**Return to Practice Application Guidance Notes**

Dear applicant,

Thank you for your interest in the Return to Practice Programme.

To make an application you need to complete and submit our online application form. This should take approximately 30 minutes to complete.

 As part of this application, you will need to upload any previous certificates that confirm you have at minimum, a level 5 Diploma qualification, so before completing this application please ensure you have these saved to your computer by scanning them into a file or on your desktop. If you have a smart phone – the app iScanner will allow you to take a photo and convert it to a PDF ready to save.

**Please read these notes carefully, particularly around the information that you must include in your Personal Statement.**

**Please note -** alongside this application form you will be required to complete a self-declaration of good health and good character. This is available on the Programme webpage and can be uploaded with your application as an additional document. You can upload this in the qualifications section and instructions on how to do this are outlined below.

The guidance below should include everything regarding the requirements of your application form, however if you do need further information please contact us: NSBackOffice@northumbria.ac.uk

Guide for application form:

Click on “Apply Now” on the course webpage (<https://www.northumbria.ac.uk/study-at-northumbria/continuing-professional-development-short-courses-specialist-training/return-to-professional-practice-in-health---level-6---ac6653/>) to start your application. You will be directed to a new webpage and at the bottom of the page, you will see links for various intakes of the Return to Practice Programme. Please click the link for the cohort you wish to apply for.

1. Click the “create new user” box on the right-hand side of the page.
2. Enter your details (use the email address you would access more regularly – this can be your personal email address). Please note all emails from the University will go to this email address.
3. The next page will show a checklist of all sections that need to be completed. Guidance on each section can be found below.

**Please note at this point and throughout you can save and go back to the application at any time by using your log in details.**

**Personal details**

Please complete all sections on this page.

**Contact Details**

Please complete all sections on this page.

**Qualifications**

Please complete this section and upload scanned copies of any certificates you may have. If you do not upload evidence of your qualifications at application stage this may cause delays in your application assessment. 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.

To upload a qualification, go to the “Qualification document upload” section, click “select documents” and find 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.

**Please note** - before undertaking the Return to Practice Programme, you must submit evidence of level 5 study (Diploma or Equivalent). If you do not have evidence of your level 5 qualification(s), you will be required to undertake a level 5 pre-course study access module. Unfortunately, level 5 courses are not offered at the University, but can be accessed through local higher education colleges or on-line.

**Experience**

Please use this section to upload details of your current employment and any previous Nursing employment. You can add previous employment by selecting “Add another role”. In the Professional Memberships section of the page please select “Yes”, add the name of the Professional Body (such as NMC), and add your Registration PIN. We know you are looking to return to the professional register, so having this information on your application will be beneficial when assessing.

If you would like to, you can also upload a copy of your CV.

**Personal statement**

In this section you can choose to either upload a copy of your personal statement if it is in a separate document, or type your personal statement directly in to your application. If you want to upload a personal statement, please select “yes” when asked if you would like to upload a personal statement. If you would like to type your personal statement directly into your application, please select “no”.

To upload your personal statement, click “yes” when asked if you would like to upload a personal statement, and find 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.

This section is for you to provide some idea of your individual strengths and areas for development, both from a personal and professional point of view. As part of the application process, your personal statement will be considered as follows:

Status on NMC Register and ability to work within the UK (0 - 2 points)

Demonstration of Professional Qualities (0 - 3 points)

Commitment to the values identified in the NHS constitution (0 - 3 points)

Understanding of current issues in health care (0 - 3 points)

Awareness of the demands of the Programme (0 - 3 points)

Written Communication (0 - 6 points)

Candidates not meeting a minimum score of 12 points will receive feedback on how to improve their application prior to re-submission of the form if required.

Once you have completed your 500 word Personal Statement, please clarify the below points. You can add these as bullet points at the end of your Personal statement.

* Have you previously attended a Return to Practice Programme?
* Have you previously completed a Return to Practice Programme?
* What date did your NMC/HCPC registration lapse?
* What is/was your NMC/HCPC registration number?
* What year did you last practice?
* Which part of the NMC Register do you wish to return to for example, Adult Nursing?
* What is your preferred Placement area? (Northumberland, North Tyneside, Newcastle, South Tyneside, Sunderland, Gateshead, CNTW (MH students only), any area North of Tyne, any area South of Tyne).
* What is your preferred Clinical Placement (for example; Medicine or Surgery, Community Mental Health, Children’s Oncology, Cardiology)?
* Have you ever been dismissed by a healthcare employer?

**Referees**

Please supply the names and addresses of two people as references. One reference should be from a Professional who you have known for a minimum of two years and would be willing to give you a reference. The second reference should be from your most recent employer. **If you are returning to Midwifery, one referee must be your last Supervisor of Midwives. It is vital that you complete this information at the application stage. Failure to do so may mean we are unable to progress with your application.**

**Please ensure the email address you enter for your referees are valid and up to date. On submitting your application, an email will automatically be sent to your referees asking for a reference. If the email address is incorrect, this email will not be sent and may delay your application.**

**Funding**

The Return to Practice programme is **currently** funded for national applicants by Health Education England. This means that your fees for the programme are met. You can discuss individual cases with the programme lead or module tutor if unsure. Contact details are available on the University web page.

Please select **Sponsor/Employer** as the likely source of your funding, unless you are self-funding your studies in which case you must select **Self/Family**.

**Submission**

Please read and tick to confirm that you have read and understood the information in this section and ensure you click **submit**. There is a checklist on the application form that will show any sections that are yet to be completed, so please make sure all sections are complete before trying to submit your application.

You have now completed your application, congratulations. Once your application has been assessed, we will be in touch with a decision. Please ensure you check your junk mail in case any emails from us go into there.

NB: This application is designed to be straightforward to use however, should you have any problems please contact Applicant Services via email nsbackoffice@northumbria.ac.uk.