



Application Form

The application form also includes some competency based questions.

A competency-based question is any question that asks you to talk about a skill or personality trait and a time when you've used it. For example, you may be asked to "describe a time you've successfully used communication skills" or to "provide an example of a situation when you dealt with conflict in your team."

You will be asked 4 competency based questions in line with the Professional Capabilities Framework (PCF). You will be given a word limit of 250 words per question.

The following strategies will help you perform to the best of your abilities on the Competency Based Application Form for Step Up to Social Work:

- Create a word document to draft each answer before transferring it to the application form. You can use this as a place to put down all your ideas before shaping them into a response
- Don't go over the word limit for each section. You may have lots of great examples, but the word limit is also there to see if you can write in a clear and concise way. At the same time, make sure you write enough to show you have the skills required!
- For each competency, you should draw on any personal achievements that demonstrate you have the necessary skills. As a rule of thumb, outline the scenario, describe the specific actions you took, and say what the outcome was
- Proofread your answers or ask someone you trust to check it for you, this step will add clarity and demonstrate pride in your work. Make any corrections you need.



STARR Model

A useful tool to help with answering questions at the different stages of the application process is the STARR Model.

Situation

Describe the situation, provide the context.

Task

Explain what the task was, you will need to describe your responsibility in the situation

Action

You can now go into the details and describe the actions you took to address the situation.

Results

Explain the outcomes of your actions. Was this expected or unexpected? Did you get any feedback?

Reflection

You should tie your answer together by reflecting on the situation. What did you accomplish? Did you learn anything about yourself? What would you repeat and do differently next time?