

Short Course in Facilitating Workplace Learning U44175 (Code: SAW)

Thank you for your interest in the above Short Course at the Faculty of Health and Life Sciences, Oxford Brookes University.

To help you through the application process, there is a checklist in this pack, which highlights everything that you will need to return to us in order to be considered for a place on the course. It is essential that you read the entire contents of this pack before completing your application form.

Application form

You will see from the front of the application form that there are the usual requests for information that you will be accustomed to. However, it is important that you read through the application carefully and complete **ALL** of the sections and sign the declaration.

The deadline for the receipt of applications and all relevant paperwork for the Semester 3 (May 2015) course is **Friday 10th April 2015 at the very latest**. Any applications received after the deadline cannot be considered.

Please be aware that, if you are Trust funded, there will be an earlier deadline to submit your application and paperwork to your Trust Education Lead. They will then forward the application to us on your behalf. Any applications received after the OBU deadline cannot be considered, under any circumstances.

Reference

With regard to a reference, you will see that we provide a 'Manager's Reference' form. This form is designed to save time in your clinical area and replaces the traditional written reference. You do **not** need to name an additional referee on the application form.

Funding

Please complete the enclosed Funding Statement and tick one of the options regarding funding. All Funding Statements will need to be signed off by your Trust Education lead before we can accept your application. We **cannot** process your application without the signature.

Mode of Study

Please note that if you work for a trust within South West area, you will be required to undertake the Taught Mode consisting of 3 study days.

Choice of Dates and Venue

Please find enclosed the dates for the course in May 2015. Places are offered on a first come first served basis.

At www.brookes.ac.uk you will find further information about studying at our Faculty. Programmes at the Faculty of Health and Life Sciences are consistently given high ratings in Quality Assurance Agency reviews. As we receive a high volume of applications, we recommend that you read the information provided closely and act early in order to avoid disappointment.

Please note that you will **not** be informed about whether your application has been successful until approximately 2 weeks **after** the deadline.

We look forward to hearing from you and assisting you in making your decision.

Kind regards

Margaret Clarke

Programme Administrator.

FACULTY OF HEALTH AND
LIFE SCIENCES

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workplacelearning@brookes.ac.uk

**Checklist of Documents in this Mailing:
Facilitating Workplace Learning U44175 (Code: SAW)**

Item	
General Enquiry Letter	<input checked="" type="checkbox"/>
General Course Information	<input checked="" type="checkbox"/>
Application Form	<input checked="" type="checkbox"/>
Dates Information	<input checked="" type="checkbox"/>
Manager's Reference Form	<input checked="" type="checkbox"/>
Funding Statement	<input checked="" type="checkbox"/>

Checklist of Documents to Return with your Application

(Your application will not be processed until all documentation is received).

Item	
Application Form (Fully completed)	
Funding Statement (Signed off by Trust Education Lead)	
Manager's Reference Form	
Dates Information	

Please be aware that, if you are Trust funded, you will need to submit your application and paperwork to your Trust Education Lead for sign-off prior to the dates below. Your Trust Education Lead will then forward completed applications to OBU by the deadline below

DEADLINE FOR APPLICATIONS: Friday 10th April 2015

If you can tick all the above boxes, you are ready to return your application form via your Trust Education Lead, to:

Chris Durant
Programme Administrator – Ferndale Campus
Faculty of Health & Life Sciences
Oxford Brookes University
Ferndale Road
Swindon SN2 1HL.

FACILITATING WORKPLACE LEARNING

Application Code SAW

KEY DETAILS

This single *module* interprofessional course prepares health and social care professionals for their respective roles as mentors (nursing and midwifery), practice educators (occupational therapists), clinical educators (physiotherapists), practice teachers/ assessors (social work and specialist community nurses), and other facilitators of workplace learning.

Supporting and assessing the learning of others in your workplace is challenging and this module will help you to be knowledgeable and confident in your approach. The module also helps you to develop your transferable skills for supervisory management and work at a senior level whatever your profession.

For Nursing and Midwifery applicants, please read the following handout 'Preparation of NMC Mentors/Sign-Off Mentors on the website: www.hls.brookes.ac.uk/peu/nmc-standards

The course comprises three days of attendance/teaching and constitutes one single module short course, **Facilitating Workplace Learning**.

The tasks of teaching, supervising and learning in the workplace are common to all members of the course, and exploration of professional difference provides a rich source for examining your own professional requirements. Discussion with other professionals and carrying out exercises together on the course offers the opportunity for you to identify the similarities and subtle differences within each profession. Support is offered by the course team. The team includes teachers from a variety of different professional backgrounds.

Professional Development

Successful completion of this module fulfils professional requirements in the following ways:

- Physiotherapists: will be entitled to ACE accreditation (Accredited Clinical Educator Status) *Physiotherapists in particular may wish to consider the APEL route as part of their CPD*
- Occupational therapists: will be eligible for APPLE accreditation ((Accreditation of Practice Placement Educator)
- Social workers: meets the "enabling others" component of the specialist level of the Post-Qualifying Award.
- Nurses and midwives: meets the NMC (2008) Standards for Mentor Preparation.

MODULE DESCRIPTION

FACILITATING WORKPLACE LEARNING

U44175

15 CATS Credits at Level 6

Teaching is delivered throughout Oxfordshire and in Swindon

This requires 150 hours of student input.

Taught mode (Three days taught course)

The taught module consists of three teaching days over a period of approximately three months. The teaching sessions are based on core themes relating to a facilitator's role, including assessing learners' needs, developing the learning environment, methods of facilitation and assessment of competence. There is a Virtual Learning Environment (VLE) site to support your studies. Peer support and interprofessional learning is fostered through group work. The module assessment consists of an observation of facilitating learning in practice, a reflective essay and completion of evidence that you have met the relevant professional body requirements.

YOUR NEXT STEP

Whatever your background you will need to:

- have the ability to study at academic Level 6,
- have at least nine month's experience as a health or social care professional, in the workplace.

Additionally, you will need to:

- be contributing to the development of an environment in which effective practice is fostered, implemented, evaluated and disseminated,
- be contributing to the assessment and management of clinical developments which ensure safe and effective care,
- be contributing to the implementation of strategies for quality assurance and audit,
- be able to identify, apply and disseminate research findings within your clinical area,
- adhere to the codes of professional conduct and practice.

If you meet these criteria, your next step is to submit an application form with all the necessary documents. You can obtain an application pack from the Programme Administrator or please download an application pack from our website:

www.swph.brookes.ac.uk/courses/post-qualifying/sc/facilitating-workplace-learning

Applications are dealt with on a first come, first served basis. Please act early to avoid disappointment.

COURSE FEES

Funding arrangements vary across the country. Oxford Brookes University has a contract with Health Education England – Thames Valley (LETB), (covering the geographical areas of Oxfordshire, Berkshire, Buckinghamshire and Milton Keynes). Your module fees may be paid if you practice within the areas detailed above. However, before an application can be accepted, the relevant Trust Education Lead must have signed your funding statement, which is contained within the application pack. The cost for those students who self fund can be obtained from the Programme Administrator.

If you would like further information and/or an application pack, please contact:

Programme Administrator (Swindon)

Tel: 01793 437404 Email: workplacelearning@brookes.ac.uk

Department website: www.shs.brookes.ac.uk

OTHER STUDY OPPORTUNITIES

We offer a full range of post-qualification/postgraduate single modules, short and long award bearing courses for health and social care professionals. For more information, go to our website: www.shs.brookes.ac.uk/courses

WHY STUDY AT OXFORD BROOKES UNIVERSITY?

- We have a large and dedicated building in Oxford (Marston Road) and a campus in Swindon (Ferndale), Wiltshire equipped with state-of-the-art classroom and clinical skills simulation suites and resources.
- We have our own osteopathic clinics: Mill Court in Headington, Oxford and at Ferndale Campus in Swindon offering a full range of osteopathic treatments to students, staff, NHS staff and the public:
www.shs.brookes.ac.uk/osteoclinics
- Our courses are open to a wide range of health and social care professionals providing highly flexible continuing professional development (CPD) study opportunities with part-time, full-time and mixed mode options (including opportunities for e-learning, blended and distance learning).
- We support multi and interprofessional learning and teaching, and many of our courses are either fully multiprofessional or offer excellent opportunities for shared learning.
- Our lecturers are experienced in their specialist practice area and maintain excellent practice links with those areas locally or across the region.
- Many of our lecturers have reputations for excellence and have established links with colleagues, organisations and institutions at national and international level.
- We have a strong research profile, with experienced researchers working in established areas including cancer care, children and families, drug and alcohol, physical rehabilitation and enablement and interprofessional education & collaborative practice.
- Oxford Brookes is rated internationally excellent across a broad range of subjects in the 2008 Research Assessment Exercise (RAE). 70% of our research in Allied Health Professions and Studies was rated as being of international significance, and of this, 10% was rated as world-leading.
- Oxford Brookes is a student centred institution that is fully committed to each individual achieving their potential. To support this, both the school and the university offer a broad range of student support schemes to facilitate learning and development: **www.brookes.ac.uk/student/services/health**
- We have an excellent track record of high levels of student satisfaction, low student attrition rates and high employability.

Oxford Brookes University actively supports equality in education and welcomes applications from all people representative of our diverse community. For more details please visit www.brookes.ac.uk/services/hr/eod or phone +44 (0) 1865 485929.

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Choice of mode: please tick and return with application (please note the dates before returning the paperwork)

Name.....

Place of Work.....

Taught Mode Option:

1. Ferndale Campus, Swindon 09:30-16:00

No on site parking available – Public transport recommended

Tuesdays: 19 May 2015; 02 June 2015; 30 June 2015

☐

Thursdays: 28 May 2015; 11 June 2015; 09 July 2015

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N.B. Application Deadline is Friday 10th April 2015

Modular Programme

Application for a place as an Associate Student on the Modular Programme

Proposed start date		Part-time or full-time	
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Personal details

Title Mr/Ms/Mrs/Miss	
Surname	
First name	
Date of birth	
Country of birth	
Home address	
Postcode	
Daytime telephone number	
Email address	

Disability/Special Needs

Please enter the appropriate code in this box if you have a physical or sensory disability which might in some way affect your studies or may require special facilities or treatment. (See guidance notes.)	<input type="text"/>
Please clarify the type of disability or special needs	

Criminal convictions

If you have a relevant criminal conviction enter X in the box. (See notes for a definition of relevant criminal conviction.)	<input type="checkbox"/>
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Education or other relevant experience from age 16 Give names and towns of establishments attended in chronological order	From		To		Full-time or Part-time
	Month	Year	Month	Year	

Examinations taken Examining body	Exam date		Subject	Level	Result
	Month	Year			

M2

OXFORD
BROOKES
UNIVERSITY

Application Ref No:

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Fee status

Country of domicile or area of permanent residence	
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Applicants not born in the European Union please state:

	Day	Month	Year
Date of first entry to the EU			
Date of most recent entry to the EU			
Date from which you have been granted permanent residence in the EU			
Nationality			

Reference

Name and address of Referee
Daytime telephone number:

Student/Employment status

If student, state course and college	
If staff at Brookes, state Dept and position	
If employed, state where and nature of work	

Modular Programme

Module selection

Please indicate here the area of your interest, or the module(s) you wish to study, specifying both the name(s) and number(s) and the semester in which the module runs. Part-time associates cannot apply for more than five modules over the academic year or 3 modules in any one semester as this would be classed as full-time.

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Facilitating Workplace Learning

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Please indicate here your reasons for applying to study as an Associate Student

IMPORTANT

Continuing as an Associate from one year to the next

If you are accepted as an Associate Student and you wish to register for further modules each semester or from one year to the next, you will not have to re-apply on an M2 application form. Further modules should be registered on an M100 form, obtainable from the Student Administration Office or from the rack outside the office.

DECLARATION

I confirm that the information given on this form is complete and accurate and no information requested or other material information has been omitted. I give my consent to the processing of my data by Oxford Brookes University. I have read the *Conditions of Acceptance* laid out in the *Prospectus* and undertake to be bound by those conditions.

Applicant's Signature Date

FOR CO-ORDINATOR'S USE

Co-ordinator's decision Unconditional ☐ Conditional ☐ Reject ☐

Comments (conditions)

**Manager's Reference: Return with the application for Facilitating Workplace Learning
(Code: SAW)**

Name of Applicant..... Prof. Body..... Reg/Pin No.....

Name of Manager..... Title..... Practice Area.....

Please read the following and initial accordingly

Standard	Confirmed Please Initial
The applicant establishes effective relationships with patients and clients	
The applicant contributes to the development of an environment in which effective practice is fostered, implemented, evaluated and disseminated	
The applicant contributes to the assessment of management of clinical developments to ensure safe and effective care	
The applicant contributes to the implementation of strategies of quality assurance and quality audit	
The applicant identifies, applies and disseminates research findings within the area of practice	
The applicant has at least nine months post qualifying experience when applying to do the course? Or the part time equivalent?	
The applicant has adequate experience in the area of work in which they intend to mentor?	
The applicant is in good health and of good character?	
The applicant meets the employer's requirement for CRB clearance?	
The applicant meets the employer's requirement for professional body registration?	
The applicant will be given the relevant support and study leave in line with professional standards i.e. HCPC, NMC or GOSc to complete the course?	
For Nurses and Midwives only: The applicant will have access to a student undertaking an NMC approved programme in practice, in order to gain suitable experience of the mentoring role? (See Professional Body Requirements.) The NMC require a mentor to be on the same part of the register as the learner.	
For Nurses and Midwives only: The applicant will be given the following learning time: <ul style="list-style-type: none"> • 5 days protected learning time * including 3 days for the taught component • 5 days work based learning This is an NMC requirement.	

Your signature below confirms that all the above is in place

Manager's Signature..... Date.....

***Protected learning time** is an NMC compulsory requirement, equivalent to 37.5 hours. 21 hours may be evidenced by attendance at the three taught days. The other 16.5 hours can be achieved in a variety of ways, including

- Release for self-directed study for assignment preparation
- Observed facilitation
- Identified time within the working day for learning activities.

UK FUNDING STATEMENT TO BE RETURNED WITH THE APPLICATION FORM
(please complete ALL sections)

Name:	Your name must appear here identically to how it does on your health care registration, including middle names if you have used them.
Practice area (eg cardiology/GP surgery/community):	Hospital/Institution (eg Great Western Hospital):
Professional body registration number: e.g. NMC PIN, HCPC registration	Certificates of attainment cannot be given unless we have your registration number from your professional governing body.

Title of course **AND** tick relevant box below for level of study:
Facilitating Workplace Learning (SAW)

☐ Associate - number of modules to be taken or full short course ☒

Course commencement date: **May 2015** Intended completion date: **August 2015**

Trust Education Lead's Signature.....	Date.....
Trust Education Lead's Name (please print).....	

Payment, please pick ONE of the following:

1. I work within South West in one of the following Trusts (please tick):

Trust	Tick	Trust	Tick
Great Western Hospitals NHS Foundation Trust (including Wiltshire PCT)	<input type="checkbox"/>	GWH (including Wiltshire PCT) – Health Visitor	<input type="checkbox"/>
SEQOL (previously Swindon PCT)	<input type="checkbox"/>	Great Western Ambulance Trust	<input type="checkbox"/>
I work for the Trust indicated above but I am being funded by the South West SHA through the Strategic Services Improvement Fund (SSIF)			<input type="checkbox"/>

2. My employer is from outside the above trusts and has agreed to pay my fees.

They will supply me with a letter of support with invoice details when I enrol. ☐

OR

3. I will be funding myself and will bring payment with me when I enrol. ☐

Office use ONLY	University course code: SAW Number of modules in current academic year: 1 Number of modules in total : 1
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Associate Application Form (M2): notes for guidance

Before completing the form, PLEASE ENSURE THAT YOU READ THESE NOTES FOR GUIDANCE CAREFULLY.

Exclusions

You should not use this form when applying for full-time/part-time degree courses, postgraduate associate modules or postgraduate degrees

Completion of the form

Please ensure that the form is completed neatly using **black ink**.

Personal details

Complete this section in **BLOCK CAPITALS**.

Disability or special needs

In the box, please enter the code, which is most appropriate to you from the list of statements below. Describe your condition in the space provided and where it is not obvious (ie with unseen disabilities), indicate whether you have special needs.

Disabilities/support required:

- 0 None.
- 1 You have a specific learning difficulty (for example, dyslexia).
- 2 You are blind or partially sighted.
- 3 You are deaf or hard of hearing.
- 4 You use a wheelchair or have mobility difficulties.
- T You have Autistic Spectrum Disorder or Asperger Syndrome.
- 6 You have mental health difficulties.
- 7 You have a disability that cannot be seen, for example, diabetes, epilepsy or a heart condition.
- 8 You have two or more of the above.
- 9 You have a disability, special need or medical condition that is not listed above.

Criminal convictions

To help us reduce the risk of harm or injury to our students caused by the criminal behaviour of other students, we must know about any relevant criminal convictions you have.

Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them (but see the next paragraph).

If you are applying for courses in teaching, health, social work and courses involving work with children or vulnerable adults, you must tell us about any criminal convictions, including spent sentences and cautions (including verbal cautions) and bindover orders. For these courses, you may need an 'enhanced disclosure document' from the Criminal Records Bureau or the Scottish Criminal Record Office Disclosure Service. We will send you the appropriate documents to fill in.

Courses in teaching, health, social work and courses involving work with children or vulnerable adults.

For these courses, you must tick the box if any of the following statements apply to you.

- a I have a criminal conviction.
- b I have a spent criminal conviction.
- c I have a caution (including a verbal caution).
- d I have a bindover order.
- e I am serving a prison sentence for a criminal conviction.

If statement **e** applies to you, you must also give the prison address as your postal address under the personal details section of the application form and a senior prison officer must support your application.

All other courses

For these courses, you must tick the box if either of the following statements applies to you.

- a I have a relevant criminal conviction that is not spent.
- b I am serving a prison sentence for a relevant criminal conviction.

If statement **b** applies to you, you must also give the prison address as your postal address under the personal details section of the application form and senior prison officer must support your application.

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

If you enter a tick in the box you will not be automatically excluded from the application process. However, we may want to consider your application further or ask for more information before making a decision.

If you are convicted of a relevant criminal offence after you have applied, you must tell us. Do not send details of the offence, simply tell us that you have a relevant criminal conviction. We may ask you for further information.

You may find the following website useful: Criminal Records Bureau www.crb.gov.uk

Fee status

If you live in the UK state your area of permanent residence: for Scotland, the District or Islands Area (eg Clackmannan); for Greater London, the London Borough (eg Enfield); for the former Metropolitan counties give the district (eg Sefton); for the rest of the UK, the County (eg Dyfed). If you live outside the UK state the country (eg Italy) where you are living as the area of permanent residence.

Reference

Please provide full contact details, failure to do so will result in a delay to your application.

Normally your referee would be one of the following:

- 1 The Head of your present or last school
- 2 Principal of your College of Further Education
- 3 Course tutor of your present or last course of studies
- 4 Access course tutor

If you have been out of education for some time, you may wish to consider one of the following:

Your current or last employer, training officer or careers adviser.

If you belong to a relevant organisation (voluntary or not), an officer of that organisation.

If you have any difficulty in identifying a suitable referee you should contact the Admissions Office for advice.

Education

Enter the exact subject name used by the examining board in full.

Applicants with qualifications obtained in a language other than English should attach a certified English transcript to the form.

Module selection

Please indicate here the area of interest, or the module(s) you wish to study, specifying both the name(s) and number(s) and the semester in which the module runs.

Declaration

Please read the declaration on the application form carefully. You must sign it or we cannot process your application. When you sign the form, you agree to follow these conditions:

The information you have given is complete and accurate.

You have the right to cancel your application through us. You can do this by writing to us within 10 working days of the date of our official offer letter to you.

Your application will normally be confidential between:

- you, your referees and the appropriate staff at the University;
- your school, college or training organisation and your exam board or awarding body;
- your student support assessment body; and/or The Student Loans Company, if relevant;
- in the case of international applicants, the British Council or appropriate agency.

However, we try to detect and prevent fraud, and have the right to give outside organisations, including the police, the Home Office, local authorities, exam boards or awarding bodies and the Benefits Agency, relevant information from your application form.

If we believe that you or your referee have left out any information or given false or misleading information, we may take any necessary steps to check whether it is accurate or complete.

We may, at any time, ask you, your referee or your employer to provide more information about your application (for example, proof of identity, status, qualifications or employment history).

We may use information from your application form to collect statistics. We will not tell any other organisation or publish any information that could identify you.

If you accept an offer of a place from the University, you must accept the terms and conditions in our prospectus (under 'Conditions and Acceptance'). You must read these terms and conditions carefully.