



### Clinical Pharmacy Practice (Secondary Care) Certificate, Diploma or MSc or individual CPD units

*Please note that the requirements and paperwork for this programme may differ slightly from the instructions specified in the online application system guidance (which is generic for all University programmes). Where differences exist, please ensure that you follow the requirements noted in this document.*

#### Entry and Language Requirements

- Applicants ideally should be supported by their employer to successfully complete the course. Although not essential to complete the Diploma, we do recommend, if you are able, to have a mentor as they are extremely beneficial and can support your learning and knowledge in a unit.
- Please ensure the [Sponsorship Agreement Letter](#) is fully completed and uploaded with your application, as we cannot consider your application without it (see [additional paperwork](#) for further information).
- Applicants also need to ensure that they have a **UK practice base** to work within and access to patient notes.
- Applicants need to be **registered with the General Pharmaceutical Council (GPhC) or PSNI** (apart from CPD applicants, see below). We will check your registration number on the relevant register as part of the application process.
- We prefer applicants to have been in practice for at least six months following their pre-registration or foundation year, but some flexibility may be possible.
- Applicants whose first language is not English will need an IELTS score of at least 6.5 overall with no less than 6 in all categories unless you have been educated in the UK or in an English speaking country at undergraduate level.

#### Completing your Employer and Academics References

We require **two references** to support your application. One must be work-based—for example, a line manager. The second reference should ideally have an academic focus, such as a university tutor from previous postgraduate or undergraduate study, or a professional who can comment on your academic ability, such as a CPPE tutor.

If an academic reference is not possible, two workplace references are acceptable. However, we do ask that at least one of the references can comment on your engagement with learning—for example, someone who has supervised aspects of your training or development and can speak on your ability to undertake academic work.

The two references **cannot** be supplied by the same person. If you are unsure who would be suitable, please contact us to discuss.

We will not accept a reference from a current student on the same programme.

You should also confirm name and contact details for your referees in the relevant section of the Online Application Form; referees will receive a university generated reference form for completion. Please ensure that the email addresses of your referees are to a named person, preferably to a work/company email address; do not use generic mailboxes, e.g. enquiries@pharmacy.co.uk as these will not be accepted.

## Additional Paperwork

- For all applicants, please upload a copy of your undergraduate degree certificate (unless you are a University of Bath graduate), evidence of English Language ability (if applicable) and a copy of your passport.
- Please ensure that the additional [Sponsorship Agreement Letter](#) is fully completed and uploaded with your application, as we cannot consider your application without this. This form may be completed by the same person who provides your professional/work-based reference. Please note that no other financial form will be accepted other than the University of Bath Sponsorship Agreement form. Please ensure that if your institution requires a PO, this is provided – ‘tbc’ will not be accepted.

## Admissions for Pharmacists working/planning to work in the NHS

If you are working in or plan to work in the NHS, we follow the NHS Values Based Recruitment Guidance. We strongly believe in the NHS values and will be looking for them in our applicants.

All applicants will be assessed on individual merit, as well as their understanding and practice of NHS values in pharmacy. This assessment may take a variety of forms, including an interview. You can gain a fuller understanding of the NHS values by reading the NHS Constitution available at <https://www.gov.uk/government/publications/the-nhs-constitution-for-england>

## Accreditation of Prior Learning

Applicants who have completed postgraduate credit at other institutions may be eligible for credit transfer. To be eligible for transfer, credit must map to Learning Outcomes for Bath programmes/units. Non-credit bearing experiential learning, such as completion of PCPEP, may be eligible for APEL. Contact the [Programme Office](#) for more details. Please complete the [Application for Credit Transfer](#) to apply for credit transfer.

## Admission for CPD candidates

Both pharmacists and other healthcare professionals can apply to study single units as CPD applicants. Applicants who are not pharmacists should normally have a first degree in a health-related or science subject. However, at the discretion of the Director of Studies, this requirement may be waived if the candidate can demonstrate at least 3 years' work experience in secondary care, or if they are not intending to undertake the assessment associated with the unit (ie no credits will be awarded). Please note, only pharmacist applicants can combine academic credit to achieve an PGCert, PGDip or MSc award on this programme. Please contact [ap3t@bath.ac.uk](mailto:ap3t@bath.ac.uk) for further discussion.

## Completing the Online Application Form

### Personal Details

When completing this section please be sure to provide a daytime contact number and email address you check regularly to help us to contact you quickly.

### Funding Arrangements

Please indicate how you intend to fund your study. Please include a purchase order number and a contact name and number of the person who we need for invoicing purposes. Full details should also be provided on the additional [Confirmation of Sponsorship form](#) which must be uploaded with your application.

### Your Education

Please provide information of your formal education achievements and of any relevant training courses that you may have undertaken in recent years.

### Professional Experience

Please provide information about your current and previous relevant employment and details of your GPhC/PSNI Registration.

### Your English Language Proficiency

If your first language is not English, then you will need to complete this section and provide details of your performance in the IELTS tests.

### Personal Statement

We are keen to understand your interests in, and motivations for, undertaking further study. Please describe these here, this is particularly relevant if the number of applications received exceeds the number of places available.

### Equality of Opportunity

We need to monitor our equal opportunities policy and ask that you complete this section of the form.

### Why Bath?

Please indicate how you heard about this programme and what influenced you to study at Bath.

### Additional Needs

We welcome applications from people with additional needs and consider their applications on the same academic basis as those from other applicants. You may also wish to contact the information available from the Disability Service <https://www.bath.ac.uk/guides/thinking-of-applying/> and they can be contacted by telephone **01225 383838** or email [disabilityadvice@bath.ac.uk](mailto:disabilityadvice@bath.ac.uk)

### Criminal Convictions

We are required to collect this information.

### Declaration

Please complete this mandatory declaration.

## When to Apply

Please visit the [website](#) for up-to-date information and deadlines. or contact [ap3t@bath.ac.uk](mailto:ap3t@bath.ac.uk) or call the Postgraduate Office on 01225 383206.

## Outcome of the Admissions Panel

All candidates will be notified of the decision of the University as soon as possible in advance of the start of the programme. Please note that all elements of the application must be submitted on time for you to be considered for a place on the programme. If the demand for places is greater than the number of places available then the admissions panel will review applications following agreed selection criteria.

## Questions or Further Information

If you would like to discuss your application or aspects of the application process and deadline, please contact:

[ap3t@bath.ac.uk](mailto:ap3t@bath.ac.uk) Programme Office, Advanced Programmes in Practice and Therapeutics, University of Bath | Department of Pharmacy & Pharmacology | Bath BA2 7AY