

Notification of change of Awarding Organisation/Higher Education Institution

This form should be completed and sent to the RCVS **by the Centre** for each student if they have transferred to a new awarding organisation/higher education institution.

The Centre will be notified once the transfer has been completed and if necessary access to the Nursing Progress Log (NPL) restored.

Please provide a copy of the AO or university confirmation of registration, confirming the qualification registration date, name of awarding organisation/institution, student registration number, name and date of birth of the student and the full name and qualification number of the award they are registered for.

The Centre should also ensure that any previous awarding organisations/institutions are aware that the student has withdrawn from their qualification.

Section A – Student Details

Name:		RCVS enrolment number:	
Address:			
Postcode:			

Section B – Awarding Organisation/Higher Education Institution & Centre Details

Centre name:		Centre number:	
Qualification for which student is registered:		Student ID number as provided by the AO/HEI:	
Date of registration:		Qualification reference number:	
Awarding Organisation or Higher Education Institution:			

Section C – Head of Centre’s Declaration

I confirm that the candidate is registered for an RCVS-accredited qualification, and will, as an integral and planned element of their programme of studies, be provided with clinical placements at training practices affiliated to this centre, or training practices otherwise approved by me as suitable environments for training and assessment.

- I recognise my obligation to ensure the candidate for whom application is being made will:
 - i. complete an accredited programme of veterinary nurse education of a minimum of 94 weeks (equivalent to 2,990 hours) and be placed or employed for a minimum of 1,800 hours in clinical veterinary practice with an appropriate caseload and facilities.
 - ii. be supported in practice and assessed to meet the RCVS Day One Competences for Veterinary Nurses and the RCVS Day One Skills for Veterinary Nurses.
 - iii. be provided with day to day supervision of his/her work as a student veterinary nurse both in relation to developing his/her competence and in accordance with the requirements of Schedule 3 of the Veterinary Surgeons Act.
 - iv. be required to undertake, and achieve, all units or modules deemed a compulsory part of the approved programme leading to qualification as a veterinary nurse.
- I confirm that the applicant’s passport / national identity card or birth and official change of name documents has been checked.
- I confirm that I will notify the RCVS in writing if the student withdraws or is removed from training in order that his/her enrolment as a student veterinary nurse may be terminated.

I, as Head of Centre, approve the submission of this application for change of qualification registration.

Signature:		Date:	
Name (<i>print</i>):			

Section D – Student’s Declaration

I confirm that the details above are correct and that I wish to change centre/awarding organisation. I understand that work completed to date will be reviewed by the new centre and may not be accepted by the receiving centre/awarding organisation part way through my training. I understand that this may affect the time it takes me to complete my training and that I may be required to complete additional assessments in order to achieve my qualification and be eligible to enter the Register of Veterinary Nurses.

Signature:		Date:	
Name (<i>print</i>):			