

**Course information form for international applicants (published July 2023)**

**Note to applicants:** This form shouldbe completed with the education provider providing your primary qualification to ensure it contains the level of detail we require. The completed form must then be uploaded as part of your online application as one document. Uploading sections of this document as separate files or uploading this document as a scanned image **will not** be accepted. Please note the scan must be machine readable.

## Information for education providers completing this form

The named applicant in section 1 has applied to register with the Health and Care Professions Council (HCPC), which would enable them to practice within the United Kingdom. We use this form to obtain details of the applicant’s professional qualification they undertook at your institution which first enabled them to practise. **We refer to this as the applicant’s ‘primary qualification’** in our international application process.

# Section 1: Education provider and qualification details

To verify the information provided in this form, the university or training institution must apply their stamp or seal to this section. Please note, **we do not accept copies of the seal or stamp**.

You must also include contact details for the course administrator or another appropriate member of staff who may be contacted as part of the application process. This person must also sign the form to confirm they have reviewed the information provided and can be contacted by us. Please note, **we only accept an electronic copy of a handwritten signature** (we do not accept signatures typed into this form).

|  |  |
| --- | --- |
| Name of applicant: |  |
|  |
|  |  |
| Name and address of institution delivering the qualification: |  |
|  |  |
| Institution address: |  |
|  |  |
| Name and address of institution awarding the qualification: |  |
|  |  |
| Qualification awarded to the applicant:  |  |
|  |  |
| Date qualification awarded: |  |  | Institute Seal or Stamp |
|  |  |  |
| Date study commenced: |  |  |
|  |  |  |
| Date study completed: |  |  |
|  |  |  |
| Course administrator name and email address: |  |  |
|  |
|  |  |  |
| Course administrator signature: |  |  |
|  |  |  |
| Date signed: |  |  |

# Section 2: Information about your primary qualification

In this section we require content of the academic and practice-based learning undertaken in the qualification. This should include detail on academic content, learning hours, assessment methods, and the learning outcomes achieved. If filled in correctly, it is likely that the information you provide will take up several pages. Providing sufficient detail will enable our assessors to carry out an effective assessment and may reduce the need to require further information before reaching a final decision.

When completing this section, you **MUST**:

* input information into the tables below for each course component of the qualification;
* ensure each element of the qualification is included in a separate table; multiple sections have been provided. Copy and paste more tables into this document / remove unused tables as needed; and
* use the format we have set out below. Information not provided using this format will not be accepted, and this will cause delays to the application.

|  |  |
| --- | --- |
| **Terms used in this form** | **What we mean by this term and the information we require from you** |
| **Primary qualification** | The professional qualification the applicant undertook which first enabled them to practice their profession in their respective country, outside the United Kingdom.  |
| **Course** | Each unit of learning completed in the qualification. Other terms commonly used include ‘**Module**’, ‘**Session**’, ‘**Theme**’. We are not referring to any other qualifications or programmes the applicant may have undertaken during their career.  |
| **Course year** | The year of the qualification that the course was undertaken in. For example, Year 1, Year 2, Year 3, Year 4.  |
| **Learning undertaken at this institution** | Answer ‘Yes’ or ‘No’ to this question for each course. In most cases the institution delivering the qualification will be responsible for all the courses included in it. Answer ‘No’ where this is not the case and detail the institution that delivered that course element of the qualification.  |
| **Assessment methods** | The assessment methods used in each course to determine whether an individual has met the learning outcomes. Use the following references as needed to populate this field: Verbal = V, Written = W, Practical = P. You should also include detail on pass marks for each assessment element and any scores obtained under examination.  |
| **Learning outcomes achieved** | Detail the outcomes achieved by the applicant on completion of the overall qualification (section 2b) and in relation to each course undertaken within it (section 2c). This should indicate what the applicant is able to do as a result of completing each part of the qualification and overall. Use bullet points or lists to clearly set out the learning outcomes which were met.  |
| **Course content** | Detail the content that is covered in the specific course. We should be able to see how the course content supports the achievement of the learning outcomes. This may be taken from the syllabus but must only include the components of the qualification undertaken by the named applicant. Optional courses or content not undertaken by the applicant must not be included. |
| **Practice based learning** | Detail the practice-based learning undertaken as part of the specific course. We should be able to see how the practice-based learning was relevant to the learning outcomes for the specific course and overall qualification, and how this prepared the applicant to apply their knowledge and skills effectively in practice. You should indicate the range, scope and sites of clinical placements undertaken, and detail about procedures undertaken and departments attended during practice-based learning.  |
| **Learning hours** | The number of hours the applicant spent learning during the specific course. This is usually expressed in terms of academic and/or clinical hours.  |

## Section 2a: List of courses completed in the primary qualification

* Fill one row for each course completed, add more rows as needed and remove unused ones.
* Provide details of the institution providing learning where this was different.
* Only include courses the applicant undertook in the qualification.

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Courses completed in the qualification***Only include each unit of learning completed by the applicant in the qualification. Other terms commonly used include ‘Module’, ‘Session’, ‘Theme’.* | **Course year** | **Learning undertaken at the delivery institution***Answer ‘Yes’ or ‘No’ - If no, detail site where learning took place.* |
| **1** |  |  | Yes / No |
| **2** |  |  | Yes / No |
| **3** |  |  | Yes / No |
| **4** |  |  | Yes / No |
| **5** |  |  | Yes / No |
| **6** |  |  | Yes / No |
| **7** |  |  | Yes / No |
| **8** |  |  | Yes / No |
| **9** |  |  | Yes / No |
| **10** |  |  | Yes / No |
| **11** |  |  | Yes / No |
| **12** |  |  | Yes / No |

## Section 2b: The learning outcomes achieved by the applicant on completion of all course elements of the qualification

* Detail the overall outcomes an applicant achieved as whole by completing the qualification.
* These should be different to the learning outcomes listed for each course undertaken in the qualification.

|  |
| --- |
| **Learning outcomes achieved on completion of the qualification** |
|  |

## Section 2c: Detailed information about each course completed in the qualification

* One section must be completed for each subject listed in the table above in section 2a.
* Learning outcomes must be specific for each course undertaken in the qualification.
* Add more table sections as needed and remove unused ones.

|  |  |
| --- | --- |
| **Number** (as per section 2a) | 1 |
| **Course name** |  |
| **Assessment Methods**V = Verbal, W = Written, P= Practical |  |
| **Learning outcomes achieved** |  |
| **Course content** and/or **Practice based learning undertaken** |  |
| **Learning hours completed** |  |

|  |  |
| --- | --- |
| **Number** (as per section 2a) | 2 |
| **Course name** |  |
| **Assessment Methods**V = Verbal, W = Written, P= Practical |  |
| **Learning outcomes achieved** |  |
| **Course content** and/or **Practice based learning undertaken** |  |
| **Learning hours completed** |  |

|  |  |
| --- | --- |
| **Number** (as per section 2a) | 3 |
| **Course name** |  |
| **Assessment Methods**V = Verbal, W = Written, P= Practical |  |
| **Learning outcomes achieved** |  |
| **Course content** and/or **Practice based learning undertaken** |  |
| **Learning hours completed** |  |

|  |  |
| --- | --- |
| **Number** (as per section 2a) | 4 |
| **Course name** |  |
| **Assessment Methods**V = Verbal, W = Written, P= Practical |  |
| **Learning outcomes achieved** |  |
| **Course content** and/or **Practice based learning undertaken** |  |
| **Learning hours completed** |  |

|  |  |
| --- | --- |
| **Number** (as per section 2a) | 5 |
| **Course name** |  |
| **Assessment Methods**V = Verbal, W = Written, P= Practical |  |
| **Learning outcomes achieved** |  |
| **Course content** and/or **Practice based learning undertaken** |  |
| **Learning hours completed** |  |

|  |  |
| --- | --- |
| **Number** (as per section 2a) | 6 |
| **Course name** |  |
| **Assessment Methods**V = Verbal, W = Written, P= Practical |  |
| **Learning outcomes achieved** |  |
| **Course content** and/or **Practice based learning undertaken** |  |
| **Learning hours completed** |  |

|  |  |
| --- | --- |
| **Number** (as per section 2a) | 7 |
| **Course name** |  |
| **Assessment Methods**V = Verbal, W = Written, P= Practical |  |
| **Learning outcomes achieved** |  |
| **Course content** and/or **Practice based learning undertaken** |  |
| **Learning hours completed** |  |

|  |  |
| --- | --- |
| **Number** (as per section 2a) | 8 |
| **Course name** |  |
| **Assessment Methods**V = Verbal, W = Written, P= Practical |  |
| **Learning outcomes achieved** |  |
| **Course content** and/or **Practice based learning undertaken** |  |
| **Learning hours completed** |  |

|  |  |
| --- | --- |
| **Number** (as per section 2a) | 9 |
| **Course name** |  |
| **Assessment Methods**V = Verbal, W = Written, P= Practical |  |
| **Learning outcomes achieved** |  |
| **Course content** and/or **Practice based learning undertaken** |  |
| **Learning hours completed** |  |

|  |  |
| --- | --- |
| **Number** (as per section 2a) | 10 |
| **Course name** |  |
| **Assessment Methods**V = Verbal, W = Written, P= Practical |  |
| **Learning outcomes achieved** |  |
| **Course content** and/or **Practice based learning undertaken** |  |
| **Learning hours completed** |  |

|  |  |
| --- | --- |
| **Number** (as per section 2a) | 11 |
| **Course name** |  |
| **Assessment Methods**V = Verbal, W = Written, P= Practical |  |
| **Learning outcomes achieved** |  |
| **Course content** and/or **Practice based learning undertaken** |  |
| **Learning hours completed** |  |

|  |  |
| --- | --- |
| **Number** (as per section 2a) | 12 |
| **Course name** |  |
| **Assessment Methods**V = Verbal, W = Written, P= Practical |  |
| **Learning outcomes achieved** |  |
| **Course content** and/or **Practice based learning undertaken** |  |
| **Learning hours completed** |  |