



## STUDENT NURSING ASSOCIATE APPRENTICESHIP PROGRAMME INFORMATION FOR CANDIDATES

### Key resources:

#### Nursing Associate – Middlesex University

<https://www.mdx.ac.uk/courses/degree-apprenticeships/nursing-associate-nmc>

#### Nursing Associate – candidate guide

<https://www.ncltraininghub.org/courses/tna-for-candidates>

### Top tips when applying

Here's a shortlist of top tips for when you're applying to the programme:

1. Locate all the required certificates and supporting evidence early on. The only certificates you need to include are those that provide evidence of maths and English GCSEs (grade 9 to 4, grade A to C) or Functional Skills Level 2.
2. Ensure you submit your supporting evidence ahead of the deadline! Only applications with supporting evidence submitted within the deadline will be considered.
3. If you attended school abroad and need to check your eligibility - you can email [ncl.functionalskills@nhs.net](mailto:ncl.functionalskills@nhs.net) to verify if your qualifications are transferable.
4. To apply for a SNA role you will need to complete a TRAC application form as instructed in the advert. The application form is lengthy, but you need to make sure you spend time to complete it with as much information as possible.
5. The SNA recruitment process is competitive and the selection process is anonymous. The recruiters shortlisting applications won't see your personal details so it is important that you provide all the relevant details in the application form.
6. The form is the first stage of the application process and will help us understand you, your current skill set, and your academic achievements. Pay attention to the following sections:

- Education & Professional Qualifications

Full details of the essential qualifications can be found on the Person Specification.

- Current/most recent employer & Previous employer

To ensure we get all the information we need and to understand your suitability for the role you will need to provide a full work history. This should include your current employer, whether you have worked in the past to provide health/care, volunteering history (if applicable), and any additional initiatives or projects you may have been involved in.



- Supporting Information

This section is essential, and an ideal opportunity for you to explain why you are an ideal candidate for the SNA role. Before completing this section it is really important that you have read the Job Description (JD) and Person Specification (PS) in detail. Your supporting information should help you demonstrate a good understanding of the SNA role and that of the Registered Nursing Associate. This section will also provide us with a way to assess your communication skills, and you should take time to complete it in a well thought out, detailed and concise manner.

7. Take time to prepare for your interview; read through the [interview prep guide created by the Middlesex University](#).
8. If there's a reason why you can't attend your interview get in touch with the person who sent you the interview invite as soon as possible to try to rearrange the time. NB This might be possible only under special circumstances, e.g., sudden illness.
9. When expecting news from the recruitment team, check your spam inbox regularly - emails from Trac (the recruitment platform) and APTEM (the University enrolment system) are often intercepted by spam filters.