

Checklist for online applications – Diploma programme

Applicants: you should use this application checklist to remind you of the additional information and documents that you will need to upload as part of your online application, you should upload this with your application. If any of the information or documents requested are missing, then there will be a delay in processing your application.

Name (also include your name as stated on your professional register if this is different)	
Number on GPhC register	
What year did you register with the GPhC?	
Where is your proposed training site? <i>(This is your current employer)</i>	
Name and email address of your educational supervisor <i>(Also known as your tutor)</i>	
Are you currently enrolled on any other programmes of study? <i>If you answer yes, please give further information in your statement of purpose</i>	
I confirm I have read the intended study days on the CIPPET website and that I have discussed any planned absence in advance with the admissions tutor	
In accordance with the GPhC “Standards for pharmacy professionals” I agree that I must notify the University of Reading foundation programme director if there are any circumstances relating to my fitness to practise including any pending, current or past investigations, or criminal convictions	
I give permission for the University of Reading foundation programme director to contact my professional regulator, my employer and/or the funding body for my programme in relation to any false declarations made on my application, and if my application is successful my attendance, behaviour and/or performance on the programme.	
I understand that if I have not uploaded ALL the required documents (by CIPPET and the university admissions website) my application may not be accepted.	
Online application	
I have uploaded my University certificates and transcripts	
<i>If you are applying to enter straight at the PG Diploma modules:</i> I have discussed my intention to apply for RPL/RPEL with the admissions tutor and have attached the relevant application form with section 1 completed	
I have uploaded the signed employing organisation/workplace-based learning declaration form	
I have uploaded my student statement/statement of purpose	
I have declared who will be sponsoring my place on the programme and if the funding is confirmed	
Unless notified otherwise, if I am being sponsored, I have uploaded, or will upload during enrolment, a letter from my sponsor confirming they will be funding my place, how much they will contribute, the purchase order number where relevant and where to send the invoice OR I am self-funding and have uploaded the self-funding declaration form	
I have entered the email address for two referees and advised them to look out for an automatic email asking for a reference. Where relevant, I have given them a copy of the reference template in advance.	
Applicant signature	Date