

Postgraduate Admissions Statement

MSc Teaching and Learning for Health Professionals

Programmes covered

Teaching and Learning for Health Professionals (MSc, PG Diploma, PG Certificate, Occasional)

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

TLHP Office, Medical Education

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University of Bristol

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Admissions cycle

2017

Application process

Online application

Applications will not be considered until the minimum documentation (as indicated below) has been completed and submitted. All additional documents, including references, should be submitted by uploading to the online system. Please note this programme has three entry dates: September, January and April/May - in each academic year.

Applicants should complete the online application form, uploading all required documents directly into the application form. Guidance on uploading documents can be found in the [How to Apply FAQs](#).

Applicants should make every effort to choose the correct programme in the application form by reading the prospectus entry and admissions statements fully. Applicants should contact the relevant Admissions Team if clarification is required.

Application Deadline

There is an application deadline for this programme, which is displayed on the individual programme page within the [University course finder](#).

Required documents

All documents must be translated into English. Degree certificates and transcripts should be certified copies and list subjects taken and grades/degrees achieved. If your degree is not yet complete, please provide

transcripts of subjects taken and marks achieved to date. All documents must be uploaded into the online application form unless otherwise noted. Applicants who have already submitted an application can upload additional documents into the 'Post-submission uploads' section. You can find information about how to upload documents to your application form in our [How to Apply FAQs](#).

Required documents for this programme are:

- Two references
- First degree certificate or equivalent professional qualification certificate (scanned copies for online application are acceptable but the originals will need to be shown upon arrival for registration)
- Academic transcript(s) from your first and subsequent degrees
- Additional undergraduate/postgraduate qualification certificates (including, where applicable, memberships and fellowships of colleges, etc)
- English language certificates if English is not your native language and your undergraduate degree was not in an English-speaking country (please see the English Language Requirements for a list of English-speaking countries)
- TLHP Supplementary Application form (can be downloaded for completion within the online application, and submitted with the application)
- Confirmation of any sponsorship funds the applicant has secured or applied for to assist with academic fees for the programme. Normally this will be a sponsorship authorisation form signed by a person authorised to do so by the sponsor organisation
- Recognition of Prior Learning form and transcripts if applying to have credit points from another recognised institution taken into the programme. Credit points must be less than five years old
- Copy of passport picture page (only relevant for fee status purposes)

A curriculum vitae (CV) is not required but can help your application.

Interviews

Interviews are not required for this programme.

Correspondence with applicants

Applicants will normally receive communication via email to the email address used to set up their application form account. Applicants should ensure that this profile email address is kept up-to-date.

Admissions criteria

Academic entry requirements

A relevant honours degree (or international equivalent) from a recognised institution with good final grades; or a relevant professional qualification plus at least three years full-time (or equivalent part-time) professional experience.

Applicants should currently be working in the health professions or a health service environment. Applicants should currently be undertaking some form of teaching and/or support of learning and have (or be easily able to create) the opportunity to be observed in a teaching role. The candidate must be undertaking adequate teaching, learning and assessment activities to enable them to complete the assignments for the programme.

Computer literacy is required, broadly equivalent to the standard of Digital Competence set by the European/International Computer Driving Licence (see also Additional Requirements below).

Applicants may wish to apply for credits awarded from units/modules completed at previous institutions to be considered as Recognition of Prior Learning (RPL) towards the programme. This can only be done within the University's established framework detailed in its Guidelines on the Recognition of Prior Learning for taught programmes. The credits must be in a suitable topic area and level and have been studied and awarded within the last five years. We welcome applications involving RPL but reserve the right to refuse an application, and regret that we do not normally accept Accredited Prior Experiential Learning. (Please note that students who

submit RPL credits instead of completing the Postgraduate Certificate units that contribute to Higher Education Academy Routes will not be eligible to apply to become a fellow/associate of the HE Academy on completing the course because they have not followed the route specified in our accreditation process).

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

English language criteria for non-native English speakers

For applicants whose first language is not English, it is necessary to achieve a minimum score in an approved English language test specified in Profile A of the [University's English Language Requirements Policy](#).

You can find information about the University of Bristol's Pre-Sessional English courses at the [Centre for English Language and Foundation Studies website](#).

Reference criteria

Referees may be professional or academic but should be able to comment on your suitability for further training in teaching skills via this programme. Referees must be of a more senior grade to the applicant and have known them for at least six months. Referees who are also applying to the programme at the same time as the applicant are excluded.

Personal statement criteria

The personal statement should provide an explanation of why you wish to study this programme, how you feel it will benefit your development and future career.

Additional requirements

Please note the following IT skills requirements for applicants to this programme: Applicants should be aware that it will be essential to use computers and the internet regularly for successful completion of all units and to maintain contact with tutors, fellow students and the TLHP office. It is a prerequisite that applicants:

- are reasonably confident in using a computer to access the internet, to send and receive emails (including those with file attachments) and to have at least basic word processing skills
- own or have access to a computer capable of internet connection for email and web browsing
- have regular access to relevant software to enable them to complete well-presented assignments and to submit them electronically as well as on paper

It is the applicant's responsibility to take all reasonable steps to ensure that any files exchanged with the University are free from viruses and other damaging software and that they comply fully with current UK and international law regarding the use of data and computers. Applicants' IT skills should be at the level of competence indicated by the first three base modules set out by the [European Computer Driving Licence](#).

This part-time programme does not meet government requirements for student visas. Internationals holding non-student visas may be eligible for study.

Selection process and offers

Selection process

All applications are considered in accordance with the [University's policy on equality and diversity](#). The University of Bristol upholds the principles of equality and diversity, respect and dignity. Candidates are not discriminated against on the grounds of race, ethnicity, nationality, gender, sexuality, religion or belief, disability, health or age.

All applications are processed as quickly and efficiently as possible once all required documentation has been received by the University through the appropriate channels. Applications are considered at most times in the year and there are normally three intakes, in September, January and April/May.

Applications cannot be considered until they have been formally submitted via the online application system. All applications are considered on an equal basis in relation to academic merit. Admissions decisions will take into account the completed application form and supporting documentation including the two references.

Applications are considered in relation to: the applicant's academic achievements; the applicant's interest, motivation and commitment to continuing professional development, particularly in relation to education; the applicant's current, past and potential future clinical teaching experience; the applicant's interest and motivation, specifically in relation to increasing their knowledge, skill and experience in teaching, assessing and support of learning in the health services as described in the applicant's 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; statements of referees in relation to the candidate's suitability for the chosen programme.

Some organisations may, from time to time, reserve and pay for a set of places on the programme and when named applicants come through these will be given priority purely in terms of the start date required by their sponsor.

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 their application. It is the applicant's responsibility to check the online system for information about the progress of their application. Offers may be made with or without conditions attached. The level of a conditional offer will be in line with the programme requirements and will not deviate substantially from these.

Students are initially registered on the Postgraduate Certificate, and progression between stages is subject to satisfactory performance.

Applicants are required to confirm their acceptance of an offer within three weeks of receiving notification of the offer from the faculty, where possible. Applicants need to confirm their acceptance online. Where a conditional offer has been made, applicants are expected to provide the University with evidence that any offer conditions have been met.

The University does not guarantee to hold open places for offer. Offer-holders who have not confirmed their acceptance risk deferral or loss of the place.

Deferrals

Deferred entry to the programme is usually available where the accepted candidate's circumstances change or demand it, but this must be discussed with the TLHP team and can only be authorised by the programme director.

Deposits

A deposit is not required for this programme.

ATAS

An ATAS certificate is not required.