



# Post Graduate Funding Health Workforce New Zealand (HWNZ)

## FREQUENTLY ASKED QUESTIONS (FAQS)

1.	What happened to CTA? .....	3
2.	When do I apply for HWNZ funding? .....	3
3.	Who is eligible for HWNZ funding in Taranaki? .....	4
4.	Will I have to pay any of my fees or related costs on top of my HWNZ allocation? .....	4
5.	What happens if I do not complete my paper(s)? .....	8
6.	How do I apply for HWNZ funding? .....	8
7.	What does a Post Graduate qualification mean? .....	9
8.	How many papers must I successfully complete to receive my first Post Graduate qualification? .....	9
9.	What does semester mean? .....	9
10.	How many papers do I have to enrol in for each semester? .....	10
11.	What does Taranaki offer locally, and will it be applicable to my advancing practice as a RN? .....	10
12.	Can I have a break in-between papers? .....	10
13.	How do I get an official cost and outline for my papers to attach to my Post Graduate Funding (HWNZ) application form? .....	10
14.	Does Post Graduate Funding (HWNZ) fund standalone papers? .....	11
15.	What options do I have if I miss the Post Graduate Funding (HWNZ) off date and still wish to undertake Post Graduate study? .....	11
16.	What else do I need to do if I am interested but have not studied at Post Graduate level before? .....	11
17.	I have studied Level 8 papers in the past, can I claim Post Graduate Funding (HWNZ) for these papers now? .....	11
18.	Do I complete a new Post Graduate Funding (HWNZ) Application Form for each year of study? .....	11
19.	Can I change my papers after I have received Post Graduate Funding (HWNZ)? .....	12
20.	I am not a NZ citizen - can I apply for Post Graduate Funding (HWNZ)? .....	12
21.	I do not have NZ residency - can I still apply? .....	12

22.	Can I book annual leave during the study days in the semester once I have received HWNZ funding?.....	12
23.	I am employed as a RN doing shift work at an Aged Care Facility - can I apply for Post Graduate Funding (HWNZ) to study at Post Graduate level? .....	12
24.	I am currently permanently employed part time at one of the Taranaki Primary Health Organisations (PHO) and I also pick up casual extra shifts as a practice nurse - can I apply for Post Graduate Funding (HWNZ)? .....	13
25.	I have been working part time on the TDHB casual list for 13 months, whilst looking for a permanent job, can I apply for Post Graduate Funding (HWNZ)? .....	13
26.	We have heard there are supportive mechanisms in place for Taranaki Maori and Pacific Island Registered Nurses - can you tell us more? .....	13
27.	I am working in Mental Health and have heard if I undertake a Post Graduate Qualification in Mental Health papers I may be eligible for some funding from another agency. Can you tell me more? .....	13
28.	I am not a Registered Nurse, but I understand that sometimes I can undertake a post graduate nursing paper eg Leadership or Long Term Management papers. Can I apply for Post Graduate Funding (HWNZ)?.....	13
29.	Will my Post Graduate Funding (HWNZ) application be confidential?.....	15
30.	Is there a process to ensure the funding allocation is fair?.....	16
31.	Do I 'pay up front' and then get reimbursed later?.....	16
32.	I am new to Post Graduate study; can I enrol for two papers each semester?.....	17
33.	Can I change my current paper part way through? .....	17
34.	Can I change my course part way through?.....	17
35.	Can I change tertiary providers after one or two papers? .....	17
36.	What do I do if I am struggling to meet my assignment deadlines?.....	17
37.	Where else can I apply for funding if I do not receive Post Graduate Funding (HWNZ)? .....	18
38.	Can I use Post Graduate Funding (HWNZ) for Post Graduate study outside of New Zealand?.....	18
39.	What if I resign from TDHB whilst I am studying, but remain employed locally, can I still continue to receive Post Graduate Funding (HWNZ)? .....	18
40.	What if I leave the district before I have completed my current paper(s) for the year?.....	18
41.	Who do I send my completed Post Graduate Funding (HWNZ) application form to? .....	19
42.	Who do I inform once I have completed my paper?.....	19
43.	How can I find out who else is doing the paper I am enrolled in?.....	19
44.	What happens if I go on Maternity Leave? .....	20
45.	Do I need a Career Plan? .....	20
46.	How do I find out more? .....	20

## 1. What happened to CTA?

- Clinical Training Agency (CTA) has been renamed the Investment Relationships and Purchasing arm of Health Workforce New Zealand (HWNZ).
- HWNZ is now responsible for planning and managing the purchase of post-entry clinical training for New Zealand Health Professionals including Registering Nurses. The Investment and Purchasing team works closely with the Intelligence and Planning, and Innovations teams and HWNZ Board to determine the number of training places HWNZ funds each year.

Go to:

- a) TDHB internet link (external) [www.tdhb.org.nz](http://www.tdhb.org.nz), click on “Nursing/Midwifery” (in menu on left side of home page) and scroll down to HWNZ Post Graduate Funding information under “Nursing and Midwifery Professional Development Opportunities”
- b) TDHB intranet link: (internal) [Nursing and/or Midwifery Funding Applications - Intranet](#). (click on: Forms/Nursing Midwifery/Nursing and or Midwifery Funding applications)

## 2. When do I apply for HWNZ funding?

- **Close off date for applications is Friday 14 October 2011 at 4.30pm** - late applications will not be accepted.
- You need to supply all required information with your application.
- We encourage RNs to be considering their academic career pathway for the following year during the current year so as to be prepared for submitting their HWNZ application by close off date Friday 14 October 2011.
- Further academic advice is available with a University of Auckland lecturer at Taranaki Base Hospital in September each year. A flyer will be sent out with the date.
- For new students this also gives time to complete a university/tertiary provider student ‘*Application for Admission to University Form*’ prior to the tertiary institutions’ closure for Christmas break. This will assist timely processing and delivery of your student ID card which you will require by the commencement of your course.

### 3. Who is eligible for HWNZ funding in Taranaki?

Taranaki Registered Nurses who:

- Are registered as a Registered Nurse (RN) under the Health Practitioners Competence Assurance Act (2003)
- Have a current Annual Practising Certificate (APC)
- Hold New Zealand citizenship
- Are currently employed as a RN by a health service that is funded by TDHB or MoH from Vote Health.

### 4. Will I have to pay any of my fees or related costs on top of my HWNZ allocation?

**Yes**, you will need to pay some of your course costs and related fees yourself. A guide is set out on the **HWNZ Post Graduate Funding Application Form** as well as in the next section).

HWNZ funding covers your course fees (but not the cost of any non-course charges, e.g. administration or student services fees, building levies - usually \$50-\$120 per paper) and contributes to your travel and accommodation costs (if applicable) but before applying you need to be sure that you will be able to meet the balance of your costs. You are required to pay for all your study related costs yourself (including course fees) and then seek reimbursement.

POST GRADUATE FUNDING	YOUR COMMITMENT	YOUR EMPLOYER'S COMMITMENT
<p style="text-align: center;"><b>FEEES</b></p> <ul style="list-style-type: none"> <li>After you have paid your course fees to your tertiary provider, post graduate funding will <u>reimburse</u> your full fees to you including non course costs such as administration fees/student services fees/building levies.</li> </ul>	<p style="text-align: center;"><b>FEEES</b></p> <p><b>TDHB employees are required to:</b></p> <ul style="list-style-type: none"> <li>Enrol with your tertiary provider.</li> <li>Pay your full fees to your tertiary provider.</li> <li>Submit both your receipt from your tertiary provider and your post graduate claim form to TDHB's Nursing Directorate for reimbursement.</li> </ul> <p><b>Primary/Aged Care Sector employees are required to:</b></p> <ul style="list-style-type: none"> <li>Enrol with your tertiary provider.</li> <li>Pay your full fees to your tertiary provider or negotiate with your employer to do so on your behalf (note that your employer's financial support is not an HWNZ requirement, the onus is on you to ensure your fees are paid).</li> <li>Provide your employer with a receipt from your tertiary provider. <u>Please note that TDHB will only reimburse to your employer, not to you directly.</u></li> </ul>	<p style="text-align: center;"><b>FEEES</b></p> <p><b>TDHB employees:</b></p> <ul style="list-style-type: none"> <li>TDHB will reimburse your course fees to you once you have provided a receipt from your tertiary provider and a claim form to the Nursing Directorate.</li> </ul> <p><b>Primary/Aged Care Employees:</b></p> <ul style="list-style-type: none"> <li>Your employer is to provide an invoice to the TDHB on your behalf for reimbursement of your course fees, supported by a receipt of payment from your tertiary provider.</li> <li>Your employer may choose to pay for your enrolment costs on their behalf. Please note that this is not an HWNZ requirement.</li> </ul>

POST GRADUATE FUNDING	YOUR COMMITMENT	YOUR EMPLOYER'S COMMITMENT
<p style="text-align: center;"><b>TRAVEL &amp; ACCOMMODATION</b></p> <ul style="list-style-type: none"> <li>• <b>Travel and accommodation is funded up to \$2,000 per qualification</b> for all papers based out of Taranaki where a one way journey is over 100km. <b>Reimbursement is paid upon presentation of receipts and claim form.</b></li> <li>• This means post graduate funding will provide the following: <ul style="list-style-type: none"> <li>- A paper that makes up half of a PG Cert or PG Dip will have a travel/accommodation component of up to \$1,000</li> <li>- A paper that makes up quarter of a PG Cert or PG Dip will have a travel/accommodation component of up to \$500</li> <li>- A paper that makes up one third of a PG Cert or PG Dip will have a travel/accommodation component of up to \$666</li> </ul> </li> </ul> <p>It is up to the applicant to decide how to split this between travel and accommodation (<i>please note that accommodation is funded at a maximum of \$100.00 per night</i>).</p>	<p style="text-align: center;"><b>TRAVEL &amp; ACCOMMODATION</b></p> <p><b>TDHB employees are required to:</b></p> <ul style="list-style-type: none"> <li>• Submit your travel/accommodation receipts (showing a breakdown of costs) and post graduate funding claim form to TDHB's Nursing Directorate for reimbursement.</li> <li>• Bear the cost of any travel/accommodation costs over and above the funded amount.</li> <li>• Bear the cost of any non fuel related charges on gas station receipts.</li> </ul> <p><b>Primary/Aged Care Sector employees are required to:</b></p> <ul style="list-style-type: none"> <li>• Provide your travel/accommodation receipts (showing a breakdown of costs) to your employer. Please note that TDHB will only reimburse to your employer, not to you directly.</li> <li>• Bear the cost of any travel/accommodation costs over and above the funded amount.</li> <li>• Bear the cost of any non fuel related charges on gas station receipts.</li> </ul>	<p style="text-align: center;"><b>TRAVEL &amp; ACCOMMODATION</b></p> <p><b>TDHB employees:</b></p> <ul style="list-style-type: none"> <li>• TDHB will reimburse your travel/accommodation costs to you (to the stated maximums) once you have provided receipts, showing a breakdown of costs, and a claim form to the Nursing Directorate.</li> </ul> <p><b>Primary/Aged Care employees:</b></p> <ul style="list-style-type: none"> <li>• Your employer provide an invoice to the TDHB on your behalf for reimbursement of your travel/accommodation costs to you (to the stated maximums) and include copies of your travel/accommodation receipts.</li> </ul>
<p style="text-align: center;"><b>STUDY LEAVE</b></p> <p><b>Study leave is payable to your employer/clinical area</b></p> <p>Post graduate funding does not reimburse study days directly to you but will reimburse your employer/clinical area for <u>paid</u> study days <u>attended</u> at a rate of \$224.00 per eight hour shift or pro rata thereof (up to 7 days per paper).</p>	<p style="text-align: center;"><b>STUDY LEAVE</b></p> <p><b>You need to:</b></p> <ul style="list-style-type: none"> <li>• Check with your tertiary provider regarding the study days allocated to your 2011 paper/s.</li> <li>• Discuss your study day requirements with your Line Manager/Employer and ensure you have a shared understanding regarding study/annual leave required for study days prior to submitting this application form.</li> </ul> <p><b>Please ensure you have a clear understanding of your leave commitment before submitting your application.</b></p>	<p style="text-align: center;"><b>STUDY LEAVE</b></p> <p><b>Line Managers/Employers to:</b></p> <ul style="list-style-type: none"> <li>• Ensure they have a shared understanding with fundees regarding study leave required.</li> <li>• <b>TDHB managers</b> - will be sent a monthly spreadsheet to complete re study days taken.</li> <li>• <b>Primary/Aged Care employers</b> - are required to invoice TDHB at the end of each semester for each funded employee.</li> </ul>

TDHB	YOU	YOUR EMPLOYER/MANAGER'S COMMITMENT
<p>TDHB communications will be sent to you by <u>email</u>.</p> <p>TDHB will send you an email confirming that your application form has been received by the Nursing Directorate, if you do not receive this email your application has not been received.</p> <p>Information regarding post graduate funding will be available online under:</p> <p><b>TDHB internet (for all fundees):</b>  <a href="http://www.tdhb.org.nz/services/nursing/resources.shtml">http://www.tdhb.org.nz/services/nursing/resources.shtml</a></p> <p>Scroll down to <i>Nursing &amp; Midwifery Professional Development Opportunities</i>, you will find links to the application form, a career planner, frequently asked questions, nursing study skills day, and University of Auckland flyers for planned locally run papers.</p> <p><b>TDHB intranet (for TDHB employees only):</b>  <i>Forms/Nursing Midwifery/Nursing and or Midwifery Funding Applications/Post Graduate Funding (HWNZ) for Registered Nurses, or</i>  <i>Services/K-O/Nursing Midwifery/Funding options for ongoing education (grey menu on left hand side of screen)/Post Graduate Funding (HWNZ) for Registered Nurses</i></p>	<p><b>Post graduate fundees are required to:</b></p> <ul style="list-style-type: none"> <li>• Photocopy your completed application form before sending it to the Nursing Directorate.</li> <li>• Ensure you receive a confirmation email that your application form has been received by the Nursing Directorate.</li> <li>• Promptly communicate to TDHB any changes that will impact on your post graduate funding, particularly: <ul style="list-style-type: none"> <li>- Change of employer (this may affect your funding eligibility)</li> <li>- Withdrawal from studies (you may be required to repay reimbursed costs)</li> <li>- Failure to enrol (so your unused funding can be reallocated to other applicants if possible)</li> </ul> </li> <li>• Ensure that any proposed changes to funded papers are discussed and agreed with Chris Gruys <b>before</b> making any changes, we cannot guarantee your funding if papers are changed.</li> <li>• Regularly check the In Box of the email address you provided in your application form for messages, updates and requests for information.</li> <li>• Promptly submit claims for reimbursement (TDHB only).</li> <li>• Promptly provide a formal final result at the end of each semester.</li> <li>• Promptly advise your tertiary provider if you withdraw from studies to avoid financial penalty (usually within 14 days of course start date).</li> <li>• Be prepared to repay reimbursements if you do not complete a paper.</li> </ul>	<p><b>Employers/TDHB Managers are required to:</b></p> <ul style="list-style-type: none"> <li>• Promptly communicate to TDHB any changes regarding to the applicant's post graduate funding, particularly: <ul style="list-style-type: none"> <li>- Change of employer</li> <li>- Withdrawal from studies (any costs already reimbursed by TDHB will need to be repaid)</li> <li>- Failure to enrol (so unused funding can be reallocated to other applicants if possible).</li> </ul> </li> <li>• Support TDHB's requests for information from applicants (e.g. requests for copy of final result).</li> <li>• Invoice TDHB for reimbursable costs.</li> </ul>

## 5. What happens if I do not complete my paper(s)?

In all instances seek assistance well within two weeks of commencement of the paper. **If you withdraw after two weeks from commencement your tertiary provider will not reimburse the fees you have paid. They will also pursue payment from you of unpaid fees regarding the paper you have withdrawn from.** Please contact your Tertiary Course Coordinator where you are enrolled, or Taranaki Post Graduate Academic Coordinator to discuss.

Exceptional circumstances may be taken into consideration by your tertiary provider therefore it is important to discuss this with the Post Graduate Academic Coordinator as exceptional circumstances will be taken into consideration.

**Please note: If you do not complete your paper you could be liable to repay post graduate funding claimed in relation to this paper.**

## 6. How do I apply for HWNZ funding?

### TDHB intranet - TDHB RNs only:

Go to: Forms/Nursing Midwifery/Nursing and or Midwifery Funding Applications

or

Services/K-O/Nursing Midwifery/Funding options for ongoing education (grey menu on left hand side of screen)/Post Graduate Funding (HWNZ) for Registered Nurses

### TDHB internet - TDHB/Primary Sector/Aged Care Sector RNs:

Go to: <http://www.tdhb.org.nz/services/nursing/resources.shtml>

Scroll down to Nursing & Midwifery Professional Development Opportunities, then to Documents and Links which have all Post Graduate Funding (HWNZ) funding information and application material.

- Print Post Graduate Funding (HWNZ) Funding - Application Form and complete all required fields.
- **It is most important to fully complete your application before submitting.**
- Ensure that you have provided all additional information outlined in your application including:
  - A copy of course information from tertiary institution (including dates and fees). Contact your tertiary institution directly or visit their website for this information.
  - Your letter supporting your application.
  - Your Career Plan

## 7. What does a Post Graduate qualification mean?

- Post Graduate means Level 8 papers studied through a tertiary institution such as a University e.g. University of Auckland (UoA), Massey University, Auckland University of Technology (AUT); plus some Polytechnics offer Level 8 papers e.g. WINTEC, Whitireia, Eastern Institute of Technology (EIT).
- A formal Post Graduate qualification is made up of 15 and/or 30 point papers which total 60 points. This full qualification is completed in one or two years giving a Post Graduate Certificate (PGCert).
- A Post Graduate Diploma is an additional 60 points and a Masters follows on from a Post Graduate Diploma for those wishing to continue with their studies.
- Undergraduate is study at Level 7, e.g: a Bachelor of Nursing degree.

## 8. How many papers must I successfully complete to receive my first Post Graduate qualification?

2 x 30 point papers

or

1 x 30 & 2 x 15 point papers



= 60 points

**Post Graduate Certificate**

Note: Most papers, but not all, are 30 point papers

All course work requirements and marking criteria must be met successfully as per tertiary institution specifications.

## 9. What does semester mean?

- The academic year is made up of a first and a second semester.
- First semester is from March - June.
- Second semester is from July- October.
- There is a also a summer semester available for some papers, running October-February.

## 10. How many papers do I have to enrol in for each semester?

A minimum of one 15 or 30 point paper per semester whilst studying for your qualification to meet the required study timeframes. Sometimes you can take a semester off, providing you keep qualification completion timeframes

## 11. What does Taranaki offer locally, and will it be applicable to my advancing practice as a RN?

- TDHB has formed an association with The University of Auckland (UoA) and in conjunction with UoA delivers a variety of papers in Taranaki which can be built upon for RNs wishing to continue with more specialised studies in the future.
- The purpose of undertaking post graduate nursing papers is to offer RNs an opportunity to advance their nursing practise to assist in improving health outcomes for the population of Taranaki.

## 12. Can I have a break in-between papers?

- **Yes, but you must complete a Post Graduate Certificate or Post Graduate Diploma qualification within two years.**
- You can have a break between qualifications.
- Paper configurations enable you to complete a qualification in 12-18 months

## 13. How do I get an official cost and outline for my papers to attach to my Post Graduate Funding (HWNZ) application form?

- Directly from tertiary provider by mail post or fax.
- Accessing the tertiary provider's website, e.g. for University of Auckland go to [www.auckland.ac.nz](http://www.auckland.ac.nz) - click on faculty of Medical & Health Science, locate paper and print off course outline and cost, or email Key Contact on University Homepage requesting official cost, study dates and venues, and course/paper outline.
- Contact the Taranaki Post Graduate Academic Coordinator (Chris Gruys) - DDI 06 753 7777 ext 7328 for further information or email [chris.gruys@tdhb.org.nz](mailto:chris.gruys@tdhb.org.nz) with specific information regarding the tertiary provider and name and number of your paper.

#### 14. Does Post Graduate Funding (HWNZ) fund standalone papers?

The Post Graduate Funding (HWNZ) specifications recommend and support applications which indicate study towards a formal qualification rather than standalone papers. However other applications will be considered.

#### 15. What options do I have if I miss the Post Graduate Funding (HWNZ) off date and still wish to undertake Post Graduate study?

- RNs employed by the provider arm of TDHB can apply for **Professional Development Funding (PDF)**. TDHB staff only can access via the following intranet link [Take me to the new centralised funding structure on the intranet](#) (you need to be logged on for this link to work).
- For RNs not employed by TDHB please discuss other funding options with your manager. You can also find further funding information by clicking on this link: [www.tdhb.org.nz](http://www.tdhb.org.nz), go to Nursing/Midwifery, scroll down to “Funding Options for Ongoing Nurse Education”, or see no. 28 in this document

#### 16. What else do I need to do if I am interested but have not studied at Post Graduate level before?

- Attend an Academic Pathway session (approximately 15-20 minutes of your time) to ensure you are knowledgeable about 2011 Postgraduate Funding (HWNZ) and tertiary study requirements. Please contact Chris Gruys to arrange a time - DDI 06 753 7777 ext 7328, [Chris.Gruys@tdhb.org.nz](mailto:Chris.Gruys@tdhb.org.nz).

#### 17. I have studied Level 8 papers in the past, can I claim Post Graduate Funding (HWNZ) for these papers now?

No, there is no retrospective funding.

#### 18. Do I complete a new Post Graduate Funding (HWNZ) Application Form for each year of study?

Yes. Funding granted and not used (e.g. due to withdrawal from studies or not beginning studies) cannot be carried over to a future year.

### **19. Can I change my papers after I have received Post Graduate Funding (HWNZ)?**

This is possible but you **must** contact Chris Gruys and Leanne Goble prior to making any changes. You will need to discuss your proposed change with them to ensure that your funding can be applied to your new choice of paper.

In exceptional circumstances beyond your control, eg the tertiary institution cancelled the paper/course, please contact Chris Gruys (DDI 06 753 7777 ext 7328, [Chris.Gruys@tdhb.org.nz](mailto:Chris.Gruys@tdhb.org.nz)) or Leanne Goble (06 753 6139 extn 8982, [Leanne.Goble@tdhb.org.nz](mailto:Leanne.Goble@tdhb.org.nz)) ASAP, so we can work through changing to alternative papers with you.

### **20. I am not a NZ citizen - can I apply for Post Graduate Funding (HWNZ)?**

No, you must be a New Zealand citizen or hold New Zealand residency.

### **21. I do not have NZ residency - can I still apply?**

No, you must hold a New Zealand residency permit.

### **22. Can I book annual leave during the study days in the semester once I have received HWNZ funding?**

- There is an expectation that your Post Graduate (HWNZ) funded course study days will be attended.
- You are strongly advised not to book annual leave during semester study days as valuable course information is shared at the Study Days. The study days support you in your course and learning outcomes.
- Post Graduate Funding (HWNZ) also gives some financial assistance to students to travel outside Taranaki to attend lectures at their tertiary institution.

### **23. I am employed as a RN doing shift work at an Aged Care Facility - can I apply for Post Graduate Funding (HWNZ) to study at Post Graduate level?**

Yes, we would welcome your application. [www.tdhub.org.nz](http://www.tdhub.org.nz) or phone 06 753 7777 ext 7328 for further information. We have suitable papers available to match your area of practice.

**24. I am currently permanently employed part time at one of the Taranaki Primary Health Organisations (PHO) and I also pick up casual extra shifts as a practice nurse - can I apply for Post Graduate Funding (HWNZ)?**

Yes. Go to [www.tdhb.org.nz](http://www.tdhb.org.nz), click on Nursing/Midwifery and scroll down to Post Graduate Funding (HWNZ).

**25. I have been working part time on the TDHB casual list for 13 months, whilst looking for a permanent job, can I apply for Post Graduate Funding (HWNZ)?**

You must have a permanent position to be eligible for Post Graduate Funding (HWNZ).

**26. We have heard there are supportive mechanisms in place for Taranaki Maori and Pacific Island Registered Nurses - can you tell us more?**

Kia ora, yes, we have assistance available for Maori and Pacific Island Registered Nurses. We can assist with funding, computer skills, mentors, and writing skills.

Please contact the Taranaki Post Graduate Study Coordinator (Chris Gruys), DDI 06 753 7777 ext 7328.

**27. I am working in Mental Health and have heard if I undertake a Post Graduate Qualification in Mental Health papers I may be eligible for some funding from another agency. Can you tell me more?**

Yes, there is funding assistance available called Te Pou/Skills Matter funding. This funding supports Registered Nurses working in Mental Health with their post graduate qualification. Te Pou/Skills Matter must have a contract with the tertiary provider in the first instance. Complete the Funding Application Form in the usual manner as we will see from your application that you are working in Mental Health.

Further information can be obtained via [www.skillsmatter.co.nz](http://www.skillsmatter.co.nz) - click on Te Pou, or contact the Taranaki Post Graduate Study Coordinator (Chris Gruys), DDI 06 753 7777 ext 7328.

**28. I am not a Registered Nurse, but I understand that sometimes I can undertake a post graduate nursing paper eg Leadership or Long Term Management papers. Can I apply for Post Graduate Funding (HWNZ)?**

Providing you are a registered health professional e.g. Social Worker, you can enrol with the University of Auckland for particular papers such as Leadership/Long Term Management

papers. Please contact the Taranaki Post Graduate Study Coordinator (Chris Gruys), DDI 06 753 7777 ext 7328, [chris.gruys@tdhb.org.nz](mailto:chris.gruys@tdhb.org.nz) for specific information.

Your professional body may have funding available please discuss with your manager. Unfortunately you are not eligible for HWNZ Nursing Funding.

You could also try these funding options by clicking on the following links:

1. <http://tdhbintranet/Forms/General/TrustFunds.htm> (TDHB employees only)

## 2. Freemasons

Scholarships are available, not specifically for health professionals, open criteria:

- Seven postgraduate scholarships for \$10,000

For more information and application forms go to:

[www.freemasons.co.nz](http://www.freemasons.co.nz) > **Scholarship Applications**

## 3. BreakOut

This site has information about awards, scholarships and grants available for individuals in New Zealand. BreakOut contains over 2,300 funding schemes.

You do need to subscribe to this site, however you can go to either Puke Ariki or the Department of Internal Affairs (Roebuck House, 4 Powderham Street) and access the site free of charge.

[www.fis.org.nz](http://www.fis.org.nz) > **BreakOut**

## 4. Henry Rongomau Bennett Memorial Scholarships and Grants

The purpose of these scholarships and grants is to develop and build leadership in Maori mental health, competence in Te ao Maori and clinical excellence in mental health. The following grants are available for:

- Mental health workers - \$5,000 (undergraduate) and \$10,000 (masters)
- Child and adolescent mental health services - \$5,000 (undergraduate) and \$10,000 (masters)
- Mental health nurses - \$10,000 (masters)

For more information contact the Programme Coordinator, Brigham Anderson, [brighama@hauora.com](mailto:brighama@hauora.com).

## 5. Maori Mental Health Scholarships

Te Rau Mataini offer the following scholarships:

- **Hapainga Manukura.** Maori mental health leadership for Maori working for non-government organisation mental health services in a leadership position.

- **Puna Hua Rangatira.** Maori mental health leadership for Tangata Whaiora working for non-government organisation mental health services in a leadership position.
- **He Hanganga Maori mo te Hauora.** Postgraduate applied Maori mental health special topic paper.

For more information contact Chris Pohe, [c.pohe@mataini.co.nz](mailto:c.pohe@mataini.co.nz)

## 6. Maori Education Trust

Scholarships are available for Maori:

- Ngarimu VC & 28th Battalion Memorial Post-Graduate Scholarship - \$5,000
- Ti Maru Maori Trust Prestigious Scholarships - \$5,000, two recipients

Information and application form available at [www.maorieducation.org.nz](http://www.maorieducation.org.nz) > **scholarships.**

## 7. Ministry of Health

The following funding is available through the Ministry of Health:

- **Rural Nursing Scholarships** - these six scholarships are to enable nurses who have only one more year to complete Nursing Council requirements for approval as rural nurse practitioners with prescribing rights. Funding includes travel and accommodation expenses, and income support of \$40,000. For more information contact [alison.wilkie@moh.govt.nz](mailto:alison.wilkie@moh.govt.nz)
- **Primary Health Care Nursing Post Graduate Scholarships** - these are intended to assist nurses currently practicing in the primary health care setting who would like to undertake a postgraduate course. Scholarships awarded are up to \$2000 for certificate or diploma level, and \$5000 for those in the second half of a master's degree. An additional \$1500 is available for individuals undertaking a course that will make them eligible to become a Nurse Practitioner. For more information contact [alison.wilkie@moh.govt.nz](mailto:alison.wilkie@moh.govt.nz)
- **Hauora Maori Scholarships** - these scholarships are funded under the Maori Provider Development Scheme to assist those who work in the health and disability sector. For more information contact [MPDSadministrator@moh.govt.nz](mailto:MPDSadministrator@moh.govt.nz)

## 29. Will my Post Graduate Funding (HWNZ) application be confidential?

Yes, your manager is required to endorse and sign your application and the Post Graduate Administrator and Fund Advisory Group will process and consider your application.

Personal details such as Date of Birth (DOB) are required by Ministry of Health HWNZ Post Graduate Nursing Training funding body for data collection. Information is held securely and confidentially.

### 30. Is there a process to ensure the funding allocation is fair?

Yes, the Post Graduate (HWNZ) committee meets to allocate funding, and the Post Graduate (HWNZ) Terms of Reference are used to guide the allocation of funds. The committee also relies on true and accurate information being entered on the **Post Graduate Funding HWNZ Application Form** by the applicant.

### 31. Do I 'pay up front' and then get reimbursed later?

Yes.

#### **TDHB (Secondary)**

- Secondary applicants cover the cost of their fees, travel and accommodation costs up front. This is for a short time (see next bullet point).
- Upon provision of receipts and a completed claim form, they can then seek reimbursement from the Nursing Directorate at TDHB.
- Please note: reimbursement is made in the next pay following your claim submission

#### **Primary Applicants - e.g. PHOs, Aged Care Sector, Practice Nurses**

- Primary applicants pay for their fees, travel and accommodation costs up front. Some primary employers are willing to pay on behalf of their employees but this is up to you to discuss with your employer.
- If your funding application is accepted we will send details of your claimable costs to both you and your employer.
- Your employer can invoice us for reimbursement of your course fees at the start of each semester. A receipt from your tertiary provided needs to be attached to the invoice.
- At the end of each semester, reimbursement of agreed travel and accommodation (if applicable) and study leave will be made to your employer after you have completed your studies and upon the Taranaki District Health Board receiving an invoice for the above costs from your employer and official confirmation that your paper/s have been passed. We will not reimburse you directly, nor should you invoice us directly. Reimbursement will be made twice yearly, subsequent to each semester being completed and the provision of an invoice and all supporting documentation to the Taranaki District Health Board. Receipts for costs claimed need to be provided.
- Further information can be obtained by contacting Leanne Goble, Post Graduate Administrator, DDI 06 753 7777 ext 8982 or email [leanne.goble@tdhb.org.nz](mailto:leanne.goble@tdhb.org.nz)

### 32. I am new to Post Graduate study; can I enrol for two papers each semester?

This is not a preferred option. If you are new to Post Graduate study please discuss your study with your tertiary provider or the Taranaki Post Graduate Study Coordinator (Chris Gruys), DDI 06 753 7777 ext 7328. Some students can complete two papers in one semester if they can commit dedicated time to weekly study and reduce their fte.

This is important as some students who are not familiar with Post Graduate study requirements may find themselves over committed. Changing or withdrawing from study, especially after the cut-off date, impacts considerably on funding allocation. **Monies funded for papers not completed will need to be repaid.**

### 33. Can I change my current paper part way through?

**No**, make sure you are well informed prior to committing to your paper by contacting your Course Coordinator at the tertiary institution where you are studying.

### 34. Can I change my course part way through?

Yes there is some flexibility. Make sure you are well informed and liaise with your course coordinator at the tertiary institution you are studying at.

### 35. Can I change tertiary providers after one or two papers?

This not recommended at all. There may be some instances where this is justified; however other tertiary institutions do not generally give recognition of prior academic achievement on individual papers:

Contact Taranaki Post Graduate study coordinator (Chris Gruys) DDI 06 753 7777 ext 7328 for more information.

### 36. What do I do if I am struggling to meet my assignment deadlines?

- Contact Course Co-ordinator at tertiary institution you are studying at to discuss.
- Access online student learning centre at tertiary institution you are studying at.
- Discuss with another student or form a study group.
- Contact Taranaki Post Graduate Academic Coordinator for advice on mentors available phone 06 753 7777 ext 7328

**37. Where else can I apply for funding if I do not receive Post Graduate Funding (HWNZ)?**

- a) Discuss other funding options with your manager.
- b) Go to <http://www.tdhb.org.nz/services/nursing/resources.shtml>.

**38. Can I use Post Graduate Funding (HWNZ) for Post Graduate study outside of New Zealand?**

This is generally not considered unless it can be demonstrated that there is no other equivalent topic course in New Zealand.

**39. What if I resign from TDHB whilst I am studying, but remain employed locally, can I still continue to receive Post Graduate Funding (HWNZ)?**

Yes, providing your employer is funded by the DHB or Vote Health and supports your study plans.

It is very important that you notify Leanne Goble ([leanne.goble@tdhb.org.nz](mailto:leanne.goble@tdhb.org.nz)) immediately of your change of employer so we can confirm that your new employer will support your study plans, and we can advise them of their responsibilities within the funding process.

**40. What if I leave the district before I have completed my current paper(s) for the year?**

Many of the papers have capabilities to be studied and completed on line, or you may be able to attend lectures in other centres.

Contact your manager, or Taranaki Post Graduate Academic Coordinator (Chris Gruys) DDI 06 753 7777ext 7328 to discuss.

#### 41. Who do I send my completed Post Graduate Funding (HWNZ) application form to?

**Photocopy a copy for your records then post your original completed Post Graduate Funding HWNZ Application Form to:**

Leanne Goble  
Post Graduate Administrator  
Corporate Block 2  
Private Bag 2016  
Taranaki District Health Board  
New Plymouth

Before sending please check that you have completed all details and attached all information requested within the Post Graduate Funding (HWNZ) Application Form.

#### 42. Who do I inform once I have completed my paper?

Provide the Post Graduate Administrator with a hard copy of your results (successful or otherwise) upon completion of each paper funded. Indicate whether you passed or not and provide evidence from your tertiary institution once you receive this either online or in the mail.

If sending by e-mail, do not send a link to your online information, as it requires your password for access.

**Post to:**

Leanne Goble, Post Graduate Administrator  
Corporate Block 2, Private Bag 2016  
Taranaki District Health Board, New Plymouth  
email [leanne.goble@tdhb.org.nz](mailto:leanne.goble@tdhb.org.nz)

This information is also clearly set out on the Post Graduate Funding (HWNZ) - Application Form.

Please note: Provision of an official copy of your final grade for each paper is a non negotiable requirement and should be supplied in a timely manner.

Your results remain confidential and are reported to HWNZ as Pass/Fail/Withdrawn.

#### 43. How can I find out who else is doing the paper I am enrolled in?

Contact your Course Coordinator or the Taranaki Post Graduate Academic Co-ordinator.

#### 44. What happens if I go on Maternity Leave?

If an individual is on Maternity Leave they are eligible for funding while they are still employed by TDHB.

If the individual resigns to have a baby, they are not eligible for funding.

#### 45. Do I need a Career Plan?

Yes you will need to attach a Career Plan to your HWNZ Funding Application Form. This is a HWNZ requirement.

#### 46. How do I find out more?

- TDHB RNs: Internal site:  
<http://tdhbintranet/Forms/NurseEd/N-M+Professional+Dev+Fund.htm>
  - External site: <http://www.tdhb.org.nz/services/nursing/resources.shtml>
  - Discuss with peers/colleagues/manager/others who have studied at Post Graduate level
  - Navigate tertiary provider websites
  - Contact Taranaki Post Graduate Academic Coordinator: Chris Gruys - phone DDI 06 753 7777 ext 7328, email [chris.gruys@tdhb.org.nz](mailto:chris.gruys@tdhb.org.nz).
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