Candidate Campaign Information Pack
Apprenticeship in Social Care 2027

Dear Candidate,

Thank you for your interest in the **Apprenticeship in Social Care 2027**

This Candidate Pack includes the following information:

- Full and detailed Job Specification and important dates to note.
- Recruitment Process detail and important dates to note.
- Candidate General Declaration

Please ensure that you read this Campaign Information Pack in detail and that you fully understand the process. Candidate Information Pack - Recruitment Process

For any informal enquiries regarding the position and job specification please contact: Mairtin Thornton, mairtin.thornton@tusla.ie / 087 060 7910.

Should you have any specific queries in relation to the recruitment process please contact the Tusla Recruitment team via: socialcareapprenticeship@tusla.ie or Tusla Recruit Campaign Manager: Sabrina McGeough, sabrina.mcgeough@tusla.ie / 087 416 7322

Kind Regards,
Tusla Recruitment Team

Apprenticeship in Social Care
(Special Care and Tusla Mainstream Residential Services)

LEADING TO LEVEL 8 - BA (HONS) IN SOCIAL CARE & PERMANENT EMPLOYMENT IN TUSLA

Job Title	Apprenticeship in Social Care (Special Care and Tusla Mainstream Residential Services) – **University College Cork/Munster Technological University**
Campaign Reference Approval Code	SCAPP2027
Opening date for Applications	19th November 2026
Applications considered Via	Tusla Recruit Portal
Closing Date for Applications	12 noon Thursday 7th January 2027
Proposed Interview date(s)	Week commencing 8th February 2027
Contact for Informal Enquiries	Mairtin Thornton mairtin.thornton@tusla.ie 087-060-7910
Location of Post	Locations are within Special Care Services (Dublin, Cork & Limerick) and Tusla Mainstream Children's Residential Services in various areas of the country. You will be asked on the application form to indicate your regional preference, and panels will be created on a regional basis. There are 6 regions to choose from. The regions are listed below, and state which counties / locations fall within those regions. ***Please note the Apprenticeship in Social Care offers will be made in order of merit and in line with organisational need, therefore it may not be possible to facilitate applicants' preferences.*** **DUBLIN MID LEINSTER REGION** Dublin Southwest / Dublin South City / Kildare South / Kildare North & Dublin West /

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

	appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.
Purpose of the Role	This post provides the employee with structured on-the-job learning opportunities as a Social Care Apprentice. The role involves shadowing qualified Social Care Workers and developing core social care competencies in a supported environment. The Apprentice will contribute directly to the delivery of care services while building practical skills. The overall aim is to support the social wellbeing and best interests of the service users within Special Care and Children's Residential Services. The Apprentice will also attend academic training and study in UCC/MTU during their Apprenticeship Programme training and be required to pass all academic examinations and meet CORU standards of proficiency during work-integrated learning/, and to maintain records of progression and development. **Structure of Programme** **Academic Learning** - Generally, the Apprentice in Social Care will complete 2 days per week on site in UCC with 3 days of blended learning. - The Social Care Apprentice will attend all social care education and training courses in a Higher Education Institute and demonstrate professional standards of proficiency (as set down by CORU) during work-integrated learning blocks on the job, leading to qualification as a CORU qualified social care worker. - Failure to pass all academic requirements and work-based learning will result in a pause in employment and a change in employment status subject to the employer's needs and requirements at that time. - Following the 3-year Programme which leads to a BA (HONS) in Social Care the Apprentice will be offered a permanent post as a Social Care Worker in Tusla. **Work Based Learning** - The Social Care Apprentice will work closely with a team of Social Care practitioners in their work environment for approximately blocks of 24 weeks per year.

	- The Social Care Apprentice will work closely with the Social Care team ensuring theory to practice when supporting day-to-day care and provide on-going support to the Social Care team. - The post-holders will work closely with the local Social Care staff in maintaining high quality documentation and data for children and families in a child protection and welfare setting - The social care apprentice will have access to a dedicated mentor in workplace.
Reporting Relationship	The relevant line manager in the region is designated by the senior manager for all matters relating to the work-integrated learning blocks. The employee's programme coordinator will act as liaison between the Social Care Learning Programme Consortium, relevant HEI - provider (UCC/MTU) and the Employer in terms of apprenticeship, supervision, completion and return of relevant documentation in relation to the Apprenticeship in Social Care. The apprentice will work under the supervision of a qualified Social Care Worker and be supported by a work-based mentor.
Duties and Responsibilities	**Main Duties and Responsibilities** **<u>Professional / Clinical</u>** - Support the completion and implementation of care plans such as Children in Care Plans; Child Protection and Welfare Plans; Social Care Work led Safety Plan; Meithei Support Plans; Single Agency Family Support Plans and ensure appropriate recording of same. - To promote the rights and responsibilities of each service user within the Service. - To promote the participation of children and young people in decision making on issues that affect their lives at both individual and collective levels. - Advocate on behalf of the service user. - To identify the needs and strengths of Children/Young People/Families/Carers and to work in partnership with them, their families and other practitioners to meet their needs, realise their rights and achieve desired outcomes. - Promote physical, emotional, social, cultural, ethnic, spiritual and religious welfare of each service user. - Support the implementation of creative community alternatives to care. - Liaise with accommodation, welfare, education and training resources to source appropriate service for service users. - To promote and support the implementation of the Meitheal National Early

	Intervention Practice Model including undertaking the role of Lead Practitioner. - Preparation of documentation, appointments, and forms for various Social are meetings including Garda, Recording of Visits, Family/Network, and other Social Care meetings. - Participate in conference calls, workshops, events and meetings as required with Social Care Worker and other relevant external and internal stakeholders. - Maintain a high standard of documentation, including service user files in accordance with local guidelines, the Freedom of Information (FOI) Act and Tusla Records Management Policies - Ensure the maintenance of service user and data confidentiality. - Effectively co-ordinate responses to enquiries received, the processing of initial receipt of referral calls including standard questions, transferring calls as necessary and/or relevant. - Management of the relevant diary, meeting requests, associated briefing material, issue of correspondence / circulars from the Social Care Worker, Social Care Team Leader, Deputy Social Care Manager or the Social Care Manager. - Maintain own knowledge of relevant procedures, practices, and legislation to perform the role effectively and to ensure standards are met. - Ensure consistent adherence to procedures within area of responsibility. - Ensure that service-users are treated with dignity and respect. - Attend case conferences, meetings, court, tribunals, and other relevant for a as required and advocate on behalf of service user. - Work within current legislation, relevant policies and procedures, guidelines and protocols as laid down by the employer. - Promote a culture that values diversity and respect in the workplace. - Carry out any other tasks as directed by the Social Care Worker, Social Care Team Leader, Deputy Social Care Manager or the Social Care Manager. - Incorporate Tusla values and ethical principles in planning, developing, implementing and reviewing interventions. - Take directions from his / her/their line manager. - Participate in working within a team centered consistent approach. **<u>Practice based duties</u>** - Implement, support, promote and oversee evidence-based processes, including assessment, care planning, and key working/case management appropriate to Service User's needs, that advance individual progress and quality outcomes. - Carry out evidence-based interventions, including brief interventions and understand the rationale for conducting interventions. - Implement pro-social activities in response to service user needs and preference. - Liaise with relevant statutory and/or voluntary agencies and participate in interdisciplinary work as required, including interagency care planning and case management.

	- Contribute to and safeguard professional and organizational reputations in dealing with all external agencies. - Facilitate group sessions where relevant, psycho-educational workshops, formal and informal gatherings, handovers etc., professionally and ethically and under Tusla policies and procedures and CORU etc. - Perform as a full team member supporting colleagues, participating in effective team meetings, attending supervision and client case reviews and being open to reasonable requests from the manager to ensure effective working relationships. - Promote, support, inform and oversee the implementation of policies that support competent, determinable, safe, ethical practices within a culturally sensitive, multidisciplinary, interagency, case managed, clinical work environment. - Participate in service evaluation and review and ensure all relevant documentation, filing, statistics and paperwork are in line with the aims and standards of the project. - Operate and maintain the highest professional and personal boundaries appropriate to this post. - Avail of regular, structured line management supervision. **<u>Education & Training</u>** - To maintain continuous personal development and participate in team-based development, education, supervision (including group/peer supervision), training, and learning. - To complete all mandatory training on the job. - To meet CORU standards of proficiency during work-integrated blocks. - To maintain, in conjunction with their Line Manager, a continuous record of experience and assessment of on-the-job learning, including their reflections of their experience and to make this record available for examination (including external examination). - To maintain excellent IT skills relevant to the role. **<u>Health & Safety</u>** - Comply with and contribute to the development of policies, procedures, guidelines and safe professional practice and adhere to relevant legislation, regulations and standards. - Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the service for example National Standards for Child Protection and Care and comply with associated Tusla – Child and Family Agency protocols for implementing and maintaining these standards as appropriate to the role. - To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

	The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.
Eligibility Criteria Qualifications and / or Experience	**Applicants must by the closing date of application have the following: Entry Requirements to QQI Level 8 Social Care Qualification:** • 6 recognised subjects in the Irish Leaving Certificate, obtaining a minimum Grade H5 in two subjects and minimum Grade O6/H7 in the remaining four subjects. This must include Irish (unless exempt) and English. • A minimum of 12 months experience working in a Social Care or Social Care related setting. **Lived care experience would be acceptable as relevant experience in conjunction with either appropriate LC or QQI qualification or other relevant qualification** **OR** • Hold a level 5/6 QQI FETAC major award qualification with Distinctions (i.e.,80% or greater) in 4 modules. • A minimum of 12 months experience working in a Social Care or Social Care related setting. **Lived care experience would be acceptable as relevant experience in conjunction with either appropriate LC or QQI qualification or other relevant qualification** **OR** • Recognition of Prior Learning. Hold a transcript demonstrating successful completion of 180 ECTS credits of a CORU-approved level 7 programme in Social Care or equivalent • A minimum of 12 months experience working in a Social Care or Social Care related setting. **Health** A candidate and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. **Character** Each candidate for and any person holding the office must be of good character.

Skills, competencies and/or knowledge	The Tusla Leadership Competency Framework describes the behaviors that are key to Tusla colleagues being effective in the execution of their role at all levels within the Agency. This can be accessed Tusla Leadership Competency Framework
Other requirements of the role	- Have access to appropriate transport to fulfil the requirements of the role including mandatory attendance at University College Cork for completion of academic programme. - Proficiency in the English language is a requirement. - Successful candidates must commit to working in Tusla for 5 years post receipt of the Level 8 qualification.
Application Process Campaign Specific Selection Process **Shortlisting / Interview**	The online application system has a time out facility, this is in order to protect the privacy of the user. This time out facility activates if the application has been 'dormant' for over 60 minutes. Any work not saved will be lost if the system times out due to lack of activity. As such please ensure to save your application as you work on it, any lost data cannot be recovered. It might be an idea for candidates to work on their applications outside of the system and copy and paste their answers into the online application forms once they are fully complete and submit then. Once your application is fully submitted you will receive a confirmation email to your profile. If you do not receive this email, your application HAS NOT been submitted and received, and you should log back on to submit fully. AI generated content must not be used in your application. Tusla reserves the right to assess if content in applications is likely created by AI in part or in whole. Use of AI may result in disqualification and exclusion from the recruitment process. Short listing may be carried out on the basis of information supplied in your application. The criteria for short listing are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. Those successful at the shortlisting stage of this process (where applied) will be called forward to interview.
Code of Practice	The Recruitment Service Child and Family Agency will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code

	also specifies the responsibilities placed on candidates, facilities for feedback to applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Codes of practice are published by the CPSA and are available on www.cpsa.ie. Tusla Child and Family Agency is an Equal Opportunities Employer. Tusla Child and Family Agency recognises its responsibilities under the Data Protection Acts 2003 - 2018 and the Freedom of Information Act 2014.

Tenure	The current vacancy available is a 3-year specified purpose contract leading to permanent employment in Tusla. Failure to pass all programme elements; practical and academic will result in a pause in employment and a change in employment status subject to the employer's needs and requirements at that time. ***There is a requirement that the apprentice, successfully completing their studies and following registration with CORU, will be required to remain with Tusla Children's Residential and Special Care Services for a period of five years post qualification.*** Please note that the Apprenticeship in Social Care is 36 months in duration from the start date on the contract of successful candidates. The successful candidates are likely to begin in August 2026.
Remuneration	The Salary scale for the duration of the Programme is a single point of €31,934
Working Week	The standard working week applied to the whole time equivalent of this post is 39 hours.
Annual Leave	The annual leave associated with the whole time equivalent of this post is 26 days per annum.
Superannuation	This is a pensionable position with Tusla. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment.
Probation	A probation period of 39 weeks, or proportion of same for fixed term /specified purpose contracts, where applicable shall apply from the commencement of

	employment, during which the contract may be terminated by either party in accordance with this contract. The probationary period may be extended at the discretion of management by a further 9 weeks or proportion of same for fixed term/specified purpose contracts, where applicable. Confirmation of appointment as a permanent member of staff is subject to the successful completion of the probationary period, for permanent contracts. Where you have already completed a probationary period with the Child and Family Agency, Health Service Executive, Local Authority, and there is no break in service, no period of probation applies.
Responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017)	The safety and welfare of children and young people is a key priority for Tusla – Child and Family Agency. All employees of Tusla are required to be vigilant to any concerns regarding the protection and welfare of children and to bring them to the attention of the Tusla Designated Person in a timely manner, in keeping with the Tusla – Child and Family Agency Child Protection policies.
National Standards for Children and Family Services	Employees must have a working knowledge of HIQA Standards (https://www.hiqa.ie/areas-we-work/childrens-services) and/or the Adoption Authority of Ireland Standards as they apply to the role. All Employees must be aware of their responsibilities under Children First National Guidance for the Protection and Welfare of Children (2017).