



Birmingham  
Newman  
University

# SCHOOL OF NURSING & ALLIED HEALTH RECRUITMENT & SELECTION POLICY

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This document developed in partnership with Learners, Experts by Experience and Practice Partners, outlines where the School of Nursing & Allied Health admissions & recruitment practices vary from those published in the Birmingham Newman University Admissions policy. It supports the admissions principles and policies of Newman, as outlined in the Birmingham 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 (Adult) with Foundation Year  
BSc (Hons) Nursing (Mental Health)  
BSc (Hons) Physiotherapy  
BSc (Hons) Paramedic Science  
BSc (Hons) Occupational Therapy

MSc Nursing (Adult)  
MSc Nursing (Mental Health)

## 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 Birmingham Newman University Admissions Policy. The School of Nursing and Allied Health reviews academic and professional standards and educational admissions requirements annually. Entry criteria are agreed with the University Recruitment Strategy Group and the Recruitment Operations Group where subjects are benchmarked to ensure PSRB and Professional Body requirements are met.

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 Birmingham Newman University Commitment to Equality & diversity, and the Accessible and Inclusive Learning policy. Where an applicant identifies that they require a reasonable adjustment as part of the selection process these will be provided on an individual basis. The admissions tutor will liaise with the applicant where this has been brought to the attention of the programme team to ensure adjustments are applied if required.

All the above courses within the School are regulated by either the Nursing & Midwifery Council or the Health & Care Professions Council, the Chartered Society of Physiotherapy and the Royal College of Occupational Therapists (RCOT). All organisations mandate requirements for students recruited to the respective courses and these are outlined within this policy.

## 2. Undergraduate 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 year 1 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 Recognition of Prior Learning (RPL) application. Support for RPL is detailed in section v.

### v) Transfer using RPL

The School of Nursing & Allied Health will consider applications from applicants who are seeking entry to the second year from 2025. All applications must be made through UCAS by January 2025([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. For HCPC/RCOT regulated programmes a maximum of one third of the total pre-registration programme may be considered for RPL. 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. For RCOT accredited programmes the hours of practice based learning that may be considered for RPL must not exceed the hours of practice based learning scheduled for the first year of the Newman programme, must have been assessed and passed. For external transfers from another occupational therapy preregistration programme, more than one third of a programme may be considered for RPL providing the learner meets Newman's admissions requirements; demonstrates that the teaching, learning and assessment strategy of the releasing pre-registration programme is commensurate with the stage of the pre- registration programme they are seeking admission to; and ensure the releasing education provider details any issues regarding professional misconduct or fitness for the profession, so that Newman can make an informed decision.

Help and advice on how to apply for a transfer and RPL is available to applicants on the Birmingham Newman web pages: <https://www.newman.ac.uk/knowledge-base/transfers-top-ups-and-recognition-of-prior-certificated-learning-rpcl-and-or-prior-experiential-learning-rpel-policy/>

#### vi) Support for RPL Claims

Where an applicant identifies that they wish to make an RPL claim the admissions department will identify this with an academic advisor within the School of Nursing and Allied Health who will have relevant subject/programme expertise and will support the applicant with their RPL claim. The academic advisor within the School will make contact with the applicant as soon as possible. Each application is reviewed on an individual basis and this is to ensure PSRB and Professional Body requirements are met and that the credit being applied for is relevant and programme aims, outcomes and content can be mapped.

Applicants are required to submit a claim to the School via the admissions department. The Academic Advisor will meet with the applicant either in person or via Microsoft Teams for an initial meeting once the applicant has confirmed they want to proceed with the RPL application. The RPL application needs to demonstrate information about the programme that is being applied for and the modules/programme from which the applicant is seeking exemption. The initial meeting with the academic advisor will outline the components that need to be completed and provide rationale on the evidence required that demonstrate how prior learning enables the applicant to meet the Learning Outcomes of the Birmingham Newman University, SoNAH modules. One further meeting will be granted with an applicant prior to them submitting their RPL claim, the claim will need to demonstrate the following:

- The applicant meets the Learning Outcomes of the Module/Modules/Part or Year of the programme being applied for.

- PSRB and Professional Body requirements can be met, this includes application of RPL from a similarly regulated programme e.g. NMC, CSP, RCOT or where an applicant is seeking RPL from non-regulated programmes.
- That the RPL claim does not exceed 50% of the programme (NMC) or one third (RCOT) of the student's undergraduate programme. RPL claims can only exceed this amount if the applicant is a Registered Nurse with no restrictions on their practise seeking an additional field of practice or the applicant is seeking to transfer from an approved Occupational Therapy programme into a Birmingham Newman University Occupational Therapy programme.
- The content/topics covered by the applicants prior learning matches the School of Nursing & Allied Health module(s) or is relevant to the programme
- The level of the applicants prior learning is the same as or higher than the level of the module/programme (i.e. if they are seeking exemption from the first year of a three-year undergraduate degree, their prior learning must have been at level 4 or higher)
- The applicants prior learning was undertaken recently enough to still be relevant to the module/programme (N.B. Qualifications more than 5 years old will not normally be accepted and in some cases, such as professionally accredited programmes/units, prior learning will need to have been completed more recently. Applicants will discuss this when they meet with their subject academic advisor
- All of the prior learning was undertaken by the applicant
- All evidence submitted must be written in English. Applicants are reminded to include all relevant prior learning that they have undertaken on their claim as the University cannot consider any prior learning that is omitted, even if it was undertaken at Birmingham Newman University.

### 3. Undergraduate 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 2023, CSP 2019, or RCOT 2022). 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. All staff involved with the recruitment and selection processes must have undertaken mandatory training on unconscious bias and have undertaken the University recruitment and selection training prior to leading on recruitment and selection events.

## 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 in the 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/practice 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.

If English is not the applicants first language, applicants for HCPC, CSP and RCOT regulated and accredited programmes must have an IELTS score of 7.0, with no element below 6.5 to meet the Academic entrance requirements.

## 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, ensure parity with Values Based Recruitment initiatives for those ultimately wishing to work in Health and Social Care and suitability for their chosen profession. All interviewers will demonstrate they have received equality & diversity training prior to interviewing.

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.

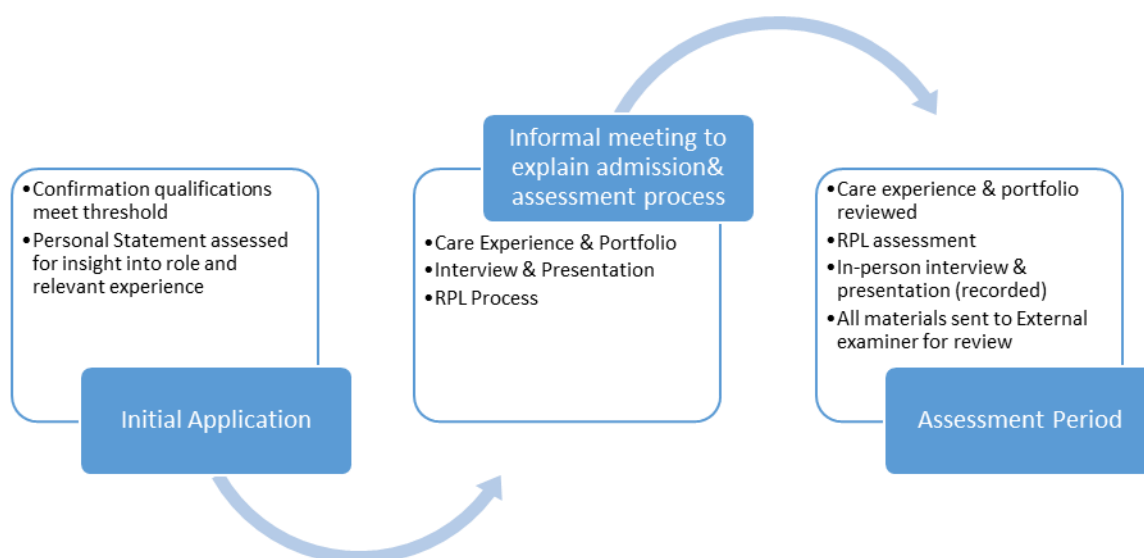
- vi) The Standard application process detailed in i to v above, applies to applicants who apply for the BSc (Hons) Adult Nursing with Foundation Year; however the Level 2 qualifications need to be met for students to enter Level 4 and can be studied alongside the Foundation Year. These applicants will have an end of year interview with a Registrant Personal Tutor to ensure all requirements have been met and the students values remain aligned to the NHS Constitution.

vii) 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'.



#### 4. Postgraduate Application & Admission Process



- a. Initial Application will be hosted and completed via the course page on the main [Birmingham Birmingham Newman University website](#), or via a sponsored link within UCAS. The Personal Statement will be reviewed by a member of the Course Team, reviewing attributes and insight into the role of the nurse, along with assurance the applicant has or is on track to gain the minimum qualifications and course requirements as follows:
  - 2:2 BSc (Hons) degree, usually in a health related subject
  - GCSE/IGCSE English language and maths grades 9-4/A\*-C or equivalent
  - Candidates must have achieved these qualifications before commencing on the MSc programme.
  - Candidates applying for the MSc programme will need to evidence 600 hours of care experience. This needs to be verified by someone who is on a professional register.
  - Candidates must also complete an Enhanced Disclosure and Barring Service (DBS) check which must be satisfactory prior to commencing the course.
- b. RPL - The RPL activities enable students to evidence their care experience and graduate experience & academic ability by acknowledging the prior learning that has taken place before starting the MSc Course.
  - i. Applicants will evidence 600 hours of care experience. This will need to have been completed within the last 3 years, in the UK in a formal workplace environment in either a paid or voluntary role. Within the portfolio document the applicants will align their experience to the NMC Code (2018).
  - ii. The RPL of 600 theoretical hours will be evidenced during a 10 minute live presentation by the applicant to a member of the course team and an expert by experience or a clinician drawn from our Practice Learning Partners. The presentation will evidence the applicants graduate experience and academic ability at a standard which evidences the entry requirement of 600 hours of undergraduate

theoretical learning. The applicant will provide an overview of their final piece of academic work/ research (e.g dissertation/ research project). The presentation should encompass the key graduate skills gained from undertaking the piece of work, how these have been applied during the applicants care experience, and how the learning / content applies to their chosen field of nursing. Graduate skills within this context can include (but are not limited to) creativity, analytical thinking & reasoning, problem solving, digital skills & literacy and data analysis & research.

- iii. This will be recorded and shared with the External Examiner, along with the Care portfolio.

c. 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 30<sup>th</sup> March 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) 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'.