University of Liverpool, School of Health Sciences

Departmental Supplement to the Admissions Policy

School Introduction
The School of Health Sciences is part of the Institute of Population Health within the Faculty of Health and Life Sciences and is at the forefront of developments in the education of health care professionals and research in health care practice. The School encompasses the following undergraduate programmes: Diagnostic Radiography, Nursing Occupational Therapy, Orthoptics, Physiotherapy and Therapeutic Radiography & Oncology.

The School is also proud to offer The Foundation into Health and Veterinary Studies Programme (Year 0) which is hosted by our local sixth-form partners at Birkenhead Sixth Form College and Carmel College.

The School of Health Sciences is committed to:
• The delivery of high quality programmes with up-to-date curricula that produce highly employable graduates.
• The provision of a stimulating multi-professional learning environment, with high quality, innovative teaching underpinned by research and scholarly activities.
• Providing a high standard of academic and pastoral support through enthusiastic and committed staff who are able to foster relationships that are supportive and contribute to the general welfare and academic success of students.

The academic staff have a wide range of higher degrees, teaching qualifications and actively participate in research and continuing professional development activities.

A health professional degree will provide the following.
• High quality training recognised in many parts of the world.
• Eligibility for graduates to apply for statutory and professional body registration.
• A sound foundation for a career within the National Health Services, Social Services or the Private, Independent & Voluntary Organisations.
• Access to continuing professional development throughout the career duration.

Selection Criteria
Applications are assessed on the information provided on the UCAS form. There are several specific areas considered.

• The qualifications/grades achieved, the subjects that are being taken and the predicted grades and whether these are in line with the published requirements for each programme.
• The personal statement where applicants are required to demonstrate that they have researched their preferred profession thoroughly and show evidence of a good
understanding of the scope of practice of that profession, preferably indicated by observational experience. In addition, experience in a paid or voluntary capacity working with the general public, children, elderly or people living with disabilities would also help to strengthen an application.

• The character /academic reference provided.

For any additional programme specific requirements, visit the website at:

https://www.liverpool.ac.uk/health-sciences/undergraduate/

Values Based Recruitment
The Health Sciences undergraduate programmes at The University of Liverpool will prepare students/applicants for a future career in the health care professions. Many will ultimately work for the NHS and students will undertake placements within the NHS. The NHS expects that its workforce, including applicants, will hold values and attitudes that align with those of the NHS Constitution:

• Working Together for Patients;
• Respect and Dignity;
• Everyone Counts;
• Commitment to Quality of Care;
• Compassion and
• Improving Lives.

When making an application to one of our programmes, the Personal Statement must demonstrate evidence that these values and attitudes are being developed.

The personal qualities and aptitudes that are required to study in the School fall into two key areas. Good communication skills, which include both information giving and listening skills, and good interpersonal skills, which show an ability to work together with people on a one-to-one basis or with others as part of a team. These aptitudes are essential requirements for entry to the programmes and the component parts of the UCAS form should demonstrate that an applicant has these.

Timescales
When an application arrives from UCAS, the University will send you an acknowledgement letter via email to confirm receipt. Applicants will normally receive an initial response within one month of the School receiving the application. Please note, this response may not be a final decision but may indicate that you are shortlisted, and a decision will be made at a later date. Applicants who do not meet the programme academic admissions criteria will normally receive a decision without undue delay. The remaining applications will receive an invitation to attend an interview.

Occasionally, additional information will be requested of the applicant, and a decision will not be made until that information has been received and screened.
Following the interview day, applicants are informed of the decision on their application as soon as possible. All decisions on applications received before the UCAS deadline in January are made by the beginning of April.

Application to the Foundation to Health Studies & Veterinary Studies (Year 0) Programme is made through UCAS and is available to mature students who wish to change career direction by returning to Higher Education after a period of time away from studies. The academic admission criteria and personal statement are assessed before inviting suitable applicants to attend for interview. The closing date for receipt of applications by UCAS is January 15th, however, late applicants may be considered if places are still available on the programme. Please visit the UCAS web site: www.ucas.com for further details.

For the Postgraduate Diploma in Radiotherapy, receipt of an application will usually be acknowledged within two weeks of submission of the application form. However, depending on the date of submission and the published closing dates the length of time before the form is given consideration may vary considerably.

Entry Qualifications
The typical entry qualifications for the programmes offered by the School are available from the University website. Please see https://www.liverpool.ac.uk/health-sciences/undergraduate/ for current information.

The entry qualifications for the Foundation to Health & veterinary Studies (Year 0) programme can be found via this link: https://www.liverpool.ac.uk/study/undergraduate/courses/foundation-to-health-studies-year-0/entry-requirements/

If you have a specific query relating to a non-standard qualification, please contact the Admissions Team directly at: shs@liverpool.ac.uk

Graduate Applicants
We welcome applications from graduates. Please check the suitability of your degree on the university website programme pages https://www.liverpool.ac.uk/health-sciences/undergraduate/ If your degree is not science related, please contact the admissions tutor for your programme to discuss this further: There are no shortened courses for graduates although some students may apply for Accreditation of Prior Learning (APL) and therefore be exempt from some modules.

Recognition of Prior Learning (RPL)
Previous certificated /experiential learning is recognised by the University of Liverpool and may be accepted as meeting some programme outcomes. This may include both theory and practice achievement. The University’s Policy on Recognition on Prior Learning states that the maximum amount of prior certificated/ experiential learning that will be recognised is normally one third of the programme. https://www.liverpool.ac.uk/eddev/rpl/
Therefore, in accordance with the University’s policy, the maximum amount of credit for which a claim of RPL can be made, should equate to no more than one third of the programme.

Support will be offered throughout the application process and assessment for recognition. Any queries relating to potential eligibility for recognition of prior learning should be forwarded to the admissions tutor for each programme.

Contextual Data
**The use of Contextual Data and Widening Participation in the School of Health Sciences Admissions Process**

When we consider an application, we are looking for students who have the potential to do well and benefit from the opportunities Higher Education can provide. The idea behind widening participation is that we give opportunity to students who have that potential regardless of their background or individual circumstances.

We consider the environment in which your education has taken place to see if these circumstances could reasonably be considered to have an impact on your exam results.

To help us get a view of this environment we use independently sourced information to provide the fullest possible picture of an applicant, and the context in which their achievements occurred. This will enable us to make a fair decision on whether it may be reasonable to accept a student with grades which are slightly below our normal published requirements and/or to make special considerations with regard to other stages of the application and selection processes for programmes in the School of Health Sciences

**Care background**
- We will consider whether you have spent three months or more in social care.

**Educational background**
- If you attended a school/college whose performance places it into the lowest two quintiles
- Applicant in receipt of free school meals (FSM)

**Residential postcode**
- **ACORN**
  A source of demographic data, which analyses significant social factors and population behaviour to categorise areas by level of socio-economic advantage
- **POLAR 3**
  This classifies local areas into 5 groups/quintiles according to the Higher Education Funding Council for England (HEFCE) based on the proportion of 18 year olds who enter higher education aged 19 or 190 year old. Group 1 shows the lowest rate of participation. Group 5 shows the highest rate of participation.

**Disability**
- If you declare a disability your application will be referred to our specialist Disability Support Team. They are experts in making individual assessments on an applicant’s circumstances.

**UCAS Multiple Equality Measure (MEM) Data**
After a review of how the University use contextual data for fair access, it is now using UCAS MEM data alongside our internal contextual data system. UCAS use MEM data as their main measure of equalities. MEM data considers a number of available data sets including:

- Sex
- Ethnic group
- POLAR 3
- Secondary education school sector (state or private)
- Income background (as measured by whether a person was in receipt of free school meals (FSM), a means-tested benefit while at school)

**Disrupted Studies**

If your studies have been disrupted in any way, regardless of whether you meet the fair access in admissions data criteria or not, we want to know the difficulties you have encountered which led to the disruption of your studies.

Applicants can experience a wide range of issues that may cause a disruption to learning and may impact detrimentally on results.

We are particularly interested in applicants who are:

- Care Experienced;
- Estranged from family;
- Young Adult Carers;
- Children of military families;
- Asylum Seekers;
- Refugees;
- From Gypsy, Roma and Traveller communities.
- Have faced medical issues during their time at school/college.

However if you have experienced personal, social or domestic issues which do not fit under these categories, **please still complete the form found here**.

The School of Health Sciences applications are processed as outlined in our individual Programme Entry Criteria.

The process is in three stages and offers are made following an assessment of the academic potential, clinical knowledge/experience and interview. While all applications are assessed on an individual basis against the published criteria, applicants who meet the criteria for the University’s contextual data for fair access, may be given additional consideration in relation to any of the stages of the process.

Applicants who meet the criteria for contextual data and fair access may be given additional consideration during the initial academic screening process to ensure their academic potential is recognised.

**Selection Process**

The School of Health Sciences will review the application against published admissions academic and non-academic criteria with invitation to interview being awarded to the most competitive candidates.
Applications are scrutinised against the admissions academic and clinical entry criteria. Applicants will usually be contacted via UCAS with an accept/reject or short listed decision within one month of receipt of the UCAS form being received in the School.

Applicants who are invited to interview will receive an email from the School of Health Sciences with an information about the day. We have the right to ‘deem unsuccessful’ if a response to this email is not received within 7 working days.

**Failure to provide additional information**
The School of Health Sciences reserves the right to record a ‘deemed unsuccessful’ decision against the application of candidates who have failed to respond to requests to provide additional information in support of their application (e.g. examination certificates, evidence of extenuating circumstances).

The Selection Process for entry to Diagnostic Radiography, Nursing, Physiotherapy, Occupational Therapy, Orthoptics, Therapeutic Radiotherapy & Oncology degree programmes.

Personal statements, references and academic profiles are screened; successful applicants are then invited to attend a UCAS Interview Day.

Students applying to study Therapeutic Radiography & Oncology and Diagnostic Radiography must have visited a Radiotherapy or Radiography Department and completed and returned a Clinical Visit form, which can be downloaded from the Diagnostic Radiography or Therapeutic Radiography & Oncology entry requirements pages:

https://www.liverpool.ac.uk/study/undergraduate/courses/diagnostic-radiography-bsc-hons/entryrequirements/

https://www.liverpool.ac.uk/study/undergraduate/courses/radiotherapy-bsc-hons/entryrequirements/.

*Where this is not possible due to Covid-19 restrictions, please ensure that the role of the radiographer/radiotherapist is researched on-line.*

In most instances, the invitation to attend is sent within one month of the application being received. Applicants will be offered to attend a morning or afternoon interview session, whichever is more convenient. This day involves an introduction to the programme, and an interview. Additionally nursing students will complete a timed (30 minutes) numeracy and literacy test, which must be passed. Following the interview applicants are informed of the decision in regard to their application as soon as possible.

Interviews may consist of group OR a one to one interview and are *usually* conducted in the presence of clinical academic representatives and service users. The interview provides the opportunity for applicants to discuss the values as represented in the NHS constitution. One to one interviews usually take around 10mins in the presence of two interviewers and are designed to give an opportunity for the applicant to answer a series of set questions. These will be centred on the values-based recruitment ideals listed earlier.
Group interviews are generally no larger than 10 applicants and the process lasts for approximately 45 minutes, although this may vary between programmes. The group may be given a task to undertake or a discussion topic to reflect upon, during which the applicants are assessed for their ability to work in a team, maturity, communication skills and their level of involvement. A pro-forma is used to score and record the applicant’s performance. These are then discussed by the selection team and a decision made.

UCAS Interview Days allow the student to demonstrate to staff that they have the necessary skills, attributes and values to complete the programme. It also gives those applicants who are selected to attend sufficient information about the University, the School and Programme structure to make an informed decision about where they want to study. Candidates must attend an Interview Day in order to be considered for entry into their chosen degree programme. In exceptional circumstances, applicants may be offered an online interview.

Following attendance at interview, applicants are informed of the decision within two weeks usually. In some instances, there may be a waiting list depending on the volume and calibre of applicants.

Clearing
Students who apply through the clearing process will also be expected to attend an interview, this may be via SKYPE or a similar internet-based communication service

Applicants should be aware that if they intend to challenge their A2 grades they should make the School aware of this at the point of the decision for re-marking to be applied. In order for their place to remain valid, students undertaking this have until the 31st August to inform the School of the outcome of this re-marking process. Please be advised that any re-marks offered after this date will not be accepted. Re-marked grades which are offered to the programme for consideration by the 31st August will only be considered in line with the original entry criteria and offer made.

Postgraduate Diploma in Radiotherapy
Online application is available via the School of Health Sciences web site: https://www.liverpool.ac.uk/study/postgraduate-taught/taught/diploma-in-radiotherapy/overview/ and will be screened against the admission criteria. This application MUST include a completed “Clinical Visit and Personal Statement” form based on a visit to a clinical radiotherapy department. Those candidates short-listed will be invited to attend a formal interview which normally takes place in July (additional interview dates may be offered, depending on the number of application forms received). Closing date for receipt of application forms is normally June, with a start date of mid-January. Candidates undertake Values-Based Recruitment individual interviews by a small panel drawn from academic staff, clinical therapy radiographers and service users. This is followed by a short team-working activity during which the applicants are assessed for their ability to work in a team and their communication skills. A pro-forma is used to score and record the applicant’s performance; these are then discussed by the selection team and a decision made. The day includes an introduction to the programme as well as an opportunity to meet staff and students from the School.
Following attendance at interview, applicants are informed of the decision as soon as possible.

**Foundation to Health & Veterinary Studies (Year 0)**
Selected applicants will be invited to attend an on-line webinar prior to their interview to explore the programme, particularly with regard to the partner colleges Birkenhead Sixth Form and Carmel College. This provides an opportunity for applicants to fully understand the attendance pattern, module content and assessment format.

Successful applicants will normally already hold the required admission qualifications and therefore an “Unconditional offer” will be processed through UCAS as soon as any other required checks are completed. Applicants are encouraged to confirm the offer as soon as possible to secure their place on the programme which is in high demand. In some instances, it may be possible to offer applicants a place on a reserve list after their interview. This will be reviewed on a weekly basis for available places.

**International Students**

We accept international students through UCAS. However, we also accept International students who successfully complete the Foundation Certificate in Science and Engineering (Health and Medicine) Programme with Kaplan at the University of Liverpool International College. Success at interview is also required. NB- not applicable to the Foundation to Health & Veterinary Studies (Year 0) route

**IELTS** (International English Language Testing System)
Students whose native language is not English must show evidence of an IELTS score of Level 7 (minimum) with no component lower than 6.5.

More information is available at: https://www.liverpool.ac.uk/study/international/countries/index.htm

Selection follows the same procedures as for home/EU applicants. No offers are made without interview; applicants will be expected to travel to the UK for their interview, however, if this is not possible, a Skype interview may be arranged. Following interview, offers are made conditional on the overseas status of the applicant being unchanged at the time of registration. Evidence of successful completion of the qualifications is required for successful entry onto the health science programme. Only original documents will be accepted, no photocopies. Applicants will also be subject to a satisfactory enhanced Disclosure and Barring (DBS) check. Applications for overseas and home places are dealt with independently as the competition from within each pool of applicants is different. Thus if the status of an overseas student changes then the offer for a place may be withdrawn as the applicant may not be considered competitive for an offer of a home place and there may be no home places available at the time the fee-status change occurs. The opposite situation is also true.

Due to the necessity to complete placements in the clinical environment, an additional fee will be levied to cover the costs for this, which will be over and above the standard international university
fee. Information available at: [https://www.liverpool.ac.uk/study/international/tuition-fees-andscholarships/undergraduate-fees/](https://www.liverpool.ac.uk/study/international/tuition-fees-andscholarships/undergraduate-fees/)

Provision of Feedback
The School of Health Sciences will provide feedback to unsuccessful applicants via UCAS Track. If further, additional, feedback is required an email should be sent to the Admissions Team at shs@liverpool.ac.uk. Due to the high volume of enquiries, this will be dealt with as soon as possible after the close of the Admissions Cycle in March.

UCAS Extra
For some programmes, applications may be considered through the UCAS Extra scheme, if places are available. Contact the Admissions Team at shs@liverpool.ac.uk to find out if your chosen programme is in Extra

Progression Agreements
Progression from the Foundation to Health and Veterinary Studies Programme (Year 0) to Year 1 of other Health related programmes is subject to the student passing all modules and achieving a Year average as detailed below.

For Diagnostic Radiography, Nursing, Physiotherapy, Occupational Therapy, Orthoptics, Therapeutic Radiotherapy & Oncology and Dental Therapy programmes students must achieve an average year mark of 60% or above.

For Medicine, Dentistry and Veterinary Science students must achieve an average year mark of 70% or above.

Other department-specific information

Observational Experience
Observational experience is an essential requirement for entry to Radiotherapy and Diagnostic Radiography programmes,

*Where this is not possible due to Covid-19 restrictions, please ensure that the role of the radiographer/radiotherapist is researched on-line.*

It also recommended for ALL Health Sciences programmes that applicants demonstrate a sound understanding of the scope of the profession to which their application relates.

Student with Disabilities
The School welcomes applications from students with disabilities or learning support needs, and their applications will be considered on the same academic grounds as those of other students. Applicants will be invited to discuss their support needs with a member of the Disability Support Team so that any necessary support can be discussed and arranged. Further information on the Disability Support Team may be found at: [https://www.liverpool.ac.uk/studentsupport/disability/](https://www.liverpool.ac.uk/studentsupport/disability/)
Within the School of Health Sciences, there is a Director of Student Support. The role of this person is to liaise between the Programmes, the Disability Support Team and individual students to ensure that the needs of disabled students are met from the point of application through to graduation.

**Health Screening**
Applicants should be aware that the professional and statutory bodies governing the practice of Nursing and Allied Health Professionals have specific profession-related requirements relating to the protection of patients and staff.

**Student Support (general)**
Student Services offer comprehensive support and welfare services through two teams: Student Welfare Advice and Guidance, and the Counselling and Mental Health Services. General information around student support provision at the University of Liverpool can be found at:
https://www.liverpool.ac.uk/studentsupport/
https://www.liverpool.ac.uk/studentsupport/advice/

The School of Health Sciences has an obligation to undertake health screening on all prospective healthcare students. Any offer of a place to study is conditional on completion of a health questionnaire and a satisfactory assessment of fitness to train from the University’s Occupational Health Service. This includes some obligatory immunisations and blood tests. If you are unable to comply with this requirement for immunisations you should discuss your case with the Admissions Tutor of the programme you are applying for prior to accepting an offer of a place.

**Criminal Convictions**
Having a prior criminal conviction will not necessarily prevent you from being offered a place on a Health Science programme. However, as part of its duty of care it is the School’s policy to ask all applicants who disclose a criminal conviction on the UCAS/application form to provide further details of that conviction and its consequences. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website https://www.gov.uk/government/news/disclosure-and-barring-service-filtering.

In line with Regulatory Body Standards for Conduct, Performance and Ethics for applicants entering these professions, before any offer is made, an applicant declaring a conviction is put through another screening process. The Faculty Disclosure and Barring Advisory Panel will consider the nature and seriousness of the offence(s), the age at the time of offence(s), the length of time since it (they) had happened and the applicant’s record since. With these factors in mind, a decision is made about the applicant’s suitability and whether it would be appropriate to make an offer.

International students are required to supply a letter of ‘good character’ from their local police authority.
All offers made, to those who declare a conviction and those who do not, are also subject to a satisfactory enhanced Disclosure and Barring (DBS) check once registered on the programme. Failure to disclose offences that are subsequently disclosed by the screening will be internally investigated and may ultimately result in a student being excluded from the programme.

Students will be unable to proceed on clinical placement activities until their Disclosure and Barring check has been completed, and students are required to fully comply with all the requirements for this check as an immediate priority upon commencing study.

Students commencing on the Foundation to Health & Veterinary Studies (Year 0) programme will be required to complete a self-declaration form to disclose any criminal convictions if appropriate. An enhanced DBS check will be carried out after successful completion of Year 0 studies as part of the progression process to year 1.

Students under the age of 18 years:
https://www.liverpool.ac.uk/media/livacuk/study/undergraduate/applying/Applicants,who,will,be,under,18,at,the,start,of,their,course.pdf

Tuition Fees and student loans 2020-2021
Please see: https://www.liverpool.ac.uk/study/undergraduate/finance/fees/

Scholarships & Bursaries: https://www.liverpool.ac.uk/study/undergraduate/finance/scholarships/

Funding/Availability of Places
Any applicant who is to be offered an interview or made an offer and who declares their place of birth, place of residence or nationality as non UK on their UCAS form may be sent a fees questionnaire to ascertain if they are to be classified as a home, European or international student.

Plagiarism
For all Health Science applicants, a high level of professionalism is required and therefore if plagiarism is detected with the UCAS Personal Statement, an applicant will not be given the opportunity to resubmit. The application will receive an automatic rejection.

Deferred Entry
We generally welcome applications from students who intend to defer their entry for a year in order to enhance their learning. Applicants may indicate on their UCAS application that they wish to defer entry for a year, or may contact us in writing later in the application cycle.

Applicants seeking to defer their entry should be aware that any offer conditions must be met by the end of the application cycle for the year in which they submitted their UCAS application.

Applications which indicate at the outset that they are for deferred entry will be considered against the entry criteria for the year in which they apply. Unless there are exceptional circumstances, we do not normally permit applicants who apply to us through the Clearing process to defer their entry.
We do not normally permit applicants to defer entry for more than one year. Applicants who wish to defer for more than one year are usually expected to make a fresh application through UCAS. Where an applicant may wish to defer more than once, this would be reviewed on a case by case basis.