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| South Gloucestershire Council | Updated 15th April 2024 |
| Social Worker Degree Apprenticeship Q&A | |

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| **Who can apply?** | Social Work Assistants, those from 0-25, Family and Support Services, Occupational Therapy Assistant, Personal Advisor.  Please contact your Principal Social Worker (PSW) if you are working in a role which involves direct contact with service users (usually at Hay 9) and your role is not listed.  **You must be employed by the Council for at least one year by the application closing date and be working a minimum 30 hours per week.** **You must also have a permanent contract of employment and** **successfully completed your probationary period.** |
| **What if several people from one team apply at once?** | Depending on the size of the team, it may be that the Team Manager can only support one person at a time.  Therefore, if we have more than one applicant from a team who meets the apprenticeship requirements and has been successful through the council’s interview process, we will discuss applications with the Service and Team Manager to understand who will be supported to move forward. |
| **What are the pre-qualification requirements?** | It is essential that applicants have Maths and English GCSE at grade C and above or Functional Skills Level 2 in the same subjects. You must obtain these by the end of our internal application deadline. It is not possible to gain Functional Skills alongside the degree apprenticeship route.  Please contact the Council’s Community Learning team or SGS college for access to Level 2 Functional Skills. If you are unable to obtain this requirement, before the application closing date, you will need to ensure you achieve this, in time for our next advert for Social Worker Apprenticeships.  You must be able to conduct assignment writing and referencing to an academic high standard.  It is a requirement to have a full driving licence and access to own car to become a Social Worker with the council, so this is also a requirement of the apprenticeship. Those who would like a reasonable adjustment to be considered by suggesting a viable alternative means of getting themselves to and from service users homes to conduct assessments etc. should discuss this with their Team Manager / Principal Social Worker. |
| **What will the application process look like?** | * Team Managers support applications based on [The Professional Capabilities Framework (PCF) | www.basw.co.uk](https://www.basw.co.uk/professional-development/professional-capabilities-framework-pcf/the-pcf), knowledge and skills of applicant and needs of their service. * Nominations are shortlisted by panel including Apprenticeship Lead, PSWs and Service User on apprenticeship standards. * Joint interview process with The Open University team and above panel. |
| **How will we organise the rotation placements?** | Information to be confirmed |
| **How does the 20% study time fit in to the working week?** | Wherever possible we will try to ensure a consistent day is allocated each week for study throughout the programme (based on the day the University delivers their course). Other study outside of this 20% will be conducted in the apprentice’s own time. |
| **What will happen to the 20% off the job, if my university study day falls on a bank holiday?** | When calculating the required amount of off-the-job training, the apprentice’s statutory leave entitlement will be deducted, in accordance with guidance from the apprenticeship off the job policy. The maximum deduction is 28 days per year, even if you receive more than this from the council, and this includes eight UK bank holidays.  It is not compulsory for a line manager to give the apprentice a day/time off for the study day missed. However, it would be based on their discretion and if the service area can accommodate the time off. |
| **What is funded?** | The apprenticeship levy pays for the University training. Apprentices will be expected to purchase any books etc. required themselves.  Travel to / from the University or other locations required as part of the course will be reimbursed in line with usual council expenses practices. |
| **Will the training provider pay for the initial dyslexia assessment?** | No, they do not fund the initial assessment, as it is expected that the employer does so. Once a diagnosis is received and the report supplied to the Open University, they then can apply for appropriate funding each month to support the additional equipment and resource for the individual. |
| **What will happen when I qualify?** | The council operates on the principle that people who pass their apprenticeship will be offered a social work post once registered with Social Work England from available vacancies.  We will have an informal interview process prior to placing staff to ensure a full understanding of the role they are applying for, and to ensure the relevant team manager feels that they fit the needs of that service. |