



# Social Work Education in the 2019 Academic Year

## Information for HEIs and Students

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# Executive summary

Improving the quality of social work education, maintaining the supply of social workers and ensuring a return for the taxpayer remain high priorities for the Government and the Chief Social Workers. This document supersedes the Social Work Education in the 2018 Academic Year information packs. This publication focuses on the number of new social work bursaries (SWB) available to English students for the 2019 academic year and the Education Support Grant (ESG) rates for the 2019 academic year. In summary:

- The number of whole-time equivalent (WTE) SWB for postgraduate students starting in the 2019 academic year has been set at 1,500;
- The number of WTE SWB for undergraduate students who started in the 2018 academic year has been set at 2,500 (see paragraph 1.3);
- The arrangements for students applying for SWB (including the inclusion criteria); higher education institutions (HEIs) applying for the ESG; and the SWB and ESG rates remain unchanged from 2017. Pull-out style – used for headline paragraphs and description of paper (optional).

# 1. Social Work Bursary

- 1.1 Approximately 1,500 WTE postgraduate SWB are available for students starting in the 2019 academic year and approximately 2,500 WTE undergraduate SWB for students who started in the 2018 academic year. There is, therefore, no guarantee that all students who started courses in 2018 or are about to start in the 2019 academic year will receive a SWB. Under current rules, students who receive a SWB will normally receive it until they graduate or become ineligible through changed circumstances. A change in circumstances (e.g. residency status, caring responsibilities, type of accommodation, etc.) could, if not reported in a timely manner, result in an over or under payment. Overpayments will be recovered in full from students.
- 1.2 Some HEIs did not use their full allocation in 2018 (some by as much as 4 bursaries), which is a concern. We are in discussion with those HEIs to understand the reasons for this and may look to adjust the allocation methodology in future years to reflect this.

## SWB Rates

- 1.3 The postgraduate SWB is available in both years of full-time study (or part time equivalent) and comprises the following elements:

**Table 1: The postgraduate SWB in the 2019 academic year**

|  |                            |  |
|--|----------------------------|--|
| Basic bursary<br>(non-income assessed)               | Full time students up to   | London: £3,762.50<br>Outside London: £3,362.50 |
|  | Part time students up to   | Pro rata of full time rate                     |
| Tuition Fee Contribution                             |                            | £4,052   |
| Income Assessed SWB (if student qualifies)           | Full time students up to   | London: £4,201<br>Outside London: £2,721       |
|  | Part time students up to   | Pro rata of full time rate                     |
| Income Assessed Allowances<br>(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<br>(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-SWB recipients |                                | £862.50        |

- 1.4 The SWB is available in undergraduate years 2 and 3 of full time study (or part time equivalent) when the majority of students undertake placements.

**Table 2: The undergraduate SWB in the 2019 academic year**

| Undergraduate SWB          | London    | Outside London |
|----------------------------|-----------|----------------|
| Basic SWB                  | £5,262.50 | £4,862.50      |
| PTA for non-SWB recipients | £862.50   | £862.50        |

- 1.5 Eligibility criteria are set out in the [application packs](#) available from the NHS Business Services Authority (NHSBSA) Student Services website. In short, the key criteria are residency (based on the Education (Student Support) Regulations which govern mainstream student support) 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 NHSBSA Student Services website for full details.
- 1.6 Non-SWB recipients may be eligible (subject to criteria set out in the application form) to receive a PTA. PTA is automatically included in the basic bursary for those students in receipt of a SWB. 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 provider's expenses policy for students travelling to individual assignments. Postgraduate non-SWB recipients will not be eligible for any other allowances listed above.
- 1.7 Postgraduates who are eligible for a PTA only bursary may (subject to eligibility criteria) be eligible for a postgraduate master's loan from 12 June 2017. This change applies to new and continuing students.

- 1.8 Postgraduate master's social work students who began their course in 2016/17 or later who are not eligible for a SWB may be entitled to apply for a postgraduate master's loan available from Student Finance England of up to £10,000; those who began their course in 2017/18, up to £10,280; and for new courses starting on or after 1 August 2017, £10,609. More information on [funding for postgraduate study](#) can be found on the GOV.UK website.
- 1.9 Postgraduate students who started their course and received a SWB from the 2013 academic year will continue to receive a SWB until they graduate or become ineligible for a SWB.
- 1.10 Students who started their course before the 2013 academic year will continue to receive a SWB under the pre-2013 rules (a copy of which is available on NHSBSA Student Services website). Where a student receiving a SWB 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 SWB under the rules introduced in 2013. Any such allocations will be in addition to the HEI's capped number of SWB for 2018.

## The Application Process

- 1.11 The following process applies:
- (a) HEIs will publish their inclusion criteria;
  - (b) Students will need to be shortlisted by the HEI (using the inclusion criteria below);
  - (c) HEIs will notify NHSBSA Student Services of the shortlisted students;
  - (d) Students will apply to NHSBSA Student Services for the SWB or PTA. They can apply prior to finding out whether they have been nominated for a SWB; and
  - (e) NHSBSA Student Services will assess eligibility for the SWB and pay students appropriately.

## Inclusion Criteria for Postgraduate Students

Students included on the SWB selection list should be prioritised for a SWB 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 SWB 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.

## **Inclusion Criteria for Undergraduate Student**

Students included on the SWB selection list should be prioritised for a SWB 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 SWB 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.

- 1.12 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 SWB. For each of the students HEIs shortlist, the following details need to be provided to NHSBSA Student Services:
- (a) 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);
  - (b) A list of reserves ranked in order of eligibility;
  - (c) Title of course;
  - (d) Full time/Part time
  - (e) Proposed duration of study
- 1.13 NHSBSA Student Services will supply a template spreadsheet for HEIs to complete with the above information.
- 1.14 If a student shortlisted by an HEI is not eligible for a SWB under the eligibility rules applied by NHSBSA Student Services, the first named eligible student on the reserve list will assume the bursary funded place. This process will continue in the order reserves are listed until the HEI's total number of SWB recipients is used. If a student has queries with the shortlisting process, these should be taken up with their HEI.

- 1.15 Undergraduate students may also be eligible for a [loan](#) from the Student Loans Company, subject to the usual criteria.

## Conclusion

- 1.16 1,500 WTE postgraduate SWB are available for postgraduates who started their course in the 2019 academic year and 2,500 WTE SWB will be available for undergraduates who started their course in the 2018 academic year. Non-SWB recipients will be eligible (subject to criteria) for PTA.

## 2. SWB Allocation Methodology

2.1 This chapter describes the allocation methodology. The number of bursaries awarded to each HEI is based on data provided by HEIs to DHSC. It takes into account:

- (a) The number of students at a HEI over a 5 year period,
- (b) The number of students eligible for a bursary in the allocation year, and
- (c) The total number of bursaries available.

2.2 The data collection took place between December 2018 and January 2019.

2.3 In simple terms, the total number of students at all HEIs over the 5 year period is added together and divided by the national number of bursaries available to create a quota. The national number of new bursaries is 1,500 postgraduate bursaries and 2,500 undergraduate bursaries. The calculation of the quota for PG and UG bursaries from the 2017 academic year onwards is shown below:

**Table 3 - Calculation of PG Quota**

| <b>Calculation of PG Quota</b> |  | <b>2017</b> | <b>2018</b> | <b>2019</b> |
|--------------------------------|--|-------------|-------------|-------------|
| Row 1                          | National number of new PG bursaries                        | 1,500       | 1,500       | 1,500       |
| Row 2                          | Total number of PGs within 5 year period                   | 9,538       | 9,861       | 9,873       |
| Row 3                          | Intake required for 1 new bursary (Row 2 divided by Row 1) | 6.359       | 6.574       | 6.582       |

**Table 4 - Calculation of UG Quota**

| <b>Calculation of UG Quota</b> |  | <b>2017</b> | <b>2018</b> | <b>2019</b> |
|--------------------------------|--|-------------|-------------|-------------|
| Row 1                          | National number of new UG bursaries                        | 2,500       | 2,500       | 2,500       |
| Row 2                          | Total number of UGs within 5 year period                   | 15,282      | 14,989      | 14,365      |
| Row 3                          | Intake required for 1 new bursary (Row 2 divided by Row 1) | 6.113       | 5.996       | 5.746       |



- 2.4 The total number of students at an individual HEI over the 5 year period is divided by this quota to calculate the number of bursaries awarded to an institution. Validation checks are then undertaken to ensure that no institution receives more bursaries than it has eligible students – if this condition is violated these bursaries are distributed between remaining HEIs.

## Reasons for Changes in Allocations

- 2.5 It is common for the number of bursaries awarded to individual HEIs to change even if there is no change to the overall number of bursaries. This is because the methodology used to allocate bursaries takes into account actual and planned student intakes over a 5 year period at all HEIs. There are a number of reasons why the number of awards might change from year to year including:
- (a) **A change in the overall number of students in England:** As shown in Examples 1 and 2 (below) any change in the total number of students changes the quota required to produce a bursary. Between 2017 and 2018 the total number of postgraduate students increased by around 320 which increased the quota from 6.4 to 6.6 students per bursary. Because of this, HEIs who reported the same number of students in 2017 and 2018 may have seen a slight reduction in the number of bursaries received. Similarly, a reduction in the total number of undergraduates may result in a slight increase, depending on the individual data provided.
  - (b) **Changes at HEI level:** The allocation formula takes into account the number of students over a 5 year period. Therefore if there are changes in intakes for any HEI then that will have an impact on bursaries. The data for the 2019 allocation differs from that for the 2018 allocation as follows: actual data for 2015 is replaced with 2020 planned intake and 2018 data changes from plan to actual.
  - (c) **New Courses / Closed Courses:** As the formula is based on a full 5 years of students there is an impact for new courses and those which are closing. In both instances these courses will have “0” students for some years (either because they have not been open for long enough or because there is no planned intake) and so they are likely to receive a lower number of awards in those years. This can also lead to large changes in the number of awards from year to year as those courses get a full 5 years of student numbers or drop out of the system entirely.
  - (d) **Capping Out:** The formula ensures that no institution can receive more bursaries than it has eligible students. In 2019 this means that no HEI can receive more bursaries than its reported intake in 2018 for UG students and its

planned intake for 2019 PG students. If an institution has a dip in recruitment in any year then this can come into effect and can result in a seemingly large decline in allocations.

- 2.6 Therefore, a change in bursary numbers is a dynamic thing and depends on both changes at the HEI and National level. The precise reasons for change for each HEI are likely to be different.

## Worked Examples

- 2.7 To illustrate this point here are some fictional scenarios. In each case the number of bursaries to be awarded is 1,000 and in year 1 there were 10,000 students in England. The quota to receive 1 bursary was therefore 10 (10,000 / 1,000).

- 2.8 **Example 1: "business as usual":** In year 1 HEI A had an intake of 50 students per year over each of 5 years. This meant that it received a total of 25 bursaries (250 divided by 10).

| Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|--------|--------|--------|--------|--------|
| 50     | 50     | 50     | 50     | 50     |

Total students = 250. Total Bursaries = 25 (250 divided by 10)

- 2.9 **Example 2: Expansion:** In Year 2 HEI A plans expansion from the next year. This means that in the return year 5 becomes a higher value (70) and a value of 50 drops from the calculation. As a result the number of students over 5 years increases to 270 and the number of awards to 27.

| Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|--------|--------|--------|--------|--------|
| 50     | 50     | 50     | 50     | 70     |

Total Students = 270. Total Bursaries = 27 (270 divided by 10)

- 2.10 **Example 3: Change to total number of students:** In Year 2 there is no change to HEI A plans however a new provider has entered the market and so the overall number of students increase to 10,500. This changes the quota required to (10,500 / 1,000) = 10.5 students.

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| Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|--------|--------|--------|--------|--------|
| 50     | 50     | 50     | 50     | 50     |

Total Students = 250 Total Bursaries = 24 (250 divided by 10.5)

2.11 **Example 4: Course Closure:** In Year 2 HEI A announces that is going to close its course next year. This means that in year 5 a value of zero is recorded and a value of 50 is dropped from the calculation. The overall number of students remains at 10,000 and so the quota is 10 students per award.

| Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|--------|--------|--------|--------|--------|
| 50     | 50     | 50     | 50     | 0      |

Total Students = 200 Total Bursaries = 20 (200 divided by 10)

## 3. SWB Guidance for HEIs by NHSBSA

- 3.1 Following feedback from a number of HEIs, NHSBSA Student Services has provided the following guidance to clarify and reinforce the action to take with various scenarios relating to the allocation of capped places to social work bursary students.
- 3.2 The aim of this guidance is to maximise the use of available capped places allocated to each HEI. It is important to note that when capped places are allocated the funding is set aside by the Department of Health and Social Care from the two financial years commencing prior to the start of each of the two academic years. This in turn means that whilst you nominate students for capped places the place will normally only 'follow' the student if they complete the course without any interruption, deferment, suspension or withdrawal from the course (i.e. undergraduate students complete the course within the 'normal period' (3 years) and postgraduates within 2 years (or the appropriate period for part time courses). As detailed below if a student does not complete the course within the 'normal period' they will in most cases lose their entitlement to the capped place if they return to training.
- 3.3 To effectively meet the objective of maximising the use of available capped places under the current arrangements we need support from all HEIs. This includes a requirement to provide us with timely information about every change in a student's attendance. This means NHSBSA Student Services will require you to download, complete and forward to us the relevant SWB02, SWB03 or SWB04 form from our website as soon as you become aware of such a change. This is especially important at the end and start of each academic year as once a payment has been made to a student with a capped place, who subsequently withdraws within a few days or weeks then the capped place cannot be re-allocated to another student for that academic year.

### Withdrawals

- 3.4 If a student withdraws from training, their capped place may be reallocated to another student, as long as the withdrawn student has not received a payment and the place is reallocated prior to the end of the financial year in which the academic year commences. Once a payment has been made the capped place cannot then be reallocated to another student and any further funding, for that capped place, will be lost in that academic year.

## Postgraduate Student Deferrals

- 3.5 If a postgraduate student has been allocated a capped place but informs their HEIs that they wish to defer starting their course until a later academic year, their place can be reallocated to another student. Again, they must not have received a bursary payment, or the place is lost. If the place is not reallocated to another student, the place will also be lost. A new capped place will then need to be allocated to the deferred student, when they commence training, from the allocation of capped places for the academic year they are joining. They cannot retain a previous academic year's capped place even if the place was not reallocated to another student.

## Resuming Postgraduate Students

- 3.6 Students who attended in their first academic year and were nominated for a capped place, but had a period of non-attendance for a full academic year and are now resuming training, will have lost the capped place initially allocated to them. These capped places cannot be retained if a student withdraws from training for any reason, even if the place is not reallocated to another student.
- 3.7 If HEIs wish to allocate a capped place to a postgraduate returning student, this can only be done if there are exceptional circumstances that instigated the deferral and the student's capped place must either:
- (a) be allocated from the postgraduate year cohort the student is returning to (this could only happen if someone else had withdrawn from the course without receiving any payments for the academic year)
  - (b) be taken from your total allocation of students for the new academic year. In this case the next year of funding for the capped place would also be lost and could not separately be allocated to another student the following year.

## Undergraduate Student Deferrals

- 3.8 If an undergraduate student has been allocated a capped place but informs their HEI they wish to defer starting the second or third year until a later academic year, their place can be reallocated to another student. They must not have received a bursary payment, or the capped place is lost. If the place is not reallocated to another student, the place will also be lost.

## Resuming Undergraduate Students

- 3.9 Students who attended in their first academic year and were nominated for a capped place, but had a period of non-attendance and are now resuming training, will have lost the capped place initially allocated to them for the rest of the duration of the course.
- 3.10 Undergraduate students who withdraw or defer and resume training at any point during the course including the first year may not occupy a capped place when they resume training.

## Maternity leave – all social work students

- 3.11 HEIs must follow the process outlined below for all students who are taking a period of maternity leave regardless of when they commence their maternity leave (including if it is during a 'holiday period') and regardless of whether or not they are enrolled on a capped place.
- 3.12 Undergraduate and postgraduate students who are nominated for a capped place may continue to receive bursary payments for up to a maximum of 12 months from the agreed date of the start of the maternity leave period or from the day after the date of birth. Students must provide the HEI with medical evidence of the pregnancy prior to commencing maternity leave (usually form MATB1). The start date of the maternity leave must be agreed with the HEI prior to commencement of the leave. HEIs must forward a form SWB02 to NHSBSA Student Services annotated to confirm the student has provided relevant evidence including the expected date of confinement, the last date of attendance and the date of return if the student is expected to return to complete the course.
- 3.13 Undergraduate and postgraduate students who resume training after a period of maternity leave will retain their capped place for the duration of the course. HEIs cannot reallocate or transfer a capped place from a student on maternity leave to another student.
- 3.14 In addition, students who have taken a period of maternity leave may receive an extension of funding for up to a maximum of 12 months in order to complete the course (this may be extended in exceptional circumstances if the student also has to repeat part of the course). HEIs must forward a form SWB03 to the NHSBSA Student Services annotated to confirm the student has returned to training including the date they returned, the cohort they have joined, the new expected 'end date' of the course and any other information that will help clarify the students personal circumstances.

- 3.15 Students who are not nominated for a capped place (those in receipt of the Placement Travel Allowance (PTA) only, or EU Fees only postgraduate students) are not eligible to receive the PTA or payment of fees during a period of maternity leave. They may be eligible to receive the PTA (and payment of fees if relevant) when they resume training.

## 4. SWB Timeline

4.1 The following section and tables describe activity throughout the year and it is expected that information will be provided by the specified target date.

4.2 For each intake group, different activities have been highlighted and identified as A-E.

- (i) **A - Student Applications to NHSBSA Student Services:** Students should submit their application to NHSBSA Student Services, with all supporting evidence, by the specified cohort deadline as shown in Tables 5b1, 5b2, 5b3 and 5b4.
- (ii) **B - Submission of Capping Nominations with Reserves:** Each HEI should submit the template issued by NHSBSA Student Services completed in full with all students nominated for capped bursary funded places and any reserves. Reserve students should be listed in order, with reserve 1 being the first student eligible for an unused capped place, reserve 2 the next and so on.
- (iii) **C - Submission of Final College Place Notification (FCPN):** Each HEI should submit the template issued by NHSBSA Student Services listing those students who have enrolled. This must be a complete list of enrollees as this information will be used to release payments to those individuals who are named by their HEI as having formally enrolled on to the course.
- (iv) Any enrolment confirmation received after the deadline will not be considered.
- (v) **D - Completion of Capping/FCPN process and movement of reserves onto capped places:** NHSBSA Student Services will issue any remaining unused capped places to nominated reserves, in the order described at 4.3 point B above.
- (vi) **E - Close:** This date signifies the cessation of all activity relating to the intake. This exercise will close on the specified deadline and no other reserves will be considered beyond this date for that particular intake. Any bursary funded places that are unallocated at this point will be forfeited - see section 5 for details.



**Table 5a: General Activity**

| <b>Action/Activity</b>  | <b>DHSC</b> | <b>NHSBSA Student Services</b> | <b>HEI</b> |
|---|-------------|--------------------------------|------------|
| Publish SWB Info Pack   | 31/05/2019  |                                |            |
| Issue Info Pack and BSA templates to HEIs   |             | 7/6/2019                       |            |
| For all intakes, confirm to DHSC:<br><br>Actual student intake for 2016/17, 2017/18 and 2018/19 academic years<br><br>Planned student intake for 2019/20 and 2020/21 academic years<br><br>Start dates of courses for the 2019/20 academic year |             |                                | 31/10/2019 |

4.3 The dates shown in table 5a above are the final date by which that action should be completed.

**Table 5b1: Cohort-Specific Activity - Sept/Oct 2019 Intakes**

|   | <b>Action/Activity</b>                                | <b>DHSC</b> | <b>NHSBSA Student Services</b> | <b>HEI</b> | <b>Student</b> |
|---|---|-------------|--------------------------------|------------|----------------|
| A | Student applications to NHSBSA                        |             |                                |            | 01/11/2019     |
| B | Submission of Capping Nominations with Reserves       |             |                                | 31/07/2019 |                |
| C | Submission of Final College Place Notification (FCPN) |             |                                | 31/10/2019 |                |
| D | Completion of Capping/FCPN process and movement of    |             | 29/11/2019                     |            |                |

|   |       |            |            |            |            |
|---|-------|------------|------------|------------|------------|
| E | Close | 13/12/2019 | 13/12/2019 | 13/12/2019 | 13/12/2019 |
|---|-------|------------|------------|------------|------------|

**Table 5b2: Cohort-Specific Activity - Jan 2020 Intakes**

|   |   |           |           |            |           |
|---|---|-----------|-----------|------------|-----------|
| A | Student applications to NHSBSA                        |           |           |            | 14/2/2020 |
| B | Submission of Capping Nominations with Reserves       |           |           | 20/12/2019 |           |
| C | Submission of Final College Place Notification (FCPN) |           |           | 31/1/2020  |           |
| D | Completion of Capping/FCPN process and movement of    |           | 14/2/2020 |            |           |
| E | Close   | 28/2/2020 | 28/2/2020 | 28/2/2020  | 28/2/2020 |

**Table 5b3: Cohort-Specific Activity - Mar 2020 Intakes**

|   |   |          |           |           |           |
|---|---|----------|-----------|-----------|-----------|
| A | Student applications to NHSBSA                        |          |           |           | 27/3/2020 |
| B | Submission of Capping Nominations with Reserves       |          |           | 24/1/2020 |           |
| C | Submission of Final College Place Notification (FCPN) |          |           | 31/3/2020 |           |
| D | Completion of Capping/FCPN process and movement of    |          | 10/4/2020 |           |           |
| E | Close   | 1/5/2020 | 1/5/2020  | 1/5/2020  | 1/5/2020  |

**Table 5b4: Cohort-Specific Activity - May 2020 Intakes**

|   |                                |  |  |  |           |
|---|--------------------------------|--|--|--|-----------|
| A | Student applications to NHSBSA |  |  |  | 29/5/2020 |
|---|--------------------------------|--|--|--|-----------|

|   |   |           |           |           |           |
|---|---|-----------|-----------|-----------|-----------|
| B | Submission of Capping Nominations with Reserves       |           |           | 20/3/2020 |           |
| C | Submission of Final College Place Notification (FCPN) |           |           | 29/5/2020 |           |
| D | Completion of Capping/FCPN process and movement of    |           | 12/6/2020 |           |           |
| E | Close   | 19/6/2020 | 19/6/2020 | 19/6/2020 | 19/6/2020 |

4.4 **Tuition fee invoices:** HEIs should submit invoices to NHSBSA Student Services after 1 December 2019 for September starters and 1 March 2020 for January starters.

4.5 **Payment Dates for Students:** The SWB is paid to eligible students in three instalments as below. Each instalment will also include the Placement Travel Allowance:

(a) The first instalment will be paid no later than 10 working days from the date NHSBSA Student Services receive confirmation of course enrolment, attendance and place on capping list, or 10 working days from the date the SWB notification letter is issued, whichever is later.

(b) Instalments two and three will be made in synchronisation with the start of each term for all students. Details on dates will be published on the NHSBSA Student Services website

4.6 **Placement Travel Allowance (PTA):** Students not included on the HEI capped shortlist, will be paid the PTA when and if their application has been assessed as eligible. This will normally be no later than 10 working days from the date NHSBSA Student Services receives confirmation of student enrolment and attendance, or 10 working days from the date of the notification letter, whichever is the later.

4.7 **Childcare Allowance:** NHSBSA Student Services will pay a Childcare Allowance to students in receipt of a postgraduate SWB in three instalments, one for each term of the academic year. These will be paid separately to the postgraduate SWB 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 NHSBSA Student Services receive confirmation of course enrolment, attendance and place on the HEI short list, whichever is the later. NHSBSA Student Services will only pay the second and third instalments when they have

verified the amount paid to the childcare provider for the preceding term.  
(NHSBSA Student Services will contact the childcare provider directly to confirm these costs).

## 5. Unused Allocations

- 5.1 The capped SWB allocation methodology described in section 2 seeks to be fair and consistent to all; however, the number of bursaries not utilised has more than doubled in academic year 2018. Unused allocations in 2019 will be reallocated to those HEIs where there is demand above their allocation, and whose students are eligible and have applied for a bursary but did not receive one due to the capped availability.
- 5.2 The allocation of the underutilised 2019 bursaries will be administered by NHSBSA Student Services.
- 5.3 Roles and Responsibilities are defined in Section 4 dependent on cohort intake in table 5b1, 5b2, 5b3 and 5b4.
- 5.4 Where step E, see para 4.2 (vi), is reached for each intake, any unused bursary places will then be forfeited by the parent HEI for that academic year, except where established later intakes in the same academic year have not yet commenced.
- 5.5 Unused bursaries will then be re-allocated, but only to those HEIs who have used their initial allocation in full, but also considering point 5.4 above where some places may be reserved for later cohorts.
- 5.6 DHSC and NHSBSA Student Services will jointly write to HEIs with details of the reallocation strategy following publication of this document.

## 6. Education Support Grant

6.1 This chapter sets out the rates for the 2019 academic year. The ESG rates are unchanged from 2018.

**Table 6: ESG Rates for the 2019 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 HEI (subject to criteria) |

6.2 HEIs will need to use the normal process shown below to claim the funding. ESG funding is only available in support of social work qualifying courses. Details are available on NHSBSA Student Services website and specifically in the publication: Education Support Grant, A university's guide to arrangements for ESG funding 2019/20. There is no difference in either the rates or the claiming process for HEIs that are part of the Teaching Partnerships programme and those HEIs who are not.

6.3 The timeline for claiming ESG is set out below.

### Timeline for claiming ESG

| Activity   | Timescales          |
|--|---------------------|
| NHSBSA Student Services requests initial estimates from HEIs | October 2019        |
| HEIs provide initial estimates to NHSBSA Student Services    | By 30 November 2019 |
| NHSBSA Student Services pay first ESG instalment to HEIs     | January 2020        |
| NHSBSA Student Services request revised estimates from HEIs  | April 2020          |
| HEIs return revised estimates to NHSBSA Student Services     | By 31 May 2020      |

**Social Work Education in the 2019 Academic Year**

|  |                               |
|--|-------------------------------|
| NHSBSA Student Services pay second ESG instalment to HEIs including any relevant adjustments | June 2020                     |
| HEIs submit tracking data as per NHSBSA Student Services requirements                        | November 2019 to January 2020 |

## 7. Annex 1: 2019 SWB Allocation

- 7.1 The table below sets out the allocation of SWB to HEIs. The figures below are in addition to the number of SWB recipients in the 2018 academic year. The total number of SWB payable in the 2019 academic year includes a small number of students (mainly part time) who started their course before the introduction of the cap.
- 7.2 A number of HEIs did not use their full allocation in 2018, a new methodology for reallocating unused bursaries for 2019 will follow, as mentioned in section 5.

### 2019 Allocations

| HEI Name                             | UG           | PG           |
|--------------------------------------|--------------|--------------|
| <b>Total</b>                         | <b>2,500</b> | <b>1,500</b> |
| Anglia Ruskin University – Cambridge | 68           | 46           |
| Bath – University of                 | 37           | 0            |
| Wiltshire College                    | 0            | 0            |
| Bedfordshire – University of         | 21           | 19           |
| Birmingham – University of           | 51           | 44           |
| Birmingham City University           | 82           | 11           |
| Bournemouth University               | 32           | 16           |
| Bradford – University of             | 27           | 23           |
| Brighton – University of             | 32           | 17           |
| Bristol                              | 0            | 39           |
| Brunel University London             | 0            | 35           |
| Buckinghamshire New University       | 37           | 20           |
| Canterbury Christ Church University  | 50           | 31           |
| Cardiff University                   | 0            | 2            |
| Central Lancashire – University of   | 99           | 58           |
| Chester – University of              | 21           | 19           |
| Coventry University                  | 54           | 10           |
| Cumbria – University of              | 16           | 15           |
| De Montfort University               | 0            | 17           |
| Derby – University of                | 47           | 26           |
| Dundee – University of               | 2            | 1            |
| Durham – University of               | 0            | 23           |
| East Anglia – University of          | 28           | 24           |



Social Work Education in the 2019 Academic Year

|   |    |    |
|---|----|----|
| City College Norwich                            | 0  | 0  |
| East London – University of                     | 60 | 39 |
| Edge Hill University                            | 29 | 7  |
| Edinburgh – University of                       | 2  | 5  |
| Gloucestershire – University of                 | 35 | 11 |
| Glyndwr   | 6  | 0  |
| Greenwich – University of                       | 24 | 40 |
| Hertfordshire – University of                   | 41 | 40 |
| Huddersfield – University of                    | 0  | 15 |
| Hull – University of                            | 58 | 27 |
| Keele University                                | 23 | 14 |
| Kent – University of                            | 29 | 20 |
| Kingston University                             | 46 | 30 |
| Lancaster University                            | 26 | 23 |
| Leeds – University of                           | 38 | 13 |
| Leeds Beckett University                        | 55 | 17 |
| Bradford College                                | 23 | 0  |
| New College Durham                              | 30 | 0  |
| Lincoln – University of                         | 0  | 21 |
| Liverpool Hope University                       | 27 | 24 |
| Liverpool John Moores                           | 0  | 37 |
| London – University of – Goldsmith’s College    | 22 | 19 |
| London – University of – Royal Holloway College | 0  | 34 |
| London Metropolitan University                  | 30 | 38 |
| London South Bank University                    | 37 | 38 |
| Manchester – University of                      | 0  | 34 |
| Manchester Metropolitan University              | 63 | 43 |
| Middlesex University                            | 40 | 42 |
| Northampton – University of                     | 39 | 21 |
| Northumbria University                          | 72 | 21 |
| Nottingham – University of                      | 37 | 18 |
| Nottingham Trent University                     | 30 | 24 |
| Havering College                                | 23 | 0  |
| Ruskin College                                  | 26 | 0  |
| Oxford Brookes University                       | 27 | 24 |
| Plymouth University                             | 51 | 0  |
| Portsmouth – University of                      | 52 | 19 |
| Salford – University of                         | 51 | 44 |

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|   |              |              |
|---|--------------|--------------|
| Sheffield – University of   | 0            | 38           |
| Sheffield Hallam University                                       | 50           | 23           |
| Southampton Solent University                                     | 50           | 0            |
| Staffordshire University  | 62           | 0            |
| Stirling – University of  | 1            | 1            |
| Strathclyde University  | 0            | 0            |
| Sunderland – University of  | 26           | 17           |
| Sussex – University of  | 29           | 14           |
| Teesside – University of  | 72           | 12           |
| University of West London   | 36           | 0            |
| University of Chichester  | 40           | 11           |
| University of Warwick   | 0            | 0            |
| West of England – University of                                   | 46           | 0            |
| University of Winchester  | 36           | 17           |
| Wolverhampton – University of                                     | 47           | 20           |
| Worcester – University of   | 25           | 13           |
| York – University of  | 21           | 17           |
| Heart of Worcestershire College (Previously North East Worcester) | 23           | 0            |
| UWIC – Llandaff (Cardiff Met)                                     | 4            | 0            |
| University Campus of Suffolk                                      | 40           | 0            |
| University of Essex   | 34           | 6            |
| University of South Wales   | 2            | 0            |
| University of Bolton  | 0            | 13           |
| <b>Total</b>  | <b>2,500</b> | <b>1,500</b> |

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Workforce Directorate/NHS Workforce: Education, Modernisation & Funding

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