



# **ACE Enrolled Nurse 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?

ACE recommends you to 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 an Enrolled Nurse Support into Practice Programme (ENSIPP) training programme in New Zealand.

ACE is a single application tool that allows graduate Enrolled Nurses throughout the country to put in one application which is then moved into a National Talent Pool that will be shared with all employers taking part in the process.

Please note that this is not the only way to find an enrolled nurse position. You are still able to apply for EN positions directly to DHBs and other employers via their career webpages or other job search sites such as [Kiwi Health Jobs](#).

### How it works

The ACE EN Process commences on 1 June 2020; with an initial one-off entry point for new graduate ENs to apply to participate in the process. After the launch, there will be specific entry points scheduled annually, when applicants may apply to enter the EN National Talent Pool. Entry points will align with annual State Exam dates, as summarised in the table below:

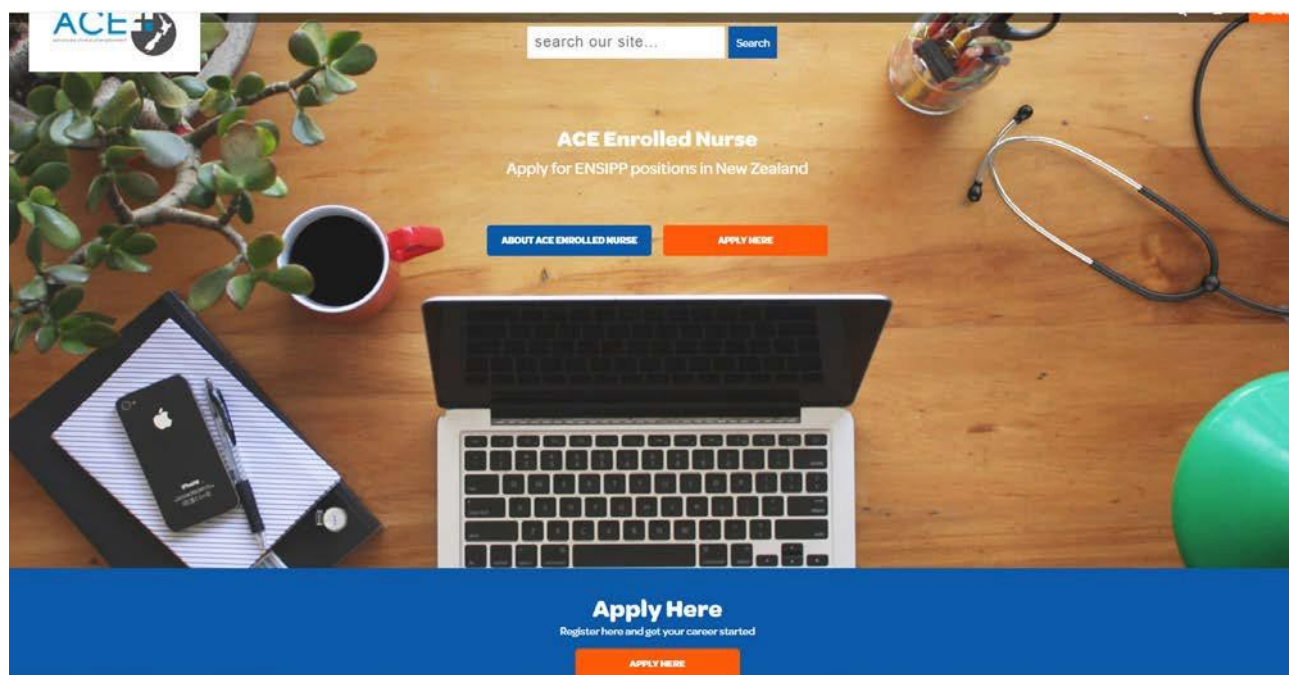
State Exam Date	Results Released	EN Applications Open	EN Applications Close	Annual Entry Point to the National EN Talent Pool
March	April	April	May	May
July	August	August	September	September

You have 4 weeks to submit your application to ACE for each entry point including cover letter(s), CV, citizenship documents and references. You will also select up to 5 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 move your application to a National Talent Pool which will be shared with all employers taking part. Employers will assess applications, interview their preferred applicants and then send out offers to applicants.

If you have any questions throughout the ACE process you can find help via multiple avenues. You can visit the [ACE EN Website](#), download the ACE Applicant Guide, ask questions on the [ACE Enrolled Nurse Facebook](#) page or contact the ACE consultant via [email](#) or via phone Monday - Friday between 8am - 4.30pm on **0800 223 236**.

## Part One: The Application Process



### Applicants

Prior to starting your application, it is recommended for you to read ALL the information in this guide. The first thing you should do is review the information available on the [ACE EN Website](#).

After reviewing all the information on the ACE EN Website, you should be ready to start applying for an enrolled nurse position in an Enrolled Nurse Support into Practice Programme (ENSIPP) programme!

This entry programmes have been designed so graduate enrolled nurses 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 an ENSIPP position you must meet all of the following basic criteria

1. You must be either a New Zealand citizen or hold a Permanent Resident Visa; and
2. You must have completed a pre-registration nursing qualification in New Zealand approved by the Nursing Council of New Zealand (NCNZ) leading to registration as an Enrolled Nurse, and have passed the State Final exam no more than 2 years prior to starting on an ENSIPP programme; or
3. You must be in the final year of a pre-registration nursing qualification approved by the NCNZ leading to registration as an Enrolled Nurse, no longer than 24 months before starting on an ENSIPP programme; and
4. You must have not practised as a New Zealand Enrolled Nurse continuously (full time 0.8 FTE or more) for longer than six months before starting on the ENSIPP programme.

Enrolled Nurses who do not meet the ACE Enrolled Nurse eligibility criteria may want to consider applying directly to individual employers for positions outside the ACE Enrolled Nurse process. 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 Enrolled Nurses; as well as checking the career web pages of each Health New Zealand district.

For further information about Permanent Resident Visa's please click [here](#).

## How ACE Enrolled Nurse Works

The ACE Enrolled Nurse system is based off the ACE Registered Nurse process which 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 Health New Zealand districts for the past 14 years.

### Apply

The system will allow you to choose up to five 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 move your application to the National Talent Pool which all employers taking part in the process will have access to. Employers can then contact you directly anytime you are in the National Talent Pool and request you to attend an interview, assessment or selection process so you may be contacted by multiple employers. Applicants liaise directly with employers regarding interviews, assessments, job offers and start dates.

### 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 ENSIPP programme. Following the interview process, employers will send out offers to applicants.

### Job Offers

Offers are made and sent out at the discretion of the employer, so applicants should liaise with employers directly if they have any questions. Applicants should also make sure they accept or decline an offer within the deadline set by employers. After receiving offer acceptances, employers are required to advise ACE of all accepted and declined offers, and the practice setting successful applicants are employed in and these applicants will then be removed from the National Talent Pool.

## 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 specialty).

### Applying to Primary Health Care Positions

Primary Health Care positions include the following:

- Practice Nursing
- Iwi Providers
- Pacific Providers
- Well Child Tamariki Ora providers (e.g. Plunket)
- Department of Corrections
- General Practice

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 enrolled nurse positions you can still apply for these directly to them, outside of the ACE process however, to be eligible to be placed onto an ENSIPP 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 enrolled nurse positions you can still apply for these directly to them, outside of the ACE process however, to be eligible to be placed onto an ENSIPP programme you must also be an ACE applicant.

### Applying to Private Health Sector Positions

If you wish to work in a private surgical hospital, you will need to apply to the private surgical hospital directly.

### 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 enrolled nurse 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.

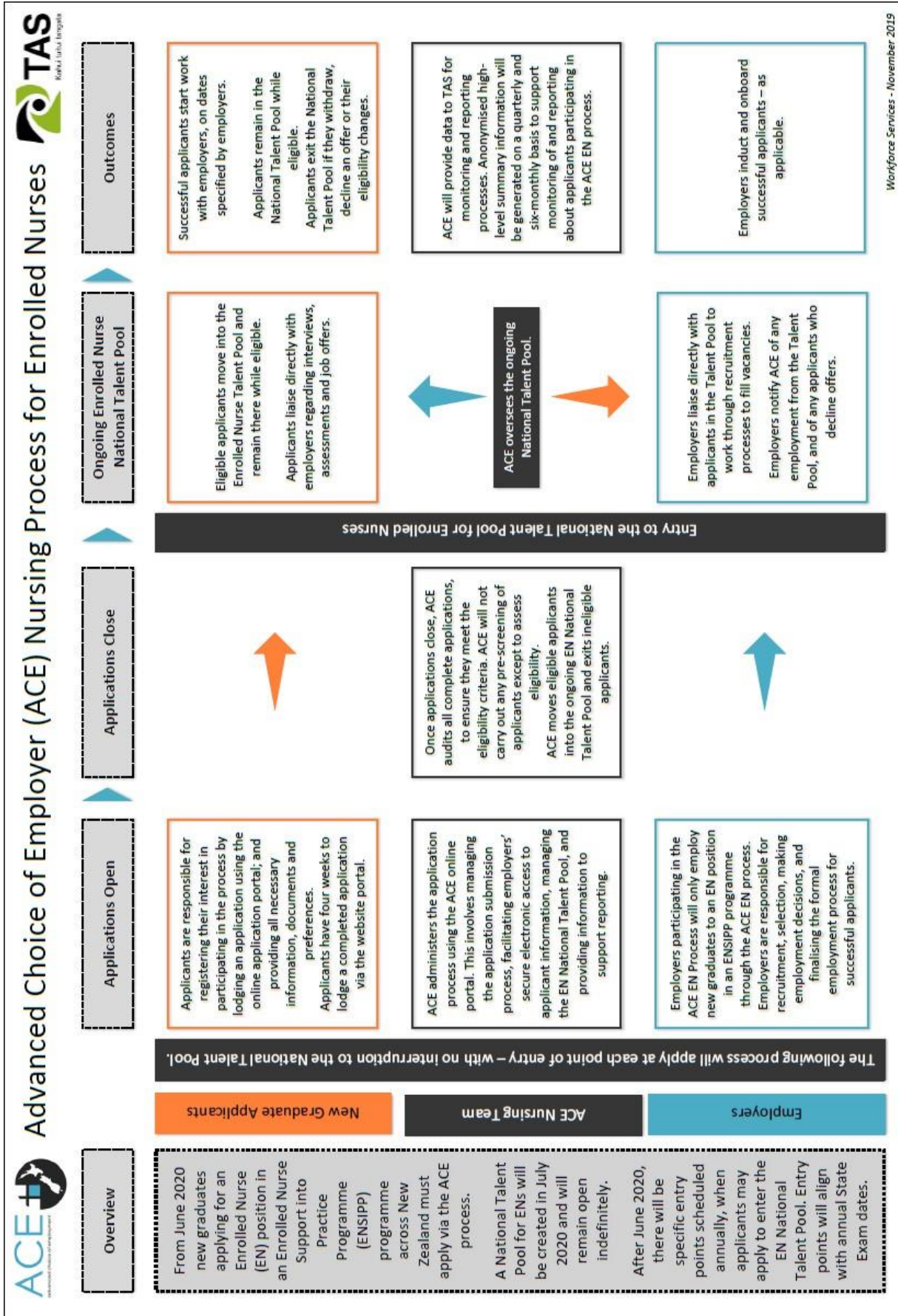
When thinking about your choice of employers and specialty area, you may want to consider the communities (Health NZ districts) and practice settings that are eligible for VBS.

For more information on the communities (Health NZ districts) and practice settings that are eligible for the Voluntary Bonding Scheme, visit the website <https://www.tewhatoru.govt.nz/for-health-professionals/voluntary-bonding-scheme/the-voluntary-bonding-scheme>

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.



# ACE Enrolled Nurse Process Overview



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

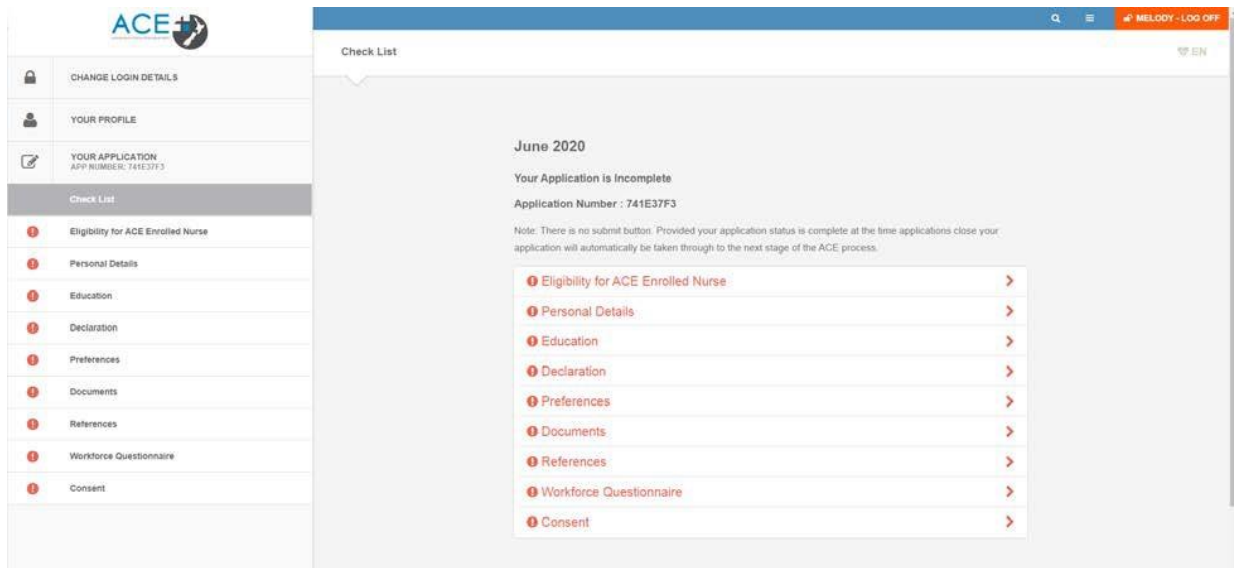
### The Ace Process

The online ACE application process consists of the following

1. Register and Create Your profile
2. Eligibility for ACE Enrolled Nurse (confirm your eligibility for an ENSIPP 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. Citizenship and Immigration Status Documents
8. Downloads available
  - a. Template CV and cover letter
  - b. Applicant guide
9. References (nominate two referees and send reference requests)
10. Workforce/Diversity Questionnaire
11. Consent

### Navigation

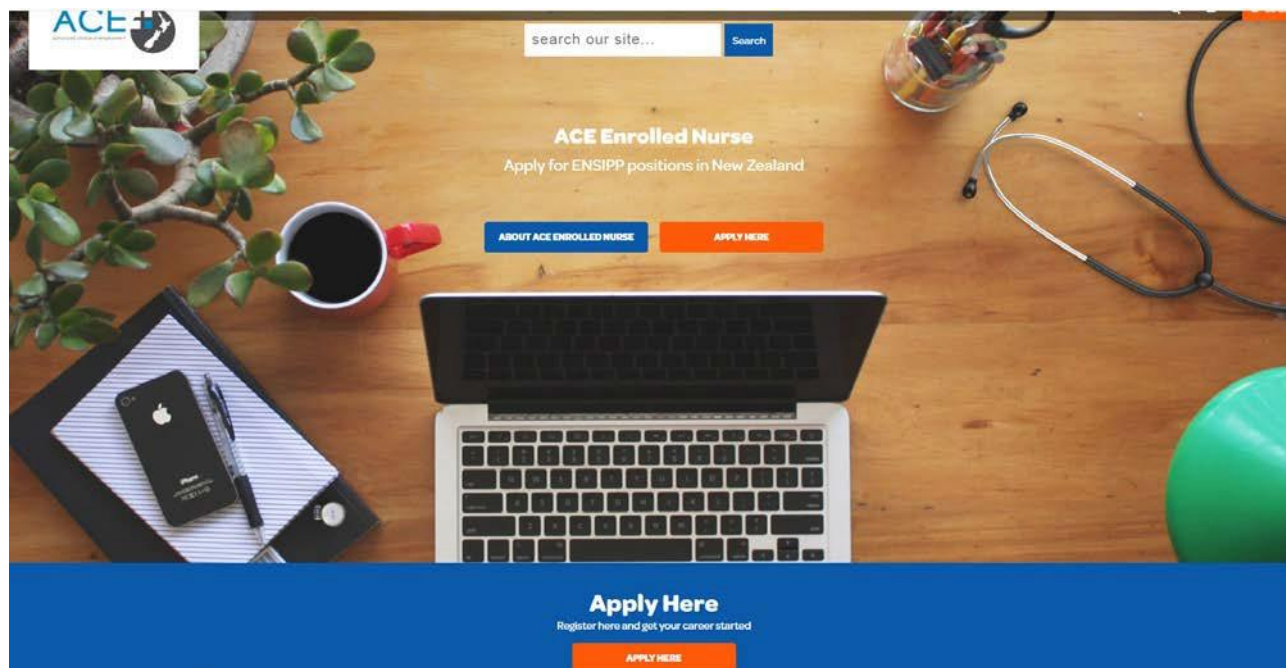
On the left hand side of your screen, you will see a number of links to the various pages. These are direct links to the sections and you can use these to move around and through the application process.



## 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://en.acenz.net.nz>
- Register as a new ACE applicant or log in if you already have a profile registered

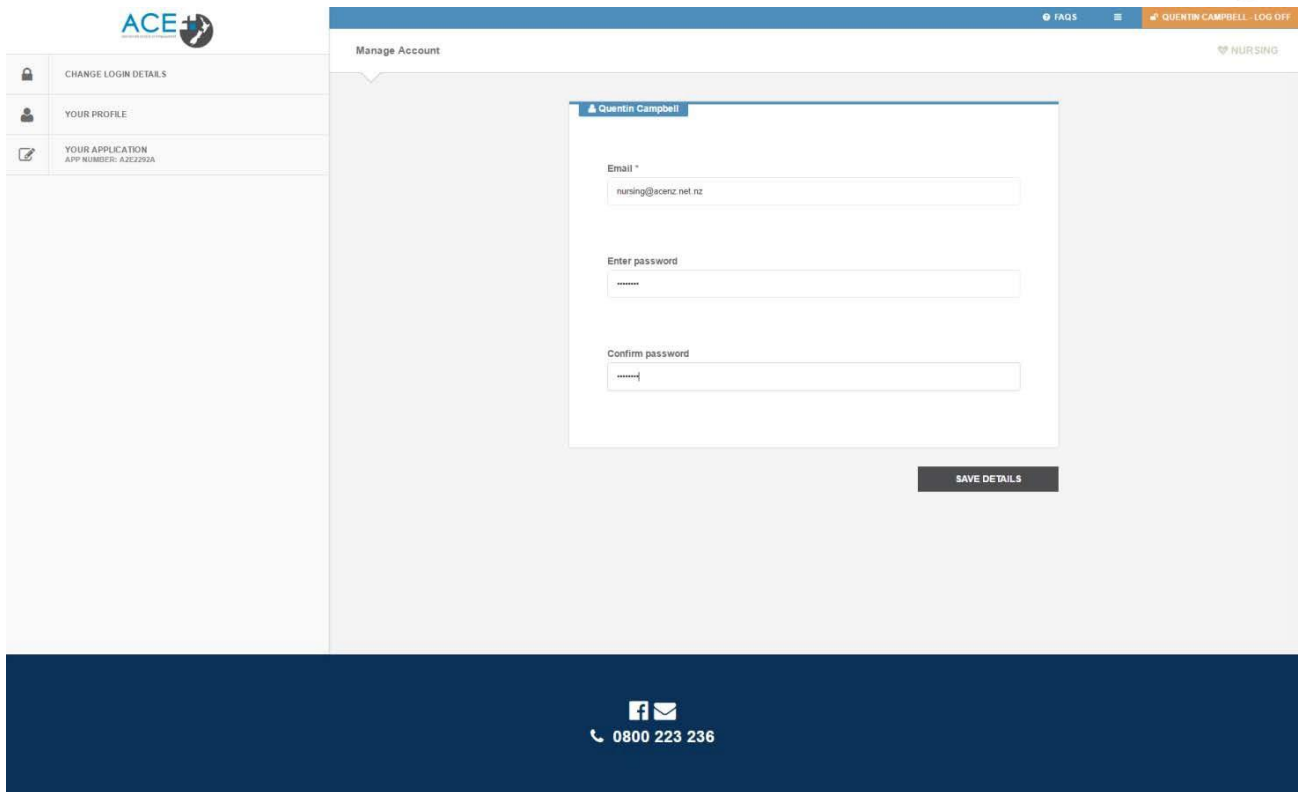


## Register

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**.

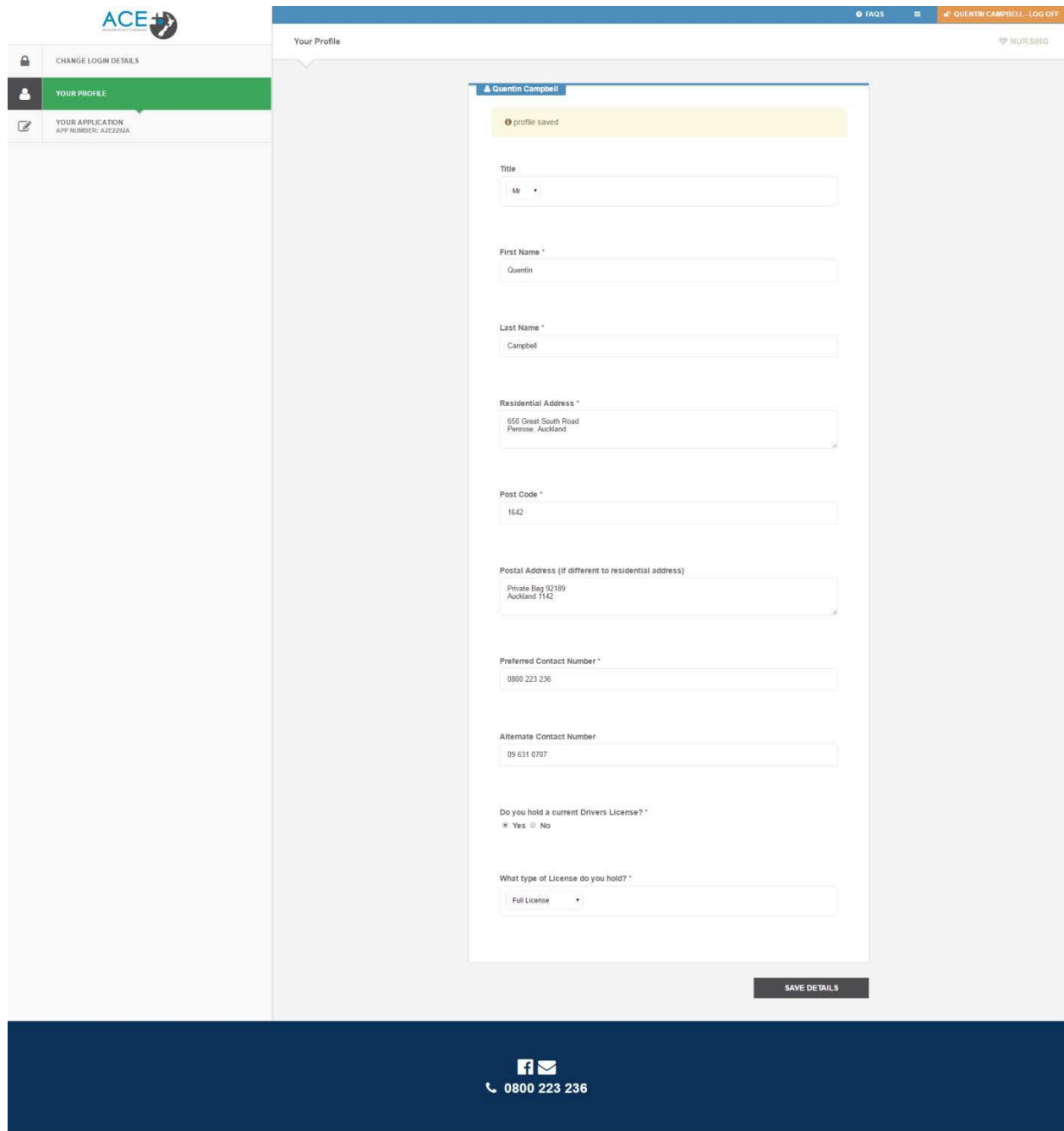


### Create Profile

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.



### 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 Enrolled Nurse

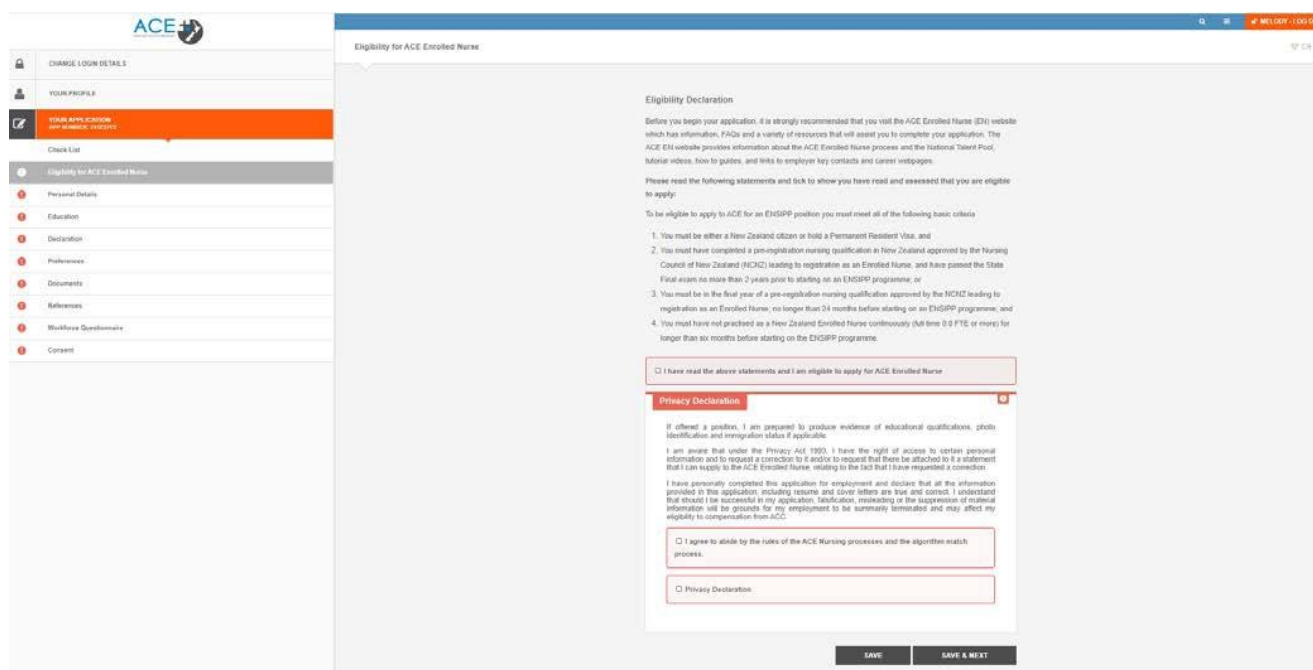
This section includes your eligibility and privacy declarations. Note that if you do not meet the [eligibility criteria](#) your application will not be able to be deemed complete. Applicants in this position should approach employers directly. Details of the key contact people at each employer can be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

To be eligible to apply to ACE for an ENSIPP position you must meet all of the following basic criteria

1. You must be either a New Zealand citizen or hold a Permanent Resident Visa; and
2. You must have completed a pre-registration nursing qualification in New Zealand approved by the Nursing Council of New Zealand (NCNZ) leading to registration as an Enrolled Nurse, and have passed the State Final exam no more than 2 years prior to starting on an ENSIPP programme; or
3. You must be in the final year of a pre-registration nursing qualification approved by the NCNZ leading to registration as an Enrolled Nurse, no longer than 24 months before starting on an ENSIPP programme; and
4. You must have not practised as a New Zealand Enrolled Nurse continuously (full time 0.8 FTE or more) for longer than six months before starting on the ENSIPP programme.

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 enrolled nurses and also by checking the career web pages of each DHB.

For further information about Permanent Resident Visa's please click [here](#).



The screenshot shows the 'Eligibility for ACE Enrolled Nurse' application form. On the left is a navigation menu with options like 'CHANGE LOGIN DETAILS', 'YOUR PROFILE', and 'YOUR APPLICATION'. The main content area is titled 'Eligibility Declaration' and contains the following text:

Before you begin your application, it is strongly recommended that you visit the ACE Enrolled Nurse (EN) website which has information, FAQs and a variety of resources that will assist you to complete your application. The ACE EN website provides information about the ACE Enrolled Nurse process and the National Talent Pool, tutorial videos, how to guides, 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 an ENSIPP position you must meet all of the following basic criteria

1. You must be either a New Zealand citizen or hold a Permanent Resident Visa, and
2. You must have completed a pre-registration nursing qualification in New Zealand approved by the Nursing Council of New Zealand (NCNZ) leading to registration as an Enrolled Nurse, and have passed the State Final exam no more than 2 years prior to starting on an ENSIPP programme; or
3. You must be in the final year of a pre-registrative nursing qualification approved by the NCNZ leading to registration as an Enrolled Nurse, no longer than 24 months before starting on an ENSIPP programme, and
4. You must have not practised as a New Zealand Enrolled Nurse continuously (full time 0.8 FTE or more) for longer than six months before starting on the ENSIPP programme.

Below the list is a checkbox:  I have read the above statements and I am eligible to apply for ACE Enrolled Nurse

The next section is 'Privacy Declaration' with the following text:

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

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 am happy to the ACE Enrolled Nurse, noting in the fact that I have requested a correction.

I have personally completed this application for employment and declare that all the information provided in this application including resume and cover letters are true and correct. I understand that should I be successful in my application, falsification, misstatement 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.

At the bottom of the form are two checkboxes:  I agree to abide by the rules of the ACE Nursing processes and the algorithm match process. and  Privacy Declaration. There are 'SAVE' and 'SAVE & NEXT' buttons at the bottom right.

## Personal Details

This section contains questions relating to citizenship and immigration status and whether you will be available for employment immediately after applications close. This section also asks whether you have applied to ACE previously. For ACE EN, you only need to apply once as after completing your application your application will then be moved into the National Talent Pool until you either gain employment, withdraw or are exited due to becoming ineligible.

You must enter your legal name which appears on your passport, birth or marriage certificates. Name changes by deed poll must be a certified 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 citizenship and immigration status (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 a New Zealand Passport plus New Zealand Tertiary Student Identification Card or New Zealand Driver's License. For New Zealand Citizens in lieu of a New Zealand Passport or New Zealand Driver's License, 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.

**Permanent Resident Visa or Returning 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.

Bear in mind that it is imperative that your citizenship and immigration status documents are certified by one of the parties outlined below.

Who can certify documents?

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

-  CHANGE LOGIN DETAILS
-  YOUR PROFILE
-  YOUR APPLICATION  
APP NUMBER: 74162773
- Check List
-  Eligibility for ACE Enrolled Nurse
-  Personal Details
-  Education
-  Declaration
-  Preferences
-  Documents
-  References
-  Workforce Questionnaire
-  Consent

Personal Details

MELODY - LOG OFF

**Personal Details**

First Name

Last Name

If you have had a statutory name change by deed poll, please enter the name below and provide evidence supporting this, by scanning your deed poll document together with either your New Zealand Driver's License or Student Identification Card as one collated document.

**Citizenship and Immigration Status Information**

Please indicate your Citizenship and Immigration status. You will be required to supply certified copies of the following applicable documents, to demonstrate your eligibility to participate in the process. You will need to upload PDF files of these documents in the Documents section.

- New Zealand Citizens: The photo page of a New Zealand passport or a Full New Zealand Birth Certificate. Plus, New Zealand Tertiary Student Identification Card or New Zealand Driver's License.
- Permanent Resident Visa Holders: The photo page of an overseas passport and 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.

Select Citizenship and Immigration Status

Please Select...

**Intake Details**

Have you previously applied to ACE Enrolled Nurse?


Yes

No



## Education

Select the tertiary institute you attended from the drop-down list.



MELODY

**YOUR APPLICATION**  
APP NUMBER: 7410379-3

Check List

- Eligibility for ACE Enrolled Nurse
- Personal Details
- Education**
- Declaration
- Preferences
- Documents
- References
- Workforce Questionnaire
- Consent

### Education

You will be required to scan and upload your academic documents in PDF format. Transcripts should be requested from your tertiary education provider and must be certified prior to being uploaded. More information on Academic Transcripts and Scholarships can be found in the [ACE Requirements](#) section of the ACE Enrolled Nurse website.

**Select Tertiary Education Provider**

Have you been awarded any scholarships (including school leavers scholarships) specifically towards your Diploma of Enrolled Nurse?

Yes

No

Scholarships Upload (Combine as one PDF file)

No file chosen

Allowed file types: .pdf

**Academic Transcript**

You are required to supply a verified copy of your Academic Transcript which records your grades from your Enrolled Nurse diploma to date. For first time applicants, these will not necessarily be your final grades. Re-applicants must ensure that their Academic Transcript is final and complete. Transcripts need to be requested from your nursing school and keep in mind that these requests can take up to 3 weeks to process. You should not be charged for this document. For details on who can verify or certify your academic transcript please see the [FAQ Section](#) in the ACE Enrolled Nurse website.

Academic Transcript Upload

No file chosen

Allowed file types: .pdf

**Clinical Placement**

What was the year of your Final Clinical Placement?

### 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.

### Clinical Placement

Please select what year you completed your Final Clinical Placement as well as the employer (DHB) and what practice setting you completed your Final Clinical Placement in. Please 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.

Finally, please select when you sat your state final. Remember that you will need to have gained registration before applying to the ENSIPP programme as applicants must be employment ready by the time applications close.

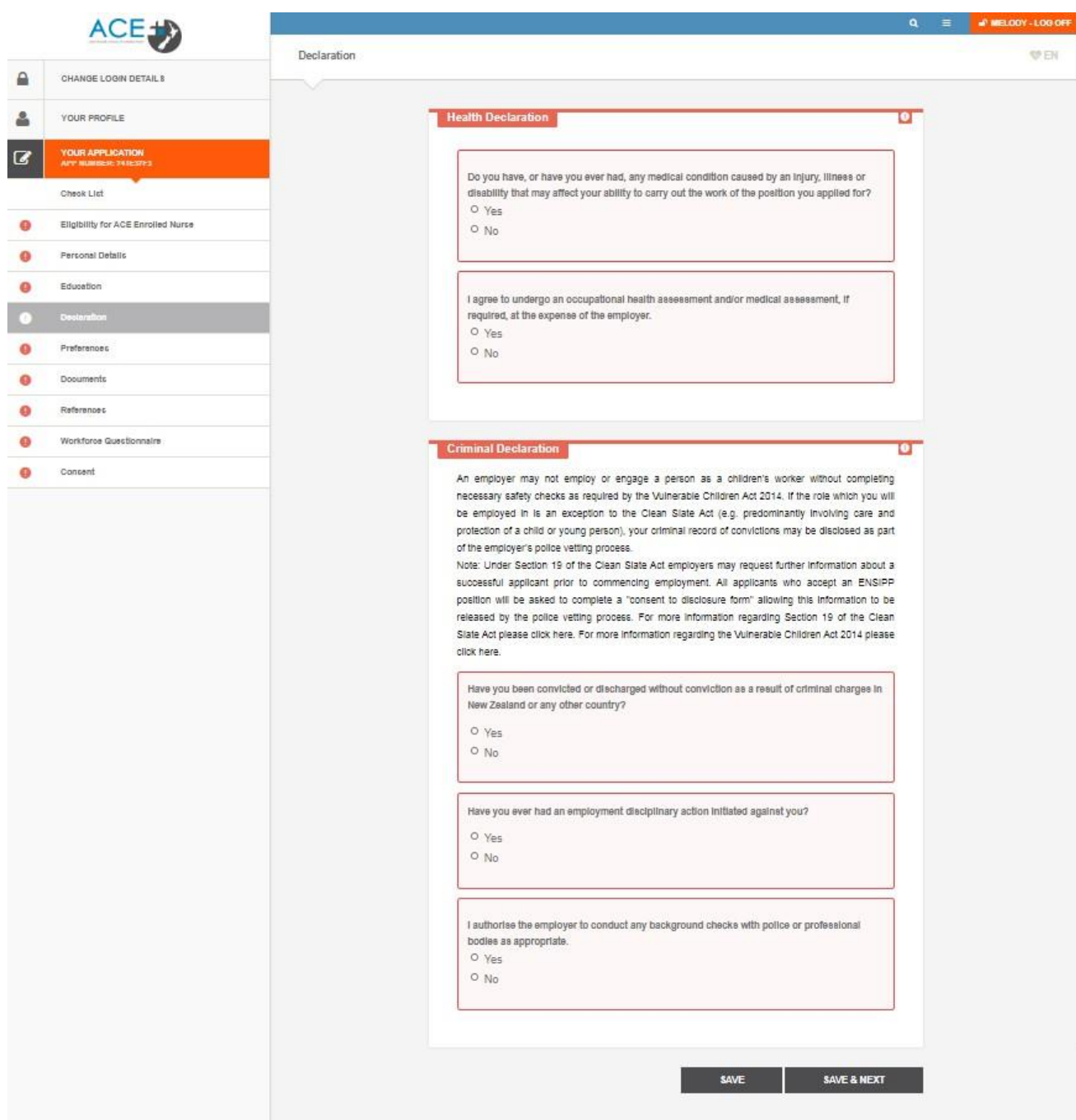
### Clinical Experience

Please indicate if you have had any experience as an Enrolled Nurse (EN) and if so, how many months experience you will have by the time this entry point closes. To clarify, if you have collectively worked more than six months full time as an EN before starting on the ENSIPP 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 an Enrolled Nurse. Be aware that most employers do perform [criminal history](#) checks and extended checks under the [Children's Act 2014](#) as part of their own HR processes.



**ACE**

- CHANGE LOGIN DETAILS
- YOUR PROFILE
- YOUR APPLICATION**  
APP NUMBER: 74183723
- Check List
- Eligibility for ACE Enrolled Nurse
- Personal Details
- Education
- Declaration**
- Preferences
- Documents
- References
- Workforce Questionnaire
- Consent

Declaration

**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 you 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 employer's 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 an ENSIPP 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

**SAVE**      **SAVE & NEXT**

## ACE Preferences

As part of your application you'll also nominate up to 5 employers and 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

Once your application is complete and you are moved into the National Talent Pool, all participating employers will be able to view your application. Employers will contact applicants directly to offer interviews and for final employment offers. Thus, you may be contacted by employers other than the ones you have ranked as a preference and it is up to you to decide whether you'd like to progress with the interview/selection process.













You may also be offered interviews/final employment offers simultaneously by different employers and again it will be your choice as to who you would like to accept the offer from.

Please remember that after your application is moved into the talent pool, the employers are responsible for the interview and selection process and ACE has no further involvement with your application except to check whether you still meet the eligibility criteria. Thus, if you have any questions about why you weren't offered an interview or were shortlisted etc it is best to contact the employers directly. Their contact details are on the Employer Information tab on the EN website.

## 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 16 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 5 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 1/2/3/4/5. 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 5 choices, again you should note that in your cover letters. If you seek further clarification, please contact your ENSIPP 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.

	CHANGE LOGIN DETAILS
	YOUR PROFILE
	<b>YOUR APPLICATION</b> APP NUMBER: 741E5773
	Check List
	Eligibility for ACE Enrolled Nurse
	Personal Details
	Education
	Declaration
	<b>Preferences</b>
	Documents
	References
	Workforce Questionnaire
	Consent

Preferences

EN

**Employer Preferences**

- List the employers you want to work with in order of your preference. You can amend your employer preferences until the 30 June 2020 - when applications for this entry point close. After applications close you can change your employer preferences by emailing [en@acenz.net.nz](mailto:en@acenz.net.nz)

You must select at least one employer and a maximum of five.

Employer Preferences

Select Employer...

+ 1: Hawke's Bay DHB	x
+ 2: Wairarapa DHB	x
+ 3: Southern DHB	x
+ 4: Auckland DHB	x
+ 5: Canterbury DHB	x

**Practice Setting Preferences**

- List the practice settings you want to work in, in order of preference. You can amend your practice setting preferences until applications close on 30 June 2020. After applications close, you can change your practice setting preferences by emailing [en@acenz.net.nz](mailto:en@acenz.net.nz)

You must select at least one practice setting and a maximum of five.

Practice Settings

Select Practice Setting...

+ 1: Emergency & Trauma	x
+ 2: Medical	x
+ 3: Perioperative Care (Theatre)	x
+ 4: Oncology	x
+ 5: Aged Residential Care	x

## 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 Citizenship Documents

Identification and citizenship 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 citizenship 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 a New Zealand Passport plus New Zealand Tertiary Student Identification Card or New Zealand Driver's License. For New Zealand Citizens in lieu of a New Zealand Passport or New Zealand Driver's License, 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.

**Permanent Resident Visa or Returning 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.

## 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 employers 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.

Cover letter templates specific for the ACE process can be found in the [ACE EN 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 ENSIPP 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 (up to) 5 employers you will then have up to 5 separate cover letter upload slots available for those 5 employers. Just make sure you attach the right letter to the right employer, for example, Waikato DHB do NOT want to know why you really want to work at Auckland DHB!

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 an ENSIPP position

A cover letter should not read longer than one A4 sized paper. Employers want to know WHY you are interested in an ENSIPP 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 DHB will offer different practice settings from what we advertise on our ACE websites. Our advice to you is to visit the DHB websites and contact the ENSIPP 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 PDFs 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 EN 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.
- 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 EN 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.

### Resume (CV) Upload



Upload your current CV in PDF format. A template is available as a guide and can be found at the top of this page. There are a range of online resources with guidance about how to create a functional CV. You may want to consider seeking support from the careers advisors at your tertiary education provider - this is usually a free service. We recommend that you visit [careers.govt.nz](http://careers.govt.nz) for advice about creating CVs and cover letters. You can click here for some practical advice specifically designed for health professionals in New Zealand. For more information about CVs, consult the ACE website.

Curriculum Vitae (Resume)

No file chosen

Allowed file types: .pdf

### Cover Letter Upload



Upload your cover letter(s) in PDF format. A template is available as a guide and can be found at the top of the page. It is mandatory to upload at least one cover letter. You can submit a single cover letter to address all your preferred employers or you can upload a different cover letter for each preferred employer. You can find the contact information of ENSIPP Coordinators who you should be addressing your application to, in the Employers Section of the ACE Enrolled Nurse website. For more information please check out the FAQ Section.

Allowed file types: .pdf

Covering Letter (Apply to All Employers)

No file chosen

Covering Letter Hawke's Bay DHB

No file chosen

Covering Letter Counties Manukau DHB

No file chosen

### Photo Identification Upload



Please indicate your citizenship and immigration status. You will be required to supply certified copies of the following applicable documents, to demonstrate your eligibility to participate in the process. You will need to upload PDF files of these documents in the Documents section.

- New Zealand Citizens: The photo page of a New Zealand passport or a Full New Zealand Birth Certificate. Plus, New Zealand Tertiary Student Identification Card or New Zealand Driver's



## 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 clinical placement. ACE strongly suggests you speak with your referees prior to nominating them within the ACE system. Both references must have been requested and completed 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 referees are not completing your references, please contact the ACE centre on **0800 223 236**.

## 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. Please note, even if the ACE system says the Reference has been "sent successfully" if you have inputted the wrong email your referee will not receive the reference form. Thus, it is recommended for you to double check your referee's email address, especially the domain name to ensure that it is correct.

## 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 referees 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 referees 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**  
Melody Li

**Designation**  
Clinical Tutor

**Phone**  
0800 223 236

**Email**  
en@acenz.net.nz

**Status**  
Completed Friday, 12 June 2020

### Reference 2

**Name**  
Melody Li

**Designation**  
Nursing Preceptor

**Phone**  
0800 223 236

**Email**  
en@acenz.net.nz

**Status**  
Incomplete

EDIT REFERENCE REQUEST
DELETE REFERENCE REQUEST

## Standardised Reference Check Form

We use a standardised reference check form. Questions are divided into the four 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 an Enrolled Nurse student by the end of training. 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.

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 an Enrolled Nurse student by the end of training is expected to sit at about a 3, as a score of 3 is considered performing at the level expected of an Enrolled Nurse student. A score of 5 on the other hand means "exceptional performance for an Enrolled Nurse student".


### Professional Responsibility


	1 Concerns about performance	2 Performance expected to improve	3 Performing at expected level	4 Exceeding expectations	5 Exceptional	N/O Not Observed
Professional knowledge (knowledge of professional responsibilities, policy, legal aspects understanding of Enrolled Nurse role)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reliability (demonstrates punctuality, reliability, honesty, fulfils obligations, meets deadlines)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Self-awareness (accurate assessment of own skills & knowledge and actively seeks feedback & assistance to improve)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Work organisation (organises and prioritises nursing practice in an effective manner, works under pressure)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Willingness to learn (self directed learner, able to pick up new technical and nursing practice skills)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please comment on the scores you have given this applicant for the section above


## Workforce Questionnaire


The questions on this page are asked to help us meet our commitment to valuing diversity in our community and the workforce. They will be used for statistical analysis only and will not form part of the evaluative material for your application.


 YOUR PROFILE


 **YOUR APPLICATION**  
APP NUMBER: 741E37F3


Check List


 Eligibility for ACE Enrolled Nurse


 Personal Details


 Education


 Declaration


 Preferences

 Documents

 References

 Workforce Questionnaire

 Consent

**Ethnicity** 

The questions on this page are asked to help us meet our commitment to valuing diversity in our community and the workforce. They will be used for statistical analysis only and will not form part of the evaluative material for your application.

Please state your Gender

Please Select...

Country of Birth

What ethnic group do you belong to? Please indicate in the space or spaces which apply to you

- New Zealand European
- Māori
- Samoan
- Cook Island Māori
- Tongan
- Niuean
- Chinese
- Indian

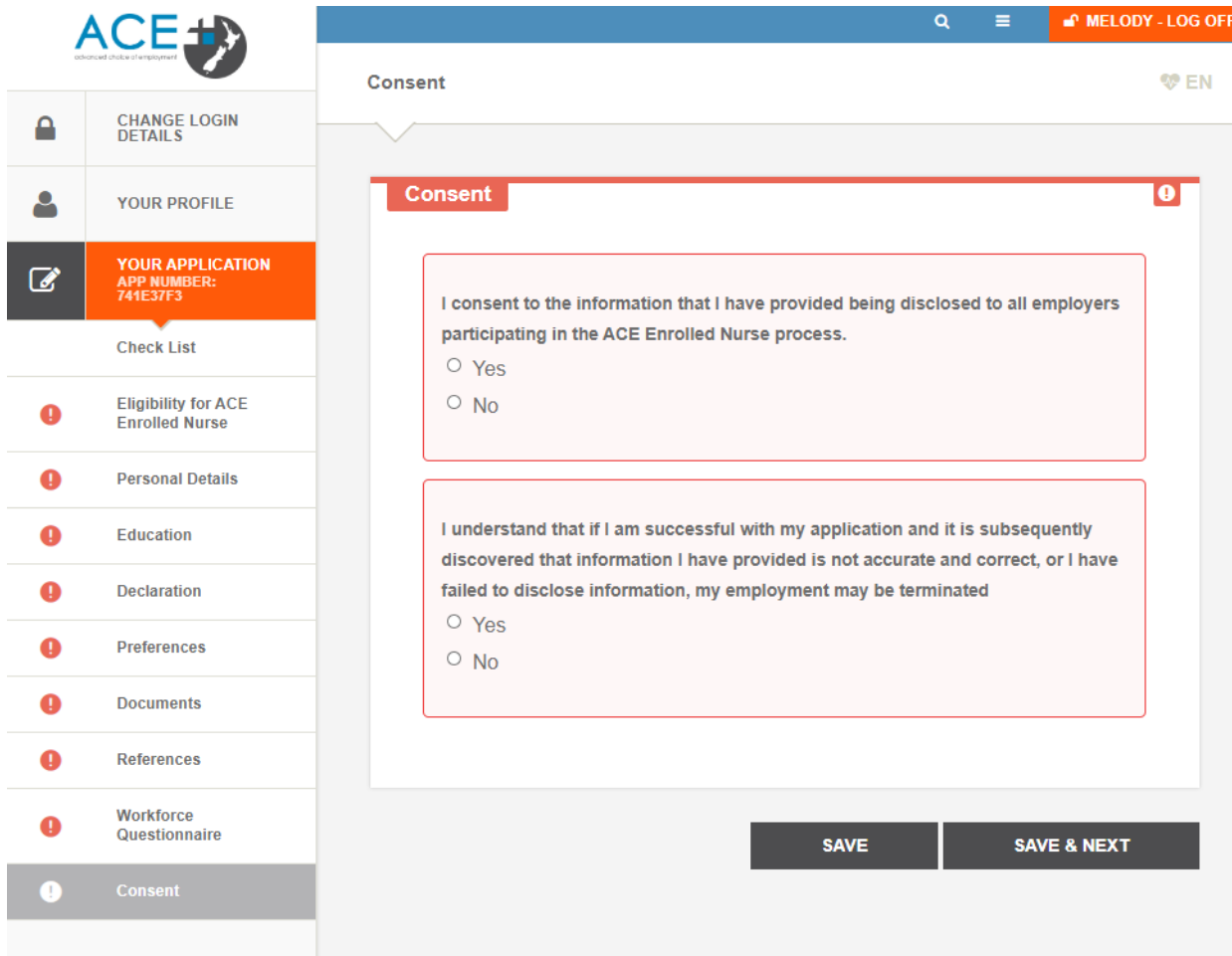
Other (Please state: eg Dutch, Japanese, Tokelauan)


Please state any languages you speak other than English: (e.g. Māori, Tongan, Samoan, Cantonese)

I have read this section and have completed the information that I wish to share.

## Consent

Provide your consent for your information to be disclosed to all employers participating in the ACE Enrolled Nurse process and that all the information you have given in your application is correct.





MELODY - LOG OFF

**Consent** EN

**Consent**

I consent to the information that I have provided being disclosed to all employers participating in the ACE Enrolled Nurse process.

Yes

No

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

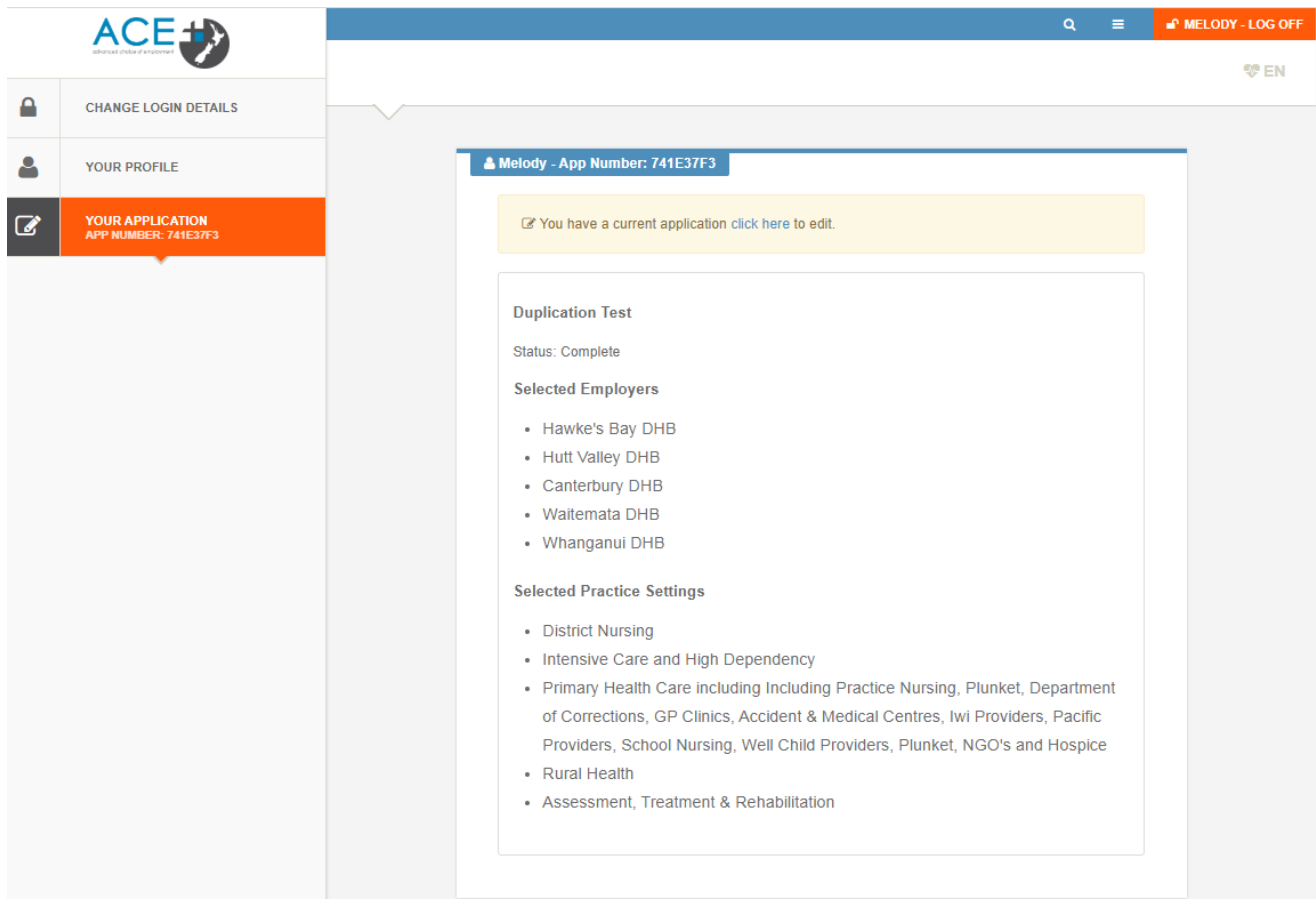
🔒	CHANGE LOGIN DETAILS
👤	YOUR PROFILE
📝	YOUR APPLICATION APP NUMBER: 741E37F3
	Check List
!	Eligibility for ACE Enrolled Nurse
!	Personal Details
!	Education
!	Declaration
!	Preferences
!	Documents
!	References
!	Workforce Questionnaire
!	Consent

## Complete Application

Once, and only once your referees have both returned their electronic referere report forms, will your application have the status complete. ACE will send reminders to any referees with incomplete forms only during the last 5 days that the intake is open.

ACE recommends that you speak with your referees prior to nominating them within the ACE system. Both references must be requested, completed and returned 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 referees 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 system interface. On the left is a navigation menu with three items: 'CHANGE LOGIN DETAILS', 'YOUR PROFILE', and 'YOUR APPLICATION APP NUMBER: 741E37F3'. The 'YOUR APPLICATION' item is highlighted in orange. The main content area shows a header for 'Melody - App Number: 741E37F3' and a yellow notification box stating 'You have a current application [click here](#) to edit.' Below this, the application details are shown in a white box with a blue border:

- Duplication Test**
- Status: Complete
- Selected Employers**
  - Hawke's Bay DHB
  - Hutt Valley DHB
  - Canterbury DHB
  - Waitemata DHB
  - Whanganui DHB
- Selected Practice Settings**
  - District Nursing
  - Intensive Care and High Dependency
  - Primary Health Care including Including Practice Nursing, Plunket, Department of Corrections, GP Clinics, Accident & Medical Centres, Iwi Providers, Pacific Providers, School Nursing, Well Child Providers, Plunket, NGO's and Hospice
  - Rural Health
  - Assessment, Treatment & Rehabilitation



## 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 moves all completed and audited applications into the EN National Talent Pool
- ✓ Employers assess applicants in the National Talent Pool 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 liaise directly with applicants to extend job offers
- ✓ Employers will notify ACE of any applicants who accept job offers and these applicants will then be removed from the talent pool
- ✓ Applicants who are not given offers will remain in the talent pool until they are not able to meet the eligibility criteria

### Employer Interviews and Selection

When an employer has ENSIPP positions available, they will then access the National Talent Pool and liaise directly with applicants in the Talent Pool. Employers are responsible for determining the number of positions available, undertaking interviews, conducting the selection process, making employment decisions, 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 ENSIPP 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 while the applicant is in the talent pool.
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 or for personal reasons. Applicants can email [en@acenz.net.nz](mailto:en@acenz.net.nz) to request for a change to their employer preferences after applications close.

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 Enrolled Nurses, that way applicants can make a more informed decision regarding how best to order their preferred employers. Employers may conduct interviews as soon as the talent pool opens or much later depending on their availability of ENSIPP positions. 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 ENSIPP coordinators at the DHB. 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.

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. We 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.

Once interviews are completed, employers will send out offers to applicants. Offers are made and sent out at the discretion of the employer, so applicants should liaise with employers directly if they have any questions. Applicants should also make sure they accept or decline an offer within the deadline set by employers.

After an applicant accepts an offer, the employers will then notify ACE and the applicant will then be removed from the National Talent Pool. Applicants who have gained employment as an Enrolled Nurse outside of the ACE process should also inform ACE so that their applications may be removed from the National Talent Pool and they won't be contacted by employers who think they are still looking for an ENSIPP position. Applicants will remain in the National Talent Pool until they either accept an offer or are withdrawn due to being employed externally or no longer meet the eligibility criteria.

## Useful Links & Information

Contact ACE on **0800 223 236** or email

[nor.en@tewhatauora.govt.nz](mailto:nor.en@tewhatauora.govt.nz)

[ACE EN Website](#)

[Eligibility for ACE Enrolled Nurse](#)

[Employer Information](#)

[ACE Enrolled Nurse Process Overview](#)

[ACE EN Resources](#)

[ACE FAQs](#)