

# Apprenticeship in Social Work: The Application Process 2024



# Apprenticeship in Social Work: The Application Process 2024

## Purpose of this Guideline

This document aims to help you prepare your written application for a post as an Apprentice in Social Work by guiding you through the form in a step-by-step manner.

These are guidance notes only and if there are any discrepancies between these notes and the form itself, you should comply with instructions on the application form.



## STEP 1

Before you begin, make sure to familiarise yourself with the Apprenticeship in Social Work role and the job specifications:

## APPRENTICESHIP WEBSITE

<https://www.ucc.ie/en/apprenticeships/sw/>



## APPRENTICESHIP IN SOCIAL WORK OVERVIEW

<b>Duration:</b>	24 months
<b>NFQ:</b>	Level 9 Master of Social Work or Postgraduate Diploma in Social Work Studies
<b>ECT Credits:</b>	120
<b>Qualification upon Completion:</b>	Level 9 Academic Award + Eligibility to apply for registration with CORU as a Social Worker
<b>Current Employers:</b>	TUSLA and HSE
<b>Current Education Provider:</b>	University College Cork



## TRANSFORMING SOCIAL WORK EDUCATION IN IRELAND -KEY FEATURES:



## CORU - REGULATING SOCIAL WORK PROFESSIONS IN IRELAND

**CORU sets the standards of proficiency for the Social Workers Registration Board under five domains:**

1

Professional  
Autonomy and  
Accountability

2

Communication,  
Collaborative  
Practice and  
Teamworking

3

Safety and  
Quality

4

Professional  
Development

5

Professional  
Knowledge  
and Skills

Apprentices in Social Work will study on the Masters of Social Work or Postgraduate Diploma in Social Work Studies (UCC) which are approved by CORU

On successful completion of the apprenticeship, graduates will be eligible to apply to register with CORU as a Social Worker

## STEP 2 - GATHER THE NECESSARY DOCUMENTATION

Please gather the necessary certificates and information required to complete all areas of the Application Form.



## STEP 3 - MAKE A NOTE OF THE DESIGNATED CLOSING DATE AND TIME.

Make a note of the designated closing date and time.

**Late applications will not be accepted beyond the closing time!**





## STEP 4 TECH CHECK

You will need access to the following IT to complete this application:

### Microsoft Word

You will need to be able to use Microsoft Word.

### Google Account, Google Forms

Your application will not be complete until you submit your completed word document via the Google Form link on UCC's Apprenticeship website:

**<https://www.ucc.ie/en/apprenticeships/sw/>**. To do this you will need a Google account with a @gmail.com email address. You can set up a Google account easily and for free here: **<https://www.google.com/account/about/>**.

### Internet access

Because you are applying online, you will need to have access to the internet on the day you submit your application. Remember, late applications will not be accepted beyond the closing date and time even when due to poor connectivity.



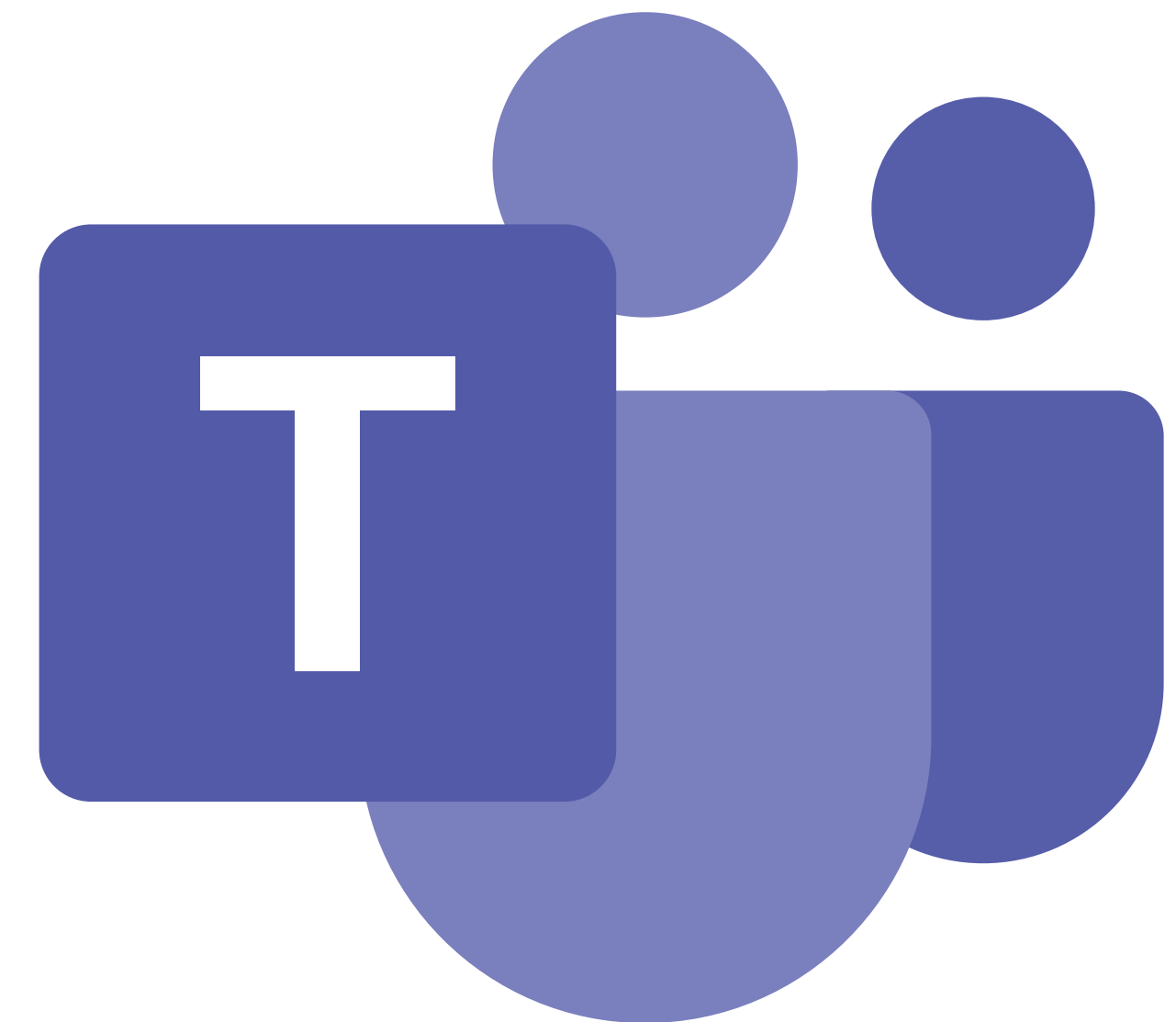
## STEP 4 TECH CHECK - INTERVIEW PLATFORM

### **You will need Microsoft Teams**

Shortlisted candidates will be invited to an online interview via Microsoft Teams.

Please ensure that you have downloaded the Microsoft Teams app to your laptop/PC in advance of your interview because we advise against using the web-browser version.

Please take time to reboot your device (desktop or laptop) and your internet modem in advance of the interviews to ensure connectivity.



## STEP 5

# The Application Form Itself

## What To Expect



## STEP 5

- You will be able to download the application form, which will be in a Microsoft Word format.
- There are several parts to the application, which includes important appendices.
- Read the application form in full several times before you start to complete.
- **Tip: As you complete the application form, remember to keep saving the draft versions on to your laptop/PC to prevent you losing completed parts.**



## STEP 5

### Part 1: Applicant Details

In this section of the application form, you be asked to provide:

- Your name and address,
- One mobile phone number,
- One email address.



## STEP 5

### Consent: Privacy, Vetting and Fitness to Practise

You will be asked to read and consent to three important matters related to the recruitment campaign:

- Privacy/Data Sharing
- Garda Vetting/Police Checks
- Fitness to Practise policies

There will also be information available to you in Appendix 5 and via external links.

It is important that you read the information very carefully very carefully before ticking the boxes.



## STEP 5

### Employer Preference 2024

TUSLA are offering 25 apprenticeships.  
The HSE are offering 12 apprenticeships.

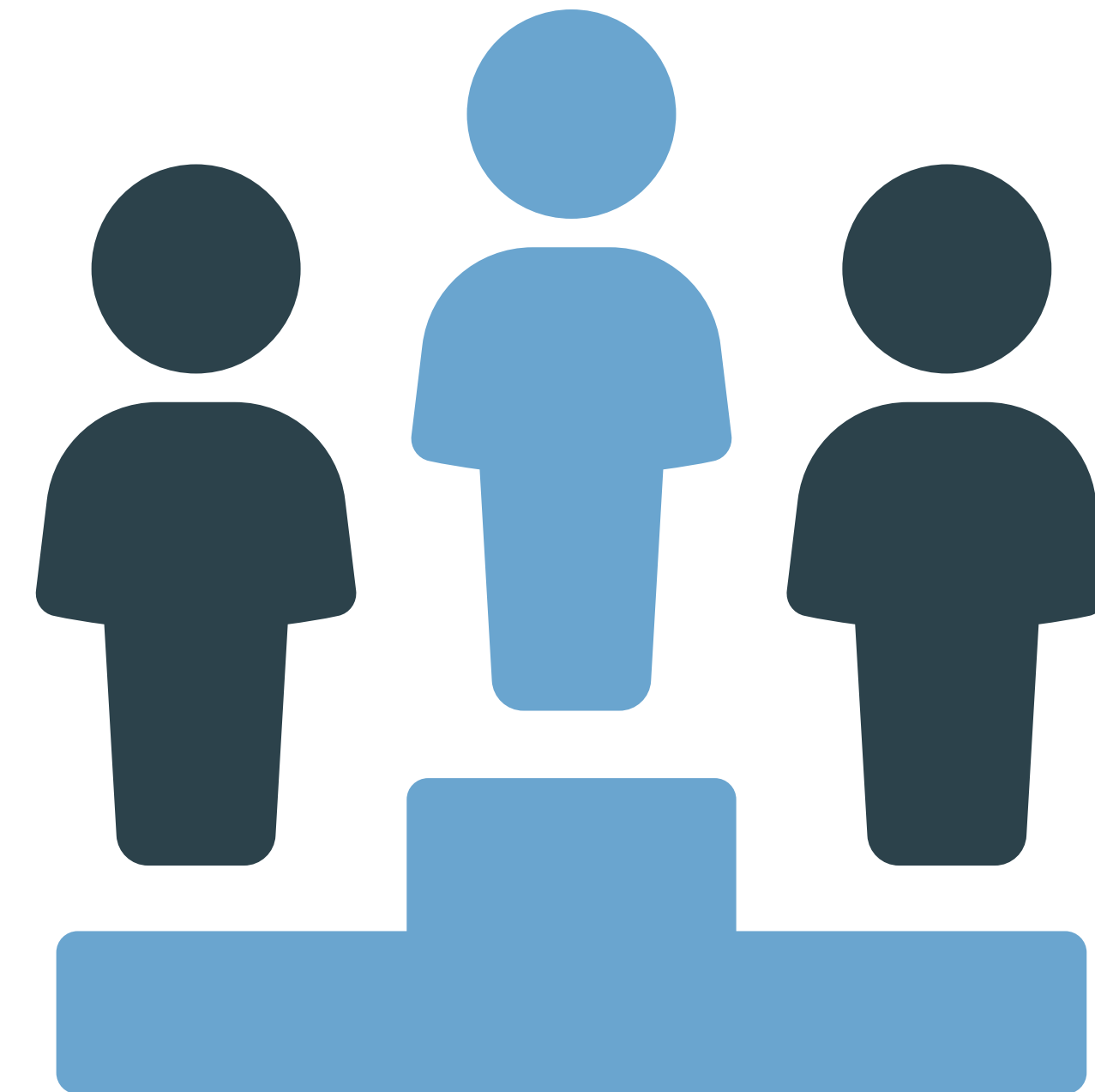
In this part of the form, you will be asked to indicate your preferred employer.

You will be asked to select only ONE of the following three options to indicate your preference:

**A:** TUSLA only or;

**B:** HSE only or;

**C:** Both TUSLA and HSE.



## STEP 5

### Location Preference

TUSLA and HSE have identified various priority locations nationally for employing apprentices in 2024. Those locations will be listed in the job specifications from each employer.

You will be asked to select your top 3 preferred locations in Appendix 3 of the application form - one of which can include a location not listed by the organisation (you will be asked to name location in an 'Other: Please specify' box in the list of locations).

If you have selected to apply to both employers, you will be invited to list your top 3 locations in each list.

**Please note that offers to candidates will be made by order of merit and per the priority locations listed. Please note it may not be possible to facilitate applicants' preferences where they have named locations outside of the priority locations.**





## STEP 5

### Section: 'How did you hear about the apprenticeship in social work?'

- In this part of the application form, you will be asked about how you first became aware of the apprenticeship.
- You will be asked to tick the box that best applies to you.
- This will help us to focus future recruitment campaigns.



## STEP 5

### Section: European Economic Area/Nationality

In this part you will be asked to identify the status of your nationality (EEA/British/Swiss/Non-EEA Notional).

**Please note:**

**Proof of status will be required for applications who are not from the EEA.**



## STEP 5

**In this part, You will be asked to indicate your academic eligibility to apply for the Apprenticeship in Social Work.**

You will be asked to choose one of three options to describe your eligibility to apply:

**i.** You are a graduate with a 2H1 level 8 degree in Social Science or its equivalent or Graduate with an approved level 8 conversion programme (Higher Diploma in Social Policy) and 3 months' relevant work experience;

**OR**

**ii.** You expect to graduate in 2024 with a 2H1 level 8 degree in Social Science or its equivalent or Graduate with an approved level 8 conversion programme (Higher Diploma in Social Policy) and will have a 3 months' relevant work experience by August 2024;

**OR**

**iii.** You are submitting your application for consideration under Recognition of Prior Learning.



**Graduates with a level 8 in Social Science or equivalent**

**All level 8 graduates with 12 months relevant experience**

**Level 7 graduates with 3 years relevant experience**

**Non-graduates with 5 years relevant experience**

## STEP 5

### Applying for Consideration of Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a process 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. Prior learning is learning that has taken place but has not necessarily been assessed, measured, or assigned credits.

Who is eligible to apply for consideration under the Recognition of Prior Learning?



- All level 8 graduates with 12 months' relevant experience;
- Level 7 graduates with 3 years' relevant experience;
- Non-graduates with 5 years' relevant experience.

**If you are applying through this criteria, you will be required to complete Appendix 1 of the application form, which will be assessed by trained UCC-staff.**

*TIP: Some of the details (e.g. work experience, volunteer experience is similar to the main application form, so copy and paste details where relevant).*

## STEP 5

### Educational Achievement and Qualifications

In this part, you will be asked to list all education awards you have achieved and expect to receive if graduating in 2024 in chronological order.

You will be asked to start with your most recent award to finish with your oldest award (i.e. the final education award you received at post-primary level).

**Tip: When you gathering all the dates for these awards, collect certified copies of original documents because you will need to supply them before the post can be formally offered to you and you will need them when registering as a student in UCC.**



## STEP 5

### Career History

- In this part you will be asked to provide details of your full work experience and to outline your main roles and responsibilities.
- You will also be required to explain the reason for any gaps in your career history (e.g. career breaks, spent time outside of work, travel etc).

**Tip: Take time to think about all aspects of work experiences that you bring to this application. Organise these in a chronological way.**



## STEP 5

### Volunteer Experience

In this part, you will be asked to provide details of your full voluntary experience and to outline your main roles and responsibilities.

This can include activism, fundraising, community support, volunteering with charities, mentoring, youth support (including sports/youth clubs) etc.

**Tip: Take time to think about all aspects of your volunteer experiences that you bring to this application. Organise these in a chronological way.**



## STEP 5

### Supplementary Questions

In this part, you will be asked four questions related to competencies associated with the job spec. of the Apprenticeship in Social Work.

You will be required to provide responses to ALL 4 questions.

When it comes to answering the supplementary questions, always consider your experience and qualifications in connection to the Job Specification and requirements of the role.

**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**.

**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.





## STEP 5

**The four supplementary questions you will be asked are:**

### **Professional Knowledge & Experience**

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 demonstrates these principles.

### **Evaluating Information, Problem Solving and 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.

### **Teamwork and Commitment to a Quality Service**

Social Workers promote change and continuously strive to improve the quality and efficiency of the service. 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 high quality service.

### **Planning and Managing Resources**

The apprentice will attend academic study in UCC 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 programme including reference to your ability to the manage competing demands/priorities.

## STEP 5

### Declarations

In this part, you will be asked to read declarations about the recruitment process and to sign the document.

An electronic signature will suffice.



## STEP 5

### References

In the final part of the application, you will be asked to **name three referees** (including your current employer if you are in employment).

You will also be asked if you wished to be contacted before the consortium (employers and university) contacts your referees



## STEP 6 - FINAL SUBMISSION

When you have completed your application, take time to edit and proof-read your application.

Then, save your document under your own name **Surname\_First name\_ASWapplication.docx** (e.g. Jones\_Hilary\_ASWapplication.docx).

Once saved upload your completed form via the link (Google Form) on:

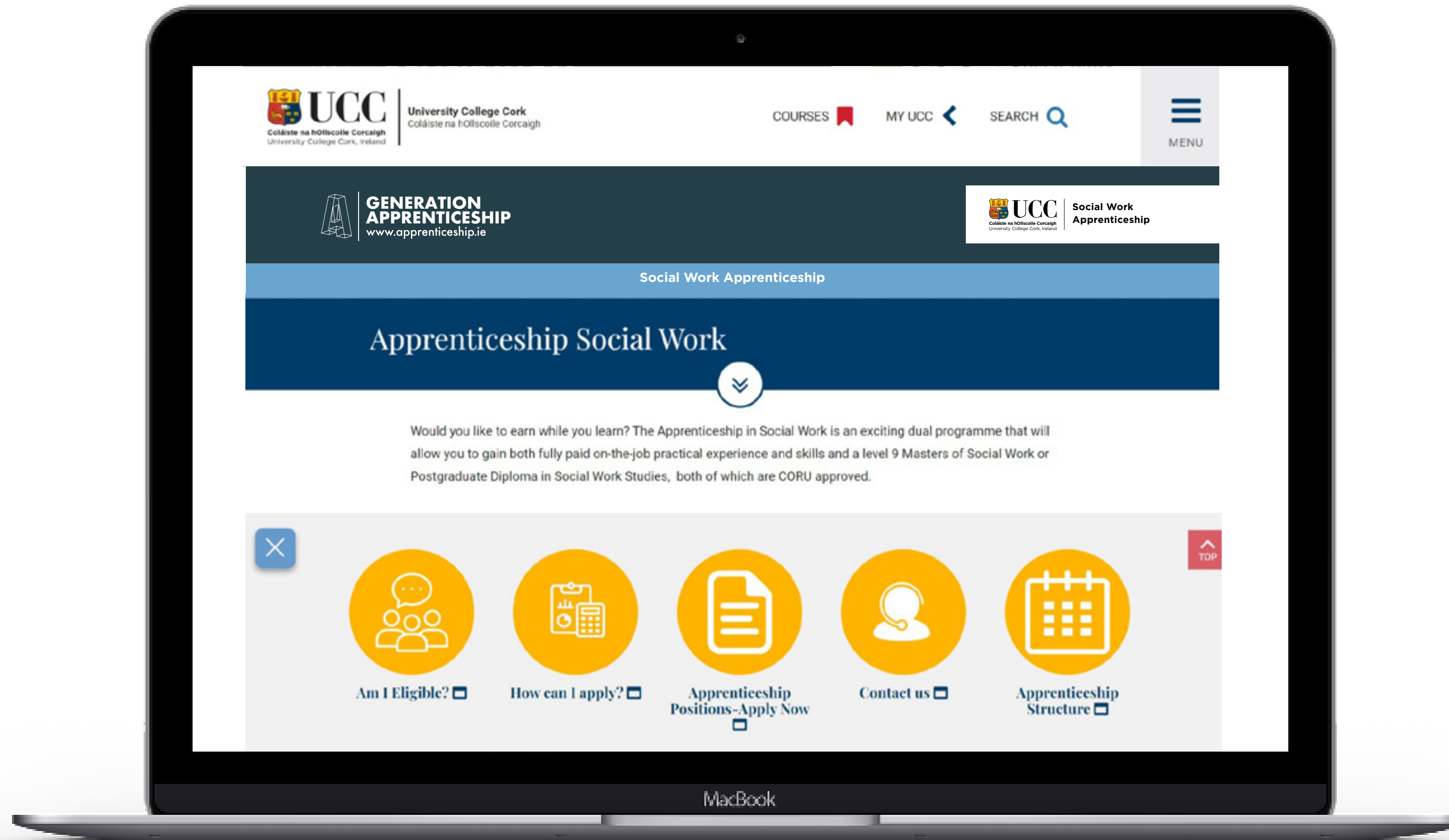
**[https://www.ucc.ie/en/apprenticeships/sw/ website.](https://www.ucc.ie/en/apprenticeships/sw/website)**

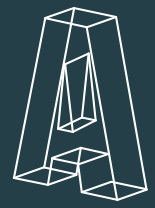
**Remember to complete this Application Form in full and return it by the designated closing date and time stated on the Job Specification document. No other versions of applications will be accepted e.g. CV, etc.**



## APPRENTICESHIP WEBSITE

<https://www.ucc.ie/en/apprenticeships/sw/>





**Social Work Apprenticeship**

**Best of luck with your application.**

