

School of Healthcare

FACULTY OF MEDICINE AND HEALTH



UNIVERSITY OF LEEDS

Undergraduate admissions policy

BSc (Hons) Social Work



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This document outlines the School of Healthcare's Undergraduate Admissions Policy for the **BA (Hons) Social Work programme** for 2012 entry. It supports the admissions principles and policies of the University of Leeds, as outlined in the 2012 University of Leeds Undergraduate Admissions Policy (<http://www.leeds.ac.uk/admissionspolicy>) and should be considered alongside this document. This policy will be reviewed on an annual basis.

APPLICATION PROCESS

1. UCAS process

All full time undergraduate applications must be made through the online Universities and Colleges Admissions Service (www.ucas.com) by 15 January 2012. The School of Healthcare does not normally participate in the UCAS Extra scheme for entry onto the BSc (Hons) Social Work programme. Direct applications are not accepted and applicants applying directly to the University will not normally be considered. As required by UCAS, applicants must complete the UCAS application form, providing a personal statement; a list of all qualifications undertaken and those pending; and an appropriate referee's statement. In addition they must declare if they wish to defer entry and they must declare any prior criminal conviction.

2. Widening Participation and the Access to Leeds scheme

The School of Healthcare is committed to identifying all applicants who have the potential to succeed at the University of Leeds. Applicants who have experienced educational or social disadvantage will be flagged to admissions tutors using a combination of school performance, geographic factors and personal circumstances. Admissions tutors can then assess the Access to Leeds applicant's potential using the contextual evidence, and applicants that receive an offer will receive an alternative offer alongside their standard offer. The alternative offer will be the equivalent of two A Level grades below their standard offer, and is conditional upon successfully completing the Access to Leeds module.

Access to Leeds students will be eligible for an Access to Leeds offer if they meet the University's GCSE matriculation standard and for courses which require particular subject skills,

have gained at least a grade C (or equivalent) in the requested subject area. For more information on Access to Leeds please refer to www.leeds.ac.uk/ace/access/access.htm.

3. Deferred applications/ Gap-Year

The School of Healthcare welcomes applicants who are intending to undertake a Gap Year and will accept applications for deferred entry.

4. Re-sits/ Re-applications

The School of Healthcare will consider applications from applicants who have re-applied and/or re-sat examinations. Applications will not be considered from students who have failed the practice element on a Social Work programme at a different university. Students who have failed an academic element may be considered if they can show evidence of addressing the failed element following leaving their previous programme.

5. Cashed in AS Levels

The University of Leeds is committed to ensuring that applications are considered holistically. We take a broad view of the full information available in the UCAS application form and use all the information provided as part of our decision making process. We therefore strongly encourage all applicants to declare their cashed in AS results.

6. Internal transfers

The School of Healthcare will consider applications from applicants who wish to transfer internally from other programmes at the University of Leeds, providing places are available. Applicants need to contact the Academic Lead for Admissions, m.l.ellwood@leeds.ac.uk. They will be asked to submit a new personal statement saying why they wish to change and detailing any relevant

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experience. They will also have to undergo an interview. Students commence placement early so transfers will not normally be accepted after week 3, of the new academic year.

7. Joint Honours applications

The School of Healthcare does not currently offer Joint Honours programmes

8. Applications from minors and vulnerable persons

The University recognises that in some cases careful consideration may need to be given to someone's age or position as a vulnerable adult when applying for certain programmes. Recommendations from the Health Professions Council will be followed.

9. International/ Overseas students

Due to the nature of the funding for courses in the School of Healthcare, applicants need to satisfy the residency requirements for a bursary and fees from the NHS student grants unit. Further information regarding residency can be found on the NHS student grants website at <http://nhsstudentgrants.co.uk>.

Proof of English Language proficiency will be required and minimum levels and approved tests for the School of Healthcare are IELTS 7.0 or TOEFL 600/ 250/ 100 for paper-based/ computer-based/internet-based respectively. Further information for prospective international applicants can be found on our website at <http://www.leeds.ac.uk/students/index.htm>

10. Mature students

The School of Healthcare welcomes applications from mature applicants and support is available through the Lifelong Learning Centre (LLC). This support includes pre-entry advice and guidance for adults, matriculation tests, alternative entry schemes, preparatory programmes for adults, developing academic skills before entry, and information on a range of issues relevant to such applicants. For further details, contact: part-time@leeds.ac.uk, phone 0113 343 3212 or see www.leeds.ac.uk/lifelonglearningcentre.

11. Part time applicants

At the present time the School of Healthcare does not have part time pathways for the BA (Hons) Social Work programme.

12. Disabled applicants

The Schools of Healthcare welcomes applications from disabled people¹. The University will make reasonable adjustments, to help ensure that disabled applicants have full and equal access to our admissions procedures and courses. The judgment about an individual applicant's academic suitability will be kept separate from any consideration of the applicant's disability-related support requirements.

Applicants are invited to indicate their disability status on their application form and we strongly encourage applicants to disclose any disability. Where candidates choose not to disclose their disability this may make it more difficult, or in some cases impossible, for the University to make adjustments. Disabled applicants are also advised to contact the University's Disability Team (part of the University's Equality Service) once an application has been submitted through UCAS, to discuss any support requirements they may have in relation to the programme for which they have applied.

If any applicant feels that their disability has meant that they faced exceptional circumstances which should be taken into account by the University when considering their application, they should refer to section 4.12 of the University's Undergraduate admissions policy (<http://www.leeds.ac.uk/admissionspolicy>)

The admissions process is covered by the University's Policy on Equality and Diversity which is available from the University's Equality Service at www.equality.leeds.ac.uk.

13. Applicants with a health-related issue or other mitigating circumstance

The University of Leeds Undergraduate Admissions Policy details our policy concerning applicants with a health related issue. The School sees health-related issues¹ as being distinct from disability-related issues, although, of course, in some cases, a disabled applicant may also have a health-related issue.

¹ The University is committed to the social model of disability and in line with the definition under the Equality Act 2010 defines a disabled person as someone with a physical or mental impairment which is long-term (lasting 12 months or more) and which has a substantial impact of that person's ability to carry out normal day-to-day activities. The definition of disability includes long-term medical conditions such as cancer (from the point of diagnosis), epilepsy, diabetes, Chronic Fatigue Syndrome/ME and HIV/AIDS amongst others.

² In contrast with disability issues, health issues are generally shorter-term (lasting less than 12 months) and have a less significant impact on a person's ability to carry out normal day-to-day activities.

Applicants with a health-related issue should contact the School as soon as possible if their health is likely to impact on their ability to engage with the admissions process.

If a candidate feels that their prior ill-health –or personal circumstances other than ill-health (for example, bereavement or other difficult home or family circumstances) – may have affected their pre -medical studies or may have affected the grades they received in past examinations, we normally advise that they bring this to the attention of their school or college who should inform the appropriate examinations board (s) to highlight these circumstances for consideration when awarding the final grade in a qualification. On this basis, we expect that the examinations board(s) would already have taken mitigating circumstances into account when awarding grades and hence any grades in a qualification would have already been moderated appropriately. We are therefore unlikely to significantly lower our entry requirements if an applicant does not achieve the grades specified in an offer, after consideration by the awarding body.

However, any formal request for mitigating circumstances to be taken into account in the admissions process should be supported by a full declaration about the nature of the circumstances and whether or not these were declared to the exam board of the qualifications concerned. This declaration should be made either by a verified statement in the initial UCAS application or by sending directly to the relevant Admissions Tutor verified documentation from the referee. Documentation highlighting mitigating circumstances will be retained with the application form and may be considered following publication of results in August but as stated above, will not normally play a role in the applications process.

ADMISSIONS INTAKE

14. Admissions intake

The intake for the BA (Hons) Social Work programme through UCAS is typically 43 home students, including mature students and those from the European Union. The number of students on each programme may change annually as directed by the Strategic Health Authority.

15. Competition for places

Programmes within the School of Healthcare are generally very popular and for BA (Hons) Social Work

programme we receive in excess of 17 applications for each available place. Most of our applicants have an excellent academic record.

SELECTION PROCESS

16. Selection process

Application stage

All applications must be made online through the Universities and Colleges Admissions Service (www.ucas.com). Academic grades normally form only one part of the final decision and the following sections give examples of how applicants may demonstrate that they have the skills, knowledge and attributes that we believe will enable them to become a successful student in the School of Healthcare.

The selection criteria treats all applicants fairly and not discriminate unlawfully on grounds of marital status, gender, gender re-assignment or transsexual status, race (including colour, nationality, national origin or ethnic origin) disability, sexual orientation, age, religion or belief, political or other opinion, social origin, association with a national minority, property, birth or other status.

17. Academic entrance requirements

The School of Healthcare welcomes applications from applicants studying a range of Level 3 qualifications where applicants have the potential to succeed on the BA (Hons) Social Work programme.

5 GCSE's grade C or above to include English Language and Maths

PLUS EITHER 3 A levels at grade BBB

OR a BTEC Extended Diploma in Social Science at distinction/distinction/distinction

OR an Access to Higher Education course in Social Science with a minimum of 45 level 3 credits passed with distinction.

If an applicant is unsure whether their academic qualifications are suitable to meet the entrance requirements they should contact the School's admissions office for clarification.

Entrance requirements may be reviewed and amended at the end of an admissions cycle based on the performance of the previous year's cohort.

18. Personal statement advice

The personal statement of the UCAS form helps us to assess the nature of the applicant's interest in Social Work and is an important part of the selection process. Accurate spelling and grammar are of paramount importance.

It is essential that applicants take this opportunity to demonstrate they have actively researched Social Work and have a good knowledge and understanding of the role and career structure. They should demonstrate their enthusiasm and aptitude for Social Work and the academic subjects studied on this programme. This should be supported by relevant examples such work experience, positions of responsibility through paid employment or school activities, current studies and other transferable skills. It is preferable if applicants can have some caring experience prior to application.

Information about personal interests and activities provides an insight into how the applicant manages their 'work-life' balance whilst still meeting necessary academic requirements and deadlines.

19. Shortlisting stage

Applicants are shortlisted against agreed criteria and they must meet the academic entry requirement for the programme at application or within the academic cycle. The academic background of the applicant plus the personal statement on the UCAS form helps us to assess the nature of the applicant's interest in the academic subject and is an important part of the selection process. Additionally the reference provided on the UCAS form must be supportive of the applicant. The School will only shortlist on the information supplied on the form at the time of submissions.

20. Interviews

Applicants successful at the shortlisting stage will normally be invited to interview as part of the selection procedure. Interviews will normally take place during the months of November to April. The interview follows a structured format, whilst the questions asked may vary to some degree; they are all similarly devised to allow each candidate the same opportunity to demonstrate their knowledge of, understanding of, and aptitude for Social Work. The interview panel will then score the applicant against agreed criteria (eg. knowledge of the profession, personal qualities that have been demonstrated by successful students on this programme, communication skills etc.) On the day of interview, applicants will also

have the opportunity to look around the School of Healthcare and University and may meet some of our students.

There are usually two members on the interview panel, including one member of staff from the University and one social work practitioner or service user. The panel interview will last approximately twenty to thirty minutes

Applicants will receive a written invitation from the School to attend an interview on a specific time and date. The School should be contacted this date is unsuitable and where possible an alternative date will be offered. Applicants who fail to attend their interview without notifying us will be rejected.

21. FITNESS TO PRACTISE – other requirements for entry

Health Requirements

Any offer of a place to study on the BSc (Hons) Social Work programme is conditional upon a satisfactory medical screening, to be undertaken under arrangements made by the School of Healthcare by all applicants before the commencement of their studies. Separate arrangements are made for applicants with disabilities – see section 11.



Successful applicants will be required to provide documentary proof of immunisation status. Applicants unable to provide this documentation will be required to undertake appropriate screening and immunisation following commencement of the programme. The School reserves the right to refuse admission onto the BA (Hons) Social Work programme to applicants who are not cleared through the occupational Health Screening process. Applicants should note that the health requirements may be subject to change.

Criminal Record Checks

On the UCAS application form candidates are expected to indicate in the relevant box if they have a relevant criminal conviction. **All convictions must be disclosed and this includes convictions, cautions and fixed penalty notices.**

As part of any offer, the School will need to verify whether you have a criminal record and, if you do, are you in the view of the School still suitable to carry on with the course. For the vast majority of applicants who are resident in the UK, the record will be checked via the Criminal Records Bureau (CRB). Enhanced disclosure will be sought at the point of offer confirmation (i.e. when you have met all conditions as stated in your offer). Further information on the CRB is available on their website at: www.crb.gov.uk

Due to the nature of the course the University requires that applicants disclose all information relating to your conviction(s). The University is entitled to this information in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

If anything revealed by the search is regarded as a potential problem, the School will review the matter in accordance with its policy. A copy of the School's policy on Criminal Record Checks can be obtained from the Admissions Office.

Any concealment of a criminal record including cautions and fixed penalty notices may result in withdrawal of an offer or expulsion from the course.

22. Offers

Those applicants with the highest overall performance in the interviews will be made an offer of a place. Offers are made on the basis of merit and the ability of each applicant to meet the academic and non-

academic criteria for admission. Offers are made based on the information supplied on the UCAS form and performance at interview. The University of Leeds Undergraduate Admissions Policy gives further detail on the type of offers that are made. Due to the professional nature of the programme, offers will not normally be made until a second reference has been received.

The number of offers made will be based on the previous years' intake statistics and conversion rates. Offers may be conditional which are subject to a particular set of requirements such as grades in qualifications, or unconditional, whereby no further academic achievement is required. **All** offers will be subject to satisfactory health screen and criminal records check (CRB).

Applicants who narrowly fail to meet the requirements of the offer may still be considered for a place but because the situation varies from year to year it is not possible to forecast the likely outcome for an individual applicant. This will depend on the availability of places and the grades actually achieved.

Formal responsibility for the acknowledgement of applications and communication of results rests with UCAS. The volume of applications is such that it is not possible for the admissions team to give any indication as to the outcome of individual applications prior to receiving notification outside UCAS.

Candidates should not be concerned if they do



not hear from the School of Healthcare for some time, as the process of confirming offer decisions to may take place until all of the interviews have been completed. The closing date for decisions to be made by the University and given to UCAS is not until the beginning of May.

UNSUCCESSFUL APPLICANTS

23. Reasons for unsuccessful applications

Due to the volume of applications received we may have to reject applicants who already hold or are predicted lower than the minimum academic entry requirement, and also many applicants who meet the non-academic requirements. The UCAS forms of applicants who are unsuccessful in gaining a place on their chosen programme may be passed to the admissions tutors for other courses which the applicant may be interested in. Applicants will be informed of any decision via UCAS.

24. Feedback

Unsuccessful applicants may wish to request feedback on the reason for the outcome of their application, however they are encouraged to read this policy in full in the first instance as this may reveal the reasons that the School was unable to offer them a place. All requests for feedback must be made in writing to the Admissions Office and signed by the applicant. The University's policy on providing feedback to applicants can be found in the University of Leeds Undergraduate Admissions Policy.

25. Complaints

The School of Healthcare will consider all applications fairly and effectively in line with the procedures outlined in this document and the University of Leeds Undergraduate Admissions Policy.

Applicants who wish to challenge a decision to reject their application should write to the following person detailing the nature of their complaint:

Michelle Ellwood
Academic Lead for Admissions
School of Healthcare
Baines Wing
University of Leeds,
Leeds LS2 9JT,

Full details of the complaints procedure can be found in the University of Leeds Undergraduate Admissions Policy.

OPPORTUNITIES TO VISIT

University open days

The University of Leeds Undergraduate Open Days are usually held in June and October and are designed for prospective applicants rather than those who have already been made an offer.

FUNDING

The University of Leeds is committed to encouraging students from all backgrounds, and we therefore have a comprehensive package of financial support which may also be available from us. We expect that one-in-three students will be eligible for financial help from the University. For further information on Financial Support, please visit <http://www.leeds.ac.uk/yourfinances>

CONTACT DETAILS

Pre- and post-application enquiries

For general enquiries and information relating to courses and admission to the School of Healthcare, applicants should contact the School of Healthcare Admissions Unit.

Telephone - +44 (0) 113 343 1348

Email admissions@healthcare.leeds.ac.uk.

