

Dear applicant,

We look forward to welcoming you onto the Return to Professional Practice Programme starting in September 2019.

In order to register for this programme you need to work through our on-line application form. This should take approx. 15minutes. **If this is unachievable please contact Applicant Services as soon as possible (nsbackoffice@northumbria.ac.uk).**

As part of this application, you will need to upload any previous certificates that confirm you have a Diploma level 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 converts it to a PDF ready to be saved.

We advise you print this page out to help you as you work through the application form (I have also attached it as a word document for ease). Please read these notes carefully, particularly around the information that you must include in your Personal Statement.

Guide for application form: **PLEASE NOTE THIS GUIDANCE MAKES THE APPLICATION LOOK MORE COMPLICATED THAN IT ACTUALLY IS – IT IS AN EASY APPLICATION TO COMPLETE.**

Please click on the link [here](#)

As the page loads you may get a long yellow and white bar along the bottom of your screen asking 'do you want to show all content?' please click 'yes'.

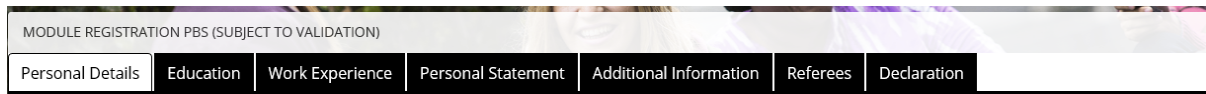
Your webpage should look like this:

The screenshot shows the Northumbria University website for the 'Return to Professional Practice in Health - Level 6 - AC6653' course. The page has a dark navigation bar with links for Home, Study, International, Business, Research, About Us, Alumni, and Work For Us. A search box is located in the top right. The main content area features a large image of a person in a white lab coat, with the course title and a 'BOOK NOW' button. Below the image, there is an 'About this course' section with text about Continuing Workforce Development for NHS practitioners and a 'Return to Practice Application Form'. A 'Student Nursing Times 18 AWARDS Winner' badge is displayed. The 'Course info' sidebar on the right lists details such as Award Type (Level 6 - 30 Credits), Delivery Method (Standard), Sector (Healthcare Public Health), Study Mode (Part-time On-Campus), Location (Coach Lane Campus), Start (Tuesday 5th March 2019), and Duration (1 Year). The 'Return to Professional Practice in Health - Level 6 - AC6653' section includes links for Programme Information, Facilities, Frequently Asked Questions, and Department of Nursing, Midwifery & Health. At the bottom, there is a 'Model 1: Traditional Bursary Route' section with details about the closing date for applications (Tuesday 21st May 2019 at 1pm) and contact information for Maggie Coates.

Click on “Book Now” to start your application. You will be directed to a new webpage and at the bottom you will see a link which says “Apply for September 2019 (Campus Attendance). Please click this link.

1. You need to click the black ‘new user’ box on the right hand side.
2. Enter your details (use the email address you would access more regularly – this can be your personal email address).

3. The next page will have some tabs, as below, across the top. **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 this section

Education: Please complete this section and add scanned copies of any certificates you may have

Work Experience: Please add details of your work history in this section.

Personal statement:

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 written application will be considered as follows:

Status on NMC Register (2 points)

Demonstration of Professional Qualities (3 points)

Commitment to the values identified in the NHS constitution (4 points)

Understanding of current issues in health care (4 points)

Awareness of the demands of the Programme (2 points)

Written Communication (2 points)

Candidates not meeting a minimum score of 12 points will be provided advice 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 is your NMC/HCPC PIN?
- What date did your NMC/HCPC registration lapse?
- What year did you last practice?
- What 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, NTW (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)?

Additional information:

- 'What do you intend to be the major source for funding your studies?' – Please select **Sponsor/Employer**.
- 'Name of Sponsor' – Please type **Northumbria University**
- Further information: **choose 'no'**

- Criminal convictions – **please complete this section. As an entry requirement, Northumbria University insist on this section being complete.**

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.**

Declaration:

Please read and tick you accept the statement – and submit your application.

You have now completed your application, congratulations. Please look out for an email from Northumbria University towards the end of June – this will have instruction of how to enrol on-line.

NB: This application is designed to be straight forward to use however, should you have any problems please contact Applicant Services via email nsbackoffice@northumbria.ac.uk or telephone (0191) 4060901