



CertAVP Enrolment Form

Personal details

Title	First name	Surname/family name
Contact address		
	Postcode	Country
Date of birth (<i>day month year</i>)	Previous name (<i>if applicable</i>)	Sex (<i>please tick</i>) <input type="checkbox"/> Male <input type="checkbox"/> Female
Daytime phone number	Evening telephone number	Mobile telephone number
Email address		
Permanent address (<i>if different from contact address</i>)		
Telephone number		

University/college education – first degree/diploma and higher degree/diploma

Name of institution	Country of institution	Title/field of study	Qualification (e.g., BVMS)	Date

CPD Unit

Language

What is your first language?

If English is not your first language and you have taken an English language examination, please give details:

Date	Title (e.g., IELTS)	Score

Fee status

This is for internal use only and will not affect your enrolment

What do you expect your fee status to be? Home EU Overseas
(please tick)

Country of birth

Country of permanent residence

Nationality

What is your nationality?

If you are not an EU citizen, but either your parents or your spouse is, please tick here

In which country are you currently living?

If you are not a UK national but are permanently resident here, has the Home Office granted you any of the following?

Right of abode

Indefinite leave to remain

Exceptional leave to remain

Refugee status

Other

RCVS

Have you enrolled with the RCVS for CertAVP?

Yes

No, not yet

RVC

Are you employed by, or an intern at, the RVC,
or have a scholarship with the RVC?

Yes

No

Declaration

I confirm that the statements made by me on this form are correct. Should any of the above statements prove to be incorrect the College reserves the right to withdraw any offer made or cancel any subsequent registration.

The Royal Veterinary College will use the information given by you to assess your application and for statistical purposes, for example, to analyse applications by gender, ethnicity, disabilities, etc. The college retains information about applicants for 24 months. Application forms for successful candidates are retained on their student files.

Signature

Date

Which modules are you interested in?

Please tick which modules are you interested in completing. By indicating your interest in modules does not limit you to these selections; this information is for **statistical analysis** and general module preparation

		Tick			Tick
A-PKS.1	Professional Key Skills		C-VA.1	Small Animal Anaesthesia and Analgesia	
B-CKS.0	Clinical Key Skills		C-VA.2	Equine Anaesthesia and Analgesia	
B-SAP.1	Small Animal Practice		C-VA.3	Critical Care and Analgesia	
B-GVM.5	Global Veterinary Medicine		C-VC.2	Cardiovascular Diagnostics	
B-EP.3	Equine Practice		C-VC.3	Cardiovascular Therapeutics	
C-E.1	Equine Gastrointestinal Disease and Intensive Care		C-VDI.1	Veterinary Diagnostic Imaging in Practice	
C-E.2	Equine Cardiovascular and Respiratory Disease		C-VDI.2	Small Animal - DI Orthopaedics	
C-E.3	Equine General Medicine		C-VDI.3	Small Animal - DI Soft Tissue	
C-E.4	Equine Neuromuscular, Behaviour and Special Senses		C-VDI.4	Large Animal -Diagnostic Imaging A	
C-ECC.1	Critical Care		C-VDI.5	Large Animal -Diagnostic Imaging B	
C-ECC.2	Emergency Care A		C-VP.1	Basic Tissue Pathology, Necropsy and Biopsy	
C-ECC.3	Emergency Care B		C-VP.2	Clinical Pathology - Laboratory Diagnostics	
C-SAM.8	Small Animal Medicine A		C-VPH.1	Animal Welfare in the Food Chain	
C-SAM.9	Small Animal Medicine B		C-VPH.2	Hygienic Production of Food	
C-SAM.10	Small Animal Medicine C				
C-SAS.1	Small Animal Surgery (Core)				
C-SAS.2	Soft Tissue Surgery A				
C-SAS.3	Soft Tissue Surgery B				
C-SAS.6	Orthopaedic Surgery A				
C-SAS.7	Orthopaedic Surgery B				

Equal Opportunities Form

The college welcomes applications from all persons of the requisite standard whether resident in the UK or elsewhere. No disadvantage shall be imposed on the grounds of ethnic origin, social or political beliefs, religion or gender.

The following information will be treated as confidential and may be used in order to help us monitor the effectiveness of our Equal Opportunities Policy. The information given here will not affect the outcome of your application and will not be seen by those responsible for the selection process.

Criminal convictions

If you have been convicted of a criminal offence you are required to declare this by indicating yes below, excluding a motoring offence for which a fine and/or a maximum of three penalty points were imposed or spent sentences.

Do you have any criminal convictions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---------------------------------------	------------------------------	-----------------------------

If yes, please give details:

Equal opportunities monitoring

Please tick the appropriate box:

Category
<input type="checkbox"/> White
<input type="checkbox"/> Black Caribbean
<input type="checkbox"/> Black African
<input type="checkbox"/> Black Other
<input type="checkbox"/> Indian
<input type="checkbox"/> Pakistani
<input type="checkbox"/> Bangladeshi
<input type="checkbox"/> Chinese
<input type="checkbox"/> Asian Other
<input type="checkbox"/> Other

CPD Unit

Royal Veterinary College, Hawkshead Lane, North Mymms, Hatfield, Hertfordshire, AL9 7TA
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Disabilities

The Royal Veterinary College welcomes applications from students with disabilities. It is helpful for us to know about the nature of any disabilities in order for us to ascertain whether facilities are available at the College to meet students' needs. Applicants with disabilities are encouraged to contact the Student Disability Officer prior to applying (+44 (0)1707 666380).

If you are registered disabled with the UK Department of Education and Employment please tick here

Please tick the box(es) below which apply to you:

<input type="checkbox"/>	I do not have a disability nor am I aware of any additional support requirements
<input type="checkbox"/>	I have dyslexia
<input type="checkbox"/>	I am blind/partially sighted
<input type="checkbox"/>	I am deaf/have hearing impairment needs
<input type="checkbox"/>	I am a wheelchair user/have mobility difficulties
<input type="checkbox"/>	I have mental health difficulties
<input type="checkbox"/>	I have an unseen disability, e.g., diabetes/asthma
<input type="checkbox"/>	I have a disability not listed above: <i>(please specify)</i>



Royal Veterinary College
University of London

Plagiarism and Cheating

This includes in-course assessments and projects. A short version of the definition of Plagiarism and Cheating is as follows:

Plagiarism is the act of presenting the ideas or discoveries of another as one's own. To copy sentences, phrases or even striking expressions without acknowledgement in a manner which may deceive the reader as to the source is plagiarism. Where such copying or close paraphrasing has occurred, the mere mention of the source in a bibliography will not be deemed sufficient acknowledgement; in each instance it must be referred specifically to its source. Verbatim quotations must be directly acknowledged, either in inverted commas or by indenting (University of Kent).

Plagiarism may include collusion with another student, or the unacknowledged use of a fellow student's work with or without their knowledge and consent. Similarly the direct copying by a student of their own original writings qualifies as plagiarism if the fact that the work has been or is to be presented elsewhere is not clearly stated.

Cheating is similar to plagiarism, but more serious. Cheating means submitting another student's work, knowledge or ideas to be assessed while pretending that they are your own.

You should consult your supervisor or Course Director if you are in any doubt about what is permissible.

Any attempt to invent or otherwise falsify data is fraudulent scientific practice.

The University takes a very serious view of Examination Offences. Depending upon the nature of the offence, one of a range of penalties, up to expulsion from the University, may be imposed.

DECLARATION BY STUDENT

I have read and understood the definition of plagiarism and cheating given and I declare that this assignment submitted by me during my registration as a student of the Royal Veterinary College is my own work, and that I have acknowledged all results and quotations from the published or unpublished work of other people.

Full name: _____

Signed: _____

Course: _____

Date: _____

CertAVP Module Enrolment Form

Title	First name	Surname/family name
Email address		Mobile telephone number

There are two levels of enrolment. You can either:

- enrol and be assessed
- or**
- enrol with Learning Support and be assessed

You may choose to pay the enrolment fee now and delay paying the assessment fee until you are ready to submit your first piece of work for marking, or you can pay the full amount together. You can enrol on the optional Learning Support at any time. There is a £40 registration fee to pay when you first enrol with the RVC.

Most of the modules assessed by the RVC have optional Learning Support which includes:

- a discussion board for communication with other candidates enrolled on the module
- access to the extensive online RVC library
- access to relevant articles posted by module leaders, including cases with model answers, articles of interest related to the module's learning outcomes, sample cases, etc.

The enrolment fee for the A-PKS.1 module automatically includes all of the above and therefore the optional Learning Support is slightly different. The optional Learning Support pays for the Module Leader to comment on your essay plans before you submit the essays for assessment. You may wish to submit a few essays first, see what feedback you get, and if you then feel you need to have your essay plans reviewed, you can pay for the optional Learning Support at that later stage.

Your enrolment fee for any module automatically includes a single sign-on ('Athens' password) to access web resources/electronic journals.

Please note that candidates who want to obtain the full RCVS Certificate in Advanced Veterinary Practice need to enrol with the RCVS. For designated certificates the RCVS also requires candidates to sit a synoptic examination which currently is administered by the RCVS, not the RVC.

The RCVS will be notified of your CertAVP enrolment with RVC.

Since 1st July 2010, modular enrolments have a **time limit** imposed of **2 years for each module**. To complete any outstanding assessment, re-enrolment on a module is permitted without penalty

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provided notice is given to the CertAVP office before the 2 year enrolment expires. An option to extend the time limit to a third year in order to complete assessments is subject to the approval of the RVC CertAVP Examinations Board and will apply to special cases only.

When enrolling on C Modules, be aware that there is an annual assessment timetable, so enrol **before** the assessment schedule starts, and not mid way through. Check the Module Outlines for the timetables or contact certavp@rvc.ac.uk for advice.

These fees are subject to change and are reviewed each year – the listed fees are valid until 31st July 2012.

FEES

The following fees apply when enrolling on modules, paying for Learning Support and paying to be assessed. Please note that there is no optional Learning Support offered for the B Module in Clinical Key Skills (B-CKS.0) other than access to a practice exam which is free to all candidates enrolled on this module (the practice exam is available two weeks before the exam date).

With reference to the 2 year limit on completing a module, only enrol on modules that you know you can achieve within that time. You can enrol on just one module at a time, or a few - it is your choice.

Reference number	Module	Credits	Enrolment Fee <i>(please circle fees)</i>	Learning Support Fee <i>(please circle fees)</i>		Assessment Fee <i>(please circle fees)</i>
			Module enrolment	1 st time learning support required	Further learning support required	
RVC registration fee (paid once)			£40			
A-PKS.1	Professional Key Skills	15	£60	£100		£500
B-CKS.0	Clinical Key Skills	5	£60	n/a		£100
B-SAP.1	Small Animal Practice	10	£60	£200	£100	£360
B-GVM.5	Global Veterinary Medicine	10	£60	£200	£100	£360
B-EP.3	Equine Practice	10	£60	£200	£100	£360
EQUINE MEDICINE						
C-E.1	Equine Gastrointestinal Disease and Intensive Care	10	£60	Currently unavailable		£360
C-E.2	Equine Cardiovascular and Respiratory Disease	10	£60			£360
C-E.3	Equine General Medicine	10	£60			£360
C-E.4	Equine Neuromuscular, Behaviour and Special Senses	10	£60			£360

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Reference number	Module	Credits	Enrolment Fee (please circle fees)	Learning Support Fee (please circle fees)		Assessment Fee (please circle fees)
			Module enrolment	1 st time learning support required	Further learning support required	
EMERGENCY CRITICAL CARE						
C-ECC.1	Critical Care	10	£60	£200 (includes all 3 modules)	£100 (includes all 3 modules)	£360
C-ECC.2	Emergency Care A	10	£60			£360
C-ECC.3	Emergency Care B	10	£60			£360
SMALL ANIMAL MEDICINE						
C-SAM.8	Small Animal Medicine A	10	£60	£200 (includes all 3 modules)	£100 (includes all 3 modules)	£360
C-SAM.9	Small Animal Medicine B	10	£60			£360
C-SAM.10	Small Animal Medicine C	10	£60			£360
SMALL ANIMAL SURGRY						
C-SAS.1	Small Animal Surgery (Core)	10	£60	£200 (includes all 5 modules)	£100 (includes all 5 modules)	£360
C-SAS.2	Soft Tissue Surgery A	10	£60			£360
C-SAS.3	Soft Tissue Surgery B	10	£60			£360
C-SAS.6	Orthopaedic Surgery A	10	£60			£360
C-SAS.7	Orthopaedic Surgery B	10	£60			£360
VETERINARY ANAESTHESIA						
C-VA.1	Small Animal Anaesthesia and Analgesia	10	£60	£200 (includes all 3 modules)	£100 (includes all 3 modules)	£360
C-VA.2	Equine Anaesthesia and Analgesia	10	£60			£360
C-VA.3	Critical Care and Analgesia	10	£60			£360

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Reference number	Module	Credits	Enrolment Fee (please circle fees)	Learning Support Fee (please circle fees)		Assessment Fee (please circle fees)
			Module enrolment	1 st time learning support required	Further learning support required	
VETERINARY CARDIOLOGY						
C-VC.2	Cardiovascular Diagnostics	10	£60	£200 (includes both modules)	£100 (includes both modules)	£360
C-VC.3	Cardiovascular Therapeutics	10	£60			£360
VETERINARY DIAGNOSTIC IMAGING						
C-VDI.1	Veterinary Diagnostic Imaging in Practice	10	£60	£200 (includes 3 modules – core and small or large animal modules)	£100 (includes 3 modules – core and small or large animal modules)	£360
C-VDI.2	Small Animal - DI Orthopaedics	10	£60			£360
C-VDI.3	Small Animal - DI Soft Tissue	10	£60			£360
C-VDI.4	Large Animal - Diagnostic Imaging A	10	£60			£360
C-VDI.5	Large Animal - Diagnostic Imaging B	10	£60			£360
VETERINARY PATHOLOGY						
C-VP.1	Basic Tissue Pathology, Necropsy and Biopsy	10	£60	Currently unavailable		£360
C-VP.2	Clinical Pathology - Laboratory Diagnostics	10	£60			£360
VETERINARY PUBLIC HEALTH						
C-VPH.1	Animal Welfare in the Food Chain	10	£60	Currently unavailable		£360
C-VPH.2	Hygienic Production of Food	10	£60			£360

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CertAVP Payment Form

Please complete and return to:
CertAVP, CPD Unit, The Royal Veterinary College,
Hawkshead Lane, North Mymms, Hertfordshire AL9 7TA

Name.....

Address.....

.....

..... Post code.....

Telephone..... Mobile.....

Email.....

Total amount being paid: £.....

Invoice to:

.....

Cheque (*please make cheque payable to The Royal Veterinary College*)

Credit card (*credit card numbers will be destroyed once payment is taken*)

Visa Mastercard Access Switch/Maestro

(Please note that we are unable to accept American Express)

Card number..... Issue number (Switch only)

Valid from..... Expires.....

Security Number (*last 3 digits on signature strip*):

Billing Address for Credit Card (*if different from above*):

.....

Name on Credit Card:

Signed.....

For further information contact the RVC CertAVP department

Tel: +44(0)1707 666201 Fax: +44(0)1707 666877

Email: certavp@rvc.ac.uk www.rvc.ac.uk/certavp

Returning your forms

Please return the following to ensure your CertAVP Enrolment can be completed:

1. Completed **CertAVP Enrolment** form
2. Completed **Module Enrolment** Form
3. Completed **Payment** form
4. Completed **Equal Opportunities** form
5. Signed **Plagiarism and Cheating** form
6. Photocopy of your **degree certificate** (*not your RCVS membership certificate*)
7. Photocopy of your **passport**

Completed forms should be returned to:

CertAVP
CPD Unit
The Royal Veterinary College
Hawkshead Lane
North Mymms
Hertfordshire
AL9 7TA
United Kingdom

CPD Unit

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