

Welcome to the BA (Hons) Social Work

We are delighted that you have accepted a place on the BA (Hons) Social Work Programme at Wiltshire College & University Centre. The Programme is franchised by Oxford Brookes University and validated by Social Work England, the awarding body for professional Social Work degrees.

To help you prepare for the course and the beginning of term, we would like to provide you with some information - please be sure to read it all and contact us if you have any questions.

Where will I study?

You will study at Wiltshire College & University Centre, Trowbridge Campus, College Road, Trowbridge, BA14 0ES.

What is the cost of my course?

The course is full time. The tuition fee for a UK student on the first year of the course is £7570 per year.

When do I enrol on my course?

Online enrolment opens on Monday 22 August and if you are either holding an unconditional offer or have met the conditions of your offer, you will be emailed a link to enable you to complete the enrolment form (if your offer is confirmed later than 22 August, you will be emailed the link at this point). Please check your both your inbox and junk folder of the email account you used for your application and let HE Admissions know if you change email details.

Enrolment is an important step and will allow us to set up a Student Account for you ready to start your course.

You will also be emailed by Oxford Brookes University details on how to access and complete their online enrolment.

Induction Days: Thursday 8 – Friday 9 September 2022

Your induction to the BA (Hons) Social Work Programme will take place on Thursday 8 September at Wiltshire College, Trowbridge Campus (address above). Please arrive in reception for 9.30am and ask for the Social Work Programme Lead. The Programme Lead will provide you with a full timetable of teaching, semester & other key dates on the day.

We will be holding an Induction Day for all Higher Education students on Friday 9 September at Wiltshire College & University Centre Lackham, Lacock, Chippenham, SN15 2NY (if using a Sat Nav please use post code SN15 2NX).

The day will start at 9.30am and will finish at approximately 4.30pm. Please sign in at the main reception and you will be directed to the Induction session in Lackham House.

There is parking on site and the campus canteen will be open for refreshments.

When does my course start?

Teaching will be face-to-face in the classroom and the dates set out below apply. Please note, however, that the future situation may be subject to review in the light of any further Government and/or local directives concerning COVID-19. We will inform you of any changes.

Semester 1 Teaching: Monday 12 September 2022

Semester 1 teaching begins on Monday 12 September 2022. In Year 1, you are timetabled to be in college on 3 days a week, as follows:

- Mondays and Tuesdays 9.30-4.30 are full teaching days. There is a lunch break at 12.30-1.30. Comfort breaks are scheduled into the morning and afternoon sessions.
- Wednesdays 1.30-4.30 comprise your 'Skills Days' and you will receive a varied programme of presentations and discussions from external speakers.
- It is highly recommended that you use Wednesday mornings to complete the reading associated with each module lecture for that week.

Thursday & Friday are study days when you are not expected in College, but you are expected to use your time for the reading and working on your assignments.

As an approximate guide, a single (15 credit) module is equivalent to 120 hours of study. 36 hours of this is direct contact with a Tutor via teaching and/or tutorials. The remaining hours are expected to be spent in personal study.

What do I need to bring on my first day in College?

- Proof of qualifications – including level 3 Qualifications (BTECs, A Levels) and GCSE Maths & English (even if your offer is unconditional). *Note: You do not need to produce your certificates again if you provided them at the application or interview stage.*
- Your Student Finance England award letter confirming your tuition fee loan or payment for your course fees (if you are paying for the course).
- A form of Photographic ID (driving licence/passport)
- Laptop or writing materials.

DBS Checks

All Year 1 students must undertake an *enhanced* 'Disclosure & Barring Service' (DBS) check, as part of 'fitness to practice' screening, in accordance with *Social Work England* requirements. Please note that even if you have an existing DBS, you will still be required to undertake a new check. This will be arranged in your initial teaching weeks.

An enhanced DBS will show details of all cautions, final warnings and reprimands, as well as spent and unspent convictions.

The DBS will last you through the normal 3-year duration of the course. If you declare any changes to DBS status during the Programme, you will be required to obtain a new DBS, at additional cost.

In addition, if you repeat a year of the course, or suspend studies and return to the course, you will be required to obtain a new DBS as the placement agencies will not accept a DBS over three years old as valid.

You will be required to pay for your initial and any subsequent DBS checks.

Health Checks

Some students must also undergo occupational health checks as part of the required 'Fitness to Practice' screening. If you make a health declaration that could potentially impact on your ability to undertake social work training, the Programme Leader will refer your case to an externally contracted Occupational Health organisation for assessment.

You will then either be referred to an Occupational Nurse for further enquiry, or to a consultant, if required.

What can I do to prepare for my studies?



Summer reading!

We recommend these introductory social work texts to prepare you for your studies:

Rogers, M., Whitaker, D., Edmondson, D. & Peach, D. (2020) *Developing Skills & Knowledge for Social work Practice*, London; Sage Publications

Lishman, J., Yuill, C., Brannan J. & Gibson, A. (2018) *Social Work: An Introduction* (2nd edition), London; Sage Publications.

Study Skills

Developing good study skills habits will be crucial to your success on the course.

We recommend the following:

Bottomley, J., Cartney, P. & Pryjmachuk, S. (2018) *Studying for your Social Work Degree: Critical Study Skills*, London; Critical Publishing Ltd.

Cottrell, S. (2019) *The Study Skills Handbook*, London; Bloomsbury

Stella Cottrell's website is also a very useful resource-bank for a range of study skills supports. See <https://www.skillsforstudy.com/contributors/stella-cottrell>

Computer Access

Access to a computer for private study is very important. All course materials will be made available to you online via Microsoft 'Teams'.

If you have a laptop then the College has wi-fi zones in the library and the Higher Education spaces, which will enable you to connect to the internet and the College network. The College can help configure your laptop to ensure that you can access the network; details will be made available to you at induction.

If you don't have access to your own computer, free computing facilities are available to students on all the College campuses.

Additional costs:

- Print vouchers (for use on college photocopiers and printers) - all students are provided with some printing credit, once used additional printing credits can be purchased from Student Services in values of £5, £10, or £20.
- Each module Lecturer will provide you with a recommended reading list for their specific module. You may find it helpful to buy some of your own textbooks, although the college does have a fully equipped library and you will also have access to Oxford-Brookes online library facilities.

UCAS Track and Exam Results

Exam Results (Conditional offer holders only)

Exam results for many students holding conditional offers are supplied through UCAS and you will notice through the summer that your place becomes 'confirmed' on UCAS track, as and when we receive your results.

UCAS, however do not supply us with all exam results and you are advised to check with UCAS to see if you need to send any of your results directly to us. If so, please scan and send copies of these to HEadmissions@wiltshire.ac.uk as soon as available.

Results should be official – either in the form of certificates, results slips or transcripts. In the event that none of these are available we will be happy to accept written confirmation on headed paper from your school or college.

Please remember that you should aim to get your results to us before the 31st of August where possible. Please contact HE Admissions if you are unable to meet this deadline.

Student Finance

You can apply for a tuition fee and maintenance loan to fund your studies. You do not need a confirmed place to apply.

We suggest that you apply as possible to limit delays in your funding at the start of your course. You can apply online at: www.direct.gov.uk/studentfinance.

If you are planning to apply for student funding but have not yet done so, it's not too late – you can still apply for funding up to 9 months after the first day of the academic year for your course.

When do I get my student loan?

You will get your loan once your enrolment is complete, and we have confirmed your attendance on the course. SFE should pay the first instalment of your maintenance loan within 5 working days of this.

When are tuition fees paid?

Tuition fee loans are paid direct to the University. If you withdraw from your course, you will be liable for course fees as outlined in the Oxford Brookes University terms and conditions.

Please be aware that the College is legally required to share information about your enrolment with certain statutory bodies including the Student Loan Company and the UK Border Agency. Please note that if you are withdrawn from the course, whether voluntarily or because the College requires you to do so, we will be obliged to report this to the appropriate agencies.

Bursaries and Scholarships

You may be eligible for extra financial support – if in doubt, ask a staff member and consult the Oxford Brookes University website.

What is the Social Work Bursary?

If you are meet the eligibility criteria, you can apply for a social work bursary at the end of their first year, to help with living costs and tuition fees for your second year of study. The bursary includes a contribution towards travel to and from home to your social work placement.

An undergraduate social work bursary is:

- Awarded to eligible students who have successfully completed their first year of study.
- Not means-tested (i.e., NOT assessed on your household income)
- A grant, not a loan - you don't have to pay it back.
- Paid into your chosen bank account in instalments at the start of each term.

Bursary Rates

For 2022/23 the bursary rate is £4,862.50 (rate for attending a University outside of London).

How to apply

New students starting courses from September 2022 can apply at the end of their first year by logging onto the online student portal 'MyFunding'. Social work Bursaries are administered by the NHS Business Services Authority (NHSBSA).

Please note that we cannot guarantee that you will receive a social work bursary. The number of bursaries is capped for each course, so all students may not receive it. We are required to nominate students for bursaries according to attendance and academic achievement in Year 1 of the course.

If you are required to re-sit a year of the course due to not passing the required course modules, you will not be eligible to apply for a bursary.

'Care Leaver' Funding

Local Authority 'Care leavers' are able to apply for the same support from Student Finance England as other students. You are classed as a 'care leaver' if you have been in the care of, or accommodated by, the Local Authority for at least 13 weeks before the age of 16 *and* you haven't reconciled with your parents between leaving care and starting your course. Student Finance England will assess you as an independent student, so parental household income will not be taken into account when they are working out your loan entitlement.

Additional support may also be available. As a care leaver on a full-time Higher Education course, you may be entitled to funding from the Local Authority that was responsible for your care. To apply for support, students should contact their Personal Advisor, Social Worker or Case Worker.

Students with Additional Learning Support Needs

We believe in supporting all our students as best we can throughout their study. Sometimes this support needs to be more personalised to better meet their needs. If you feel this may apply to you, please contact HEAdmissions@wiltshire.ac.uk to request an ALS contact form.

If you think you will need extra support whilst studying, please apply for DSA (Disabled Students' Allowance) from Student Finance England. More information can be found here <https://www.gov.uk/disabled-students-allowances-dsas/overview>

Students applying for DSA will be required to have an external assessment. There is a charge for this assessment and whilst we can advise who to contact, we cannot provide the external assessment within the college so this needs to be arranged by you with support at the above link.

The DSA application process is quite a lengthy one and students are advised to apply prior to starting studies to ensure that equate support can be put in place as close to the start of term as possible.

Countdown Checklist....

Have you:

- ✓ Applied for your student finance to cover tuition and maintenance?
- ✓ Reviewed how to apply for the social work bursary at the end of Year 1?
- ✓ Applied for any additional bursary or scholarship you may be entitled to?
- ✓ Sent us copies of all requested qualification certificates (if required)
- ✓ Applied for accommodation (if required)
- ✓ Applied for student discount schemes
 - [NUS extra | TOTUM, UNiDAYS - Fast, free, exclusive discounts for students \(myunidays.com\)](#)
 - [Free Student Discounts | Valid 2022 Codes \(studentbeans.com\)](#)
 - [Extra Funding for University - The Scholarship Hub](#)
- ✓ Considered becoming a member of our Student Alliance? More information to follow!

Useful Contacts

HE Admissions at Wiltshire College (09.00 – 16.30 Mon-Fri)

Call: 01225 756200 Email: HEAdmissions@Wiltshire.ac.uk

Wiltshire College Main switchboard (08.30 – 16.30 Mon-Fri)

Call: 01225 350035

Accommodation team at Wiltshire College Lackham (08.30 – 16.30 Mon-Fri)

Call: 01249 466896 Email: AccommodationLA@wiltshire.ac.uk

UCAS: (0830 - 1800 Mon-Fri)

Call: 08714680468

Student Finance England: (0800 - 2000 Mon – Fri, 0900 - 1600 Sat & Sun)

Call: 0300 100 0607

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