**Ceredigion County Council**

**SOCIAL WORK DEGREE**

**OPEN UNIVERSITY PROGRAMME**

**Information sheet**

* The Social Work degree is a 3 year programme.
* The Programme runs from October – August each year.
* You must have achieved English and/or Welsh, and Maths to at least Grade C GCSE prior to application. If you do not have an English qualification there are other qualifications which can be accepted as an alternative.
* You must show you can communicate clearly in spoken and written English.
* You must demonstrate you have the appropriate personal and intellectual qualities to be a social worker.
* You must obtain an enhanced DBS disclosure and complete a medical questionnaire. You will need to pay for the DBS yourself and then claim the costs back from the Dept. The Workforce Development Manager will endorse your claim as long as you provide proof of payment.
* You must provide certificates to verify qualifications claimed.
* You must take an active part in the interview and selection process.
* You must complete all relevant documentation when required and within stated time frames for both the Open University and the Council.
* The Open University will make the final decision as to whether you are accepted on to the Programme.
* The selection process will consist of the submission of 2 pieces of written work to the Learning & Development team prior to interview, followed by a formal interview.
* You should be aware of the content of the Care Council for Wales Codes of Practice for Employers and Employees.
* If successful you will be required to sign a Corporate Learning, Training and Development Agreement, provided by the Learning & Development Team
* You will be expected to register with the Care Council for Wales as a student social worker. Failure to do so will delay your start date.
* The Open University will provide you with all the course materials except the set readers. You will be expected to purchase them yourself.
* You will be allowed up to 1 day per week study leave for the duration of the course between October and August. You will be expected to allocate additional personal time in order to keep on top of your studies.
* There will be workshops and tutorials which are mandatory for you to attend. Although they may be listed as optional by the Open University, the Council will expect you to attend as part of your commitment to the training. Some will be held during the working week, others at weekends. If you miss a practice workshop you will be expected to make up the time in practice learning days.
* You will be able to claim mileage for the workshops and tutorials, either from your work base or home address depending on the day of the week. This mileage will be paid at the same rate as any other training you attend.
* During the course of the programme you will undertake 3 Practice Learning Opportunities in addition to your other academic modules:

Level 1 – 20 days February – April.

This is a ‘Fitness to Practice’ learning opportunity and you can be withdrawn from the programme if you fail to meet the National Occupational Standards for Social Work at this level.

Level 2 - 90 days February – July

Level 3 – 90 days February - July

* Practice Learning Opportunities can be anywhere in the county, and at least 1 will be in the Independent or Voluntary sector.
* All 3 Practice Learning Opportunities will be outside your normal area of work. You must work with at least 2 different service user groups in different settings.
* In each Practice Learning Opportunity you will be allocated a qualified and registered social worker who will also be a qualified Practice Assessor, or will be working towards the Practice Assessor Award.
* If you prefer to undertake your Practice Learning Opportunity through the medium of Welsh and prefer a bilingual Practice Assessor you must inform the Learning & Development team as early as possible. The team will endeavour to meet your requirements but be advised this is not always possible.
* You must study each level sequentially as stated by the Care Council for Wales and the Open University in Wales.
* The Open University will allocate you a Course Tutor and you will be expected to produce work for both your tutor and practice assessor to set/agreed deadlines.

* If you experience any problems at any time you must inform the Workforce Development Manager immediately.
* You will receive your salary whilst training.
* You will be expected to take up a social work post anywhere in the Social Services Department on achieving your degree. Until then you will remain in your substantive post.
* On achieving your degree you must register with the Care Council for Wales as a qualified social worker.
* Non social care staff who are successful will be moved into a social care operational role for the duration of the secondment. The Workforce Development Manager will liaise with Team Managers in Community and Children’s Services to ensure a wide experience of social care can be provided. You will be provided with work across the social work teams.
* Staff who indicate an interest in training for social work but do not have sufficient social care experience will be expected to undertake K101 Health and Social Care module independently.
* It will be considered an advantage that non social care operational applicants can demonstrate a level of experience in social care through relevant voluntary work. A minimum of 210 hours is required.
* It is appreciated that individual contractual arrangements may differ and some negotiation will need to take place between the Department and the seconded individual to ensure that the secondment achieves its aims.

Don’t assume you know it all. If you’re unsure about anything during the course of the Programme, then ask!!!!

Tricia Smith

Workforce Development Manager

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