

Understanding the Health and Social Care Environment (UHSCE) Course Application Form (Page 1 of 6)

Your Details

Name

Home address

Postcode

Email

Preferred phone contact number

Best time to contact you on this number

Alternative phone number (optional)

Best time to contact you on this number

Date of birth

Gender | Man (including trans man) | Woman (including trans woman) |
| Other gender identity | Prefer not to say |

All fields above (including your name, date of birth, address and gender) must be completed in order to register you for accreditation with the Learning Records Service and Certa. The categories given for gender are defined by these external organisations.

Course Access

Do you have any special access needs in order to complete the course?
(If so please give details)

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Eligibility Checklist

Please confirm that you understand and fulfil the eligibility criteria below:

	Yes	No
I am aware the cost of this course to NHS England is £700 and I am happy to pay a £50 deposit before starting the course (refundable upon completion). I understand I will lose this deposit if I do not complete the course.	<input type="checkbox"/>	<input type="checkbox"/>
I am computer literate, including being able to use PDFs, and I understand how to upload and download documents over the internet. I understand that I will need to be able to do this to submit my assignments.	<input type="checkbox"/>	<input type="checkbox"/>
I have Acrobat Reader or I am willing to download it and I understand that I may be required to upgrade to the latest version (this is free software and we will provide guidance on where to download it from safely).	<input type="checkbox"/>	<input type="checkbox"/>
I have access to either a desktop or laptop computer with access to the internet.	<input type="checkbox"/>	<input type="checkbox"/>
I am comfortable speaking and writing in English.	<input type="checkbox"/>	<input type="checkbox"/>
I volunteer for the NHS.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that my place on the course is subject to a short phone conversation which I will need to be available for before the course starts. This is an opportunity to ask questions about the course and how it works. It also allows us to double check the eligibility criteria with you and to go through important aspects of the course to ensure you fully understand what it entails and that you can commit to the work and time involved.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that I need to meet assignment deadlines and that if I don't I may lose my place (and deposit) on the course.	<input type="checkbox"/>	<input type="checkbox"/>
I am prepared to provide feedback on the content and structure of the course to NHS England to support further development of future courses.	<input type="checkbox"/>	<input type="checkbox"/>

Ticking 'no' to any of the above questions will mean you are not eligible to do the course

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Volunteering Details

Please do not use acronyms or abbreviations

Please tell us in a couple of sentences what volunteer involvement you have in health care / the NHS, including 'patient and public involvement' activities. If you volunteer for a Sustainability and Transformation Partnership (STP) please clearly state / explain this role.

Name of the NHS organisation you volunteer for most relevant to this training

Position

Length of time in position

If you have not already told us about any volunteer work / patient and public involvement that you are doing with NHS England or a Sustainability and Transformation Partnership (STP), please describe this below (preference will be given to NHS England volunteers / Patient and Public Voice Partners).

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Why have you chosen this course?

Why would you like to study this course?

By doing this course what do you hope to gain and how will you use the learning to support you in your volunteering role(s)?

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Supporting Statement

In order to apply for this course your application must be supported by a NHS employee (usually your lead contact) at your place of volunteering. Please provide their details below and ask them to write a short supporting statement for your application.

Name

Job Title

Organisation

Phone Number

Email

Supporting Statement: Please briefly state how this course may benefit the applicant / why you think the applicant should have a place on this course (e.g. increasing confidence, developing new skills, strengthening the patient voice).

Please tick the box below to confirm you are happy to support this application:

- I am happy to provide feedback to NHS England on how this course has helped the person I am sponsoring in their volunteering role. I am also happy to be contacted during the course should any issues need clarification.

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Course Dates

There are two rounds of the UHSCE course that you can apply for, one starting on **4th September 2018** and the other starting on the **6th November 2018**.

The course ends with a full day of assessed presentations which you must be able to attend. This day will take place in either **Leeds** or **London** and will be on either on the **27th November 2018** (for the course starting on the 4th September) or on the **5th February 2019** (for the course starting on the 6th November).

The presentation days will run between **9.00am to 5.00pm**. Travel expenses for the presentation days are covered by NHS England. Arrangements for travel will be made with you nearer the time.

Please indicate below which of the courses / presentation days you are able to attend:

I wish to start the course on **4th September 2018**
and I can attend the final day on **27th November 2018**

I wish to start the course on **6th November 2018**
and I can attend the final day on **5th February 2019**

I am able to start the course on either **4th September** or **6th November** and
I can attend the final day on either **27th November 2018** or **5th February 2019**

Please return completed forms by email to: england.ppve-learning@nhs.net

How your data will be used

Artworks Creative Communities and NHS England undertake to treat your personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) 2018. Your personal data will be kept securely and will only be accessed by Artworks Creative Communities and NHS England personnel. For more information about Data Protection visit the Information Commissioner's Office: <https://ico.org.uk>.

The information you supply will be used by the Skills Funding Agency, an executive agency of the Department for Education (DfE), to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record and by Certa (the National Awarding Organisation & Access Validating Agency) in order to award accreditation.

For more information about how your information is processed and shared please refer to the Extended Privacy Notice available on [Gov.UK](https://www.gov.uk).