

## Submitting an application through the University of Reading Online Application Service: PGCert Healthcare Education

Visit the 'apply for a programme' page at [www.reading.ac.uk/pgapply](http://www.reading.ac.uk/pgapply) and select 'create an account'. You will be asked for your email address and will then receive an email containing a confidential link to the application form. Alternatively, if you have already submitted an application to Reading you can select the 'RISIS portal login' button and log in using your Reading ID number and date of birth (DDMMYYYY).

### Apply for a programme

#### New applicant

If you have not previously used the University of Reading's online application service, please click on the button below to create an account on our secure system.

[Create an account](#)

During the application process we will be explaining why we need certain data, but if you have any queries, please contact our Admissions Team on [pgadmissions@reading.ac.uk](mailto:pgadmissions@reading.ac.uk)

#### Existing user

If you are confident about how to log in to the RISIS portal\*, please click the RISIS portal login button to begin an application. If you are at all unsure, please choose the 'Create an account' button.

[RISIS portal login](#)

\*The RISIS portal is our secure web-based system that provides appropriate access for staff, students and applicants to the University of Reading's student database.

Once you have logged in and selected the 'Begin application' button you will be directed to select the programme and entry year:

### Programme selection

Please use the selection box below to search for and select your chosen programme, then click to continue: you will then be asked to select your year of entry and, for certain courses, your point of entry in the year.

Not yet decided on a programme?

Programme title

Entry year \*

Once you have selected your entry year, please click the 'continue' button to proceed with your application

[Continue](#)

### Application summary screen:

This screen shows which sections you have completed and tells you whether you have included all the required information.

You will need to select the 'Edit' button and this will take you to the relevant section where details need to be entered. Once all required information has been included in a section and it has been saved a green tick ✓ will appear next to each section and once all sections are complete the 'Submit application' button will become available.

#### Postgraduate application form

##### The course to which you are currently applying is:

Programme PGCert Healthcare Education (BOB ICS) (Part-time)

Entry year 2022/3

##### Question areas

Please complete each of the following question areas by clicking on 'Edit'. A green tick will appear next to the section when you have entered all required information. Required information will be labelled with \* (asterisk).

About you	Edit	✓
Your contact details	Edit	✓
About your education and professional qualifications	Edit	✓
Your references	Edit	✓
Your English language proficiency	Edit	✓
Your employment and work experience	Edit	✓
Your funding	Edit	✓
Your statement of purpose	Edit	✓
Your supporting documents	Edit	✓

The button will become active when you have completed the required information for all question areas.

**Submit application**

## Personal Details:

All sections marked with a \* must be completed.

Once all required information has been entered the 'Save details' button will become available. Click on the 'save details' button and you will be returned to the Summary screen where a green tick should have appeared next to the 'About you' section.

### About you

We have already completed some of your personal details using the information you provided when creating your account. There are only two details that you are not able to edit: surname and date of birth. If either of these is incorrect, please contact us using the details at the bottom of the screen.  
Please present information exactly as it appears on your passport. ⓘ

Title \*

Forename(s) (given names) \*

Preferred name

Surname (family name) ⓘ

Gender \*

Date of birth ⓘ

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We will use the information in this section to make an initial assessment of your fee status (Further info).  
If your application is successful, we will give you an opportunity to provide more information later.

Nationality \* ⓘ

Country of birth \*

Country of permanent residence \*

Do you require a visa to study in the UK? \*

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Ethnicity ⓘ

Do you have a relevant criminal conviction? (Further info) ⓘ

Do you have a disability? ⓘ

If you are applying through an overseas representative, please select them

**Save details**

### Contact details:

All fields marked with a \* need to be completed. Although we ask you for your postal address all communication from the university will come via email so please make sure the '@reading.ac.uk' address is added to your safe senders list.

On this page you will also find contact details for the university admissions team who will be able to help you with any queries or problems you have when submitting your application.

Once all required information has been entered the 'Save details' button will become available. Click on the 'save details' button and you will be returned to the Summary screen where a green tick should have appeared next to the 'Your contact details' section.

#### Existing correspondence details

**Permanent address**

Address line 1\*

Address line 2

Address line 3

Town/City \*

Postcode/Zip \*

Country

Telephone number

Mobile number

Email address  ?

**Correspondence address**

Address line 1\*

Address line 2

Address line 3

Town/City \*

Postcode/Zip \*

Country

Telephone number

Mobile number

Alternative email address

**Save details**

### Academic qualifications:

Details of highest academic qualification should be included in this section. Remember to click on the 'Save academic qualification' button once you have completed the details.

### Professional qualifications:

If you have any professional qualifications select 'Yes' from the dropdown list and you will then be able to enter further details. If you don't have any professional qualifications select 'No'.

Once all required information has been entered the 'Save details' button will become available. Click on the 'save details' button and you will be returned to the Summary screen where a green tick should have appeared next to the 'About your education and professional qualifications' section.

## About your education and professional qualifications

### About your education

Are you applying on the basis of formal academic qualifications? \*  Yes  No

Your academic profile is an essential element of your application so please check the information you enter very carefully.

#### What to include

We need full information about qualifications that you already hold and those for which you are currently studying, starting with the most recent. Please include A-Level or equivalent school-leaving qualifications but not lower qualifications (such as GCSEs) unless it is a specific requirement for your chosen programme. Proof of completed qualifications and your progress so far on any current course will be required in the 'Supporting documents' question area, where you will be required to upload copies of transcripts and/or certificates (along with official translations if the originals are not in English).

#### How to complete this section

For each qualification, please enter accurate information into every field and then click 'Save academic qualification'. (Any incomplete qualification will simply be deleted.)

For a completed qualification, please include your achieved result (as evidenced by your final transcript and certificate) and the date you completed your studies. For a qualification that has not yet been awarded, please include your expected result (which should usually be your current average mark) and the date on which you are due to complete your studies.

Qualification *	Level *	Subject *	Result or expected grade *	Institution * 	Country of study *	Start *	End *
 e.g. Bachelors degree from UK institution e.g. Student Graduate of non-EU/overseas institution	BSc BComm	Geography Financial Accounting	2:1 88%	University of Reading University of Mumbai	United Kingdom India	mm/yyyy mm/yyyy	mm/yyyy mm/yyyy
 <input type="text" value="...Please select..."/>							

### How to present your results / current grades

Please do not 'translate' the result or current grade of a non-UK qualification into a different marking system. We are very familiar with qualifications from around the world and will be able to assess the equivalence of your qualification from your result or expected final grade as presented by your current institution.

It is helpful if you can please indicate the marking system used.

#### Examples:

GPA 3.1 88% 17/19 Distinction 2i

### About your professional qualifications

Do you hold any relevant professional qualifications? \*  Yes  No

When you have saved all academic and professional qualifications (or indicated that you do not hold any), please click 'Save details' below to complete this question area.

If you have any queries please contact The Postgraduate Admissions Team on Telephone: +44 (0)118 378 5289 or Email: [pgadmissions@reading.ac.uk](mailto:pgadmissions@reading.ac.uk)

## References:

Details will need to be provided for 2 references. Clicking on the 'Referee 1' and 'Referee 2' buttons will take you to a window where you will be asked to provide the contact details for your referees (remember to save the details). **This is a compulsory section but your referees will have already provided references earlier in the process. To prevent them receiving another automated request please DO NOT enter the email addresses of your referees.**

Once the required information has been entered for both referees the 'Save details' button will become available. Click on the 'save details' button and you will be returned to the Summary screen where a green tick should have appeared next to the 'Your references' section.

### Your references

#### Why do we ask for references?

When considering applications, we value the comments (in the form of a written reference statement) of someone with experience of teaching or supervising you. We normally expect this to have been in an academic setting, such as a university.

#### How to provide your references

If you provide full contact details for your referees (including valid email addresses), we will contact them to request a reference statement.

If you do not have a valid email address for one of your referees, you will need to arrange for confidential reference statements to be submitted directly to the Admissions Office at the University of Reading. Unfortunately, we are unable to proceed with your application until we receive these references.

#### Referees nominated in your previous applications

If you wish to nominate a referee from a previous application, please select them from the list below and then click 'Re-use', which will copy their details into your current application.

Re-use	Name	Organisation
<input type="radio"/>		

#### Your referees

Name	Organisation	Email address	Reference type
Referee 1			Not yet complete
Referee 2			Not yet complete
<input type="button" value="Save details"/>			

#### Who should you ask to be a referee?

##### Been out of education for more than 5 years?

Please refer to our guidance above on 'Who should you ask to be a referee?'

##### Don't forget...

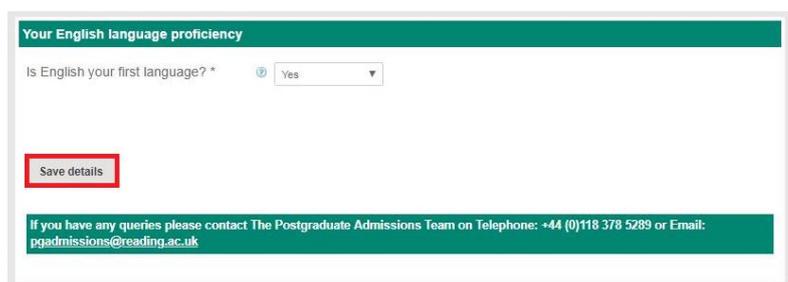
It is polite for you to ask the person if they are willing to act as your referee before you submit your application. This stops them being surprised when they receive an email from us!

Although we will make an initial request for a reference, it is still up to you to ensure that your referee responds.

### English Language qualifications:

If English is your first language you can just select 'Yes' from the dropdown list and then save details. If English is not your first language you should select 'No' and you will then be able to enter details of any English Language qualifications that you hold. (Please note that you do not need to have met the English requirements at the point of application. We will make an initial assessment of your English language skills through your personal statement and, if selected, at interview. You will, however, need to meet the formal English language entry requirements before you start the programme in September)

Once all required information has been entered the 'Save details' button will become available. Click on the 'save details' button and you will be returned to the Summary screen where a green tick should have appeared next to the 'Your English language proficiency' section.

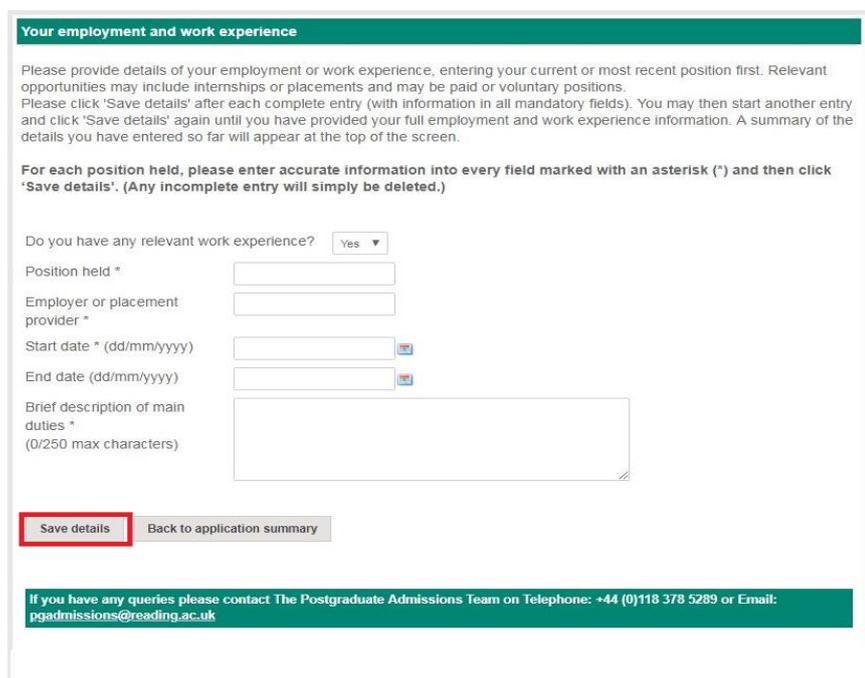


The screenshot shows a form titled "Your English language proficiency". It contains a question "Is English your first language? \*" with a dropdown menu currently set to "Yes". Below the question is a red-bordered "Save details" button. At the bottom of the form, there is a green banner with white text: "If you have any queries please contact The Postgraduate Admissions Team on Telephone: +44 (0)118 378 5289 or Email: pgadmissions@reading.ac.uk".

### Work/professional experience:

Details of any relevant work experience can be included here including the approximate start and end dates of the employment. If you do not wish to include any details select 'No' in response to the question 'Do you have any relevant work experience?'

Once all required information has been entered the 'Save details' button will become available. Click on the 'save details' button and you will be returned to the Summary screen where a green tick should have appeared next to the 'Your employment and work experience' section.



The screenshot shows a form titled "Your employment and work experience". It includes instructions: "Please provide details of your employment or work experience, entering your current or most recent position first. Relevant opportunities may include internships or placements and may be paid or voluntary positions. Please click 'Save details' after each complete entry (with information in all mandatory fields). You may then start another entry and click 'Save details' again until you have provided your full employment and work experience information. A summary of the details you have entered so far will appear at the top of the screen." Below this, it says: "For each position held, please enter accurate information into every field marked with an asterisk (\*) and then click 'Save details'. (Any incomplete entry will simply be deleted.)". The form fields include: "Do you have any relevant work experience?" with a dropdown set to "Yes"; "Position held \*" (text input); "Employer or placement provider \*" (text input); "Start date \* (dd/mm/yyyy)" (calendar input); "End date (dd/mm/yyyy)" (calendar input); and "Brief description of main duties \* (0/250 max characters)" (text area). At the bottom, there is a red-bordered "Save details" button and a grey "Back to application summary" button. A green banner at the very bottom contains the contact information: "If you have any queries please contact The Postgraduate Admissions Team on Telephone: +44 (0)118 378 5289 or Email: pgadmissions@reading.ac.uk".

## Funding:

Please select 'Yes' if your fees are being paid by a sponsor, such as your employer, and enter the details in this section. Please select 'No' if you are self-funding.

### Funding

Please note that this will not affect the decision on your application.

Do you already have funding (such as a scholarship/sponsorship/studentship) secured?  Yes  No

If **yes**, please provide further details here.  
Relevant information might include the name of any scholarship or studentship awarded to you; the name of the provider of any sponsorship (such as your company); or confirmation that you have sufficient personal or family funds to undertake this period of study.

For more information on a number of the Masters/ other sources of funding please visit:  
<http://www.reading.ac.uk/life-fundingsearch.aspx> (opens in a new window)

If you are **applying** for funding, please provide full details here.  
Relevant information might include the name of any sponsorship or scholarship and any timescales associated with that scheme. If you are applying for an advertised studentship, please include the reference number, title of the scheme, project title and supervisor (if applicable).

## Statement of purpose:

In this section you can either upload the personal statement used for previous application/expression of interest or just type a short **paragraph** directly into the text box on the application form.

Once all required information has been entered the 'Save details' button will become available. Click on the 'save details' button and you will be returned to the Summary screen where a green tick should have appeared next to the 'Your statement of purpose' section.

### Statement of purpose

In your 'statement of purpose' please explain your motivation and readiness to study on this programme, including how your academic interests, research, work experience or other knowledge and skills would support and complement your studies.

We would normally expect your statement to be no more than 500 words in length.

How do you wish to provide your Statement of purpose? \*

**Upload document**  No file chosen

Maximum file size (for each document): 10Mb  
Preferred file formats/types: .pdf .doc .docx .rtf .jpg .txt  
Please do not submit compressed files such as .zip or .rar.

## Supporting documents:

The only compulsory document is a transcript (or similar document such as award certificate) showing the highest qualification achieved. You can include other documents if you wish such as a CV, Degree certificates or English Language test results but these are not compulsory.

Once the documents have been uploaded the 'Save details' button will become available. Click on the 'save details' button and you will be returned to the Summary screen where a green tick should have appeared next to the 'Your supporting documents' section.

**Please upload your Supporting documents below**

Please use the buttons below to upload relevant documents in support of your application.

**Transcript - required \***  
We need detailed information about your highest qualification (normally from your current or most recent studies). Please provide a copy of your official transcript showing your achieved results and a list of any modules or examinations you have yet to complete.

**Other documents**

**Certificate**  
If you have already completed your highest qualification, please provide a copy of the official certificate (e.g. degree certificate).

**English language proficiency**  
If you have indicated that you have taken an English language proficiency test within the last two years, please upload a copy of the test certificate.

**Other relevant documents**  
If you choose to upload something for the 'Other document', please briefly describe its contents in the space provided. In many cases, a curriculum vitae (CV) is helpful to us in understanding your experience so far. You may choose to use this space to provide a CV.  
Examples of other relevant items you may choose to provide: an official translation into English of your transcript and/or certificate; an example of written work (in English); the transcript or certificate from an earlier relevant qualification.

Transcript - required *	<input type="button" value="Choose File"/> No file chosen
English language proficiency	<input type="button" value="Choose File"/> No file chosen
Certificate	<input type="button" value="Choose File"/> No file chosen
Other document	<input type="button" value="Choose File"/> No file chosen

Description

Maximum file size (for each document): 2Mb  
Preferred file formats/types: .pdf .doc .docx .rtf .jpg .txt  
Please do not submit compressed files such as .zip or .rar.

Please note that you can only attach one document against each type.  
You will have the opportunity to review or replace your documents on the next screen.

## SUBMIT YOUR APPLICATION

The application should now be complete and all sections should have a green tick against them on the summary screen and the 'Submit application' button should be available.

Shortly after you have submitted your application you will receive a confirmation email and approximately 48 hours later a further email containing details of your Reading ID number.