Foundations for social work practice (programme tutor)  XKPW113

Presentation pattern  January to September

Welsh language policy
The Open University wishes to encourage applications from suitably qualified people who can teach in Welsh and/or English.

Module-based associate lecturers and Programme tutors
The Social Work Degree practice module KZW113, Foundations for social work practice, is supported by two associate lecturers – one is module-based and the other is known as the Programme Tutor.

Module description
This module is part of the Open University Certificate of Higher Education in Social Care Practice (Wales) and the Degree in Social Work in Wales. The module helps students to develop the foundation knowledge and skills of social care and social work. The module includes assessment of practice via either a portfolio based on current work experience, or a 20 day practice learning opportunity. The module includes written, audio and web-based resources, and the opportunity for students to practise online communication through online forums, supported by module tutors.

Programme tutor
The programme tutor has a broad role in relation to Level 1 practice; they are vital to the success of the programmes and their professional credibility. These programme tutors have a particular responsibility for supporting students through the practice element of the module and preparation of their practice report.

Duties include making early contact with the student and confirming the appropriateness of their practice setting or PLO; ensuring students understand the requirements and how to provide evidence for their report; monitoring students’ progress and liaising with their module tutor; validating the practice report. In addition to individual support, there may also be some groupwork and occasional contact with employers.

The Certificate of Higher Education in Social Work has been chosen by the Care Council for Wales as the appropriate qualification for Social Services Practitioners, The Open University social work degree is a professionally accredited work-based learning programme.

Person specification for programme tutor
You should have:
- a first degree or equivalent in a relevant discipline
- a professional social work qualification and practice experience
- familiarity with the literature, policies and research in social work
- experience of delivering social work education as a practice teacher, practice assessor or associate lecturer
- familiarity with current practice regarding the delivery of personal social services
- sensitivity to the needs of adult learners, and an understanding of how adults learn.
- evidence of ability to negotiate, liaise and problem-solve with a range of agency contacts
- experience in the use of IT or a willingness to train and experiment with IT.

It would be an advantage to have:
- relatively recent experience of delivering social work education (e.g. as a practice teacher or tutor)
- the ability to speak Welsh.

Job description - Programme tutor:
• Monitoring the progress of up to a maximum of 20 KZW113 students throughout their studies at Level 1. This means being available by phone, email and where necessary through visits to support students undertaking practice learning opportunities, assisting them with issues which might affect their successful completion.
• maintaining connection with other tutors (students have two tutors for this module and will be doing other modules alongside)
• Providing specialist programme support, including advice on practice-issues for allocated students and assisting their understanding of OU systems, policies and practices, as necessary.
• Taking action as necessary (in association with other relevant staff) if a student is at risk of failing: evaluating need for additional support and ensuring that it is provided.
• presenting an annual introductory student workshop on the programme
• reviewing and reporting (via appropriate forms) on student progress for
• Examination and Assessment Boards maintaining satisfactory records for each allocated student.
• provide feedback (via the Staff Tutor) on the adequacy of the practice arrangements and student progress

In addition some programme tutors may be involved in ad hoc events for which additional payment up to a maximum of five days will be made.
• support of Quality Assurance processes and links with Agencies and practice placement settings
• in consultation with the line-manager (Staff Tutor) report on the quality assurance issues concerning practice arrangements.
• ad hoc events
• presenting a briefing session and workshop forum for practice assessors facilitating or, contributing to Open Days or other promotional events
• supporting the Staff Tutor in liaison work with agencies.

Additional information
References must include at least one professional practice reference relating to social work practice or social work education from a current or recent employer.

Module related details - a full explanation can be found on the website

<table>
<thead>
<tr>
<th>Credits awarded to the student for the successful completion of a module:</th>
<th>60</th>
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<tbody>
<tr>
<td>Level of ICT requirements:</td>
<td>2</td>
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<tr>
<td>Number of students likely to be in a standard group:</td>
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<tr>
<td>Salary band:</td>
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<tr>
<td>Estimated number of hours per teaching week:</td>
<td>2.5</td>
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