

Application Guidelines 2022/3

Postgraduate Diploma Midwifery (90-week shortened programme)

Overview

September 2022 entry

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Eligibility

Thank you for your interest in our Midwifery Course. If you are eligible to apply for this course as outlined at <http://www.city.ac.uk/courses/postgraduate/midwifery-90-week-shortened-programme-for-nurses>. Please read the following notes carefully and refer to them when completing your application form.

You MUST already be a Registered Adult Nurse with the Nursing and Midwifery Council (NMC), hold an honours degree (this can be in any subject) at 2:2 or above and have a minimum of six month's full-time clinical experience as an adult nurse. If your first language is not English must provide evidence of achieving an overall IELTS score of 7.0. Only tests taken within the past two years can be considered.

Am I eligible for funding?

The NHS provide grant places on this PG Diploma programme for students who can are fully registered with the Nursing and Midwifery Council (NMC). Successful applicants will receive an agreed training grant fund (previously known as salary support) with a partner NHS Trust (subject to satisfactory references, occupational health and DBS checks). The Trust allocation is made by the University and is subject to available places.

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 enquiries

If you have an enquiry or are have questions about the online application process and would please e-mail health@city.ac.uk. For admissions enquiries please email health@city.ac.uk or call 020 7040 5000.

KEY DATES

Application Deadlines	On time applicants: 16:00 on 24th January 2022 Late applications: 16.00 on 18th April 2022
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Key Dates for applications submitted before initial deadline of 19 March 2021:

Shortlisted applicants notified by email week commencing	Monday 31st January 2022
Selection Day takes place	Monday 7th February 2022 Monday 25th April 2022
Deadline for receipt of references (for all shortlisted applicants)	Monday 25th April 2022 at the Selection Day
Deadline for receipt of English Language qualification (IELTs is required if English is not your first language)	Monday 25th April 2022 at the Selection Day

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

What additional documents should I provide with my application? You must provide the following documents: **NMC pin number, Degree, Nursing Qualification (if not your degree), English Language GCSE or equivalent.**

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)
- Personal Statement
- Employment history
- NMC pin number **and** current statement of entry to the NMC register

You must also ensure you download the reference request forms from <http://www.city.ac.uk/courses/postgraduate/midwifery-90-week-shortened-programme-for-nurses> > How to Apply and forward to your referees.

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.

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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 Info

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

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 leave this section blank.

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- You should instead provide a separate document containing all of the following information in the **documents checklist section**, under miscellaneous:

Present or Most Recent Employment

- **Start Date**
- **Post Held:** Please state your job title.
- **Speciality:** Please state your area/specialism
- **Ward/Dept:** Give the name of the ward or department you work(ed) in.
- **Name of NHS Trust:** If you work for an NHS trust, please give its full name here.
- **Name and Address of Hospital/ Practice/ Agency employing you:** Give the full name and full postal address of the hospital, practice or agency you work for, including the full postcode.
- **Summary of Duties / Responsibilities:** Please give a brief outline of what your job entails.
- **Current Grade/Point:** Please state your current grade and salary point.
- **Notice Period/End Date**
- **Absence from work:** Please state total number of working days you have had absent in the last 2 years.

Employment History

Start with the most recent. List all your work experience, paid or unpaid, full or part time, over the last **10** years. Indicate if you obtained any post through an agency. Please include start date and end dates for each post.

If applicable please also state the month and year of entry into the UK.

Please use the following naming convention for the filename:

Firstname_Lastname_Employment

English language qualifications

If English is not your first language you will have to provide documentary evidence of proficiency through the IELTS academic test at the point of application. Only tests taken within the past two years can be considered. Please upload your test report form and complete this section to include the IELTS Test Report Form Number. **IELTS test must be completed by Monday 25th April** . A pass in the following qualifications is the minimum expectation for this course:

- IELTS Academic Test of the British Council at 7.0 overall.

Personal Statement

Personal Statement

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Please tell us why you have chosen to study this course at City, University of London and provide further information in support of your application including the reasons why you believe your experience, personal qualities, and any qualifications make you a suitable candidate for Midwifery.

Your personal statement should be uploaded to your application as an additional document. Please use the following naming convention for the filename: Firstname_Lastname_Personal Statement.

References/Seconded Referee

Please leave this section blank on the online application and instead note the below carefully.

Given the nature of the course you have applied for, it is vital that we receive two supporting references. You should provide one Academic Reference from a current or former Tutor and one Character Reference from a current or former employer. Each referee needs to have known you for at least one year, however two years is preferred. Referees cannot be a family member, friend, neighbour or relative.

If you are shortlisted we will require two references from you that you must bring along to the selection day. It is your responsibility to request these references prior to the selection day so if you are successful you can submit these to us immediately.

- Your first Referee must be an Academic Referee (e.g. Programme Leader, Personal or Course Tutor).
- Your second Referee must be from your current or last employer (e.g. Line manager).

We cannot accept References from relatives or friends.

Please download the reference form from the following website:

<http://www.city.ac.uk/courses/postgraduate/midwifery-90-week-shortened-programme-for-nurses>> How to apply

If you have been out of education for a while and it is not possible to obtain an academic reference then we will accept two professional references instead. It is your responsibility to ensure you have notified your referees you are applying for this course and request they provide a reference on your behalf.

Although you will be asked to provide details of your referees within the application **it is your responsibility to follow the below instructions.**

Please complete the academic and character reference forms, available at <http://www.city.ac.uk/courses/postgraduate/midwifery-90-week-shortened-programme-for-nurses> under the *how to apply* section with your full name and email address and forward to each of your referees.

Finance

When completing this section of the application please state 'OTHER'

Declaration of a criminal record

Department of Health policy states that all NHS funded pre-registration students must be subject to a Disclosure and Barring Service check at an appropriate level as part of the university's admissions procedure. We therefore carry out enhanced DBS checks on all students in this category. In addition, we carry out checks against barring lists for all students on courses where placement element of the course involves work with children or vulnerable adults.

The course you are applying for is exempt from the Rehabilitation of Offenders Act 1974 therefore; you are obliged to declare any previous convictions. For further information please refer to <http://www.city.ac.uk/health/about-the-school/criminal-records-bureau-crb-disclosure>.

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>.

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)?

Please also see the policy guidance information published by the NHS <http://www.nhsemployers.org/RecruitmentAndRetention/Employment-checks/Employment-Check-Standards/CriminalRecordChecksStandard/Pages/CriminalRecordChecks.aspx> for further information.

Documents Checklist

Please note that application forms must be completed in full and CVs are only looked at in addition to a completed application form that includes all additional documents.

Document	Section to upload to	Information required	File name format
Qualifications	Qualifications > Qualifications and experience	Upload full details of all courses you have attended after Secondary school. Please upload degree, diploma, English Language qualifications.	<i>Firstname_Lastname_Qualifications</i>
Personal statement	Personal Statement		<i>Firstname_Lastname_Personal Statement.</i>
Employment history/work experience	Documents Checklist > Miscellaneous	You must provide full information of Present or Most Recent Employment and your employment history as stated above.	<i>Firstname_Lastname_Employment</i>
NMC pin and current statement of entry to the NMC register	Documents Checklist > Miscellaneous	Upload the statement of entry letter to the NMC register to show your NMC pin number and expiry date.	<i>Firstname_Lastname_NMC</i>
IELTS Test Report	Qualifications > English Language	If English is not your first language you will have to provide documentary evidence of proficiency through the IELTS academic test at the point of application. Only tests taken within the past two years can be considered.	<i>Firstname_Lastname_IELTS</i>

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.**

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**Shortlisting and placement
information**

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When will I know if I have been invited for interview?

Please see the 'Key Date' Section at the beginning of this document which outlines the key dates for your application.

Please add the following email addresses to your 'Safe Senders' list as emails regarding your application and selection will come from these address:

health@city.ac.uk

If you are shortlisted you must bring with you on this date all of your educational certificates, your passport, one Academic reference and one Character reference. Any supporting documents not in English must be accompanied by a certificated translation.

At the Selection Day prospective students will undertake numeracy and literacy testing. If you successfully pass both tests, you will be required to complete a further written test and have a group interview.

Which Trust will I be allocated to?

At City placements take place in London's prestigious health care settings working with a diverse and complex population. Midwifery placements take place within City's 'community of practice', a partnership of healthcare providers in Central and North East London including:

- Barts Health NHS Trust
- North Middlesex University Hospital NHS Trust
- University College London Hospitals NHS Foundation Trust
- Homerton University Hospital NHS Foundation Trust

The 'community of practice' allows students to consistently build up their skills whilst working with experienced health and social care professionals. Placements take place in a range of maternity settings such as midwifery-led units, home births, birthing centres, delivery suites, antenatal and postnatal settings, maternal and fetal assessment specialist areas and special care baby units. Students work and learn alongside consultant midwives and specialist midwives.

Allocations are made according to the contracted numbers in the Trusts and successful students will be allocated to a Trust by the University. If you are employed by one of the above Trusts, you will remain employed by them for the duration of your course.

Application enquiries

If you have an enquiry or are have questions about the online application process or your application please e-mail health@city.ac.uk or call 020 7040 5000.