

CPD FAQ:

I am working as a practitioner/ manager. Can I get sponsored by my employer to undertake a unit or programme?

Yes, you can! We have well established relationships with employers across health, social care and the public sector. Your application will be processed through our [online application system](#) and many employers are already set up. If we have not got a pre-existing contact, this can be easily put in place.

The Faculty of Health & Social Sciences has contractual arrangements with NHS organisations and Local Authorities for pre-paid places on specified modules including NHS South of England and the Pan-Dorset and Wiltshire Social Work Teaching Partnership. If you work within Dorset & Somerset or Hampshire & Isle of Wight you may be able to access the pre-paid places. These arrangements allow NHS Trusts and Local Authorities to nominate the staff they wish to send on each unit or course.

The pre-arranged agreements allow individuals, such as yourself, a route to access appropriate professional development opportunities that are seen as strategically important to your organisation (in consultation with your Line Manager/Education Co-ordinator). All requests for pre-paid places must first be agreed by your organisation prior to completing an application.

Can I self-fund if my employer is not prepared to sponsor me or if I am self-employed?

Yes, you can. Please contact hsspostregadmissions@bournemouth.ac.uk and we can discuss your options.

I have undertaken post qualifying studies in the past. Can I transfer my academic credits into the BU framework?

Yes, you probably can. Please contact hsspostregadmissions@bournemouth.ac.uk with the details of your previous courses and the academic team will review if academic credits can be acknowledged towards a CPD pathway, for example the [MA in Advanced Practice](#).

I am not sure what the difference between Level 6 and Level 7 are or what the right option would be for me.

Some of our units are offered at Level 6 and 7. The teaching is the same and all students are taught in the same cohort. However, the assessment criteria is different and studying at Level 7 requires a higher standard of academic skill. You will need to decide when you apply which Level you choose to enrol but you can reach out to the unit lead to discuss which Level would suit you best. (please be aware the level is fixed at the point of enrolment)

If you aim to study for a Masters qualification, you need to enrol onto Level 7. If you take lone-standing units, such as Practice Education, Level 6 may be more suitable for you as it is essentially less difficult to pass.

What support will be offered to CPD students?

Apart from the teaching, you will be able to have tutorials with your unit lead. This may be face to face or online and can be directly arranged with the academic staff. You will have access to many learning materials on our student platform Brightspace and our library has 24/7 online and physical access.

We offer Critical Thinking Workshops 3 times a year that you can sign up for and attend in person at BU. These are in addition to the unit content and teaching.

I have additional learning needs. What support is available?

At BU all students, including those on CPD units have access to learning support through our student platform Brightspace and the library. There is also a dedicated team to support those with additional learning needs once you are enrolled.

I am not sure if I want to complete a whole MA award, can I just attend a unit?

Our units can be lone standing CPD opportunities and you will get academic credits awarded. If you decide at a later stage that you would like to add to those and continue studying towards a qualification, you can do that. You have 5 years to complete a qualification.

Which qualifications do you offer?

- **Postgraduate Certificate in Professional Practice:** Complete 60 credits from our continuing professional development framework.
- **Postgraduate Diploma in Advanced Practice:** Complete an additional 60 credits (120 credits in total) from our continuing professional development framework.
- **MA in Advanced Practice:** having completed 120 credits at Master's level, you will need to complete a further 60 credits in an independent study in [Service Improvement Project](#), focusing on an aspect of your professional practice and/or service.

Will I be expected to be at the university for teaching days?

It depends on the unit you are choosing: The Social Sciences and Leadership units are usually taught online but some of the Health Care units are skills based and therefore face to face teaching takes place.

Do I have to undertake independent study?

Yes, for each unit you will need to undertake learning in addition to the teaching and beyond the materials supplied by the tutor. It will depend on your own learning style, subject knowledge and academic abilities how long it will take for you to complete an assignment task.

Does my employer have to give me study days to complete my assignments?

Some agencies do offer their staff time to not just attend the teaching but also to complete their assignment tasks. It will be down to you to negotiate this with your employer.

What is a transcript?

A transcript is a detailed record of your marks or grades that has been generated by your current or former University. Usually this will be a document, either paper or online, with a list or table of the individual modules you have completed with a numerical and/or letter grade against each.

Do I need to provide proof of my qualifications when applying for a CPD unit?

Yes, you will be required to upload your certificates to the Online Portal when you apply. However, not applicable if you have previously studied at Bournemouth University within the last 10 years. If your qualification is in a different name to the one stated on your application please also, provide proof of your name change i.e. marriage certificate or decree absolute.

How do I find the details and joining instructions for my first session?

You will need to log into your Wozzad- online application portal to view the joining instructions these will be available as soon as you receive your offer email.

Where do I find my Zoom link for my online session?

You will need to log into Brightspace and within the unit area under the communications tab you will find a button to connect to Zoom.

Where do I find my student number?

Please contact hss-cpdadmin@bournemouth.ac.uk

Having IT problems?

If you have problems logging into Brightspace or have not received or forgotten your username and password, please contact the IT Service Desk on 01202 965515 they are available 24/7. You can also log the issue online at

<https://www.bournemouth.ac.uk/students/learning/it-information/need-it-help> If you have any problems submitting your assignment online then you must contact the IT Service Desk immediately and before the deadline. You must not just wait and do nothing. You will be given an Incident Number, make sure you keep a record of it. The IT Service Desk will then advise you what to do next. If you have trouble submitting online and do not log the issue with the IT Service Desk, it will be assumed that you have not completed the assignment on time.

Requesting an Extension?

Please complete the online form which can be found here - <https://www.bournemouth.ac.uk/students/help-advice/looking-support/exceptional-circumstances>

Once logged into MyHub, navigate to the "My courses" section via the top menu bar. The section for creating and viewing exceptional circumstances is at the bottom of this page

You must complete your form and provide supporting evidence at least two weeks before your submission date.

If you have any issues accessing this form, please contact IT Services for support (01202 965515) or contact askBU (askBU@bournemouth.ac.uk).