

RCN Institute former student records

This document is intended to help ex-students find their own records. Please note that the RCN is not responsible for inaccuracies in or changes to the information available on external websites.

Transcripts

Verification is a written confirmation of a qualification, the basic programme of study and award information with dates. It is often requested by employers or other academic institutions as evidence of qualification.

A transcript is a breakdown of the course modules studied and grade achieved.

A certificate is the document that records only the conferral of the degree.

For verification of past RCN courses please contact transcripts@rcn.org.uk. The RCN cannot issue replacement certificates.

Face-to-face programmes of study

In 1987, the RCN Institute became an affiliated college of the University of Manchester and began its first degree programmes. These programmes were taught by RCN staff at 20 Cavendish Square (RCN headquarters) but the degree was awarded by the University of Manchester.

From 1992, the RCN Institute recorded student results/data on the SITS student record system. Prior to that date, the RCN did not create records of student's achievements. However, the RCN Archives' does have pass lists for many courses – please see list below for details.

In 2000, the RCN Institute entered into a new agreement with London South Bank University (LSBU) whereby all the RCN's face to face-to-face degree courses were transferred from the RCN and the University of Manchester to LSBU. Existing students at the time were given a choice of remaining with the University of Manchester or transferring to LSBU. Staff and student records were transferred to LSBU, and the division was named the RCN Development Centre at LSBU.

Records of face-to-face modules and programmes

Student records for RCN courses from 2000 were transferred to London South Bank University. Students should contact the Faculty of Health & Social Care for transcripts and/or replacement certificates.

<http://www.lsbu.ac.uk/current.student/certificates.shtml> Students who

opted to remain at the University of Manchester to complete their courses can contact the Central Records Office at the University of Manchester for replacement certificates only. No transcript information is available. <http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/award-confirmation/>

Distance Learning Courses

From September 1995, the RCN Institute delivered distance learning (DL) diploma/degree courses, which were validated by the University of Manchester, except for the BSc in Gerontology, which was validated in 2000 by LSBU.

In October 2007, all the higher education DL courses were transferred to The Open University, existing students were offered the choice of continuing with the University of Manchester or transferring to the Open University. Seven members of staff and the student records were transferred to the Open University. The Open University can only provide details of degrees awarded since the transfer.

Records of Distance Learning courses

The University of Manchester will issue duplicate certificates to students who took courses validated by them (from 1987). Students should contact their Central Records Office with their details; there is a charge for a duplicate certificate. They cannot provide transcripts.

<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/award-confirmation/>

Continuing professional development courses

The transfer of short continuing professional development (CPD) courses to LSBU also happened at the same time. These include day, 2 day or week-long courses and courses which were linked to national training board requirements under the UKCC (for example, courses with ENB references).

Records of CPD courses

The records of these courses from 1992-2000 were recorded on the SITS database (see above). Prior to 1992, the RCN Archives' does have pass lists for many courses – please see list below for details.

List of examination results 1918-1986 held in RCN archive

Referenc	Title
-----------------	--------------

e number

- RCN7/10/1
1 Industrial Nursing Correspondence Course notebook 1931-1947
The College of Nursing Industrial Nursing Correspondence Course notebook: " 'Health Visitors' Correspondence Course and Special Revision Papers for Students who have taken the six months course, from October 1934 - ". Records names of course students who had started the course from 1931 onwards and includes details of lessons sent out and returned, fees paid and examination results.
- RCN7/10/1
2 Industrial Nursing Correspondence Course notebook 1942-1947
Records names of course students from 1942-1947 and includes details of lessons sent out and returned, fees paid and remarks including examination results. Indexed by surname.
- RCN7/10/1
4 Industrial Nursing Exams (all courses) 1935-1951
File contains information on the arrangements for the exams, details for certificates, marks list and pass lists for students undertaking a qualification in industrial nursing. Individual nurses and the subjects they passed in are given.
- RCN7/10/1
/6 Industrial Nursing Examinations 1947-1952
Examination papers, registration forms, results forms, certificate, pass list (1952), and examination notices relating to examinations in Industrial Nursing and their regulations, drawn up by the Industrial Nursing Board of Studies.
- RCN7/6/3 Dietetic Course 1942-1944 and 1948-1950
Examination results for both date ranges and correspondence relating to the 1945 course.
- RCN7/6/5 Examination Results of the RCN Education Department 1963-1972
Examination results for courses in occupational health, nursing administration (hospital), nursing administration (public health), and for ward sisters, health visitors, clinical instructors and teachers of pupil nurses.
- RCN7/6/6 Examination Results of the RCN Education Department / Institute of Advanced Nursing Education
Papers relating to examination results in post-registration courses offered by the RCN Education Department (Institute of Advanced Nursing Education from 1970). These include the following courses (some of which were day release):
Clinical Teaching; Occupational Health; International Course for Nurse Teachers; Community Health Nurse Teachers; Advanced Nursing Administration; Nursing Administration (Hospital); Diploma in Nursing / Ward Management
RCN7/6/1 1965-1966
RCN7/6/2 1969-1973
RCN7/6/3 Sep 1973 - Jul 1976
RCN7/6/4 Mar 1977 - Dec 1979
RCN7/6/5 Mar 1980 - Jul 1982
RCN7/6/6 1965-1982
- RCN7/6/1 Sister Tutor Course/Diploma, run by the Royal College of Nursing and the University of London 1918-1986
Examination results and lists of candidates for the sister tutor course run by the [Royal] College of Nursing and the University of London.

Folder 1 - Royal College of Nursing Education Department records
1918-1919, figures only, no names.

1920-1946, pass lists with marks in each subject.

Folder 2 - University of London lists

1946-1984, pass lists for Sister Tutor Diploma

1978-1984, pass lists for Diploma in Nursing Education

RCN7/6/2

Diploma in Nursing, University of London 1927-1986

Examination results from the Nursing Diploma course run in conjunction with the University of London.

RCN7/4/12

Advisory Committee on Diploma in Nursing 1924-1938

Minutes, papers and agendas relating to the Advisory Committee on Diploma in Nursing, University of London. Includes a detailed book list for the course; papers relating to the early history of the Diploma in Nursing; correspondence; early agendas and minutes from the course Advisory Committee; early examination pass lists; draft regulations for the Diploma; and early booklets of course regulations.