

Continuing Personal and Professional Development

Frequently Asked Questions

1. How do I apply for CPPD courses?

You can apply in 2 ways for CPPD. The easiest and quickest way is to apply through the on-line application system. Go to the CPPD website www.lsbu.ac.uk/hscppd and browse through the modules and programmes. Once you have decided what you wish to apply for, click on “apply for this module” and follow the application form. There is a video tutorial here <http://www.lsbu.ac.uk/osdt/5min/cppd> which will help guide you through the process.

If you have difficulty using the online process please contact the course administrator for help.

2. I am being funded by my employer, what should I do?

The first step is to check with your manager that funding has been agreed, before you apply. If you work for an NHS organisation that has a CPPD contract with NHS London, you need to select the name of your NHS organisation in the fees section. If your organisation is not in the drop down box on the on-line application, please change the selection to “other organisation” and enter the details. You will be required to provide a sponsorship letter on headed paper confirming the contact name to whom the invoice should be sent, and the amount of sponsorship agreed. It would be wise to organise this as soon as possible.

Once you have completed the application, it will only be processed once your employing organisation has confirmed funding or sponsorship.

3. I want to fund myself, can I do that?

Yes, self funding is an option on the fees section. Once we have received your application, we will contact you about the fees and ways of paying.

4. How much are the modules and programmes?

The fees depend on the module you are taking but there is a general guide to prices here {insert link}. If you have any specific queries about the fees, please contact the course administrator.

5. How will I know if my application is being processed?

We will send you an acknowledgement email when you have submitted your application, and if you are being funded under the NHS contract you will also be advised by your Trust if/when they have agreed funding. We will contact you if there are any questions about your application and will confirm the venue at least 2 weeks prior to the start date.

6. What are the eligibility criteria for the modules and programmes?

Go to www.lsbu.ac.uk/hscppd and look at the details for the module or programme that you have chosen. The Pre-Requisites section has all of the criteria that you will have to meet to be accepted. Please note there are usually both academic criteria and clinical experience criteria. If you are still unsure please contact the module leader.

7. I want to do a degree pathway but not sure which one.

Please contact one of our pathway advisors to discuss this. Pathway advisors are:

Linda Williams E: william@lsbu.ac.uk, T: 020 7815 4724
Diana Case E casedm@lsbu.ac.uk, T: 020 7815 8016

8. I have already studied some modules, can I use these?

Please contact the pathways advisors as above

9. I have a question about a specific module, who shall I contact?

If the question is about an academic matter, please contact the module leader. If it is with regards to your application or start date, please contact the administrator for that module. All of these details are available via the website www.lsbu.ac.uk/hscspd

10. Where are the University's campuses ?

The University has two campuses. The main campus is based in Southwark, full details here <http://www.lsbu.ac.uk/about/maps.shtml>. The Havering Campus is based in Harold Wood, Essex, full details here http://www.lsbu.ac.uk/about/maps_essex.shtml .