



## School of Nursing & Allied Health Recruitment & Selection Policy

This document outlines where the School of Nursing & Allied Health admissions & recruitment practices vary from those published in the Newman University Admissions policy. It supports the admissions principles and policies of Newman, as outlined in the Newman University Undergraduate Admissions Policy (<https://www.newman.ac.uk/knowledge-base/our-admissions-policy/>) and should be considered alongside this document. This policy will be reviewed on an annual basis.

The School of Nursing & Allied Health Admissions Policy applies to the following programmes:

BSc (Hons) Nursing (Adult)  
BSc (Hons) Nursing (Mental Health)  
BSc (Hons) Physiotherapy

### 1. Principles

The School of Nursing & Allied Health 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. This policy augments the Newman University Admissions Policy.

The School of Nursing & Allied Health 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, in accordance with the Newman University Commitment to Equality & diversity, and the Accessible and Inclusive Learning policy.

All current courses within the School are regulated by either the Nursing & Midwifery Council or the Health & Care Professions Council and the Chartered Society of Physiotherapy. All organisations mandate requirements for students recruited to the respective courses and these are outlined within this policy.

### 2. Application Process

- i) UCAS Process  
It is envisaged the majority of applications will be made through this route following [the standard UCAS timetable](#). However admission tutors may consider late applications to UCAS.
- ii) Widening Participation  
Any Institution or Faculty participation agreements reached with partner Schools

and Colleges developed to widen participation will be admissible, however all applicants will still be required to meet any PSRB mandated conditions such as satisfactorily passing an interview related to the Programme applied for.

iii) Internal Transfers

The School of Nursing & Allied Health will accept applications from applicants who wish to transfer internally from other programmes at Newman. Applicants are expected to meet the standard academic entry requirements, pass an entry interview, satisfactorily complete a Disclosure & Barring Service enhanced search and receive satisfactory occupational health clearance

- (a) A personal statement to support entry onto the programme they wish to transfer to
- (b) Confirmation of details of modules and student performance from the current programme they wish to transfer from
- (c) All transfer enquiries should be made to the Admissions Tutor for the programme you wish to transfer to in the first instance and will be considered on an individual basis.

iv) External Transfers

The School of Nursing & Allied Health will accept applications from applicants who wish to transfer onto one of our courses from other institutions, providing places are available and at level one of our programmes. The same criteria as 2 (iii) (above) apply with each being reviewed on an individual basis. Applicants are expected to meet the standard academic entry requirements [for the programme applied for](#), pass an entry interview and complete an RPL application.

v) Transfer using RPL

The School of Nursing & Allied Health will consider applications from applicants who are seeking entry to the second year from 2024. All applications must be made through UCAS by January 2024 ([www.ucas.com](http://www.ucas.com)), and are contingent on:

- Learning Outcomes of year 1 of the relevant programme have been met.
- Confirmation of completed modules and that assessments were passed at first attempt.

Applicants are expected to meet the standard academic entry requirements and each will be reviewed on an individual basis aligned with the [University RPL policy](#). For NMC regulated programmes, applicants will be able to bring across a maximum of 120 Level 4 and 60 Level 5 credits as mandated by the Nursing & Midwifery Council education standards. For HCPC/CSP regulated programmes applicants will be considered on an individual basis. Applicants will be required to provide evidence required for RPL including transcripts of achievement, module documents / descriptors and any placement documents where the student is required to prove practice/placement hours. Transcripts alone are not enough for a successful RPL decision.

### 3. Admissions Process

The admissions process will provide both the applicant and the education provider the information they require to make an informed choice about whether to take up or make an

offer of a place on a programme.

i) Values based recruitment

The School of Nursing & Allied Health strives to deliver an approach to recruitment and selection on the basis that applicant's values and behaviours align with the values of the [NHS constitution](#) and the values of the relevant regulatory body (Code, NMC 2018 or HCPC 2006, CSP 2019). Applicants will be shortlisted on the basis of their UCAS application and then invited to a face to face panel interview. Interviews will be arranged with the applicant for a specific date and time.

ii) Selection Process

Most applications will be made online through the Universities and Colleges Admissions Service ([www.ucas.com](http://www.ucas.com)). 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 degree programmes School of Nursing & Allied Health. The selection criteria will be applied ensuring that we treat all students fairly and do not discriminate unlawfully on grounds of their age; disability; gender; gender identity; pregnancy or maternity status; race; religion or belief; or sexual orientation. This is further clarified in the University admissions policy. Applicants will need to be 18 by 1<sup>st</sup> October of the year they join the Programme in order to attend clinical placements.

iii) Academic entrance requirements

The School of Nursing & Allied Health 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 the [School of Nursing & Allied Health webpage](#) detailing all undergraduate programmes lists of entry requirements and accepted qualifications. The School of Nursing & Allied Health sets its entry requirements to ensure success on its programmes. For this reason requirements may differ between programmes and to the minimum/guideline qualification equivalencies set out in Appendix A of the [Newman Undergraduate Admissions Policy](#) The School of Nursing & Allied Health accept Level 2 Functional Skills English and Numeracy in lieu of GCSE English and Maths.

iv) Personal Statement

The personal statement of the UCAS form assists in the assessment of the nature of the applicant's interest in the academic subject and is a vital part of the selection process. It is essential that applicants take this opportunity to demonstrate their understanding of, and enthusiasm and aptitude for the professional and academic aspects of the Field of Nursing / Allied Health Programme they are applying for.

v) Interviews

Applicants are shortlisted against the above agreed criteria and they must meet or be predicted to meet the academic entry requirement for the programme at application or within the admission cycle. The information in the application form plus the personal statement on the UCAS form helps 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 UCAS form must be supportive of the applicant; in the case of applicants still in education, this should be an academic reference. The School of Nursing & Allied Health will only shortlist based on the information supplied on the form at the time of submission. Successful applicants will be invited for a face to face interview, normally on Campus at the School of Nursing & Allied Health. This is a statutory body requirement and enables further assessment of the applicant's aptitude and interest in the programme. The interview panel will typically consist of an academic member of the course team and an Expert by Experience and/or Clinician from a partner Trust. This allows a method of identifying potential for study and 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->

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 at least ten working days notice when inviting an applicant to an interview; and offering applicants an alternative interview date (if requested) where possible. If the School of Nursing & Allied Health 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.

vi) Confirmation & Meeting Conditions

Each offer is specific to an applicant's individual qualifications and circumstances. Applicants must typically meet the conditions set by the University by 31 August of the application year unless otherwise stated in the prescribed course or professional body requirements, even if the offer is deferred for entry to the following application year. All offers are subject to satisfactory Disclosure and Barring Service report, registration with Independent Safeguarding Authority and satisfactory Occupational Health Clearance. The Nursing and Midwifery Council (NMC) and the Health and Care Professions Council (HCPC) offer guidance for prospective students on 'good health'. They advise; 'if you have a disability or a health problem that you should seek advice about whether you can be adequately supported to be capable of providing safe and effective practice without supervision'.