



# ACE Nursing Applicant Guide

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## Introduction

There are three parts to this guide book

**Part One:** The application process.

**Part Two:** A step-by-step guide to completing the application online.

**Part Three:** What happens after applications close?

If you have any questions about the application, please see the FAQ sections on the [ACE Nursing Website](#).

ACE also recommends you regularly visit our [Facebook Page](#) to view important updates. You can also see other applicants' questions and answers, or ask your own questions.

Alternatively, you can contact ACE on **0800 223 236** or [email](#) us. To ensure you are getting accurate information, it's always best to check with the ACE Centre!

## Overview

The Advanced Choice of Employment (ACE) is the ONLY way to apply for a Nurse Entry to Practice (NETP) or New Entry to Specialist Practice (NESP) graduate training programme in New Zealand.

ACE is a single application tool that allows graduate Nurses throughout the country to put in one application which is then distributed to up to 3 employers throughout the country according to which employers they most prefer to work.

Please note that this is not the only way to find a nursing position. You are still able to apply for RN positions directly to employers and other employers via their career webpages or the [Kiwi Health Jobs](#) website and other job search sites.

### How it works

You have 4 weeks once the intake opens to submit your application to ACE including cover letter(s), CV, residency documents and references. You will also select up to 3 employers that you would most like to work in, ranking them in preference order, AND you will list up to 5 practice setting areas you prefer.

ACE will then distribute your application to the employers you've ranked. Employers will assess all applications, interview their preferred applicants and then rank their applicants in preference order.

ACE will take the list of ranked applicants from each employer and then perform a complex matching algorithm that aims to match you to one of your 3 preferred employers provided they have also ranked you as a preferred candidate. The algorithm aims to match you to your highest preferred employer where possible.

Following this, you will be sent a single offer letter from the employer you've been successfully matched to OR, if not successfully matched in the first instance, you will be placed into a [talent pool](#) of candidates and sent to all the employers (not just your preferred ones) and they will use that talent pool to fill any remaining vacancies and any NETP and NESP positions that come up outside of the ACE application timeframe.

The ACE process may at first seem a little overwhelming but throughout the ACE process you can find help via multiple avenues. You can visit the [ACE Nursing Website](#), download the ACE Applicant Guide, ask questions on the [ACE Nursing Facebook](#) page or contact the ACE consultant via [email](#) or via phone Monday - Friday between 8am - 4.30pm on **0800 223 236**.

## Explanation of the ACE Match Algorithm

This explains how an applicant is matched to a position via the ACE process. The Match algorithm operates based on the following principles

1. The employer ranking of applicants takes the highest priority. This way, the employer's highest ranked applicants have the best chance of being matched to a position.
2. The applicant's employer preference takes second priority. This way, if an employer highly prefers an applicant, the algorithm favours the applicant's choice of employer from first to second to third.
3. The algorithm will only match applicants who select NESP to NESP positions and applicants who select NETP to NETP positions. This way only applicant's that the employers ranked for NESP can be matched to NESP positions. Please note applicants who rank Mental Health and Addictions as their first choice practice setting have the best chance of being considered for NESP positions.
4. Each applicant can only be matched to 1 employer/Position (this has not changed from the previous process).

### How this works

The ACE algorithm first looks at all the highest ranked applicants who were ranked above that employer's quota line (The quota line refers to the employer's number of vacancies. So if Te Toka Tumai Auckland has 30 vacancies, all applicants ranked from 1 – 30 are therefore above the quota line for Te Toka Tumai Auckland).

**First Sweep:** The algorithm first aims to match all applicants ranked above the quota line for each employer to their first preferred employer where possible, i.e. if Te Toka Tumai Auckland has ranked you as their first preferred applicant and you have also ranked Te Toka Tumai Auckland as your first preferred employer, you will automatically be matched.

**Second Sweep:** The algorithm then sweeps through any remaining applicants still above the quota line of each employer and will match them to their second preferred employer where possible.

**Third Sweep:** If any applicants ranked above the line still remain unmatched, the algorithm will match them to their third preferred employer.

At this point, if there are still vacancies remaining, the algorithm then looks at applicants ranked below the quota line. (To explain, if Capital, Coast and Hutt Valley has 30 positions but has ranked 60 applicants, all applicants ranked from 31 – 60 therefore fall below the quota line).

By this stage, the algorithm will look at each applicant below the line in employer preference order, i.e. it will try to match applicant number 31 first, then 32, and so on, always aiming to match the applicant to their highest preferred employer where possible.

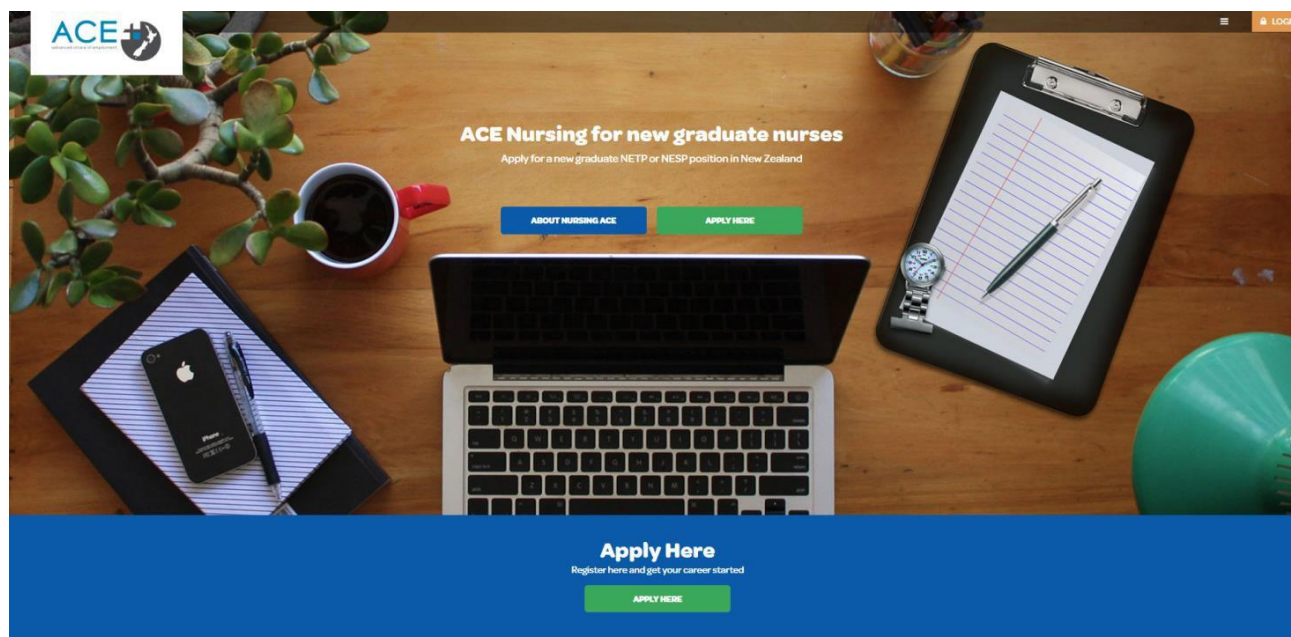
Applicants should be aware that:

- They should only prefer employers that they are happy to work in. If an applicant is matched to one of these employers, this is the single job offer they will receive. If the applicant rejects this offer it may be extremely difficult to find a graduate position within an employer as they will be excluded from that ACE intake and therefore cannot be offered a position from the ACE Talent Pool.
- To have the best chance of securing a position, applicants should preference more than one employer. Note applicants' details can only be seen by the employers that they prefer (up to three) prior to the ACE match and these employers cannot see in which order an applicant preferred them.
- Applicants should start to think seriously about which specialty or specialties they favour. As part of the ACE application process, they will be required to choose at least one from a list that will include a wide variety of specialties to choose from. Note, it is also important that applicants consider the areas employer indicate they have vacancies. Each employer is encouraged to make available to applicants in advance the areas they intend to recruit to for each intake. This information can be found on individual employer websites, which you can link to from our Employer Information page.
- The match process does not take into account applicant practice setting preferences, only employer preferences. Once applicants have been matched to an employer, the employer will then

do its utmost to match them to one of their preferred practice setting specialities, provided they have vacancies in that area. Please be aware ACE cannot guarantee that applicants will initially be placed into one of their preferred practice setting areas.

- When interviewing with an employer it is a good idea to discuss their available specialties and support for their new Graduate Nurses as this will allow applicants to make a more informed decision regarding which employer(s) they would most like to apply to. Once applications close, applicants can change their preferred order of employer's right up to a time immediately after employer interviews have been completed. Please note that after applications close applicants can only update their employer preferences by emailing [nursing@acenz.net.nz](mailto:nursing@acenz.net.nz) but are able to update their contact details themselves by logging into their ACE Profile. To confirm the date by which applicants need to have finalised their employer preference order please see the [2024 Intake Dates](#) section.

## Part One: The Application Process



### Re-applicants

All re-applicants who still meet the [eligibility criteria](#) must login to the [ACE Nursing Website](#) with their existing user name and password. On the right hand panel you will see 'Applications for Nursing are open' start your new application. All re-applicants need to click and commence their application as though applying for the first time.

ACE will not automatically upload your previous application, you must log in to your profile to reapply from the intake opening date. ACE will transfer key parts of your previous details and documents if and when you re-apply. It is your responsibility to re-apply and complete the rest of your application.

Your previous referee details will be retained in your new application. If you would like to change referees, you must contact ACE on 0800 223 236. A new reference request with unique ID will be sent to the referee outlining the next steps and the reference due date. Your referee must complete your reference report in the same 4 week period the intake is open.

Your previous certified academic transcript will be uploaded to your new application. If there are additions to your results since you last application, you can upload this new transcript. Note only academic transcripts that meet the requirements outlined in the [application requirements](#) section of the site will be able to be attached to your application.

To check the eligibility criteria and the full ACE Nursing process further, please see the Application Guide in the [ACE Resources](#) section.

### First Time Applicants

If this is your first time applying through ACE, please read ALL the information in this guide. The first thing you should do is review the information available on the [ACE Nursing Website](#).

After reviewing all the information on the ACE Nursing Website, you should be ready to start applying for a registered nurse position in a Nurse Entry to Practice (NETP) or New Entry to Special Practice (NESP) programme!

You can apply simultaneously to up to three employers across New Zealand. These entry programmes have been designed so nursing graduates can commence their careers in New Zealand. Candidates will be well-supported, safe, skilled and confident in their clinical practice.

## Eligibility

To be eligible to apply to ACE for a NETP or NESP position you must meet all of the following basic criteria

1. Either be a New Zealand Citizen, Australian Citizen or hold a Permanent Resident Visa (Or Returning Resident Visa)
2. Be in the final year of a pre-registration nursing degree approved by the Nursing Council of New Zealand (NCNZ) leading to registration as a registered nurse or be awarded a pre-registration nursing degree approved by the NCNZ leading to registration as a registered nurse, no longer than 24 months before starting on a NETP/NESP programme
3. You must have completed your pre-registration nursing degree in New Zealand and have passed your state final exam no more than 2 years prior to starting on a NETP/NESP programme. You therefore have up to four opportunities to apply via ACE provided you still meet all eligibility criterions each time you apply.
4. You must have not practised as a New Zealand Registered Nurse continuously (full time 0.8FTE or more) for longer than six months before starting on the NETP programme.

Australian Citizens are eligible to apply to ACE nursing however they do not meet the Health Workforce New Zealand (HWNZ) [criteria](#) for a funded NETP or NESP position.

In the case that a graduate with an Australian Passport, who does not hold a Permanent Resident Visa, is successfully matched via ACE, their position could be funded directly by the employer, or the employer could apply to HWNZ for an exception to the residency status policy for trainee funding. For more information about the HWNZ exception policy, please click [here](#).

International students who may have practised as a nurse overseas are eligible to apply providing that they have completed at least two years of their BN degree in New Zealand before Graduating in New Zealand. These students MUST have a Permanent Resident Visa by the time that applications close for any intake. No other variations of visas will be accepted, for example: Resident, Student or Working Visas.

Graduates that do not meet these basic ACE criteria should apply directly to individual employers for private positions. We recommend checking the Job Search page on the Kiwi Health Jobs website as a first point to see which employers may be looking for registered nurse and also by checking the career web pages of each employer.

For further information about Permanent Resident Visa's please click [here](#). For further information about HWNZ funded positions and FTE requirements please click [here](#) and navigate to the link 2/B46.

## Background Information on NETP and NESP Programmes

ACE recommends you read through the following websites carefully as these will give you a better understanding of what the two programmes offer, and what they entail.

To learn more about the NETP program you should visit the [ACE Nursing Website](#)

To learn more about the NESP (Mental Health and Addictions) program you should visit the [Te Pou o te Whakaaro Nui Website](#). You will apply for a NESP position through the ACE Nursing Process.

You should visit the ACE Nursing Website for additional information. The NESP programme supports nurses new to mental health and addiction (MH&A) services to develop their professional practice while developing the specific skills required for the specialty field of mental health and addiction nursing. Only new graduate nurses will apply for NESP positions through ACE and only those new graduates who meet the basic eligibility requirements noted above can apply.

Non-new graduate Nurses (i.e. experienced registered nurses transferring into mental health or addiction) wanting to enter NESP will need to apply directly to the individual employers.

You can apply for both NETP and NESP simultaneously using your one ACE application! Full instructions on how to do this are available in the "How to apply" section on page 11 below.



## How ACE Nursing Works

The ACE Nursing system is tried and tested and has been used by employers to recruit new graduate registered nurses into NETP and NESP programmes since 2012. In addition, the ACE process has been used to recruit all medical school graduate doctors into the 20 NZ Te Whatu Ora districts for the past years – very successfully.

### Apply

The system will allow you to choose up to three employer locations where you are happy to work, and up to five specialties that you would like to work in and list these in order of your preference. ACE will then forward your application to only those employers you select to review your application through ACE. They can then contact you directly and request you to attend an interview, assessment or selection process. You may be required to attend an interview with more than one employer.

### Interview & Assessments

During these interviews you will be able to make a better informed decision about your preferred employer. Employers will use the interview/selection process to decide if they wish to offer you a place on their NETP or NESP programme. Following the interview process, employers will then advise ACE of all the applicants they would be happy to employ.

### Algorithm Match

The ACE system then takes each employers list of ranked applicants and conducts a complex “match” process through thousands of iterations, matching graduate’s to their most preferred employer where possible, if it cannot match the applicant to their first preferred employer it then attempts to match to their second and third preferred employer respectively. The match will start with the employers highest ranked NESP (Mental Health and Addictions) applicants matching these applicants to their highest preferred employer where possible. It then takes the employers highest ranked NETP applicants and matches those to their highest preferred employer where possible. It then continues to work down the employers NESP and NETP ranking lists until either all vacancies are filled or there are no candidates left on the ranking list.

### Job Offers

Once the match is complete, the results are sent to the individual employers who will send out job offers and subsequently move forward with on-boarding and induction. Those Graduates not successful in the match process will go into a [talent pool](#) for later consideration by employers for additional places as they arise.

### Recommendations

Full application details and recommendations are in the ACE Nursing Website but some things you should be aware of are:

- You should only select employers that you are happy to work in. If you are matched to one of these, you will receive a single job offer, if you reject this offer you will be excluded from that application round and it may be difficult for you to later find a graduate position with an employer.
- To increase your chance of securing a position in the ACE graduate round you should rank more than one employer and practice setting. Note your details can only be seen by the employers that you rank (up to three) and they cannot see in which order you ranked them.
- You need to start seriously thinking about which specialty or specialties you favour. As part of your application, you will be required to choose at least one from a list of practice settings that will include a wide variety of specialties. If you are interested in a specific subspecialty and you cannot see it listed, you will need to discuss with the employers you are applying to about which practice setting they would consider it under. You cannot change your practice settings after applications close.
- Once you have completed your ACE application you can update details and change your choice and order of employers until the closing date.

- After the application close date you can update contact details and change the order of **employer preferences** by email right up to a time immediately after interviews have been completed (see timeline on PG 13). That way, you can ask each employer that you secure an interview with about their available specialties and support for their new graduate nurses, then using that information you can make a more informed decision regarding which employer to rank as your first preference.

Please note: we cannot guarantee that you will initially be placed into one of the preferred practice settings you have nominated in your application, although employers will make every effort to do so and historically approximately 85 percent of successful applicants obtain a position in their preferred practice setting.

### How to Register – Both NETP and NESP Positions

All applications for these graduate positions need to be made through the [ACE Nursing Website](#). Initially you will “Register” your ACE profile and create your unique login and password. Over the 4 weeks you will be able to log in and out as often as you like while you update your application with the information we need. The site will spell this out in detail once you have registered as eligible to apply.

All applicants will need to complete the online ACE application form in the ACE Nursing Website, even re-applicants who may have previously applied to the ACE process. This form will include details such as name and address but also the required declarations as to health and permissions for us to supply your personal details to potential employers. All applicants will also need to complete their preferences of employers you wish to work for and your preferences for Practice Settings.

### First Time Applicants

If this is your first time applying through ACE, please read ALL the information in this guide. The first thing you should do is review the information available on the ACE Nursing Website.

### Re-Applications

All re-applicants who still meet the [eligibility criteria](#) must login to the ACE Nursing Website with their existing user name and password. On the right hand panel you will see 'Applications for Nursing are open' start your new application. All re-applicants need to click and commence their application as though applying for the first time.

## How to Apply

- Register with ACE and complete your application by following the steps through the ACE application web site.
- Navigate to the “Preferences” section, follow instructions and choose your employers in order of preference.
- You will then need to choose your preference of Practice Setting (or speciality). For NESP you should choose “Mental Health and Addiction”. (Please note applicants who rank Mental Health and Addictions as their first choice practice setting have the best chance of being considered for NESP positions).
- To have the best chance of securing a graduate position, if you have other specialties you are interested in, you should also make a second, third, fourth and fifth choice.

Note that while we can guarantee that if successful you will only receive a job offer from one of your preferred employers, we cannot guarantee that you will initially be placed into one of the preferred practice settings you have nominated in your application, although employers will make every effort to do so. NOTE: If applying to one of Southern Cross Hospitals regions ACE is also not able to guarantee which site within the region you will work at.

### Applying to NETP and/or NESP

Remember, you can apply to both NESP and NETP programmes simultaneously if you choose!

**To apply for NESP:** Simply rank Mental Health & Addictions as one of your five preferred practice setting preferences. This will indicate to employers that you are interested in a position within the NESP programme. By ranking Mental Health & Addictions, you will therefore automatically be considered for a NESP position within the employers you’ve applied to. However, please bear in mind that employers often give priority to those who rank Mental Health & Addictions as their first preferred practice setting.

**To apply for NETP:** Simply rank ANY of the other Practice Setting options. There are 19 Practice Setting options in total, including Mental Health & Addictions. All Practice Setting Options except Mental Health & Addictions come under the NETP programme. Therefore, by ranking any of the 18 NETP practice setting options, you will automatically be considered for the NETP programme.

**To apply for both NETP and NESP:** – simply rank first Mental Health & Addictions as one of your five preferred practice settings, plus rank one, two, three or four other practice setting options. This way, you will automatically be considered for both programmes.

### Applying to Primary Health Care Positions

Primary Health Care positions include the following:

- Practice Nursing
- Plunket
- Department of Corrections
- GP Clinics
- Accident & Medical Centres
- Iwi Providers
- Pacific Providers
- School Nursing
- Well Child Tamariki Ora providers
- NGO's Prisons
- Defence and Hospice

As part of your application you will be asked to select up to 5 preferences of practice settings or specialties. Within the list of specialties available you will see a specific option available “Primary Health Care” and you should select this as one of your 5 preferences, in the order in which you would like to have your application considered.

In your covering letter you can give more detail about the exact primary care setting you would like to work in and employers will work with local primary health care providers to identify potential employment

opportunities for new graduates.

During your interview with an employer you will be given an opportunity to discuss in more detail the exact practice settings available within that organisation and which of these you feel you are best suited to.

If primary health care providers advertise for new graduate registered nurse positions you can still apply for these directly to them, outside of the ACE process however, to be eligible to be placed onto a NETP programme you must also be an ACE applicant.

### Applying to Aged Residential Care Positions

As part of your application you will be asked to select up to five preferences of practice settings or specialties. Within the list of specialties available, you will see a specific option available “Aged Residential Care” and you should select this as one of your five preferences, in the order in which you would like to have your application considered.

In your covering letter you can give more detail about the exact aged residential care setting you would like to work in and employers will work with local aged residential care providers to identify potential employment opportunities for new graduates.

During your interview with an employer you will be given an opportunity to discuss in more detail the exact practice settings available within that organisation and which of these you feel you are best suited to.

If aged residential care providers advertise for new graduate registered nurse positions you can still apply for these directly to them, outside of the ACE process however, to be eligible to be placed onto a NETP programme you must also be an ACE applicant.

### Applying to Private Health Sector Positions

If you wish to work in a Private Surgical hospital, apart from the Southern Cross Hospitals and Ryman Healthcare (see below), you will need to apply to the Private Surgical hospital directly.

### Applying to Southern Cross Hospitals

In addition to the 20 Te Whatu Ora districts, Southern Cross Hospitals and Ryman Healthcare will also be recruiting via ACE Nursing!

When completing your application, you will need to choose at least 1 employer but may choose up to 3; you will therefore have the opportunity to preference Southern Cross Hospitals by region as part of your application. Southern Cross Hospitals will be separated into 7 regions (see break down of regions in the [FAQ's section](#) of the ACE Website), these will include Auckland, Midlands, Nelson, New Plymouth, Wellington, Southern and Invercargill. The regions taking part in the intakes will be confirmed closer to the time that applications open.

### Applying to the Voluntary Bonding Scheme

The Voluntary Bonding Scheme (VBS) is an incentive based payment scheme that has been introduced by the Government to reward Nursing graduates who agree to work in hard-to-staff communities and/or specialties. If you stay in a hard-to-staff community or specialty for a minimum of 3 and a maximum of 5 years, the VBS is worth \$2,833 per annum.

When thinking about your choice of employers and specialty area, you may want to consider the communities (Te Whatu Ora districts) and practice settings that are eligible for VBS.

For more information on the communities (Te Whatu Ora districts) and practice settings that are eligible for the Voluntary Bonding Scheme:

1. Visit the website <https://www.health.govt.nz/our-work/health-workforce/voluntary-bonding-scheme/voluntary-bonding-scheme-2024-intake-information>
2. Go to the tab labelled “VBS Terms and Conditions” in the left hand column;
3. Scroll to the 2023 VBS Nurses section and open the document titled “2023 VBS Nurse Terms and conditions”
4. Scroll to point 4.2 and 4.3 in the document for details on which employers and ACE Practice

Settings are eligible for the Voluntary Bonding Scheme in **2023**.

If you obtain a position in one of the hard-to-staff communities or practice settings, you will then be able to register for the VBS.

For information on how to register for VBS please refer to the above mentioned document “Nurse Terms and Conditions” in the **2023** Intake section.

## 2024 Intake Timelines

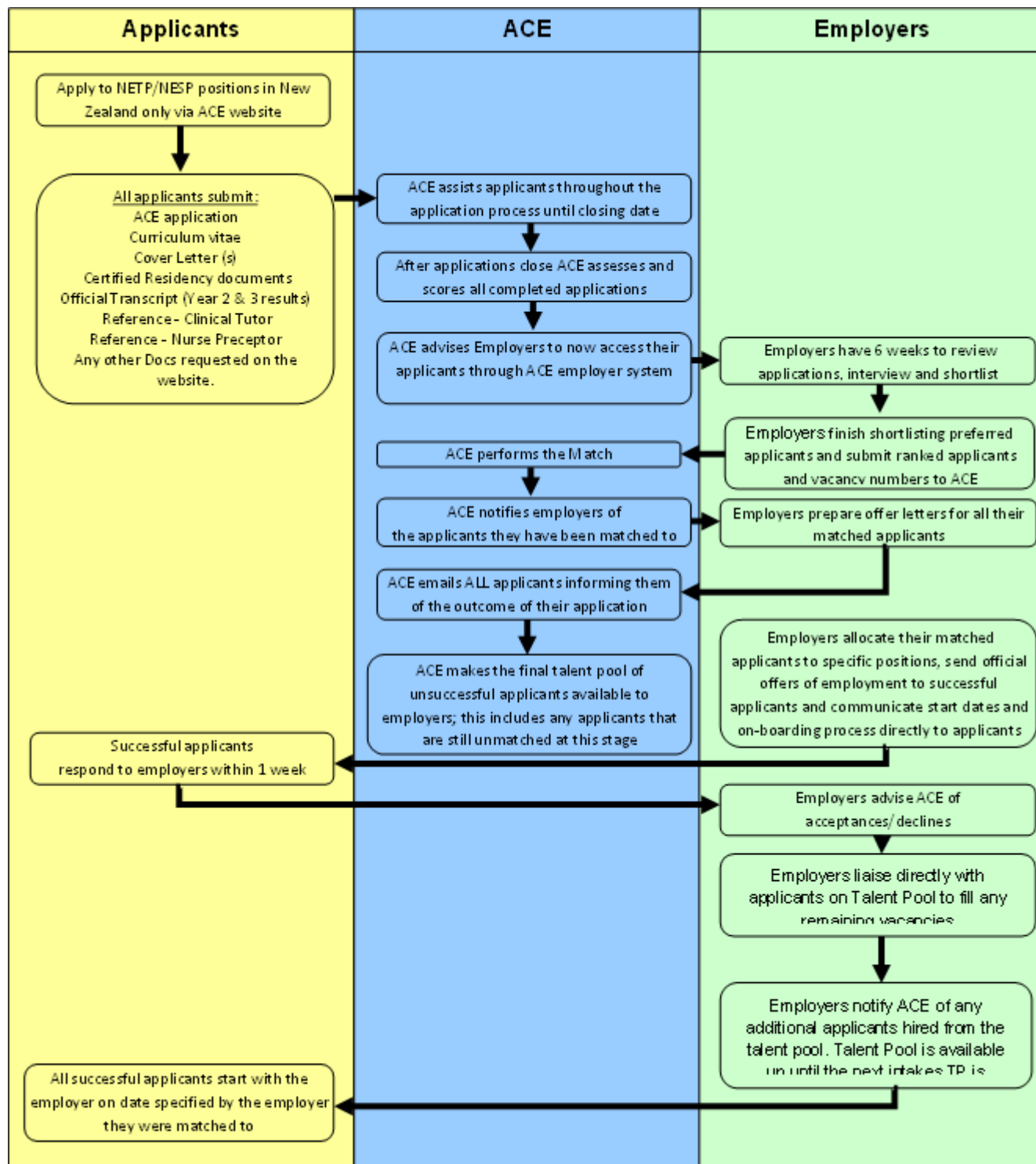
### Mid Year Intake 2024

Milestone	Date
ACE Nursing applications open	9am Wednesday, 3 April
ACE Nursing applications close	12pm (noon NZT) Tuesday, 30 April
ACE assess complete applications	Wednesday, 1 May - Friday, 10 May
Employers interview, shortlist and rank applicants	Monday, 13 May - Friday, 21 June
Applicants must have all employer preference changes to ACE	9am, Monday 24 June
ACE Nursing national match	Monday, 24 June - Friday, 28 June
ACE Nursing match outcome notified	Wednesday, 17 July
ACE Nursing Talent Pool Released	Thursday, 18 July

### End of Year Intake 2024

Milestone	Date
ACE Nursing applications open	9am Wednesday, 7 August
ACE Nursing applications close	12pm (noon NZT) Tuesday, 3 September
ACE assess complete applications	Wednesday, 4 September - Friday, 13 September
Employers interview, shortlist and rank applicants	Monday, 16 September - Friday, 25 October
Applicants must have all employer preference changes to ACE	5pm, Friday 25 October
ACE Nursing national match	Monday, 28 October - Friday, 1 November
ACE Nursing match outcome notified	Wednesday, 20 November
ACE Nursing Talent Pool Released	Thursday, 21 November

## Ace Process Flow Diagram



## Part Two: ACE Application Step-by-Step Guide

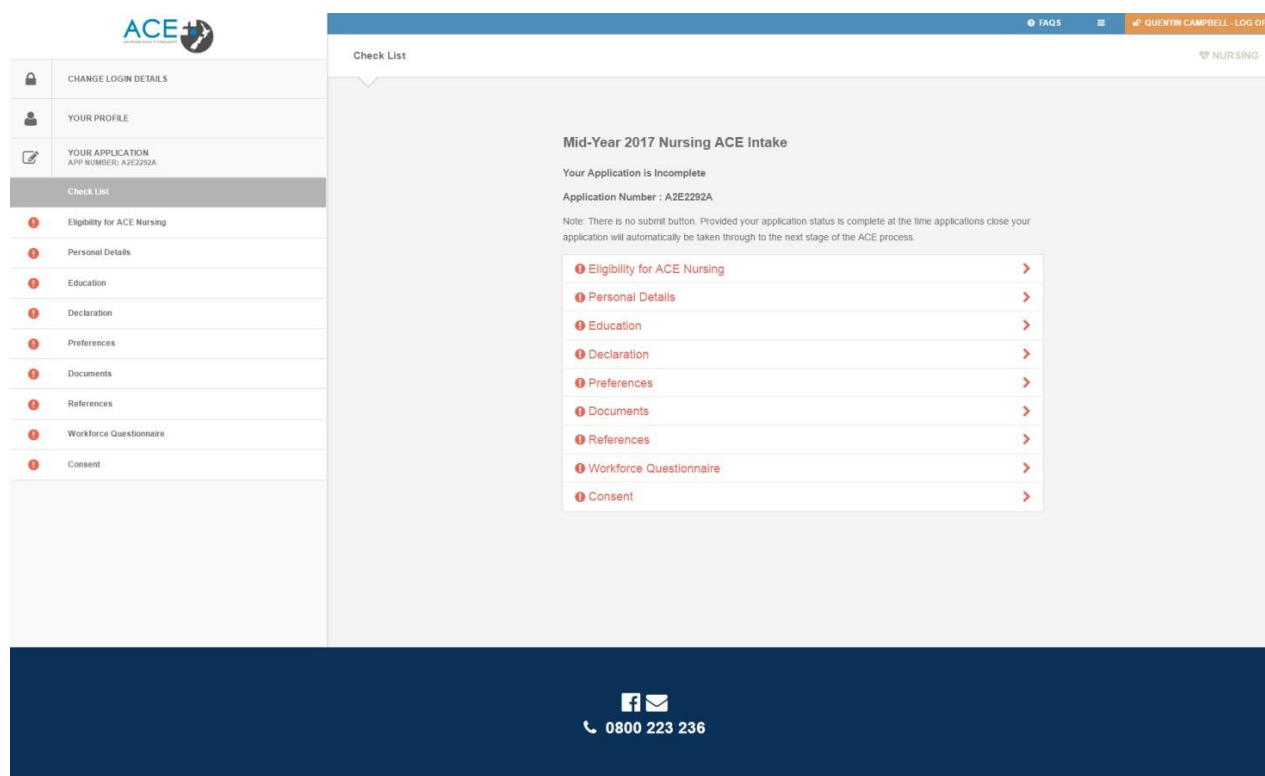
### The Ace Process

The online ACE application process consists of the following

1. Register and Create Your profile
2. Eligibility for ACE Nursing (confirm your eligibility for a NETP/NESP position)
3. Personal details
4. Education
5. Declaration
6. Preferences
  - a. Employer
  - b. Practice Settings
7. Documents
  - a. Upload the following:
    - i. CV
    - ii. Cover Letter(s)
    - iii. Academic Transcript
    - iv. Residency Documents
8. Downloads available
  - a. Template CV
  - b. Applicant guide
9. References (nominate two referees and send reference requests)
10. Workforce/Diversity Questionnaire
11. Consent

### Navigation

On the left hand side of your screen, you will see a number of links to the various pages. These are direct links to the sections and you can use these to move around and through the application process.



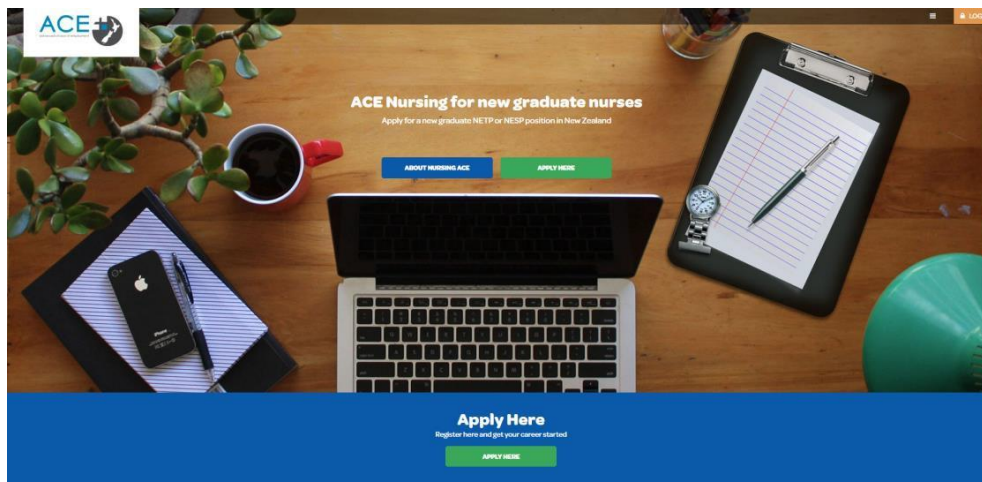
The screenshot displays the ACE application portal interface. On the left, there is a navigation menu with the following items: CHANGE LOGIN DETAILS, YOUR PROFILE, YOUR APPLICATION (APP NUMBER: A2E2292A), Check List, Eligibility for ACE Nursing, Personal Details, Education, Declaration, Preferences, Documents, References, Workforce Questionnaire, and Consent. The main content area is titled 'Check List' and shows 'Mid-Year 2017 Nursing ACE Intake'. It indicates that the application is incomplete and provides the application number A2E2292A. A note states: 'Note: There is no submit button. Provided your application status is complete at the time applications close your application will automatically be taken through to the next stage of the ACE process.' Below this, a list of sections is shown with red exclamation marks and right-pointing arrows, indicating they are incomplete: Eligibility for ACE Nursing, Personal Details, Education, Declaration, Preferences, Documents, References, Workforce Questionnaire, and Consent. At the bottom of the page, there are social media icons for Facebook and Twitter, and a phone number: 0800 223 236.



## Register and Create your Profile

Before you can commence your application you must first register within the site and create a profile. The information held within your profile (email address, contact numbers, postal/residential addresses etc.) can be updated at any time, even when applications have closed!

- Visit <http://nursing.acenz.net.nz>
- Register as a new ACE applicant or log in if you already have a profile registered

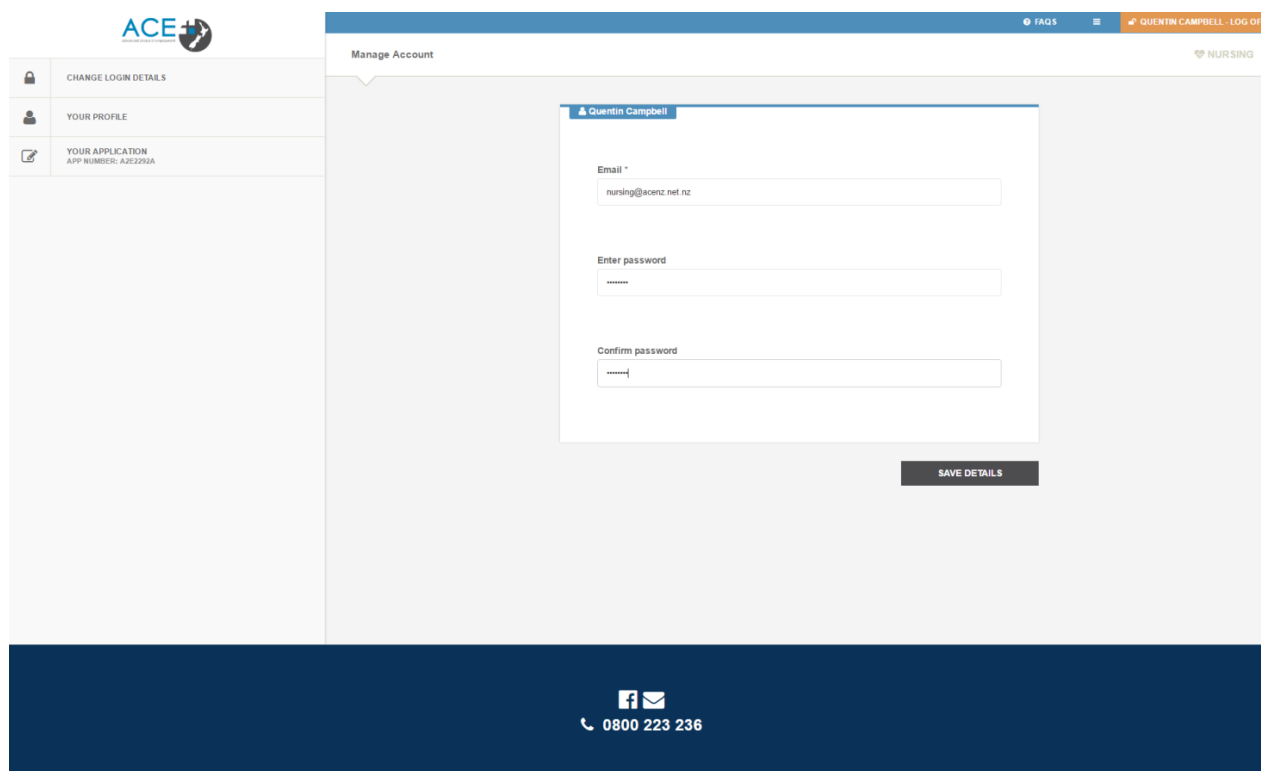


## Register

To register a profile with ACE you will need to create a unique username and email address. Note that as your email address is unique, should you forget your password you will be able to use your email address to access this again. Therefore, it is vital you use an email address which can be regularly accessed throughout the duration of the intake and ensure that this email address is correct as we receive a high number of applications from candidates who make mistakes when entering their email address.

ACE recommends that you DO NOT use your student emails as part of your registration. Remember this is a professional application, your contact details are your responsibility.

If you have any issues logging in or lose your username, please contact the ACE Centre on **0800 223 236**.



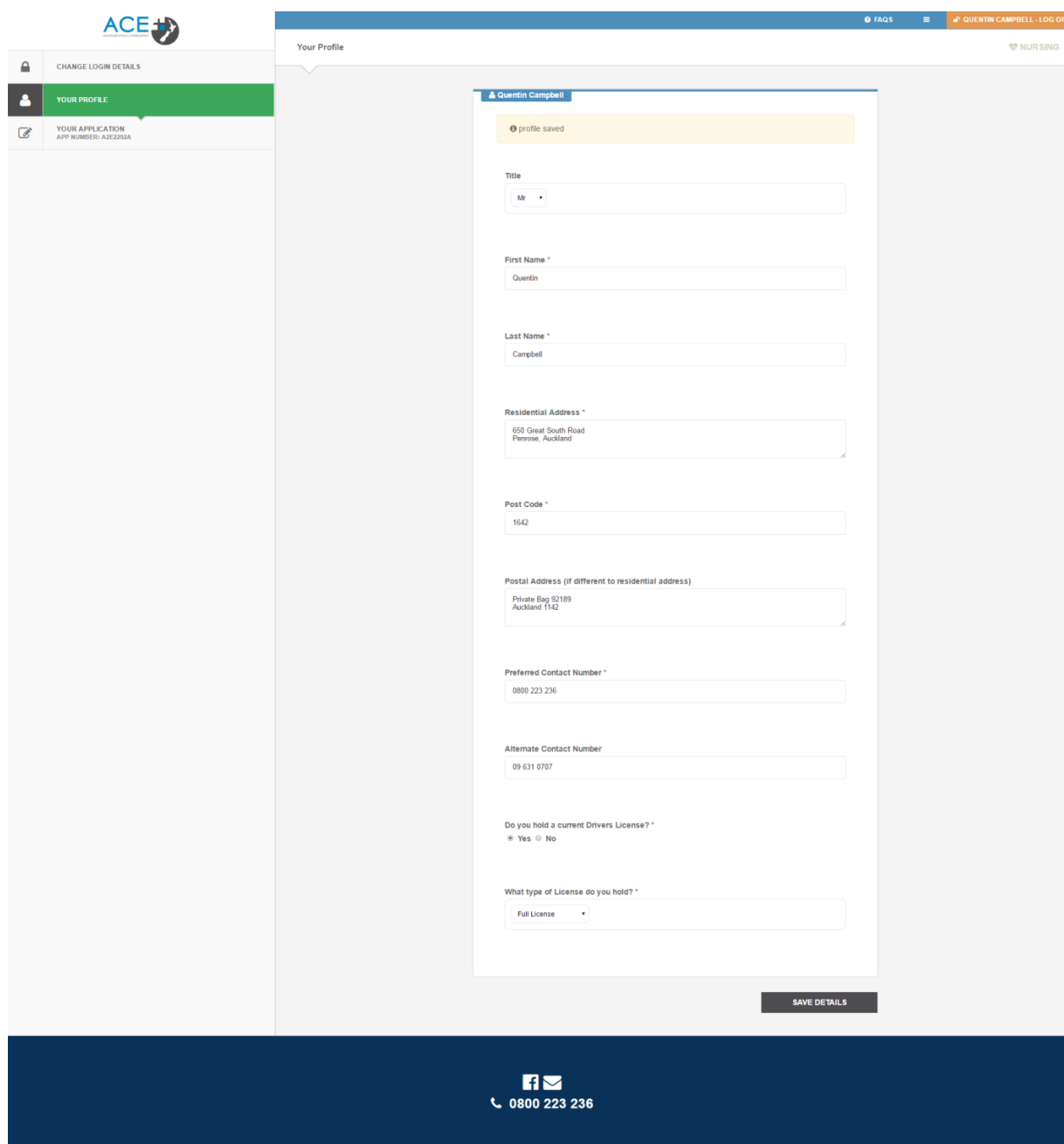
## Create Profile

Once you have registered you will need to enter your profile information. Remember the information held within your profile (email address, contact numbers, postal/residential addresses etc.) can be updated at any time, even when applications have closed!

While we do capture postal and residential addresses, due to the tight timeframes, our requirement is to be able to communicate with everyone electronically and therefore it is vital you ensure your email address is always up to date.

Your preferred contact phone number should be a number that you can be reached, or a message left, during normal business hours of 8am to 4.30pm.

If you are going to be away during the course of the application process we ask that you authorise an alternate person for us to communicate with. Due to the [Privacy Act 1993](#) requirements, ACE will not communicate with anyone other than yourself or your nominated alternative with regards to your application.



**ACE**  
Advanced Choice of Employment

CHANGE LOGIN DETAILS

**YOUR PROFILE**

YOUR APPLICATION  
APP NUMBER: AZC292A

FAQS

QUENTIN CAMPBELL - LOG OFF

NURSING

Your Profile

Quentin Campbell

profile saved

Title  
Mr

First Name \*  
Quentin

Last Name \*  
Campbell

Residential Address \*  
650 Great South Road  
Penrose, Auckland

Post Code \*  
1642

Postal Address (if different to residential address)  
Private Bag 92189  
Auckland 1142

Preferred Contact Number \*  
0800 223 236

Alternate Contact Number  
09 631 0707

Do you hold a current Drivers License? \*  
 Yes  No

What type of License do you hold? \*  
Full License



SAVE DETAILS

0800 223 236

## Start Your Application

Once you have registered and created your profile you will be able to start your ACE application. There is no submit button for the ACE process, provided your application status is complete at the time applications close it will progress to the next stage of the process.

Your ACE application is made up of the following nine sections, these sections appear down the left hand side of your page once you have commenced your ACE application.

**Quick Tip:** Once logged into your application you can easily identify which sections are complete and which sections still need to be completed. The navigation panel on the left hand side of your screen will show  next to the section if it is incomplete and  if the section is complete.

## Eligibility for ACE Nursing

This section includes your eligibility and privacy declarations. Note that if you do not meet the [eligibility criteria](#) your application will not be able to be deemed complete. Applicants in this position should approach employers directly. Details of the key contact people at each employer can be found in the [Employer Information](#) section of the [ACE Nursing Website](#).

To be eligible to apply to ACE for a NETP or NESP position you must meet all of the following basic criteria

1. Either be a New Zealand Citizen, Australian Citizen or hold a Permanent Resident Visa (Or Returning Resident Visa)
2. Be in the final year of a pre-registration nursing degree approved by the Nursing Council of New Zealand (NCNZ) leading to registration as a registered nurse or be awarded a pre-registration nursing degree approved by the NCNZ leading to registration as a registered nurse, no longer than 24 months before starting on a NETP/NESP programme
3. You must have completed your pre-registration nursing degree in New Zealand and have passed your state final exam no more than 2 years prior to starting on a NETP/NESP programme. You therefore have up to four opportunities to apply via ACE provided you still meet all eligibility criterions each time you apply.
4. You must have not practised as a New Zealand Registered Nurse continuously (full time 0.8FTE or more) for longer than six months before starting on the NETP programme.

Australian Citizens are eligible to apply to ACE nursing however you will not meet the Health Workforce New Zealand [criteria](#) for a funded NETP or NESP position.


In the case that a graduate who has an Australian Passport, but does not hold a Permanent Resident Visa, is successfully matched via ACE, their position could be funded directly by the employer, or the employer could apply to Health Workforce New Zealand for an exception to the residency status policy for trainee funding. For more information about the Health Workforce New Zealand exception policy, please click [here](#).

International students who may have practised as a nurse overseas are eligible to apply providing that they have completed at least two years of their BN degree in New Zealand before Graduating in New Zealand. These students MUST have a Permanent Resident Visa by the time that applications close for any intake. No other variations of visas will be accepted, for example: Resident, Student or Working Visas.

Graduates that do not meet these basic ACE criteria should apply directly to individual employers for private positions. We recommend checking the Job Search page on the Kiwi Health Jobs website as a first point to see which employers may be looking for registered nurses and also by checking the career web pages of each Te Whatu Ora district.

For further information about Permanent Resident Visa's please click [here](#). For further information about Health Workforce NZ funded positions and FTE requirements please click [here](#) and navigate to the link 2/B46

To learn more about the NESP program visit: <http://www.tepou.co.nz/initiatives/new-entry-to-specialist-practice-mental-health-and-addiction-nursing/47>



FAQS
QUENTIN CAMPBELL - LOG OFF

CHANGE LOGIN DETAILS

YOUR PROFILE

YOUR APPLICATION  
APP NUMBER: 20222024

Check List

Eligibility for ACE Nursing

Personal Details

Education

Declaration

Preferences

Documents

References

Workforce Questionnaire

Consent

### Eligibility for ACE Nursing

#### Eligibility Declaration

**Before you begin your application, it is strongly recommended that you visit the ACE Nursing website which has all of the information, a whole host of resources and FAQ's that you will need to complete your application. The ACE Nursing website also explains the ACE Nursing process, the match algorithm plus helpful tutorial videos, how to guides, NETP/NESP statistics, the national talent pool and links to employer key contacts and career webpages.**

Please read the following statements and tick to show you have read and assessed that you are eligible to apply:

To be eligible to apply to ACE for a NETP or NESP position you must meet all of the following basic criteria

1. Either be a New Zealand Citizen, Australian Citizen or hold a Permanent Resident Visa (or Returning Resident Visa).
2. Be in the final year of a Bachelor of Nursing degree approved by the Nursing Council of New Zealand (NCNZ) leading to registration as a registered nurse or be awarded a Bachelor of Nursing degree approved by the NCNZ leading to registration as a registered nurse, no longer than 24 months before starting on a NETP/NESP programme.
3. You must have completed your Bachelor of Nursing degree in New Zealand and have not passed your state final exam more than 2 years prior to starting on a NETP/NESP programme. You therefore have up to four opportunities to apply via ACE provided you still meet all eligibility criteria each time you apply.
4. You must have not practiced as a registered nurse for longer than six months before starting on the NETP/NESP programme. If you have collectively worked more than six months as a registered nurse before starting on the NETP/NESP programme you will not be eligible to apply via ACE. This is irrespective of whether you worked full time, part time or on a casual basis during these six months.

Australian Citizens are eligible to apply to ACE Nursing however they do not meet the Health Workforce New Zealand (HWNZ) criteria for a funded NETP or NESP position.

In the case that a graduate with an Australian Passport, who does not hold a Permanent Resident Visa, is successfully matched with ACE, their position could be funded directly by the employer, or the employer could apply to HWNZ for an exception to the residency status policy for trainee funding. For more information about the HWNZ exception policy, please click [here](#).

Graduates that do not meet these basic ACE criteria should apply directly to individual employers for private positions. We recommend checking the Job Search page on the Kiwi Health Jobs website as a first point to see which employers may be looking for registered nurse and also by checking the career web pages of each DHB.

For further information about Permanent Resident Visa's please click [here](#) For further information about Health Workforce NZ funded positions please click [here](#) and navigate to the link 2/B46.

I have read the above statements and I am eligible to apply for ACE Nursing.

To be eligible to apply for a funded NETP or NESP position you must be a New Zealand Citizen or hold a Permanent Resident Visa.

#### Privacy Declaration

If offered a position, I am prepared to produce evidence of educational qualifications, and photo identification.



I am aware that under the Privacy Act 1993, I have the right of access to certain personal information and to request a correction to it and/or to request that there be attached to it a statement that I can supply to the ACE Center relating to the fact that I have requested a correction.

I have personally completed this application for employment and declare that the above particulars provided in this application, including resume and cover letters are true and correct. I understand that should I be successful in my application, falsification, misleading or the suppression of material information will be grounds for my employment to be summarily terminated and may affect my eligibility to compensation from ACC.

I agree to abide by the rules and processes of the ACE Nursing programme and computer match system.

Privacy Declaration

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0800 223 236

## Personal Details

This section contains questions relating to residency, whether you will be overseas during any part of the application process and any special circumstances for applications such as not being able to commence on time. Please note that all fields marked with an asterisk are mandatory.

This section also asks whether you have applied to ACE previously. If you are a re-applicant you must indicate within this section how many times you have applied previously.

You must enter your legal name which appears on your passport, birth or marriage certificates. Name changes by deed poll must be a verified document which must be saved together with either your passport, drivers license or full birth certificate.

Please note that to be eligible to apply through the ACE programme you are required to be either a New Zealand citizen or have been granted a permanent resident visa by New Zealand Immigration

We will need to verify your residency (even if you are a New Zealand Citizen) and are required to view certified copies of the relevant documents.

**New Zealand Citizens:** The photo page of New Zealand Passport **plus** either a New Zealand Tertiary Student Identification Card **or** New Zealand Driver's License.

For New Zealand Citizens in lieu of a New Zealand Passport, ACE will accept a New Zealand Citizenship Certificate **or** New Zealand Full Birth Certificate that is issued on or after 1 January 1998 and that carries a unique identification number.

**Australian Citizens:** The photo page of Australian Passport **plus** either a New Zealand Tertiary Student Identification Card **or** New Zealand Driver's License

**Permanent Resident Visa Holders:** The photo page of an Overseas Passport **plus** the relevant Visa Document **plus** either a New Zealand Tertiary Student Identification Card **or** New Zealand Driver's License

Bear in mind that it is imperative that your residency documents are certified by one of the parties outlined below.

Who can certify documents?

- Justice of the Peace
- Lawyer
- Court Registrar
- Police Officer

Australian Citizens are eligible to apply to ACE nursing however you will not meet the Health Workforce New Zealand [criteria](#) for a funded NETP or NESP position.

In the case that a graduate who has an Australian Passport, but does not hold a Permanent Resident Visa, is successfully matched via ACE, their position could be funded directly by the employer, or the employer could apply to Health Workforce New Zealand for an exception to the residency status policy for trainee funding. For more information about the Health Workforce New Zealand exception policy, please visit the [ACE Nursing Website](#) and follow the [eligibility criteria](#) link.

Graduates that do not meet these basic ACE criteria should apply directly to individual employers for private positions. We recommend checking the Job Search page on the [Kiwi Health Jobs](#) website as a first point to see which employers may be looking for registered nurses and also by checking the career web pages of each Te Whatu Ora district.

	CHANGE LOGIN DETAILS
	YOUR PROFILE
	YOUR APPLICATION APP NUMBER: AZE2292A
	Check List
	Eligibility for ACE Nursing
	<b>Personal Details</b>
	Education
	Declaration
	Preferences
	Documents
	References
	Workforce Questionnaire
	Consent

### Personal Details

You are currently editing the application for **Quentin Campbell** [cancel](#)

Username: Quentin Campbell Email: nursing@acenz.net.nz

NURSING

#### Personal Details

##### First Name

##### Last Name

If you have ever been known by another name, please state your previous name below (e.g. maiden name or married name). If you have changed your name by marriage or divorce, there is no need to upload an additional marriage certificate in the Documents>Photo Identification section.

Name changes by Deed Poll must be a verified document which must be scanned together with either your passport, Driver's License or Full Birth Certificate as a single attachment. Contact ACE on 0800 223 236 if you have any questions about this.

#### Intake Details

Have you previously applied to ACE Nursing?

- Yes  
 No

Will you be overseas during any portion of the ACE Recruitment process? (12th April 2017 - 30th June 2017)

- Yes  
 No

The following are the indicative starting periods for employers taking part in the ACE process. Please note that programme commencement dates do vary between employers, as such these are **indicative dates** only.

Are you available to start employment between 21st August 2017 and 18th September 2017?

- Yes  
 No

#### Residency Information

##### Citizenship and Residency Status

Please indicate the status of your residency. You will be required to supply a certified copy of one of the following items to support your eligibility for the match. You will need to upload these documents under the Documents>Photo Identification section.

- New Zealand Citizens:** The photo page of New Zealand Passport **or** New Zealand Driver's Licence **plus** New Zealand Tertiary Student Identification Card **or** New Zealand Driver's License
- Australian Citizens:** The photo page of Australian Passport **or** New Zealand Driver's Licence **plus** New Zealand Tertiary Student Identification Card **or** New Zealand Driver's License
- Permanent Resident Visa Holders:** The photo page of an Overseas Passport **plus** the relevant Visa Document **plus** New Zealand Tertiary Student Identification Card **or** New Zealand Driver's License

For New Zealand Citizens in lieu of a New Zealand Passport, ACE will accept a New Zealand Citizenship Certificate **or** New Zealand Full Birth Certificate that is issued on or after 1 January 1998 and that carries a unique identification number.

All citizenship and residency documents that are uploaded against your application **must be** verified and sighted.

**Note:** Australian Citizens are eligible to apply to ACE Nursing, however, they do not meet the criteria for a Health Workforce New Zealand funded NETP or NESP position

## Education

Select the School of Nursing you attended from the drop-down list.

[FAQS](#)
☰
QUENTIN CAMPBELL - LOG OFF

**Education**

You are currently editing the application for **Quentin Campbell** [cancel](#)

Username: Quentin Campbell Email: nursing@acenz.net.nz

♥ NURSING

E

**Education**

You will be required to scan and upload in .pdf format, a certified copy of your Academic Transcript to date in the *Documents>Academic Transcript* section. Academic Transcripts should be requested from tertiary providers and must be certified or notarised prior to being uploaded. More information on Academic Transcripts can be found in the [application requirements](#) section of the ACE Nursing website.

Which Tertiary Institute will you graduate from?

Whitireia New Zealand

Have you been awarded any scholarships towards your Bachelor of Nursing degree? ACE will verify that scholarships relate to your Bachelor of Nursing degree only. Book grants will not be accepted.

Yes  
 No

Please list the scholarships you have been awarded.

Scholarships must relate to your Bachelor of Nursing Degree and are audited by ACE. Book grants are not accepted.

✔

T

**Transition to Practice Placement**

What was the year of your final transition to placement?

2017

When did you or when do you intend to sit your state final exam? Note: to be eligible to apply via ACE you cannot have sat your state exam longer than 24 months before the programme commences in August/September 2017.

July State Exam 2017

Final Placement Location – please select DHB location only.

Capital & Coast

What practice setting is your transition placement in?

Mental Health and Addictions

✔

E

**Experience**

How many months experience will you have by August/September 2017? This DOES NOT include any experience that you've had on placements.

0-6 months

✔

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☎ 0800 223 236



### Academic Transcripts

You will be required to submit your full academic transcript up to the date that you apply to ACE. These must be requested from the nursing school and verified by your tertiary institute. Be prepared, and request these from student services early, as it can take up to three weeks to process those.

### Transition to Placement

Please select when you intend to sit state final as well as the employer and practice setting for your final placement. You will also select which employer (Te Whatu Ora district) supported your final placement to transition. Finally, you will need to enter the area of practice, do not enter just the ward information. Potential employers want to know which clinical setting you concentrated on in your final placement.

### Clinical Experience

Please indicate if you have had any experience as a Registered Nurse (RN) and if so, how many months experience you will have by the time positions for this intake begin. To clarify, if you have collectively worked more than six months as an RN (full time 0.8FTE or more) before starting on the NETP/NESP programme you will not be eligible to apply via ACE.

### Declaration

The completion and agreement with all parts of the Declaration section is mandatory. Health and criminal history declarations are declarations only, you don't need to provide any supporting evidence, it's just a place where you mention whether you have anything to declare or not, and if so, what it is. Also, ensure you disclose ANYTHING you can think of. If the employer sees you've declared something very minor they'll just ignore it, however if they later find out that you had failed to declare something, this could result in your offer being revoked. So if you're not sure whether you need to declare something or not...just declare it to be safe.

FYI, minor traffic infringements don't appear on a criminal history check. For health declarations, you just need to mention anything that could potentially have an impact on your ability to perform the duties required of a Registered Nurse. Be aware that most employers do perform [criminal history](#) checks and extended checks under the [Vulnerable Children Act 2014](#) as part of their own HR processes.



	CHANGE LOGIN DETAILS
	YOUR PROFILE
	YOUR APPLICATION APP NUMBER: A2E2292A
	Check List
	Eligibility for ACE Nursing
	Personal Details
	Education
	<b>Declaration</b>
	Preferences
	Documents
	References
	Workforce Questionnaire
	Consent

### Declaration

You are currently editing the application for **Quentin Campbell** [cancel](#)  
**Username:** Quentin Campbell **Email:** nursing@acenz.net.nz

NURSING

#### Health Declaration

Do you have, or have you ever had, any medical condition caused by an injury, illness or disability that may affect your ability to carry out the work of the position applied for?

- Yes
- No

I agree to undergo an occupational health assessment and/or medical assessment, if required, at the expense of the employer.

- Yes
- No

#### Criminal Declaration

An employer may not employ or engage a person as a children's worker without completing necessary safety checks as required by the Vulnerable Children Act 2014. If the role which you will be employed in is an exception to the Clean Slate Act (e.g. predominantly involving care and protection of a child or young person), your criminal record of convictions may be disclosed as part of the employers police vetting process.

Note: Under Section 19 of the Clean Slate Act employers may request further information about a successful applicant prior to commencing employment. All applicants who accept either a NETP or NESP position will be asked to complete a "consent to disclosure form" allowing this information to be released by the police vetting process. For more information regarding Section 19 of the Clean Slate Act please click [here](#). For more information regarding the Vulnerable Children Act 2014 please click [here](#).

Have you been convicted or discharged without conviction as a result of criminal charges in New Zealand or any other country?

- Yes
- No

Have you ever had an employment disciplinary action initiated against you?

- Yes
- No

I authorise the employer to conduct any background checks with police or professional bodies as appropriate.

- Yes
- No

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## ACE Preferences

As part of your application you'll also nominate up to 3 employers and up to 5 Practice settings as well as input the details for your 2 referees. It is essential that you have one **Clinical Tutor** and one **Nurse Preceptor** reference from your **final placement**. ACE will not accept an employment reference for example. A Clinical Tutor is the person from your nursing school who supervises your placement, while the Preceptor is the person from the hospital or place of work that supervises your placement.

## Employer Preferences

You can only be matched to one of the employers you have selected and ranked as one of your preferred places to work. You will select up to 3 employers and you are able to change your employer preferences up until the application close date. The reason we allow you to do this is because the algorithm wants to match you to your 1st preferred employer wherever possible. Therefore, if you received an interview with your 3rd preferred employer but not your 1st or 2nd, it is recommended that you then change your preferences to make your 3rd preferred employer become your 1st as this gives you the greatest chance of being matched to this employer. All employers participate in the End of Year intakes, but not all participate in the Mid-Year intakes. Check the [ACE Nursing Website](#) for details for each intake.

When choosing your employers, do not choose any employer you wouldn't legitimately work for because if you are offered a position, remember that this is the one and only position you will be offered for that intake, and if you decline, you will lose all opportunities to find a NETP or NESP placement in that particular intake. The employer(s) you rank will not be able to see the order in which you have ranked them.

If you don't interview with an employer, it's highly unlikely they will have ranked you, and if they haven't ranked you, you can't be matched to them. Also, bear in mind that you are able to change the order in which you ranked the 3 employers and you can even delete one of your preferred employers if you wish. You are permitted to change the preferences of your employers up until the employer interviews are complete (see timeline PG 13). To do this, you'll need to email the [nursing@acenz.net.nz](mailto:nursing@acenz.net.nz) asking us to update your preferences for you. You cannot add new employers to your preference list.

## Practice Settings

Once you have chosen your preference of employer you will need to select up to 5 practice settings or areas of specialist practice. The 19 practice settings that are available have been nationally agreed by key ACE stakeholders, however, you may find that what you can select can seem restrictive. If there are sub-specialties you know you would like to practice in, for example, please highlight this in your cover letter as employers pay close attention to your cover letter for information regarding your practice setting preferences. Although you can only rank 5 practice setting specialties and all your preferred employers can see your practice setting preferences, you can still cater your cover letter to be specific for each employer, so BE SPECIFIC!!!! Outline in your cover letter exactly what practice setting you are ideally hoping for within that employer! Remember, there may be some differences across the 3 employers you have selected in terms of which Practice Setting specialties they have vacancies in.

For each employer selected, you should make every effort to include in full the reasons why you have chosen the set of Practice settings and why you have set these in your order of 1/2/3. Employers will be able to see your choices of specialty in the order you have selected them. If you are highly focused on gaining a position in your first chosen specialty area, you should say so. If you would be happy working in any one of your 3 choices again, you should note that in your cover letters. If you seek further clarification, please contact your NETP coordinator and ask about aligning the ACE practice settings to any sub specialties that you want to consider. After applications close you can no longer change your practice setting preferences. So remember to talk about this in depth at interview stage as if you have changed your mind you can talk to them at interview stage about what positions they have available in their organisation.

## Mental Health and Addictions (NESP)

You can apply to both NETP and NESP programmes through ACE and you can apply for primary care, aged residential care and community care positions through ACE and if you are interested in a VLCA position, remember to mention this in your cover letter!

To apply for NESP, you would simply rank Mental Health and Addictions as a practice setting preference as NESP relates purely to Mental Health & Addictions. NETP therefore covers all the remaining 15 practice setting specialties. So to apply to both NETP and NESP you would rank Mental Health PLUS one or two other specialties. To apply to NESP only, you would just rank MH&A and leave the other two practice setting options blank, and to apply to NETP only, you would NOT rank MH&A.

You should know that employers work in partnership with other employers in primary care, aged residential care and community providers to recruit new graduates so if you rank one of these practice settings the employer will forward your applications to those facilities.

### Please Note:

- We recommend that you carefully research employer websites and speak to the NETP coordinators with your preferred employer so you can make an educated decision around which employers and which Practice Settings you choose.
- By ensuring you are applying to an employer and selecting practice settings they or their partner employers are likely to have vacancies in, you increase your chance of getting an interview and therefore the chance of being matched to a position.
- Practice setting preferences can only be selected and revised on or before the application closing date by you. Following application close date (see timeline PG 14), ACE is unable to amend your **practice setting preferences**.

- CHANGE LOGIN DETAILS
- YOUR PROFILE
- YOUR APPLICATION**  
APP NUMBER: 569AD0EE
- Check List
- Eligibility for ACE Nursing
- Personal Details
- Education
- Declaration
- Preferences**
- Documents
- References
- Workforce Questionnaire
- Consent

### Preferences

You are currently editing the application for **Quentin Campbell** [cancel](#)  
**Username:** Quentin Campbell **Email:** nursing@acenz.net.nz

NURSING

#### Employer Preferences

List the employers you want to work with in order of your preference. You are able to amend the employers listed here up until the 9th of May and the order of your preferences up until applications close on the 30th of June 2017. Should you wish to re-order or remove an employer from your preference list once applications have closed you must email nursing@acenz.net.nz. Note you cannot add employers to your preference list after applications have closed.

You must select at least **one** employer

##### Employer Preferences

+ 1: Capital Coast DHB	✕
+ 2: Nelson Marlborough DHB	✕
+ 3: Hutt Valley DHB	✕

#### Practice Setting Preferences

List the practice settings you want to work in, in order of preference. You are only able to amend the practice settings listed here and the order up until applications close on the 9th of May 2017.

You must select at least **one** practice setting.

##### Practice Settings

+ 1: Mental Health and Addictions	✕
+ 2: Primary Health Care including Practice Nursing, Iwi Providers, School Nursing and Hospice	✕
+ 3: Medical	✕




0800 223 236

## Documentation

In terms of the documents you need to provide, some of these need to be certified and some don't. Here is a list of who can verify your documents...

- Justice of the Peace
- Lawyer
- Police Officer
- Court Registrar

## Identification and Residency Documents

Identification and residency documents are a legal requirement and must be certified. If these are not certified, this will impact your application.

You will need to provide certified copies of one full set of identification documents to meet the residency and identification requirements. If you have had a statutory name change by deed poll, please provide the proof by scanning this document with your Driver's License or Student Identification Card (This must be scanned as one PDF).

**New Zealand Citizens:** The photo page of New Zealand Passport **plus** either a New Zealand Tertiary Student Identification Card **or** New Zealand Driver's License

**Australian Citizens:** The photo page of Australian Passport **plus** either a New Zealand Tertiary Student Identification Card **or** New Zealand Driver's License

**Permanent Resident Visa Holders:** The photo page of an Overseas Passport **plus** the relevant Visa Document **plus** either a New Zealand Tertiary Student Identification Card **or** New Zealand Driver's License

For New Zealand Citizens in lieu of a New Zealand Passport, ACE will accept a New Zealand Citizenship Certificate **or** New Zealand Full Birth Certificate that is issued on or after 1 January 1998 and that carries a unique identification number.

All citizenship and residency documents that are uploaded against your application must be verified and sighted.

## Academic Transcripts

You will be required to submit your full academic transcript up to the date that you apply to ACE. These must be requested from the nursing school and verified by your tertiary institute. Be prepared, and request these from student services early, as it can take up to two weeks to process those.

## Cover Letters

When submitting your cover letters, you have two options. You can either submit one cover letter which all 3 employers you rank will be able to see, or, you can write separate cover letters for each of the employers that you have ranked.

Writing separate cover letters is the best option! It allows you to customise your cover letter specifically to an employer, and remember, the employers don't know where you've ranked them, so by writing separate cover letters you can make it sound like all three employers are your most preferred option!

Cover letter templates specific for the ACE process can be found in the [ACE Nursing Resources](#) section of our website.

When addressing your cover Letters, remember to triple check who you've addressed them to. Remember to be sure you've put the correct employer and NETP or NESP coordinators name at the top of the letter. **AND...**make sure you've attached the right cover letter into the right employer upload slot.

You will see in the application website that once you've ranked your 3 employers you will then have 3 separate cover letter upload slots available for those 3 employers. Just make sure you attach the right letter to the right employer, for example, Te Whatu Ora Waikato do NOT want to know why you really want to work at Te Toka Tumai Auckland!

You should include

- Brief Introduction
- Brief summary of your skills and abilities
- Your main reasons for choosing each employer
- Your practice setting/sub-specialty preferences – BE SPECIFIC!
- Finally, include any other details that you think are relevant to your application for a NETP/NESP position

A cover letter should not read longer than one A4 sized paper. Employers want to know WHY you are interested in a NETP or NESP position in that organisation and what you can offer them. You should first note your main reasons for choosing that employer as one of your preferred places to work. Note that employers cannot see the order in which you ranked them. You can also use your cover letters to specify your true practice setting preferences. Although employers can't see your employer preferences, they CAN see your practice setting preferences. You can clarify in your cover letters what your nursing philosophy is and your passion for your chosen practice. Each Te Whatu Ora district will offer different practice settings from what we advertise on our ACE websites. Our advice to you is to visit the Te Whatu Ora websites and contact the NETP coordinators for this information.

### CV or Resume

Applicants are required to supply an up to date Resume (CV) as part of their ACE application. A Resume Template is available for download, however applicants are encouraged to develop their own format and style of document. Note that CVs need to be created and saved as PDF's in order to be uploaded to your ACE application. If you do not have a PDF converter on your personal laptop, you might find that the common computers at your tertiary institute will have them, there are also others available online, just google them. ACE will only accept PDF copies of all of your documents because it guarantees that each employer can open and view your documents.

A Resume Template is available for download in the [ACE Nursing Resources](#) section of this website and also in the documents section of your ACE application.

### General Resume Advice

- Ensure that your resumes and cover letters are clear, succinct and properly structured.
- Maximum 3 pages for resumes.
- Passport sized photos are ok (professional).
- Maximum 1 page for each cover letter.
- Make sure that you communicate your nursing philosophy, short to mid-term clinical aspirations and make it clear why you have selected the areas of specialty in your application.
- Research your employers! Go to their career webpages and gain an insight into their culture, what RN positions they currently have on offer and make it absolutely clear why you want to work for each employer that you're applying to.
- Ensure that your resumes and cover letters are free of spelling errors and grammar mistakes. Have a friend or a colleague proof read your documents!
- You only have one chance to impress nurse managers, coordinators, educators, preceptors, ACNM's and other clinical or HR staff members.

	CHANGE LOGIN DETAILS
	YOUR PROFILE
	YOUR APPLICATION APP NUMBER: A3E2292A
Check List	
	Eligibility for ACE Nursing
	Personal Details
	Education
	Declaration
	Preferences
	<b>Documents</b>
	References
	Workforce Questionnaire
	Consent

Documents
QUENTIN CAMPBELL - LOG OFF

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NURSING

For the purposes of streamlining the selection process for employers, **all documents must be uploaded in PDF format**. The reason why documents must be in PDF format is because employers nationally use different operating systems. Submitting your documents in PDF format guarantees that your documents will be viewed by your preferred employers uncorrupted.

To quickly and easily convert your file to PDF please click [here](#) and follow the instructions. However, please note that there are a vast number of other document editing sources on the internet. It is also highly likely that computers in your tertiary providers computer labs will have the ability to save your word documents as PDF. Furthermore, scanning your documents to your email will usually output your document as a PDF. Please **do not** contact ACE to convert your documents.

Note that documents uploaded here can be amended or removed up to the point that applications close.

**Curriculum Vitae (Resume)**

Upload your current CV in PDF format. A template is available as a guide and can be found at the bottom of this page. Furthermore there are a number of online resources for guidance on how to create a functional resume. You may wish to seek advice from the careers advisor at your tertiary provider, visit [careers.govt.nz](#) or even click [here](#) for some practical advice specifically for health professionals.

**Curriculum Vitae (Resume)**  
cv.pdf | delete

**Covering Letters**

Upload your Cover Letter in PDF format. A template is available as a guide and can be found at the bottom of the page. Uploading at least one cover letter is mandatory and you can address a **single cover letter to address all of your ranked employers** or you can upload a **different cover letter for each employer you rank**. Note that if you select the latter option, you are not required to supply a cover letter to all employers, however, it might be useful if your application is in the national talent pool. Information on who to address your cover letters to can be found in the employers section of the ACE Nursing website, please click [here](#). For more information please check out the FAQ section *What should I include in a cover letter?*

**Allowed file types:** pdf

**Covering Letter (Apply to All Employers)**  
 No file chosen

**Covering Letter Capital Coast DHB**  
capital coast dhb.pdf | delete

**Covering Letter Nelson Marlborough DHB**  
nelson marlborough dhb.pdf | delete

**Covering Letter Hutt Valley DHB**  
hutt valley dnb.pdf | delete

**Academic Transcript**

You are required to supply a **verified or certified** copy of your academic transcript that shows your grades for your Bachelor of Nursing degree to date. This will not necessarily be your final grades. Academic transcripts need to be requested from your tertiary provider and be mindful that these requests can sometimes take up to 3 weeks. You should not be charged for this document. For details on who can verify or certify your academic transcript please see the FAQ section *Do I need to have my documents certified?*

**Certified Academic Transcript (to-date)**  
academic transcript.pdf | delete

**Photo Identification**

You will need to provide certified copies of one full set of identification documents to meet the proof of residency and identification requirements. If you have had a statutory name change by deed poll, please provide the proof by scanning this document with your Driver's License or Student Identification Card (This must be scanned as one PDF).

**New Zealand Citizens:** The photo page of New Zealand Passport or New Zealand Driver's Licence plus New Zealand Tertiary Student Identification Card or New Zealand Driver's Licence

**Australian Citizens:** The photo page of Australian Passport or New Zealand Driver's Licence plus New Zealand Tertiary Student Identification Card or New Zealand Driver's Licence

**Permanent Resident Visa Holders:** The photo page of an Overseas Passport plus the relevant Visa Document plus New Zealand Tertiary Student Identification Card or New Zealand Driver's Licence

For New Zealand Citizens in lieu of a New Zealand Passport, ACE will accept a New Zealand Citizenship Certificate or New Zealand Full Birth Certificate that is issued on or after 1 January 1998 and that carries a unique identification number.

All citizenship and residency documents that are uploaded against your application must be verified and sighted.

Note: Australian Citizens are eligible to apply to ACE Nursing, however, they do not meet the criteria for a Health Workforce New Zealand funded NETP or NESP position.

Applicants who hold variants of Resident Visas, Working Visas or Student Visas are not eligible to apply. For information about permanent resident visas, please click on this link from New Zealand immigration.

**Primary Document One**

- Overseas Passport

Primary Document.pdf | delete

**Primary Document Two**

- Evidence of Permanent Resident Visa

Primary Document Two.pdf | delete

**Secondary Document (One of)**

- New Zealand Driver Licence
- New Zealand Student Photo Identification Card



## Referee Reports

The reference section of your application will most likely be the most stressful part when completing your application; however that is not to say that this is the most important aspect that employers consider when assessing your application. Feedback that we receive from employers indicates that interviews are the most important aspect of your entire application.

Your referee reports are critical to your application. You will need to plan in advance who you will select as your Clinical Tutor referee and your Nurse Preceptor referee. You will want to have the following information ready by the first day that applications open for each intake...

- Referee's Full Name
- Contact Phone Number
- Email Address

One of your referees must be a Clinical Tutor from your nursing school or tertiary provider and the other must be a Nurse Preceptor employed by the organisation where you completed your final placement in your third year. However, ACE will accept references from the placement immediately prior to the final placement if you are a **SIT, UCOL or Otago Polytechnic** candidate (due to these schools starting placement late). ACE strongly suggests you speak with your referees prior to nominating them within the ACE system. Both references must be requested, completed and returned their referee reports for your application via the ACE system within the four weeks that applications are open in order for your application to be deemed complete and to progress to the next stage of the process. If you are experiencing difficulty getting in touch with your referees, or your referee's are not completing your references, please contact the ACE centre on **0800 223 236**.

### Referee Reports for SIT, UCOL and Otago Polytechnic

It was agreed that these students were not reasonably expected to be able to provide high quality references from their final placement before the traditional application closing date. The students enrolled with these nursing cohorts will be granted permission to use references completed by their preceptors and tutors from the placement immediately prior to their transition placement as part of their application. These students **MUST** have all other aspects of their ACE nursing application completed before the traditional application closing date.

#### 2024 Intakes -

- Southern IT, UCOL and Otago Polytechnic

Both references must be requested, completed and returned via the ACE system within four weeks from when applications open in order for your application to be deemed complete and to progress to the next stage of the process.

For information on how to request references please see the ACE Applicant Guide or the Reference Section within your ACE application. If you are having difficulty getting in touch with your referees, or your referee's are not completing your references, please contact the ACE centre on **0800 223 226**.



## Reference 1

Referee Name

Designation

Phone

Email

Repeat Email

SEND REFERENCE REQUEST

## Reference 2

Referee Name

Designation

Phone

Email

Repeat Email

SEND REFERENCE REQUEST

Complete each reference detail one by one. Once you have completed the details for Reference One, click the send reference request button and then do exactly the same for reference two. An automated email will then be sent to the referee’s email address that you have entered and your referee will receive a unique link ID which they will click, complete and send the reference for you. If the email address is incorrect in any way, your referee will not receive the email request. It is your responsibility to input this information correctly.

## Reference 1

Reference sent successfully!

## Reference 2

Referee Name

Designation

Phone

Email

Repeat Email

**SEND REFERENCE REQUEST**

## Submit

After you have submitted your reference details, you will be able to edit or delete reference requests during the application period. If you delete a reference request to a Tutor or Preceptor, you **MUST** contact them in advance to let them know. You will want to gain a commitment from your referee's about when they will complete and submit the referee report form for you. It is important that you understand that your application will only show as complete in the referee section only when both of your referee's have completed and electronically submitted your referee report to ACE. You can check this status periodically simply by logging into your profile.

## Reference 1

**Name**

Quentin Campbell

**Designation**

Clinical Tutor

**Phone**

0800 223 236

**Email**

nursing@acenz.net.nz

**Status**

Completed Thursday, 19 January 2017

## Reference 2

**Name**

Quentin Campbell

**Designation**

Nursing Preceptor

**Phone**

0800 223 236

**Email**

nursing@acenz.net.nz

**Status**

Completed Thursday, 19 January 2017

SAVE

SAVE & NEXT

## Standardised Reference Check Form

We use a standardised reference check form. Questions are divided into the four registered nursing competencies; **professional responsibility, management of nursing care, interpersonal relationship** and **inter-professional relationships** and these questions were constructed by the DoN's. Each question is graded on a [likert scale](#) of 1 – 5 across nationally agreed ratings of performance for a third year nursing student. Each employer evaluates your referee report card in alignment with their own local selection criteria and processes. Some employers for example put great weight on your referee report score; others don't look at reference scores at all, so really, it's not all about your referee report score as employers will use the ACE score differently.

Each competency section is made up of a number of questions that the referee will score on a scale of one to five. This scale is based on the idea that a third year nursing student is expected to sit at about a 3, as a score of 3 is considered performing at the level expected of a 3rd year student. A score of 5 on the other hand means "exceptional performance for a 3rd year student".

## Final Placement Late Starts

Please see the referee section on page **32**.



## Consent

Provide your consent to take part in the match and to be included in the ACE Nursing Talent Pool.

[FAQS](#)
☰
QUENTIN CAMPBELL - LOG OFF

**Consent**

Consent

YOUR APPLICATION  
APP NUMBER: A2E2292A

Check List

- Eligibility for ACE Nursing
- Personal Details
- Education
- Declaration
- Preferences
- Documents
- References
- Workforce Questionnaire
- Consent

Consent
✔

**I consent to the employee and training information I have given to be disclosed to employers whom I have nominated as preferred employers**

Yes  
 No

In the case that your application is unsuccessful during the match process it will automatically be placed into a national talent pool. This talent pool is distributed to all employers, including those you did not initially preference within you application. Should you wish to opt out of the talent pool following the notification your application was not successful in the match process, you are able to do so my emailing ACE. For all information about the national talent pool please click [here](#).

I confirm that I understand the process involved in the event that I am not matched to any of my preferred employers

I understand that if I am successful with my application and it is subsequently discovered that information I have provided is not accurate and correct, or I have failed to disclose information, my employment may be terminated

Yes  
 No

SAVE

SAVE & NEXT

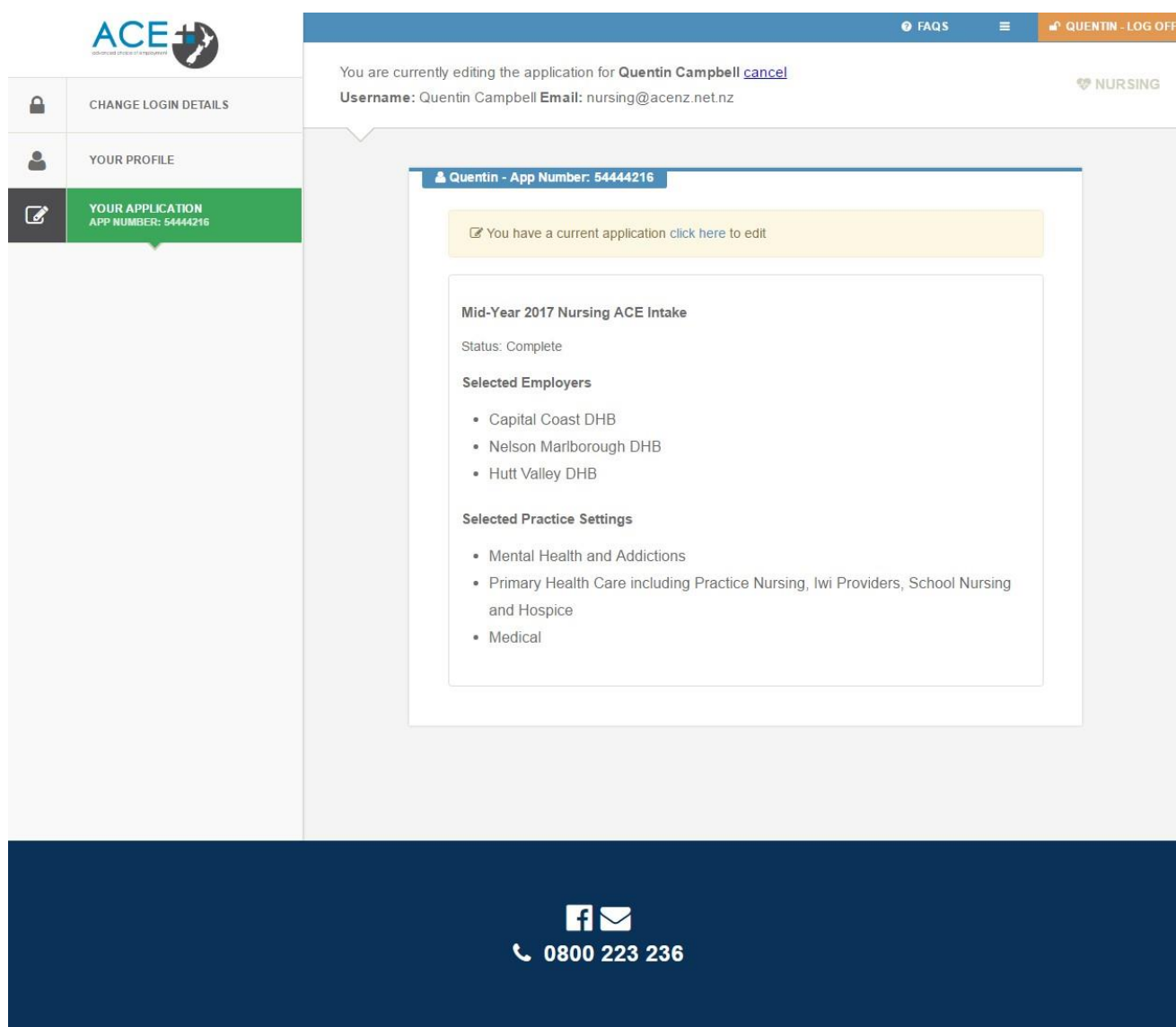
☎ 0800 223 236

## Complete Application

Once, and only once your referee's have both returned their electronic referee report forms, will your application have the status complete. ACE will send reminders to any referee's with incomplete forms only during the last 5 days that the intake is open. Your profile will look like the screenshot posted on the previous page until this is complete.

ACE recommends that you speak with your referees prior to nominating them within the ACE system. Both references must be requested, completed and returned their referee reports for your application via the ACE system within the four weeks that applications are open in order for your application to be deemed complete and to progress to the next stage of the process. If you are experiencing difficulty getting in touch with your referees, or your referee's are not completing your references, please contact the ACE centre on **0800 223 236**.

Once your application is complete it will look like the following screenshot.



The screenshot displays the ACE user interface. On the left is a navigation menu with three items: 'CHANGE LOGIN DETAILS', 'YOUR PROFILE', and 'YOUR APPLICATION' (highlighted in green with 'APP NUMBER: 54444216'). The main content area shows the user is editing the application for 'Quentin Campbell'. It displays the username 'Username: Quentin Campbell' and email 'Email: nursing@acenz.net.nz'. A yellow notification box states: 'You have a current application click here to edit'. The application details are as follows:

- Mid-Year 2017 Nursing ACE Intake**
- Status: Complete
- Selected Employers**
  - Capital Coast DHB
  - Nelson Marlborough DHB
  - Hutt Valley DHB
- Selected Practice Settings**
  - Mental Health and Addictions
  - Primary Health Care including Practice Nursing, Iwi Providers, School Nursing and Hospice
  - Medical

At the bottom of the page is a dark blue footer with social media icons for Facebook and Email, and the phone number **0800 223 236**.



## The ACE Score (151 points in total)

### Overview

The ACE score of your application is sent in the form of a spreadsheet to each employer that you prefer and is made up of the following nationally agreed upon criterion; **referee report** card (140 points), **fitness to practice** (5 points), your **academic transcript** (3 points) and finally your **scholarship** (3 points) towards your nursing degree if applicable. While this score is not critical to your application, this does provide NETP coordinators and recruiters an immediate snapshot of the strength of your application. Historical surveys show that employers place highest importance on your CV, cover letter, your reference check from your preceptor and finally your practice setting preferences before you get to the interview and selection stage. It is generally accepted that your success for obtaining a NETP or NESP position is based upon the strength of your interview and/or assessments; therefore it is critical that you perform well during this stage.

### Referee Report Cards (140 points, 70 points per reference)

We use a standardised reference check form. Questions are divided into the four registered nursing competencies; professional responsibility, management of nursing care, interpersonal relationship and inter-professional relationships and these questions were constructed by the DoN's. Each question is graded on a likert scale of 1 – 5 across nationally agreed ratings of performance for a third year nursing student. Each employer evaluates your referee report card in alignment with their own local selection criteria and processes. Some employers for example put great weight on your referee report score; others don't look at reference scores at all, so really, it's not all about your referee report score as employers will use the ACE score differently.

Each competency section is made up of a number of questions that the referee will score on a scale of one to five. This scale is based on the idea that a third year nursing student is expected to sit at about a 3, as a score of 3 is considered performing at the level expected of a 3rd year student. A score of 5 on the other hand means "exceptional performance for a 3rd year student".

You will find a replica sample of the ACE Referee Report card in the [resources section](#) of the ACE Website.

### Fit to Practice (5 points)

The reference form will also ask the question is this nurse fit to practice? You will be awarded five points for yes and minus five points for no. The reference form then asks whether the referee would employ you, however, ACE will not score this question because the clinical tutors couldn't possibly employ you, so they don't have to answer this question.

### Academic Transcripts (3 points)

Once ACE has scored your referee report card we then look at your grades, however, we don't give you three points for being an A student and one for being a C student, you just get 3 points for correctly attaching your verified academic transcript with your most current results.

### Scholarships (3 points)

Finally, you will get a maximum of three points if you've received a scholarship during your nursing degree. Note that these points are only awarded for a scholarship that was used DURING your nursing degree, and things such as book grants or a thousand dollar government grant won't count. IF you're not sure whether what you've got is a scholarship or not, just enter it in to the scholarship question in your application as ACE will assess and research each one on a case by case basis to determine whether it meets the criteria to get the points. You don't get additional points for having had more than 1 scholarship, regardless of whether you had 1 or 3 scholarships; you'll get 3 points as this is the max you can be awarded for this section.

## Part Three: What Happens After Applications Close

After applications close, provided your application checklist is Complete, your application will automatically be submitted to ACE.

- ✓ ACE assesses all “complete” applications based on a nationally agreed set of criteria.
- ✓ ACE gives each application a percentage score.
- ✓ ACE creates spreadsheets of applicants for each employer which includes application information, contact details and your ACE score. ACE sends each employer only the application data for the applicants who had ranked them as one of their three employer preferences.
- ✓ ACE sends each employer their allocated spreadsheet of applicants along with restricted access to the ACE application website so they can review the application details and documents of their applicants. (Note that they cannot see any applicant’s employee preferences).
- ✓ Employers identify applicants whose preferred practice settings are outside the employer and makes applications available to appropriate employers in those practice settings.
- ✓ Employers assess applicants according to their own criteria in order to shortlist applicants.
- ✓ Employers then invite short-listed applicants to participate in an interview or assessment centre where they further assess applicants according to their own criteria.
- ✓ Based on their assessment, employers then rank their final list of preferred applicants in preference order and submit this list to ACE.
- ✓ Applicants can email ACE to amend their preferred order of employers if required.
- ✓ ACE performs the match.
- ✓ Early Talent Pool process occurs and additional applicants may be matched to one of the employers they preferred.
- ✓ ACE sends match results to employers.
- ✓ Employers allocate their matched applicants to their available practice setting vacancies.
- ✓ ACE sends emails to all applicants informing them whether they’ve been successful and employers send offer letters directly to the successful candidates.
- ✓ ACE creates a talent pool of the unsuccessful applicants and sends this to all employers, not just the employers the applicant had listed as a preference.
- ✓ Employers liaise directly with talent pool applicants to fill any subsequent positions that arise.

### Employer Interviews and Assessments

Employers have 6 weeks to shortlist, interview and rank their graduates during each intake. Each employer is entirely responsible for this process in their organisation and each employer may perform this process differently. Be aware that **ACE is not involved with this step of the process**. As such, any queries relating to this period should be directed to the NETP and NESP coordinators at the employers applicants have applied to.

1. Employer interviews: Employers interview graduates. Note that each employer runs their own process and interviews may therefore occur at any time throughout the 6 week period.
2. Applicants may re-order their preferred employers if they wish: Based on information applicants receive during their interview, ACE recognises that applicants may wish to change the order in which they have preferred their employers. Applicants have until **the end of the interview period (see timeline PG 13)** before the match is run to change their preferred employers. To do this, you must email ACE [nursing@acenz.net.nz](mailto:nursing@acenz.net.nz) to request the change.
3. Employers shortlist and rank: Once interviews have been completed, employers shortlist their preferred graduates and rank them in preference order.
4. Employers submit rankings to ACE: At the end of the 6 week period employers must submit to ACE their final list of graduates in ranked order together with their number of NETP and NESP vacancies.

Employers will use the contact information you provide in your ACE application to contact you for these interviews. Ensure your contact details are kept up to date. Remember, you can update your profile (including your contact details) even when applications have closed by logging into your profile. When interviewing it is a good idea to discuss with the employer their available specialties and the support

offered for new Graduate Nurses, that way applicants can make a more informed decision regarding how best to order their preferred employers. Employers may manage their time differently during this period. As such, some applicants may be contacted very early in the 6 week process while others may not be contacted until much later in this timeframe. This is not a reflection on the applicant! Employers may interview differently. Some may hold panel interviews and others may hold one-on-one interviews while larger employers may choose to run an assessment centre to consider all of their applicants.

ACE are not involved in the employers short-listing process so we can't tell you why you've not been invited to interview but your friend for example has. If you have questions during interview stage you will need to direct these to the NETP or NESP coordinators at the employer. Their details are on our ACE website.

Each employer has a different interview format. This is because employers run their interviewing process their own way and ACE are not privy to the individual processes of each employer. So be prepared that different employers may ask slightly different questions etc. So if your friend comes back and fills you in on everything they asked at interview, bear in mind they may ask very different questions at your interview.

Also, remember that when you fill in your ACE application form, the address and email address details you enter are the details employers use to contact you and potentially send out your offer letters later in the process so ensure your information is accurate. If you change address after applications close you can still update your address information by emailing the ACE nursing email address and ACE will update the information on your behalf.

Remember:

- Applicants who meet the locally applied criteria are interviewed and employers can then use their own interview or assessment process to determine which graduates to employ from each of these sub sets.
- Please note Not Everyone will be interviewed.
- If you are not interviewed please do not call the ACE Consultant to ask why. They do not have this information. The ACE Consultant is not privy to the shortlist of applicants. This is an employer process.
- Employers confirm their selections & rankings of applicants and submit these back to ACE along with a confirmed number of vacancies.

Before your interview, always be prepared and expect the unexpected. Ask the interviewer about their vacancies and specialties FIRST. That way you know what their vacancies are BEFORE you tell THEM what specialties you really want. Remember that an employer can NOT ask you what other employers you have ranked or where you have ranked them in your preference order. Be conscious of your attire. I have heard of many applicants showing up to interviews with bare feet, hoodies, shorts and jandals. Please remember this is a PROFESSIONAL interview. You don't need to go and hire a suit for it, but do dress professionally. Be on time! You can pretty much guarantee that if you're late for your interview...you won't get the job! Make sure you're prepared. It's as much an opportunity for you to ask them questions as it is for them to ask you. Remember, there is a wide variety of resources online to assist you with job interview techniques but first, your tertiary provider will have access to career coaches who have access to a wide range of tools to help you to become an expert.

### Day after State Finals

On **the Wednesday** after state final all candidates will be notified by ACE of the outcome of their application. On the afternoon of the same day, candidates who have been successfully matched will receive an offer directly from the employer they were matched to. Successful candidates must notify the employers that they have been matched to (not ACE) either accepting or declining the offer by **5pm, the following Wednesday (7 days)**. Failure to do so will mean that your offer will be declined and you will be removed from the entire intake. Applicants who have not been successfully matched will be informed about the next stage of the process and that their application will be included in the Nursing ACE Talent Pool. This Talent Pool is then distributed to all employers, even those that the candidate did not initially apply for.

## Successful Applicants

Successful candidates will receive two communications regarding their ACE application. The first communication will be via email from ACE **9am, Wednesday following state exams** advising that they have been successfully matched to Employer X. Successful applicants will then receive an offer letter directly from their matched employer after **1pm, the same day**.

Successful applicants then have 1 week to accept or decline that offer. (Note that if you do not respond within this week it will be presumed that you are declining the offer and you will see yourself removed from that recruitment intake entirely).

Because you can only be matched to one employer, this is the **ONLY** offer you will receive and it is our expectation that you will accept this offer. If you decline an offer you will then be removed from any other opportunity for employment into a NETP/NESP programme for that intake! Note also that if this is the case, your application still counts towards one of your four ACE applications.

## Unsuccessful Applicants

If you have not been successfully matched in the first instance, don't panic!

Employers have indicated they would have been happy to employ many of the unsuccessful applicants, so the fact that you have not yet been selected should not be regarded as any reflection on your ability or qualifications.

At this stage, the applications of unsuccessful graduates will automatically go into the national talent pool for graduate nurse's which is accessible to all employers, not just the employers you had originally ranked. It is anticipated that during each intake a number of positions may become available and these positions will be filled using applicants from this talent pool. Employers will continue to employ new graduates from the talent pool right up to the next recruitment round.

If you are prepared to accept jobs with other employers that you had not initially ranked in your application you might like to write to the NETP coordinators of those organisations and let them know that you are on the talent pool and are prepared to work for them should a vacancy arise. The contact information for ACE employers can be found on the ACE nursing website. Employers are able review your application at their discretion should they wish to consider it when a vacancy arises. Smaller employers in more rural areas often have a smaller talent pool and may be particularly pleased to hear from graduates prepared to work in their region. ACE recommends that you contact employers directly to highlight your interest in working with them particularly if you are prepared to move to an employer outside of the one you initially preferred within your application. If you are prepared to consider working in clinical areas outside of the ones you indicated within your application you may like to contact employers with an updated Cover Letter outlining this to them. Take great care when making contact with NETP coordinators as they are often flooded with enquiries and are also busy with other aspects of their roles. Be as courteous as possible when contacting them and be very clear about your message and the reason why you are calling or emailing them do not waffle or be vague.

If you are subsequently offered a job from the talent pool you must inform ACE immediately as your details will need to be updated and removed from the talent pool. Alternatively, if you are approached by an employer who has taken your name from the talent pool and you choose not to interview or accept a position with that employer (i.e. because you are unable to move to their region), this will not mean you are removed from the talent pool or for any other vacancies that may arise. Declining a position on the national talent pool will have no impact on an applicant's eligibility to remain within the national talent pool. Applicants will only be removed from the intake if they decline a match offer during the initial match process. As such, should a graduate be approached via the national talent pool by an employer which they are unable to accept a position, will not remove their application from the intake. The Talent Pool for the intake you applied to is available up until the national talent pool for the subsequent intake is made available. For the Mid-Year intake this means that the talent Pool is available usually from late July to late

October. The End of Year Talent Pool is available usually from late November to late June the following year.

ACE recommends that you also visit the Kiwi Health Jobs website, the careers pages of employers and seek or TradeMe to research the nursing job market. This can be useful for a number of reasons. You will gain an insight into the culture of the hospitals you are thinking about applying to and usually job or position descriptions will be attached to each job number outlining the requirements, skill and experience required to fulfil a RN role. Furthermore this will give you an insight into the areas of practice that each hospital specialises in. It would be helpful for you to research or review these before you make your application. You will usually find that employers advertise for RN's with 2 or more years of experience. Do not be discouraged, if you are vigilant you will come across vacancies where employers are looking for new graduates to fill positions alongside HCA's, EN's and experienced RN's. Finally, there are other graduate programmes that exist outside of the NETP programme. You need to research these for yourselves; they usually exist in private hospitals and some leading aged residential care facilities. You may, for example, be able to find positions within Primary Health, Aged Residential Care, Community Care or Private Surgical Hospitals that are not necessarily covered by the NETP programme. To do this you would need to contact and apply directly to these service providers for any positions they may have available.

### Re-applying to ACE

All re-applicants who still meet the eligibility criteria must login to the ACE nursing website with their existing user name and password. On the right hand panel you will see 'Applications for Nursing are open' start your new application. All re-applicants need to click and commence their application as though applying for the first time.

Your previous referee details will be retained in your new application. If you would like to change referees, please navigate to the referee section of your application and edit the referee details accordingly. A new reference request with unique ID will be sent to the referee outlining the next steps and the reference due date. Your referee must complete your reference report form by the time applications close. Your previous certified academic transcript will be uploaded to your new application. If there are additions to your results since you last application, you can upload this new transcript. Note only academic transcripts that meet the requirements outlined in the application requirements section of the site will be able to be attached to your application.

To check the eligibility criteria and the full ACE Nursing process further, please see the Application Guide in the ACE Resources section. If you have further questions about re-applying, or about the talent pool, you should contact ACE to discuss this further **0800 223 236** or [nursing@acenz.net.nz](mailto:nursing@acenz.net.nz).

## Useful Links & Information

Contact ACE on **0800 223 236** or email [nursing@acenz.net.nz](mailto:nursing@acenz.net.nz)

[ACE Website](#)

[Eligibility for ACE Nursing](#)

[Employer Contact Information](#)

[Vacancy & Position Information](#)

[ACE Nursing Talent Pool](#)

[ACE Nursing Process Overview](#)

[ACE Nursing Resources](#)

[ACE FAQ's](#)

[NETP Funding and FTE](#)

[Voluntary Bonding Scheme](#)

[Exceptions to Residency Status Policy](#)

[Te Pou o te Whakaaro Nui – Mental Health and Addiction Nursing](#)