



WORK-BASED LEARNING PROGRAMME IN SOCIAL CARE

CANDIDATE CAMPAIGN FOR RESIDENTIAL AND SPECIAL CARE LEADING TO LEVEL 8 - BA IN SOCIAL CARE

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| Job Title, Grade and | Tusla Work-based Learning Programme in Social Care – University College Cork/MTU |
| Campaign Reference Approval Code | SCAPP2025 |
| Applications considered Via | <p>Applications are invited by CV, together with a personal statement clearly stating suitability for the Work Based Learning Programme as linked to the stated competencies to socialcaregraduate@tusla.ie by 30th June 2025.</p> <p><i>Guidance that candidates may find useful in relation to the personal statement is that a word count of 250 should sufficiently allow candidates to fully demonstrate their competence as linked to the specific requirements of the role – using examples.</i></p> |
| Opening date for Applications | Rolling campaign |
| Closing Date for Applications | 30 th June, 2025 |
| Proposed Interview date(s) | Ongoing |
| Contact for Informal Enquiries | Elaine McGrane, Head of Recruitment and Talent Management: Elaine.mcgrane@tusla.ie |

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| Location of Post | <p>Locations are within Tusla Children’s Residential and Special Care Services in various areas of the country. You will be asked on the application form to indicate your regional preference. 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.</p> <p><i>Please note Work based learning Programme in Social Care offers will be made by order of merit and in line with organisational need, therefore it may not be possible to facilitate applicants' preferences.</i></p> <p>DUBLIN MID LEINSTER REGION Dublin South / Kildare / Wicklow / Laois / Longford / Offaly & Westmeath</p> <p>SOUTH-EAST REGION Carlow / Kilkenny / South Tipperary / Waterford & Wexford</p> <p>SOUTH-WEST REGION Cork & Kerry</p> <p>MID-WEST REGION Limerick / Clare / North Tipperary</p> <p>WEST NORTH-WEST REGION Donegal / Galway / Roscommon / Sligo / Leitrim / West Cavan / Mayo</p> <p>DUBLIN NORTH-EAST Dublin North / Dublin North City / Louth / Meath / Cavan / Monaghan</p> |
| Details of Service | <p>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 launched a major improvement programme with significant focus on Practice, Culture and Structure.</p> <p>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 company is also responsible for the following range of services:</p> <ul style="list-style-type: none"> - Child Protection and Welfare - Parenting, Family Support and Early Help Services - Alternative Care - Birth Information & Tracing and Adoption - Tusla Education Support Services (TESS) |

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| | <ul style="list-style-type: none"> - Children's Service Regulation - Counselling and Therapeutic Supports <p>Further information is available on www.tusla.ie.</p> <p>As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, this post appoints the 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.</p> |
| Purpose of the Role | <p>The purpose of the post is to provide the employee with on the job learning opportunities as a work-based learner in social care with access to shadow a social care worker, learn social care skills while providing direct administration support to the social care services that seeks to improve the health and social wellbeing of the service users within the context of local communities and children's residential and special care services. The work-based learner will also attend academic training and study in UCC/MTU during their Work-based Learning Programme 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.</p> <p>The Social Care work-based learner will act as the administrative champion for the Social Care Staff within his/her designated area and will work closely with the Social Care team, business support team and with Area Management and Residential Management on local and national initiatives to:</p> <ul style="list-style-type: none"> - Provide administrative support to the Social Care/Team; - Provide on-going support requirement; - Attend all the social care education and training courses in a Higher Education Institute and demonstrate professional standards of proficiency (as set down by CORU) during work-integrated learning blocks on the job, leading to qualification as a CORU qualified social care worker. <p>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 Care/ Area Management in maintaining high quality documentation and data for children and families in a child protection and welfare setting.</p> <p>PLEASE SEE APPENDICE 1 FOR TIMETABLE AND SCHEDULE</p> |

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| Reporting Relationship | <p>The relevant Line Manager in the Area is 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.</p> <p>The employee's programme coordinator will act as liaison between the Social Care Learning programme Consortium, relevant HEI - provider (UCC/MTU) and the Employer in terms of work-based learning, supervision, completion and return of relevant documentation in relation to the Work-based Learning Programme in Social Care.</p> <p>The work-based learner will work under the supervision of a qualified Social Care Worker.</p> |
| Duties and Responsibilities | <p>Main Duties and Responsibilities</p> <p><u>Professional / Clinical</u></p> <ul style="list-style-type: none"> - Support the completion and implementation of care plans such as Children in Care Plans; Child Protection and Welfare Plans; Social Care Work led Safety Plan; Meitheal Support Plans; Single Agency Family Support Plans and ensure appropriate recording of same. - To promote the rights and responsibilities of each service user within the Service. - To promote the participation of children and young people in decision making on issues that affect their lives at both individual and collective levels. - Advocate on behalf of the service user. - To identify the needs and strengths of Children/Young People/Families/Carers and to work in partnership with them, their families and other practitioners to meet their needs, realise their rights and achieve desired outcomes. - Promote physical, emotional, social, cultural, ethnic, spiritual and religious welfare of each service user. - Support the implementation of creative community alternatives to care. - Liaise with accommodation, welfare, education and training resources to source |

appropriate service for service users.

- To promote and support the implementation of the Meitheal National Early Intervention Practice Model including undertaking the role of Lead Practitioner.
- Preparation of documentation, appointments, and forms for various Social care meetings including Garda, Recording of Visits, Family/Network, and other Social Care meetings.
- Participate in conference calls, workshops, events and meetings as required with Social Care 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
- Ensure the maintenance of service user and data confidentiality.
- Effectively co-ordinate responses to enquiries received, the processing of initial receipt of referral calls including standard questions, transferring calls as necessary and/or relevant.
- Management of the relevant diary, meeting requests, associated briefing material, issue of correspondence / circulars from the Social Care Worker, Social Care Team Leader, Deputy Social Care Manager or the Social Care Manager.
- 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.
- Attend case conferences, meetings, court, tribunals, and other relevant fora as required and advocate on behalf of service user.
- 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 Care Worker, Social Care Team Leader, Deputy Social Care Manager or the Social Care Manager.
- Incorporate Tusla values and ethical principles in planning, developing, implementing and reviewing interventions.
- Take directions from his / her/their line manager.
- Participate in working within a team centered consistent approach.

Practice based duties

- Implement, support, promote and oversee evidence-based processes, including assessment, care planning, and key working/case management appropriate to Service User's needs, that advance individual progress and quality outcomes.
- Carry out evidence-based interventions, including brief interventions and understand the rationale for conducting interventions.
- Implement pro-social activities in response to service user needs and preference.
- Liaise with relevant statutory and/or voluntary agencies and participate in

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| | <p>interdisciplinary work as required, including interagency care planning and case management.</p> <ul style="list-style-type: none"> - Contribute to and safeguard professional and organizational reputations in dealing with all external agencies. - Facilitate group sessions where relevant, psycho-educational workshops, formal and informal gatherings, handovers etc., professionally and ethically and under Tusla policies and procedures and CORU etc. - Perform as a full team member supporting colleagues, participating in effective team meetings, attending supervision and client case reviews and being open to reasonable requests from the manager in order to ensure effective working relationships. - Promote, support, inform and oversee the implementation of policies that support competent, determinable, safe, ethical practices within a culturally sensitive, multidisciplinary, interagency, case managed, clinical work environment. - Participate in service evaluation and review and ensure all relevant documentation, filing, statistics and paperwork are in line with the aims and standards of the project. - Operate and maintain the highest professional and personal boundaries appropriate to this post. - Avail of regular, structured line management supervision. <p><u>Education & Training</u></p> <ul style="list-style-type: none"> - 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 8 social care programme in a HEI registered with the NAO to provide social care work-based learning programme education; and once registered to attend and successfully pass the requirement credits/modules attached to the social care work-based learning 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. <p><u>Health & Safety</u></p> <ul style="list-style-type: none"> - Comply with and contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, |
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| | <p>regulations and standards.</p> <ul style="list-style-type: none"> - 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. <p>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.</p> |
| Eligibility Criteria Qualifications and / or Experience | <p>Applicants must by the closing date of application have the following: Entry Requirements to QQI Level 8 Social Care Qualification:</p> <ul style="list-style-type: none"> - Applicants must have successfully completed a FET (120 credits) <p>OR</p> <ul style="list-style-type: none"> - QQI Level 5 Certificate or Leaving Certificate <i>Leaving Certificate applicants will require a grade O6/H7 in five subjects; these subjects must include Maths and English or Irish. (Foundation level mathematics will meet the minimum entry requirement where a grade F2 or higher is achieved.)</i> <p>OR</p> <ul style="list-style-type: none"> - HET (60 credits)/QQI Level 6 Certificate <p>Applicants who do not meet this entry requirement will be considered under Recognition of Prior Learning (RPL) and assessed on the following factors:</p> <ol style="list-style-type: none"> Prior Work Experience, Letter of Reference, Personal Statement <p>Consideration under Recognition of Prior Learning (RPL) may also be given to applicants with at least 2 years' professional experience in a social care or social care-</p> |

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| | <p>related field may also be considered for admission.</p> <p>Health</p> <p>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.</p> <p>Character</p> <p>Each candidate for and any person holding the office must be of good character.</p> |
| Skills, competencies and/or knowledge | <p>Tusla Leadership Competency Framework</p> <p>The Tusla Leadership Competency Framework describes the behaviours 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.</p> <p>The Tusla Leader Framework relevant for this role is Leading self. Please access this Leading self link to fully familiarise yourself with the impact of this Leading Self proficiency for Tusla.</p> <p>The Competency of Professional Knowledge is specifically linked to the duties, responsibilities and criteria for this role.</p> |
| Other requirements of the role | <ul style="list-style-type: none"> - Have access to appropriate transport to fulfil the requirements of the role including mandatory attendance at University College Cork for completion of academic programme. - Proficiency in the English language is a requirement. - Successful candidates must commit to working in Tusla for 3 years post receipt of the Level 8 qualification. |
| <p>Application Process</p> <p>Campaign Specific Selection Process</p> <p>Shortlisting / Interview</p> | <p>Applications are invited by CV, together with a personal statement clearly stating suitability for the Work Based Learning Programme as linked to the stated competencies to socialcaregraduate@tusla.ie by 30th June 2025.</p> <p><i>*Guidance that candidates may find useful in relation to the personal statement is that a word count of 250 should sufficiently allow candidates to fully demonstrate their competence as linked to the specific requirements of the role – using examples.</i></p> <p>Once your application is fully submitted you will receive a confirmation email.</p> |

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| | <p>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.</p> <p>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.</p> |
| Code of Practice | <p>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.</p> <p>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.</p> <p>Tusla Child and Family Agency recognises its responsibilities under the Data Protection Acts 2003 - 2018 and the Freedom of Information Act 2014.</p> |
| <p>Tusla Child and Family Agency Transformation Programme may impact on this role and as structures change the job description and reporting relationships may be reviewed and updated.</p> <p>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.</p> <p>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.</p> | |

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| Tenure | <p>The current vacancy available is a 3-year specified purpose contract.</p> <p>On the job learning blocks attached.</p> <p>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.</p> <p><i>There is a requirement that the work-based learner, on successfully completing their studies and following registration with CORU, will be required to remain with Tusla Children's Residential and Special Care Services for a period of three years post qualification.</i></p> <p>Please note that the Work-based Learning Programme in Social Care is 36 months in duration from the start date on the contract of successful candidates. The successful candidates are likely to begin in September, 2025.</p> |
| Remuneration | The Salary scale for the duration of the Programme is a single point of €30,810 . |
| Working Week | The standard working week applied 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 26 days per annum. |
| 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 | <p>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.</p> <p>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.</p> |

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| Responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017) | <p>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.</p> |
| National Standards for Children and Family Services | <p>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.</p> <p>All Employees must be aware of their responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017).</p> |

Appendice 1.

BA – Work Based Learning Programme in Social Care Assessment and Holidays

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| | On-the-job Block |
| | Off-the-job Block |
| | Holidays (UCC/ MTU) |

Year 1

| September | October | November | December | January | February | March | April | May | June | July | August |
|------------------------------------|------------------------------------|----------|----------|--|-------------|--|-------------------------------|---|------|------|--------|
| SS1850-Role Play SS1851-Journal | SS1850-Role Play SS1851-Project | | | SS1013-WBL Portfolio Christmas Holidays from UCC/ MTU | SS1007-MCQs | SS1007-Case Study SS1007-Presentation SS1841-Portfolio SS1842-Journal | Easter Holidays from UCC/ MTU | SS1007-Essay SS1841-Exam SS1842-Project | | | |
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Statutory leave entitlements will apply to Work-based Learning Blocks

Year 2

| September | October | November | December | January | February | March | April | May | June | July | August |
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| SS1014-WBL Portfolio | SS2023-Case Study | SS2036-Case Study SS2037-Journal SS2023-Presentation | SS2023-Essay SS2036-Project SS2037-Essay Christmas Holidays from UCC/ MTU | SS2022-Presentation SS2039-Journal SS2038-Critique | SS2022-Proposal SS2039-Report SS2038-Project | | | | SS2034-WBL Portfolio | | |
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Statutory leave entitlements will apply to Work-based Learning Blocks

Year 3

| September | October | November | December | January | February | March | April | May | June | July | August |
|----------------------|---------|----------|----------|--|----------|---|--|-----|--|------|--|
| SS2035-WBL Portfolio | | | | SS3054-WBL Portfolio SS3057-Podcast | | SS3040-Presentation SS3056-Critical Analysis SS3057-Critical Analysis | SS3040-Proposal SS3056-Report SS3058-Project | | SS3042-Research Project SS3058-Presentation | | SS3055-WBL Portfolio SS3042-Research Presentation |
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Statutory leave entitlements will apply to Work-based Learning Blocks

Christmas Holidays from UCC/ MTU

Easter Holidays from UCC/ MTU

Statutory leave entitlements will apply to Work-based Learning Blocks

Draft Off-the-Job Learning week

| Campus | Campus | Asynchronous | Asynchronous | Online |
|--|--|---|--|------------------------------|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| 9.00 SS1850 - Applied Social Care Practice | 9.00 SS1850 - Applied Social Care Practice | 9.00 Study and Module Tasks | 9.00 Study and Module Tasks | 9.00 Study and Module Tasks |
| 10.00 | 10.00 | 10.00 SS1850 - Applied Social Care Practice | 10.00 SS1007 - Social Policy: Theory and Application | 10.00 SS1850 - Workshop |
| 11.00 SS1851 - Reflective Ethical Practice | 11.00 SS1007 - Social Policy: Theory and Application | 11.00 | 11.00 Academic Writing | 11.00 SS1851 - Workshop |
| 12.00 | 12.00 | 12.00 SS1851 - Reflective Ethical Practice | 12.00 Lunch | 12.00 Academic Writing |
| 13.00 Lunch | 13.00 Lunch | 13.00 Lunch | 13.00 Assignment Time | 13.00 Lunch |
| 14.00 SS1851 - Reflective Ethical Practice | 14.00 SS1007 - Social Policy: Theory and Application | 14.00 SS1851 - Reflective Ethical Practice | 14.00 | 14.00 SS1007 - Workshop |
| 15.00 | 15.00 Application | 15.00 | 15.00 Study and Module Tasks | 15.00 Small Group Tutorials |
| 16.00 Study and Module Tasks | 16.00 Study and Module Tasks | 16.00 Study and Module Tasks | | 16.00 Study and Module Tasks |

Draft On-the-Job Learning week

| Monday | Tuesday | Wednesday | Thursday | Friday |
|------------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| 9.00 SS1013 - Small Group Tutorial | 9.00 | 9.00 | 9.00 | 9.00 |
| 10.00 | 10.00 | 10.00 | 10.00 | 10.00 |
| 11.00 SS1013 - Workshop | 11.00 | 11.00 | 11.00 | 11.00 |
| 12.00 | 12.00 Work-based Learning | 12.00 Work-based Learning | 12.00 Work-based Learning | 12.00 Work-based Learning |
| 13.00 | 13.00 | 13.00 | 13.00 | 13.00 |
| 14.00 Work-based Learning | 14.00 | 14.00 | 14.00 | 14.00 |
| 15.00 | 15.00 | 15.00 | 15.00 | 15.00 |
| 16.00 | 16.00 | 16.00 | 16.00 | 16.00 |

Note: This is an example of a typical week. Tutorials and workshops will occur every second week and will alternate between being online and in-person.