

**Before completing your application please read the following:**

It's important to complete every section of your application as fully and accurately as possible. All applications are considered against the knowledge and skills given in the course admissions criteria and the decision to offer an interview will be based on the information submitted to admissions.

Your application may be declined if you do not complete all aspects of the application form.

**Course compatibility**

When considering applying for the course please ensure that you meet the following requirement:

- That you have a lapsed Nursing/Midwifery registration with the Nursing and Midwifery Council for the UK.
- You can demonstrate meeting NMC English language requirements

We are unable to offer you a place on this course if you:

- Have an overseas Nursing registration
- Have an active Nursing and Midwifery Council registration but are unable to meet the criteria for revalidation.

If the one of the above apply than we would recommend that you contact the NMC directly for further guidance.

**Documents and information**

When submitting your application, you must include the following information as this will reduce potential delay during the application process.

**Employment history:**

You need to give details of the places and dates of previous employment and details of any gaps in your employment history

**If this is not supplied and completed fully then your application will be rejected.**

**Qualifications:**

You will need to enter the dates, grades and types of qualification you hold and must supply the following qualifications

- Evidence of numeracy and literacy
- A copy of confirmation of lapsed registration with the Nursing and Midwifery Council (please contact the NMC directly to obtain this)

**Referees:**

You must provide details including name, address and telephone number/email address of **2 people** who can provide a reference. Where possible one of the referees must be your present or your most recent employer (if you're not employed). References used should have an organisational e-mail rather than a personal e-mail.

Please contact the course lead/admissions team if you need further guidance on this.

**If you supply less than two references in this section then your application will be rejected.**

**Personal statement:**

The personal statement is a crucial part of your application and needs to be detailed (minimum 400 words) and include the following information:

- The date of your lapse in registration and some brief reasons for this (if it is due to personal reasons you are not required to supply specific details).
- Why you are applying for the course
- What you think the potential challenges of returning to practice are and how you plan to approach these.
- The skill, abilities and qualities you will bring in returning as a professional returning to practice
- How skills developed in previous posts relate to care of service users
- Any hobbies/interests you may have
- The field of nursing that you practice in and plan to return to (Adult, Child, Learning Disabilities, Mental health)
- An indication of the trust you are wishing to work at

We can offer placements in the following area

Birmingham Children's Hospital (Child)

Queen Elizabeth Hospital (Adult)

Heartlands (Adult and Child)

Good Hope (Adult)

Solihull (Adult)

Royal Orthopaedic hospital (Adult)

City and Sandwell (Adult)

Birmingham Community Trust (Adult and Learning Disability)

Birmingham and Solihull Mental health Trust (Mental Health)

Forward Thinking Birmingham (Mental health)

Any placement outside of these areas would need to be negotiated and you should include details of which trust you are applying to undertake your placement within your personal statement.

## **Applications from Registrants with Condition of Practice/Returning following a striking off order from the NMC.**

If you are applying to undertake the course as part of Condition of Practice or Returning following a striking off order from the NMC then we will require the following information as part of your application.

- That you have a conditions of practice order in place (or are returning to the register following a striking off order by the NMC)
- That you give permission for the University to share this information with our insurance advisors and relevant Trust providers as part of application, placement planning and the support process.

Please note that if you are applying for the course after a striking off and/or have conditions of practice, as part of the process supporting you in Returning to Practice we will only be able to offer you a placement within the West Midlands area.

### **Important information for Applicants with Conditions of Practice orders/returning following a Striking-Off Order**

If you apply for the Return to Practice Course at Birmingham City University you will be asked whether you are subject to any Conditions of Practice Orders or Striking-Off Orders.

We will then need to disclose this information to our:

- insurance advisors
- placement partners

Based on the information supplied they will decide on a case by case basis whether they are able to:

- Provide indemnity insurance cover during your placement.
- Offer a placement based on support needs identified in the conditions of practice.

**If indemnity insurance cover is declined by our insurers then we will also need to share this information with the placement provider for the course. You should be aware that there is a possibility that the placement provider will be unable to offer you placement if insurance cover has been declined. This may mean that you will be unable to complete the Return to Practice Course at BCU.**

Please contact the Course leads if you wish to discuss this further.