Application Guidelines 2018-19
September 2018 entry

BSc/ Graduate Diploma / Postgraduate Diploma Public Health
District Nursing
Health Visiting
School Nursing

Overview
Entry requirements

District Nursing applicants require active registration on Part 1 of the NMC register as an Adult Nurse, and need to have had two years’ experience in a community setting.

For Health Visiting programmes must have active registration on Part one or Part two of the NMC Register.

For School Nursing you must have active registration on part one of the NMC Register.

If applying for health visiting or school nursing evidence of this registration must be provided within two months of commencing the programme.

All applicants must have undertaken study in the past 5 years and provide evidence (including assessment results)

For the BSc: (level 6)
- You will have an undergraduate diploma or equivalent of 120 credits at diploma level (HE5)

For the Graduate Diploma: (level 6)
- You will have an undergraduate (BSc) honours degree including 120 academic credits at level 6. Your degree may be of a lower second classification or less or you may not wish to proceed to postgraduate level study

For the PGDip: (level 7)
- You must have an undergraduate degree with either a first or 2:1 classification
Application Guidelines September 2018

Please read the following notes carefully and refer to them when completing your application form.

How do I apply?

Please read the following guidance in its entirety before completing your application through the online postgraduate application system (OPAS).

Fields marked with an asterisk (*) are usually mandatory, however there are other sections that must be completed for this course or instead of the mandatory section so you must ensure you read these guidelines carefully before beginning your application and refer to them prior to submitting your final application.

Please ensure you provide us with the additional information stipulated in these application guidelines. It will take us longer to process your application form if information is missing. You are encouraged to apply before the deadline to ensure your application is received in full and you are notified of our decision to interview promptly. We will not consider incomplete applications. Any application that we receive after the specified deadline will not be processed.

Application Links

Please click on the link below for the relevant level (BSc, Graduate Diploma or Postgraduate Diploma) you wish to be considered for. See the previous page to check your eligibility.

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<tr>
<th>District Nursing</th>
<th>Health Visiting</th>
<th>School Nursing</th>
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<tbody>
<tr>
<td>BSc</td>
<td>BSc</td>
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<td>Graduate Diploma</td>
<td>Graduate Diploma</td>
<td>Graduate Diploma</td>
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<td>Postgraduate Diploma</td>
<td>Postgraduate Diploma</td>
<td>Postgraduate Diploma</td>
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Application enquiries

If you have an enquiry or are have questions about the course or the online application process and would please e-mail health@city.ac.uk.

Key Dates

<table>
<thead>
<tr>
<th>Course induction (1 week)</th>
<th>commences Monday 10th September 2018</th>
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<tbody>
<tr>
<td>Supervised Practice commences</td>
<td>Monday 17th September 2018</td>
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Key Contacts

Our decision will be communicated to you by email. **Please ensure you add the following email addresses to your contacts list to ensure you receive this:**

- health@city.ac.uk
- ug.prereghealth@city.ac.uk
- registration@city.ac.uk

What additional documents should I provide with my application?

You must provide the following documents. Guidance on what to include for each of the below is included in the *online application* section. A summary is provided under the *documents checklist* section. If any of these parts are still outstanding by the deadlines outlined above then we will not be able to assess your application and it will be withdrawn.

- Academic record (qualifications and experience)
- NMC pin number (enter details on application form) **and** current statement of entry to the NMC register

What documents can I omit from the application?

The following information has been provided through your application to NHS jobs and you may therefore leave these sections blank.

- Personal Statement

In the event of any technical difficulties

If you begin an application and forget your user name, password or security questions for the online application system please contact the IT Service Desk by phoning 020 7040 8181 or logging a call online at [https://cityuni.service-now.com/survey_take.do?sysparm_survey=Unauthenticated+Call+Logging](https://cityuni.service-now.com/survey_take.do?sysparm_survey=Unauthenticated+Call+Logging)
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The Online Application

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The following guidance notes have been prepared to assist you when completing your online application.

➤ There are some additional documents you must prepare and upload with your online application. A full summary of documents you must include is included within these guidelines, in the documents checklist section.

Personal Details

When applying you must provide your full official name as specified in your passport/EU ID card or birth certificate. If you prefer to be known by another first name, you can specify it in this section.

Home address

Please provide us with the email address you will use most frequently, as this will ordinarily be how we contact you.

Qualifications and experience

Please provide details of your honours degree including subject, classification, date of award and awarding University/Higher Education Institution.

Transcripts and/or degree certificates are required at the application stage. Please upload these when requested in the online application.

➤ In a separate document please also upload full details of all courses you have attended after Secondary school. Include courses undertaken whilst you were working. These can include degree, diploma, study days, short courses and any relevant modules.

Please use the following naming convention for the file: Firstname_Lastname_Qualifications

External Body organisation

Please provide full details of your Nursing and Midwifery Council (NMC) registration here.

➤ You should also upload a copy of your most recent statement of entry in the documents checklist section, under miscellaneous.
Please use the following naming convention for the file: **Firstname_Lastname_NMC**

**Employment history/work experience**

- Please enter details of your employing Trust indicating a start date of September 2018.
- Please confirm the details of your most recent post prior to this indicating the end date.
- You are not required to provide any further information as this is available from your initial NHS jobs application.

**Personal Statement**

- Please leave this section blank. It is not necessary to complete this if the information is available from your initial NHS jobs application.

**References/Second Referee**

- Please leave this section blank. It is not necessary to complete this if the information is available from your initial application.
Finance

When completing this section of application form you should select NHS Trust and your employing Trust from the drop down menu. Please leave all other questions in the Finance section blank. An example is provided below:

How do you propose to finance your studies here? City University London requires you to pay any fees charged in connection with your programme of study

© Self-funded © Fully sponsored © Partly sponsored © NHS trust

Name of person/body responsible for paying your fees

Declaration of a criminal record

The course you are applying for is exempt from the Rehabilitation of Offenders Act 1974 therefore; you are obliged to declare any previous convictions. The DBS process will be managed by your employing Trust.

When answering this section please answer the following question:

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 ( Exceptions) Order 1975 (as amended in 2013)?

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. It is recommended that you visit the DBS website http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/ and https://www.gov.uk/disclosure-barring-service-check/dbs-barred-lists.

<table>
<thead>
<tr>
<th>Document</th>
<th>Section to upload to</th>
<th>Information required</th>
<th>File name format</th>
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</thead>
<tbody>
<tr>
<td>Qualifications</td>
<td>Qualifications &gt; Qualifications and experience</td>
<td>Upload full details of all courses you have attended after Secondary school. These can include degree, diploma, study days, short courses and any relevant modules. Include courses undertaken whilst you were working.</td>
<td>Firstname_Lastname_Qualifications</td>
</tr>
<tr>
<td>Personal statement</td>
<td>Personal Statement</td>
<td>None (leave blank)</td>
<td>N/A</td>
</tr>
<tr>
<td>Employment history/work experience</td>
<td>Documents Checklist &gt; Miscellaneous</td>
<td>None (leave blank)</td>
<td>N/A</td>
</tr>
<tr>
<td>NMC pin and current statement of entry to the NMC register</td>
<td>Documents Checklist &gt; Miscellaneous</td>
<td>Upload your statement of entry letter to the NMC register to show your NMC pin number, expiry date and when revalidation is due.</td>
<td>Firstname_Lastname_NMC</td>
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To upload further additional documents, such as your CV, upload in the Miscellaneous section. Please ensure you retain copies of all documents you have uploaded.