**Faculty of Health and Social Sciences**

**Application form for**

**Return to Practice (Nursing)**

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| **IMPORTANT:**Please read the accompanying notes on page 5 and ensure you complete all sections in full. Please complete your application by typing in **BLOCK CAPITALS**. Your form must be submitted together with photocopies of all certificates. **Incomplete application forms will cause a delay in the application process and may result in a lost place.****Completed forms should be sent to**: hsscpdapplications@bournemouth.ac.uk **(Please provide both home and work email addresses as your confirmation is sent via email.)** |

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| **Intake applying for:** |

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| **1 PERSONAL DETAILS** | The personal information you supply will not adversely affect your application for a place - see reference to our Equal Opportunities policy in the Personal Declaration section of this form |
| **Surname/Family Name BLOCK CAPITALS)** | **Title Miss / Mrs /Ms / Mr** |
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| **First Names (in full)** | **Preferred Name** |
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| **Previous Name (if changed)** |
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| **Male** ❑ **Female** ❑ | **Date of Birth** (dd/mm/yy)       |
| **Home Address**  |
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| **Post Code**  | **Email**  |
| **Telephone** (inc international/STD code)       | **Mobile Number**  |
| **Branch of Register you wish to return to:**Adult (General) / Child / Learning Disability / Mental Health | **NMC PIN and Expiry Date:** |
| **Nationality** (e.g. British, Spanish, Chinese etc). If you have dual nationality, please state both       |
| What is your home country?       |
| In which country have you been living for the last 3 years?       |
| **Ethnic Origin** please enter the appropriate code from the list on page 5       |  |
| **Additional Needs** please enter the appropriate code from the list on page 5      (this will not adversely affect your application for a place) |

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| **2 ACADEMIC & PROFESSIONAL QUALIFICATIONS ALREADY ACHIEVED** |
| Copies of your professional certificates, qualifications, degree / diploma certificates and evidence of credits and level for any modules completed **must** be submitted with your completed application form. |
| **University / Awarding Institution / Examining Body** | **Higher Education Qualification / Module Title(title, subjects, class or grade)** | **Credit Points Awarded & Level** | **Date Awarded** |
|       |  |  |  |
| **Professional registrations or certifications** |
| **Professional body/council** | **Type of registration** | **Date of registration** |
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| **3 FEES – Who is paying your tuition fees for the course/unit?** |
| 1. **Health Education England** 🞎 **Tick here if your fees will be paid by an NHS organisation using HEE funds**

**LBR LEAD TO COMPLETE -** Authorisation of allocation of a contracted place**Authorised Signature**: **Date**: **Name in Block Letters**:  |
| **(B) Sponsored - other 🞎 Tick here if your fees will be paid by an organisation other than HEE e.g. an NHS employer not using HEE funds.**If you are being sponsored by your employer or other organisation, you will be sent a Payment Agreement for Tuition Fees. This form **must** be returned by the student on or before the first day of the course with the sponsorship section fully completed.**Note:**  It is the student’s responsibility to ensure that this form is returned to the University. Failure to do so will result in the student being required to pay the fees. If known, please indicate the percentage of fee your sponsor will be paying (e.g. 100%) **Employer Signature**: **Date**: **Name in Block Letters**:  |

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| **4 LEARNING AGREEMENT** |
| To ensure this programme fully meets the needs of both student and clinical placement provider, it is important that everyone involved should appreciate the nature of the investment required and the outcomes that can be reasonably expected. As part of the application process all parties involved are asked to confirm this commitment in writing via this Learning Agreement.By signing this agreement:1. The student agrees to attend all university sessions, undertake and complete the associated assignment within the stipulated time scale, and complete a minimum of 150 hours practice placement.
2. The Manager agrees to support the student by releasing them for the university sessions, and providing a registered Sign off Mentor to sign-off completion of the programme.

It is the **student’s** responsibility to ensure completion of the following, which takes the form of an agreement. **THE STUDENT**I agree to undertake the Return to Practice (Nursing) programme and complete the associated assignment within the stipulated time scale.Signed: Date: **THE LINE MANAGER (Independent Sector) /NHS TRUST EDUCATION LEAD**I …………………………………………………………………………… agree to support the student by agreeing an off duty rota to support their study requirements and confirm that there will be a Sign Off Mentor provided in order to complete the programme. An educational audit has been carried out on the placement (N.B. If the audit is not from BU, a copy of the HEI audit may need to be included).Signed: Date: Name: **PLACEMENT DETAILS**Contact name Name of hospital (& ward) / care home Address  Telephone number Email address **TRUST EDUCATION LEAD**Name Signed Telephone number Email address **NAME OF BU REPRESENTATIVE PRESENT AT INTERVIEW** BU Study Skills Workbook required? Yes [ ]  No [ ]   |
| **5 PERSONAL STATEMENT**Please indicate your reasons for choosing the programme applied for, career aspirations and any other information that you wish us to know about when considering your application. Give a brief description of your current role and current clinical area. Please continue on a separate sheet if necessary |
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| **6** **DATA PROTECTION** |
| Our privacy notice explains how and why we will process your personal data in connection with your application. This is available on-line at <https://www1.bournemouth.ac.uk/about/governance/access-information/data-protection-privacy/student-recruitment-admissions-privacy-notice>, or you can request a copy from hsspostregadmissions@bournemouth.ac.uk. This covers data you provide in this application form and data we collect about you from third parties such as referees. It is important that you read the privacy notice before you submit the form, so that you understand how your data will be used and shared.If we accept your application, details of your attendance, progress and outcomes on the course will be disclosed to your employer or any other sponsor organisation identified in section 5 of this form (unless you are funding 100% of the course fees yourself).  |
| **7 PERSONAL DECLARATION** |
| The aim of the admissions process is to select students who have the ability and motivation to benefit from the programmes they intend to follow and who will make a contribution to the life of the UniversityThe process takes place within the context of the University's Equal Opportunities policy which expresses the University's commitment to a comprehensive policy of equal opportunities for students in which individuals are selected and treated on the basis of their relevant merits and abilities and are given equal opportunities within the University. The aim of the policy is to ensure that no prospective student or enrolled student should receive less favourable treatment on any grounds which are not relevant to academic ability or attainment.I understand that, by submitting this application form whether electronically or on paper, I confirm that the information given in my application form is true, complete and accurate, and that no information requested or other material information has been omitted (except where I have chosen not to provide information in the Equality section, including any decision not to declare a disability). I accept that, if this is not the case, the University may cancel my application and any subsequent offer and I shall have no subsequent claim against the UniversityI will supply any additional information that may be required by Bournemouth University in order for my application to be verified. I will advise Bournemouth University of any material changes to the information provided on this form..I understand that details of my progress and attendance may be released to my sponsor/employer.Applicant’s Name Applicant’s Signature Date: **Before submitting this form, please ensure you have included;*** The signature of your supporting manager/Trust Education Lead
* A completed fees section and Payment Agreement (if you are being sponsored or are self-funding)
* Copies of all accredited higher education qualifications ***(If the name is different on the qualification and the application we require evidence of the name change, such as a marriage certificate or change of name deed)***
* prescribing courses only)

**We will not be accepting applications unless all of the above information is included** |

**This page is for information only and does not need to be returned with your application**

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| **TIPS ON COMPLETING THIS FORM** |
| 1. It is important that you complete all sections of the application form in full. Incomplete application forms will cause a delay in the application process and may result in a lost place.
2. **Qualifications:** Ensure you have listed all your academic and professional qualifications including your professional registration. Don’t forget to include photocopies of your certificates, academic transcripts of results or credit awarded for courses/modules completed.Your application is assessed based on the information you provide
3. **Sections of the form to be signed**. There are three sections which need to be signed. Please note these all need to be completed in order for your application to be processed.
* **Section 4** – **Learning Agreement** **Supporting Manager and/or NHS Trust Education Lead** will need to sign this section
* **Section 5** – **Fees** – One section needs to be completed as follows:
* **A**  - if the unit or course is funded as part of the HE Wessex contract. This must be signed by an authorised signatory for your organisation.
* **C** – if the employer is sponsoring
* **Section 7** – **Personal Declaration** – you, the applicant, must sign this section

5 **Confirmation of your place**: The earlier you submit your application form the better. Your place on the course/module is not firm until you have had an interview and received confirmation from the University. If we receive your application less than 6 weeks prior to the start date there may not be time to process it and you may be unable to access certain facilities on your first day. Once your application has been approved, you will receive an offer letter and further details. All correspondence is sent to your home address.6 **Contact details for the Faculty of Health and Social Sciences Post-registration Admissions Team:Address:** Post Registration Courses Admissions Office, Faculty of Health and Social Sciences, Bournemouth University, Room R109, Royal London House, Christchurch Road, Bournemouth BH1 3LT**Telephone:** 01202 964444**Enquires:** hsspostregadmissions@bournemouth.ac.uk **Applications only**: hsscpdapplications@bournemouth.ac.uk  |

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| **PERSONAL DETAILS - CODES** |
| **Ethnicity Code** |  |
| 11 White 16 Gypsy or Traveller21 Black Caribbean22 Black African29 Black Other | 31 Indian32 Pakistani33 Bangladeshi34 Chinese39 Asian other41 Mixed White & Black Caribbean | 42 Mixed White & Black African 43 Mixed White & Asian49 Other Mixed Background50 Arab80 Other98 Information refused |
| **Additional Needs Code** |  |
| A No known disabilityB Social/Communication impairmentC Visual Impairment  | D DeafnessE Long Term illnessF Mental Health ConditionG Learning Difficulty | H Physical ImpairmentI OtherJ Multiple DisabilitiesT Autistic Spectrum Disorder |