

Postgraduate Admissions Statement

MSc Social Work

Programmes Covered

This admissions statement applies to the following programme(s):

MSc Social Work

Applicants should also refer to the relevant prospectus entry for further programme details.

This admissions statement should be read in association with the [University Admissions Principles and Procedures for Postgraduate Taught Programmes](#).

Faculty

Faculty of Social Sciences and Law

Admissions team and contact details

Senior Postgraduate Admissions Administrator

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Admissions cycle

This Admissions Statement applies to applications submitted for entry to the programme between 1st October 2018 and 30th September 2019.

Application deadline

Details of application deadlines for this programme are displayed on the individual programme page within the [University course finder](#).

Admissions criteria

Academic requirements

Applicants must hold/achieve a minimum of an upper second-class honours degree (or equivalent qualification) in any discipline. You must also have relevant social work/social care-related experience, and grade C or above in GCSE English and Mathematics (or equivalent).

For information on international equivalent qualifications, please refer to our [International Office website](#).

If you are in the final year of your undergraduate studies, any offer for the MSc will be conditional on achieving an upper second-class honours degree (or equivalent qualification).

English language requirements for non-native English speakers

For applicants whose first language is not English, and whose full undergraduate degree was not taught in an English-speaking country, it is necessary to hold/achieve a minimum score in an approved English language test as specified in Profile B of the [University's English Language Requirements Policy](#).

Applicants do not need to have reached the required level of English language before applying. If necessary, English language will be included as a condition of offer.

Applicants have the option to undertake one of the University's Pre-sessional English courses. You can find information about the University of Bristol's Pre-Sessional English courses at the [Centre for English Language and Foundation Studies website](#).

Additional requirements

There are no additional requirements for this programme.

Application process

Online application form

Applicants should complete the online application form, uploading all required documents directly into the application form. Guidance on uploading documents can be found in the [Guidance for online applications](#). Any paper documents received by post, or electronic documents received by email, will not be considered except in exceptional circumstances.

Applicants should make every effort to choose the correct programme in the application form by reading the prospectus entry and admissions statements fully. Applicants should [contact the relevant Admissions Team](#) if clarification is required.

Documents required

The required documents for this programme are listed below. Applications may not be considered until all required documents have been uploaded to the application form.

Applicants who have already submitted an application can upload additional documents into the 'Post-submission uploads' section of the application form. Information about how to upload documents to an application form can be found in our [Guidance for online applications](#).

Required documents for this programme are:

- **One academic reference (minimum) and one work reference (minimum) from a social care related job / voluntary experience:** References should be submitted electronically by the referee, using the online reference form. Alternatively, scanned copies of the original reference document(s) can be uploaded by the applicant.

References must be written, signed and dated on official letter headed paper from the referee's organisation. They must include the referee's full contact details, i.e. postal address, telephone number and organisation email address. A [reference template](#) is available to show the required format.

References supplied with a personal contact email address will not be accepted unless under exceptional circumstances, which must be explained within the reference. All references must be dated within the last two years.

- **Degree certificate(s)** from first and subsequent degrees. We require colour scans of original documents and certified translations of documents issued in any language other than English.
- **Academic transcripts** from first and subsequent degrees. We require colour scans of original documents and certified translations of documents issued in any language other than English.

Transcripts must list all subjects taken and grades achieved to date, with the grade scale clearly displayed in the transcript. Applicants must clearly state their current average grade in the online application form.

- **Personal statement.** Before writing your personal statement, you should consider the challenges of becoming a professional social worker. In an unequal society, social workers enable people to address inequality and discrimination, resolve problems and meet personal needs. They work with individuals, families, groups and communities. Successful practitioners demonstrate the following competencies:
 - Good interpersonal and communication skills
 - Well-developed emotional sensitivity
 - Proven resilience and tenacity
 - The capacity to develop others
 - Good teamworking skills
 - A commitment to service-user involvement
 - A capacity to work within professional boundaries

In not less than 1,000 and not more than 1,500 words, and using specific examples, you should use the personal statement to describe and critically evaluate your education, work and life experiences, showing how these have motivated, prepared and developed you for such challenges. You should also analyse and discuss the relevance of your work experience and highlight your motivation for applying for the course.

- **English language certificates** are required from applicants for whom English is not the native language and whose full undergraduate degree was not taught in an English-speaking country (please see the English Language Requirements for a list of English-speaking countries).
- **Curriculum Vitae (CV):** CVs might include details of other relevant work experience and qualifications to support an application. Please do not include any school (pre-university) certificates, unless otherwise specified above.

Correspondence with applicants

Applicants will normally receive communication via email to the email address used to set up the application form account. Applicants should ensure the profile email address is kept up-to-date.

Selection process

Assessment of applications

All applicants are considered on an equal basis in line with the [University's Equality and Diversity Policy](#).

Once a complete application has been submitted with all required supporting documents, it is rated on the basis of the candidate's ability to benefit from social work study using the following criteria:

- Academic preparedness
- Good standard of written English
- Relevant learning from work and life experience
- Understanding of social care, social work and appropriate personal and intellectual qualities
- Understanding of, and commitment to, the values and ethics of social work.

Where an applicant has undertaken a transnational education partnership programme or top-up degree, meeting the minimum academic entry criteria will not automatically mean an applicant will receive an offer. For these applicants, admissions decisions will consider the academic history of the applicant alongside relevance of degree, and, if required, degree content, and performance in key modules.

Each applicant is considered both holistically on their own merit and in competition with the rest of the

applicant cohort during the academic cycle.

Interviews

Shortlisted candidates are interviewed jointly by a member of University staff, a representative of a social services agency and a service user/carers. The interview comprises four parts:

1. An information session.
2. A writing exercise. This exercise should demonstrate your ability to write clearly and logically in English and to think critically about social issues.
3. A communication skills exercise. This exercise should demonstrate awareness of current social issues, service-user awareness, communication skills and interpersonal qualities.
4. A personal interview covering the following:
 - The reasons for your interest in social work
 - Your initial understanding of the role and your reflective ability when evaluating any relevant life experiences that may help or hinder your development as a social worker
 - Evaluation of an article related to social work
 - Your awareness of the effects of race, age, sex and other forms of discrimination, and how this relates to anti-oppressive practice.

Non-standard applications

We welcome applications from those with non-standard qualifications who can demonstrate knowledge, experience and skills developed in the workplace, or elsewhere, relevant to the programme of study. Please use your personal statement to provide further details.

Non-standard applications will be considered by the Admissions Tutor(s) for the programme on a case by case basis.

Decisions

Notification of decisions

Applicants will be notified by email when a decision has been made and decision letters will be available to view and print by logging into the application. If there is a deadline by which applicants must accept an offer of admission, this will be stated in the offer letter.

Offers

Offers will typically be made in line with the academic requirements set out above.

Offers made may be conditional or unconditional. An unconditional offer will be made to successful applicants who have already met the conditions and provided evidence that conditions have been met. Where academic or language requirements have not yet been fulfilled, successful applicants will receive a conditional offer outlining the requirements that must be met.

If an applicant is not selected to receive an offer for the course to which they have originally applied, we may offer the opportunity to be considered for an alternative programme in a related subject area. In such cases, applicants will receive an email notification providing any alternative course options and asking whether they wish to be considered for these. It may be necessary for applicants to submit additional documentation in order for the application to be fully considered for an alternative programme. Details of the documentation required can be found in the [admissions statement](#) for the relevant programme.

Deferrals

Deferred entry is available for this programme, subject to agreement by the relevant Admissions Team. Please

contact the admissions team by emailing sps-pgadmissions@bristol.ac.uk if you would like to request to defer your start date.

Additional information

Extenuating Circumstances

If your education has been significantly disrupted through health or personal problems, disability or specific difficulties within your studies you can submit an [extenuating circumstances](#) form as part of your application.

The information provided on the form will be treated confidentially and will help us to fairly assess your academic performance in light of your circumstances.

ATAS

An ATAS certificate is not required.

Deposits

International self-funded students accepting a place on a taught postgraduate programme are required to pay a deposit of £1500. Further information is available on [how to pay programme deposits](#). Further information will also be provided in the offer letter to successful applicants.

The deposit is non-transferable and non-refundable except under the circumstances outlined in the [International Deposits Refund Policy](#).

Visa

International students coming to the UK to study full-time must apply for a student visa. [Tier 4 student visa guidance notes](#) are available on the University website.

Sponsored Students

Sponsored students are not required to pay the deposit but will need to upload a copy of their sponsorship letter using the 'Post Submission Uploads' section of the online application. Sponsored students will also need to complete and upload the [sponsorship authorisation form](#).