

## Leading Primary Care Work Based Learning Module (Level 7) Enrolment Guidance

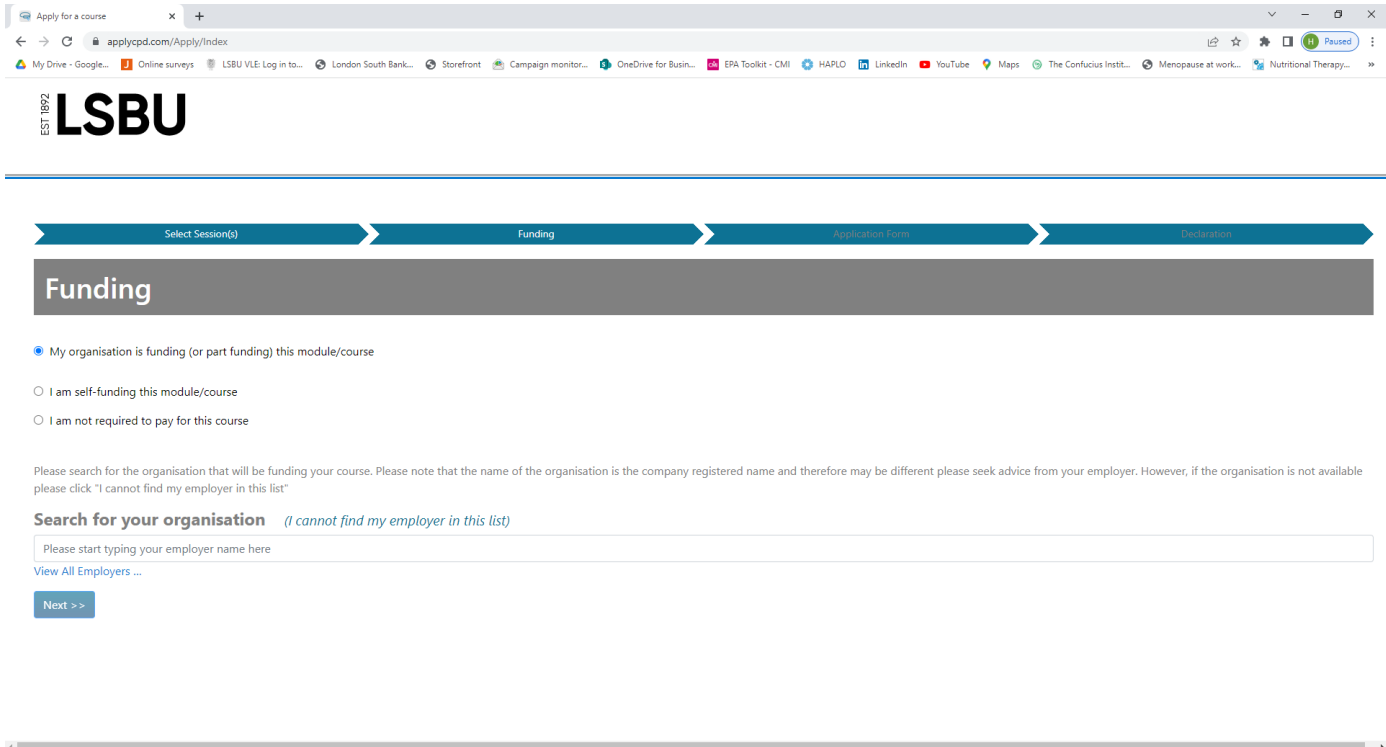
This short guide has been created to help you formally enrol onto this module. If you have any questions please contact: Naweeda Ahmad on [naweeda.ahmad@lsbu.ac.uk](mailto:naweeda.ahmad@lsbu.ac.uk).

Please click the link to begin: <https://www.applycpd.com/LSBU/courses/114289>

1. Please click **APPLY** on the right-hand side
2. Select Session
3. Funding

If you are self-funding, please click this option and proceed to enter your details.

If you are not self-funding, please click the following option: *“My organisation is funding (or part funding) this module/course”* followed by *“(I cannot find my employer in this list)”*.



The screenshot shows a web browser window with the URL [applycpd.com/Apply/Index](https://www.applycpd.com/Apply/Index). The page features the LSBU logo and a progress bar with four steps: 'Select Session(s)', 'Funding', 'Application Form', and 'Declaration'. The 'Funding' step is currently active and highlighted in a dark grey bar. Below the progress bar, there are three radio button options for funding: 'My organisation is funding (or part funding) this module/course' (which is selected), 'I am self-funding this module/course', and 'I am not required to pay for this course'. A text box for searching for an organisation is present, with a placeholder 'Please start typing your employer name here' and a 'Next >>' button.

You will then be required to enter the details of the organisation funding your place:

Organisation\*

Contact Name\*

Contact Email\*

or Contact Telephone\*

Reference No / Purchase Order  
No (if any)

Address for Invoice\*

Next >>

#### 4. Application Form

Your application form will consist of the following sections:

Please ensure you provide an email address that you regularly monitor.

● <a href="#">Contacts</a>	Under the ' <b>Employment</b> ' section, you will be required to input the details of your employment experience, including dates of employment, organisation name, job title and a brief summary.
● <a href="#">Addresses</a>	
● <a href="#">Employment</a>	
● <a href="#">Qualifications</a>	Under ' <b>Qualifications</b> ', you will be required to input the name of educational institute, name of qualification and dates.
● <a href="#">Professional Affiliations</a>	<b>Please note: As a minimum, you are required to input your degree level or equivalent qualification.</b>
● <a href="#">Personal Statement</a>	
● <a href="#">Eligibility</a>	Under ' <b>Professional Affiliations</b> ', you will be required to input the details of your professional registration (GMC, NMC etc)
● <a href="#">Equal Opportunities</a>	Under Eligibility, if you <b>do not hold</b> a British, EU or EEA passport you will be required to upload supporting evidence before submitting (Visa, marriage certificate etc.).
● <a href="#">Criminal Conviction Declaration</a>	

#### 5. Declaration

Finally, you will be required to confirm and formally submit your application.

#### 6. Next

Your application will then be reviewed and our Admissions Team will send you a formal response of the outcome.

The Health Systems Innovation Lab (HSIL) will be in touch with further information on how the fees will be collected.

The Wozzad portal closes on 8<sup>th</sup> August, after which the Admissions Team will be in touch to **request a copy of your passport** and signing of our student agreement **through Docusign**. This process includes your formal enrolment at LSBU so please do ensure you check your spam email folder.