**RECOGNITION OF PRIOR LEARNING (RPL) MAPPING TOOL KIT –**

**MSC NURSING (PRE-REGISTRATION). ALL FIELDS.**

**INTRODUCTION**

The NMC in 2018 set national standards for education that all trainee nurses must demonstrate they have achieved to register as a nursing professional. These standards are set across 7 platforms of learning each containing a number of proficiencies. You can read more about the NMC (2018) Future Nurse: Standards of Proficiency for Registered Nurses [HERE](https://www.nmc.org.uk/standards/standards-for-nurses/standards-of-proficiency-for-registered-nurses/).

The MSc Nursing is an accelerated course of study towards nursing registration with the NMC. In order to join the MSc Nursing you are required to evidence an appropriate 500 hours of theory and 500 hours of health care related experience undertaken in a suitable health care environment, that accounts for the learning required by the NMC to register; but is not taught or assessed during the MSc course.

This learning and practice experience relates to ***specific proficiencies*** listed in the RPL mapping document. The evidence you provide must clearly show you have met these proficiencies so that BCU can approve RPL against the NMC Future Nurse requirements in order to allow you to become an NMC registered nurse at the end of the course when you will have achieved the remaining proficiencies. The approval must be in place before you commence on the course and as such forms part of the admissions criteria for the course.

This toolkit is designed to help you to map your accumulated learning experiences both academic and clinical and to present these in a way that is clear to the BCU RPL reviewer.

**GETTING STARTED**

We recommend the first thing to do is to read through the rest of this toolkit. Pay particular attention to the platforms and standards of proficiencies as listed. Reflect on your previous learning and perhaps make some initial notes on what learning you have previously undertaken that you think might meet the standard proficiency.

Some examples of learning that could be used include:

* Academic modules from your previous degree
* Study days from practice or ‘on the job’ learning
* E – Learning packages that you have completed
* Practice competencies that you have had signed off in practice

**You can use the same piece of evidence multiple times across multiple platforms and across multiple proficiencies.**

The next step is to start to gather the required evidence. We recommend you look at your previous undergraduate course documentation. This may be in the form of a course handbook. In this handbook you will usually find details of the previous modules you have undertaken and their specific learning outcomes. These are excellent examples of evidence that can be used. If you don’t have access to your course handbook, you can contact your previous University and the course leader should be able to send this to you.

Think laterally about your previous learning, for example you may have undertaken a research module, no matter what the focus the principles of research will be the same and applicable to this course.

Other evidence to bring together might be certificates from practice study days which outline the content of the study day. You may have documents where you have had clinical competencies signed off. If you have completed a Care Certificate this too is useful evidence to use. Please make sure your name is clearly visible on any certificate or e-learning modules. The more evidence you can gather before you start, the easier it will be to complete the document.

The next step is to start matching your evidence to the standards of proficiencies.

If you have identified some gaps – leave these blank initially as there are some suggestions for learning, at the end of this toolkit you can undertake before submitting your RPL application. **You can skip ahead to look at these by clicking** [**HERE**](#Enough)

**You can see an example of a completed document at the end of this tool kit** – click **[HERE](#Molly)** to jump ahead.

You can see a full example of an RPL Mapping Document and Portfolio on our website [**HERE**](https://www.bcu.ac.uk/courses/nursing-adult-msc-2022-23)

The tables that follow give some examples of evidence that you could use. Remember these are example’s only – you should match your personal learning profile to the proficiency standards.

**Section One:**

Please complete the table below with your personal details.

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| --- | --- |
| Name of Applicant | Add in your personal details here |
| Please indicate the field you wish to apply for | MSc Nursing  Please Specify Chosen Field (delete those not applicable) –  Adult/ Mental Health |
| Previous relevant qualifications | **Name of Degree**:  **Degree Certificate in Appendix** – Yes / No (must be included as evidence)  **Transcript of learning in Appendix** – Yes/ No (must be included as evidence) |

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| **Platform One: Being an Accountable Professional** | | |
| The NMC (2018) require registered nurses to: *“Act in the best interests of people, putting them first and providing nursing care that is person- centred, safe and compassionate. They Act professionally at all times and use their knowledge and experience to make evidence-based decisions about care. They communicate effectively, a role models for others, and are accountable for their actions. Registered nurses continually reflect on their practise and keep abreast of new and emerging developments in nursing, health and care*”. | | |
| **Proficiency statements** | **Evidence provided to demonstrate achievement**  *(In the boxes below simply list the evidence you will be using to demonstrate you have previously completed this learning)* | *Do not complete this section.*  *Administration Only-* **Achieved Yes/No** |
| This section will list the required proficiency. | *List in this section the evidence you are using to support this statement – remember you can use the same evidence across multiple platforms and across multiple proficiencies. You must include a minimum of one piece of evidence for each proficiency however, you may have more that you would like to include.*  *Please note these listed below are only examples of evidence that you* ***could*** *use and* ***are not an exhaustive list****.* ***Please include what you feel is most relevant from your learning previously*** *to meet the required outcomes.* |  |
| 1.4 demonstrate an understanding of, and the ability to challenge, discriminatory behaviour | **Previous Learning from Degree**  Consider your previous degree and any modules undertaken that link to this proficiency, particularly if your previous degree is in a health-related subject. Look at the learning outcomes listed for each module you studied. You can then list the module and the specific learning outcome in this box.  Any **Equality, Diversity and Inclusion Certificated Training** previously undertaken previously will also meet this standard.  **Care Certificate**  The following care certificate standards meet this proficiency, you can include your linked clinical competency documents or your overall Care Certificate Award as evidence:  Standard 1 Understand your role  Standard 3 – Duty of care  Standard 4 – Equality and Diversity  Standard 5 – Work in a person-centred way  Standard 10 – Safeguarding Adults  Standard 11 – Safeguarding Children |  |
| 1.6 understand the professional responsibility to adopt a healthy lifestyle to maintain the level of personal fitness and wellbeing required to meet people’s needs for mental and physical care | **Previous Learning from Degree**  Consider your previous degree and any modules undertaken that link to this proficiency, topics around **personal development** would potentially link to this. Remember this may not have been a whole module but perhaps linked to a specific part of a module. Your previous course handbook will have details of this. Look at the learning outcomes listed for each module you studied. You can then list the module and the specific learning outcome in this box.  Professional Development learning from practice Study Days. |  |
| 1.7 demonstrate an understanding of research methods, ethics and governance in order to critically analyse, safely use, share and apply research findings to promote and inform best nursing practice | **Previous Learning from Degree**  Consider your previous degree and any **research modules or research dissertations** you may have undertaken. These may not be individual research modules, but research methods may have been covered within a few modules you have previously studied. Look at the learning outcomes listed for each module you studied. You can then list the module and the specific learning outcome in this box. |  |
| 1.8 demonstrate the knowledge, skills and ability to think critically when applying evidence and drawing on experience to make evidence informed decisions in all situations | **Previous Learning from Degree**  Consider your previous degree and any **research modules or research dissertations** you may have undertaken. These may not be individual research modules, but research methods may have been covered within a few modules you have previously undertaken. Look at the learning outcomes listed for each module you studied. You can then list the module and the specific learning outcome in this box. |  |
| 1.9 understand the need to base all decisions regarding care and interventions on people’s needs and preferences, recognising and addressing any personal and external factors that may unduly influence their decisions | **Previous Learning from Degree**  Consider your previous degree and any modules undertaken that link to this proficiency, particularly if your previous degree is in a health-related subject. Look at the learning outcomes listed for each module you studied. You can then list the module and the specific learning outcome in this box.  **Care Certificate**  The following care certificate standards meet this proficiency, you can include your linked clinical competency documents or your overall Care Certificate Award as evidence:  Standard 3 – Duty of Care  Standard 4 – Equality and Diversity  Standard 5 – Work in a person-centred way  Standard 6 – Communication  Standard 7 – Privacy and Dignity  Standard 8 – Fluids and Nutrition  Standard 9 – Awareness of mental health, dementia and learning disabilities  Standard 10 – Safeguarding Adults  Standard 11 – Safeguarding Children  Standard 13 – Health and Safety  Standard 15 – Infection Prevention and Control  Any **Safeguarding Certificated Learning** previously undertaken  Any **Deprivation of Liberty** Training previously undertaken |  |
| 1.10 demonstrate resilience and emotional intelligence and be capable of explaining the rationale that influences their judgments and decisions in routine, complex and challenging situations | **Previous Learning from Degree**  Consider your previous degree and any modules undertaken that link to this proficiency, topics around **leadership or personal development** would potentially meet this requirement.  Remember this may not have been a whole module but perhaps linked to a specific part of a module. Your previous course handbook will have details of this. Look at the learning outcomes listed for each module you studied. You can then list the module and the specific learning outcome in this box.  **Care Certificate**  The following care certificate standards meet this proficiency, you can include your linked clinical competency documents or your overall Care Certificate Award as evidence:  Standard 2 – Your Personal Development  Standard 12 – Health and Safety |  |
| 1.12 demonstrate the skills and abilities required to support people at all stages of life who are emotionally or physically vulnerable | **Previous Learning from Degree**  Consider your previous degree and any modules undertaken that link to this proficiency, particularly if your previous degree is in a health-related subject. Look at the learning outcomes listed for each module you studied. You can then list the module and the specific learning outcome in this box.  **Care Certificate**  The following care certificate standards meet this proficiency, you can include your linked clinical competency documents or your overall Care Certificate Award as evidence:  Standard 3 Duty of Care  Standard 4 Equality and Diversity  Standard 5 – Work in a person-centred way  Standard 6 – Communication  Standard 7 – Privacy and Dignity  Standard 8 – Fluids and Nutrition  Standard 9 – Awareness of mental health, dementia and learning disabilities  Standard 10 – Safeguarding Adults  Standard 11 – Safeguarding Children  Standard 13 – Health and Safety  Standard 15 – Infection Prevention and Control  Any **Safeguarding Certificated Learning** previously undertaken |  |
| 1.13 demonstrate the skills and abilities required to develop, manage and maintain appropriate relationships with people, their families, carers and colleagues | **Previous Learning from Degree**  Consider your previous degree and any modules undertaken that link to this proficiency, particularly if your previous degree is in a health-related subject. Look at the learning outcomes listed for each module you studied. You can then list the module and the specific learning outcome in this box.  **Care Certificate**  The following care certificate standards meet this proficiency, you can include your linked clinical competency documents or your overall Care Certificate Award as evidence:  Standard 1 Understand your role  Standard 5 – Work in a person-centred way  Standard 6 – Communication  Standard 9 – Awareness of mental health, dementia and learning disabilities  Standard 10 – Safeguarding Adults  Standard 11 – Safeguarding Children  Any **Safeguarding Certificated Learning** previously undertaken |  |
| 1.15 demonstrate the numeracy, literacy, digital and technological skills required to meet the needs of people in their care to ensure safe and effective nursing practice | **GSCE Maths and English or Equivalent**  Include your certificates as evidence.  **GSCE in Computing / Computer Science or Similar**  **Other Information Technology Certified Learning –** for example the TLM Essential Digital Skills  **Previous Learning from Degree**  Consider your previous degree and any research modules or research dissertations you may have undertaken that required you to collect and analyse data using digital technology. Look at the learning outcomes listed for each module you studied. You can then list the module and the specific learning outcome in this box.  You could also use evidence of completing an online learning module which required you to use a range of digital technologies.  **Job descriptions**  A job description that details the need to use a range of electronic systems, remember to include confirmed evidence such as a signed contract to prove you undertook the role outline.  **NB: - Self declaration on IT Literacy or Skills will not be accepted.** |  |
| 1.18 demonstrate the knowledge and confidence to contribute effectively and proactively in an interdisciplinary team | **Previous Learning from Degree**  Consider your previous degree and any modules undertaken that link to this proficiency, particularly if your previous degree is in a health-related subject. Look at the learning outcomes listed for each module you studied. You can then list the module and the specific learning outcome in this box.  **Care Certificate**  The following care certificate standards meet this proficiency, you can include your linked clinical competency documents or your overall Care Certificate Award as evidence:  Standard 1 - Understand your role  Standard 3 - Duty of Care  Standard 6 – Communication  Standard 10 – Safeguarding Adults  Standard 11 – Safeguarding Children  Standard 13 – Health and Safety  Standard 14 – Handling information |  |
| **Remember to include your evidence of achievement of these proficiencies in your appendices – make sure you make it clear which piece of evidence you are using and where to find it. For example – Care Certificate Competencies – Appendix - Page 1- 5.** | | |

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| **Platform Two: Promoting Health and Preventing Ill Health** | | |
| The NMC (2018) require registered nurses to: “P*lay a key role an improving a maintaining the mental physical and behavioural health and well-being of people, families, communities and populations. They support and enabled people at all stages of life and in all care settings to make informed choices about how to manage health challenges in order to maximise their quality of life and improve health outcomes. they are actively involved in the prevention of and protection against disease and ill health and engage in public health, community development and global health agendas, and in the reduction of health inequalities”.* | | |
| **Proficiency statements** | **Evidence provided to demonstrate achievement**  *(In the boxes below simply list the evidence you will be using to demonstrate you have previously completed this learning)* | *Do not complete this section.*  *Administration Only-* **Achieved Yes/No** |
| 2.3 understand the factors that may lead to inequalities in health outcomes | **Previous Learning from Degree**  Consider your previous degree and any modules undertaken that link to this proficiency, particularly if your previous degree is in a health-related subject. Topics around **access to healthcare or health inequalities** would potentially meet this requirement.  Remember this may not have been a whole module but perhaps linked to a specific part of a module. Your previous course handbook will have details of this. Look at the learning outcomes listed for each module you studied. You can then list the module and the specific learning outcome in this box.  **Health Education England or eLearning for Health modules**  Examples could include  Health Equalities Framework certificate of completion.  **Care Certificate**  The following care certificate standards meet this proficiency, you can include your linked clinical competency documents or your overall Care Certificate Award as evidence:  Standard 9 – Awareness of mental health, dementia and learning disabilities  Standard 10 – Safeguarding Adults  Standard 11 – Safeguarding Children |  |
| **Remember to include your evidence of achievement of these proficiencies in your appendices – make sure you make it clear which piece of evidence you are using and where to find it. For example – Care Certificate Competencies – Appendix - Page 1- 5.** | | |

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| **Platform Three - Assessing Needs and Planning Care** | | |
| The NMC (2018) require registered nurses to: “*Prioritise the needs of people when assessing and reviewing their mental, physical, cognitive, behavioural, social and spiritual needs. They use information obtained during assessments to identify the priorities and requirements for person centred and evidenced based nursing interventions and support. They work in partnership with people to develop person centred care plans that take into account their circumstances characteristics and preferences”.* | | |
| **Proficiency statements** | **Evidence provided to demonstrate achievement**  *(In the boxes below simply list the evidence you will be using to demonstrate you have previously completed this learning)* | *Do not complete this section.*  *Administration Only-* **Achieved Yes/No** |
| 3.1 demonstrate and apply knowledge of human development from conception to death when undertaking full and accurate person-centred nursing assessments and developing appropriate care plans | **Previous Learning from Degree or other training courses**  Consider your previous degree and any modules undertaken that link to this proficiency, particularly if your previous degree is in a health-related subject. Topics around **human development, or physiology** would potentially meet this requirement.  Remember this may not have been a whole module but perhaps linked to a specific part of a module. Your previous course handbook will have details of this. Look at the learning outcomes listed for each module you studied. You can then list the module and the specific learning outcome in this box. |  |
| 3.2 demonstrate and apply knowledge of body systems and homeostasis, human anatomy and physiology, biology, genomics, pharmacology and social and behavioural sciences when undertaking full and accurate person-centred nursing assessments and developing appropriate care plans | **Previous Learning from Degree or other training courses**  Consider your previous degree and any modules undertaken that link to this proficiency, particularly if your previous degree is in a health-related subject. Topics around **human development, or physiology** would potentially meet this requirement.  Remember this may not have been a whole module but perhaps linked to a specific part of a module. Your previous course handbook will have details of this. Look at the learning outcomes listed for each module you studied. You can then list the module and the specific learning outcome in this box. |  |
| 3.16 demonstrate knowledge of when and how to refer people safely to other professionals or services for clinical intervention or support. | **Previous Learning from Degree**  Consider your previous degree and any modules undertaken that link to this proficiency, particularly if your previous degree is in a health-related subject.  **Care Certificate**  The following care certificate standards meet this proficiency, you can include your linked clinical competency documents or your overall Care Certificate Award as evidence:  Standard 5 – Work in a person-centred way  Standard 8 – Fluids and Nutrition  Standard 10 – Safeguarding Adults  Standard 11 – Safeguarding Children  Standard 14 – Handling information  Any **Safeguarding Certificated Learning** previously undertaken. |  |
| **Remember to include your evidence of achievement of these proficiencies in your appendices – make sure you make it clear which piece of evidence you are using and where to find it. For example – Care Certificate Competencies – Appendix - Page 1- 5.** | | |

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| **Platform Four: Providing and Evaluating Care** | | |
| *The NMC (2018) require registered nurses to: “Take the lead in providing evidence based, compassionate and safe nursing interventions. They ensure that care they provide and delegate is person centred and of a consistently high standard. They support people of all ages in a range of care settings. They work in partnership with people, families and carers to evaluate whether care is effective and the goals of care have been met in line with their wishes , preferences and desired outcomes”.* | | |
| **Proficiency statements** | **Evidence provided to demonstrate achievement**  *(In the boxes below simply list the evidence you will be using to demonstrate you have previously completed this learning)* | *Do not complete this section.*  *Administration Only-* **Achieved Yes/No** |
| 4.1 demonstrate and apply an understanding of what is important to people and how to use this knowledge to ensure their needs for safety, dignity, privacy, comfort and sleep can be met, acting as a role model for others in providing evidence based person-centred care | **Previous Learning from Degree**  Consider your previous degree and any modules undertaken that link to this proficiency, particularly if your previous degree is in a health-related subject. Look at the learning outcomes listed for each module you studied. You can then list the module and the specific learning outcome in this box.  **Care Certificate**  The following care certificate standards meet this proficiency, you can include your linked clinical competency documents or your overall Care Certificate Award as evidence:  Standard 3 – Duty of Care  Standard 4 – Equality and Diversity  Standard 5 – Work in a person-centred way  Standard 6 – Communication  Standard 7 – Privacy and Dignity  Standard 8 – Fluids and Nutrition  Standard 9 – Awareness of mental health, dementia and learning disabilities  Standard 10 – Safeguarding Adults  Standard 11 – Safeguarding Children  Standard 13 – Health and Safety  Standard 15 – Infection Prevention and Control |  |
| 4.13 demonstrate the knowledge, skills and confidence to provide first aid procedures and basic life support | Any **Basic Life Support Certificated Learning** previously undertaken.  Any **First Aid Certificated Learning** previously undertaken.  **Care certificate**  The following care certificate standards meet this proficiency, you can include your linked clinical competency documents or your overall Care Certificate Award as evidence:  Standard 12 – Basic Life Support  Standard 13 – Health and Safety |  |
| **Remember to include your evidence of achievement of these proficiencies in your appendices – make sure you make it clear which piece of evidence you are using and where to find it. For example – Care Certificate Competencies – Appendix - Page 1- 5.** | | |

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| **Platform Five: Leading and Managing Nursing Care and Working in Teams** | | |
| *The NMC (2018) require registered nurses to: “Provide leadership by acting as a role model for best practise in the delivery of nursing care. They are responsible for managing nursing care and accountable but the appropriate delegation and supervision of care provided by others in the team including lay carers. they play an active and equal role in the interdisciplinary team, collaborating and communicating effectively with a range of colleagues”.* | | |
| **Proficiency statements** | **Evidence provided to demonstrate achievement**  *(In the boxes below simply list the evidence you will be using to demonstrate you have previously completed this learning)* | *Do not complete this section.*  *Administration Only-* **Achieved Yes/No** |
| 5.1 understand the principles of effective leadership, management, group and organisational dynamics and culture and apply these to team working and decision-making | **Previous Learning from Degree**  Consider your previous degree and any modules undertaken that link to this proficiency, topics around **leadership or personal development** would potentially link to this. Remember this may not have been a whole module but perhaps linked to a specific part of a module. Your previous course handbook will have details of this. Look at the learning outcomes listed for each module you studied. You can then list the module and the specific learning outcome in this box.  Leadership learning from practice study days.  Any related **Leadership Certified Training** previously undertaken.  **Care Certificate**  The following care certificate standards meet this proficiency, you can include your linked clinical competency documents or your overall Care Certificate Award as evidence:  Standard 1 - Understand your role  Standard 3 – Duty of Care  Standard 4 – Equality and Diversity  Standard 6 – Communication |  |
| 5.11 effectively and responsibly use a range of digital technologies to access, input, share and apply information and data within teams and between agencies | **Previous Learning from Degree**  Consider your previous degree and any modules undertaken that link to this proficiency, particularly if your previous degree is in a health-related subject.  Remember this may not have been a whole module but perhaps linked to a specific part of a module. Your previous course handbook will have details of this. Look at the learning outcomes listed for each module you studied. You can then list the module and the specific learning outcome in this box.  Any related **Information Governance Certified Training** previously undertaken.  Any **General Data Protection Regulation (GDPR) Certified Training** previously undertaken.  **Care Certificate**  The following care certificate standards meet this proficiency, you can include your linked clinical competency documents or your overall Care Certificate Award as evidence:  Standard 11 – Safeguarding Children  Standard 10 – Safeguarding Adults  Any **Prevent Certified Training** previously undertaken. |  |
| **Remember to include your evidence of achievement of these proficiencies in your appendices – make sure you make it clear which piece of evidence you are using and where to find it. For example – Care Certificate Competencies – Appendix - Page 1- 5.** | | |

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| **Platform Six: Improving Safety and Quality of Care** | | |
| *The NMC (2018) require registered nurses to: “Make a key contribution to the continuous monitoring and quality improvement of care and treatment in order to enhance health outcomes and peoples experience of nursing and related care. They assess risks to safety or experience and take appropriate action to manage those, put in the past and dress, needs and preferences of people first”.* | | |
| **Proficiency statements** | **Evidence provided to demonstrate achievement**  *(In the boxes below simply list the evidence you will be using to demonstrate you have previously completed this learning)* | *Do not complete this section.*  *Administration Only-* **Achieved Yes/No** |
| 6.1 understand and apply the principles of health and safety legislation and regulations and maintain safe work and care environments | **Previous Learning from Degree**  Consider your previous degree and any modules undertaken that link to this proficiency, particularly if your previous degree is in a health-related subject.  Remember this may not have been a whole module but perhaps linked to a specific part of a module. Your previous course handbook will have details of this. Look at the learning outcomes listed for each module you studied. You can then list the module and the specific learning outcome in this box.  **Care Certificate**  The following care certificate standards meet this proficiency, you can include your linked clinical competency documents or your overall Care Certificate Award as evidence:  Standard 13 – Health and Safety  Standard 15 – Infection Prevention and Control  Anyrelated **Health and Safety Certified Learning** previously undertaken.  **Fire Safety and Prevention Certified Learning** previously undertaken. |  |
| 6.6 identify the need to make improvements and proactively respond to potential hazards that may affect the safety of people | **Previous Learning from Degree**  Consider your previous degree and any modules undertaken that link to this proficiency, particularly if your previous degree is in a health-related subject.  Remember this may not have been a whole module but perhaps linked to a specific part of a module. Your previous course handbook will have details of this.  **Care Certificate**  The following care certificate standards meet this proficiency, you can include your linked clinical competency documents or your overall Care Certificate Award as evidence:  Standard 13 – Health and Safety  Standard 15 – Infection Prevention and Control  Anyrelated **Health and Safety Certified Learning** previously undertaken.  **Fire Safety and Prevention Certified Learning** previously undertaken. |  |
| 6.11 acknowledge the need to accept and manage uncertainty, and demonstrate an understanding of strategies that develop resilience in self and others. | **Previous Learning from Degree**  Consider your previous degree and any modules undertaken that link to this proficiency, particularly if your previous degree is in a health-related subject. Topics around **leadership or personal development** would potentially link to this.  Remember this may not have been a whole module but perhaps linked to a specific part of a module. Your previous course handbook will have details of this  **Care Certificate**  The following care certificate standards meet this proficiency, you can include your linked clinical competency documents or your overall Care Certificate Award as evidence:  Standard 13 – Health and Safety  Standard 15 – Infection Prevention and Control  Anyrelated **Health and Safety Certified Learning** previously undertaken.  **Fire Safety and Prevention Certified Learning** previously undertaken. |  |
| **Remember to include your evidence of achievement of these proficiencies in your appendices – make sure you make it clear which piece of evidence you are using and where to find it. For example – Care Certificate Competencies – Appendix - Page 1- 5.** | | |

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| **Platform Seven: Coordinating Care** | | |
| *The NMC (2018) require registered nurses to: “Play a leadership role in coordinating and managing the complex nursing and integrated care needs of people at any stage of their lives, across a range of organisations and settings. They contributed to processes of organisational change through an awareness of local and national policies”.* | | |
| **Proficiency statements** | **Evidence provided to demonstrate achievement**  *(In the boxes below simply list the evidence you will be using to demonstrate you have previously completed this learning)* | *Do not complete this section.*  *Administration Only-* **Achieved Yes/No** |
| 7.1 understand and apply the principles of partnership, collaboration and interagency working across all relevant sectors. | **Previous Learning from Degree**  Consider your previous degree and any modules undertaken that link to this proficiency, particularly if your previous degree is in a health-related subject.  Remember this may not have been a whole module but perhaps linked to a specific part of a module. Your previous course handbook will have details of this. Look at the learning outcomes listed for each module you studied. You can then list the module and the specific learning outcome in this box.  **Care Certificate**  The following care certificate standards meet this proficiency, you can include your linked clinical competency documents or your overall Care Certificate Award as evidence:  Standard 9 – Awareness of mental health, dementia and learning disabilities  Standard 11 – Safeguarding Children  Standard 10 – Safeguarding Adults  Any **Safeguarding Certificated Learning** previously undertaken |  |
| **Remember to include your evidence of achievement of these proficiencies in your appendices – make sure you make it clear which piece of evidence you are using and where to find it. For example – Care Certificate Competencies – Appendix - Page 1- 5.** | | |

**ASSESSMENT OF PRIOR PRACTICE LEARNING**

In this section you need to verify that you have worked at least 500 in a clinical practice environment.

In completing this part of the RPL document you should draw on your experiences from practice in which you demonstrate the required knowledge, skills, attitudes and values to achieve high quality person/family-centred care, underpinned by effective communication skills, in a formal care environment. This part of the document requires a confirmation signature by a health-care professional who will verify that you have achieved the required number of practice hours.

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| Dates  Start - End | Name and Address of Organisation | Number of Hours | Brief Description of your work duties | Evidence Provided |
| Include when you started your role and finished | Details of your employer |  | Here include details of your role for example – Health Care Assistance | Examples include:  Payslips, e-rosters, reference from employer – remember to include these in your appendix |
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(Please add rows as necessary

**REQUIRED EVIDENCE FOR ASSESSMENT OF PRIOR PRACTICE LEARNING**

Reflective Account (NMC, 2021, Rolfe et al. 2001) – Use the form below to write a reflective account on a piece of practice related feedback and/or an event or experience in your practice, what you learnt from this experience and how this changed or influenced your practice.

Please add your reflective account to the table below, making sure you do not include any information that might identify a specific patient, service user, colleague or other individual. Please see NMC guidance on protecting confidentiality in The Code [HERE](https://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/nmc-code.pdf) (NMC, 2018).

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| **Reflective Account**: Add in a title of your reflective account |
| **What was the nature of your feedback and/or an event or experience in your practice:**  Add a description of the feedback or experience – remember you should not include any specific details that that might identify a specific patient, service user, colleague or other individual. Some ideas to avoid doing this is using a synonym such as patient x or use generic pronouns such as they/ them/ their. |
| **How did you feel and what did you learn from the feedback and/or an event or experience in your practice:**  Add a description here of your learning from the feedback or event. |
| **How did you change or improve your practice as a result:**  Add in details here of how your practice developed as a result of this feedback or your practice experience. |

**REQUIRED PRACTICE VERIFICATION FOR ASSESSMENT OF PRIOR PRACTICE LEARNING**

Please complete the table below. You must ask a registered health-care professional to sign to verify your practice. This health-care professional should know you in relation to your clinical practice. Ideally, they should be a manager or leader within your current or most recent clinical environment. If your 500 hours are within one organisation, then you will only be required to have one verification signature.

If your 500 hours is across several roles and organisation you will need to get each declaration of hours verified by a registered health care professional from that area. (Please add verification boxes as necessary)

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| **Organisation 1**  **Name of health-care professional verifying practice**: The person verifying should add their name here  **Name and Address of Organisations in which both the health-care professional and applicant work:**  Add in employer details  **I can confirm that** **Insert your name here** **has achieved a minimum of 500 practice hours in a formal care setting, and that the evidence above is a true record of their prior experience.**    **Signature:**  **Registered with – NMC / HCPC / Other please detail:**  **Registration details to allow verification i.e. PIN Number:** |

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| **Organisation 2**  **Name of health-care professional verifying practice**: The person verifying should add their name here  **Name and Address of Organisations in which both the health-care professional and applicant work:**  Add in employer details  **I can confirm that** **Insert your name here** **has achieved a minimum of 500 practice hours in a formal care setting, and that the evidence above is a true record of their prior experience.**    **Signature:**  **Registered with – NMC / HCPC / Other please detail:**  **Registration details to allow verification i.e. PIN Number:** |

**WHAT IF I DON’T HAVE ENOUGH EVIDENCE TO SUPPORT MY APPLICATION?**

It is a requirement that you provide evidence of learning for each of the proficiencies listed. If you are missing some evidence, there are a range of eLearning modules you could undertake, to help support your application.

If you are currently working within the NHS or a private Health Care employer, you can access lots of learning for free using the E-Learning for Health platform.

You can use your work email to register for an account or register as a student for free. You can do so [HERE](https://portal.e-lfh.org.uk/myElearning/Index?HierarchyId=0_50273_50273&programmeId=50273)

Here are some of the courses you can undertake to support your application you simply need to search for these on the platform, you can upload your completion certificates as evidence:

* Health Inequalities Framework
* Physical Activity and Health
* Statutory and Mandatory Training: There are several relevant topics including equality, diversity and human rights, data security, prevent and safeguarding modules.
* Genomics in Clinical Practice: A work-based learning module
* Leadership Foundation LDF
* Child Health > Healthy Child Programme > Development and Behaviour
* Dementia

The Royal College of Nursing also has some free open access training resources that may be useful – if you are a member you can include your completion certificate, for those who are not members you can take a screen grab to show completion of learning:

* First Steps – includes several relevant topics including safeguarding principles, principles around infection prevention and control and recording and accessing nursing and medical records.
* End of Life Care

Many NHS employers will have a range of e-learning modules that would also be relevant to your application, if you speak with your education departments they will be able to signpost you to what is available.

**EXAMPLE OF COMPLETED DOCUMENT**

|  |  |  |
| --- | --- | --- |
| **Platform One: Being an Accountable Professional** | | |
| The NMC (2018) require registered nurses to: *“Act in the best interests of people, putting them first and providing nursing care that is person- centred, safe and compassionate. They Act professionally at all times and use their knowledge and experience to make evidence-based decisions about care. They communicate effectively, a role models for others, and are accountable for their actions. Registered nurses continually reflect on their practise and keep abreast of new and emerging developments in nursing, health and care*”. | | |
| **Proficiency statements** | **Evidence provided to demonstrate achievement**  *(In the boxes below simply list the evidence you will be using to demonstrate you have previously completed this learning)* | *Do not complete this section.*  *Administration Only-* **Achieved Yes/No** |
| 1.4 demonstrate an understanding of, and the ability to challenge, discriminatory behaviour | **E-Learning for Health Equality and Diversity and Human Rights Level** 1 e – learning (Portfolio pages 3 -4) |  |
| 1.6 understand the professional responsibility to adopt a healthy lifestyle to maintain the level of personal fitness and wellbeing required to meet people’s needs for mental and physical care | **Professional Values and Academic Skills Module**  Learning outcome 1 – Explore strategies to facilitate personal, professional and academic development.  Learning outcome 4 – Demonstrate how the attitudes, knowledge and skills developed within the module will inform your practice.  (Portfolio page 5) |  |
| 1.7 demonstrate an understanding of research methods, ethics and governance in order to critically analyse, safely use, share and apply research findings to promote and inform best nursing practice | **Academic and Practice Enquiry**  Learning Outcome 1 – Critically evaluate the Rigour and applicability of the scientific evidence-base to inform enquiry into adult, child, mental health and learning disability nursing.  Learning Outcome 3 - Evaluate issues related to service-users' needs within the context of a proposed practice change within adult, child, mental health and learning disability nursing.  Learning Outcome 4 - In the implementation of evidence critically consider the integrated approach involving the service user, professional judgement and available resources to underpin your enquiry in adult, child, mental health and learning disability nursing.  (Portfolio page 6) |  |
| 1.8 demonstrate the knowledge, skills and ability to think critically when applying evidence and drawing on experience to make evidence informed decisions in all situations | **Academic and Practice Enquiry**  Learning Outcome 1 – Critically evaluate the rigour and applicability of the scientific evidence-base to inform enquiry into healthcare practice.  Learning Outcome 4 - In the implementation of evidence critically consider the integrated approach involving the service user, professional judgement and available resources to underpin your enquiry.  (Portfolio page 6) |  |
| 1.9 understand the need to base all decisions regarding care and interventions on people’s needs and preferences, recognising and addressing any personal and external factors that may unduly influence their decisions | **E-Learning for Health Equality and Diversity and Human Rights Level** **1** (Portfolio page 3 -4)  **Safeguarding Training** (Portfolio page 7)  **Health Care Support Worker Job Description** -  The post holder will carry out well-defined routine duties in accordance with the individual’s in-patient or reablement plan or long term care plan, promote independence and check on the individual’s overall progress, comfort and wellbeing. This may be in any number of care settings, including acute, community and own homes.  To motivate and encourage clients with a diverse range of social needs and medical conditions to achieve agreed outcomes.  (Portfolio pages 10 - 12) |  |
| 1.10 demonstrate resilience and emotional intelligence and be capable of explaining the rationale that influences their judgments and decisions in routine, complex and challenging situations | **Introduction to Leadership and Teamwork**  Learning Outcome 1 -Discuss the roles of members of the MDT in leading assessment, planning, implementing and co-ordinating care within an interdisciplinary context.  Learning Outcome 3 - Apply the principles of leadership required for health promotion to enhance peoples’ wellbeing and experiences of health.  (Portfolio page 8) |  |
| 1.12 demonstrate the skills and abilities required to support people at all stages of life who are emotionally or physically vulnerable | **E-Learning for Health Equality and Diversity and Human Rights Level** **1**  (Portfolio pages 3 - 4)  **Introduction to Leadership and Teamwork**  Learning Outcome 1 -Discuss the roles of members of the MDT in leading assessment, planning, implementing and co-ordinating care within an interdisciplinary context.  (Portfolio page 8)  **Safeguarding Training** (Portfolio pages x – x)  E-Learning for Health Equality and Diversity and Human Rights Level 1 e – learning.  (Portfolio page 7)  **Health Care Support Worker Job Description** -  The post holder will carry out well-defined routine duties in accordance with the individual’s in-patient or reablement plan or long term care plan, promote independence and check on the individual’s overall progress, comfort and wellbeing. This may be in any number of care settings, including acute, community and own homes.  To motivate and encourage clients with a diverse range of social needs and medical conditions to achieve agreed outcomes.  (Portfolio pages 10 - 12) |  |
| 1.13 demonstrate the skills and abilities required to develop, manage and maintain appropriate relationships with people, their families, carers and colleagues | **Safeguarding Training** (Portfolio page 7)  **E-Learning for Health Equality and Diversity and Human Rights Level** **1** (Portfolio pages 3 -4 )  **Health Care Support Worker Job Description** -  The post holder will carry out well-defined routine duties in accordance with the individual’s in-patient or reablement plan or long term care plan, promote independence and check on the individual’s overall progress, comfort and wellbeing. This may be in any number of care settings, including acute, community and own homes.  To motivate and encourage clients with a diverse range of social needs and medical conditions to achieve agreed outcomes.  (Portfolio pages 10 - 12) |  |
| 1.15 demonstrate the numeracy, literacy, digital and technological skills required to meet the needs of people in their care to ensure safe and effective nursing practice | **GCSE** – English Grade A  **GSCE** – Maths Grade B  **GCSE** – Computer Science – Grade C  (Portfolio page 9) |  |
| 1.18 demonstrate the knowledge and confidence to contribute effectively and proactively in an interdisciplinary team | **E-Learning for Health Equality and Diversity and Human Rights Level 1**  (Portfolio pages 3 - 4)  **Introduction to Leadership and Teamwork**  Learning Outcome 1 -Discuss the roles of members of the MDT in leading assessment, planning, implementing and co-ordinating care within an interdisciplinary context.  Learning Outcome 2 - Explain the evidence informed principles of leadership and teamwork.  (Portfolio page 8) |  |
| **Remember to include your evidence of achievement of these proficiencies in your appendices – make sure you make it clear which piece of evidence you are using and where to find it.** | | |