

**UNIVERSITY OF LEEDS  
SCHOOL OF HEALTHCARE**

**NURSE DEGREE APPRENTICESHIPS ADMISSIONS POLICY  
2019**

This document outlines the School of Healthcare Admissions Policy for 2019 entry. It supports the admissions principles and policies of the University of Leeds, as outlined in the University of Leeds Undergraduate Admissions Policy (<http://www.leeds.ac.uk/admissionspolicy>) and should be considered alongside this document. This policy will be reviewed on an annual basis.

The School of Healthcare Nurse Degree Apprenticeships Admissions Policy applies to the following programmes:

Adult Nursing - B700  
Child Nursing – B730  
Mental Health Nursing – B760

**1 Principles**

The School of Healthcare ensures that the selection process provides equal consideration for applicants who apply by the relevant closing date. All selection decisions are made on the basis of merit and the ability of each applicant to meet the academic and non-academic criteria for admission to the relevant programme of study.

**2 Selection principles**

The School of Healthcare will treat all applicants fairly and not discriminate unlawfully on grounds of their age; disability; gender; gender identity; pregnancy or maternity status; race; religion or belief; or sexual orientation.

**3 Application process**

**3.1 Direct application via NHS jobs website**

All applications for the Nursing Degree Apprenticeship programmes must be made directly through the NHS jobs website via their online application system available at <https://www.jobs.nhs.uk>

The School of Healthcare takes a partnership approach with selection and recruitment with its NHS partners. Applications received after the closing date may not be considered.

**3.2 Alternative Entry Routes**

**Level 2 Qualifications**

All undergraduate students at the University of Leeds must meet the minimum GCSE entry requirements as set out by the University. For nursing programmes, this is 5 A\*-C (new Grades 4-9) including Maths, English and two Sciences (either dual award or separate sciences) or level 2 functional skills in Maths and English.

### Level 3 Qualifications

Applicants are also required to meet the Level 3 entry requirement for the Nursing Degree Apprenticeships. A Levels and a number of other equivalent qualifications are accepted for entry to the new Nursing Degree Apprenticeships. The table below outlines the A Level entry requirements for the Adult, Child and Mental Health Nursing Degree Apprenticeships, alongside the most common Level 3 equivalencies. A foundation degree is acceptable for consideration into the programme.

	<b>Adult Nursing</b>	<b>Child Nursing</b>	<b>Mental Health Nursing</b>
<b>A Levels</b>	<b>BBB</b> preferably including a science subject	<b>BBB including</b> a science subject	<b>BBB</b> preferably including a science subject
	We consider a science subject to be either Biology, Human Biology, Chemistry, Physics, Maths or Social Sciences, such as Psychology		
<b>BTEC Extended Diploma</b>	<p><b>Distinction / Distinction / Distinction (DDD)</b> in Health and Social Care (Health Sciences) or Health and Social Care (Health Studies)</p> <p>All BTEC modules must be listed on the application form.</p>	<p><b>Distinction / Distinction / Distinction (DDD)</b> in Health and Social Care (Health Sciences) or Health and Social Care (Health Studies)</p> <p>Must also include six science modules. More details can be found <a href="#">here</a>.</p> <p>All BTEC modules must be listed on the application form.</p>	<p><b>Distinction / Distinction / Distinction (DDD)</b> in Health and Social Care (Health Sciences) or Health and Social Care (Health Studies)</p> <p>All BTEC modules must be listed on the application form.</p>
<b>CACHE Diploma</b>	<p><b>Grade A</b> Pass in NCFE CACHE Level 3 Extended Diploma in Health and Social Care.</p> <p>Specific module requirements. More details can be found <a href="#">here</a>.</p>	<p><b>Grade A</b> Pass in NCFE CACHE Level 3 Extended Diploma in Health and Social Care.</p> <p>Specific module requirements. More details can be found <a href="#">here</a>.</p>	<p><b>Grade A</b> Pass in NCFE CACHE Level 3 Extended Diploma in Health and Social Care.</p> <p>Specific module requirements. More details can be found <a href="#">here</a>.</p>
<b>Access to HE Diploma</b>	<p>45 credits at Level 3. 30 credits must be at distinction and include 12 credits from biology or health-related subjects. Remaining 15 credits must be at merit or above.</p> <p>Applicants strongly advised to contact the</p>	<p>45 credits at Level 3. 30 credits must be at distinction and include 15 credits from science subjects. Remaining 15 credits must be at merit or above.</p> <p>Applicants strongly advised to contact the School to</p>	<p>45 credits at Level 3. 30 credits must be at distinction and include 12 credits from biology or health-related subjects. Remaining 15 credits must be at merit or above.</p> <p>Applicants strongly advised to contact the</p>

	School to discuss suitability of chosen Access course.	discuss suitability of chosen Access course.	School to discuss suitability of chosen Access course.
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### 3.2.1 Non-Standard Entry Pathways

- Non-Standard entry enables applicants without the requisite qualifications to enter a programme of study within the School of Healthcare.
- Non-standard entry is available where applicants can demonstrate considerable and sustained professional development.
- Applicants must be able to demonstrate that they are able to study at the academic level required and have relevant and current professional experience.
- The process for determining non-standard entry involves assessment by the Academic Admissions Lead then consideration by a panel of experts, known as the IPP Panel
- All applicants coming through this route would need to pass the standard numeracy exam and interview.

As a guide, entry to the programme could be achieved by all of the following:

- An Evidence Based Portfolio;

AND

- A minimum of 2 years full time healthcare experience, say at HCA level, with experience being in either a hospital or community environment;

AND

- A 2,500 word essay on a topic set by the University (about the 6C's for example) which would be marked by tutors at the university and need to be passed at university level 1.

### 3.2.2 Applicants with No Standard GCSE Level 2 Qualifications

Consideration may be given to applicants who do not have the standard university requirement of 5 GCSE including Maths and English.

We will approach all applicants out-with our current GCSE entry criteria on the following basis:

1. That all candidates must be able to demonstrate academic progression and learning (i.e. applicants who have undertaken courses within the last 5 years must be able to demonstrate coherence and progression from one certificated course to the next)

2. Acceptability – that there is an appropriate match between the evidence presented and the learning being demonstrated and that the evidence is valid and reliable
3. Sufficiency – that there is sufficient evidence to demonstrate fully the achievement of the learning claimed
4. Authenticity – that the evidence is clearly related to the applicants' own efforts and achievements
5. Currency – that the evidence relates to learning within the last 5 years
6. All applicants coming through the non-standard route will be looked at on an individual basis.
7. They will all be monitored closely whilst 'on-course' to determine if the route provided is facilitative to progression and achievement, or on the other hand, is inhibiting to progression.

Equivalents we accept, for those without the required 5 GCSE's including Maths and English and Science could, **before they commence programme:**

Undertake and pass Maths and English matriculation at the University of Leeds Lifelong Learning centre, in addition to the Care Certificate, relevant Occupational experience of at least 2 years, plus the NVQ level 3

### **3.2.3 Prior Learning**

#### **Accredited Prior Learning**

We follow the Quality Assurance Agency for Higher Education (QAA) principles for determining the nature and range of evidence appropriate to support a claim for the accreditation of prior learning:

- Acceptability – that there is an appropriate match between the evidence presented and the learning being demonstrated and that the evidence is valid and reliable
- Sufficiency – that there is sufficient evidence to demonstrate fully the achievement of the learning claimed
- Authenticity – that the evidence is clearly related to the applicants' own efforts and achievements
- Currency – that the evidence relates to learning within the last 5 years

We also follow NMC guidelines:

- All elements within the accreditation of prior learning application must be mapped against the programme's learning outcomes and academic and practice content to ensure all essential academic and theory components for registration are met

- Application for APL of practice learning will need to ensure that previous practice experience is mapped against the programme practice assessment documents and skills log as well as the relevant theoretical knowledge underpinning the safe execution of that practice within the field of nursing the AP(E)L application applies to

Examples of Evidence required (can be a combination and list is not exhaustive)

- Theoretical knowledge (i.e. learning outcomes) undertaken to support practice
- Content for general care EU directive 2005/36/EC Annex V.2 (4.2.1) completed (if applicable)
- Portfolio of evidence of practice and skills competencies which matches prior practice learning to exemption being sought
- Portfolio of evidence which matches prior theoretical learning to exemption being sought
- Reflective account of 2000 words demonstrating self-awareness and critical thinking e.g. Provide an account of a recent interaction with a patient, family member or colleague and, focusing on communication, discuss what you did well and how you might improve your skills in this area
- Types of practice experiences undertaken and in what role and length of service
- Role specifications
- Curriculum vitae and personal statement outlining why previous experience sets applicant in readiness to take on the named programme of study
- Additional areas of competency developed outside role specifications
- Confirmation of level of competency to include consideration of level of underpinning knowledge required to perform the practice/skill (line manager reference, certificates of additional training)
- Testimonies from service user and carers, other professional groups, voluntary groups

APCL – Accreditation of ***Prior Certificated Learning***

- APCL involves the assessment of learning or study leading to a certificate or an award. Normally this learning has been assessed and credit rated although there are exceptions to this. Prior learning must match the learning outcomes of the module(s) against which they are claiming exemption

## APEL - Accreditation of *Prior Experiential Learning*

- APEL involves the assessment of learning that applicants have achieved as a result of professional responsibilities in their work as a practitioner. Prior learning must match the learning outcomes of the module(s) against which they are claiming exemption

### Credit Transfer

- Credit transfer involves the transfer of credits from free-standing modules studied in the School of Healthcare to a full programme. Students are able to transfer credits and marks into a full programme subject to agreed process. The modules to be transferred should normally have been successfully completed within the last five years, and must be compulsory or optional modules in the programme.

### 3.2.4 Access to Leeds and Realising Opportunities scheme

We are committed to identifying all applicants who have the potential to succeed at the University of Leeds. Applicants who meet two or more of the following criteria are eligible to apply for the Access to Leeds scheme:

- From a household with an annual income of £25,000 or below OR in receipt of 16-19 Bursary Fund or Discretionary Learner Support with income threshold of £25,000, OR in receipt of free school meals during their GCSE studies
- In the first generation of their immediate family to apply to higher education
- Attends, or has attended, a school which achieved less than the national average Attainment 8 score at GCSE
- Only option is to attend a local university
- Studies disrupted by circumstances in their personal, social or domestic lives
- Live in a geographical area with low levels of progression onto higher education (see our [online postcode checker](#)).
- Living or grew up in [public care](#)

Access to Leeds applicants receive special consideration from admissions tutors and those who receive an offer are given an alternative offer alongside their standard offer.

The alternative offer will be conditional upon successfully completing the Access to Leeds module and making the University of Leeds their firm choice as well as:

- a reduction of two A Level grades (across two of three A levels, if taken),  
OR  
an equivalent reduction where alternative qualifications are offered.

(Any specific subjects required for a course will still be included in any offer made and may not receive a reduction)

Access to Leeds students are eligible for an Access to Leeds offer if they meet the University's GCSE matriculation standard and, for courses which

require particular subject skills, have gained at least a GCSE grade C/4 (or equivalent) in the requested subject area, although many applicants to highly selective courses present with higher than the minimum GCSE requirements. Please see the [Access to Leeds webpage](#) for more information.

Applicants already participating in the Realising Opportunities scheme receive the same additional consideration and alternative offer as Access to Leeds applicants.

Applicants who do not meet the standard entry criteria for an offer but are Access to Leeds eligible will be considered for an offer that is “Access to Leeds only” and require successful completion of the Access to Leeds module in order to have their place confirmed. Such applicants must meet the University’s GCSE matriculation standard and, for courses which require particular subject skills, have gained at least GCSE grade C/4 (or equivalent) in the requested subject area.

The Access to Leeds scheme is not appropriate for applicants who already hold a Higher Education qualification or those taking an Access to Higher Education or foundation qualification.

### **3.3 Deferred applications/ Gap-Year**

The School of Healthcare will accept applications for deferred entry. We welcome applications from applicants who are intending to undertake a Gap Year. We encourage such applicants to contact the School to explain their reasons for taking a Gap Year.

Applicants who wish to defer following the submission of their application will be required to do so prior to the confirmation of a place. For offer holders whose first language is not English, English language qualifications must also be valid at the revised start date.

Applicants may normally apply for deferred entry for one academic year only. If an applicant wishes to defer again, they must reapply and contact the School and relevant Trust.

### **3.4 Re-sits/ Re-applications**

The School of Healthcare will accept applications from applicants who have re-submitted applications and/or re-sat examinations.

Applicants who wish to reapply should contact the School of Healthcare prior to making an application. Any decision on the eligibility of applicants who have previously held an offer of a place but failed to achieve the academic conditions at first attempt is an academic judgement. Such candidates will be made aware that no guarantee can be given that another offer will be made, and that the conditions of any future offer may differ to those of the original.

### **3.5 Early Examinations**

The School of Healthcare recognises that some applicants may have studied a more flexible curriculum, where they have been able to progress through their educational development at an appropriate rate according to their ability, this may be as early GCSEs or A-levels (or equivalent) across three years.

Typically we would expect applicants to have completed three A-levels (or equivalent) in one sitting.

### **3.6 AS- Levels**

We recognise that some A-level students will no longer sit AS levels. This group will not be disadvantaged in the decision making process at Leeds.

### **3.7 Internal transfers**

The School of Healthcare will not accept applications from applicants who wish to transfer internally from other programmes at the University of Leeds for the Nurse Degree Apprenticeship programme.

### **3.8 External transfers**

The School of Healthcare will not accept applications from applicants who wish to transfer onto the Nurse Degree Apprenticeship programme.

### **3.9 Advanced Entry**

The School of Healthcare will accept applications from applicants who are seeking entry to the second year. All applications must be made directly through the NHS jobs website via their online application system available at <https://www.jobs.nhs.uk>. Applicants are expected to meet the standard academic entry requirements and each will be reviewed on an individual basis with consideration of the following:

- Clinical placements are available
- Learning outcomes of year 1 of the relevant programme against which advanced standing is sought have been met
- Confirmation of details of modules and student performance from the current programme they wish to transfer from
- A minimum of 60% average achieved in the first year of study.

Judgements on equivalence are made by the Admissions Tutor. Entry onto Level 3 of the School of Healthcare is not permitted.

Further details of the University's policy can be found on our webpage.

### **3.10 Former students of the University**

The University of Leeds welcomes applications from candidates who have previously studied at this institution. Where appropriate, such candidates may be able to apply for Advanced Entry (see 3.9 above).

Candidates who have been withdrawn from their earlier studies due to academic failure may apply for re-entry to the University, but not to the same or a closely related programme of study, i.e. where over half of the compulsory modules are identical. Candidates who previously left the University due to non-academic reasons e.g. ill health, financial reasons, will not be subject to this condition.

Applications from candidates who have been permanently excluded (expelled) from the University for Disciplinary Reasons, those who have been

excluded under the Referred Student Procedure or for reasons of misconduct or fitness to train in a professionally-regulated discipline will be rejected.

Applicants should contact the school for further information.

### 3.11 International/ Overseas students

The School of Healthcare welcomes International/Overseas students.

In applying for the Nurse Degree Apprenticeship applicants need to be fully conversant of the implications of Student, Graduate Nurse or Midwife with UK registration, with the Nursing and Midwifery Council (NMC)

<https://www.nmc.org.uk/>

Nurse degree apprenticeship applications must go through NHS jobs applications processes and are not direct through the School of Healthcare or through UCAS. You will need to have a valid visa which permits you the right to study and the right to work in the UK for a minimum of a four year period.

Those seeking to apply need to note that graduating with a degree in one field of nursing (Adult, Child or Mental Health Nursing) only allows registration with the Nursing and Midwifery Council (NMC) <https://www.nmc.org.uk/> in that field and practice within that field. For example, an Adult Nursing Degree with registration does **not** enable the degree holder to work as a Children's Nurse, Mental Health Nurse or Midwife. Midwifery is also a separate degree course.

The programme is therefore specific to one field, which may be different to Nursing courses in the home country. Applicants should consider such implications before applying and check their in-country Nursing and Midwifery Board, Nursing/Midwifery Regulatory Body or Nursing/Midwifery Licensing body to determine if this qualification is acceptable should a return to the home country become a choice. Further clarification is required to ascertain if licensing or regulatory bodies require further preparation for practice in the home country after gaining a UK Nursing Degree. Not all countries have the same requirements so transferability of the degree cannot be assumed.

The Nurse Degree Apprenticeship (Adult, Child and Mental Health) programmes are 4 years in length and upon completion and sign off by the School of Healthcare, entitlement to register with the NMC (UK Nursing and Midwifery Council) is permissible. This registration enables the holder to practice in the United Kingdom. It also allows the holder to register and practice within the European Union at present. However, the UK is currently opting out of membership of the EU, and when this has been finalised this could change. Those undertaking the Nurse degree apprenticeship will also be required to undertake an End Point Assessment, which is a requirement of the apprenticeship funding body.

#### Educational Requirements:

All applications from international students are considered in line with our standard entry requirements (typically expressed as English A-level qualifications) and we would expect predicted grades to be of an equivalent level. Proof of English Language proficiency will be required and minimum levels and approved tests for the School of Healthcare are detailed below.

All applicants require a minimum level of English in order to meet our matriculation standards. Applicants for whom English is not their first language may require an additional English language qualification to gain entry to the University of Leeds and will be made an offer which is conditional on successful completion of one of the approved tests, or one of the University of Leeds pre-sessional English language courses. A list of applicants who are not required to undertake further English language tests can be found on our Language centre website

[http://www.leeds.ac.uk/arts/info/125008/english\\_language](http://www.leeds.ac.uk/arts/info/125008/english_language)

Further information for prospective international applicants can be found on our website at <http://www.leeds.ac.uk/international/>

Overseas applicants and applicants from non-EU countries should note that student visa regulations will not normally allow study on a part-time basis.

### **Commonly Accepted Qualifications**

- IELTS 7.0 with no less than 6.5 scored in any of the four components **OR**
- TOEFL 600/ 250/ 100 for paper-based/computer-based/internet-based respectively.
  - For the internet based score, scores should be no less than 22, 22, 23 and 24 in listening, reading, writing and speaking respectively.

Certain qualifications, e.g. IELTS, have a 2 year validity period and must be valid at the commencement of studies.

Teaching, assessment and student support will take place in English, unless otherwise stated. Overseas applicants from outside the European Union or European Economic Area will require a visa which grants them the 'right to study' in the UK and must be valid for the duration of the programme.

### Admissions Process for International Applicants

All applicants for the Nurse Degree Apprenticeships must meet our entry requirements, are required to be interviewed and undertake a short numeracy test. It may be possible to conduct interviews via SKYPE and arranged with the applicant for a specific date and time. Tests may be arranged to be taken remotely, but under observation, immediately before the interview and set around the European metric system of measurement and calculation. Information pertaining to the International English Language Testing System qualification "IELTS" is available at:

[http://www.leeds.ac.uk/arts/info/125008/english\\_language](http://www.leeds.ac.uk/arts/info/125008/english_language).

### Additional Costs

Additional costs associated with the programme, which require consideration include visas and travel to and from placement and accommodation. Applicants for all Undergraduate programmes at the School of Healthcare require a Criminal Record check, which will be undertaken by the NHS employer.

### 3.12 Mature applicants

Mature students, those who will be over 21 at the point of entry, wishing to study the Nurse Degree Apprenticeship should contact the School of Healthcare (Email: [enquiries@healthcare.leeds.ac.uk](mailto:enquiries@healthcare.leeds.ac.uk)). An interview and/or piece of assessed written work/test may be required as part of the entry process. Support is available through the Lifelong Learning Centre (LLC) and includes pre-entry advice, guidance and preparatory programmes for adults, developing academic skills before entry and information on a range of issues relevant to such applicants. Contact: [lifelonglearning@leeds.ac.uk](mailto:lifelonglearning@leeds.ac.uk) phone 0113 343 3212 or see [www.llc.leeds.ac.uk](http://www.llc.leeds.ac.uk)

### 3.13 Part time applicants

The Nurse Degree Apprenticeship programme is a full time programme.

### 3.14 Disabled applicants

The School of Healthcare welcomes applications from disabled people<sup>1</sup>. The University will make appropriate adjustments, with the aim of ensuring that disabled applicants have full and equal access to our admissions procedures and courses. Information about disability is not used when considering your academic eligibility for your chosen programme of study. It is reviewed in order to identify your potential study-related support requirements, and your eligibility for disability-related support funding, so that the University can ensure you are supported effectively on your course.

Applicants are invited to indicate their disability status on their application form and we strongly encourage applicants to declare any disability. The University will always aim to make appropriate adjustments for disabled applicants. However, applicants who choose not to declare their disability should be aware that it may be more difficult, or in rare cases impossible, to make the appropriate adjustments. Disabled applicants are also advised to contact the University's Disability Services team (part of the University's Student Education Service) once an application has been submitted through UCAS, to discuss any support requirements they may have in relation to the programme for which they have applied.

If any applicant feels that their disability has meant that they have faced exceptional circumstances which should be taken into account by the University when considering their application, they should refer to section 4.11 of the University's Undergraduate admissions policy [disability@leeds.ac.uk](mailto:disability@leeds.ac.uk)

The admissions process is covered by the University's Policy on Equality and Inclusion which is available from the University's Equality Policy Unit at [www.equality.leeds.ac.uk](http://www.equality.leeds.ac.uk)

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<sup>1</sup> The University is committed to the social model of disability and in line with the definition under the Equality Act 2010 defines a disabled person as someone with a physical or mental impairment which is long-term (lasting 12 months or more) and which has a substantial impact on that person's ability to carry out normal day-to-day activities. The definition of disability includes long-term medical conditions such as cancer, HIV/AIDS and MS (in each case from the point of diagnosis) and may include epilepsy, diabetes, Chronic Fatigue Syndrome/ME amongst others.

### **3.15 Applicants with a health-related issue or other mitigating circumstances**

The School of Healthcare welcomes applications from disabled people<sup>2</sup>. The University will make appropriate adjustments, with the aim of ensuring that disabled applicants have full and equal access to our admissions procedures and courses. Information about disability is not used when considering your academic eligibility for your chosen programme of study. It is reviewed in order to identify your potential study-related support requirements, and your eligibility for disability-related support funding, so that the University can ensure you are supported effectively on your course.

Applicants are invited to indicate their disability status on their application form and we strongly encourage applicants to declare any disability. The University will always aim to make appropriate adjustments for disabled applicants. However, applicants who choose not to declare their disability should be aware that it may be more difficult, or in rare cases impossible, to make the appropriate adjustments. Disabled applicants are also advised to contact the University's Disability Services team (part of the University's Student Education Service) once an application has been submitted through UCAS, to discuss any support requirements they may have in relation to the programme for which they have applied. Disability Services can be contacted at [disability@leeds.ac.uk](mailto:disability@leeds.ac.uk).

If any applicant feels that their disability has meant that they have faced exceptional circumstances which should be taken into account by the University when considering their application, they should refer to section 4.11 of the University's Undergraduate admissions policy (<http://www.leeds.ac.uk/admissionspolicy>)

The admissions process is covered by the University's Policy on Equality and Inclusion which is available from the University's Equality Policy Unit at [www.equality.leeds.ac.uk](http://www.equality.leeds.ac.uk).

### **3.16 Support of applicants who are pregnant**

In line with the University policy on support for students who are pregnant or have young children (available from <http://www.equality.leeds.ac.uk/university-policies-2/>), applicants who are pregnant are advised to inform their Admissions Tutor at an early stage. This is so that consideration can be given to appropriate support being available from the start of their programme of study.

### **3.17 Criminal convictions**

The University has a Policy statement on students with criminal records [http://www.leeds.ac.uk/secretariat/documents/applicants\\_students\\_criminal\\_record.pdf](http://www.leeds.ac.uk/secretariat/documents/applicants_students_criminal_record.pdf). This Policy includes applicants seeking admission. It should be noted that if an applicant is required to disclose a criminal offence and fails to

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<sup>2</sup> <sup>1</sup>The University is committed to the social model of disability and in line with the definition under the Equality Act 2010 defines a disabled person as someone with a physical or mental impairment which is long-term (lasting 12 months or more) and which has a substantial impact on that person's ability to carry out normal day-to-day activities. The definition of disability includes long-term medical conditions such as cancer, HIV/AIDS and MS (in each case from the point of diagnosis) and may include epilepsy, diabetes, Chronic Fatigue Syndrome/ME amongst others.

do so this will generally be considered a very serious matter and is likely to lead to their application being rejected or, if admitted, to their registration at the University being revoked. Having a prior criminal record will not necessarily prevent an applicant from being offered a place; this may depend, for example, on the nature, timing and relevance of the criminal offence in question. The University may request further information about the nature or context of an applicant's criminal record.

Where indicated in the prospectus or on the University's website, specific programmes may involve regular access to children and/or vulnerable adults, and applicants may be required to undertake with satisfactory results, certain checks with the Disclosure and Barring Service. The University will send further instructions as part of the admissions process where this is the case.

The School is obliged to refuse admission to applicants for this programme which is regulated by the Nursing and Midwifery Council (NMC) where enhanced DBS checks reveals prior criminal behaviour giving rise to concern for the protection of the public.

### **3.18 Age and Safeguarding**

The University recognises someone's young age (if under 18) or safeguarding position may need to be taken into account. For full details of the University policy please see [http://www.leeds.ac.uk/secretariat/documents/safeguarding\\_policy.pdf](http://www.leeds.ac.uk/secretariat/documents/safeguarding_policy.pdf)

Due to the nature of the Nurse Degree Apprenticeships applicants must be 18 years or over to be eligible to attend the School of Healthcare programmes at the course start date.

### **3.19 Guidance for trans applicants**

Applicants who do not wish to disclose their trans status to the faculty/school admissions team for a programme of study but require their status to be changed should contact the Taught Admissions Office [taught-admissions@leeds.ac.uk](mailto:taught-admissions@leeds.ac.uk) and the team will be able to support the applicant through the process. The University will be required to carry out identity checks as part of the registration process, and/or taught admissions staff may be required to advise the relevant Faculty Admissions Manager of a status change in order to facilitate removal of any previous documentation, however these will be undertaken confidentially and with sensitivity. Full guidance to support trans staff and students can be found on [Equality Policy Unit website](#).

## **4 Admissions Requirements**

### **4.1 Admissions intake**

Details are given below of the annual intake for the Nurse Degree Apprenticeship Programme within the School of Healthcare. There are 2 intakes per academic year, each with up to 50 students.

### **4.2 Competition for places**

Programmes within the School of Healthcare are generally very popular. Most of our applicants have an excellent academic record, typically offering ABB at

A-level and a good range of subjects at GCSE including English, Maths and two Science subjects.

### **4.3 Selection process**

All applications must be made directly through NHS Jobs (<https://www.jobs.nhs.uk>)

Academic grades normally form only one part of the final decision and the following sections give examples of how applicants may demonstrate that they have the skills, knowledge and attributes that we believe will enable them to become successful students on our Nurse Degree Apprenticeship programmes.

The selection criteria will be applied ensuring that we treat all students fairly and not discriminate unlawfully on grounds of their age; disability; gender; gender identity; pregnancy or maternity status; race; religion or belief; or sexual orientation.

Applicants are shortlisted against agreed criteria and they must meet the academic entry requirement for the programme at application or within the admission cycle. The academic background of the applicant plus the personal statement on the application form helps us to assess the nature of the applicant's interest in their chosen profession and is an important part of the selection process. Additionally, the reference provided on the application form must be supportive of the applicant. NHS employers and the School of Healthcare will only shortlist based on the information supplied on the application form at the time of submission.

If an applicant has already studied at Leeds on a similar or closely related programme and has failed to progress at any point, then the School of Healthcare is at liberty to reject the application. Consideration of any significant mitigating circumstances will be undertaken prior to a final decision. Further information can be found in the university admissions policy section 4.16. [www.leeds.ac.uk/admissionspolicy](http://www.leeds.ac.uk/admissionspolicy)

The School, in conjunction with its NHS partners uses a range of recruitment methods, including selection events and interviews. This enables further assessment of the applicant's aptitude and interest in the programme. It also allows us to provide detailed information about the programme in terms of content, delivery and expectations of staff and students. Applicants have the opportunity to meet some of the academic staff and current students, and to look at the available facilities within both the School of Healthcare and wider University of Leeds campus. We will do our best to accommodate requests for an alternative date but this cannot be guaranteed.

A numeracy test is required for entry onto the Nurse Degree Apprenticeship programme. Please inform the School of Healthcare if you have a disability so that they can facilitate any necessary support.

### **4.4 Academic entrance requirements**

The School of Healthcare welcomes applications from applicants studying a range of Level 3 equivalent qualifications where students have the potential to succeed on their chosen degree course. Please see [http://medhealth.leeds.ac.uk/info/1100/school\\_of\\_healthcare](http://medhealth.leeds.ac.uk/info/1100/school_of_healthcare)

for the programme list of entry requirements and accepted qualifications.

Entrance requirements may be reviewed and amended at the end of an admissions cycle based on the performance of the previous year's cohort.

#### **4.5 Personal statement advice**

The personal statement helps us to assess the nature of the applicant's interest in the professional subject and is an important part of the selection process. Accurate spelling and grammar are of paramount importance. It is essential that applicants take this opportunity to demonstrate their enthusiasm and aptitude for the professional subject. Guiding questions to help individuals construct their personal statements include:

- Why have you chosen a particular profession and what lead you to this?
- What and how have you researched about it?
- What is your knowledge and understanding of your chosen profession and their contribution to the wider team?
- What are the current issues affecting your chosen profession?
- How have your current studies prepared you for your chosen profession and studying at University?
- What transferable skills do you have – for example; work experience, positions of responsibility through paid employment or School/College activities?
- What caring experience do you have?

#### **4.6 Interviews**

The School of Healthcare, in conjunction with its NHS partners conducts either an individual face to face interview or a focus group interview. This allows a method of identifying potential for study, and further there are professionally relevant legal/regulatory requirement stipulations (for example the UK Nursing and Midwifery Council) which ensure parity with Values Based Recruitment initiatives for those ultimately wishing to work in Health and Social Care. <https://www.hee.nhs.uk/our-work/attracting-recruiting/values-based-recruitment>

Interviews are scheduled as flexibly as possible to minimise the chance of applicants being unable to complete this part of the selection process. This includes, where possible, providing adequate notice (usually at least two weeks and ideally more to applicants who have to travel from overseas) when inviting an applicant to an interview; and offering applicants an alternative interview date (if requested) where possible. If the School of Healthcare cancels or postpones an interview, applicants will be offered a revised interview date. A revised interview date may not be offered if the applicant fails to attend an interview without informing the University in advance.

##### **Telephone or SKYPE interviews**

The School of Healthcare may conduct telephone or SKYPE interviews if appropriate (e.g., for international applicants who may not be able to travel to the School of Healthcare). In some cases legal or regulatory requirements may mean this option is not available. Telephone or SKYPE interviews will follow the same principles and guidance as face-to-face interviews.

## **5 Offers**

Offers are made on the basis of merit and the ability of each applicant to meet the academic and non-academic criteria for admission to the relevant programme of study. Offers are made based on the information supplied on the application form and performance at interview where applicable (see section above). The University of Leeds Undergraduate Admissions Policy gives further detail on the type of offers that are made. [Undergraduate Admissions Policy](#)

### **5.1 Confirmation**

Each offer is specific to an applicant's individual qualifications and circumstances. Applications must typically meet the conditions set by the NHS employer and the University unless otherwise stated in the prescribed course or professional body requirements, even if the offer is deferred for entry to the following application year.

If Health and DBS conditions are not met prior to registration, proof that these checks will be fulfilled during Semester 1 can be used to confirm a place.

### **5.2 Re-remarks**

The School of Healthcare may not be able to confirm a place in the upcoming academic cycle following an improved final grade after a re-mark, however applicants may be offered a deferred place or asked to reapply.

### **5.3 Reasons for unsuccessful applications**

Due to the volume of applications received we may have to reject students who already hold or are predicted lower than the typical academic entry requirement, and also many students who meet the non-academic requirements. Forms of applicants who are unsuccessful in gaining a place on their chosen programme may be retained by the University and the relevant NHS employer for other courses in which the applicant may be suited.

### **5.4 Feedback**

Unsuccessful applicants may wish to request feedback on the reason for the outcome of their application. All requests for feedback must be made in writing or via email to the NHS employer or the Student Education Service Co-ordinator, SES Unit, School of Healthcare, Room G46, Baines Wing, University of Leeds, Leeds LS2 9JT, Tel: 0113 343 1349 or [p.g.saunders@leeds.ac.uk](mailto:p.g.saunders@leeds.ac.uk). This should be signed by the applicant or from the email address listed on the application form. Generally where applicants request feedback on why they have not been admitted, feedback will be given.

### **5.5 Complaints**

The School of Healthcare will consider all applications fairly and effectively in line with the procedures outlined in this document and the University of Leeds Undergraduate Admissions Policy.

Applicants who wish to challenge a decision to reject their application should write, detailing the nature of their complaint, to:

Dr Janet Hirst  
Head of School  
School of Healthcare  
Baines Wing  
University of Leeds  
Leeds  
LS2 9JT

The complaint must typically be made within 14 days of the decision. Full details of the complaints procedure can be found in the University of Leeds Undergraduate Admissions Policy.

## **6 Opportunities to visit**

### **6.1 University open days**

The University of Leeds Undergraduate Open Days are usually held in June, September and October and are designed for prospective applicants rather than those who have already been made an offer. Details can be found on our open day webpage: [http://www.leeds.ac.uk/info/30335/open\\_days](http://www.leeds.ac.uk/info/30335/open_days)

### **6.2 Applicant visit days**

The School of Healthcare does not hold post-application visit days. All applicants will have attended an interview/selection event at the School of Healthcare. This provides an opportunity to become familiar with the School and programme of study to facilitate an informed choice about whether or not to accept an offer. This is also an ideal opportunity to view the campus and the broader city if so desired. Wherever possible we will accommodate an opportunity to meet with current students and staff members.

## **7 Contact details**

### **7.1 General pre-application enquiries**

For general enquiries and information relating to courses and admission to the University of Leeds, applicants should contact the Course Enquiries Office

Admissions Enquiries,  
University of Leeds,  
Leeds,  
LS2 9JT  
Telephone - +44 (0) 113 343 2336  
Email - [study@leeds.ac.uk](mailto:study@leeds.ac.uk)  
Web- <http://www.leeds.ac.uk/info/116000/undergraduate>

### **7.2 Post-application enquiries**

Admissions enquiries specific to the School of Healthcare should be directed to the School admissions staff  
Telephone: +44 (0) 113 343 1201  
Email: [enquiries@healthcare.leeds.ac.uk](mailto:enquiries@healthcare.leeds.ac.uk)

Updated 5<sup>th</sup> June 2018  
Dr Julia Maz  
Associate Director of Student Education