North Tees Centre, Hardwick Rd, Hardwick, Stockton-on-Tees TS19 8PE

RSPH HCS Diploma Course Application From v5

In Anatomical Pathology Technology (for level 3 apprenticeship funding please contact the centre)

Please complete all sections 1 - 6 below - it is important that your take your time with this application. It is recommended that you read the entire application in the first instance and then collect the necessary evidence and documentation required to complete it at a later stage. You will also need to complete your organisations financial details at the end of this from - for this you will need your finance departments contact and address details.

Ensure any scanned documents and images (e.g. of ID badge, job descriptions, qualifications etc.) are also emailed with this submission).

Section 1: Details of candidate

Full name:	Phone (work):
Phone (Mobile):	Your Job Title:
Date of Birth:	Your email:
Contact address (work):	Diploma course applying for? ☐Level 3 Diploma (£5,500.00) ☐Level 4 Diploma (£4,250.00) ☐Level 2 Certificate (£1,800.00)

Section 2: Mentor and Exam Guarantor Details

Mentor name:	Mentor Profession and role:
Mentor email:	Mentor phone:

Exam guarantor details: only complete if different from the above named mentor:

Name:
Role:
Email address (work):

Examination (s) will take place in the candidate's workplace and will only be sent to the named individual above on the morning of the exam. If the exam guarantor details change then please inform the North Tees Centre.

Section 3: Candidate employment details

Organisation they work for: NHS / Private / Other:	Are they a trainee APT? Yes / No
Date started in role:	Hours work per week:

To apply for this training, you MUST be working in a mortuary as an APT or a student in a substantive or trainee position. Please provide one piece of supporting evidence of your employment (e.g. job description – see online form for acceptable documentation):

1. Title of evidence provided:

Type of employment with mortuary:

☐Substantive (full or part time)
☐Work experience placement
☐Formal placement
☐Locum / agency
☐Other (please specify):

Ensure mortuary employment evidence is attached and sent with this application

Section 4: Candidate roles / qualifications

To complete your work-based portfolio you must be working in a mortuary environment – please provide a short overview of your role (s):

Evidence of qualifications: to gain access to the level 4 Diploma (and top up course) please see below for qualifications that must be uploaded with this application:

☐For level 3 Diploma: Not required

☐For level 4 Diploma: RSPH level 3 Diploma in APT + Science council certificate

☐For level 2 certificate: Not required

Ensure qualifications are attached and sent with this application

Do you have any special learning requirements we need to be aware of to support you in your study? (You may be contacted prior to your attendance – documentary evidence may also be required for submission):

Section 5: Declarations

The candidate:
I have read and fully understand the course requirements and eligibility criteria and commit to:

☐ Completing the full course which will involve a time commitment of 6 -10 days to be spread via modular online learning and examination visits (as outlined in the key dates timetable).
☐ Completing all distance learning and assessment work, set within the timeframes as required (IT or mobile device access required to be able to dial into online zoom meetings).
☐ Completing a portfolio of competency (or assignments) of my skills and knowledge for final assessment by the RSPH.
☐ Having attached a copy of my employment evidence / work experience honorary contract (Applications will not be considered without this evidence).
☐ Having read, understood and agreed to the 'Key important notes to all candidates' points that are listed on the following web page [www.trainingapt.com/services]

The mentor:
The organisational mentor (at the organisation at which the applicant is currently employed / completing work experience) must read the following declaration. I have read and fully understand the course requirements and eligibility criteria and commit to:

☐Providing work-based mentor support to the candidate.
Sharing my knowledge, skills and experience of all aspects of mortuary practice.
☐Undertake regular assessment of the candidate's practical skills.
☐Provide the candidate with written evidence of skills demonstrated as part of the portfolio assessment.
☐ Candidate release for the time required to participate fully in the online training and attend examinations at the centre / venue.

The mentor is acting on behalf of your organisation to ensure full attendance and completion of this programme.

☐ (Tick here) Submission of this application will indicate that both candidate and mentor have read the above declarations.

Section 6: Payment details

Payment to be made no later than 4 weeks prior to commencement of the course. Payment must be provided to successfully register the candidate onto the course.

Contact in finance department to send invoice to:	Address of your finance department:
Purchase order number:	

Finance details must be completed – applications will not be accepted without a P.O number

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Final checklist before submitting your application - have you:

☐Read the eligibility criteria for your course

☐Scanned and attached evidence of your employment

☐Scanned and attached previous qualifications (for level 4 Diplomas only)

☐An agreed work-based mentor and exam guarantor

☐Put in the PO number on your application - this is essential for the application to proceed

Send completed forms with any attachments to: jade.murray@nhs.net

Centre administration use only

Evidence submitted accepted:	Loaded onto next Course:
Qualifications submitted accepted:	confirmation email sent:
Invoice sent to finance:	Joining instructions sent: