

**Applying for CPD Health Modules/  
Diploma, Degree/ Masters with UCS.**

Applying for standalone CPD module  
OR  
Applying for diploma, degree or masters qualification  
& mandatory module.

Who is  
Employer?

**HEEoE Funded  
Applicant**

Applicant contacts  
education lead/manager  
to request link to  
**CPD E-Voucher.**

Education lead/manager  
decides if applicant can  
study.

If applicant can study,  
education lead/manager  
provides link to  
**CPD E-Voucher.**

**Sponsored  
(By employer – non  
HEEoE)**

If employer has agreed  
to fund module email  
[cpdprovision@ucs.ac.uk](mailto:cpdprovision@ucs.ac.uk)  
to request **IAF form.**

Complete and return  
**IAF form** to  
[cpdprovision@ucs.ac.uk](mailto:cpdprovision@ucs.ac.uk)

After **IAF form** has been  
processed by finance  
UCS will send  
**CPD E-voucher.**

**Self Funding**

Self funding applicants  
to email  
[cpdprovision@ucs.ac.uk](mailto:cpdprovision@ucs.ac.uk)  
to request link to  
**CPD E-Voucher.**

UCS provides  
link to  
**CPD E-Voucher.**

**Private, Voluntary  
and Independent  
Sector Employee  
(non HEEoE)**

Applicant contacts their  
education lead/manager  
(if applicable) for  
permission to study.

Education lead/manager  
decides if applicant can  
study.

If applicant can study,  
applicant emails  
[cpdprovision@ucs.ac.uk](mailto:cpdprovision@ucs.ac.uk)  
to request link to  
**CPD E-Voucher.**

Applicant completes  
**CPD E-Voucher**

A confirmation email is  
sent to applicant, UCS &  
their education lead/  
manager (if applicable).

UCS provides  
link to  
**CPD E-Voucher.**

UCS processes application, contacts applicant to request they  
complete enrolment. OR if the applicant is continuing on a  
programme, module is added for them.

Enrolment is required by new and continuing applicants, UCS will  
contact applicant after application is processed.

**Help & Guidance**

All queries to be sent to  
UCS, the email address  
is  
[cpdprovision@ucs.ac.uk](mailto:cpdprovision@ucs.ac.uk)

By completing the  
**CPD E-Voucher**  
you are applying for a  
place to study.

All modules are subject  
to minimum applicant  
numbers before they  
are confirmed as  
definitely running.

UCS will notify  
applicant of any  
changes or  
cancellations in  
advance.

**Terms**

**CPD E-Voucher**  
This electronic form  
captures information  
used by UCS to process  
application.

**IAF form**  
This is an invoice form  
used by UCS.

**HEEoE**  
Health East of England.