



Department
of Health



Department
for Education

Social Work Education in the 2016 Academic Year

Information for HEIs and Students

August 2016

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Published to gov.uk

www.gov.uk/dh

Social Work Education in the 2016 Academic Year

Information for HEIs and Students (1st Edition)

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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 publication focusses on the number of social work bursaries (SWB) for the 2016 academic year and the Education Support Grant (ESG) rates for the 2016 academic year. In summary:

- The number of whole-time equivalent (WTE) SWB for postgraduate students starting in the 2016 academic year has been set at 1,500;
- The number of WTE SWB for undergraduate students who started in the 2015 academic year has been set at 2,500;
- The arrangements for students applying for SWB is unchanged;
- Information is provided on the inclusion criteria for Higher Education Institutions (HEIs) to use when shortlisting students and remains unchanged from 2015/16;
- The ESG rates remain the same as 2015/16;
- The arrangements for HEIs applying for the ESG remains unchanged (whether the HEI is part of a Teaching Partnership or not).

Introduction

This document supersedes the *Social Work Bursary in the 2015 Academic Year 2nd Edition*.

Chapter 1 provides an update on the SWB with Annex 1 and Annex 2 providing the SWB allocations to HEIs and the timetable for application respectively. 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 the Department of Health (DH) published in December 2014 described some of the ways Government is taking forward the reform of social work education¹. *Children's social care reform: a vision for change*, published in January 2016, described the reforms proposed in children's social work². Through the Teaching Partnerships programme we expect partnerships among other things to raise placement quality and to review their curricula and placement arrangements to take account of the Chief Social Workers' Knowledge and Skills statements and the Professional Capabilities Framework. In time, Teaching Partnerships could improve the coherence between initial training, the Assessed and Supported Year in Employment (ASYE) programme, Continuing Professional Development and post qualification education and training arrangements.

The Government is continuing to support a range of incentives in addition to the provision of SWB which include the Step Up, Frontline and Think Ahead programmes and the ASYE

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

² <https://www.gov.uk/government/publications/childrens-social-care-reform-a-vision-for-change>

programme which provides additional employer support for newly qualified social workers in their first year in practice.

The Government announced on the 7th April 2016 in the NHS Bursary Consultation document that it intends to consult separately on the future funding of social work education in order to ensure that there will be an adequate future supply of social workers with the right skills and training. Further information on the SWB consultation will be published in due course.

Chapter 1: Social Work Bursary

Approximately 1,500 WTE postgraduate SWB are available for students starting in the 2016 academic year and approximately 2,500 WTE undergraduate SWB for students who started in the 2015 academic year. There is, therefore, no guarantee that all students who started courses in 2015 or are about to start in the 2016 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.

The postgraduate SWB is available in both years of full time study and comprises the following elements³:

Table 1: The postgraduate SWB in the 2016 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 SWB (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-SWB recipients		£862.50

³ Or part time equivalent

The SWB is available in undergraduate years 2 and 3 of full time study when students undertake placements⁴.

Table 2: The undergraduate SWB in the 2016 academic year

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

Eligibility criteria are set out in the application packs available from the NHS Business Services Authority (NHSBSA) website⁵. 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 website for full details.

A new long residency category has been introduced to extend eligibility for student support to those persons who are:

- under 18 years of age and have lived in the UK for at least 7 years (including 3 years' lawful ordinary residence before the first day of the first academic year of the course)
- aged 18 years and above and have either spent at least half their life in the UK or at least 20 years in the UK (including 3 years' lawful ordinary residence before the first day of the first academic year of the course)

These changes will apply for the 2016/2017 academic year and supersede the interim policy published on 12 November 2015 which can be viewed here:

[policy statement in response to the Supreme Court ruling in the case of Tigere, 29 July 2015.](#)

Postgraduate Masters social work students beginning their course in 2016/17 who **are not** awarded a SWB may be entitled to apply for a Postgraduate Masters Loan available from the Student Loans Company of up to £10,000. More information can be found on the Gov.UK website: <https://www.gov.uk/funding-for-postgraduate-study>

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 providers place of work. It is not intended to replace or supplement placement providers expenses policy for students travelling to individual assignments. Postgraduate non-SWB recipients will not be eligible for any other allowances listed above.

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.

⁴ Or part time equivalent

⁵ <http://www.nhsbsa.nhs.uk/Students/825.aspx>

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's 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 2016.

The Application Process

The following process applies:

- 1) HEIs will publish their inclusion criteria;
- 2) Students will need to be shortlisted by the HEI (using the inclusion criteria below);
- 3) HEIs will notify NHSBSA of the shortlisted students;
- 4) Students will apply to NHSBSA for the SWB or PTA. They can apply prior to finding out whether they have been nominated for a SWB; and
- 5) NHSBSA will assess eligibility for the SWB and pay students appropriately.

Table 3: 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.

Table 4: Inclusion Criteria for Undergraduate Students

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.

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.

- 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

NHSBSA will supply a spreadsheet for HEIs to complete with the above information.

If a student shortlisted by an HEI is not eligible for a SWB under the eligibility rules applied by NHSBSA, NHSBSA will progress to the next name on the reserve list 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.

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

Undergraduate students may also be eligible for a loan from the Student Loans Company, subject to the usual criteria⁶.

Feedback on Issues that have arisen in the 2015 Academic Year

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

Future Allocation Methodology

Issue	Response
Not all HEIs used their full take-up of allocated SWB (was also an issue in 2014)	The Government wishes to ensure all allocated SWB are taken up by students. When HEIs submit their shortlist of students to NHSBSA, they should include a reserve list, which means that NHSBSA are able to process and award SWB to students where higher ranked students have been assessed as not being eligible.
There was low take-up of the PTA (was also an issue in 2014)	The Government wishes to ensure students receive their entitlement. HEIs should remind students that if they are not shortlisted for a SWB, they may be eligible for the PTA (subject to criteria).
Non-receipt of attendance data (was also an issue in 2014)	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 SWB (i.e. their application may be ruled to be too late).
Application deadline (was also an issue in 2014)	The application deadline (including all evidence) is final. Applications for either a SWB or PTA will not be accepted after that date. HEI shortlists must also be received by the application deadline.
Not all HEIs are including PTA only students on their enrolment data spread sheets.	All students eligible for SWB/ PTA funding and PTA only must be included on the enrolment data spread sheet. Students

⁶ <https://www.gov.uk/student-finance-register-login>

	not included will not receive any form of payment.
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The future of the SWB

The Government is considering additional ways to raise the quality of initial social work education, including learning from teaching partnerships. The consultation on the future funding of social work education announced on 7th April 2016 will include the SWB. Further information about the scope and timing of the consultation will be given in due course.

Conclusion

1,500 WTE postgraduate SWB are available for postgraduates who started their course in the 2016 academic year and 2,500 WTE SWB will be available for undergraduates who started their course in the 2015 academic year. Non-SWB recipients will be eligible (subject to criteria) for PTA.

Chapter 2: Education Support Grant

This chapter sets out the rates for the 2016 academic year.

The current ESG rates were set in the 2014 academic year after the consultation in 2013. The rates for 2016/17 are shown in table 5.

Table 5: ESG Rates for the 2016 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. ESG funding is only available in support of social work qualifying courses. Details are available on NHSBSA's website and specifically in the publication: *Education Support Grant, A university's guide to arrangements for ESG funding 2016/17*. 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. This applies to the Teaching Partnerships funded in 2015 and successful applicants from the 2016 round.

Skills Development Days

We have received feedback from NHSBSA that take-up of the Skills Development Days (SDD) funding was low in 2014/15 and this continued to be a problem in 2015/16. We 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. Information on how to apply for SDD funding is included in NHSBSA publication: *Education Support Grant, A university's guide to arrangements for ESG funding 2016/17* available on the NHSBSA website.

The future of the ESG

The Government is considering additional ways to raise the quality of initial social work education, including learning from teaching partnerships. The consultation on the future funding of social work education announced on 7th April will include the ESG. Further information about the scope and timing of the consultation will be given in due course.

Conclusion

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

Annex 1: Social Work Bursary Allocation for the 2016 Academic Year

This annex sets out the methodology and the allocation of the undergraduate SWB for students who started in the 2015 academic year and the postgraduate SWB for students starting in the 2016 academic year. In previous years, we have received a number of queries about how the SWB allocation has been calculated. In order to improve the transparency of the process a worked example of the calculation is provided below.

The SWB Allocation Methodology

The total number of SWB available is determined on the basis of available funding with a higher proportion of the budget being used to fund SWB for postgraduate students. 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 SWB allocation to HEIs used an 'intake-based' system, which differed from prior years:

- in 2013 a 'stock-based' system was used for both the undergraduate and postgraduate allocation⁷;
- In 2014 a 'stock-based' system was used for undergraduates and an 'intake-based' system for postgraduates.

The 2016 SWB allocations have been calculated using an intake-based methodology, similar to that used in 2015, with the exception of a cap being applied to ensure that no HEI receives a higher number of SWB than their current intake. The cap has been introduced to help reduce the amount of unused SWB.

Course intake data for five academic years was requested from HEIs by the Department in October 2015. This was actual intake for the past three years and planned intakes for the next two years i.e. each HEI has provided actual course intakes for 2013/14, 2014/15 and 2015/16, together with planned intakes for 2016/17 and 2017/18 academic years.

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 SWB, unless this figure is higher than their current intake. The table below gives an example of how 90 SWB places would be spread across five HEIs. The five HEIs have different intakes following different patterns; for example, HEI D represents a new course starting in 2015.

⁷ By stock – we mean the number of SWB students in HEIs received prior to the introduction of the cap.

Table 6: Worked example of 2016 Undergraduate SWB allocation methodology

HEI	Actual Intake			Planned Intake			Percentage	Allocation
	2013	2014	2015	2016	2017	Total		
A	24	23	24	26	28	125	16%	14
B	100	90	80	90	90	450	57%	52
C	10	15	15	25	25	90	11%	10
D	0	0	8	35	40	83	10%	8
E	10	8	9	8	10	45	6%	5
Totals	144	136	136	184	193	793	100%	90

Looking at HEI A, we see that the total intake over the five-year period 2013-2017 is 125. The total intake across all HEIs is 793, therefore HEI A receives:

$$(125/793) \times 100 = 16\% \text{ of the 90 nominations} = 14 \text{ places in total.}$$

Under last years allocation methodology, HEI D would have received an allocation of 9 undergraduate SWB, even though their intake in 2015 was only 8, as follows:

$$(83/793) \times 100 = 10\% \text{ of the 90 nominations} = 9 \text{ places in total.}$$

However, undergraduate students receive a SWB in year 2 of their course, which would mean that in 2016 the HEI would have a surplus of one SWB. Therefore, a cap has been introduced to the 2016 allocation methodology to prevent this scenario occurring, which should help to reduce the number of unused SWB. The cap means that HEI D would receive an allocation of 8 undergraduate SWB in 2016, to reflect their 2015 intake.

A similar cap has been applied to the postgraduate allocations, but it is based on 2016 intakes, as postgraduate students receive a SWB in their first year of studies. Wherever this cap has been applied, the surplus SWB have been recycled and allocated across the other HEIs on a pro rata basis.

2016 SWB Allocation

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 2015 academic year. The total number of SWB payable in the 2016 academic year includes a small number of students (mainly part time) who started their course before the introduction of the cap.

Social Work Education in the 2016 Academic Year

HEI Name	Undergraduate	Postgraduate
Anglia Ruskin University- Cambridge	74	39
Bath – University of	29	0
Bedfordshire – University of	24	19
Birmingham – University of	40	44
Birmingham City University	69	0
Bournemouth University	28	19
Bradford – University of	49	22
Bradford College	26	0
Brighton – University of	20	22
Bristol	0	40
Brunel University London	15	30
Buckinghamshire New University	37	17
Canterbury Christ Church University College	29	27
Cardiff University	0	2
Central Lancashire – University of	108	67
Chester – University of	25	19
City College Norwich	8	0
Coventry University	44	10
Cumbria – University of	37	13
De Montfort University	36	0
Derby – University of	45	8
Dundee – University of	2	0
Durham – University of	0	26
East Anglia – University of	18	26
East London – University of	47	28
Edge Hill University	26	4
Edinburgh – University of	2	3
Gloucestershire – University of	41	0
Glyndwr	4	0
Greenwich – University of	26	29
Havering College	18	0
Heart of Worcestershire College (Previously NE Worcs)	20	0
Hertfordshire – University of	38	39
Huddersfield – University of	50	18
Hull – University of	60	31
Keele University	28	20
Kent – University of	37	18
Kingston University	44	28
Lancaster University	33	22
Leeds – University of	31	13
Leeds Metropolitan University	44	20
Leicester – University of	0	0
Lincoln – University of	35	20
Liverpool Community College	0	0
Liverpool Hope University	20	20
Liverpool John Moores University	0	44
London – University of – Goldsmith's College	26	27

Social Work Education in the 2016 Academic Year

London – University of – Royal Holloway College	0	35
London Metropolitan University	40	40
London South Bank University	31	32
Manchester – University of	0	40
Manchester Metropolitan University	58	45
Middlesex University	41	41
New College Durham	27	0
Northampton – University of	30	6
Northumbria University	63	19
Nottingham – University of	29	26
Nottingham Trent University	23	19
Oxford Brookes University	26	19
Plymouth University	47	30
Portsmouth – University of	35	19
Ruskin College	21	0
Salford – University of	61	76
Sheffield – University of	0	45
Sheffield Hallam University	54	17
South Essex College	0	0
Southampton – University of	0	0
Southampton Solent University	59	0
Staffordshire University	46	5
Stirling – University of	1	1
Stockport College	0	0
Strathclyde University	0	1
Sunderland – University of	24	11
Sussex – University of	32	20
Swansea University	0	0
Teesside – University of	61	13
University Campus of Suffolk	45	0
University of Chichester	35	11
University of Essex	23	0
University of South Wales	1	0
University of Warwick	0	36
University of West London	38	0
University of Winchester	25	10
University of Worcester	10	11
UWIC - Llandaff (Cardiff Met)	3	0
West of England – University of	37	0
Wiltshire College	15	0
Wolverhampton – University of	46	15
York – University of	20	23
TOTAL	2,500	1,500

Annex 2: Social Work Bursary Timeline for the 2016 Academic Year

Activity	September 2016 Starters	January 2016 Starters
HEIs informed of local numbers	August 2016	August 2016
SWB application packs available	1 March 2016	1 March 2016
Student applications to NHSBSA	1 March 2016- 1 November 2016	1 March 2016 – 14 February 2017
HEIs provide short list of undergraduate students	19 August 2016 (once exam results are known)	
HEIs provide short list of new postgraduate students and enrolment data for 2015 to NHSBSA. HEIs will also need to confirm attendance data for continuing postgraduate students	14 October 2016	1 February 2017
NHSBSA 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: • Actual student intake for 2014, 2015 and 2016 academic years • Planned student intake for 2017 and 2018 academic years • Start dates of courses;	October 2016	October 2016

Tuition fee invoices: HEIs should submit invoices to NHSBSA after 1st December 2016 for September starters and 1st March 2017 for January starters.

Payment Dates for Students: The SWB is paid in three instalments:

1. The first instalment will be paid when the application has been assessed as eligible and no later than 10 working days from the date NHSBSA receive confirmation of course enrolment, attendance and place on capping list from your HEI, or 10 working days from the date of your SWB notification letter, whichever is the later.
2. The second instalment will normally be paid by 06 January 2017 (14 April 2017 for winter start courses) as long as the first instalment has been paid.
3. The third instalment will normally be paid by 14 April 2017 (4 August 2017 for winter start courses), as long as the second instalment has been received and NHSBSA are not waiting for evidence of any estimated income.

Placement Travel Allowance:

If students are not included on the HEI SWB shortlist, the PTA will be paid after the application has been assessed as eligible and no later than 10 working days from the date NHSBSA 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 SWB, the PTA will be included within the three SWB instalments.

Childcare Allowance:

NHSBSA will pay the 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 receive confirmation of course enrolment, attendance and place on the HEI short list, whichever is the later.

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

Annex 3: Education Support Grant Timeline for the 2016 Academic Year

Activity	Timescales
NHSBSA requests initial estimates from HEIs	October 2016
HEIs provide initial estimates to NHSBSA	By 30 November 2016
NHSBSA pay first ESG instalment to HEIs	January 2017
NHSBSA request revised estimates from HEIs	April 2017
HEIs return revised estimates to NHSBSA	By 31 May 2017
NHSBSA pay second ESG instalment to HEIs including any relevant adjustments	June 2017
HEIs submit tracking data as per NHSBSA requirements	August to November 2017