

Dear

**RE: APPLICATION FOR THE PERSONAL AND PROFESSIONAL DEVELOPMENT IN MENTAL HEALTH PRACTICE COURSE**

Thank you for your enquiry regarding **THE PERSONAL AND PROFESSIONAL DEVELOPMENT IN MENTAL HEALTH PRACTICE COURSE**. Please find enclosed course details and an application form together with the Authorisation for Payment of Tuition Fees form and Reference Forms which you should pass on to the referees for completion. The Referees should then return the forms to us **direct**.

Please complete the application form as fully and clearly as possible. "Guidelines on how to complete the application form" have been enclosed for your perusal. **It is important that you provide specific details of your Professional Qualifications e.g. RGN with your NMC Pin No: Degree or Diploma with Level and relevant Credits/CATs points gained. Please enclose photocopies of all the Professional and Academic qualifications.**

You will note that if the place on the course is being funded directly by the NHS Trust/employer or through funds allocated by NHS London as part of the contract or under another educational scheme, the appropriate named Signatory for the Trust (not your ward manager) must sign the **Authorisation for the Payment of Tuition Fees** form. If you are self funding you will need to tick the appropriate box on this form to confirm that you will be paying your own fees.

Applications without the funding details will delay the processing, including access to the University's learning resources. It is important that you keep a copy of the completed application form before sending it to your Trust signatory.

**If you are self funding, there may be the possibility of making payments in instalments, please discuss this with the Course Administrator on the number below.**

If you have any queries about the course please do not hesitate to contact the **Course Administrator** for the **Personal and Professional Development in Mental Health Practice Course** on 01494 522 141 ext 3590. You may also find the following website useful [www.bucks.ac.uk/cpd](http://www.bucks.ac.uk/cpd)

We look forward to receiving your application form.

Yours sincerely,



Marketing and Recruitment Officer

Enc. Application form and guidelines  
Authorisation for the Payment of Fees form  
Reference Forms  
Course Information Sheet