



**SCOTTISH SOCIAL SERVICES COUNCIL
APPROVAL OF SOCIAL WORK TRAINING COURSES**

**APPLICATION FORM
INCORPORATING FORM OF AGREEMENT AND APPROVALS PROFORMA**

For the use of Course Providers who are seeking approval from the SSSC to offer social work training courses

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INTRODUCTION

The Rules for Social Work Training set down arrangements for the approval, review and investigation of courses that are designed to enable students to meet the Standards in Social Work Education (SiSWE).

All applications for approval must be made using this Approvals Proforma provided by the SSSC. In addition, Rule 7.4 states that in making application to the SSSC for the approval of a course, the Course Provider will confirm in writing that it will abide by the Rules using a Form of Agreement, prescribed by the Council. Please note that all language and terminology used in this document are consistent with that used in the SSSC's Rules for Social Work Training 2003.

HOW TO COMPLETE YOUR APPLICATION FOR APPROVAL

This Application Form comes in two parts. The Form of Agreement forms Part One of this document and must be signed by the Dean of Faculty for the course provision. Part Two is an Approvals Proforma which should be completed in full by the Course Provider and which should enable the Approvals Panel to identify where evidence can be found to show that each of the approvals criteria (Rules and Requirements) is met. Course Providers may submit this application either electronically or using hard copy. The SSSC will distribute the documentation in both formats.

COMPLETING THE FORM OF AGREEMENT

All applications to the SSSC must include the signed Form of Agreement. This will mean that any application sent to us electronically must have the signed undertaking sent to us separately in hard copy. The Form of Agreement now follows:

FORM OF AGREEMENT – SCOTTISH SOCIAL SERVICES COUNCIL RULES FOR SOCIAL WORK TRAINING 2003

I hereby undertake to the Scottish Social Services Council ('the Council'), on behalf of the (name of Higher Education Institute) ('the Course Provider') that:

- All institutional procedures, processes and standards in respect of the Course Provider's educational provision are managed in accordance with the Quality Assurance Agency's Code of Practice and the QAA has been satisfied of this (**MO1**).
- The Course Provider shall abide by all of the Rules contained within the Rules for Social Work Training 2003, published by the Scottish Social Services Council (**MO4**).
- The Course Provider will comply with the Scottish Requirements for Social Work Training in respect of the proposed course provision (**TLA4**).

I confirm that the name and contact details of the Course Correspondent who will take responsibility for communication between the Course Provider and the Council is as follows (**MO2**):

NAME:

ADDRESS:

TEL:

FAX:

EMAIL:

I confirm that I have authority to give this undertaking on behalf of the Course Provider

SIGNED:

DATE:

NAME:

Dean of Faculty

ADDRESS:

COMPLETING THE APPROVALS PROFORMA

If you elect to use the proforma electronically, please be sure to use it to incorporate your comments, expanding Sections as you require. If you are wishing you complete your application manually, please add as many additional pages as you require, making sure that these are numbered and referenced appropriately.

In addition to the completed applications proforma, you may present any documentation produced for any purpose, if you consider that it evidences that a criterion is met. We ask that you use this proforma to show us clearly, through annotation, where to find the information we need. Where there is specific guidance concerning how to complete a column of the form, this is provided in the relevant column. You will understand that we do not expect our members of our Approvals Panels to spend time having to look through extensive documentation to identify how the Course Provider meets the criterion for approval, as this is not a good use of their time. Applications which are not adequately cross-referenced, or where documentation is not presented clearly, may be returned to you for further work to be undertaken.

The following example illustrates how we would expect you to complete the application:

EXAMPLE

Category Activity		Approval criterion
Rule or Requirement Stated in full		
<p>COURSE PROVIDER'S COMMENTARY: The Course Provider should provide a brief commentary which explains to the reader how each of the criteria for approval is met.</p>		
Any cross-references	Required information	Additional information
Reference to other criteria and/or documentation where evidence may be located.	The Course Provider should confirm that this information has been provided and clearly indicate where it can be found e.g. as a numbered appendix to the application.	Where applicable, the Course Provider may provide additional, supporting evidence to support its application. It should therefore indicate what additional information is being put forward.

PART TWO

EVIDENCING RULES AND REQUIREMENTS

Please note that a small number of the approvals criteria are met through the completion of the application itself (MO3) and through the undertaken given in the Form of Agreement (MO1, MO2, MO4 and TLA4).

All other criteria must be evidenced as indicated.

MANAGEMENT AND ORGANISATION: PROCEDURES, PROCESSES AND STANDARDS CONSISTENT WITH QAA CODE OF PRACTICE	MO1
Rule 6.1 (a)	
The Course Provider has satisfied the Quality Assurance Agency that its institutional procedures, processes and standards in respect of its educational provision are managed in a manner consistent with the Quality Assurance Agency's Code of Practice.	
This Rule will be met by the Course Provider through the signed undertaking of the Form of Agreement.	

**MANAGEMENT AND ORGANISATION: PROCEDURES, PROCESSES AND STANDARDS
NAMED COURSE CORRESPONDENT**

MO2

Rule 7.1

The Course Provider will provide the Council with the details of a named correspondent who will take responsibility for communication between the Course Provider and the Council.

This Rule will be met by the Course Provider through the signed undertaking of the Form of Agreement.

**MANAGEMENT AND ORGANISATION: PROCEDURES, PROCESSES AND STANDARDS
APPLICATION TO THE SSSC FOR APPROVAL**

MO3

Rule 7.2

The Course Provider will apply to the Council for approval using a standard form provided by the Council for that purpose.

This Rule will be met in its entirety by the Course Provider through completion of this 'Approvals Proforma.'

**MANAGEMENT AND ORGANISATION: PROCEDURES, PROCESSES AND STANDARDS
'FORM OF AGREEMENT'**

MO4

Rule 7.4

In making application to the Council for the approval of a course, the Course Provider will confirm in writing that it will abide by the Rules using a 'Form of Agreement', prescribed by the Council.

This Rule will be met by the Course Provider through the signed undertaking of the Form of Agreement.

MANAGEMENT AND ORGANISATION: PROCEDURES, PROCESSES AND STANDARDS HEI VALIDATION/APPROVAL		M05
Rule 6.1(d)		
<p>There has been an HEI validation/ approval process in respect of the course, which includes confirmation that the proposed course provision:</p> <ul style="list-style-type: none"> (i) is designed and will be monitored and reviewed in accordance with the SiSWE. (ii) will enable students completing an approved course to meet the SiSWE and (iii) will meet the terms of the Rules. 		
COURSE PROVIDER'S COMMENTARY:		
Cross-references	Required information	Additional information
	Confirmation that any internal validation /approval process has been undertaken in accordance with the Code and has addressed points (i), (ii) and (iii) listed above.	

MANAGEMENT AND ORGANISATION: PROCEDURES, PROCESSES AND STANDARDS PROGRAMME SPECIFICATION		MO6
Rule 6.1(e) A programme specification has been drawn up in accordance with QAA policy on programme specifications (1999).		
COURSE PROVIDER'S COMMENTARY:		
Cross-references	Required information	Additional information
	Copy of the programme specification. Relevant extracts from HEI regulations.	

**MANAGEMENT AND ORGANISATION: PROCEDURES, PROCESSES AND STANDARDS
REGISTRATION OF STUDENTS (1)**

MO7

Rule 6.1(i)

The Course Provider will ensure that in respect of the course provision, all students are registered in accordance with the Council's Registration Rules and that they remain so registered throughout the time they participate in an approved course and that the Course Provider will also inform the Council immediately in writing of any misconduct by a student that might call into question the student's registration with the Council, inform the student of that fact, co-operate with Council proceedings undertaken in terms of the Council's Registration and Conduct Rules and respond appropriately to the findings and decisions of the Council made in terms of the Registration and Conduct Rules.

COURSE PROVIDER'S COMMENTARY:

Cross-references	Required information	Additional information
	Letter signed by the HEI Registrar that <ul style="list-style-type: none"> • confirms that the HEI accepts this Rule. • confirms that all processes conform to HEI regulations. • undertakes to fully meet Rule. • describes how the arrangements in place will ensure that this Rule is fully met. 	

MANAGEMENT AND ORGANISATION: PROCEDURES, PROCESSES AND STANDARDS REGISTRATION OF STUDENTS (2)		MO8
Requirement K		
Make sure that students understand that they must be registered with the SSSC to start and stay on the programme, and that if the SSSC removes them from the register as a result of their misconduct, they will not be able to achieve the professional qualification in social work.		
COURSE PROVIDER'S COMMENTARY:		
Cross-references	Required information	Additional information
	Show how students will be informed about registration and conduct obligations.	

MANAGEMENT AND ORGANISATION: PROCEDURES, PROCESSES AND STANDARDS COMPLAINTS, TERMINATION OF TRAINING AND DISCLOSURE OF INFORMATION (1)		MO9
Rule 6.1(m)		
<p>The Course Provider has procedures for complaints, termination of training and disclosure of information about alleged wrongdoings and any qualifying disclosure in terms of the Public Interest Disclosure Act 1998 that are clearly publicised and the Course Provider will share with the Council information relating to complaints and termination of training investigations and disclosures in terms of the Public Interest Disclosure Act 1998, subject to the requirements of the Data Protection Act 1998.</p>		
COURSE PROVIDER'S COMMENTARY:		
Cross-references	Required information	Additional information
	<p>Procedures for dealing with complaints; termination of training; and disclosure of information about alleged wrongdoing.</p> <p>How these procedures are publicised.</p> <p>Arrangements in place to share with SSSC information relating to complaints and termination of training investigations and disclosures.</p>	

MANAGEMENT AND ORGANISATION: PROCEDURES, PROCESSES AND STANDARDS COMPLAINTS, TERMINATION OF TRAINING AND DISCLOSURE OF INFORMATION (2)		MO10
Rule 6.1(p)		
The Course Provider has arrangements in place to inform students about the Council's Complaints Procedure for dealing with any complaints in respect of proposed course provision.		
COURSE PROVIDER'S COMMENTARY:		
Cross-references	Required information	Additional information
	How it will inform students of SSSC's complaints procedures.	

MANAGEMENT AND ORGANISATION: PROCEDURES, PROCESSES AND STANDARDS MONITORING AND REVIEW		MO11
Rule 6.1(o)		
The Course Provider has in place arrangements to monitor and review the effectiveness of the arrangements for the proposed course provision.		
COURSE PROVIDER'S COMMENTARY:		
Cross-references	Required information	Additional information
	Information about its arrangements for the monitoring and review of course provision.	

ENTRY: HEI ADMISSION REQUIREMENTS		E1
Requirement A		
Make sure that the candidate meets the university's admission requirements for the degree.		
COURSE PROVIDER'S COMMENTARY:		
Cross-references	Required information	Additional information
	Confirmation that candidates meet all of the HEI's admission requirements. How this is done.	

ENTRY: REGISTRATION OF STUDENTS		E2
Requirement B		
Make sure that the candidate is registered on the part of the Scottish Social Services Council's (SSSC) register for students.		
COURSE PROVIDER'S COMMENTARY:		
Cross-references	Required information	Additional information
	<p>Arrangements it has in place to ensure that 6.1(i) is properly met.</p> <p>Show that by the time the student undertakes any practice learning, this process will be complete.</p>	

ENTRY: SKILLS LANGUAGE AND LITERACY		E3
Requirement C Make sure that the candidate has the language and literacy skills they need to: <ul style="list-style-type: none"> • understand and use the written materials that are used to teach the degree and • communicate clearly and accurately in spoken and written English. 		
COURSE PROVIDER'S COMMENTARY:		
Cross-references	Required information	Additional information
	Information about any new and existing arrangements in place to establish that all candidates meet this stipulation.	

ENTRY: SKILLS NUMERACY		E4
Requirement D Make sure that the candidate has one of the following: <ul style="list-style-type: none"> • the basic numeracy skills they need to understand the course materials and meet the Standards in Social Work (SiSWE), for example: <ul style="list-style-type: none"> - managing resources. - financial statistics and - budgetary procedures. (These skills would normally be equivalent to Standard Grade 2 in Mathematics.) • the ability and opportunity to learn and to demonstrate these skills while studying for the degree. 		
COURSE PROVIDER'S COMMENTARY:		
Cross-references	Required information	Additional information
	Processes by which the candidate will be assessed.	

ENTRY: SKILLS IT SKILLS		E5
Requirement E		
<p>Make sure that the candidate has the potential and willingness to learn the basic information technology and communication skills they need to get the European Computer Driving Licence (ECDL), or its equivalent, by the end of the first year of study.</p>		
COURSE PROVIDER'S COMMENTARY:		
Cross-references	Required information	Additional information
	<p>Arrangements for assessing the potential of the candidate to achieve the ECDL or equivalent at the point of entry to the course.</p>	

ENTRY SUITABILITY OF APPLICANTS		E6
Requirement F Use selection procedures that: <ul style="list-style-type: none"> • take account of the candidate's strengths and weaknesses and • exclude individuals who would not meet the SSSC's registration conditions. 		
COURSE PROVIDER'S COMMENTARY:		
Cross-references	Required information	Additional information
	A copy of the selection policy and procedures. Details of the criteria against which candidates will be judged. How it will judge candidates' suitability for registration with the SSSC.	

ENTRY: INVOLVEMENT OF KEY STAKEHOLDERS		E7
Requirement G Make sure that selection policies and procedures include effective and appropriate ways of involving key stakeholders in social services.		
COURSE PROVIDER'S COMMENTARY:		
Cross-references	Required information	Additional information
	Information about how stakeholders are involved or will be involved in the process of selection. A copy of its selection policy/procedures.	

ENTRY: SELECTION ADMISSION WITH CREDIT		E8
Rule 6.1(I)		
The Course Provider has in place and operates arrangements to admit students with credit, as required to do in accordance with the Scottish Credit and Qualification Framework.		
COURSE PROVIDER'S COMMENTARY:		
Cross-references	Required information	Additional information
	<p>Course outline.</p> <p>Arrangements that are in place to enable admission with credit.</p> <p>Evidence of how Requirement M will be met.</p>	

TRAINING, LEARNING AND ASSESSMENT REQUIREMENT: COURSE PROVISION EQUAL OPPORTUNITIES		TLA1
Rule 6.1(k)		
In all aspects of delivery, the Course Provider will demonstrate an ethos that reflects a commitment to equal opportunities and will meet legal obligations, including those in relation to equal opportunities and human rights.		
COURSE PROVIDER'S COMMENTARY:		
Cross-references	Required information	Additional information
	Demonstration of how this ethos will be reflected in all aspects of course delivery.	

TRAINING, LEARNING AND ASSESSMENT: COURSE PROVISION INVOLVEMENT OF STAKEHOLDERS		TLA2
Rule 6.1(f)		
<p>A range of stakeholders (including people who use services, carers, students, provider agencies and Higher Education Institutions) have been/will be actively involved at the appropriate stage in the design, delivery and evaluation of the proposed course provision.</p>		
COURSE PROVIDER'S COMMENTARY:		
Cross-references	Required information	Additional information
	<p>Description of how it has involved a range of stakeholders in the design of course.</p> <p>Plans to involve a range of stakeholders in the design, delivery and evaluation of the course.</p>	

TRAINING, LEARNING AND ASSESSMENT: COURSE PROVISION COLLABORATION		TLA3
Rule 6.1(g)		
The Course Provider has made adequate arrangements with social service provider agencies and others, for the purposes of ensuring that the proposed course provision meets the obligations set out in Rules 6.1 (b) and (c).		
COURSE PROVIDER'S COMMENTARY:		
Cross-references	Required information	Additional information
	<p>Arrangements established with social service provider agencies and others to ensure that it complies with the Requirements.</p> <p>How it has involved social service provider agencies and others in enabling students to meet the SiSWE.</p>	

TRAINING, LEARNING AND ASSESSMENT: COURSE PROVISION COMPLIANCE WITH REQUIREMENTS	TLA4
Rule 6.1(b) The Course Provider will comply with the Scottish Requirements for Social Work Training in respect of the proposed course provision.	
<p>This Rule will be met by the Course Provider through the signed undertaking of the Form of Agreement. In addition, the Course Provider will need to provide evidence against each of the approvals criteria. These include specific reference to <u>all</u> of the Requirements.</p>	

TRAINING, LEARNING AND ASSESSMENT: COURSE PROVISION CONTENT, STRUCTURE AND DELIVERY OF TRAINING		TLA5
Requirement H		
Design the content, structure and delivery of the training to allow social work students to show that they can meet the SiSWE and are suitable to be registered with the SSSC.		
COURSE PROVIDER'S COMMENTARY:		
Cross-references	Required information	Additional information
	<p>Details of content, structure and delivery of training, showing where students are enabled to meet the SiSWE.</p> <p>Information that shows an integrated curriculum bringing HEI-based learning and practice learning together.</p>	

TRAINING, LEARNING AND ASSESSMENT: COURSE PROVISION ENABLE STUDENTS TO MEET THE SiSWE		TLA6
Rule 6.1(c)		
The proposed course provision has been designed, and will be monitored and reviewed in accordance with the SiSWE and must enable students completing an approved course to meet the SiSWE.		
COURSE PROVIDER'S COMMENTARY:		
Cross-references	Required information	Additional information
	<p>Information about proposed course provision.</p> <p>Arrangements for monitoring and review that make clear the links with SiSWE.</p> <p>How students will meet SiSWE.</p>	

TRAINING, LEARNING AND ASSESSMENT REQUIREMENT: COURSE PROVISION SSSC CODES OF PRACTICE		TLA7
Rule 6.1(h)		
The proposed course provision fully takes account of the requirements of the Council's Code of Practice for Social Service Workers and the Council's Code of Practice for Employers of Social Service Workers.		
COURSE PROVIDER'S COMMENTARY:		
Cross-references	Required information	Additional information
	How the Codes, which are embedded in the SISWE, are reflected in the teaching and learning.	

TRAINING, LEARNING AND ASSESSMENT: COURSE PROVISION STRUCTURED ACADEMIC LEARNING		TLA8
Requirement P		
Make sure that the students spend enough time in structured academic learning, under the direction of an educator, to meet the required level of competence. This is expected to be <u>at least</u> 200 days or 1,200 hours.		
COURSE PROVIDER'S COMMENTARY:		
Cross-references	Required information	Additional information
	<p>A breakdown and timetable of the structured academic learning.</p> <p>Show how timetable will ensure students undertake the required amount of structured academic learning.</p>	

TRAINING, LEARNING AND ASSESSMENT: PRACTICE LEARNING ASSESSED PREPARATION FOR DIRECT PRACTICE		TLA9
Requirement O		
Make sure that all students undergo assessed preparation for direct practice to make sure they are safe to carry out practice learning in a service delivery setting. This preparation must include the opportunity to develop a greater understanding of the experience of service users and the role of social workers.		
COURSE PROVIDER'S COMMENTARY:		
Cross-references	Required information	Additional information
	<p>How the course, in a module or specific part of the course, addresses this requirement.</p> <p>How this preparation will be assessed, and by whom.</p>	

TRAINING, LEARNING AND ASSESSMENT: PRACTICE LEARNING ENABLE STUDENTS TO MEET THE SiSWE		TLA10
Requirement L		
Make sure that all students have the practice learning they need to meet the SiSWE.		
COURSE PROVIDER'S COMMENTARY:		
Cross-reference	Information required	Guidance
	<p>What has been/is being done to ensure that students will have sufficient numbers of appropriate practice learning opportunities to enable them to meet SiSWE.</p> <p>Confirmation that it is working with service provider agencies to secure resources.</p> <p>Information about internal QA processes that will enable the Course Provider to ensure that practice learning opportunities will enable students to meet the SiSWE.</p>	

TRAINING, LEARNING AND ASSESSMENT: PRACTICE LEARNING RANGE AND SUFFICIENCY OF LEARNING OPPORTUNITIES (1)		TLA11
Rule 6.1(j)		
The practice learning opportunities to be accessed by the Course Provider satisfy the needs of students, are acceptable to the Council and meet the Scottish Requirements.		
COURSE PROVIDER'S COMMENTARY:		
Cross-reference	Information required	Guidance
	<p>Information about the practice learning opportunities that will be available for students on the course.</p> <p>How these will meet the Requirements.</p> <p>Information about internal QA processes that will enable the Course Provider to ensure that practice learning opportunities will enable students to meet the SiSWE.</p>	

**TRAINING, LEARNING AND ASSESSMENT: PRACTICE LEARNING
RANGE AND SUFFICIENCY OF LEARNING OPPORTUNITIES(2)**

TLA12

Requirement N

Make sure that this assessed practice learning is structured over the course of the new degree to allow students to gain experience of:

- **carrying out statutory social work tasks, involving legal interventions.**
- **working in at least two contrasting service delivery settings (for students entering through work-based routes, at least one of these should be outwith their employing agency other than in exceptional circumstances).**
- **providing services to at least two user groups and**
- **providing services in a way that takes account of and values diversity.**

COURSE PROVIDER'S COMMENTARY:

Cross-references	Required information	Additional information
	Arrangements to make sure that students have access to all of the above and cannot graduate unless these conditions have been met.	

**TRAINING, LEARNING AND ASSESSMENT: PRACTICE LEARNING
SUPERVISED DIRECT PRACTICE AND APEL**

TLA13

Requirement M

Make sure that all social work students spend at least 200 days in practice learning, of which at least 160 must be spent in supervised direct practice in service delivery settings. This practice learning must be assessed. Up to 60 days of the supervised direct practice element can be subject to credit from prior experiential learning.

COURSE PROVIDER'S COMMENTARY:

Cross-references	Required information	Additional information
	<p>Plans to show how it will operate these arrangements.</p> <p>Details of new and existing APEL schemes.</p> <p>Details of how practice learning will be assessed, and by whom.</p> <p>Information about QA processes that will enable the Course Provider to ensure that practice learning opportunities will enable students to meet the SiSWE.</p>	

TRAINING, LEARNING AND ASSESSMENT: ASSESSMENT ENABLE STUDENTS TO MEET THE SISWE		TLA14
Requirement I		
<p>Make sure that students' achievement against the SiSWE is regularly and accurately assessed and confirm that all social work students have been assessed and have met <u>all</u> the learning outcomes before they are awarded the degree in social work.</p>		
COURSE PROVIDER'S COMMENTARY:		
Cross-references	Required information	Additional information
	Copy of the course's assessment schedule showing where and when students will be assessed and how the assessments address the SiSWE.	

**TRAINING, LEARNING AND ASSESSMENT: ASSESSMENT
MEET REQUIREMENTS OF STAKEHOLDERS**

TLA15

Requirement J

Make sure that policies and procedures for assessment include effective and appropriate ways of meeting the requirements of key stakeholders in social services.

COURSE PROVIDER'S COMMENTARY:

Cross-references	Required information	Additional information
	Information about policies and procedures for assessment showing how these meet the requirements of key stakeholders.	

TRAINING, LEARNING AND ASSESSMENT: ASSESSMENT EXTERNAL EXAMINATION		TLA16
Rule 6.1(n)		
The arrangements for External Examination will be as set out in Rules 17, 18 and 19.		
COURSE PROVIDER'S COMMENTARY:		
Cross-references	Required information	Additional information
	Details of its arrangements for contracting with external examiners in such a way as all of the criteria stated in Rules 17, 18 and 19 are fully met.	

**TRAINING, LEARNING AND ASSESSMENT: LEARNING AND DEVELOPMENT
INDIVIDUAL LEARNING PLAN**

TLA17

Requirement R

Make sure that the students' continuing learning requirements are recorded in an individual learning plan that they can take with them into their career in social work.

COURSE PROVIDER'S COMMENTARY:

Cross-references	Required information	Additional information
	<p>Details of the arrangements that have been set in place to ensure that each student has an Individual Learning Plan.</p> <p>How the Individual Learning Plan will be used.</p>	

TRAINING, LEARNING AND ASSESSMENT:LEARNING AND DEVELOPMENT UPDATING THE COURSE		TLA18
Requirement Q		
Make sure that the programme is continually updated as a result of developments in legislation, government policy and best practice so students have the skills, knowledge and understanding they need.		
COURSE PROVIDER'S COMMENTARY:		
Cross-references	Required information	Additional information
	Information about the process for continually updating the course. How this activity will be monitored.	