

SWAPWest Student Agreement

Access to Primary Education (Humanities / Social Science)

The SWAPWest partnership of colleges and universities provides access programmes for adults with no or few qualifications who are looking to return to education. The student agreement sets out your responsibilities as a SWAP student and what you can expect from the SWAP programme.

SWAPWest responsibilities –

- 1) SWAPWest are responsible for the academic content of your programme. The academic units you study are part of an agreed curriculum framework with our university partners. The programme will use SQA and college units. The programme is designed to show that you can complete a full time education programme. We use SQA units at SCQF (Scottish Credit and Qualifications Framework) levels 5 and 6. The programmes are designed to provide you with an entrance qualification to higher education, either an HNC or one of our partner universities. You are continually assessed throughout the programme. Your learning will continue throughout the full programme. **All learning units of the programme require to be completed for successful progression.**

Programmes are specifically designed to include a range of units to enhance learning. All SWAP humanities programmes contain communications and literature as an equivalent to Higher English. All students require a level of numeracy. The external National 5 maths exam is required for primary education and education degrees (this is a GTCS requirement). Thereafter a range of units are provided by your college to ensure an appropriate learning experience. You will be academically prepared for university progression. Any amendments to the programme require to be agreed by the SWAPWest partnership.

- 2) The programme you have enrolled upon is recognised by our partner universities as an agreed entrance qualification for a number of degrees. The agreed degrees are published annually in October and are known as SWAPWest “progression routes”. Due to our partnership we can offer places on our progression routes provided **you follow the instructions required for admission and completion of your programme.** University degree places may be subject to additional study over the summer to ensure successful transition. Additional conditions stated on offers from universities via UCAS will also have to be completed prior to progression.
- 3) SWAPWest will provide support to ensure you have the opportunity to be fully prepared for degree study. The additional support will be available through the **SWAP Preparation for Higher Education unit.**
- 4) Your college will provide a student profile if you complete all of the units of a programme. The profile provides the additional evidence you will need for

degree progression. The profile grades you require for degree progression are set by the university partner providing the degree opportunity.

- 5) Your SWAPWest tutor will be your main point of contact throughout your programme. Information from SWAP will be shared with your tutor. You are though very welcome to contact the SWAPWest team by email swapwest@scottishwideraccess.org to discuss your learning.

Primary Education Selection Process

We have a unique agreement with the Universities of Glasgow, Strathclyde and West of Scotland for primary education. It takes into account the highly competitive nature of applying for the Primary Education degree. It provides an advantage for SWAPWest students in gaining an interview and ensures that those who are not successful can still progress to degree level of study, thereafter still having the opportunity to apply for Primary Education as a degree in the future. It is a complex process and it is important that you understand why we work as a partnership to try and maximise opportunity.

We would stress that we have no specific number of places for students; university offers are dependent on the quality of applicants. In addition, highly competitive selection processes by their very nature will mean that some students who are exceptionally good will nevertheless not gain a place. Please ensure that you have contingency plans in place and talk to your tutors about them.

Step 1) SWAP students will apply through the collaborative primary education process. An application form designed by the partnership will require to be completed by you in November (date to be confirmed by us nearer the time). You will receive a guidance session on completion of the form. The form is completed online, and will be available for completion a few days prior to the deadline. Information will be provided on the professional skills and capabilities that you are being asked to articulate in the application form.

You will also be asked on the preference of the university you want to attend. It is important that you are honest in telling us about your preferences.

At this stage, SWAP will check to ensure that you meet the criteria for the programme. If you don't, then we may advise you to apply for primary education direct through UCAS; for example, if you don't have sufficient experience with primary aged children. Your application is then checked for your competencies as a potential candidate. SWAP will then send your application to your first preference university.

Step 2) You need to prepare a UCAS application for your four contingency options in November/December. You cannot wait until you hear back from your preferred university regarding your primary ed application. You will need four contingency options for university, and you also need to explore HNC options. Developing professional attributes means being prepared for all eventualities. You will receive no

benefit by only going for primary education and nothing else. Your UCAS application needs to be ready to be sent away by the beginning of December. As you are applying through SWAP for your primary education option, that allows your UCAS personal statement to be geared towards your contingency option. This gives you a considerable advantage in terms of the spread of degrees for which you can apply.

Step 3) The primary education universities will advise SWAP of which candidates they intend to interview. If a university does not have sufficient 'first preference' candidates, they can (with permission of the other universities) consider applicants who put them down as 2nd, 3rd or 4th preference. It is important to understand that this decision depends wholly on the quality of the candidates and on how many interviews the university intends to make for that particular year. SWAP will be notified of which candidates have been successful in being selected for interview. We anticipate that will happen around the beginning of December.

Step 4) SWAP will advise if you have been successful for interview or not. If you are not successful, then you must complete your UCAS application with your 5 contingency choices.

If you *are* successful for an interview at Glasgow or UWS you can add in primary education as a choice on your UCAS. You will then be interviewed by the university. You would be interviewed by Glasgow and UWS in exactly the same way as all other candidates.

For Strathclyde, if you are successful for interview, you will be interviewed in January. SWAP will provide additional guidance on when to submit your UCAS application for Strathclyde University.

Step 5) Your college will put together an interim profile on how well you are progressing with your studies. This is shared with our university partners. Decisions on whether you receive an offer are based on your performance at interview and on your interim profile.

Please note that if you decide at any of these stages that you want to proceed with another degree and not primary education, then please let us know as quickly as possible.

Step 6) Your chosen university will advise you through UCAS if you have been successful with an offer. Your offer will be conditional on completing all units, achieving the required profile grades and passing your external maths exam as specified in your offer. **If you are accepting primary education as a firm choice, then your insurance choice must be one that does not have a requirement for an external exam.**

Step 7) SWAP will receive your profile grades from your college in June, together with a transcript of the units you have passed. SWAP sends these to the universities. Final decisions are not made until you receive your maths result in August. SWAP will liaise with you on how these results are sent to your university choice.

Decisions on primary education selection

Our university partners are very committed to SWAP, but will always advise that you are in a very competitive process. At all stages during the programme we expect you to be developing your professional skills and ensuring that you behave as a potential primary school teacher. All students applying through the process are considered on the merits of their application and how well they are doing on the programme at that stage. When it comes to selection for those that they interview, universities have a number of contextual indicators that they take into account. They do this for all UCAS applicants and we ensure that they have the appropriate information when they consider SWAP applications. Universities have information on their contextual admissions on their web sites. It is important, therefore, that when you first register with SWAP you complete the SWAP registration in full.

SWAPWest student responsibilities.

The Student Agreement sets out the specific criteria and requirements that we expect from you to ensure you make the most of the opportunities provided by the SWAP programme.

Progression from SWAP to HNC and university degree is subject to the following conditions:

- 1) **You must complete all of the units** of your programme. Non-completion of any of the units means that you will not fully meet the condition of your offer of a place at university.
- 2) **Your student profile must meet the requirements** of the university progression route for that degree.
 - a. The student profile is an enhanced reference by your college which is given to the university. For Humanities and Primary Education, your communication skills are particularly emphasised in two of your grades. You should also look at the back page of the profile, as it specifies all of the issues that the college will report on. The profile will consider how you are as a learner and takes a holistic view of your development as a student.
 - b. When considering your university options and final decisions, discuss your profile with your SWAP tutor.
- 3) **You must complete the Preparation for Higher Education unit.** Resources are available from the SWAPWest web site. You require to work through these materials throughout the year. Your college will provide you with support, but **Prep for HE is your responsibility.** You will be asked at the end of the year to provide evidence that you have completed all of the elements of Prep for HE. **SWAPWest may also utilise evidence of your Prep for HE during the selection process for degrees.** Please note we cannot progress students to degree level study without evidence that Prep for HE has been successfully completed.

- 4) You must apply to universities through the SWAPWest UCAS School** (using the SWAPWest buzzword provided in Prep for HE) and adhere to the instructions contained in the Prep for HE guides in completing and submitting your UCAS application. Failure to do so may prevent you from progressing to university.

Please note Progression Routes will vary in their requirements. Degree subjects where there are limited places or considerable competition for places will specify this and may require applicants to meet additional conditions, such as attending an interview.

Where progression routes highlight that places are competitive, that means that there are limited numbers for these degrees. Even students who do very well may not gain places on these degrees, so contingency planning is expected from all of our students. You must research your options and make choices which reflect good contingency planning.

For entrance to all university degrees you must use a service called UCAS. UCAS administers entrance to university places. You must apply by the January deadline. Any application received after the deadline does not have to be considered. **It is your responsibility to ensure your application has been sent off properly.**

You must apply through the SWAPWest UCAS School so that your application is recognised by the partner institutions. You have an opportunity to make 5 degree choices:

- **You must apply to more than one partner institution.** It is recommended that you apply to all five partners, if feasible.
- **Please note that the University of Strathclyde (Social Sciences)** will not accept applications to more than one degree course per applicant. If you apply to more than one Social Science subject at Strathclyde Uni, all of your applications may be rejected.

In addition, for all choices **your personal statement is important.** Follow the Prep for HE guidelines in completing your application.

Important: Your final destination after the SWAP programme is very much a personal decision. SWAP programmes will provide you with progression routes to both college courses and universities. Please use the resources in Preparation for HE, and discuss your options with your tutor, the SWAP team, or university staff to work out the best option for you. Progressing to HNC at college is just as much a success as a university degree. You will not know at this early stage which is your best option. The SWAPWest process opens up as many choices for you as possible throughout the year. Please ensure you use these choices, but at the conclusion of the programme the final decision will be your decision.

Non-SWAP progression route choices

If you apply for a course that is not listed in the progression routes, either with a Higher Education partner or an institution which is not a partner, that course will be regarded as being 'out with the progression routes'. The institutions involved do not have to recognise the SWAP access programme for courses which don't appear on the published progression routes. **You must ensure that you contact SWAP in advance (no later than November 28th) to ensure that the institution will recognise your application. If you do not, then you may waste one of your UCAS choices.** Please email us at swapwest@scottishwideraccess.org, giving your full contact details and listing all of your intended UCAS choices.

You must respond to offers:

After you have received your final response from the universities to which you've applied, you must return to UCAS and select a FIRM and INSURANCE place. Note that you need to keep in touch with UCAS to ensure you do not miss your deadline date. **You will lose your place at university if you do not confirm your place in time.** Please consider carefully your selection of FIRM and INSURANCE places, as you are contractually bound to meet their requirements.

SWAP Students and Disclosure of Criminal Convictions



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It is essential that you make an honest declaration, as checks will be carried out. Failure to disclose any details may exclude you from your chosen course.

courses, particularly in teaching, medicine, health, social work and other courses involving work with children or vulnerable adults, you **must** declare any criminal convictions including spent sentences and cautions (including verbal cautions) in your UCAS application. This policy extends to any and all offences, including traffic offences. You should note that, as part of the application process, the university will apply for an 'enhanced disclosure document' or the PVG scheme from the Scottish Criminal Record Office (www.disclosurescotland.co.uk) or the Criminal Records Bureau. If you are in any doubt over your declaration, please speak with a Higher Education admission tutor in your area of interest.

Kenneth Anderson, Director, SWAPWest.

When you complete PHE01 and register with SWAP, you confirm that you have read, understood and accepted this SWAPWest student agreement. If you are unsure of any of the issues highlighted in the agreement, please ask your tutor or contact the SWAP office before registering.