

# University Certificate in Continuing Professional Development (End of Life Care) 2010-2011

DMU in conjunction with Leicestershire and Rutland Organisation for the Relief of Suffering (LOROS) is offering a number of modules free of charge to staff working within the independent, the NHS and social care sectors, which can be used towards a University Certificate in Continuing Professional Development.

These modules will assist you in providing skilled evidence – based care to individual at the end of their lives. You can choose from a variety of topics such as, principles underpinning palliative care, symptom control, communication skills and issues relating to the care of individuals experiencing loss and bereavement. These modules will assist you in developing skills and confidence in end of life care and contribute to the delivery of quality services in a variety of settings.

## **Submitting the completed form**

All sections of the combined application and enrolment form must be completed. Form will be returned if any section is incomplete. This will delay the processing of the form and may affect the allocation of a place. All pages of the form must be returned in numerical order and be securely stapled.

Please remember to make a note of the modules you wish to study before you send in your application form.

**Please also include two passport photographs with your name and date of birth written on the back.**

Please return the completed form to:

Course Administrator  
Education Department  
LOROS Hospice  
Grobby Road  
Leicester LE3 9QE

Email: [education@loros.co.uk](mailto:education@loros.co.uk)

Tel: (0116) 231 8455

Fax: (0116) 232 0312

If you have any further questions please contact either Martyn Geary on 0116 201 3924 or email [mgeary@dmu.ac.uk](mailto:mgeary@dmu.ac.uk); or Sharon De Caestecker on 0116 231 8455 or email [sharondecaestecker@loros.co.uk](mailto:sharondecaestecker@loros.co.uk)

## PLEASE COMPLETE ALL THE FIELDS

Have you previously studied at DMU	Yes		No	
If yes, what is your previous student no.	P		Unique Learner No.	
Office use only new student number allocated:				

Please write below the title of the programme you wish to study (please refer to page 7). If you are undertaking a one-off module rather than a complete programme please write "Stand alone Modules".

<b>Programme Title:</b>											
<b>Start Date:</b>	Month		Year	Y	Y	Y	Y	Full time		Part Time	

## Personal Details

<b>Profession</b> (please tick one)	Nurse		Midwife		Allied Health Professional											
NMC/Professional PIN																
<b>Title</b>	Mr		Mrs		Miss		Ms		Other (please specify)							
<b>Forename/s</b>					<b>Surname</b>											
<b>Previous Surname</b>					Male		Female									
<b>Date of Birth</b>	D		D		M		M		Y		Y		Y		Y	
<b>Home Address:</b>																
<b>Postcode:</b>									<b>Home Tel:</b>							
<b>Mobile No:</b>									<b>Work Tel:</b>							
<b>Home email:</b>									<b>Work email:</b>							

## Type of Accommodation (please tick one)

Own home		Privately Rented		Parent/Guardian home	
Halls of Residence		Other (please specify)			

## Council Tax Authority (please tick one)

Leicester		Blaby		Oadby & Wigston	
Charnwood		Harborough		Other please specify:	

## Disability/Medical Conditions (please tick if applicable)

Asthma		Deaf/Hearing Impairment	
Wheelchair user / mobility problems		Diabetes	
Dyslexia/Specific Learning Difficulties		Epilepsy	
Blind/Partially Sighted		Personal Care Support	
Mental Health Difficulties		Chronic Fatigue Syndrome	
Repetitive Strain Injury		Non-Listed Disability, please state below:	
Autistic Spectrum Disorder/ Asperger's Syndrome			

Are you currently receiving disability allowance?	Yes		No	
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If you need more advice about how to apply for the Disabled Student Allowance (DSA) then please contact the Disability Advice and Support on 0116 257 7595

**Country of Normal Residence (please tick one)**

England	<input type="checkbox"/>	Scotland	<input type="checkbox"/>	Wales	<input type="checkbox"/>	N.Ireland	<input type="checkbox"/>	Ireland	<input type="checkbox"/>
France	<input type="checkbox"/>	Spain	<input type="checkbox"/>	China	<input type="checkbox"/>	Hong Kong	<input type="checkbox"/>	Malaysia	<input type="checkbox"/>
South Africa	<input type="checkbox"/>	Zimbabwe	<input type="checkbox"/>	Nigeria	<input type="checkbox"/>	Kenya	<input type="checkbox"/>	Saudi Arabia	<input type="checkbox"/>
Germany	<input type="checkbox"/>	India	<input type="checkbox"/>	Denmark	<input type="checkbox"/>	Taiwan	<input type="checkbox"/>		

Other please state:

**Nationality i.e. what is on your passport (please tick one)**

British	<input type="checkbox"/>	Irish	<input type="checkbox"/>	French	<input type="checkbox"/>	German	<input type="checkbox"/>	Portuguese	<input type="checkbox"/>
Ghanaian	<input type="checkbox"/>	Dutch	<input type="checkbox"/>	Greek	<input type="checkbox"/>	Kenyan	<input type="checkbox"/>	Nigerian	<input type="checkbox"/>
Taiwanese	<input type="checkbox"/>	Danish	<input type="checkbox"/>	Spanish	<input type="checkbox"/>	South African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Zimbabwean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Malaysian	<input type="checkbox"/>		

Other please state:

**Ethnic Origin (please tick one)**

Asian or Asian British – Bangladeshi	<input type="checkbox"/>	Asian or Asian British – Indian	<input type="checkbox"/>	Asian or Asian British – Pakistani	<input type="checkbox"/>
Black or Black British – African	<input type="checkbox"/>	Black or Black British – Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Mixed – White and Asian	<input type="checkbox"/>	Mixed – White and Black African	<input type="checkbox"/>	Mixed – White & Black Caribbean	<input type="checkbox"/>
Other Asian Background	<input type="checkbox"/>	Other Black Background	<input type="checkbox"/>	Other Ethnic Background	<input type="checkbox"/>
Other Mixed Background	<input type="checkbox"/>	Other White Background	<input type="checkbox"/>	Irish Traveller	<input type="checkbox"/>
White – Irish	<input type="checkbox"/>	White – Scottish	<input type="checkbox"/>	White – Welsh	<input type="checkbox"/>
White – English	<input type="checkbox"/>	White – Northern Irish	<input type="checkbox"/>	Information Refused	<input type="checkbox"/>
Not known	<input type="checkbox"/>	Other please state:			

**Emergency contact**

Please enter the name and number of the person to contact in an emergency. The University will inform your emergency contact if your well-being is threatened and you are unable to give instructions.

Name:	
Contact Telephone:	
Relationship to applicant:	

**Occupation**

If you are under 21, please enter the occupation of your highest paid parent or guardian in A, or if you are over 21 please enter your current or previous occupation in B

A) Under 21	
B) 21 or Over	

**Previous Educational Experience**

Do any of your parents or guardians have any higher education (HE) qualifications i.e. degree, diploma, or certification of HE? (please tick one)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Don't Know	<input type="checkbox"/>	Information refused	<input type="checkbox"/>
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Have you ever been on a Higher Education course in the UK for 6 months or more. E.g. HNC, BA, BSc?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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**Previous Qualifications – please tick ALL the qualifications you have**

<b>Level 8</b>	<b>Level 3</b>
UK Doctorate degree (PhD)	Qualification at Level 3 of EU
Other EU Doctorate degree	Qualification at Level 3 of non-EU
Non-EU Doctorate degree	Diploma at Level 3
<b>Level 7 – previously described as level 5</b>	Certificate at Level 3
<b>UK Masters degree</b>	NVQ Level 3
Other EU Masters degree	SVQ Level 3
Non-EU Masters degree	GNVQ/GSVQ Level 3
Professional qualifications at Level 7	Foundation course at FE Level
Integrated UG/PG taught Masters degree	<b>A-Level or AS Level (GCE and VCE)</b>
<b>PG Diploma at Level 7</b>	Advanced Higher (Scotland) (including CSYS)
<b>PG Certificate at Level 7</b>	Higher (Scotland)
PG Cert or Prof Graduate Diploma in Education	BTEC National in early years
Other Qualification at Level 7	BTEC Nationals
Qualification at Level 7 Architects Registration Board (Pt 2)	CACHE Level 3 Diploma in Child Care & Education
Postgraduate credits	AAT NVQ Level 3 in Accounting
<b>Level 6 – previously described as level 3</b>	International Baccalaureate (IB) Diploma
UK Bachelors degree with honours	International Baccalaureate (IB) Certificate
Ordinary (non-honours) first degree	Irish Leaving Certificate (Higher)
Other EU first degree	Irish Leaving Certificate (Ordinary)
Non-EU first degree	OCR Nationals
Professional qualifications at Level 6	Progression Diploma
First degree leading to QTS	Welsh Baccalaureate
NVQ Level 6	Cambridge Pre-U Diploma
SVQ Level 6	Professional Qualification at Level 3
GNVQ/GSVQ Level 6	Other Qualification at Level 3
Professional Graduate Certificate in Education	Diploma in Foundation Studies (Art & or Design and Media)
Other Qualification at Level 6	Advanced Modern Apprenticeships
Undergraduate credits at level 6	HE Access course, QAA recognised
<b>Level 5 – previously described as level 2</b>	HE Access course, not QAA recognised
Qualification at Level 5 of EU	Mixed Level 3 quals of which some are subject to Tariff
Qualification at Level 5 of non-EU	Mixed Level 3 quals of which none are subject to Tariff
Professional qualifications at Level 5	Diploma at Level Q
Diploma of Higher Education	Certificate at Level Q
Foundation degree	<b>Level 2</b>
NMAH 2000 (from DMU LBR contract)	NVQ Level 2
HND (including BTEC & SQA equivalents)	SVQ Level 2
NVQ Level 5	<b>GCSE/O Level qualification</b>
SVQ Level 5	Intermediate (Scot)
GNVQ/GSVQ Level 5	Standard Grades (Scot)
Foundation course at HE level	Professional Qualification at Level 2
Cert or Dip of education (i.e. initial teacher training qual)	Other Qualification at Level 2
Other Qualification at Level 5	<b>Level 1</b>
<b>Level 4</b>	NVQ Level 1
Qualification at Level 4 of EU	SVQ Level 1
Qualification at Level 4 of non-EU	Professional Qualification at Level 1
Professional qualifications at Level 4	Other Qualification at Level 1
Certificate of Higher Education	
HNC (incl. BTEC & SQA equivalents)	
Other Qualification at Level 4	

**Other Qualifications** (*please ALL the qualifications you have*)

Accreditation of Prior (Experiential) Learning (APEL/APL)	
Mature student admitted on basis of previous experience	
Other non-UK qualification, level not known	
Student has no formal qualification	
Not known	
Non-UK qualification not listed above, please specify:	

**Qualifications gained post 16 years of age**

(i.e. AS &amp; A-levels, Scottish/Irish/Welsh equivalents, BTEC, Foundation, Key Skills, IB)

Subject	Qual Type i.e. A level	Grade	Sitting S / W	Year

Please indicate the number of credits you studied at your highest level (*please tick one*):

15 credits	<input type="checkbox"/>	30 credits	<input type="checkbox"/>	60 credits	<input type="checkbox"/>	120 credits	<input type="checkbox"/>	180 credits	<input type="checkbox"/>
Other please specify:									

**ALL APPLICANTS - Verification of Academic Qualifications**

All applicants **MUST** provide photocopies of their educational qualifications post compulsory education (i.e. all qualifications gained since leaving school). Originals will not be accepted. These should be:

- a copy of any official university transcript(s) of education which details a course or modules undertaken and their academic credits

AND/OR

- a copy of any educational award(s) (i.e. a copy of the certificate, diploma or degree)

Please note your form will **NOT** be processed if copies of educational qualifications are not included with your application form. You may need to contact the awarding body (college, university or Examination Board), if you require replacement copies.

**Previous Educational Institution including DMU if applicable**

Name of Institution										
Address										
Postcode		Date left	D	D	M	M	Y	Y	Y	Y

## Workplace

Please identify your Trust or employer, e.g. University Hospitals of Leicester (*please tick one*)

### Acute Trusts

Chesterfield Royal Hospital NHS Foundation Trust <b>RFS</b>		Nottingham University Hospitals Trust <b>RX1</b>	
Derby Hospitals NHS Foundation Trust <b>RTG</b>		Sherwood Forest Hospitals NHA Trust <b>RK5</b>	
Doncaster & Bassetlaw Hospitals NHS Foundation Trust <b>RP5</b>		United Lincolnshire Hospitals NHS Trust <b>RWD</b>	
Kettering General Hospital NHS Trust <b>RNQ</b>		University Hospitals of Leicester NHS Trust <b>RWE</b>	
Northampton General Hospital NHS Trust <b>RNS</b>			

### Primary Care Trusts

Bassetlaw PCT <b>5ET</b>		Lincolnshire PCT <b>5N9</b>	
Derby City PCT <b>5N7</b>		Northampton PCT <b>5PD</b>	
Derbyshire County PCT <b>5N6</b>		Nottinghamshire County Teaching PCT <b>5N8</b>	
Leicester City PCT <b>5EJ</b>		Nottingham City PCT <b>5EM</b>	
Leicestershire County and Rutland PCT <b>5PA</b>			

### Mental Health and Learning Disability Trusts

Derbyshire Mental Health Services NHS Trust <b>RXM</b>		Northamptonshire Healthcare NHS Trust <b>RP1</b>	
Leicestershire Partnership NHS Trust <b>RT5</b>		Northamptonshire Healthcare NHS Trust <b>RP1</b>	
Lincolnshire Partnership NHS Trust <b>RP7</b>			

### Other

East Midlands Ambulance Service NHS Trust <b>RV6</b>		Other NHS – please specify
Not an NHS Employee <b>001</b>		

### Employers Details

Your current position			
Name and address of current employer			
Postcode			
Work Number		Email	
Describe in what capacity you have patient contact and what your direct work with patients actually involves			

## Module Details

Please tick which the module(s) you wish to study:

SBUS X008 and X009	Fundamentals of Palliative Care (6 day course)	40 credits	
SBUS X010	Enhancing Communication Skills in End of Life Care	20 credits	
SBUS X011	Specialist Palliative Care	20 credits	
SBUS X012	Spirituality in Palliative Care	20 credits	

Please indicate the academic level at which you wish to study (please tick one):

### Entry requirements:

*Level 4 (Certificate) entry requirements: NVQ 3 or an Advanced Apprenticeship*

*Level 5 (Diploma) entry requirements: 120 credits at certificate level OR  
30 credits at certificate level and 3 years experience in  
end of life care*

*Level 6 (Degree) entry requirements: 120 credits at diploma level OR  
30 credits at diploma level and 3 years experience in end of life care*

Level 4 (certificate)		Level 5 (diploma)		Level 6 (degree)	
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## Relevant Professional experience

Please give details of your relevant professional experience (most recent first) over the last 5 years.

Post Held	Type of practice area	From (yyyy)	To (yyyy)

**How did you hear about the modules?** (please tick which apply)

Email		Prospectus	
Flyer		Word of Mouth	
Previous Event		Other	

## Data Protection Act Statement & Student Declaration

**In accordance with the Data Protection Act 1998 the University requires your consent to collect and use personal information.**

I agree to De Montfort University processing personal data contained in this form or other data which the University may obtain from time to time from me or other people whilst I am a student as documented in the section on Protecting Data included in my Student Handbook. I agree to the processing of such data for any purpose connected with my studies, including placements or my health and safety.

The Managing Information Across Partners (MIAP) programme offers a service to allocate Unique Learner Numbers (ULNs) to students. The ULN enables individuals to access a Learner Record which will offer learners the facility to access their participation and achievement data via a website and to share this with other organisations and individuals where permission is granted.

The MIAP service will allow those organisations listed on section 537A of the Education Act to use the ULN as a key to sharing participation and achievement data in a consistent and approved manner, promoting good information management practice. All organisations that will have access to the information you provide are registered under the Data Protection Act 1998. At no time will your personal information be passed to organisations for marketing or sales purposes.

Individuals can opt out of sharing participation and achievement data with those organisations listed in section 537A of the Education Act by ticking this box ☐.

More information about opting out or data sharing can be found at [www.miap.gov.uk](http://www.miap.gov.uk) (FAQs) or by telephoning the MIAP helpdesk on 0845 6022589.

I declare that the information contained in this form is correct and understand that if I have knowingly given false information I may be excluded from De Montfort University. I agree to abide by the University's regulations. I understand that the programme for which I am enrolling is subject to availability.

Signed by Applicant		Date	D	D	M	M	Y	Y	Y	Y
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### Managerial Support - To be completed by your line manager

"The applicant has the relevant professional registration and, if appropriate, CRB clearance. This applicant has the appropriate experience and knowledge to undertake the identified modules(s)/programme. I support the application and will provide a professional mentor/sign off mentor/practice teacher to oversee the applicant's practice associated with the module(s)."

(PLEASE COMPLETE IN BLOCK CAPITAL)

Name:	Address:
Position:	
Signature:	
Trust/Practice area:	Tel No:



## **APPLICANT CHECKLIST**

**Before submitting this form, please ensure all sections have been completed:**

**YES**

Have you answered ALL the questions?	
Have you clearly identified the Programme you wish to study on page 2?	
Have you clearly identified the Modules you wish to study on page 8?	
Have you signed to confirm that you meet the entry requirements for your chosen Programme on page 8?	
Have you included two photographs and written on the back your name (printed in capitals) and your date of birth?	
Have you included copies of your educational certificate as per requirements on page 5?	
Have you taken a copy of the completed form for your own reference?	