

Nursing Adult/Mental Health admissions guide for 2019 entry

**Congratulations
on your successful
interview and
receiving your
offer at University
of Gloucestershire!**

**Look out for official
confirmation of the
conditions of your
offer via UCAS Track.**

Accepting your offer

Please visit UCAS Track to confirm your place with us.

Please feel free to call us on **03330 141414** if you have any questions
- our advisers are always happy to help.

Meeting conditions of your offer

Once you have accepted your offer, please complete the relevant forms and take steps to ensure you meet the conditions of your offer as soon as possible. Some checks may take several weeks, so please complete these now and it will help prevent any delays in your enrolment, gaining access to student finance and university resources.

Deadlines

Start date	Must meet conditions by
Monday 28 January 2019	Friday 11 January 2019
September 2019*	Friday 26 July 2019#
January 2020*	Friday 10 January 2020
September 2020*	Friday 31 July 2020#

*to be confirmed # with the exception of A-level and degree results

If for any reason, you feel there may be potential delays in achieving the conditions of your offer please let us know so we can support you with anything that may affect your eligibility to enrol. You can contact us either by phone on **03330 141414** or email us via **admissions@glos.ac.uk**

Conditions of offer

All applicants for Nursing courses are required to meet the following conditions of offer:

1. The university suitability declaration – see Form Nursing 01

Applicants should complete a suitability for nursing self-declaration form. For each 'YES' answer you tick, you will need to provide a detailed account of the circumstances. You may attach and sign an additional sheet if more space is required. It is important that you SIGN and DATE the back of the form to validate its authenticity. Once fully completed please scan the document and upload to your Student Portal.

2. The medical questionnaire – see Form Nursing 02

The form should be completed immediately and emailed direct to workingwell@nhs.net (do not send the form to the Admissions Office, or upload to the Student Portal as this is a personal document that is confidential between you and the medical centre). Please note in the subject header of the email your course details as follows:

Nursing (Adult): ADNURSEUOG
(add in your year of start)

Nursing (Mental): MHNURSEUOG
(add in your year of start)

If further medical investigation or discussion with disability advisers is necessary, this will need to take place before your place is confirmed.

3. Vaccinations and immunisations – see Form Nursing 03

All applicants should request from their GP a transcript of their immunisations, complete the form and email to workingwell@nhs.net

4. Confirmation of relevant academic qualifications

Even if you brought certificates to interview, you will still need to upload the following certificates to the Student Portal:

- GCSE Mathematics or equivalent
- GCSE English (English Language) or equivalent
- any relevant Level 3 qualifications (including AS/A Level), Level 4, Level 7 and/or Access to Higher Education Certificate.

If you do not have access to your certificates, it is your responsibility to obtain duplicate certificates from the relevant Examination Board. If that is not possible, you should request signed and dated verification of your awards and grades from the school/institution where you took the examinations. Please note: 'provisional' statements of results may be noted for interview purposes, but you will need to provide confirmed results/certificates in order to meet conditions of entry prior to course start dates.

For those applicants pending completion or the results of their qualifications, please check with the award provider when your results will be due, and keep us informed of the date you expect to receive them. Otherwise, please upload evidence of your qualification as soon as it becomes available (normally an academic transcript, certificate or letter from the institution concerned).

5. Disclosure and Barring Service (DBS) clearance/safeguarding checks

As soon as you have been made an offer, you should register online via the GBG website (<https://gbg.onlinedisclosures.co.uk>) for an Enhanced DBS. This is to ensure there are no records that may deem you unsuitable for nursing. (Please use the suitability declaration – form Nursing 01 – to note any issues of concern that may affect your suitability for nursing, and may or may not be disclosed as part of a criminal records check).

Having a criminal record will not always prevent you from studying at the university, this will depend on the nature of the position, and the circumstances and background of the offence. The information provided by you on the suitability form and via the DBS Certificate will be considered by a Suitability Panel, who will then inform you of the outcome prior to course start. More information about the university DBS procedures and policy may be found here: www.glos.ac.uk/study/undergraduate/pages/admission-to-the-university.aspx

Information about the Disclosure and Barring Service may be found here: www.gov.uk/government/organisations/disclosure-and-barring-service/about

Unless you are in the DBS Update Service, a previous DBS clearance will not cover you for your course of study at University of Gloucestershire. You must apply for a new check for every new employer/institution, and/or you should consider joining the DBS Update Service.

You will need the university's Pin Code and Secret Word to log on to the site:

Pincode: **107478** Secret word: **happydays**

Once you have completed the DBS online application form, you will then need to visit a designated Post Office (see GBG website for details <https://gbg.onlinedisclosures.co.uk>)

The University of Gloucestershire regrets that it cannot accept liability for the costs of DBS checks. The cost of an Enhanced DBS check is paid by you through the GBG website once the documents have been verified.

The checking process may take several weeks so it is important to apply early. If you do not receive your enhanced disclosure certificate within 60 days, please contact the DBS to check the status of your

disclosure. Once you receive your certificate, please email dbs@glos.ac.uk so that we can confirm your status online. There is no need to upload your certificate.

If you are in the DBS Update Service, you should email your DBS certificate to dbs@glos.ac.uk so that we can ensure you have been cleared against the relevant barred lists and can use your certificate number to check the status of your record online.

Additional safeguarding checks

Applicants who have been living/working abroad at any point in the last five years will require additional safeguarding checks. The DBS website has a list of countries and contact details where Certificates of Good Conduct/security check can be obtained:

www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants

Withdrawing/deferring your place

If for any reason you decide that you do not wish to take up your place with the University of Gloucestershire, please contact: admissions@glos.ac.uk as early as possible so that you can be released to apply elsewhere.

It is possible to defer your place by one year, but only if you meet all the conditions of entry before the course starts and agree to update your DBS and medical clearance the following year prior to the new intended course start. If you think you may need to defer, please contact admissions@glos.ac.uk. Applicants who wish to defer should consider joining the DBS Update Service and will need to re-complete the medical form in the spring prior to the course start date.

Student Portal

Your password is the word 'Student' followed by your date of birth in the format **StudentDDMMYYYY**.

- **Step 1**
Open the Password Self-Service Portal <https://pwportal.glos.ac.uk>
- **Step 2**
Select 'Register for forgotten password reset', register a mobile phone number for automated password recovery and account unlock.
- **Step 3**
Close your browser.
- **Step 4**
Read and accept the university's IT Acceptable Use Policy <https://itaup.glos.ac.uk/logon.aspx>
- **Step 5**
Open a new browser. Please click Applicant Portal (<http://studentrecords.glos.ac.uk>) to log in to the student portal.
- **Step 6**
Log in with your new password.

If you are unable to access the portal, please contact IT and Library Helpdesk itlibraryhelpdesk@glos.ac.uk

As soon as Admissions staff have checked the documents you have uploaded, they will update the status to confirm the condition has been met, or contact you with any queries.

Checklist of conditions of entry

Condition	Action	Complete
Suitability declaration Form Nursing 01	Complete the form and email to admissions@glos.ac.uk prior to interview and/or upload to your Student Portal at the point of accepting your offer.	
Medical history Form Nursing 02	Complete the form and email to workingwell@nhs.net noting in the subject header of the email your course details as follows: Nursing (Adult): ADNURSEUOG (add in your year of start) Nursing (Mental): MHNURSEUOG (add in your year of start)	
Immunisations history Form Nursing 03	Apply to your GP for a transcript. Complete the form and email to workingwell@nhs.net noting in the subject header of the email your course details as follows: Nursing (Adult): ADNURSEUOG (add in your year of start) Nursing (Mental): MHNURSEUOG (add in your year of start)	
DBS clearance	Apply online via GBG website https://gbg.onlinedisclosures.co.uk Email dbs@glos.ac.uk when your certificate arrives (do not upload the certificate to your Student Portal).	
Applicants who are registered with the DBS Update Service only	Email your full certificate to dbs@glos.ac.uk	
Applicants who have lived or worked abroad in the last five years only	Apply for a Certificate of Good Conduct to the relevant agency. Complete and upload certificate to your Student Portal.	
Relevant academic qualifications (eg GCSE maths, english, science and degree)	Upload to your Student Portal.	

Admissions Office

Communications, Marketing and Student Recruitment
University of Gloucestershire
Laurie Lee Building
Pittville Student Village
Albert Road
Cheltenham
GL52 3JG

