



**LEEDS
BECKETT
UNIVERSITY**

BSc (Hons) Adult Nursing BSc (Hons) Mental Health Nursing

Interview Guidance September 2021, January 2022

leedsbeckett.ac.uk

Interview Guidance

Congratulations on gaining an interview for our BSc (Hons) Adult Nursing/BSc (Hons) Mental Health Nursing course. The information in this booklet will assist you in preparing for your interview and will give you an idea of what to expect on the day.

You have been selected for interview on the strength of your application. We feel you demonstrate a range of attributes and qualities that indicate you have the potential to succeed as a healthcare professional. The process requires you to attend a formal interview so that we have a chance to make a decision as to your suitability for our course. You too must make a decision, based on your findings at interview, as to which university and course you think would best meet your needs as a learner. It is our aim to ensure you leave us with sufficient knowledge to make your decision wisely.

Do remember that an interview is a two way process and that you should treat the interview as an opportunity to ask the course team questions.

On the Day

You will take part in an interview with members of the Course Team. The interview will last around 20-30 minutes and will be conducted via a video group chat on MS Teams.

Please have photographic ID that you can show to your interviewer.

The interview session is designed to identify those applicants who demonstrate the values that align with the NHS Constitution as well as those who evidence the right skills and aptitude in accordance with Values Based Recruitment.

<https://www.hee.nhs.uk/our-work/values-based-recruitment>

Access to MS Teams

The interviews will be held online using MS Teams. You will receive an email within 3 days leading up to the event with a link to attend your interview. (Remember to check your Spam / Junk Mail folders.) Access to MS Teams will differ depending on the type of device you will be using. If you will be using a desktop computer or laptop to attend your interview you should be able to attend simply by clicking on the link sent out via email prior to your interview. If you are using a smart phone or tablet you will need to download the free MS Teams app prior to your interview date before being able to access the given link. If you have a headset we advise it is used with the device you will logging into the interview with.

Outcome following the selection day

If you are successful following your attendance at the interview, we will process an offer of a place on the course. All applicants who are offered a place will need to provide a second reference in addition to the one on your UCAS application. This should normally be from your supervisor where you have gained any work experience. If you have already provided a reference on your UCAS application from an organisation where you have completed work experience, then you should provide an academic reference.

You may wish to use the reference pro forma provided at the end of this document.

If you are made a conditional offer via your UCAS Track account, we will include submission of your GCSE English Language, Maths and Science certificates and any level 3 or higher qualifications that you have achieved. Your certificates should be emailed to ucasadmissions@leedsbeckett.ac.uk

If you have already completed your qualifications, we may be able to make you an unconditional offer. We will contact you directly and request copies of your GCSE English Language, Maths, Science certificates and your level 3 or higher results so that we can verify that you have satisfied our entry requirements. Once we have verified that you meet our entry requirements and your second reference is received and approved we will process an unconditional offer via your UCAS Track account.

If you are unsuccessful, we will also notify you via your UCAS Track account. If you would like feedback following an unsuccessful decision, you should contact us at ucasadmissions@leedsbeckett.ac.uk to request this.

Disclosure and Barring Service/Health checks

If you select Leeds Beckett University as your firm choice, we will send you further details in the summer about completing a DBS (formerly Criminal Record Bureau) enhanced check and the occupational health screening questionnaire. If your contact details change, please ensure you advise us of this change via email to ucasadmissions@leedsbeckett.ac.uk so that we send information to the correct address.

BSc (Hons) Adult Nursing/BSc (Hons) Mental Health Nursing

Reference Pro forma

The following reference form should evidence the any work experience you have undertaken. Please arrange for this pro forma to be completed and signed by someone who has supervised you in a practice setting **within the last 3 years**.

If you have previously started or completed a nursing degree at another University, you must provide a reference from the Course Leader either as your UCAS application reference or your second reference.

Please be aware that we will contact your referee to verify the information contained within the reference.

BSc (Hons) Adult Nursing/Mental Health Nursing

Reference Pro forma

Applicant Name	Course

Please state the type of organisation that the applicant has been involved with and the length

of time they have spent there:

Please state the type of duties that the applicant has undertaken at your organisation:

In order to determine the applicant's suitability to undertake training and ultimately work in the nursing profession, please can you comment on the following aspects of their conduct:

Reliability & Attendance:

Communication Skills:

Motivation & Commitment:

Personal Qualities:

Have there been any areas of concern or issues of misconduct in relation to the applicant? If

so, please provide further details:

Name of Referee:

Position within the company:

Relationship to the applicant:

Contact telephone number*:

Contact email address*:

Signature: _____

Date:

*You may be contacted to verify the above reference.