



LEEDS  
BECKETT  
UNIVERSITY

## Application Information

Post-Graduate Diploma Specialist Community Public Health Nursing  
– School Nursing

2024 Entry

Start date: 16 September 2024

Closing date: 1<sup>st</sup> March 2024

School of Health  
Leeds Beckett University  
City Campus  
Leeds  
LS1 3HE  
United Kingdom

Web: <https://www.leedsbeckett.ac.uk/courses/specialist-community-public-health-school-nursing-pg-dip>

Email: [directadmissions@leedsbeckett.ac.uk](mailto:directadmissions@leedsbeckett.ac.uk)

## The Course

Our course provides you with the opportunity to become a specialist community public health nurse on the third part of the nursing register. It will enable you to undertake leadership roles and develop the expertise to influence, drive and implement public health policies whilst working to deliver the Healthy Child Programme.

You will gain a specialism in School Nursing, developing the skills to deliver quality, innovative health care to children, young people and families to help improve their life chances. There is the opportunity to explore concepts of health behaviours and promotion in the public health arena, together with how to meet the wellbeing needs of individuals, groups and communities. You'll have the opportunity to identify and promote entrepreneurial activities, build a portfolio of practice work, and leave with a nationally recognised qualification.

The creation of the modern public health philosophy together with the formation of the SCPHN register highlights the need for practitioners to be responsive to both individuals and population groups. They will be skilled in providing an all embracing perspective of needs from a multi-agency perspective and manage community public health practice within their communities (NMC, 2004). This will also include influencing the commissioning and procurement of services and monitoring and evaluating outcomes to ensure sustainability for the future. The course will prepare the practitioner to build on alliances with individuals, families, communities, national and local governments, education, business and industry, voluntary, faith and charitable organisations to improve the health of the people. The curriculum will enable the SCPHN, upon registration, to work collaboratively on behalf of their communities, to empower the population when making decisions and actions affecting their health, adhering to the standards of proficiency as set by the NMC (2004).

Common core modules, shared across the specialisms, will enable students to acquire greater understanding of each others' roles, shared challenges and opportunities to identify and respond to health needs collaboratively. The inter-professional debate, facilitated through a variety of activities will provide greater perception of the value of colleagues and promote partnership working in practice. Specifically the inter-professional (nursing) delivery structure of the Scheme facilitate different nursing practitioners to work together, the Faculty Inter-professional (IPL) Strategy and the faculty IPL conferences are a key part of this and lead to a strong course identity for specialist community public health nurses.

## Entry Requirements

The online prospectus provides an outline of the entry requirements; briefly the academic side are as follows:

- NMC first level registration
- A second class honours degree in the cognate subject of health.
- If you do not hold a second class honours degree you will need to undertake our Professional Profile Development within the context of Health and Community Care (PPD) module in order to assess your previous skills and experience. The PPD module runs in January and September each year. Please contact our CPD team for further details [hss-cpd@leedsbeckett.ac.uk](mailto:hss-cpd@leedsbeckett.ac.uk)
- Evidence of continuous learning and development

In addition to academic ability, it is also important that you consider and reflect on the skills needed to work as a School Nurse and, where possible, provide evidence that you have worked to develop those skills.

To fulfil this applicants are required to submit a personal statement with their application using the guidelines under the Person Specification section

## **Making your application**

School Nursing training posts will be advertised through the NHS jobs website. You will need to make an application through NHS jobs in the usual way for one of these posts.

### **The deadline for submission of applications and all supporting documentation to NHS jobs is 1<sup>st</sup> March 2024.**

Once the closing date has been reached, long listing and short listing will be completed by Leeds Beckett University in conjunction with the partnership Trusts. Successful applicants at this stage will be invited to attend an interview. Outcomes of shortlisting will be communicated within 6 weeks of the application closing date.

Interviews will be held in April (w/c 15<sup>th</sup> April 2024). The date of interview will be included in the NHS advert and we are unable to offer an alternative date.

After the interviews, the panels will score all applications and agree those who are to be offered a place and those who can be offered a place on the waiting list.

If applying as an external candidate, we will endeavour to allocate you a placement with your preferred provider but cannot always guarantee this which is why we ask you to give a second choice of placement provider. Once you have accepted your allocated placement we will be unable to change this.

If you are successful at interview, you will then be prompted to submit an application to the university. We will get in touch with you directly following your interview to advise on how to do this.

You will be asked to provide evidence of your qualifications, such as a degree certificate, diploma certificate or PPD evidence.

Successful applicants will be made an offer by the university through their online application account. Outcomes will usually be communicated within 8 weeks of the final interview date.

Details of successful applicants will be shared with the relevant placement provider. Their HR department will also contact you with details of your offer and contract. Your placement provider will request two references from you that they will then confirm to the university they have received. Your placement provider will also need to carry out an enhanced criminal history check and undertake health clearance checks prior to you taking up their offer. The University will be unable to issue you with an Unconditional offer until these checks have been completed and the Trust has communicated successful completion of these to the University.

Should you require any further advice please contact the Admissions Office on 0113 812 3700 or by email [directadmissions@leedsbeckett.ac.uk](mailto:directadmissions@leedsbeckett.ac.uk).

We wish you every success with your application and look forward to hearing from you. Please appreciate, however, that places are very limited, and the course is oversubscribed. Successful candidates will normally be those who score highest in the personal statement. Unsuccessful applicants can request feedback at any stage in the process by requesting it in writing to [directadmissions@leedsbeckett.ac.uk](mailto:directadmissions@leedsbeckett.ac.uk) We will endeavour to provide feedback within 6 weeks of your request.

## APPLYING FOR THE POSTGRADUATE DIPLOMA IN SCHOOL NURSING

### WHAT YOU NEED TO DO AND WHAT YOU CAN EXPECT

DATE	STAGE OF THE ADMISSIONS PROCESS
UP TO 1 <sup>ST</sup> MARCH 2024	<b>APPLICATIONS</b> Closing Date: the positions will be advertised through the NHS jobs website with a closing date of 1 <sup>st</sup> March 2024.
MARCH	<b>CONSIDERATION OF APPLICATIONS</b> Your application will be considered once the deadline has passed. We will aim to inform applicants on the outcome of their application by 27 <sup>th</sup> March 2024.
APRIL (w/c 15 <sup>TH</sup> APRIL 2024)	<b>INTERVIEWS</b> If you have been successful, you will receive an invitation to interview which will be held week commencing 15 <sup>th</sup> April 2024.
JUNE	<b>OUTCOMES</b> The outcome of the interviews will be communicated to applicants by 7 <sup>th</sup> June 2024. Successful applicants will also be contacted by their placement provider and will also be prompted to submit an application to the university.
JULY	<b>PRE-EMPLOYMENT CHECKS</b> Your placement provider will request your references and complete a DBS check and health screening checks by 12 <sup>th</sup> July 2024.
UP TO SEPTEMBER 2024 - SUCCESSFUL CANDIDATES ONLY	<b>ACCEPTANCE OF UNCONDITIONAL OFFERS</b> Unconditional offers will be issued once all academic conditions have been met and pre-employment checks have been carried out. Successful candidates must confirm acceptance of a place on the course as soon as possible.
SEPTEMBER 2024	The course begins with an induction week 16 <sup>th</sup> September 2024.

## WRITING YOUR PERSONAL STATEMENT – GUIDANCE FOR CANDIDATES

Each year we receive more applications than we have places available for our Specialist Public Health Nursing courses. This means that we use selection criteria to help us identify who, from the large number of highly qualified candidates meeting our academic requirements, should be invited to interview and receive an offer of a place on the course. We do this by asking you to complete a personal statement which enables the shortlisting panel to consider the vocational relevance of all your experiences so far as well as your academic achievement in consideration of your application.

### Guidance on Completing the Personal Statement

You should complete the personal statement evidencing your experiences and what you have learnt from these for each of the assessment criteria. You are expected to seek out appropriate learning opportunities to help you with this and which are relevant to public health nursing.

**Please ensure that you also include confirmation of your driving license and use of a car and your first and second choice of placement.**

You may wish to write a personal statement as a continuous piece of writing or you may wish to organise your statement under each of the three assessment criteria, how you do this is your decision.

	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE AND UNDERSTANDING</b>	Understanding of Public Health and the 0-19 Agenda	Understanding of the role of other professionals involved in children's services
	Understanding of current policies relating to Public Health	Awareness of wider health legislation/policies/strategies affecting children
	Awareness of the demands of the Specialist Community Public Health Nursing course	
	Understanding about issues relating to equality and diversity	
	Understanding about leadership	Experience in a leadership role
	Understanding about issues relating to safeguarding	
<b>SKILLS AND EXPERIENCE</b>	Effective Communication and Interpersonal skills (self-awareness, body language, listening, clarifying, tact and diplomacy, ability to make themselves understood, sensitivity to others)	
	Effective literacy and numeracy skills (report writing and analysis, patient/client record keeping)	Involvement in the preparation of statements/reports for formal purposes (e.g. case review meetings, court hearings)
	Effective clinical problem solving abilities (ability to analyse associated factors, prioritise needs for action, initiate an action plan and review/reflect on outcomes)	Experience of problem solving in community settings
	Experience of multi-disciplinary team working	Experience of multi-agency working in a community setting
	Experience of applying evidence based practice	Experience of audit/evaluation/research
	IT skills (use of keyboard, email, and a range of software programmes)	
<b>ATTRIBUTES AND ATTITUDES</b>	Motivated to become a Public Health nurse	
	Empathetic, non-judgemental, and client/patient focused	
<b>OTHER REQUIREMENTS</b>	Ability to travel as course requirements demand	Hold a full driving licence and have permanent access to a vehicle

## **FREQUENTLY ASKED QUESTIONS**

Here are some of the questions frequently asked by potential students. If your question is not covered here please visit our website or contact the Admissions Team at [directadmissions@leedsbeckett.ac.uk](mailto:directadmissions@leedsbeckett.ac.uk)

### **What is the recruitment process?**

The recruitment process is detailed in the 'Making your Application' section. Students will be recruited on the basis that their values align with those of the NHS Constitution, as well as having the right skills and aptitude, in accordance with Value Based Recruitment, (Health Education England, Value Based Recruitment Framework, October 2014). Further details on Value Based Recruitment can be found here: <http://hee.nhs.uk/work-programmes/values-based-recruitment/>

Further details of the interview process will be provided to those invited to interview. The interviews will likely take place via Microsoft Teams in small groups, involving discussion of a case study which will be sent to you in advance and a discussion based on the core values of the NHS constitution.

### **How many places are available?**

There are up to 20 places available each year on the courses. We will normally interview up to 50 candidates and to reach this number may use the desirable attributes to complete the shortlisting process.

### **Do I receive a salary?**

The posts will be advertised as fixed term training posts. The salary is paid by each individual trust so there may be slight variations (TBC on an annual basis as part of the commissioning of NHS programs of study).

### **I don't hold a full driving license, can I still apply?**

Due to the nature of this role, it is essential that applicants are able to travel independently and have access to a suitable vehicle for business purposes throughout the course. Where necessary, adjustments will be made in accordance with the Equality Act. You will be asked to supply a copy of your driving license if you are successful after interview as part of your Leeds Beckett application. If you do not currently hold a driving license you will need to have passed your driving test by 31<sup>st</sup> July.

### **Is this course offered via a Degree Apprenticeship route?**

Not currently but this may be available from next year.

### **Conditional Offers and Waiting List**

Offers may be conditional upon provision of academic certificates to include nursing qualification and degree/level 6 credits and your NMC PIN.

All offers will be conditional upon pre-employment checks and evidence of a full clean driving license.

If you are on a waiting list, we will contact you by email if/as soon as a place becomes available. Please remember to keep us updated with your contact details.

### **What are the pre-employment checks?**

This will include a Disclosure & Barring Service check, occupational health check and references. These will be undertaken by the Trust you are placed with.

### **What if I don't pass the pre-employment checks?**

If your pre-employment checks are not considered acceptable by the Trust at which your placement is allocated then we would not be able to consider you for an alternative placement at a different Trust. You would need to reapply the following year.

## **Enrolment & Induction**

Once you have accepted an Unconditional offer details will be sent to you during the summer about how to log in to the Welcome Information Service which will give you access to details of the structure of the induction week. Students are expected to attend University Monday to Friday during induction week.

## **Sponsor Organisations and Contract**

You will receive a contract from one of the following sponsor organisations. We would **not** advise that you give notice on your current job until you have received this and an Unconditional offer from the University:

### **Internal Applications Only:**

- Harrogate and District NHS Foundation Trust - Wakefield placements-TBC

### **Internal and External Applications:**

- Bradford District Care NHS Trust
- Leeds Community Healthcare NHS Trust
- Locala Community Partnerships

## **Do I need to find a placement?**

Your placement will be allocated to you as part of the application process. You do not need to find a placement separately.

## **How do I find a Mentor?**

Your mentor will be assigned to you by your placement provider. You do not need to contact them yourself.

## **If I get a place can I defer?**

Please contact us at [directadmissions@leedsbeckett.ac.uk](mailto:directadmissions@leedsbeckett.ac.uk) if you need further advice about this.

## **What is the timetable like?**

The Postgraduate Diploma in Specialist Community Public Health Nursing is offered as a one year full-time course (52 weeks). Studying full-time you will be in university for lectures two days a week (Thursday and Friday) and two days a week you will be in your practice placement.

## **Do I get any holidays?**

You will get seven weeks holiday throughout the course at Easter, Christmas and over summer, these can be seen on the calendar.

## **Are there attendance requirements?**

You are expected to attend all taught sessions and complete the placement requirements as below.

## **What are the placement requirements?**

You are required to undertake 112 ½ days in practice in the year, 50 of these will be the consolidation practice that you do over the summer months after completing all teaching and assessment.

### What is the course structure and assessment?

Below are the modules being taught on the course in 2023/2024. The course is subject to re-approval in 2024 so modules for September 2024 are subject to change.

Module Title	Module Assessment
Building Community Capacity and Public Health	3000 word essay
Understanding Social Research and Evaluation	3000 word essay
Leadership, Management and Enterprise	3000 word essay
Therapeutic Relationships for Health Care Practitioners	3000 word essay
Professional Development In Practice	The portfolio is marked with a pass/fail.
Getting it right for Children, Young People and Families (5-19 Years)	Two hour pre-seen examination and 3000 word essay

### Pre-Course preparation

Please find some references below which may help you prepare for the course:

1. Public Health England (2028) Guidance for commissioning the Healthy Child Programme. Public Health England
2. Department of Health (2012) Getting it right for children, young people and families. London: Department of Health
3. Department of Health (2020) No child left behind: a public health informed approach for improving outcomes for vulnerable children. London: Department of Health
4. Public Health England (2019) Public Health England strategy 2020-2025. London: Public Health England

### Learning Support

If you have declared a learning support need on your application form or feel that you may have learning support needs please contact the Disability Advice team once you have accepted a conditional offer so that you can be assessed and support put into place for the start of the academic year.

### Feedback

Candidates who have been unsuccessful with their application may receive written feedback on how to strengthen their application. If you would like to receive feedback please email the team at [directadmissions@leedsmet.ac.uk](mailto:directadmissions@leedsmet.ac.uk). Please allow 6 weeks for your request to be responded to.

The following is the **2022/2023** academic year planner to provide an example of the annual learning and assessment schedule.



## SCPHN Health Visiting and School Nursing Course Full-Time 2022/23 Year Planner

Full Time - University days Thursday and Friday

\ = University attendance

SD = Self-Directed Study

PA = Practice Assessor Conference

BH = Bank Holiday

Practice Days and self-directed days are negotiated with the Practice Assessor

Uni Wk	Week commencing	Course Wk	Mon	Tue	Wed	Thur	Fri	Milestones TBC - please check individual module handbooks for dates	
7	12.09.22	1.	\	\	\	\	\	Course Induction\ semester one modules start Thursday AM- Professional Development in Practice Thursday PM- Building Community Capacity in Public Health Friday AM- Therapeutic Relationships Friday PM- SD	
8	19.09.22	2.				\	\	<b>Official University welcome week</b>	
9	26.09.22	3.				\	\		
10	03.10.22	4.				\	\		
11	10.10.22	5.				\	\		
12	17.10.22	6.				\	\	Oct Milestone for Pebble Pad	
13	24.10.22	7.				SD	SD	<i>(Leeds schools' half term)</i>	
14	31.10.22	8.			PA	\	\	2/11/22 Practice Assessor Conference (PA)	
15	07.11.22	9.				SD	SD	10/11/22, 11-1, Annual Review Meeting with course reps	
16	12.11.22	10.				\	\		
17	21.11.22	11.				\	\		
18	28.11.22	12.				\	\	<b>2/12/22 BCC Assignment Submission</b>	
19	05.12.22	13.				\	\		
20	12.12.22	14.				\	\		
21	19.12.22	15.	Christmas Break						
22	26.12.22	16.	Christmas Break						
23	02.01.23	17.	Revision and Assessment Period						<b>6/01/23 Therapeutic Relationships Assignment Submission</b>
24	09.01.23	18.	Revision and Assessment Period						Student prep for progression point meeting
25	16.01.23	19.	Alternative Practice						19/1/23, 11-1, Senior Managers Liaison Meeting
26	23.01.23	20.		IPL		\	\	Semester Two starts: Thursday AM- Getting it right for.... Thursday PM- Understanding Social Research Friday AM- Leadership and Management Friday PM- SD <del>24/1/23 Inter-professional Learning IPL day</del> <b>Progression point in 26/1/23</b>	
27	30.01.23	21.				\	\	<b>Official University semester 2 start</b>	

Uni Wk	Week commencing	Course Wk	Mon	Tue	Wed	Thur	Fri	Milestones TBC - please check individual module handbooks for dates	
28	06.02.23	22.				\	\		
29	13.02.23	23.				SD	SD	15/2/23 Monitoring course review with course reps (Leeds schools' half term)	
30	20.02.23	24.				\	\		
31	27.02.23	25.				\	\		
32	06.03.23	26.			PA	\	\	8/3/23 Practice Assessor conference (PA)	
33	13.03.23	27.		#		\	\	14/3/23 progression examination board	
34	20.03.23	28.				\	\		
35	27.03.23	29.				\	\		
36	03.04.23	30.	Easter Break						Good Friday 7/4/23
37	10.04.23	31.	Easter Break						Easter Monday 10/4/23
38	17.04.23	32.	Alternative Practice						
39	24.04.23	33.				\	\	<b>27/4/23 Getting it Right Exam</b>	
40	01.05.23	34.	BH			\	\		
41	08.05.23	35.				\	\	<b>12/5/23 Leadership Module submission</b>	
42	15.05.23	36.	Revision and Assessment Period						<b>1/6/23 Social Research &amp; Evaluation</b>
43	22.05.23	37.	Revision and Assessment Period						
44	29.05.23	38.	Revision and Assessment Period						
45	05.06.23	39.	Revision and Assessment Period						
46	12.06.23	40.						08/6/23 Senior Manager Liaison Meeting	
47	19.06.23	41.						<b>22/6/23 Portfolio submission</b>	
48	26.06.23	42.						Course team staff planning day 29/6/23 10-12pm	
49	03.07.23	43.							
50	10.07.23	44.							
51	17.07.23	45.						<b><u>Course weeks 40-51:</u></b>	
52	24.07.23	46.						<b><u>12 weeks Consolidation of Practice including 2 weeks Annual Leave- Week 52 is Annual Leave</u></b>	
1	31.07.23	47.							
2	07.08.23	48.							
3	14.08.23	49.							
4	21.08.23	50.							
5	28.08.23	51.						<b>31/8/23 Final Practice report and Placement Evaluation submission</b>	
6	04.09.23	52.	Annual Leave						Exam Board Date 07/9/23 TBC Finish