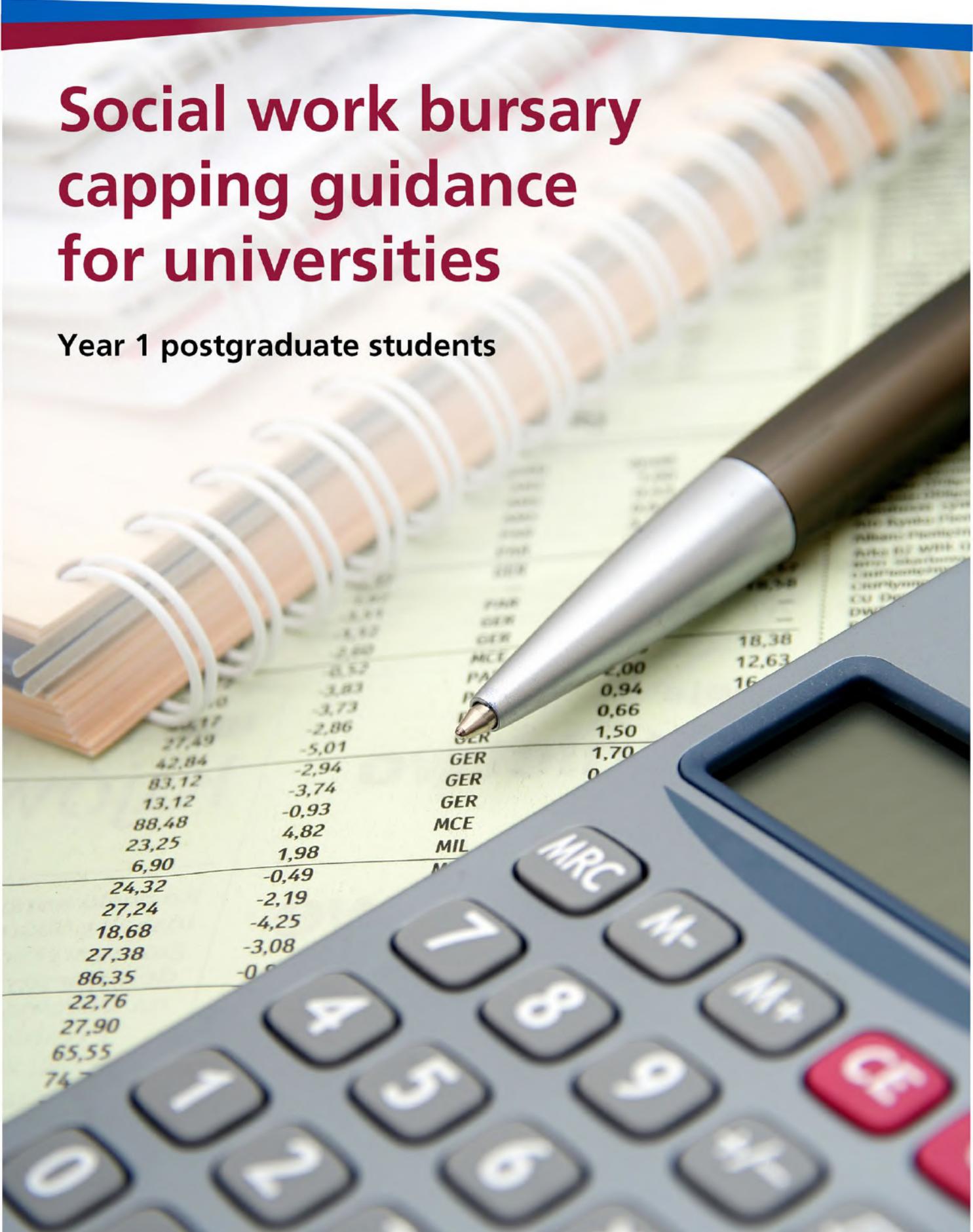


Social work bursary capping guidance for universities

Year 1 postgraduate students



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Social Work Bursary criteria

A student will only receive a bursary if:

- they complete and return the correct application form before the application deadline (see below)
- they meet the residency criteria and are eligible for funding
- we receive attendance data from their university confirming they started the course/year
- they are nominated for a bursary (or are nominated as a reserve and due to other students not taking up their allocation, are awarded an unused bursary place)

A student will not receive a bursary but may still receive the Placement Travel Allowance (PTA) if:

- they complete and return the correct application form before the deadline
- they pass the residency criteria and are eligible for funding
- we receive attendance data from the university confirming they have started the course
- they are not nominated for a bursary or as a reserve
- they are a reserve list student who does not get a bursary due to the full allocation being filled before their name is reached on the list

A student will not receive a bursary or the PTA but may still be counted towards a bursary place if:

- they complete and return the correct application form before the deadline
- they are eligible for tuition fee funding only
- we receive attendance data from their university confirming they have started the course
- they are not nominated for a bursary or as a reserve but due to other students not taking up their allocation, are awarded an unused bursary place

Important: Please tell all of your students to apply to us, even if they are not nominated or are not included on your reserve list, as they may still be entitled to the PTA.

How many vired places are you taking?							0
Please provide the names of the postgraduate students you are nominating for a vired place (you must fill your standard postgraduate allocation first and you can only nominate up to 50% of your undergraduate allocation at the rate of 2 undergrads to 1 postgrad place)							
Student Surname	Student Forename(s)	Date of Birth	Full or part-time attendance?	Qualification	Employment or college based?	Study Year	Repeat (Yes or No)

Important: if you plan to use, or you have used, your full undergraduate allocation, please state 'none' and leave all blue rows blank.

Allocation of capped places to returning postgraduate students

Would universities please note that students who attended in their first academic year and were nominated for a capped place but had a period of non-attendance for a full academic year in 2015/16 and are now resuming in 2016/17, will have lost the capped place initially allocated to them. These capped places cannot be retained if a student withdraws from training for any reason, even if it is not 'reallocated' to another student.

If you wish to allocate a capped place to a postgraduate returning student, this can be done but the student must have had exceptional circumstances for the period of non-attendance and the capped place **must either:**

- be allocated a bursary from the postgraduate year cohort the student is returning to (this could only happen if someone else had dropped off the course)
- be taken from your total allocation of students for 2016/17, if you have any unused places

For example:

2014/15	2015/16	2016/17
Student attends PG course in Year 1 and is allocated a capped place and a Social Work Bursary (SWB).	Student steps off the course due to exceptional health reasons and does not attend for a full academic year. Capped place not reallocated and cannot be retained for student.	Student returns to undertake PG Year 2. Original 2014/15 capped place not available to this student so PTA only would normally be payable. However, they may still receive a SWB if either: <ul style="list-style-type: none"> • another student from this cohort drops off the course • there is spare capacity from your total allocation of places for 2016/17

Bursary allocation not filled

If you do not want to, or cannot, fill all of your allocation before the start of the academic year, please send us the spreadsheet with the list of students you'd like to nominate at that point. You can send us another spreadsheet with additional names at a later date.

Please do not supply the names of any reserves until you have given enough names to fill your main bursary allocation first.

Final year unused places

Universities can nominate a student who did not receive a bursary, but may have received a PTA from us in their first year.

If you have unused bursary places on your nomination form remaining from last year, we will reallocate bursaries to the next student/s on your reserve list, as long as these students have submitted an application form to us on time and are personally eligible. These students may receive a bursary for the final year only if the above applies.

If you believe you may have unused bursary places remaining from last year, please email us at nhsbsa.swbenroldata@nhs.net.

The Capping nomination withdrawal form

This form should be used to inform us of any changes to your bursary nominations for this academic year.

The form should be completed when you are certain that a student you have nominated will not be taking up one of your bursary places.

The form will also help us build up a clearer picture of why changes to nominations are made and will enable us to keep a record of all amendments made to the capping list, in case of any queries.

Completing the form

Please supply the student's name, date of birth, name of your university, study year and level of course of the student initially nominated. You do not need to send us a revised spreadsheet. You also do not need to provide us with details of another student you would like to nominate, as we will use the list of reserve names already supplied. If your reserve list has been exhausted, we will contact you.

When a form is received from a university, we will remove the named student from the list of nominees. The next available student on the reserve list will have their bursary application assessed and we will notify them of their entitlement.

Important:

Please save a blank copy of the form before you use it as you may need to send us this information several times.

If more than one person within your department/university deals with the bursary allocation, please provide them with a copy of this booklet and the form.

Contact details

Reason	Contact
1. Queries about the nomination process. 2. To send your: <ul style="list-style-type: none"> • Social Work Bursaries Undergraduates <i>Capping nomination form</i> • Enrolment data • <i>Capping nomination withdrawal forms</i> 	Email us at nhsbsa.swbenroldata@nhs.net
1. General Social Work Bursary queries. 2. Queries regarding your students (not related to the nomination process).	Email the SWB team at nhsbsa.swbteam@nhs.net
If any of your students need to contact us themselves.	Email us at nhsbsa.swb1@nhsbsa.nhs.uk or Call our Customer Contact Services on 0300 330 1342

Additional information about Social Work Bursary funding, including how the allocation of places for each university was calculated, is available online in the Department of Health and Department for Education's publication [Social Work Education in the 2016 Academic Year – information for HEIs and students](#).