



University of East Anglia
Health CPD Online Application Form
Apply Yourself - Guidance Notes

Read these notes before applying for a course or module

<http://www.uea.ac.uk/health/continuing-professional-development/how-to-apply>

Online Application Form: Guidance notes for CPD applications.

BEFORE YOU START.

You will need to obtain a login for the online application form. This is separate to your UEA login. You will need to click on the 'Create Account' button on the application form website. Once you have submitted an application you will need to create a new account and password in order to put in each new application.

Applications to study CPD at the University of East Anglia can be made via the on-line application form. Go to www.uea.ac.uk/health/continuing-professional-development/how-to-apply

Please read these instructions fully before completing the form, including any specific instructions that relate to the course or module you are applying for.

In order to secure a place all mandatory sections of the application form must be completed. You will be unable to submit your application until all the mandatory fields are completed. To check which fields need to be completed, click on the 'Check My Application' link at the bottom of the left hand menu of the application.

This guide is designed to help with applicants within the following four categories.

New Pathway students.

Continuing Pathway students.

Students applying for a single module (e.g. Mentor Preparation)

Students applying for a Return to Practice Course

GETTING HELP

If you have a specific question about your circumstances or the course you are applying for then contact fmh.cpd@uea.ac.uk. Or call 01603 597199.

| | <u>Section</u> | <u>Notes</u> | <u>Tick</u> |
|---|---|---|--------------------------|
| 1 | <u>ABOUT YOU</u> PERSONAL DETAILS | This section is compulsory | <input type="checkbox"/> |
| 2 | <u>CONTACT DETAILS</u> | This section is compulsory | <input type="checkbox"/> |
| 3 | <u>PROGRAMME LEVEL</u> | You should choose Health Related CPD Degree Pathways if you are starting or continuing on a pathway. Go to notes section 4. You should choose Health Related CPD Single modules for a Stand-alone module. Go to notes section 5. You should choose Return to Practice for the RTP module. Go to notes section 6. | <input type="checkbox"/> |
| 4 | <u>Health CPD Pathways</u> | Choose the degree pathway you are on or wish to undertake and on the next screen choose the module you wish to take. Select the start date for each module. If the date is not show select TBC or leave it blank. | <input type="checkbox"/> |
| 5 | <u>Health CPD Single Module</u> | Choose the module you wish to take from the drop down menu. Choose carefully to ensure you have selected the correct level, location and date. Refer to the module planner to check dates. Please note that if you are applying for a Mentorship module you must have been registered for at least one year before applying. | <input type="checkbox"/> |

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| 6 | <u>Return to Practice Programme</u> | Please complete as many questions as possible. | <input type="checkbox"/> |
| 7 | <u>Health Continuing Professional Development (CPD)</u> PROFESSIONAL REGISTRATION ENHANCED CRB CHECK AND ADDITIONAL INFORMATION DECLARATION | This section MUST be completed. Failure to do so will result in your application not being considered. Certificate upload - the uploading of your registration document is NOT compulsory. These sections are compulsory This section is compulsory | <input type="checkbox"/> |
| 8 | <u>PASSPORT AND VISA INFORMATION</u> PASSPORT DETAILS INTERNATIONAL STUDENT VISAS | This section can be left blank Please select No. | <input type="checkbox"/> |
| 9 | <u>AGENT / EDUCATIONAL REPRESENTATIVE DETAILS</u> | This section can be left blank | <input type="checkbox"/> |

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| 10 | <p><u>ACADEMIC INFORMATION</u></p> <p>HIGHEST QUALIFICATION</p> <p>QUALIFICATION – MOST RECENT</p> | <p>This section is compulsory.</p> <p>You will need to input your most recent qualification, where and when obtained and the relevant dates. Please note that if a subject is not recognised on the look up table it is necessary to input 'UNKNOWN' and then select 'Unknown Subject' from the appropriate item list so that it appears on the main page of your application. Failure to achieve this may mean your form will not submit later.</p> <p>Evidence of previous level 2 study is only required if you are applying to start a degree pathway. If you are a CONTINUING Student there is no need for this.</p> <p>You may list additional qualifications. However, this is not compulsory.</p> <p>You can upload documents here. If you have issues uploading, documents can also be scanned and sent to fmh.cpd@uea.ac.uk or faxed to 01603 597019 marked for the attention of 'Workforce Hub – Admissions ECB Room 0.07'.</p> | <input type="checkbox"/> |
| 11 | <p><u>ENGLISH LANGUAGE</u></p> <p><u>ENGLISH LANGUAGE QUALIFICATION</u></p> | <p>This section is compulsory.</p> <p>If you do not have a Degree, for the question 'Was English the language of instruction for you degree?', choose 'Yes'</p> | <input type="checkbox"/> |
| 12 | <p><u>WORK EXPERIENCE</u></p> <p><u>EMPLOYMENT – MOST RECENT</u></p> | <p>This section is compulsory for RTP applications. A CV must be uploaded.</p> | <input type="checkbox"/> |
| 13 | <p><u>PERSONAL STATEMENT</u></p> | <p>This section is compulsory. Write a supporting statement of up to 500 words discussing your reasons for undertaking this module/course and the anticipated outcomes for yourself, your organisation and service users. Use references (as appropriate) to support your discussion. (E.g. – For Mentorship Module Applications make reference to NMC Mentoring Standards 2008.)</p> | <input type="checkbox"/> |

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| 14 | <u>FUNDING INFORMATION</u> | <p>This section is compulsory.</p> <ul style="list-style-type: none"> • For RTP select other or Self-Funding as appropriate. • You should select 'NHS CPD Contract Funded' if your place is being supported by your Trust • You should select 'Self Funded' if not. • You should select 'Employer Sponsorship' if you have a seconded place. | <input type="checkbox"/> |
| 15 | <u>EQUAL OPPORTUNITIES</u> <u>CRIMINAL CONVICTIONS</u> <u>STAFF OR NEAR RELATIVE</u> | <p>This section is compulsory</p> <p>This section is compulsory.</p> <p>This section is compulsory</p> | <input type="checkbox"/> |
| 16 | <u>MONITORING INFORMATION</u> | This section is compulsory. | <input type="checkbox"/> |
| 17 | <u>DECLARATION</u> TERMS AND CONDITIONS | Tick box | <input type="checkbox"/> |
| 18 | <u>YOUR REFERENCES</u> | <p>This section is compulsory.</p> <p>Your reference should be your Line Manager –please ensure you have their correct email address . Errors could lead to a delay in receipt of your reference and may delay the progress of your application.</p> <p><u>FOR CPD APPLICATIONS YOU ONLY NEED TO PROVIDE A SINGLE REFERENCE</u></p> <p><u>FOR RTP applications – 2 referees are required</u> One referee should be your current employer, the other should be someone you have worked for as a nurse or midwife.</p> | <input type="checkbox"/> |

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| 19 | <p><u>DOWNLOADABLE FORMS</u></p> <p>For ISP you will need;</p> <ul style="list-style-type: none"> • Trust Signatory Form • Supervising Medical Practitioner Form | <p><u>INDEPENDENT AND SUPPLEMENTARY PRESCRIBING – IMPORTANT INFORMATION.</u></p> <p>For the above module you need to have completed additional documents (listed on the left) before we can offer you a place on the course. These can be found in the ‘Downloadable forms’ section of your application.</p> <p>Once completed they should be sent to ;</p> <p>The Workforce Hub- (Admissions) Room 0.07 Edith Cavell Building University of East Anglia NR4 7TJ</p> <p>OR emailed to fmh.cpd@uea.ac.uk</p> | <input type="checkbox"/> |
| 20 | <p><u>CHECK YOUR APPLICATION</u></p> | <p><u>COMPLETING THE FORM</u></p> <p>To check your application click on the ‘Check your Application’ button on the left hand menu.</p> <p>This will identify any fields that are compulsory and which you still need to complete before you can submit your application.</p> <p>Once you have submitted your application you will receive a confirmation email acknowledging the receipt.</p> <p>Continues on next page....</p> | <input type="checkbox"/> |

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| | | <p>UEA Staff will then consider your application and will contact you again with the outcome of your application. Please ensure that you monitor the email account you have listed on your application form.</p> <p>Please note that HOTMAIL Accounts have a habit of putting UEA email in the SPAM box. Check your SPAM box regularly.</p> | |
| 21 | <u>SUBMIT YOUR APPLICATION</u> | <u>UEA CANNOT PROCESS YOUR APPLICATION UNTIL YOU SUBMIT IT. DO NOT FORGET THIS STEP</u> | <input type="checkbox"/> |