

Welcome to Approach Social Work 2025!

Approach Social Work is an innovative three-year social work programme designed to equip you with the skills to bring about change with and for children and families. Over the course of the three-year programme, you will be working towards a Master's in *Advanced Relationship Based Social Work Practice with Children and Families*, awarded by Lancaster University.

Year 1 consists of the postgraduate diploma (PGDip) in social work, which is made up of six academic and placement modules.

Approach Social Work commences with the readiness for practice stage (RfP), an intensive five-week learning experience where you (participants starting with us in 2025) will meet your whole cohort for the first time and start your learning journey together.

During these first five weeks (Monday 14 July – Friday 15 August), you will build the foundations of the knowledge and skills required for your local authority placement. During this period, teaching will feature a blend of live and self-directed online learning, along with:

- A three-day residential component (Tuesday 22 July - Thursday 24 July)
- Two in-person regional days (Thursday 7 August and Thursday 14 August)

This comprehensive guide has been developed to help you navigate the start of your PGDip in Social Work and the readiness for practice stage, allowing you to make the most of your time online and in person. All information in this guide is essential reading before you start the readiness for practice stage.

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1. Programme curriculum and teaching

The readiness for practice stage is an immersive learning experience in which you will be introduced to key concepts including:

- A child-focused approach to social work practice
- Issues pertinent to the modern context of social work
- Evidence-informed practice models including theory and practice of systemically informed social work, motivational interviewing, and trauma-informed parenting interventions.
- The importance of self-reflexivity and self-leadership in the development of practice
- Values and ethics, social justice and the construction of help and protection in the role of a social worker
- The centrality of anti-racist, anti-oppressive and anti-discriminatory practice
- The legal context of social work

1.1. Approach Social Work practice model

Approach Social Work enables aspiring social workers to learn through practice-based experience. We emphasise the importance of teaching a curriculum that integrates both theoretical learning and application in practice. This allows you to develop and consolidate your learning effectively.

This course provides a streamlined route for a social work qualification, with a focus on children and families. The emphasis on systemic social work practice and the use of evidence-informed approaches, specifically motivational interviewing and being trauma informed, will equip participants with skills to improve relationships, support behavioural change, reduce risk to children and vulnerable adults, and enhance parenting. The programme addresses other

essential topics in social work including relevant legislation and social policy, ethics and values, assessment of risk and need, and working with vulnerable groups.

The Approach Social Work curriculum is mapped to the BASW Professional Capabilities Framework, Social Work England's professional standards and education and training standards, and the knowledge and skills statements. You'll find more comprehensive details about the programme in the **programme handbook**. This essential resource will be accessible to you upon registration on Moodle.

Modules

In Year 1 you will take the following core modules:

- FLSW921 Readiness for Practice (10 credits)
- FLSW922 Principles of Relational Social Work Practice (30 credits)
- FLSW923 The Legal Context of Social Work (30 credits)
- FLSW924 Advanced Relational Social Work Practice (30 credits)
- FLSW925 Practice Learning Experience One (10 credits)
- FLSW926 Practice Learning Experience Two (10 credits)

Once registered, these modules will be accessible on Moodle to allow you to become familiar with them. During the readiness for practice stage, you will commence modules FLSW921 Readiness for Practice, FLSW922 Principles of Relational Social Work Practice and FLSW923 The Legal Context of Social Work.

1.2. Teaching methods

You will experience a variety of teaching methods during the readiness for practice stage and beyond, with the format and design carefully matched to the learning outcomes for each session. Teaching methods include:

| Teaching method | What is this? |
|---|--|
| Keynote lectures (live or video lectures) | Typically, a cohort-wide lecture that shares core knowledge and central themes that underpin the content and explains key information. Lectures also include the chance to hear from guest |

| | |
|---|---|
| | speakers and other experts. They usually include interactive elements and/or pause points for reflection. |
| Workshop-based discussion and interactive Q&A sessions | Typically, a group of around 30 participants will be in each workshop and facilitated by a Practice Tutor or Curriculum Lead. You can expect the format of each workshop session to vary; some are designed to provide space to make sense of the content e.g. checking understanding, clarifying ideas, addressing misconceptions, learning from others through discussion, while others allow for application and practising of skills, group problem solving and critical analysis. |
| Workshop-based deliberate practice and interactive case studies | Some workshops follow a methodology called Deliberate Practice to help you practise applying specific knowledge and skills using authentic scenarios. This involves valuable opportunities for interacting with your peers and sharing feedback to develop useful routines and good practice principles. You'll learn more about deliberate practice on Day 1. |
| Self-directed (independent) learning | Self-directed learning relates to resources that you work through independently, for example e-learning modules, videos, reading and self-check quizzes. This is deliberately built into parts of the teaching schedule to provide variety and give you more control over the pace and direction of the learning. In some cases, you will have a full day of self-directed learning (see 1.6 for further information). Some self-directed sessions need to be completed within a set time frame as you will apply learning to a subsequent session, while others can be completed more flexibly. Information will be provided via Moodle. |
| Discussion of research articles, book chapters and published articles to provide theoretical debate | Essential and recommended additional reading/resources will be signposted to you in advance of teaching days. These will typically be discussed/referenced within keynote lectures and workshops, and you should look for opportunities to connect reading and research to practice. |
| Reflection time | The readiness for practice stage is an intensive learning experience, designed to reflect the role of social work. Developing routines of reflection and self-reflexivity is a valuable skill and can help manage the cognitive demand. We have scheduled several slots in the timetable for you to take an additional pause and have time to process what you're learning. These sessions will take different forms with some guided and others more independent. |

1.3. Teaching Team

Our Chief Social Worker, Lisa Hackett, oversees the teams designing and delivering Approach Social Work. Your teaching team comprises a diverse and experienced group of:

- Frontline Practice Tutors (PTs), led by Tracey Ellison and Rashida Forbes
- An interdisciplinary team of Curriculum Leads, led by Dr Damon Briggs
- Experts by Experience
- Guest lecturers

These groups comprise the core team dedicated to supporting you throughout the year. All Practice Tutors and Curriculum Leads are social work qualified and offer a wealth of diverse expertise and experience. Their backgrounds include leadership roles in local authorities, experts in family law and experience in designing and delivering social work qualifying programmes. Many of our staff members are actively engaged in research, and many continue to practice social work. Curriculum Leads have specialist practice and teaching experience in systemic practice, motivational interviewing, parenting interventions, social work law and policy, amongst other areas. The team are supported by pedagogical and digital learning specialists.

Experts by Experience (ExE) are those who have lived experience of some of the things that you will learn about whether that be growing up in care, experiencing domestic abuse or being disabled. Their voices are an integral part of our curriculum and are shared through live lectures, videos, podcasts and reading. Collectively, they challenge us to come out from behind theories and research and listen to those with direct experience, highlighting the rightful place of child, parent, and adult voices in the evidence base for effective practice. Experts by Experience are also involved in the design of the curriculum and its content, so it may not always be obvious where their voices have influenced the teaching you experience.

Your learning at the readiness for practice stage, and throughout the programme, will also be supported by leading academics in various fields such as contextual safeguarding, trauma and attachment who will offer insights from their own specialist areas of knowledge.

1.4. Technical requirements for the programme

Once you have successfully registered as a student with Lancaster University (a registration email will be sent to you 30 days prior to the start of the readiness for practice stage), you will be given access to Moodle—the Virtual Learning Environment (VLE) for Approach Social Work.

Moodle is where you will find your modules to submit your assessments and access your timetables for in-person and online teaching days during RfP.

1.4.1 Approach Social Work Essentials course

You will be expected to complete the 'Approach Social Work Essentials' course on Moodle before you start your first day at RfP. The course includes a mandatory GDPR module in which you will need to complete and then submit a certificate of completion as part of your first assessment. There is also additional learning that will help you develop key academic skills and how to use Moodle and Zoom whilst on the programme.

1.4.2 Device requirements and interaction with learning

All online teaching days are hosted on Zoom. For online teaching days, it's your responsibility to ensure the device you use:

- Works and can be fully charged
- Connects to the internet
- Can access Moodle
- Has a working camera and microphone (essential for workshops)
- Can [download Zoom](#) and meets its [system requirements](#)

During teaching days, you will be asked to download teaching resources and access them during the day. Therefore, we strongly recommend you use a laptop as your primary device to get the most out of teaching days and by doing so, fully engaging in lectures and workshops. If you do not own a laptop and are planning to use a tablet device instead, it is your responsibility to check that the device is fit for purpose and that it meets the [Zoom system requirements](#) in advance of your first day. Both Windows and Apple operating systems are acceptable on the programme.

If you intend to use an Apple operating system, please be aware that Safari browser may block access to watching video content. Therefore, we recommend that you use Google Chrome as your browser.

Mobile phones must not be used to attend online lectures or workshops. However, we encourage you to use them for:

- Completing any tasks ahead of a teaching day, such as accessing an article or video
- Participate in live polls or quizzes during teaching days
- Checking announcements
- Watching back lectures in your own time

The [Moodle mobile app](#) allows easy access to Moodle from mobile devices and is available on the Apple Store and Google Play store.

Interaction in online sessions: You will be expected to have a set-up that allows you to be seen on camera and contribute verbally by unmuting yourself during **workshops**. Zoom has options to add an artificial background or blur if you wish. For **whole cohort lectures** you will be interacting via methods like the Zoom chat and polls but you are not required to have your camera on or contribute verbally in these session unless you wish to.

If you experience issues with accessing/navigating elements of Moodle or Zoom, please contact our Digital Learning Team via the following email address: digital.learning@thefrontline.org.uk

1.5. Study expectations during the readiness for practice stage

Each day of the readiness for practice stage will be represented on Moodle. Under each day, you will find all the information you need, including an overview of the day, learning objectives, any essential work to be completed in advance, the timetable, learning materials, and Zoom links (for online days). You need to take responsibility and make time for checking Moodle carefully and ensuring you know what must be completed before, during, or after a teaching session. Moodle always has the latest information and while we aim to keep changes to a minimum, they are sometimes necessary. Therefore, checking Moodle pages regularly along with checking for announcements (found on your programme page) will be an important routine to establish.

Your first task will be to familiarise yourself with your Moodle pages, and any instructions and pre-work for upcoming teaching. You can expect to need to study independently, in addition to the teaching timetabled for each day. As a guide, you should plan for completing around **one hour** of additional study for each day of RfP as well as protecting time for the preparation and submission of your Readiness for Practice assessment. This is likely to require time in the evenings and/or weekends depending on your study preference and routines. All reading and associated study at the RfP stage is an investment in terms of being the best social worker you can be but will also be helpful for future assessments and your social work practice knowledge and skills.

If you have any additional learning needs you would like to disclose to us and have not done so, please email suitabilitysupport@thefrontline.org.uk. Before you start RfP, please also familiarise yourself with the [programme policies](#).

1.6. Self-directed learning days

Five days of the readiness for practice stage are fully self-directed. This means that there are no live sessions, and you will be able to work independently through a series of e-learning, video

lectures, reading and self-check quizzes. These days have been deliberately designed to allow you more flexibility and control over the pace of your learning. It is important that you have worked through all the resources and completed all tasks before you come to your next teaching day, RfP Day 10 is an exception. This day is designed to provide you with flexibility to work on either your FLSW921 Readiness for practice assessment and/or the Adult Law self-directed learning.

If you choose to focus on your assessment, the Adult Law self-directed learning can be completed at a later date, but it must be finished by 1st September. These days are a mandatory part of your training and deal with crucial themes such as child development, attachment, trauma and adult law. Pastoral support and a place to post questions is still available on these days, but will not be provided outside of timetabled teaching hours, so please bear this in mind when choosing where and when to complete your training.

During your self-directed learning day on Monday 21 July, you will also be travelling to the national residential and attending a welcome session (see section 2.4.3). It is essential that you plan ahead so that you can complete your work around this travel. Teaching materials are shared on Moodle two weeks beforehand, ensuring ample time for preparation.

1.7. Workshop groups

This year we expect around 500 participants to be registered on the programme and attend the readiness for practice stage. We want to make sure that you have opportunities to work with and learn from as many of the cohort as you can. We believe it is important to get to know each other and start to build relationships with peers from across the country who bring different insights and perspectives. It is also important that you have opportunities to build trusting relationships with the small group of peers who will be in your hub. For the majority of workshops, the cohort will typically be split in 16 groups and you will be with the same group of approximately 30 people throughout the RfP, although this may not always be the case. Please make sure that you check which workshop group and room you are in for each day, this information will be available on Moodle.

1.8. Assessments during the readiness for practice stage

During RfP you will complete your Readiness for Practice assessment as part of module FLSW921 Readiness for Practice. This is a portfolio of four items:

- Item 1 – Understanding social work questions (1,800 words)

- Item 2 – Self assessment SWOT analysis and development plan (400 words)
- Item 3 – Shadowing sign off form
- Item 4 – GDPR completion and declaration certificate

Detailed Readiness for Practice (RfP) assessment guidance is on Moodle in the FLSW921 module area, this is also where the assessment is submitted. In addition, further explanation about the Readiness for Practice Assessment will be provided during Day 1 of RfP.

Your mark and feedback will be available on Wednesday 14 August. You need to successfully pass this assessment to commence your Practice Learning Experience (PLE).

1.9. Feedback

Feedback is an integral part of Approach Social Work. We need to understand what is and isn't working, and hearing from our key stakeholders is the best way of learning this. Your engagement in the feedback process will help ensure we are delivering the best programme for you and future participants.

During RfP, you will be asked to provide feedback during the five weeks. More information about feedback can be found in the programme handbook.

2. Readiness for Practice logistics

The following section details some of the key logistical information that you need to know for RfP. Please ensure you read this section in detail prior to commencing RfP.

2.1. Core teaching hours

In order for you to get the most out the teaching over the five weeks, we have developed core teaching hours. Please note that there may be some variation on this, and you should refer to the daily timetables on Moodle for more information.

| Teaching day type | Monday - Friday |
|-------------------|-----------------|
| Online days | 9:30AM – 4:30PM |

| Self-directed days* | | 9:30AM – 4:30PM |
|----------------------|--------------|-----------------|
| National Residential | Tue 22 July | 9:30AM – 5:00PM |
| | Wed 23 July | 9:30AM – 5:00PM |
| | Thur 24 July | 9AM – 3:30PM |
| Regional Days | Thur 7 Aug | 10AM – 4:30PM |
| | Thur 14 Aug | 10AM – 4:30PM |

*Self-directed days have timetabled hours so you can see the expected duration of learning, however you have flexibility about when you choose to complete the sessions.

Usually, lunch breaks will be **one hour** and there will be two additional breaks scheduled throughout the course of the day.

2.2. RfP Operations team: working hours and other points of contact



Sahra Schuller
(she/her)

Operations Officer



Kristal Sharp
(she/her)

Operations Manager



Francesca Waters
(she/her)

Head of Programme
Management

We appreciate that you may have queries at RfP and as such, a member of the Operations team will be available on each of the teaching days. Their working hours are 8.30am – 6pm in general. During teaching days at the residential, a member of the Operations team will be at the help desk on the ground floor of Oculus building before teaching starts, at lunch, and directly

after teaching. Outside of this, you can contact them via email: frontlineops@thefrontline.org.uk. Please note that due to the volume of queries we receive via email, they will not be able to reply to your email immediately unless it is urgent.

Please be mindful of allowing both teaching and operational staff their breaks as they will also need time to eat and prepare for the day.

We have a table of where to find specific information in section 3.6 of this guide, and relevant contact details are located on Moodle. Please ensure you review this before emailing. We will redirect you to these resources if the answer is already there.

2.3. Online weeks: working remotely

The RfP stage includes online teaching. During this, you will be learning from home or other suitable location and so you need to ensure your wi-fi is strong enough to support this. Some of the content during this period may be difficult to listen to, and so we recommend you study in a private space if possible or use headphones. You can find top tips for working from home [here](#).

Both for you and the teaching team, it is important to be able to see each other's faces when learning. It is therefore an expectation that during online workshops your camera is on. When teaching, non-verbal cues such as smiles, frowns, head nods, or even looks of confusion help us to evaluate teaching in real time and adjust accordingly to improve learning. For participants, it is also important that you can see one another on screen to help build trust and rapport with your workshop group and for the development of relational skills.

While we understand there may be specific circumstances where someone is unable to have their camera on, we appreciate your cooperation. If you have a reason for keeping your camera off, please reach out to us via email at frontlineops@thefrontline.org.uk. Please be aware that our teams will not be able to support with any hardware issues, such as your laptop or camera not working. It is your responsibility to ensure that your hardware is functioning correctly ahead of the teaching day.

2.4. Residential venue: The University of Warwick

We're delighted that as a member of Frontline's 2025 cohort, you'll have the opportunity to spend three days (Tuesday 22 July – Thursday 24 July) at The University of Warwick – a wonderful location for our residential element of RfP.

Frontline will provide accommodation for three nights from Monday 21 July (the day before the residential starts) and three meals a day (from dinner on Monday evening to lunch on Thursday)

for all participants. Participants are expected to arrange and pay for their own travel to and from the residential.

You can stay at your own home if you live within commuting distance to the teaching venue, as long as you attend the full teaching day. We will provide three meals a day which you can have even if you decide not to stay at the University. You need to email frontlineops@thefrontline.org.uk if you do not wish to stay on campus.

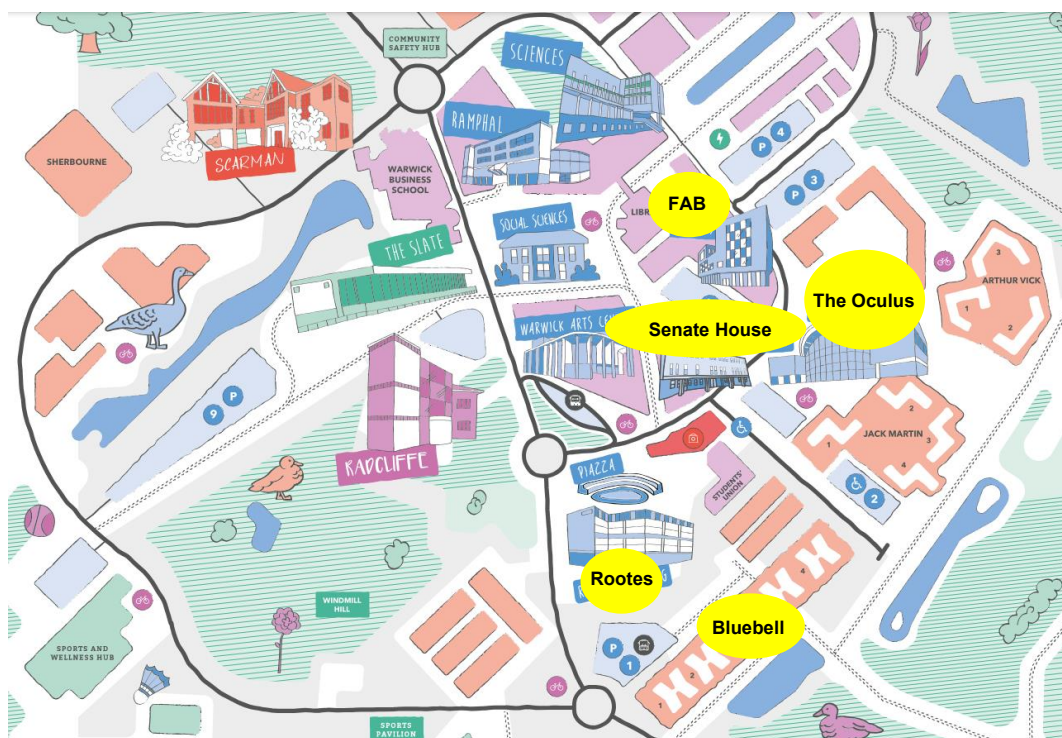
2.4.1 The University of Warwick campus

For the duration of these three in-person days, listed below are some of the key locations:

- Key collection will be at the **Senate House**.
- Accommodation will be provided at the **Bluebell Residences**.
- Teaching sessions will be held at either the **Faculty of Arts Building (FAB)** or **Oculus**.
- All meals will be served at the **Rootes Building**.

Please be aware that the campus operates on a **cashless basis**.

For reference, each of these buildings have been highlighted on the campus map below:



You can also [use this interactive map](#) to get a closer look at the campus, and add in the different elements that you want to see.

Please be mindful as there will be other organisations and guests on site throughout the duration of RfP. Throughout the duration of the residential, there may also be graduation ceremonies taking place.

2.4.2 How to get there

The location of the residential campus is on Central Campus at the University of Warwick. The address for the Bluebell accommodation, where bedrooms are located, is [University of Warwick, Central Campus, Coventry CV4 7AL](#).

By public transport

Coventry Railway Station, approximately four miles from the campus, is the nearest main-line train station to the University. There is a taxi rank located at the Station and on Central Campus.

There are regular bus services to the University Campus from Coventry City Centre and Coventry Railway Station, with the journey taking approximately 30 minutes. The stop for Central Campus is the University of Warwick Bus Interchange. For information on buses to campus please see the [Coventry services and timetables website](#).

By car

The University of Warwick is situated four miles from Coventry City centre at the hub of the Midlands motorway network. If using a sat nav use post code CV4 7AL which will bring you to the edge of campus, then follow signs for Central Campus.

Parking is available on a first come, first served basis. There are two options:

Option one: pre-booked

- You will be required to register in advance on the [APCOA Parking page](#)
- Use the following promo code when prompted: **FOBIH**
- You will need to register in advance of your arrival to campus. Car parking is free, however only if you book
- in advance.
- Once on Central Campus follow the signs for Central Campus parking.
- Some car parks may be 10-15 minutes' walk from the conference facilities that you are attending

Option two:

- If you do not register in advance of arriving on campus, you will need to use the pay by phone system for parking.
- Details of prices and how to do can be found on the [Warwick website \(General Parking page\)](#).

You are strongly encouraged to register in advance (option one) as it can be more costly to go with option two. You can register once you arrive on campus. There will be a poster with the QR code available at your registration.

Additional parking information

- Accessible parking spaces are available on campus, see our accessible parking map for details. Please note that Health Centre Road is on a slight gradient.
- For accessible parking close to your accommodation (Blue Badge holders only), please contact your frontlineops@thefrontline.org.uk.

You are responsible for paying for your own travel to and from the University of Warwick.

2.4.3 What to expect when you arrive

On arrival, you need to go to the Conference Reception in Senate House where you will receive your room key and access card. Please refer to the [Warwick interactive map](#) for guidance on how to get there.

To ensure the Warwick staff can check you in in good time and you don't have to queue for long times, we ask you to arrive during a designated slot depending on your region. Please stick to these arrival times to help the staff manage the check-in process. The designated arrival times are:

| Time | Region |
|--------|-----------------------|
| 12-1pm | Midlands |
| 1-2pm | North West |
| 2-3pm | London and South East |
| 3-4pm | North East |
| 4-5pm | South West |

Both Frontline and University of Warwick Staff will be on hand to help.

On arrival day, you will need to attend a short welcome session, depending on your region:

| | | |
|---|--------|------------------------|
| Midlands and North West | 3pm | Oculus Lecture Theatre |
| London and South East, North East and South West | 5:30pm | Oculus Lecture Theatre |

Dinner will be served from 6pm – 8pm, you can refer to the section below on specific mealtimes throughout your stay at the residential.

2.4.4 Check in and check out

| Time | Date | Location | Time |
|---------------|-----------------------|------------------------------------|--|
| Check in | Monday 21 July 2025 | Conference Reception, Senate House | See section above on designated regional arrival times |
| Late arrival* | Monday 21 July 2025 | Scarman or Radcliffe | Post 9:45pm |
| Check out | Thursday 24 July 2025 | Conference Reception, Senate House | 9:30am |

*If you plan to arrive after 9:45pm, please contact Conference Reception to arrange late key collection ccvreception@warwick.ac.uk or 02476 528910. The location of key collection after 21:45 is from Scarman or Radcliffe.

You will be provided with a key card which will give you access to your bedroom, kitchen, and entry door to the accommodation block.

Before you go into your accommodation block, make sure to hold your key card against the card reader outside your block until it has allowed you entry. This ensures your key card will work for your bedroom door. If you don't update your key card and just follow someone else into the block, your key card might not work on your bedroom door.

On the last day, you will need to check out of your room in the morning. You will then be able to leave your belongings (at your own risk) in a room on the Warwick campus. Keys can be left at Conference Reception (Senate House), Rootes Restaurant (in Rootes Building) or one of the boxes situated in the entrance hall of each accommodation block.

2.4.5 Bluebell accommodation: your room

"All bedrooms are single-occupancy, en-suite rooms, each featuring a $\frac{3}{4}$ -size bed, study desk area, tea/coffee making facilities, bedding, towels and wrapped soap. An iron and ironing board is available in the shared kitchen, hairdryers and clock radios are available from reception on request. Participants will have access to one shared kitchen per floor. There is a microwave, kettle, fridge, and freezer in each kitchen. Please note that no crockery, cutlery, or cooking utensils are provided as Frontline will be providing three meals a day. You may wish to bring your own mug. If you do prepare food, you will need to ensure you clean the kitchen. If the kitchens are left untidy and need additional cleaning charges for cleaning the kitchens will apply.

The Bluebell residence you are in will only have fellow Approach Social Work participants in, however, there will be people not associated with Frontline on campus.

You will be in a unisex flat with participants from different regions. If you require a single sex flat for exceptional circumstances, please email frontlineops@thefrontline.org.uk.

Please note:

- Smoking is not permitted in any University of Warwick venues or accommodation blocks.
- Candles or any naked flames are not allowed in University of Warwick's venues/accommodation blocks/bedrooms.
- You must keep noise down from around 11pm on the campus.

2.4.6 Bluebell accommodation: accessibility and accommodation for families

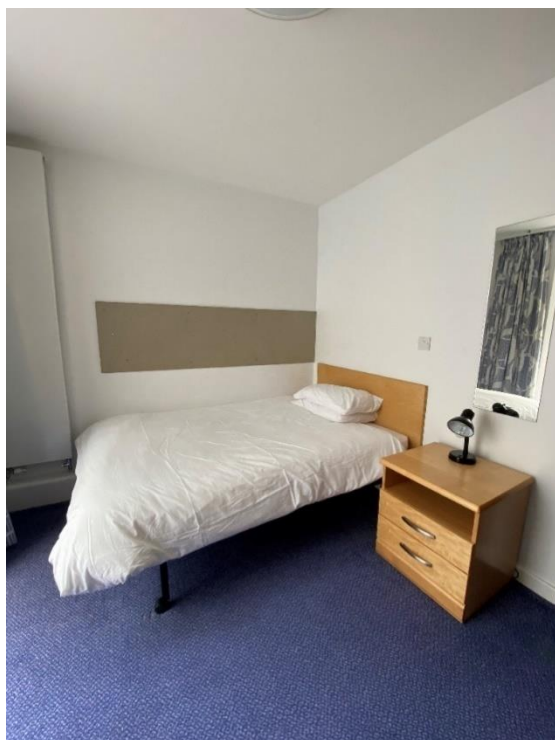
The Bluebell residence offers 8 accessible rooms which have wide doorways which are all located on the ground floor. All doors are accessible with a touch pad – for the main building entrance, bedroom doors and kitchen doors. Each of the rooms are equipped with walk in showers with either fixed seats or portable seats and grab rails in the shower and next to the toilet. Shared kitchen facilities within these flats have adjustable height worktops. If you need to use one of these rooms and have not told the Suitability and Adjustments team, please email them: suitabilitysupport@thefrontline.org.uk.

Family and friends are welcome to visit. However, they cannot eat the meals provided by Frontline, or stay overnight at the Bluebell residences. Information about accommodation for families and carers can be requested by emailing frontlineops@thefrontline.org.uk.

If you have any issues with your accommodation once on site, please contact the Conference Reception Team at Senate House (7am to 10pm) ccvreception@warwick.ac.uk or 02476 528910.

Photos of your accommodation





2.4.7 Food and drink

All meals will be served in the Rootes restaurant, located on the first floor of the venue. Lunches will be a 2-course counter service of main and dessert.

Additional to this, refreshments including tea, coffee, water, sweet treats, and a fruit option will be served on the ground floor of both the Oculus building and FAB. The cost of breakfast, lunch and dinner from the Rootes restaurant building and refreshments are covered by Frontline. If you do wish to eat out, there are a wide variety of eating areas and bars located on campus, which you are welcome to make use of at your own expense. You can find more information [here](#).

A wide range of dietary requirements can be accommodated on campus, including vegetarian, vegan, halal, lactose and gluten free options and low FODMAP. **If you have any dietary requirements, you need to input these details into the RfP survey sent to you in a link via email.** Kosher meals need to be ordered in advance, so it is really important you tell us via the survey if you need Kosher food. University of Warwick catering team complete food allergen awareness training and at all events have a Food Allergens matrix to hand. Each service point will have a dedicated, trained team member who will provide any guidance needed with regards to known food allergens with all food items labelled with allergens identified at the point of service. All the services are led by supervisors who will be available at every service.

There is a lounge area located on the first floor of the Rootes Building and offers a space for networking and unwinding after your day's sessions.

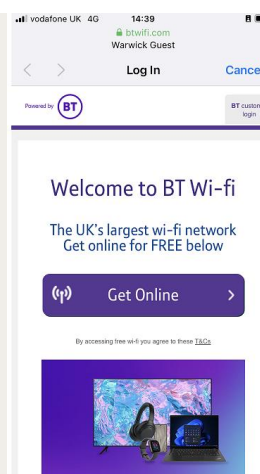
Mealtimes can be found below:

| Meal | Time | Location |
|------------------|--|-----------------|
| Breakfast | 7:00-9:00am | Rootes Building |
| Lunch | This will vary depending on your sessions for the day, refer to Moodle timetable | |
| Dinner | 6:00-8:00pm | |

2.4.8 Wi-Fi and printing

Participants will have free access to University of Warwick Guest Wi-Fi network. You can access it via these instructions:

1. Select Warwick Guest from the list of available wireless networks.
2. Open your web browser and you should be directed to the BT Wi-Fi landing page.
3. Click the Get Online button to connect



Free printing is only available to participants who require reasonable adjustments and have an Inclusive Learning Support Plan (ILSP). Printing of materials is not required during the course, and we discourage printing to reduce the environmental impact. If you do want to print, you can do so at the Conference Reception in the senate house for a small charge. If you do require printing, please note that the campus operates on a cashless basis

2.4.9 Study spaces at University of Warwick

There are a number of spaces in Oculus, Faculty of Arts Building (FAB) and Rootes Building. As well as outdoor spaces behind Oculus Building – weather permitting.

Power sockets are available for participants within the lecture theatres and there are several power sockets in the main communal areas and workshop classrooms.

You will have access to the spaces in Oculus and Faculty of Arts building up until 10PM on Tuesday – Thursday if you wish to use these areas to study.

2.4.10 Additional facilities available to Frontline participants

There will be some dedicated spaces on campus for participants to use during the teaching day if needed. These designated spaces include: a quiet space, pastoral care and a breastfeeding room.

These will be located in FAB however specific room details will be shared during the welcome talk as well as communicated via Moodle closer to the time.

The Prayer Room is located in the Senate House. There are 15 key cards available in total and these can be picked up and returned at the Senate House reception.

Shops and Cafés on Central Campus:

- The campus has a range of facilities available to all participants.
- Please note that all outlets on campus are cashless. There is a cash machine outside Rootes Grocery Store.

Sport Facilities

- Participants have free access to Warwick Sport's premium leisure facilities on campus; including swimming pool and gym, however other bookable facilities will incur a charge. For further information, please see the [Warwick Sports Page](#).
- You may also contact the Sport Centre Reception on 02476 523011 or by e-mail at: warwickSPORT@warwick.ac.uk.
- Esports – A fully accessible, bright, and airy Esports Centre that offers everything you need. Open to everyone to take your game to the next level. Open 7 days a week 11:00 – 23:00 weekdays and 14:00 – 23:00 weekends. Recently relocated to Fusion Sports Bar, Rootes Building, First Floor. There is an opportunity for guests to pay and play by purchasing credit on the [Warwick Esports Centre page](#).

2.4.11 Out of hours emergencies and adverse circumstances

In an emergency, please call either of the following numbers:

- 7am to 10pm – Conference Reception 02476 528910
- 10pm to 7am – Community Safety Team 02476 522083

In the first instance, if you feel unwell and it is not an emergency, contact Frontline. If it is an emergency, please contact either of the two emergency numbers listed above. Alternatively, if you are ill there is a [Walk-In centre in Coventry](#). Please note there is no onsite doctor on campus.

Contact frontlineops@thefrontline.org.uk if you lose anything on campus. Please note, there will be other people on site and not everyone is with Frontline.

2.5. Regional In-person Days

Regional in-person days on Thursday 7 August and Thursday 14 August are held in five venues across the five Approach Social Work regions. You should attend your allocated region's venue unless otherwise specified. You will be directed to the appropriate room by the venues' reception staff.

You are responsible for your own travel to and from regional in-person days and should arrive with plenty of time for the start of teaching at 10am. You should book return travel to allow for you to attend the entire day, and should not expect to leave the venue until the end of teaching at 4:30pm. Overnight accommodation will not be available for regional in-person days.

Refreshments and lunch are **not** provided during regional in-person days. It is worth checking to see if your allocated venue is within walking distance of shops or restaurants in case you'd like to grab refreshments or a meal during the day. If not, we recommend bringing your own lunch.

The table below outlines the venue details for all teaching days in year one. Please note that some regions may use different venues for different teaching days, so do check carefully. As venues are subject to change, make sure to check Moodle regularly for the most up-to-date information.

| Region | Venue | Address | Venue website |
|-----------------------|---|---|---|
| London and South East | Mary Ward House | Mary Ward House 7 Tavistock Place London WC1H 9SN | https://www.marywardhouse.com/ |
| | Lift | Lift 45 White Lion Street London, N1 9PW | https://www.liftislington.org.uk/venuehire |
| Midlands | The Studio Birmingham | 7 Cannon St, Birmingham B2 5EP | http://studiovenues.co.uk/venues/birmingham/map-directions/ |
| North East | St George's Centre (7 Aug 2025 ONLY) | St George's Centre Ltd Great George Street Leeds LS1 3DL | https://stgeorgescentreleeds.org.uk/ |
| | York CVS Priory Street Centre | 15 Priory Street York YO1 6ET | Conference Venue York Priory Street Centre |
| North West | Friends Meeting House | 6 Mount Street Manchester M2 5NS | https://meetinghousemanchester.co.uk/ |
| | University of Manchester (30 Sept 2025, 20 Jan 2026 ONLY) | Core Technology Facility, 46 Grafton St, Manchester M13 9WU | https://www.conference.manchester.ac.uk/venues/search/details/?property=63 |
| South West | Watershed | 1 Canons Road Harbourside Bristol BS1 5TX | https://www.watershed.co.uk/ |

3. General information

3.1. Dress code

The dress code at RfP is “Dress for Your Day”; this is a policy we have at Frontline and means that employees choose what they wear to work each day based on their schedule and what they feel empowered wearing. While "Dress for Your Day" is intended to be relaxed and inclusive, you should exercise good judgement as to what is appropriate for the learning environment.

3.2. Attendance expectations and tracking during RfP

The RfP stage is a highly intensive five weeks, where every day counts significantly towards your learning experience and preparation ahead of the three-year programme. We therefore see participants taking no more than one or two days of planned absence during this period and only for very exceptional circumstances (e.g., for their wedding or other important milestones). Participants must ensure that they keep Frontline aware of any intended absences by emailing frontlineops@thefrontline.org.uk.

Additionally, please note that there are also minimum attendance requirements for you to successfully complete the programme.

For **online teaching days** over RfP, Frontline will export participants' attendance via Zoom usage reports. We'll be able to identify you through the details you log into zoom with (your full name and Lancaster University email address). You must also log-in using your Lancaster University email address to be correctly allocated to virtual breakout rooms.

For **in-person teaching days and self-directed days** over RfP, Frontline will ask you to register your attendance via a QR code. For in-person days, the code will be shared by the lecturer or workshop lead during the teaching day. For self-directed days, a link to the code will appear on Moodle at the bottom of the timetable once you have completed at least 80% of all e-learning for the day.

To register your attendance, you will need to have a QR reader on your device. All android phones and devices running iOS 11 or later will have native, 'built-in' QR code readers in the phone camera. Open your camera app from your device's home screen, control centre or lock screen. Hold your device so that the QR code appears in the camera's view.

Your device should recognise the QR code and provide a drop-down notification that will allow you to open an associated link, which you should then select. You will consequently be taken to an attendance form where you will submit your first and last name, along with your unique Lancaster University Student ID, and your attendance will automatically be updated on your student attendance record. The information you enter must be correct for your attendance to be registered. Where you do not have a QR code reader built into your device, you should download a free QR code reader app onto your phone, which will enable you to complete the attendance form as above.

Additionally, to ensure fairness and accountability and that you are still able to keep pace with the material, the Operations team will reach out to you in the event of attendance discrepancies. If you leave the teaching day early, we will monitor this and expect you to have a valid explanation. Your cooperation in adhering to our attendance policy is greatly appreciated

3.3. Participant wellbeing support

We recognise that RfP is intense and can be emotionally challenging and so we have a range of support. Several of our staff, named the **Pastoral Care Team (PCT)**, will be available online and in person, to provide support. The PCT is an active listening and signposting service that provides a space to talk and receive information about the support Frontline and Lancaster can offer you as a participant. More information about this is available on Moodle.

Multiple **affinity groups** will run throughout RfP. Meetings are not organised by Frontline staff as they are participant led, but Frontline will schedule a first Zoom meeting for this group during the residential. This will be a peer support opportunity, where people in similar situations can share their ideas, experience, and advice on elements of the programme or balancing it with home life.

Frontline will also be facilitating **community spaces** at RfP; these are groups led by Frontline Staff to provide support for participants from marginalised groups. You can express your interest in joining these spaces via a questionnaire shared through the bulletins and more information can be found via Moodle.

3.4. Senior cover



Tracey Ellison (*she/her*)

Head of Delivery (North)



Rashida Forbes (*she/her*)

Head of Delivery (South)

Tracey Ellison and Rashida Forbes act as Senior Cover during RfP. They are Heads of Delivery for Approach Social work. Each week, Rashida or Tracey will be on hand to support both staff

and participants. Any serious concerns will be escalated to senior cover. If you need to contact senior cover, please email seniorcover@thefrontline.org.uk

3.5. Safeguarding

Frontline recruits and develops outstanding individuals to be social workers and leaders to transform the lives of the most vulnerable children and families. As such, safeguarding is at the heart of what we do and this includes our staff, our participants, our partners, and all those that come into contact with the charity.

We act to protect everyone involved with Frontline from harm and strive to make every encounter with Frontline a positive one. If you need to share anything of this nature during RfP, please speak with Senior Cover who will be happy to discuss any concerns with you.

3.6. Information directory

Please find below a summary of where to find information regarding the programme or who to contact for support.

| Information | Location of information | Who to contact during summer institute |
|--|-------------------------|--|
| Zoom links, access to teaching resources, assignment submission points. | Moodle | Digital.learning@thefrontline.org.uk |
| Academic concerns and procedures, assignment extension and mitigation requests | Moodle | Academic.support@thefrontline.org.uk Exceptional.circumstances@thefrontline.org.uk |
| Disability and suitability information | Moodle | suitabilitysupport@thefrontline.org.uk |
| Wellbeing during RfP | Moodle | frontlineops@thefrontline.org.uk pct@thefrontline.org.uk |

| | | |
|--|---|--|
| Information about Year 1 of the programme and our policies | The Programme Handbook (available on Moodle) Frontline website | frontlineops@thefrontline.org.uk |
| RfP logistics | Readiness for Practice Stage Guide | frontlineops@thefrontline.org.uk |
| Absences and attendance during RfP | Readiness for Practice Stage Guide | frontlineops@thefrontline.org.uk |