CENTRE FOR HEALTH AND SOCIAL PRACTICE

Wintec
WAIKATO INSTITUTE OF TECHNOLOGY
Te Kuratini o Waikato

Applying for Nursing - a Step-by-Step Guide for Domestic Applicants

Step 1

Apply & Submit Supporting Documents

➔ **Apply online:**
www.wintec.ac.nz/apply
or download and complete the Application to Enrol Form:
www.wintec.ac.nz/application-form

We'll email you to let you know we've received your application.

➔ **Submit your supporting documents:**

- Complete the online Self-Disclosure Form - you can find this here: wintec.ac.nz/self-disclosure
- Provide your NCEA Results or Academic Transcript
- Provide certified proof of your legal name, date of birth and residency status

Step 2

Assessment and Selection

Once we've received your application and supporting documents we'll assess your application

If you don't meet the entry criteria we may ask you to complete the online Additional Information Form you can find this here: www.wintec.ac.nz/addtional-information

As part of the selection process one of our academic staff may want to speak to you about your application.

- We'll either ask you to come in and meet us; or
- we'll organise a time to speak to you by phone or Skype

If you're not selected for the programme you've applied for we'll try and refer you to another programme to help you reach your study and career goals

Step 3

Enrolment Offer

If your application is successful, we'll email you a link to your enrolment offer that you can view and accept online.

➔ **Accept your offer**
You'll need to accept your offer as soon as you can to secure your place on the programme

There are different types of offer:

- **Unconditional offer** – your place is confirmed. The next step is to prepare for your first day
- **Conditional offer** - your place is either conditional on you supplying us with some further information/documents eg verification of your ID; or you're waiting for results to meet the academic entry criteria. We'll let you know what it is we need.
- You can email us your supporting documents to: **mysupportingdocs@wintec.ac.nz**

Step 4

Prepare for Your First Day

Before the start of the programme you'll need to make sure you've completed a few other checks:

➔ **Complete your Comprehensive First Aid Certificate**
➔ **Immunisation Check**

- **Comprehensive First Aid Certificate** - You need to provide a copy of a current First Aid Certificate or evidence you have enrolled in a course that will be completed before the start date of your programme. If you're a practising registered nurse you need to supply a copy of your current Annual Practicing Certificate (APC)
- **Immunisation Check** – your doctor will need to assess your immunisation status and complete the Immunisation Form. You can find this here: www.wintec.ac.nz/immunisation. (You'll need to cover the cost of any screening, treatment or vaccinations you may require.)
- **Safety Check –** during your induction you will be required to complete a safety check to comply with the provisions of the Vulnerable Children Act (VCA) 2014. This will include, but isn't limited to:
  - A referee check
  - A police vetting check
  - A risk assessment
- You can find our more information about the VCA requirements on our web site at www.wintec.ac.nz/vca

- If we haven't received all the information we need to assess your application we'll email you a letter that sets out what else we need
- You can email your supporting documents to us at **mysupportingdocs@wintec.ac.nz**

- With your enrolment offer you'll receive a link to your First Day Flyer - this tells you when your first day is and where to come

- Jump the ID queue and send in a photo for your ID card to **idcards@wintec.ac.nz**
- Now is a good time to apply to Study Link
- Come and visit us on campus for a tour

Any questions contatct us - **Telephone:** 0800 2 WINTEC or **Email:** info@wintec.ac.nz

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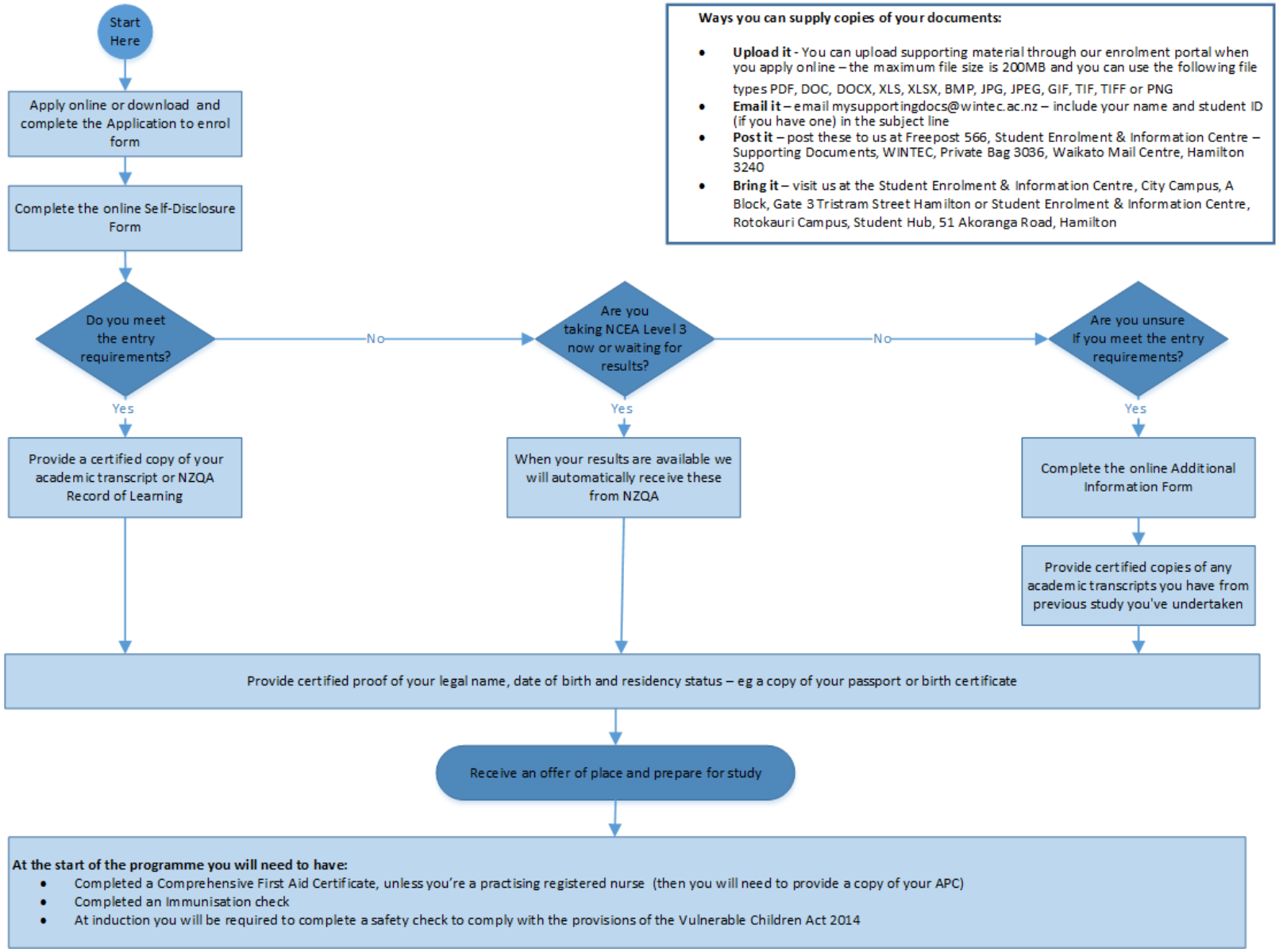

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