

Social work bursary capping guidance for universities

Year 2 undergraduate students

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Social Work Bursary criteria

Nominated students will only receive a bursary if:

- they complete and return the correct application form before the deadline
- they pass the residency criteria and are eligible for funding
- 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
- we receive attendance data from their university confirming they started the course/year

Students who have not been nominated will only 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
- 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
- we receive attendance data from their university confirming they have started the course

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

Social Work Bursary application deadline dates

Please remind all of your students to complete and submit a Social Work Bursary application to us by the following dates:

Course start	Deadline
September 2016 (Autumn) courses	1 November 2016
January 2017 (Winter) courses	14 February 2017

Applications received by us after the relevant deadline date will not be accepted.

Completing the *Capping nomination form*

Please complete the *Capping nomination form* (undergraduates) sent to you in order for you to provide details of the students you would like to nominate for an undergraduate social work bursary.

The form header includes 'Student Services provided by...' and the NHS Business Services Authority logo. Below the header is a box for 'Social Work Bursaries Capping Form (Undergraduates)'. The form is divided into two main sections: 'Undergraduate bursaries (please provide the names of the students you wish to nominate)' and 'For NHSBSA Use Only'. The latter section includes a table with columns for 'Student Surname', 'Student Forename(s)', 'Date of Birth', 'Full or part-time attendance?', 'Qualification', 'Employment or college based?', 'Study Year', 'Repeat (Yes or No)', 'Date Received', 'Ref Number or not yet applied?', 'Notes (i.e. on hold, residency)', 'Enrolment confirmed (Y/N)', and 'Tuition Fee Received? (Postgrad Only)'. The table has multiple rows for data entry.

Nominating students

The form contains a number of green coloured rows and columns which should match the total allocation of bursary places awarded to your university for the 2016/17 academic year.

Please complete columns A - H for each student you are nominating in these rows, listing students in order of preference, with your first choice student in the top green row, and so on.

Part-time students

If you are nominating part-time students, please remember that one part-time student only uses **half** of one bursary place. You may need to add extra green rows to the spreadsheet if you are including part-time students as we have only set up the sheet to show your standard allocation.

For example, if you have been allocated 20 undergraduate bursaries you could nominate 10 full-time students and 20 part-time students.

Reserve students

Please use the yellow coloured rows to supply the details of all the students you would like to nominate as reserves. Again, please place the students in the reserve list in order of preference.

RESERVES (please provide the names of the students you wish to nominate as reserves)							
Student Surname	Student Forename(s)	Date of birth	Full or part-time attendance?	Qualification	Employment or college based?	Study Year	Repeat (Yes or No)

Vired allocation

If your university runs both undergraduate and postgraduate social work courses, you may wish to give up some undergraduate bursary places in order to receive extra postgraduate ones. This is known as a 'vired allocation'.

You may vire **up to 50%** of your undergraduate capped places on a 2:1 basis. That is, you can vire **two** undergraduate places for every **one** postgraduate place, which means only **an even number** of undergraduate places can be vired.

For example a university has been allocated 30 undergraduate bursary places and 12 postgraduate ones. They can therefore vire up to 14 of the undergraduate bursary places, to give them an additional seven postgraduate ones.

This means that after viring, the new allocation will be 16 undergraduate bursary places and 19 postgraduate ones for the 2016/17 and 2017/18 academic years.

When completing the *Capping nomination form*, you will need to provide the details of the additional students you wish to nominate for the vired places in the blue coloured rows on the form, entering the students in order of preference, with your first choice student in the top blue row, and so on.

Please tell us how many undergraduate bursaries you intend to vire in the box at the top of the form. For example:

To be completed by the HEI (please remember to reduce the amount of names given if you intend to vire some undergraduate places to receive more postgraduate bursary places)	
How many undergraduate places do you intend to vire? (you can vire up to 50% of your undergraduate places at a rate of 2 undergrad for 1 postgrad)	Tell us here = 8

Please remember to:

- provide details of the number of students you are nominating on the green rows
- ensure the total is equal to your actual allocation after the deduction for vired places, and not your original allocation

Important: The new allocation will be carried over to the final year for both the undergraduate and postgraduate courses.

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, if applicable.

Please do not supply the names of any reserves until you have provided enough student names to fill your bursary allocation.

The Capping nomination withdrawal form

The *Capping nomination withdrawal form* should be used to inform us of any changes to your undergraduate and postgraduate bursary nominations for this year.

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

This form also helps us build up a clearer picture of why changes to nominations are made and it enables us to keep a record of the amendments made to capping lists in case of queries

Completing the form

The image shows a 'Capping nomination withdrawal form 2016/17' from the NHS Business Services Authority. At the top left, it says 'Student Services provided by...'. The NHS logo and 'Business Services Authority' are at the top right. The main title is 'Capping nomination withdrawal form 2016/17'. Below this, it says: 'Please complete this form if you have already nominated a student for a bursary for the 2016/17 academic year, but would now like to withdraw your nomination. Please provide the student's name, date of birth and the reason they are no longer nominated for the bursary.' There are several input fields: 'Student's name:', 'Student's date of birth:', 'University:', 'Course and year:', and 'Reason for withdrawing nomination:'. The 'Reason for withdrawing nomination' field has a small example text: '(e.g. student is deferring, no longer wants to start course, is taking up place at another university* etc.)'. At the bottom, there is a partially visible field: '... know which university the student will now be ...'.

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 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 Postgraduates <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 and the allocation methodology 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.](#)