Pre-applicant advice sheet – Nursing

This document has been designed to give you guidance on how to complete your UCAS application form and the selection process for nursing degree courses at City, University of London.

**How to complete your UCAS application form**

It is really important that you complete all sections of the UCAS application form. Some applicants do not complete parts of the form because they think that their experience isn’t relevant, such as a job or work experience that is not necessarily related to the course they are applying to; but all experience is relevant and the person looking at your application may be able to relate the experience and skills you have gained to an element of the course or the nursing profession. For example, any experience with people helps you development your communications and interpersonal skills.

It’s also key that before submitting your application you:

- Check that you have included all qualifications and grades
- List any employment or work experience whether it was a few days or a part-time job
- Check the spelling and grammar carefully and if possible ask someone else to check what you have written.

**Personal statement**

You should use your personal statement to tell us why you want to study the course and why you want to become a nurse. This is the part of your application where you can let us know about your goals, personality and achievements. A well written and considered application could make a real difference to your application.

- It is important that you indicate clearly which field of nursing you are applying for. You need to explain why you have chosen this field and demonstrate some understanding as to what may be involved in the course and the care you will provide to individuals whilst you study and once you graduate. You can find this kind of information online, on NHS sites or Royal College of Nursing (RCN) or speak to people you know who have worked within the nursing profession in the field you are interested in.

- Your personal statement should focus on any relevant work experience you have gained, whether it was paid or voluntary work. Include some examples of the activities you have done as part of this work, what you enjoyed about it, or gained satisfaction from and how it has helped you make the choice of the particular field of nursing you are applying to.

- It is important that you tell us about any work experience you have gained, whether it is related to the care sector or not. Include in your personal statement how your experience has helped develop your communication and interpersonal skills, confidence, team working and time management.

- As well as work experience, you should also talk about how your studies and academic work have contributed to the development of your skills and knowledge. For example, if you are studying Health and Social Care, Psychology, Sociology or Biological Sciences, these are excellent preparation for nursing courses and will support your application. Even if you are studying subjects which may be considered unrelated to the health care sector, such as History, English, Maths or Computing, you will be developing skills in areas including writing essays, numerical ability or on-line information searching, which will also support your application.
The selection process
As part of the application process for our nursing course (all routes) all applicants who progress from the initial application stage are required to complete the selection process before they can be made an offer to study on a nursing degree course.

The selection process has three stages; an assessment stage where you will be asked to complete numeracy, literacy and an aptitude test, the Cambridge Personal Styles Questionnaire and a Selection Day, which will include an interview.

Numerical and literacy tests
Numeracy and literacy tests take place on the Assessment Day and are designed to assess your ability to interpret or reason with various types of information, a vital element of the course. The tests are multiple choice; you are allowed to use a conventional calculator during the numeracy test.

Aptitude test (written exercise)
The aptitude test is made up of a set of questions, designed to help you realise if nursing is the correct career path for you, what field of nursing you should follow and assess your suitability for the course. You will be asked to respond to the questions with written answers and are advised to prepare for the test and consider your answers carefully.

It is important that you prepare for all elements of the selection process; practice tests and advice can be found on our website www.city.ac.uk/health/selection-day.

Cambridge Personal Styles Questionnaire (CPSQ)
If you successfully complete the Assessment Day, the next stage of the selection process is a Cambridge Personal Styles Questionnaire, CPSQ. The purpose of the CPSQ is to gain a greater insight into your ways and styles of thinking, how you work and relate to others and how you study, as this can influence your professional effectiveness and your ability to demonstrate compassion and empathy.

The CPSQ is a computer-based assessment consisting of 164 statement questions which you will be asked to complete at home. You will be asked to indicate to what extent each statement reflects what you do/would do in the specified situations. The assessment is usually untimed, but should take you between 20 to 45 minutes to complete.

Selection Day
If you are successful in passing the first stage of the selection process (the Assessment Day) and CPSQ test you will be invited to the final stage in the selection process, a Selection Day.

The Selection Day will include the following activities:

Introduction to the field of nursing selected – presentation
Qualified nurses benefit from great career opportunities, which is one of the many reasons people choose to become a nurse. To help you decide whether this is the right career choice and university for you, you will attend a presentation which includes an overview of the course at City. There will be opportunities to ask us questions after the presentation.

Group activity/Interviws (dependent on the field selected)
Depending on what field of nursing you have applied to study, as part of this stage of the selection process you will either take part in a group exercise or a structured interview.

Campus tour
At the Selection Day you will have an opportunity to tour our campuses and see facilities such as the Student Centre and Library and the School of Health Sciences specialist facilities including the Clinical Skills Centre.

The Clinical Skills Centre is a specialist facility providing students with state-of-the-art laboratories to rehearse practical caring skills in preparation for practice placements. You can find out more about our specialist facilities on our website www.city.ac.uk/health.

Find out more
To find out more about applying to study nursing at City or about the selection process for nursing courses visit the School of Health Sciences website www.city.ac.uk/health.

If you would like to visit City to find out more about our courses and tour our campuses and facilities, visit our website to find out more about our Open Days and weekly campus tours www.city.ac.uk.

N.B. the selection process for courses delivered by the School of Health Sciences can on occasion differ to the above. Any amends to this format will be communicated to you prior to the selection process commencing.

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