University of Brighton

Academic Services – Systems and Data

School of Health Sciences

Continuing Professional Development Guide for Applicants

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Introduction

This guide provides step-by-step instructions for completing the online application form for the School of Health Sciences Continuing Professional Development programme.

If you have any queries during the application process please email our school administrators on namcpeadmissions@brighton.ac.uk or call (01273) 644016 / (01273) 644095.

Creating your online application account

Please visit the Continuing Professional Development in Health Sciences area of our website https://www.brighton.ac.uk/studying-here/find-a-course/cpd-in-health-sciences/index.aspx. Click on the appropriate pathway, for example, undergraduate/modules, undergraduate/pathways, undergraduate/degrees, postgraduate or mentorship. The red 'Apply online' button can be found on the page for each of these areas.

Click on 'Create a new account’ on the right hand side of the login screen.

Fill in the New User Details section, selecting your country of permanent residence from the drop down list, and create your login details as shown below. Ensure you note your email address and password as these will be needed if you wish to save a partially completed application and return to it at a later date.

Agree to terms and conditions and click on ‘Create account’.
When prompted enter your place of birth and click on ‘Go’. The answer you provide will be used as a security question should you request a password reset for your online application account.

Selecting your course

Select ‘Continuing professional development’ as the course type and ‘School of Health Sciences’ from the drop down menu in the search criteria as shown below.

Click on ‘Search now’, then on the course title SHS Continuing Professional Development (Part time). The available start date options will be displayed. ‘Click to apply’ against:

- **September** to begin between September and January
- **February** to begin between February and March
- **April** to begin between April and August

**NB:** Depending upon which point in the academic year you begin your application you will have a choice of different years of entry in addition to the month.

You will now be in the application form. At any time you can use the buttons at the top and bottom of each page to ‘save and log out’ and return to your application at a later date, or ‘previous’ / ‘next’ buttons to move between the application form pages.
Personal Details

Enter your NMC PIN number & expiry date/HCPC and complete the permanent home address and correspondence address sections, ensuring the mandatory fields marked with a red asterisk are filled in.

Registration Details

You must select one option from the drop down list on the top box, Registration Details.

If you have indicated you are not registered for an award (degree) but would like to be, please select an option from the drop down list from either

- BSc (Hons) Clinical Practice, Grad Cert Clinical Practice, Post Grad Cert Clinical Practice
- Please select:
  - Acute care
  - Cardiac care
  - Emergency care
  - Intensive care
  - Neonatal Care

and indicate if you wish to be considered for a BSc (Hons) Professional Practice award.

- Award – BSc(Hons) Professional Practice
- Please select:
  - Yes
  - No

or indicate if you wish considered for the Clinical Practice award

- Award – Clinical Practice
- Please select:
  - BSc (Hons) Clinical Practice
  - Graduate Certificate in Clinical Practice
  - Post Grad Cert Clinical Practice

If you are a past or current student at the University of Brighton please enter your student number in the box provided.
Module selection

The form allows you to apply for a maximum of 4 modules. For each module please select either semester 1, 2 or 3 from the drop down list for ‘period of study’.

Then select the title of the module you are applying for from the drop down list for ‘Module details’.

If you would like further details on the modules before you make your selection please click on the link to the module information web page on our website, if available.

(Refer to module timetable)

If you are applying for a mentorship module, please use the three drop down lists to select your preferred cohort choice, speciality and teaching location.

Equal opportunities

Please read our Equal Opportunities policy statement and use the link to the Equalities and Diversity section of our website for further information.
Gender and Origin

The information you provide here is for statistical purposes. It will not be used during the selection process.

Applicants with disabilities/additional needs

Please select from the drop down list the option that most appropriate to you. Any specific support requirements can be entered in the free text box.

Fee status

Please note all parts of this section are mandatory.

Current Employment

Please enter the name of your trust/sponsor/organisation where indicated and provide your current job role title and work contact details. Omission of these details may result in a delay in the consideration of your application.

Initial Professional Qualification

Please provide details of your initial professional qualification including the qualification level (Certificate/Diploma/Degree) as well as the subject studied. If your qualification was gained overseas please also include the title of the awarding institution to allow us to check the credit equivalency where required.

Scanned copies of your qualification certificates must be attached to your application if your qualification was gained at an institution other than University of Brighton. Click on the browse button to select the file and then the upload button to attach the document to your application.

NB: Ensure you click the browse AND upload buttons.
Post Registration Education

Please provide details of any post registration courses/modules you have completed or are currently undertaking. The information in this section will be used to identify whether you would benefit from Study Skills training so please include details of any Study Skills training you have undertaken.

Scanned copies of your qualification certificates must be attached to your application if your qualification was gained at an institution other than University of Brighton. Click on the browse and upload buttons to attach the documents to your application.

If you have more than one Post Registration qualification please use the ‘Add another qualification’ button to add additional qualifications.

Funding

Please indicate how your fees will be paid by selecting an option from the drop down list.

If you select Health Education Contract or Education Placement Support Fund please enter the code for your NHS Trust in the ‘Funding Code’ box. A list of codes can be found by clicking on the link provided in the online form.

Please then click on one of the three radio buttons as appropriate.

If your employer is to be invoiced use the ‘browse’ and ‘upload’ buttons to attach a signed copy of your authorisation form.

If you will be self-funding your studies and would like to discuss payment options please contact our Finance Department on (01273) 642959.
Submit your application

Please carefully read the information on the submit page of the application and check you have attached all the required documents.

Remember to tick the acknowledgement box before submitting your application.

Next steps

If your application is successful you will receive a formal offer letter from the University 2-3 weeks after the closing date (30th June for most semester 1 modules; 30th November for most semester 2 modules). This will provide details of course/module dates and enrolment processes.

Withdrawal Policy

If you wish to withdraw or change your module please refer to our Withdrawal Policy in our how to apply section at the following link http://www.brighton.ac.uk/snm/courses/post-reg/apply.php?PageId=400.