



**LEEDS  
BECKETT  
UNIVERSITY**

# **BA (Hons) & MA Social Work**

**Interview Guidance September 2021**

[leedsbeckett.ac.uk](https://leedsbeckett.ac.uk)

## **Interview Guidance**

Congratulations on gaining an interview for our BA (Hons) or MA Social Work course. The information in this booklet will assist you in preparing for your interview and will give you an idea of what to expect on the day.

You have been selected for interview on the strength of your application. We feel you demonstrate a range of attributes and qualities that indicate you have the potential to succeed as a Social Work professional. The process requires you to attend a formal interview so that we have a chance to make a decision as to your suitability for our course. You too must make a decision, based on your findings at interview, as to which university and course you think would best meet your needs as a learner. It is our aim to ensure you leave us with sufficient knowledge to make your decision wisely.

Do remember that an interview is a two way process and that you should treat the interview as an opportunity to ask the course team questions.

### **On the Day**

Your interview session will consist of a one to one interview led by a member of staff from the Social Work course team. There may also be a social work practitioner or service user present as part of your panel. Please note that the interview slot that you have booked is an approximate time, your interview will take place within one hour of that time slot, so for example if you have booked a time slot of 10.15, your interview should begin between 10.15 and 11.15. Your interview should last up to 45 minutes, so if you select a 10.15 slot then you should be available until 12.15.

3 working days prior to your interview you will receive a case scenario to read in preparation for discussion in your interview. You will be asked questions relating to the content of this scenario. You will also receive a written task which must be completed prior to your interview date. You should email your written task to Emma Geddes, Senior Lecturer, at: [E.Geddes@leedsbeckett.ac.uk](mailto:E.Geddes@leedsbeckett.ac.uk).

Should you require any additional support with learning needs, or have any special requirements for taking part please email [ucasadmissions@leedsbeckett.ac.uk](mailto:ucasadmissions@leedsbeckett.ac.uk) as soon as possible.

### **Access to MS Teams**

The interviews will be held online using MS Teams. You will receive an email in the 3 working days prior to the event with a link to attend your interview. You may not receive this email with an MS Teams invite until the morning of the interview or until just before your interview time, so please do not worry if you have not received it until then. Please contact us if you have not received a Teams invite by the time of your interview slot. (Remember to check your Spam / Junk Mail folders.)

Access to MS Teams will differ depending on the type of device you will be using. If you will be using a desktop computer or laptop to attend your interview you should be able to attend simply by clicking on the link sent out via email prior to your interview. If you are using a smart phone or tablet you will need to download the free MS Teams app prior to your interview date before

being able to access the given link. If you have a headset we advise it is used with the device you will be logging into the interview with.

### **Other Information**

If you receive an offer you will then need to provide some additional information. We will contact you when this is required.

- Evidence of your highest academic qualifications to date (A Levels, BTEC, Degree) and evidence of GCSE grade C or above (Grade 4 for those sitting their GCSE from 2017 onwards) in English and Maths. Only original certificates are acceptable.
- A second reference in addition to the one on your UCAS application. This should normally be from your supervisor where you have gained relevant Social Care or Social Work experience. If you have already provided a reference on your UCAS application from an organisation where you have completed work experience then your second reference should be an academic reference. You may wish to use the reference pro forma provided at the end of this document.

### **The Social Work Bursary**

- The Social Work bursary was introduced by the Department of Health as an incentive to train in social work. In 2013 the Department of Health changed the way social work students are funded and the Government has indicated that they will review the continuation of the bursary for social work students.
- Universities have been awarded a finite number of bursaries by the Department of Health, and both undergraduate and postgraduate Social Work students who apply for a bursary are no longer guaranteed to receive it.
- Undergraduate students will not receive funding in the first year of their studies but may be eligible for a bursary in years 2 and 3.
- Postgraduate students may receive a bursary for both years 1 and 2 of the course.
- Part time MA students may be eligible to receive the bursary in three instalments over 3 years. Overall, this is the same amount full time students receive over 2 years.
- Eligibility in Year 1 of the part time MA route will depend on overall numbers for the full time route. This is because Year 1 of the part time route does not involve a placement.
- All students, irrespective of whether they receive a bursary will be entitled to a Placement Travel Allowance (PTA).

### **Postgraduate Bursary (MA Social Work)**

In accordance with the Department of Health guidance, following the selection process all MA candidates who have accepted the offer at a place at Leeds Beckett University will be ranked in order of priority for a Social Work Bursary. The rank order is obtained by totalling the scores awarded to each applicant during the interview and selection process. The names of those candidates will be sent in rank order to the NHS Bursaries team.

### **Undergraduate Bursary (BA Social Work)**

In accordance with the Department of Health guidance, undergraduate students will be prioritised for a bursary at the end of the first year of their studies. Prioritisation will be based on:

- Those students who have successfully passed the first year of their studies including the readiness to practice component. (Professional Capability Framework)
- Students who have demonstrated their active engagement with the course and demonstrated a commitment to the values of social work and Social Work England standards.

Whilst Leeds Beckett University rank BA students on the basis of their first year performance, the NHS Bursaries team will assess students for their eligibility for a bursary. You may take up a place on the course but may not receive a bursary.

You are advised to consult the NHS Bursaries website (see link below) for further information on the application process. <http://www.nhsbsa.nhs.uk/Students/825.aspx>

**BA (Hons) Social Work/ MA Social Work**  
**Reference Pro forma**

The following reference form should outline your suitability to undertake Social Work training and ultimately work in the Social Care profession. Please arrange for this pro forma to be completed and signed by someone who has supervised you in a social care or social work setting.

If you are yet to undertake work experience related to social care or social work, you will need to obtain experience and provide a reference by **31 July**. If you are unsure what kind of experience will meet the reference requirements, or if you will be unable to provide a reference by this date, please contact us and we would be happy to advise you.

If at all possible, this pro forma should be emailed to us directly from your referee using an official email address which is registered to the organisation. Please email completed reference forms to [ucasadmissions@leedsbeckett.ac.uk](mailto:ucasadmissions@leedsbeckett.ac.uk).

**Please be aware that we may contact your referee to verify the information contained within the reference.**

**BA (Hons) Social Work/ MA Social Work**  
**Reference Pro forma**

<b>Applicant Name</b>	<b>Course (BA or MA)</b>

Please state the type of organisation that the applicant has been involved with and the length of time they have spent there:

Please state the type of duties that the applicant has undertaken at your organisation which relate to Social Care or Social Work:

In order to determine the applicant's suitability to undertake Social Work training and ultimately work in the Social Care profession, please can you comment on the following aspects of their conduct:

Reliability & Attendance:

Communication Skills:

Motivation & Commitment:

Personal Qualities:

Have there been any areas of concern or issues of misconduct in relation to the applicant? If so, please provide further details:

Name of Referee:

Position within the company:

Relationship to the applicant:

Contact telephone number\*:

Contact email address\*:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*You may be contacted to verify the above reference.