

**Post Graduate Diploma (PGDip) &**

**MA in Social Work**   
Checklist of Entry Documentation

2018/2019

**This form should be completed by employers who are approved degree selectors and who have carried out their own selection process. One form is needed for each successful candidate.**

Candidate’s name

OU Personal Identifier (if known)

**Documents required Yes No**

1 OU Application Form

2 Candidate’s Declaration of Suitability for Social Work

3 Maths GCSE certificate or equivalent

4 English GCSE certificate or equivalent

5 Degree certificate

6 IELTS for candidates for whom English is not their first language   
 (if applicable)

7 Copy of candidate’s written test

8 Statement regarding medical fitness to practice

9 An Enhanced DBS and barred lists check. Checks must be made against   
 **ALL** registers and be dated within one year of the course start.

10 Selection Outcome Form

**If you are paying the fees for your candidate(s) please also enclose:**

Registration Agreement (signed by the candidate)

**PLUS**

Sponsorship Agreement (signed by employer),  
 only one copy is required for the whole group.

**Selection Day Outcome**

Name of candidate

OU Personal Identifier (if known)

**Selection by employers**If you have carried out the selection process in your agency, please provide a brief report summarising your reasons for **recommending** the candidate for social work training.

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Please provide a brief report summarising your reasons for **NOT recommending** the candidate for social work training.

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Please confirm the roles of the people involved in the selection including those who sat on the interview panel. Please explain how service users and carers were involved in the selection process.

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Please complete and return to:

Social Work Admissions Manager

The Open University   
Faculty of Wellbeing, Education and Language Studies,   
School of Health, Wellbeing and Social Care  
Walton Hall  
Milton Keynes  
MK7 6AA