

**Information for
applicants to
Social Work
courses
for entry
2015-16
London
Metropolitan
University**

We hope the information in this booklet will be useful to help you decide to apply to London Met. Should you require any further information or clarification please do contact us. We have a series of open days where you can attend prior to applying to ask any further questions – please see our Admissions webpage for details. If you are shortlisted for an Admissions day you will have further opportunity to speak to us. We would be happy to receive feedback on this booklet to improve the information made available to you to make an informed choice for your place of study.

*Please note that while we endeavour to ensure that the information contained here is the most up to date: the dynamic nature of the course and external environment means that changes are likely. For the most current information, please visit **londonmet.ac.uk**.*

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1. What are the entry requirements?

We offer 2 social work courses all of which lead to eligibility to apply for HCPC registration:

- BSc Hons Social Work
- MSc Social Work

There are different qualification requirements for the undergraduate (BSc) and postgraduate courses (MSc).

Qualifications required for BSc Hons Social Work

In addition to the University's standard entry requirements, you should have at least:

- 280 UCAS points from three or more A levels (e.g. BBC) or
- 320 UCAS points from a BTEC National (e.g. DDM) or
- a Merit from an Access to Social Work course

Qualifications required for MSc in Social Work

In addition to the University's standard entry requirements, you should have at least:

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An upper second (2.1) class honours degree or above (normally in a social science subject)

Standard of English: reading, writing and spoken

It is essential that you have and can demonstrate a good standard of English in all forms. All applicants must specify on the UCAS application form that they hold, or are in the process of taking, **GCSE Mathematics and English grade C**, or Key Skills communications level 3 and Numeracy level 2, or another English/ Mathematics qualification deemed by the University to be equivalent to GCSE Mathematics and GCSE English grade C or above.

If English is not your first language, you will require an IELTS 7 (with no element less than 6.5) or equivalent.

Please note that we are not offering university equivalence tests to students offered a place on this course. Shortlisted applicants will be tested on their standard of English during the Admissions day.

IT skills

You should have basic IT skills including: word processing, internet searching and sending emails with attachments. Shortlisted applicants will be asked to confirm they have these skills and this will be explored at the interview stage.

Experience of working with vulnerable people

It is highly desirable that you have experience in either a paid or voluntary capacity of working directly with vulnerable people normally within a social care or health context. Successful applicants will be required to provide a reference from a current or previous employer/organisation in which the candidate gained the above---mentioned experience.

Disclosure and Barring Service (DBS) and Health status

All offers of places are subject to satisfactory health and enhanced police checks and suitable references. You have two opportunities to self declare your DBS and Health status on your UCAS form and if invited to a selection day our Admissions day. **Applicants must pay for their DBS checks currently this is £44.** All those are offered a place will also be required to show original documentation confirming their stated qualifications and DBS in order to receive an unconditional offer of a place.

International applicants

Please note if you are an international student or are living abroad you need to allow sufficient time to acquire the correct documentation for your clearance checks.

If you are an EU or Non EU National (and you are not normally domiciled in the UK for a period of three years prior to the proposed course start date), you will be required to provide an official enhanced police clearance check from your country of domicile(1). Applicants will not be considered for initial applicant review and interview selection until the Non UK enhanced police clearance check is provided.

If successful at interview, applicants must complete an Enhanced DBS Check (2) in the UK. deadline for meeting all mandatory admissions requirements for those requiring a student visa to study in the UK is **26th June 2015** .

(1) <https://www.gov.uk/government/publications/criminal---records---checks---for---overseas---applicants>

(2) Please note that this academic/professional qualification is an accredited requirement for post---graduation professional practice in the United Kingdom only and may not be accredited for professional practice in other countries. Applicants are advised to research professional accreditation recognition for social work in their country of origin.

2. How do I apply?

UCAS application

Application for all Social Work courses is by completion of an electronic application form via the University and Colleges Admissions Service (UCAS) <http://www.ucas.com> (with the exception of partnership arrangements with Local authorities for staff who apply directly to the University). UCAS accepts applications for full-time courses starting in September one year before the start of the course. Please note there are deadlines for completing your UCAS application. You will be given a UCAS ID number and will be able to track your application.

Your personal statement

This is an essential part of your UCAS application, please make sure you take time to prepare this as it is very important to shortlisting candidates for the next stage of our selection process i.e. an invitation to the Admissions day.

Our UCAS institution code is L68.

**** PLEASE ENSURE THAT YOUR UCAS APPLICATION HIGHLIGHTS HOW YOU MEET THE ABOVE CRITERIA IN SECTION ONE. GIVEN THE VOLUME OF APPLICATIONS PER YEAR ANY FORM THAT DOES NOT MEET THE ABOVE CONDITIONS UNFORTUNATELY WILL NOT BE PROCESSED****

Can I get credit for prior learning?

Students will not normally be exempted from any part of the Social Work programme, including the transfer of credits acquired by prior certificated learning and experiential learning due the extensive professional standards that must be met and the capabilities embedded across the whole course. For this reason it is not normally possible to offer credit for prior learning or transfer onto a Social Work programme from any other programme, including social work at another institution. However all relevant prior learning should be carefully addressed in your UCAS application form and will be taken into consideration with regards to shortlisting.

Who do I contact if I need more information before applying for the course?

There is a series of **Open days** run throughout the year that you can attend – see the main University website for the dates. You can also visit the Admissions Office or contact the Admissions staff on admissions@londonmet.ac.uk or phone +44 (0)20 7133 4200.

3. How is selection carried out?

Shortlisting

Your UCAS application is reviewed and if you meet the requirements you will be shortlisted and invited to attend an **Admissions day**. You will be sent a letter with some reading to help prepare for the day but all candidates are asked to familiarize themselves with the HCPC standards of conduct, performance and ethics <http://www.hcpc-uk.org.uk/assets/documents/10003B6EStandardsofconduct,performanceandethics.pdf> and the College of Social Work Professional Capabilities Framework <http://www.tcsw.org.uk/home/>

You will also be sent a self-declaration form for the DBS and Health checks to complete in advance and you must bring with them on the day. We do not admit candidates who have not attended the Admissions day.

What happens at the Admissions day?

The day consists of a written test, group activity and individual interview. You need to be prepared to stay for the whole day --- 10am---6pm --- though there is usually a longer break for lunch it can be a long day. You will be asked to bring photo ID e.g. passport when you register at the start of the day and your DBS and Health form will be collected at the interview stage. An essential criterion will be your communications skills and the standard of your English in all forms will be tested across the day --- reading, writing and speaking.

The **written test** lasts about 90 minutes and is usually taken in the morning. The test involves reading an article and providing a written response based on some questions, the marking criteria are supplied on the day. Following this there is a talk from a member of the social work team where the key aspects of the course are covered and you have the opportunity to ask any questions. Meanwhile the tests are marked by the social work staff --- the marks are held for bursary ranking purposes for MSc Social Work students only (see section 4). If you are unsuccessful at the test stage, we will give you some feedback and will advise you about possible alternative courses.

Successful applicants will be invited to proceed to the observed **group activity** following a short video. After this there will be an **individual interview** with usually two interviewers. As well as the social work team, service users, partners and practitioners participate in the selection process. The results of the interview are usually sent via email within 2 working days.

What if I have a disability?

You need to contact the Admissions team as soon as possible and let them know so that reasonable adjustments can be made for the Admissions day. Depending on the nature of the disability they will advise what evidence they require in advance concerning this e.g. an independent report identifying dyslexia needs.

What if I can't attend an Admissions day?

If you are not able to attend the Admissions day you must let us know as soon as possible and you will be re-booked into the next available day. There are normally 12 per year but no offer of a place can be made without going through the complete selection process.

Offered a place --- what next?

If Londonmet is the right place for you should accept your offer as soon as possible – you need to ensure that all conditions are met as soon as possible. This will help with ensuring you are included in the bursary allocation for postgraduate students. We will keep in regular contact with you via our Admissions team and Admissions tutor up to your enrolment on the course when the rest of course team takes over.

4. How much does it cost to study?

Please visit londonmet.ac.uk to check the most current course fees, or contact the Admissions Office at 0207 133 4200, or admissions@londonmet.ac.uk.

Students Loans

UK and EU undergraduate students who meet the eligibility criteria may get a student loan from Student Finance England (SFE). Applications are made on line directly to SFE – see <https://www.gov.uk/apply-for-student-finance>

At the end of their first year social work undergraduate students may be eligible to apply for an Social Work bursary.

Bursaries

The NHS Business Services Authority (NHSBSA) is responsible approving and administering bursaries for Social Work courses. Annually all universities are allocated a number of bursaries for their courses. Students must meet the NHSBSA criteria to be eligible for a bursary. The University is required to provide a ranked list of students' names to the NHSBSA who meet the criteria and in accordance with their allocated number of bursaries. Students must apply to NHSBSA for the bursaries. There are deadlines for when students may apply and when Universities supply names to the NHSBSA. Please see <http://www.nhsbsa.nhs.uk/Students/986.aspx>

Bursaries are normally for 2 years and granted in the year of the first placement. Only postgraduate students names are put forward prior to starting the course as they take their first placement in year 1 (see overview of the course). Aside from the other eligibility criteria we rank postgraduate students according to the test performance on the Admissions day. Undergraduate students who are eligible are put forward at the end of their first year and ranked based on their first year performance.

Childcare, Travel to placements and Disability Support

You need to be aware that there will be travel and other costs when in placements, this may include additional child care costs. The NHSBSA offers some assistance to students with the costs of travel to placement and childcare subject to eligibility. Student Finance England offers Childcare grants to eligible undergraduate students. There is also some support available to eligible students with a disability. It is important to weigh up the potential costs before you start the course.

DBS check costs

Applicants must pay for their DBS checks currently this is £44 --- see section 1.

University scholarships and fee reductions

The University offers a number of schemes including fee reductions for postgraduate courses for Alumni --- please see <http://www.londonmet.ac.uk/studying/funding---your---studies/>

5 What you will study – an overview

Course design

The course reflects the required Standards of Proficiency (SOPs) as defined by the HCPC and is also aligned to the College of Social Work's Professional Capabilities Framework. At the end of the course students who have completed and passed all their assessment will have met the SOPs. Research and evidence, current policy, practice and theoretical perspectives inform the courses. Experienced staff, service users, partners and practitioners all contribute to learning and teaching. A central feature is inter-professional learning. You will learn in a dynamic way with considerable interaction.

Key study areas

The key areas you will learn about include:

- Communication, Skills and Values
- Human Growth and Development
- Assessment, Planning and Ethics
- Social Contexts for Professional Practice
- Partnership Working
- Safeguarding Children and Adults
- Professional Law
- Theoretical Perspectives in Social Work
- Research and Evaluation for Professional Practice
- Protecting Children and Adults
- Practice

4th hour

In addition to the taught course in the first year of all courses we have a study programme which addresses students' study needs and orientation to social work practice. It is intended to help with personal, professional and academic skills and practices.

Placements and Skills Days

We draw upon a wide range of statutory, private, voluntary and independent placement agencies that are quality assured by us, most of which are in London. You will be required to undertake two assessed practice placements, lasting in total a minimum of 170 days, in two different social work agencies or services, as determined by the University. The minimum number of days in the first placement is 70 days and in the second placement is 100 days. There is an additional 30 skills days that are delivered across the whole course. You will have a Practice Educator who will guide and assess your progress. There is a dedicated Placement Office on site with experienced staff who provide support and guidance as when allocating placements, with the Placement lead. We endeavour to take personal preferences and circumstances into account when placing students. Students will be required to travel to placement but the maximum recommended travel time is 45mins each way using public transport.

Study commitment

You will normally study 2 modules per day on the schedule days in University as indicated on the timetables below. Classes usually start at 10am but can be programmed earlier exceptionally. Private study needs to be arranged around the formal study requirements including when on placement – advice will be given but planning ahead is advisable.

Indicative BSc timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
Year 1	10-5pm in University	10-5pm in University		10-5pm in University	
Year 2	10-5pm in University	10-5pm in University	In practice	In practice	In practice
Year 3	10-5pm in University	In practice	In practice	In practice	In practice

Indicative MSc timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
Year 1 Semester 1	10-5pm in University	10-5pm in University		10-5pm in University	
Year 1 Semester 2	10-5pm in University	10-5pm in University	In practice	In practice	In practice
Year 2	10-5pm in University	In practice	In practice	In practice	In practice

6. What support is available?

The course is intensive, demanding and challenging but hopefully ultimately rewarding and designed to help you meet your goals. Aside from your Course Leader, Module leaders, Administrative staff and Practice Educator the University provides a number of diverse support mechanisms including:

Personal Academic Tutor

All students have a personal academic tutor (PAT) for the duration of the course. Your PAT will advise, guide and support you and to discuss your progress.

Holloway Hub

This is a one-stop shop student service to help with all aspects of being a student. This includes range of specialist advice, information, guidance and personal counselling to support you in achieving your academic aims. We provide services related to:

- Academic
- Finance and Debt
- Counselling and Personal Development
- Personal and Emotional wellbeing
- Faith and Spirituality
- Careers and Employment
- Disabilities, medical and mental-health conditions, Specific Learning Differences
- Accommodation
- Volunteering and Student Development

WebLearn

All students have access to the University's virtual learning environment which houses the electronic resources for their modules and can be accessed remotely. In addition there is a dedicated course WebLearn site for Social Work

Library

There is an extensive collection of electronic and hard copy texts located in the newly refurbished Learning Centre on campus and students may access the full library catalogue and databases remotely. Social Work has its own Academic Subject Librarian who provides dedicated support to the subject area.

Study Hub

You will have access to a range of interactive resources designed by our Centre of Excellence in Learning and Teaching (CELT) to help you develop and hone your study skills – there are individual and group sessions you can book, DVDs and special resources available remotely via CELT.

Students Union

You are automatically eligible to be a member of the SU with access to support as well as a voice within the wider university community.

7. What is expected of me?

As indicated earlier the course is intensive and interactive being designed to develop and test the knowledge, skills, capabilities and professional values required for the demanding work as a social worker. The following list indicates our general expectation of our social work students – you will be a student who:

- Undertakes study preparation
- Keeps the attendance requirements
- Seeks help and advice
- Participates in group work and role play
- Develops as an independent learner
- Is open, flexible and resilient
- Exhibits professional values and conduct
- Is able to give, seek and receive feedback
- Becomes a reflective practitioner

We will help students to develop and meet these expectations to the required standard throughout the course. They relate closely to being a lifelong learner as a Registered Social Worker.

8. Career and employment opportunities

Eligibility to apply for HCPC registration

On completion of your course you will be eligible to apply for Health and Care Professions Council (HCPC) registration to become a **Registered Social Worker**. Social Work is a protected title and only those registered can work in social work roles.

Types of job roles

As the course prepares you to be a **generic social worker** you are not limited to any particular field of social work and our students take up posts in a variety of settings and care groups for example:--- children and families, adult care to include, mental health, working with older people, learning disabilities.

Assessed and Supported Year in Employment programme

The College of Social Work (TCSW) has designed a career pathway for social workers through the PCF levels. TCSW considers it good practice for all social work employers to offer the Assessed and Supported Year in Employment programme to newly qualified social workers. The programme will help graduates prepare for newly qualified social workers skills, knowledge and capabilities, and to strengthen their professional confidence for this next stage in professional development.

CPD

As a social worker you are expected to undertake continuing professional development (CPD) throughout your career, to make sure that you keep your knowledge, skills and practice up to date. This is also a requirement for continued registration with the Health and Care Professions Council and you will be required to keep a portfolio of evidence of your CPD.

Examples of CPD drawn from London Met's provision include:

- Practice Education course (with 2 years experience)
- Short courses/ accredited modules:
 - Violence Against Women: Issues, Research and Policy
 - Sexual Violence: Causes, Consequences and Interventions
 - Sexual Exploitation of Children and Young People
 - Researching Communities
 - Impact Assessment
 - Mental Health and Recovery
 - Health in the City
 - Managing public services
 - Management of Health and Social Care
 - Managing change in organisations
- Postgraduate courses
 - MA Children and Women Abuse
 - MA Mental Health and Wellbeing,
 - MSc Health and Social Care Management and Policy
 - Masters in Public Administration
- Doctoral studies – PhD or Professional doctorate

9. Who to contact

Admissions Office

London Metropolitan University
166m 220 Holloway Road
London N7 2DB
Tel: +44 (0)20 7133 4200
Email: admissions@londonmet.ac.uk
Web: www.londonmet.ac.uk/admissions

HCPC

Health and Care Professions Council
Park House
184 Kennington Park Road
London SE11 4BU
Tel: +44 (0) 845 300 6184
Fax: + 44 (0)20 7820 9684
Web: www.hcpc.org.uk/apply/students/

NHSBSA

Social Work Bursaries
Bridge House
152 Pilgrim Street
Newcastle Upon Tyne NE1 6SN
Tel: 0300 330 1342
Fax: 0191 279 0798
Email: nhsbsa.swb@nhs.net
Web: www.nhsbsa.nhs.uk/swb

Student Finance England

PO Box 210
Darlington DL1 9HJ
Tel: 0300 100 0607 Monday to Friday, 8am to 8pm, Saturday and
Sunday, 9am to 4pm
Textphone: 0300 100 0622 Monday to Friday, 8am to 4pm
Web: www.gov.uk/contact/studentfinance/england

TCSW

The College of Social Work
30 Euston Square
London
NW1 2FB
Tel: +44 (0)20 8453 2929
Fax: 0191 279 0798
Web: <http://www.tcsw.org.uk/home/>