

Dear Applicant,

**Re: Interview for Social Work Training**

The regulator for the Social Work profession, **Social Work England (SWE)**, require in the SWE *Education and Training Standards* (2021) that universities undertake a rigorous assessment of applicants' suitability for professional training and practice regarding health and character.

An online suitability form must be completed as part of the assessment process. Please read all the information carefully and complete it in full. Please also read the information below and the associated guidance document that is supplied to applicants.

Any offer made to you following your interview will be **provisional** and subject to a satisfactory Disclosure & Barring Service (DBS) check outcome and assessment of your suitability to the Social Work programme applied for.



Yours faithfully,

Rahaman Mohammed  
Admissions Tutor  
Senior Lecturer in Social Work and Programme Leader Step Up to Social Work  
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## 1. Introduction

Social Work England *Education and Training Standards* (SWK 2021) require that students who are being admitted to the Social Work programme have:

a) Undertaken a check on their suitability for Social Work, including criminal conviction checks and enhanced checks by the Disclosure & Barring Service (DBS).

(NB For Social Work apprenticeships and other employment-based routes, other arrangements may be made and applicants will be informed of these.)

b) Completed a health self-declaration confirming whether they have health, mental health, or disability concerns that may affect their ability to practice. Where they do have health, mental health, or disability concerns, applicants may be asked to have an Occupational Health (OH) assessment to ensure that, where necessary and feasible, reasonable adjustments may be arranged to enable them to be suitable for Social Work practice.

In addition to these statutory requirements, universities may seek other relevant information to help them make a well-informed judgement about an applicant's suitability to enter Social Work training.

This programme wishes to preserve entry to a wide range of people from diverse backgrounds and does not wish to automatically exclude students who have a criminal or disciplinary record, or have previously experienced poor health, or have had contact with social service departments. We recognise that in many instances there is no simple criterion of suitability and thus each case will be assessed individually using our professional judgement.

You will be informed if your declaration is deemed to require further consideration. In the event that this results in your offer being withdrawn, you will be informed of the general reason (subject to any restrictions on passing on confidential/ personal information contained within the Data Protection Act 2018 (DPA 2018) and the UK General Data Protection Regulation (UK GDPR)).

The arrangements for subsequent (post-offer) DBS, vetting and barring checks will be discussed during the selection day and explained subsequently to those offered a place on our programmes. Please read and complete each section of the Declaration of Suitability form carefully. If you are unsure how to proceed or have any queries, contact the Admissions Tutor (Rahaman Mohammed – [R.mohammed@mdx.ac.uk](mailto:R.mohammed@mdx.ac.uk)), who will advise you. The information that you provide will be treated as confidential within the organisational boundaries of the BA and MA/PGDip Social Work programmes but may be shared with Social Work England, or other relevant bodies, for the purpose of deciding suitability for registration.

Your form will be kept securely by the University, after it has been reviewed, and placed in your student file if you enroll here. Please note that at the end of your individual interview, you will be asked to confirm whether you have disclosed information in

**Sections 2 and 3** of the Declaration of Suitability form and invited to discuss the circumstances with the interview panel. This is so that you have an opportunity to explain and reflect upon criminal convictions and cautions, and disciplinary issues, you will NOT be asked about the remaining sections of the form at this stage.

All information will be stored and used in compliance with the Data Protection Act 2018 (DPA 2018) and the UK General Data Protection Regulation (UK GDPR), which also provides the statutory right of access to personal information.

Please note, if you refuse to provide additional relevant information or otherwise assist in this process, the offer of a place on the programme may be withdrawn. Failure to disclose relevant information that is subsequently discovered could lead to a suitability investigation and your exclusion from training.

While the university is making a prospective judgement as to your suitability to train as a Social Worker on its programme, Social Work England ultimately makes the decision as to whether you are suitable for entry on the professional register upon successful completion of the course. Further information on the Social Work England processes for considering these issues is available on their website: <https://socialworkengland.org.uk>

The university's decision-making processes are informed and guided by SWE documentation and requirements. Applicants concerned about issues of assessment relating to health or character issues should consult the **Social Work England Applicant Guidance, with particularly reference to convictions, cautions, and penalty notices, and health conditions. Other relevant SWE documents include, Professional Standards for Social Workers and Education and Training Standards.**

**Action:**

Please complete the Declaration of Suitability Online form fully and refer to the Guidance document link as provided.