



## CertAVP Enrolment Form

### Personal details

Title	First name	Surname/family name
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Contact address

	Postcode	Country
Date of birth ( <i>day month year</i> )	Previous name ( <i>if applicable</i> )	Gender ( <i>please tick</i> )
Daytime telephone number	Mobile telephone number	<input type="checkbox"/> Male
		<input type="checkbox"/> Female

Email address

Permanent address (*if different from contact address*)

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

Royal Veterinary College, Hawkshead Lane, North Mymms, Hatfield, Hertfordshire, AL9 7TA  
Tel: +44 (0)1707 666201 Fax: +44 (0)1707 666877 Email: certavp@rvc.ac.uk

## Language

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What is your first language?

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If English is not your first language and you have taken an English language examination, please give details. RVC can also offer you an ESOL test (English language test) - please email [certavp@rvc.ac.uk](mailto:certavp@rvc.ac.uk) to be given access to this when you enrol.

All of the College's English Language requirements are on the website:  
<http://www.rvc.ac.uk/study/international-students/english-language-requirements>  
PGT courses require IELTS 7.0 (the right column)

Date	Title (e.g., IELTS)	Score

## Fee status

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

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

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Country of birth

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Country of permanent residence

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## Nationality

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What is your nationality?

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In which country are you currently living?

*Students currently living outside the UK or EU do not need to answer any further questions*

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Date of first entry to live in the UK or EU (or indicate "from birth"):

***If you are a national of the EU (including the UK), and have not lived outside the EU for any period in the last 10 years, you do not need to answer any further questions***

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

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If you are a national of the EU (including the UK) or have the right to live in an EU country but have lived outside the EU for any period in the last ten years, please give details (including reasons for living outside EU and evidence of links maintained in EU):

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

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Right of abode

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Indefinite leave to remain

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Exceptional leave to remain

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Refugee status

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Other

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\*If you have been awarded any of the above, please include proof of the status granted

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## RCVS and other institutions

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Have you enrolled with the RCVS for CertAVP?  Yes  No, not yet

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Have you enrolled on any CertAVP module/s with another institution? If yes, have you passed these module/s? Please give details of institution, module/s and pass dates:  No  Yes

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## RVC

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

Yes

No

If yes, or if you were a student at RVC, what is your RVC  
username?.....

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## Where did you hear about the RVC offering the CertAVP?

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## Emergency Contact Details

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Name:

Relationship to Candidate:

Telephone Number (landline and mobile):

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## 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**

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## 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.

**Equal opportunities monitoring** (please tick the appropriate box):

White	
Black or Black British - Caribbean	
Black or Black British - African	
Other Black background	
Asian or Asian British - Indian	
Asian or Asian British - Pakistani	
Asian or Asian British - Bangladeshi	
Chinese	
Other Asian background	
Mixed - White & Black Caribbean	
Mixed - White & Black African	
Mixed - White & Asian	
Other Mixed background	
Arab	
Other Ethnic background	
Information refused	

**CPD Unit**

## 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 on +44 (0)1707 666380. In the case of a learning difference, please provide your educational psychologists report.

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:

No known disability	
A social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder	
Blind or a serious visual impairment uncorrected by glasses	
Deaf or a serious hearing impairment	
A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy	
A mental health condition, such as depression, schizophrenia or anxiety disorder	
A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D	
A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches	
A disability, impairment or medical condition that is not listed above	
Two or more impairments and/or disabling medical conditions	

**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
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If yes, please give details:

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## **Plagiarism and Cheating**

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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

This form shows the:

- fees to enrol per module
- fees to have A-FAVP.1 module essay plans reviewed
- fees to be assessed per module

Enrolment only on a module will provide you with access to learning support material for that one module. Enrolment and payment of at least one assessment fee will provide you with access to learning support material for all modules.

Paying the review fee for the A-FAVP.1 module gives you the opportunity of having assessors give feedback on your essay plans before you submit final essays for assessment. If you are unsure if you need this additional service, you may wish to submit a few completed 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 review fee at that later stage.

Access to a practice quiz for the A-FAVP.1 online exam is available two weeks before the live exam.

When enrolling on C Modules, be aware that there is an annual assessment timetable, so enrol **before** an assessment schedule starts, and not mid way through. Check the Module Outlines for the timetables or contact [certavp@rvc.ac.uk](mailto:certavp@rvc.ac.uk) for advice. Also only enrol in the year you are planning on submitting work.

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

### CPD Unit

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Tel: +44 (0)1707 666201 Fax: +44 (0)1707 666877 Email: [certavp@rvc.ac.uk](mailto:certavp@rvc.ac.uk)

These fees are subject to change and are reviewed each year – the listed fees are valid until 31<sup>st</sup> July 2018.

## Learner Agreement

**Rules and Regulations:** College Rules and Regulations are available on Learn, RVC Intranet, electronically or in writing, and must be complied with.

**Plagiarism:** I understand that it is compulsory to complete the online plagiarism test before submitting my first piece of work for assessment.

**Declaration:** I agree that I will abide by all College Rules and Regulations and it is my intention to enrol for the following module/s and complete all module assessments within a 2 year period.

Name	Signature	Date
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Reference number	Module	Credits	Enrolment Fee <i>(please circle fees)</i>	Assessment Fee <i>(please circle fees)</i>
<b>RVC REGISTRATION FEE</b>				
<b>RVC registration</b> (paid once when enrolling on CertAVP)			<b>£50</b>	
<b>COMPULSORY MODULES (one A plus one B module)</b>				
A-FAVP.1	Foundations of Advanced Veterinary Practice	10	£95	£525
A-FAVP.1	<i>Essay plan review fee (optional)</i>	<i>£50</i>		
B-SAP.1	Small Animal Practice	10	£95	£525
B-EP.3	Equine Practice	10	£95	£525
B-PAP.2	Production Animal Practice – in the context of cattle, sheep and camelid	10	£95	£525
B-PAP.2	Production Animal Practice – in the context of poultry	10	£95	£525
B-PAP.2	Production Animal Practice – in the context of pigs	10	£95	£525

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Reference number	Module	Credits	Enrolment Fee <i>(please circle fees)</i>	Assessment Fee <i>(please circle fees)</i>
<b>EQUINE MEDICINE</b>				
C-E.1	Equine Gastrointestinal Disease and Intensive Care	10	£95	£525
C-E.2	Equine Cardiovascular and Respiratory Disease	10	£95	£525
C-E.3	Equine General Medicine	10	£95	£525
C-E.4	Equine Neuromuscular, Behaviour and Special Senses	10	£95	£525
<b>EMERGENCY CRITICAL CARE</b>				
C-ECC.1	Critical Care	10	£95	£525
C-ECC.2	Emergency Care A	10	£95	£525
C-ECC.3	Emergency Care B	10	£95	£525
<b>SMALL ANIMAL MEDICINE</b>				
C-SAM.8	Small Animal Medicine A	10	£95	£525
C-SAM.9	Small Animal Medicine B	10	£95	£525
C-SAM.10	Small Animal Medicine C	10	£95	£525
<b>SMALL ANIMAL SURGERY</b>				
C-SAS.1	Small Animal Surgery (Core)	10	£95	£525
C-SAS.2	Soft Tissue Surgery A	10	£95	£525
C-SAS.3	Soft Tissue Surgery B	10	£95	£525
C-SAS.6	Orthopaedic Surgery A	10	£95	£525
C-SAS.7	Orthopaedic Surgery B	10	£95	£525

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Reference number	Module	Credits	Enrolment Fee <i>(please circle fees)</i>	Assessment Fee <i>(please circle fees)</i>
<b>VETERINARY ANAESTHESIA</b>				
C-VA.1	Small Animal Anaesthesia and Analgesia	10	£95	£525
C-VA.2	Equine Anaesthesia and Analgesia	10	£95	£525
C-VA.3	Critical Care and Analgesia	10	£95	£525
<b>VETERINARY CARDIOLOGY</b>				
C-VC.1	Cardiovascular Anatomy, Physiology and Pathology	10	£95	£525
C-VC.2	Cardiovascular Diagnostics	10	£95	£525
C-VC.3	Cardiovascular Therapeutics	10	£95	£525
<b>VETERINARY DIAGNOSTIC IMAGING</b>				
C-VDI.1	Veterinary Diagnostic Imaging in Practice	10	£95	£525
C-VDI.2	Small Animal - DI Orthopaedics	10	£95	£525
C-VDI.3	Small Animal - DI Soft Tissue	10	£95	£525
C-VDI.4	Large Animal -Diagnostic Imaging A	10	£95	£525
C-VDI.5	Large Animal -Diagnostic Imaging B	10	£95	£525
<b>VETERINARY PATHOLOGY</b>				
C-VP.1	Basic Tissue Pathology, Necropsy and Biopsy	10	£95	£525
C-VP.2	Clinical Pathology - Laboratory Diagnostics	10	£95	£525

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Reference number	Module	Credits	Enrolment Fee <i>(please circle fees)</i>	Assessment Fee <i>(please circle fees)</i>
<b>VETERINARY PRIMARY CARE</b>				
C-VCG.1	Clinical Governance in Veterinary Practice	10	£95	£525
C-VGP.1	Clinical Audit	10	£95	£525
C-VGP.2	Consultation Skills	10	£95	£525
C-VGP.3	Professional Responsibility and Practice	10	£95	£525
C-VML.1	Principles of Veterinary Management and Leadership	10	£95	£525
C-VCM.1	Principles of Coaching and Mentoring Development in Veterinary Practice	10	£95	£525
<b>VETERINARY PUBLIC HEALTH</b>				
C-VPH.1	Animal Welfare in the Food Chain	10	£95	£525
C-VPH.2	Hygienic Production of Food	10	£95	£525
<b>PIGS</b>				
C-P.1	Reproductive management of pigs	10	£95	£525
C-P.2	Infectious diseases of pigs: diagnosis, prevention and control	10	£95	£525
C-P.3	Intensive pig production: management and non-infectious diseases	10	£95	£525
<b>POULTRY</b>				
C-POU.1	Husbandry and Management	10	£95	£525
C-POU.2	Disease Diagnosis, Prevention and Treatment	10	£95	£525
C-POU.3	Minor Poultry Species, Hatcheries and Incubation, Poultry Processing and Legislation	10	£95	£525

**CPD Unit**

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If there are any modules you are interested in which RVC does not currently assess, please do let us know:

1.
2.
3.
4.
5.

## CertAVP Payment Form

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

Name.....

Address (if different from Enrolment Form): .....

.....

.....

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

Fax..... Email.....

**Total amount being paid: £.....**

Invoice, addressed 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 (please provide your security number in the space at the bottom of this page. It must be recorded separately from your credit card number for data protection purposes, and will be destroyed after payment is taken.)

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

.....

Name on Credit Card: .....

Your personal details will never be passed on to 3rd party companies.

**For further information contact the RVC CertAVP department**

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

Email: [certavp@rvc.ac.uk](mailto:certavp@rvc.ac.uk) [www.rvc.ac.uk/cpd](http://www.rvc.ac.uk/cpd)

\* Security number (last 3 digits on signature strip) .....



## 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 (*including the £50 registration fee*)
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**
8. Photocopy of your **Home Office proof of status granted** (*if applicable*)

### 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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