



## ACE-RN Terms and Conditions

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## Introduction

Health New Zealand (**Health NZ**) manages the Advanced Choice of Employment (**ACE**) process and runs the ACE Centre. The ACE Centre facilitates the recruitment and matching of new graduate RN applications to available vacancies across Health NZ districts and a range of health sector employers (**ACE-RN**).

The ACE Recruitment Round is intended to simplify the application process for positions and streamline the recruitment of new graduates.

This document sets out the terms and conditions that apply to the ACE registered nurse process (**the Conditions**). It replaces earlier business rules and guidance. The Conditions apply from 31 March 2025.

Please read the Conditions in conjunction with the guidance document for either employers or applicants and the FAQs on the website [nursing.acenz.net.nz](http://nursing.acenz.net.nz).

## Glossary

ACE	Advanced Choice of Employment
ACE Centre	Health New Zealand's Advanced Choice of Employment Centre
ACE-RN	Advanced Choice of Employment – Registered Nurse Recruitment Round and associated processes.
Applicant	Final year student or new graduate RN who is applying via ACE-RN
Conditions (the)	these terms and conditions applying to the ACE-RN process
Contact Person	Represents Registered Employer and works with ACE Centre. May be known as NETP/NESP/ transition to practice coordinator or some other job title.
External Providers (employers)	Employers who are not directly registered with ACE. Instead, they work with their local Health NZ district to have applicants matched to them. They are usually primary, community or aged care providers.
Match	The process of running the algorithm to match RN employer requests and employer job offers. It results in matched RN receiving one job offer.
NEtP	Nurse entry to practice is a 12 month supported entry to practice programme run through Health NZ Districts and some other employers.
NESP	New entry to specialist practice is a 12 month supported entry to practice programme in mental health and addiction services.
Portal	The online location and method for accessing application forms, to either complete or review them.
Preceptor	A preceptor is an experienced practitioner (usually a registered nurse) who has completed training in preceptorship. Preceptors guide and support students, graduate nurses and new staff members, through periods of practice development as part of a new role or a new practice setting.
Preference Rankings	The order from most to least preferred that applicants rank employers and practice setting and that employers rank applicants.
Ranking Process	The process whereby Registered Employers rank the applicants they wish to hire.
Recruitment Round	The end to end process from applications opening to the match results being released and Talent Pool opened. Runs twice per year, mid-year and end of year.
Registered Employer	An employer who is registered with ACE, agreed to the Conditions and participates in the Recruitment Round process. It includes all Health NZ districts, Ara Poutama, national aged care providers and private hospitals. Check website for up to date list.
RN	Registered nurse
SFYP	The supported first year of practice programme is a planned first year of practice coupled with preceptorship that enables transition from a novice RN to a competent RN in primary health care, aged care or community health. It is sometime used as a generic term that also encompasses NETP and NESP but can be specifically used in various settings.
State Final	An exam students sit after they complete their pre-registration RN qualification. Passing it is a prerequisite for registration. It is run three times per year.
Talent Pool	List of RNs who are looking for RN roles after the match process. Used by employers to fill vacancies between Recruitment Rounds.
Total Positions Available	The number of jobs the Registered Employers list when they submit rankings and that they commit to offering.

## Terms and Conditions

These terms and conditions apply to the 2025 mid-year round.

There are some terms and conditions that apply to everyone and others that are specific to Applicants or Registered Employers.

### Conditions for Everyone

When you participate in ACE-RN, whether as an employer or an Applicant you agree to the following:

- You agree to the ACE Centre using the Match process described on the website [nursing.acenz.net.nz/content/Match%20Algorithm](https://nursing.acenz.net.nz/content/Match%20Algorithm) and to follow the timelines published on the ACE-RN website.
- Applications that are found to include fraudulent or misleading information will be disqualified from the entire recruitment process.
- No extension to the closing dates will be granted for individual Applicants, however in extenuating circumstances it may be extended for the whole Recruitment Round.
- If you are an Applicant, you agree to the Applicant Conditions below.
- If you are an Employer, you agree to the Employer Conditions below.

The ACE Centre values your privacy and wants to ensure that all confidential information is respected and kept secure. Except as required at law:

- Preference Rankings will not be shared by the ACE Centre with anyone other than the Applicant who made those rankings
- The outcome of the Employer Ranking Process will not be shared by the ACE Centre with anyone other than the Employer who made those rankings
- References (and any summaries of the references) will not be shared with Applicants or any other persons

You agree to be bound by the above conditions relating to privacy and confidentiality. Please let us know if you become aware of a breach of these conditions.

### Applicant Conditions

As an Applicant, you agree to the following conditions:

- You must meet the eligibility requirements in the application form. These are, you:
  1. are a New Zealand citizen, New Zealand permanent resident (or hold a returning resident visa) or Australian citizen.
  2. are in the **final** year of studying towards **or** have already completed a pre-registration nursing qualification approved by the Nursing Council of New Zealand (NCNZ) leading to registration as a registered nurse.
  3. you studied your qualification in New Zealand at a New Zealand tertiary institution.
  4. are about to sit or have already passed the RN State Final
  5. have never worked as a New Zealand RN or have worked for fewer than 3 months continuously as a New Zealand RN at the date the application closes. The ACE Centre may vary this requirement at its discretion.
- You may apply via ACE-RN up to four times in total, in a two year period from the time of your first application to ACE-RN.
- Applications must be made via the ACE Portal and all attachments must be in PDF format.
- You must keep your contact details up to date in the Portal.

- Your application must be complete with all necessary documents attached. **Incomplete applications cannot be processed.**
- It is your responsibility to request people to be referees and then nominate them (via the application form), and to remind them to complete the form before the deadline.
- You may withdraw your application before the closing date.
- If you decide to withdraw from the ACE-RN process after the closing date of a Recruitment Round, you must notify the ACE Centre via email.
- Your preferred practice settings cannot be changed after the closing date of a Recruitment Round.
- You can't change your referees after the closing date of a Recruitment Round.
- If you are reapplying for a second, third or fourth Recruitment Round, you can only request the replacement of a reference if the original referee did not supervise your final placement.
- You should only choose employers that you are willing to accept an offer of employment from. You will not be offered more than one job through the ACE match process for each Recruitment Round. If you decline the offer you will not be placed in the Talent Pool or offered another match for that Recruitment Round. However, you may reapply at the next Recruitment Round if you are still eligible.
- You may re-rank and /or remove an employer by emailing the ACE Centre before the deadline on the timeline for application edits.
- You have one week to let the employer know directly if you will accept or decline any offer. If you do not notify the employer within one week you will be assumed to have declined the offer and the offer will be withdrawn. You will not be matched with another employer and will not be placed in the Talent Pool.
- If you are in the Talent Pool and accept a job as RN you need to inform the ACE Centre via email so that you can be withdrawn from the Talent Pool as soon as possible.

## Employer Conditions

Thank you for being one of the Registered Employers who takes part in ACE-RN.

As an Employer, you agree to the following terms and conditions:

- You must nominate a Contact Person who will work with the ACE Centre.  
For Health NZ, there will be at least one Contact Person for each district. Other multi-site employers can choose how to best manage this process. (i.e. national or regional).
- Your Contact Person is responsible for providing all required information to ACE Centre in a timely manner (see Contact Person list below).
- You must keep the ACE Centre updated if there are any changes to your contact information.
- As you will be receiving a large amount of personal data, your organisation needs to have in place a privacy policy and statement which meets or exceeds the standard set in the ACE privacy statement. <https://nursing.acenz.net.nz/content/Privacy%20statement>.
- Please provide some general information on your website, that the ACE-RN website can link to, on the settings and locations you are likely to have available for each Recruitment Round.

## The Employer Process

- ACE-RN runs two Recruitment Rounds each year. Between Recruitment Rounds, non matched Applicants in the Talent Pool are available for recruitment at any time by you.
- Twice a year, you will be sent a timeline of ACE-RN dates. These will also be available on the website.
- The ACE Centre will contact you to confirm if you are participating in each Recruitment Round.
- When you participate in a Recruitment Round, you must adhere to the timeline for that Recruitment Round.

- Once you receive the applications, you should follow your organisations HR and interviewing policies and processes.
- During the Ranking Process, submitting your Total Positions Available via the ACE Portal, is a firm commitment to offer jobs to all Applicants who are matched to your organisation.
- Once matching is completed by ACE-RN, you must prepare the offer letters and send them on the designated day.
- You must notify the ACE Centre of who has accepted or declined your job offers.
- Your organisation is responsible for undertaking all necessary pre-employment checks including a police check and working with children/vulnerable people check (job offers can be conditional on satisfactory checks).
- You must not to release any offers or feedback, until the designated notification date. This is to ensure everyone receives the information on the same day and are not distracted by the offer outcomes prior to State Final exams. Ranking orders should never be released.
- Your organisation must not offer a job to an Applicant who has been matched to another organisation.

#### Requirements for employer Contact Person (AKA NETP /NESP /SFYP /transition to practice coordinators)

- Familiarise yourself with the ACE-RN privacy statement and your organisations privacy statement. You must comply with all privacy laws and ensure compliance with the ACE-RN privacy statement and your organisation’s privacy statement. Please note any breaches will be reported to the Health NZ privacy team. [privacyteam@tewhatauora.govt.nz](mailto:privacyteam@tewhatauora.govt.nz)
- Applications (including CVs and other information) can only be shared with outside organisations if this is part of the initial interviewing process and you are managing the process for them (e.g. Health NZ district and primary care provider).
- After the Match and offer and once the Talent Pool has been established, Applicants details in the Talent Pool (such as CVs and other personal information) cannot be shared outside your organisation as this is a breach of the Privacy Act 2020. See *External provider guide* for alternative process.
- Please ensure hiring managers you share applications with are also aware of the privacy requirements. This includes not sharing references or their contents with Applicants.
- If the circumstance of the Applicant has changed since the Match process (e.g. moved region) this can be discussed between the relevant coordinators to consider a transfer.
- Please adhere to the ACE Centre timelines and provide the ACE Centre with the information they require. This includes:
  - Confirming if you are participating in each Recruitment Round or not
  - Following your local guidelines for shortlisting and interviewing within the ACE-RN timelines
  - Submit list of ranked Applicants including Total Positions Available before the submission deadline on the timeline.
  - Once Match results received, prepare letters of offer ready to send on designated notification date and time
  - If you have unmatched positions and unmatched Applicants, you will be included in the early Talent Pool process. You must let the ACE Centre know as soon as possible if you will use the early Talent Pool to fill those positions or not.
  - Inform ACE Centre:
    - of any declined offers by the designated deadline on the timeline.

- of the practice setting of accepted offers by the designated deadline on the timeline.
  - as soon as possible if any Talent Pool Applicants are employed.
- Password & login must be kept secure and not shared.

## The ACE Centre's Role

The ACE Centre runs the ACE-RN process. This includes:

- Setting timelines for each Recruitment Round
- Following agreed timelines
- Providing information to Applicants and Registered Employers
- Maintaining appropriate records and reporting statistics
- Updating logins and passwords once per year, so that authorised coordinators have access to the Portal.

## Tertiary providers

Thank you for supporting your final year students to find their first RN job by promoting ACE-RN.

We appreciate you sharing information about presentations and workshops.

Please provide the ACE Centre with a contact for your nursing school and keep their details up to date.

Advise your students of any extra processes for references that you may require (e.g. lead times).

Please remind your tutors to complete the ACE-RN references in a timely manner.

Please book presentation sessions with the ACE Centre.

## For more information / Contact us

Please read the following documents for more detailed information.

- Applicants guide to ACE-RN
- Registered Employers guide to ACE-RN
- External providers guide to ACE-RN

They are all available on the ACE RN website <https://nursing.acenz.net.nz/> on the resources page.

There is useful information throughout the website, especially on the resources and FAQ pages.

If your question isn't answered there, email the ACE centre on [ACE.RN@tewhatauora.govt.nz](mailto:ACE.RN@tewhatauora.govt.nz) with your question.

## Document History

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<b>Approval</b>	Approved by Nadine Gray, Chief Nursing Officer