

Programme Handbook 2022/23

Programme Name: BSc Hons. Social Work

Programme Leader: Robert Lomax & Patrick Moreno

Campus and Cohort: Glenside Cohort 2022

Aims of the Handbook

The handbook is designed to provide information relevant to the programme. The information in the handbook may also be provided in a number of other electronic or paper sources and this document provides links to the definitive data sources wherever possible.

Please note that the electronic version of the handbook will be kept up to date and you will be notified of any significant changes. If you have taken a hard copy of any information, please remember to refer back to the electronic version to ensure that you are working with the most up to date information.

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1. Programme team information

Programme Leaders:

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Programme Team:

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Administrative Staff:

Name	Role & Email	Tel No	Room Number
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Student Administrative Team (SAT)	has.sat@uwe.ac.uk	-	1B24

BSc Social Work: [Programme Specification](#)

Chief external examiners from other institutions are appointed to a suite of programmes to act independently and work with the Faculty in the management of threshold academic standards, ensuring parity of approach to assessment across all awards available.

2. Key Faculty Staff

See faculty [webpages](#) for student advice.

3. Programme specific information

You are asked to pay particular attention to assessment dates and ensure you check with your academic team if you are unsure when assessments are due. Students are expected to be available during these periods and absence from scheduled assessments may have a significant impact on your studies. Please take care to avoid these dates when planning any holiday.

Broad aims:

To prepare students to demonstrate capability to a qualifying standard across all domains of the professional capabilities framework for social work (PCF) [PCF](#); and to meet the regulator, [Social Work England's standards](#) so that graduates will be eligible to work as professional social workers.

To prepare students for capable and proficient practice as newly qualified workers with all ages and service user groups in all relevant settings.

To provide an academically rigorous, stimulating programme that provides students with the knowledge, critical understanding, experience and skills to work creatively and constructively with a diverse range of service users, carers, other professionals and organisations to enhance well-being.

Specific aims

- To ensure that students learn from and with service users and carers, qualified social workers and other relevant stakeholders and practitioners.
- To provide a programme of learning that closely integrates theory and practice and reflects current practice concerns and developments.
- To provide a programme of learning in which principles of equality and anti-oppressive practice are central to its content and educational approach.
- To enable students to explore their own values and develop them for social work practice.

- To enable students to become socially, politically and self aware practitioners who are able to exercise autonomous professional judgment, power and authority in complex situations.
- To enable students to become resilient, confident practitioners with strong professional identities, able to reflect critically on their own performance and professional development.

Teaching and Learning Strategy

On the BSc (Hons) Social Work programme teaching is a mix of scheduled, independent and placement learning:

Scheduled learning includes lectures, seminars, whole day conferences, project supervision, group and individual tutorials. Sessions follow the [UWE guidance](#) about hybrid learning and, in the context of the ongoing pandemic, some teaching and learning takes place online. A range of skills development workshops and work based learning activities (including opportunities to shadow experienced professional practitioners) will meet the requirement for 30 days of skills development across the programme. Scheduled sessions may vary slightly depending on the module choices made.

Independent learning includes hours engaged with essential reading, on-line activities, case study preparation, assignment preparation and completion etc. Scheduled sessions may vary slightly depending on the module choices made.

Placement learning: There will be a 70 day placement at Level 2 and a 100 day placement at Level 3.

Overall, students will be exposed to a range of teaching and learning methods, and will be encouraged to undertake independent study, to develop skills as co-operative but autonomous and independent practitioners.

Service user and carer involvement

The programme team works closely with service users and carers through a body known as the HUB group. The group is facilitated by a member of academic staff, and members have been involved in developing the programme. They are and will be involved in selection of students for the programme, and in teaching, learning and assessment across a range of modules. Their contributions will be both in person, and through written and audio-visual materials that have been developed for use in the programme. Service user and carer involvement has been mapped against all modules in the programme.

There will be opportunities outside module teaching, for students and members of the HUB group to explore and debate aspects of social work practice, to challenge orthodoxies and offer differing perspectives on service delivery. These opportunities will be both face to face and on-line using Blackboard.

Assessment Strategy

Assessment strategy to enable the learning outcomes to be achieved and demonstrated:

The [Professional Capabilities Framework](#) provides a structure for the professional development of social workers. It is intended to indicate standards of overall professional capability at different stages of someone's career in social work. It promotes holistic assessment of the extent to which the capabilities are achieved across nine domains at each stage. In relation to pre-qualifying education it identifies four stages beginning with entry requirements. The remaining three are:

- Readiness for Direct Practice
- End of placement one
- End of qualifying level / graduation

Each relates to the three Levels of the programme. Assessment of modules in the programme is designed to provide holistic assessment of students' achievement of the capabilities appropriate to each stage. As such, the range of assessments at each Level is intended to assess students' integration of the knowledge, skills and values appropriate to the relevant stage of the PCF.

It is this that has informed the determination of co- and pre-requisites for progression to modules at each Level. Assessment of Readiness for Direct Practice is dependent on successful completion of all four modules at Level 1, and this will be a pre-requisite for enrolment on Reflective Practice in Social Work.

Beyond this, assessments have been chosen firstly for their relevance to each module's content, and secondly to provide a variety of approaches to assessment across the programme that will promote students' abilities to present themselves in a range of settings, mediums and formats.

Professional Suitability

At any point during your period of study on the Social Work programme at UWE you become aware of any issue that may require investigation by the programme manager with respect to professional suitability, you must alert the programme manager immediately. Examples of such issues include cautions, convictions, disciplinary action, safeguarding enquiries. Your own conduct at university and on placement also falls under the remit of the university's [suitability policies](#) so you should familiarise yourself with its contents.

4. Additional Information

The academic year dates are published on the University website, see: [The academic year dates](#)

Please note though that the social work programme's timetable does differ to the standard academic year, most notably that the programme usually starts a week or two earlier than standard programmes.

5. Communication

The main communication channel used by the University and the Faculty is the UWE student portal, myUWE. The myUWE link appears at the top of the University staff and student intranet home page alongside that of the library and gives you access to the portal, where much of the information relevant to you will appear, including important announcements. MyUWE gives you access to a wide range of course information, including links to Blackboard for modules you are currently studying. Blackboard provides the main communication channel for module specific information and should be checked regularly for new content and announcements.

Also from myUWE you can access your UWE student email account, which you are expected to check regularly (at least twice a week) as this is the email address that the University will use to contact you. If you do not activate this account, or chose to automatically forward emails to a different email account, then the University will not be responsible if you miss important information such as details about classes, assessments, examinations, fees, registration etc.

Please see here for: [information on all aspects of your myUWE portal](#)

Changes to your Programme

We strive, and are expected, to continually enhance our Programmes by responding to feedback from students and other Stakeholders, ensuring the curriculum is kept up to date and our graduates are equipped with the knowledge and skills they need. We may make any such changes to our Programmes without consulting you if the changes will not involve a Material Change.

There may be circumstances where we have to make a Material Change to the Material Information. In these circumstances, we will give you advance notice of the change and inform you about how this change will impact on your Programme and work with you to ensure you understand the reasons for, and the effect of, the change.

A Material change would be a change to the programme from the information we provided to you when we made you an offer of a place on your Programme, which includes:

- *the published details of your Programme*, including: Programme title; entry requirements; what you will study (for example core modules);
- method of study (for example, lectures, seminars, work placements); expected workload including number of contact hours and expected self-study;
- the overall assessment strategy for your Programme (not a change to the balance of assessment within individual modules);
- the award you will receive on successful completion of your Programme;
- location of study or possible locations;
- length of your Programme;
- whether your Programme is accredited by a professional, statutory or regulatory body (PSRB).

Examples of reasons for making a Material Change to your Programme may include:

- a commissioning or accrediting body requires us to add new course content to your Programme;
- in response to feedback from stakeholders or our students;
- where there is an insufficient number of students applying to the Programme/module of a Programme to make running the Programme or module impractical to provide a suitable student experience and/or financially viable;
- to reflect the introduction of new technologies;
- where staff have taken extended leave or left the University;
- following changes to the funding we receive or that students may be eligible for;
- Government legislation

Where we wish to make a material change your rights are defined within the University's [Terms and Conditions](#)

6. Regulations/Policies

Marking criteria are found on the BSc Social Work Hons Backboard site and on individual modules pages.

Assessment Offences

In order to ensure that all students are assessed fairly and equitably, it is important that markers are able to be sure it is your own work which is being assessed and that all your assessed work is done within the University rules and regulations. If a marker or invigilator believes that you have committed an assessment offence this will be reported and the allegation will have to be investigated. The University take the committing of assessment offences very seriously. Action is always taken to investigate and follow through any such

cases that are reported. The process and consequences can be found within the [UWE Assessment Offences policy](#)

An assessment offence is defined by the University as 'any action which has the potential to give a student an unfair advantage in an assessment.' Plagiarism and collusion are examples of the use of unfair means of presenting work for assessment or of aiding another student to do so.

Plagiarism – Demonstrating that you have read a wide range of material (books, journals or other sources) in writing a piece of coursework is essential, but so is ensuring that you acknowledge that work properly through correct referencing i.e. the naming of authors/sources and the use of paraphrasing, quotation marks or indented paragraphs.

Collusion – You may be asked to work with other students on a project, in class or analysing data, it is essential that any work you hand in for assessment purposes is written up by you on an individual basis. The text and diagrams / pictures etc. you use must be your own. You must be particularly careful if you are sharing a computer with another student or passing information between yourself and others in an electronic format such as email that you do not use someone else's words – or that they use your words.

Non-compliance – it is important that you follow the instructions given to you by staff and adhere to the regulations of the University. For example, non-compliance could include taking unauthorised papers or items into an examination room.

Regulations

[The University regulations](#) are designed to ensure consistency and equity for students and to provide clarity in how they will be treated by the University in any given situation;

How your degree will be calculated:

Due to variations between the total credit requirements for different degree with honours awards, a single University-wide formula, which uses the same number of credits for all students, is used to calculate degree classifications. This is unless a professional or statutory body requires the use of a different method. Your Programme Leader will be able to advise you if this is the case for your award. The key features of the formula are:

- Only the marks for 100 credits at level 3 and 100 credits at level 2 (or other level 3 credits) are included.
- Marks for the 100 level 3 credits are weighted three times those at level 2.
- Marks used are the best overall module marks a student has achieved.

Please see the UWE website for more information about [how your degree will be calculated](#)

In addition to the academic regulations, students should pay particular attention to the [IT Acceptable Use Policy](#) as this defines what you can or cannot do for the protection of systems and of individual users.

Details of the [word count policy](#) can be found on the website.

Referencing is the technique used to direct readers of a piece of written work to the sources of information that have been used in the preparation of the written work.

If you wish to refer to something you have read you MUST give a reference for this material. [The University Library provides advice on managing references.](#)

Health and Safety

Please see information on [Practcie Support Net](#).

7. Advice and Support

Academic Support is provided through a number of roles and students should seek advice from academic staff on specific matters relating to teaching and learning.

Programme Leader:

Programme related issues, issues impacting on a number of modules within the programme, programme specific activities happening outside modules

Module Leader:

Module related issues, issues that affect that module only

Academic Personal Tutor:

Brroader issues relating to teaching and learning at the University. See the website for further information about the [Academic Personal Tutor](#).

Other policies and guidance:

- [Online resources and learning support, together with advice from Library Services](#) on managing references and improving your learning, writing and research skills are available.
- If you need help with a particular mathematical or statistical problem, then just pop along to an [espressoMaths session](#), sit down at the espressoMaths table, and have a chat with one of the staff on duty; this person will be able to provide you with free user-friendly advice concerning your problem.
- The University also provides **support to students** relating to a range of matters through the [Information Points and specialist advisers](#).

- [There is advice available relating to **study-related issues**](#) including assessments, and if there are [circumstances affecting your ability to study](#).
- Advice is available on [transferring courses](#), taking time out or withdrawing from study.
- Information to help you in [preparing for your final year](#) can be found on the website.
- [Prepare for life after university](#) with Careers advice and guidance before, during and after your studies.
- Preparing to go on **placement** whilst at UWE. [Advice on opportunities for placements or finding placements](#).
- [Explore and practice **faith and spirituality** at UWE](#)
- [Tuition fees and information on **bursaries and scholarships**](#)
- [Residents' guides and **accommodation options**](#).
- [Wellbeing advice, from **staying healthy** to counselling](#).
- [Advice and guidance for **international students** at UWE](#).
- [Information on **student feedback and surveys**](#).
- Link for information for the [Students Union](#) and how to become a student representative.
- [Information on **Equality and Diversity**](#)

8. Insurance Guidelines

The University has a range of insurance policies which provide cover to both the University, it's employees and to students. The following guidelines provide summary information on the operation of key policies in the context of University activities. If you required further information please contact J Elliott, Insurance and Data Protection Compliance Officer in Financial Services.

Students on University Premises

Indemnification of the University

The University has arranged insurance which provides indemnity in respect of the University's legal liabilities, which it may incur as a result of injury to students on its premises. There is no cover for accidents that are nobody's fault.

Personal accident

Although an element of Personal Accident insurance is included in the University's Overseas Travel policy the University does not provide general Personal Accident Insurance for students. It is the student's responsibility to arrange their own cover should they wish to do so. However, Personal Accident Insurance is available for students belonging to the various Students' Union sports clubs. For further details please contact the Students' Unions Finance Manager.

Fixed Trips

Travel insurance is provided for students undertaking overseas field trips, which are an integral part of their course. An element of Personal Accident insurance cover is included in this policy. However, students undertaking field trips in the UK or overseas may wish to obtain a more comprehensive cover themselves for the duration of the trip.

Sandwich Courses

Students enrolled on sandwich courses normally complete the work placement as employees of the host firm. It is expected that the student will be covered by the employer's insurances as they apply to its employees.

Secondment and work experience schemes

Where students are seconded to firms (except for periods of industrial training in connection with sandwich courses) public authorities or other establishments for the purpose of practical training or industrial experience, the insurance arranged indemnifies the University in connection with:

- legal liability incurred as a result of accidental injury to the students themselves
- legal liability incurred as a result of accidental injury/damage to third party persons or property arising out of any University activities.

Special arrangements may be necessary depending on the nature of the work experience. Receiving organisations should be asked to deem students to be employees for the purpose of Employers' Liability and Third Party Liability cover.

Student Overseas Travel

General

The University has automatic travel insurance cover for employees and students. This policy provides cover for employees travelling overseas on official University business and students who travel overseas as part of their UWE course. Employees are defined as persons with a

contract of employment with the University. Our Insurers have confirmed that the cover will also apply to external examiners if travelling on University business and being paid by the University for their services. However it will not apply to other persons who are sub-contracting their services to the University.

No cover applies for holidays or other personal travel. Staff/students should make alternative insurance arrangements for that part of their travel which is not University business.

How to arrange cover

Overseas visits or study periods

Travel insurance cover is provided for students who are required to travel overseas for part of their course.

Claims

Details of any occurrence from which a claim may result must be sent immediately to John Elliott, Insurance and Data Protection Compliance Officer who must be kept fully informed of all developments.