

Postgraduate Admissions Statement

PG Cert Healthcare Improvement

Programmes covered

This Admissions Statement applies to the following programme(s):

PG Certificate Healthcare improvement.

Applicants should also refer to the relevant prospectus entry for further programme details.

This Admissions Statement should be read in association with the [University Admissions Principles and Procedures for Postgraduate taught Programmes](#).

Faculty

Faculty of Health Sciences

Admissions team and contact details

Senior Postgraduate Admissions Administrator

Faculty of Health Sciences

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Website www.bristol.ac.uk/study/postgraduate/2019/health-sciences/pgcert-healthcare-improvement/

Admissions cycle

This Admissions Statement applies to applications submitted for entry to the programme between 1 October 2018 and 30 September 2019.

Application deadline

Application deadlines can be found on the individual programme page within the [University course finder](#).

Admissions criteria

Academic requirements

Applicants must hold a relevant professional qualification and be in full-time or part-time professional employment in a healthcare organisation.

For information on international equivalent qualifications, please refer to our [International Office website](#).

English language requirements for non-native English speakers

Applicants whose first language is not English, and whose full undergraduate degree was not taught in an English-speaking country, must hold/achieve a minimum score in an approved English language test as specified in Profile B of the [University's English Language Requirements Policy](#).

You do not need to have reached the required level of English language before submitting an application, but an English language test must be submitted with the application for review. If necessary, English language will be included as a condition of offer.

There is an option to take one of the University's Pre-sessional English courses; details are available on the [Centre for English Language and Foundation Studies website](#).

Additional requirements

Applicants should currently be working in the health professions or a health service environment. You should also be undertaking some form of teaching, patient safety or quality improvement role and/or support of learning. Your current teaching, patient safety or quality improvement activities must enable you to complete the implementation of programme assignments. Evidence of this should be included in your academic references.

Your organisation must provide letter of support for the implementation of your identified project to allow analysis of impact.

You should also be computer literate, broadly equivalent to the standard of Digital Competence set by the European/International Computer Driving Licence.

Application process

Online application form

Applicants should complete the online application form, uploading all required documents directly. Guidance on uploading documents can be found in the [guidance for online applications](#). Paper documents received by post, or electronic documents received by email, are only considered in exceptional circumstances.

Before applying, make sure you choose the right programme by reading the prospectus entry and Admissions Statement fully. If you need clarification, please [contact the relevant admissions team](#).

Applications may not be considered until all required documents have been uploaded. If you have already submitted an application, you can upload additional documents into the 'Post-submission uploads' section of the application form.

Documents to upload to online application form

Required documents for this programme are as follows:

- **Two academic references (minimum):** References should be submitted electronically by the referee, using the online reference form. Alternatively, scanned copies of the original reference document(s) can be uploaded by the applicant. Both referees should be familiar with the applicant's academic work. However, if you graduated more than two years ago, or if professional experience is relevant to the application, professional references will be accepted in lieu of one academic reference.

References must be written, signed and dated on official letter headed paper from the referee's organisation. They must include the referee's full contact details, i.e. postal address, telephone number and organisation email address. References supplied with a personal contact email address will not be accepted unless under exceptional circumstances, which must be explained within the reference. All references must be dated within the last two years.

- **Degree certificate(s)** from first and subsequent degrees. We require colour scans of original documents and certified translations of documents issued in any language other than English.
- **Academic transcripts** from first and subsequent degrees. We require colour scans of original documents and certified translations of documents issued in any language other than English. Transcripts must list all subjects taken and grades achieved to date, with the grade scale clearly displayed in the transcript. Applicants must clearly state their current average grade in the online application form.
- **Personal statement:** Personal statements should highlight the motivation for applying for the course, and any relevant experience and/or skills.
- **English language certificates** are required from applicants for whom English is not the native language and whose full undergraduate degree was not taught in an English-speaking country (please see the [English Language Requirements](#) for a list of English-speaking countries)
- **Curriculum Vitae (CV):** CVs might include details of other relevant work experience and qualifications to support an application
- **Letter of support** from organisation/line manager supporting potential implementation of a change project.

Correspondence with applicants

We will correspond with you via the email address used to set up your application form account. Please keep this address up-to-date.

Selection process

Assessment of applications

All applicants are considered on an equal basis in line with the [University's Equality and Diversity Policy](#).

Once a complete application has been submitted with all required supporting documents, it is considered by two members of staff using the following criteria:

- Academic achievements
- Interest in, motivation for and commitment to continuing professional development, particularly in relation to the integration of healthcare education, patient safety and quality improvement to optimise healthcare delivery.
- Current, past and potential future clinical teaching experience
- Interest in and motivation for increasing knowledge, skills and experience in teaching, patient safety and quality improvement in the health services, as described in the personal

statement.

- Evidence of ability to articulate views coherently.
- Appropriateness of the chosen programme in relation to the candidate's job, grade, workplace, declared interests and aspirations.
- Non-academic achievement and/or experience, or extra-curricular interests, positions of responsibility, voluntary or paid work.
- Referee statements in relation to the candidate's suitability for the chosen programme.

Letter of support from organisation/line manager supporting potential implementation of a change project.

Applicants who have undertaken a transnational education partnership programme or top-up degree and meet the minimum academic entry criteria will not automatically receive an offer of admission. In these cases, we consider academic history alongside relevance of degree, and, if necessary, degree content and performance in key modules.

Applicants are considered holistically on their own merit and in competition with the rest of the applicant cohort during that academic cycle.

Interviews

Interviews do not form part of the selection process, although we sometimes contact applicants to further clarify their application.

Decisions

Notification of decisions

Applicants will be notified by email when a decision has been made and decision letters will be available to view and print by logging into the application. Decision letters include any deadline by which applicants must accept an offer.

Offers

Offers are typically made in line with the academic requirements set out above.

Offers may be conditional or unconditional. Unconditional offers are made to successful applicants who have met the admissions requirements. Successful applicants who have not yet fulfilled the academic or language requirements will receive a conditional offer outlining the outstanding requirements.

Unsuccessful applicants may be considered for an alternative programme in a related subject area. In such cases, applicants will receive an email with details of the alternative options. You may have to submit additional documentation in order to be considered for an alternative programme. Please check the relevant [admissions statement](#) for details.

Deferrals

Deferred entry is only considered in exceptional circumstances. Please [contact](#) the admissions team by emailing tlhp-admissions@bristol.ac.uk if you would like to discuss the possibility of deferring your start date.

Additional information

Extenuating circumstances

If your education has been significantly disrupted through health or personal problems, disability or specific difficulties within your studies, you can submit an [extenuating circumstances](#) form as part of your application.

The information provided will be treated confidentially and will help us to assess your academic performance fairly in light of your circumstances.

ATAS

An ATAS certificate is not required for this programme.

Deposits

International self-funded students accepting a place on this programme must pay a deposit of £1,500. Further information on [how to pay programme deposits](#) is provided in the offer letter as well as online.

The deposit is non-transferable and non-refundable except under the circumstances outlined in the [Deposits Refund Policy](#).

Visa

Please note that you are currently not able to apply for a Tier 4 student visa if you are applying for the part time, distance learning or modular programmes. Please contact Student Visa Services (<http://www.bristol.ac.uk/directory/visas/>) for advice about visas.

Sponsored students

Sponsored students are not required to pay the deposit, but must upload a copy of their sponsorship letter in the 'Post-submission uploads' section of the online application, and must also complete and upload the [sponsorship authorisation form](#).