Postgraduate Programme

Application Form

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**PROGRAMME APPLICATION FORM**

This form is used to apply for postgraduate distance learning programmes in Risk & Safety Management offered by Risktec Solutions in partnership with Liverpool John Moores University (LJMU). Please complete all relevant sections, expanding the boxes where necessary. Use “N/A” where not applicable.

MINIMUM REQUIREMENTS FOR ADMISSION

Your application will be evaluated against the minimum requirements for attending Risktec-LJMU postgraduate modules in Risk and Safety Management. These are described below.

**Academic and Work Experience**

To be admitted, applicants must satisfy at least one of the following criteria:

* Have been awarded an undergraduate degree (or equivalent) in science, engineering, business management, or related studies from a recognised institution; or
* Be an industry professional with 5+ years industry experience, with some exposure to risk management tools and techniques; or
* Offer a suitable combination of qualifications and experience which, in the opinion of the Programme Leader, will enable successful completion of the programme.

**English Language Proficiency**

Successful applicants must be proficient in the use of English.

**Computing and Communications**

In order to participate fully in Risktec-LJMU distance learning programmes, you must be able to satisfy the following minimum technical requirements:

* Access to a personal computer with 512Mb of memory, audio capability, word processing and spreadsheet applications, plus Adobe Acrobat Reader. Operating systems: Windows 7/XP/Vista or Mac OSX 10.5, 10.6.
* Access to the internet, with the capability to download up to 50Mb of files over 3 days. Recommended broadband speed at least 3 mb/s.
* Minimum browser versions: IE 7.0, Firefox 3.0, and Safari 3.0 (for MAC only).
* Broadband access for scheduled online lessons and exercises (average 4 hours per month) between 08:00 GMT and 18:00 GMT.
* Telephone access for scheduled conference calls, where required by the module teacher.
* Access to a headset and microphone.

Microsoft Word and Microsoft Excel are the preferred applications for submitting assignments to Risktec. Other tools may be used, but you must submit in a readable format, such as PDF or a high quality scan.

Data Protection

The Risktec group will endeavour to process your personal data lawfully at all times and in accordance with international best practice, especially the European Union’s General Data Protection Regulation (GDPR). For further details, please see our [Privacy Policy](http://risktec.tuv.com/privacy-policy) on the Risktec website.

# About you

## Date of Birth

Day Month Year

## Country of Birth

Enter country of birth

## Title:

Choose an item.

Enter title

## Your name

Please use your full legal name as it appears on your driving licence/passport/ID card.

First name Enter first name

Middle name Enter middle name

Surname Enter surname

Preferred name Enter preferred name

## Gender

Enter gender

## Permanent Address

Address Enter address line 1

 Enter address line 2

 Enter address line 3

 Enter address line 4

City Enter city

Zip/Postal code Enter zip/postal code

Country Enter text

## Contact Details

### Phone

Home Enter home Mobile Enter mobile

Work Enter work Work Mobile Enter work mobile

Preferred Select your preferred phone

### Email

Email Enter email

Work Email Enter work email

Preferred Enter preferred email address

# Your Programme

## Which Programme are you applying for?

[ ]  Postgraduate Certificate (PgCert)

[ ]  Postgraduate Diploma (PgDip)

[ ]  Masters (MSc)

## When would you like to start?

October YYYY

## Modules

In years 1 and 2 students have the option to choose one industry-related module for Nuclear or Clean Energy.

Please make your choice below.

Year 1 – All applicants

Principles of Risk Management

Research Methods

Hazard Identification

HSE Management Systems

Risk Reduction & ALARP

Choose Risk Analysis module

Year 2 – PgDip and MSc applicants only

Bowtie Risk Management

Human Factors in Design & Operations

Incident Investigation & Analysis

HAZOP Study

Emergency Response & Crisis Management

Choose Safety/HSE Cases module

# Academic and Training History

## Academic History

Starting with the most recent, provide details of all your academic qualifications/awards in higher education (university level). If you have none, please state “none” and complete ‘Relevant Training History’ (next table).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of academic qualification** | **Awarding institution** | **Language of instruction** | **Grade or mark** | **Year** |
| Enter qualification title | Enter name of institution | Enter language | Grade | YYYY |
| Enter qualification title | Enter name of institution | Enter language | Grade | YYYY |
| Enter qualification title | Enter name of institution | Enter language | Grade | YYYY |
| Enter qualification title | Enter name of institution | Enter language | Grade | YYYY |

## Relevant Training History

If you possess a university level qualification, this table is optional. In chronological order, starting with the most recent, provide details of your vocational training most relevant to this application. Include any incomplete courses.

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of training qualification** | **Awarding institution** | **Grade or mark** | **Year** |
| Enter qualification title | Enter name of institution | Grade | YYYY |
| Enter qualification title | Enter name of institution | Grade | YYYY |
| Enter qualification title | Enter name of institution | Grade | YYYY |
| Enter qualification title | Enter name of institution | Grade | YYYY |

## Your Last Educational Institution

**It is not necessary to complete this table if your university education has been detailed above**. Please provide the name and dates of the last educational institution you attended (e.g. school or college)?

|  |  |
| --- | --- |
| **Name of your last school or college attended** | **Year** |
| **From** | **To** |
| Enter name of institution | YYYY | YYYY |

## English Language Proficiency

**It is *not* necessary to complete this table if you meet the English language requirements stated on page 2.** Starting with the most recent, provide details of your main English language proficiency qualifications. Show maximum of 5 qualifications or awards.

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of training or qualification** | **Awarding institution** | **Grade or mark** | **Year** |
| Enter qualification title | Enter name of institution | Grade | YYYY |
| Enter qualification title | Enter name of institution | Grade | YYYY |

# Employment History

## Relevant Employment History

Starting with the **most recent**, provide details of any work experience relevant to this application
(maximum of 15 years or 5 roles).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer** | **Location****(region and country)** | **Job title/role** | **Duration** | **Year ended** |
| Enter the name of your employer | Enter location | Enter job title/role | Duration | YYYY |
| Enter the name of your employer | Enter location | Enter job title/role | Duration | YYYY |
| Enter the name of your employer | Enter location | Enter job title/role | Duration | YYYY |
| Enter the name of your employer | Enter location | Enter job title/role | Duration | YYYY |

How many years have you worked in engineering or technical roles? Enter text

How many years have you worked in managerial roles? Enter text

How many years have you worked in risk management or safety roles? Enter text

# Statement of Purpose

This is your opportunity to provide Risktec with an explanation of your motives. How does your chosen Risktec programme relate to your interests or career goals? What do you hope to achieve from the course? If you hope to achieve an MSc, which subject area do you want to research for the dissertation project? How will you handle the long periods of self-study (up to 100 hours per module)? Write up to 300 words in the space below.

## Why do you believe that Risk and Safety Management is the right programme for you?

|  |
| --- |
| Click to enter information |

# Further Information

## Additional Information

Use this space to provide us with any additional information which, in your opinion, is relevant to your application (e.g. something which may affect your performance on the course (for example, any disabilities, professional achievements and memberships, Chartered status, publications, etc.).

|  |
| --- |
| Click to enter information |

## How Did You Find Us?

The information you provide below will help us to reach prospective students more effectively. Please tell us how you first learned about this programme.

[ ]  Colleague or friend [ ]  Risktec consultant [ ]  Internet search (e.g. Google)

[ ]  Email marketing [ ]  Other (please specify) Enter text

# Finances

### Payment Details

### Invoicing and payment will be arranged once your application is approved.

### Which person or organisation will pay your fees?

[ ]  Self [ ]  Employer [ ]  Other

 (please provide full details below) (please provide full details below)

Full Name Enter name

Relationship to you Enter details (e.g. role/job title)

Address (for invoice) Enter address line 1

 Enter address line 2

 Enter address line 3

 Enter address line 4

City Enter city

Zip/Postal code Enter zip/postal code

Country Enter text

Contact telephone Enter telephone number

Email address Enter email address

VAT number Enter VAT number
(required if a company is paying)

|  |  |
| --- | --- |
| Payment Method | Currency (for bank transfer only) |
| [ ]  Bank transfer[ ]  Credit card (GBP payment only) | [ ]  UK Sterling (GBP)[ ]  US Dollars (USD)[ ]  Euro (EUR) |

If you have chosen to enrol on the PgCert you have the option to pay in 4 instalments. This option is available only where an individual is making the payment rather than an organisation.

Do you wish to pay in instalments? [ ]  Yes [ ]  No

If yes, and you have selected MSc as your programme, please go back to section 2 above and change the programme to PgCert.

If yes, do you accept the Risktec [Terms and Conditions for Payment by Instalment](https://www.risktec.tuv.com/wp-content/uploads/2020/11/Risktec-Payment-by-Instalment-Terms-Conditions-i1.0.pdf)? [ ]  Yes [ ]  No

If you have been offered an alternative payment method please specify here:

Enter details

### Referral Discounts

Risktec offers a 5% discount to applicants referred to this programme by a former Risktec student.

**This discount cannot be used in conjunction with any other discount or promotional offer.**

Have you been referred to Risktec by a current or former Risktec MSc student? Yes/No

If Yes, please provide their name. Enter name

# References

### Referees

Risktec and/or LJMU may seek references in order to ascertain the suitability of students for their chosen studies and/or to verify the information provided on Application Forms. Please give details of *two* referees: the first from a recent employer or supervisor; the second from an academic, or a teacher/trainer familiar with your performance in learning environments.

### Work referee

Full name Enter name

Current job title or role Enter details

Employing organisation Enter organisation name

Relationship to you (e.g. role/job title) Enter details

Address including Zip/Postal code Enter address

Country Enter country

Telephone number Enter number

Email Enter email

### Education referee

Full name Enter name

Current job title or role Enter details

Employing organisation Enter organisation name

Relationship to you (e.g. role/job title) Click here to details

Address including Zip/Postal code Enter address

Country Enter country

Telephone number Enter number

Email Enter email

# Declaration

**Please tick all boxes that apply:**

By signing this declaration:

[ ]  I confirm that all information entered into this form is, to the best of my knowledge, both accurate and complete. All documents supplied in support of my application are genuine. The originals are in my possession.

[ ]  Upon request from Risktec or LJMU, I will supply original or certified copies of any supporting documents or award certificates within 10 business days of the request. (A certified copy is a photocopy which has been verified and stamped as such by the issuing institution, a public notary or a recognised legal practitioner.)

[ ]  I have access to computer and broadband internet facilities appropriate for full participation in online distance learning activities.

[ ]  I agree to abide by LJMU rules and regulations, as displayed on the [University website](https://www.ljmu.ac.uk/about-us/public-information/student-regulations).

[ ]  I agree to Risktec Solutions Ltd [Training and Education Terms and Conditions](https://risktec.tuv.com/wp-content/uploads/2022/02/TE-Terms-Conditions-i1.6.pdf).

[ ]  I accept responsibility for payment of tuition fees.

[ ]  I understand that success in postgraduate education involves the application and demonstration of the following skills: research (using appropriate, acknowledged sources), independent thinking, critical analysis, competent writing and the appropriate use of diagrams, tables and other forms of illustration.

[ ]  I will endeavour to meet all attendance requirements and deadlines for assessment submission. I understand that an assessment submitted late may be marked as a ‘fail’.

[ ]  I understand that the training materials have been prepared by and are the property of Risktec.  They shall not be reproduced in whole or part, nor disclosed to a third party without the express written permission of Risktec.  The training materials have been specifically prepared for customers of Risktec and no responsibility to third parties is accepted unless expressly agreed in writing.

[ ]  I understand that Risktec will endeavour to process my personal data lawfully at all times and in accordance with international best practice, especially the European Union’s General Data Protection Regulation (GDPR). I am aware that Risktec’s [Privacy Policy](http://risktec.tuv.com/privacy-policy) may be viewed on the Risktec website.

**Signed:** 

**Name:** Enter name

**Date:** Enter a date

# Next Steps

After completing this form, please take the following steps to ensure that your application can be assessed by Risktec staff. ***Do not*** send original documents to Risktec or LJMU, unless specifically requested to do so.

**Your Actions:**

[ ]  Obtain a scanned image of a photo identity document, either your passport, driving licence, identity card or another recognised official document. The copy must clearly show your face and name.

[ ]  Obtain scanned images of *all* your university award certificates. They must clearly show the award title and awarding institution.

[ ]  If you *do not* possess university level qualifications, obtain scanned images of any training award certificates in subjects *relevant* to this application. They must clearly show the award title and awarding institution.

[ ]  Upload all images to and this application form into the application section of the Postgraduate Programme Information module in [Risktec Online](https://www.online.risktec.tuv.com/course/view.php?id=495).

**Note:** If possible, upload your Application Form and images at the same time. However, if there is likely to be a delay in obtaining your images, submit your Application Form in advance. All documents should be received by Risktec no more than 1 week after submitting your application.

**Our Actions:**

1. We will acknowledge receipt of your Application Form.
2. We aim to make a decision on your application within 10 business days.
3. If we require more information from you, or decide that a telephone interview is necessary, this will be communicated within 10 business days.
4. If your application is successful, we will communicate our decision with payment instructions. Payment must be received by us before the start of the programme.
5. If your application is unsuccessful, we will provide the reasons supporting our decision and, where relevant, some professional advice for your education and career.

**Validated education in partnership with:**

* Liverpool John Moores University (LJMU)
* Energy Institute (EI)
* Chartered Institute of Ergonomics & Human Factors (CIEHF)
* Safety and Reliability Society (SaRS)
* Nuclear Institute (NI)



   