

## ACE Nursing Business Rules 2019

<b>General</b>	
<b>1</b>	<p>All new graduates applying for a Registered Nurse position in a Nurse Entry to Practice (NETP) or New Entry to Specialist Practice (NESP – Mental Health and Addiction Nursing) programme across New Zealand must apply via the ACE process.</p> <p>NESP applicants who are not new graduates should apply directly to their preferred employer and cannot apply through ACE.</p> <p>Applicants are encouraged to apply as soon as the applications open and if they elect to do so, to directly contact individual employers to communicate their interest.</p>
<b>2</b>	<p><b>Eligibility Criteria</b></p> <p>To be eligible to apply to ACE applicants must meet the following criteria:</p> <ol style="list-style-type: none"> <li>1. Either be a New Zealand Citizen, Australian Citizen or hold a Permanent Resident Visa (Or Returning Resident Visa)</li> <li>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</li> <li>3. You must have completed your Bachelor of 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.</li> <li>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.</li> </ol> <p>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.</p> <p>In the case that a graduate with an Australian Passport, who does not hold a Permanent Resident Visa, is successfully employed via ACE, their position could be funded directly by the employer or the employer could apply to Health Workforce NZ for an exemption to the residency status policy for trainee funding.</p> <p>International students who may have practised as an RN 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.</p> <p>Graduates that do not meet these basic ACE criteria should apply directly to individual employers. 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.</p> <p>For further information about Permanent Resident Visa's please click <a href="#">here</a>. For further information about Health Workforce NZ funded positions and FTE requirements please click <a href="#">here</a> and navigate to</p>

	<p>the link 2/B46.</p> <p>Applicants must be able to commence employment on the specified start date of the employer they are matched to.</p> <p>Incomplete applications (Applications that do not provide the mandatory required information prior to the close date – please see point 3 for required documents) will be excluded from the match. If there are unfilled positions, employers will be required to inform the ACE Consultant, who in turn will release the Talent Pool of unsuccessful applicants to them to fill those remaining vacancies using ACE applicants. The ACE Consultant will work proactively with both parties to ensure all positions are filled.</p>
3	<p>Applications must be submitted electronically through the <a href="https://nursing.acenz.net.nz/">https://nursing.acenz.net.nz/</a> website, must be complete and include:</p> <ul style="list-style-type: none"> <li>• Electronic application form</li> <li>• Electronic curriculum vitae</li> <li>• Electronic applicant employer preference list</li> <li>• Electronic applicant practice setting preference list</li> <li>• Electronic covering letter(s)</li> </ul> <p>The following supporting information must also be electronically provided as certified copies for an application to be considered as complete:</p> <ul style="list-style-type: none"> <li>• Academic record to date</li> <li>• Proof of Residency and Identity <ul style="list-style-type: none"> <li>○ New Zealand Citizens: The photo page of NZ passport, Full New Zealand Birth Certificate or New Zealand Citizenship Certificate accompanied by a NZ driver’s license or NZ student photo identification card</li> <li>○ Permanent Resident Visa (Also Returning Resident Visa) holders: The photo page of an overseas passport accompanied with the evidence of a permanent resident visa plus either a NZ driver’s license or NZ student photo identification card</li> <li>○ Australian Citizens: The photo page of an Australian passport accompanied by a NZ driver’s license or NZ student photo identification card</li> </ul> </li> <li>• Supporting documents for any name change such as a NZ marriage certificate, NZ birth certificate or evidence of name change by deed poll or statutory declaration</li> <li>• 2 reference forms, submitted in the correct format using the provided reference forms. Each applicant must supply one reference from a Nurse Preceptor and another from a Clinical Tutor who has supervised the applicant in their final or transition placement of their final year of their nursing degree.</li> </ul> <p>If supplying hardcopies, applicants must clearly identify hardcopy application material and label this with their ACE applicant number, received from the ACE website when they initially register their electronic application</p> <p>Any hard copy material will be scanned by the ACE centre and incorporated into the applicant’s ACE application.</p>
4	<p>While applications are open, the ACE website will be continuously updated and enable applicants to assess the completeness of their application.</p>
5	<p>The ACE centre will send an electronic reminder noting all missing documentation to applicants 2 weeks and then 1 week prior to the application closing date to enable applicants to submit any outstanding ACE application component(s) to the ACE centre or into the ACE website, whichever is applicable for the outstanding component.</p>
6	<p>Applicants and employers will report to ACE should they identify any instances of breaches of the</p>

	ACE principles.
<b>7</b>	ACE will maintain effective stakeholder relationships supporting achievement of required outcomes including key timeframes.
<b>8</b>	ACE will provide administrative support to ensure the service functions are carried out and will advise and communicate the recruitment process to: Nursing Students, Nursing Schools and employers.

<b>Applicant Information</b>	
<b>1</b>	Applicants must complete all questions within the online ACE application form including the privacy declaration, declaring the information contained in the form is true and correct, and they meet the eligibility criteria.
<b>2</b>	Applicants must rank up to 3 of their preferred employers via the ACE website.
<b>3</b>	Applicants should only rank those employers they are willing to accept an offer of employment from. Applicants can receive only 1 offer of employment via the electronic or manual match process. Should they reject that offer, the agreement between all employers is that due to the large numbers of applicants and the work involved managing rejected applications, other agreed employers will not consider them for a position within that graduate round.
<b>4</b>	Employers will not be informed of applicant's employer preference ranking.
<b>5</b>	In their cover letter, applicants must advise the employer they wish to apply to, of any special circumstances they may have in relation to the ACE match process e.g. late starting date, special personal reasons for requiring employment in a specific location, joint applications with partners.
<b>6</b>	Changes in applicant details and documents may be made via the ACE website any time before 12pm (noon) on the closing date for applications.
<b>7</b>	Graduates will have 3 days after the close of interviews to contact ACE and change their employer preferences. Applicants are able to change the order of their employer preference and/or remove an employer from their preference list however they are unable to add a new employer.
<b>8</b>	It is the applicant's responsibility to ensure their references are completed on time and submitted to their application prior to the application close date.
<b>9</b>	Applicants are responsible for ensuring all information required for a complete application is received by the ACE centre before the closing date for applications. Failure to provide all mandatory information and documentation will result in the applicant not being able to participate in the match.
<b>10</b>	Applicants deciding to withdraw their application after the closing date and prior to the match must notify the ACE centre via e-mail or in other written form. The ACE centre will track this information.
<b>11</b>	Appointees unable to/or electing not to accept a matched position must notify the employer concerned and give reasons for rejecting the offer. An employer must subsequently notify ACE of the number of acceptances and number of declines.
<b>12</b>	Should an applicant inform the ACE centre of any changes to their circumstances after the matching process, the applicant's actions may be seen as a rejection of the offer. Each employer will work with the applicant on a suitable solution. However the employer has the right to re-fill that position with

	an alternate graduate.
<b>13</b>	Applications that are found to include fraudulent or misleading information will be disqualified from the entire recruitment process.
<b>14</b>	ACE will not accept responsibility for tracking applicants contact details. All applicants must ensure that ACE has their current contact details.
<b>15</b>	Candidates, who have failed to provide a complete application by the close off date, may contact the ACE Centre to discuss any extenuating circumstances. Extensions cannot be given, however in some instances the ACE Centre and the employer may consider a late application. The final decision will be at the discretion of the employer the applicant has applied to.

<b>Employer Information</b>	
<b>1</b>	All employers have agreed to work within the agreed ACE process. Employers will not match graduate applicants to NETP/NESP Nursing positions other than through the ACE system. Non-graduate NESP applicants can be appointed directly by the employer outside of the ACE system.
<b>2</b>	All employers should advise ACE of their nominated contact person, who is responsible for the implementation of the ACE process within their organisation.
<b>3</b>	Should an employer indicate they wish to take part in an intake, they are required to recruit new graduates via the ACE match for that intake.
<b>4</b>	DHBs are responsible for working with primary health and aged residential care providers to identify and commit to positions for graduate NETP/NESP positions in advance of advising ACE of their NETP/NESP quota number for the ACE match.
<b>5</b>	Employers should advise all graduates to apply through the ACE national website.
<b>6</b>	For each intake, employers are responsible for advertising their positions and communicating with potential nursing graduates no later than the day prior to applications opening.
<b>7</b>	Employers are encouraged to discuss employment opportunities with prospective applicants.
<b>8</b>	Preference rankings from participating applicants and employers are private and confidential.
<b>9</b>	Any special circumstances of applicants that are outlined in their cover letter cannot be captured and reported on by ACE and so must be considered by each employer during their selection process.
<b>10</b>	Employers have the sole responsibility for deciding their ranking of individual applicants and will be provided with a criteria based matrix from ACE to assist them.
<b>11</b>	Employers must return their ranking of applicants to the ACE centre by the established deadline. ACE will archive employer's rankings for its own internal audit purposes.
<b>12</b>	The ACE centre will notify employers of their successfully matched applicants within one week of the match.
<b>13</b>	Employers will run their own selection and interview process provided they maintain robust and transparent processes.

<b>14</b>	After interviews have been completed the employer will advise the ACE centre of their NETP/NESP final quota number for the ACE match. This number will include all NETP positions.
<b>15</b>	Employers are required to make job offers to all graduates they are matched to within the quota number supplied to ACE.
<b>16</b>	Employers are responsible for the appointment process including checking of credentials and sending all formal notices of appointment to successful applicants.
<b>17</b>	Having been matched to an employer, there is an expectation that the applicants will accept the position.
<b>18</b>	Employers may not communicate or appoint Nurses matched to another employer without the express consent from that employer's Director of Nursing and ACE.
<b>19</b>	After receiving their offer acceptances employers are required to advise ACE of all accepted and rejected offers and the practice setting these candidates are matched to. ACE will include this information in the end of intake reporting.
<b>20</b>	Each employer may then advise ACE of any residual vacancies plus any additional vacancies including primary care positions they may have and wish to have filled from the talent pool.
<b>21</b>	Employers will take ownership of liaising with ACE who in turn will contact all unsuccessful applicants. Applicants who are interested in the remaining vacant positions will be placed in the ACE talent pool.
<b>22</b>	ACE will create an Early Talent Pool for each employer that has vacancies following the initial match. This Early Talent Pool will be individualised for each employer and is solely comprised of applicants who preferenced that employer but who remain un-matched.
<b>23</b>	Employers involved in the ACE process will not contact any applicants regarding the outcome of the match until after official match results have been released by ACE.
<b>24</b>	Employers will be given 48 hours in which to notify ACE of any additional applicants they wish to rank from the Early Talent Pool.
<b>25</b>	Strictly following ACE algorithm rules, ACE will match additional Early Talent Pool applicants to those employers who had vacancies remaining, aiming to fill as many vacancies as possible before official match results are released to employers and students.
<b>26</b>	Employers will receive the Final Talent Pool from ACE after official match results have been released. This Talent Pool will include all remaining unsuccessful applicants.
<b>27</b>	All employers will be given access to the Final Talent Pool for both intakes each year. This includes employers not actively participating in the Mid-Year intakes.
<b>28</b>	The Final Talent Pool for each intake will remain open and available to employers until the Final Talent Pool from the following intake is released, at which point the previous talent pool will be disestablished.
<b>29</b>	Employers must notify ACE of any applicants they have hired from the previous intakes Talent Pool a minimum of 1 week before they submit their ranked applicants to ACE for the new intake.
<b>30</b>	The ACE centre will advise employers when the ACE cycle is complete. After this date, employers are

	<p>then individually responsible for appointments to positions available within their organisation.</p> <p>ACE will provide applicant information from the ACE process to the employer provided the applicant has given permission for this to occur.</p>
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<b>Tertiary Provider Information</b>	
<b>1</b>	Each nursing school must inform ACE of their nominated contact person(s).
<b>2</b>	The nominated contact person(s) will collaborate with the ACE centre and distribute information to colleagues and students.
<b>3</b>	ACE and the nursing schools will work together to facilitate information sessions/workshops for students to allow more understanding of the process to happen.

<b>The Matching Process</b>	
<b>1</b>	<p>The Match algorithm operates based on 4 main principles:</p> <ol style="list-style-type: none"> <li>1. The employer ranking of applicants takes highest priority. This way, the employer’s highest ranked applicants have the best chance of being matched to a position</li> <li>2. The applicant’s employer preference takes second priority. This way, if an employer prefers an applicant, the algorithm favours the applicant’s choice of employer from 1st to 2nd to 3rd</li> <li>3. The algorithm will only match applicants to a NESP position if they and the employer have preferenced them for a NESP position. The same applies for NETP positions. This way, only applicants that employers preferred for NESP can be matched to NESP positions. Please note applicants who rank Mental Health and Addictions as their 1st choice practice setting have the best chance of being considered for NESP positions.</li> <li>4. Each applicant can only be matched to 1 employer /position (this has not changed from the previous process)</li> </ol> <p>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 that employer’s number of vacancies).</p> <p>It first aims to match all applicants ranked above the quota line for each employer to their first preferred employer where possible. It then runs through any remaining applicants still above the quota line of each employer and matches them to their second preferred employer where possible. If there are still applicants ranked above the quota line that are not matched yet, it will match them to their third preferred employer.</p> <p>At this point, if there are still vacancies remaining, the algorithm then looks at applicants ranked below the quota line. (ie: All applicants ranked from 31 – 60 therefore fall below the quota line).</p> <p>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.</p> <p>The algorithm runs the above process twice, first for all applicants ranked by an employer, for a NESP position, and secondly for all applicants ranked by an employer for a NETP position.</p>
<b>2</b>	The ACE centre will make available to employers, all applications for applicants who had ranked them as a potential employer.
<b>3</b>	ACE will notify employers of their matched applicants and unmatched positions following the match

	process.
4	The ACE IT infrastructure will be designed to enable ease of extraction/installation from/to any applicable hosting environment.
5	ACE will maintain effective IT backup systems to prevent loss of applicant and other information.
6	ACE will carry out an audit of the electronic match process to ensure that the match is accurate and performs in accordance with the established algorithm.
7	Applicant information will be deleted after 24 months following the completion of each ACE intake. Applicants may also request their application documents during the 24 months the documents are held at the ACE centre given that the information is able to be released. Statistical information will be kept for analytical purposes only.
8	All ACE formal documentation, including employer and applicant information and associated forms, is considered as ACE policy guiding management of future ACE processes.

<b>ACE Centre Rules</b>	
1	The ACE centre will provide employers electronic process documentation: <ul style="list-style-type: none"> <li>• Employer’s Guide</li> <li>• Website user guidelines <a href="https://nursing.acenz.net.nz/content/ACE%20Resources">https://nursing.acenz.net.nz/content/ACE%20Resources</a></li> <li>• ACE applicant guide for graduates</li> </ul>
2	All electronic applications received from eligible applicants will be accepted provided they are complete by the application close date. Candidates who submit written applications will be advised that they must apply using the ACE online system.
3	The ACE centre will maintain an audit trail of all significant correspondence with applicants. Significant communications are those that alter the status of the applicant, their application or appointment and may occur through written means e-mail, fax, file note or letter.
4	Applications will be stored in a secure database for 24 months.
5	All ACE related information is strictly confidential to the ACE consultant, including applicant information and will be used in the confines of permissions given or in accordance with these business rules.
6	ACE will facilitate employers’ secure electronic access to applicants who have identified that employer in their rankings.
7	ACE will not disclose an applicant’s employer preferences to employers. ACE will not disclose employer rankings of applicants to applicants.
8	ACE will receive employers’ ranked applicants which together with the applicant’s employer preferences will form the basis of the matching process.
9	The ACE centre will not carry out any pre-screening of applicants except to assess eligibility and authenticity of documentation provided in relation to residency status.
10	Throughout the year, the ACE centre will provide an accessible advisory service to

	applicants/potential applicants during business hours. The ACE phone line will be open from 8am to 4.30pm, Monday to Friday, excluding public holidays.
<b>11</b>	ACE will facilitate effective and streamlined employer selection processes by providing documented process improvement guidelines and other support as appropriate.
<b>12</b>	ACE will continue to facilitate an electronic tracking process for applications which tracks all documents, references and correspondence to ACE and which allows applicants to obtain secure access to and update their application.
<b>13</b>	ACE will facilitate and coordinate Reference Group teleconferences on a monthly basis, or at mutually agreed times throughout the year.
<b>14</b>	ACE will continually update and maintain the ACE Nursing website.
<b>15</b>	ACE will communicate to nursing schools and employers when applications open.
<b>16</b>	ACE will provide bi-monthly written progress reports and distribute them to the Reference Group on the 20th of every second month.
<b>17</b>	ACE will provide anonymised application and Match data to Central TAS immediately following the Match for each intake and again at the conclusion of each intake to illustrate the number of applicants initially matched and subsequently employed from the Talent Pool.