



How to qualify for *Social Work*

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**How to
qualify for**
Social Work

1993/94 entry

CCETSW

Sixth edition November 1992

The Central Council for Education and Training in Social Work (CCETSW) has statutory authority throughout the United Kingdom to promote education and training for work in the personal social services.

This handbook contains information about all courses approved by CCETSW as appropriate for qualifying education and training in social work. Prospective applicants need to be aware of its content before they apply for the intake in 1993/94. The handbook is updated from time to time to keep pace with developments in training opportunities.

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1. INTRODUCTION

Social work qualifications

Parliament established the Central Council for Education and Training in Social Work (CCETSW) in 1971 to promote and approve courses of education and training in social work. CCETSW currently awards three professional qualifications: the Certificate in Social Service (CSS), the Certificate of Qualification in Social Work (CQSW) and the Diploma in Social Work (DipSW).

The DipSW is a new qualification, based on the CSS and CQSW. It is being phased in to replace them and there will be no CQSW intakes after 1994/5. There are no further intakes to the common unit, the first module, on remaining CSS schemes. The CSS and CQSW will continue to be recognized as professional qualifications.

Social work employers

The main statutory employers of social workers are

IN ENGLAND AND WALES: local authority social services departments, which also employ social workers in the health service; local education authorities, which employ social workers in the education welfare service and in special schools; and the probation service provided by local probation committees;

IN SCOTLAND: local authority social work departments, whose responsibilities include social work with offenders and in the health service;

IN NORTHERN IRELAND: area health and social services boards, the Probation Board for Northern Ireland, and education and library boards.

In all four countries voluntary and private agencies also employ social workers.

The DHSS and the Probation Board for Northern Ireland require social workers employed by them to be professionally qualified. Newly appointed probation officers in England and Wales are required to hold a CQSW or DipSW. Although the law does not otherwise require main grade social workers to hold a social work qualification, a qualification is needed under normal circumstances.

What selection panels look for

The social work profession draws its recruits from people with widely varying backgrounds, age and experience.

Courses make high academic and personal demands and students should be prepared to work well beyond A level or Higher grade standard.

Provided that the minimum requirements are met and subject to the procedures agreed by CCETSW, colleges and participating agencies are responsible for the selection of students and recommendation for the award of CCETSW's diploma or certificate. Selection panels consider not only academic ability and achievements but also the candidate's personal suitability for social work and commitment to it. Candidates must have the self-discipline to undertake sustained and detailed study and have personal qualities such as patience, persistence and the ability to help people face difficult situations. Social work involves considerable strain both physical and emotional. Clear thinking and sound judgement are needed, together with sensitivity and tolerance.

In line with CCETSW's policy on anti-racism and equal opportunities, CCETSW, the education institutions, and participating agencies, are actively encouraging applications from members of the black community and from minority ethnic groups.

Selectors normally include practice teachers or other representatives of participating agencies. Short-listed applicants are asked to attend the college for interview. Discussion groups may be part of the selection procedure. Candidates may be asked to write an essay or complete an exercise or test. Selectors will take into account previous paid or voluntary relevant experience, and enquire how the applicant's potential for social work has been enriched by it. Knowledge gained from background reading in social work may be discussed.

Criminal convictions

Certain types of criminal conviction may prevent employment as a social worker and may also have implications for practice placements. The provisions of the **Rehabilitation of Offenders Act** do not apply to social service employers who may require applicants for posts to declare any convictions, and may seek information from police records. Circulars issued by the Department for Education, the Department of Health, the Home Office and the Welsh Office recommend local authorities in England and Wales to check with the police as to the existence and content of any criminal record when appointing staff who will have substantial access to children. This also applies to social work students on practice placements. Similar provisions in Northern Ireland also cover work with people with learning difficulties. CCETSW has advised courses that they should:

- warn potential students of the implications of any criminal convictions for the pattern of their practice placements and future careers
- invite all applicants to discuss openly, at the interview stage, any factors in their background which may have implications for practice placements and subsequent employment
- ensure that candidates holding the offer of a place should make a formal declaration of any offences before the acceptance of a place is confirmed
- inform students that any information provided will have to be shared with practice placement agencies.

How to choose a course

The DipSW and CQSW are both generic qualifications - the holders are qualified to work in all fields of social work. The DipSW is offered by educational institutions and social work agencies participating to plan and provide a programme of combined academic study and supervised practical work. Opportunities for academic study may be available at more than one institution. The CQSW on the other hand is provided by single educational institutions which make their own arrangements for practice placements in social work agencies, amounting to half of the course.

It is helpful to distinguish between employment-based and college-based routes to qualification. CQSW courses are all college-based. Some DipSW programmes are employment-based, some college-based, and others offer both routes.

Employment-based students are already employed in the personal social services when they apply for admission to a programme. Admission is with the agreement of the employer. They keep their jobs and continue to be paid on salary.

Most courses and programmes expect, and some require, applicants to the college-based route to have had either paid or voluntary work experience in the personal social services or in closely related work. Apart from part-time students and the few full-time students seconded by their employer, students on the college-based route give up their job and are supported either by a grant or by private means. Some live away from home.

For differences in sources of funding see section 4. Some programmes carry a quota of places for probation students sponsored by the Home Office. These programmes provide teaching sequences and practice placements especially relevant to work in the probation service.

Other factors to consider include

- academic and other entry requirements
- whether the programme has routes for graduates, non-graduates or undergraduates; but note that some postgraduate programmes accept non-graduates under the institution's provision for accepting mature candidates and some non-graduate programmes accept graduates. This is especially so for employment-based programmes. Check details in the course entries in section 6.
- locality

- provision of facilities for students with a disability (see below)
- opportunities for specific areas of study and practice, including, for DipSW Programmes, areas of particular practice approved by CCETSW (see **Programme content** in section 2, **The Diploma in Social Work**)
- teaching methods and patterns
- assessment methods.

Applicants who offer entry qualifications obtained outside the UK or qualifications different from those requested should first seek the advice of the college or programme concerned.

Provision for students with a disability

Students with a disability are advised to contact the courses of their choice before making a formal application so that their needs can be discussed. Some course centres have appointed an officer

to help with the recruitment of people with disabilities. Some students' unions offer this service. The National Bureau for Students with Disabilities, 336 Brixton Road, London SW9 7AA, offers advice and information in a variety of formats about funding, accommodation, access and other facilities, with particular reference to some of the agencies and institutions listed in this handbook. An additional service is run by CCETSW in conjunction with the Bureau to help students in making choices about DipSW programmes. Information is available on placements and other social work practice placements.

Students' rights and complaints

CCETSW has strongly advised each programme provider to supply students with a handbook setting out their rights, what the programme requires of them, and the programme's complaints and appeals procedures.

2. THE DIPLOMA IN SOCIAL WORK

The pattern of training

The DipSW has been designed to be the professional qualification for all social workers throughout the United Kingdom in whatever setting or sector they work. This includes social workers employed in the statutory, voluntary and private sectors in fieldwork, residential work, domiciliary or day care, community social work, education welfare, health settings and the probation service.

Students are required to develop and demonstrate a defined knowledge base, core skills, professional values and competence to practise as a social worker. These are specified in the Statement of Requirements for Qualification in Social Work which forms Part 2 of **Rules and Requirements for the Diploma in Social Work**, CCETSW Paper 30, Price £5.

Nine main features of the DipSW

- programmes comprise at least two years of study and supervised practice
- regulations emphasise outcome. Assessment includes direct observation of the student's social work practice skills
- DipSW students are assessed to a national, minimum standard set by a DipSW Standards Panel and controlled by a network of CCETSW-approved external assessors
- programmes are planned and run by educational institutions and social work agencies working together as programme providers
- programme structures vary to meet the needs of the wide variety of people wishing to enter social work at different stages of their lives. Regulations allow for modular, open and distance learning arrangements. Programmes are designed to meet the different needs of non-graduates, undergraduates and graduates
- the DipSW is a generic qualification, but it provides students with the opportunity for an extended placement and associated study, called the area of particular practice, to enable them to apply, develop and test their learning skills in one particular practice setting
- successful students receive the CCETSW DipSW award and a separate statement with details of the area of particular practice (see below under **Programme content**)
- students are required to recognize, understand and confront racism and other forms of discrimination and to demonstrate their ability to work effectively in a multi-racial society
- the DipSW is at higher education level (as defined in the Education Reform Act 1988).

Admission requirements

An applicant to a DipSW programme must, in the opinion of the programme provider, be likely to be able to succeed in completing the programme and meeting the assessment requirements; be suitable to become a professional social worker; and not be rendered unsuitable by a criminal conviction which would prevent employment as a social worker. See **Criminal convictions** above.

All candidates under the age of 21 years on the date of commencement of the programme must hold one of the following qualifications:

- two passes at Advanced Level with grade A, B, C, D or E and passes in three other subjects in the General Certificate of Secondary Education with grade A, B, or C; or
- five passes for the Scottish Certificate in Education including three at the Higher Level; or
- any other educational, professional or vocational qualifications deemed by the Council to be equivalent.

The main qualifications regarded as equivalent to A levels are:

BTEC - National Certificate/Diploma

SCOTVEC - Advanced Certificate

NVQ - Level 3

Successful completion of an access course authorised by the Access Courses Recognition Group or the Scottish Wider Access Programme

Open University - Foundation Module

University of Wales - Diploma in General Studies

International Baccalaureate

European Baccalaureate

Irish Leaving Certificate - Advanced

Some applicants may present educational qualifications gained in other countries. It is not possible for CCETSW to evaluate these. However, the British Council operates the International Academic Centre and can provide information on rough equivalents to UK qualifications.

Any additional requirements by a programme provider are specified in section 6 in the details of that programme.

The DipSW cannot be awarded to students under the age of 22. Where a student under the age of 22 successfully completes a DipSW programme the Diploma will show the 22nd birthday as the qualifying date.

Programme content

The content of DipSW programmes includes knowledge and understanding of human growth and behaviour and of a range of human needs, the process of observation and assessment, transcultural factors, and various aspects of practice: aims,

methods and theories, the settings in which practice is carried out and the administrative and legal systems which provide its framework. Students are also required to learn about the rights to which their clients are entitled and they examine some of the ethical issues which will confront them as social workers. They must be committed to social justice and social welfare and repudiate all forms of negative discrimination. They must also demonstrate an awareness of ways to combat both individual and institutional racism through anti-racist practice, understand and counteract the impact of discrimination and work in an ethnically sensitive way.

The requirements list the core skills social workers must have, such as the ability to analyse their own and others' personal experience, as well as interpersonal and administrative skills and skills needed in making decisions and in using resources. The requirements also list the various areas of competence social workers need such as compiling social histories, formulating plans and evaluating outcomes.

Applicants should be aware of the full range of expectations on newly qualified DipSW holders as set out in Paper 30. Additional requirements are specified in Paper 30 for students who intend to work as probation officers in England and Wales.

Practice placements: Programmes have a final long assessed placement of not less than 80 days over a six month period. This is the student's area of particular practice, and with the diploma each student will be given a statement to that effect as a permanent record. Areas of particular practice approved by CCETSW for each programme are identified in the detailed programme information in this handbook.

Students on employment-based routes are required to undertake a period of assessed practice away from their normal work place unless exceptional circumstances prevail, for example if students are able to meet the requirements within their present employment.

Assessment

Before the final period of assessed practice students are formally assessed at an intermediate stage. Programme providers may choose a range of assessment methods and will take account of a written report by a practice teacher.

In the final assessment an assessment board has regard to a substantial piece of written work by the student, drawn from the student's area of particular practice, other written work, the practice teacher's report on the final period of assessed practice, which includes direct observation of the student's practice, and other evidence provided by the student.

Residential Child Care Initiative

Eight DipSW programmes have been approved by CCETSW as able to establish or expand areas of particular practice appropriate for senior residential child care staff under a special scheme financed by the Department of Health. The scheme, known as the Residential Child Care Initiative, is a response to a recommendation in the Department of Health Social Services Inspectorate report **Children in the Public Care** (HMSO, 1991), that local authorities in England should plan to secure that all officers in charge of homes are DipSW qualified.

The programmes are:

Huddersfield University Diploma in Social Work;
Salford Programme Provider DipSW;
University of the West of England, Bristol and Partners;
South East (Bromley) Consortium DipHE/ DipSW;
West London DipSW;
North East London Training and Education Consortium;
De Montfort University Diploma in Social Work;
Manchester Metropolitan University Partnership for Education in Social Work and Stockport College of Further and Higher Education Partnership, jointly for the purpose of this Residential Child Care Initiative.

Details have been supplied to all directors of social services in England. Senior residential child care staff in local authorities in England who wish to apply to be seconded for training should consult their training officer. A few places are available for voluntary sector staff who should also consult their training officer. Applications are through the Social Work Admissions System (SWAS) (see below), except for North East London Training and Education Consortium, South East (Bromley) DipSW and Stockport College of Further and Higher Education, all of which recruit direct. The Salford Programme Provider DipSW recruits both direct to its employment route and through SWAS.

3. THE CERTIFICATE OF QUALIFICATION IN SOCIAL WORK

The phasing out of CQSW courses and the conversion to DipSW programmes is ahead of schedule. There may be only two CQSW courses with a 1993/4 intake, both in the Greater London area: a one-year postgraduate course at Croydon College, and a two-year postgraduate course at London School of Economics.

CQSW courses include:

- principles and practice of social work
- supervised practice in social work
- applied social studies including (i) human growth and behaviour, (ii) social policy, social administration and the social services, (iii) aspects of the social sciences relevant to social work
- child care and child protection
- the law as it affects social workers
- teaching about institutional racism and anti-racist practice.

Students are expected to develop their ability to

- assess situations requiring intervention
- plan and evaluate such intervention
- mobilise necessary resources and co-operate with others in their deployment
- use interviewing and group skills

- engage in professional relationships with individuals and groups
- evaluate the impact of their own assumptions and perceptions of others and to examine the moral and ethical issues which confront them
- combat both individual and institutional racism through anti-racist practice.

Although the CQSW is college-based about half the time is spent on practice placements in a social work agency. Courses are required to include at least two placements assessed for the award of the CQSW. Assessed placements are undertaken under the supervision of a designated social work practice teacher.

Colleges are required to recommend students for the award of the CQSW by CCETSW on the basis of an assessment of the student's performance in academic work and in practice placements. Assessment procedures vary between courses and cannot be changed without CCETSW approval. The CQSW cannot be awarded to students under 22 years of age.

The one-year course is designed for graduates who have, as part of their previous studies, covered subject areas normally included in two-year CQSW courses and have also satisfactorily completed a minimum of 12 months relevant practical experience, part of which has been integrated with those previous studies. Details of the requirements are available from Croydon College.

Details of CQSW procedures are given in CCETSW Paper 15.1, **Guidelines for Courses Leading to the Certificate of Qualification in Social Work**. Detailed information specific to

each course is given in the main course listing in this handbook. Prospective applicants should note especially the admission requirements.

4. FINANCIAL SUPPORT

Sources of financial support

Availability depends on a number of factors including:

- whether the applicant is currently employed by a social services agency
- whether the applicant is a graduate or intends to study for a degree or a DipHE which is combined with a CCETSW qualification
- whether the course is full-time or part-time
- whether the applicant lives in England and Wales, or in Scotland, or in Northern Ireland
- the kind of social work intended after qualifying

Systems for providing financial support are complex. Details are given in CCETSW Information Sheets 15 (England and Wales), 15S (Scotland) and 17 (Northern Ireland) of which the following is a summary.

Employment-based routes:

Students taking the employment-based route normally train on salary. CCETSW makes bursaries available to small voluntary organizations to assist them with the cost of seconding staff who are undergoing qualifying training. Enquiries to Bursaries Office, CCETSW, 261-265 Gray's Inn Road, London WC1X 8QT.

College-based routes

Local authority mandatory awards and CCETSW bursaries include a fee element and a maintenance element. The fee element normally covers tuition and course-related fees and is paid direct to the college. The maintenance element is means-tested and is paid to the student; the amounts paid differ widely according to personal circumstances, and the length of the course.

As a standard eligibility requirement, applicants must have been ordinarily resident in the United Kingdom, the Channel Islands or the Isle of Man for the three years immediately preceding the start of the academic year within which the course begins.

Students resident in England and Wales

Graduates

Applicants who are accepted for any programme in the UK with a route for graduates may apply to CCETSW for a bursary covering maintenance and fees. Applicants must be ordinarily resident in England or Wales on the date of application for the bursary award. A quota is allocated to each course. Students who after qualifying intend to work in the education welfare service or in the probation service are not eligible - see **Probation students** below.

Graduates on non-graduate courses

As a result of additional central government funding CCETSW has been able to introduce a limited scheme for graduates resident in England or Wales who have obtained a place on a course designed for non-graduates or a DipHE level course and who are not funded by their employers or from any other source. The bursaries are similar to those offered by CCETSW to students taking a course designed for graduates. Courses nominate eligible students to CCETSW. Awards are made in order of valid application while funds remain.

Undergraduates

Applicants to degree courses apply to their local education authority (LEA) for an award. A student's LEA for this purpose is the one in whose area he or she is normally resident on 30 June preceding the start of the course. An award is mandatory provided that the applicant is eligible. Applicants who have already received an award to attend a course of advanced further education of more than two years may not be eligible. The final decision on eligibility rests with the LEA.

Non-graduates

Some DipSW programme providers offer a DipHE in addition to CCETSW's professional qualification. Mandatory awards are available for these programmes and include the payment of tuition fees.

Applicants accepted for other non-graduate courses, except those who intend to work in the probation service and are successful in obtaining Home Office sponsorship, should apply to their LEA for a maintenance grant, and the payment of course fees. These grants are discretionary, and the availability and amount vary from authority to authority; sometimes there may be none available. You are strongly advised to contact your LEA before applying to courses.

Probation students

Applicants who intend to enter the probation service in England or Wales and are accepted for a course recognized as providing appropriate studies and designated as carrying a quota of Home Office sponsorships may be eligible to be considered by the Home Office for financial assistance. Not all courses with a probation option carry sponsorships. Section 6 identifies those that do. Applicants should indicate on the application form if they wish to apply for Home Office sponsorship. The college provides the Home Office with the names of applicants offered a place within the college's quota of sponsored probation places. The Home Office will not issue a sponsorship application form until this notification has been received from the course. The offer of a place does not guarantee that sponsorship will be awarded.

Payment is made by CCETSW's bursaries office. The level of payment and general arrangements are based on those for CCETSW's own bursary scheme for graduates except that sponsorships carry an additional Home Office allowance.

The provision which the Home Office makes for sponsorship of students is based on estimates of the likely recruitment needs of the probation service. The Home Office has asked, but does not require, probation committees to give first consideration to sponsored students when recruiting probation officers.

Enquiries about sponsorship should be directed to Room 442, Home Office, 50 Queen Anne's Gate, London SW1H 9AT.

Students resident in Scotland

Courses for graduates

Applicants who are accepted on courses designed for graduates may apply to CCETSW for a bursary. Applicants must be ordinarily resident in Scotland at the time of application. A quota of bursaries is allocated to each course.

Courses for non-graduates and undergraduates

Students wishing to study on non-graduate or undergraduate courses should apply to the Scottish Education Department, Awards Branch, Gyleview House, 30 Redheughs Riggs, South

Gyle, Edinburgh EH12 9HH. Applicants must be ordinarily resident in Scotland on 30 June preceding the start of the course.

Probation students

In Scotland, there is no separate probation service and work with offenders is one of the responsibilities of social work departments. Scottish students who wish to work in the probation service in England or Wales and who obtain a place on a course recognized as providing appropriate studies and carrying a sponsorship quota, may be eligible to be considered for sponsorship by the Home Office.

In all three countries (England, Wales and Scotland)

Application forms for a CCETSW postgraduate bursary are available only from courses which receive a quota. In the case of non-graduate programmes, the programme nominates applicants to CCETSW in writing. Successful candidates should send the bursary application form to CCETSW's Bursaries Office, (address above) immediately on accepting an offer of a place. Bursaries are normally allocated on a first-come-first-served basis, according to the date that the place is offered to the student. The class of the student's first degree is immaterial and is not used as a criterion in allocating bursaries. The Bursaries Office can send **A brief guide to bursary rates**.

Students resident in Northern Ireland

Courses for graduates and non-graduates

To be eligible for financial assistance, applicants who are accepted on either of the two postgraduate programmes or the non-graduate programme in Northern Ireland and who plan to work in Northern Ireland, other than for the Probation Board for Northern Ireland, must be nominated under the quota arrangements agreed with each programme. Candidates must normally be resident in Northern Ireland on 30 June preceding the start of the programme.

For further information, consult the CCETSW Information Office in Belfast or the Department of Health and Social Services, Social

Services Inspectorate, Dundonald House, Upper Newtownards Road, Belfast BT4 3SF.

Courses for undergraduates

Four-year degree course students should apply for grant aid to their local education and library board.

Probation students

Students who wish to work for the Probation Board for Northern Ireland should apply to the Staff Training Unit, Alderwood House, Purdysburn Road, Belfast BT8 4SL, for information about finance for training. The Board expects to make a limited number of bursaries available.

Courses in Great Britain - information for NI residents

Residents of Northern Ireland who wish to apply to courses in Great Britain are advised to enquire of DHSS - SSI or the CCETSW Information Service in Belfast. Two DHSS postgraduate bursaries are available at the University of Edinburgh and two DHSS bursaries for non-graduates are available at the University of Liverpool. There are no other DHSS bursaries for study outside Northern Ireland.

Other Information

Any candidate resident in Northern Ireland who has a query should contact CCETSW's Information Service in Belfast. Candidates are urged to obtain a copy of CCETSW Information Sheet 17, **Social Services in Northern Ireland**.

Students resident in other European Community member states

Applicants living in EC countries other than the UK are not eligible for maintenance grants from UK statutory sources but may be eligible for remission of fees.

Residents in the Republic of Ireland who wish to study in the UK should contact the CCETSW Northern Ireland Information Service. Applicants resident in other EC countries outside the UK should contact CCETSW's Information Service at the central office.

5. APPLYING TO A PROGRAMME

Procedures

Application procedures vary. Most non-graduate and postgraduate college-based programmes recruit through the Social Work Admissions System (SWAS), undergraduate programmes recruit through the Universities Central Council on Admissions (UCCA)/the Polytechnic Central Admissions System (PCAS). Some college-based and most employment-based programmes recruit direct. Applicants for employment-based programmes should first consult their training officer. See the heading APPLY in programme details given in Section 7.

The Social Work Admissions System

Applicants for a programme recruiting through SWAS should complete the SWAS application form. It must be returned to SWAS, and on no account to CCETSW. A registration fee of £7 must accompany the completed form.

Candidates need two references, one commenting primarily on the applicant's suitability for social work and the other commenting primarily on the applicant's ability to undertake advanced level studies.

The application form provides for up to four choices of programme. It should be returned with the academic reference to SWAS, at the address below, before 15 December 1992. SWAS will distribute copies simultaneously to each programme named by the applicant. The second reference, to be sent separately to SWAS, will be copied and sent by SWAS when programmes ask for it.

Applications received after 15 December 1992 and up to 26 May 1993 will be stamped late and considered at the discretion of the programme providers.

A copy of the SWAS application form is normally enclosed with this handbook. Otherwise it may be obtained from:

SWAS, Fulton House, Jessop Avenue, Cheltenham GL50 3SH
Telephone: 0242 225977, or from:

England

CCETSW, Information Service, Derbyshire House, St Chad's Street, London WC1H 8AD
Telephone: 071 278 2455

Scotland

CCETSW, Information Service, 78/80 George Street, Edinburgh EH2 3BU
Telephone: 031 220 0093

Cymru/Wales

CCETSW, Information Service, 2nd Floor, West Wing, South Gate House, Wood Street, Cardiff CF1 1EW
Telephone: 0222 226257

Northern Ireland

CCETSW, Information Service, 6 Malone Road, Belfast BT9 5BN
Telephone: 0232 665 390

A cut-out slip is provided at the back of this handbook to assist you in sending for an application form.

Enquiries

SWAS deals with applications only; it provides notes on the application procedure but does not provide general information on social work training. Enquiries about social work and social work training should be directed to CCETSW's Information Service.

UCCA and PCAS

First degree courses

The closing date for receipt of applications by both UCCA and PCAS is 15 December for programmes starting the following autumn. Applications received after this date may be considered at the discretion of individual institutions up to 26 May. Application

forms, **The UCCA Handbook 1993 Entry** and **The PCAS Guide for Applicants 1993 Entry** are available from UCCA/PCAS PO Box 67, Cheltenham, Glos, GL50 3SF.

DipSW registration fees

Except for postgraduate students in receipt of a CCETSW bursary, CCETSW will charge a fee of £60 in respect of each student registered on a programme leading to the DipSW. The total fees will be collected in one payment which programme providers will send to CCETSW with the intake list each year. It is anticipated that programme providers will add the CCETSW fee to the general fee charged for tuition and examination and that it will be paid by employers, the Home Office in the case of probation sponsored students, or by grant-awarding authorities. Students not supported by employers or by a grant will be responsible for payment to the programme provider.

6. SCHEMES, COURSES AND PROGRAMMES IN DETAIL

Notes

The details in the following pages have been compiled from information supplied by colleges. Every reasonable effort has been made to ensure accuracy. However, as indicated above, social work education and training is under going rapid transformation and the information given here is subject to change.

The index lists programmes alphabetically according to the location to which enquiries may be made.

DISABILITY FACILITIES: This index classification has been compiled from information supplied by colleges. Colleges were not specifically asked this question and the omission of a bullet point does not necessarily mean that a college is unable to accommodate students with a disability. In all cases facilities vary and as recommended on page 5, intending applicants with a disability are advised to contact the courses and programmes of their choice before making a formal application so that their needs can be discussed.

MANDATORY AWARD: Students accepted on full-time courses and programmes leading to a first degree and on most full-time DipHE programmes normally qualify for mandatory awards provided they fulfil certain residential qualifications. Listing under this heading indicates only that the course and programme may come into this category. Intending applicants should ask for clarification from the courses and programmes of their choice before formally applying.

The information in each course entry has been largely provided by courses and programmes in response to a questionnaire using the headings shown.

ACADEMIC AWARD: The award made by some institutions and programme providers to those who successfully complete the

programme. The Diploma in Social Work as an academic award is separate from the DipSW awarded by CCETSW as a professional qualification.

ENTRY:

- UG: Undergraduate
- PG: Postgraduate
- NG: Non-graduate
- FT: Full-time
- PT: Part-time

HOME OFFICE SPONSORSHIPS: See the note on financial support for probation students in section 4.

CATS: A system of Credit Accumulation and Transfer which offers students the option of gaining credits over a period of time through a framework of organized education and training. CATS enables students to study using multiple pathways and a variety of modes. Details are given in **Credit Accumulation and Transfer for the Diploma in Social Work - Guidance Notes for Programme Planners**. See section 7. **Further reading - books that may help.**

APEL: Assessment of prior learning and experience.

AREAS OF PARTICULAR PRACTICE. See page 6: **Programme content** of the DipSW. The areas of particular practice listed here have, for the most part, been approved by CCETSW for that programme.

ENQUIRIES TO: Enquiries specific to the course should be directed to the address shown. General enquiries should be addressed to CCETSW's Information Service in the country (England, Scotland, Northern Ireland or Wales) where the enquirer lives.

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– University of Ulster, Magee College	•	•												41
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