



Department  
of Health



Department  
for Education

# Social Work Education in the 2015 Academic Year

Information for HEIs and Students

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# Social Work Education in the 2015 Academic Year

## Information for HEIs and Students

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Department for Education.**

# Contents

Contents.....	4
Executive summary.....	5
Chapter 1: Social Work Bursary.....	7
Chapter 2: Education Support Grant.....	12
Annex 1: Social Work Bursary Allocation for the 2015 Academic Year.....	13
Annex 2: Social Work Bursary Timeline for the 2015 Academic Year.....	17
Annex 3: Education Support Grant Timeline for the 2015 Academic Year.....	19

# Executive summary

Improving the quality of social work education and meeting the needs of both employers and students remains a high priority for the Government and the Chief Social Workers. This publication focusses on the number of social work bursaries (SWB) for the 2015 academic year and the Education Support Grant (ESG) rates for the 2015 academic year. In summary:

- The number of whole-time equivalent (WTE) bursaries for postgraduate students starting in the 2015 academic year has been set at 1,500;
- The number of WTE bursaries for undergraduate students who started in the 2014 academic year has been set at 2,500;
- The ESG rates remain the same as 2014;
- The arrangements for students applying for bursaries is unchanged;
- There is a revised inclusion criteria for HEIs to use when shortlisting students;
- The arrangements for HEIs applying for the ESG remains unchanged (whether in an Early Adopter of Teaching Partnerships or not).

## Introduction

This document supersedes the *Social Work Bursary in the 2014 Academic Year 2<sup>nd</sup> Edition*.

Chapter 1 provides an update on the social work bursary with Annex 1 and Annex 2 providing the SWB allocation to HEIs and the timetable for application. Chapter 2 provides an update on the ESG (including the rates) with the timetable for claiming the ESG set out in Annex 3.

## The Wider Context

The Croisdale-Appleby and Narey reports showed there is scope to improve social work qualifying courses, particularly in the development and delivery of social work placements. The update DH published in December 2014 described some of the ways Government is taking forward the reform of social work education.<sup>1</sup> Through the early adopter phase of Teaching Partnerships (for which Government is making up to £2 million available) we expect partnerships to raise placement quality and to

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<sup>1</sup> Taking Forward Croisdale-Appleby's Review of Social Work Education: a DH Update: <https://www.gov.uk/government/publications/social-work-education-progress>

review their curricula and placement arrangements to take account of the Chief Social Workers' Knowledge and Skills statements. In time, Teaching Partnerships could improve the coherence between initial training, ASYE, CPD and post qualification education and training arrangements. The intention is to evaluate the Early Adopters of Teaching Partnerships with the aim of coming to a view about whether to expand the initiative.

The Government is continuing to support the Assessed and Supported Year in Employment (ASYE), Step-Up, Frontline and Think Ahead programmes.

# Chapter 1: Social Work Bursary

Approximately 1,500 WTE postgraduate bursaries are available for students starting in the 2015 academic year and approximately 2,500 WTE undergraduate bursaries for students who started in the 2014 academic year. There is, therefore, no guarantee that all students who started courses in 2014 or are about to start in the 2015 academic year will receive a bursary. Under current rules, students who receive a bursary will normally receive it until they graduate or become ineligible through changed circumstances.

The postgraduate bursary is available in both years of full time study and comprises the following elements<sup>2</sup>:

**Table 1: The postgraduate bursary in the 2015 academic year**

Basic Bursary (non-income assessed)	Full time students up to	London: £3,762.50 Outside London: £3,362.50
	Part time students up to	Pro rata of full time rate
Tuition Fee Contribution		£4,052
Income Assessed Bursary (if student qualifies)	Full time students up to	London: £4,201 Outside London: £2,721
	Part time students up to	Pro rata of full time rate
Income Assessed Allowances (if student qualifies)	Adult Dependants Allowance	£2,757
	Parents Learning Allowance	£1,573
	Childcare (1 child)	weekly £155.24
	Childcare (2 children or more)	weekly £266.15
Disabled Students Allowances (if student qualifies)	Specialist Equipment	Up to £5,212
	Non-Medical Helper's	Up to £20,725
	General Allowance	Up to £1,741
Placement Travel Allowance (PTA) for non-bursary recipients		£862.50

The bursary is available in undergraduate years 2 and 3 of full time study when students undertake placements<sup>3</sup>.

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<sup>2</sup> Or part time equivalent

<sup>3</sup> Or part time equivalent

**Table 2: The undergraduate bursary in the 2015 academic year**

Undergraduate Bursary	London	Outside London
Basic bursary	£5,262.50	£4,862.50
Placement Travel Allowance (PTA) for non-bursary recipients	£862.50	£862.50

Eligibility criteria are set out in the application packs available from the NHS-BSA's website<sup>4</sup>. In short, the key criteria are residency (based on the Department for Business Innovation and Skills (BIS) Student Support Regulations) and the policy of not providing additional public funding to students who already receive public funding. There are also rules about the types of retainer that are eligible. Please see the NHS-BSA website for full details.

Non-bursary recipients may be eligible (subject to criteria set out in the Bursary application form) to receive a placement travel allowance (PTA). PTA is automatically included in the basic bursary for those students in receipt of a bursary. This is intended to help students meet the costs of travel to and from their home to the placement provider's place of work. It is not intended to replace or supplement placement providers' expenses policy for students travelling to individual assignments. Postgraduate non-bursary recipients will not be eligible for any other allowances listed above.

Postgraduate students who started their course and received a bursary in the 2013 academic year will continue to receive a bursary until they graduate or become ineligible for a bursary.

Students who started their course before the 2013 academic year will continue to receive a bursary under the pre-2013 rules – a copy of which is available at NHS-BSA's website). Where a student receiving a bursary under pre-2013 rules defers from their course, on their return to study they will be eligible (subject to continuing to meet the criteria) for a continuation of the bursary under the rules introduced in 2013 in addition to the HEI's capped number of bursaries.

### The Application Process

The following process applies:

- HEIs will publish their inclusion criteria;

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<sup>4</sup> <http://www.nhsbsa.nhs.uk/Students/825.aspx>



- Students will need to be shortlisted by the HEI (using the inclusion criteria below);
- HEIs will notify the NHS-BSA of the shortlisted students;
- Students will apply to the NHS-BSA for the bursary or PTA. They can apply prior to finding out whether they have been nominated for a bursary; and
- NHS-BSA will assess eligibility for the bursary and pay students appropriately.

**Table 3: Inclusion Criteria for Postgraduate Students**

Students included on the bursary selection list should be prioritised for a bursary based on a ranking during the admissions process. HEIs should consider other factors such as their obligations for widening participation and under the Equalities Act 2010. HEIs should include a long-list of students as bursaries left unclaimed or unallocated in the original selection process may be re-allocated to students on the long-list, in line with the prioritisation criteria.

**Table 4: Inclusion Criteria for Undergraduate Students**

Students included on the bursary selection list should be prioritised for a bursary based on a ranking during the admissions process. The ranking can be adjusted during Year 1 based on attendance and passing the “readiness to practice” and Year 1 exams. HEIs should consider other factors such as their obligations for widening participation and under the Equalities Act 2010. HEIs should include a long-list of students as bursaries left unclaimed or unallocated in the original selection process may be re-allocated to students on the long-list, in line with the prioritisation criteria.

HEIs will want to assure themselves of the overall fairness and consistency of decision making (including consideration of the public sector equality duty) to shortlist students. It is therefore recommended that HEIs keep a record of why students were shortlisted for the bursary. For each of the students HEIs shortlist, the following details need to be provided to NHS-BSA.

- Name of student ranked in order of eligibility (i.e. the student who most met the criteria would be the first choice, etc. HEIs may decide to apply a scoring system);
- A list of reserves ranked in order of eligibility;
- Title of course;
- Full Time/Part time
- Proposed duration of study

NHS-BSA will supply a spreadsheet for HEIs to complete with the above information.

If a student shortlisted by an HEI is not eligible for a bursary under the eligibility rules applied by NHS-BSA, the NHS-BSA will progress to the next name on the reserve list until the HEI’s total number of bursary recipients is used. If a student has queries with the shortlisting process, these should be taken up with their HEI.

NHS-BSA's decision on student eligibility is final. There is no appeal process on the social work bursary. NHS-BSA operates a complaints procedure which considers administrative deficiencies in the process for considering applications. DH remains responsible for the policy that guides NHS-BSA's decision-making.

Undergraduate students may also be eligible for a loan from the Student Loans Company, subject to the usual criteria<sup>5</sup>.

### Feedback on Issues that have arisen in the 2014 Academic Year

The following issues were identified by either NHS-BSA, DH or the Social Work Education Funding Advisory Group:

Issue	Response
Not all HEIs used their full take-up of bursaries.	<p>(1) Where HEIs are not able to use their full bursary allocation (due to a lower than planned intake), they should notify NHS-BSA and DH. It may be possible for these to be allocated to other HEIs.</p> <p>(2) When HEIs submit their shortlist of students to NHS-BSA, they should include a reserve list, which means that NHS-BSA are able to process and award bursaries to students where higher ranked students have been assessed as not being eligible.</p>
There was low take-up of the Placement Travel Allowance	HEIs should remind students that if they are not shortlisted for a bursary, they may be eligible for the Placement Travel Allowance (subject to criteria).
Non-receipt of attendance data	HEIs do need to supply attendance data for students before the application window closes. Where it is received late, the students may not receive a bursary (i.e. their application may be ruled to be

<sup>5</sup> <https://www.gov.uk/student-finance-register-login>

	too late)
Application Deadline	The application deadline is final – applications for either a bursary or PTA will not be accepted after that date. HEI shortlists must also be received by the application deadline.

### **Future Allocation Methodology**

An explanation of the allocation methodology used for the 2015 Academic Year is included at Annex A.

The intention for the 2016 academic year is to use the existing methodology with the possible addition of a quality measure. This means that we will be asking HEIs to supply details of actual and planned student intake in October.

The Social Work Education Funding Advisory Group has discussed how a quality measure could be included within the allocation methodology for future years. Their recommendation was

- to revise the inclusion criteria for HEIs to use in shortlisting students for a bursary, which has been taken forward for the 2015 academic year, and
- to use the College of Social Work’s (TCSW) endorsement programme for initial qualifying education as the quality measure. The current position is that no decision has been made on this.

In the meantime the Government is considering additional ways to raise the quality of initial social work education, including learning from the early adopter teaching partnerships.

### **Conclusion**

Approximately 1,500 WTE postgraduate social work bursaries are available for postgraduates who started their course in the 2015 academic year and 2,500 WTE social work bursaries will be available for undergraduates who started their course in the 2014 academic year. Non-Bursary recipients will be eligible (subject to criteria) for PTA.

## Chapter 2: Education Support Grant

This chapter sets out the rates for the 2015 academic year.

The current ESG rates were set in the 2014 academic year after the consultation in 2013. Due to the on-going challenges around overall public finances, the Government has decided to keep the same rates for the 2015 academic year as those paid in 2014.

**Table 5: ESG Rates for the 2015 Academic Year**

Item	Rates
Practice Placement Days	£20 per day
Skills Development Days	£10 per day
HEI administration fee	£2 per day
Service user and carer involvement in the development and delivery of the social work degree.	£7,400 per programme (subject to criteria)

### Claiming ESG

HEIs will need to use the normal process to claim the funding. Details are available on NHS-BSA's website. There is no difference in either the rates or the claiming process for HEIs that are within the Early Adopters of the Teaching Partnership and those HEIs who are not.

### Skills Development Days

We have received feedback from NHS-BSA that take-up of the Skills Development Days (SDD) funding was low and have discussed the reasons for this with our Social Work Education Funding Advisory Group. The HEI representatives put forward the view that there was confusion about when SDDs could be claimed. The SDDs should be claimed in the academic year in which they take place. For Postgraduate study this is not an issue because the SDDs take place in the same year as the placements. For undergraduates the placements take place in years 2 and 3 and typically the majority of SDDs take place in year 1. It appears that some HEIs have not claimed for SDDs in undergraduate year 1.

### Conclusion

ESG rates will be paid in line with Table 5 set out above.

# Annex 1: Social Work Bursary Allocation for the 2015 Academic Year

This annex sets out the methodology and the allocation of the undergraduate bursary for students who started in the 2014 academic year and the postgraduate bursary for students starting in the 2015 academic year. In previous years, we have received a number of queries about how the bursary allocation has been calculated. In order to improve the transparency of the process a worked example of the calculation is provided below.

## The Social Work Bursary Allocation Methodology

The national number of bursaries is determined on the basis of available funding with a higher priority being given to postgraduates than undergraduates. Separate figures are provided for both undergraduate and postgraduate students and the two calculations are performed separately.

In the 2015 academic year both the undergraduate and postgraduate bursary allocation to HEIs uses an 'intake-based' system. This differs from previous years:

- in 2013 a 'stock-based' system was used for both the undergraduate and postgraduate allocation<sup>6</sup>;
- In 2014 a 'stock-based' system was used for undergraduates and an 'intake-based' system for postgraduates.

The intake-based methodology requires each HEI to provide course intake data for five academic years. This data was requested from HEIs by the Department in October 2014. In practice, this is actual intake for the past three years and planned intakes for the next two years. For the 2015/16 academic year, each HEI has provided actual course intakes for 2012/13, 2013/14 and 2014/15, together with planned intakes for 2015/16 and 2016/17.

These five intake values are then added together, to get the total intake over five years for each HEI. The sum of these totals gives the expected intake across all HEIs over the five-year period.

Each HEI's expected intake over the five years is then expressed as a percentage of the total intake across all HEIs. The HEI will then receive this percentage of the national number of bursaries. The table below gives an example of how 90 bursary places would be spread across five HEIs. The five HEIs have different intakes

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<sup>6</sup> By stock – we mean the number of bursaries students in HEIs received prior to the introduction of the cap.

following different patterns; for example, HEI D represents a new course starting in 2015/16.

**Table 6: Worked example of 2015 allocation methodology**

HEI	Actual Intake			Planned Intake		Total	Percentage	Allocation
	2012	2013	2014	2015	2016			
<b>A</b>	24	23	24	26	28	125	16%	<b>14</b>
<b>B</b>	100	90	80	90	90	450	57%	<b>52</b>
<b>C</b>	10	15	15	25	25	90	11%	<b>10</b>
<b>D</b>	0	0	0	35	40	75	10%	<b>9</b>
<b>E</b>	10	8	9	8	10	45	6%	<b>5</b>
<b>Totals</b>	<b>145</b>	<b>136</b>	<b>129</b>	<b>185</b>	<b>193</b>	<b>785</b>	<b>100%</b>	<b>90</b>

Looking at HEI A, we see that the total intake over the five-year period 2012/13 – 2016/17 is 125. The total intake across all HEIs is 785, therefore HEI A receives

$$\frac{125}{785} \times 100 = 16\% \text{ of the 90 nominations} = 14 \text{ places in total.}$$

### 2015 Social Work Bursary Allocation

The table below sets out the allocation of bursaries to HEIs. The figures below are in addition to the number of bursary recipients in the 2014 academic year. The total number of bursaries payable in the 2015 academic year includes a small number of students (mainly part time) who started their course before the introduction of the cap and approximately:

- 2,500 WTE UG bursary recipients who started in 2013 academic year;
- 1,500 WTE PG bursary recipients who started in 2014 academic year;
- 2,500 WTE UGs who started their course in 2014 academic year and are now entering their second year; and
- 1,500 WTE PGs who will start in the 2015 academic year

## Social Work Education in the 2015 Academic Year

<b>HEI</b>	<b>Undergraduate</b>	<b>Postgraduate</b>
Anglia Ruskin University	78	39
Bath – University of	29	0
Bedfordshire – University of	27	19
Birmingham – University of	40	44
Birmingham City University	68	0
Bournemouth University	26	21
Bradford – University of	57	25
Bradford College	26	0
Brighton – University of	17	23
Bristol	0	41
Brunel University	33	29
Buckinghamshire New University	35	16
Canterbury Christ Church University College	29	29
Cardiff University	0	1
Central Lancashire – University of	108	69
Chester – University of	25	20
City College Norwich	17	0
Coventry University	42	7
Cumbria – University of	49	14
De Montfort University	36	7
Derby – University of	43	5
Dundee – University of	1	1
Durham – University of	0	29
East Anglia – University of	16	29
East London – University of	44	30
Edge Hill University	25	3
Edinburgh – University of	2	3
Gloucestershire – University of	42	0
Glyndwr	5	0
Greenwich – University of –	21	27
Havering College	33	0
Heart of Worcestershire College	23	0
Hertfordshire – University of	35	32
Huddersfield – University of	51	16
Hull – University of	67	35
Keele University	23	20
Kent – University of	39	13
Kingston University	48	30
Lancaster University	32	28
Leeds – University of	32	15
Leeds Metropolitan University	42	20
Leicester – University of	0	0
Lincoln – University of	37	20

## Annex 1: Social Work Bursary Allocation for the 2015 Academic Year

Liverpool Community College	14	0
Liverpool Hope University	22	23
Liverpool John Moores University	0	33
London – University of – Goldsmith's College	23	23
London – University of – Royal Holloway College	0	40
London Metropolitan University	34	35
London South Bank University	32	31
Manchester – University of	0	48
Manchester Metropolitan University	52	43
Middlesex University	38	42
New College Durham	28	0
Northampton – University of	26	0
Northumbria University	64	20
Nottingham – University of	28	27
Nottingham Trent University	29	11
Oxford Brookes University	28	15
Plymouth University	47	29
Portsmouth – University of	34	20
Ruskin College	0	0
Salford – University of	62	82
Sheffield – University of	0	51
Sheffield Hallam University	66	18
South Essex College	0	0
Southampton – University of	0	0
Southampton Solent University	58	0
Staffordshire University	49	2
Stirling – University of	0	0
Stockport College	0	0
Strathclyde University	3	1
Sunderland – University of	27	9
Sussex – University of	31	22
Swansea University	0	0
Teesside – University of	56	11
University of Chichester	37	8
University of Warwick	0	37
University of West London	36	0
University of Winchester	27	8
University of Worcester	22	14
UWIC - Llandaff	8	0
West of England – University of	41	0
Wiltshire College	13	0
Wolverhampton – University of	43	17
York – University of	20	25
<b>TOTAL</b>	<b>2501</b>	<b>1505</b>



## Annex 2: Social Work Bursary Timeline for the 2015 Academic Year

Activity	September 2015 Starters	January 2016 Starters
HEIs informed of local numbers	June 2015	June 2015
Bursary application packs available	1 May 2015	1 May 2015
Student applications to NHS-BSA	1 May 2015- 30 November 2015	1 May 2015 – 14 February 2016
HEIs provide short list of undergraduate students	31 July 2015 (once exam results are known)	
HEIs provide short list of new postgraduate students and enrolment data, for 2014 to NHS-BSA. HEIs will also need to confirm attendance data for continuing postgraduate students	19 September 2015	By 9 January 2016
NHS-BSA confirm to HEIs which students have successfully applied	On-going - until the application period ends to keep HEIs up to date with their allocated numbers.	
HEIs confirm to DH: <ul style="list-style-type: none"> <li>Actual student intake for 2014, 2015 and 2016 academic years</li> <li>Planned student intake for 2017 and 2018 academic years</li> <li>Start dates of courses;</li> </ul>	October 2015 (actual dates TBC)	October 2015 (actual dates TBC)

**Tuition fee invoices:** HEIs should submit invoices to NHS-BSA after 1st December 2015 for September starters and 1st March 2016 for January starters

**Payment Dates for Students:** The bursary is paid in three instalments:

- The first instalment will be paid when the application has been assessed as eligible and no later than 10 working days from the date NHS-BSA receive confirmation of course enrolment, attendance and place on capping list from your HEI, or 10 working days from the date of your bursary notification letter, whichever is the later.

2. The second instalment will normally be paid by 08 January 2016 (24 April 2016 for winter start courses as long as the first instalment has been paid.
3. The third instalment will normally be paid by 24 April 2016 (29 July 2016 for winter start courses), as long as the second instalment has been received and NHS-BSA are not waiting for evidence of any estimated income.

**Placement Travel Allowance (PTA):**

If students are not included on the HEI bursary shortlist, the PTA will be paid after the application has been assessed as eligible and no later than 10 working days from the date NHS-BSA receive confirmation of course enrolment and attendance, or 10 working days from the date of the notification letter, whichever is the later.

If students receive a bursary, the PTA will be included within the three bursary instalments.

**Childcare Allowance:**

NHS-BSA will pay the Childcare Allowance, to students in receipt of a postgraduate bursary, in three instalments: one for each term of the academic year. These will be paid separately to the postgraduate bursary instalments.

The first instalment will be paid no later than 10 working days from the date on the notification of entitlement, or no later than 10 working days from the date NHS-BSA receive confirmation of course enrolment, attendance and place on the HEI short list, whichever is the later.

NHS-BSA will only pay the second and third instalments when NHS-BSA has verified the amount paid to the childcare provider for the preceding term. (Please note that NHS-BSA will contact the childcare provider directly to confirm these costs).

## Annex 3: Education Support Grant Timeline for the 2015 Academic Year

Activity	Timescales
NHSBSA requests initial estimates from HEIs	October 2015
HEIs provide initial estimates to NHSBSA	By 30 November 2015
NHSBSA pay first ESG instalment to HEIs	January 2016
NHSBSA request revised estimates from HEIs	April 2016
HEIs return revised estimates to NHSBSA	By 31 May 2016
NHSBSA pay second ESG instalment to HEIs including any relevant adjustments	June 2016
HEIs submit tracking data as per NHSBSA requirements	August to November 2016