

# BSc Social Work admissions guide 2019 entry

## Congratulations

We are pleased to inform you that we are offering you a place on our BSc in Social Work degree here at the University of Gloucestershire. You will receive official confirmation from UCAS which will provide you with details of your offer.

### Replying to your offers

You do not need to accept or decline the offer at this stage; UCAS will contact you at a later date once the decisions of all institutions you have applied to are known. You will then be required to reply to your offers by choosing your firm and insurance choices. You need to use Track on the UCAS website to reply to your offers.

### Applicants with Conditional Offers

Your UCAS offer on Track will remain conditional until all the conditions have been completed. Please note that all applicants holding conditional firm places with us must meet the conditions of their offer by the second week of September 2019.

### Applicants who meet their conditions

If you choose the University of Gloucestershire as your firm choice, you will receive an enrolment/induction pack in August, which will contain details on the enrolment process, and details of events taking place during induction week.

### Changing Course or Year of Entry

If you wish to change your course or year of entry simply, send the request to us in writing by emailing [admissions@glos.ac.uk](mailto:admissions@glos.ac.uk) Please include your full name and UCAS ID number. We will then let you know if the change will be possible.

### Change of Details

If any of your personal details change (such as name, postal address, phone number, email etc) then you will need to inform UCAS who will update our records electronically.

## Student Portal

As an offer holder with the University of Gloucestershire, you have access to your own Student Portal. This is a way for the university to share information with you prior to you starting your studies here.

The Student Portal allows you to view your offer from the university and upload documents in order to meet conditions of your offer. You can log in to your Student Portal by visiting

<http://studentrecords.glos.ac.uk>

Your username is your student number preceding with an S

Your password is your date of birth in the format DDMMYYYY

- **Step 1**  
Log in to the Portal.
- **Step 2**  
Change your password.
- **Step 3**  
Log out, close your browser (close all internet windows).
- **Step 4**  
Open a new browser.
- **Step 5**  
Log in with your new password

# Conditions of offer

## Disclosure and Barring Service

**The university is committed to the creation and support of a balanced, inclusive and diverse community. It also has a duty to ensure that it makes safe recruitment and employment decisions.**

The Disclosure and Barring Service (DBS), previously known as the Criminal Records Bureau, was set up by the Home Office to improve access to these criminal records. This is done via an Enhanced Disclosure Check, which is a process for gathering information about someone's spent and unspent criminal convictions and other cautions, reprimands and final warnings given by the Police. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable, or present a risk, for certain work, especially when working with children and/or adults classed as vulnerable. Having a criminal record will not always prevent the individual from studying at the university. This will depend on the nature of the position, the circumstances and the background of the offences.

**If you choose us as your firm choice, you will be required to obtain a satisfactory enhanced disclosure through the Disclosure and Barring Service with the university prior to enrolling in September.**

Please visit the DBS page on our website where you will find details on the DBS procedures and a link to the online application

**[www.glos.ac.uk/apply/pages/crb.aspx](http://www.glos.ac.uk/apply/pages/crb.aspx)**

You will need the university's pin code and secret word to register on the site; these codes do not change and are the same for all applicants.

Social Work courses:

Pincode: **107478** Secret Word: **happydays**

For the DBS application you will need to have your identity documents verified at a Post Office. The cost is £58.40. This is paid through the Online Disclosures website once the documents have been verified.

## Update Service

Social Work students are required to join the DBS update service. The annual subscription costs £13 and will allow your enhanced disclosure to be portable across different counties and institutions. You can register online as soon as you have your DBS application form reference number. You can ask for the number when you apply for your DBS check, or you can wait and register with your certificate number when you receive your DBS certificate. If so, you must do this within 19 days of the certificate being issued.

Please note that failure to register with the DBS Update Service would result in an applicant having to apply for another enhanced disclosure at a cost of £50.

Please note that applicants currently registered to the DBS Update Service will not be charged for a new DBS check provided it is an enhanced disclosure. Further details about the Update Service can be found at **[www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service)**

## The Suitability of Declaration Form

Candidates should have already completed the declaration of suitability for social work form. This information will be kept confidential and will be supplemented by the DBS checks and health forms being completed to ensure 'fitness to practice' is ensured by the time you are on the course.

## The Health Questionnaire - Appendix 1

Candidates should complete the health questionnaire form and send it to:

Yvonne Metcalfe  
Academic Services Administrator – Social Work  
School of Health and Social Care  
University of Gloucestershire  
Room QT102  
Francis Close Hall Campus  
Swindon Road  
Cheltenham  
GL50 4AZ

Please follow the instructions provided on the form carefully, this will not be opened or read but recorded that you've submitted this form and forwarded to:

Dr Hollands  
Underwood Surgery  
139 St Georges Road  
Cheltenham  
GL50 3EQ

Please return your questionnaire to Yvonne WITHIN THREE WEEKS of making a firm decision on UCAS. If further medical investigation or discussion with your disability advisors is necessary, this will take place before the offer of a place is confirmed.

## Confirmation of Grades

Applicants should send our admissions team their original certificates for GCSE in Mathematics, English Language or Literature or equivalent ONLY if these were not brought to interview. If you do not have access to your certificates, it is your responsibility to obtain duplicate certificates from the relevant Examination Board. If that is not possible, we will need signed and dated verification of your awards and grades from the school/institution where you took the examinations.

Please send us your original certificates to us WITHIN THREE WEEKS of accepting our offer of a place. Certificates will be returned to you by special delivery. For those applicants still studying please send an original transcript as soon as your grades are confirmed in the summer.

You will not be able to proceed with your studies unless you have achieved your GCSE Maths and English A-C or 4-9 before starting the course.

## Course information

### Attendance

The expectation is that you attend all of your lectures, if you are unwell or unable to attend a lecture you must email to ensure you are providing reasons for non-attendance. Should your attendance fall below 80% you will be at risk of failing the module. This could also impact on your ability to go out on placement. A meeting would be held between yourself and the Course Leader.

### Reading and Preparation

You need to be fully aware of the Professional Capabilities Framework (PCF), which you will be assessed against throughout the course the details of the different levels of PCF's are found on the British Association of Social Workers website here. You are currently at entry level but will, throughout the first year, be assessed against the 'readiness for direct practice' level.

Standards of Proficiency (SOP's) are set by the Health and Care Professionals Council (HCPC). Please find the details of these standards located on the HCPC website here.

The Social Work course requires you to be engaged with the ever changing political, social, economic and cultural landscape and how this impacts practice. Ensure you are reading newspapers, watching and listening to the news. Specific to social care is the Guardian Society supplement  
[www.guardian.co.uk/society](http://www.guardian.co.uk/society)

### Useful Websites

- British Association of Social Workers: [www.basw.co.uk](http://www.basw.co.uk)
- Community Care: [www.communitycare.co.uk](http://www.communitycare.co.uk)
- Department for Education: [www.gov.uk/government/organisations/department-for-education](http://www.gov.uk/government/organisations/department-for-education)
- Health and Care Professions Council: [www.hpc-uk.org](http://www.hpc-uk.org)
- International Federation of Social Workers: [www.ifsw.org](http://www.ifsw.org)
- Social Care Institute for Excellence: [www.scie.org.uk](http://www.scie.org.uk)

Over the next few months please keep well-informed of changes and developments in the government's plans for social work and social care reform. The following are some useful links:

- The Munro Review of Child Protection: Final Report - A child-centred system [www.education.gov.uk/publications/standard/AllPublications/Page1/CM%208062](http://www.education.gov.uk/publications/standard/AllPublications/Page1/CM%208062)
- Adult Social Care Reform through introduction of Care Act 2014 [www.gov.uk/government/publications/care-act-2014-part-1-factsheets](http://www.gov.uk/government/publications/care-act-2014-part-1-factsheets)

# Student support

## Accommodation

The Accommodation team manages a wide range of student accommodation including the halls of residence and a database of university-registered flats, houses and lodgings in the community. You can contact them by calling **01242 714544** or email: **accommodation@glos.ac.uk** The accommodation application should only be completed when you are holding an offer which you have FIRMLY ACCEPTED. Insurance offers will only be accepted if the offer becomes UNCONDITIONAL FIRM.

## Student Finance

The tuition fees for 2019/20 entry are £9,250\* per year for undergraduate degree courses.

Students can apply for a tuition fee loan and a maintenance loan/grant, and check eligibility through **www.gov.uk/studentfinance**

The university offers an extensive financial support package through our scholarships, bursaries and loans. Please visit **www.glos.ac.uk/money** for further information or contact our Finance team on **01242 714535** or email **moneyadvice@glos.ac.uk**

## Disability, Dyslexia and Learning Support Team

A confidential, one-to-one support service is provided for students prior to, and throughout their university career by members of Student Services. If you are unsure about declaring a disability, please don't hesitate to contact a Disability Adviser on **01242 714541** or email **disability@glos.ac.uk** for confidential advice.

## Helpzones

The Student Helpzones are here to answer your queries and solve your problems no matter how large or small. We provide an accessible drop-in service for students to speak in confidence about anything that is concerning them. Please feel free to talk to us about any issues you are facing, particularly if they are making it difficult for you to study.

Francis Close Hall Helpzone

Tel: **01242 714444 ex 1**

Email: **helpzonefch@glos.ac.uk**

Oxstalls Helpzone

Tel: **01242 714444 ex 2**

Email: **helpzoneoxstalls@glos.ac.uk**

Park Helpzone

Tel: **01242 714444 ex 3**

Email: **helpzonepark@glos.ac.uk**

## Students' Union

The Students' Union has two main aims - to represent students and to provide services that make life easier and more fulfilling and enjoyable for every single student at the university. It aims to ensure that students receive quality teaching and learning and so run the course rep system, as well as campus life and student life meetings with the university to provide student feedback. For more information about the services offered by the Students' Union visit:

**www.yourstudentsunion.com**

## Useful contacts

### Admissions Office

Tel: **01242 714845**

Email: **admissions@glos.ac.uk**

Admissions Office

Communications, Marketing and Student Recruitment

University of Gloucestershire

Pittville Student Village

Cheltenham

GL52 3JG

### BSc Social Work

Academic Course Leader: David Hambling

Email: **dhambling@glos.ac.uk**

Academic Subject Leader: Suzanne Sheldon

Email: **ssheldon@glos.ac.uk**

Social Work Administrator: Yvonne Metcalfe

Email: **ymetcalfe@glos.ac.uk**

*\*Subject to parliamentary approval*

# Appendix 1. Health Questionnaire 2019

## Rationale

The purpose of this questionnaire is to comply with the Higher Education Occupational Physician's/ Practitioners (HEOPS) requirement for providing occupational health advice on students' 'fitness to train' in meeting the required standards by graduation. The Health and Care Professions Council (HCPC) define the standards of training in social work. The criteria for fitness to train on health grounds relate to students being able to demonstrate effective and appropriate skills in communication as social workers and must have a standard of English to keep accurate, comprehensive and comprehensible records and understand the importance of maintaining their own health and wellbeing. Students should also protect service users, colleagues and themselves by being immunised against serious communicable diseases when vaccines are available.

## Please read the following before completing the questionnaire:

Your answers to this questionnaire are confidential to the Underwood doctor surgery team working for the University of Gloucestershire and will not be given to anyone else without your written permission. It is confirmed that all students will be assessed on an individual basis for their capacity and whether reasonable adjustments can enable them to demonstrate the required competencies by graduation.

In order to achieve this we need to assess if you have any health impairment that could affect your ability to undertake social work training, including placement experiences, which might place you at any risk in the workplace. The doctor at Underwood may recommend adjustments or assistance as a result of this assessment to enable you to continue your training. Our aim is to promote and maintain the health of all our students to continue with their training and successfully achieve their graduation. Before health clearance is given, you may be contacted by the Underwood Surgery and may need to be seen by an Occupational Health Advisor or Physician. Where a student has a disability causing impairment of demonstrating skills then the assessment will take account of the effects of reasonable adjustments that could enable the student to learn and to apply the social work skill set appropriately in professional practice.

Please help us to support you by completing the questionnaire as fully as possible. Please note that your failure to declare any impairment or illness will mean that the university may not be aware of your circumstances around impairments, illness or disability and will therefore not be in a position to make

reasonable adjustments. This may impact on your ability to carry out your placement experiences, which may result in Fitness to Practice Procedures of the University of Gloucestershire and the HCPC being carried out. All health declarations need to be considered at this point and not when a student has commenced their training programme.

## Returning your form to the university

In order to ensure your form remains confidential to the Underwood team please return your form in a sealed A5 envelope. Please use the label template at the end of the form on the outside of the A5 envelope.

Please place the A5 envelope inside an A4 envelope and send to:

Yvonne Metcalfe  
School of Health and Social Care  
Francis Close Hall Campus  
Swindon Road  
Cheltenham  
Gloucestershire GL50 4AZ

**DO NOT INCLUDE ANY OTHER COURSE RELATED DOCUMENTATION IN THE ENVELOPE WITH THIS HEALTH QUESTIONNAIRE.**

## Admissions Office

Communications, Marketing and Student Recruitment  
University of Gloucestershire  
Laurie Lee Building  
Pittville Student Village  
Albert Road  
Cheltenham  
GL52 3JG

