



THE UNIVERSITY *of* EDINBURGH

Social Work

School of Social and Political Science

BSc3 and BSc4 (Honours)

2026-2027

Programme Handbook

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Welcome

Welcome to the Honours years of the BSc Social Work programme at the University of Edinburgh. Congratulations on progressing to Honours study.

This handbook introduces you to all aspects of the 3rd and 4th year of the degree programme, including its structure, design and assessment procedures within the overall context of the University's academic systems. We have tried to make the handbook as clear as possible but would welcome feedback where you feel this has not been achieved.

The handbook should be read in conjunction with the Course Handbooks and Course information on Learn, including the Professional Practice in Social Work Handbooks.

Academic teaching takes place mainly on the central campus. Social Work teaching staff and administrative staff are primarily based on the first, second and fourth floors of the Chrystal Macmillan Building. These premises have access for individuals with mobility difficulties and lifts are situated at either end of the building. Students should discuss any access difficulties with their Cohort Lead, Academic Supervisor or Student Adviser.

We strive to maintain open and accessible communication with all students. Much of this is undertaken via email, as such students should regularly check their University email addresses both during University based periods and also whilst based in social work service delivery settings. Information about individual courses may also be found on Learn.

As Programme Director for the BSc Social Work degree, my role is to co-ordinate and manage all aspects of the programme. Please get in touch if you have any queries at all. I hope you find the forthcoming academic year enjoyable and stimulating and I look forward to working with you throughout this year.

Dr Eve Mullins
Programme Director
Room 2.26, Chrystal MacMillan Building

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Introduction

The undergraduate BSc Social Work programme offers students a qualification in social work and eligibility for registration with the Scottish Social Services Council as social workers.

Our approach to social work is a critical one. Social work has always, as its name suggests, been concerned with 'the social' and with social explanations for problems faced by individuals, families, communities and society as a whole. C. Wright Mills, writing in 1959, made an important distinction between 'personal troubles' and 'public issues', arguing that problems we often think of as personal (for example, unemployment or criminalisation) are actually public issues which are encountered in the private sphere. Social work should be about understanding individual problems in their wider social context.

Our aim in educating social workers is to encourage them to develop the kind of critical thinking skills that will equip them to meet the demands of a rapidly changing profession and world. In that sense students should not expect to be taught how to use particular practice tools and procedures (these are likely to have changed by the time of graduation and moreover, different employers have very different ways of working, even within broadly similar fields of practice). Policies and procedures can be easily learnt and this is best done in practice situations. What we would hope to do in the University environment is to help students develop an identity as a social worker and the ability to think like a social worker, so that they can take this identity and these critical thinking skills into the range of settings they will go on to work within.

BSc Honours students are taught alongside our two-year postgraduate MSW students. We believe this adds a richness to the learning experience of both cohorts, and encourage you to get to know your colleagues in both cohorts.

This handbook has been published by the School of Social and Political Science to provide information to students, teaching staff, tutors and practice teachers about the programme. The handbook does not supersede the University's regulations and the formal requirements for the programme which are set out in the University's Calendar and Undergraduate Programme.

The School will observe the stipulations contained in the University's Assessment Regulations and the recommendations contained in relevant University Codes of Practice, including the Code of Practice for Students - Dealing with Personal Harassment, the University's Disability Statement, the Guidelines on Disclosure of Information about Students, and the Student Complaints Procedures. In addition, the Scottish Social Service Council (SSSC) Code of Practice will apply.

Please note that every effort has been made to ensure that the information contained in this handbook was correct at the time of going to press. However, the School retains the right to make any necessary changes which are consistent with the University's regulations. In the event of any conflict between anything contained in this handbook or the Codes of Practice and the Undergraduate Regulations published in the University Calendar, the Calendar shall have precedence.

Accreditation

The University of Edinburgh is approved by the Scottish Social Services Council (SSSC) to provide two routes to social work qualification: the undergraduate BSc (Social Work) and the two-year MSW postgraduate route. Both programmes comply with the Scottish Requirements for Social Work Training and facilitate students meeting the Standards in Social Work Education (SiSWE).

See Appendix 1 for information on Fitness to Practice.

The Programme Team

Social Work Staff

The staff group is made up of full or part-time lecturers, tutors, teaching fellows, practice learning team, student adviser and administrative staff. Sessional teachers and tutors also make a contribution to teaching as do staff from other subject areas. In addition to their general social work background, teaching staff have specialist knowledge in particular areas of policy and practice; for example, work with children and families, older people, mental health, and criminal justice.

Practitioners and managers from the statutory, voluntary and independent social work agencies in the South- East of Scotland contribute to our teaching, drawing on their substantial specialist knowledge in ways which complement the expertise within the University.

A brief outline of the teaching and research interests of staff members is available on the Social Work website: <https://www.sps.ed.ac.uk/subject-area/social-work/people-intro>

* Please note that the Undergraduate Teaching Office is responsible for all course assessment submissions.

Academic Staff		
Dr Anna Chiumento	Lecturer	achiumento@ed.ac.uk
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Dr Hadijah Mwenyango	Lecturer	hadijah.mwenyango@ed.ac.uk
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Dr Autumn Roesch-Marsh	Senior Lecturer	a.roeschmarsh@ed.ac.uk
Dr Robin Sen	Lecturer	r.sen@ed.ac.uk
Administrative Staff		
Will Rennie	Student Adviser	student.sps@ed.ac.uk
Lee Corcoran	Student Development Officer	lee.corcoran@ed.ac.uk
Course Secretaries	Undergraduate Teaching Office	sspsugts@ed.ac.uk

Student Adviser Introduction

The Student Adviser (SA) works in conjunction and alongside Cohort Leads to provide pastoral and academic support to students. The SA will advise on university procedures, regulations and essay submissions. The SA will also advise students who may be struggling with their academic studies because of personal or health reasons. You should contact either your Cohort Lead or the Student Adviser with any concerns or problems you are facing during your time at the university.

Your Student Adviser (SA) is **Will Rennie** (student.sps@ed.ac.uk)

Semester Dates and Calendars

BSc Honours

Academic year dates for the BSc Social Work programme normally differ from the University of Edinburgh Academic year schedule because of the required number of placement days which social work students are required to undertake. Please look at the placement calendar dates on the Course Learn site.

University Calendar

Course and assessment regulations can be found in the University Calendar. It may be consulted on line at: <http://www.drps.ed.ac.uk/26-27/dpt/utsowrk.htm>

Information about semester dates is here: <https://semester-dates.ed.ac.uk/202627>

Programme Structure

BSc3 Social Work

The programme consists of the courses outlined below. It is structured in order to introduce students to social work in a staged way.

The first two courses in semester 1 (**Social Work in Communities** and **Social Work with Individuals and Families**) introduce social work's broad welfare role. Alongside these, the course **Working with Self and Others: Skills Theories and Methods** highlights the central importance of 'self' and what students bring from their personal to their professional lives. It examines effective communication skills and social work methods and provides opportunities for practicing the application of such skills and methods prior to starting the first placement. **Understanding Care and Control**, in semester 2, introduces the tensions and decision-making requirements around voluntary and compulsory interventions.

Half of the programme consists of **practice placements**, which are offered in a range of settings, reflecting the diversity of the social work profession. Students complete 2 practice placements across the 3rd and 4th years, one in each. Each placement is hosted in one placement setting, and across the placements students will be allocated contrasting settings to meet their learning and development needs. It is on placement where students learn about the day-to-day realities of social work practice and undertake direct work with service users. The role of university teaching is to give students the ideas, the background knowledge and the critical thinking skills to make best use of their practice experience.

We seek to make links between theory and practice in our teaching. To that end we utilise an Enquiry and Action Learning (EAL) model where students engage with case study material in order to develop an understanding of social work practice that is grounded in both academic and practical knowledge. You will be given an introduction to the EAL method in the early stages of the programme.

Year 3	Course Code	Credits Awarded
Social Work in Communities	SCWR10035	20
Social Work with Individuals and Families	SCWR10034	20
Working with Self and Others: Skills, Theories and Methods	SCWR10031	20
Understanding Care and Control	SCWR10029	20
Professional Practice in Social Work 1	SCWR10030	40

During year 3, students are introduced to the Social Work Dissertation (UG) and submit a dissertation proposal. Over the summer, between years 3 and 4, students work on a 'work-in-progress' Literature Review.

NB: It is a requirement of the Scottish Social Services Council that before any student goes on placement there is some assessment of their ability to:

- communicate effectively
- engage with knowledge to inform practice
- present themselves in a professional manner
- recognize ethical principles and values for practice

In order to progress to placement, you are required to pass the courses 'Social Work with Individuals and Families' and 'Working with Self and Others'. For further information about these requirements, please check the Learn Ultra site for Professional Practice in Social Work 1.

To read more about the Standards in Social Work Education, please visit <https://learn.sssc.uk.com/siswe/>

Progression to Year 4

Students must pass all year 3 courses to progress to Year 4 and have achieved 120 credits within third year.

BSc4 Social Work

Working with Risk, Trust and Complexity, delivered at the beginning of year 4 of the programme, addresses some of the more complex areas of social work practice around, for instance, child or adult protection. The EAL method supports the learning of WwRTC. The **BSc Dissertation**, introduced in year 3 and completed in year 4, gives students the opportunity to study in depth an area of social work which is of particular interest to the student.

Most of the final year consists of the 100-day placement. It is on placement where students learn about the day-to-day realities of social work practice, and develop their skills in applying knowledge, skills and values in practice. The role of university teaching is to give students the ideas, the background knowledge and the critical thinking skills to make best use of their practice experience.

Year 4	Course Code	Credits Awarded
Working with Risk, Trust and Complexity	SCWR10032	40
Professional Practice in Social Work 2	SCWR10033	40
Social Work Dissertation	SCWR10036	40

Degree Regulations and Programme Information

Please follow this link for information about programme courses to be undertaken in year 4 of the programme:

[DPT: Social Work \(BSc Hons\) \(UTSOWRK\)](#)

Details of the courses can be found on each course **Learn Ultra** page.

BSc Social Work Degree Award

Students must pass all courses to be eligible for the BSc Social Work degree award and to become eligible to be registered as a qualified social worker with the SSSC.

Programme Requirements

Registration and PVG Scheme

It is a condition of entry and continuation on the programme that students are registered with the Scottish Social Services Council. Students removed from the register as a result of their misconduct will not be able to achieve the professional qualification in social work.

As part of their registration, students will be required to apply to become a PVG Scheme member under the provisions of the Protection of Vulnerable Groups (PVG) (Scotland) Act 2007. The Protecting Vulnerable Groups Scheme is administered by Disclosure Scotland and under the Scheme, Disclosure Scotland will draw on details of criminal records, information about a person's inclusion on children's or adults' lists and other relevant information held by a local police force or Government Body. Becoming a member of the PVG Scheme enables a successful applicant to work with vulnerable groups.

Candidates should note that convictions which otherwise might have been considered 'spent' will come up in police checks. Further information about Disclosure Scotland can be found at:

<http://www.disclosurescotland.co.uk/>

The University has a responsibility to inform the Scottish Social Services Council of any changes to student circumstances. Where a student is absent from the programme due to health, failure or other reasons the Scottish Social Services Council will be notified.

Attendance

The Undergraduate Social Work degree is a full time, professional training programme and it is expected that students attend all aspects of the course. There is an 80% attendance requirement across the programme, stipulated by the SSSC. This means students are required to attend a minimum of 80% of the teaching inputs. Attendance is monitored across all teaching inputs (e.g., lectures, tutorials, workshops).

Where a student's attendance falls below 80%, the Student Adviser and Programme Director will meet with the student in the first instance to discuss the issues around attendance and any supports that may be needed. Students who fail to meet the attendance requirement may put their progression on the programme at risk. As such it is essential students contact the relevant person (e.g., Course Organiser, Tutor, Academic Supervisor or Student Adviser) if there are any concerns about attendance, for example if you are unable to attend a tutorial due to illness. If you are unsure who to contact please contact the Programme Director or Cohort Lead. Medical certificates are required for absences of over seven days (or five working days). If a student misses substantial parts of any component of the programme, this will be regarded as a serious matter that will need to be discussed with the Programme Director.

It is important to note that students are required to complete a minimum number of days in assessed practice learning service delivery settings (see Professional Practice in Social Work course handbooks). It may also be necessary to report absences to grant giving bodies or to sponsoring authorities and to impart such information to prospective employers when references are requested.

Practice Placements

BSc3 Professional Practice in Social Work 1 (Assessed Practice Learning in Service Delivery Settings)

In each year of the programme students undertake a period of assessed practice learning in a service delivery setting. The first placement is 80 days (Professional Practice in Social Work 1) This period is spent in a service delivery setting and supervised by appropriately qualified practitioners, most of whom are accredited by their agencies and hold the Practice Learning Award, or are working towards completing the Practice Learning qualification. Please see the Professional Practice in Social Work 1 Course Handbook for further details.

BSc4 Professional Practice in Social Work 2 (Assessed Practice Learning in Service Delivery Settings)

The second period of assessed direct practice is undertaken via a 100-day placement (Professional Practice in Social Work 2) This period is spent in a service delivery setting and supervised by appropriately qualified practitioners, most of whom are accredited by their agencies and hold the Practice Learning Award, or are working towards completing the Practice Learning qualification. Please see the Professional Practice in Social Work 2 Course Handbook for further details.

Students should note that it is not possible to offer individual choice of placements. Placements will be allocated by the University in order to provide students with a general learning experience and meet their learning and development needs. Placements are generally located in the City of Edinburgh, Mid, East and West Lothian, Fife and the Scottish Borders. For students who reside in other parts of Scotland, we will make every effort to accommodate a placement closer to their home area.

Cessation of Practice

Please refer to Professional Practice in Social Work course handbooks for details.

Termination of Training

The grounds for termination of training are outlined in the Scottish Social Services Council Rules for Social Work Training 2003 as “behaviour that is confirmed as damaging or dangerous to either service users, other students or programme providers, or creates unacceptable risk for themselves and others”.

Concerns about the student’s behaviour may be referred to the University Fitness to Practise Committee and University disciplinary procedures may be invoked:

<http://www.ed.ac.uk/arts-humanities-soc-sci/taught-students/student-conduct/fitness-to-practise>

Where concerns about the student’s behaviour have been raised within the period of assessed practice, the agency should conduct an investigation under the appropriate provisions for the agency.

The Head of Subject will ensure that the student has access to information about the disciplinary process, student complaint procedures and appeals mechanisms.

Where termination of training is being considered, the Programme Director will notify the Head of Subject who will then advise the student in writing of the concerns raised and convene a meeting of the relevant parties to determine further action. If, following this meeting, termination of training is sought the Head of Subject will notify the student of this in writing.

In serious cases, the matter will be referred to the Authorised Officer (as defined in the University disciplinary procedures) and immediate suspension of studies may follow.

The university is required to share information with the SSSC relating to complaints and termination of training investigations and disclosures in terms of the Public Interest Disclosure Act 1998, subject to the requirements of the Data Protection Act 2018.

The university is required to share information with the SSSC relating to complaints and termination of training investigations and disclosures in terms of the Public Interest Disclosure Act 1998, subject to the requirements of the Data Protection Act 2018. The programme is also required to notify the SSSC immediately in writing of any misconduct by a student that might call into question the student's registration with the Council, inform the student of that fact and co-operate with the Council proceedings undertaken in terms of the Council's Registration and Conduct Rules.

The SSSC may invoke procedures to terminate the student's registration which could result in the student's social work training being terminated.

SSSC Codes of Practice

Please follow this link for SSSC Codes of Practice: <https://www.sssc.uk.com/the-scottish-social-services-council/sssc-codes-of-practice/>

Implications of Authorised Interruption of Studies/Course failure

Where a student has been granted an authorised interruption of studies due to health, personal circumstances or failure:

- the University has a responsibility to inform the SSSC who may discontinue the student's registration as a student social worker until such point that continued progression on the programme is confirmed. At this point, the student would need to re-apply for registration with the SSSC;
- there can be no absolute guarantee that practice fees for repeated periods of practice will be funded by the SSSC.

Assessment and Coursework

Aims of Assessment

The assessment procedures are designed:

- to provide a pattern of continuous assessment during the programme;
- to allow students to demonstrate that they have achieved the levels of academic knowledge and practice learning competence necessary to qualify for BSc Social Work (Honours)
- to provide for relevance, continuity, integration, depth and independent scrutiny
- to allow for the shared involvement in assessment by university staff, practice teachers, and external examiners;
- to provide regular feedback to students and staff on the progress of each student towards achieving the required level of competence
- to develop and demonstrate the student's capacity for self-evaluation and commitment to continuing acquisition of knowledge and skill.

Overview of Assessment

Students must complete all the required assessments. Each course is assessed separately and must be passed separately in order to meet the requirements for registration with the SSSC.

Towards the end of the third year, the Board of Examiners will consider each student's academic progress and practice report to confirm progression into the final year.

Details of the assessments can be found on the relevant course Learn Ultra pages.

The Board of Examiners meeting to award the BSc Social Work degree is held in May of each year.

Course assessments involving presentations

Social workers are expected to be able to present their assessments and professional opinions in a variety of different forums, e.g., Children's Hearings, Courts, resource panels, team meetings. This is enshrined in the SSSC Standards in Social Work Education, which all social work students must demonstrate to become professional social workers. As such, we have purposefully built opportunities to develop presentations skills in to our social work programme through course assessments. We believe your time at University should be a safe and supportive environment to build and hone these skills, so you are prepared for practice. We appreciate presenting in public can be nerve wracking, and for some people incredibly challenging. Over your four years studying with us, we hope to provide you scaffolded opportunities so by year 4, you are confident and competent in presenting. If you have concerns about assessments involving presentation, please discuss this with the Programme Director, your cohort lead or Academic Supervisor as soon as possible.

Providing Past Assessments to Students on a Course

Course organisers in the social work team take different approaches to providing previous example assessments, and there are valid reasons for these variations in practice.

Some organisers may choose not to provide example assessments for academic or practical reasons. Assessments may change significantly from year to year to reflect updated content, current research, or different teaching priorities, meaning past examples may be misleading. In some cases, sharing examples could narrow students' focus toward predicting questions rather than engaging broadly and deeply with the course material. Organisers may want to encourage originality and independent thinking rather than model responses. There may also be concerns about the availability of suitable examples, or restrictions linked to assessment security and question reuse.

In some other courses, sample assessments are offered to help students understand the format, level of difficulty, and types of skills or knowledge they may be expected to demonstrate. They can reduce uncertainty, support preparation, and give students a clearer sense of how learning outcomes may be assessed. This may be especially helpful in courses with unfamiliar assessment styles for students.

While practices on the provision of prior assessments may differ, the intention is generally the same: to support student learning and ensure assessments remain fair, rigorous, and aligned with course objectives. In all cases you will be provided with the criteria against which a particular assessment will be graded in advance of submitting it. Should you have questions about the assessment before submitting, you should contact the Course Organiser to discuss further.

Unsatisfactory academic progress

When students have been unable to pass all courses within the current year they will not be permitted to progress to the following year.

Under regulation 67 of the university's Taught Assessment Regulations the university may exclude students who do not meet the criteria for progression on their programme. This will include:

- where students have failed to complete and pass all courses within the usual two opportunities permitted
- where students have failed to complete and pass each practice learning opportunity within the usual

- two opportunities permitted
- where students have failed to complete and pass a practice learning opportunity and the practice review panel does not recommend a further opportunity to undertake an assessed placement

Student social workers may also be referred under the College Fitness to Practise policy if there are concerns about their progress and continuance to study.

Common Marking Scheme

The marking criteria for coursework, exams and dissertations have been established to guide both staff and students about what is normally expected of work receiving a particular grade. This information can be viewed at: <https://www.sps.ed.ac.uk/students/undergraduate/your-studies/assessment-regulations/markings-descriptors>

Marking Process and Queries

In Social Work we use a process of sampled second marking to ensure quality and consistency in our marking processes. Each assessment is graded by a staff member and then a sample of assessments are moderated internally by a staff member, most often, but not always, the Course Organiser. On social work courses a number of staff members may be marking assessments for one course. The moderator looks at all fails, borderline fails and a sample of grades in other grade bands (i.e., A, B, C, D) across all markers to ensure they are satisfied the marks are defensible, the feedback clear, and, where there is more than one person marking the assessments, the grading is consistent between markers. After marks are released to students, a sample of work from each course is sent to the External Examiner of the programme for their comments and review. External Examiners are academics from outside the University (usually working at a different University) who review courses and programmes for the quality of teaching, assessment, marking and feedback.

For dissertations and many of our presentations assessments, we use a process of double marking, where 2 markers independently grade the assessment and come together to agree a mark. A sample of these are also sent to the External Examiner for review and feedback. More information on the marking and moderation regulations is available here:

<https://registryservices.ed.ac.uk/academic-services/policies-regulations/regulations/assessment-regulations/taught/section-c>

If a student is unclear on their feedback they should approach the marker(s) for clarification of the comments – a marker's name should be noted at the end of feedback, if it is not please approach the Course Organiser who will be able to clarify. If a student wishes to raise questions about the grading of their assessment they should approach the Course Organiser for that course. Please note that, as per University regulations, marks can only be adjusted if there has been a procedural error in the marking process, and not because a student disputes the academic judgement of the marker.

Course work submissions and penalties

Make sure you read and understand all the information about how to submit course work and what penalties may be applied. You will find all this information on the Learn sites for your courses

Re-submission of Assignments

To meet the SSSC requirements that each course's learning outcomes must be passed, Social Work students are allowed re-sits of each academic assignment. Regulation 27:

https://uoesharepoint.com/:b/s/PolicyRepository/EU0wrBdArelHOLLNhG_wpJEB89iHvrrvLcx5POIGWJUHL1Q

Except for the most exceptional of circumstances, the mark of the first submission will be the one counted as part of the degree classification. Any concession to this ruling would need to be approved at College level, based

on the submission of relevant and timely submissions of Special Circumstances.

A new title will normally be set for re-submissions. Failing either of the practice placements does **not** automatically lead to a repeat placement being offered. Please see the Course Handbook for Professional Practice in Social Work for further information on failed placements.

SSSC Registration – Newly Qualified Social Worker

Following graduation the Subject Area will notify the SSSC of student final awards. This allows the SSSC to finalise student registration as newly qualified social workers.

Social Media

While there are many cautionary tales about the use of social media and the 'digital footprint', there are also many positives in such engagement. There have been many examples recently of students and graduates using social media to network and in some cases, find employment. Social media allows easy exchange of information and ideas within the control of the account owner. Do not be afraid to engage with debate but do remember that what goes on the internet stays on the internet – you need to remember that a future employer may discover things about you that you would prefer to keep private. We expect you to be courteous in your postings and not to make personal and hurtful comments about other students or staff.

You should ensure your comments are lawful, i.e., are consistent with legislatively protected areas of equality and diversity and do not constitute a disciplinary offence under the university's code which includes offensive behaviour (in writing as well as actual) and which could bring the university into disrepute.

As registered social work students you have additional professional responsibilities in relation to your online presence and appendix 2 provides the SSSC Social Media policy. Students should also be mindful of the SSSC Code of Practice (see appendix 1) in relation to their online activity, behaviour and presentation of self.

Students may also find it useful to access university information and guidance about developing your digital footprint:

<http://www.ed.ac.uk/schools-departments/institute-academic-development/about-us/projects/digital-footprint>

Appendix I: Fitness to Practice

This Programme of study is accredited by the Scottish Social Services Council (SSSC), and as it leads to a professional qualification, students are obliged to abide by the SSSC Codes of Practice for Social Service Workers and Employers (referred to as the Codes): <http://www.sssc.uk.com/the-scottish-social-services-council/sssc-codes-of-practice/>

The social work profession and the SSSC expect that students on programmes of study leading to professional social work qualifications meet the standards of character, conduct and competence necessary for them to do their job safely, and in ways which instil public confidence about the profession and professional standards: <https://www.sssc.uk.com/fitness-to-practise/>

An individual's fitness to practise may be impaired by one or more of the following:

- misconduct (including, e.g., plagiarism)
- deficient professional practise
- a health issue
- a decision about them by another specified regulatory body
- a criminal conviction
- any matter deemed relevant to the student's suitability to continue studying towards a professional social work qualification

The University of Edinburgh has regulations in place to ensure that any concerns about a student's fitness to practise are dealt with in a timely and fair manner: <https://www.ed.ac.uk/arts-humanities-soc-sci/taught-students/student-conduct/fitness-to-practise>

The standards against which a student will be assessed are the relevant Codes. Within the School of Social and Political Science the Fitness to Practise contact to whom any concerns may be initially addressed is Dr Steve Kirkwood, who can be contacted at: s.kirkwood@ed.ac.uk

Students must be aware that it is an individual responsibility to ensure that the university is aware of any matter which may call into question an individual's fitness to practise, either before commencing a programme of study, or when on the programme, such as:

- a deterioration in physical and/or mental health
- being charged with or found guilty of any criminal matter
- involvement by statutory services in relation to a safeguarding issue relating to a child or adult

Such matters should be raised with your Cohort Lead or Programme Director in the first instance, and as soon as possible.

By commencing the programme you have given permission for the university to share relevant information with practice learning agencies, practice teachers, assessors and employers if a fitness to practise concern is raised about you. This will ordinarily be discussed with you in advance.

If a matter is referred to the School about any student, the student will be informed and the matter will ordinarily be considered within 28 working days. If an initial concern is deemed a Fitness to Practise issue, it will be considered by the Fitness to Practise contact in conjunction with the Head of School. There are a series of outcomes:

- a) find that there is no impairment to fitness to practise, and dismiss the case.
- b) find that there has been an impairment to fitness to practise, but that the student has taken action to address the impairment and no further action is required. The student will be issued with a warning and advised of the consequences of any further similar behaviour.

- c) find that there is an impairment to fitness to practise, and permit the student to continue, subject to review, under certain conditions – for example additional mentoring by an appropriate member of staff, compliance with a requirement to engage with remedial learning or assessment, or addressing health concerns
- d) find that there is an impairment to fitness to practise, and require a student to repeat certain parts of the programme of study. For students close to the end of their prescribed period of study, this may require an extension to their period of study
- e) refer the student to the College Fitness to Practise Panel who have a fuller range of outcomes at their disposal

The outcome of any deliberation between the Fitness to Practise contact and the Head of School will be communicated to the student in writing.

Appendix II: SSSC Guidance on Use of Social Media

Social Media Guidance for Social Service Workers

Many of us use social media to communicate with others both personally and in our working lives. It helps us to connect with people with shared interests, keep in touch with friends and colleagues and more and more we use social media in our working lives too. It is a great way to bring together groups of people working on the same project, for example, and to share views and opinions.

While there are many benefits in using social media, it is important that you use it within the standards set for social service workers in Scotland. This guidance helps you to identify potential risks in your personal use of social media.

What do we mean by social media?

For the purpose of this guidance, social media means the online platforms you use to engage – to create relationships, have conversations and communicate with others. It's the content that you upload to platforms like Facebook, Twitter, Instagram, Youtube, WhatsApp, Snapchat etc. It could be posting a comment, video or photograph or replying to other people's posts or a blog, video, podcast, for example.

The SSSC Codes of Practice

Please read this guidance alongside the SSSC Code of Practice <https://www.sssc.uk.com/the-scottish-social-services-council/sssc-codes-of-practice/>

As a registered worker, you must work to the **SSSC Code of Practice for Social Service Workers** (the Code) and follow the same standards with your online presence as you would in any aspect of your life.

The same professional expectations and guidelines apply online as in the real world. Here are some examples from the Code that are relevant and there may be more:

- I will respect and maintain the dignity and privacy of people who use services.
- I will be truthful, open, honest and trustworthy.
- I will communicate in an appropriate, open, accurate and straightforward way.
- as a social service worker, I must uphold public trust and confidence in social services.
- I will respect confidential information and clearly explain my employer's policies about confidentiality to people who use services and carers.
- I will not abuse, neglect or harm people who use services, carers or my colleagues.
- I will not abuse the trust of people who use services or carers, or the access I have to personal information about them or their property, home or workplace.
- I will not form inappropriate relationships with people who use services or carers.
- I will not behave, while in or outside work, in a way which would bring my suitability to work in social services into question.

Sharing Information

When you post information online think about whether it is something you should be sharing. If the information is confidential and is about a person who uses social services, their family or carers, don't share it online. Nor should you post any information or views that reflect negatively on you, your employer or the social service profession.

Maintaining Boundaries

Using social media can create risks, particularly where personal and professional boundaries become unclear.

Think carefully before accepting friend requests from people who use your service. If you only know someone because they use your service you shouldn't become friends with them.

If a person who uses your service, their family or carer contacts you about their care or other professional matters through your private profile tell them that you cannot mix social and professional relationships.

Do not use social media to discuss people who use social services or their care with them or anyone else.

Protect Yourself

Other people can easily find and see your personal information and profiles as well as the posts on your social media. Think about how accessible you are online. For example, you can limit who can read your posts and turn off the ability for your profile to appear in online searches. You can also make some accounts private like Instagram and Twitter.

However, social media sites do not guarantee confidentiality whatever privacy settings are in place. Remember to update your privacy settings regularly.

But above all, remember that everything you post online is public. People can easily find, copy and share your posts without you knowing. Everything you post online can be traced back to you and there is a permanent record, even after deleting it.