The School of Nursing and Midwifery Admissions Policy is reviewed annually, and is published on the School website. The policy is developed in conjunction with clinical partners and with user / carer involvement. We reserve the right to amend / update our Admissions Policy in accordance with the latest guidance and information from external stakeholders and other organisations whose policies may impact upon our entry criteria and selection processes.
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1. Scope
This policy on recruitment, selection and admission explains the process involved and how practices comply with the Quality Assurance Agency Code of practice (2013). The aim of the policy is to demonstrate that the processes for recruitment, selection and admission are fair, clear and explicit and are implemented consistently. Those engaged in the recruitment, selection and admission process are expected to follow the guidance within the policy fairly, courteously, consistently and expeditiously.

2. Recruitment

2.1 Entry Criteria
The entry criteria are reviewed annually and published on the University website. We recommend that prospective applicants consult the University website for information on the entry criteria for the appropriate year of entry. Entry requirements, both academic and non-academic, are used to underpin judgements made during the selection process for entry.

2.2 Age of entry
While Keele University does not operate a minimum or maximum age of entry in its admissions criteria, admission criteria for all programmes include certificated evidence of completion of general education of 10 years (NMC, 2010). Anyone under 18 years of age is, as a matter of law defined as a child; and the University recognises it has an enhanced duty towards children. The following policy has been established to work towards ensuring fulfillment of duty of care towards under 18 year olds.

https://www.keele.ac.uk/policyzone/viewbyowner/planningandacademicadministration/name, 88890.en.php

2.3 Widening Participation
The School of Nursing and Midwifery is committed to equality and diversity. A wide range of Widening Participation initiatives are supported, as part of the Faculty of Medicine & Health Sciences Recruitment, Outreach and Access Strategy (2016). There is close partnership working with local healthcare providers (the private, independent, and voluntary sector), schools and colleges and many other organisations to facilitate and encourage prospective applicants from a range of backgrounds to enter Higher Education. The Faculty Recruitment, Outreach and Access Team engages in many outreach activities across the region aimed at promoting awareness of the benefits of Higher Education. Promotional materials and activities are regularly reviewed by the admissions team to ensure accuracy, relevance, currency, accessibility and to ensure that the information provided will enable applicants to make informed decisions about their options.
2.4 Residency Requirements

To ensure residency requirements, applicants must be:

An ordinary resident in the UK or another EU country throughout the three-year period preceding AND including the first day of the academic year of entry onto the programme. A person is not classed as an ordinary resident if any part of their three-year residence was wholly or mainly for the purpose of receiving full-time education. Eligible applicants should have settled status under the immigration laws. Applicants can seek further advice and guidance about residency status from the School's Admissions Team before submitting an application.

2.45 International Applicants

International applications will be considered for nursing only following the process identified in section 3 (Selection and Admissions). If English is not the applicant’s first language they will normally need IELTS level 7.0 (with 7.0 in each subset). The University may be able to accept alternative English Language qualifications from applicants outside the European Economic Area (EEA) on a case by case basis in line with the appropriate Nursing and Midwifery Council (NMC) guidelines.

3. Selection and Admission

This section explains the processes involved in selecting and admitting applicants.

3.1 The Shortlisting Process

Upon receipt, the application will be screened to ensure that the required entry criteria and residency requirements are attained. Following initial screening, the application will be forwarded for shortlisting to an academic member of staff with the appropriate professional expertise. Shortlisting criteria are used against the personal statement and reference for every candidate who meets initial screening criteria. The UCAS form must be completed fully and accurately. If a qualification is not declared in the UCAS application we will conclude that it has not been taken. Subsequent declaration of qualifications will not be accepted. Applications will be assessed only on the information provided in the UCAS application. We will not accept any additional supporting material (e.g. CVs, work portfolios, letters of recommendation) unless we have specifically requested it from the individual applicant. We will not alter decisions on the basis of telephone calls, emails or letters providing details that were not included in the original application. No applicant will be offered a place without undergoing our selection process which includes an interview and other selection activities. The aim is that applicants will normally receive a response on applications within twelve weeks of receipt. Responses are available on UCAS TRACK. An applicant who is successful following the selection process will be offered a conditional / unconditional place on the course subject to satisfactory Disclosure Barring Service (DBS) Enhanced check, occupational health clearance and satisfactory reference(s).
3.2 The Selection Process

The selection process is a full day event which includes a range of activities, and will normally include literacy and numeracy assessment, group activity and individual interview. The day has been developed in line with current NHS, Department of Health and University recommendations for a values based approach to recruitment.

Selection day assessors from Clinical Practice, Service Users, Academic Staff and current students participate in the selection process. The selection day assessors are equipped to make the required judgements and are competent to undertake their roles and responsibilities by virtue of their expertise and training undertaken to support the selection process.

The Dress Code for interview is smart attire. Applicants are expected to arrive appropriately dressed (i.e. avoid casual clothing).

Applicants are informed of the outcome of the selection process via UCAS TRACK. Successful applicants subsequently receive additional information from the University.

All offers are subject to satisfactory Enhanced DBS checks, occupational health clearance, satisfactory reference(s) and meeting the required entrance criteria.

By accepting an offer of a place, applicants agree to personal data being shared with relevant NHS Trusts/Health Care Providers for information technology access and educational purposes on the programme. Recruitment, selection and admission data may also be used for evaluation and monitoring purposes.

The School of Nursing and Midwifery will inform candidates, at the earliest opportunity, of any significant changes to a programme made between the time the offer of a place is made and registration is completed. Applicants will be advised of options available in such circumstances.

Applicants unable to attend on the date offered may request an alternative date - only this ONE further appointment will be offered. An alternative interview date will not be offered to applicants who fail to attend without good reason or sufficient notice.
3.3 Feedback to Unsuccessful Applicants

The School of Nursing and Midwifery will provide UCAS with a reason why an applicant has been unsuccessful which can be viewed on UCAS TRACK. Applicants who would like additional feedback may apply via a written request after May 2017 to the admissions team:

Admissions Department  
School of Nursing and Midwifery  
Keele University  
Clinical Education Centre  
University Hospitals of North Midlands NHS Trust  
Royal Stoke University Hospital  
Newcastle Road  
Stoke-on-Trent  
ST4 6QG

The admissions team will only respond to a request from a third party (i.e. parent; teacher) if this person has obtained the express written consent of the applicant and has agreed that the third party may act on their behalf in this capacity.

3.4 Complaints and Appeal Process

Having been provided with feedback, an applicant may feel that they wish to appeal against the decision taken. The School of Nursing and Midwifery takes seriously any concerns or complaints raised by applicants in the operation of the recruitment, selection and admissions process. The University of Keele has an appeals process against the outcome of a selection decision and the grounds against any such appeals may be considered. Any appeal / complaint should be sent either by letter or email and should be addressed to the Head of Planning and Admissions, Keele University, Keele Staffordshire, ST5 5BG, in the first instance within 15 days of receipt of the formal feedback.

A request will be acknowledged either by letter or email, and the applicant told that they will be informed of the outcome within 15 days of the date of receipt of the request.

The Head of Planning and Admissions will review the case and the applicant will be informed of the outcome in writing.

If an applicant chooses to submit an appeal / complaint they will not be discriminated against should they submit a further application in a future applications round.

The School of Nursing and Midwifery will review decisions in the light of additional information which may only become apparent subsequent to the submission of the UCAS application. Applicants will be invited to provide further details regarding illness; personal circumstances; or disruption to schooling; all of which may impact on the final decision. Any unsuccessful applicant will automatically be reviewed in such cases.
4. Disclosure Barring Service (DBS)
Applicants who are successful at the initial stage of selection will be required to satisfy DBS Enhanced clearance. An offer of a place is subject to mandatory DBS clearance to allow the applicant to complete the clinical component of the programme. Having an item on the disclosure does not necessarily exclude a candidate from a place on a Nursing or Midwifery programme.

4.1 Process for DBS clearance
Applicants called for selection interview will be required to provide original evidence of:

- Qualifications achieved i.e. GCSE, A Levels, BTEC National Diplomas, Degrees etc
- Passport
- Driving Licence
- Birth/Marriage Certificate
- Proof of current home address
- Home Office /UK Border Agency supporting evidence (where applicable)

Failure to provide any of the items listed above may delay your interview.

On the selection day, all the documents are checked for authenticity. Original documents are returned to the applicant before leaving the selection day. Any queries regarding identity evidence are taken up with the applicant on the day where possible. Should a query not be resolved on the day of selection, no offer will be processed until queries are resolved.

Applicants will be asked to complete a "Self Declaration" form on the selection day. This declaration includes: any police reprimands, warnings, convictions or cautions, both ‘spent’ and ‘unspent’ convictions, as well as any information held locally by police forces where there are grounds to be considered relevant to the programme applied for.

Self Declaration forms are held securely and saved until the DBS disclosure has been received and if there are any discrepancies the applicant may be called to a Health and Conduct meeting. Following an offer of a place applicants are required to complete a DBS application form within the timescale provided.

DBS Disclosures are countersigned by a named Counter-signatory for forwarding to the DBS. As all DBS are enhanced, the applicant will receive the only copy of the Disclosure. On receipt of this, the applicant is required to provide the Disclosure to the School of Nursing & Midwifery prior to enrolment. All clear Disclosures are noted on a protected site of the student record. Any candidate that fails to provide DBS disclosure before the enrolment date may not be allowed to progress onto the programme.

Please note that applicants for Nursing and Midwifery courses are not subject to the Rehabilitation of Offenders Act.
The University follows the DBS Guidance (see www.gov.uk/government/organisations/disclosure-and-barring-service)

Should an unclear disclosure be received, the applicant will be contacted and the process for unclear disclosure will be invoked. The process for assessing unclear DBS disclosures is via the Health & Conduct Committee Panel Meeting that includes representatives from clinical partners. (Please see Appendix 1)
5. Safeguarding Procedure and Guidance
The School of Nursing and Midwifery follows local safeguarding of children, young people and vulnerable adults procedures. The safeguarding lead will be responsible for activating and managing any concerns raised under the safeguarding guidance. A copy of the guidance is available upon request.

6. Occupational Health Clearance
An offer of a place is subject to satisfactory non academic mandatory health clearance as part of the UCAS offer for entry onto nursing/midwifery programmes of study. Assessment of fitness to commence the programme is undertaken by the University's Occupational Health Service (OHS). Applicants will receive a comprehensive questionnaire with their offer of a place, for completion and return to the University OHS. Any delays in the return of the OHS declaration form may result in the candidate not being able to progress onto the programme.

All declaration forms should be returned to the OHS by the date identified and before enrolment. Advice, regarding fitness to commence the programme, is made from the information provided by the applicant and their General Practitioner. Some applicants may be required to see the Occupational Health Advisor and / or Physician for medical assessment and further information may be requested from specialists as appropriate. The University's Occupational Health Service will issue a Fitness Certificate to the School which may include recommendations on any adjustments or further assessments.

Health clearance is a mandatory non-academic condition made with the offer of a place. Applicants should be aware that they will be required to be tested for and / or immunised against a range of infectious diseases prior to commencement in clinical areas.

6.1 Process for Occupational Health Clearance
Applicants who choose Keele University as their firm/insurance choice are screened by the Occupational Health Service. All nursing/midwifery students must be fit for practice and must meet the standards of proficiency or competence required by the Nursing and Midwifery Council at the point of registration.

Nursing: http://standards.nmc-uk.org/Pages/Welcome.aspx

Midwifery: http://www.nmc-uk.org/Educators/Standards-for-education/Standards-for-pre-registration-midwifery-education/

Applicants who are offered a place will receive a Health Questionnaire for completion. The questionnaire also has to be validated by the applicant’s General Practitioner. Without this validation, health clearance will not be processed. There is a charge made by the GP for validating the health questionnaire. **It is the applicant’s responsibility to pay the fee, collect the form and post it duly completed to the Occupational Health Department, Keele University by the date specified and before enrolment.**
On receipt of the health questionnaire by the Occupational Health Service, the form is screened by the Senior Occupational Health Nurse and a decision is made regarding the applicant's fitness to undertake the programme applied for. Further investigation on health grounds may be necessary by Occupational Health before health clearance is made, i.e. further GP/Consultant reports and may result in the applicant being reviewed by the Occupational Health Physician.

When health clearance is determined by Occupational Health, this is recorded on the student record as meeting the mandatory health requirement of the UCAS offer.

If an applicant is declared ‘unfit’ to undertake the programme applied for, Occupational Health will meet with the applicant for debriefing and the School is informed of the decision.

7. References
A reference for the applicant will be completed on the UCAS form by the referee. This is normally from an academic tutor and may be a line manager. For applicants invited for interview, a second reference may be required. Friends, relatives or neighbours are not eligible to act as referees. All offers are subject to satisfactory references.

8. Information for Disabled Applicants with Additional Needs
An applicant meeting the entry requirements will be invited to participate in the selection process. That process will require:

- Demonstration that the applicant is able to undertake relevant tasks and activities.
- The applicant will be invited to discuss how they would manage their disability or condition and coping strategies.

Reasonable adjustments (which may require non-medical helpers) can be made to accommodate an applicant with a disability to enable effective study and assessment in the theoretical and classroom components of the course. Only reasonable adjustments that enable independent practice can be made whilst undertaking clinical practice placements and in the assessment of fitness to practice. Some applicants may have health problems or disabilities that may exclude them from undertaking a nursing/midwifery programme. There is no list of particular conditions that would exclude an individual: each applicant is assessed individually.

Once on the programme student’s progress is reviewed regularly and there will be opportunities to discuss support issues related to a student’s disability. If it appears that a disability compromises safety in a clinical setting or that it is unlikely the student would be able to meet the fitness for practice requirements for registration then this will be discussed with them as soon as possible and appropriate guidance and support offered. This may result in the student being unable to remain on the current programme.
9. Support
Any applicant with support needs will be encouraged to make contact with Keele University, Student Support and Development Services (SSDS) preferably before the decision whether to apply. This will enable the applicant to make an informed choice in submitting an application for their chosen programme.

Applicants are strongly advised to declare their support needs on the UCAS Application Form. The School of Nursing and Midwifery will consider any application in line with the admissions processes detailed above.

10. UCAS XTRA and CLEARING
UCAS clearing and UCAS XTRA are both accessed by the admissions team if there are any vacancies.

11. Fraudulent Applications
The School reserves the right to refer any application to UCAS if there is suspicion that an application is fraudulent or may contain fraudulent information. Any applicants / students found to have submitted fraudulent applications will have their application / offer / studies withdrawn or terminated.

12. Data Protection
Keele University complies with the Data Protection Act 1998 and UCAS regulations in processing applications and storing applicant’s information. An applicant’s signed UCAS application gives the University the right to process personal data for recruitment and admissions purposes and for the use of this data to make statutory returns e.g., to the Higher Education Statistics Agency (HESA).

13. Enrolment
Applicants who accept an offer will be informed of the arrangements for the enrolment, registration, induction and orientation of new students approximately one month prior to commencement.

14. MSc Nursing (pre-registration)
The processes for those applying to the M.Sc. Nursing are the same as documented in this Recruitment, Selection and Admissions policy with the following exceptions and deviations:

14.1. Residency Requirements.
International applications will not be considered for the MSc Nursing programme.
14.2 Selection and Admission. The Shortlisting Process.
Applications will be initially shortlisted against the personal statement, application and references.

14.3 Selection and Admission. The Selection Process.
The selection process is a full day event which includes a range of activities (see 3.2). MSc applicants are also required to deliver a 10 minute presentation of how their prior care experience and graduate attributes are applicable to a career in nursing. On invitation to the event applicants will be asked to complete the ‘Portfolio of Prior Experience’ and demonstrate the Keele Graduate Attributes and submit normally at least two weeks prior to the event.

At the selection event the panel will consider the proposed claim and complete the consideration of prior learning form. If successful at the event this claim will be considered in the normal manner by the School APL committee and then the University APL committee.

14.4. UCAS EXTRA and CLEARING
These processes are not usually applicable to applicants applying for the Msc programme.

15. Contact
Admissions Office,
School of Nursing and Midwifery
Keele University
Clinical Education Centre
University Hospitals of North Midlands NHS Trust
Royal Stoke University Hospital
Newcastle Road
Stoke-on-Trent
ST4 6QG
Email: nursing.admissions@keele.ac.uk
www.keele.ac.uk/nursingandmidwifery

16. Quality Assurance & Equality Impact Assessment
This Admissions Group is responsible for implementing, monitoring and reviewing this policy. The group will seek approval for any changes by reporting to the School Learning & Teaching Committee (SLTC). Tri-annually there will be a revision of this policy at SLTC by members of the admissions group. The equality impact assessment was undertaken on 27/01/2017
Appendix 1. Decision Process for Unclear Disclosures

On receipt of an unclear disclosure the process for dealing with such matters is as follows:

1. The School of Nursing and Midwifery (SNaM) Admissions Office informs Head of School and secretary to Health and Conduct Committee of the unclear DBS case.

2. Health & Conduct Committee Panel is convened. (Including Clinical Representation; Lead Midwife for a Midwifery applicant and Director of Undergraduate programmes /Award Lead for Nursing applicants).

3. SNaM Admissions Office contacts the applicant requesting additional information about any disclosed offences and to confirm the date of the Health & Conduct Meeting.

4. The Health & Conduct Committee Panel considers the applicant’s supporting information, original application, references and details of criminal records.

5. If further information is required from the applicant a request letter will be sent by SNaM Admissions Office. The additional information is considered by the Health & Conduct Committee Panel at the next meeting.

6. SNaM Admissions Office informs the applicant of the outcome if they are considered suitable for admission.

7. SNaM Admissions Office informs Keele University Head of Planning and Admissions if the applicant is NOT considered suitable. Keele University Head of Planning and Admissions informs the applicant of the outcome.
### Appendix 2: Mapping the QAA Code of Practice, chapter B2 Admissions (2014)

<table>
<thead>
<tr>
<th>QAA CODE INDICATOR</th>
<th>SECTION IN POLICY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Institutions have policies and procedures for the recruitment and admission of students to higher education that are fair, clear and explicit and are implemented consistently.</td>
<td>1 - 12</td>
</tr>
<tr>
<td>2. Institutions’ decisions regarding admissions to higher education are made by those equipped to make the required judgements and competent to undertake their roles and responsibilities.</td>
<td>3.2</td>
</tr>
<tr>
<td>3. Institutions’ promotional materials and activities are accurate, relevant, current, accessible and provide information that will enable applicants to make informed decisions about their options.</td>
<td>2.2</td>
</tr>
<tr>
<td>4. Institutions’ selection policies and procedures are clear and are followed fairly, courteously, consistently and expeditiously. Transparent entry requirements, both academic and non-academic, are used to underpin judgements made during the selection process for entry.</td>
<td>1-12</td>
</tr>
<tr>
<td>5. Institutions conduct their admissions processes efficiently, effectively and courteously according to fully documented operational procedures that are readily accessible to all those involved in the admissions process, both within and without the institution, applicants and their advisers.</td>
<td>3</td>
</tr>
<tr>
<td>6. Institutions inform applicants of the obligations placed on prospective students at the time the offer of a place is made.</td>
<td>3.2, 4, 6, 7</td>
</tr>
<tr>
<td>7. Institutions inform prospective students, at the earliest opportunity, of any significant changes to a programme made between the time the offer of a place is made and registration is completed, and that they are advised of the options available in the circumstances.</td>
<td>3</td>
</tr>
<tr>
<td>8. Institutions explain to applicants who have accepted a place arrangements for the enrolment, registration, induction and orientation of new students and ensure that these arrangements promote efficient and effective integration of entrants fully as students.</td>
<td>13</td>
</tr>
<tr>
<td>9. Institutions consider the most effective and efficient arrangements for providing feedback to applicants who have not been offered a place.</td>
<td>3.3</td>
</tr>
<tr>
<td>10. Institutions have policies and procedures in place for responding to applicants’ complaints about the operation of their admissions process and ensure that all staff involved with admissions are familiar with the policies and procedures.</td>
<td>3.3</td>
</tr>
<tr>
<td>11. Institutions have policies in place for responding to applicants’ appeals against the outcome of a selection decision that make clear to all staff and applicants whether, and if so, on what grounds, any such appeals may be considered.</td>
<td>3.3</td>
</tr>
<tr>
<td>12. Institutions regularly review their policies and procedures related to student admissions to higher education to ensure that they continue to support the mission and strategic objectives of the institution, and that they remain current and valid in the light of changing circumstances.</td>
<td>16</td>
</tr>
</tbody>
</table>
The purpose of this policy is to provide clear direction for staff in the management of recruitment, selection and admissions of students to programmes of study within the School of Nursing and Midwifery. The objectives are to promote equity and ensure compliance with NMC, QAA and University standards and guidance and equality legislation.

You must assess each of the 7 areas separately and consider how your policy may affect people's human rights.

### 1. Assessment of possible adverse impact against any minority group

<table>
<thead>
<tr>
<th>How could the policy have a significant negative impact on equality in relation to each area?</th>
<th>Response</th>
<th>If yes, please state why and the evidence used in your assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Age?</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>2. Gender (Male, Female and Transgender)?</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>3. Disability (Learning Difficulties/Physical or Sensory Disability)?</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>4. Race or Ethnicity?</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>5. Religious, Spiritual Belief?</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>6. Sexual Orientation?</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>7. Socio-economic groups?</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

You need to ask yourself:
- Will the policy create any problems or barriers to any community of group? **No**
- Will any group be excluded because of the policy? **No**
- Will the policy have a negative impact on community relations? **No**

If the answer to any of these questions is Yes, you must complete a full Equality Impact Assessment.

### 17. Positive impact:

<table>
<thead>
<tr>
<th>Could the policy have a significant positive impact on equality by reducing inequalities that already exist? Explain how it will meet our duty to:</th>
<th>Response</th>
<th>If yes, please state why and the evidence used in your assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Promote equal opportunities</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>2. Get rid of discrimination</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>3. Get rid of harassment</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>4. Promote good community relations</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>5. Promote positive attitudes towards disabled people</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>6</td>
<td>Encourage <strong>participation</strong> by disabled people</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Consider <strong>more favourable treatment</strong> of disabled people</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Promote and protect <strong>human right</strong></td>
<td></td>
</tr>
</tbody>
</table>

### 3. Summary

On the basis of the information/evidence/consideration so far, do you believe that the policy will have a positive or negative adverse impact on equality?

<table>
<thead>
<tr>
<th>Positive</th>
<th>Please rate, by circling, the level of impact</th>
<th>Negative</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIGH</td>
<td>MEDIUM</td>
<td>LOW</td>
</tr>
<tr>
<td>Date assessment completed:</td>
<td>27/01/17</td>
<td>Is a full equality impact assessment required?</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Equality Impact Assessment template: School of Nursing and Midwifery – 22.1.15

**Document Name:** Recruitment Selection & Admissions Policy
**Date/Period of Document:** January 2017

**Lead Officer:** Yvonne Flood

**Directorate:** Faculty of Health - School of Nursing and Midwifery
**Reviewing Officers:** Yvonne Flood

Describe the main aim, objectives and intended outcomes of the above: The purpose of this policy is to provide clear direction for staff in the management of recruitment, selection and admissions of students to programmes of study within the School of Nursing and Midwifery. The objectives are to promote equity and ensure compliance with NMC, QAA and University standards and guidance and equality legislation. The protected characteristics are explicitly considered within the policy formulation and reference made to the widening participation agenda of ensuring data is collated and any issues addressed. The due consideration of disability is made within the policy and the process which is considered to ensure that the professional requirements of the course can be met by applicants.

You must assess each of the 7 areas separately and consider how your policy may affect people’s human rights.

1. When formulating/reviewing your policy/process/guidance please consider the following protected characteristics and possible impact.

<table>
<thead>
<tr>
<th>How could the policy have a <strong>significant</strong> negative or positive impact on equality in relation to each area?</th>
<th>Response</th>
<th>If yes, please state why and the evidence used in your assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age?</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Sex (Gender: Male, Female)?</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Disability (Learning Difficulties/Physical or Sensory Disability)?</td>
<td>X</td>
<td>The School operates a policy designed to provide information for applicants who require additional support, and Occupational Health screening is activated within this process where assessment is needed</td>
</tr>
<tr>
<td>Race or Ethnicity?</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Religious, Spiritual Belief?</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Sexual Orientation?</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Pregnancy &amp; maternity?</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Marriage and civil partnership?</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Gender reassignment?</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

You need to ask yourself: If the answer to any of these questions is Yes, you must complete a full Equality Impact Assessment with Academic Equality Lead.
2. **Summary**

On the basis of the information/evidence/consideration so far, do you believe that the policy will have a positive or negative adverse impact on equality?

<table>
<thead>
<tr>
<th>Positive</th>
<th>Please rate, by circling, the level of impact</th>
<th>Negative</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIGH</td>
<td>MEDIUM</td>
<td>LOW</td>
</tr>
<tr>
<td>Is a full equality impact assessment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Date EIA completed: 27/01/2017
Completed by: Yvonne Flood