



Apprenticeship in Social Work Candidate Campaign Information Pack

Job Title, Grade and Grade Code	Apprenticeship in Social Work Grade Code: 0558
Campaign Reference Approval Code	SWAPP2026
Applications considered Via	Applications to be submitted via the following link only: https://www.tusla.ie/apprenticeship/ To apply, click on 'Download Application Form' via the above link. Once fully completed submit by email to SWApprenticeship@tusla.ie
Opening date for Applications	23 rd October 2025
Closing Date for Applications	12 noon, 28 th November 2025
Proposed Interview date(s)	February 2026 online via MS Teams - <i>may be subject to change based on volume of candidates and availability of Service resources.</i>
Contact for Informal Enquiries	Anne Brennan: anne.brennan3@tusla.ie / 087-386-7585 <i>Making an informal enquiry gives you the opportunity to ask questions about the campaign and job specification. This informal enquiry contact is available only for the duration of the application process.</i>
Location of Post	Locations are in various areas of the country. You will be asked on the application form to indicate your regional preference. However, the initial assignment will be confirmed upon appointment. Panels will be created on a regional basis. There are 6 regions to choose from. The regions are listed below and states which counties / locations fall within those regions. Please note apprenticeship offers will be made by order of merit and in line with organisational need, therefore it may not be possible to facilitate applicants' preferences.

	DUBLIN MID LEINSTER REGION Dublin South / Kildare / Wicklow / Laois / Longford / Offaly & Westmeath SOUTH-EAST REGION Carlow / Kilkenny / South Tipperary / Waterford & Wexford SOUTH-WEST REGION Cork & Kerry MID-WEST REGION Limerick / Clare / North Tipperary WEST NORTH-WEST REGION Donegal / Galway / Roscommon / Sligo / Leitrim / West Cavan / Mayo DUBLIN NORTH-EAST Dublin North / Dublin North City / Louth / Meath / Cavan / Monaghan
Details of Service	The Child and Family Agency was established on 1st January 2014 and is responsible for a range of statutory functions including provision of child protection, alternative care, specified regulatory services and a range of family support services. The Agency has commenced a major improvement programme with significant focus on Practice, Culture and Structure. The Agency currently has responsibility for a budget of circa €1.2billion and delivers its services through over 5,500 people in 259 locations across the Country. The Child and Family Agency has responsibility for the following range of services: • Child Protection and Welfare • Parenting, Family Support and Early Help Services • Alternative Care • Birth Information & Tracing and Adoption • Tusla Education Support Services (TESS) • Children's Service Regulation • Counselling and Therapeutic Supports Further information is available on www.tusla.ie As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act. You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.

Purpose of Role	The purpose of the post is to provide the employee with on the job learning opportunities as an apprentice in social work with access to shadow a social worker, learn social work skills while providing direct administration support to the social work services that seeks to improve the health and social wellbeing of the service users within the context of local communities. The apprentice will also attend academic training and study in a Higher Education Institution during their apprenticeship training and be required to pass all academic examinations and meet CORU standards of proficiency during work-integrated learning/placement blocks, and to maintain records of progression and development. The Apprentice will act as the administrative champion for the Professionally Qualified Social Worker/s and Social Work Staff within his/her designated area and will work closely with the Social Work team, business support team and with Area Management on local and national initiatives to: • Provide administrative support to the Social Worker/Team • Provide on-going support requirement • Attend all of the social work education and training courses in a Higher Education Institute and demonstrating professional standards of proficiency (as set down by CORU) during work-integrated learning blocks on the job, leading to qualification as a professionally qualified social worker. Failure to pass all academic requirements may result in a pause in employment and a change in employment status subject to the employer's needs and requirements at that time. The post-holder will work closely with the local Social Work/ Area Management in maintaining high quality documentation and data for children and families in a child protection & welfare setting.
Reporting Relationship	The relevant Line Manager in the Area as designated by the team manager for all matters relating to the work-integrated learning blocks and the Management team/Team Manager for all matters relating to the business support to the team. The employer's Apprenticeship Co-Ordinator will act as liaison between the Social Work Apprenticeship Consortium, relevant HEI-provider (university/technical university) and the Employer in terms of work-based learning, supervision, completion and return of relevant documentation in relation to the Social Work Apprentice. The apprentice will work under the supervision of a professional qualified Social Worker.
Duties and Responsibilities	Main Duties and Responsibilities <u>Professional / Clinical</u> • Transcription of case notes and other Signs of Safety documentation for the Social Work team. • Completion of the standard business process records, handling of attachments, report building and execution to National Integrated Information System Management and processing of the Referral Portal and Post referrals received, including the issuing of Acknowledgement letters.

- Preparation of documentation, appointments, and forms for various Social Work meetings including Garda and RED (review, evaluate, direct) Recording of Visits, Family/Network, and other Social Work meetings.
- Ensure TCM data and reports meet national standards and criteria; identify issues; implement solutions to improve quality; review impact of solutions periodically.
- Ensure that archives and records are accurate and readily available. Help improve filing and archiving practice in the Area through supporting and advising local Social Worker teams in best practice.
- Participate in conference calls, workshops, events and meetings as required with Social Worker and other relevant external and internal stakeholders.
- Maintain a high standard of documentation, including service user files in accordance with local guidelines, the Freedom of Information (FOI) Act and Tusla Records Management Policies
- Facilitating accurate, clear, concise and purposeful reports.
- Ensure the maintenance of service user and data confidentiality.
- Assist in ensuring that the social work service makes the most efficient and effective use of developments in IT.
- Effectively co-ordinate responses to enquiries received, the processing of initial receipt of referral calls including standard questions, transferring calls between Area's as necessary and/or relevant.
- Collation and Maintenance of required data and metrics
- Management of the relevant diary, meeting requests, associated briefing material, issue of correspondence / circulars from the Social Worker, Social Work Team Lead and/or the Principal Social Worker.
- Maintain own knowledge of relevant procedures, practices, and legislation to perform the role effectively and to ensure standards are met.
- Ensure consistent adherence to procedures within area of responsibility.
- Ensure that service-users are treated with dignity and respect.
- Deliver social work administrative service in collaboration with other disciplines / agencies as required, in appropriate settings reflecting the needs of the service user.
- Provide practical help with and attend case conferences, meetings, court, tribunals, and other relevant fora as required.
- Work within current legislation, relevant policies and procedures, guidelines and protocols as laid down by the employer.
- Promote a culture that values diversity and respect in the workplace.
- Carry out any other tasks as directed by the Social Worker, Social Work Team Leader or the Principal Social Worker
- Incorporate Tusla values and ethical principles in planning, developing, implementing and reviewing interventions.
- Take direction from his / her line manager.

Education & Training

	• To maintain continuous personal development and participate in team-based development, education, supervision (including group/peer supervision), training, and learning. • To complete all mandatory training on the job • To register for a Level-9 social work programme in a HEI registered with the NAO to provide social work apprenticeship education; and once registered to attend and successfully pass the requirement credits/modules attached to the social work apprenticeship programme (including work-integrated learning/placement blocks). • To meet CORU standards of proficiency during work-integrated blocks. • To maintain, in conjunction with their Line Manager, a continuous record of experience and assessment of on the job learning, including their reflections of their experience and to make this record available for examination (including external examination). • To maintain excellent IT skills relevant to the role. Health & Safety • Comply with and contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards. • Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the service for example National Standards for Child Protection and Care and comply with associated Tusla – Child and Family Agency protocols for implementing and maintaining these standards as appropriate to the role. • To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.
Eligibility Criteria Qualifications and / or Experience	Applicants must by the closing date of application have the following: Entry Requirements to Master of Social Work (MSW) Applicants must have at least a Second Class Honours Grade 1 in a primary honours degree (NFQ, Level 8) in social science or its equivalent, or have an approved Level 8 conversion programme i.e. the Higher Diploma in Social Policy with at least a Second Class Honours Grade I and have completed a minimum of three-months' relevant work experience in a social work or social work-related field. Entry Requirements to Postgraduate Diploma in Social Work Studies (PDSWS) Applicants must have at least an honours primary degree (NFQ, Level 8) in social science or its

	equivalent, or hold an approved Level 8 conversion programme i.e. the Higher Diploma in Social Policy and have completed a minimum of three-months' relevant work experience in a social work or social work-related field. Consideration under Recognition of Prior Learning (RPL) may also be given to applicants who: i. hold an honours primary degree (NFQ, Level 8) in any discipline, and have completed a minimum of twelve months' relevant work experience in a social work or social work-related field. - or ii. hold a primary ordinary degree (NFQ, Level 7) in social science or its equivalent with an overall result of at least a Second Class Honours Grade 1 and have completed at least three years' experience in a social work or social work-related field. - or iii. non-graduates with at least five years' professional experience in a social work or social work-related field may also be considered for admission. OR Applicants must have at least a Second-Class Honours Grade 1 in an NFQ Level 9 major award, in which at least 20 credits (or equivalent to 20 ECTS credits) were in Social Policy and have completed a minimum of three-months' relevant work experience in a social work or social work-related field. Applicants who do not meet this entry requirement will be considered under Recognition of Prior Learning (RPL) and assessed on the following factors: a) Academic achievement, b) Prior Work Experience, c) Letter of Reference, and d) Personal Statement Health A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. Character Each candidate for and any person holding the office must be of good character.
Skills, competencies and/or knowledge	<u>Tusla Leadership Competency Framework</u> The <u>Tusla Leadership Competency Framework</u> describes the behaviors that are key to Tusla colleagues being effective in the execution of their role at all levels within the Agency. The competencies and associated behavioral descriptors, capture the transversal knowledge, skills, abilities, and other characteristics that will enable colleagues, regardless of role or rank, to be effective in their work. The Tusla Leader Framework relevant for this role is <u>Leading self</u> , Please access this <u>Leading self</u> link to fully familiarise yourself with the impact of this Leading Self proficiency for Tusla.

	The Competency of Professional Knowledge is specifically linked to the duties, responsibilities and criteria for this role.
Other requirements of the role	• Have access to appropriate transport to fulfil the requirements of the role including mandatory attendance at UCC for completion of academic programme. • Proficiency in the English language is a requirement and candidates must meet the UCC requirement: PG English Language Entry Requirements UCC University College Cork Ireland • Have awareness of children and young people's participatory practice
Application Process Campaign Specific Selection Process Shortlisting / Interview	Applications will be accepted by the official application form only via the following link: https://www.tusla.ie/apprenticeship/ To apply, click on 'Download Application Form' via the above link. Once fully completed submit by email to SWApprenticeship@tusla.ie by the closing date outlined. Once your application is fully submitted you will receive a confirmation email. Short listing may be carried out on the basis of information supplied in your application. The criteria for short listing are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. Those successful at the shortlisting stage of this process (where applied) will be called forward to interview. Please ensure that you read this Campaign Information Pack in detail and that you fully understand the process. Candidate Information Pack - Recruitment Process
Code of Practice	The Recruitment Service Child and Family Agency will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and

	selection process and review in relation to allegations of a breach of the Code of Practice. Codes of practice are published by the CPSA and are available on www.cpsa.ie. Tusla Child and Family Agency is an Equal Opportunities Employer. Tusla Child and Family Agency recognises its responsibilities under the Data Protection Acts 2003 - 2018 and the Freedom of Information Act 2014
The Integrated Reform Programme is a significant initiative being undertaken by Tusla to improve the way in which we deliver our services to children and families. Tusla has designed a consistent regional structure to ensure this equitable provision of services and as part of this design Tusla is moving from 17 regions to 30 networks. The initial assignment will be to Dublin Mid Leinster Region or Dublin North-East Region or South-East Region or South-West Region or Mid-West Region or West North-West Region. It is important to note that this is an initial assignment and maybe subject to change in line with the Integrated reform process. The Integrated Reform Programme may also impact on duties of this role as structures change, and you will be notified of same as the programme progresses as appropriate to this role. This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. Tusla values individual's rights and freedoms in respect of privacy and fully complies with the requirements of the Data Protection Act 2018. All roles within Tusla carry responsibility towards the protection of personal and sensitive data.	

Tenure	The current vacancy available is a 2 year specified purpose contract. On the job learning blocks Total: 62%/15 months On-the-job learning (inc. placement) 38%/9 months university-based learning • Months 1-3 (June- August) On the Job learning Induction and work-ready skills (e.g., agency induction, IT skill development, generic service skills (Certified by employer and submitted to Solas/UCC). • Months 4-7(September -December) Off the Job Learning in UCC. • Months 8-11 (January-April) On the Induction to social work role and baseline development and assessment of the CORU Standards of Proficiency (Assessed and certified by UCC 20-credit module). • Month 12 (May) Off the Job Learning in UCC. • Months 13-15 (June--August) On the Job Learning Consolidating base-line skill development (Certified by employer and submitted to Solas/UCC). • Months 16-19 (September - December) Advanced development and assessment of the CORU Standards of Proficiency (Assessed and certified by UCC 20-credit module). • Months 20-24 (January - May) Off the Job Learning in UCC. • Month 25 (June) Apprenticeship & Academic Graduation - Pre-registration preparation for professionally qualified social work role.
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	* Block 1 as pre-requisite to year 1 UCC modules and completion of Block 3 as pre-requisite to enrolment on year 2 UCC modules. Failure to pass all programme elements; practical and academic may result in a pause in employment and a change in employment status subject to the employer's needs and requirements at that time. There is a requirement that Apprentice in Social Work on successfully completing their studies and following registration with CORU will be required to remain with Tusla in their chosen location for a period of 3 years post qualification. Please note that the apprenticeship in social work is 24 months in duration from the start date on the contract of successful candidates. The successful candidates are likely to begin in June 2026.
Remuneration	The Salary scale for the whole time equivalent of this post as of 01/08/2025 is: Year 1: €35,609 Year 2: €37,741 Candidates should note that entry will be at the minimum point of the scale and will not be subject to negotiation, and the rate of remuneration may be adjusted from time to time in line with Government pay policy.
Working Week	The standard working week applying to the whole time equivalent of this post is: 35 hours.
Annual Leave	The annual leave associated with the whole time equivalent of this post is 28 days per annum. It will be expected that the apprentice will take part of their annual leave at various stages during the course of each year. Annual leave is not permitted during college time or during Work based learning. Year 1: • 7 annual leave days between 18th December 2026 and the 4th January 2027 approximately. • 5 annual leave days late April 2027 to be confirmed. *Total 12 days which leaves 16 annual leave days with the expectation that some will be taken over the summer months, mid-May to start of September. Year 2:

	Annual leave to be taken in line with academic year and agreed with relevant line manager. Annual leave incorporates time for study assignments etc. associated with the apprenticeship programme.
Superannuation	This is a pensionable position with Tusla. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment.
Probation	A probation period of 39 weeks, or proportion of same for fixed term /specified purpose contracts, where applicable shall apply from the commencement of employment, during which the contract may be terminated by either party in accordance with this contract. The probationary period may be extended at the discretion of management by a further 9 weeks or proportion of same for fixed term/specified purpose contracts, where applicable. Confirmation of appointment as a permanent member of staff is subject to the successful completion of the probationary period, for permanent contracts. Where you have already completed a probationary period with the Child and Family Agency, Health Service Executive, Local Authority, and there is no break in service, no period of probation applies.
Responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)	The safety and welfare of children and young people is a key priority for Tusla – Child and Family Agency. All employees of Tusla are required to be vigilant to any concerns regarding the protection and welfare of children and to bring them to the attention of the Tusla Designated Person in a timely manner, in keeping with the Tusla – Child and Family Agency Child Protection policies.
National Standards for Children and Family Services	Employees must have a working knowledge of HIQA Standards (https://www.hiqa.ie/areas-we-work/childrens-services) and / or the Adoption Authority of Ireland Standards as they apply to the role. All Employees must be aware of their responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)