

2019/20 Course Handbook

For apprentices and employers

# **BSc (Hons) Mental Health Nursing**

**Degree apprenticeship**

**Non-Integrated End-Point Assessment**

**School of Health & Community Studies**

**BSMNA**



**LEEDS BECKETT UNIVERSITY**

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# 1 Welcome to the Course

## 1.1 Message from the Dean of School

Welcome! If you are joining us to start your course or returning to continue your studies, I hope that you enjoy and value your time at Leeds Beckett over the coming year. Your time at university is the beginning of something new and very special for you, and we are here to help you to meet your potential in your studies. Everything we teach and research in the School of Health & Community Studies makes a difference to communities and individuals, and this is the path you are following. Your studies will make a difference to the people you work with and the communities you serve, and you should be very proud of this.

The university experience is about more than getting a qualification though, it is about meeting new people and making new friends, developing your thinking about the world in general, and having fun along the way. Your course tutors and I are here to help you every step of the way so please come and talk to us to share your hopes, challenges and achievements.

Wishing you every success in your studies.

Sue Sherwin, Dean of School of Health and Community Studies

## 1.2 Message from your Course Director and Course Leader

This handbook provides you with information that you will need on your course. You should find it helpful when you first start, when you are preparing for assessment and at any time that you need help or advice in connection with your studies here. You will also receive a Module Handbook for each module you study on your course.

You are enrolled on an apprenticeship programme that is preparing you for a career which carries with it great privilege and responsibility. You should be proud of the profession you are preparing to enter into and look forward to upholding the values and standards that have made the UK's nurses so well regarded across the world.

It is important that, even as a student, you conduct yourself professionally at all times in order to justify the trust the public places in our profession. This can take some getting used to at first, but your tutors, mentors, employer and the Nursing and Midwifery Council are here to support you. Throughout your course you will learn about the behaviour and conduct that the public expects from nurses. You will develop and be assessed on the knowledge, skills and attitude you need to become a registered nurse. The Nursing and Midwifery Council Code of Conduct (2018) details standards to which you should work towards at all times, including while at work, during your studies and also in your personal life. This is available at: <https://www.nmc.org.uk/standards/code>

The course team is looking forward to working with you this year and we hope that your time studying with us at Leeds Beckett University is both enjoyable and successful. On behalf of our University and the whole course team we would like to wish you well in your studies.

Liz Clark



Director of Nursing Apprenticeships

Martin Hird



Course Leader Mental Health Nursing Degree Apprenticeship

### 1.3 Academic Calendar and Timetable

The calendar for the pre-registration nursing courses differ from the standard University Calendar. This is the calendar for the campus courses - you will be advised of any further changes due to your apprenticeship.

Degree apprentices with disabilities requiring adjustments to assessments and / or examinations should contact **Disability Advice** at the earliest possible opportunity to discuss their support requirements.

BScH Adult Nursing and BScH Mental Health Nursing 2019-20 (September) calendar						
Dates w/C	LBU Academic	September Year 1	September Year 2	September Year 3		
19/08/2019	1		Annual Leave (2 weeks)	Annual Leave		
26/08/2019	2					
02/09/2019	3	Induction & University Study (7 weeks)	Enrolment and Induction (non-attendance)	Induction & University Study (7 weeks)		
09/09/2019	4		Induction & University Study 2 (1 week)		Induction and enrolment (non-attendance)	
16/09/2019	5		Placement 4 includes ILP2 dates (8 weeks)		Placement 1 Hub (6 weeks)	Exam week
23/09/2019	6					
30/09/2019	7					
07/10/2019	8					
14/10/2019	9					
21/10/2019	10					
28/10/2019	11	University Study (4 weeks)	Placement 7 Hub (6 weeks)			
04/11/2019	12					
11/11/2019	13					
18/11/2019	14					
25/11/2019	15	University Study (1 week)	Exam Week			
02/12/2019	16	Exam week	Exam Week			
09/12/2019	17	University Study (1 week)	University Study (1 week)			
16/12/2019	18	Annual Leave (2 weeks)	Annual Leave (2 weeks)	Annual Leave (2 weeks)		
23/12/2019	19	Annual Leave (2 weeks)	Annual Leave (2 weeks)	Annual Leave (2 weeks)		
30/12/2019	Tue BH 20		University Study (1 week)			
06/01/2020	21	Placement 2 (9 weeks)	Placement 5 (8 weeks)	Placement 7 continued (3 weeks)		
13/01/2020	22					
20/01/2020	23					
27/01/2020	24					
03/02/2020	25					
10/02/2020	26					
17/02/2020	27					
24/02/2020	28					
02/03/2020	29			Study Leave (1 week)		
09/03/2020	30	University Study (2 weeks)	University Study (4 weeks)	University Study (2 weeks)		
16/03/2020	31	Submission point for SFP		University Study (5 weeks) Includes IPL3		
23/03/2020	32	Alternative Field/Self Sourced Placement				
30/03/2020	33	University Study (2 weeks)				
06/04/2020	34		Annual Leave (2 weeks)	Exam week		
13/04/2020	Fri BH 35	Annual Leave (2 weeks)		Annual Leave (1 week)		
20/04/2020	Mon BH 36		Placement 6 (8 weeks)	Placement 8 Final Placement (13 weeks) Student preferences form submitted		
27/04/2020	37	University Study (4 weeks)				
04/05/2020	Mon BH 38					
11/05/2020	39					
18/05/2020	40	Annual Leave (2 weeks)				
25/05/2020	Mon BH 41					
01/06/2020	42	Exam week				
08/06/2020	43	Placement 3 Hub (6 weeks)	Exam Weeks (2 weeks)			
15/06/2020	44					
22/06/2020	45		Alternative Field/Self Sourced Placement			
29/06/2020	46		University Study & (ESC Practical assessments for skills portfolio - Adult Health) 3 weeks			
06/07/2020	47					
13/07/2020	48					
20/07/2020	49		Annual Leave (1 week)			
27/07/2020	50	Alternative Field/Self Sourced Placement	Reassessments (2 weeks)	Study/ Assessment/ Re-assessment (3 weeks)		
03/08/2020	51	Re-assessment (1 week)				
10/08/2020	52	Annual Leave (1 week)				

Timetables are made available to continuing students at the end of August and to new students during induction week via:

- i) MyBeckett
- ii) The Leeds Beckett app

Any difficulties relating to timetabled sessions may be discussed with your Course Administrator.

### Changes to Timetables

Please check the electronic timetable regularly (**at least once a week**) to see any changes which may have been made to forthcoming sessions. The course team will notify you by email of any changes which have to be made with short notice – i.e. affecting sessions in the forthcoming 7 working days.

### Cancelled Sessions

We will inform you of cancelled classes/activities/course notices as soon as possible. This will usually be done by email to student email address and announcements sent out via the VLE. If on a rare occasion, you do attend a session and the member of staff does not arrive, please contact the Course Administrator for advice.

## 1.4 Key Contacts

Staff in the School of Health and Community Studies are based in Portland Building on level 5. Facilities here include a student working area with computer banks and private tutorial rooms. Staff emails and phone numbers are displayed in the student learning space and if you have an appointment with a staff member, you should phone the relevant member of staff from this area and they will come to meet you.

### Course Leader Mental Health Nursing



Martin Hird, [m.hird@leedsbeckett.ac.uk](mailto:m.hird@leedsbeckett.ac.uk) 0113 812 4374, Portland Building room 520

## Academic Advisor

Confirmed at induction

Your Academic Advisor is your first point of contact for academic and personal matters while you are studying at Leeds Beckett. Your Academic Advisor is responsible for your academic support across all modules and is there for pastoral support throughout the year. They may signpost to student services for counselling, financial support etc. as appropriate. Your Academic Advisor will meet with you at the start of the course and then offer you an appointment within the first 4 weeks of the semester one to discuss any personal support requirements you may have and to review your pre-course work and academic plans. During practice you will also meet with your Academic Advisor for practice support sessions and you should be able to discuss any support requirements with them either during or after the session. You will be offered an academic tutorial once a year following semester one results, to look at your academic feedback and areas for development.

## Director of Apprenticeships

Liz Clark, [l.clark@leedsbeckett.ac.uk](mailto:l.clark@leedsbeckett.ac.uk), 0113 812 4435, Portland Building room 508

## Course Administrator

Simon Madley, [s.madley@leedsbeckett.ac.uk](mailto:s.madley@leedsbeckett.ac.uk), 0113 812 1912, Calverley Building room 518

## Academic Librarian

Penny Cole, [p.g.cole@leedsbeckett.ac.uk](mailto:p.g.cole@leedsbeckett.ac.uk), 0113 812 7846

## Practice Liaison Officer

Emma Bates, [TNA@leedsbeckett.ac.uk](mailto:TNA@leedsbeckett.ac.uk) 0113 812 6278

## Course Representative

Course Representatives are student volunteers who represent your views at course-level, in course forums and in meetings with academic and support staff. Details about being a Course

Representative are available at [www.leedsbeckett.ac.uk/studenthub/course-representatives.htm](http://www.leedsbeckett.ac.uk/studenthub/course-representatives.htm).

The Students' Union oversees Course Representatives and more information is available at <https://www.leedsbeckettsu.co.uk/studentvoice/course-reps>

## 1.5 Keeping in Touch

Academic and administrative staff at our University use your student email address to contact you. It is important that you check this account regularly i.e. at least twice a week. You can forward emails from your student email address to a preferred personal email address, however, quarantine and spam filters needed by our University mean that emails sent from external email addresses may be delayed, blocked or deleted. It is therefore important that your student email address is the only email address that you use to contact University staff. Information on how to access your student email address can be found on the Library Student IT Support page [http://libguides.leedsbeckett.ac.uk/it\\_support/office365/outlook](http://libguides.leedsbeckett.ac.uk/it_support/office365/outlook)

Please make sure that you inform your Course Administration team whenever you change your address and contact details. It is important that you also update your records yourself. You can do this via the My Account/Update my Data tab on MyBeckett. This will ensure we can always contact you in an emergency, and that you receive any important University communications that we may need to send you.

We will inform you of class activities and course notifications, including any cancellations. Cancellations or changes to timetables will be notified as soon as possible. This will usually be done by email to student email address and announcements sent out via the VLE. If on a rare occasion, you do attend a session and the member of staff does not arrive, please contact the course administrator for advice.

For each module, the Module Handbook will include the preferred method of communicating general information about that module to you.

## Contacting Staff

If you need to contact a member of the academic team, you should first try to speak to them at the end of your lectures or in practice support. If they are not available, or the matter is urgent, please email them for an appointment.

## Responses from Staff

Please allow staff 3-5 of their working days to respond to your e-mail and if you do not receive a response, please re-email or phone. If you do have difficulties contacting a member of the team, your Course Leader or administrator will be able to help.

## Changes to Timetables

Please check the electronic timetable regularly (**at least once a week**) to see any changes which may have been made to forthcoming sessions. The course team will notify you by email of any changes which have to be made with short notice – i.e. affecting sessions in the forthcoming 7 working days.

## Cancelled Sessions

We will inform you of cancelled classes/activities/course notices as soon as possible. This will usually be done by email to student email address and announcements sent out via the VLE. If on a rare occasion, you do attend a session and the member of staff does not arrive, please contact the course administrator for advice.

## Skype for Business

Skype for Business is a communication tool for staff and students:

- Make calls using audio, video and instant messages across the University community.
- Create and participate in group online meetings to support project assignments.
- Available across University devices and personal mobiles via a free downloadable app.
- Fully integrated with the Office 365 suite already used by staff and students.

Your course team will advise how Skype for Business will be used on your course and make guidance available as required.

## MyBeckett

MyBeckett, the portal and virtual learning environment provides:

- access to your modules and timetables;
- your reading lists and email account;
- your personal storage area on our University IT servers;
- information on where to look for academic or personal support (Support tab);
- information on opportunities such as jobs, careers, part-time work, placements and volunteering (Opportunities tab)

Further information and support for using MyBeckett can be found on the MyBeckett Support Pages (<http://libguides.leedsbeckett.ac.uk/mybeckett/guides>).

### 1.6 Working in Partnership

We are committed to working in partnership with you and the Students' Union to provide you with an inclusive, safe and engaging learning environment which is conducive to study for all our students and our staff. An important element of your time studying with us is your engagement in developing your learning. Your engagement and attendance on your course enable you to further your learning and supports your achievement, course completion and aspirations for the future. There is an expectation that students will attend, engage in their learning and submit for assessment. We provide support for you to maximise your time studying with us and to develop your learning, skills and abilities to support you in your chosen career path.

We seek active participation by all our students in the continuous enhancement of our courses and through our monitoring, annual review and enhancement processes. These are formal processes used by our University for assuring the academic standards and quality of your course and its continuous improvement. These processes utilise your feedback, External Examiners' reports, feedback from staff and others, data relating to student outcomes on the course and student surveys to reflect on areas of good practice and areas for further enhancement. We invite all students to participate in a range of opportunities to provide us with feedback on your course and modules. This may include discussions with staff, focus groups, and meetings (e.g. with Course Representatives or with staff) and formalised student surveys e.g. mid module reviews, end of

module evaluations and specific course or other surveys such as the Student Barometer, National Student Survey and Destination of Leavers in Higher Education Survey. We utilise the outcomes of these surveys to benchmark our courses nationally and to inform annual course enhancements.

Informal feedback is also welcome at any time either via your Academic Advisor or module tutor or via your Course Representative. Our partnership with you enables us together to make the most of your learning experience with us and to enhance the quality and reputation of your course. You can find out what actions have been taken in response to your feedback through your Course Representative, the Students' Union, your tutors or through the Library.

## **1.7 Course Representatives**

You have the opportunity of becoming an elected Course Representative working in a voluntary capacity with students, the Students' Union, the Course Director and members of the course team and our University. The Course Director, working in partnership with our Students' Union, enables the process for election and appointment of Course Representatives. The Students' Union provides training and development for Course Reps and supports their engagement in enhancement activities. Being a Course Representative provides an opportunity for you to enhance your own learning and the development of relevant professional and employability skills in parallel with your studies.

As a Course Representative you would play an important role in:

- acting as a point of contact and advocate for students on your course and in supporting their active engagement;
- gathering feedback from students on your course to inform further enhancements to the quality of your course and the student experience;
- enabling dialogue and good communication between students and staff on the course;
- working with the Course Director, members of the course team and the Students' Union to enhance your course;
- facilitating and engaging in meetings about your course; and
- being an ambassador for your course.

Further details about Course Representatives are available on the Students' Union web site, on the Students web site and in our University's Academic Regulations.

## 2 Studying on this Course

This apprenticeship route for registered mental health nursing has been developed in response to professional, governmental and local stakeholder initiatives to increase the registered nursing workforce by developing flexible routes for entry to the Nursing & Midwifery Council (NMC) register. The philosophy underpinning the course reflects a vision of nursing and nurse education which has been developed through widespread discussion and engagement with a broad range of stakeholders. It has been developed within a framework of existing professional body principles and standards (NMC 2010, 2015) as well as future aspirations for the education and training of registered nurses (Health Education England 2015). The resulting philosophy places emphasis on the development of autonomous graduate practitioners who can demonstrate the required skills, knowledge and attitudes, values and technical abilities that underpin safe, effective and competent care, ensuring the needs of service users are their first priority. The course's learning outcomes, level learning outcomes and modules are aligned to the four domains of the Degree Apprenticeship - Registered Nurse (2016) (see the Course Specification).

The course requires a satisfactory enhanced DBS check.

### 2.1 Course Specification

The Course Specification is a concise description of your course's aims and objectives and how you will be taught and assessed (see later in this handbook).

#### Course Structure

The course structure outlines the modules that will be delivered on this course. Full details of the structure for this course can be found in the Course Specification.

#### Course Learning Outcomes

All courses are benchmarked against the Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (FHEQ-DAB). The FHEQ-DAB can be viewed on the Quality Assurance Agency website: [www.qaa.ac.uk](http://www.qaa.ac.uk). Your course learning outcomes are in the Course Specification.

## Module Information

For detailed information about the modules on this course please refer to the Module Handbooks.

### 2.2 Course Resources

- **Physical Location:** The course is delivered in the University, predominantly at the City Campus and in healthcare placements within the Yorkshire and the Humber region. We have a placement unit that supports the students with their placements (see below). Throughout the course students will have the opportunity to undertake an alternative placement which may be out of the region or overseas.
- **Teaching and learning** will take place in a number of bespoke venues in the University and these include: the science laboratory at City Campus, the purpose built communications suites, clinical skills laboratories and the simulation suite.
- **Skills Resources:** The course is supported by a range of equipment including task trainers, adult, child and high fidelity simulated manikins, online learning packages including the Safe medicate medication programme [www.safemedicate.com](http://www.safemedicate.com) and the Clinical Skills Web Site <https://www.elsevierclinicalskills.co.uk/>
- **Volunteering and Festivals:** Students are required to arrange self-sourced placements during the course, as a means of engaging with the community and developing alternative field experience. Optional placements are also offered at Music Festivals each year, where students work alongside the medical teams to provide healthcare to festival goers.
- **Nursing Lecturers:** The course is primarily delivered by nurses with current registrations with the NMC. The NMC also require that nursing lecturers have teaching qualifications that are recorded on the register as approved by the NMC. All academics teaching on the course have postgraduate qualifications. Non-nursing lecturers may deliver into some sessions for the specialist context.

- Service users and carer involvement: in the delivery and assessment of the course, continues to be developed.
- Library Resources: The course is also supported by the Libraries and Learning Innovation (LLI) who provide a variety of services which include the libraries and IT facilities, individual student email accounts, MyBeckett, VLE, resources and equipment loan, reprographics and stationary supplies. At the request of the students, there has been a drive to increase use of digitalised chapters and e-books to support modules and these will be highlighted to you by the module leaders.
- Online: Students are introduced to the virtual learning environment at the start of the course and it is integrated throughout the course to support all structured and guided academic activity. Independent study and learning is also facilitated through the VLE with a range of interactive resources and links to professional and academic materials and sites. Examples include: Virtual discussion areas, electronic submissions and feedback for all level 4 modules, self-assessment quizzes, lecture slides available on the VLE for relevant modules and the SafeMedicate and Elsevier clinical skills web site.

## 2.3 Professional Accreditation or Recognition Associated with the Course

The course is approved by the Nursing & Midwifery Council. Completion of this course provides eligibility to apply for registration with the NMC as a qualified nurse – Mental Health.

## 2.4 Skills you will Gain during the Course

### Skills Developed

Students completing this award will have developed a wide portfolio of practical, professional and academic skills. The Nursing and Midwifery Council (2010) clearly identifies the Standards and Essential Skills required for registration and as a student you will be working towards achieving

these on the course. Academic skills developed during the course include reflective and report writing, critical thinking and evaluation, team working, use of databases to search for evidence, change management and leadership and management skills.

### **Additional Activities/Recognition**

You will have opportunities to gain recognition during your time at Leeds Beckett University for the extra activities you do in addition to your studies, including volunteering, student societies, playing in our University sports teams and being a Course Representative.

## **2.5 Graduate Attributes**

There are three Graduate Attributes for Leeds Beckett University and these are tailored to suit your course. The three attributes you should achieve by the end of the course are for you to be digitally literate, have a global outlook and for you to be enterprising. Learning about these attributes and being assessed on them as part of your modules will provide you with capabilities which are essential for your future career and wider life as you move on from your studies here. You will be formally assessed on all the attributes in some of your modules at each academic level in each year of your course. For more information on graduate attributes please visit

[https://skillsforlearning.leedsbeckett.ac.uk/local/graduate\\_attributes/category\\_homepage.shtml](https://skillsforlearning.leedsbeckett.ac.uk/local/graduate_attributes/category_homepage.shtml)

Information on your assessment is included in your Module Handbooks.

### *Digital literacy*

Throughout the three years of the course students build on their digital literacy skills. Pre-entry students use a Google social networking site to engage with other students and access resources to support their transition. At the start of the course, all students undertake a QuickScan test to identify their individual learning styles and any learning support requirements.

Formative and summative assessments have been designed to progressively develop student digital literacy skills throughout the course. Students engage with digital tools to search for information, and evaluate and present information for PowerPoint, video and poster presentations. Students are supported at level 6, to develop skills in critically appraising literature

from a variety of sources. The use of the VLE is integrated throughout the course with structured learning activities to support face-to-face teaching and learning. Students work online to practise clinical calculations, and complete clinical skills assessments on an e-learning platform. Health Education Yorkshire and the Humber have shared e-learning modules which have been embedded across all three years of the course to enhance self-directed learning.

Nursing students are required to access and maintain patient data using a range of software and devices. The course uses online packages such as 'Elsevier.com' and 'Safe-medicate' which replicate authentic drug calculations and practical skills activities in a virtual setting. In the final year of the course, students complete an online clinical calculations exam (Skills for Practice) demonstrating complex drug administration and are assessed in their use of IT systems in practice.

An emphasis is placed on information governance throughout the course by the Department of Health & Social Care and placement providers. Students must complete an annual online assessment before they can safely access patient data systems whilst on placement. Nursing students are provided with clear NMC guidance on the use of social networking. Professional development planning and skills development is integrated throughout the course by use of an assessed PebblePad e-portfolio, which along with the VLE, provides a focus for formative development throughout the course.

### *Being Enterprising*

The nature of nursing courses requiring students meet certain standards ensures that these attributes are embedded. In particular the curriculum ensures that a reflective approach is used in assessment and learning. Specifically the 'Academic Learning for Nursing Practice' modules give students the opportunity to practise giving and receiving feedback and develop self-awareness and team working skills. In the level 6 Leadership, Change Management and Enterprise module, students identify an area of practice that they would change having evaluated evidence that would support such a change in practice.

Throughout the course, we specifically address employability skills and how students can optimise their employability through CV development and mock interviews. These sessions are supported by practitioners and the University Careers Team. The Developing Professional Awareness module

at level 6 embeds development of enterprising skills within an interprofessional learning environment.

### *Global outlook*

The nursing course has embedded cross-cultural capability and global perspectives throughout the three years. The NMC (2010) requires that nursing students must be accepting of different cultural traditions and beliefs, demonstrate respect for diversity and individual preference, and value difference regardless of personal view. A number of modules address the global outlook attribute including all three years of 'Skills for Practice' and the 'Communication' modules at level 4 and 5. In recognition of the impact of globalisation on healthcare and its delivery, students receive specific input on WHO health priorities and debate the impact of international health policy on human rights, unexpected health risks and culture in the level 6 extended study module. Furthermore, students have an opportunity to volunteer overseas during the course.

## **2.6 Work-Related Activities and Employability**

Students exiting this course, may gain employment within the NHS in acute hospital settings and community settings; the private and voluntary sector; the armed forces; and both within and outside of the EU. Within the School, the course team, the Placement team and careers service work in conjunction with each other to ensure that students are prepared for placement and work related learning experiences and that they are matched to experiences that are a good fit with their skills and/or chosen vocation. All students are encouraged to go through a process of personal development and skills analysis before embarking on a placement and reflect critically on their return on how their experiences have enhanced their development.

Additionally, students are signposted to a variety of volunteering opportunities available through the Students' Union and the Placement team which enable them to gain further work-related learning and employability skills. Students also have access to the careers service and online employability resources which help to prepare them for job applications and interviews and critically evaluate their employment prospects and identify potential opportunities.

## 2.7 Opportunities for Graduates

Successful completion of this apprenticeship will provide you with the eligibility to register with the Nursing & Midwifery Council. You'll take part in employability sessions that will allow you to experience a simulated shortlisting panel and interview, undertake workshops with employers, and attend recruitment events, all designed to help you excel during any future recruitment processes.

Students may wish to continue onto a Master's course at Leeds Beckett or other universities in specialist nursing courses such as Health Visiting, School Nursing, District Nursing or Advanced Clinical Practice, or our CPD course, MSc Health and Community Care.

## 2.8 External Examiner

The External Examiner assures that you are assessed fairly in relation to other students on the same course and also that the standard of your own award is comparable to similar courses taken by students in other higher education institutions within the United Kingdom.

Nursing External Examiners may visit you in placement. The details of the External Examiner for this course are as follows:

- Mr William Murcott, Senior Lecturer, The Open University
- Ms Regina Holley, Course Leader, University of West London
- Ms Mandy Lee, Senior Lecturer, Oxford Brookes University
- Mrs Siobhan McCullough, Lecturer, Queen's University Belfast

The External Examiner provides an annual report for your course and your Course Administrator can provide details of the External Examiner's report on request. Further details on all External Examiners' reports can be located here: [www.leedsbeckett.ac.uk/studenthub/external-examiners-reports](http://www.leedsbeckett.ac.uk/studenthub/external-examiners-reports)

## 3 Assessment and Feedback

### 3.1 Assessment

#### Assessment Strategy

Information on the various methods of assessment can be found in the Course Specification.

#### University Assessment Regulations

Our University's assessment regulations are contained within the University Academic Regulations. Regulations on progression, award eligibility and honours degree classifications are available at: [www.leedsbeckett.ac.uk/public-information/academic-regulations/](http://www.leedsbeckett.ac.uk/public-information/academic-regulations/).

#### Course-Specific Assessment Regulations and Professional Body Requirements

##### *Fitness to Practise*

The course is authorised to use the Fitness to Practise Policy.

<https://www.leedsbeckett.ac.uk/-/media/files/public-information/student-fitness-to-practise-policy--procedure.pdf?la=en>

##### *Recognition of Prior Learning*

All RPL procedures are in accordance with the Regulations and the NMC Standards (NMC 2010 R3.5.2 - R3.5.6), which stipulate that programmes must have processes in place to allow applicants the opportunity for RPL. The exemption is the limit of RPL. The NMC (R3.5.2) will permit recognition of prior learning up to 50% of the programme where the applicant is able to demonstrate relevant prior learning to the satisfaction of the University and in accordance with the NMC's requirements and guidance on RPL. In accordance with the NMC standards (2010) applicants will be able to claim RPL in theory and practice when starting the course, transferring from another university, moving from one nursing field to another or returning to a course after a substantial break.

### *Threshold pass*

All components of assessments must be passed at 40% or a pass for pass/fail marking to pass a module. All assessments and modules must be passed to progress and achieve the target award as detailed below.

### *Progression and Award*

All components of assessments and modules must be passed at 40% or a pass (pass/fail marking) at level 4 and level 5 to progress to the next level.

### *Achievement of an award of the University, Bachelor degrees with Honours*

All components of assessments and modules must be passed at 40% or a pass (pass/fail marking) at level 6 to achieve the Bachelor degree with honours.

### *Reassessment of practice experience in the Skills for Practice modules*

A nursing student may fail one practice experience only across the whole course. A recovery opportunity will be provided in the same academic year if this fail takes place in semester one. If the fail takes place in semester two, then wherever possible students will have a recovery opportunity provided before the end of the academic year. In exceptional circumstances, this may be arranged to be completed within 12 weeks of the student commencing the next academic year. This 12-week period includes holidays and any absences. Reasonable adjustments may be applied for nursing students with a disability (NMC 2010 R3.10.2) (see below for more information). If the fail occurs at final placement, a recovery opportunity of a minimum of 12 weeks placement will be provided to meet NMC (2010) requirements.

A nursing student failing two assessed practice experiences across the whole course will be deemed to have failed the course and a recommendation will be made to the Board of Examiners to withdraw the student from the course. This is to ensure the safety and wellbeing of service users, (NMC 2010, Standard 1) and is supported by our practice partners and stakeholders. The opportunity to recover a failed placement is therefore allowed only once during the course.

### *Student Attendance Policy*

The courses stipulate 100% attendance in order to meet the NMC defined practice and theory hours. Nursing students must follow the absence procedure in the Course Handbook where full details are provided for how absence is managed for both taught and practice hours.

### *Extenuating circumstances and mitigation*

The courses do not permit mitigation against a 'fail' or non-attendance in practice to ensure to ensure patient and public safety. Students experiencing difficulties that may affect their performance in practice learning must withdraw themselves from placement and seek support from the course team.

### *Contained awards*

#### *BSc Adult Nursing and BSc Mental Health Nursing contained awards*

These contained awards (ordinary degrees) allow for eligibility for NMC registration and therefore students must demonstrate that they have met the same Standards for Competence as for the target award. All previous exemptions apply plus all modules and components of assessments at level 6 and the end point assessment, are to be passed at 40% or passed (for pass/fail marking) with the exception of the 40 credit extended study module, Leadership, Change Management and Enterprise, for which a mark of 30%-39% is allowed.

#### *CertHE, DipHE and BSc Health Related Studies contained awards*

These contained awards are awarded in line with the Academic Regulations. These contained awards cannot not be linked to a named nursing course. Students who leave the course early or fail to demonstrate that they have met the standards for competence in Adult Nursing or Mental Health Nursing (NMC 2010) will be provided with a transcript of their achievements in both theory and practice (NMC 2010 R3.9.3) detailing the academic level and number of academic credit points obtained.

### *Academic Regulations, Education and assessment*

The completion of the end point assessment is not within the modular framework of the course. See details of the end point assessment below.

### *Student Calendar exemptions and notional hours*

The course is exempt from the standard delivery calendar to accommodate placements and theory which must be delivered to underpin placements. The course is scheduled over 45 weeks, annual leave entitlement is determined by the employer. The placement hours have been included in the Skills for Practice modules, resulting in these 20 credit modules having more than 200 notional study hours.

### *Reasonable Adjustment Plans*

Due to the professional requirements of the course, readers and scribes are not usually permitted in any exams relating to drug calculations or OSCEs as these are practice focussed exams and this level of support is not reasonable in practice. Students will be supported with extra time if detailed in the reasonable adjustment plan.

### **Assessment Schedule**

Please note the exam/assessment periods on the programme plan and make sure that you are available during those periods. Further details of your schedule of examinations can be found on your timetable once the examination schedule is released. Coursework submission deadlines can normally be found on MyBeckett or in individual Module Handbooks/other module guides.

### **Reasonable Adjustments and Assessment Support**

Disabled students should contact Disability Advice **at the earliest possible opportunity** to discuss their support requirements for assessments and / or examinations.

Where adjustments are required in relation to examinations, Disability Advice should be contacted no later than **Friday 8 November 2019** in advance of the semester one exam period, and by **Friday 6 March 2020** in advance of the semester two exam period. This will provide the best chance of implementing the recommendations from the adjustment plan for that semester's main exam period. Where applications are made after these dates, we will try to put recommendations in place, but this may not always be possible. Please see Disability Advice on the 'Support' tab in MyBeckett for further information.

## Submitting Assignments

It is important for your progression and achievement that you submit all work for all assignments in a timely manner. It is also important that you keep copies of all work submitted until after you have graduated. You should also keep any receipts confirming the submission of assignments. In the event of your submitted work being lost you may be required to produce a copy of the work and submission receipt. If you are unable to do so, your work will not be marked.

It is important to note that submitting all assignments is a requirement of your course. Should you experience extenuating circumstances which prevent you from submitting on time please make yourself aware of the mitigation section in this handbook. Without any form of extenuating circumstances, standard penalties apply for late submission of assessed work. Full details of the penalties for late submission of course work are available in section 3.12 of the Academic Regulations at [www.leedsbeckett.ac.uk/public-information/academic-regulations](http://www.leedsbeckett.ac.uk/public-information/academic-regulations).

NB: If you have been recommended 'flexibility around deadlines' as a reasonable adjustment in your **Reasonable Adjustment Plan**, your Course Administrator will be able to advise you of the process.

You are required to submit written work via Turnitin. Further information on Turnitin is available here: <http://libguides.leedsbeckett.ac.uk/mybeckett/turnitin>

### 3.2 Getting Feedback on your Assessed Work

Assessed work will normally be returned with appropriate feedback within four weeks of your submission. Each Module Handbook will provide you with specific guidelines on how and when you will receive feedback on your assessments.

*Formative feedback:* This will be provided either at face to face sessions with Academic Advisors (pre-course work and some Skills sessions), during module sessions or via online or written feedback.

*Summative feedback:* Marks will usually be released online on or before 6pm at the end of the 4 week turn around period. Marks may be released earlier and if so, students will receive an e-mail

informing them of the release. The module leader will then arrange for you to collect your work if necessary. Please note this 4 week period does not include Bank holidays and periods where the University is closed for business. Students who are unclear about their feedback should make an appointment to discuss this with the marker in the first instance and should escalate to the Course Leader if there are any unresolved concerns.

In relation to assessment feedback, there is sometimes a perceived 'delay' between submitting an assessment and receiving feedback, as work has to be marked and moderated, before feedback can be given, but this will normally be within the standard four week return period.

Results from module assessments and decisions on progression to the next level of study (e.g., from Level 4 to Level 5 of an undergraduate degree) or awards (if you are in the final level) are available on the *Results Online* system: [www.leedsbeckett.ac.uk/studenthub/results-online.htm](http://www.leedsbeckett.ac.uk/studenthub/results-online.htm).

Results will appear within *Results Online* five working days after the date of the Progression and Award Board meeting (the meeting where your end of level outcome will be decided) or the Module Board meeting (the meeting where modular outcomes are decided).

If you are unsure about when you might receive your results or have queries relating to your results, you should contact your Course Administrator.

### 3.3 How do I Get my Results?

Results from module assessments and decisions on progression to the next level of study (e.g. from level 4 to level 5 of an undergraduate degree) or awards (if you are in the final level) are available on the *Results Online* system from: [www.leedsbeckett.ac.uk/studenthub/results-online.htm](http://www.leedsbeckett.ac.uk/studenthub/results-online.htm).

Results will only appear within *Results Online* five working days after the date of the Progression and Award Board meeting (the meeting where your end of level outcome will be decided) or the Module Board meeting (the meeting where modular outcomes are decided).

If you are unsure about when you might receive your results or have queries relating to your results, you should contact your Course Administrator.

### 3.4 Extenuating Circumstances and Mitigation

If you are experiencing problems which are adversely affecting your ability to study (called 'extenuating circumstances'), then you can apply for mitigation. The University operates a fit to sit/fit to submit approach to extenuating circumstances which means students who take their assessment are declaring themselves fit to do so.

Examples of extenuating circumstances include personal or family illness, bereavement, family problems or being a victim of crime. You will need to provide evidence to prove your situation; the Students' Union Advice Service can offer guidance on what evidence you will need to present. Further information can be found at [www.leedsbeckett.ac.uk/studenthub/mitigation](http://www.leedsbeckett.ac.uk/studenthub/mitigation).

Forms and any supporting evidence should be submitted to your Course Administrator.

NB: If you have been recommended 'flexibility around deadlines' as a reasonable adjustment in your **Reasonable Adjustment Plan**, your Course Administrator will be able to advise you of the process.

### 3.5 Re-assessment

If you have not passed a module at the first attempt you will be eligible for re-assessment. See your Module Handbook for details of the relevant re-assessment process (e.g., whether it is coursework, an examination, a presentation or other form of assessment/when it will take place/what the deadline is).

You will be advised of the re-assessment opportunity and details by group email or a VLE announcement from the module leader when results for the first assessment are released.

You are advised to contact your Module Leader, Course Administrator or Academic Advisor for any necessary clarification.

### 3.6 Failing a Practice Placement

Please refer to Section 3 'Reassessment of practice experience in the Skills for Practice module'

### 3.7 Student Appeals

If you feel that you have in some way been disadvantaged during your studies and this is reflected in your results, then you may have grounds for an academic appeal.

After your results are available on Results Online you have 15 working days to submit a request for an appeal hearing. You will find the information you need, including grounds for appeal, when and how to appeal and frequently asked questions at:

[www.leedsbeckett.ac.uk/studenthub/appeals.htm](http://www.leedsbeckett.ac.uk/studenthub/appeals.htm).

You are strongly advised to seek guidance from the Students' Union Advice Service on whether you have grounds for an appeal and the completion of the paperwork – see section 4 for Students' Union Advice Service contact details.

### 3.8 Academic Misconduct

Academic integrity is a fundamental principle within the University and is strongly linked to good academic practice. The University has processes to investigate alleged breaches of academic integrity and, where a breach of academic integrity is admitted or found, applies appropriate penalties. <https://www.leedsbeckett.ac.uk/studenthub/academic-integrity/>

Any attempt to gain an unfair advantage, whether intentional or unintentional, is a matter of academic judgement and may be considered to be a breach of academic integrity. Examples of unfair practice include, but are not limited to cheating, plagiarism, self-plagiarism, collusion, ghostwriting and falsification of data. Definitions of these offences and the serious consequences of breaching academic integrity can be found in our Academic Regulations: Section 10 Academic Integrity: [www.leedsbeckett.ac.uk/public-information/academic-regulations](http://www.leedsbeckett.ac.uk/public-information/academic-regulations).

There are a range of resources available to help you understand what is and what is not permitted and how to use other people's ideas in your assessed work. These include the Skills for Learning website which can be found at <http://skillsforlearning.leedsbeckett.ac.uk>

If you are unsure on how to reference your work correctly please seek advice from your tutors or access the Skills for Learning resources online.

## 4 Where to Get Help

### 4.1 Academic Advisor

Your Academic Advisor/ Practice Support Tutor (see Key Contacts in section 1) will be an academic member of staff who teaches you on your course. Your Course Director will make sure that you are given the contact details of your Academic Advisor at the beginning of each year, usually in your course induction. Normally, your named advisor will aim to follow you right through the duration of your course.

Your Academic Advisor has an important role to play in supporting you in academic matters while you are studying on this course. If you are struggling with your work, want to discuss your assessments and ways to improve your marks, your named Academic Advisor is there to support you. Your meetings with the Academic Advisor should be led by you. You might want to talk about career aspirations, your course, your progress and /or your academic results. You may want to set objectives for academic goals. They will also be able to signpost you to Student Services who can advise on a range of matters such as financial worries, accommodation worries or if you are anxious or need counselling. Getting to know your Academic Advisor in the first year of your course is really useful especially when University life and degree level study might be different from what you are used to. Further details on the role of your Academic Advisor are available here: <https://www.leedsbeckett.ac.uk/studenthub/academic-advisor/>

### 4.2 Course Administrator

If you have a question or a problem relating to your course, your Course Administrator is there to help you. Course Administrators work closely with academic staff and can make referrals to teaching staff or to specialist professional services as appropriate. They can give you a confirmation of attendance letter, and a transcript. You may also like to contact your Course Rep or the Students' Union Advice team for additional support with course-related questions.

### 4.3 Online Student Support

Within MyBeckett you will see two tabs (Support and Opportunities) where you can find online information and resources for yourselves. The 'Support' tab gives you access to details of services available to give you academic and personal support. These include Library Services, the Students' Union, Money advice, Disability advice and support, Wellbeing, International Student Services and Accommodation. There is also an A-Z of Support Services, and access to online appointments/ registration. The 'Opportunities' tab is the place to explore the options you have for jobs, work placements, volunteering, and a wide range of other opportunities. For example, you can find out here how to get help with your CV, prepare for an interview, get a part-time job or voluntary role, take part in an international project, or join societies closer to home.

### 4.4 Student Experience Team

<https://www.leedsbeckett.ac.uk/studenthub/student-experience-team/>

If you have any questions about or problems with life at our University, the first place to call, email or contact is the Student Experience Team. The team can help with a broad range of enquiries including: funding and money advice, being an international student, disability, counselling and wellbeing support, student cards, accommodation, fee payments, support from the Students' Union, how to access online services.. Details of these and other services are available under the Support and Opportunities tabs in MyBeckett, or on the 'Students' homepage:

[www.leedsbeckett.ac.uk/studenthub](http://www.leedsbeckett.ac.uk/studenthub).

You can find members of the Student Experience Team in the Student Hubs on the ground floor of the Rose Bowl at City Campus and also in Campus Central at Headingley. Their telephone number is 0113 812 3000 and their e-mail address is [studentexperience@leedsbeckett.ac.uk](mailto:studentexperience@leedsbeckett.ac.uk). They work closely with the course teams, the Students' Union, all University Services and external organisations to make sure that if they don't have the answer to your question, they will know who will.

## 4.5 Disabled Students

Support for disabled students is available from our Disability Advice team. Support is available for students with a range of disabilities including:

- epilepsy, diabetes and IBS
- depression, anxiety and eating disorders
- dyslexia, dyspraxia, and AD(H)D
- Autism Spectrum Conditions
- Mobility difficulties
- Sensory impairments

Support is individually tailored depending on the nature of your disability and the demands of your course. We would encourage you to contact us as early as possible to enable us to implement any adjustments you may need. If you have a disability and have not previously declared it, please fill in our registration form [here](#) or contact the Disability Advice team on 0113 8125831 or email [disabilityadvice@leedsbeckett.ac.uk](mailto:disabilityadvice@leedsbeckett.ac.uk)

More information on disability advice is available under the Academic and Personal Support sections of the 'Support' tab in MyBeckett, and on the 'Students' home page <https://www.leedsbeckett.ac.uk/studenthub/disability-advice/>

Disabled students can also access the Disability Resource Areas in each library and the support provided by the Library Learning Support Officer. More information is available at [http://libguides.leedsbeckett.ac.uk/using\\_the\\_library/disabled\\_and\\_dyslexic\\_users](http://libguides.leedsbeckett.ac.uk/using_the_library/disabled_and_dyslexic_users).

## 4.6 Library Help

### The Library

The Libraries at City Campus (Sheila Silver Library) and Headingley provide a range of study environments to suit your needs and are both open 24/7, 365 days a year. The website (<http://libguides.leedsbeckett.ac.uk/home>) gives you access to thousands of resources and information about Library services available to support you.

## Library Academic Support

The Library Academic Support Team can help you develop your academic skills such as critical thinking, academic writing and analysing data, and research skills such as how to find, use and evaluate information for your studies. Your Academic Librarian (see Key Contacts in section 1) also liaises with your lecturers to provide the information resources you need for your subject and to arrange academic skills sessions to support you in your studies.

The team maintains a number of websites to support your learning:

- In your Subject guide, you'll find a variety of information resources which have been selected as a good starting point for research in that area. These are available from the homepage of the Library website: <http://library.leedsbeckett.ac.uk> or via the Course or Support tabs in My Beckett.
- On the Skills for Learning website, you'll find online resources covering topics such as essay writing, research and time management, plus information to help you reference and avoid plagiarism. You'll also find information about workshops (both online and in person) that are designed to help you succeed in your assessments. The Skills for Learning website can be found at: <http://skillsforlearning.leedsbeckett.ac.uk/> or via the Library or Support tabs in My Beckett.

## Help and Information Points

If you have any questions about using the library or need IT support you can get help:

- from the Help and Information Point on the ground floor of each library
- online (including 24/7 chat): [http://libguides.leedsbeckett.ac.uk/contact\\_us](http://libguides.leedsbeckett.ac.uk/contact_us)
- by phone - 0113 812 1000 (including 24/7 IT support).

## Skills for Learning

Skills for Learning provides a wide range of web resources and publications to help your academic skills including teamwork, research, essay writing and time management plus information to help you reference and avoid plagiarism. Information about workshops and one-to-one tutorials can be found at: <http://skillsforlearning.leedsbeckett.ac.uk/>.

## 4.7 IT Resources

### Wi-Fi

University Wi-Fi is provided by eduroam, a secure wireless network, which also allows you Wi-Fi access if you visit other universities. To connect:

1. Select eduroam from available Wi-Fi
2. Your login details are:

Username: e.g., c1234567@leedsbeckett.ac.uk

Password: your normal university password

\*Android Users: Select under Phase 2 Authentication – MS-CHAPv2

Help is available from the Library Advice Points or

[http://libguides.leedsbeckett.ac.uk/it\\_support/wifi](http://libguides.leedsbeckett.ac.uk/it_support/wifi)

### Microsoft Office 365

Our University provides students with a free subscription to Office 365 which can be downloaded from the IT tab in MyBeckett. All students who are registered for a qualification at Leeds Beckett University are eligible and you will be able to use the subscription for the duration of your course. For instructions and more information, please visit our Student IT Help pages at [http://libguides.leedsbeckett.ac.uk/it\\_support/software/microsoft\\_office\\_online](http://libguides.leedsbeckett.ac.uk/it_support/software/microsoft_office_online).

### OneDrive

OneDrive Leeds Beckett is your individual file storage with 1TB of storage space. With OneDrive you can access and share your files across your devices. This is accessible on University PCs and off-campus through Office 365 portal. See the Saving your Work pages on the Library website for more information. [http://libguides.leedsbeckett.ac.uk/it\\_support/office365/onedrive](http://libguides.leedsbeckett.ac.uk/it_support/office365/onedrive)

### **Media Equipment – free loans**

You can borrow high-end Media Equipment for free. Browse, reserve and collect equipment ranging from GoPros to Remote Presenters from the ground floor of the Shelia Silver and Headingley Libraries.

<https://www.leedsbeckett.ac.uk/studenthub/media-equipment/>

### **4.8 Students' Union Advice Service**

The Students' Union Advice Service offers free, independent, non-judgemental advice and guidance to all Leeds Beckett Students. This can include advice on any problems you might have whilst on your course including all the Academic Regulations (Mitigation, Extensions, Complaints, Appeals, Disciplinary procedures and Academic Integrity). We can also give advice on any issues you may have with your housing including disrepair, contract checking and issues with deposits. We can also advise on student funding and debt.

We will listen to your problem and outline what options are available to you, so you can make an informed decision on what to do. Hopefully you will never need us but just remember we are here for you if you do.

Email: [suadvice@leedsbeckett.ac.uk](mailto:suadvice@leedsbeckett.ac.uk), Tel: 0113 812 8400, <http://www.leedsbeckettsu.co.uk/advice>

## 5 What to do if you...

### 5.1 ...are absent for more than one day

You must notify your employer and [nursing@leedsbeckett.ac.uk](mailto:nursing@leedsbeckett.ac.uk) if you are absent for any university session or practice day (whether this is for an interview, emergency unforeseen circumstances, or for compassionate leave). If you are going to apply for mitigation you will need to provide written evidence of the reason for your absence (see section 3).

You must also notify your employer and [nursing@leedsbeckett.ac.uk](mailto:nursing@leedsbeckett.ac.uk) if you are going to be absent for any University / Placement session or hours. Please provide the following information:

- Your Full Name
- Your Course (Mental Health Nursing apprenticeship)
- Date/s of absence
- Modules and or Placement areas you will be absent from
- Confirmation that you have or will be informing your employer

For placement absences (when you are practising as a student nurse), you must in addition, also contact the placement area before the start of your shift and speak with the nurse in charge, making a note of their name and the time you contacted them next to the timesheet. On return to practice, please ensure the hours are signed off as absent by your mentor. Details of procedures to be followed to make up practice hours before the end of the academic year can be found in the Practice Support Handbook. Failure to follow this procedure may mean that these hours are classed as unauthorised absence which is a professional concern.

If you are absent from your employer's clinical area during a working (non-student nurse shift) you must follow your employer's absence policy notifying the individual/s identified.

### International Students

Please be aware that our University fully complies with United Kingdom Visas and Immigration (UKVI) policy at all times. There are legal reporting requirements for all students in the UK on a Tier 4 student visa, and full attendance is mandatory for all Tier 4 students. Failure to meet UKVI attendance requirements could lead to your academic sponsorship being withdrawn and your visa being revoked. Tier 4 students need to be aware of their responsibilities whilst in the UK, please see [www.ukcisa.org.uk](http://www.ukcisa.org.uk) for full information. For up to date information about visas, immigration issues and other matters relating to international students, please contact the International Student Advice Centre at [internationalstudentadvice@leedsbeckett.ac.uk](mailto:internationalstudentadvice@leedsbeckett.ac.uk).

## 5.2 ...are ill

If you are unable to work/study because of illness for more than seven consecutive days (including weekends), you must provide your employer with a **Fit (sick) Note**:

‘A fit note (or Statement of Fitness for Work) allows your doctor or other healthcare professional to give you more information on how your condition affects your ability to work. This will help your employer understand how they might help you return to work sooner or stay in work. Fit notes may also be called medical statements or a doctor’s note.’ (NHS Choices, n.d.)<sup>[1]</sup>

You can send a digital copy of your Fit Note to your Course Leader and Course Administrator, and the original to your employer.

**Please ensure that at all times you follow your employer’s sickness/absence processes.**

If you are absent through illness on the day of an examination or assignment deadline and you intend to apply for mitigation, you must also provide us with details and any available evidence as soon as possible. Contact your Course Administrator to get a copy of the appropriate extenuating circumstances form. For more information on ‘fit to sit’ and mitigation please visit [www.leedsbeckett.ac.uk/studenthub/mitigation.htm](http://www.leedsbeckett.ac.uk/studenthub/mitigation.htm).

## 5.3 ...have a comment, compliment or complaint

We are committed to providing a high quality experience for all our students. We welcome comments and compliments from students, and find them valuable for on-going improvements to our provision. Comments and compliments about your course can be raised with your Course Representative or directly with your Academic Advisor.

If you have a specific complaint about an act or omission of our University, you may be able to make a complaint under the Student Complaints Procedure. In the first instance, you should raise the matter as soon as possible with the member of staff most directly concerned, or with the person who can best resolve it. If this does not resolve the matter, or if the complaint is too serious to be addressed in this way, then you should make a formal complaint in writing. Information about how to make a complaint, including the student complaints procedure and a complaints form, is available online at: [www.leedsbeckett.ac.uk/studenthub/complaints.htm](http://www.leedsbeckett.ac.uk/studenthub/complaints.htm).

## 5.4 ...are considering suspending studies or withdrawing from the course

If you are considering withdrawal from your course you should, in the first instance, discuss with your employer. You should also speak to your Academic Advisor, a member of staff at our Student Hub or the Students' Union to discuss your reasons. If there is a problem, University or Students' Union staff may be able to help. It may be possible to arrange suspension of studies from your course. <http://www.leedsbeckett.ac.uk/studenthub/changing-course/>

Withdrawing from your course permanently or temporarily could impact the availability of future funding should you decide to return to the course or commence a new course at Leeds Beckett or elsewhere. Please seek advice from the Student Money Team or Students' Union Advice Team.

If you are considering withdrawing, permanently or temporarily, you must complete a withdrawal form, which you can obtain from your Course Administrator. This form must be submitted as soon as possible to your school office as withdrawals cannot normally be backdated. For further details see the Student Regulations at: [www.leedsbeckett.ac.uk/public-information/student-regulations](http://www.leedsbeckett.ac.uk/public-information/student-regulations).

**You must inform your Course Leader or your Academic Advisor AND your employer if your personal circumstances change that will affect completion of the apprenticeship or will change the planned end date.**

## 6 Relevant Policies

All student regulations and policies are available at: <http://www.leedsbeckett.ac.uk/public-information/student-regulations/>

### 6.1 Safety, Health and Wellbeing

#### Policy Statement

Our University is committed to providing a vibrant, ethical and sustainable working environment that values wellbeing and diversity. This commitment exists alongside our wider legal and moral obligations to provide a safe and healthy working environment for our staff, students and members of the public who may be affected by our activities. Further details of our Health and Safety policies are available at: <http://www.leedsbeckett.ac.uk/public-information/student-regulations/>

#### Smoking

No smoking is permitted in any of our University buildings, this includes the use of vapour cigarettes (or other similar devices); if you do smoke outside our buildings please make sure that you stand at least five metres away from building entrances and boundaries.

#### Use of Laptops within our University

If you need to charge your laptop battery, please make sure that the battery charger/lead are undamaged, and only plug it into a designated power socket – if you are unsure of where these are, please ask a member of staff. Please make sure your battery charger cables do not create a trip hazard.

#### Fire Safety Procedures

Fire information is present on Fire Action Notices displayed in all our University buildings. These are normally present in corridors. Please read and follow the instructions.

All fire exit routes are clearly identified. You should familiarise yourself with the location of fire exit routes and fire assembly points for the buildings that you may use in the course of your

studies which can be found on the blue and white Fire Action Notices. Use the nearest available route out which may not be the route you use daily to enter the building.

If you discover a fire, you should sound the alarm by operating the Fire Alarm Call Point. You should report the circumstances and site of fire using the emergency number 4444 - indicated on the Fire Action Notice.

Do not tackle the fire unless you have been trained to do so. Evacuate the building to the fire assembly point indicated on the Fire Action Notice. Do not re-enter the building until officially authorised to do so.

On hearing the Fire Alarm, everyone should proceed calmly to the nearest available safe fire exit, as indicated by the green and white fire exit signage. Take appropriate action to assist visitors and mobility-impaired persons or wheelchair users to a safe refuge.

Upon exiting the building, continue on to the fire assembly point so as not to impede the remaining evacuees exiting the building. Evacuation is practised through fire drills. However, you should regard any continuous sounding of the alarm as a fire incident and act accordingly.

### **Disabled Students**

You are expected to declare any disability that would affect your safety in the event of a fire, e.g. hearing impairment or the use of a wheelchair. If you are referred to the Disability Advisor, a Personal Emergency Evacuation Plan (PEEP) will be developed for you as appropriate.

Disabled students must declare their disability to the University, for it to be taken into consideration. You can find further information about the support available to disabled students studying at our University and contact details on the Support tab in MyBeckett and our website: [www.leedsbeckett.ac.uk/studenthub/disability-advice](http://www.leedsbeckett.ac.uk/studenthub/disability-advice).

### **First Aid**

First Aid Notices (green and white) are displayed in all University buildings alongside the Fire Action Notices (predominantly blue and white) and alongside, or adjacent to, each First Aid box. First Aid Notices provide all the information you may require to seek and summon assistance. First

Aider contact details can also be obtained from the Student Hub or from Security: City Campus, internal ext. 23154 or Headingley Campus, internal ext. 23165.

### **Accident and Incident Reporting**

All accidents and incidents and dangerous occurrences, must be reported to, and recorded by University staff. Accident report forms (HS1) are available at reception offices, Security and Student Hubs.

### **Infectious Disease**

If you have been diagnosed with a serious infectious disease such as TB, measles, meningitis or chicken pox should notify your employer and Course Director/Course Administrator as soon as possible giving information regarding which groups of students (and/or colleagues and clients on placements) you have been in contact with and when. For diseases such as TB or meningitis, the West Yorkshire Health Protection Team may also wish to speak to you (or your family) to determine if others require screening or medication. You should follow advice given by the hospital or your GP about when it is safe to return to University.

### **Zero Tolerance**

You should also familiarise yourself with our Zero Tolerance Report and Support web page:

<https://www.leedsbeckett.ac.uk/studenthub/zero-tolerance/>

## **6.2 Regulations**

There are two sets of documentation you need to be aware of, the University Regulations and the Student Contract. The University Regulations relate specifically to your studies and your course. They cover issues such as assessment, progression and award requirements amongst a range of other issues. The Student Contract deals with a range of issues which apply to all students of our University.

### 6.3 University Academic Regulations

Our Academic Regulations can be found at: [www.leedsbeckett.ac.uk/public-information/academic-regulations](http://www.leedsbeckett.ac.uk/public-information/academic-regulations). You should familiarise yourself with these Regulations. The following sections are of particular relevance to your course:

- Education and Assessment
- Progression and Award
- Examinations
- Progression and Award Boards and Module Boards
- Disabled Students
- Extenuating Circumstances and Mitigation
- Appeals
- Academic Integrity

The Students' Union Advice service ([www.leedsbeckettsu.co.uk](http://www.leedsbeckettsu.co.uk)) is able to offer advice and guidance on how to understand and use the Regulations.

Where students are undertaking any form of research project, reference should be made to the Research Ethics Policy and Research Ethics Procedures which can be found at: [www.leedsbeckett.ac.uk/studenthub/research-ethics.htm](http://www.leedsbeckett.ac.uk/studenthub/research-ethics.htm).

### 6.4 Student Contract

The Student Contract is available at the following web link: <http://www.leedsbeckett.ac.uk/-/media/files/public-information/student-regulations/student-contract.pdf?la=en>. You should familiarise yourself with the Student Regulations relevant to you and ensure you adhere to the Student Contract.

Our Student Charter is available at: <https://www.leedsbeckett.ac.uk/-/media/files/academic-regs-new/2018/20-student-charter-1819.pdf?la=en>

## 6.5 Attendance Statement (also see your course specific attendance requirements)

The University expects you to attend and fully contribute to all sessions on your timetable as set out in your student contract. Engagement in your lectures, seminars and practical's is an important part of your learning - contributing both to the University community and the learning experience of your fellow students on the course. However, as an apprentice your commitment statement may indicate an agreement that mandatory training and clinical skills practicals do not require attendance as your employer has committed to delivering this content. You are advised to review this with your employer and course director/Course Leader on an individual basis.

We monitor your attendance at the University as regular attendance and academic achievement are closely linked. Moreover, by monitoring your attendance we can identify students who may need our guidance or support at an early stage to help them progress in their studies. This is part of our commitment to ensuring an excellent education and experience and supporting your success at Leeds Beckett..

The University does understand that from time to time there is good reason why you cannot attend a class, and in this instance you must contact [nursing@leedsbeckett.ac.uk](mailto:nursing@leedsbeckett.ac.uk) to let them know.

Please note that any attendance reports can be shared with you and your course team. You might be asked to contact your School office so that appropriate academic or pastoral support can be offered, should your attendance record give cause for concern. The data captured regarding your attendance may also be shared with your employer if requested. If this is the case, you will be informed

Our main aim is to support your studies, but we are also required to report attendance to various external bodies such as the Student Loan Company and the Home Office. There are measures in place for students who seek to falsely register either their own or fellow students' attendance.

Our Attendance Policy is available under 'Student Contract' at [www.leedsbeckett.ac.uk/public-information/student-regulations](http://www.leedsbeckett.ac.uk/public-information/student-regulations)

Your Student Contract can be accessed at [www.leedsbeckett.ac.uk/public-information/student-regulations](http://www.leedsbeckett.ac.uk/public-information/student-regulations)

## 7 Guidance for your apprenticeship

Your apprenticeship and its delivery have been designed to meet the requirements of the Education and Skills Funding Agency (ESFA), the government body responsible for funding apprenticeships in England.

### 7.1 Your apprenticeship standard - 'Registered Nurse - Degree (NMC 2010)'

You can find your apprenticeship standard here:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/registered-nurse-degree-nmc-2010/>

### 7.2 Your commitment statement

Before the apprenticeship starts and the apprenticeship agreement is signed, the University ensures that the apprentice and the employer have contributed to and signed a copy of the commitment statement, which summarises the schedule, roles, responsibilities and funding that supports the successful completion of the apprenticeship. This is a mandatory document for ESFA apprenticeship funding rules. The information in the statement forms part of the evidence pack required for every apprentice, and must be signed and retained by the apprentice, the employer and the University. You will receive an electronic copy of your signed commitment statement.

### 7.3 Contract of employment and commitment statement

As a student on an apprentice route, you will hold a contract of employment with your employing organisation and have signed a commitment statement with the University and your Employer. You are obliged to follow the policies and procedures of your employer and the University. If you have any concerns regarding your studies this should be raised with your Academic Advisor; concerns regarding practice should be raised with your Academic Advisor and/ or employer and this information may be shared across both parties if required. Equally if concerns are raised about your practice or academic studies, then this information may also be shared to ensure you have support from all parties and that public protection is ensured.

## 7.4 Declaration of health and good character

<https://www.nmc.org.uk/education/becoming-a-nurse-or-midwife/when-studying-to-be-a-nurse-or-midwife/>

In order to meet NMC and practice placement requirements, all students must demonstrate that they are of 'good character' and must participate in an enhanced pre-entry DBS check (NMC 2010 R3.5). Any previous cautions, reprimands and convictions must be declared. The presence of a caution, reprimand or conviction will not necessarily automatically result in rejection of the application but will be assessed in relation to the nature, severity and timing of the offence, and whether it is a single incident or repeat offence. Applicants may be invited for a tripartite interview with their employers and the University, to discuss the circumstances before a decision is made regarding offer.

Any DBS not meeting requirements will be discussed anonymously with placement providers. Students will only be offered a place if agreement is given by placement providers.

Students are required to inform the Course Leader if there are any changes to their Health and Good Character during the course and immediately prior to applying for registration. In addition to this, at the start of every academic year, students will be required to complete a 'Declaration of Health and Good Character' form which will be reviewed by the Course Leader. You must keep a copy of your DBS certificate for the duration of the course. You may be required to provide a copy before you can start practice in some placement areas and University do not keep a copy so safe keeping of this is essential. If you fail to keep a copy, you may be asked to pay for a replacement.

Students who withdraw for more than 6 weeks will be usually required to complete another DBS on return to the course.

As a student, you are responsible for informing your employer and Course Leader immediately if you develop a health condition or disability that may affect your ability to practise safely and effectively. This is so that your fitness to remain on the programme can be reassessed. You will be required to declare your good health annually during the course and this declaration will be shared with both your employer and the University.

## 7.5 Professional standards while studying on the course

To ensure the highest standards of teaching and learning for students, the course team takes a zero tolerance to any disruption in class. Disrupting the learning of others contravenes both Leeds Beckett University Student Regulations, which you have agreed to abide by when enrolling on the course, and the Nursing and Midwifery Code of Conduct (2018). Disruption may take the form of arriving late, using mobile phones in class and talking which disturbs others concentration.

Students are required to refer any student who is in breach of these regulations to the module leader in the first instance, for immediate management and to the Course Leader if problems

continue. The module / Course Leader will arrange to meet with the student and may issue a letter of warning following the meeting.

Students who do not meet standards of professional behaviour during the course may be referred to the University Fitness to Practise Panel. Information relating to unprofessional conduct may be recorded on any references supplied by the University.

Any concerns regarding your professional conduct will also be discussed with your employer.

## 7.6 Initial training needs analysis and initial assessment

The Academic Advisor works with the employer and apprentice in the development of a training needs analysis for both the employer and the apprentice. The initial assessment is carried out by the University in partnership with the employer. At this stage the potential apprentice starts to identify their training needs that forms the basis of an individual learning plan (ILP).

## 7.7 Individual Learning Plan (ILP)

Once the apprentice has been enrolled onto the course a more detailed review takes place based upon the employer's requirements and those of the apprentice. At this point the detailed ILP is agreed and will be used as the basis for discussion in the tripartite meetings and by the apprentice to continually track their learning outcomes against the KSBs of the standard, functional skills and any other training that has been agreed.

## 7.8 On-the-job and off-the-job learning activities

Examples of the learning that takes place in the workplace ('on-the-job') as well as through the delivery of 'off-the-job' hours are below.<sup>1</sup> On-the-job learning is recorded as part of the audit trail to assure the ESFA that each apprentice has received at least 20% off-the-job learning/training (which follows the Department for Education's 2017 guidance<sup>2</sup>). The breakdown of the off-the-job training for each apprentice is recorded in the commitment statement.

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<sup>1</sup> Off-the-job learning is undertaken outside of the normal day-to-day working environment and leads towards the achievement of the apprenticeship. It can include training that is delivered at the apprentice's normal place of work but must not be delivered as part of their normal working duties. It is measured over the whole apprenticeship, not the academic year. It must take place during employed time. *Dept for Education (2017)*

<sup>2</sup> [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/621565/OTJ\\_training\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/621565/OTJ_training_guidance.pdf)

### *On-the-job activities*

- On-the-job learning is agreed with the employer as part of the commitment statement within a clear agreement of responsibilities of all parties.
- The employer provides learning support for the individual apprentice through a mentor.

### *Off-the-job activities*

- Acquisition of knowledge and understanding takes place through a combination of face-to-face lectures, small group seminars/workshops and work-based learning tutorials, online learning resources material and guided independent study.

## **7.9 Tripartite review meetings**

It is a requirement of the apprenticeship that there are regular meetings between the apprentice, the employer and the University (Academic Advisor) to formally review and assess the progress of the apprentice. There will be three meetings (start, mid-point, end) at each level. These may take place face-to-face in the workplace, or by a video/Skype call. Each apprentice also has an annual review as part of the tripartite review process. The final meeting in year three will ascertain that the student has met the Gateway requirements and is ready for the EPA (see below). The tripartite meetings details are included in the commitment statement. Other informal contact is undertaken between tripartite meetings, such as by email, phone, meetings at the University, or if required, meetings can be arranged at the workplace.

## **7.10 Level 2 English and Maths**

For apprentices commencing the course without level 2 English and Maths (or equivalents), these qualifications must be achieved by the end of the course, in order to be eligible to undertake the End-Point Assessment. Your employer will advise you on obtaining these qualifications.

## **7.11 End-Point Assessment (integrated/non-integrated and Gateway)**

The end point assessment comprises a **reflective essay** completed by the apprentice and a **professional discussion**. Full details are provided here:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/registered-nurse-degree-nmc-2010/>

[https://www.instituteforapprenticeships.org/media/1214/registered\\_nurse.pdf](https://www.instituteforapprenticeships.org/media/1214/registered_nurse.pdf)

## 7.12 Attendance requirements

### NMC attendance requirements

In order to meet the requirements of the Nursing and Midwifery Council (NMC 2010), you must meet the required level of attendance and demonstrate professional suitability by demonstrating that you have met the learning outcomes for both theory and practice. Professional suitability includes attendance at all taught sessions and practice placement experiences, since these relate to the knowledge base you will need to practice proficiently and competently. This is vital for entry onto the NMC Register and progression through NMC progression points at the end of level 4 and level 5. You must satisfy the NMC requirements in terms of attendance and for the Pre-Registration Degree Nursing Courses, this is: a minimum of 4600 curricula hours (2300 of which are theory hours and 2300 are practice hours).

The course contains seven weeks scheduled leave entitlements each year and you can find details of this on your Programme Plan. This leave entitlement incorporates Bank Holidays in recognition that you may work Bank Holidays when in placement. Unscheduled leave cannot be approved and although you may have agreed time off for extenuating circumstances ( eg compassionate leave) this time must be made up. This leave is leave from University not your paid employment.

The course content is mapped against the NMC (2010) Standards for Pre-registration education and, as such, you are required to attend ALL face to face timetabled sessions and the course has a 100% attendance requirement.

It is acknowledged that during any period of study there may be times when is unable to attend theory or practice due to mitigating circumstances or due to religious festivals. In these circumstances you should access advice and support from your Practice Support tutor (PST) and the University student services, available online via [www.leedsbeckett.ac.uk/studenthub/](http://www.leedsbeckett.ac.uk/studenthub/)

### Mandatory Training attendance requirements

You **must** attend all scheduled and timetabled mandatory training sessions and annual updates. Such mandatory training and update sessions include: moving and handling, emergency life support, first aid, personal safety, infection control, safeguarding children / vulnerable adults and fire. In view of health and safety reasons, you **will not be permitted** to commence your practice placement if you fail to attend such scheduled mandatory sessions and annual updates. Failure to attend mandatory training will therefore ultimately affect progression on the programme and you may be required to temporarily step off the course.

Attendance at planned simulated learning sessions (Skills for Practice practicals, practice support. Applied Biological Sciences simulation and Nursing for Health simulations) are also mandatory as these form part of your practice hours for the course. Failure to attend will result in you having to undertake extra practice hours as well as following the process for catching up on missed theoretical learning.

## 7.13 Types of leave

### Compassionate Leave

The requirement to take compassionate leave / special leave must in the first instance be discussed with the Course Leader (CL) who will provide advice and support. The CL may request evidence to support a request for compassionate leave. On occasions where the need for compassionate leave arises outside of normal working hours and / or it is not possible to contact the Course Leader, a message should be left on their e-mail, stating the reason for requiring compassionate leave. If possible, an anticipated intended date of return and a contact telephone number should also be communicated. An extended period of compassionate leave may result in the need for you to step off the course and re-join at a later date.

### Maternity Leave

If you are pregnant and require maternity leave and support, you must inform the Placement Experience Co-Ordinator (PEC) and the Practice Support Tutor (PST) at the earliest possible time following confirmation of the pregnancy. The PEC / PST will advise the student and offer support as required to ensure that the best interests of the mother and baby are considered. Whilst it is not compulsory that you must inform University if you are pregnant in the early stages it is important for the new and expectant mother and child's health and safety that the university is supplied with written notification as early as possible. Please note that until we have received written notification from an individual, we may be unable to take any action other than those resulting from the risk assessment for all employees.

If you wish to continue on the programme after the 28<sup>th</sup> weeks of pregnancy, you must provide the course administrator with a medical certificate from a registered general practitioner or midwife which states clearly that they are able to undertake all activities required of you for both practice and theory. Failure to do so will mean that you may be withdrawn temporarily from the course. A further certificate must be submitted at 32 weeks, and 36 weeks. On occasions – particularly during a theory block - you may wish to continue studying following this period, however a certificate must be submitted on a weekly basis.

Following the risk assessment which is organised by your Academic Advisor, certain placement areas may be deemed unsuitable for you so a placement allocation may require changing at short notice. To ensure the ongoing assessment of risk in placement, you have a responsibility to inform your mentor of each placement area, prior to each allocation and ensure that the risk assessment they undertake, is forwarded to your Academic Advisor and Course Leader.

In the interests of health and safety, a ward / unit manager may ask to see the student's certification from a registered practitioner or midwife at any stage following week 28, particularly if he /she has concerns about the student's level of fitness to continue to work.

In line with EU requirements, you must take a minimum of 2 weeks maternity leave post-delivery but are requested to give this careful consideration and discuss the implications with your GP or Midwife. If you wish to return to the programme at any stage following pregnancy, you must present a certificate from your GP indicating that you are well enough to return to clinical practice and / or theory. Please refer to Leeds Beckett Student pregnancy and maternity policy and procedure. The Course Leader will make every attempt at flexibility, however there may be occasions when the programme may need to be interrupted as it is not possible to meet the professional attendance requirement.

### **Paternity leave**

Students are advised to contact their programme leader to discuss their entitlement and the management of this and also to refer to Leeds Beckett Student pregnancy and maternity policy and procedure.

### **7.14 Implications of sickness and absence**

In line with the criteria set by the NMC and Leeds Beckett University, in order for you to progress satisfactorily through the programme of study it should be noted that progression on the programme may be interrupted if:

- You accumulate sickness and / or absence exceeding 10 days in each year of programme. In this case you may be required to step off the programme to retrieve the days missed and re-join with the next cohort.
- There is non-attendance for the taught component of a module exceeds 25% of the module or Practice Support sessions, you may be excluded from taking the assessment and may have to repeat the module.

Should your attendance record show sickness / absence approaching the limits, you will receive an email requesting attendance at a meeting with your Practice Support Tutor (if you are absent for more than 3 module or practice support sessions or absences from course are between 6-8 days.). You will be required to complete an action plan regarding your absences for this meeting and should use the SMART action plan template on PebblePad.

If you need to take a period of significant leave from work, for reasons such as medical treatment, maternity or paternity leave, this will be classed as a break in the training you are to receive (a break in learning). As a result of this, you and your employer will need to revise the date on which you would be expected to have completed your apprenticeship to account for the duration of the break. The duration of your apprenticeship and the amount of off-the-job training needed to meet the 20% requirement will therefore remain the same as though there had been no break in training (break in learning).

## 7.15 Completion of personal portfolio to evidence absences from University and practice

In addition to reporting your absences, as detailed above, you are also required to keep evidence in your PebblePad Missed work Portfolio, evidencing how you have met the learning outcomes for each missed session. This needs to be evidence that you have read the session lecture notes and made your own notes, mind map or written a reflection, to support these and you must also evidence your independent study relating to the topic. The evidence needs to demonstrate the academic hours you have missed; therefore, a session of one hour requires evidence of one hour's independent study.

Please do not just put your lecture notes in the file as these do not evidence your learning and do not email tutors asking about content of missed sessions. Instead, refer to the module handbook timetable and content, any learning materials used during the session and discuss the content with your peers if the session is not supported by learning materials on MyBeckett. The work you produce should have a reference list of independent reading you have undertaken to support your learning and as guidance be 500 words in length for each session.

Any attendance management meetings you attend will require you share this portfolio at the meeting with either your tutor or Course Leader. The purpose of the meeting will be to explore any absences, reasons for absence, support required, and evidence of independence study in portfolio and to agree an action plan for absence. Your Academic Advisor should review this action plan after one month.

Further absences that are not consistent with your action plan, will be referred by the practice support tutor, to the Course Leader. Your attendance may subsequently be dealt with through University Fitness to Practise proceedings or the University Absence Management Processes.

## 7.16 Confirmation by module leaders of theory and practice hours

As part of Exam Board requirements, your programme leader is required to confirm you have met the requirements for completion of theoretical and practical hours to progress / register.

### Theory Hours

There will be a submission box on PebblePad titled "Evidence of Learning for Missed Academic Hours" with submission points near the end of both semesters. Please ensure all work is submitted to this box before the deadline. You must also complete the declaration at the front of your Missed Work Portfolio detailing how many hours of theory you are claiming for. For example if you have missed 8 sessions of 2 hours, you should have completed 16 hours of learning and sign the declaration to state you are claiming 16 hours of theory. Course Leaders will review this work to ascertain whether it meets the appropriate requirements in terms of hours and learning outcomes for any missed sessions. The Course director will audit this process to ensure there is parity amongst students.

Please note that it is your responsibility to keep a record of which sessions you have missed and to catch up with this work. Please refer to your electronic timetable and module timetable if you are not sure. SEMS also provides you will an overview of your attendance at University and you should ensure you are using the University App to record your attendance through this system.

<http://www.leedsbeckett.ac.uk/studenthub/student-app/>

### **Practice Hours**

You are required to submit your placement books or E-Pads, at set points during the year for audit by your Academic Advisor. Please follow the process detailed in your Placement Support Handbook regarding making time up. If you require an extended or additional placement due to exceptional circumstances and have evidence to support this, please discuss before Easter (or asap) with your tutor so arrangements can be made.

Your Skills module leader will be required to confirm you have met the required hours for progression at the exam board and failure to meet these requirements, without extenuating circumstances may result in failure to progress.

ALL absences from University and Placement will be recorded and made available to the whole course team and detailed on references, and your employer.

## **7.17 Placement activities**

As part of preparation for placement, you are required to undertake mandatory training and health clearance each year and declare good health and character.

### **Mandatory Training**

Each year you are required to attend annual mandatory training to ensure you are safe to be in practice. For year one and students repeating modules, all mandatory training must be completed annually before you start placements. This includes: Fire, Moving and Handling, First Aid/Resuscitation, Child Protection/Safeguarding and Information Governance as well as any other preparatory sessions required by the NMC or our practice partners.

### **Occupational health services**

You must be cleared by Occupational Health before starting placement so it is vital you attend appointments as arranged. The Occupational Health services for this course are provided by your employer.

## **7.18 Practice experience**

The placement experiences for the Nursing Apprenticeships takes the format of:

- Supervised learning in practice outside the students' employment area: 'Supervised Spoke Placements'

- Supervised practice in the students' employment area: 'Supervised Home (Hub) placement'.
- Simulated practice in the employment area and University.

The placement plan will aim to meet the needs of the individual students complementing their practice experiences in their Home Hub and ensuring the EU directives and Nursing and Midwifery Council standards are met.

### **Supervised learning in practice outside the students' employment area: Supervised Spoke Placements**

Each student will therefore have a bespoke programme plan ensuring a first year practice experience concentrating on practice areas identified as offering comprehensive services to people who have mental health problems and are in need of nursing care, to enable students gain a good understanding of mental nursing. Typically, this could be in a range of settings but aims to allow for students to encounter service users at various stages in their journey through a range of service levels. For apprentices who have hospital based experience from their employment hub, an initial experience within a community environment to develop their understanding of healthcare across settings may be offered.

For the second year and third year students are offered opportunities to consolidate and develop their skills with a broader range of service users in either hospital based or community based settings again depending on their employment area. They focus on the care of individuals and use the full range of the practice circuit to reach their assessment targets in the Skills Log and Electronic Practice Assessment Document.

In the final year students are expected to extend their skills to managing groups or caseloads of service users and to situations where care for individuals is more complex. For the final placement a process of matching students to their preferences, which has been positively evaluated in the current programme, continues where feasible.

Each of the placements identified above will be an assessed placement of 4 weeks minimum and depending on the students' experience in their employment hub, a complementary practice experience may be arranged to meet programme requirements.

### **Supervised practice in the students' employment area: Supervised Hub placement**

For the four years of the apprenticeship degree, the students will have a continuous home hub practice. This will take the format of the apprentice having supervised practice days culminating in an assessment at the end of years one, two and three, to determine student achievement in practice supportive of progression to the next stage of practice (NMC requirement).

Placements are arranged by our Placement Experience Co-Ordinator, Fiona Meth. ([f.j.meth@leedsbeckett.ac.uk](mailto:f.j.meth@leedsbeckett.ac.uk)) Please contact her if you wish to discuss your allocations.

### **Simulated Practice Hours at University and in placement**

The programme plan includes simulated learning each year to support students' development of clinical skills and to link theory to practice in the applied biological science modules.

### **Practice Hours gained through reflection on Conferences, University meetings, etc.**

There are certain events that you may attend as part of your pre-registration course, which can be counted towards your practice hours providing you have obtained Course Leader approval prior to the event. This is usually a maximum of 30 hours across the course that can be evidenced as practice this way and you will be required to complete a written reflection on the following NMC reflective template, which should explore the impact of your learning on practice by relating your learning to the NMC Standards (see appendix). Please submit this to your Course Leader within 20 days of attending the event along with your practice books. You must use this form to record details of any approved learning events you wish to claim practice hours for.

### **Uniforms and Name Badges**

Your employer will provide you with uniforms at the start of the course and a name badge for practice. It is your responsibility to ensure you follow the Uniform Policy of the placement area at all times and this can be found in the Student Nursing Group on MyBeckett.

Name Badges: You will be provided with a name badge at the start of the course. If you misplace this you will be required to purchase a new one. Please contact your Course Leader.

### **Placement Learning Handbook**

You will have online access to a placement learning handbook each year which contains information on learning in practice, supernumerary status, whistleblowing, raising and escalating concerns and NMC requirements. As an employee, you will also have access to your local policies and procedures which should also be followed in conjunction with Leeds Beckett policies, procedures and guidance.

Your practice support tutor will also support you with any questions or concerns regarding any of the above areas if you have any questions regarding which is the appropriate policy to follow.

## **7.19 Successfully completing your apprenticeship**

Your apprenticeship is completed on successful completion of your course and your end-point assessment.

## 7.20 Joining the professional/statutory/regulatory body register

You will be required to complete a declaration of Good health and Good Character towards the end of the apprenticeship which will be reviewed by your Course Leader. Once you have completed the course and this has been confirmed at exam board, the University will inform the NMC. The NMC will contact you advising you to set up an online account, declare your fitness to practice and pay your registration fee. The NMC will then contact you with your PIN number.

You have up to 6 months to register with the NMC or will need to follow additional processes detailed at <https://www.nmc.org.uk/registration/joining-the-register/register-nurse-midwife/trained-in-the-uk/applying-to-the-register-after-more-than-six-months/>.

If you do not register with the NMC within 5 years of completing the course, you must follow the NMC guidance detailed at:

<https://www.nmc.org.uk/globalassets/sitedocuments/registration/registering-more-than-five-years-after-qualifying.pdf>

The NMC has provided information for apprentices here:

<https://www.nmc.org.uk/education/becoming-a-nurse-midwife-nursing-associate/becoming-an-apprentice/>

## 8 Course Specification

### BSc (Hons) Mental Health Nursing Degree Apprenticeship

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#### General Information

<b>Award</b>	Bachelor of Science (with Honours) Mental Health Nursing
<b>Contained Awards</b>	Bachelor of Science Mental Health Nursing Bachelor of Science Health Related Studies (without eligibility for registration with NMC) Diploma of Higher Education Health Related Studies Certificate of Higher Education Health Related Studies
<b>Awarding Body</b>	Leeds Beckett University
<b>Level of Qualification &amp; Credits</b>	Level 6 of the Framework for Higher Education Qualifications, with 120 credit points at each of Levels 4, 5 and 6 of the UK Credit Framework for Higher Education (360 credits in total)
<b>Course Lengths and Standard Timescales</b>	This course has a non-standard student calendar. <ul style="list-style-type: none"><li>• 4 years (full time)</li></ul>
<b>Location(s) of Delivery</b>	City Campus, Leeds (plus location of work placements). Some sessions or assessments may be facilitated at Headingley Campus.

#### Timetable Information

Timetables will be made available to students during induction week via:

- i) The Student Outlook Calendar
- ii) The Student Portal
- iii) The Leeds Beckett app

Any difficulties relating to timetabled sessions can be discussed with your Course Administrator.

#### Policies, Standards and Regulations <http://www.leedsbeckett.ac.uk/public-information/>

The following regulatory exemptions apply to this course:

Fitness to Practise: The course is authorised to use the Fitness to Practise Policy.

*Limits on Recognition of Prior Learning:* All RPL procedures are in accordance with the Regulations and the NMC Standards, which stipulate that programmes must have processes in place to allow applicants the opportunity for RPL. The exemption is for the limit of RPL. The NMC will permit recognition of prior learning up to 50% of the programme

where the applicant is able to demonstrate relevant prior learning to the satisfaction of the University and in accordance with the NMC's requirements and guidance on RPL. In accordance with the NMC standards (2010) applicants will be able to claim RPL in theory and practice when starting the course, transferring from another university, moving from one nursing field to another or returning to a course after a substantial break.

#### *Threshold pass*

- All components of assessments must be passed at 40% or a pass for pass/fail marking to pass a module.
- Some of the examinations have a pass mark higher than 40% as noted in the module handbooks.

#### *All assessments must be passed to progress and achieve the target awards*

All components of assessments must be passed to pass a module and all modules must be passed to progress and to achieve the award, as detailed below:

#### *Progression requirements and profile of achievement*

All components of assessments and modules must be passed at 40% (numeric marking) or passed (pass/fail marking) at level 4 and level 5 to progress to the next level.

#### *Achievement of an award of the University, Bachelor degrees with Honours*

All components of assessments and modules must be passed at 40% (numeric marking) or passed (pass/fail marking) at level 6 to achieve the bachelor degree with honours.

#### *Reassessment of practice experience in the Skills for Practice module*

A nursing student may fail one practice experience only across the whole course. A recovery opportunity will be provided in the same academic year if this fail takes place in semester one. If the fail takes place in semester two, then wherever possible students will have a recovery opportunity provided before the end of the academic year. In exceptional circumstances, this may be arranged to be completed within 12 weeks of the student commencing the next academic year. The 12-week period includes holidays and any absences. Reasonable adjustments may be applied for nursing students with a disability (NMC 2010 R3.10.2).

If the fail occurs at final placement, a recovery opportunity of a minimum of 12 weeks placement will be provided to meet NMC (2010) requirements.

A nursing student failing two assessed practice experiences across the whole course will be deemed to have failed the course and a recommendation will be made to the Board of Examiners to withdraw the student from the course. This is to ensure the safety and wellbeing of service users, (NMC 2010, Standard 1) and is supported by our practice partners and stakeholders. The opportunity to recover a failed placement is therefore allowed only once during the course.

#### *Attendance*

The courses stipulates 100% attendance in order to meet the NMC defined practice and theory hours. Nursing students must follow the absence procedure in their Course Handbook where full details are provided for how absence is managed for both taught and practice hours.

#### *Extenuating circumstances and mitigation*

The courses do not permit mitigation against a 'fail' or non-attendance in practice to ensure to ensure patient and public safety. Nursing students experiencing difficulties that may affect their performance in practice learning must withdraw themselves from placement and seek support from the course team.

### *Contained awards*

#### *BSc Adult Nursing and BSc Mental Health Nursing contained awards*

These contained awards (ordinary degrees) allow for eligibility for NMC registration and therefore students must demonstrate that they have met the same Standards for Competence as for the target award. All previous exemptions apply plus all modules and components of assessments at level 6 are to be passed at 40% or passed (for pass/fail marking) with the exception of the 40 credit extended study module, Leadership, Change Management and Enterprise, for which a mark of 30%-39% is allowed.

#### *CertHE, DipHE and BSc Health Related Studies contained awards*

These contained awards are awarded in line with the Academic Regulations. These contained awards cannot not be linked to a named nursing course. Students who leave the course early or fail to demonstrate that they have met the standards for competence in Adult Nursing or Mental Health Nursing (NMC 2010) will be provided with a transcript of their achievements in both theory and practice (NMC 2010 R3.9.3) detailing the academic level and number of academic credit points obtained.

#### *Achievement of credit and notional study hours*

The placement hours have been included in the Skills for Practice modules, resulting in these 20 credit modules having more than 200 notional hours.

## **Placement Information**

<b>Summary</b>	Students will be employed in a specific healthcare setting as a requirement to access the course
<b>Length</b>	2300 hours of practice related experience across the three levels.
<b>Location</b>	Throughout Yorkshire

## **Professional Accreditation or Recognition Associated with the Course**

<b>Professional Body</b>	Nursing and Midwifery Council
<b>How is Accreditation/ Recognition Achieved?</b>	Completion of this course provides eligibility to apply for registration with the NMC as a qualified nurse - Mental Health.
<b>Course Accreditation/ Recognition Period</b>	Current to 31/08/20 (being reapproved April 2020 tbc)

## **Course Overview**

**Aims:** NMC Competencies and Domains: The NMC Standards for Pre-registration Nurse Education (2010) identify four domains with associated generic and field specific standards for Competence for mental health nurses which are embedded throughout the course:

1. *Professional Values:* Mental health nurses must work with people of all ages using values-based mental health frameworks. They must use different methods of engaging people, and work in a way that promotes positive relationships focused on social inclusion, human rights and recovery, that is, a person's ability to live a self-directed life, with or without symptoms, that they believe is meaningful and satisfying.

2. *Communication and Interpersonal Skills:* Mental health nurses must practise in a way that focuses on the therapeutic use of self. They must draw on a range of methods of engaging with people of all ages experiencing mental health problems, and those important to them, to develop and maintain therapeutic relationships. They must work alongside people, using a range of interpersonal approaches and skills to help them explore and make sense of their experiences in a way that promotes recovery.
3. *Nursing Practice and Decision-making:* Mental health nurses must draw on a range of evidence-based psychological, psychosocial and other complex therapeutic skills and interventions to provide person-centred support and care across all ages, in a way that supports self-determination and aids recovery. They must also promote improvements in physical and mental health and wellbeing and provide direct care to meet both the essential and complex physical and mental health needs of people with mental health problems
4. *Leadership, Management and Team working:* Mental health nurses must contribute to the leadership, management and design of mental health services. They must work with service users, carers, other professionals and agencies to shape future services, aid recovery and challenge discrimination and inequality.

The course learning outcomes, level learning outcomes and modules are aligned to these four NMC (2010) domains and standards for competencies as well as reflecting the NMC Progression points and a specific focus on Health and Wellbeing. Learning, teaching and assessment from these areas are arranged into six 'module streams' of learning across the three years of the course.

### **Course Learning Outcomes**

At the end of the course, students will be able to:

- 1 Articulate and demonstrate safe, effective practice, recognising the parity of mental health and physical health and will have achieved the standards for competence for entry to the Nursing and Midwifery Council register as a Mental Health nurse.
- 2 Understand the complexity of influences that impact on a person's health and wellbeing and be able to identify and work with people to select evidence based solutions to care, reflecting on the impact on health and wellbeing and adapting future practice accordingly.
- 3 Critically analyse the impact of health policy, on individuals, locally, internationally and globally.
- 4 Use skills of leadership, management, collaborative decision making, critical reflection and critically appraise evidence to plan, deliver and evaluate packages of care.
- 5 Use a variety of communication and coaching skills to engage, work collaboratively with and disengage therapeutically from service users and carers, and demonstrate critical self-awareness, autonomy and enterprise while working both independently and within teams, contributing to the development of other nurses and healthcare professionals.
- 6 Work as autonomous, accountable practitioners, nursing within an ethical, professional and legal framework, recognising and responding to the diverse needs of individuals and populations.

### **Teaching and Learning Activities**

Students will experience the following range of learning opportunities:

- Placement based learning supported by small group reflective activities.
- Small group experiential learning, e.g., Skill Development Groups.
- Exploration of the patient's experience in a learning as opposed to treatment setting, e.g., through hearing the stories of people with lived experience of health problems.
- Lectures and seminars.
- Simulated learning, e.g., using simulated patients.
- Online quizzes and e-learning modules.

The use of formative assessment is embedded across modules to maximise learning and formative assessment is also structured across the course to support students' development of specific academic skill sets such as academic integrity, reflection, case study writing and reports.

## **Your Modules**

### **Level 4 Core Modules**

Academic Learning for Nursing Practice

Applied Biological Sciences in Nursing Practice 1

Communication for Nursing Practice

Developing Professional Awareness: Law & Ethics in the Professional Context

Nursing for Health

Skills for Mental Health Nursing Practice

### **Level 5 Core Modules**

Academic Learning for Nursing Practice 2

Applied Biological Sciences in Nursing Practice 2

Applied Biological Sciences in Nursing Practice 3

Communication for Nursing Practice - Mental Health Nursing

Nursing for Health 2

Skills for Mental Health Nursing Practice 2

### **Level 6 Core Modules**

Communication & Skills for Mental Health Nursing Practice

Developing Professional Awareness: Reflecting on Professional Practice

Introduction to Non-Medical Prescribing

Leadership, Change Management and Enterprise

Nursing for Health 3

## **Assessment Balance and Scheduled Learning and Teaching Activities by Level**

The assessment balance and overall workload associated with this course are calculated from core modules. Modules may have more than one component of assessment.

- At level 4, module assessments are mainly coursework, examinations, practical skills assessments and a portfolio.
- At level 5, module assessments are a mix of coursework, examinations, practical assessments (including a presentation), and a portfolio.
- At level 6, module assessments are coursework, examinations, practical assessments. portfolio and an extended study.

- The apprenticeship includes an End-Point Assessment.

A standard module equates to 200 notional learning hours, comprising teaching, learning and assessment, placement activities and independent study. The notional hours are exceeded on this course due to placement hours requirements.

<b>Overall Workload in hours</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
Teaching and Learning	300	282	264
Independent Study and Assessment	899	896	924
Placement including self-sourced	690	750	757.5
Simulation	51	30	45

# REFLECTIVE ACCOUNTS FORM

You must use this form to record five written reflective accounts on your CPD and/or practice-related feedback and/or an event or experience in your practice and how this relates to the Code. Please fill in a page for each of your reflective accounts, making sure you do not include any information that might identify a specific patient, service user, colleague or other individuals. Please refer to our guidance on preserving anonymity in the section on non-identifiable information in *How to revalidate with the NMC*.

## Reflective account:

**What was the nature of the CPD activity and/or practice-related feedback and/or event or experience in your practice?**

**What did you learn from the CPD activity and/or feedback and/or event or experience in your practice?**

**How did you change or improve your practice as a result?**

**How is this relevant to the Code?**

Select one or more themes: Prioritise people – Practise effectively – Preserve safety – Promote professionalism and trust