

## NURSING CHECKLIST

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### PLEASE CHECK YOU HAVE COMPLETED THE FOLLOWING:

#### Online application ☐

Wintec online application form at [www.wintec.ac.nz/crr](http://www.wintec.ac.nz/crr) or completed our hard copy application form at [www.wintec.ac.nz/application-form](http://www.wintec.ac.nz/application-form)

#### Online Self-Disclosure Form ☐

Visit [www.wintec.ac.nz/ugrnf](http://www.wintec.ac.nz/ugrnf) for more information

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### WE WILL ALSO NEED THE FOLLOWING TO SUPPORT YOUR APPLICATION:

#### Academic Transcripts ☐

A certified copy of your academic achievement and/or results with evidence (NCEA or tertiary transcripts)

#### Certified proof of your legal name, date of birth and residency status ☐

This could be a copy of your passport or birth certificate. If you're a domestic student we may be able to use your National Student Number (NSN). For more information check the information on our website [www.wintec.ac.nz/supporting-documents](http://www.wintec.ac.nz/supporting-documents). You can provide this information later on - we can still assess your application in the meantime.

#### Online Additional Information Form (if you don't meet academic entry) ☐

If you're over 20 and don't meet the general academic entry requirements you may still be eligible to complete the programme, we will ask you to complete the online Additional Information Form so we can assess your likelihood of success in the programme.

#### Submitting your supporting material

You can email your supporting material to us at [mysupportingdocs@wintec.ac.nz](mailto:mysupportingdocs@wintec.ac.nz) - just include your name and your Student ID (if you know it) in the subject line.

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### ONCE YOU RECEIVE AN OFFER OF PLACE, THERE ARE A FEW THINGS TO THINK ABOUT AND ORGANISE BEFORE YOU START:

Once you receive an offer of place there are a few things to think about and organise before you start:

#### Comprehensive First Aid Certificate ☐

At the start of the programme you'll need to provide a copy of a current Comprehensive First Aid Certificate covering NZQA Units 6400, 6401 and 6402 or evidence you have enrolled in a course that will be completed before the start of the programme OR if you are a practising registered nurse a copy of your current Annual Practising Certificate (APC),

#### Immunisation ☐

At the start of the programme you'll be asked to provide evidence of your immunity and vaccination status - your doctor can confirm this for you. Your doctor will need to complete Wintec's Immunisation Form - you can find this at [www.wintec.ac.nz/immunisation](http://www.wintec.ac.nz/immunisation). Your doctor will assess your immunity status from your medical records, or can provide blood testing to determine this. (You will be required to meet the costs of any screening, treatment or vaccinations required yourself.)

It is important to bring the completed Immunisation Form with you on your first day.

#### Vulnerable Children Act Requirements ☐

To comply with the provisions of the Vulnerable Children Act 2014, you will be required to complete a safety check at your induction. The safety check may include, but is not limited to:

- A formal interview
- A referee check
- A police vetting check
- A risk assessment

Any unsatisfactory result arising from the full safety checking process may result in a student being precluded/declined entry or being withdrawn from the programme.

#### Practice Placements and Transportation ☐

You will need a reliable vehicle and cellphone by the time you are rostered for your first clinical placement. If you currently hold a Restricted license, you will need to identify alternate transport arrangements before you go out on clinical placements, which may require you to attend after 10pm.