



NSW Health Enrolled Nurse Scholarships 2019

Applicant information package

Applicant Information Package

The NSW Health Enrolled Nurse (EN) Scholarships are offered by the Nursing and Midwifery Office, NSW Ministry of Health in partnership with Registered Training Organisations (RTOs). The scholarship includes course costs for HLT54115 Diploma of Nursing and a guaranteed offer of employment as an EN within a NSW Health facility (subject to standard recruitment processes).

This information package should be read prior to submitting an application.

Key information

- Scholarship recipients will commence the HLT54115 Diploma of Nursing program from March 2019 (start dates vary between campuses).
- Scholarship recipients are required to pay the student fee component of the Diploma.
- After completing the Diploma of Nursing and successfully progressing through standard registration and recruitment processes, recipients will be offered employment as an EN with NSW Health. This may be on a full-time, part-time, or casual basis.
- Once recipients have been employed for a minimum of 12 months working at least 2 shifts per week, they are eligible for reimbursement of the student fee paid.
- Applicants choose the location where they will study and undertake clinical placements.
- Gaining a scholarship is a competitive process and includes an online application, literacy, language, and numeracy (LLN) testing, and an interview. All eligibility criteria must be evidenced prior to scholarships being awarded.

Who can apply?

If you want to become an EN and you meet the eligibility criteria below, we encourage you to apply for an EN Scholarship.

Criteria

You are an Australian citizen or permanent resident. New Zealand citizens residing in Australia with a Special Category Visa are considered to be permanent residents (evidence is required).

You reside in NSW.

You meet the English language skill standard to gain registration as an EN in Australia, as specified by the Nursing and Midwifery Board of Australia (NMBA): see Appendix A for further information and evidence required.

You have completed the NSW Higher School Certificate (or equivalent), **or a Certificate III** (AQF Level 3) qualification (or equivalent).

You are prepared to work within NSW Health as an EN on graduation, and to comply with NSW Health employment and immunisation policies.

You understand the **EN role** and are able to meet the physical demands.

You are prepared to undertake a **National Criminal Record Check** when you progress to enrolment.

You have not previously or currently been enrolled in a **Diploma of Nursing program**.

You have not previously qualified as an **EN** or a Registered Nurse.

You have not previously received a **NSW Health EN Scholarship**.

Check your eligibility for an EN scholarship

Scholarship conditions

Fees

Scholarship recipients receive a subsidised position in the **HLT54115 Diploma of Nursing** program. The cost to the scholarship recipient is the **student fee** component (approximately \$5,000) which will be **reimbursed in full** to the scholarship recipient once the following requirements are met:

- Successfully completes the Diploma of Nursing
- Achieves registration as an EN with the Nursing and Midwifery Board of Australia
- Completes a minimum of 12 months of employment as an EN in a NSW public health facility (working a minimum of 2 shifts per week).

The **student fee** component is payable on commencement of the Diploma. This fee is approximately \$5,000 however the student fee varies for individual circumstances: reductions and exemptions may apply. VET Student Loans may be accessed to cover/defer this cost. You must be an Australian citizen or permanent humanitarian visa holder to be eligible for VET Student Loans.

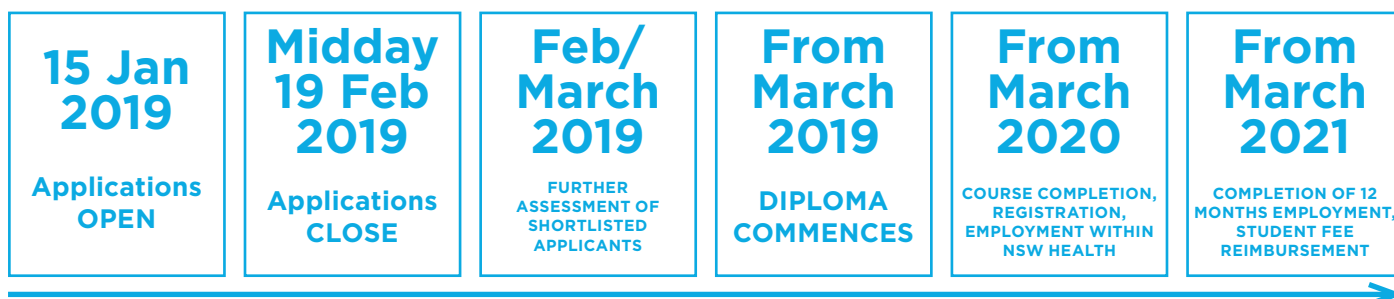
Employment

Scholarship recipients will be offered employment in a NSW Health facility following successful completion of the Diploma and registration as an EN, subject to standard recruitment processes. This offer is valid for two years from the course commencement date. Employment may be on a full-time, part-time, or casual basis (minimum 2 shifts per week).

Other costs

You may be required to purchase textbooks or specific uniform requirements during your study and clinical placements. These items will be at your expense.

Key scholarship dates



Application and selection process

1. **Apply online** via the link on the Nursing and Midwifery Office website. Applications open **9am 15 January 2019** and **close at 12 midday 19 February 2019**. The online application requires:
 - a. your personal and contact information
 - b. your responses to the 3 selection criteria:

- i. Communication skills
 - ii. Team work
 - iii. Time management (see Selection Criteria for further information)
- c. your academic qualifications
 - d. your schooling/education history
 - e. your work/industry/community experience
 - f. your preferred location for study and clinical placements.
2. **Applications are assessed for eligibility** by the Nursing and Midwifery Office, NSW Ministry of Health. Ineligible/incomplete applications will be notified unsuccessful prior to the end February 2019.
 3. **Eligible applications are referred to the relevant education provider for further assessment.** If eligible, you will be invited to attend the RTO campus for literacy, language, and numeracy testing (an assessment of your reading, comprehension, and basic mathematical skills), conducted from late February - late March 2019. You will need to take all of your supporting documents for sighting by the education provider as evidence of your eligibility (for further information see Application Requirements).
 4. If your literacy, language, and numeracy assessment results are favourable and you have provided all evidence required to prove your eligibility, you will **proceed to an interview**. This may be conducted on the same day. The interview panel consists of up to 3 people and will include representatives from the education provider and the linked Local Health District/Specialty Network.
 5. **The education provider will advise you of the outcome** by email by end March 2019. If you are not offered a scholarship position, there may be other ways you can enter nursing or access the Diploma. The education providers can advise you on alternate pathways.
 6. If you are offered a scholarship, it must be accepted by the due date stated in your letter. Failure to do so will result in the offer being withdrawn.

NSW Health is committed to growing our Aboriginal workforce. Aboriginal people are strongly encouraged to apply.

Selection criteria

As part of the application, you are required to address three selection criteria in a maximum of 1200 characters (approx. 240 words) each: Describe how you demonstrate -

- effective communication skills, both written and verbal
- understanding of and ability to work in and be part of a team
- ability to plan and schedule your work so tasks can be completed within designated timeframes.

We suggest you **prepare your responses prior to completing your application** so they can be copied and pasted into your online application.

HLT54115 Diploma of Nursing leads to registration as an Enrolled Nurse with the Nursing and Midwifery Board of Australia.

Study and clinical placement locations

Applicants are asked to select their preferred location to study. Each campus is linked with one or more Local Health District/Specialty Networks (LHD/SN) in the local area.

Students are required to attend face-to-face classes with the education provider and to complete a

minimum of 400 clinical placement hours within the linked LHD/SN as part of the Diploma.

The offer of employment on completion of the Diploma is within the linked LHD/SN. For information on specific LHD/SNs, please click [here](#).

Scholarship locations

Delivery location	Education provider	Linked Local Health District/Specialty Network
Armidale	TAFE	Hunter New England Local Health District a
Ballina	TAFE	Northern NSW Local Health District
Batemans Bay	TAFE	Southern NSW Local Health District
Broken Hill	TAFE	Far West Local Health District a
Coffs Harbour	TAFE	Mid North Coast Local Health District
	TAFE	Northern NSW Local Health District
Cootamundra	TAFE	Murrumbidgee Local Health District
Dubbo	TAFE	Western NSW Local Health District a
Griffith	TAFE	Murrumbidgee Local Health District
Gunnedah	TAFE	Hunter New England Local Health District a
Kingscliff c	TAFE	Northern NSW Local Health District
Kingswood	TAFE	Nepean Blue Mountains Local Health District
Liverpool	NSW Health RTO	South Western Sydney Local Health District a
Meadowbank	TAFE	Western Sydney Local Health District
Newcastle	TAFE	Hunter New England Local Health District a
Orange b	TAFE	Western NSW Local Health District
Port Macquarie	TAFE	Mid North Coast Local Health District
Queanbeyan	TAFE	Southern NSW Local Health District
Rozelle	NSW Health RTO	Sydney Local Health District a
Shellharbour	TAFE	Illawarra Shoalhaven Local Health District a
St Leonards	TAFE	Northern Sydney Local Health District a
Taree c	TAFE	Hunter New England Local Health District a
Ultimo	TAFE	St Vincent's Health Network
	TAFE	South Eastern Sydney Local Health District d
	TAFE	Sydney Children's Hospital Network a
Wetherill Park	TAFE	Sydney Children's Hospital Network a
	TAFE	Western Sydney Local Health District
Wyong	TAFE	Central Coast Local Health District a

a Includes positions targeted (see box below) to Aboriginal applicants (**GSE Rule 26**)

b General and Mental Health stream positions are available within Western NSW LHD.

c Part-time delivery option: duration of Diploma is 18-24 months

d General and Mental Health stream positions are available through South Eastern Sydney LHD. The Mental Health positions are targeted (see box below) to Aboriginal applicants (**GSE Rule 26**).

Targeted Aboriginal positions

Some positions are targeted for people of Aboriginal background: Aboriginal people are encouraged to apply and greater consideration will be given to suitable Aboriginal applicants. In the event there are no suitable Aboriginal applicants then applicants from non-Aboriginal descent are considered.

NSW Health RTO
RTO no. 90198

TAFE NSW
RTO no. 90003

What are the application requirements?

Requirements	Information and documents to prepare
Australian citizenship or permanent residency	<p>You will need to state your citizenship status in the application and take your Australian passport, citizenship certificate, visa documentation, or Australian birth certificate to the RTO when you are invited for further assessment and eligibility checks.*</p> <p>New Zealand citizens residing in Australia who hold a current Special Category Visa are considered to be permanent residents (you can access the Department of Home Affairs' Visa Entitlement Verification Online (VEVO) to check your visa status)</p>
English language skills that comply with the Nursing and Midwifery Board of Australia (NMBA) English Language Skills standard and policy for registration as an EN (2019)	<p>You will need to outline your education/schooling history in the application and take your documented evidence to the RTO when you are invited for further assessment and eligibility checks*.</p> <p>Please read Appendix A for full requirements and acceptable evidence</p>
Academic requirements	<p>You will need to outline your academic qualifications (your HSC/ equivalent or Certificate III/equivalent or above is required) in the application and take evidence of your qualifications to the RTO when you are invited for further assessment and eligibility checks*.</p> <p>Acceptable evidence includes HSC or Cert III certificate, academic transcript/statement, or statutory declaration</p>
Contact details for two referees	<p>You will need to supply details in the application for two referees that can comment on your experience in the last two years:</p> <ul style="list-style-type: none"> • 1 x employer/professional referee (most recent employer or senior high school teacher) including their name, position, organisation, contact number, and their relationship to you • 1 x character referee (a person who is able to report on your character and experience) including their name, position, organisation, contact number, and their relationship to you <p>In lieu of a character referee, you may provide a second employer referee. Family members are not acceptable referees.</p>
Selection criteria	<p>Consider preparing your responses to the selection criteria prior to starting your application so they can be copied and pasted in.</p>
Photographic proof of identity	<p>You will need to take your passport, drivers licence, or photo card to the RTO when you are invited for further assessment and eligibility checks*</p>
Interview preparation	<p>Guide to preparing for your interview:</p> <ul style="list-style-type: none"> • Background research: show your understanding of the EN role, patient care, the healthcare team, and the organisation • Skills, attributes and qualities: what is it that makes you a great potential EN? • Be able to articulate how you will ensure that you will successfully complete the Diploma of Nursing • Practicalities: dress smartly, arrive on time, ensure you bring all required evidence/documentation (outlined above).

* If the name on any supporting documents differs from your application, evidence of name change must be provided, for example, marriage, divorce, or change of name certificate.

Other requirements

Unique Student Identifier

If you do not already have a Unique Student Identifier (USI), you must apply for one prior to enrolment in the Diploma of Nursing. Your USI links to your online training records. You will need to provide your USI to your RTO on enrolment.

Immunisations

NSW Health facilities will not accept students to clinical placement if they are not immunised for a range of infectious diseases. Your RTO will provide detailed information regarding NSW Health immunisation policy. The immunisation process will commence after enrolment.

Personal considerations

Applicants should be confident in their ability to meet the physical and emotional demands of being an Enrolled Nurse, which includes mental health nursing. Applicants that are invited for interview will be required to declare any health condition/s (physical or mental) which might prevent them performing the demands of the job.

Click here for information on employment related checks that will apply to you prior to your employment as an EN with NSW Health.

Registration

Diploma of Nursing students are required to be registered with the Nursing and Midwifery Board of Australia. Student registration is undertaken following enrolment. There is no cost involved.

Before you apply: Important points

- Review the application requirements to ensure you meet the criteria. All supporting documents/evidence must be available for presentation to the RTO: if you cannot demonstrate you meet the eligibility criteria, your application will not be progressed.
- Once commenced, your online application must be completed within 60 minutes. The system is designed to time-out at 60 minutes. If this occurs, all input is lost and a new application is required.
- Applications are unable to be saved or accessed again. You will receive a confirmation email with a reference number that you can use to communicate any issues.
- We advise that you use a desktop or laptop computer to complete the online application. The application is optimised for Google Chrome and IE10+.
- Apply online via the Online Application link on the Nursing and Midwifery Office website
9am 15 January 2019 - 12 midday 19 February 2019.

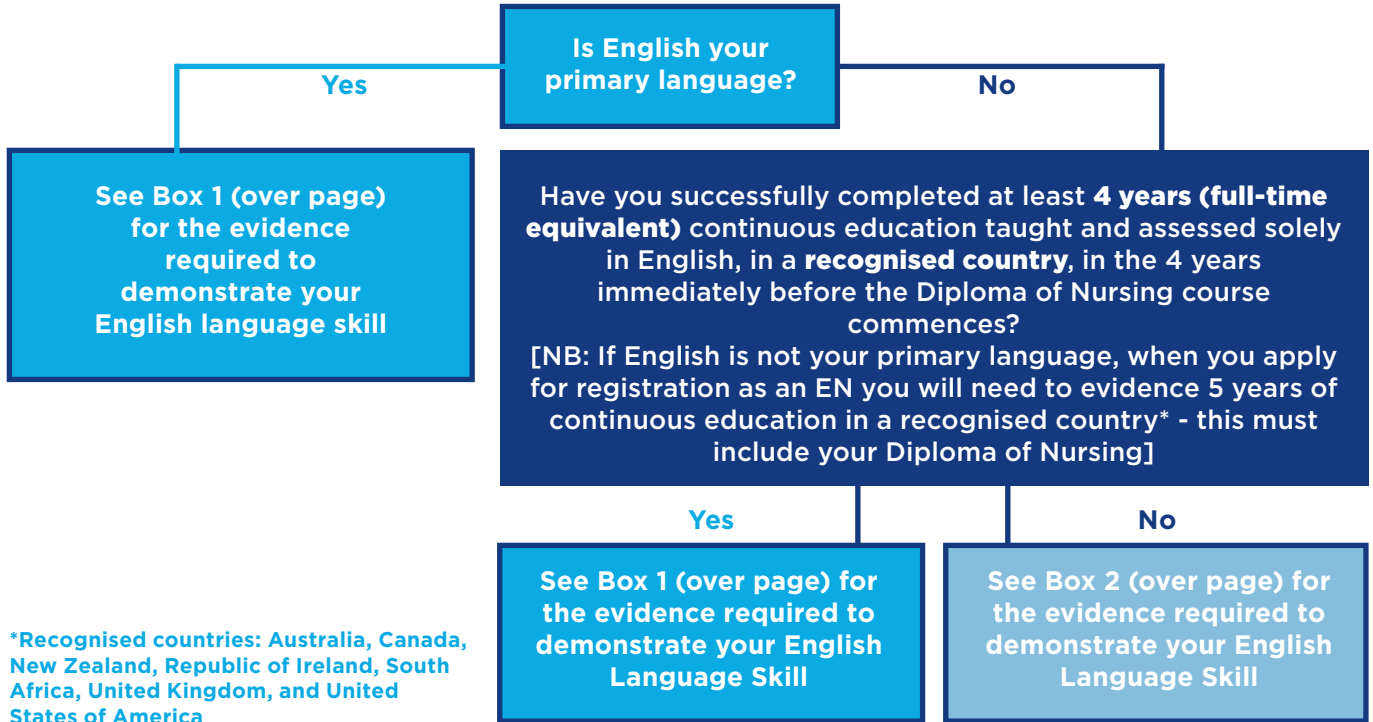
Need more information?

Further information on the Diploma of Nursing program is available on the TAFE NSW and NSW Health RTO websites, or by contacting your preferred education campus directly: contact details are located in Appendix B. For questions relating to the scholarship, contact moh-nurse@health.nsw.gov.au

Appendix A

English Language Skill requirements for Scholarship Applicants

Applicants must be able to provide formal evidence of English language skills prior to commencing the Diploma. This is to ensure compliance with the Nursing and Midwifery Board of Australia's (NMBA) current English Language Skills standard and policy for registration as an EN (2019). Please read the documents, consider the flowchart questions below, and **ensure you have the relevant documented evidence available to support your English language skill** (as below).



PRIMARY LANGUAGE means the language primarily used for reading, writing, listening, and speaking and the language you know best and are most comfortable with

Evidence required to demonstrate your English Language Skill

Box 1

Based on your answers to the questions on the previous page, to demonstrate English Language Skill you are required to:

1. Detail your education history within the scholarship application. If English is your primary language, you need to demonstrate you have satisfactorily completed 6 years of primary and secondary education, taught and assessed in English, in one of the recognised countries*. This must include at least 2 years between Year 7 and Year 12.

If English is not your primary language, you will need to demonstrate **4 years continuous (full-time equivalent)** combined secondary and/or tertiary and/or vocational education taught and assessed solely in English, in a **recognised country* in the last 4 years**.

2. Take your documented evidence to support your educational history to TAFE/RTO when you are invited for further assessment and eligibility checks. Accepted evidence includes formal documentation of Record of School Achievement, HSC or equivalent, academic transcript/statement of attainment, award certificate, school reports, or statutory declaration.

Box 2

Based on your answers to the questions on the previous page, you will need to submit your results from an English language test recognised by the NMBA to demonstrate that you will meet the NMBA's English Language Skills standard for registration as an Enrolled Nurse. Your results are needed as part of your application.

English language tests recognised by NMBA and required minimum scores

- a) International English Language Testing System (IELTS) Academic module:

A minimum overall score of 7 and a minimum score of 7 in each of the four components (listening, reading, writing and speaking). NOTE: test results are accepted from i) one test sitting, or ii) a maximum of two test sittings in a six month period only if you achieve a minimum overall score of 7 in each sitting, and you achieve a minimum score of 7 in each component across the two sittings, and no score in any component of the test is below 6.5. OR

- b) Occupational English Language Test (OET):

A minimum score of B in each of the 4 components (listening, reading, writing and speaking). NOTE: test results are accepted from i) one test sitting, or ii) a maximum of two test sittings in a six month period only if you are tested in all four components in each sitting, and you achieve a minimum score of B in each component across the two sittings, and no score in any component of the test is below C. OR

- c) Pearson Test of English Academic (PTE Academic):

A minimum overall score of 65 and a minimum score of 65 in each of the four communicative skills (listening, reading, writing and speaking). NOTE: test results are accepted from i) one test sitting, or ii) a maximum of two test sittings in a six month period only if a minimum overall score of 65 is achieved in each sitting, and you achieve a minimum score of 65 in each of the communicative skills across the two sittings, and no score in any of the communicative skills is below 58. OR

- d) Test of English as a Foreign Language internet-based test (TOEFL-iBT):

A minimum total score of 94 and the following minimum score in each section: 24 for listening, 24 for reading, 27 for writing, and 23 for speaking. NOTE: test results are accepted from i) one test sitting, or ii) a maximum of two test sittings in a six month period only if a minimum total score of 94 is achieved in each sitting, and you achieve a minimum score of 24 for listening, 24 for reading, 27 for writing and 23 for speaking across the two sittings, and no score in any of the sections is below 20 for listening, 19 for reading, 24 for writing, and 20 for speaking.

PLEASE NOTE If your English language test results were obtained prior to two years before the date you lodge your application for registration as an EN, you may be required by the NMBA to re-sit the test at the time of registration.

The above evidence is also required when applying to the NMBA for registration at the completion of your Diploma. Registrants are required to declare that all information provided during the application process is true and accurate. A false statement may be grounds to refuse registration.

Appendix B

For further information on the Diploma of Nursing, please contact your preferred campus.

Delivery location	Education provider	Linked Local Health District/Specialty Network
Armidale	TAFE NSW	Amanda Dooner 6773 7755 Amanda.dooner1@tafensw.edu.au
Ballina	TAFE NSW	Gabrielle Rodda 6681 8915 Gabrielle.rodde@tafensw.edu.au
Batemans Bay	TAFE NSW	Julie Green 4295 2289 Julie.green30@tafensw.edu.au
Broken Hill	TAFE NSW	Letisha Finlay 6885 7522 Letisha.finlay1@tafensw.edu.au
Coffs Harbour	TAFE NSW	Lisa Taffe 6659 3680 Lisa.taffel@tafensw.edu.au
Cootamundra	TAFE NSW	Cheryl Bradshaw 6940 1066 cheryl.bradshaw2@tafensw.edu.au Administration Office 6940 1000
Dubbo	TAFE NSW	Letisha Finlay 6885 7522 Letisha.finlay1@tafensw.edu.au
Griffith	TAFE NSW	Cheryl Bradshaw 6940 1066 cheryl.bradshaw2@tafensw.edu.au Administration Office 6940 1000
Gunnedah	TAFE NSW	Maryanne Chandler Maryanne.chandler1@tafensw.edu.au
Kingscliff	TAFE NSW	Anthony Rogers 6674 7278 Anthony.rogers6@tafensw.edu.au
Kingswood	TAFE NSW	Jennifer Norton 9208 9327 Jennifer.norton@tafensw.edu.au
Liverpool	NSW Health RTO - South Western Sydney	Diploma of Nursing Coordinator 8738 5920 SWSLHD-DipNSG@health.nsw.gov.au
Meadowbank	TAFE NSW	Glenys Wensor 9942 3616 Glenys.wensor@tafensw.edu.au
Newcastle	TAFE NSW	Jacqueline Handley 4923 7152 Jacqueline.handley@tafensw.edu.au Jean Ross 4979 1642 Jean.ross2@tafensw.edu.au
Orange	TAFE NSW	Sara Morgan 6391 5759 Sara.morgan1@tafensw.edu.au
Port Macquarie	TAFE NSW	Sharen Marshall 6581 6314 Sharen.marshall@tafensw.edu.au
Queanbeyan	TAFE NSW	Julie Green 4295 2289 Julie.green30@tafensw.edu.au
Rozelle	NSW Health RTO - Sydney	Diploma of Nursing Coordinator 8755 3528 SLHD-CEWDEN@health.nsw.gov.au
Shellharbour	TAFE NSW	Julie Green 4295 2289 Julie.green30@tafensw.edu.au
St Leonards	TAFE NSW	Robyn Brennan 0417 203 844 Robyn.brennan2@tafensw.edu.au
Taree	TAFE NSW	Robyn Roberts 6591 3723 Robyn.roberts3@tafensw.edu.au
Ultimo	TAFE NSW	Kylie Brennan 9217 3331 Kylie.brennan@tafensw.edu.au
Wetherill Park	TAFE NSW	Monica Hourmozi 9829 9752 Monica.hourmozi@tafensw.edu.au
Wyong	TAFE NSW	Teresa Welsman 4350 2250 Teresa.welsman@tafensw.edu.au