

Application Guidelines

Supporting Learning and Assessment in Practice – LBR Registration Form

Before beginning your application please note the following expectations:

- Have you discussed your application with your line manager? Please ensure they are aware you are applying for the course and the dates of the programme. They need to be able to commit to releasing you for the required amount of study days (5) and work based learning days in practice (5). You also need to complete the application yourself – the application acts as a formal communication with the University and allows us to see that you agree to our terms and conditions.
- Look over the dates prior to applying – have you considered or factored in annual leave? As this programme is very short even missing 1 day can have an impact on your learning. If you have this planned in advance you can take steps to catch up and ensure this is factored into your workload.
- Although the course is designed to allow you time to build your portfolio during the University days and days in practice, most students will choose to spend some of their own time working on their portfolio (and assignment if you are completing an Accredited route) in order to achieve the best standards. Please make sure this is a factor you consider before committing to the programme.
- There are 3 levels of study to choose from – you can select the level from the first drop down box on the application form:
Non-accredited Supporting Learning and Assessment in Practice
Undergraduate (Level 6): Supporting Learning and Assessment in Practice
Postgraduate (Level 7): Supporting Learning and Assessment in Practice

If you are not sure which level you would like to do we provide separate guidance on this via the Supporting Learning and Assessment in Practice course website:

<http://lincoln.ac.uk/home/studyatlincoln/shortcourses/supportinglearningandassessmentinpr/>

Alternatively please get in touch with myself and I would be happy to discuss the differences with you.

- The programme does require you to word process your portfolio and to use electronic resources via our Virtual Learning Environment – Blackboard, therefore there is an expectation you will have basic IT skills before joining the course. We also ask that you look at your emails regularly as this is our main method of communication. If IT is not your strong point there is a wide range of support available here at the University and your programme team are always happy to help.

When completing the application you will need access to:

Your NMC/Professional body registration number or PIN and date of original registration

Your National Insurance Number

Your Line manager's contact information, including job role and email address

If you need assistance with the application form please email: lbr@lincoln.ac.uk

or call **01522 83 7348**

Professional Development Centre



Professional
Development
Centre