



Guide for Applicants

Continuing Professional
Development Programmes



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In places it will suggest other areas where you can access further information.
This information will be indicated by the following symbol ➡

Introduction

Welcome to the Cardiff School of Nursing and Midwifery Studies. The School offers a rich and rewarding experience. The programmes have been designed to provide you with all that you need in terms of both theory and practise.

Rest assured that when you choose the Cardiff School of Nursing and Midwifery Studies you are choosing the best. We aim to provide a friendly and stimulating environment in which you will be able to both fulfil your potential and enjoy studying with us.

For many people applying to a university can be a complex procedure. This guide is intended to help you through the process of applying to the Cardiff School of Nursing and Midwifery Studies, Continuing Professional Development programmes.

I wish you every success in your application and in your studies.

Professor Sheila Hunt
Dean & Head of School

Section 1:

Programme Information

The School offers a range of Continuing Professional Development programmes designed for those who are registered nurses, midwives and healthcare professionals. The broad ranging student mixture enriches the learning and social experience of all our students.

Degree Awards

- BSc (Hons) in Clinical Practice - offering a range of modules which allow flexibility in meeting individual needs.
- BSc (Hons) Community Health Studies - District Nursing, Community Mental Health Nursing & General Practice Nursing.
- BSc (Hons) in Community Practice - This flexible programme has been designed to prepare and develop post registration nurses for diverse and complex roles within the community.

Diploma Awards

- Higher Education Diploma in Clinical Practice offered as part of the BSc (Hons) in Clinical Practice. Students register for the BSc in Clinical Practice, but can exit with a higher education diploma.

Continuing Professional Development

- Return to Practice
- Short programmes and Study Days

Full details of all of these programmes are outlined on our website ➡

www.cardiff.ac.uk/nursing

We recommend that you study this information carefully to ensure that you are fully aware of what each of the programmes entail prior to applying. You may also wish to contact the School to find out more.

For further details contact:
School Information Desk
Cardiff School of Nursing and Midwifery Studies
Cardiff University
Ty Dewi Sant
Heath Park Campus
Cardiff CF14 4XN
Tel: 029 2068 7766
Email: nurseinfo@cf.ac.uk
www.cardiff.ac.uk/nursing

Programme Managers:

BSc (Hons) in Clinical Practice:
Sue Ward E-mail: wards@cf.ac.uk

BSc (Hons) Community Health Studies /
BSc (Hons) in Community Practice
Gina Newbury E-mail:
newburygm@cf.ac.uk

Return to Practice
Jayne Foley E-mail: foleyj@cf.ac.uk

Section 2:

Decisions to be made prior to application

Applicants need to select ***carefully*** the programme for which they wish to apply. We recommend you discuss your programme requirements with the Programme Manager prior to applications and your Manager if you are seeking funding from your employer or Health Boards.

Programmes commence at various times of the year; typically September and January each year.

If you have any questions or concerns about applications to a programme offered by the School, please do not hesitate to contact:

School Information Desk
Cardiff School of Nursing and Midwifery
Studies
Cardiff University
Ty Dewi Sant
Heath Park Campus
Cardiff CF14 4XN
Tel: 029 2068 7766
Email: nurseinfo@cf.ac.uk
www.cardiff.ac.uk/nursing

The School welcomes applications from students with disabilities or additional support needs.

The Disability and Dyslexia Team at Cardiff can be contacted on ➡ dyslexia@cf.ac.uk or disability@cf.ac.uk

Cathays Park: Disability & Dyslexia
Service
Student Support Centre
50 Park Place
Cardiff CF10 3AT
Tel: 029 2087 4528

Heath Park: Disability & Dyslexia Service
The Student Support Centre
2nd Floor, Cardigan House
Heath Park
Cardiff CF14 4XN
Tel: 029 2074 3811

Section 3:

Entry Requirements

BSc (Hons) in Clinical Practice

For BSc (Hons) in Clinical practice (this is inclusive of the Higher Education Diploma as it is part of the BSc)

- 120 credits points at HE level 1 in nursing, midwifery or a subject area relevant to health verified by certification, (e.g. Certificate in Professional Practice);

OR

Relevant prior learning or experience that allows for the necessary 120 credits at HE level 1 to be accredited via the University APEL procedure:

- Applicants whose first language is not English or Welsh are required to provide proof of their proficiency in the English Language and must have attained a minimum overall score of 6.5 on the IELTS Test, no more than 2 years before the proposed date of application, to gain entry to the University;
- Applicants must be working/or able to gain experience in an area of clinical practice that allows achievement of the learning outcomes and clinical/theory hours of the particular modules the student wishes to register for;
- Secured funding;
- Employers/sponsors consent where applicable;

Students applying for 'stand alone' modules outside of a BSc. programme would need to fulfil the entry criteria outlined above, although evidence of previous study within the last 5 years would be desirable. Each module may also outline entry criteria other than those stated above.

Entry requirement to the programme will be 120 credits at level 1 and therefore the

BSc programme consist of modules at level 2 and level 3 to enable the students to achieve a further 240 credits thus providing 360 credits required for a degree. For students requiring the full 240 credits, there are 3 compulsory module, 30 credits at level 2 and 60 credits at level 3, totalling 90 credits, which allows students flexibility to undertake appropriate modules to accumulate a further 150 credits. Students entering with 240 credits will undertake 2 compulsory modules at level 3 totalling 60 credits with a further 60 credits accumulated through module choice at level 3.

International Students

- Academic IELTS (International English Language Testing System) with an overall score of 6.5, no more than 2 years before the proposed date of application,
- Ability to pay the programme fees, including those for clinical placements
- Availability of appropriate and audited clinical placements

(Please note: this applies to overseas students who have pre arranged application arrangements).

All offers made to international students are subject to health screening that will include enhanced screening for hepatitis B and C. A negative result is required for fitness to undertake the programme.

Additional enhanced screening procedures may become necessary during the life of the programme. This is undertaken by occupational health and student support services where appropriate. All offers made are subject also to a satisfactory enhanced Criminal Record Bureau disclosure.

Potential applicants are encouraged to discuss entry criteria with the Admissions Tutor/programme manager on an individual basis.

AP(E)L

All candidates will have the opportunity to utilise prior learning or experience if they desire and this process will adhere to the Cardiff University regulations and the School AP(E)L Policy. The following additional information for applicants wishing to use AP(E)L will apply also:

- At stage one of the application process students who may qualify for AP(E)L will be advised as such and referred to the AP(E)L manager:
- If Accreditation of Prior Learning (APL) is to be used, then qualifications will be assimilated and checked
- If AP(E)L is to be used the candidate will be advised on how to produce a portfolio of evidence that can be assessed

Advanced standing

Students registering for the BSc programme who have 240 credits, usually by virtue of their professional education and registration will be awarded advanced standing of 240 credits, ensuring that a minimum of 120 credits will be undertaken at the university to be awarded a degree.

In exceptional circumstances, students accessing a stand alone level 2 or 3 module from the BSc programme, prior to the September registration, may apply for advance standing for this module in the BSc programme. This will only be for:

- one module (maximum of 30 credits);
- Undertaken within 3 years at the point of registration for the BSc programme;
- The module will have to be one that is current in the programme and has not been modified, in relation to its title, learning outcomes and assessment strategy.

Full time students

Full time students entering the programme, requiring completion of the diploma (level 2) and degree (level 3) will have no greater than 2 years to complete, from the point of registration.

Full time students entering the programme with 240 credits with advanced standing will have no greater than 1 year, from the point of registration, to complete the degree programme.

Part time students

Part time students entering the programme, requiring completion of the diploma (level 2) and degree (level 3) will have no greater than 5 years to complete, from the point of registration. Students will be encouraged to achieve the diploma within 2 years followed by 3 years maximum for the completion of the degree. In total they will have no greater than 5 years to complete the programme from the point of registration.

Part time students entering the programme with 240 credits with advanced standing will have no greater than 3 years, from the point of registration, to complete the degree programme.

Part time students entering with an existing degree will have no greater than 3 years, from the point of registration, to complete the degree programme.

BSc (Hons) Community Health Studies - District Nursing, Community Mental Health Nursing & General Practice Nursing.

Current registration on part 1 of the NMC register

Normally a minimum of one year post registration experience

120 credits at level 1 in nursing/midwifery or a subject area relevant to nursing verified by certification (e.g. Certificate in Professional Practice,)

120 credits at level 2 in nursing/midwifery or a subject area relevant to nursing verified by certification (e.g. Diploma in Professional Practice, Diploma in Nursing) *or*

Relevant prior learning or experience that allows for the necessary 120 credits at level 1 and 120 credits at level 2 to be accredited via Cardiff University APEL procedure by portfolio and APEL panel verification as per Cardiff University guidelines

Overseas nurses will be considered providing they are registered with the Nursing and Midwifery Council on the appropriate part before undertaking the

programme and have achieved an ILETS score of 7 in all 3 parts.

Entry criteria for entry to specific Specialist Practice pathways are as follows:

District Nursing

First level nurse trained in general nursing or first level nurse trained in adult nursing.

Practice Nursing

First level nurse trained in general nursing or first level nurse trained in adult and Children's nursing.

Mental Health

First level nurse trained in mental health nursing

All offers made are subject to a satisfactory Criminal Record Bureau Disclosure and health screening which will determine fitness for practice.

Section 4:

How to Apply

Applications are welcome from students meeting or working towards the required entry qualifications; whether self-funding or sponsored by an employer.

The School welcomes direct applications for programmes. Please contact the School Information Desk for further information at the address shown opposite. Self funded students should submit applications directly to the University.

Employees of Health Boards should ensure the development needs/objectives in relation to your current role are discussed and agreed in the first instance with your line manager (if your studies necessitate time away from work). For information about potential funding under the Annual Nurse Education Contract, please refer to the Post Registration Nurse Education pages of the Health Board Intranet. Note that decisions on funding awards and amounts are decided annually within each Division.

Applications should be made for contract funded student applications and submitted via Divisional Links as early as possible. Divisional Links will collate and forward completed applications for authorisation to the Aneurin Bevan Health Board, Organisational Development & Training Department or Cardiff and Vale University Local Health Board, Organisation Development and Training.

Applications are welcome from all Health Boards, private hospitals, nursing homes etc.

Application forms can be downloaded via the following link:

www.cardiff.ac.uk/regis/general/applyonline

School Information Desk
Cardiff School of Nursing and Midwifery
Studies
Cardiff University
Ty Dewi Sant
Heath Park Campus
Cardiff CF14 4XN
Tel: 029 2068 7766
Email: nurseinfo@cf.ac.uk
www.cardiff.ac.uk/nursing

Employees of Aneurin Bevan Health Board contact:

Linda Tapp
Nurse Education Administrator
Education and Development Department
Llanfrechfa Grange
Torfaen NP44 8YN
Tel: 01633 623790
E-mail: linda.tapp@gwent.wales.nhs.uk

Employees of Cardiff & Vale University Local Health Board contact:

Lesley Jones,
Nurse Education and Learning
Department
Organisational Development and Training
Whitchurch Hospital
Park Road
Whitchurch Cardiff CF4 7XB
Tel: 029 2033 6454/6583
E-mail:
lesley.jones@cardiffandvale.wales.nhs.uk

Section 5:

The Selection Process

All applications received at the School will receive equal consideration.

All applications when received are checked to ensure the entry criteria are met.

Some programmes incorporate an interview in the selection process, including the :

- BSc (Hons) Community Health Studies - District Nursing, Community Mental Health Nursing & General Practice Nursing. (Students need to be supported by their Health Board to apply for District Nursing and Community Mental Health Nursing).

Please note: There are limited numbers on some programmes; admission is based on the date the application form is received. Applications for the BSc (Hons) in Clinical Practice require module details to be completed or the form will be returned.

Applicants with disabilities or additional support needs who are invited to the programme are asked to contact the School Information Desk so that, where necessary, relevant arrangements can be made.

Applicants who are unable to attend a programme on the date offered should contact the School Information Desk. It may be possible for an alternative date to be offered.

Section 6:

Offers

All successful applicants will receive an offer letter from the University plus a separate letter from the School.

A written response from applicants must be submitted to the University and the School Information Desk by the date stipulated on the offer letter. **Non receipt of a written response will result in the offer being declined by default.**

The commencement date for nursing programmes, September or January, will be stated in the offer letter.

Where a module is held on more than one site you may not be allocated your first choice.

All Nursing and Midwifery modules in the School have limited places.

Insufficient numbers on a programme may lead to a course being cancelled. However, if over subscribed students may be offered an alternative date.

Together with the offer letter the School will forward an ID1 Form requesting a photograph to be attached to the completed form. This form enables the library/identity card to be produced by the university for the first day of commencement of your chosen programme. **Failure to return the ID1 Form will delay access to Cardiff University library and IT facilities.**

If you have a declared disability or special support needs, the University's Student Support Services will contact you after an offer has been made and will be available to assist you with any adjustments or additional support that you may need in order to complete the application process and pursue your chosen programme of study.

Section 7:

Funding

The method of funding should be stated on your application form.

Students funded via employing organisation, should forward complete application forms that have been authorised by Local Health Board, Organisational Development & Training Department or whoever will be paying the course fees.

➤ Self funding students should contact the Finance Department for details on paying course fees via instalment if required.
E-mail: fees@cardiff.ac.uk
www.cardiff.ac.uk/fince/students/tuitionfees/index.html

➤ For the cost for modules please contact:
E-mail: nurseinfo@cf.ac.uk
Tel: 029 2068 7766

Tuition fees **and funding** for the following programmes are met by the Welsh Assembly Government.

- BSc (Hons) Community Health Studies

The school is not able to recruit additional students other than pre arranged contractual agreements.

Please note: some modules within the BSc (Hons) in Community Practice may be funded.

Students eligible for Disabled Students' Allowance are advised to contact the University Student Support Services to discuss their application for allowance.

Section 8:

(i) Enrolment

Degree Students

Enrolment details will be forwarded from the University Registry, including your own username and password which you will use initially to enrol online. The same username will be needed for access to all Cardiff University online facilities during your time with us so please bring it with you to any library and IT induction sessions. **It is recommended that applicants enrol on-line at least two weeks prior to commencement of the programme.** Delaying enrolment causes serious problems with the organisation of University resources that are key to your studies, e.g. there may be insufficient time for the production of your security/library card.

Should you have any queries please contact:

Anne Jones, Executive Officer
Student Data Team
E-mail: sonmsstudentdata@cardiff.ac.uk

All applicants required to complete an Enhanced Criminal Records Bureau disclosure will be contacted at the appropriate time. Applicants are advised to disclose any relevant information prior to their application.

Declaration will result in a confidential discussion with the Programme Manager/Module Manager.

Applicants who are unsure regarding disclosure are strongly advised to contact the Programme Manager/Module Manager for advice rather than any other agencies.

All information received by the University is treated confidentially. The use and storage of this information complies with the Data Protection Act (1998).

For further information ➡:
www.disclosure.gov.uk
Tel: 0870 90 90 844

(ii) Criminal Records Bureau (CRB) Disclosure

Following confirmation of offers enrolment/continuation on the programme will be conditional upon a satisfactory and Enhanced Criminal Records Bureau (CRB) Disclosure for some programmes including BSc (Hons) in Community Health Studies (full-time students) and programmes incorporating vulnerable adult, neonatal and child clinical placements.

Section 9:

Residences

Cardiff University has always attached great importance to the provision of high-quality accommodation and has invested heavily in recent years to provide some of the best student residences in the British University sector.

Several new residences have been built in recent years and many of the older ones have been refurbished to a high standard.

The vast majority of study bedrooms have individual shower and toilet facilities and an increasing number have computer network connection points. Accepting an offer on a firm basis and returning the Accommodation Request Form promptly increases the chances of your accommodation preferences being met.

Full details of all University-owned accommodation are provided in the University's Residences Brochure.

Besides managing University property, the Residences Office maintains close links with the private sector and provides assistance to students seeking to rent or share houses or flats.

For further details please contact the:
Residences Office
PO Box 533
Southgate House
Bevan Place
Cardiff CF10 3TE
Tel: 029 2087 4849
Fax: 029 2087 4661
Email: Residences@cardiff.ac.uk

Details of local hotels and bed & breakfast establishments can be accessed via the Wales Tourist Board
For further information ➔:
www.visitwales.com
Tel: 0870 8300 306

Section 10:

Programme Requirements

Bachelor programmes for full time study take place over an academic year. Typically, Nursing and Midwifery modular programmes run over a 12 week period and have a variable number of study days.

For full details please contact the Programme Manager for your chosen programme:

BSc (Hons) in Clinical Practice:
Sue Ward E-mail: wards@cf.ac.uk

BSc (Hons) Community Health Studies
BSC (hons) in Community Practice
Gina Newbury
E-mail: newburygm@cf.ac.uk

Return to Practice
Jane Foley E-mail: foleyj@cf.ac.uk

Theory

The theory components of the programmes are delivered at the following sites:

- Heath Park Campus
- EastGate House, Newport Road, Cardiff
- Other venues in the main University's Cathays Park Campus.

Clinical Placements

Some programmes require clinical practice outside of one's own clinical area; some travel may be necessary.

Attendance

A minimum attendance of 80% of the whole programme is required.

Further Information

More detailed information regarding the University, the School or the programmes can be found via the Cardiff University prospectus and web site; and the Cardiff School of Nursing and Midwifery Studies brochure and School web site.

If you have any questions that are not fully answered please contact:

School Information Desk
Cardiff School of Nursing and Midwifery Studies
Cardiff University
Ty Dewi Sant
Heath Park Campus
Cardiff CF14 4XN
Tel: 029 2068 7766
Email: nurseinfo@cf.ac.uk
www.cardiff.ac.uk/nursing

Important Information. Please read carefully.

The University offers the information contained in this Applicants Guide as a guide only. It does not constitute a contract and is not binding on prospective students, current students or the University. While the University makes every effort to check the accuracy of the factual content at the time of publication, some changes will inevitably occur in the interval between publication and the academic year to which the Applicants Guide relates. For example, courses, entry requirements and typical offers may have changed in line with market and student demand, and research development. Applicants should not therefore rely solely on this Guide and should visit the University website (www.cardiff.ac.uk/nursing) or contact the School Information Desk (Tel: 029 2068 7766) for up-to-date information concerning course content, accreditation, and entry requirements for the relevant academic year when considering applying to the University.

16.09.11