

# Guide to Submitting Your Health Service Leadership Academy Programme Application Using the UCC Online Application Portal

## Contents

Introduction .....	2
How to Submit an Application .....	2
1. Complete the Health Service Leadership Academy Application Documentation....	2
2. Submit Application using the UCC Online Application Portal .....	3
Step One - Go to the UCC Online Application Portal .....	3
Step Two - Create an Account, including the Indicated Area of Interest .....	3
Step Three – Complete the Online Programme Application .....	4
Step Four – Upload Your Application Documentation.....	11
3. Help with the UCC Online Application Process.....	12

## Introduction

All applications for Health Service Leadership Academy programmes must be submitted using the UCC Online Application Portal.

The Health Service Leadership Academy programmes for which an application can be submitted for are:

- The MSc in Leadership in Healthcare
- The Professional Diploma in Management in Healthcare
- The Professional Diploma in Strategic Transformational Leadership in Healthcare

Each of these programmes is accredited by UCC.

Applicants can only apply for one of the Health Service Leadership Academy programmes. The Health Service Leadership Academy will not accept more than one application per person.

Please follow the guidance below to successfully complete the application process.

## How to Submit an Application

### 1. Complete the Health Service Leadership Academy Application Documentation

- a. Visit the Health Service Leadership Academy website [www.healthserviceleadershipacademy.ie](http://www.healthserviceleadershipacademy.ie) and download the Application Form and the Senior Line Manager Supporting Statement for the programme you wish to apply for.
- b. Complete in full the Application Form for the particular Health Service Leadership Academy Programme you are applying for.
- c. Ensure that the Senior Line Manager Supporting Statement for the particular Health Service Leadership Academy Programme you are applying for has been completed by your Senior Line Manager.
- d. You will also need proof of identity (e.g. driving licence, passport).
- e. Once you have all of the above documentation ready visit the UCC Online Application Portal at <https://ucc.elluciancrmrecruit.com/Apply> and follow the guidance below to complete and submit your application for the Health Service Leadership Academy programme. You will be asked to upload each of the three documents above in order to successfully submit your application. Your application is

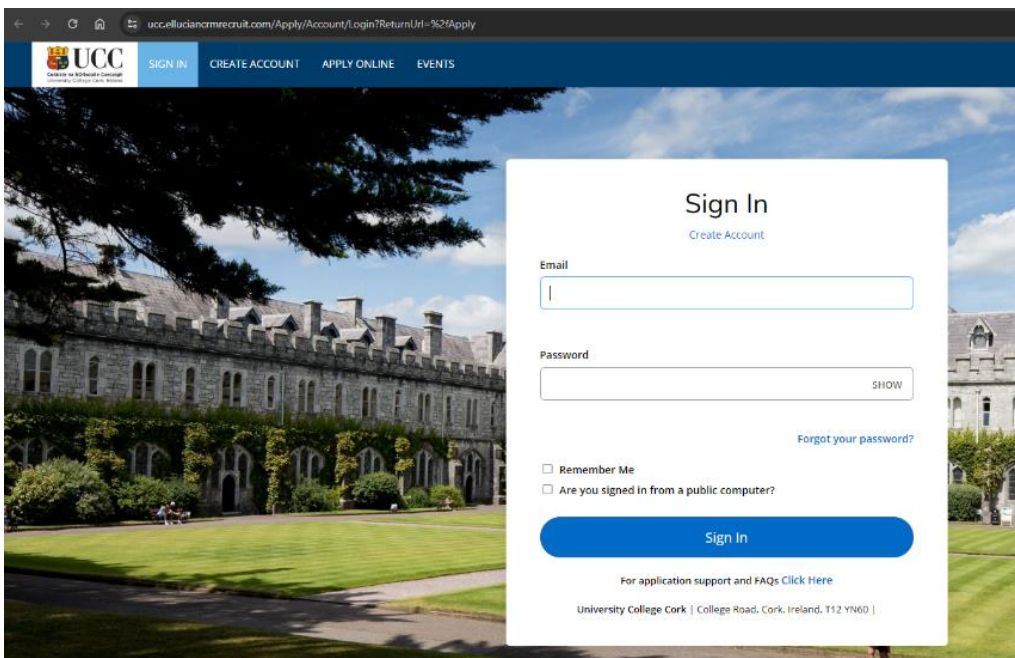
incomplete until the three pieces of documentation are uploaded.  
Incomplete applications will not be considered.

## 2. Submit Application using the UCC Online Application Portal

### Step One - Go to the UCC Online Application Portal

Go to the UCC Online Application Portal at  
<https://ucc.elluciancrmrecruit.com/Apply>.

You will be brought to the page below:

The image shows a screenshot of a web browser displaying the UCC Online Application Portal. The browser's address bar shows the URL 'ucc.elluciancrmrecruit.com/Apply/Account/Login?ReturnUrl=%2FApply'. The page features a dark blue navigation bar with the UCC logo and links for 'SIGN IN', 'CREATE ACCOUNT', 'APPLY ONLINE', and 'EVENTS'. The main content area has a background image of a large, historic stone building with a green lawn in front. Overlaid on this is a white 'Sign In' form. The form includes a 'Create Account' link, an 'Email' input field, a 'Password' input field with a 'SHOW' button, a 'Forgot your password?' link, and two checkboxes: 'Remember Me' and 'Are you signed in from a public computer?'. A prominent blue 'Sign In' button is at the bottom of the form. Below the button, there is a link for 'For application support and FAQs Click Here' and the text 'University College Cork | College Road, Cork, Ireland, T12 YN60 |'.

### Step Two - Create an Account, including the Indicated Area of Interest

You must create an account on the UCC Application Portal before you submit your application. Please note that if you have already taken a UCC or IMI credit bearing programme, the application account is not linked to your UCC/IMI account that was used for Canvas access in the past. It is a separate system. You will, however, within the application be asked for your UCC number. Please include this if you know your UCC number, but inclusion is not imperative.

Please follow these steps carefully. Within the account set up, when completing the 'Indicated Area of Interest' section, please complete as below:

**Academic Level** select **Irish Management Institute**.

**Course Type** select **Closed Recruitment (IMI)**.

**Academic Programme** select the programme you are applying for.

It is imperative that you complete this section as directed, otherwise you will not be able to select the correct programme later in the application process.

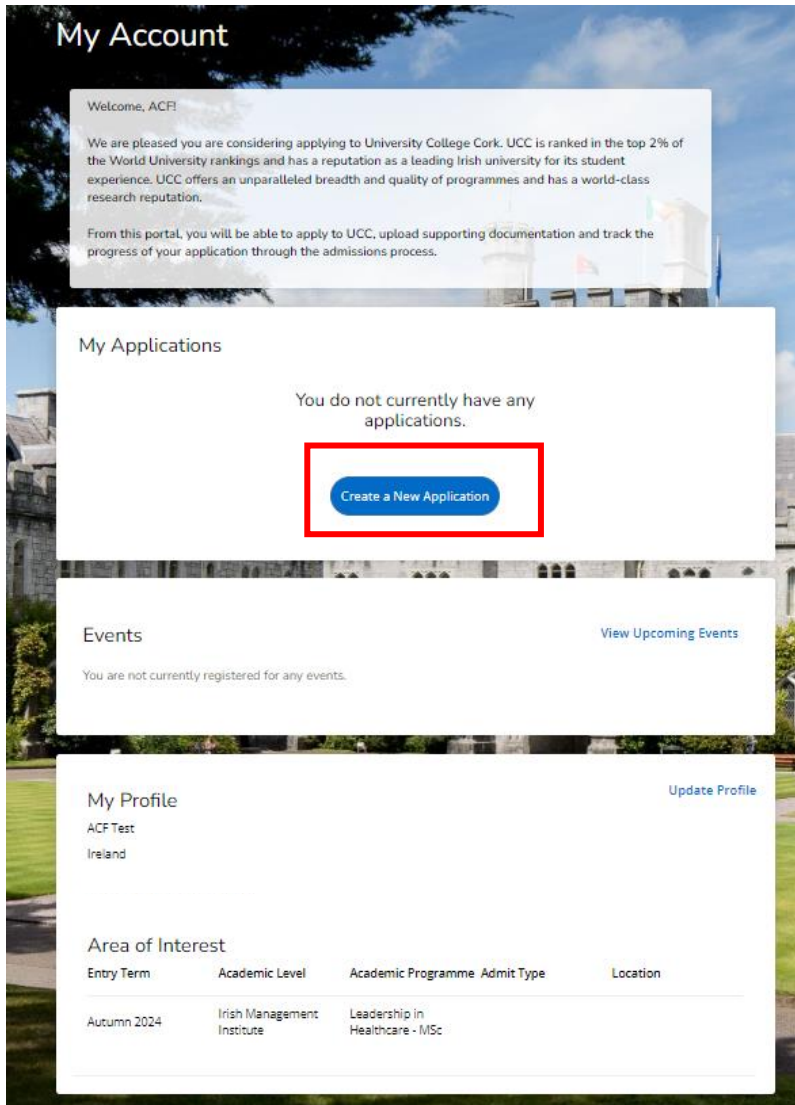
The screenshot shows a form titled "Indicated Area of Interest" with three dropdown menus. The first menu, "Academic Level", has "Irish Management Institute" selected. The second menu, "Course Type", has "Closed Recruitment(IMI)" selected. The third menu, "Academic Programme", has a list of three options: "Leadership in Healthcare - MSc", "Management in Healthcare - Professional Diploma", and "Strategic Transformational Leadership - Professional Diploma". The first option in this list is highlighted with a red box.

Select autumn 2024 as the entry term.

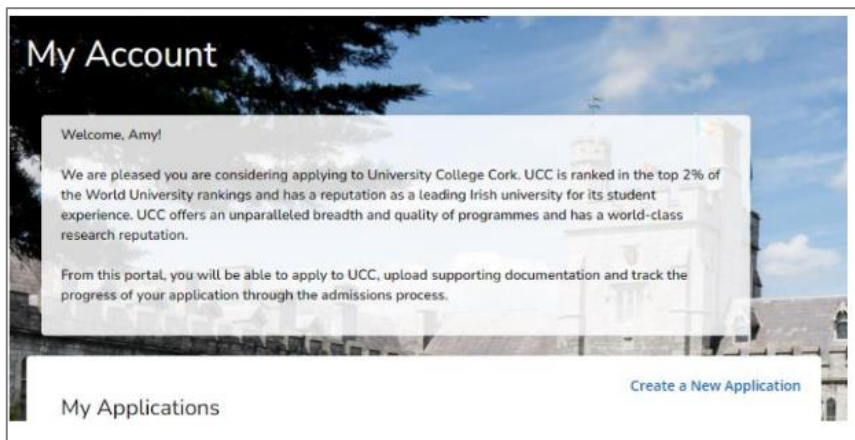
### **Step Three – Complete the Online Programme Application**

Having created an account or logging back into your account you can now apply for your Health Service Leadership Academy programme.

Click on the 'Create a New Application' on the screen below.



If you have previously applied for a UCC programme the screen will be as follows.



## Application Type

At the beginning of the programme application, you will need to select an **Application Type**, please choose **6 – IMI Application**.

Choose the appropriate application type below. Please note that you should only fill out one application.

- 1. Postgraduate Application**  
Use this application if you wish to study a Postgraduate Course  
[Start a new Postgraduate Application](#)
- 2. International Undergraduate Application (Non-EU)**  
Use this application type if you wish to study an Undergraduate Course as a non-EU applicant  
[Start a new International Undergraduate Application](#)
- 3. EU/EFTA/UK Undergraduate Application (Non-CAO)**  
Use this application type if you wish to study an Undergraduate (Non-CAO) Course as an EU/EFTA/UK applicant  
[Start a new EU/EFTA/UK Undergraduate Application \(Non-CAO\)](#)
- 4. Adult and Continuing Education Application**  
Use this application type if you wish to study a course under the category of Adult & Continuing Education – See list of courses [here](#)  
[Start a new Adult & Continuing Education Application](#)
- 5. Micro-credentials and Continuing Professional Development Application**  
Use this application type if you wish to apply for a Micro-credential or CPD Programme  
[Start a new Micro-credential or CPD Programme Application](#)
- 6. IMI Application**  
Use this application type if you wish to apply for IMI Programmes  
[Start a new IMI \(Irish Management Institute\) Application](#)
- 7. Quercus Application**  
Use this application type if you wish to apply for a Quercus Scholarship  
[Start a new Quercus Programme Application](#)

The portal will then show you the programme you selected from the Indicated Area of Interest section above. It should be the Health Service Leadership Academy Programme that you are applying for. If this is the correct programme, select 'Next'.

● Autumn 2024 - Management in Healthcare - Professional Diploma

[Apply for a different programme](#) [Next](#)

(If it is not showing the correct programme you can select 'Apply for a different programme' and follow the screens and when you get to the Academic Level screen input the correct programme details there and the application should update to that programme.)

You will then be asked to complete the following sections:

### Personal Information

Some of these boxes may be complete having pulled through from your account profile. Please complete all empty boxes, in particular those with red stars which are mandatory.

A required question, under the personal information section is 'Marketing Information'. As this question is mandatory, please select 'other' and type Health Service Leadership Academy.

Marketing Information

Where did you hear about the programme?\*

Other (please name) ▼

Other - please state\*

Health Service Leadership Academy

Save Application Save & Continue

### Academic Level

The next section is Academic Level.

You will be presented with the following screen. Please insert the details indicated:

Personal Academic Level Education Programme English Proficiency Work Experience

Additional Questions Confirmation

Level Selection

Academic Level \*

Please select the type of programme you wish to apply for. Once you have selected the appropriate category you will be able to select your programme.

Irish Management Institute ▼

Course Type \*

Closed Recruitment(IMI) ▼

Company code \*

Previous Page Save Application Save & Continue

There are particular Company codes for each programme which go into the Company Code box.

Please use the code that is allocated to the programme you are applying for:

<b>Programme</b>	<b>Company Code</b>
MSc Leadership in Healthcare	MLH24A
Professional Diploma in Management in Healthcare	PDMH24A
Professional Diploma in Strategic Leadership in Healthcare	PDSTLHA

### Education Section – Leave Blank

The Education Section **does not need to be completed** as you will have provided your education details on the Health Service Leadership Academy Application Form for the programme you are applying for and you will be uploading that document later in the online process.

Just select 'No' for 'recognized prior learning' and click 'Save & Continue'.

Personal Academic Level **Education** Programme English Proficiency Work Experience Additional Questions

Confirmation

Higher Education Institution

[+ Add Higher Education Institution / Other Relevant Qualification](#)

Are you uploading proof of recognized prior learning (RPL) to support your application?

Yes  No

[Previous Page](#) [Save Application](#) [Save & Continue](#)

### Programme Details

When this screen opens up it should have the name of the Health Service Leadership Academy programme you are applying for at the top under Academic Program. Please fill in this section as shown below.



Personal Academic Level Education **Programme** English Proficiency Work Experience Additional Questions

Confirmation

---

Programme Details

Academic Program  
Strategic Transformational Leadership - Professional Diploma

Academic Term \*  
Autumn 2024

Mode of Study \*  
Part-time

Intake  
September

Previous Page Save Application **Save & Continue**

## English Proficiency

Please complete this section as appropriate for you.

## Work Experience

**You are not required to enter Work Experience so please click 'No'.** You will have provided your work experience on the Heath Service Leadership Academy Application Form for the programme you are applying for and you will be uploading that document later in the online process.

Personal Academic Level Education Programme English Proficiency **Work Experience** Additional Questions

Confirmation

---

Would you like to add Work Experience?  
Work Experience Confirmation

Yes  No

Previous Page Save Application **Save & Continue**

## Application Confirmation

You will be asked to confirm a number of statements, add your signature and then click on 'Preview Before Submission'. This will allow you to review your application and then submit it - the final submission button is at the bottom of the application preview page – but note, this is **NOT** the final step as you will still need to upload the application documentation. How to do this is explained below.

### Certification

Please confirm the following before you submit your application. Please be aware that should your answer be 'No' to any of the statements below, your application will not be processed.

I confirm that the information given on this form is true, complete and accurate and no information that has been requested has been omitted.

Yes  No

By creating this account I give my consent to the processing of my data by IMI and also by University College Cork in order to review and consider this application. See <https://www.imi.ie/privacy-policy/> and <https://www.ucc.ie/en/it-policies/policies/privacy/>

I agree that IMI and the university can contact me in regards to my application. This could involve tasks such as requesting further information or arranging interview days.

Yes  No

Once you submit your application, you will be asked to provide supplemental items to support your application. **Details of the documents required will be provided once you submit your application.**

**By signing and submitting your application form, you agree to submit supplemental items as requested by IMI and UCC, in order to process your application.**

Yes  No

The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is actually true.

Test signature

Signature Date \*

07/03/2024

When you click on 'Preview Before Submission' the application details you've entered will be presented to you to review. The screen shot below shows the Certification section and the Submit button that will appear at the bottom of the preview. Please click on the 'Submit' button.

### Certification

Please confirm the following before you submit your application. Please be aware that should your answer be 'No' to any of the statements below, your application will not be processed.

I confirm that the information given on this form is true, complete and accurate and no information that has been requested has been omitted.

Yes

By creating this account I give my consent to the processing of my data by IMI and also by University College Cork in order to review and consider this application. See <https://www.imi.ie/privacy-policy/> and <https://www.ucc.ie/en/it-policies/policies/privacy/>

I agree that IMI and the university can contact me in regards to my application. This could involve tasks such as requesting further information or arranging interview days.

Yes

Once you submit your application, you will be asked to provide supplemental items to support your application. **Details of the documents required will be provided once you submit your application.**

**By signing and submitting your application form, you agree to submit supplemental items as requested by IMI and UCC, in order to process your application.**

Yes

The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is actually true.

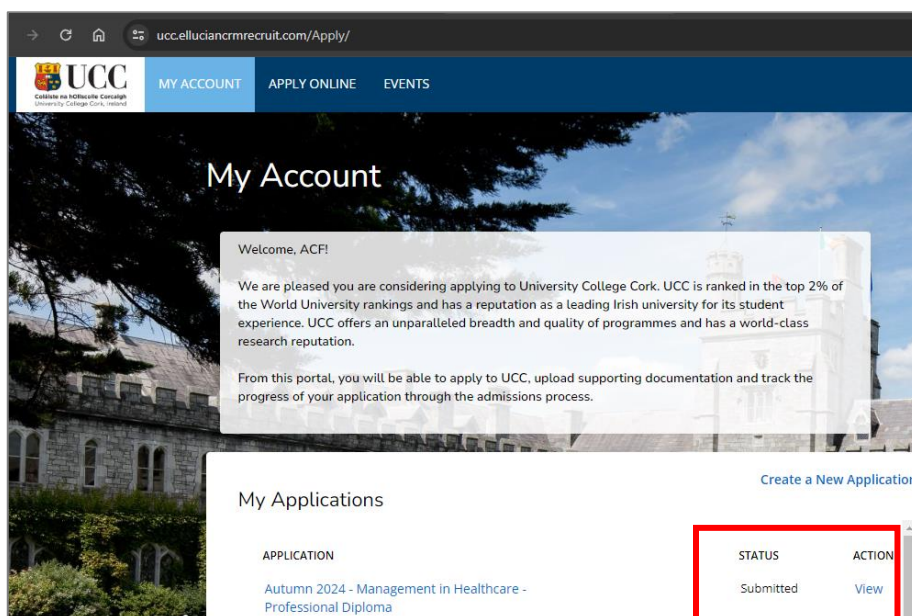
test

Signature Date \*

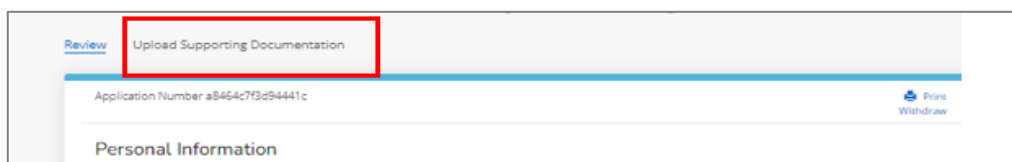
02/04/2024

## Step Four – Upload Your Application Documentation

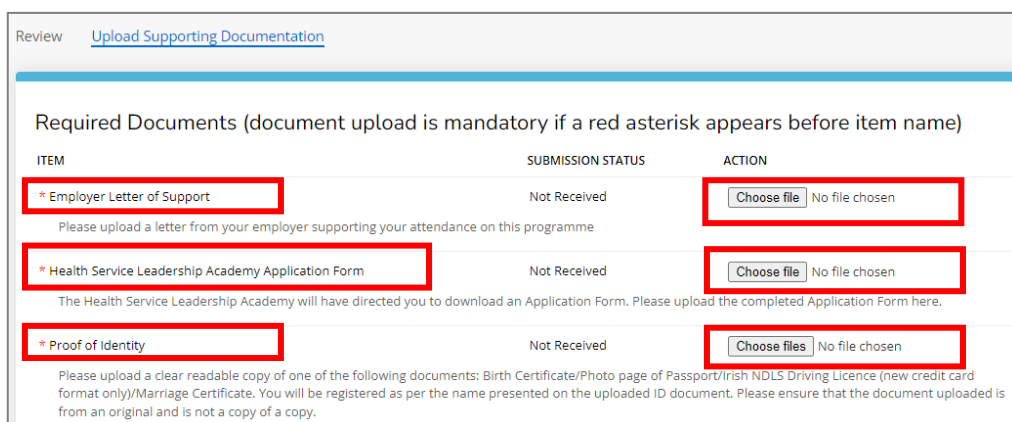
After you press submit the following screen will appear:



You should see the name of the programme that you applied for, the status should read 'Submitted' and the word 'View' appear under Action. You now need to click on 'View' and then click on 'Upload Supporting Documentation' on the next screen.



You can **upload the application documentation** on this screen.



The application documentation you need to upload are:

- The completed Application Form for the particular Health Service Leadership Academy Programme you are applying for.
- The completed Senior Line Manager Supporting Statement for the particular Health Service Leadership Academy Programme you are applying for.
- Proof of identity (e.g. driving licence, passport).

The Application Forms and the Senior Line Manager Supporting Statements for each Health Service Leadership Academy Programme are available at [www.healthserviceleadershipacademy.ie](http://www.healthserviceleadershipacademy.ie).

Please upload the Senior Line Manager Supporting Statement as the Employer Letter of Support.

When uploading, please 'upload' after attaching each document – the system is not able to handle multiple uploads.

You will receive an email prompt from the UCC Online Application Portal until all documentation is received.

Your application is considered to be incomplete and cannot be processed until you have uploaded all three pieces of application documentation.

**When you have uploaded these three application documents, your application is complete and will be processed.**

### **3. Help with the UCC Online Application Process**

If you need any help with the UCC Online Application Portal, please phone 01 207 8412 Monday to Friday 9am to 5pm. You can also email [leadershipacademyhse@imi.ie](mailto:leadershipacademyhse@imi.ie).

*The contents of this Guide to Submitting Your Application are correct at the time of publishing and may be subject to change.*