

Procedure Title: Attendance Procedure for MA in Social Work only

Procedure Number: ADM027 Revision No: 000

Quality Assurance Area Code:

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Approved by:	Name Academic Processes 10/04/2019
Approving Authority:	Academic Council
Head of Function responsible:	Breda McTaggart
Reference Documents:	

Revision History

Revision No	Description of Change	Issue Date	Status
000	New Procedure		Approved by APC Committee 10/04/2019

Contents

1 Purpose

Acceptance of place onto the MA in Social Work within IT Sligo indicates an acceptance to commit to the attendance requirements of the programmes. This attendance requirement is to support students in their development as professional, to ensure successful bridging of theory to practice, progression on their programme and to demonstrate their proficiency and practice as social work professionals.

This procedure is supportive of CORU Social Work Registration Board Criteria for Education and Training Programme requirements as follows:

- **Criterion 3 (j)The process of monitoring student attendance is declared, together with the implications of non-attendance.**
- **Criterion 7 (f)** There are policies covering student absence, illness and other mitigating circumstances

Scope

It the responsibility of each student to ensure they have their attendance recorded for each required learning opportunity. Where a student has not registered their attendance this will be recorded as non-attendance. Unexcused absences or fraudulence in class registration are concerning and will be addressed through the appropriate policy, process e.g. Disciplinary, Fitness to Practice Policy and Procedure (O27 232 Revision No: 0). The lecturer(s) will keep a record of all attendances within designated modules.

2 Description

Modular Attend Requirements

Within MA Social Work Practice there is a mandatory 100% attendance requirement for all module learning activities both campus based learning and on placement.

100% Mandatory Attendance requirements as follows:

Semester One	Semester Two
Social Work Theory to Practice (CBL ¹)	Lifespan Developmental Psychology for Social Worker (BL)
Social Work Skills and Competencies (CBL)	Sociological Perspectives for Social Work (BL)
Social Policy for Social Work (BL ²)	Fieldwork Placement 1 (PP ³ L)
Professional Ethics in Social Work Practice (BL)	
Preparation for Placement (CBL)	
Semester Three	Semester Four
Law and Social Work (CBL)	Social Work Research Project (TBN ⁴)
Interprofessional and Interagency Collaboration (IPIAC) in Social Work (CBL)	Fieldwork Placement 2 (PPL)
Group Work -Theory and Practice (CBL)	
Traumatic Experiences: Psychological impact across the lifespan (CBL)	

¹ CBL- Campus Based Learning:

² BL- Blended Learning

³ PPL- Professional Practice Learning

⁴ TBN- To be negotiated

Research Methods and Evaluation (BL) Professional Development (CBL)	
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Please note that while some learning is delivered online engagement with this learning activity is monitored and requires 100% attendance. Sessions are recorded and where students cannot attend the lives session their review of the recorded sessions will be gathered and will be recorded on the attendance records.

In the event of unavoidable absence due to extenuating circumstances students must provide documentary evidence of this absence.

Please note repeated sickness resulting in frequent absences may indicate Fitness to Practise concerns. Medical certification **does not** negate the need for attendance but is merely the evidence request requirement for illness related absences. Students who have repeated evidenced absences, greater than 10% of the module learning contact, will be individually reviewed and relevant policies (Fitness to Practice, Students Charter, Code of Conduct for the Social Sciences) may be invoked.

Students with un-evidenced absence of any amount will be reviewed using the appropriate policy/document.

During Professional Practice Fieldwork

There is Mandatory 100% attendance in fieldwork placements. There are two placements within this programme of 500 hours respectively)

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Where students do not meet attendance requirements this will be presented to the Exam Board for Consideration. The outcome of the Exam Board will be recorded in the students published results. Repeat learning and assessment opportunities, as per IT Sligo Marks and Standards, occur only at the next available sitting.

Extenuating Circumstances

Exceptional, short-term events which are outside of a student's control and have a negative impact upon their ability to complete requirements of learning and assessment.

Extenuating circumstances may include:

- Serious short term illness/accident/hospitalisation
- Victim of crime
- Ongoing life-threatening illness of an immediate family member partner

- Bereavement of an immediate family member or partner (which in an employment context would have led to a period of compassionate leave)
- Domestic upheaval at the time of requirement (e.g. fire, burglary, eviction)
- Serious Unexpected Adverse Weather Conditions
- Family Crisis (which in an employment context would have led to force majeure⁵)

The following are examples of what would not be considered grounds for extenuating circumstances:

- Minor illnesses such as a common cold
- Poor time management
- Family Caring Commitments
- A long-term condition where treatment or additional support/arrangements are in place to mitigate.
- Relationship difficulties
- Financial difficulties
- Holidays during the academic year
- Accommodation issues
- Transport issues
- Paid employment or voluntary work
- Sporting commitments
- Social Events e.g. weddings,
- Late disclosure of circumstances on the basis that the student did not feel comfortable bringing the circumstances to the attention of the academic department

The above are examples and are not an exhaustive list.

⁵ Family Crisis for urgent family reasons, the immediate presence of the person is indispensable owing to an injury or illness of a close family member. The maximum amount of leave is 3 days in any 12-month period or 4 days in a 24-month period. You are entitled to be paid while you are on force majeure leave.