

## Course Information Document: Undergraduate

### Academic Year 2021/22

#### 1. Course Summary

|                                                                                |                                                                                                                                           |
|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Names of programme and award title(s)</b>                                   | BA (Hons) Social Work<br>Exit Award BA (Hons) Social Welfare                                                                              |
| <b>Award type</b>                                                              | Single Honours                                                                                                                            |
| <b>Mode of study</b>                                                           | Full-time                                                                                                                                 |
| <b>Framework of Higher Education Qualification (FHEQ) level of final award</b> | Level 6                                                                                                                                   |
| <b>Normal length of the programme</b>                                          | 3 years                                                                                                                                   |
| <b>Maximum period of registration</b>                                          | The normal length as specified above plus 3 years                                                                                         |
| <b>Location of study</b>                                                       | Keele Campus                                                                                                                              |
| <b>Accreditation (if applicable)</b>                                           | The BA (Hons) Social Work programme is approved by Social Work England. For further details see the section on Accreditation.             |
| <b>Regulator</b>                                                               | Office for Students (OfS)                                                                                                                 |
| <b>Tuition Fees</b>                                                            | <p><b>UK students:</b></p> <p>Fee for 2021/22 is £9,250*</p> <p><b>International/EU students:</b></p> <p>Fee for 2021/22 is £19,800**</p> |

**How this information might change:** Please read the important information at <http://www.keele.ac.uk/student-agreement/>. This explains how and why we may need to make changes to the information provided in this document and to help you understand how we will communicate with you if this happens.

\* These fees are regulated by Government. We reserve the right to increase fees in subsequent years of study in response to changes in government policy and/or changes to the law. If permitted by such change in policy or law, we may increase your fees by an inflationary amount or such other measure as required by government policy or the law. Please refer to the accompanying Student Terms & Conditions. Further information on fees can be found at <http://www.keele.ac.uk/studentfunding/tuitionfees/>

\*\* We reserve the right to increase fees in subsequent years of study by an inflationary amount. Please refer to the accompanying Student Terms & Conditions for full details. Further information on fees can be found at <http://www.keele.ac.uk/studentfunding/tuitionfees/>

#### 2. What is a Single Honours programme?

The Single Honours programme described in this document allows you to focus exclusively on this subject. It will enable you to gain, and be able to demonstrate, a distinctive range of graduate attributes.

#### 3. Overview of the Programme

The principal philosophy of the programme is to create a community of learners that are committed to developing a reflexive approach to their own personal and professional development.

Based on scholarship, professionalism and ethical practice, the programme will enable participants to critically examine a wide range of contemporary social work issues and those that relate more directly to their own practice as social workers.

The aims of the programme therefore are to develop the students' capacity for systematic understanding of key aspects of their field; an ability to deploy accurately established techniques of analysis and enquiry within the discipline of social work; to achieve a level of conceptual understanding that enables them to devise and sustain arguments, and /or solve problems and to describe and comment upon particular aspects of current research, or equivalent advanced scholarship in social work.

The programme will also aim to ensure that students develop an appreciation of the uncertainty, ambiguity and limits of knowledge and research and the ability to manage their own learning and make use of scholarly reviews and primary learning materials appropriate to social work.

## 4. Aims of the programme

The broad aims of the programme are to:

- provide an educational experience which ensures that all students are able to address and critically engage with the formal knowledge base underpinning Social Work practice;
- provide the basic professional training in Social Work to meet the requirements of the Professional Standards set by Social Work England;
- develop the knowledge, skills and values required for effective anti-discriminatory practice in a diverse society;
- develop students' personal and intellectual qualities so that they are able to respond effectively to changes in society and Social Work practice;
- prepare students for employment and lay the foundations for continuing professional development.

More specifically, all Social Work students will learn and be assessed on: the law as it relates to Social Work; partnership working; communication skills; assessment, planning, intervention and review; human growth and development; understanding and application of Social Work values.

## 5. What you will learn

By the end of the programme students who complete all three years and graduate with a BA (Hons) Social Work will have met the requirements for Social Work training in relation to:

- Promote the rights, strengths and wellbeing of people, families and communities. (PS 1)
- Establish and maintain the trust and confidence of people. (PS 2)
- Be accountable for the quality of my practice and the decisions I make. (PS 3)
- Maintain my continuing professional development. (PS 4)
- Act safely, respectfully and with professional integrity. (PS 5)
- Promote ethical practice and report concerns. (PS 6)

### The British Association of Social Workers (BASW) Professional Capability Framework (PCF)

#### PCF - Entry Level Capabilities

The capabilities should be read in conjunction with the level descriptor - the details of the capability statement at each level are intended to be used diagnostically to help identify strengths and areas for development, rather than as a list of areas for which evidence must be produced. The nine domains are interactive - they work together to describe the knowledge, skills and values that social workers need to practise effectively.

#### Transferable / Key Skills / Employability Skills

Upon successful completion of the programme, the Social Work graduate will have acquired:

- Information technology skills
- Written communication skills
- Verbal and non-verbal communication skills
- Team working skills
- Problem solving skills
- Negotiation skills
- Research skills
- Learning to learn skills

#### Keele Graduate attributes

Engagement with this programme will enable you to develop your intellectual, personal and professional capabilities. At Keele, we call these our ten Graduate Attributes and they include independent thinking, synthesizing information, creative problem solving, communicating clearly, and appreciating the social, environmental and global implications of your studies and activities. Our educational programme and learning environment is designed to help you to become a well-rounded graduate who is capable of making a positive and valued contribution in a complex and rapidly changing world, whichever spheres of life you engage in after your studies are completed.

Further information about the Keele Graduate Attributes can be found here: <http://www.keele.ac.uk/journey/>

## 6. How is the programme taught?

Learning and teaching methods used on the programme vary according to the subject matter and level of the module. They include the following:

- **Lectures** - in which the lecturer provides students with a framework for reading and independent study, and summaries of current social work knowledge; there may be occasional use of audio or video presentations. Some lectures may feature guest speakers, particularly with those with experience of professional social work practice or the experience of using social work services.
- **Guest and specialist workshops** - provide extended opportunities for students to develop their knowledge of current practice or particular issues of relevance to Social Work practice.
- **Interactive learning** - which comprises activities such as group exercises, role play and simulation exercises, and discussions. These various forms of interactive learning provide opportunities for students to express their own opinions, discuss their own knowledge and experience, to engage in the exploration and application of ideas and knowledge, the development of professional skills and to interact with the lecturer.
- **Independent study** - based on directed reading from text books, research monographs, academic journals; official government publications; professional guidance and various types of media.
- **Skills Workshops** - provide students with the opportunity to develop and rehearse a substantial repertoire of basic and advanced underpinning skills. Skills workshops are organised and delivered by members of the academic staff, registered social workers, practice educators and people who use services.
- **Practice Placement** - 170 days of the programme are devoted to supervised practice in a range of social work and health and social care agencies, where students learn and are assessed through observation, rehearsal and performance. Supervision on practice placements provides the opportunity to learn from discussion, reflection and guidance from experienced practitioners and practice educators.
- **Dissertation** - in the final year provides students with the opportunity to undertake a piece of independent research, supervised and supported by a member of academic staff, through which students are enabled to integrate academic knowledge about social work with and understanding of professional practice.
- **E-Learning** - using the Keele Learning Environment (KLE). The KLE is an online learning environment used to give students easy access to a wide range of resources and research tools, and as a platform for online discussions, quizzes, announcements and blogs.

Apart from these formal activities, students are also provided with regular opportunities to talk through particular areas of difficulty, and any special learning needs they may have, with their Personal Tutors or module lecturers on a one-to-one basis.

These learning and teaching methods enable students to achieve the learning outcomes of the programme in a variety of ways. For example:

- Lectures and independent study allow students to gain a systematic understanding of social work ideals and how they may be used to analyse a variety of contemporary social problems;
- Tutorials provide opportunities for students to ask questions about, and suggest answers to, social work problems in a responsible way, and to present their own ideas to members of staff and other students using an appropriate medium of communication;
- Interactive lectures, seminars, tutorials and web-based activities encourage students to reflect on their own learning and take responsibility for its development by addressing areas of difficulty, perhaps by discussing them with their fellow students or by getting additional help from a member of staff;
- Undertaking a research dissertation with the support of an experienced and active researcher allows students to formulate relevant research questions and devise a feasible and ethically sound strategy for investigating them;
- Skills workshops allow students to develop and rehearse a substantial repertoire of basic and advanced social work skills;
- Placements allow students to develop their professional skills as social workers through guided and supervised practice.

## 7. Teaching Staff

The teaching staff on the Social Work Undergraduate Programme comprises senior lecturers, permanent and temporary lecturers and teaching fellows. A number of the staff have or are working towards doctorates. Core members of academic staff on the Social Work Programme are professionally qualified, experienced Social Workers and registered with Social Work England.

The academic staff, except teaching fellows, are active researchers, with publications in academic refereed journals, research monographs and books.

The staff group has extensive experience of teaching at undergraduate and postgraduate level. Members of staff hold accredited or recognised teaching qualifications and several are fellows or associates of the Higher Education Academy, or working towards membership.

The University will attempt to minimise changes to our core teaching teams, however, delivery of the programme depends on having a sufficient number of staff with the relevant expertise to ensure that the programme is taught to the appropriate academic standard.

Staff turnover, for example where key members of staff leave, fall ill or go on research leave, may result in changes to the programme's content. The University will endeavour to ensure that any impact on students is limited if such changes occur.

## 8. What is the structure of the Programme?

The academic year runs from September to June and is divided into two semesters. The number of weeks of teaching will vary from programme to programme, but you can generally expect to attend scheduled teaching sessions between the end of September and mid-December, and from mid-January to the end of April. Our degree courses are organised into modules. Each module is usually a self-contained unit of study and each is usually assessed separately with the award of credits on the basis of 1 credit = 10 hours of student effort. An outline of the structure of the programme is provided in the tables below.

All modules are compulsory on this programme and you are not able to replace any of the modules with electives.

For further information on the content of modules currently offered please visit:

<https://www.keele.ac.uk/recordsandexams/modulecatalogue/>

| Year    | Compulsory | Optional |     | Electives |     |
|---------|------------|----------|-----|-----------|-----|
|         |            | Min      | Max | Min       | Max |
| Level 4 | 120        | 0        | 0   | 0         | 0   |
| Level 5 | 120        | 0        | 0   | 0         | 0   |
| Level 6 | 120        | 0        | 0   | 0         | 0   |

### Module Lists

#### Level 4

| Compulsory modules                                       | Module Code | Credits | Period     |
|----------------------------------------------------------|-------------|---------|------------|
| Introduction to Legal Processes                          | SWK-10002   | 10      | Semester 1 |
| Human Growth and Development                             | SWK-10004   | 10      | Semester 1 |
| Inequality and Disadvantage                              | SWK-10007   | 10      | Semester 1 |
| Foundations of Social Work                               | SWK-10010   | 20      | Semester 1 |
| Personal and Professional Development (1)                | SWK-10005   | 20      | Semester 2 |
| Key Concepts from the Social Sciences                    | SWK-10006   | 10      | Semester 2 |
| Area of Practice (1): Working with Children and Families | SWK-10008   | 20      | Semester 2 |
| Area of Practice (1): Working with Adults                | SWK-10009   | 20      | Semester 2 |

#### Level 5

| Compulsory modules                                       | Module Code | Credits | Period       |
|----------------------------------------------------------|-------------|---------|--------------|
| Personal and Professional Development (2)                | SWK-20004   | 45      | Semester 1-2 |
| Area of Practice (2): Working with Children and Families | SWK-20001   | 30      | Semester 2   |
| Area of Practice (2): Working with Adults                | SWK-20002   | 30      | Semester 2   |
| Social Work Theory and Methods (1)                       | SWK-20003   | 15      | Semester 2   |

#### Level 6

| Compulsory modules                                  | Module Code | Credits | Period     |
|-----------------------------------------------------|-------------|---------|------------|
| Social Work Theory and methods: critical approaches | SWK-30028   | 30      | Semester 1 |
| Evaluating evidence based social work               | SWK-30030   | 30      | Semester 1 |
| Personal and Professional Development (3)           | SWK-30004   | 60      | Semester 2 |

## 9. Final and intermediate awards

Credits required for each level of academic award are as follows:

|                                         |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Honours Degree in Social Work</b>    | 360 credits | <p>You will require at least 120 credits at levels 4, 5 and 6 including successful completion of all placements.</p> <p>Graduates are eligible to apply for registration with Social Work England and on successful registration are entitled to practice Social Work in England.</p>                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Honours Degree in Social Welfare</b> | 360 credits | <p>You will require at least 120 credits at levels 4, 5 and 6</p> <p>If you are unable to achieve 120 credits at level 6 within the BA (Hons) Social Work Programme but achieve a minimum of 60 credits (equivalent) at Level 6 (Year 3), you will be offered an opportunity to study additional level 6 module/s (worth a maximum of 60 credits in total) as advised by the School.</p> <p>Upon successful completion in such circumstances, and providing 360 credits have been achieved, the title of the award will be BA (Hons) Social Welfare.</p> <p>Graduates in BA (Hons) Social Welfare will <b>not</b> be eligible for registration with Social Work England.</p> |
| <b>Diploma in Higher Education</b>      | 240 credits | <p>You will require at least 120 credits at level 4 or higher and at least 120 credits at level 5 or higher</p> <p><i>NB:</i> the title of any such award will not include the title Social Work. This award does not confer eligibility to apply for registration with Social Work England and recipients are <b>not</b> entitled to practise Social Work.</p>                                                                                                                                                                                                                                                                                                              |
| <b>Certificate in Higher Education</b>  | 120 credits | <p>You will require at least 120 credits at level 4 or higher</p> <p><i>NB:</i> the title of any such award will not include the title social work. This award does not confer eligibility to apply for registration with Social Work England and recipients are <b>not</b> entitled to practise Social Work.</p>                                                                                                                                                                                                                                                                                                                                                            |

## 10. How is the Programme Assessed?

The wide variety of assessment methods used on this programme at Keele reflects the broad range of knowledge and skills that are developed as you progress through the degree programme. Teaching staff pay particular attention to specifying clear assessment criteria and providing timely, regular and constructive feedback that helps to clarify things you did not understand and helps you to improve your performance. The following list is representative of the variety of assessment methods used on your programme:

- **Examinations** in different formats test students' knowledge of psychosocial theories and social work processes, as well as their understanding of legal processes and specific legislation that relates to social work practice. Examinations may be 'seen', where the essay questions are seen in advance of the examination, or 'unseen' where questions are drawn from module themes but the students do not know the questions in advance of the examination.
- **Essays** also test the quality and application of subject knowledge. In addition, they allow students to demonstrate their ability to carry out basic bibliographic research and to communicate their ideas effectively in writing in an appropriate scholarly style using a recognised system of referencing.
- **Research design projects, data analysis and short research papers** test students' knowledge of different research methodologies and the limits and provisional nature of educational knowledge. They also enable students to demonstrate their ability to formulate research questions and to answer them using an appropriate strategy and to report the findings of their

research.

- **Oral presentations, poster presentations and reports** assess students' subject knowledge and understanding. They also test their ability to manage their learning and work effectively to communicate what they know orally and visually, and to reflect on these processes as part of their own personal development.
- **Practice reflections** tests students' abilities to apply relevant research, theory and knowledge to practice scenarios that they have experienced, make explicit links and develop skills in critical analysis.
- **Portfolios** may consist of a range of different pieces of work but routinely include a requirement that students provide some evidence of critical reflection on the development of their own learning.

Marks are awarded for summative assessments designed to assess your achievement of learning outcomes. You will also be assessed formatively to enable you to monitor your own progress and to assist staff in identifying and addressing any specific learning needs. Feedback, including guidance on how you can improve the quality of your work, is also provided on all summative assessments, unless there are compelling circumstances that make this impossible, and more informally in the course of tutorial and seminar discussions.

When undertaking practice learning, students receive ongoing feedback and support from a suitably qualified practice educator and/or work-based supervisor. The practice educator provides a written report at the end of each practice learning opportunity, evaluating the work the student has undertaken and makes recommendations for future learning needs.

## 11. Contact Time and Expected Workload

This contact time measure is intended to provide you with an indication of the type of activity you are likely to undertake during this programme. The data is compiled based on learning patterns of students on similar programmes in previous years. Every effort is made to ensure this data is a realistic representation of what you are likely to experience, but changes to programmes, teaching methods and assessment methods mean this data is representative and not specific.

Contact time includes scheduled activities such as: lecture, seminar, tutorial, project supervision, practical classes, workshops, practice placements and external visits.

### Activity

|                  | Scheduled learning and teaching activities | Guided independent Study | Placements |
|------------------|--------------------------------------------|--------------------------|------------|
| Year 1 (Level 4) | 24%                                        | 74%                      | 2%         |
| Year 2 (Level 5) | 10%                                        | 58%                      | 32%        |
| Year 3 (Level 6) | 10%                                        | 48%                      | 42%        |

## 12. Accreditation

The BA (Hons) Social Work programme was approved by the Health and Care Professions Council (HCPC) and endorsed by The College of Social Work (TCSW) in May 2015. In 2019 the HCPC was replaced as regulator for the Social Work profession. Social Work England became the specialist regulator for all child, family and adult social workers in England in December 2019.

The Professional Capabilities Framework (PCF) is an overarching professional standards framework, updated in August 2018 by the British Association of Social Workers (BASW), which sets out consistent expectations of social workers at every stage in their career. Link: [Professional Capabilities Framework \(PCF\)](#)

## 13. University Regulations

The University Regulations form the framework for learning, teaching and assessment and other aspects of the student experience. Further information about the University Regulations can be found at: <http://www.keele.ac.uk/student-agreement/>

If this programme has any exemptions, variations or additions to the University Regulations these will be detailed in an Annex at the end of this document titled 'Programme-specific regulations'.

The programme conforms to the requirements specified by the competent accrediting body for social work programmes, Social Work England (SWE). Details of these requirements can be found at: <https://www.socialworkengland.org.uk/standards/professional-standards/>

A separate 'Fitness to Practise for Professional Training' process applies to Social Work students [full policy available in student handbooks] as well as University Fitness to Practise Regulations: <http://www.keele.ac.uk/regulations/regulationB5/>

## 14. Other Learning Opportunities

### Placements

Keele Social Work programmes ensure that all students' undertake 170 days of practice learning. The University ensures that all students will experience working in at least two practice settings and that at least one of these will be in a service where they will gain experience of statutory interventions. Additionally, students will undertake three days' shadowing social work professionals in their first year of study.

Prior to the commencement of the first period of assessed practice, students will undertake a period of preparation. During this time, students will be required to complete a written profile of their own learning needs whilst on placement (taking account of their own backgrounds and previous experiences) and to begin to compile a file of information (including agency equal opportunities policies and other codes of practice) relating to their placement setting and service user group. The profile will be used in the formal pre-placement meeting between the student, University tutor and practice educator, to help draw up the placement agreement. Before embarking on practice learning students must demonstrate 'fitness to practise' for training and our course procedures enable this to take place at an interim examination board at the end of Semester 1, Level 4.

## **15. Additional Costs**

### **Social Work Programme Costs**

DBS (Disclosure and Barring Service) checks: In addition to meeting academic requirements, all offers are conditional on candidates obtaining a satisfactory, enhanced disclosure and barring service check. This procedure is carried out before the start of the course and will incur a charge of £47.20 (the current cost of an enhanced DBS disclosure).

### **Placement Travel Costs**

Students will be required to undertake a minimum of 170 days of practice-based learning, split as follows: Year 2 (Stage 1) - 70 days, Year 3 (Stage 2) - 100 days.

Students' personal learning needs will be considered in the process of placement allocation. Furthermore, students' geographical location, if they are living off-campus will be, if possible, taken into account in allocating placements. With the exception of the special needs of disabled students, we are not able to take into account any other particular personal circumstances. Whilst efforts are made to limit student travel it is not possible to guarantee that placements will be in particular locations, and students may be required to travel some distance for their placements. We can request placements up to 50 miles away, but this upper limit is in exceptional circumstances.

In the unlikely event of having to relocate to undertake a placement, students continue to fund their own university/private accommodation whilst accessing additional accommodation for less local placements.

Students who are in receipt of the social work bursary currently receive an element worked into the bursary each year towards the cost of travel to and from placement. Many agencies also pay work-based travel expenses but this can vary between agencies both in the statutory and private, voluntary and independent sector, as can the actual rate of reimbursement. Agencies are under no obligation to pay mileage for work-based travel during placements.

If students are not allocated one of our bursary places then they may still be eligible to receive the fixed contribution towards placement travel expenses as long as all of the normal eligibility and residency criteria are met.

If a student is required to undertake a repeat placement for any reason, the same costs above apply. In addition, a further DBS Disclosure may be required and the cost of this is borne by the student.

These costs have been forecast by the University as accurately as possible but may be subject to change as a result of factors outside of our control (for example, increase in costs for external services). Forecast costs are reviewed on an annual basis to ensure they remain representative. Where additional costs are in direct control of the University we will ensure increases do not exceed 5%.

As to be expected there will be additional costs for inter-library loans and potential overdue library fines, print and graduation. We do not anticipate any further costs for this programme.

## **16. Annex - Programme-specific regulations**

### **Programme Regulations: BA (Hons) Social Work**

|                                     |                                                                                                                         |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b>Final Award and Award Titles</b> | <b>Honours Degree in Social Work</b>                                                                                    |
| <b>Intermediate Award(s)</b>        | <b>Honours Degree in Social Welfare</b><br><b>Diploma in Higher Education</b><br><b>Certificate in Higher Education</b> |
| <b>Last modified</b>                | January 2020                                                                                                            |
| <b>Programme Specification</b>      | <a href="https://www.keele.ac.uk/qa/programmespecifications">https://www.keele.ac.uk/qa/programmespecifications</a>     |

The University's Academic Regulations which can be found on the Keele University website (<https://www.keele.ac.uk/regulations/>)[1] apply to and regulate the programme, other than in instances where the specific programme regulations listed below over-ride them. These programme regulations list:

- *Exemptions* which are characterised by the omission of the relevant regulation.
- *Variations* which are characterised by the replacement of part of the regulation with alternative wording.
- *Additional Requirements* which set out what additional rules that apply to students in relation to this programme.

The following **exemptions, variations** and **additional requirements** to the University regulations have been checked by Academic Services and have been approved by the Faculty Education Committee.

BA (Hons) Social Work is validated by Social Work England (SWE), as a provider of Social Work education.

In addition to the University taught course regulations this course must comply with the requirements of the regulator and ensure that the following are met:

Professional Standards (SWE)  
Standards of Education and Training (SWE)  
Standards of Conduct, Performance and Ethics (SWE)  
Professional Capabilities Framework (British Association of Social Work)  
QAA Benchmark statements for Social Work (Quality Assurance Agency)

The curriculum design reflects and enhances the professional nature of social work education and the need to develop confident and critical practitioners who possess both generic social work skills and specialist knowledge of social work and social work practice.

University regulations can be found on the website, the below are those regulations which are required to differ from University regulations due to the professional nature of the course.

## 1. Admission to the course

### 1a Specific entrance requirements

In addition to the University's standard entrance requirements for a course at this level, as a provider of social work training the programme will only admit candidates who:

1. Satisfy the programme that they have the capability to meet the required standards by the end of their training and that they possess appropriate personal skills and intellectual qualities to be social workers.
2. All students will have achieved A-level grades BBB-BBC (or equivalent) and GCSE grade C/4 (or above) in English Language and Mathematics, or at least Functional Skills level 2 in English and Mathematics (this would normally be equivalent to grade C/4 in the GCSE examination in English and Mathematics).
3. Satisfy the programme that they can understand and make use of written material and are able to communicate clearly and accurately in spoken and written English. Where English is not the student's first language they must evidence English language skills at least IELTS 7.0.
4. All applicants must confirm prior to interview/offer that they have the ability to use basic IT facilities, including word processing, internet browsing and the use of email.
5. Students should be able to demonstrate a commitment to engaging with the demands of a social work course and/or demonstrate relevant voluntary, personal or paid experience.
6. Shortlisted candidates will be invited to attend a group exercise/discussion of a topic relevant to social work. Candidates will also have to complete a written task and attend an individual interview, which will consider the applicant's attributes, motivation and suitability for social work. The interview follows an equal opportunities format in which all candidates are asked the same

question. The programme ensures that representatives of stakeholders, particularly service users and employers, are involved in the selection process. Therefore in selecting candidates through interview, the programme ensures that all entrants:

- i. Are literate and numerate;
  - ii. Express a commitment to the values of social work; and
  - iii. Have the potential to develop high-quality professional knowledge and skills that are essential to practice as a social worker.
7. Have completed satisfactory health checks and Disclosure & Barring Service (DBS) disclosures (enhanced level). Students who accept a place will be required to complete the Disclosure and Barring Enhanced Disclosure application form during their induction.
  8. Candidates will be required to reimburse the University for the current DBS fee.

### **1b Advanced Standing**

There is no capacity for advanced standing for Social Work courses. No admission is possible beyond the normal point of commencement of the course

## **2. Assessment**

### **2a Modules with more than one form of assessment**

Condonement/compensation is not permitted in Social Work modules. Where modules contain more than one form of summative assessment they will be combined to obtain the overall module mark, with weighting as specified in the module outlines. All elements must however have been marked at 40% or above before being aggregated.

### **2b Assessment requirements**

Assessment requirements for each module are set out in the assessment booklets.

For the final award, students are required to successfully complete all modules.

### **2c Pre-requisites:**

1. Prior to the first period of practice learning (in year two) all students must undergo a period of skill based learning culminating in a readiness for practice assessment to ensure they are ready to undertake practice learning in a service delivery setting. This preparation must include the opportunity to develop a greater understanding of working with service users.
2. The programme may also require that the student be subject to a further Disclosure & Barring Service enhanced disclosure prior to any period of assessed practice. Students will also be asked to complete a Declaration of their Fitness to Practise at the commencement of year two.

## **3. Progression**

The BA (Hons) Social Work programme is designed to support and encourage incremental learning and to develop abilities in integrating theory and knowledge to practice in a coherent manner to support personal and professional development. In the first year (FHEQ Level 4) and second year (FHEQ Level 5) the learning and teaching approach provides the student with the basis for understanding and appreciating the complexity of social work. Year three (FHEQ Level 6) seeks to underpin emerging professional identity with increasing opportunity to develop individual responsibility and exercise independent and critical judgement. Students must successfully complete each year before progressing to the next one.

## **4. Final Award**

**4a** For the final award, students are required to complete and pass **ALL** modules and to have demonstrated social work practice to an appropriate level as defined by the Professional Capabilities Framework (BASW 2018). Successful completion of ALL elements of the award means that a student is eligible to apply for registration with the protected title of 'Social Worker'.

Students who do not gain 360 credits, including passing all placement modules are **not** able to join the professional register and cannot use the title Social Worker. Their award will **not** be in Social Work.

**4b** Where an award is made under Ordinance IV (Aegrotat award) that award will be an unclassified degree in Social Care. Aegrotat awards will not include the term 'Social Work'. Candidates who obtain an aegrotat degree will not be eligible to apply for registration with Social Work England or membership of the British Association of Social Workers.

## **5. Attendance requirements**

The programme expects full attendance from all students. As a SWE approved provider of social work training, the programme requires that all students spend a minimum of 1,200 hours in structured academic learning under the direction of an educator and spend at least 170 days gaining required experience and learning in practice settings.

Attendance and absence will be monitored as part of University policy and practice. Students who are unwell must complete a self-certificated absence form for up to five consecutive days' absence and thereafter, to provide a Doctor's certificate. In cases where programme staff consider that a student has been absent from a significant number of sessions, the student may, at the discretion of the Programme Lead, be required to complete additional work to demonstrate that their learning has not been detrimentally affected.

Persistent non-attendance may result in a referral to the Social Work Health and Conduct Committee and a written warning from the University which could ultimately lead to withdrawal from the programme.

## **6. Placements**

As a SWE approved provider of social work training the programme requires that all social work students spend 170 days gaining required experience and learning in practice settings. Each student will gain experience:

- In two practice settings
- Of statutory social work tasks involving the fulfilment of duties and obligations defined by relevant legislation
- Of providing services to at least two user groups (e.g. child care and mental health)

### **6a Disclosure and Barring**

As stated in 1a above students who accept a place will be required to complete the Disclosure and Barring Enhanced Disclosure application form during their induction.

Students may also be subject to a further Disclosure & Barring Service enhanced disclosure prior to any period of assessed practice learning. Practice learning agencies will require the student to produce their copy of their most recent DBS disclosure prior to the commencement of any practice learning placement.

### **6b Complaints in the practice setting**

Prior to commencing a period of practice learning, students will be provided with copies of the practice learning agency's complaints and grievance procedures and will be expected to follow these procedures in raising complaints or issues within the agency during their practice-learning placement.

### **6c Whistleblowing**

The university has a whistleblowing policy which can be found on the Keele website.

### **6d Demonstrating progress**

Students must demonstrate in an holistic assessment of their practice that they are making satisfactory progress in learning the skills of social work practice and integrating formal knowledge and theory into their practice (as defined by the Professional Capabilities Framework) (BASW 2018).

### **6e Fitness to Practice**

Students on professional courses are expected to operate within ethical guidelines laid down by their relevant professional association(s), as well as within University regulations. Students on social work training programmes are expected to abide by SWE's Code of Conduct.

The Programme expects all students to conduct themselves whilst on a practice learning placement in a professional manner. Behaviour or conduct which may be prejudicial to professional practice will be referred to the Social Work Health and Conduct Committee. Any conduct viewed to be unprofessional or dangerous may result in a practice learning placement being withdrawn and the student being suspended from the placement (subject to a right of appeal) while an investigation takes place.

The decision by an agency to suspend a student from a practice learning placement should, wherever possible, be taken in consultation with the Social Work Health and Conduct Committee. A recommendation by the Social Work Health and Conduct Committee to suspend the student from the University will be referred to the Faculty Fitness to Practise Committee pending further investigation.

Students who are making unsatisfactory progress in developing the knowledge and skills commensurate with the appropriate level as defined in the Professional Capabilities Framework may, after efforts have been made to address the concerns, be referred to an independent practice educator for an independent assessment of their practice and suitability for social work. The recommendation of the independent assessment will be made to the Health and Conduct Committee.

University disciplinary procedures will be carried out independently of those of any external body and University recommendations will not be prejudiced by the outcome of any external investigation.

A student who withdraws from a practice learning placement without the agreement of the agency and the Programme Lead will be viewed as having withdrawn from the Programme and their training will be terminated.

[1] References to University Regulations in this document apply to the content of the University's Regulatory Framework as set out on the University website here <https://www.keele.ac.uk/regulations/>.

## **Version History**

### **This document**

**Date Approved:** 25 March 2021

## Previous documents

| Version No | Year    | Owner             | Date Approved    | Summary of and rationale for changes |
|------------|---------|-------------------|------------------|--------------------------------------|
| 3          | 2020/21 | KAREN ROSCOE      |                  |                                      |
| 2          | 2020/21 | CLAIRE CARTWRIGHT |                  | Please add                           |
| 1          | 2020/21 | KIM SARGEANT      | 04 February 2020 |                                      |
| 2          | 2019/20 | CLAIRE CARTWRIGHT |                  | Please add                           |
| 1          | 2019/20 | EDWARD MCCAULEY   | 26 July 2019     |                                      |