MENTOR PREPARATION MODULE – FREQUENTLY ASKED QUESTIONS

Applying for the module


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What do I need to complete on the application form? – It is important that you complete this in full, including your study history so that we can process your form otherwise this will be returned to you and may delay your application being processed in time for the module. Please ensure that application form has been signed by your manager and receives the Trust/Sponsor stamp to verify funding of the module

Which code should I use? If you want to study at Level 6 (formally Level 3) use module code NA6103 or Level 7 (masters Level) use module code NA7117. If you are a Midwife wishing to study at level 6 use module code NA6116, or for level 7 use module code NA7118.

Can I select my dates? Yes dates are available for you to choose from, (Subject to availability and are advertised on the website http://www.brighton.ac.uk/snm/courses/post-reg/apply.php?PageId=400 see Mentor preparation section

How will I know you have received my application form? If we have your application form you will receive either an electronic acknowledgment or a post-card via the mail.

When will I know if I have a place? Prospective students are notified as soon as possible after the closing date for the Semester they are applying for.

Can I change my dates? Yes, provided you notify us eight weeks before commencement and we have spaces on other modules, which we can offer you.

Once I have a place on the module

What do I need to do before attending on the first day of the module? You need to successfully enrol in order to see the mentor preparation module site. You also need to identify a facilitator in practice who can support your development and assess your skills during the module.

Where are the Module Handbooks?
You need to download and print off a copy of the correct module handbook (see codes above). Module handbooks can be found on the module site -see section module handbook. You should familiarise yourself with the module site and learning resources available. There is a camtasia relay video clip introducing you to the module site which will help you to navigate the site.

What happens if I can’t do all the dates? If we have spaces on a different Unit 1 or 2 and the Module Leader is in agreement, it may be possible for you to attend a different Unit to the one allocated.
**Will I have to pay if I don’t attend?** If you do not tell us within the publicized time or it is not an emergency which causes you not to attend, your Employer, Sponsor or (if you are self-funding) yourself would be liable for the cost, but there is the opportunity to substitute your place up to 3 weeks before the start of the module, provided the person substituted completes and lodges an authorised application form with us.

**I need more time before putting my work in – what do I do?** You need to refer to the guidance in your module handbook under Assessment and Examination section. This outlines criteria for extension requests and mitigating circumstances.

**When will I get my results?** You will be able to view your unratted results for your assignment submitted online within 20 working days of submission. Transcripts of your marks and written feedback are usually posted to your home address within 10 days of the examination board.

**I haven’t received my results?** If you do not receive your results within the specified time it is your responsibility to check whether we have your correct current name and address. If you move without telling us we will still be using the address stored on the University system.