The Mary Seacole programme

**Work Experience Eligibility Form**

**For entry to Postgraduate Certificate in Healthcare Leadership I**

As part of the entry criteria for a postgraduate certificate, we need to assess your eligibility for the programme. This form will allow the Open University to evaluate that your work experience is equivalent to degree level qualifications and so it is important that you complete all fields with as much detail as possible.

**Personal details**

**Surname:**

**First name:**

**Work address:**

**Home address:**

**Educational qualifications**

Please list **all** the qualifications you have gained to date. Your qualifications do not have to be in the area of leadership or management to be valid for the Mary Seacole Programme.

‘**A’ Levels or equivalent**

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| --- | --- | --- |
| *Subject* | *Qualification Title (e.g. A-Level)* | *Grade* |
|  |  |  |

**Post A Level Education**

|  |  |  |  |
| --- | --- | --- | --- |
| *Subject* | *Institution* | *Grade/Class* | |
|  |  |  | |
| **Work based evidence**  In this section, we are looking for evidence that your work and experiences are equivalent to degree level qualifications. We will review:   * Your work history * Your professional and personal development in the workplace | | | |

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| **Work history**  Please provide details of the roles you have had and the management elements within them i.e. the area of activity for which you have some level of personal responsibility or have lead team activities.  Please start with your most recent role first. For this programme, it is expected that you will have at least three years’ experience at Band 6/7 | | |
| **Date** | **Organisation** | **Summary of role** |
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| **Professional and personal development**  In this section you are asked to identify how you have applied some of the learning that you have gained – whether from formal or informal learning activities to your work practice and the impact it has had on what you do.  There are four sections to complete and you should write around 1,000 words on each. |
| 1. Describe the areas of knowledge that you typically draw upon for your work and identify how you have developed these.   *Hint: These areas of knowledge may come as a result of courses you have attended or specific experiences that you have had; they may be areas that you have been required to work on as part of your professional development or be ones that you identified for yourself* |
| 1. Explain how you have made practical use of this knowledge. Have you found areas where applying this new knowledge has been either particularly difficult or successful?   *Hint: You will need to consider how general concepts and ideas you had encountered had to be adapted or developed to meet your particular challenges. You should be able to provide some explanations as to why you think this might be the case.* |

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| 1. Describe a couple of areas in which the application of this knowledge has had the most significant impact.   *Hint: Explain what you are now doing differently and the reasons for the change in practice.* |
| 1. Describe how you have identified gaps in your knowledge and explain how you have set about addressing these.   *Hint: Identify why the gaps were significant; the issues you experienced in addressing them; and how you have identified whether or not these have been successful.* |

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| **Development objectives**  Please provide details of your development objectives agreed with your line manager when applying for the programme and the benefits your participation will bring to you and your organisation |
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| **Applicant’s declaration** | | | |
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| **I confirm that the details contained in the Work Experience Eligibility Form are accurate** | **Signed:** |  |  |
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| **Line manager’s signature** | | | | | |
| I have discussed this application and agreed the development objectives with the candidate and can confirm that they meet the minimum eligibility criteria for applying to the programme | | | | | |
|  | | | | | |
| **Name:** |  | |  |  |  |
| **Position:** |  | | **Signed:** |  |
| **Date:** |  |  |  |  |
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