How to complete your UCAS application form

It is really important you complete all sections of the UCAS application form. Some applicants do not complete parts of the form because they think their experience isn't relevant, such as a job or work experience which 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 midwifery profession. For example, any experience with people helps you develop your communication 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 midwife. This is the part of your application where you can let us know about your goals, personality and achievements.

A well written and considered personal statement could make a real difference to your application.

- You should use your personal statement to tell us why you are applying to study midwifery. You should demonstrate awareness of the role of the midwife and an understanding of the personal qualities required for a successful career in this field. Information about the role of the midwife can be found online on websites including the NHS site.
- Your personal statement should include 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 they have helped you make the choice to go into the midwifery profession.
- If you don’t have any experience working with pregnant women or babies, you should describe relevant skills you have gained from work or voluntary experience such as communication, team-working, and time management skills.
- 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 all excellent preparation for a degree in midwifery 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 the BSc Midwifery degree, 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 the midwifery 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.

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 think about whether midwifery is the correct career path for you 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 with 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 not timed 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:

Presentation
Midwifery provides great career opportunities, which is one of the reasons why lots of people apply to this degree. To help you decide whether this is the right course, career choice and university for you, there will be a presentation with introductions to the University, midwifery as a career, and an overview of the BSc Midwifery degree at City from a midwifery lecturer. There will be opportunities to ask questions after the presentation.

Group activity
The group activity is a timed exercise where you will work with fellow applicants to respond to a situation relevant to midwifery. Assessors, who may include academic and clinical staff in addition to maternity service users, observe your communication skills and group interaction throughout the exercise and are looking to see evidence you are able to work effectively as part of a team and demonstrate an insight into midwifery. How successful you are will depend on how effectively you are able to put across your point of view, listen to others’ views, work as a team and demonstrate you have understood the information you have been presented with.

Campus tour
A School of Health Sciences campus tour will take you to see both City’s facilities such as the Student Centre and Library and the School’s specialist facilities including the Clinical Skills Centre. The Clinical Skills Centre provides students with state-of-the-art laboratories to practise practical skills prior to clinical 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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