

**Application for the Assessment of
Non – Accredited Qualifications: Part A**

**READ THIS SECTION BEFORE COMPLETING YOUR APPLICATION**

It is highly recommended that you read the Degree Assessment Guidance document available on our website prior to submission of your application.[**https://www.ibms.org/resources/documents/guidance-on-application-for-assessment-of-non-ibms-accredited/**](https://www.ibms.org/resources/documents/guidance-on-application-for-assessment-of-non-ibms-accredited/)

This is an application for the Institute of Biomedical Science (IBMS) to determine if your undergraduate qualification(s) satisfy the educational component of the IBMS Certificate of Competence under the current regulations.The assessment will determine whether or not your academic profile has sufficient depth and breadth of the subject areas or whether there are deficiencies that require further academic study. Each qualification is assessed against the following academic components which relate to the taught elements on an IBMS accredited degree informed by the current benchmark statement for biomedical science:

[**https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/subject-benchmark-statement-biomedical-sciences.pdf?sfvrsn=2bf2c881\_4**](https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/subject-benchmark-statement-biomedical-sciences.pdf?sfvrsn=2bf2c881_4)

**Please be aware that any deficiency will require you to complete academic modules from an IBMS degree and will incur costs payable to the university offering the modules.**

Only applications that have a minimum of an honours degree (or equivalent) level of qualification will be considered for assessment. Applications must be supported by full documentation as specified below in the documentation checklist and in Sections 1 & 2 of Part B of the application.

Postgraduate qualification(s) can be evaluated alongside your undergraduate qualification(s). Please note you must have a qualification that equates to a minimum of a UK honours degree and only degrees completed within 10 years of application can be considered for a non-accredited degree assessment.

If you do not have a valid honours degree or equivalent, or are unable to provide any of the documentation, then your application will be rejected. In these circumstances you are advised to contact a university offering an IBMS accredited degree in biomedical science to see if specific arrangements can be made to enable you to gain an acceptable qualification.

The degree assessment process can take up to 12 weeks. This timeframe begins from the time your application is accepted as being complete and you have received notification of this. **Your application and supporting documentation will be screened and approved prior to being sent to an assessor. You will be contacted should further information be required.**

**The assessment fee of £309 is non-refundable and will not be charged until your application is approved for review by an assessor.**

**Applicant Personal Details**

For data protection purposes (Part A) is not shared with any third parties.

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| --- | --- | --- | --- |
| Surname: |       | Title: |       |
| Forename(s): |       |
| DOB: |       | IBMS No (if applicable): |       |
| Telephone No: |       | Email Address: |       |
| Home Address: |             |
|  |       | Postcode: |       |

**Qualification Details**

You must provide a copy of your degree certificate(s) to confirm your award. If you have passed your degree, but not received your degree certificate, we will require a confirmation letter from your university.  **N.B we are unable to assess qualifications which have not been completed.**

|  |  |  |
| --- | --- | --- |
| Title of Degree Programme | Name of University | Year of Graduation |
|       |       |       |
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**Please tick one of the following methods of payment**

[ ]  **Card Payment [ ]  Cheque [ ]  Postal Order [ ]  Purchase Order**

Enclosed cheques or postal orders should be made payable to the IBMS for £309.00. (Note: For payments by cheque or postal order please be advised that there may be a delay in processing time).

Please do not provide any card details at this stage. Card payment instructions will be provided once your application has been approved.

**Note:** **DO NOT** send original documents as we are unable to accept responsibility for loss or damage which may occur in transit, unless advised otherwise by the Institute. Applications received containing original documents will be returned immediately without processing. We do recommend submitting your application and supporting documentation electronically.

**Documentation Checklist (Please provide the following)**

**Please tick all that are applicable below.**

[ ]  I enclose a photocopy of my qualification certificate(s) for my completed qualifications.

[ ]  I do not have my qualification certificate(s) and therefore I am providing a confirmation letter from my university to confirm that I have passed my degree.

[ ]  I enclose a photocopy of my academic transcript(s) for each of the qualifications I wish to have assessed. Note: ***(A copy of the transcript with personal details redacted must also be included in Part B***).

[ ]  I enclose a photocopy of my birth certificate or photo details page of my passport.

[ ]  My certificates are in my previous name, and I enclose proof of my name change.

[ ]  I enclose a copy of the letter from my translator to confirm that an official translation has taken place of my documents. (This is only applicable for those who have information which is not in English).

[ ]  I have a degree from overseas and enclose a photocopy of my UK NARIC/ENIC Statement of Comparability (please see <https://www.enic.org>.uk).

**If an applicant subsequently gains registration by the Health & Care Professions Council on the basis of incorrect information, they may thereby gain a pecuniary advantage by deception, which may constitute a criminal offence. The onus for ensuring the full and accurate disclosure of information rests with the applicant.**

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| [ ]  I declare that the information given on this form and all documents submitted towards parts A and B of this application are true and accurate.[ ]  I understand that failure to disclose full information or any deliberate misrepresentation of information can be a serious matter and will invalidate my application. It is the responsibility of the applicant to ensure that they will be able to meet the registration requirements of the HCPC and you are advised to check the information regarding health and criminal records in order to ensure compliance with these requirements.[ ]  I give my consent for my personal information to be used to facilitate the provision of this service. In providing IBMS with the information requested you are consenting to its use as indicated in the IBMS Privacy Notice. Further information can be found on the IBMS website at <https://www.ibms.org/privacy-notice/> |
| Applicant Signature:(wet/electronic signature only, not typed) |       |
| Printed Name: |       |
| Date: |       |