



BA (Hons) Social Work/MA Social Work

Please read the information below carefully as it contains all the information required in preparation for your interview.

Thank you for your application to study Social Work at the University of Central Lancashire. We are very proud of all our students and their extensive achievements; each one started as you are by applying for a place on one of our courses.

We are very pleased to invite you for an interview. The interview forms an essential part of application process, which, since December 2019 has been regulated by Social Work England. It is a requirement of Social Work England that all prospective students are interviewed in order to assess their capability and suitability to develop the knowledge and skills necessary to meet the professional standards and become registered upon completion of the course. The aim of the interview is to assess your potential to commence social work education.

Due to the Coronavirus, interviews will take place via video call on Microsoft Teams. You have already selected and booked a day for you interview and the day before your interview you will receive an email with a calendar invitation for a Microsoft Teams meeting, which will specify your interview time. If you do not have Microsoft Teams you will need to create a free account online at the following webpage; <https://support.microsoft.com/en-us/office/sign-up-for-teams-free-70aaf044-b872-4c32-ac47-362ab29ebbb1>. At the specified time for you interview, all you need to do is click on the link that appears in your invitation.

Your interview will be facilitated by a member of staff from the School of Social Work, Care and Community. Where possible, we also try to include a current social work practitioner and/or a service user or carer in the interview as well, so it is possible that you could be interviewed by a panel of up to three people. Where you are interviewed by more than one person, we will make sure that you are introduced to everyone before we start.

Please try not to get too stressed about the interview. We are not expecting you to know everything about social work – if you knew everything, there would be no point in you coming on to the course!!! What we are looking for is people with the potential to do well. By this, we mean people who have thought about why they want to become social workers, who have some idea of the role, can demonstrate the right kind of values, and who have a good level of curiosity and the desire and capability to learn at their chosen level of study (i.e. BA or MA). The interview is also a chance for you to get to know us a little bit and to get a sense of whether you think that this is the right course for you. If you are put off by the kinds of questions that we ask you, or you come away thinking “I don’t know why they asked me that question, it didn’t seem very relevant”, then this is probably not the right course for you.

Having said that we don’t want you to get too stressed about the interview, it is definitely worth your while doing some preparation. You could usefully do a bit of thinking about why you want to be a

social worker; the kind of work that to think social workers do; the core values and skills that you think a good social worker might need to have; and any practical experience you have that you think is relevant to working with people in a social work capacity.

We have put together a few video clips to further inform you about UCLan and the Social Work programmes and we strongly advise you click on the [link here](#) and watch these prior to the selection interview as part of your preparation. You could also usefully look at the [Social Work England](#) website.

The interview will probably take about 30-40 minutes and at the end of it there will be time for you to ask some questions. **We will start the interview by asking you to do a presentation that addresses the following two questions:**

- **Why do you want to be a social worker; and**
- **How has your previous learning and experience helped to prepare you for social work education**

Please make sure that you have prepared for this.

At the end of the interview, we will talk you through the additional forms that you need to fill in (the Suitability Form and the Bursary Declaration Form) in order to complete your application.

We look forward to meeting you on the day. We hope that find the above information useful. You will also find below some tips on how to make the best use of video interviewing.

Guidelines for Microsoft Teams video call interview

- You should ensure that you are in a room that is appropriate for the interview where you will not be disturbed by others.
- No other individuals should be present during the interview unless they are there for IT support reasons
- Check your equipment the day before to ensure all is working and to avoid a last-minute stressful set-up. The strength of your internet connection has a big impact on the quality of your call.
- You may be asked to confirm that you are alone at the start of the interview and to conduct a camera sweep of the room.
- Do check your lighting is in front of you. Strong light behind you, like a big window, can give you a dark silhouette and make your face difficult to see.
- Position your camera so your head and shoulders are on screen, use books to position your laptop camera roughly to eye level.
- If you are new to video conferencing, practise your set-up with a friend well in advance. A practice session will give you a feel-good boost and you can check your pace and volume of speech.
- You will be asked to produce ID at the start of the interview to confirm your identity so please have this ready to present to the camera.
- You should have access to a telephone that does not require you to enter another room, so that the interview can continue if problems develop with the use of video conferencing software.
- The University will telephone the number so that you do not have to cover the cost of the call.
- You must not record your interview unless agreed in advance.

- Make sure your software is updated to the latest version and check if any system updates are required.
- Remember there may be a slight delay, so it is all about pacing yourself.
- Watch your body language - don't show impatience or jiggle in your chair.
- Work on your rapport, eye contact, look at the camera rather than the screen.
- If there is a delay, ensure the other person has finished speaking.
- At the end, make sure you have closed the call before going on to anything else.

Additional Information

If you have a disability, please contact us if you require adjustments for the interview or you would benefit from an additional information interview to discuss the support you will need on the course. Some candidates choose not to tell us about their disabilities because they are fearful that it will affect their application. We are the School of Social Work, Care and Community, and it matters very much to us that all candidates have a fair chance of success. If you require reasonable adjustments to be made, please let us know.



BA (Hons) Social Work & MA Social Work

Thank you for your application to study Social Work at the University of Central Lancashire. This note contains important information about some additional forms that you need to complete and return as part of your application process.

These forms are:

The Declaration of Suitability for Social Work

Social work is a regulated profession. Since December 2019 it has been regulated by Social Work England. Social workers are expected to adhere to high standards in both their professional and personal lives and failure to adhere to these standards can lead to serious consequences, including de-registration.

You can read more about the standards [here](#). In order to assess your suitability for social work at this stage you are required to complete the Declaration of Suitability for Social Work form

Bursary Declaration

Students on our qualifying social work programmes are currently eligible to receive a bursary funded by the Department of Health through the NHS Business Services Authority. The number of bursaries that we receive and the value of any such bursary is controlled by the Department of Health and is subject to government policy. There is no guarantee that the scheme will be available in the future. The bursary declaration form makes this clear and explain how we will prioritise bursary allocations where there is a short-fall.

You are required to read, complete and return both forms, following the guidance below, to SProgrammes@uclan.ac.uk in order to complete your application.

Suitability for Social Work

You are required to complete the Declaration of Suitability document. This is an important part of the social work admissions processes because you are going to be working with service users on placements. Many of our students have events in their past that they wish had never happened, but the serious problem tends to arise when applicants try to hide information, so we do ask you to be open and honest so your integrity is not questioned at a later point in time. Please read all the guidance on the document carefully.

Please complete the two documents below and email them to SProgrammes@uclan.ac.uk

Your email submission will be used instead of a signature (you are therefore not required on this occasion to print the documents off, sign and then scan in). A signature is not required but please do type your full name.

Declaration of Suitability for Social Work

Why do I have to complete this declaration?

The purpose of this declaration is to assist the University to recruit students who have the capability and suitability to meet the social work professional standards and apply to become a registered social worker upon completion of the course. It is the professional body for social work which ultimately makes the decision as to who can join the social work register.

The information we are requesting is essential for the application process. Our courses are approved by the professional body for social work. To maintain that approval, we are required to comply with the standards set by the professional body, including ensuring the suitability of applicants in terms of their conduct, health and character. We ask for information on this form to help us comply with these standards.

We ask for information about certain convictions (and cautions, warnings or final reprimands) so that we can ensure you are able to complete mandatory placements which are an integral part of the course. Some convictions may prevent you from undertaking placements; if you cannot undertake placements, you cannot complete all the required aspects of the course. We should not admit students to a course if we know that a conviction will prevent them from completing the course successfully.

For further information about how we use the information you provide to us during the application process, please see the [applicant privacy notice](#) on the University website.

We encourage applications from a wide range of people from diverse backgrounds and applications will be assessed on a case-by-case basis. If you do not provide a full and honest declaration, any offer of a place on the programme may be withdrawn. If any relevant information is subsequently discovered after you have enrolled on your course, it may result in the termination of your training.

If you are unsure how to proceed or have any queries, please discuss the matter with the tutor following your interview. Please note the tutor cannot advise you as to whether your declaration may preclude you from entry onto the programme. Your declaration will be considered by the Suitability Panel. The information that you provide in your declaration will be treated as confidential within the School of Social Work, Care and Community but may be shared with the professional body for the purposes of deciding suitability for registration if they request information in an individual case.

What happens next?

- The Panel will make a decision regarding your suitability to commence training as a social worker. It may require further information from you to aid its decision-making.
- If further information is requested, you will receive a letter/email/phone call detailing the information required and a deadline for the information to be received, and your declarations will be reviewed again at the next meeting.
- You will be expected to bear reasonable costs in obtaining the information requested.
- Once the Panel has reached a decision, you will receive confirmation whether or not the offer made at interview is to be confirmed or withdrawn.
- If the Panel does not receive the information requested within the set timescales, the offer may be withdrawn.
- The decision of the Panel is final and not subject to appeal, unless it can be demonstrated that the Panel has made a material error in the decision-making process.

Declaration of Suitability for Social Work

Candidate name:	
Course: MA / BA / Degree Apprenticeship <i>(delete as appropriate)</i>	
Date:	UCLan ID number if known:
Date of birth:	Email address:

A - Criminal matters

You must declare certain types of convictions (and cautions, warnings or final reprimands) to us that have been obtained in the UK or other countries so that we can determine your suitability to commence social work education and attend placements. Please provide details below. It may be helpful to read [this guidance from Unlock](#) which will help you determine whether or not you need to declare any previous convictions (and cautions, warnings or final reprimands) to us. It is important that you only declare convictions, cautions, warnings or final reprimands which will appear on a DBS check (or equivalent, if obtained outside England and Wales). You should not declare any convictions (or cautions, warnings or final reprimands) that are 'protected' i.e. they have been filtered from a DBS check or would be filtered if they had occurred in the UK.

All students will be required to undergo an enhanced DBS check to study on the course. **If you have lived outside the UK** for a period of six months or more, within the last five years when you were over the age of 16, you will be required to obtain the equivalent of a DBS check from each of the countries you have lived in during that time. We advise that you begin this process early to avoid any unnecessary delays to your study.

Please provide full details of any convictions, cautions, warnings or final reprimands which will appear on your DBS check (or equivalent from another country), including the details outlined below:

- when the offence occurred;
- your age at the time;
- the nature of the offence or other related matter and the circumstances surrounding it;
- your explanation of the offence or other related matter;
- what penalty was imposed and for how long;
- who imposed the penalty and in what country;
- whether your penalty was reduced and, if so, for how long;
- whether you received a custodial sentence and, if so, for how long;
- whether you were placed on probation and, if so, for how long;
- whether you undertook formal rehabilitation and to what extent your situation has changed since the offences were committed.

You should also provide a reflective statement which outlines the following:

- **Background:** (You might include here a little about yourself, your interest in social work and relevant experience to the course).

- **Details of offences:** (Include here details of what lead to your convictions and cautions, what offence you were charged with and your reflections on this, whilst you may include any mitigating factors, it is important that you also take responsibility for your actions).
- **Other information:** (This is an opportunity for you to include information about what has happened since the incident and what you have learnt about yourself that may be relevant to your interest in becoming a Social Worker).
- Your statement doesn't need to be too long, but it is important that you provide some context of what happened and the consider the impact of this on your application onto a professional social work course, also think about your own learning from this experience and the impact of this.

B – Disciplinary matters

You must tell us below about disciplinary findings against you by a professional body or any employment which has been terminated due to unprofessional behaviour or misconduct.

The School of Social Work, Care and Community may make external inquiries which may include obtaining references to enable an informed decision to be made about your application.

For each disciplinary finding or current investigation, or where you have left an organisation before the outcome of an investigation was known, you must tell us:

- the name of the employer, higher education institution or regulatory, licensing or professional body that imposed the disciplinary finding;
- what your position is/was within the organisation;
- when the incident occurred;
- whether it is still under investigation and, if so, when the outcome will be known;
- where you have left the organisation before the outcome of an investigation was known, the nature of the investigation and your reasons for leaving before the outcome was known;
- the nature of the disciplinary matter and the circumstances surrounding it;
- your explanation of how it occurred;
- what penalty was imposed and for how long;
- whether you have successfully completed any rehabilitation or remedial training that was imposed.

You should also provide a reflective statement which outlines the following:

- **Background:** (You might include here a little about yourself, your interest in social work and relevant experience to the course).
- **Details of the disciplinary matter:** (Include here details of what lead to the investigation/finding and your reflections on this, whilst you may include any mitigating factors, it is important that you also take responsibility for your actions).
- **Other information:** (This is an opportunity for you to include information about what has happened since the incident and what you have learnt about yourself that may be relevant to your interest in becoming a Social Worker).
- Your statement doesn't need to be too long, but it is important that you provide some context of what happened and the consider the impact of this on your application onto a professional social work course, also think about your own learning from this experience and the impact of this.

C - Involvement with social services

You must answer this question. Have you been subject to involvement with Social Services or other social care professionals for either or the reasons below?

- A child has been removed, temporarily or permanently, from your care as a result of child protection proceedings.
- Investigations into or incidents concerning your ability to safeguard children or vulnerable adults in your care.

Yes	
No	

If you have answered 'yes', please provide the information listed below. We may also use this information to contact the local authority involved to obtain any further information we require:

- when the order was made or involvement occurred;
- the local authority it was made in;
- name of social worker, team contact details including email address, postal address and phone number (where known);
- whether the order is still in place and, if so, when it will expire;
- how long the order was made for;
- your circumstances at the time;
- your explanation for the order;

- whether your situation has changed since the order was made.

You should also provide a reflective statement which outlines the following:

- **Background:** (You might include here a little about yourself, your interest in social work and relevant experience to the course).
- **Details of the involvement:** (that have not already been covered by responding to the points above).
- **Other information:** (This is an opportunity for you to include information about what has happened since the involvement and what you have learnt about yourself that may be relevant to your interest in becoming a Social Worker).
- Your statement doesn't need to be too long, but it is important that you provide some context of what happened and then consider the impact of this on your application onto a professional social work course. It may also be appropriate to detail your own learning from this experience and the impact of this.

You do not necessarily need to declare whether you have experience of social work yourself however please be aware that that you may be entitled to or require support. For example, care leavers may be entitled to financial support and UCLan has an extensive range of support available to students at UCLan:

https://www.uclan.ac.uk/study_here/support/index.php

D – Health

You are not required to disclose any short or long term physical or mental health conditions to us; however we expect you to declare that you are willing and able to identify and manage your own needs in a way that avoids any risk to others or to yourself.

Please complete the following:

I am willing and able to identify and manage my own needs in a way that avoids any risk to others or to myself	Yes	No
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Those with a health condition are encouraged to access student services as early as

possible to ensure they receive the reasonable adjustments necessary to support them to meet academic and placement requirements. Please use the link below to familiarise yourself with the extensive range of support available to students at UCLan:

https://www.uclan.ac.uk/study_here/support/index.php

E – Previous training

Have you ever previously started but failed to finish a professional training course because it was terminated by a professional body or terminated by the institution for fitness to practise purposes?	Yes	No
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If you have answered 'yes' to the question above, please provide full details below. We may contact your previous institution to obtain further details to assist with our admissions decision:

Course details:

Institution:	
Course title:	
Course start date:	
Course end date:	
Name of contact person: (e.g. course leader or tutor)	
Circumstances of your case:	

Suitability summary and declaration verification

To be completed by the candidate:

I understand that:

- the information provided will be reviewed by a panel who will decide whether the offer made at interview can be confirmed or is to be withdrawn. The decision of the panel is final and not subject to appeal, unless it can be demonstrated that the panel has made a material error in the decision-making process;
- the information that I have provided will be checked against my DBS disclosures (or equivalent from another country) and that my signature affirms that this is a full and accurate declaration;
- where I have declared that I have been subject to involvement with social services (or other social care professionals) or I have been withdrawn from previous professional training, the University may contact the relevant organisations to obtain further information for the purposes of assessing my application to the course and that such information will be shared with the School's Suitability Panel;
- if I refuse to provide additional relevant information within the timescales set by the School's Suitability Panel or otherwise assist in this suitability process that the offer of a place on the programme may be withdrawn;
- failure to disclose relevant information is regarded as a serious matter and that if it is discovered after I have been accepted on the programme it may result in disciplinary action against me and may lead to the termination of my training;
- I have a duty to keep the School of Social Work, Care and Community informed of any changes in my circumstances in respect to any of the issues covered in these declarations prior to entry to the course and throughout the duration of the course. I confirm that I will inform the Suitability Panel Administrator (in writing to SPLearning@uclan.ac.uk) should there be any changes and I understand that this information will be shared appropriately within the School.

I have read the [applicant privacy notice](#) which outlines how the University will use my personal data.

Candidate name:
Signature:
Date:

Bursary Declaration

To be completed by the candidate:

I understand that bursaries are only available to eligible students and that it is my responsibility to be aware of eligibility criteria and to apply. Detailed information about bursaries can be found here: <http://www.nhsbsa.nhs.uk/Students.aspx>

Bursaries are currently funded by the Department of Health & Social Care through the NHS Business Services Authority. I understand that, whilst some bursaries were available for the 2020/21 academic year, there is no guarantee that they will be available in the future. This is dependent upon government policy and applies to all Universities.

NHS Business Services Authority currently asks the University of Central Lancashire School of Social Work, Care and Community (UCLan SSWCC) to nominate students for bursaries at the beginning of the new academic year. UCLan SSWCC is also asked to verify that students are enrolled and attending before any bursary payment can be made. Since this scheme began, the number of eligible students has been greater than the number of bursaries available.

I understand that UCLan SSWCC must have regard to Department of Health & Social Care guidance on the criteria used to nominate students and any of the following guidance is subject to changes in government guidance. I understand that first year BA students are not eligible for a bursary.

I understand that where the number of students exceeds the number of allocated bursaries the School will prioritise in the following order:

- **Priority one:** MA students who completed their first degree at UCLan, applied before the end of May, enrolled before the end of welcome week and attended welcome week.
- **Priority two:** MA students who enrolled before the end of welcome week and attended welcome week
- **Priority three:** All remaining MA students in the order in which they applied for their place on the programme

PLEASE NOTE: If the number of students in any priority category exceeds the number of bursaries available, the date that they applied for their place on the programme will be used to rank students in that category.

- **Priority four:** BA students with no access to Student Finance or other forms of support who have passed all their modules at first attempt and have achieved Readiness for Practice at the first Readiness board in spring (or, having authorized delay via Mitigating Circumstances, at their first Readiness board). These students will have met the attendance criteria and have no Fitness to Practice issues outstanding.
- **Priority five:** BA students who successfully completed a SSWCC Foundation entry programme at **UCLan**, have passed all their modules at first attempt and have achieved Readiness for Practice at the first Readiness board in spring (or, having authorized delay via Mitigating Circumstances, at their first Readiness board). These students will have met the attendance criteria and have no Fitness to Practice issues outstanding.
- **Priority six:** BA students who successfully completed a SSWCC Foundation entry programme at a **partner college** have passed all their modules at first attempt and have achieved Readiness for Practice at the first Readiness board in spring (or, having authorized delay via Mitigating Circumstances, at their first Readiness board). These students will have met the attendance criteria and have no Fitness to Practice issues outstanding.
- **Priority seven:** BA students who have been enrolled on a UCLan course in the two years prior to commencing their Social Work degree (successfully completed assessed learning and were not subject to any disciplinary/conduct matters) have passed all their modules at first attempt and have achieved Readiness for Practice at the first Readiness

board in spring (or, having authorized delay via Mitigating Circumstances, at their first Readiness board). These students will have met the attendance criteria and have no Fitness to Practice issues outstanding.

- **Priority eight:** All remaining BA students in the order in which they accepted their place on the programme

PLEASE NOTE: If the number of students in any priority category exceeds the number of bursaries available, the date that they applied for their place on the programme will be used to rank students in that category.

I sign this form to declare that I understand the above text and understand there is no promise of a bursary being made if I am offered a place on the social work programme at UCLan.

Name in block capitals:	
Signature:	
Date:	Course: MA / BA Social Work <i>(please delete)</i>

If you have any queries about this process, please contact DJBrown2@uclan.ac.uk