

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

**PLEASE READ THIS PAGE 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:[Guidance on application for assessment of Non-IBMS Accredited Degree - Institute of Biomedical Science](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 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 academic components that relate to the taught elements on an IBMS accredited undergraduate degree, which is informed by the current benchmark statement for biomedical science: [Subject Benchmark Statement - Biomedical Science and Biomedical Sciences (qaa.ac.uk)](https://www.qaa.ac.uk/the-quality-code/subject-benchmark-statements/subject-benchmark-statement-biomedical-science-and-biomedical-sciences)

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

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 assessment. Postgraduate qualifications in a relevant subject can be assessed alongside your undergraduate qualification(s).

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

Applications must be supported by full documentation as specified below in the documentation checklist and in Part B sections 1 & 2 of the application form.

**NOTE:** **DO NOT** send original documents, as we are unable to accept responsibility for loss or damage which may occur in transit, and they will not be returned. We advise submitting your application and supporting documentation to us electronically, either via email or a secure online file sharing service.

The majority of degree assessments are completed within 12 weeks, from the point at which the application has been approved to be assessed and the payment has been received. Your application and supporting documentation will be screened and approved prior to being sent to an assessor. You will be contacted by email if there are any issues with the application or if further information is required.

**The assessment fee is £353. This 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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| --- | --- | --- | --- |
| IBMS No:(if applicable) |       | Title: |       |
| Forename(s): |       |
| Surname: |       | Date of Birth: |       |
| Email Address: |       | Telephone No: |       |
| 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 certificate, we will require a confirmation letter from your university. **(NB: 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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**Payment Details**

**Please select one of the following methods of payment:**

[ ]  **Card Payment for £353 [ ]  Cheque for £353 [ ]  Purchase Order for £353**

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

**Cheque:** Cheques should be made payable to ‘IBMS’ and please be advised that there may be a delay in processing time.

**Purchase Order:** An official Purchase Order document must be provided for an invoice to be raised. If this is not provided, then the application will be returned. If the Purchase Order has already been submitted separately, then the order number must be provided to enable it to be matched up with the application.

**NB: The Purchase Order must be addressed to the IBMS only (not IBMS Professional Services Ltd).**

**Documentation Checklist**

**Please provide the following relevant documents and 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 redacted personal details must also be included in Part B**).

[ ]  I enclose a photocopy of my in-date passport or valid photocard driving license.

[ ]  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 of my documents has taken place. (This is only applicable for applicants who have documentation which is in a language other than English).

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

**Declaration**

**If an applicant subsequently obtains registration with 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 provided, both in this form and all the documents submitted towards parts A and B of this application, is 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: <https://www.hcpc-uk.org/registration/health-and-character-declarations/> [ ]  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, available here: <https://www.ibms.org/privacy-notice/> |
| Applicant Signature:(wet/electronic signature only, not typed) |       |
| Printed Name: |       |
| Date: |       |