

**Master of Social Work and PGDip Social Work Studies: Additional Consents Form**

**Please tick all consents, sign on page 4 AND page 5, and reupload to your online application.**

**Hepatitis B vaccinations:** Practice agencies are increasingly stipulating that students and apprentices coming to their agency must have Hepatitis B vaccinations. The Hepatitis B vaccination process can take up to **6 months** to complete. Students and apprentices that do not have their Hepatitis B vaccination, may have reduced opportunities on their block learning. Please discuss with your general practitioner and you can find reliable information on vaccinations on the HSE Immunisation website: https://www.hse.ie/eng/health/immunisation/

[ ]  I understand and have been advised that my Hep B vaccination status may limit my learning opportunities

**Attendance policy:** The Master of Social Work/Postgraduate Diploma in Social Work Studies programmes are practice-based programmes. These programmes involve a variety of learning and teaching methods and these learning spaces require student and apprentice participation, engagement and a willingness to give and receive feedback from tutors, academics, practice teachers and peers. It is a condition of entry that students and apprentices agree to attend all classes, workshops and placement days on the course. Due to the interactive nature of classes, students and apprentices are required to be present in the classroom/virtual teaching environment, and the placement site.

[ ]  I understand, accept and agree to abide by the terms and conditions of the offer of a place on the MSW/PDSWS and the ATTENDANCE POLICY of the School of Applied Social Studies, UCC as outlined above

**OR**

[ ]  I don't agree - Please note, if you do **not** agree to the above, UCC cannot process your application.

**Agreement to online learning usage:** With a view to protecting all students, apprentices, service users, professionals and teachers contributing to the social work programmes in the School, we require students and apprentices participating in these programmes to adopt a professional approach in relation to all recorded materials used in our programmes. In this regard, recorded materials should only be used as personal learning materials for students and apprentices. Recordings should not be downloaded, recorded or shared with anyone else, and should not be uploaded to, or shared on any social media platforms.

[ ]  By ticking the box, you indicate that you have read and agree to use recorded materials according to the preceding paragraph

**Consent to participation in experiential learning spaces:** Experiential learning is a core teaching approach on our social work programmes and we achieve this by facilitating role-plays, discursive groups and one-to-one spaces for you to engage in personal and professional development. Our teaching team pays careful attention to facilitating a trusting and respectful learning space to ensure students' and apprentices’ welfare and learning needs are met. This means there will be times when you are invited to share personal information but you will be able to decide what, and how much, you share about yourself. During your course, you will be required to participate in role-plays as a service-user and as a professional.

[ ]  By ticking the box, you indicate that you have read and agree to participate in role-plays as a service-user and as a professional

**Additional Consents for students completing the MSW or PDSWS via the apprenticeship pathway.**

**Fitness to Practice:** Fitness to Practice policies and procedures are needed to ensure that, in addition to having achieved the required academic standard to undertake programmes that permit graduates to practise in a profession, individuals also

(a) Have the capacity to perform key skills and tasks (core competencies);

(b) Are healthy of body and mind so as to be able to practise their profession;

(c) Conduct and behave themselves so as not to harm their service users (which term includes clients and patients) (“Service Users”) or put them at risk;

(d) Conduct and behave themselves in a manner likely not to harm the reputation of their profession.

The responsibility for registering an individual as Fit to Practise lies with the professional registration body of the relevant profession. However, as part of the Social Work Apprenticeship, Apprentices in Social Work are required to undertake training that involves Service Users. Since it is of over-riding importance to protect Service Users from harm and to maintain the trust and confidence of the general public in the professions and UCC, it is vital that Apprentices in Social work are deemed fit to practice.

Accordingly, UCC’s Fitness to Practise Policy must be adhered to by Apprentices in Social Work, and you are hereby on notice of that requirement to agree to demonstrate adherence with the Fitness to Practice Policy and to provide such declarations as necessary to UCC.

It is important that you familiarise yourself with the requirements of the Fitness to Practise Policy <https://www.ucc.ie/en/academicgov/aago-policies/fitnesstopractise/> as an Apprentice in Social Work’s commencement, and continuation on the Social Work Apprenticeship is conditional on compliance with same.

☐ Yes, I understand and accept that if any offer, and/or continuation on the Social Work Apprenticeship is conditional on meeting the requirements of the Fitness to Practice Policy (or equivalent), and I agree to complete a self-declaration under the Fitness to Practice Policy to demonstrate same

**OR**

☐ I don’t agree. **Please note, if you do not consent to the above, UCC cannot process your application.**

**Programme Rules: Pathway Transfer Policy**

☐ I understand and agree that by registering for the Master of Social Work (MSW) or Postgraduate Diploma in Social Work Studies (PDSWS) via the apprenticeship pathway, I am **not** permitted to transfer to another MSW or PDSWS programme pathway and I agree to same.

**Data Sharing**

As part of the UCC apprenticeship programme, certain information will be shared between UCC, the Apprentice Employer and the National Apprenticeship Office/Solas to facilitate administration, progression monitoring, compliance, and reporting requirements.

☐ I understand and consent to the full application form I submit to my Apprentice Employer being shared with UCC.

☐ I understand and consent to UCC sharing with my Apprentice Employer a decision on whether I am eligible or not eligible for the academic programme, including reason where relevant.

☐ I understand and consent to the Apprentice Employer confirming with UCC whether I have signed a contract of employment.

☐ I understand and consent to UCC sharing my progression status with my Apprentice Employer, including whether I have successfully completed or not passed each academic year or the overall programme.

☐I understand and consent to UCC sharing relevant information beyond academic progression with my Apprentice Employer, including but not limited to attendance/absence, engagement, and any concerns related to professional conduct or suitability for the apprenticeship, as necessary for the progression, support, and evaluation of my apprenticeship.

☐ I understand and consent to relevant Fitness to Practice information, as outlined in UCC’s Fitness to Practise Policy, may be shared between UCC and my Apprentice Employer.

☐ I understand and consent to all information relating to alleged breaches of the Code of Conduct, Student Rules, or Apprentice Employer Code of Conduct may be shared between UCC, my Apprentice Employer and the National Apprenticeship Office and the Authorised Officer.

☐ I understand and consent to apprentice (made by me/in my name) complaints may be shared between UCC, my Apprentice Employer and the National Apprenticeship Office and the Authorised Officer.

☐ I understand and agree that all information relating to any statutory or approved leave resulting in the suspension of my apprenticeship (e.g. maternity, paternity, parental, adoptive, carer’s, or long-term sick leave) will be shared by my Apprentice Employer with UCC and the NAO/Solas, and by UCC with the NAO/SOLAS.

**Garda Vetting Clearance**

☐ I understand and consent to my Apprentice Employer undertaking Garda Vetting for me, including Overseas/International Police Clearance (if applicable), and the sharing of the outcome from the Garda Vetting with UCC before I can be registered as a student on the MSW/PDSWS, in accordance with relevant legislation and policies.

**OR**

☐ I do not agree to the Garda Vetting and/or the sharing of the outcome of same with UCC. **I understand that if I do not consent to the above, UCC cannot process my application.**

**Statistical and Personal Data Reporting**

☐ I understand and consent to UCC sharing statistical data with the HEA as required, including my personal details such as:

* First Name, Middle Name (if applicable), Last Name
* PPS Number
* Date of Birth
* Gender
* Contact Details (Personal Email, Phone Number, Home Address)
* Nation of Birth, Nation of Citizenship, and Domiciliary Status
* Relevant Programme Code(s)

I acknowledge that this list may be amended from time to time.

☐ I understand and consent to certain data related to my apprenticeship being jointly provided by UCC and my Apprentice Employer to SOLAS via the online portal, including:

* Name, Date of Birth, PPS Number, Apprentice Registration Number
* Phone Number, Trade Code, Address, Photo ID, Bank Details, Email Address
* Phase Results, Phase Referral Results, Phase Completion Results
* Placement Completion Dates, Assessment Results
* Apprentice Status, Current Phase in Apprenticeship, Start Date of Course

I acknowledge that this list may be amended from time to time.

By signing below, I confirm that I have read, understand and accept the information and/or requirements set out above, and I consent to the sharing of my data as outlined.

**Apprentice Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Apprentice Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Apprenticeship Programme (eg Apprenticeship in Social Work)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Apprentice Employer name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you have any queries about the above consents, please contact Maria Keane, UCC Apprenticeships Programme Manager, mariakeane@ucc.ie

**Consent form for Photography/Filming/Audio Recording – University College Cork**

I consent to University College Cork using photographs, audio and/or video recordings including images of me for the purpose(s) of promotion of UCC apprenticeship programmes, and training purposes (with apprentice employers, perspective apprentice employers, and agencies related to the delivery of apprenticeships).

I also consent to these images/recordings being used internally and externally to promote the University. These images/recordings could be used in print and digital media formats including print publications, websites, e-marketing, posters, banners, advertising, film, social media, podcasts, teaching and research purposes.

In addition, I also grant permission for third parties to host links directing to UCC’s website where such images and videos are hosted, and to host and post these videos and images on their platforms. I understand it is anticipated that employer organisations connected with the Social Work Apprenticeship are the expected third parties. I understand that this consent does not permit third parties to download, modify, or independently host my images or videos but allows them to reference UCC’s content via hyperlink.

I understand that my participation is entirely voluntary and there is no obligation upon me to give consent to have my voice or image captured.

I understand that images on websites and on social media can be viewed throughout the world and not just in the Republic of Ireland and that some overseas countries may not provide the same level of protection to the rights of individuals as EU legislation provides.  I understand that I may not be able to seek effective erasure of my image/audio once it has been circulated.

I understand that some images or recordings may be kept permanently once they are published and be kept as an archive of University life.

I understand that any intellectual property, including copyright and image rights, which arises in the photograph(s) and/or audio recordings and/or video recordings belongs to University College Cork.

By signing below, I confirm that I have read and understand the conditions and consent to my images being used as described.

|  |  |
| --- | --- |
| Print Name  |    |
| Signature  |    |
| Date  |    |

University College Cork is committed to processing information in accordance with the General Data Protection Regulation (GDPR).  The personal data collected on this form will be held securely and will only be used for the purposes outlined in this form.

**Your rights**

You have the right to request to see a copy of the information we hold about you and to request corrections or deletions of the information that is no longer required.  You can ask the University to stop using your images at any time, in which case it will not be used in future publications but may continue to appear in publications already in circulation.

You have the right to lodge a complaint against the University regarding data protection issues with the Data Protection Commission ([www.dataprotection.ie](http://www.dataprotection.ie/)).

**Contact details**

If you have any questions relating to this consent form or the way we are planning to use your information please contact: Maria Keane, UCC Apprenticeships Programme Manager, mariakeane@ucc.ie

If you have any questions relating to data protection please contact the University’s Information Compliance Manager: Email: gdpr@ucc.ie or telephone 021 4903949.