

## Faculty of Health, Social Care and Education Interview and selection days Return to Practice - nursing Documents you must bring with you

There are a number of documents you **MUST** bring with you to the interview and selection days. We don't like to turn candidates away from an interview but if you haven't brought the required documents, you will be offered an alternative interview date, as the University needs these documents to assess your application for the course.

For each of the required documents listed below, please bring:

- The **ORIGINAL** document
- a photocopy of the document to give in on arrival

### 1. Evidence of your identity (photographic ID)

Please bring ONE of the following forms of photographic ID:

- Passport, or EU/national identity card, or travel/immigration document or Home Office letter (please see Note 1 below)
- Photocard driving licence

**Note 1:**

***If you don't have photographic ID***

*If you don't have photographic ID, you'll need to have your passport-sized photograph (as above) verified by a recognised professional (such as a doctor, teacher or someone of similar standing in the community, who has known you for at least two years).*

*The person who is verifying your identity must:*

- *write the following on the back of the photograph: "I certify that this is a true likeness of [Mr, Mrs, Miss, Ms or other title, followed by your full name]."*
- *provide a written statement on headed paper confirming how long they have known you and in what capacity.*

Acceptable professionals:
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Accountant Bank/building society official Barrister Chairman/director/manager/personnel officer of a limited and/or VAT registered company Chemist Chiropodist Commissioner of oaths Councillor (local or county)	Civil servant (permanent) Dentist Fire service official Justice of the Peace Local government officer Director/manager of a VAT registered charity Member of Parliament Minister of a recognised religion Nurse (SRN or SEN) Officer of the armed services	Optician Personal licensee holders Police officer Post Office official Person with honours (eg. OBE, MBE) President/secretary of a recognised organisation Social worker Solicitor Teacher, lecturer
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## **2. Faculty / Schools Self-Declaration of Criminal Records Form**

Please **complete the Self Declaration Form** and bring it to the interview and selection day. If you are offered and accept a place on the course, the University will organise an Enhanced Disclosure and Barring Service (DBS) check. Failure to disclose anything that appears on your DBS check may result in your withdrawal from the course. Please include all incidents relating to the police where your details have been taken by them as this will appear on your DBS check.

## **3. Proof of your professional and educational qualifications**

**Note 2:** *this can be Certificates of awards from the University, College or School of Nursing where you originally completed your nursing qualification. ENB certificates issued in the past - will also have your professional PIN recorded on the document from the UK regulator UKCC/NMC, depending on when you became a registered nurse.*

## **4. Proof of professional registration.**

**Note 3:** *You should have a statement of entry or PIN card with documented evidence of you having been a registered nurse. If you cannot find any evidence of registration then you will have to notify the NMC that you need a statement of entry/proof of registration.*  
**An application will not be considered until the evidence is provided**

## **5. Proof of academic studies in Further or Higher education.**

**Note 4:** *The module Return to Practice is part of a degree programme, where accumulating academic credit leads to the award of the BSc (Hons) Healthcare practice. The module is for 30 academic credit points and can be accessed at level 5 (equivalent to studying the second year of a degree) or level 6 (equivalent to studying the third year of a degree). The Admissions tutor will assess your prior professional/educational qualifications and decide on the level of learning you will access the module. The confirmation of a place that follows success at the interview will be by e mail and the level of learning stated in that e mail. If you have any issues related to this assessment and want to challenge the decision this must be done prior to commencing your course. Levels will not be changed once you have started on the first day.*