

► Future Aims for Career development

example:

- To achieve a degree in Emergency Care/Community Healthcare Nursing
- To be a consultant nurse in Endocrinology
- Undertake a leadership course

► Contact

For information on enhanced access to Degree level study, please contact:

AP(E)L Administrator
Faculty of Health & Social Work b
20 Portland Villas
University of Plymouth
Drake Circus
Plymouth
PL4 8AA

Tel: 01752 233898

Email: apelhsw@plymouth.ac.uk

Please return all completed CVs and application forms to the AP(E)L Administrator.

For information on Diploma and Degree courses at the Faculty of Health & Social Work, please contact:

Admissions Office
Faculty of Health & Social Work
20 Portland Villas
University of Plymouth
Drake Circus
Plymouth
PL4 8AA

Tel: 01752 233842

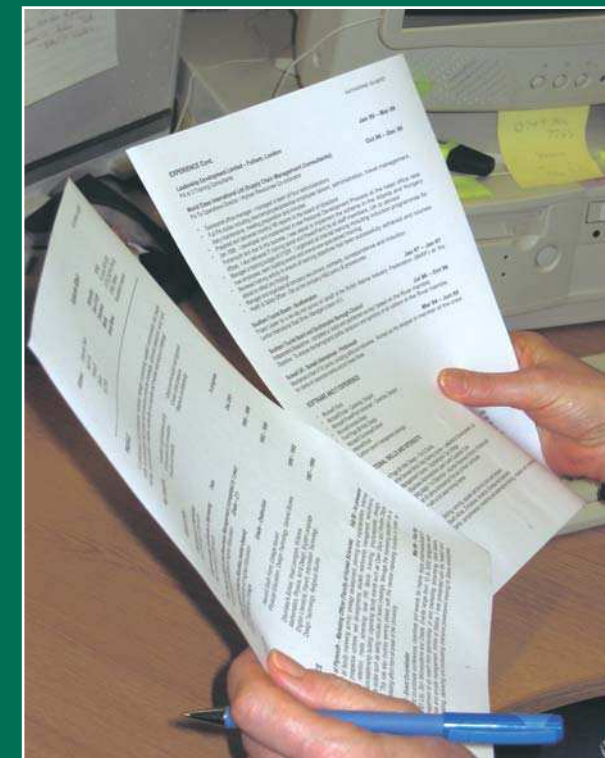
Email: healtheducation@plymouth.ac.uk

Or visit www.plymouth.ac.uk/healtheducation

► Preparing and Submitting Your CV

- 1 Seek clarification from your AP(E)L co-ordinator at an early stage if you are uncertain about any aspect of preparing your CV.
- 2 You will need to prepare two copies of your CV - one to submit, which will not be returned, and one to retain as your master copy.
- 3 Please ensure that your CV is firmly secured in a slim plastic folder with a transparent cover. This is to enable easy identification and to ensure it remains intact throughout internal posting and handling. Please do not put the pages in individual plastic wallets as this makes them difficult to read.
- 4 A cover page should be included with your CV. This should clearly indicate your name, contact details and your signature. Remember to date the cover page.
- 5 Your CV should be typed or word-processed, single-sided, on white or buff A4 paper. We are not able to accept e-mailed copies. It is recommended that you use Arial, font size 12, left justified and without underlining. Avoid elaborate font styles and inappropriate artwork.
- 6 In constructing your CV and presenting your evidence you might find it helpful to study the aims and learning outcomes of the following modules – Care Delivery, Care Management and Professional and Ethical Issues. The learning outcomes for these Diploma Level modules are mapped against the evidence presented in your CV to award your credits. These learning outcomes can be located via www.plymouth.ac.uk/courses and click on Continuing Education – Health.
- 7 Your CV will be scrutinised and our aim is that you should normally have received feedback on the outcomes within six weeks.

Preparing Your CV



Devon and Cornwall **NHS**
Workforce Development Confederation

Dorset and Somerset **NHS**
Strategic Health Authority



As part of The University of Plymouth's strategy of widening access, we are now offering the opportunity for experienced healthcare professionals* to have their experience recognised in the form of 100 Level 2 academic credits. This, together with the completion of the module 'Evidence Based Practice (HEA273)' and a recognised study skills course will enable students to access degree level study. (Please also refer to the accompanying leaflet 'Are you an experienced health care professional?').

Part of process of accessing this opportunity requires the preparation of a comprehensive CV, demonstrating that you have constructively used your professional experience to promote your learning. The evidence that you provide in your CV will be mapped against the required University learning outcomes to ensure that you have demonstrated your achievement of the necessary competencies.

What to include in your CV and how to present the information

► Contact Details

Name
Full Home Address including Postcode
Home Tel Number and E-mail Address *(if you have one)*
Work Tel Number and E-mail Address *(if you have one)*

► A Career Summary

This is a simple statement that captures your career to date. It should highlight your experience and skills, your knowledge base and attributes.

example:

A paramedic supervisor who is a proven team leader and people motivator. Confident and competent in practice due to 15 years of expertise in an ever changing acute and classroom environment.

► Professional Qualifications

example:

- Registered Nurse, Paramedic Supervisor, Physiotherapist, Occupational Therapist, Social Worker, Midwife, Podiatrist, Operating Department Practitioner, Health Visitor.

► Employment Details

- who you worked for, when and in what role
- what you actually did

example:

- Royal Devon & Exeter Hospital 1999 – 2002
F grade staff nurse in coronary care
- Delivered total patient care to a group of acutely ill coronary patients
 - Contributed to the operational management of the unit, staff and resources and delegated management of the unit in the absence of the ward manager
 - Developed a range of information leaflets for patients
 - Improved...
 - Published...

► Formal Education and Professional Training

All post secondary education – most recent first, dates and venues – identifying for each activity three key things that you learnt.

examples:

- Social Science module (60 credits), Open University, 1994 – 1995
- How to read and make notes from an academic paper
 - The impact of social class on health and lifestyle
 - The need to update my study skills

Teaching and Assessing in Practice (ENB998), Tor and South West College of Health, 1991

- How to provide effective feedback to students on their clinical work

- Methods of reliably assessing practical skills
- The statutory competencies

Registered General Nurse Training, Tor and South West College of Health, 1987 – 1990

- How to communicate with distressed patients and their families
- Working as part of a team
- The need to check out things that I did not understand

► Professional Study Events and Activities

Most recent first, including dates and venues, again identifying for each activity three key things that you learnt

examples:

- Cardiac resuscitation update, Derriford 2002
- Searching for information on the internet, Derriford 2001
- Venepuncture and Cannulation, Derriford, 2000
- Male Catheterisation, Derriford, 2000
- Leadership Styles, Treliske, 1999
- Annual Mentor Updates, Treliske, 1999 to present

► Professional Interests

With a brief statement of your involvement

examples:

- Aromatherapy and Reflexology. I am taking a course at the local FE College and believe that the skills gained have a role to play in treatment and rehabilitation
- RCN Representative. I have been a representative for three years and I am planning to go to next years RCN Conference
- Member of the Territorial Army (medic). I have belonged to the TA for six years and have taken a specialist course in biological safety

* Healthcare professionals who have five years, full time, or equivalent experience, in practice.