Activity before they enrol on the program for which the have an offer.

Enrolment: The process by which those with **Unconditional Offers** sign up to UEL's conditions and regulations, pay tuition fees and obtain a student identity card. Please note that module registration is done separately.

Entrance Examination: The written examination that an **Applicant** is required to pass in order to be invited for an **Interview**.

Health and Care Professions Council (HCPC): As of 01 August 2012, the HCPC is the statutory regulator of social workers in England (replacing the General Social Care Council - GSCC).

Interview: The interview that a **Candidate** must successfully complete in order to receive an **Offer**.

MA: Master of Arts degree.

Offer: An offer to enrol and register for study on the programme for which you submitted an application, passed the **Entrance Examination** and successfully completed **Interview**.

Offer Holder: Anyone who has been given either a **Conditional** or **Unconditional Offer** to enrol in one of the Social Work Programmes.

Practice Learning Opportunity: Sometimes referred to as 'Field Placement', 'Practice Placement' or simply 'Placement' is where students are placed in social service organisations to practice and learn skills under the supervision of experienced practitioners.

Prospective Student: Anyone who has or demonstrates an interest in attending the BA (Hons) or MA Social Work Programmes.

Service User: A label often applied to anyone who is a patient or other user of health and / or social services. Though the term is widely accepted and used, it is important to remember that not everyone who falls into this category may appreciate being called a 'service user'.

Stakeholders: People or organizations who have an interest or concern in how the Social Work Programmes function and perform (e.g. service users, carers, employers)

Student: Anyone who has enrolled and is eligible to attend classes.

UCAS: The Universities and Colleges Admissions Service.

Unconditional Offer: An offer given to you by UEL if you have satisfied the criteria and can attend the course.

Unsuccessful Applicant/Application: Anyone who applies to the programme and does not receive an **Offer** due to having been screened prior to the **Entrance Examination**, not passing the Entrance Examination or not successfully completing an **Interview**.

Withdrawal: Either the **Applicant**, **Candidate**, or UEL cancels a choice before a decision has been made - a reason will be included if the withdrawal was issued by UEL.

4. MAKING THE DECISION TO APPLY

The decision to attend university is quite significant and should only be made following the careful consideration of multiple factors. The sections below offer some of the information that prospective students may find useful in deciding whether or not to submit an application for entry to one of the UEL Social Work programmes. While the questions and answers cover many different considerations, they are by no means exhaustive. Prospective students are therefore strongly encouraged to put sufficient time and consideration into any decision regarding the submission or non-submission of an application.

4.1 What do Social Workers do?

Social work is a profession focused on working with people (often referred to as 'service users' and 'carers') from infants to older adults who are often experiencing significant personal difficulties and may also be vulnerable or at risk of encountering harm. Social workers help service users remain safe and resolve their difficulties through offering support, advocacy and protection. A key social work role is enabling people to live fulfilled lives as independently as possible. Fundamental to good practice is the ability of social workers to be reflective, quick thinking, emotionally resilient and pro-active in seeking to work with others to problem-solve. Social workers often work closely with a variety of people including other professionals from fields such as education, health, and probation services. Therefore, excellent communication skills are crucial.

There are many other aspects of social work practice and it is suggested that all applicants have a reasonable understanding of both the social work profession and the particular programme to which you are applying (particularly the MA). You may want to conduct research prior to completing your application and throughout the admissions process to remain abreast of developments. Some ways to do this might be:

-access professional websites e.g. British Association of Social Workers;
-read relevant newspapers, textbooks and journals e.g. *British Journal of Social Work*;
-arrange to meet and talk with a practising social work professional;
-Speak to family and friends who may have had experience with social work professionals;
-arrange voluntary placements or work experience in a care setting or agency;
-attend open days at universities.

4.2 Will I enjoy being a Social Work student?

The preparation undertaken to become a social worker is challenging yet potentially rewarding. Many students find that they love the course while a small number of others ultimately decide that it is not for them. In either event the course encourages 'self awareness' and nurtures 'self reflection', two crucial abilities required in order to be a competent professional social worker.

A number of applicants to the Social Work programmes have at one time helped friends and family or 'been in previous contact with social workers' themselves. While these examples demonstrate potentially valuable life experience and may offer some insight into the profession, they alone should not form the basis of your decision to apply to a Social Work Programme. Nor should simply wanting a 'change of career'. You need to develop a good understanding of what the Social Worker/Social Work student role will involve and be highly motivated in order to cope with all aspects of being a full time Social Work student. This includes taking into account the duration (3 years BA/2 years MA) and the nature (academic/practice) of your social work training.

4.3 Where does teaching take place and what are the facilities like?

Teaching for the BA (Hons) programme takes place at the University of East London's Stratford Water Lane Campus. The campus is near the town centre, providing an array of shopping mall, cafés, bars and restaurants, good leisure and culture facilities and excellent transport links. The campus is located near the former Olympic site and close to Stratford International Station and London City Airport is a short journey away. The campus has undergone an extensive programme of refurbishment and provides impressive facilities

The MA Programme runs in collaboration with the Tavistock and Portman NHS Trust – a world-renowned institution specialising in training professionals in clinical practice. This collaboration is the only one of its kind in the UK and therefore offers students a unique opportunity. Teaching for the MA takes place jointly at the UEL Stratford Campus and also at the Tavistock and Portman NHS Foundation Trust, which is located in Swiss Cottage.

Students from either programme are also invited to use the facilities located in and around the UEL Docklands campus.

4.4 How does UEL address equality and diversity?

The University of East London aims to create an intellectual community and workplace that welcomes and promotes diversity and equality in and through relationships involving all staff and students; learning and teaching; research and scholarship; outreach and other University activities and practices. All guests and members of the UEL community are entitled to be treated with courtesy according to these consensual norms of mutual respect and understanding. The Cass School of Education and Communities is fully supportive of the Students' Union and University's Equal Opportunities and anti-harassment policy, insisting that members of the student community 'treat all staff and students in a polite and mature way.'

During the admissions process, no prospective student, applicant, or candidate should be disadvantaged due to matters of 'race', class, ethnicity, age, gender, sexual orientation or disability. Where reasonable, we will attempt to accommodate the special needs of applicants and candidates provided we are given the relevant information in a timely manner to allow the necessary arrangements to be made. Should you have questions or need to request aids/modifications during the admissions process, please contact the Social Work Administrator. In most cases some form of written evidence will be required to support any special requests.

4.5 What are the basic entry criteria for the BA (Hons) Programme?

In addition to the UEL's general undergraduate entry requirements, applicants to the BA (Hons) Programme should typically be able to evidence the following on their UCAS/Application Form and during the selection process:

1) **GSCE Maths and English at grade C or above (or a certified equivalent e.g. Key Skills Level 2 in Communication/Application of Number; Adult Numeracy/ Literacy; etc)**
2) **Minimum of 280 UCAS points or equivalent**
3) **Evidence of work with vulnerable people in a volunteer or paid capacity (recommended)**
4) **Evidence in the personal statement of:**
   - **good standard of written English;**
   - **relevant level of understanding about the social work context and role;**
   - **relevance of previous work experience to application;**
   - **clear and convincing explanation of why they want to do an BA (Hons) Social Work Programme at this particular time.**

5) **Applicants are required to be able to use basic IT facilities, including, word processing, Internet browsing and use of email.**
6) **An acceptable reference is required at the application stage. Applications without an acceptable reference will be rejected.**

4.6 What are the basic entry criteria for the MA Programme?

In addition to the UEL's general postgraduate entry requirements, applicants to the MA Programme should typically be able to evidence the following on their UCAS/Application Form and during the selection process:

1) **First degree in any subject (2:1 classification, or if applicant has significant experience in social care, plus a strong personal statement, then a 2:2 is acceptable; further, a 2:2 and a post graduate qualification, can also be considered). Applicants must have met this requirement at the point of application. The admissions team may use their discretion to consider application forms where applicants have not yet completed a first degree but have a predicted grade of 2:1 or higher. GSCE Maths and English grade C or above, (or a certified equivalent e.g. Key Skills Level 2 in Communication/Application of Number; Adult Numeracy/ Literacy; etc).**
2) **Applicants are also required to have experience of social care or working with vulnerable people in a paid or voluntary capacity.**
3) **Evidence in the personal statement of:**
   - **good standard of written English;**
   - **relevant level of understanding about the social work context and role;**
   - **relevance of previous work experience to application;**
   - **clear and convincing explanation of why they want to do an MA Social Work Programme at this particular time.**
4) **Applicants are required to be able to use basic IT facilities, including, word processing, Internet browsing and use of email.**
5) **An acceptable reference is required at the application stage. Applications without an acceptable reference will be rejected.**

4.7 How do I apply for a place on the course?

Applications for the BA (Hons) and MA programmes are only accepted via the UCAS system – full details about the application process are available on the UEL and UCAS websites.

You should apply as early as possible as the BA (Hons) and MA Social Work Programmes at UEL are very popular. It is also important to ensure that your application is completed thoroughly and that you provide all the relevant information needed to make an informed decision as to whether or not you should be invited for an Entrance Exam. If you do not include all relevant information, such as qualifications held in relation to the entry requirements, your application is likely to be unsuccessful.

4.8 How are students selected for the Social Work Programmes?

Prospective students first submit an application to their programme of choice via the UCAS website or direct entry for the MA. Once an application has been submitted, there are 3 points of assessment in the selection process:

1. UCAS Application form;
2. Entrance Examination;
3. Interview.

All three components must be successfully completed in order to receive an Unconditional or Conditional Offer. The selection process is covered in more detail in the section headed: Selection Process.

4.9 How much will my studies cost and how do I fund them?

Both Social Work Programmes are full-time (3 years BA (Hons) and 2 years MA) for which fees are charged on an annual basis. The fees for full-time undergraduate and graduate programmes can be found on the UEL website.

There have been changes regarding the social work bursary for students commencing their studies in September 2014 and later. Following a government review of social work student bursary funding, eligible undergraduate social work students will only receive a bursary in years two and three of their studies and not in year one. A bursary is currently available to eligible MA social work students for the duration of the programme. The bursary does not cover all of the tuition fees and students will be expected to make an interim payment during the enrolment of their first year.

Social Work Bursaries are administered by The NHS Business Services Authority on behalf of the Department of Health. All students should liaise with them directly with any queries about how to apply for a bursary and any questions regarding eligibility for the bursary.

Additionally, for the BA (Hons) Programme you may, according to your individual circumstances, be eligible for financial support through a student loan towards student fees, maintenance/living costs, and some may also be eligible for an additional UEL loan. All Home students are eligible for a student loan from the Student Loans Company, which does not have to be repaid until you are earning a sufficient salary.

For detailed information about fees and funding please visit the following websites (you should check them regularly for updates):

Fees and Funding:
http://www.uel.ac.uk/studentservices/moneymatters/grantsloans.htm

Funding Education:
http://www.fundingeducation.co.uk

NHS Business Services Authority (Social Work Bursaries):
http://www.nhsbsa.nhs.uk/students

NHS Bursaries:
http://www.nhsbsa.nhs.uk/students.aspx

Skills for Care:
http://www.skillsforcare.org.uk/funding/sourcesofskillsfunding/other_sources_of_funding.aspx

UK Council for International Student Affairs (UKCISA):
http://www.ukcisa.org.uk

UEL University of East London

4.10 How will I be taught on the Social Work Programmes?

Both the BA and MA Social Work programmes have developed a subject-specific social work pedagogy drawing on a number of teaching methods informed by adult learning theory and models. We deploy a variety of methods to facilitate student learning. These involve: lectures, seminar discussions, seminar presentations, group-work, simulation exercises to teach specific skills and knowledge e.g. court-room skills, skills development through reflective feedback, communication skills teaching using actors and video feedback, group tutorials, individual tutorials and dissertation supervision. The aim is to match the method of delivery to the content and purpose of the session. We also work with service users and carers so that learning is informed by their experiences of using services. In developing skills teaching and workshops for practice we also work closely with social workers from our partner agencies.

Your lectures, seminars and tutorials will be delivered by knowledgeable academic staff who are experienced practitioners with specialisms in a variety of areas. Guest speakers with specialist expertise, including service users will also contribute to various modules.

Students also have the opportunity to develop professional skills via presentations based on both academic and practice-based work throughout the programme. As well as time spent in class, you will need to develop knowledge and understanding via focused and guided reading. You will also need to read preparatory material in advance of taught sessions. The library is very well stocked with appropriate reading, while sometimes materials will be provided or made available via the Virtual Learning Environment.

The structure of both programmes, and their provision, within an intellectually stimulating and satisfying environment, is geared to ensuring that you develop both academic and practice-based skills that will be useful both in your future work as a practitioner, or in other fields you might choose to enter.

4.11 What is "practice learning" and when does it begin?

Practice Learning is where students attend work-based placements to apply theory and skills under the supervision of experienced social work practitioners. This provides students with the opportunity to integrate classroom learning with service user interaction in real world situations.

All students on the BA (Hons) and MA Programmes attend a total of 200 days of practice learning. For both programmes placements run concurrently with teaching.

BA (Hons)

- 30 Skills Days (Developing Skills for Practice) – undertaken in Year 1
- 70 Practice Placement Days - Year 2
- 100 Practice Placement Days - Year 3

MA

- 30 Skills Days (Developing Skills for Practice) – integrated into Years 1 and 2
- 70 Practice Placement Days - Year 1
- 100 Practice Placement Days - Year 2

4.12 How will I be assessed?

Most modules are assessed through written assignments, which are usually essays or portfolios. You will also prepare group and individual oral presentations and there are computer-based tests on some modules. You will complete both formative and summative assessments. Formative assessments provide an opportunity for you to develop your academic skills by completing work and receiving informal feedback. Summative assessments are formal and designed to determine whether learning outcomes are being met. Additionally, Practice Placements are assessed through direct observation by a trained 'Practice Educator'.

4.13 What type of support is available to students?

You will be assigned a Personal Tutor to support your engagement with academic study and with your practice placements. Your Personal Tutor is there to support you in your studies and on placement and will be able to provide help on the following key features:

- helping you to develop your own academic and preparation skills;
- balancing your commitment to study, your employment and any home life issues;
- managing the transition relevant to each level of study;
- support during your two practice placements;
- understanding any relevant university regulations.

Your Personal Tutor will also be able to offer you advice on the support services available and refer you to additional support such as counselling, financial support.

4.14 Are there any age restrictions regarding who may study on the Social Work Programmes?

You must be at least 18 years old to commence study on any of the Social Work Programmes. Other than this specification, age has no bearing on your application or selection. We welcome people from a variety of walks of life to apply as we believe a diverse student body enriches learning, and represents society at large.

4.15 Do I have to be an EU resident to apply for study on the Social Work Programmes?

No, both the BA (Hons) and MA Social Work Programmes accept applications from overseas applicants. However, your level of tuition fees will be based on:

- your nationality;
- your immigration status in the UK;
- where you have been living and;
- what you have been doing for the three years prior to the start of your programme.

Admissions staff at the University of East London are the only persons permitted to determine an applicant's fee status for the purpose of tuition fees. It is therefore advisable to contact the admissions office to determine how you will be assessed for fees: feeassess@uel.ac.uk

4.16 Where can I get more information?

In the first instance, you should consult the websites highlighted in the Useful Links section of this guidebook. The University of East London also holds open days throughout the year and it is advisable that prospective students attend at least one in order to obtain information about any programmes of interest. Information regarding Open Days is also available on the UEL website. Additionally, Admissions Tutors and Programme Leaders are able to provide information and are contactable through email.

4.17 Useful Links

About UEL:
http://www.uel.ac.uk/contact/

British Association of Social Work (BASW):
http://www.basw.co.uk

Disability Support:
http://www.uel.ac.uk/disability/index.htm

Disclosure and Baring Service (DBS):
https://www.gov.uk/crb-criminal-records-bureau-check/overview (Email address for transgendered applicants: sensitive@dbs.gsi.gov.uk)

Equality and Diversity Strategy:
http://www.uel.ac.uk/hrservices/documents/emhandbook/generalpolicies.pdf

Health and Care Professions Council (HCPC):
http://www.hpc-uk.org/

International Office:
http://www.uel.ac.uk/international/

NHS Business Services Authority (Social Work Bursaries):
http://www.nhsbsa.nhs.uk/students

Student Admissions:
http://www.uel.ac.uk/marketing/admissions/index.htm *

Student Services:
http://www.uel.ac.uk/studentservices/

Tavistock & Portman NHS Foundation Trust:
http://www.tavistockandportman.nhs.uk/

UK Council for International Student Affairs (UKCISA):
www.ukcisa.org.uk

Universities & Colleges Admissions Service (UCAS):
http://www.ucas.com

*Please note: The UEL Admissions Policy provides general guidance and best practices for all of the programs offered throughout the university. As programmes which lead to a professional qualification

including potential registration the Health and Care and Professional Council, the procedures for Social Work may vary in certain areas.

4.18 Timescales

Teaching on the BA (Hons) and MA Social Work Programmes takes place from September until May of the UEL academic calendar. Practice Placements are also completed during this time. Below are some general timeframes that you may want to note. You will, however, want to consult the UCAS and UEL websites for a full list of admissions dates and deadlines.

September: UCAS begin taking applications. This may be a good time to narrow your choices and make a final decision about whether or not you intend to apply to university.

December: Entrance Examinations commence for the BA (Hons) and MA Social Work Programmes.

January: First deadline for most applications. Interviews commence for the UEL BA (Hons) and MA Social Work Programmes

March: Entrance Examinations/Interviews are held.

April: Entrance Examinations/Interviews are held.

June/July: Social Work Offer Holders Day (all Offer Holders are invited to the University for an introductory day.

September/October: Enrolment and registration for courses. Teaching commences.

5. SELECTION PROCESS:

BA (Hons) AND MA SOCIAL WORK PROGRAMMES

This section highlights the process undertaken to select students for the BA (Hons) and MA Social Work Programmes. Throughout the process decisions are made in a holistic manner; taking into account the many facets of the person who is applying. Each component of the selection process is designed to help select students who are capable of completing study at university level and developing into competent practitioners. All aspects of the selection process are underpinned by the stated

entry-level Professional Capabilities as outlined by the College of Social Work and the Standards of Education and Training as set by the Health and Care Professions Council. Service users and carers also have key roles in the admissions process.

Overview

Below is a brief outline of the steps in the selection process.

5.1 What are the steps in the selection process?

Once your application has been submitted, there are 3 points of assessment in the selection process:

1. Application Form
2. Entrance Examination
3. Interview

All three components must be successfully completed in order to receive an **Unconditional** or **Conditional Offer** to join the Social Work Programme.

Following either an Unconditional or Conditional Offer, all offer holders are required to apply for a Disclosure and Baring Service (DBS) Check for Regulated Activity. Having a criminal conviction does not automatically bar people from studying social work or becoming social workers. Social work is exempted from certain provisions of the Rehabilitation of Offenders Act 1974 (as amended from time to time), and information about all previous convictions, cautions, warnings or ongoing police matters must be provided (there are some exceptions – for more information on this look at DBS website or consult the interview team). A conviction does not automatically debar a candidate and the programme will seek further information about the circumstances to make an informed and considered judgement about a candidate's suitability in such instances

The expectation is that you will declare criminal convictions as well as cautions, bind over's, fines etc. in your initial application as well as at interview. All social work students are required to have an enhanced criminal conviction checks DBS Check for Regulated Activity carried out and anything which later comes to light that was not declared at the interview stage may result in your immediate withdrawal from the programme. Therefore, as above, it is advisable that you disclose all relevant information as early as possible in the admissions process. It is also advisable to check directly with the HCPC (www.hpc-uk.org) to see if they can advise you as to

whether your offence(s) would likely to bar you from being registered once you complete the programme.

The Application form:

Below is some information about the Application screening process.

5.2 How does my application get to you?

Application Forms are initially processed and screened by the Admissions Unit to ensure that the basic entry criteria are evidenced. The Application Form is then forwarded to the Social Work Programme Admissions Tutor.

5.3 What happens after you receive my application?

Once your application has been forwarded to the relevant social work programme, it is reviewed by one of the members of the selection committee, who will determine whether or to invite you to sit and Entrance Examination.

5.4 What are you looking for in the application?

Completing your application is arguably the most important part of the process. It is usually the first opportunity that you will have to represent yourself to the selection committee. We look for applicants who not only honest, professional, and reflective, but who also demonstrate academic potential. In short, your application needs to evidence that you are ready to successfully undertake study at the university level. **This includes confirming that you are able to use basic IT facilities, including, word processing, Internet browsing and use of email.**

5.5 Which sections are most important?

Every section of the application is important and should be completed thoroughly. You will want to ensure that all your personal details are accurate and list any and all relevant experience in the correct section(s). If you have received low marks in the past you may want to explain the reasons for these and outline how you have developed and will manage at university.

5.6 What is the 'Personal Statement'?

The Personal Statement is an opportunity for you to explain why you want to study social work at UEL and to demonstrate something of your knowledge of the subject. It is also a chance to provide more information about yourself – including relevant personal/professional experiences, interests and skills, and what you might contribute the UEL Social Work Programmes. You should try to convey a 'sense' of who you are a person and provide some evidence of how your personal characteristics align with what is expected of social work students and professionals.

Here are some tips:

Tell the truth - It may be that there was a situation where you did not achieve as well as you hoped but took away some learning that you were able to apply to other situations. Be honest about yourself including your abilities, qualifications, failures and successes. If you misrepresent your experiences early on (e.g. work experience criminal history, etc.) you are not likely to perform well in the later stages of the admissions process. Also, your application may be withdrawn if it is discovered at a later date to contain inaccurate information.

Establish your commitment and motivation to study - A 'change of careers' or 'a good/bad experience with social workers' alone are not sufficient reasons to apply to study social work. You need to demonstrate that you have thought about your decision to apply and will remain committed throughout your course of study.

Emphasise your academic interests - Social work is not simply a vocation where practitioners 'care for' service users. There are complex issues that impact practice and inform the daily decisions that practitioners have to make. A general awareness of the research and debates that inform social work practice will strengthen your application.

Describe how your experiences will help you on the course and as a practitioner - Being able to reflect is a crucial aspect of social work practice. You should demonstrate an ability to learn and incorporate this learning into your growth and development.

Show your awareness of the broader context/Demonstrate an understanding of current affairs and that you have read around the subject- Many of the complexities that social workers deal with relate to the shifting global environment. It is important to understand the impact that global issues have on national and local practice.

Demonstrate what kind of student you might be - Your personal statement is the first opportunity you have to demonstrate your academic ability. If it is poorly written (e.g. poor grammar, poor structure, etc.) you are not likely to be invited to sit an Entrance Examination.

Write about your outside interests and achievements - Demonstrate your different skills and how they might be relevant to social work study/practice.

Make sure you give a final summing up statement - You will want to ensure that you statement does not end abruptly instead is wrapped up nicely. Provide a closing statement and/or some final words about your suitability.

5.7 Do I need a reference?

Yes. The reference is a key part of your application as it provides a third person perspective of your suitability for the programme.

References should be professional and/or academic. Personal references (e.g. from a spouse or friend) are unacceptable. **An acceptable reference is required at the application stage. Applications without an acceptable reference will be rejected.**

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The Entrance Examination:

Below is some information about the Entrance Examination.

5.8 What does the Entrance Exam test for?

The primary purpose of the exam is to assess whether your written English proficiency meets the required standard and to assess how far you meet the professional body entry threshold standards and can go on to meet the HCPC Standards of Proficiency at the point of completing your studies. You will need to write at a standard appropriate for undergraduate level and must write, coherently, logically and fully comprehend the tasks. The Entrance Exam also provides an opportunity for you to demonstrate how well you articulate your views and opinions in written form.

5.9 How long is the Entrance Exam?

The Exam lasts 60 minutes.

5.10 Where does the Entrance Examination take place?

The Exam is held on the Stratford Campus, Water Lane in Stratford, Newham. **Please note that if you are unable to attend, we will only be able to re-invite you to another test session if there is availability of places on your chosen programme**. Please quote your full name and programme for which you have applied when you contact us. It is important that you inform us of your non-attendance as places are limited.

5.11 How should I prepare for the Entrance Examination?

You should ensure that you are comfortable writing and that you are prepared for exam conditions. The exam is designed to assess your English and grammar so it would be in your best interest to make sure that you are comfortable evidencing this in written form.

If you consider that you have special needs in order to undertake this, you must inform the social work administrator at least 3 days before the date of the entrance examination. If given notice, the social work administrator can arrange additional time, access to a computer or whatever else you might reasonably need. However you must understand that we will be unable to meet your request if we do not receive your request by the deadline.

5.12 What happens after the Entrance Exam?

Following the Entrance Examination, successful Candidates will be invited to participate in an Interview.

The Interview:

Below is some information about the Interview:

5.13 Who will I be interviewed by?

Social work academics and stakeholders conduct interviews. Stakeholders include: service users, carers, practitioners and employers. All Interviewers are briefed on the selection process and have a thorough understanding of the relevant entry criteria.

5.14 What is the purpose of the Interview?

The Interview is designed to assess the candidate's suitability to commence a social work training programme in line with the professional body requirements. More specifically, it provides a chance to observe interpersonal communication, spoken English, professionalism and other characteristics that are not readily detectable from the other components of the selection process. The Interview also allows provides candidates with an opportunity to pose questions to the interviewer regarding the nature and structure of the relevant programme.

5.15 How long is the interview?

Interviews are usually 40 minutes long, though in some cases this may vary.

5.16 Where does the Interview take place?

The Interview takes place on the Stratford Campus, Water Lane in Stratford, Newham.

5.17 How should I prepare for the Interview?

You should have a clear understanding of why it is that you would like to join your chosen programme and be able to reflect upon the factors that have contributed to your decision. It is vital that you are able to discuss social work practice and how you apply your understanding of social work principles, including anything relevant you have read on the subject. It is also important to remember that the interview is a chance for you to demonstrate what type of practitioner/professional you might be.

You should also be prepared to discuss any disciplinary matters that you have noted on your disclosure form. Lastly, the Interview is an opportunity for you to pose any questions that you might have about your chosen programme.

MA in Social Work candidates are advised to familiarise themselves with literature and information of relevance to contemporary social work.

Some possible sources of information:
Quality newspapers, for example, The Guardian, The Times
Social Care Institute for Excellence (SCIE)- www.scie.org.uk
Health & Social Care Professions Council (HCPC)- www.hpc-uk.org
The College of Social Work (TCSW)- www.tcsw.org.uk

Social work text books, for example:
Ruch, G, Turney, D and Ward, A, 2010, Relationship-Based Social Work, London, Jessica Kingsley
Wilson, K, Ruch, G, Lymbery, M and Cooper, A, 2011, Social Work: An Introduction to Contemporary Practice, 2nd edition, Harlow, Pearson
Horner, N, 2013, What is Social Work? 4th edition, London, Learning Matters

Receiving an Offer:

Below is some information about Offers.

5.18 Who decides whether or not I receive an Offer?

Following your Interview, the interviewer(s) will make one of the following three recommendations to the Selection Committee:

1. Extend an Unconditional Offer
2. Extend a Conditional Offer
3. Do not extend an Offer (Reject Application)

At this stage, the recommendation will be based on your performance during the Interview. Where a candidate performs marginally, the Application and Entrance Test are also considered along with the Interview.

5.19 How will I know if I have received and offer?

You will be notified through the UCAS portal as to whether or not you receive an offer. This usually occurs 1-2 weeks following the interview. Offers are either Conditional or Unconditional. Following any offer your eligibility will remain subject to satisfactory DBS enhanced criminal conviction checks. Social work is exempted from certain provisions of the Rehabilitation of Offenders Act 1974 (as amended from time to time), and information about all previous convictions, cautions, warnings or

ongoing police matters must be provided (there are some exceptions – for more information on this look at DBS website or consult the interview team). A conviction does not automatically debar a candidate and the programme will seek further information about the circumstances to make an informed and considered judgement about a candidate's suitability in such instances

5.20 What are the funding arrangements?

Funding for qualifying level social work education has been reviewed by the Department of Health and there are changes for students commencing their studies from September 2014. Details of these changes and how to apply for the NHS Bursary are available from http://www.nhsbsa.nhs.uk/825.aspx.

The UEL Student finance office should also be able to help you identify possible undergraduate funding options.

Bursary nominations for the BA (Hons) in Social Work at the completion of the first year

Bursary nominations for the MA in Social Work at the beginning of the programme

Applicants are being nominated for a bursary drawing on the NHS BSA guidance taking account of the allocation of bursaries made to this University for each cohort. We are prioritising applicants who:

- Score highly overall in entrance test and admissions interview
- Receive unconditional offers or conditional offers, and
- Accept early in the admissions process. It is important that you use the online portal to let us know you decision, it will this be date that is used as part of the ranking process. Emailing the admissions team your decision will mean that it might take few days before the decision is recorded and this can significantly influence where you are ranked in the nomination list

We will take a decision on the first group of nominees from all those who applied before 15th January 2016 UCAS deadline date and have accepted their offer by 5th May 2016 UCAS deadline date.

We will notify any further nominees before the deadline set by NHS BSA for the University to submit its ranked list.

Further Information:

5.21 Open days

You are very welcome to attend an open day for further information – these will be held throughout the year and further information is available on the UEL website: http://www.uel.ac.uk/openday/

5.22 Useful Links

About UEL:
http://www.uel.ac.uk/contact/

Admissions Policy and Principles:
http://www.uel.ac.uk/qa/manual/admissionspolicy.htm *

BASW:
http://www.basw.co.uk

Corporate Marketing:
http://www.uel.ac.uk/marketing/admissions/index.htm
Disability Support:
http://www.uel.ac.uk/disability/index.htm

Disclosure and Baring Service (DBS):
https://www.gov.uk/crb-criminal-records-bureau-check/overview (Email address for transgendered applicants: sensitive@dbs.gsi.gov.uk)

Equality and Diversity Strategy:
http://www.uel.ac.uk/hrservices/documents/emhandbook/generalpolicies.pdf

Fees and Funding:
http://www.uel.ac.uk/studentservices/moneymatters/grantsloans.htm

Health and Care Professions Council
http://www.hpc-uk.org/

NHS Business Services Authority (Social Work Bursaries):
http://www.nhsbsa.nhs.uk/students

Student Admissions:
http://www.uel.ac.uk/marketing/admissions/index.htm

Student Services:
http://www.uel.ac.uk/studentservices/

Tavistock & Portman NHS Foundation Trust:
http://www.tavistockandportman.nhs.uk/

Universities & Colleges Admissions Service (UCAS):
www.ucas.com

*N.B: The UEL Admissions Policy provides general guidance and best practices for all of the programs offered throughout the university. As programmes which lead to a professional qualification including potential registration the Health and Care and Professional Council, the admissions procedures for Social Work may vary in certain areas.

6. SERVICE USER AND CARER INVOLVEMENT:

Ultimately service users and carers are at the heart of social work practice. It is widely recognized that the ideas, skills, and knowledge of individuals who have first-hand experience of receiving support from health and social services have crucial role to play in preparing students for social work practice. To this end, UEL ensures that all stakeholders are able to provide significant contributions to the development of our Social Work programmes.

The involvement of service users and carers allows students to gain insight from a variety of perspectives while also challenging common assumptions and/or stereotypes. Their involvement also provides an opportunity for service users and carers to voice opinions about social work education including practitioner development and programme delivery. UEL involves service users (current and former), carers and other stakeholders in multiple facets of the social work programmes' development and delivery.

6.1 How do you involve service users and carers in your programmes?

Service users, carers and other stakeholders are directly involved in various aspects of the design and delivery of the Social Work Programmes including:

- Admissions
- Course design
- Contribution to teaching
- Assessment of practice
- Quality Control

6.2 Will I be taught by service users and/or carers?

Service users and carers assist in the delivery of both practice and academic modules. Throughout the course of each programme there will be sessions in which someone other than a UEL faculty member may deliver teaching (e.g. registered service users, social workers, medical professionals). This is done to enhance learning by provided variety perspectives and experiences. All modules however, are ultimately lead by UEL and/or Tavistock and Portman NHS Trust staff.

6.3 Are the service users and carers qualified/trained teachers?

People who support in the delivery of the BA (Hons) and MA Social Work Programmes have varying qualifications and experience. It is not a requirement that they have a teaching qualification. All are provided with an overview of the programme and referred to the relevant induction/documentation to support their involvement.

6.4 Do service users and carers have access to my confidential information?

As a general rule only the relevant UEL staff has access to any information that you provide to the university and it is treated with the strictest of confidence. All service users, carers and stakeholders involved in programme delivery are briefed on issues of confidentiality and adhere to guidelines provided by the relevant programme for the selected activity.

6.5 What areas of social work practice do service users and carers have experience with?

The service users and carers involved in the programmes have experiences of involvement in a range of social work practice settings including children and family work and adult mental health. Some have not accessed services for quite some time while others may be actively engaged. Most importantly each carries with them the experience of being a person who has experienced the input of a social worker.

7. FAQS–BA (Hons) SOCIAL WORK

What is a Social Work degree programme?

The Social Work degree programme is a professional course leading to eligibility to register as a social worker.

How many places are available?

We have an annual intake of 60 students, who were selected from over 479 applications in 2015.

What are the Entry Requirements?

- You are required to provide evidence of GSCE grade C or above in English and Maths or certified equivalents (e.g. Key Skills – Level 2 or Higher).
- The UCAS tariff point minimum required for acceptance on to the BA (Hons) degree programme is 280.
- If you are applying/entering via Access routes, you will need to demonstrate the ability to succeed at university level.
- Prior to any offer, you need to confirm your ability to use basic IT facilities, including word processing, internet browsing and email.
- Successful applicants must meet communication and comprehension skills to International English Language Testing Systems (IELTS) Level 7.
- It is helpful if applicants have some prior paid or voluntary work experience undertaken with people in a caring capacity.

When should I apply?

We receive a high volume of applications so it is recommended that you apply as early as possible. Applications are made through UCAS. Please remember to complete your application in full, giving details of **all** your qualifications, (including GSCEs), employment and any relevant experience.

Can I study part-time?

No, the BA (Hons) Social Work programme is full time.

Can I work and study at the same time?

We recommend working during holiday periods only due to the demands of undertaking a professional qualification where academic study and practice placement is combined

How long is the programme?

The BA (Hons) Social Work programme is three years in duration.

Can I transfer from another course?

No, this is not possible. You will need to make an application through UCAS for entry into **Year 1** of the programme.

What are the funding arrangements?

Funding for qualifying level social work education has been reviewed by the Department of Health and there are changes for students commencing their studies from September 2014. Details of these changes and how to apply for the NHS Bursary are available from http://www.nhsbsa.nhs.uk/825.aspx.
The UEL Student finance office should also be able to help you identify possible undergraduate funding options.

What will I be studying?

Social work programmes are required to teach a number of key areas to ensure students understand the law, social policy, human growth and development, safeguarding practice, theory and research, communication skills and interventions plus ensure you have two practice based work placements. These subject areas and more will form part of your studies.

What is the candidate selection process?

All UCAS applications are assessed by academic staff. Short-listing decisions are made on the basis of how the academic entry requirements are met as well as on the quality of the personal statement and references. Short-listed candidates are invited to attend the University for a **written test** to ensure that a key requirement for social work applicants (i.e. the ability to communicate clearly in written English) is met. All written tests are marked using standardised criteria equivalent to Grade C GCSE English. Applicants who successfully pass the written test are invited for a one-to one interview with a member of academic staff or a social work professional from one of our partner agencies. If you are offered a place it is conditional on your meeting all the requirements including those stated by the HCPC.

Please note that if you are unable to attend, we will only be able to re-invite you to another test session if there is availability of places on your chosen programme. Please quote your full name and programme for which you have applied when you contact us. It is important that you inform us of your non-attendance as places are limited.

If you consider that you have special needs in order to undertake this, you must inform the social work administrator at least 3 days before the date of the entrance examination. If given notice, the social work admissions administrator can arrange additional time, access to a computer or whatever else you might reasonably need. However you must understand that we will be unable to meet your request if we do not receive your request by the deadline.

How can I prepare myself for interview?

The interview will take place with an academic and/or representative from practice and/or a service user or carer. You need to demonstrate some understanding of the social work role and so it is suggested that you carry out some background reading on social work prior to your interview. We need to assess your potential to manage the demands of the programme and the demands of the job. You should arrive in good time for your interview with all of the requested documentation.

How is the course structured?

The course runs for three years and each year is divided into 2 semesters. Teaching takes place during both semesters as do practice placements (years 2-3).

What are the teaching hours?

Teaching takes place anytime from 9pm until 6pm – up to five days a week. You will also undertake two practice placements in the second and third years of the programme and will be expected to work the usual hours of the particular agency, this could include shift work, starting earlier and evening work.

When do I go on placement?

The second and third year practice learning opportunities (placements) commence during the first semester of the respective year.

Who will select my placements and where will they be located?

Placements are sourced by the Practice Learning Manager and students are not permitted to find their own. Placements can be in a variety of settings, both statutory

and voluntary, and also other agencies including schools and prisons for example. Most of our placements are in the East London area but we also use some in North London and further afield. Our placements cover a range of service user groups including children and families, mental health, learning disability, physical disability and youth work.

Can I study social work if I have a criminal conviction?

Having a criminal conviction does not automatically bar people from studying social work or becoming social workers. Social work is exempted from certain provisions of the Rehabilitation of Offenders Act 1974 (as amended from time to time), and information about all previous convictions, cautions, warnings or ongoing police matters must be provided (there are some exceptions – for more information on this look at DBS website or consult the interview team). A conviction does not automatically debar a candidate and the programme will seek further information about the circumstances to make an informed and considered judgement about a candidate's suitability in such instances

The expectation is that you will declare criminal convictions as well as cautions, bind overs, fines etc. in your initial application as well as at interview. All social work students are required to have an enhanced criminal conviction checks DBS Check for Regulated Activity carried out and anything which later comes to light that was not declared at the interview stage may result in your immediate withdrawal from the programme. Therefore, as above, it advisable that you disclose all relevant information as early as possible in the admissions process. It is also advisable to check directly with the HCPC (www.hpc-uk.org) to see if they can advise you as to whether your offence(s) would likely to bar you from being registered once you complete the programme.

N.B. - **If you have any convictions that have occurred during the past 5 years, you should contact the admissions tutor of your chosen programme for further discussion.**

Fitness for practice and HCPC guidelines:

Students must demonstrate they are 'fit for practice' **before** the first practice placement commences in Year 2 of the programme. Students not meeting this requirement will be exited from the programme.

Will I be a fully qualified Social Worker on completion of the course?

You will be eligible to apply for registration as a Social Worker with the Health and Care Professions Council (HCPC).

Where could I gain experience to become a social worker?

Social work has vocational element to it so it helps if you are familiar with the roles undertaken by its practitioners as well as the values that shape the profession and how they are applied. Having some prior work experience is not a requirement of the BA (Hons) programme, but is strongly recommended. If you would like to gain further experience volunteer agencies are good places to start. You may also want to explore this website:

http://www.skillsforcare.org.uk/areas/londonandsoutheast/london_and_south_east.aspx.

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8. FAQs–MA SOCIAL WORK

How many places are available?

We have an annual intake of 40 students.

What are the Entry Requirements?

Applicants must be graduates in any discipline who can demonstrate a clear commitment to social work. All applicants are required to have an upper second degree (2:1), or above, in any subject. Applicants with a second class degree (2:2) and post graduate qualifications may be considered in exceptional circumstances (i.e. a strong personal statement and significant social care experience0. Additionally, all applicants need key skills in English and Maths, GSCE grade A - C or equivalent. Applicants are also required to have experience of social care or working with vulnerable people in a paid or voluntary capacity.

When should I apply?

We receive a high volume of applications so we recommend that you apply as early as possible. Applications are made through UCAS. Please remember to complete your application in full, giving details of **all** your qualifications, including GSCEs and any previous employment.

Can I study part-time?

No, the MA Social Work programme is full time.

How long is the programme?

The duration of the programme is two years.

Can I transfer from another course?

No, this is not possible. You will need to make an application through UCAS.

What are the funding arrangements?

Funding for qualifying level social work education has been reviewed by the Department of Health and there are changes for students commencing their studies from September 2014. Details of these changes and how to apply for the NHS Bursary are available from http://www.nhsbsa.nhs.uk/825.aspx

Bursary nominations

Applicants are being nominated for a bursary drawing on the NHS BSA guidance taking account of the allocation of bursaries made to this University for the cohort beginning in September 2014. We are prioritising applicants who:

- Score highly overall in entrance test and admissions interview
- Receive unconditional offers or conditional offers, and
- Accept early in the admissions process. It is important that you use the online portal to let us know you decision, it will this be date that is used as part of the ranking process. Emailing the admissions team your decision will mean that it might take few days before the decision is recorded and this can significantly influence where you are ranked in the nomination list

We will take a decision on the first group of nominees from all those who applied before 15th January 2016 UCAS deadline date and have accepted their offer by 5th May 2016 UCAS deadline date.

We will notify any further nominees before the deadline set by NHS BSA for the University to submit its ranked list.

Can I be sponsored by a local authority or other employer?

Yes you can but your employer who has agreed to sponsor you to train to be a social worker needs to contact the MA Social work Admissions Tutor, Stuart Stevenson to plan this s.stevenson@uel.ac.uk

What will I be studying?

Social work programmes are required to teach a number of key areas to ensure students understand the law, social policy, human growth and development, safeguarding practice, theory and research, communication skills and interventions plus ensure you have two practice based work placements. All of these subject areas and more will form part of your studies.

What is the selection process?

All applications are assessed by academic staff. Short-listing decisions are made on the basis of how the academic entry requirements are met as well as on the quality of the personal statement and references. Short-listed candidates are invited to attend the University for a **written test** to ensure that a key requirement for social work applicants, i.e. the ability to write and communicate clearly in the English

language is met. All written tests are marked using standardised criteria equivalent to Grade C GCSE English. Applicants who successfully pass the written test are invited for a one-to one interview with a member of academic staff or a social work professional from one of our partner agencies. If you are offered a place it is conditional on your meeting all the requirements including those stated by the HCPC.

Please note that if you are unable to attend, we will only be able to re-invite you to another test session if there is availability of places on your chosen programme. Please quote your full name and programme for which you have applied when you contact us. It is important that you inform us of your non-attendance as places are limited.

If you consider that you have special needs in order to undertake this, you must inform the social work admissions administrator at least 3 days before the date of the entrance examination. If given notice, the social work administrator can arrange additional time, access to a computer or whatever else you might reasonably need. However you must understand that we will be unable to meet your request if we do not receive your request by the deadline.

How can I prepare myself for interview?

The interview may take place with an academic and/or representative from practice and/or a service user or carer. You need to demonstrate some understanding of the social work role and so it is suggested carry out some background reading on social work prior to your interview. We need to assess your potential to manage the demands of the programme and the demands of the job. You should arrive in good time for your interview.

MA in Social Work candidates are advised to familiarise themselves with literature and information of relevance to contemporary social work.

Some possible sources of information:
Quality newspapers, for example, The Guardian, The Times
Social Care Institute for Excellence (SCIE)- www.scie.org.uk
Health & Social Care Professions Council (HCPC)- www.hpc-uk.org
The College of Social Work (TCSW)- www.tcsw.org.uk

Social work text books, for example:
Ruch, G, Turney, D and Ward, A, 2010, Relationship-Based Social Work, London, Jessica Kingsley
Wilson, K, Ruch, G, Lymbery, M and Cooper, A, 2011, Social Work: An Introduction to Contemporary Practice, 2nd edition, Harlow, Pearson
Horner, N, 2013, What is Social Work? 4th edition, London, Learning Matters

Can I work and study at the same time?

We recommend working during holiday periods only due to the demands of undertaking a professional qualification where academic study and practice placement is combined

How is the course structured?

For the first semester of year 1, (September to January) the programme runs from the University of East London. From January, you are taught at the Tavistock and Portman NHS Trust in Hampstead. Year 2 teaching all takes place at the Tavistock and Portman NHS Trust.

What are the Teaching hours?

Teaching can anytime from 9pm until 6pm – up to five days a week. You will also be expected to undertake two practice placements in each year of the programme and will be expected to work the usual hours of the particular agency, this could include shift work, starting earlier and evening work.

When do I go on placement?

Placements are usually either 3 or 4 days a week. The year 1 practice learning opportunity (placement) commences in January and continues until June. The first placement is 70 days. The second year practice learning opportunity commences in October and runs until June (depending on pattern of days worked).

Placement: who will find my placements and where will they be?

Placements are sourced by the Practice Learning Manager. Due to very important reasons, students are not permitted to find their own placements. Placements can be in a variety of settings, statutory and voluntary, and also other agencies including schools and prisons for example. Most of our placements are in the East London area but we also use some in North London and further afield. Our placements cover a range of service user groups including children and families, mental health, learning disability, physical disability and youth work.

Can I study social work if I have a criminal conviction?

Having a criminal conviction does not automatically bar people from studying social work or becoming social workers. Social work is exempted from certain provisions of the Rehabilitation of Offenders Act 1974 (as amended from time to time), and information about all previous convictions, cautions, warnings or ongoing police

matters must be provided (there are some exceptions – for more information on this look at DBS website or consult the interview team). A conviction does not automatically debar a candidate and the programme will seek further information about the circumstances to make an informed and considered judgement about a candidate's suitability in such instances

The expectation is that you will declare criminal convictions as well as cautions, bind overs, fines etc. in your initial application as well as at interview. All social work students are required to have an enhanced criminal conviction checks DBS Check for Regulated Activity carried out and anything which later comes to light that was not declared at the interview stage may result in your immediate withdrawal from the programme. Therefore, as above, it is advisable that you disclose all relevant information as early as possible in the admissions process. It is also advisable to check directly with the HCPC (www.hpc-uk.org) to see if they can advise you as to whether your offence(s) would likely to bar you from being registered once you complete the programme.

N.B. - **If you have any convictions that have occurred during the past 5 years, you should contact the admissions tutor of your chosen programme for further discussion.**

Fitness for Practice and HCPC guidelines:

Students must demonstrate they are "fit for practice" **before** the first practice placement commences in year 1 of the programme. Students not meeting the requirement will be exited from the programme.

Will I be a fully qualified social worker on completion of the course?

You will be eligible to apply for registration as a social worker with the Health and Care Professions Council (HCPC).

Thank you

Again, thank you for your interest in the course and for taking for taking the time read this guidebook. Please feel free to contact us with any further questions.