

## Professional Practice in Health Application Guidance Notes

Thank you for your interest in the Professional Practice in Health Programmes.

We have improved upon our single module framework in consultation with our stakeholders and now provide a number of flexible awards across Level 6 and 7, facilitating student led award building through our Professional Practice in Health framework.

To apply for one of our programmes, you are required to work through our on-line application form. This should take approx. 10 minutes. **This application form will need to be completed in addition to any applications made via your Trust.**

Before starting your application, please ensure you have all information and qualifications (saved as electronic files) required as part of the entry requirements to hand. If you have a smart phone; the app iScanner will allow you to take a photo and convert to a PDF ready to be saved.

**We advise you to refer to this document as you complete your application.**

When you have located the programme you wish to apply for and have selected the Apply Now function, you will be asked to log into the applicant portal or create an account as a new user.

If you have previously made an application or been a student at Northumbria University, you should be able to login using your previous username and password. If you are unable to remember your password please click “forgotten password” and follow the steps to reset. If you have any issues logging in, please contact [NSApplicantServices@northumbria.ac.uk](mailto:NSApplicantServices@northumbria.ac.uk)

Once you have logged in or create a new account, you will be presented with an online application form which is separated into different sections. The sections of the application form include:

- Checklist
- Personal Details
- Contact Details
- Qualifications (including a section for requesting APL– Accredited Prior Learning and RPL - Recognition of Prior Learning and English Language)
- NHS/Health CPD
- Submission
- Preview

These sections can be viewed on the left-hand side of the page where you will see each section of the application, as well as an icon next to it. The Icon Guide confirms which sections have not been started, have outstanding information, or are completed.

All sections should be completed as fully and accurately as possible, noting the mandatory fields (marked with \*) which require completion. You will not be able to submit your application until all the mandatory fields are completed.

There are also help and reference points embedded in the application (marked with ?) which you can access to view additional instruction to assist in the completion of the application form.

## Checklist

This section allows you to view the status of your application and the status of the sections necessary to complete the application.

## Personal Details

Please complete all sections on this page. When you have completed the page please click “save and continue”.

## Contact Details

We require at least one contact telephone number, including a mobile number (if applicable). Please complete this section, including your home and correspondence address. Once complete please click “save and continue”.

## Qualifications

Please complete this section and upload scanned copies of any certificates you may have that satisfy the entry requirements of the Programme.

**Please note – we do not require GCSE or A-Level Certificates. We only require certificates related to the entry requirements of the programme.**

To upload a qualification, go to the “Qualification document upload” section, click “select documents” and locate the document you would like to upload. Once you have found it, double-click, and the document should appear on your application. If you upload an incorrect document, you can click “delete” to remove.

**If you do not upload evidence of your qualifications at application stage this may cause delays in the assessment of your application. If your qualifications are in a different name, please also ensure you upload evidence of your name change, such as marriage certificate, deed poll documentation etc.**

If you have accreditation of prior learning or recognition of prior learning that you would like us to consider for transfer to your new programme of study, please complete the details in this section as well as uploading any transcript of evidence. Academic study must have been obtained within the last five years. Please also complete and upload the form found here: [https://northumbria-cdn.azureedge.net/-/media/services/academic-registry/documents/qte/assessment/guidance-for-students/ms,-d-,016-v001-rpl\\_he-credit-transfer-form.docx?modified=20190313104441](https://northumbria-cdn.azureedge.net/-/media/services/academic-registry/documents/qte/assessment/guidance-for-students/ms,-d-,016-v001-rpl_he-credit-transfer-form.docx?modified=20190313104441)

Please also complete the English Language section as fully and accurately as you can. When you have completed the section please click “save and continue”.

## **NHS/Health CPD**

Please complete all fields on this page. If you are unable to find your NHS employer in the list, please select “other” and you will be able to manually enter the information.

Please ensure the name and email address you enter for your Lead Authoriser (line manager) are accurate, and that their email address is valid. This information be used to contact your Lead Authoriser if we require additional information.

For your source of funding, please select the relevant category. If you are self-funding, please select “self/family”. If you are being sponsored by your employer, please select “employer”. When you have completed the page please click “save and continue”.

## **Submission**

Please read this section in full and tick the box to confirm you have read, understood, and agree to the statements included on the page. Click submit.

You have now completed your application. You will receive an email from Northumbria University to confirm your application has been submitted and an email to confirm details of our Privacy Policy.

Within 24 hours of submitting your application, you should receive a further email with access information and details of how to access your Applicant Portal.

The Applicant Portal is your access to view the status of your application, to request amendments to your Personal and Contact Details and to initiate requests to the Applicant Services Team if you need to.

If you need to add any information or documentation after you have submitted your application, you can do this via the Applicant Portal. If the Applicant Services Team require any additional information from you, or you are requested to upload further evidence/documentation to support your application, you will be required to do so via your Applicant Portal.

If you have any queries about the application process, please contact the Applicant Services Team via email [NSApplicantServices@northumbria.ac.uk](mailto:NSApplicantServices@northumbria.ac.uk)

## **Preview**

This section allows you to preview the application you have submitted/will submit.