



## **Guide for Applicants**

Postgraduate Taught Programmes

**2011/2012**



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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 Cardiff School of Nursing and Midwifery Studies.

The School offers all of its students the opportunity to be part of a rich and rewarding experience. The programmes have been specifically designed to provide you with a range of knowledge and skills required for practice in a variety of care settings.

You will enjoy high quality teaching, world class resources and well established systems of student support.

When you choose Cardiff School of Nursing and Midwifery Studies you are choosing the very best at a world leading Russell Group University. We aim to provide high quality courses and a friendly and stimulating environment in which you will be able to both fulfil your potential and enjoy studying with us.

This guide is intended to help you through the process of applying to Cardiff School of Nursing and Midwifery Studies, Postgraduate Taught 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 postgraduate programmes designed to build on previous knowledge, skills and experiences gained through both practice and education. The broad ranging student mixture enriches the learning and social experience of all our students.

### **Doctorate**

Doctorate in Nursing

### **Masters Awards**

MSc in Advanced Practice – The programme offers a generic and five specialist pathways providing students with the opportunity to explore their specialist areas of practice. All modules offered in the programme may also be studied on a 'stand alone' basis.

MSc in Advanced Practice (Generic)  
MSc in Advanced Practice (Colposcopy)  
MSc in Advanced Practice (Education for Healthcare Professionals)  
MSc in Advanced Practice (Non-Medical Prescribing)  
MSc in Advanced Practice (Safeguarding Children)  
MSc in Specialist Community Health Studies (SCPHN) leads to a Health Visitor qualification.

Postgraduate/Certificate/Diploma Awards  
Postgraduate Diploma in Specialist Community Public Health Nursing leads to a Health Visitor qualification.

Postgraduate Certificate in Colposcopy  
Postgraduate Certificate in Non Medical Prescribing  
Postgraduate Certificate Safeguarding Children  
Postgraduate Certificate in Education for Health Professionals

Full details of all of these programmes are outlined on our website ➡  
<http://www.cardiff.ac.uk/sonms/degreeprogrammes/postgraduate/index.html>

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 7523  
Email: [nurseinfo@cf.ac.uk](mailto:nurseinfo@cf.ac.uk)  
[www.cardiff.ac.uk/nursing](http://www.cardiff.ac.uk/nursing)

### **Programme Manager:**

Professional Doctorate  
Dr Jane Harden  
E-mail: [hardenj@cf.ac.uk](mailto:hardenj@cf.ac.uk)  
Tel: +44 (0) 029 2091 7725

MSc in Advanced Practice and Postgraduate Certificate Programmes  
Sandra Arthur  
E-mail: [sonmsmsc@cf.ac.uk](mailto:sonmsmsc@cf.ac.uk)  
Tel: +44 (0) 029 2091 7752  
Anna Jones  
E-mail: [sonmsmsc@cf.ac.uk](mailto:sonmsmsc@cf.ac.uk)  
Tel: +44 (0) 029 2091 7769

Postgraduate Diploma/MSc in Specialist Community Public Health Nursing  
Lorraine Joomun  
E-mail: [joomunls@cf.ac.uk](mailto:joomunls@cf.ac.uk)  
Tel: 01633 436109

Postgraduate Certificate in Non Medical Prescribing  
Margaret John  
E-mail: [johnmb@cf.ac.uk](mailto:johnmb@cf.ac.uk)  
Tel: 029 2068 7800  
Nazma Esufali  
E-mail: [esufalin@cf.ac.uk](mailto:esufalin@cf.ac.uk)  
Tel: 029 2068 7818

# Section 2:

## Decisions to be made prior to application

Applicants need to select **carefully** the programme and where appropriate the pathway for which they wish to apply. We recommend prior to application that you discuss your programme requirements with the Programme Manager and your Manager/employer or sponsor if you are seeking funding from them.

Programmes commence typically September of each year. Enrolment for the MSc in Advance Practice takes place in September of each year. Enrolments for Postgraduate Certificate Programmes and individual Modules can take place at anytime throughout the academic year and modules commence Autumn, Spring and Summer each year.

If you have any questions 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](mailto:nurseinfo@cf.ac.uk)  
[www.cardiff.ac.uk/nursing](http://www.cardiff.ac.uk/nursing)

The School is committed to creating an inclusive environment and welcomes applications from people with disabilities or additional support needs. Members of staff work closely with the Disability and Dyslexia Service to ensure that disabled students have access to the School's educational opportunities.

The Disability and Dyslexia Team at Cardiff can be contacted on ☎ [dyslexia@cf.ac.uk](mailto:dyslexia@cf.ac.uk) or [disability@cf.ac.uk](mailto:disability@cf.ac.uk)

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

Heath Park Campus: Disability & Dyslexia Service  
The Student Support Centre  
2nd Floor, Cardigan House  
Heath Park  
Cardiff CF14 4XN  
Tel: 029 2074 2023

You may also wish to contact Skill: National Bureau for Students with Disabilities who publish a booklet 'Into Nursing and Midwifery: positive experiences of disabled people' and operate a telephone and email information service. ☎ [www.skill.org.uk](http://www.skill.org.uk)

# Section 3:

## Entry Requirements

An individual verification of the academic qualifications obtained prior to entry will be undertaken during the admission process.

As part of this verification, applicants / students will be required to provide certification to verify their academic qualifications. The University reserves the right to refuse admission or apply the student disciplinary procedure if clear and complete certification for such verification is not provided on request. The above criteria apply to candidates applying for both full and part-time programmes.

### **Doctorate in Nursing**

Candidates should possess a good first degree and normally a masters degree; have a recognised recordable qualification (in the case of the Doctorate in Nursing route live registration with the Nursing & Midwifery Council); and normally have the equivalent of at least 3 years verifiable relevant practice experience of working in a professional capacity. A further criterion is that the candidate is normally in employment in the context of health and social care, or that they have negotiated access to either clinical or education areas.

### **Postgraduate Diploma/MSc in Specialist Community Public Health Nursing (SCPHN)**

120 credits at diploma level; be registered on either parts one or two of the Nursing and Midwifery Council register and 2 years post registration experience. Graduate applicants to the SCPHN programme will be required to hold a minimum of 1 years post-registration experience.

Practitioners who qualified as midwives via the three year direct entry route can undertake the programme and become health visitors.

Possess an initial or higher degree of an institution approved by Senate for this purpose.

A Criminal Record Bureau (CRB) check will be undertaken on students prior to admission on the programme.

### **MSc in Advanced Practice and Postgraduate Certificate Programmes**

Registration with the University to undertake the programme is dependent on applicants meeting the following criteria:

- Possess an initial or higher degree of an approved institution.
- Possess a non-graduate qualification equivalent to graduation.
- A prospective candidate who already holds the Doctor of Philosophy shall show that the Master's Degree scheme to be pursued is in a different field of study from that for which the degree of PhD was awarded.
- Applicants whose first language is not English or Welsh must satisfy the English Language requirements for entry to the university be attainment of a minimum score of 6.5 on the IELTS no more than 2 years before the proposed date of entry.

Students will normally be health, social care or other professionals with relevant qualifications and registrations.

Individual modules within the programme may have additional entry criteria due to the aim and learning outcomes of the module and/or due to NMC regulations.

All students will be offered career advice in relation to pathway, module choices and dissertation focus.

## **Postgraduate Certificate in Non-medical Prescribing**

Anyone wishing to enrol on the programme will need to:

- be currently registered with the NMC.
- have at least 3 years appropriate patient orientated experience as a qualified nurse/midwife.
- The year immediately preceding application to the programme must have been working in the clinical field in which the applicant intends to prescribe.
- identify an area of clinical practice and need in which to develop their prescribing practice.
- demonstrate how they reflect on their own performance and take responsibility for their own CPD.
- demonstrate how they will develop their own networks for support including prescribers from other professions.
- have support of a medical independent prescriber, who is prepared to act as a designated medical supervising practitioner (DSMP) and who is also prepared to undergo DSMP training.
- have support of their line manager or practice managers who can verify that:
  - a service has been identified where independent prescribing will benefit the patient and the NHS in terms of quicker and more efficient access to medicines
  - relevant clinical leads in the organisation have agreed to support the introduction of independent prescribing for this group of patients
  - arrangements have been made that allow the applicant to be released for training and future CPD
  - the applicant will be in a position to prescribe on completion of training
  - the applicant will have access to a budget to meet the costs of their prescriptions on completion of training.
  - arrangements are in place to ensure the non medical independent prescriber has professional indemnity insurance for their prescribing practice
- the employer is aware that they may also be held vicariously responsible for the non medical independent prescribers' actions
- they are confident the applicant is a safe practitioner
- they support the applicant for this course of study
- they can verify that this applicants Enhanced CRB Disclosure has been checked within the last three months and meets the required standard.
- Provide evidence that they are operating within a clinical field and can achieve 300 hours clinical practice during the course.

## **Accreditation of Prior (Experiential) Learning AP(E)L**

In accordance with Cardiff University's Academic Regulations (2008-2009: 6.2.1, 6.2.2, 6.2.4, 6.2.5) for postgraduate programmes, AP(E)L and Advanced Standing will be considered.

For further details regarding AP(E)L or Advanced Standing please contact  
Mrs Jacqui Rattray  
Academic Study & AP(E)L Advisor  
Email: [rattrayja@cf.ac.uk](mailto:rattrayja@cf.ac.uk)  
Telephone: +44 (0)29 2068 7823

# 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.

Application forms can be downloaded via the following link:

<http://www.cardiff.ac.uk/regis/general/applonline/index.html>

or 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](mailto:nurseinfo@cf.ac.uk)  
[www.cardiff.ac.uk/nursing](http://www.cardiff.ac.uk/nursing)

Completed application forms should be returned to:

The Admissions Office  
The Registry  
Cardiff University  
PO Box 927  
CF24 0DE

We welcome and encourage early applications. Preferred date for receipt of completed Application Forms is at least three months prior to commencement of the programme. **The optimal date for application for 2012-2013 is July 20<sup>th</sup> 2012**

## International Students

The preferred date for receiving applications is at least four months prior to the commencement of the programme. To enable the appropriate English Language course to be accessed early applications from international students are highly recommended.

The International Development Division, Cardiff University hosts the official English language teaching centre for international students. A variety of courses ranging from 3 weeks to 9 months which cater for most language levels and abilities are available.

A copy of the English Language Programmes Brochure can be downloaded via the following link:

<http://www.cardiff.ac.uk/for/prospective/international/elt/English%20Language%20Programmes%20Brochure.pdf>

Enquiries regarding completed application forms and any follow-up requirements please contact:

Postgraduate Admissions & Student Records  
Email: [international@cardiff.ac.uk](mailto:international@cardiff.ac.uk)  
Phone: +44 (0)29 2087 4432

## Dissertation Research Application Form

Applicants are encouraged prior to the programme to choose their modules and complete a research proposal outline.

Research Proposal Outline. Form can be downloaded from  
[http://www.cardiff.ac.uk/sonms/resources/Proposal\\_outline.doc](http://www.cardiff.ac.uk/sonms/resources/Proposal_outline.doc)

# Section 5:

## The Selection Process

All applications 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, these programmes are:

- Doctorate in Nursing
- Postgraduate Diploma in Specialist Community Public Health Nursing

Please note: The Postgraduate Diploma in Specialist Community Public Health Nursing and Postgraduate Certificate in Non-medical Prescribing programmes are funded by the Welsh Assembly Government.

Applicants who are invited for interview and have disabilities or additional support needs are encouraged to indicate this on the reply slip. We will contact you to discuss your access requirements so that appropriate adjustments can be arranged. These might include, for instance, communication support in the interview.

# Section 6:

## Offers

The School will acknowledge receipt of your application and this will be followed by a formal decision letter from the University.

A 'Decision Slip' from applicants must be returned to the University as soon as possible.

On-line applicants will receive acknowledgement and forward responses via the web.

The commencement date for the programmes will be stated in the offer letter.

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.

➔ Self funding students should contact the Finance Department for details on paying course fees via instalment if required.  
E-mail: [fees@cardiff.ac.uk](mailto:fees@cardiff.ac.uk)  
<http://www.cardiff.ac.uk/for/prospective/pg/study/pgstudyfees/index.html>

Students funded via employing organisation/sponsors will be required to produce evidence of who will be paying the course fees.

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

- Postgraduate Diploma in Specialist Community Public Health Nursing
- \*Postgraduate Certificate in Non-medical Prescribing  
\*to be verified by WAG.

The school is not able to recruit additional students other than pre arranged contractual agreements for the two above mentioned programmes.

Disabled students may be eligible for the Disabled Students' Allowance, which covers additional study-related costs arising from a disability. Please contact the Disability and Dyslexia Service as early as possible to discuss your application.

The Disability and Dyslexia Team at Cardiff can be contacted on ➔ [dyslexia@cf.ac.uk](mailto:dyslexia@cf.ac.uk) or [disability@cf.ac.uk](mailto:disability@cf.ac.uk)

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

Heath Park Campus: Disability & Dyslexia Service  
The Student Support Centre  
2nd Floor, Cardigan House  
Heath Park  
Cardiff CF14 4XN  
Tel: 029 2074 2023

You may also wish to contact Skill: National Bureau for Students with Disabilities who publish a booklet 'Into Nursing and Midwifery: positive experiences of disabled people' and operate a telephone and email information service. ➔ [www.skill.org.uk](http://www.skill.org.uk)

# Section 8:

## Enrolment

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. Visit <http://www.cardiff.ac.uk/regis/enrolment/oneninfo/onlineenrolmentinfo.html>

**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:  
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](mailto:nurseinfo@cf.ac.uk)  
[www.cardiff.ac.uk/nursing](http://www.cardiff.ac.uk/nursing)

Please note: Accommodation can not be reserved until firm offer has been received.

### **Postgraduate Diploma in Specialist Community Public Health Nursing - 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 the Postgraduate Diploma in Specialist Community Public Health Nursing programmes and those

courses incorporating vulnerable adult, neonatal and child clinical placements.

All applicants on this programme are required to complete a Criminal Records Bureau disclosure and 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.  
Referral to the School's Fitness to Practise (NMC) Panel may be necessary.

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](http://www.disclosure.gov.uk)  
Tel: 0870 90 90 844

# Section 9:

## Residences for full-time International Postgraduate Students

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.

70% of study bedrooms have their own en-suite shower and toilet facilities and all study bedrooms in Halls of Residences (except students houses/flats) have University computer network connection points. Accepting an offer on a firm basis and completing the online residences application 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 also offers help to students seeking private sector accommodation by maintaining regularly updated lists of shared houses and flats which are available to rent.

➡ For further details please contact the:  
Campus Services Division  
PO Box 533  
Southgate House  
Bevan Place  
Cardiff CF10 3TE  
Tel: 029 2087 4849  
Fax: 029 2087 4661  
Email: [Residences@cardiff.ac.uk](mailto:Residences@cardiff.ac.uk)  
[www.cardiff.ac.uk/rresidences](http://www.cardiff.ac.uk/rresidences)

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

# Section 10:

## Further Information

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

**Programme Manager:**

Professional Doctorate  
Dr Jane Harden  
E-mail: hardenj@cf.ac.uk  
Tel: +44 (0) 029 2091 7725

MSc in Advanced Practice and  
Postgraduate Certificate Programmes  
Sandra Arthur  
E-mail: sonmsmsc@cf.ac.uk  
Tel: +44 (0) 029 2091 7752  
Anna Jones  
E-mail: sonmsmsc@cf.ac.uk  
Tel: +44 (0) 029 2091 7769

Postgraduate Diploma/MSc in Specialist  
Community Public Health Nursing  
Lorraine Joomun  
E-mail: joomunls@cf.ac.uk  
Tel: +44 (0) 1633 436109

Postgraduate Certificate in Non Medical  
Prescribing  
Margaret John  
E-mail: johnmb@cf.ac.uk  
Tel: 029 2068 7800  
Nazma Esufali  
E-mail: esufalin@cf.ac.uk  
Tel: 029 2068 7818

**Theory**

The theory component 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.

**Attendance**

Postgraduate students are expected to attend all published contact sessions.

**Further Information**

More detailed information regarding the University, the School or the programmes can be found via the Cardiff University prospectus and website; 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](http://www.cardiff.ac.uk/nursing)

PGT 20111213

**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](http://www.cardiff.ac.uk/nursing)) or contact the Selection & Admissions Office (Tel: 029 2068 7534/7537) for up-to-date information concerning course content, accreditation, and entry requirements for the relevant academic year when considering applying to the University.