



# BA (Hons) & MA Social Work

**Interview Guidance for September 2024 entry**

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## **Interview Guidance**

Congratulations on securing 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. Social workers have the privilege of working with some of the most vulnerable individuals, groups, and communities in our society. Because of this, our selection processes are rigorous and thorough. We require that you attend a formal interview so that we have a chance to assess your suitability for our course. You too must decide, based on your findings at interview, which university and course you think would best meet your needs as a learner. It is our aim to ensure that 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.

## **Preparation for your interview**

Three days prior to your interview, you will receive a case scenario to read in preparation for discussion in your interview and 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 David Mercer, Course Director/Admissions Tutor, at [D.Mercer@leedsbeckett.ac.uk](mailto:D.Mercer@leedsbeckett.ac.uk). The written task should be returned no later than 9.00am on the morning of your interview.

When composing your written task and in preparation for your interview, we would advise you to consider the expectations outlined on the Professional Capability Framework: Point of entry to training, which can be found online at <https://new.basw.co.uk/training-cpd/professional-capabilities-framework/point-entry-training>.

We recommend that you complete some reading and research about social work as a profession before your interview, and would suggest the following books and websites as useful resources:

- Banks, S. (2006). Ethics and Values in Social Work.
- Howe, D. (2009) A Brief Introduction to Social Work Theory.
- Trevithick, P. (2005). Social Work Skills: A Practice Handbook. (Available via Google scholar).
- Thompson, N. (2020). Understanding Social Work.
- The British Association of Social Workers: <https://new.basw.co.uk/>
- International Federation of Social Workers: <http://ifsw.org/>
- Social Care Institute for Excellence: <http://www.scie.org.uk/>
- Social Work England: <https://www.socialworkengland.org.uk>

Should you wish to make us aware of any learning needs, or if you require reasonable adjustments to enable you to take part in the selection process, please email [ucasadmissions@leedsbeckett.ac.uk](mailto:ucasadmissions@leedsbeckett.ac.uk) as far in advance of your interview as possible.

### **Access to MS Teams**

Your interview will be held online using MS Teams. You will receive an email at least 24 hours prior to the event with an MS Teams link to your interview. Please contact us on 0113 812 5946 if you have not received your MS Teams invite by the morning of your interview.

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. 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 that it is used with the device you will be logging into the interview with. Please turn your camera on for the interview.

### **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 person with lived experience who is 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. 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 approximately 45 minutes, so if you select a 10.15 slot then you should be available until 12.15.

### **After your interview**

You will be notified of the outcome of your interview via UCAS Hub, or Applicant Portal for part-time MA applicants, within 10 working days. If you receive an offer, you may need to provide some additional information. Please check the wording of any offer carefully and provide any requested documents to us by **31<sup>st</sup> July 2024**.

You may need to provide:

- Evidence of your English Language qualification to show you have achieved GCSE grade 4 or equivalent.
- Evidence of your highest academic qualifications used to meet the course entry requirements, if already achieved.
- A reference in addition to the one provided in your 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 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.

If you are not successful in gaining a place following interview, you are invited to email [ucasadmissions@leedsbeckett.ac.uk](mailto:ucasadmissions@leedsbeckett.ac.uk), or [directadmissions@leedsbeckett.ac.uk](mailto:directadmissions@leedsbeckett.ac.uk) for part-time MA applications, to request some feedback from your interviewers about areas for development.

### **Equality and Diversity**

We believe that opportunities for study at University should be provided to all of those who can demonstrate that they have the existing skills, knowledge and experience required. The celebration of diversity is a core component of the value base underpinning the social work profession and we recognise the benefits to the University and to the wider community of recruiting a diverse population of students. Our admissions policies, procedures and staff training reflect these beliefs. You can read our Equality and Inclusion policy online at <https://www.leedsbeckett.ac.uk/our-university/equality-and-inclusion/>.

### **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 (outlined within the Professional Capabilities 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 based on 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 for further information on the application process: <http://www.nhsbsa.nhs.uk/Students/825.aspx>

**We would like to take this opportunity to thank you for your interest in studying social work at Leeds Beckett University and to wish you success with your application.**

**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 practice social work. 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<sup>st</sup> 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 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).

If you need this pro forma in a different format, please contact us to request this.

**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:

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Personal Qualities:

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

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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.