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| COMPETENCY BASED APPLICATION FORM **(Apprentice in Social Work)** |

Welcome to the Competency Based Application Form for the Apprentice in Social Work programme.

Before you begin to complete this Competency Based Application Form, please carefully note the following instructions:

* Please ensure you familiarise yourself with the requirements of the Apprentice in Social Work programme by reading the Job Specification a number of times.
* Certified copies of the original academic transcripts, specifying the subjects studied and the grades attained, from the issuing educational institution / awarding body will be required prior to any offer of employment under the Gradlink programme.
* Please complete all areas of the Application Form in full, including the Supplementary Questions section AND the RPL form if you are applying for consideration of recognition of prior learning. **Incomplete applications will not be considered.**
* As you go through this Application Form, please ensure you read and follow the instructions given in each section.
* When constructing your answers to questions such as in the Supplementary Questions section and other relevant areas in this form, it is recommended that you consider at all times your experience and qualifications in light of the Job Specification and requirements of the role.
* You must complete this Application Form in full and return it by the designated closing date and time stated on the Job Specification document. No other versions of applications will be accepted e.g. CV, etc.
* The closing date and time for receipt of completed Competency Based Application Forms is the date and time stated in the Job Specification. Applications will not be accepted after the designated closing date and time.
* Applications must be submitted as a Microsoft Word or in PDF document format only. Applications stored on personal online storage sites, e.g. Onedrive, Cloud, Dropbox, Google Drive etc., will not be accepted. Applications submitted in other file formats e.g. Google Docs will not be accepted. Please pay particular attention to ensure that your application is not attached as a link to an online storage site (e.g. Google Drive) when returning your application form.
* Applications must be submitted by uploading to the following link: <https://forms.gle/XjuP7Jykz32Lh5qv5>.
* Please note that you must have a @gmail.com email address to upload your application. Creating such an email address is easy and free at: <https://www.google.com/account/about/>.
* If you are required to submit supporting documentation with your application form which exceeds 3MB you must reduce the size of the documentation by compressing (zip) the documents **otherwise your email may not be received by the closing date of the campaign**.
* This campaign will run in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Codes of Practice are available on the CPSA website [www.cpsa.ie](http://www.cpsa.ie/).
* We recognise our responsibilities as an Equal Opportunities Employer.
* We recognise our responsibilities under the Data Protection Acts 1988 to 2018 and the Freedom of Information Act 2014. It must be noted that this campaign has been organised as a multi-agency initiative and you will be asked to provide consent to share your application form with the partner organisations of this campaign overleaf.
* **Applications must be submitted via** <https://forms.gle/XjuP7Jykz32Lh5qv5> **before 12 noon on Friday, 7 June 2024.**

**APPLICANT DETAILS**

|  |  |
| --- | --- |
| **Position Applied for:** | **Apprentice in Social Work** |
|   | Campaign Reference: |  |
|  |  |
| **First Name**: |  |
|  |  |  |
| **Last Name**: |  |

|  |  |
| --- | --- |
| **Mobile Telephone *(mandatory)*:**A single mobile phone number to be entered |  |
|  |  |  |
| **E-mail Address *(mandatory)*:**A single email address to be entered |  |
|  **Postal address for correspondence:** |  |  |  |
| Address 1Address 2Address 3Address 4CountyCountryEircode |  |
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| **Consent and Privacy Notice**

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| **Privacy Notice**Please note this campaign is a multi-agency initiative, managed by a consortium including University College Cork (“UCC”), the Health Service Executive (“the HSE”) and TUSLA Child and Family Agency (“TUSLA”). As such, your application (in its entirety, and any supporting documentation provided by you) will be shared by UCC with the HSE and TUSLA Family Agency, as they are the prospective Apprentice Employers associated with the Social Work Apprenticeship. All three members of the consortium, namely UCC, HSE and TUSLA are involved in this recruitment process for the Social Work Apprenticeship.  |
| **Do you consent to the sharing of your application with UCC and these prospective Apprentice Employers, HSE and TUSLA for the purposes of the Social Work Apprenticeship recruitment process?**Please see our Privacy Notice for this Social Work Apprenticeship recruitment process in Appendix 5.**Please indicate your selection with an X in the relevant box below.** **Yes, I consent** [ ]  **to the sharing of my application (and supporting documentation) with UCC and the prospective Apprentice Employers, HSE and TUSLA for the purposes of the Social Work Apprenticeship recruitment process.** **No** [ ]  **Please note if you do not consent to the sharing of data with your preferred employer, UCC cannot process your application.**UCC commits to only sharing and processing your data to progress your application in line with GDPR legislation. See Privacy Notice referred to above. Information we request from others relating to you;When you apply for the Social Work Apprenticeship, we may obtain, with your authorisation, the following categories of personal data from others: * References from previous employers or activities
* Garda Vetting and/or Police Force Checks (see below)
 |
| **Garda/Police Force Vetting**Satisfactory Garda Vetting (or Police Force equivalent) is required in respect of candidates who come under consideration for an offer of the Social Work Apprenticeship. UCC requires Garda Vetting in accordance with; UCC’s Student Vetting Policy and Procedure, and to UCC’s Fitness to Practise Policy links below to both policies). The Garda Vetting Policies of TUSLA and the HSE are also linked below. Such candidates will be required to complete and return Garda Vetting forms, which will be forwarded to An Garda Síochána for security checks to be undertaken. It may also be necessary for candidates to obtain vetting certificates from the police force of any country in which the candidates resided. Persons offered a Social Work Apprenticeship under this competition will receive conditional offers on the Social Work Apprenticeship, the commencement and continuation of which would be subject to receipt of satisfactory Garda Vetting (or equivalent). See UCC’s applicable Student Vetting Policy and Procedure <https://www.ucc.ie/en/media/studyatucc/undergrads/downloadabledocumentssection/UCCStudentVettingPolicyandProcedure.pdf> See HSE’s applicable Garda Vetting policy here: [Garda Vetting and Police Clearance - HSE.ie](https://www.hse.ie/eng/staff/jobs/recruitment-process/garda-clearance.html)See TUSLA’s applicable Garda Vetting policy available in Pdf format here on the UCC Apprenticehsip in Social Work Website: <https://www.ucc.ie/en/apprenticeships/sw/>.UCC’s Fitness to Practise Policy <https://www.ucc.ie/en/academicgov/aago-policies/fitnesstopractise/> **Please indicate your selection with an X in the relevant box below.** **Yes, I agree to a Garda Vetting and/or Police Force Vetting Check being undertaken at the conclusion of this recruitment process, should a conditional offer of a place on the Social Work Apprenticeship be made to me. I understand that a separate consent will be sought from me at that time.** [ ] **I understand and accept that if any offer, and/or continuation on the Social Work Apprenticeship is conditional on receipt of satisfactory Garda Vetting (or equivalent).** [ ] **No, I do not consent** [ ]  **Please note if you do not consent to the above (in both aspects), UCC cannot process your application.** |
| **Fitness to Practise** Fitness to Practice policies and procedures are needed to ensure that, in addition to having achieved the required academic standard to undertake programmes that permit graduates to practise in a profession, individuals also1. Have the capacity to perform key skills and tasks (core competencies);
2. Are healthy of body and mind so as to be able to practise their profession;
3. Conduct and behave themselves so as not to harm their service users (which term includes clients and patients) (“Service Users”) or put them at risk;
4. Conduct and behave themselves in a manner likely not to harm the reputation of their profession.

The responsibility for registering an individual as Fit to Practise lies with the professional registration body of the relevant profession. However, as part of the Social Work Apprenticeship, Apprentices in Social Work are required to undertake training that involves Service Users. Since it is of over-riding importance to protect Service Users from harm and to maintain the trust and confidence of the general public in the professions and UCC, it is vital that Apprentices in Social work are deemed fit to practice. Accordingly, UCC’s Fitness to Practise Policy must be adhered to by Apprentices in Social Work, and you are hereby on notice of that requirement to agree to, to demonstrate adherence with the Fitness to Practice Policy and to provide such declarations as necessary to UCC. It is important that you familiarise yourself with the requirements of the Fitness to Practise Policy <https://www.ucc.ie/en/academicgov/aago-policies/fitnesstopractise/> as an Apprentice in Social Work’s commencement, and continuation on the Social Work Apprenticeship is conditional on compliance with same.  |
| **Yes, I understand and accept that if any offer, and/or continuation on the Social Work Apprenticeship is conditional on meeting the requirements of the Fitness to Practice Policy (or equivalent), and I agree to complete a self-declaration under the Fitness to Practice Policy to demonstrate same** [ ] No, I do not accept the above. [ ]  **Please note, if you do not consent to the above, UCC cannot process your application.** |

**Employers**

|  |
| --- |
| Applicants are requested to indicate their preferred employer for the Apprentice in Social Work programme 2024. If you would like your application to be considered by both apprenticeship employers please indicate your selection with an **X** in the relevant box below. |
| HSE only |[ ]
| TUSLA only |[ ]
| Both HSE and TUSLA |[ ]

**Location Preference** Each employer has identified priority locations nationally for this campaign. Please see the job specifications for each employer. **Please complete Appendix 3 to indicate your top three locations by order of preference**. **Please note apprenticeship offers will be made by order of merit and in line with organisational need, therefore it may not be possible to facilitate applicants' preferences. Please see Appendix 3 for further information.**  |

**How did you hear about the Apprenticeship in Social Work?**

|  |
| --- |
| Employer Website  |[ ]
| Word of mouth – my manager/colleague |[ ]
| Websites |[ ]
| Other |[ ]  Please specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**European Economic Area (EEA) Status**

|  |
| --- |
| **Please select one of the following:** |
| I am an EEA National |[ ]
| I am a British National |[ ]
| I am a Swiss National |[ ]
| I am a Non-EEA National |[ ]

**If you are a non-EEA citizen you must provide the requested documentation to support your application**. Please see **Appendix 2** of this document for further information and for a definition of an EEA National.

**QUALIFICATIONS & ELIGIBILITY CRITERIA**

In this section of the application form, we ask you to show how your qualifications and work experience meet the eligibility criteria for the Apprentice in Social Work programme.

|  |  |
| --- | --- |
|  | Please indicate your selection with an **X** in the relevant box below. |
| I can confirm that on the closing date for this competition I have graduated with a Second Class Honours Grade 1 in a primary honours degree (NFQ, Level 8) in social science or its equivalent, or have an approved Level 8 conversion programme i.e. the Higher Diploma in Social Policy with at least a Second Class Honours Grade I, and have completed a minimum of three-months’ relevant work experience in a social work or social work-related field. |[ ]
| I expect to graduate or to have received my final year results with **at least** a Second Class Honours Grade 1 in a primary honours degree (NFQ, Level 8) in social science or its equivalent, or have an approved Level 8 conversion programme i.e. the Higher Diploma in Social Policy with at least a Second Class Honours Grade I, and have completed a minimum of three-months’ relevant work experience in a social work or social work-related field by August 2024. |[ ]
| I am submitting my application for consideration under Recognition of Prior Learning (RPL) and meet one of the following criteria as set out in the job specification:1. hold an honours primary degree (NFQ, Level 8) in any discipline, and have completed a minimum of twelve months’ relevant work experience in a social work or social work-related field.

or1. hold a primary ordinary degree (NFQ, Level 7) in social science or its equivalent with an overall result of at least a Second Class Honours Grade 1 and have completed at least three years’ experience in a social work or social work-related field.

or1. non-graduates with at least five years’ professional experience in a social work or social work-related field may also be considered for admission.

Please note if you are applying through any of these criteria (i,ii or iii), **you must also complete the RPL form in Appendix 1**. |[ ]

**EDUCATIONAL ACHIEVEMENTS**

In this section you should include all educational awards you have received / pending awards. Please ensure you list your most recent award first followed by any additional third level educational achievements and finally your final secondary school exam results:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates****DD/MM/YY** | **Educational Institution** | **Conferring Body** | **Course of Study** | **Qualification Achieved / Expected to Achieve****(You must include NFQ Level)** | **Actual / Expected****Grades Achieved** |
| From | To |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**WORK EXPERIENCE**

Please ensure your full work experience / career history is clearly outlined below (e.g. if you took a career break, spent time out of work, please include this information so there are no gaps in your career history to the present date). *Please add tables as necessary.*

|  |
| --- |
| **Job Title**:  |
| **Working Commitment (hours per week):**  |
| **Employer Name**: **Department Name**:**Address**:  |
| **From (MM/YY)**:  | **To (MM/YY)**:  |
| **Main Roles & Responsibilities**: |

|  |
| --- |
| **Job Title**:  |
| **Working Commitment (hours per week):**  |
| **Employer Name**: **Department Name**:**Address**:  |
| **From (MM/YY)**:  | **To (MM/YY)**:  |
| **Main Roles & Responsibilities**: |

|  |
| --- |
| **Job Title**:  |
| **Working Commitment (hours per week):**  |
| **Employer Name**: **Department Name**:**Address**:  |
| **From (MM/YY)**:  | **To (MM/YY)**:  |
| **Main Roles & Responsibilities**: |

|  |
| --- |
| **Please outline any gaps in your career history below:** |
|  |

**VOLUNTEER EXPERIENCE**

In this section you should include any voluntary work you have undertaken. Please add tables here as necessary.

|  |
| --- |
| **Voluntary Role Title**:  |
| **Agency Name**: **Address**:  |
| **From (MM/YY)**:  | **To (MM/YY)**:  |
| **Main Volunteer Roles and Responsibilities**: |

|  |
| --- |
| **Voluntary Role Title**:  |
| **Agency Name**: **Address**:  |
| **From (MM/YY)**:  | **To (MM/YY)**:  |
| **Main Volunteer Roles and Responsibilities**: |

### Supplementary Questions 1 - 4

This is an important section of the Application Form. Under each question area, briefly describe what you consider to be a good example of demonstrating your ability in each of the skill areas (For Supplementary Questions 1-4). A summary definition of each of the skill areas is provided for your information.

**\*\*\*Please provide the information in the format requested at (a), (b), and (c) as outlined in the “Information on completing the Supplementary Questions”** **section** included in **Appendix 4**.

Remember anything you state in your answers will be used as part of a shortlisting / ranking exercise and may be discussed in more depth at interview, should you be invited to attend.

|  |
| --- |
| **1. Professional Knowledge & Experience**The purpose of the post is to provide the employee with on the job learning opportunities. As an Apprentice in Social Work, you will be mentored by a CORU registered social worker, learn social work skills while providing direct administration support to the social work services. In this role you will assist the team to improve the health and social wellbeing of the service users within local communities. ***Social work is a relationship-based discipline which focuses on human rights and social justice. In 300 words or less, please give an example from your experience (paid/voluntary work/activism) which best demonstrate these principles.*** |

|  |
| --- |
| **2. Evaluating Information, Problem Solving and Decision Making**Apprentices in Social Work will be required to provide administrative support to their Social Work colleagues. This will involve gathering information from a number of sources to aid decision-making.*In 300 words or less, please provide an example of a situation which best demonstrates your administrative skills including reference to your competence in the suite of Microsoft applications.* |
| **3.** **Teamwork and Commitment to a Quality Service**Social Workers promote change and continuously strive to improve the quality and efficiency of the service. They take the initiative to proactively identify inefficiencies and implement solutions. They encourage others to embrace the change agenda and co-operate respectfully across functions and disciplines in the interest of a people centred service. The Social Worker builds bridges and integrated care. ***In 300 words or less, please provide an example of a situation which best demonstrates your ability to work collaboratively to achieve a shared goal/deliver a high-quality service.*** |

|  |
| --- |
| **4. Planning and Managing Resources**The apprentice will attend academic training and study in a Higher Education Institution during their apprenticeship training. There will be a requirement to pass all academic examinations and meet CORU standards of proficiency during work-integrated learning/placement blocks, and to maintain records of progression and development. ***In 300 words or less, please outline why you wish to apply for the Apprentice in Social Work post, including reference to your ability to manage competing demands/priorities.*** |

**General Declaration**

It is important that you read this Declaration carefully and then sign it in the space below.

**Part 1: Obligations Placed on Candidates who participate in The Recruitment Process.**

The Public Service Management (Recruitment and Appointments) Act 2004 makes very specific provisions in relation to the responsibilities placed on candidates who participate in recruitment campaigns and these are detailed in Section 4 of the Code of Practice issued under the Act.

These obligations are as follows:

Any canvassing by or on behalf of candidates shall result in disqualification and exclusion from the recruitment process. Candidates shall not:

* Knowingly or recklessly make a false or a misleading application.
* Knowingly or recklessly provide false information or documentation.
* Canvass any person with or without inducements.
* Impersonate a candidate at any stage of the process.
* Knowingly or maliciously obstruct or interfere with the recruitment process.
* Knowingly and without lawful authority take any action that could result in the compromising of any test material or of any evaluation of it.
* Interfere with or compromise the process in any way.

Any person who contravenes the above provisions, or who assists another person in contravening the above provisions, shall be guilty of an offence.

It is the policy of the Employer to report any such contraventions to An Garda Siochana.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment / selection process, then, in accordance with the Public Service Management (Recruitment and Appointments) Act 2004:

* Where they have not been appointed to a post, they shall be disqualified as a candidate; and
* Where they have been appointed as a result of that process, they shall forfeit that appointment.

**Part 2**

**Declaration:** “I declare that to the best of my knowledge and belief there is nothing in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed by virtue of my appointment to this position. I hereby confirm my irrevocable consent to the Employer to the making of such enquiries, as the Employer deems necessary in respect of my suitability for the post in respect of which this application is made.

I hereby accept and confirm the entitlement of the Employer to reject my application or terminate my employment (in the event of a contract of employment having been entered into) if I have omitted to furnish the Employer with any information relevant to my application or to my continued employment with the Employer or where I have made any false statement or misrepresentation relevant to this application or my continuing employment with the Employer.

Furthermore, I hereby declare that all the particulars furnished in connection with this application are true, and that I am aware of the qualifications and particulars for this position. I understand that I may be required to submit documentary evidence in support of any particulars given by me on my Application Form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification or render me liable to dismissal, if employed.” Failure to sign this application will render it invalid[[1]](#footnote-1).

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### REFERENCES

Please give three referees (including your current employer where applicable). Please ensure that the referees you provide are from a professional perspective. We retain the right to contact all previous employers.

**Do you wish us to contact you prior to contacting your referees?** Yes [ ]  / No [ ]

**1. Name and Job Title of Referee:**

**Dates From-To (MM/YY- MM/YY):**

**Professional Relationship to Candidate:**

**Postal Address:**

**Telephone Contact Details:** Mobile: Landline:

**Email Address:**

**2. Name and Job Title of Referee:**

**Dates From-To (MM/YY- MM/YY):**

**Professional Relationship to Candidate:**

**Postal Address:**

**Telephone Contact Details:** Mobile: Landline:

**Email Address:**

**3. Name and Job Title of Referee:**

**Dates From-To (MM/YY- MM/YY):**

**Professional Relationship to Candidate:**

**Postal Address:**

**Telephone Contact Details:** Mobile: Landline:

**Email Address:**

**Applicant Checklist - Important**

You have now reached the end of the Apprentice in Social Work Competency Based Application Form.

Before returning the completed application form, please check your application form carefully to ensure the following details have been provided:

|  |  |  |
| --- | --- | --- |
| 1 | Applicant Details:Mobile Telephone NumberEmail AddressPostal Address |[ ]   |
| 2 | Qualifications & Eligibility Criteria:You have provided all required information with regard to your eligibility to apply under the relevant eligibility category.Please note that certified copies of the original academic transcripts, specifying the subjects studied and the grades attained, from the issuing educational institution / awarding body **will be required prior to any offer of employment under the Apprentice in Social Work programme and will be needed at the time of registration to University College Cork.** | [ ]  |  |
| 3 | Supplementary Questions 1 – 4Each question has been fully completed to ensure eligibility to progress in this recruitment campaign. |[ ]   |
| 4 | Location PreferencesYou have completed Appendix 3 and given a 1-3 ranking of your order of preference of locations where you would like to be an apprentice. |[ ]   |
| 5 | Apprentice in Social Work Campaign InformationYou have fully read and understand the Candidate Information Pack attached to this campaign and that you also meet the essential criteria as outlined in the Candidate Information Pack attached to this campaign.You have downloaded and saved the Apprentice in Social Work Job Specification and Additional Campaign Information for future reference. |[ ]   |
| 6 | FOR APPLICANTS UNDER RECOGNITION OF PRIOR LEARNING ONLYYou have completed the separate RPL Consideration Form in Appendix 2 of this application form.  |[ ]   |
| 7 | Please confirm that you will be able to commence the apprenticeship in August 2024. |[ ]   |

**Applications must be submitted by 12.00 noon on Friday 7 June, 2024 to:** <https://forms.gle/XjuP7Jykz32Lh5qv5>

# Appendix 1

**Qualifications and Eligibility Criteria**

**Recognition of Prior Learning (RPL)**

Please note this is only to be completed by candidates applying for consideration under Recognition of Prior Learning (RPL) and meet one of the following criteria:

1. hold an honours primary degree (NFQ, Level 8) in any discipline, and have completed a minimum of twelve months’ relevant work experience in a social work or social work-related field.

or

1. hold a primary ordinary degree (NFQ, Level 7) in social science or its equivalent with an overall result of at least a Second Class Honours Grade 1 and have completed at least three years’ experience in a social work or social work-related field.

or

1. non-graduates with at least five years’ professional experience in a social work or social work-related field may also be considered for admission.

**Are you applying for this position via Recognition of Prior Learning (RPL)?**

|  |
| --- |
| Yes |[ ]
| No |[ ]

***If you ticked no, you do not have to complete this Appendix.***

Recognition is a process by which prior learning is given a value. It is a means by which prior learning is formally identified, assessed, and acknowledged. This makes it possible for an individual to build on learning achieved and to be rewarded for it (e.g. in the form of acknowledgement or accreditation). Prior learning is learning that has taken place but has not necessarily been assessed, measured, or assigned credits.

|  |
| --- |
| **Personal Statement: (Max 300 words)**Please outline why you are submitting this application. (It is acceptable to copy elements of your cover letter into this section, if relevant. You should include why you are applying and why you are interested in Social Work as well as how your experience to date aligns with a level 8 qualification). |

**Formal learning:**

Formal learning takes place through programmes or courses of study that are delivered in an organised, formal way by education providers and that attract awards or credits. Formal learning is sometimes referred to as certified or accredited learning (please copy and paste details from earlier in the application where relevant).

**Previous Third Level Education (Further Education & Higher Education)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year of study** **From / to (mm/yy)**  | **Institution** | **Full award title**  | **Award type: e.g., Level 6 or 7**  | **Result if known**  |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |

*If there are specific modules from these programmes that you consider relevant to your application, please list them here (add rows to the table as necessary).*

|  |  |  |
| --- | --- | --- |
| **Award & Module descriptor**  | **Stage**  | **Relevance (content learnt)**  |
|   |   |   |
|   |   |   |

**Non-formal learning:**

Non-formal learning takes place alongside or outside the mainstream systems of education and training. It may be assessed but does not normally lead to formal certification. Examples of non-formal learning are planned learning and training activities undertaken in the workplace, voluntary sector, or in community-based settings. This includes attendance at external courses (e.g. City & Guilds, IMI etc). and on other internal training courses completed in the workplace. Please only refer to your three most relevant to the application.

**Non-Accredited Courses (In-house or independent training courses (please feel free to add rows as necessary)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates attended** | **Provider, name (Website)**  | **Course or Training title**  | **Duration of course/training** | **Brief description of content**  | **Result if known**  |
|   |   |   |  |  |   |
|   |   |   |  |  |   |
|   |   |   |  |  |   |

**Informal learning:**

**(a)Informal Learning through Work Experience: (There may be multiple fields required here)** Informal learning takes place through life and work experience. Please provide a description of relevant **work experience** that supports your application here (add boxes here as relevant).

|  |  |
| --- | --- |
| **Employer Name:**  |   |
| **Industry sector:**  |   |
| Position: (full title)  |   |
| Employment dates (mm/yy)  | From:  | To:  |
| Status:  | Full Time (paid) [ ]  | Part Time (paid). [ ]  |  Voluntary. [ ]  |
| **Responsibilities:**  | **Specify clearly the knowledge gained relevant to this application.**   |

**(b)Informal Learning through life experience:**

This can include any related learning, or skills gained through responsibilities or hobbies (e.g. caring responsibilities; care experience, hobbies & leisure activities)

|  |  |  |
| --- | --- | --- |
| **Nature of Experience** | **Duration (months)** | **Relevant Details** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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| --- |
| **Further Information:** Please include any additional information that you feel is relevant to your application (examples include achievements, projects, awards received).   |

**Please note that based on the information provided in this section of the application, RPL candidates may be called for interview.**

**Appendix 2**

(i) **Are you an EEA/Swiss or British National?**

**Applicants who are EEA nationals, Swiss nationals or British nationals do not require work permits / visas**

EEA nationals who do not require work permits / visas / authorizations are nationals of the following countries: Austria, Belgium, Croatia, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, United Kingdom, Republic of Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Norway, Iceland, Liechtenstein, Switzerland, Bulgaria and Romania.

(ii) **NON-EUROPEAN ECONOMIC AREA APPLICANTS WHO RESIDE WITHIN THE STATE**

In order that we can process your application it will be necessary for you to submit the following scanned documentation:

1. A scanned copy of your passport showing your identification i.e. the first page of your passport showing your photograph and personal details and current immigration Stamp 1, Stamp 1G, Stamp 4, Stamp 5, or Stamp 6 showing you have permission to be in this State**.**

**OR**

A scanned copy of your current Irish Residence Permit showing Stamp 1, Stamp 1G, Stamp 4, Stamp 5, Stamp 6.

**OR**

1. For permissions related to your graduate or marital/partnership status a scanned copy of your passport showing your identification i.e. the first page of your passport showing your photograph and personal details and current immigration Stamp 1G  showing you have permission to be in this State.

**OR**

A scanned copy of both the front and back of your current Irish Residence Permit (IRP) showing Stamp 1G and your Marriage/Civil Partnership Certificate.

**And**

* A scanned copy of your spouse’s passport showing their identification and current immigration stamp **and** a copy of their Critical Skills Employment Permit.

**Or**

* A scanned copy of both the front and back of your spouse’s current Irish Residence Permit showing Stamp 4 **and** a copy of their Critical Skills Employment Permit.

**Or**

* If your spouse holds a Stamp 2 for the purposes of PhD study, please include a copy of their passport showing their identification and current immigration Stamp 2, OR a scanned copy of both the front and back of their current Irish Residence Permit (IRP) showing Stamp 2.

**Applications not accompanied by the above documents, where necessary, will be considered incomplete and not processed any further.**

This means that your application will not be submitted for the ranking exercise and subsequent invitation to interview.

More information for non-EEA applicants resident in the State visit [Department of Justice Immigration Permissions](https://www.irishimmigration.ie/registering-your-immigration-permission/information-on-registering/immigration-permission-stamps/#783c0f58d65d5b335)

**Please note:**

The Employer welcomes applications from suitably qualified Non-EEA Nationals that have refugee status. At the time of application you will need to submit documentary evidence which confirms your refugee status.

# Appendix 3

**Location Preference**

Each employer has identified priority locations nationally for this campaign. Please see the job specifications for each employer. The locations are listed for each employer below. Please list your top three preferred locations below by numbering 1 to 3, with 1 being your first preference.

If you have selected both employers, please indicate your 1-3 preferences in each list below. You are given the option to specify another preferred location but please note it may not be possible to facilitate applicants’ preferences.

**Please note apprenticeship offers will be made by order of merit and in line with organisational need, therefore it may not be possible to facilitate applicants' preferences.**

**While many employer locations are approved by SOLAS, others on the list below are currently being processed. All locations offered to successful applicants will be fully approved by SOLAS.**

|  |  |  |  |
| --- | --- | --- | --- |
| **HSE locations** | **Rank your Top 3 HSE locations****in this column****(1 = your first preference; 2 = your second preference; 3 = your third preference)** | **TUSLA locations** | **Rank your Top 3 Tusla locations****in this column****(1 = your first preference; 2 = your second preference; 3 = your third preference)** |
| Ballinteer, Dublin 16Service area: Safeguarding & Protection |  | **Dublin North East:**Tusla 492 North Circular Road, Dublin 7  |  |
| Kilkenny city, Co. KilkennyService area: Older persons |  | **Dublin North East:**Tusla Navan Enterprise Centre, Trim Road, Navan, Co Meath  |  |
| Kilkenny city, Co. KilkennyService area: Safeguarding & Protection |  | **Dublin North East:**Tusla Wellmount Health Centre, Wellmount Park, Finglas Dublin 11  |  |
| Tralee, Co. KerryService area: Mental Health |  | **Dublin North East:**Tusla Ballymun Civic Centre, Ballymun, Dublin 9 |  |
| Midleton, Co. CorkService area: Primary Care |  | **Dublin Mid Leinster:**Tusla Athy Primary Care Centre, Dublin Road, Athy, Co. Kildare |  |
| Dooradoyle, Co. Limerick:Service area: Acute Services |  | **Dublin Mid Leinster:**Tusla Chamber House, Tallaght, Dublin 24  |  |
| Ennis, Co. ClareService area: Disability Services(2 x apprenticeships) |  | **Dublin Mid Leinster:**Tusla Bridge House, Cherry Orchard Hospital, Dublin 10  |  |
| Ballinasloe, Co. GalwayService area: Acute Services |  | **Mid-West:**Tusla St. Joseph’s Campus, Mulgrave Street, Limerick  |  |
| Naas, Co. KildareService area: Safeguarding & Protection |  | **Mid-West:**Tusla Ennis Primary Care Centre, Station Road, Ennis, Co. Clare  |  |
| Bray, Co. WicklowService area: Disability Services |  | **Mid-West:**Tusla Newcastle West Primary Care Centre, Station Road, Newcastle West, Co. Limerick.  |  |
| Gorey, Co. WexfordService area: Older persons |  | **South-East:**Tusla 34 Queen Street, Clonmel, Co. Tipperary  |  |
| Other HSE Location: Please Specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | **South-East:**Tusla St. Canice’s Hospital, Kilkenny  |  |
|  |  | **South-East:**Tusla Ely Hospital, Ferrybank, Co. Wexford  |  |
|  |  | **South-East:**Tusla Waterford Community Care, Cork Road, Waterford  |  |
|  |  | **South-West:**Tusla West Cork Social Work Department, Hospital Grounds, Skibbereen, Co. Cork **Successful applicants interested in the South-West could be city based/North Cork/West Cork.** |  |
|  |  | **South-West:**Tusla North Lee Social Work Department, Blackpool, Cork **Successful applicants interested in the South-West could be city based/North Cork/West Cork.** |  |
|  |  | **South-West:**Tusla Social Work Department, Market Square, Mallow Co. Cork **Successful applicants interested in the South-West could be city based/North Cork/West Cork.** |  |
|  |  | **South-West:**Tusla South Lee Social Work Department, St. Finbarr’s Hospital, Douglas Road, Cork **Successful applicants interested in the South-West could be city based/North Cork/West Cork.** |  |
|  |  | **West:**  Tusla Government Buildings, Convent Road, Roscommon |  |
|  |  | Other TUSLA Location: Please Specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

***\*\*\* If you have selected both employers, please remember to indicate your 1-3 preferences in each list below.***

# Appendix 4

**SUPPLEMENTARY QUESTIONS GUIDE**

**Information on completing the Supplementary Questions 1-4:**

Supplementary Questions are designed to help you to present **relevant evidence** in order that decision makers can evaluate how well you ‘fit’ the requirements of a particular role. Relevant evidence can be drawn from any work / educational experience and the way in which you have accomplished a range of activities. Those involved in screening the applications will be evaluating the information you give against **specific skills** required for effective performance in the role. To do this they need you to give enough detail so that they can tell **what you actually did** and **how you did it.**

The people doing the screening **will not** assume that you demonstrate a skill at the right level just because of your experience or educational qualifications. These do not give enough evidence about how you accomplished relevant tasks.

So, if a question is about your approach to decision making, you need to do more than list and describe important decisions you have made. You will need to describe **how** you reached relevant decisions.

Please note the following guidelines when completing questions 1 to 4;

* **Give specific examples** – most questions will ask you to describe an example of when you have demonstrated a skill: try to do this concisely but with enough detail so that the reader will be clear about **what you actually did**.This detail might include information about timescales, the number of people involved, resources etc. It can help to use bullet points so that the sequence of events is clear to the reader.
* **Give a range of examples** – base your answers on different situations or challenges you faced rather than rely on just one experience. This helps the reader to evaluate how you tackle different challenges and not just your behaviour in a ‘one off’ situation.
* **Be concrete rather than theoretical** – a clear description of **how you actually behaved** in a particular situation (and why) is of much more use to the reader than a vague or general description of what you consider to be desirable attributes.

The information you present here may form part of a ranking exercise process, and may also be used to help structure your interview, if you are invited to one. A ranking exercise may apply based on the information you provide in your application form. This means that a ranking board may “rank” applicants based on information put forward in the supplementary questions section of your application form. Interviews may be held on a phased basis, inviting applicants to interview based on the position held in the ranking exercise.

Therefore, compose your replies carefully in this section and for each example, please include the following:

**(a)** **the nature of the task, problem or objective;**

**(b) what you actually did and how you demonstrated the competency (and, where appropriate, the approximate date you demonstrated it, etc);**

**(c) the outcome or result of the situation**

Please note that, should you be called to interview, the board will look for **additional examples** of where you demonstrated the skills required for this graduate programme.

# Appendix 5

**PRIVACY NOTICE FOR THIS SOCIAL WORK APPRENTICESHIP RECRUITMENT PROCESS**

This Privacy Notice provides guidance and information to candidates/applicants
(collectively “**Applicants**”) who apply for the Social Work Apprenticeship with University College Cork (“**UCC**”) regarding the processing of Applicant personal data by UCC.

UCC (“**us**“, “**we**” or “**our**“) is committed to protecting and respecting your privacy. This Privacy Notice sets out the basis on which any personal data we collect from you or that you provide to us in connection with your job application will be processed by us. Please read this Privacy Notice carefully to understand our treatment and use of personal data.

In this Privacy Notice, references to “**you**” means the person whose personal information we collect, use and process.

We will use your personal data only for the purposes and in the manner outlined below, which describes the steps we take to ensure the processing of your personal data is in compliance with the Data Protection Acts 1988 to 2018 (as amended) and any subsequent data protection and privacy legislation, European Union law including Regulation (EU) 2016/679 (known as the General Data Protection Regulation or GDPR) and any subsequent amendments (collectively referred to as “**Data Protection Legislation**”).

Please note that by submitting your application to UCC, and in providing consent above you acknowledge that you have read, understood this Privacy Notice.

We seek to maintain the privacy, accuracy, and confidentiality of data (including your personal data) that we obtain during the recruitment process.

## Identity of the controller of personal information

For the purposes of Data Protection Legislation, UCC is a data controller. UCC’s address is at College Road, Cork.

Please see HSE’s Privacy Notice for Candidates in Recruitment Process here: [Candidate Privacy Notices for candidates in recruitment process - HSE.ie](https://www.hse.ie/eng/staff/jobs/recruitment-process/candidate-privacy-notices-for-candidates-in-recruitment-process.html)

See UCC’s applicable Student Vetting Policy and Procedure

<https://www.ucc.ie/en/media/studyatucc/undergrads/downloadabledocumentssection/UCCStudentVettingPolicyandProcedure.pdf>

## Contact details of the Data Protection Officer

The contact details of the UCC’s Data Protection Officer are as follows:
Email Address: gdpr@ucc.ie

Telephone:  +353 (0)21 4903949 or 4901862
Address: Office of Corporate and Legal Affairs, UCC, College Road, Cork

## When does this privacy notice apply

This Privacy Notice applies to personal information that we collect, use and otherwise process about you in connection with the Social Work Apprenticeship recruitment process.

## Processing of your personal data

How and why do we process your personal data?

UCC will process your personal data for the purpose of the Social Work Apprenticeship recruitment process. The personal data we process, the basis of processing and the purposes of processing are detailed below. Sometimes, these activities are carried out by third parties (see “Sharing of Personal Data” section below).

The application form sets out the sensitive categories of data required from candidates, specifically Garda Vetting and/or Police Checks. Such data will provide information regarding convictions, decisions on penalty, fines and other decisions issued in court or administrative proceedings. As detailed in the application form, the purpose of such information being sought arises from the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 (as amended) UCC’s Student Vetting Policy and Procedure, UCC’s Fitness to Practise Policy and the prospective Apprentice Employer’s Vetting Policies (see links provided in Application Form).

|  |  |  |
| --- | --- | --- |
| PERSONAL DATA  | BASIS OF PROCESSING | PURPOSE OF PROCESSING |
| • identification data, includingfirst name and surname,;• contact information,including home address, phone/mobile number, email address;• gender, date of birth,citizenship;• data regarding responses toconsents to Garda Vetting questions;• previous employment and volunteeringinformation, including date of hire, job title, department and business unit, worklocation, work status (full time, part time, paid/voluntary), data pertaining to workpreferences and abilities;• resume, includingeducation, past work and volunteerexperience and references;• information on UCC Fitness to Practice Policy compliance including health conditions and Garda Vetting/Police Checks only when relevant for the fulfilment of the offer of a place on the Social Work Apprenticeship  | Explicit consentIt is necessary to takesteps for offering a place on the Social Work Apprenticeship to you (Article 6(1)(b)/GDPR)It is necessary in accordance with a legal obligation set out in the National Vetting Bureau (Children and Vulnerable Persons) Act 2012(Article 6(1)(c) – legal obligation)It is necessary for the assessment of the working capacity of the employee.(Article 9(2)(h)/GDPR) | This is required to enable the UCC to administer the recruiting process, including,managing your application, organizing interviews, sharing your data with those persons on the Interview Board (which will consist of TUSLA, UCC and HSE personnel and one external person) UCC’s EDI Reporting Obligations but data will be anonymised |
|  | Consent | To comply with requirements of UCC’s Fitness to Practice Policy, including provision of health information as required under that Policy i.e. a self-assessment and any subsequent disclosures, and Garda Vetting/Police ChecksTo provide information relevant for and to participate in a Garda Vetting and/or Police Force Check, as required and for the outcome of such Garda Vetting and/or Police Checks to be shared as between UCC, and/or TUSLA and/or HSE (as relevant).  |

Sharing of personal data

Your personal data will only be shared with the relevant and limited persons within the Apprentice Employers i.e. the HSE and TUSLA for the purposes of the recruitment process, including for the assessment of your application, interview, confirming references and associated tasks and only where lawful to do so. We will also share your personal data with the external member (one) of the interview board for this recruitment process.

**Garda/Police Force Vetting**

As stated in the Application Form, Satisfactory Garda Vetting (or Police Force equivalent) is required in respect of candidates who come under consideration for an offer of the Social Work Apprenticeship. UCC requires Garda Vetting in accordance with; UCC’s Student Vetting Policy and Procedure, and to UCC’s Fitness to Practise Policy links below to both policies). The Garda Vetting Policies of TUSLA and the HSE are also linked below.

Your specific agreement has been sought in the Application Form to the Garda Vetting and/or Police check being undertaken in due course, and at the conclusion of the recruitment process, if required i.e. should we proceed to consideration of a conditional offer on the Social Work Placement Stage. A separate consent will be sought from you at that stage, if applicable.

Please note, you are able to withdraw your consent at any time by contacting the DPO whose contact details are above, and your application will subsequently be withdrawn from consideration.

**Retention of Personal Data**

We will retain your data until such time as the time limit for any appeal https://www.ucc.ie/en/apprenticeships/sw/ expires. In the case of successful candidates, for whom a conditional offer is made on the Social Work Apprenticeship, your personal data may form part of your personnel file in the Apprentice Employer i.e. the HSE or TUSLA and will also be retained as part of your student file with UCC.

**Your Rights**

Your rights under Data Protection Legislation may include the following (where applicable):

|  |  |  |  |
| --- | --- | --- | --- |
| **YOUR RIGHT** | **WHAT DOES IT MEAN?** | **HOW DO I EXECUTE THIS RIGHT?** | **CONDITIONS          TO EXERCISE?** |
| Right of access | Subject to certain conditions, you are entitled to have access to your personal data which we hold (this is more commonly known as submitting a “data subject access request”). | Request for such information should be made in writing to gdpr@ucc.ie. If possible, you should specify the type of information you would like to see to ensure that our disclosure is meeting your expectations. | We must be able to verify your identity. Your request may not affect the rights and freedoms of others, e.g. privacy and confidentiality rights of other individuals and/or businesses. |
| Right of data portability | Subject to certainconditions, you areentitled to receivethe data which youhave provided to us and which isprocessed by us byautomated means, in a commonly-usedmachine readableformat. | Requests should bemade in writing togdpr@ucc.ie.If possible, you shouldspecify the type ofinformation you wouldlike to receive toensure that ourdisclosure is meetingyour expectations. | The GDPR does not establish a general right to data portability. This right only applies if the processing is based on yourconsent or on ourcontract with youand when theprocessing is carried out by automated means (e.g. not for paper records). It affects only personal data that was “provided” by you. Therefore, it does not, as a rule, apply to personal datathat was created by UCC orsupplied to UCC by any other individual and/or business. |
| Rights in relation toinaccurate personalor incomplete data | You may challengethe accuracy or completeness of personal data whichwe process aboutyou. If it is found that personal data is inaccurate, you are entitled to have theinaccurate data removed, correctedor completed, as appropriate. | We encourage you tonotify us of anychanges regarding yourpersonal data as soonas they occur, includingchanges to yourcontact details.Requests should bemade in writing togdpr@ucc.ie. | This right onlyapplies to your own personal data. Whenexercising this right, please be as specific as possible. |
| Right to object to or restrict our dataprocessing | Subject to certainconditions, you havethe right to object toor ask us to restrictthe processing ofyour personal data. | Requests should bemade in writing togdpr@ucc.ie. | This right appliesonly if theprocessing of yourpersonal data isnecessary for theperformance of atask carried out in the public interest (see “basis ofprocessing” above). Objections must be based on groundsrelating to yourparticular situation.They must not be generic so that wecan demonstratethat there are stilllawful grounds for us to process your personal data. |
| Right to havepersonal dataerased | Subject to certainconditions, you areentitled, on certaingrounds, to have your personal dataerased (also knownas the “right to beforgotten”) e.g. where you thinkthat the informationwe are processing isinaccurate, or theprocessing isunlawful. | Requests should bemade in writing togdpr@ucc.ie. | There are variouslawful reasons why we may not be in a position to erase your personal data.This may apply (i) where we have to comply with a legal obligation, (ii) incase of bringinglegal proceedings(including any legal proceedings relating to an investigationconducted by UCC ordefending legalproceedings, or (iii) where retentionperiods apply by law or under UCC’s internal data retention policies. |
| Right to withdrawal | You have the rightto withdraw yourconsent to anyprocessing for whichyou have previouslygiven that consent. |  | Whilst you have the right to withdraw you consent UCC may continue to process your data where there is another lawful basis for doing so.  |

1. If you are submitting your application form via email we will accept the application form unsigned but you will be required to sign the Declaration before interview should you be invited to attend. [↑](#footnote-ref-1)