

**DE MONTFORTY UNIVERSITY
FACULTY OF HEALTH AND LIFE SCIENCES
SCHOOL OF NURSING AND MIDWIFERY
Learning Beyond Registration**

**Frequently Asked Questions about Post-Registration Study.
2013-2014
ESSENTIAL INFORMATION FOR COMPLETING YOUR LBR FORM**

I am a nurse and I want to top up my diploma to a degree. How soon after Registration can I apply?

- If you have 120 credits at both level 4 (certificate level) & level 5 (diploma level) and have at least 1 year's experience as a Staff Nurse, you can apply.
- If you have 120 credits level 4 & 30 credits at level 5 you will need 3 year's experience before you can apply.

Therefore if you have fewer academic credits you will need more experience before you can apply for any of the post-registration programmes or modules.

What is a programme?

A 'programme' is the name given to an extended period of assessed study. On satisfactory completion of a programme students are awarded an academic qualification which may or may not contain a professional qualification. A degree is awarded on the accumulation of 60 academic credits (non honours degree) or 120 credits (honours degree) at level 6.

The programme title remains with you throughout your period of study. The programme is very often the title of the degree you are studying.

When contacting the university you will need to know which programme you are following. This could be:

- BSc Health & Professional Practice (HaPP non Hons)
BSc (Hons) Health & Professional Practice
Graduate Certificate/Graduate Diploma in Health & Professional Practice
Stand Alone Modules
Programme Leader – Helen McVeigh – email hmcveigh@dmu.ac.uk
Practice
- BSc(Hons) Specialist Community Public Health Nursing, Health Visiting or School Nursing

Programme Leader – Deborah Millington – email dmillington@dmu.ac.uk

- Bsc (Hons) Specialist Practitioner Programme with NMC SPQ or PG Dip/MSc Nursing (Specialist Practice) with NMC SPQ email-ddowsett@dmu.ac.uk
- BSc(Hons) Clinical Midwifery
Programme Leader – Fran Mills – email FMills@dmu.ac.uk
- Return to Study Programme
Programme Leader – Julian Stribling – email jstribling@dmu.ac.uk
- BSc Non-Medical Prescribing (with NMC recordable qualification V300 or HCPC Supplementary Prescribing).
Programme Leader - Karen Ford – email KFord01@dmu.ac.uk
- BSc Practice Education
Programme Leader – Nikki Welyczko – email nwelyczko@dmu.ac.uk
- University Certificate of Professional Development in End of Life Care
Programme Leader – Martyn Geary – email mgeary@dmu.ac.uk

Please see Programme tab on web pages for full list of undergraduate and post graduate options.

What is a module?

A programme is made up from a number of different modules and a module usually only lasts for one semester. Typically a student will undertake one or two modules in each semester and there are three semesters in each academic year. Every module has a code. For example:

NMAH 2000: Return to Study

PRED 3000: Principles and Practice of Mentorship

Not every module runs in every semester and modules do not run on the same day and time every year. For up to date information please refer to the modules index' on our website at:

<http://dmu.ac.uk/about-dmu/schools-and-departments/school-of-nursing-and-midwifery/learning-beyond-registration/search-for-a-module.aspx>

This tells you when the module runs, the number of credits attached to the module and how to contact the module leader.

What is a semester?

The word semester means virtually the same as a 'term'. There are three semesters in an academic year. They run as follows:

Semester 1- September to January
Semester 2 - January to May
Semester X - June to September.

Most modules last only for a single semester. Some midwifery and prescribing modules, however, span 2 semesters. A few modules run in semester X. This semester is also referred to at times as semester 3.

I don't want to complete a degree. I only want to take individual modules? Can I do that?

Yes. This is referred to as accessing 'stand-alone' modules. This will give you degree level credits.

What is the maximum number of credits I can take in a single semester?

The vast majority of modules available for you to choose from are either 15 or 30 credit modules.

- Part time students can take a maximum of 30 credits in one semester
- Full time students can take a maximum of 60 credits in one semester.

I'm not sure what programme I wish to study. What should I do?

There are a variety of degrees to choose from. Information on the full range of degrees can be found on our website at:

<http://dmu.ac.uk/about-dmu/schools-and-departments/school-of-nursing-and-midwifery/learning-beyond-registration/learning-beyond-registration.aspx>

What if I change my mind and decide I do wish to have my credits counted towards a full degree. Can I do that?

Yes, this may be possible on some programmes but you must enrol onto a programme (identifying your exit award) rather than stand-alone modules before commencing the last module for the degree. The modules you have taken must be relevant to the degree programme you now wish to follow and as long as the credits from the modules you have previously attended are still current and haven't 'expired'. If you decide to follow a non-honours 60-credit degree, for example, all credits counted as part of the degree must have been achieved within the preceding 4 years. For the 120 credit honours degree, the time period is 5 years.

I have completed modules at another university can this count towards my degree?

Yes you may be able apply for Accreditation of Prior Learning (APL), this is a process that enables you to gain credits for prior learning which may count towards your academic studies. The credits need to be relevant to your programme of study and must not have already been used as part of an exit Award for a previous degree. For further information regarding APL can be found on the main LBR web page.

Can I use the credits from a module towards 2 different awards?

You can only be enrolled onto one programme at a time and you can only spend the credits once. If for example you have accrued credits towards the HAPP BSc (Hons) but then started on the non-medical prescribing modules you would need to decide at the start of the non-medical prescribing programme whether you wished to exit with a BSc in Prescribing or carry on and use the credits towards your HAPP BSc (Hons) award.

What about funding?

Students on the Specialist Community Public Health Nursing (SCPHN) programme need to be seconded by their PCT, they cannot be self-funding.

Students on any other programme or module can be self-funding or funded by the East Midlands Strategic Health Authority (EMSHA) through the East Midlands Education Commissioning Unit so long as they work within the NHS within Leicestershire, Rutland, Northamptonshire, Lincolnshire, Nottinghamshire or Derbyshire. The vast majority of students undertaking learning beyond registration are funded by the EMEC.

Will my degree be full time or part time?

This depends on the degree programme you wish to study. Students on the Specialist Community Public Health Nursing Programme, for example, can be full time (one year) or part-time (two years).

There is a full-time District Nursing pathway on the PG Dip /MSc Nursing Specialist Practice) Programme with NMC Qualification (SPQ) .It can also be accessed on a part-time basis.

All other programmes and modules are available on a part-time only basis.

I want to do the Specialist Community Public Health Nursing (SCPHN) Programme. What are the hours involved?

Students on the full time SCPHN programme are seconded for 52 weeks (full time that includes 45 taught weeks and 7 weeks holiday)

- For a 15-credit module there is 3 hours of taught content

- and an hour of directed study.
- You must complete 4, 15 credit modules in both semester 1 and 2.
- In semester X you must complete your supervised practice
- You must complete 12 weeks of supervised practice

I want to undertake the BSc (Hons) Health and Professional Practice Programme. How often do I need to attend the university?

This depends on the modules you undertake. The usual format for attendance is 2 hours per week (15 credit module) or 4 hours per week (30 credit module) over 10 weeks. Some modules run over 4-5 complete days either in a single one-week-block or as 4-5 study days distributed across a number of weeks.

Precise information can be found in the 'modules index' at <http://dmu.ac.uk/about-dmu/schools-and-departments/school-of-nursing-and-midwifery/learning-beyond-registration/search-for-a-module.aspx>

I'm confused by what is meant by 'pathway'?

A pathway focuses your area of study to a particular area of practice and is reflected in the title of the degree you will be awarded. Not all degrees have pathways.

Pathways **are not** present in:

- BSc Health and Professional Practice
- BSc (Hons) Health and Professional Practice.

Pathways are present in:

- BSc (Hons) Specialist Community Public Health Nursing:
Pathways in - School Nursing or Health Visiting
- BSc(Hons) Specialist Practitioner Qualification Programme:
Pathways in – Adult Nursing, Learning Disability Nursing, Mental Health Nursing, General practice nursing and District Nursing.

If your degree contains a pathway it is important that you know the name of the pathway when contacting the university.

How do I decide whether to study at undergraduate or post graduate level?

Usually to undertake post graduate (level 7) study you will need a first degree with a classification of 2:2 or above but there may be different ways you can access certain post graduate modules, so check with the programme leader. For study at undergraduate level (level 6) you usually have to show that you have been successful

with diploma level (level 5) academic study within the last five years. For certain specialist programmes such as non-medical prescribing you will need to show evidence of study at degree level within the last 3 years to access this programme or to undertake the modules as stand-alone.

I have a degree from another discipline (e.g. BA (Hons) English) do I need to top up to a Nursing degree or should I consider studies at MA level?

This depends on your career aspirations, practice requirements and your potential academic abilities. A nursing degree is not essential for practise. A Masters degree is becoming more of a requirement for managerial and senior caring positions.

I already have a nursing/healthcare based degree and I wish to undertake a specialist programme at degree level rather than masters. Will then have two undergraduate degrees?

If you have a first degree in a related healthcare field you will be enrolled for the Graduate Certificate.

What do I need to send with my LBR application/enrolment form?

You will need to provide copies of qualification certificates or transcripts together with copies of professional/educational documents to ensure that you meet **all** the criteria for access to your chosen studies and meet university regulations. At a minimum this would be:

Copies of the following:

- Current NMC/HPC pin card
- Professional registered qualification certificates
- Evidence of H E Diploma level 5 study or above (this is not required for the Return to Study Module)
- Other relevant qualifications you may have gained since leaving school.

Do not send any original documents

Your form **will not** be processed if the relevant copies are not sent. Your form will be placed 'on hold' while we contact you for these, delaying your enrolment.

Do I need to send an original full Enhanced CRB form with my application/enrolment form?

All applicants must have a CRB however for the programmes below there are specific requirements that must be complied with in regards of you application.

No, you do not need to send your original full enhanced CRB form with your application, but you do require one.

If you are undertaking any of the following programmes:

- Specialist Practitioner Qualification
- Specialist Community Public Health Nursing
- Non Medical Prescribing
- Registered Teacher Qualification

In order to be considered for these programmes you require a current full enhanced CRB form, this means it must be within **2 years** from the start of your programme and a copy must be sent together with your fully completed application/enrolment form. It must be placed into a sealed envelope. Application to study will not be processed without it. This applies to the above 4 programmes only.

All applicants applying for the above programmes will require an interview.
Please bring your original full Enhanced CRB form to your interview
You will in addition need to complete the declaration within the application form

I have studied at DMU previously. Do I still need to send my certificates etc with my form?

Yes. It is **crucial** that you provide this information on each application at the start of the academic year. Your form will be put 'on hold' and delayed if you do not.
All applicants **must** comply with university regulations and meet the appropriate entry criteria for study.

Do I need to send copies of my school certificates such as 'O' and 'A' levels?

No. These are not required to be sent with your LBR application/enrolment form.

I have undertaken an adaption course is this important?

Yes, you should make it clear on your application that you have completed it and send a copy of the certificate.

Do I need to complete the Return to Study module first before I can choose other modules?

There are a number of reasons why the Return to Study module is available. It is a bridging module to level 6 study. Those undertaking this module could fall in to the groups below:

- Trained as a nurse and gained SRN at certificate level and has no further academic study in order to progress.
- Already has higher education study such as the Diploma in Nursing however this was achieved some time ago and the applicant would like a refresher and confidence building
- Trained outside of the UK and the existing qualifications are not at level 5

I trained overseas as a nurse and have international qualifications can these be used to study at DMU?

This will depend on where and when your international qualifications were gained. All international qualifications are checked within the UK national data base which makes as assessment of these qualifications. Some qualifications have the same value in the UK some do not. If the qualification is different it may mean that the applicant would have to undertake the Return to Study module first.

What type of mentor do I need to study LBR programmes and modules?

- Specialist Community Public Health Nursing in either Health Visiting or School Nursing Programme = Practice Teacher for semesters 1 and 2. For semester X you will require a sign off Practice Teacher.
- Specialist Practitioner with NMC SPQ Programme = SPQ Sign off mentor, holding the NMC recorded SPQ
- Health and Professional Practice Programme = Clinical Mentor
- Clinical Midwifery Programme = Clinical Mentor
- Non medical prescribing = A designated medical practitioner (must be a specialist registrar, GP or Consultant) . In addition you will need to have a non-medical prescribing nurse 'buddy' for the programme duration and to act as a preceptor when you start prescribing.
- Practice education = Clinical mentor?

Is there onsite student parking at DMU?

Unfortunately there is no onsite parking unless you are a registered disabled person. However there is frequent public transport, hospital hopper service and ample city centre parking available. There is some limited on road parking. The train station is also close by.

I have changed my name though marriage or Deed of Name Change. Is this significant?

Yes, this is important. With your application/enrolment form **you must** provide copies of the relevant documents e.g.

Marriage certificate or Deed of Name Change certificate.

Your application **will not** be processed without this evidence. It will be put 'on hold'

When should I apply to study?

It is imperative that your form reaches us by the **published closing date for each semester** to ensure that your LBR application/enrolment form is processed in time for the start of your studies. This means that you will have access to Black Board, other electronic resources and a student ID card. A delay related to your form for any reason could result in a delay in gaining access to these facilities. Remember there are a number of signatures required to authorise the form as well as supplying the additional photocopies etc so it can be a lengthy process from completing the form to submission. You should consider making as early an application as possible considering the closing dates which can be found on the front of the application/enrolment form and web site.

Please refer to the LBR application/enrolment form and web site for the closing dates for each semester. Ensure that your form arrives at the university by this date to avoid delays and disappointment. Please remember your trust closing date may well be several weeks in advance of our closing date to allow authorisation.

Admissions/enrolment is a formal university process which all applicants must comply with.

Do I need to fill in all sections of the form?

You must complete **all** relevant questions in **all** sections of the application/enrolment form in order for the LBR Admissions Tutor to make a decision as to your suitability for study and meeting the required criteria. If you do not your form is likely to be delayed and put 'on hold' pending further enquiries while we contact you.

Where should I send my completed LBR form to?

You **must** only send your form to the published address on the front of the application/enrolment form. Sending it or delivering it elsewhere will delay your form being processed.

Will I need to be able to use a computer to undertake LBR study?

Yes. Many of the learning materials are accessed on the virtual learning environment or via the internet especially Black Board which is integral to each module. You will need

to be able to use a database such as ATHENS and conduct searches. Many journals are now held electronically and you will need to access these to locate supporting evidence for your assessed work so computer skills are important. Being able to use programmes such as word will benefit you as this is utilised for the submission of work. Access to email is used for sending tutorial drafts of work for comment and communication with students.

Can I get help with the computerised skills that I need?

The library staff can go through some basic skills as mentioned above in regards of access to electronic database searches for material, searching the library book catalogue and accessing electronic journals. You should approach the staff with your enquiry and book an appointment. They will do their best to help.

How can I obtain further information?

Further information can be gained from contacting the Module/Programme Leader, Admissions Tutor or by attending one of the many open day events held at the main DMU city campus. Here you can discuss your own individual circumstances with academic staff who can advise you on module/programme selection and career development information. Dates and times are posted on the Nursing and Midwifery web pages. Posters are also displayed within clinical departments.

Sample Case Studies

Jane is a Registered Nurse with a Diploma in Higher Education (Adult) and is currently a Staff Nurse on the Oncology Unit and has worked there for 14 months. Jane is ready to return to formal study. Jane started nursing with the minimum of five GCSEs and found studying very challenging. Jane has concerns about the level of academic support on offer as a Registered Nurse.

Jane can access Post-registration programmes and modules. She would be advised to consider completing the “return to study” module (NMAH 2000) or do one module that is relevant to her clinical practice as a stand-alone module.

Liz is a Community Staff Nurse and has worked in that role for two years. She spent six months on an Acute Medical Admissions Unit following Registration. Liz would like to return to study and gain a degree relevant to her current area of practice.

Liz would either be recommended to undertake the Hons or non-Hons or Health and Professional Practice (HaPP) programme.

Kate is working as a Midwife and feels she would benefit from the mentorship module. If she is successful in this she wants to continue her studies and obtain a degree. She would like to plan her options and talk through her academic CV in line with her current duties. Can you help?

Kate should be reassured that academic staff are always happy to advise and access individual CVs and advise on the best options to obtain a degree.