

## **Return to Practice for Health and Care Professionals: Guidance for applicants**

Applications for the Return to Practice programme for health and care professionals are made through an online application form. You access this from the course webpage on the 'How to Apply' tab by selecting the month you wish to apply to start the programme.

The application form is a generic University form so there are some sections which you do not need to complete in extensive detail; this guide is to help you complete the form with the information we need but without making it a huge task for you.

**Biographical detail:** The first section is biographical information, which should be self-explanatory. Please complete this carefully, particularly making sure your email address is correct as we may need to use this to contact you as part of processing your application.

**Qualifications:** We only need details of your professional qualifications, so you do not need to include, for example, GCSE or 'A' Level results.

**Employment history:** Please provide information about your recent employment and your professional work history. We do not need information about any employment prior to your HCPC-registerable qualification.

**Personal statement:** It is helpful to give us some background information in this section, for example how long you've been out of practice. Tell us if you've already registered with the national return to practice programme and include the reference number they have given you if you have. Please give us a short summary of why you have been out of the profession and why you want to return (one or two paragraphs is plenty of detail here).

**References:** We do not routinely require a reference for the programme, but the system will insist that you put one in. The easiest way to deal with this is to put in the Lead for the Return to Practice programme as your named referee. This is:

Claire Hartley, Occupation - Senior Lecturer  
Birmingham City University, City South Campus, Westbourne Road, Edgbaston, Birmingham, B15 3TN  
Email address: [claire.hartley@bcu.ac.uk](mailto:claire.hartley@bcu.ac.uk)

**Funding:** In the funding section you should be able to indicate NHS England, NHS, or Health Education England as the funder or if you are self-funding select this instead.

Please note: We don't complete a DBS check or Occupational Health check for this programme.

### **What happens next?**

Once you submit your application it will be reviewed by our admissions tutor who will then make you an offer of a place. You will receive a BCU e-mail making this offer and you should be able to click the link within the e-mail to accept the offer. Once you accept the offer you will be able to move through to enrolling for the programme. At this point we will check your qualifications and complete an ID check so please make sure you upload your documents as evidence of this as soon as you can.

We look forward to receiving your application and working with you as you return to practice.