University of Liverpool

Departmental Supplement to the Admissions Policy

School Introduction
The School of Health Sciences is a confederation of disciplines comprising Nursing and the Allied Health Professions – Diagnostic Radiography, Occupational Therapy, Orthoptics, Physiotherapy and Radiotherapy. The School, integrated within the Faculty of Health and Life Sciences, is at the forefront of developments in the education of health care professionals and research in health care practice.

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 individuals.

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

A health professional degree will provide:
- 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 private sector.
- High quality training that is recognised in many parts of the world
- Access to continuing professional development throughout your career

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

- The qualifications/grades already achieved, the subjects which 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 with special needs would also help to strengthen an application.
- The character /academic reference provided.
- For any additional programme specific requirements, visit the web site at: www.liv.ac.uk/healthsciences.

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
- Improving Lives

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

More generally, the personal qualities and aptitudes that are required to undertake a programme of study in the School fall into two key areas. Good communication skills, which include both information giving and listening skills, and good inter-personal skills that 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**

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 short listed and a decision will be made at a later date. Applicants that 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 a Selection Day (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 selection day, applicants are normally informed of the decision on their application within two weeks. 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 have a career change by returning to Higher Education after a period of time. The academic criteria and personal statement are assessed before inviting suitable applicants to attend for interview. The closing date for receipt of applications by UCAS is 15 January. Please visit the UCAS web site: www.ucas.com for further details. For the Postgraduate Diploma in Radiotherapy, receipt of an application will normally 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 www.liv.ac.uk/healthsciences for current information.

If you have a specific query relating to a non standard qualification please contact the Admissions Unit directly at: shs@liv.ac.uk.

**Decision-Making**
Applications are scrutinised against the admissions academic and clinical entry criteria. Applicants will normally be contacted via UACS with an accept/reject or short listed decision within one month of receipt of the UCAS form being received in the School.

**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.

**The Selection Process for entry to Physiotherapy, Diagnostic Radiography, Radiotherapy, Occupational Therapy, Orthoptics and Nursing degree programmes.**

Personal statements, references and academic profiles are screened; from this applicants are then invited to attend a Selection Day (interview). The UCAS applications forms of those applying to study physiotherapy are scored; those that receive the highest score are invited to attend a selection day. Students applying to study radiotherapy and diagnostic radiography must have visited a Radiotherapy or radiography department and completed and returned a Clinical Visit form which can be downloaded off the Radiotherapy admissions webpage: www.liv.ac.uk/healthscience.

In most instances, the invitation to attend is sent within one month of their application being received. This day involves an introduction to the programme, lunch with students from the Directorate 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 on their application, this is normally within two weeks.

Small group and one to one interviews are normally conducted in the presence of both clinical and academic representatives. The interview provides the opportunity for the applicants to discuss the values as represented in the NHS constitution. Groups generally are no larger than 10 applicants and the process lasts for approximately 45 minutes. The group is 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 proforma is used to score and record the applicant’s performance. These are then discussed by the selection team and a decision made.

Selection 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, Directorate and programme structure to make an informed decision about where they want to study. Candidates must attend a selection day in order to be considered for entry into their chosen degree programme.

Following attendance at interview applicants are informed of the decision normally within two weeks.

Strong Late applications, outside the UCAS cycle, may be considered if places are available.
Clearing
Students who apply through the clearing process will also be expected to attend an interview. Where this is not possible an interview via SKYPE can normally be offered.

Applicants should be aware that if they intend to challenge their A2 grades they should make the Directorate 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 Directorate 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 Directorate for consideration by the 31st August will only be considered in line with the original entry criteria and offer made.

Applicants undertaking any GSCEs at the same time as A2 examinations, which are required as part of the entry criteria for the degree programme, must ensure that their grades for these GSCEs are available to the Directorate at the same time as the A2 results are. The applicant should make their school/college aware of this stipulation so that appropriate arrangements can be made for these grades to be obtained.

For Postgraduate Diploma in Radiotherapy
Online application is available via the School of Health Sciences web site: https://www.liverpool.ac.uk/health-sciences/postgraduate/ 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 proforma 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 Directorate.

Following attendance at interview applicants are informed of the decision normally within two weeks.

For Foundation to Health Studies (Year 0)
All UCAS application forms will be screened against the admission criteria and those candidates short-listed will be invited to attend a formal interview. Candidates are interviewed by the Director of Studies for the programme and a second person who may a member of the admissions team or the FE College Lead. Following attendance at interview applicants are informed of the decision, this is normally within two weeks.

International Students - BSc (Hons) Physiotherapy/ Orthoptics/ Occupational Therapy/ Therapeutic Radiography/ Diagnostic Radiography.
The number of overseas students admitted each year to study BSc (Hons) in the named subjects is currently limited to a very small number of places due to placement availability; furthermore, programmes may be restricted in their ability to consider applicants from countries outside the EEA.
The normal route of entry to these degree courses will be via Kaplan1. Kaplan International Colleges (KIC) work in partnership with leading universities to prepare international students for studying at degree level in the UK. Their preparation courses prepare students with the academic skills, key subject knowledge and English language ability required to progress to university. Liverpool International College LIC is a joint educational partnership between Kaplan International Colleges and the University of Liverpool. Based on the University of Liverpool campus, the College is fully integrated with the University and LIC students are given full access to university facilities while they prepare for their degree.

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. 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.

Offers will only be made to candidates who can provide evidence of successful completion of the required qualifications; consideration will not be given to qualifications which are pending. Only original documents will be accepted, no photocopies. Applicants will also be subject to a satisfactory enhanced Disclosure and Barring (DBS) check.

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: http://www.liv.ac.uk/studentsupport/ist/finance.htm.

**English Language Requirements**
Candidates must demonstrate proficiency in English through IELTS, score 7.0 (with a minimum of 7.0 in any component2). English Language qualifications must be less than two years old. We do not accept other English Language qualifications.

**Provision of Feedback**
The School of Health Sciences undertakes to 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@liv.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@liv.ac.uk to find out if your chosen programme is in Extra

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1 Although candidates for BSc Hons Orthoptics/ Occupational Therapy/ Therapeutic Radiography/ Diagnostic Radiography will not be excluded via direct entry should they meet the necessary requirements in terms of qualifications and present with an acceptable English language qualification.

2 In Physiotherapy no component must be lower than 6.5.
Progression Agreements

Progression from the Foundation to Health 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 all Health Sciences (AHP and Nursing)

Students must achieve an average year mark of 60%.

Other department-specific information

Observational Experience

Observational experience is an essential requirement for entry to Radiotherapy and Diagnostic Radiography programmes, and is recommended for Occupational Therapy, Physiotherapy, Orthoptics and Nursing. All applicants must 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: http://www.liv.ac.uk/studentservices/disst.htm

Within the School of Health Sciences, there is a designated member of staff known as the Disability Contact. The role of this person is to liaise between the Directorates, 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 Medical, Dental, Nursing and Allied Health Professionals have specific profession-related requirements relating to the protection of patients and staff.

The School of Health Science 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 spend 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.

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.

**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 will be sent a fees questionnaire to ascertain if they are to be classified as a home, European or international student.

The Department of Health Workforce Development Team have stated that from 1 August 2017:

- New students will have access to the standard student support system provided by the Student Loans Company (SLC) to cover the cost of their tuition fees and means tested support for living costs rather than having their course fees paid by Health Education England (HEE) and receiving a bursary from the NHS Business Services Authority (BSA). The terms of repayment for the loan will be the same as all other graduates who have taken out a student loan when at university. At present, repayment starts once a graduate is earning £21,000 and the repayments are 9% of income over £21,000.

- ‘Reforming healthcare education funding: creating a sustainable future workforce’ also provides information to students and Higher Education Institutions on options to support those students studying a healthcare course from 2017. ‘Reforming healthcare education funding: creating a sustainable future workforce’ can be found here: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/539774/health-education-funding-response.pdf

With regards to the School of Health Sciences, University of Liverpool, this will affect courses that lead to professional registration in: nursing, physiotherapy, occupational therapy, radiography (diagnostic and therapeutic)*. Please be aware that this will affect ALL students commencing their studies in these disciplines from September 2017, including those who have deferred entry from 2016 to 2017.

* **Orthoptics has not been included in the list of disciplines above.** This is because the Department of Health Workforce Development Team have noted concerns raised on the impact of funding reform on small and specialist subjects, which include orthoptics. The Government ‘will develop proposals to mitigate these risks’ with more detail in the second response in the Autumn 2016 (taken from page 13 of ‘Reforming healthcare education funding: creating a sustainable future workforce’).
The Department of Health Workforce Development Team is considering the possibility of making loans available for postgraduate pre-registration courses on a similar basis to undergraduate loans. However, this decision has not yet been taken; therefore 2017/18 postgraduate pre-registration courses will be commissioned based on 2016/17 numbers. This will include the University of Liverpool’s Postgraduate Diploma in Radiotherapy (pre-registration), the start date for which will be January 2018.