Diploma of Nursing (Enrolled/Division 2)
Commencing 26th April 2016
TAFE NSW, Illawarra – Batemans Bay (Moruya Campus)

Frequently Asked Questions & Essential Information

Applications open: Monday 7th March 2016
Applications close: 5.00pm Monday 21st March 2016

All applicants must be aware that gaining a position in this course is a competitive process. There will be a competitive selection process that will include a written application plus a literacy and numeracy assessment. It is likely that there will be more eligible applicants than there are places available.

This course is not subsidised by the NSW Government and is offered as a fully commercial fee-for-service course. The course cost of $17,000.00 covers all course fees, compulsory learning resources, compulsory textbooks and uniform required for clinical placement. Additional optional textbooks will not be included.

A VET FEE-HELP student loan is available for eligible full fee-paying students. VET FEE-HELP is a Commonwealth Government loan scheme. Under this program, eligible full-fee paying students studying in approved high level qualifications at TAFE NSW may defer their tuition fees through a student loan. The loan is repaid through the Australian taxation system when you reach the minimum income threshold for repayment. It is not subject to income or assets tests. There is a loan fee which compares favourably to commercial loan arrangements. VET FEE-HELP allows you to study now and pay later – after you get the new job or promotion!

To be eligible for VET FEE HELP, you must be either an Australian citizen or the holder of an eligible permanent humanitarian visa.
You must be able to provide a tax file number.
You must show a copy of your Higher School Certificate or achieve Level 4 in the literacy & numeracy assessment. Holders of other permanent visas and New Zealand citizens are NOT eligible for VET FEE-HELP assistance.

Further details may be obtained at: www.studyassist.gov.au

PLEASE be aware that the requirements for obtaining a VET FEE HELP loan are different to the academic requirements for the course.

Course Enrolment & commencement date:
Enrol by Friday 15th April 2016
Classes begin Tuesday 26th April 2016

Theory attendance days:
Mondays, Tuesdays & Wednesdays (8.30am – 4.30pm)

Course duration:
Course completes 30th April 2017
FREQUENTLY ASKED QUESTIONS

What Does an Enrolled Nurse Do?

As an Enrolled Nurse, your duties will range from providing physical and emotional care, to more complex duties such as administering medications. You will also have the opportunity to perform these duties in a range of different clinical areas including medical, surgical, mental health, paediatrics, orthopaedics, rehabilitation, cancer, operating theatres and rural and remote nursing. For more information click on the following link:


How many stages are there in the process to gaining a place?

There are six stages in the process to gaining a position:

1. Submit an Application Form including addressing selection criteria by the closing date.
2. Initial eligibility assessment and cull of applications.
3. Literacy and Numeracy assessment.
4. Interview
5. Referee report

STAGES 1 & 2 (Application Form)

Am I eligible to apply?

1. Are you able to meet the English language skill standard for nursing? (pages 5 & 6)
2. Have you completed the NSW Higher School Certificate or equivalent or, a Certificate III qualification or equivalent?
3. Are you able to meet the physical demands of the job? (page 9 & 10)
4. Are you prepared to comply with the necessary Immunisation requirements? (page 6)
5. Are you able to obtain a National Police Certificate (NPC) clearance for any charges and/or convictions, including Apprehended Violence Orders (AVO’s) (page 7)

If you answered ‘yes’ to all of the above questions you are eligible to apply.

How do I apply?

The application form is available from page 11 of this document. Applications are now open and close at 5.00pm on Monday 21st March 2016

To lodge your completed application form and photocopies of supporting documentation – mail or deliver to:

Student Administration
Enrolled Nurse Applications
TAFE NSW ILLAWARRA INSTITUTE
11 College Avenue
OAK FLATS NSW 2529 or
P.O. Box 78
SHELLHARBOUR CITY CENTRE NSW 2529
Please note:
- Faxed or emailed applications will not be accepted.
- You must complete all parts of the application form.
- Late or incomplete applications will not be accepted.
- Do not place your documents in a folder.
- Do not send originals of your supporting documents.

Completing your application form

Ensure you complete the following parts of the Application Form. If your application form is incomplete it will not be accepted.

PART A – YOUR PERSONAL DETAILS
PART B – ACADEMIC REQUIREMENTS (See page 5)
PART C – ENGLISH LANGUAGE REQUIREMENTS (See page 5)
PART D - INDUSTRY/WORK/COMMUNITY EXPERIENCE
Please detail your work experience. You should provide complete and comprehensive details of all work experience whether paid or unpaid, include health experience and experience in other industries.
PART E – SELECTION CRITERIA
You will need to answer the selection criteria as these responses form the basis of your application and will be considered as part of your overall application.
PART F - REFEREE REPORTS
As part of your application you are required to provide details of two referees (either a recent employer or your high school principal or senior teacher or someone who is able to report on your experience and character). The referee cannot be a family member. Please use the Referee Details templates provided on pages 19 and 20.
PART G – LITERACY AND NUMERACY ASSESSMENT – For your information
You will be required to undertake a literacy and numeracy assessment.
(See FAQs pg 4 for further information).
PART H – STUDENT DECLARATION

Essential Documentation to include with your application

Together with your completed application form you are required to include photocopies of the following documents:
- Proof of your identity i.e. Birth Certificate or Passport
- Proof of the English Language Requirements (page 5)
- Proof of Academic Requirements (page 5)
- Details of two Referees (pages 4,19 & 20)

If you do not provide the necessary supporting documents with your application form, it will be deemed to be unsuccessful and your application will not be considered.

Essential Information for your application
- Please ensure that the name details (family, first and second name) you provide are the same as on your proof of identification documents (i.e. passport, birth certificate etc).
- After submitting your application, it will firstly be checked for completeness. Only complete applications will be considered.
STAGE 3 (Literacy and Numeracy Assessment)

When will I be advised if I can proceed to testing?

An Institute representative will advise you by phone or email if you are to proceed to the next stage which will be a literacy and numeracy assessment. Where possible those applicants will be notified by 5.00pm Wednesday 23rd March 2016.

When will Literacy and Numeracy assessment be conducted?

Assessments will be conducted at Moruya Campus on Tuesday 29th March at 1200 hours.

What does a literacy and numeracy assessment include?

This assessment lasts about an hour and a half and is divided into two parts:

i) One part assessing reading, writing and comprehension

ii) The second part assessing some basic skills in maths

Assessments are completed electronically on Campus.

STAGE 4 (Interview)

When will I be advised if I can proceed to interview?

You will be advised if you are successful to proceed to interview as soon as possible after you sit the literacy and numeracy assessment. Interviews will take place at Moruya Campus on the week commencing 4th April 2016.

STAGE 5 (Reference Checks)

Who can be a Referee?

The application form includes a template for details of two (2) referees (pages 19 and 20). You must provide details of two (2) referees with your application form. One referee may be a recent employer or your high school principal or senior teacher, and should be a person who is able to report on your experience and character.

The referee cannot be a family member.

STAGE 5 (Notification and Acceptance)

Notification of your Application Outcome

Successful applicants will be advised by phone by Friday 8th April 2016.
ESSENTIAL INFORMATION

How will my application be assessed?

Applications will be subject to a cull, based on the information provided in your application form and the provision of essential supporting documents within the required timeframe.

What are the academic requirements?

You must provide evidence of:

Satisfactory completion of the NSW Higher School Certificate (HSC) or equivalent.

OR

Satisfactory completion of a Certificate III (AQF level 3) qualification or equivalent.

What are the English Language Requirements?

You must provide evidence of your English language skills. This is to comply with the standards required to gain registration as an enrolled nurse in Australia.

You must be able to demonstrate either one of the following:

1. Completion of four (4) years (full time equivalent) of:
   a. vocational and secondary education taught and assessed in English; or
   b. tertiary and vocational education taught and assessed in English; or
   c. combined tertiary, secondary and vocational education taught and assessed in English; or
   d. tertiary education taught and assessed in English

   from one or more of the following countries: Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States of America.

   If the above refers to you, you will be required to fill in ‘Evidence of English Language’ table included in the Application Section which details your education history. You will also be required to provide supporting documentation of this education history when you apply for registration as an enrolled nurse at the completion of your program.

OR

2. Achievement of the required minimum scores in one of the approved English Language Tests and meet the requirements for test results.

What are the approved English Language Test results?

Approved English Language Test results can comprise of one of the following:

- Achievement of a minimum score of 7.0 on each band (reading, writing, speaking and listening) in the International English Language Testing System (IELTS) academic modules. To be achieved within the timeframe and conditions nominated by the Nursing and Midwifery Board of Australia

OR

- Achievement of a pass at “A” or “B” level in each of the four components (reading, writing, listening and speaking) of the Occupational English Test (OET) for Nurses. To be achieved within the timeframe and condition nominated by the Nursing and Midwifery Board of Australia www.nursingmidwiferyboard.gov.au.
OR
The PTE Academic is an English language proficiency test aimed at students intending to progress into universities or other academic institutions. Learners must achieve a minimum overall score of 65 and a minimum score of 65 in each of the four communicative skills (listening, reading, writing and speaking).


OR
The TOEFL iBT measures the learners ability to use and understand English at the university level. Learners must achieve a minimum total score of 94 and the following minimum score in each section of the test:

- 24 for listening,
- 24 for reading,
- 27 for writing, and
- 23 for speaking


### What Hospitals will I visit as part of the course?

You are required to undertake a minimum of 400 workplace clinical hours to complete the course. Clinical Placements will take place at Local Area Health and Aged Care Facilities and could include day and afternoon shifts. All units of competency and the workplace clinical module must be successfully completed to receive the qualification and to register with the Nursing and Midwifery Board of Australia.

### Do I need to be immunised?

Yes, you **must be** immunised. You cannot do your clinical placements in hospitals if you are not immunised for a range of infectious diseases. The cost of immunisation is to be met by the student and is not covered in the VET FEE HELP costs.

Health workers have a responsibility to take all reasonable steps to safeguard themselves and their clients from vaccine preventable diseases. NSW Health sets out mandatory requirements and procedures for employment screening to fulfil a duty of care to vulnerable patients and clients.


### Physical demands of the job

You must declare any health condition/s (physical or mental), which might prevent you from performing the demands of the job.

A Physical Demands checklist of routine physical, sensory and psychosocial demands and potential environmental hazards can be found on pages 9 & 10.
What is Student Registration?

All students of the Diploma of Enrolled Nursing will need to be registered with the Nursing and Midwifery Board of Australia. [http://www.nursingmidwiferyboard.gov.au/Registration-and-Endorsement/Student-Registration.aspx](http://www.nursingmidwiferyboard.gov.au/Registration-and-Endorsement/Student-Registration.aspx)

This is completed after your enrolment into the course by TAFE NSW, and there is a cost involved for the student after successful completion of the course.

All students of the Diploma of Nursing (Enrolled/Division 2 Nursing) course are required to abide by the codes and guidelines of the profession when carrying out their professional experience.

As a student enrolled nurse you must have knowledge of the Code of Ethics and the Code for Professional Conduct for nurses that are available on the following websites. These two documents along with the ANMC National Competency Standards for the Enrolled Nurse 2002 provide the framework for accountability and responsible nursing practice against which your performance may be judged.


What other checks are required?

All successful applicants are required to have a cleared National Police Certificate (NPC). This is a mandatory requirement to allow you to undertake clinical placement within NSW and ACT health facilities.

The NPC can take up to four weeks to obtain. It is our strong recommendation that you commence your NPC application as soon as possible to ensure it is available at course commencement.

NSW residents are encouraged to apply through the NSW Police Service, and ACT residents are encouraged to apply through the Australian Federal Police Service (NPCs obtained from some other providers may not be acceptable)

Applicants who are offered a place in the course and have not obtained an NPC will have their offer withdrawn.

You will also be required to sign a declaration that you have read and understood the TAFE NSW Code of Conduct and that you will notify TAFE NSW if you are charged with any criminal offences.

For Further Information

Further information can be obtained from TAFE NSW, Illawarra Institute, Shellharbour Campus Nursing Section on Phone: 42952249 or email ITTNursing.Enquiries@tafensw.edu.au
**Proof of Identity – 100 point identification**

If you are successful in gaining a place in the course, you will need to produce original identifying documents that provide 100-point identification. Identification must be current and should include at least one type of photographic ID and identification that contains a signature and date of birth. The point score of documents produced must total at least 100 points.

<table>
<thead>
<tr>
<th>DOCUMENTS</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Verify the name of the preferred applicant using one of:</strong></td>
<td></td>
</tr>
<tr>
<td>- Birth Certificate</td>
<td>70</td>
</tr>
<tr>
<td>- Birth Card issued by the NSW Registry of Births, Deaths and Marriages</td>
<td></td>
</tr>
<tr>
<td>- Citizenship Certificate</td>
<td></td>
</tr>
<tr>
<td>- Current Australian passport</td>
<td></td>
</tr>
<tr>
<td>- Expired Australian passport which has not been cancelled and was current within the preceding 2 years</td>
<td></td>
</tr>
<tr>
<td>- Current passport from another country or diplomatic documents</td>
<td></td>
</tr>
</tbody>
</table>

| **Verify the name and photograph/signature of preferred applicant from one or more of these (the first item used from this list is worth 40 points. Any additional items used are worth only 25 points each):** |        |
| - Current driver photo licence issued by an Australian State or territory | 40     |
| - Identification card issued to a public employee                        |        |
| - Identification card issued by the Australian or any state government as evidence of a person’s entitlement to a financial benefit |        |
| - Identification card issued to a student at a tertiary education institution. |        |

| **Verify name and address of preferred applicant from one or more of these:** | 35     |
| - Document held by a cash dealer giving security over property            |        |
| - A mortgage or other instrument of security held by a financial body    |        |
| - Council rates notice                                                  |        |
| - Document from current employer or previous employer within the last two years |        |
| - Land Titles Office record                                             |        |
| - Document from the Credit Reference Association of Australia.          |        |

| **Verify name and signature of preferred applicant from one or more of these – points from the same source may only be counted once:** | 25     |
| - Current credit card or account card from a bank, building society or credit union |        |
| - Current telephone, water, gas or electricity bill                     |        |
| - Foreign driver’s licence                                              |        |
| - Medicare Card                                                        |        |
| - Electoral roll compiled by the Australian Electoral Commission        |        |
| - Lease/rent agreement                                                  |        |
| - Current rent receipt from a licensed real estate agent                |        |
| - Records of a primary, secondary, or tertiary educational institution attended by the applicant within the last 10 years |        |
| - Records of a professional or trade association of which the applicant is a member. |        |
### Job Demands Checklist

**Definitions:**  * Denotes a critical requirement of the job

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Infrequent – intermittent activity exists for a short time on a very infrequent basis</td>
</tr>
<tr>
<td>O</td>
<td>Occasional - activity exists up to 1/3 of the time when performing the job</td>
</tr>
<tr>
<td>F</td>
<td>Frequent – activity exists between 1/3 and 2/3 of the time when performing the job</td>
</tr>
<tr>
<td>C</td>
<td>Constant – activity exists for more than 2/3 of the time when performing the job</td>
</tr>
<tr>
<td>R</td>
<td>Repetitive – activity involves repetitive movements</td>
</tr>
<tr>
<td>N/A</td>
<td>Not applicable – activity is not required to perform the job</td>
</tr>
</tbody>
</table>

#### PHYSICAL DEMANDS - DESCRIPTION (comment)

<table>
<thead>
<tr>
<th>Critical</th>
<th>Description</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Sitting Remaining in a seated position to perform tasks</td>
<td>X</td>
</tr>
<tr>
<td>O</td>
<td>Standing Remaining standing without moving about to perform tasks</td>
<td>X</td>
</tr>
<tr>
<td>F</td>
<td>Walking Floor type: even/uneven/slippery, indoors/outdoors, slopes</td>
<td>X</td>
</tr>
<tr>
<td>C</td>
<td>Running Floor type: even/uneven/slippery, indoors/outdoors, slopes</td>
<td>X</td>
</tr>
<tr>
<td>R</td>
<td>Bend/ Lean Forward from Waist Forward bending from the waist to perform tasks</td>
<td>X</td>
</tr>
<tr>
<td>N/A</td>
<td>Trunk Twisting Turning from the waist while sitting or standing to perform tasks</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>Kneeling Remaining in a kneeling posture to perform tasks</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>Squatting/ Crouching Adopting a squatting or crouching posture to perform tasks</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>Leg/ Foot Movement Use of leg and or foot to operate machinery</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>Climbing (stairs/ladders) Ascend/ descend stairs, ladders, steps, scaffolding</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>Lifting/ Carrying Light lifting &amp; carrying – 0 – 9kg</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>Moderate lifting &amp; carrying – 10 – 15kg</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>Heavy lifting &amp; carrying – 16kg and above</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>Reaching Arms fully extended forward or raised above shoulder</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>Pushing/ Pulling/ Restraining Using force to hold/restrain or move objects toward or away from body</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>Head/ Neck Postures Holding head in a position other than neutral (facing forward)</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>Hand &amp; Arm Movements Repetitive movements of hands &amp; arms</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>Grasping/ Fine Manipulation Gripping, holding, clasping with fingers or hands</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>Work at Heights Using ladders, footstools, scaffolding, or other objects to perform work</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>Driving Operating any motor powered vehicle</td>
<td>X</td>
</tr>
</tbody>
</table>

#### SENSORY DEMANDS - DESCRIPTION (comment)

<table>
<thead>
<tr>
<th>Critical</th>
<th>Description</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Sight Use of sight is an integral part of work performance e.g. viewing of X-rays, computer screen</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>Hearing Use of hearing is an integral part of work performance e.g. telephone enquiries</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>Smell Use of smell is an integral part of work performance e.g. working with chemicals</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>Taste Use of taste is an integral part of work performance e.g. food preparation</td>
<td>X</td>
</tr>
<tr>
<td>X</td>
<td>Touch Use of touch is an integral part of work performance</td>
<td>X</td>
</tr>
<tr>
<td>CRITICAL</td>
<td>PSYCHOSOCIAL DEMANDS – DESCRIPTION (comment)</td>
<td>FREQUENCY</td>
</tr>
<tr>
<td>---------</td>
<td>---------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td></td>
<td>Assisting</td>
<td>I O F C R N/A</td>
</tr>
<tr>
<td></td>
<td>Distressed people  e.g. emergency or grief situations</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>Aggressive &amp; uncooperative people  e.g. drug/alcohol, dementia, mental illness</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>Unpredictable people  e.g. dementia, mental illness, head injuries</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>Restraining  Involvement in physical containment of patients/clients</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>Exposure to distressing situations  e.g. child abuse, viewing dead/mutilated bodies</td>
<td>x</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CRITICAL</th>
<th>ENVIRONMENTAL HAZARDS – DESCRIPTION (comment)</th>
<th>FREQUENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dust  Exposure to atmospheric dust</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>Gases  Working with explosive or flammable gases requiring precautionary measures</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>Fumes  Exposure to noxious or toxic fumes</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>Liquids  Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>Hazardous substances  e.g. dry chemicals, glues</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>Noise  Environmental/background noise necessitates people to raise their voice to be heard</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>Inadequate lighting  Risk of trips, falls or eyestrain</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>Sunlight  Risk of sunburn exists from spending more than 10 minutes per work day in sunlight</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>Extreme temperatures  Environmental temperatures are &lt; 15°C or &gt; 35°C</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>Confined spaces  Areas where only one egress (escape route) exists</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>Slippery or uneven surfaces  Greasy or wet floor surfaces, ramps, uneven ground</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>Inadequate housekeeping  Obstructions to walkways and work areas cause trips &amp; falls</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>Working at heights  Ladders/stepladders/ scaffolding are required to perform tasks</td>
<td>x</td>
</tr>
<tr>
<td></td>
<td>Biological hazards  e.g. exposure to body fluids, bacteria, infectious diseases</td>
<td>x</td>
</tr>
</tbody>
</table>
Diploma of Nursing (Enrolled Nurse)
Commencing 26th April 2016
Batemans Bay (Moruya Campus)

Course Application Form

- You are required to send or deliver your completed application form and supporting documentation to:

  Student Administration
  Enrolled Nurse Applications
  TAFE NSW ILLAWARRA INSTITUTE
  11 College Avenue
  OAK FLATS  NSW  2529  OR
  P.O. Box 78
  SHELLHARBOUR CITY CENTRE  NSW  2529

Application and supporting documents must be received by 5.00pm Monday 21st March 2016

Important notes:

- You must keep a photocopy of your completed Application for your own records.
- Faxed or emailed applications will not be accepted
- You must complete all parts of the application form and send all supporting documents at one time.
- Late or incomplete applications will not be processed.
- Do not place your documents in a folder.
- Do not send original documents.
- If you do not provide the necessary supporting documents with your application form, it will be deemed to be unsuccessful and your application will not be forwarded to the next stage of application.
- You will need to provide copies of documents as requested in the application form. If you proceed to interview, you will need to bring your original documents for sighting.

The ‘paperclip’ symbol signifies that you need to attach supporting documents.
ELIGIBILITY TO APPLY FOR COURSE

You will only be able to apply for a place in the course, if you meet the entry requirements. Entry requirements are the minimum qualifications that applicants must have.

There are two entry requirements:

1. **Academic Requirements**
   - Satisfactory completion of the NSW Higher School Certificate (HSC) or equivalent.
   - OR
   - Satisfactory completion of a Certificate III (AQF level 3) qualification or equivalent.

2. **English Language Requirements**
   - Completion of the ‘Evidence of English Language’ table included in this application package (Pg 15)
   - OR
   - Achievement of a minimum score of 7.0 on each band (reading, writing, speaking and listening) in the International English Language Testing System (IELTS) academic modules. To be achieved within the timeframe and conditions nominated by the Nursing and Midwifery Board of Australia [http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/FAQ.aspx](http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/FAQ.aspx)
   - OR
   - Achievement of a pass at "A" or "B" level in each of the four components (reading, writing, listening and speaking) of the Occupational English Test (OET) for Nurses. To be achieved within the timeframe and condition nominated by the Nursing and Midwifery Board of Australia [www.nursingmidwiferyboard.gov.au](http://www.nursingmidwiferyboard.gov.au).
   - OR
   - The PTE Academic is an English language proficiency test aimed at students intending to progress into universities or other academic institutions. Learners must achieve a minimum overall score of 65 and a minimum score of 65 in each of the four communicative skills (listening, reading, writing and speaking). [http://www.ahpra.gov.au/Registration/Registration-Standards/English-language-skills.aspx](http://www.ahpra.gov.au/Registration/Registration-Standards/English-language-skills.aspx)
   - OR
   - The TOEFL iBT measures the learners ability to use and understand English at the university level. Learners must achieve a minimum total score of 94 and the following minimum score in each section of the test:
     - 24 for listening,
     - 24 for reading,
     - 27 for writing, and
     - 23 for speaking

Learners must be aware that at the end of the course to gain registration with the Nursing and Midwifery Board of Australia they must have sufficient physical and mental capacity to practise as a nurse in a range of health care facilities. Please refer to the Nursing and Midwifery Board of Australia Registration Standards and FAQ section for details of English Language Requirements [www.nursingmidwiferyboard.gov.au](http://www.nursingmidwiferyboard.gov.au).

All applicants must attach copies of evidence of

1. **Academic Requirements**
2. **English Language Requirements**.
**IMPORTANT INFORMATION FOR COMPLETING THIS APPLICATION FORM**

- All questions must be answered.
- Place a cross (x) in the applicable boxes
- You must attach copies of supporting documents.
- Applications must be received by 5.00pm Monday 21st March 2016

**PART A – YOUR PERSONAL DETAILS**

<table>
<thead>
<tr>
<th>FAMILY NAME</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST NAME</td>
<td></td>
</tr>
<tr>
<td>MIDDLE NAME/S</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE OF BIRTH</th>
<th>Day</th>
<th>Month</th>
<th>Year</th>
<th>MALE</th>
<th>FEMALE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>POSTAL ADDRESS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBURB/TOWN</td>
<td>POSTCODE</td>
</tr>
</tbody>
</table>

| EMAIL ADDRESS |  |
| PHONE | HOME | WORK | MOBILE |

| COUNTRY OF BIRTH |  |

Are you an Australian Citizen or a Permanent Resident?  
YES ☐  
NO ☐

Are you of Australian Aboriginal and /or Torres Strait Islander origin?  
YES ☐  
NO ☐

All applicants must attach evidence i.e. copy of your passport or birth certificate (See FAQs pg 3 for further information)  
Please identify your highest level of qualification:  
☐ School Certificate  
☐ Higher School Certificate  
☐ Certificate III or below  
☐ Certificate IV  
☐ Diploma  
☐ Degree (e.g. Bachelor)  
☐ Post-graduate qualification (e.g. Masters)

Where did you hear about the Enrolled Nurse course?  
☐ From a teacher / careers advisor / education or training institution  
☐ From a friend / family member  
☐ I saw a newspaper advertisement  
☐ I saw an advertisement online /on social media /Facebook  
☐ Other, please specify ____________________  
☐ Not sure
PART B – ACADEMIC REQUIREMENTS

You must attach evidence of one (1) of the following. Indicate with a cross (x) which document is attached

☐ Successful completion of NSW Higher School Certificate (HSC) or equivalent.

OR

☐ Successful completion of a Certificate III (AQF level 3) qualification or equivalent.

PART C - ENGLISH LANGUAGE REQUIREMENTS

You must attach formal evidence of one of the following. Indicate with a cross (x) which evidence you are providing

☐ Completion of the ‘Evidence of English Language’ table (attached)

OR

☐ Achievement of a minimum score of 7.0 on each band (reading, writing, speaking and listening) in the International English Language Testing System (IELTS) academic modules. To be achieved within the timeframe and conditions nominated by the Nursing and Midwifery Board of Australia


OR

☐ Achievement of a pass at "A" or "B" level in each of the four components (reading, writing, listening and speaking) of the Occupational English Test (OET) for Nurses. To be achieved within the timeframe and condition nominated by the Nursing and Midwifery Board of Australia www.nursingmidwiferyboard.gov.au.
If you meet the criteria for number 1 above, please complete the following table.
If this space is insufficient for criteria 1 evidence of English language, please use a separate page to provide further supporting information.

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Level of education</th>
<th>Program name if applicable</th>
<th>Education institution Specify name and address</th>
<th>Recognised country if applicable</th>
<th>Study status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study commenced:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MM YYYY</td>
<td>□ Primary</td>
<td>□ Secondary</td>
<td>□ Vocational</td>
<td>□ Tertiary</td>
<td></td>
</tr>
<tr>
<td>Study completed:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MM YYYY</td>
<td>□ Primary</td>
<td>□ Secondary</td>
<td>□ Vocational</td>
<td>□ Tertiary</td>
<td></td>
</tr>
<tr>
<td>Study commenced:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MM YYYY</td>
<td>□ Primary</td>
<td>□ Secondary</td>
<td>□ Vocational</td>
<td>□ Tertiary</td>
<td></td>
</tr>
<tr>
<td>Study completed:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MM YYYY</td>
<td>□ Primary</td>
<td>□ Secondary</td>
<td>□ Vocational</td>
<td>□ Tertiary</td>
<td></td>
</tr>
</tbody>
</table>

Enrolled Nurse Application V3 – Sem 1, 2016
**PART D – INDUSTRY/WORK/COMMUNITY EXPERIENCE**

Please detail below your work experience. You should provide complete and comprehensive details below of all work experience whether paid or unpaid, include health experience and experience in other industries.

1. Employment details (This includes paid and unpaid work)

<table>
<thead>
<tr>
<th>YOUR JOB TITLE</th>
<th>FROM month/year</th>
<th>TO month/year</th>
<th>HOURS per week</th>
<th>EMPLOYER /ORGANISATION</th>
<th>MAIN TASKS/RESPONSIBILITIES</th>
<th>PAID/UNPAID</th>
<th>CONTACT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Life and community experience

This includes involvement in organisations (professional, community, charity, volunteer work, church, sport etc.), other community activities, achievements and awards.

<table>
<thead>
<tr>
<th>WHAT WERE YOU INVOLVED IN?</th>
<th>WHEN WERE YOU INVOLVED? Date or period, hours per week etc</th>
<th>IF APPLICABLE DESCRIBE HOW YOU WERE INVOLVED AND INCLUDE MAIN TASKS/RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PART E – SELECTION CRITERIA
As part of your application you are required to document in your own handwriting how you meet the following three (3) selection criteria (you may attach extra pages if insufficient space)

1. Good communication skills, both written and verbal (maximum 200 words)

2. An understanding of, and ability to work in or be part of a team (maximum 200 words)

3. Ability to plan & schedule your work so tasks can be completed within designated timeframes (max 200 words)
PART F – REFEREE REPORTS
As part of your application you are required to provide contact details of two (2) referees. One may be completed by a recent employer or your high school principal or a senior teacher, and should be a person who is able to report on your experience and character. The referee cannot be a family member.

Please use the Referee Details templates provided on pages 19 and 20.

PART G – LITERACY AND NUMERACY ASSESSMENT - For your information
Please note that prior to interview you will be required to undertake a literacy and numeracy assessment. The assessment result will determine if you proceed to the interview stage. (See FAQ pg 4 for further information)

PART H – STUDENT DECLARATION

- This form has been completed by me personally and the information I have given is correct.
- I understand that the photocopied evidence I provide with my application will need to be verified at interview or course commencement if I am made an offer.
- I consent to the education provider obtaining necessary information to verify my application.
- I understand that the education provider will not accept responsibility for incorrectly completed forms, forms sent to the wrong address, or the return of original documents or materials.
- I understand that this application does not guarantee a place in a course.
- I have declared any health condition/s (physical or mental), which might prevent me from performing the demands of the job.

Your signature

Date

FINAL CHECKLIST

Please check that you have:

☐ Completed Parts A, B, C, D, E, F, G and signed Part H of this application
☐ Not attached original documents
☐ Attached copy of evidence of your identity i.e. copy of your passport or birth certificate
☐ Attached copy of evidence of the English Language Requirements
☐ Attached copy of evidence of the Academic Requirements
☐ Attached details of two Referees.
☐ Copied your application form and supporting documents for your own record

END OF APPLICATION FORM
Semester 1, 2016 Enrolled Nursing - Referee No. 1

Name of Applicant: ________________________________________________

Referee’s Name: ________________________________________________

Referee’s position: ______________________________________________

Organisation: ________________________________________________ (if applicable)

Applicant’s position (e.g. employee, student, volunteer, etc):
______________________________________________________________

1. What is your relationship to the applicant? _______________________________

2. How long have you known the applicant? _______________________________

3. When did you observe/supervise the applicant in the work/study setting?
   ________________________________________________________________

4. How would you rate the applicant’s quality of work/study/volunteer work, etc?
   □ Excellent □ Good □ Average □ Below Average □ Poor

   Please provide comments on the applicant’s quality and quantity of
   work/study/volunteer work, etc.
   Comments: _______________________________________________________
   ________________________________________________________________
   ________________________________________________________________

5. What were their major achievements/contributions to the organisation?
   (If applicable)
   ________________________________________________________________

6. What areas of their performance could be improved?
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

7. How would you rate their attendance? (If applicable)
   □ Excellent □ Good □ Average □ Below Average □ Poor

8. Please comment on the applicant’s:
   a) Interpersonal, verbal and written communication skills

   ________________________________________________________________
   ________________________________________________________________

   b) General knowledge and problem solving

   ________________________________________________________________
   ________________________________________________________________

   c) Ability to work within a team

   ________________________________________________________________
   ________________________________________________________________

Signature: __________________________ Date: ___________

Contact email address:
______________________________________________________________

Contact telephone number:
______________________________________________________________
**Semester 1, 2016 Enrolled Nursing - Referee No. 2**

<table>
<thead>
<tr>
<th>Name of Applicant:</th>
<th></th>
</tr>
</thead>
</table>

| Referee's Name: |  |
| Referee's position: |  |
| Organisation: (if applicable) |  |
| Applicant's position (e.g. employee, student, volunteer, etc): |  |

9. What is your relationship to the applicant?  

10. How long have you known the applicant?  

11. When did you observe/supervise the applicant in the work/study setting?  

12. How would you rate the applicant's quality of work/study/volunteer work, etc?  

- Excellent  
- Good  
- Average  
- Below Average  
- Poor  

Please provide comments on the applicant's quality and quantity of work/study/volunteer work, etc.  

Comments:  

13. What were their major achievements/contributions to the organisation?  

(If applicable)  

14. What areas of their performance could be improved?  

15. How would you rate their attendance? (If applicable)  

- Excellent  
- Good  
- Average  
- Below Average  
- Poor  

16. Please comment on the applicant's:  

c) Interpersonal, verbal and written communication skills  

d) General knowledge and problem solving  

c) Ability to work within a team  

Signature:  

Date:  

Contact email address:  

Contact telephone number:  

Enrolled Nurse Application V3 – Sem 1, 2016 20