



**Northumbria  
University**  
NEWCASTLE

Faculty of Health & Life Sciences  
Department of Social Work, Education  
& Community Wellbeing

## **SW7009 Law and Practice for Best Interests Assessors**

**Application Information and guidance  
2025/26**





Northumbria University is a research-intensive, modern university with a proud heritage of making a difference to individuals and to society. We have a global reputation for academic excellence, and are proud to have been recognised as:

**BEST  
UNIVERSITY  
IN THE UK.**  
TIMES HIGHER EDUCATION  
(THE) AWARDS 2022.

**TOP  
25 FOR RESEARCH  
POWER IN THE  
UK.**  
RESEARCH EXCELLENCE  
FRAMEWORK (REF) 2021.

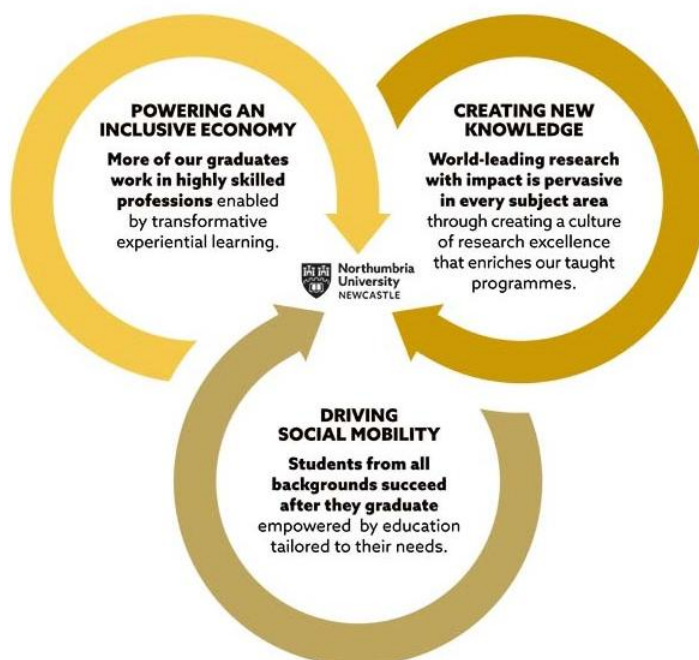
**TOP  
NORTH EAST  
UNIVERSITY FOR  
SUSTAINABILITY  
AND RATED FIRST  
CLASS.**  
PEOPLE AND PLANET 2023/24.

**TOP  
30 IN THE UK FOR  
GRADUATES IN  
HIGHLY SKILLED  
EMPLOYMENT.**  
UK FULL TIME UNDERGRADS.  
GRADUATE OUTCOMES 2020/21.

Northumbria is a challenger institution, transforming to take on tomorrow by putting students at the heart of an outstanding experience. It is our mission to change lives through education and research, tackling the global challenges of our age to transform society and the economy.

### OUR STRATEGIC AMBITIONS

Three interconnected changes of equal priority to deliver our Vision.



### OUR COMMITMENTS

How we will act in delivering our Strategic Ambitions.



## Purpose of this document

The challenging, demanding, and ethically complex BIA role necessitates challenging, demanding, preparatory training, which must be approved against the Social Work England (SWE) [BIA course standards](#). This document provides concise but comprehensive information for sponsoring agencies and potential applicants to Northumbria University's module SW7009 Law and Practice for Best Interests Assessors, so they can make an informed choice about studying with us.

Please do not hesitate to contact me to discuss any individual circumstances or questions that you have.

**Fraser McClennan**

**BIA Professional and Academic Lead**

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# 1 The context of BIA education and practice

## 1.1 The Mental Capacity Act 2005

The [Mental Capacity Act 2005](#) (MCA) provides a statutory framework for people who lack capacity to make decisions for themselves, as well as those who have capacity and want to make preparations for a time when they may lack capacity in the future, by setting out who can take decisions, in which situations, and how they should go about this. The Act received Royal Assent on 7 April 2005 and established a specialist court with equivalent status to the High Court – the Court of Protection (CoP). The CoP makes decisions on financial, or welfare matters for people who lack the mental capacity to do so themselves, appoints deputies to act on their behalf, and oversees lasting powers of attorney and statutory wills. The MCA came into force during 2007 and is supported by a Code of Practice (the MCA Code), which certain categories of people – including all health and social care staff - have a legal duty to have regard to when working with or caring for adults who may lack capacity to make decisions for themselves.

## 1.2 The Deprivation of Liberty Safeguards

Schedules A1, AA1, and 1A were inserted into the MCA in 2007, and collectively became known as *the Deprivation of Liberty Safeguards* (DoLS). The DoLS are intended to safeguard the human rights of some of the most vulnerable people in our society: those who for their own safety and in their own best interests need to be accommodated under care and treatment regimens that may have the effect of depriving them of their liberty, but who lack the capacity to consent. If, following assessment under the DoLS, all of the qualifying requirements are met, a Supervisory Body (local authority) can legally authorise care arrangements which deprive someone of their liberty. A supplement to the main MCA Code – the DoLS Code of Practice - provides specific guidance on how to apply the DoLS within the broader framework and principles of the MCA, to ensure that any deprivation of liberty for individuals lacking capacity is lawful, necessary, and proportionate. The DoLS came into force during 2009.

### 1.3 The BIA role

The DoLS created two new specialist assessors, whose roles are to consider each individual case and provide the Supervisory Body with reports evidencing whether 6 qualifying criteria are met. DoLS Mental Health Assessors are specially trained registered medical practitioners, who must complete the mental health assessment. DoLS Best Interests Assessors (BIAs) can potentially complete the remaining five qualifying assessments, although arrangements vary across localities.

Since the landmark Supreme Court ruling in [P \(by his litigation friend the Official Solicitor\) v Cheshire West and Chester Council and another \[2014\] UKSC 19](#), demand for BIA assessments has grown by an average of 10% annually to reach 332,455 in 2024/25, and nationally there is a backlog of 123,790 referrals where LAs are in breach of statutory timescales ([NHS Digital](#), 2024). A sizeable proportion of BIA assessment work is now commissioned from Independent BIAs, who work on a self-employed or agency basis.

### 1.4 BIA statutory and regulatory frameworks

In their role as DoLS Supervisory Bodies, local authorities are under a statutory duty to ensure they can commission sufficient BIAs to meet their MCA DoLS duties (DoLS Code, 2008). Regulation 5 of the [Mental Capacity \(Deprivation of Liberty: Standard Authorisations, Assessments and Ordinary Residence\) Regulations 2008](#) restricts the BIA role to:

- Approved Mental Health Professionals (AMHPs); registered social workers; first level nurses registered in Sub-Part 1 of the nurses' part of the register; registered occupational therapists; or chartered psychologists listed in the British Psychological Society's Register of Chartered Psychologists, who hold a relevant practising certificate issued by that Society; who have
- At least two years post registration experience; and
- Are not suspended from the register or list relevant to their profession.

Before commissioning a BIA, DoLS Supervisory Bodies must be satisfied that the person:

- Has successfully completed training that has been approved by Social Work England to be a best interests assessor;
- Except in the 12-month period beginning with the date the person has successfully completed such training, be satisfied that the person has, in the 12 months prior to selection, completed further training relevant to their role as a best interests assessor;
- Has enhanced DBS clearance.
- Is insured in respect of any liabilities that might arise in connection with carrying out the assessment

- Has the skills and experience appropriate to the assessment to be carried out which must include, but are not limited to:
  - an applied knowledge of the Mental Capacity Act 2005 and related Codes of Practice
  - the ability to keep appropriate records and to provide clear and reasoned reports in accordance with legal requirements and good practice.
- Has the skills necessary to obtain, evaluate and analyse complex evidence and differing views and to weigh them appropriately in decision making.

Historically, responsibility for approving and reapproving BIA courses against these regulations sat with the Secretary of State for Health. However, a joint initiative between the Department of Health and Social Care (DHSC) and the Ministry of Justice (MoJ), the [National Mental Capacity Forum](#), suggested that this approach had led to Higher Education Institutions (HEIs) taking vastly different approaches to BIA education, and had resulted in inconsistencies and variations in BIA practice across the country. In 2019, responsibility for approving and reapproving BIA courses was therefore devolved to the professional regulator, Social Work England (SWE).

Following consultation with the sector and stakeholders, in 2024, SWE introduced [BIA course standards](#) designed to ensure that professionals who successfully complete a BIA course can meet the requirements set out in schedules A1 and 1A of the MCA, the Mental Capacity (Deprivation of Liberty: Standard Authorisations, Assessments and Ordinary Residence) Regulations 2008, and the 6 BIA capabilities. Module SW7009 is fully mapped to all of these requirements, and students who successfully complete the module are eligible to be commissioned by DoLS Supervisory Bodies as Best Interests Assessors (BIAs).

## 2 BIA education at Northumbria University

Northumbria University was one of the first HEIs in the country to be approved to deliver BIA education and has done so since 2009. We have a longstanding, effective relationship with the regions' local authorities and health bodies, and welcome self-funders from within the region and beyond.

## **2.1 Commitment to Equality, Diversity and Inclusion**

We are conscious of the need for a diverse BIA workforce and actively encourage applications from any motivated candidate from the prescribed professional groups who is likely to benefit from and contribute to the module's challenging and stimulating learning environment. Northumbria University's Strategy 2030 (see page 2) is underpinned by Equality, Diversity and Inclusion (EDI) and our strong commitment combines Board-level security, wide staff engagement, network support, and programme delivery. Northumbria University's Vice-Chancellor and Chief Executive, Professor Andy Long Responsibility chairs the EDI Committee which oversees, monitors, and reports on progress. The Education Committee Student considers equality and diversity data to inform learning strategy and policy development, and the Student Access and Success Sub-Committee considers student performance from an EDI perspective to undertake gap analysis and identify actions to address inequalities.

We are proud of our diverse, multi-cultural University which is enriched by a student body that is reflective of the wider community through the inclusion of people from all social and ethnic backgrounds, ages, genders, disabilities, and sexual orientations. Equity of opportunity and choice are core to our educational mission, and we are determined to ensure that the opportunities we provide are open to all. We have a strong commitment to raising educational aspirations in the Northeast, which has one of the lowest rates of Higher Education participation nationally and hosts some of the most income deprived local authority areas in the UK.

## **2.2 Support for students**

Our Student Accessibility Team provides tailored support to any students with a condition which meets [Equality Act \(2010\) criteria](#), such as physical health conditions, sensory impairments, specific learning differences (SpLD) including dyslexia and ADHD, social or communication differences such as an autism spectrum condition, or long-term mental health conditions. Reasonable adjustments and any other arrangements which can ensure students can thrive at University are agreed through a personalised Student Accessibility Plan. Neurodiversity is supported and celebrated within our communities through a series of 1-1s, drop-ins and events under our Neurodiversity@Northumbria banner. Our Counselling and Mental Health Team also offer a number of options - from self-help resources to one-to-one appointments - to support students' mental health and wellbeing during

their time at Northumbria University. Our Specialist Student Support Team provide specific support for pregnant students and new parents returning to studies, including dedicated spaces for parenting. We see wellbeing as related to all dimensions of a person's being: cultural, social and spiritual as well as physical, emotional and academic. Our Spiritual Care Team helps explore perplexities of meaning and direction in life through spiritual life-coaching or spiritual accompaniment and includes chaplains who can offer students a listening ear, encouragement, and prayer.

## **2.3 Academic Team**

Module SW7009 is staffed by BIA experienced and MCA research active academics. The core teaching team comprises:

### **Fraser McClennan, Assistant Professor (Practice)**

#### **Academic and Professional Lead for BIA**

[fraser.j.m.mcclennan@northumbria.ac.uk](mailto:fraser.j.m.mcclennan@northumbria.ac.uk)

Fraser practiced for over a decade in statutory social work roles across Children's and Adults Services, as a Social Worker, BIA and AMHP. He was as a Mental Health Legislation Specialist for an NHS Mental Health Trust, and a local authority MCA and DoLS lead, which both involved leading best practice under the MHA, MCA and DoLS in a number of policy development roles. He now teaches across social work Modules at Northumbria University, is an Associate Fellow of the Higher Education Academy (HEA). Fraser's ongoing role as an independent BIA supports the module's curriculum to remain rooted in contemporary practice.

### **Dr Cathryn (Cat) Meredith, Assistant Professor**

[cat.meredith@northumbria.ac.uk](mailto:cat.meredith@northumbria.ac.uk)

Cat practised extensively as an ASW, AMHP, BIA, and MCA lead. She was one of the College of Social Work's Expert Safeguarding Adults Practitioner, and a member of the working party that created the *BIA Capabilities*. Cat leads Northumbria University's PGCert. AMHP programme and teaches across the PG Cert Professional Social Work Practice, and the Certificate in Public Involvement and Co-Production. Cat's PhD explored how people who have dementia are safeguarded. She is a Fellow of the Higher Education Academy and has co-authored two books - *Social Work: from Assessment to Intervention*, and *Social Work Theory in Practice*.

**Dr Carole Southall, Assistant Professor**

[carole.southall@northumbria.ac.uk](mailto:carole.southall@northumbria.ac.uk)

Carole practised for over 20 years as a social worker, ASW, and manager in mental health services. She leads Northumbria university's PG Cert Professional Social Work Practice programme, as well as teaching adult law and practice across qualifying social work programmes, with particular focus on mental health, adult safeguarding, and mental capacity. Carole's PhD explored social workers' experience of assessing capacity and 'best interest' decision making under the Mental Capacity Act 2005. She is a Fellow of the Higher Education Academy and a member of Newcastle's Safeguarding Adults Board.

**2.4 Lived Experience**

Our teaching aims to be inclusive, and the design, delivery, and governance of this module is supported by people with lived experience of the Mental Capacity Act and its Deprivation of Liberty Safeguards, who work with the charity Your Voice Counts (YVC). YVC supports people with learning disabilities, autistic people and people who are at risk of exclusion due to disability, illness or other challenges to be connected, to have choice and control in their lives, and to speak up for what they want and need. YVC Independent Mental Capacity Advocates (IMCAs) deliver teaching sessions to support students to understand statutory advocacy, and its importance in upholding rights.

**2.5 Quality assurance**

The course's continual quality, development, and improvement are dependent on understandings of its efficacy in preparing students for BIA practice. We work hard to achieve this through the following:.

**BIA Education Working Group**

This group is a collaborative partnership between academics, student representatives, people with lived experience, and Local Authority and NHS BIA leads. It is an integral part of the course design, delivery, and efficacy, meeting regularly to review performance, share knowledge and feedback, and ensure the curriculum remains abreast of and responsive to the changing needs of communities and the BIA workforces serving them. The working group provides academic staff with the opportunity to understand the current status and demands within the region's BIA workforce so that

places on the course can be allocated fairly. It considers and addresses performance data (see below) and reports any significant findings up to the Social Work Programme Management Committee.

## Performance data

Current and meaningful data is collected for analysis via:

- **Student feedback** – feedback is invited during teaching, and students are made aware that all module academics can be contacted via email. Towards the end of the module, students are invited to participate in anonymous surveys of their experience.
- **Lived experience educator and practitioner feedback** – the module lead actively seeks feedback from people with lived experience and practitioners who are involved in teaching.
- **External examination** - an academic from outside of the university is appointed to act as a critical friend; a role known as the External Examiner. The External Examiner reviews a sample of each cohort's assignments, and comments on the standard and consistency of assessment, grading, and feedback. The External Examiner reports on this annually to the Programme Assessment Board.

## Programme Assessment Board

All results are provisional until students marks profiles have been presented to the Programme Assessment Board (PAB) at the conclusion of the programme's teaching and assessment cycle. The PAB considers student results within the framework of Northumbria University's academic regulations, to ensure that fair and equitable assessment has taken place.

## Social Work England

Module SW7009 is externally approved by the specialist regulator of BIA education, Social Work England (SWE). SWE annually monitors the standard and quality of the course and periodically reviews it against its standards for reapproval purposes.

## Complaints

Whilst we strive to ensure that the student experience at Northumbria is a positive one, students are entitled to make a complaint if dissatisfied with the way they have been treated or with the standard of a service provided by or on behalf of the University. Our staged approach to resolving student concerns, complaints, and appeals is detailed in the [Handbook of Student Regulations](#).

## 3 Course overview

This module can be studied on a stand-alone basis, or social workers can study it as part of their route to the Post Graduate Certificate in Professional Social Work Practice. If you are interested in the programme route, please visit <https://www.northumbria.ac.uk/business-services/education-and-training/education/professional-social-work-practice/> or contact [carole.southall@northumbria.ac.uk](mailto:carole.southall@northumbria.ac.uk)

### 3.1 Tuition fees and sponsorship arrangements

Tuition fees for academic year 2025/26 are £1628 per person. We welcome applications from anyone who can meet the eligibility criteria for entrance to BIA education. Unless you intend to self-fund, you must seek agreement that your employing agency will pay your fees prior to submitting an application. A sponsor letter confirming this should be provided to you (see **Appendix 3**), and you can either upload when you enrol, or send directly to Northumbria University's finance team. If the university does not receive this sponsor letter, fees for the module will be billed to you directly.

### 3.2 Capacity and prioritisation of places

A maximum of 30 places are available each year. Demand fluctuates: the course primarily exists to meet the northeast's BIA workforce needs, and individual local Authorities will establish what these are, and undertake their own internal selection processes to decide which and how many of their staff they will sponsor to apply. To allow available places to be responsively and equitably distributed across the region, **it is crucial that BIA/Workforce Development leads advise the module leader of how many applicants they anticipate sponsoring.** Following our selection process all applicants who meet the entry requirements will be offered a place. The course is not viable if less than 12 students take up offers of places, and in these circumstances, it will be rested until the next academic year<sup>1</sup>. If more than 30 applications meet the entry requirements, LA sponsored applications will be given priority over non-LA or self-funding applicants. If necessary, the module leader will ask the BIA Working Group to determine where the greatest workforce need is and then allocate available places accordingly.

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<sup>1</sup> We are pleased to say that so far, this has never happened!

### 3.3 Time commitment

This 40 credit, Level 7 module has a total of 400 hours of study attached, which are made up of the following activities:

- **Contact hours:** This module has 50 hours attached for lectures, seminars, and tutorials.
- **Directed/independent study:** This is the time you will spend preparing for seminars, writing up your seminar and lecture notes, independently engaging with academic and professional literature to extend your knowledge and analytical skills, and completing your academic assignment. This module has 200 tutor guided independent learning hours attached.
- **Work based learning:** This is the time you will be required to devote to practice learning including observing **a minimum** of two DoLS assessments, reflecting on practice with colleagues and peers, understanding local processes and policies, and reflecting on your practice, learning, and observations to demonstrate how you meet the BIA Capabilities found at the annex to the Social Work England Standards for BIA Education.. This module has 150 hours of practice learning attached.

### 3.4 Teaching schedule

Teaching is in person, at [Coach Lane Campus](#) which splits into east and west sides: parking is on the east side. You will attend weekly for eight taught days, and then teaching will break to allow you to consolidate your knowledge within your own practice. During this time, you will ensure that you observe a minimum of two different DoLS assessments and compile reflective evidence of how you meet the BIA Capabilities. You will then return to university for the final taught day, during which you will reflect on practice with peers, and prepare for your summative assignment.

If you intend to make an application, please protect the following dates in your diary now. Any changes to dates/times will be communicated as swiftly as possible.

Date	Time	Venue
Thursday 6 <sup>th</sup> February 2025	10.00 – 16.00	Coach Lane Campus – room TBC
Thursday 05/02/2026	10.00 – 16.00	Coach Lane Campus – room TBC
Friday 06/02/2026	10.00 – 16.00	Coach Lane Campus – room TBC
Thursday 12/02/2026	10.00 – 16.00	Coach Lane Campus – room TBC
Friday 13/02/2026	10.00 – 16.00	Coach Lane Campus – room TBC
Thursday 19/02/2026	10.00 – 16.00	Coach Lane Campus – room TBC
Friday 20/02/26	10.00 – 16.00	Coach Lane Campus – room TBC
Thursday 26/02/26	10.00 – 16.00	Coach Lane Campus – room TBC
Friday 27/02/26	10.00 – 16.00	Coach Lane Campus – room TBC
Teaching breaks for practice learning and consolidation		
Monday 13/04/26	10.00 – 16.00	Coach Lane Campus – room TBC
<b>Submission of assessed components</b>		<b>By 11.59pm on 23/04/2026</b>

### 3.5 Practice Learning Requirements

SWE standard 3.1 requires education providers to:

*Ensure that each student has the opportunity to undertake a minimum of 2 practice observation opportunities which:*

- i. enables the student to shadow a BIA or community DoLS assessment.*
- ii. provide practice experience that can be applied to a variety of settings and types of supervisory body.*
- iii. enables the student to observe a suitably qualified and experienced relevant qualified professional who has relevant and current knowledge, skills and experience to demonstrate safe and effective practice.*
- iv. enables the student to produce a detailed analysis of relevant practice issues which forms part of the student's overall assessment.*

The ability to meet the BIA Capabilities is evidenced by the student reflecting on these observations and their own learning and practice in a portfolio (see section 3.6 below) This must be assessed by an experienced BIA.

**Northumbria University does not arrange observation opportunities or BIA Practice Assessors;** this is the responsibility of applicants and/or sponsoring agencies.

Applicants whose fees will be paid by their employing local authority should confirm with their BIA Lead (or equivalent) how the practice learning requirements will be met. Applicants who are not employed by a local authority are responsible for making their own practice learning arrangements. To uphold ethical practice, where an applicant intends to use an Independent BIA as their BIA Practice Assessor, express permission must be gained from the relevant Supervisory Body (Local Authority) to undertake observations. In all cases, applicants must share their proposed practice learning arrangements so that these can be reviewed within the selection process (see section 4).

### 3.6 Assessment

This module is assessed over two components which target different module learning outcomes (MLO). You must pass both components in order to pass the module overall.

MLO1	Demonstrate a critical appreciation of the terms and provisions of the Mental Capacity Act 2005 and its Codes of Practice.
MLO2	Demonstrate critical application of relevant knowledge and research evidence to professional practice.
MLO3	Critically justify processes of decision making within the legislative context of the Mental Capacity Act (2005) demonstrating the ability to evaluate, analyse, and record complex evidence and differing views.
MLO4	Demonstrate professional capabilities, skills, and values necessary to perform the advanced specialist role of BIA.
MLO5	Critically appraise the ethical issues which may arise when working with people who lack the mental capacity to make decisions about their care.

#### **Summative Assessment Component 1 – Practice Portfolio (graded Pass/Fail)**

Your portfolio is designed to enable you to achieve the observation requirements (a minimum of two observations of DoLS assessments), evidence how you meet the BIA Capabilities, and achieve MLO4. A portfolio template is available to download from the Assessment folder on the module Blackboard site.

**Summative Assessment Component 2 – A 4,000 word critically reflective, research-informed analysis of a BIA DoLS assessment you have observed** (Graded out of 100 against the level 7 academic criteria).

This assignment has been designed to enable you to demonstrate MLO1, MLO2, MLO3 and MLO5. You are required to critically reflect and apply your learning to **one of** the DoLS assessment processes you have observed.

## 4 Entry requirements and application process

### 4.1 Entry requirements

This course has specific entry requirements which comply with statutory and regulatory frameworks for BIA education and enable the selection of candidates who demonstrate appropriate academic

and professional standards. Admissions decisions will be made with integrity, equity, and professionalism through consideration of each candidate's own merits, abilities, and potential, and sensitively taking into account all known relevant factors relating to previous and likely attainment, and individual needs.

Relevant prior accredited learning will be recognised (RPL). Where an applicant has not previously gained academic credits at level 6 or above, they should contact the module leader for a discussion about whether prior experiential learning can be recognised (RPEL). The table below demonstrates where RPL and RPEL are relevant within the entry criteria.

Entry Requirement	Evidenced by
1) Qualification and current professional registration as a social worker, first level nurse, occupational therapist, or chartered psychologist who holds a relevant practising certificate.	Uploading a copy of your qualifying degree certificate or equivalent as part of your online application. Providing your professional regulatory body and registration number within the additional information tab of online application.
2) Previous study at academic level 6 (undergraduate degree)/equivalent or higher.	Information you provide within the education tab of your online application. If you have not previously studied at level 6 or above, contact <a href="mailto:fraser.j.m.mcclelland@northumbria.ac.uk">fraser.j.m.mcclelland@northumbria.ac.uk</a> to discuss RPEL possibilities.
3) A minimum of two years post qualified practice experience by the start of the course in February 2026.	Information you provide within the work experience tab of online application.
4) A personal statement of no more than 1,000 words explaining why you believe your knowledge, experience and values will enable you to uphold the rights of people who may be deprived of their liberty. Your personal statement should be grammatically written, and reference appropriate literature. It will be reviewed by someone with lived experience. <b>Or</b>	Information you provide within the personal statement section of the online application.          <b>Or</b>

RPL on Northumbria university's PGCert AMHP, or one of the following Northumbria University modules: SW0735/ SW0736 Safeguarding Children and Young People SW7000/SW7003: Safeguarding Adults in Professional Practice SW7002: Mental Capacity Advanced Practice	Uploading a copy of certificate/ academic transcript to online application.
5) Your proposed arrangements for a BIA Practice Assessor and practice observation opportunities, and the contact details of those who will confirm they have committed to these.	Upload a document with this information to your online application. See <b>Appendix 2</b> of this document for guidance.

Please be aware that if you are offered a place to study on the module, Northumbria University will complete an enhanced Disclosure and Barring Service check.

## 4.2 Application process

Applications for the next academic year open once teaching on the current cohort concludes (usually May). The application cycle will close in December, to allow sufficient time for enrolment in advance of teaching commencing in February. Late applications can only be considered in exceptional circumstances and must be negotiated with the module lead. Please protect the teaching dates in your diary at the point of application, to ensure that you will be able to attend.

Visit the module website <https://www.northumbria.ac.uk/study-at-northumbria/continuing-professional-development-short-courses-specialist-training/pg-cert-professional-social-work-modules/law-and-practice-for-best-interests-assessors/> and use the APPLY NOW link. **PLEASE follow the guidance on the website or at Appendix 1 of this document** - it demonstrates exactly what is needed and helps you to avoid filling out unnecessary sections. You do not need to complete your application in one sitting, you can create it, save it, and return later to add further information/upload documents.

Applications are managed by Applicant Services, who can be contacted at [nsbackoffice@northumbria.ac.uk](mailto:nsbackoffice@northumbria.ac.uk) for support. They will contact you to either offer a place, or to

request anything outstanding on your application, so it is really important you provide a current, accurate email address and regularly check your spam folder. Submitting an application does not guarantee the offer of a place on the course.

### **4.3 Selection process**

Once your application is fully complete and all required supporting evidence has been uploaded, Applicant Services will transfer it to the module lead. The module lead will check your entry on the professional register, and make sure all other requirements are demonstrated. Your personal statement will be reviewed in conjunction with someone with lived experience, who will provide you with feedback. If any entry requirements are not met, Applicant Services will contact you to request further evidence, and provided this is submitted in sufficient time, your application will be reviewed again.

### **4.4 Accepting an offer and enrolling to study**

Once the academic team notify Applicant Services that all entry requirements are met, you will receive an email offering you a place on the course<sup>2</sup>. You must now go onto the University website and use the username and password you have been given to access your student portal. From here, click on the tab provided to accept your place on the module. If you do not intend to take up your offer, please let us know so that it can be offered to another applicant.

You will not be able to enrol unless you first accept your offer. Once you have done so, approximately a month prior to the start of module teaching, you will receive an email with instructions on how to enrol. If enrolment instructions are not received, please contact [NSBackOffice@northumbria.ac.uk](mailto:NSBackOffice@northumbria.ac.uk). Enrolment is a different process to application, so you will be asked you to provide some of the same information. You should enrol as soon as you can so you gain access to University systems which will show your timetable, teaching rooms, reading materials etc. If your employer is paying your fees, please upload a sponsor letter confirming this when you enrol – a proforma for this can be found at **Appendix 3** of this document.

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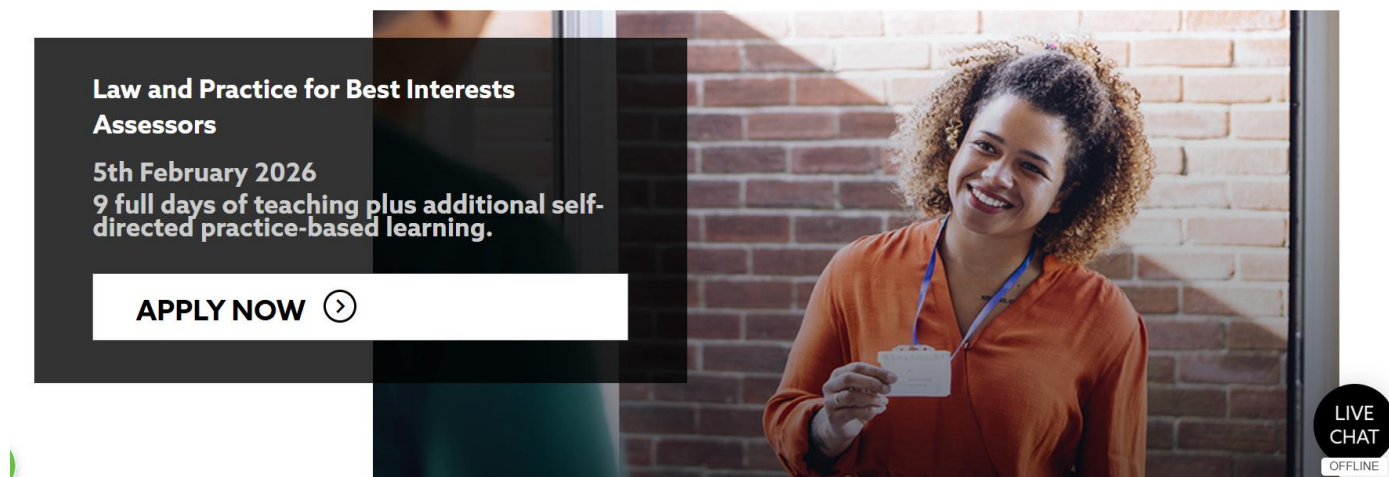
<sup>2</sup> So long as places are available.

## Appendix 1 Step-by-step guide to the online application process

PLEASE FOLLOW THIS GUIDANCE TO AVOID COMPLETING UNNECESSARY PARTS OF THE ONLINE APPLICATION. If you encounter any problems with the application process, please contact Applicant Services at [nsbackoffice@northumbria.ac.uk](mailto:nsbackoffice@northumbria.ac.uk).

Click on this link: <https://www.northumbria.ac.uk/study-at-northumbria/continuing-professional-development-short-courses-specialist-training/pg-cert-professional-social-work-modules/law-and-practice-for-best-interests-assessors/>

You will be taken to the page below.



Click APPLY NOW, and you will be taken to the screen below, which gives you a number of different potential start dates. Select the January 2026 option.

### SINGLE MODULE REGISTRATION PA2 FAMILY (NEWCASTLE)

Please review information here if you have any queries before completing and submitting your application.

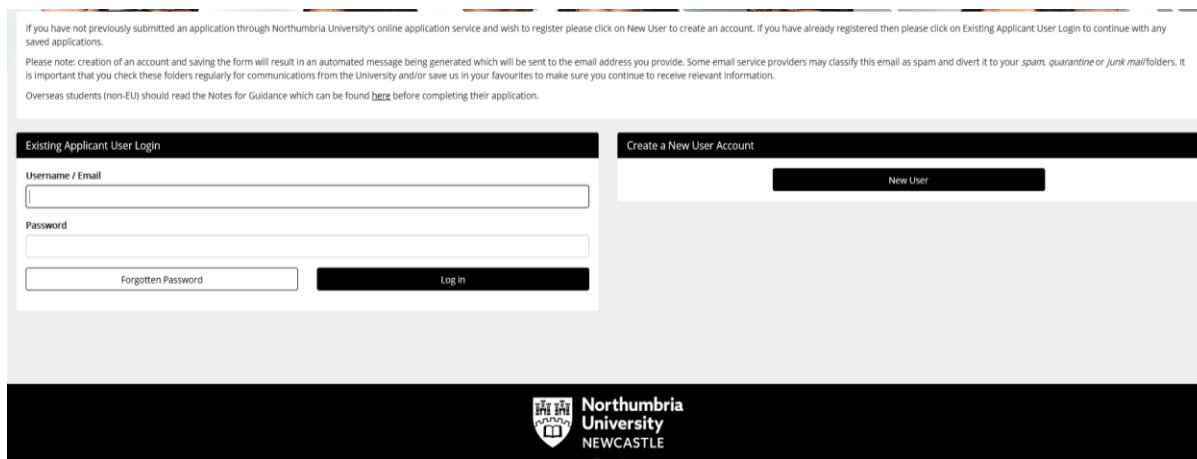
The available start month(s) for this programme are listed below. If this differs from the main course page, then not all intakes may be available to apply for at this time. If you would like to query when other start months will be available, please email [bc.applicantservices@northumbria.ac.uk](mailto:bc.applicantservices@northumbria.ac.uk)

Please select the month intake you wish to apply for, you will then be directed to a log in page where you can create a new account or log in to your account if you are a returning user.

START MONTH

YEAR

Next, you will be asked to either use an existing applicant login or create a new account. If you have previously applied for a Northumbria University course through our online portal, please use your existing login.



If you have not previously submitted an application through Northumbria University's online application service and wish to register please click on New User to create an account. If you have already registered then please click on Existing Applicant User Login to continue with any saved applications.

Please note: creation of an account and saving the form will result in an automated message being generated which will be sent to the email address you provide. Some email service providers may classify this email as spam and divert it to your *spam, quarantine or junk* mailfolders. It is important that you check these folders regularly for communications from the University and/or save us in your favourites to make sure you continue to receive relevant information.

Overseas students (non-EU) should read the Notes for Guidance which can be found [here](#) before completing their application.

**Existing Applicant User Login**


Username / Email

Password

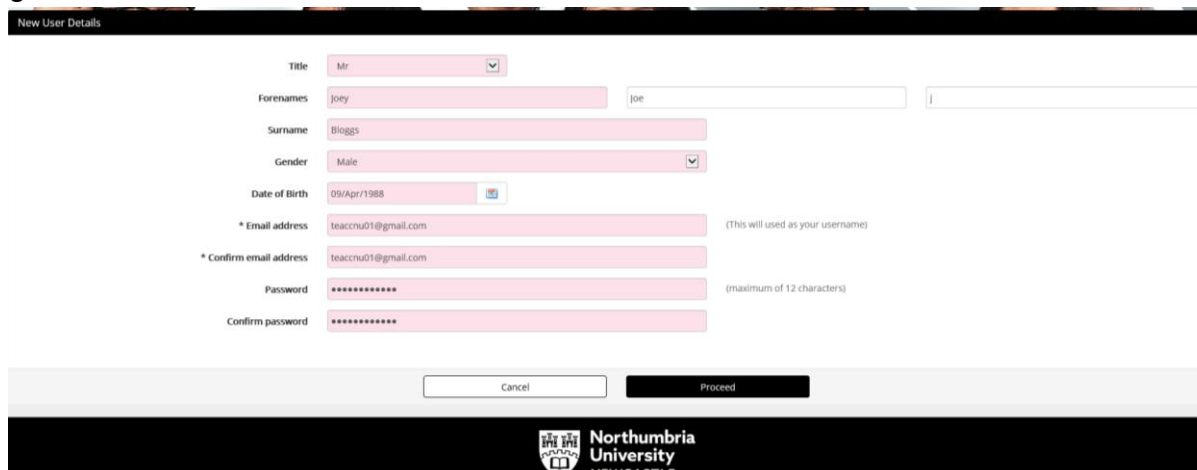
[Forgotten Password](#) **Log in**

**Create a New User Account**

**New User**

 **Northumbria  
University  
NEWCASTLE**  
(© 2018 100)

If you have not previously applied to Northumbria University, you will need to create a new account by filling out the details as demonstrated below:



**New User Details**

Title

Forenames

Surname

Gender


Date of Birth

\* Email address  (This will be used as your username)

\* Confirm email address

Password  (maximum of 12 characters)

Confirm password

 **Northumbria  
University  
NEWCASTLE**

Once you have either logged in or created your new account, you will be able to start working through the series of tabs and filling out your online application.

**Personal Details tab** - you will need to supply your full name and details, as well as your home and contact address. Your home address should be your residential address, while your contact address should be your place of work. - Please provide your professional regulator (i.e., SWE, NMC, HCPC etc.) and give your registration number, so we can check your



Personal Details | Education | Work Experience | Personal Statement | Additional Information | Referees | Declaration

Help

Title: Mr ☒

Surname/Family name: BLOGGS

Forename 1: JOEY

Forename 2: JOE

Forename 3: J

Preferred Forename: JOEY

Date of Birth: 09/Apr/1988

Gender: Male ☒

Do you consider yourself to be an overseas applicant? ☐ Yes ☒ No

Do you live outside the UK, but inside the EU? ☐ Yes ☒ No

Home Address  Contact Address  Same as Home Address? ☒

**Education tab** – you need only add qualifications relevant to your application to this course - that is, your qualifying degree or equivalent, and Northumbria University's PGCert AMHP, or Northumbria University modules SW0735/ SW0736 Safeguarding Children and Young People; SW7000/SW7003: Safeguarding Adults in Professional Practice; or SW7002: Mental Capacity Advanced Practice, if you are relying on one of them for Recognition of Prior Learning in lieu of a personal statement. Please use the **upload link** to send a scan of certificates/ transcripts, **we cannot accept your application without these**.

Northumbria University Newcastle

Save

Educational Establishments

Date from: Sep 2009

Date to: Jun 2012

Institution: University of Northumbria

Mode: Full Time

Add Establishment +

Qualifications

Year Completed: 2011/2

Qualification: UK 1st degree BA/BSc/BEd/BA/MSc/MEng/MChem/MLaw

Subject: Social Work

Awarding Body: Northumbria University

Completed? ☐

Add Qualification +

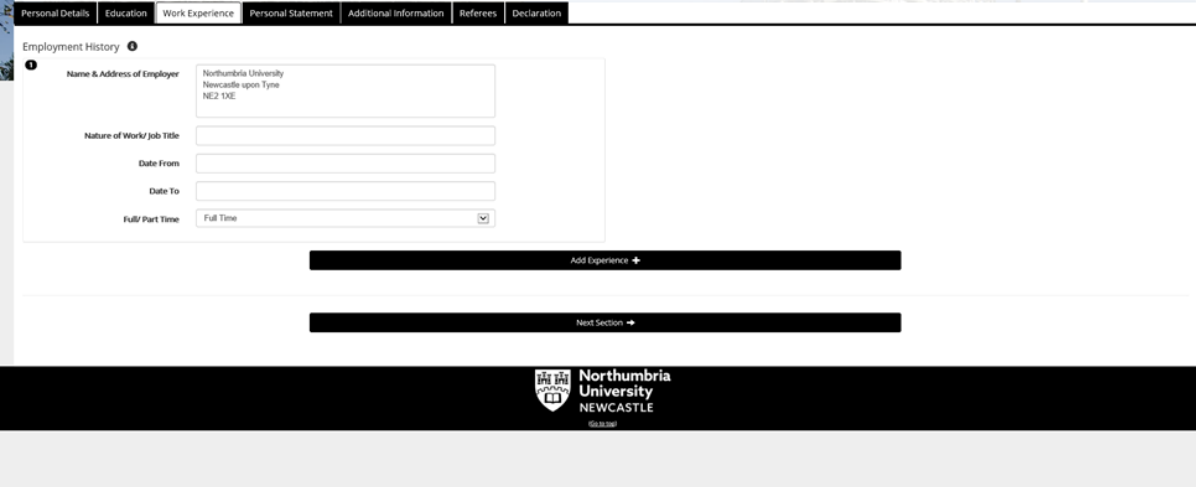
If you have any relevant qualifications not listed above please check this box ☐

Please upload scanned copies of your transcripts and certificates, relevant to your application. Please upload these in pdf format and as one file if possible.

No files currently selected 0 (max 12)

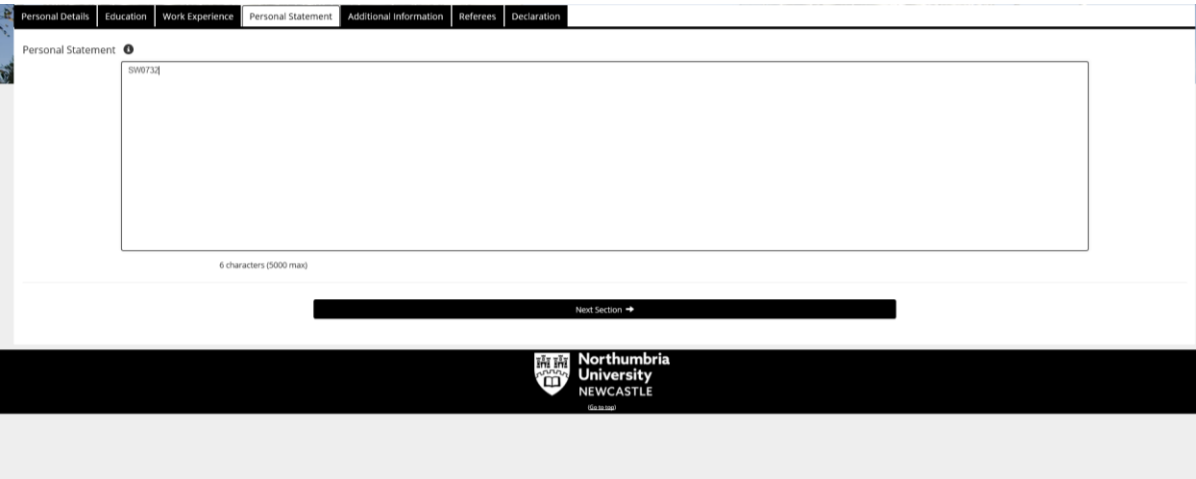
Browse

**Work Experience tab** - you *do not* need to detail your entire work history, but you must provide evidence that by the time the course begins, you will have had a minimum of two years' post-qualified practice in your profession.



**Personal Statement tab** – You ARE NOT required to provide a personal statement if you have previously successfully achieved Northumbria University’s PG Cert AMHP, or any one of the following modules SW0735/ SW0736 Safeguarding Children and Young People; SW7000/SW7003: Safeguarding Adults in Professional Practice; or SW7002: Mental Capacity Advanced Practice. In these circumstances, please simply write the name of the programme/module you are relying on in the personal statement tab and move onto the next section.

All other applicants ARE REQUIRED to write a personal statement of no more than 1,000 words. A personal statement of approx. 1,000 words explaining why your knowledge, experience and values will enable you to uphold the rights of people who may be deprived of their liberty. This should be grammatically written, and reference appropriate literature. It will be reviewed by someone with lived experience of this area of practice.



**Additional Information tab** Please confirm, if appropriate, who is sponsoring you and will pay your fees if your application is successful. The answer to the ‘Further Information’ question is always ‘no’.



Personal Details | Education | Work Experience | Personal Statement | **Additional Information** | Referees | Declaration

What do you intend to be the major source for funding your studies? ☒ Sponsor / Employer

Name of Sponsor/Employer

How did you find out about Northumbria University? ☒ Employer

Further Information

This application is for entry into Year 1. If you instead wish to be considered for advanced entry onto anything other than Year 1 then please indicate here. Please note that this option is only available on selected undergraduate programmes

☐ Yes ☒ No

Next Section →

Northumbria University  
NEWCASTLE  
GSA 10.1001

**Referee tab** – References are NOT required, so the field can be filled with 'N/A.'

Personal Details | Education | Work Experience | Personal Statement | Additional Information | **Referees** | Declaration

Referee One ⓘ

Name

Position held

Organisation

Address

Email address

Telephone number

Referee Two (Optional) ⓘ

Name

Position held

Organisation

Address

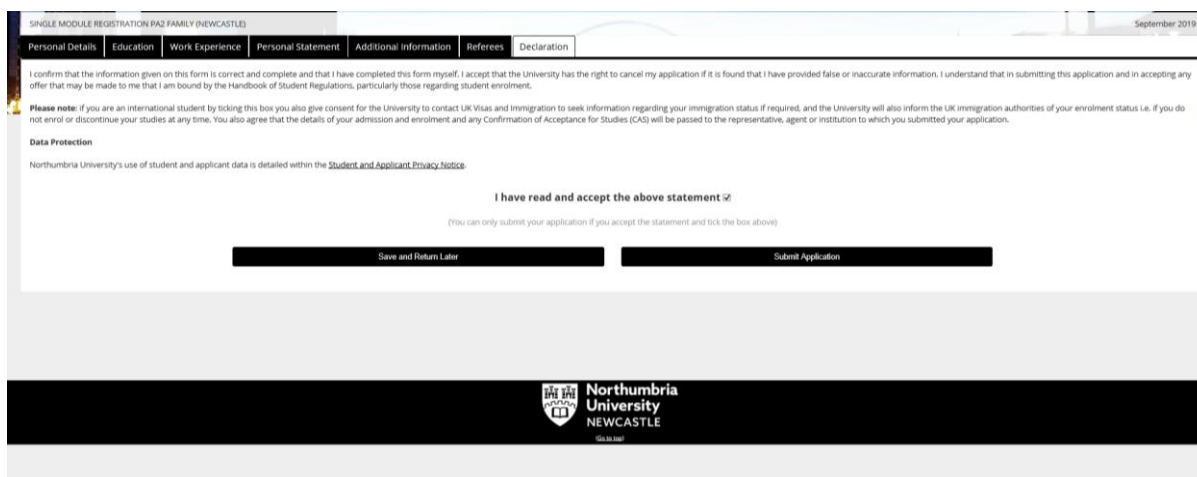
Email address

Telephone number

Next Section →

Northumbria University  
NEWCASTLE  
GSA 10.1001

**Declaration tab** - you have the option either to save your partial application to complete later, or if it is complete, accept the Northumbria University conditions and submit your application. After you submit your online application, you can continue to upload other documentation to it via your Applicant Portal.



SINGLE MODULE REGISTRATION PAZ FAMILY (NEWCASTLE) September 2019

**Personal Details** | **Education** | **Work Experience** | **Personal Statement** | **Additional Information** | **Referees** | **Declaration**

I confirm that the information given on this form is correct and complete and that I have completed this form myself. I accept that the University has the right to cancel my application if it is found that I have provided false or inaccurate information. I understand that in submitting this application and in accepting any offer that may be made to me that I am bound by the Handbook of Student Regulations, particularly those regarding student enrolment.


**Please note:** if you are an international student by ticking this box you also give consent for the University to contact UK Visas and Immigration to seek information regarding your immigration status if required, and the University will also inform the UK immigration authorities of your enrolment status i.e. if you do not enrol or discontinue your studies at any time. You also agree that the details of your admission and enrolment and any Confirmation of Acceptance for Studies (CAS) will be passed to the representative, agent or institution to which you submitted your application.

**Data Protection**  
Northumbria University's use of student and applicant data is detailed within the [Student and Applicant Privacy Notice](#).

**I have read and accept the above statement** ☒

(You can only submit your application if you accept the statement and tick the box above)

**Save and Return Later** **Submit Application**

 **Northumbria  
University  
NEWCASTLE**  
0191 275 4444

## Appendix 2 Proposed Practice Learning Arrangements

Please upload a short document to your application to describe your proposed practice learning arrangements and give contact details of the person/s who can confirm they have committed to provide these. Please note that, at this stage, specific details of the arrangements are not required, only confirmation of the commitment. Some examples are provided below:

*I am being sponsored by my employer, XXX Council, who have committed to provide me with a BIA Practice Assessor and Observation opportunities. This can be confirmed with NAME, ROLE, EMAIL.*

*I am being sponsored by my employer, XXX NHS Trust, who have agreed to provide me with a BIA Practice Assessor. This can be confirmed with NAME, ROLE, EMAIL. XXX Council has agreed to provide me with observation opportunities, and this can be confirmed with NAME, ROLE, EMAIL.*

*I am self-funding this course and have made my own practice learning arrangements. NAME, ROLE, EMAIL will confirm that they have agreed to be my BIA Practice Assessor. XXX Council has agreed to provide me with observation opportunities, and this can be confirmed with NAME, ROLE, EMAIL*

## Appendix 3 Confirmation of Sponsorship

**Applicant Services**  
Northumbria University  
Pandon Building  
Newcastle upon Tyne  
NE2 1XE, UK

T: +44 (0)191 406 0901  
E: [nsbackoffice@northumbria.ac.uk](mailto:nsbackoffice@northumbria.ac.uk)

### SPONSOR LETTER FOR SW7009 Law and Practice for Best Interests Assessors

To confirm the sponsorship status of the student(s), please provide information as directed below:

<b>Name of Applicant(s):</b>	Click or tap here to enter text.
<b>Name of Course and Course Fee:</b>	SW7009 Law and Practice for Best Interests Assessors - £1628
<b>Name of Organisation:</b>	Click or tap here to enter text.
<b>Organisation Contact:</b>	Click or tap here to enter text.
<b>Organisation Contact E-mail:</b>	Click or tap here to enter text.
<b>Organisation Contact Telephone:</b>	Click or tap here to enter text.
<b>Purchase Order Number:</b>	Click or tap here to enter text.
<b>Organisation VAT Registration Number:</b>	Click or tap here to enter text.
<b>Invoice Address:</b>	Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text.
<b>Organisation Stamp/Letterhead:</b>	Click or tap here to enter text.
<b>Authorising Staff Member Signature:</b>	Click or tap here to enter text.

All fields (other than Organisation VAT Registration number if not applicable) must be completed for this document to be accepted.

**Payment Terms** – All invoices should be paid in 30 Days of the invoice date. Delay in making payments could lead to students losing access to the university facilities. If the university does not receive a sponsor letter, the student will be invoiced and would be held liable for paying the fees.

If you have any queries, please contact us at [nsbackoffice@northumbria.ac.uk](mailto:nsbackoffice@northumbria.ac.uk).