



# The College of Nursing

ABN 43 000 106 829

## Application Form for Graduate Certificate and other programs of study (for privately-funded applicants)

### Section 1

#### 1. Course applying for

Name of course .....

Specialty stream (if applicable) .....

Course code.....

Course commencement date ..... Course completion date.....

#### 2. Applicant's details

The name on your application must be *as it appears on your Authority to Practise*

Title (Miss, Ms, Mrs, Mr) ..... Initial..... First name ..... Surname .....

Date of birth..... Gender (M/F)..... Previous name or alias .....

	Work	Home
Telephone #		
Mobile #		
Facsimile #		
Email address		

Please print clearly, indicating any underscore if present.

Are you of Aboriginal or Torres Strait Island origin?  Yes, Aboriginal  Yes, Torres Strait Islander  
 Yes, both Aboriginal and Torres Strait Islander  No

Postal address..... Postcode.....

Work address..... Postcode.....

Home address (if different from postal)..... Postcode.....

RN/RM Registration Number ..... Expiry date .....

**N.B: A copy of your current Authority to Practise as a Registered Nurse, Midwife or Enrolled Nurse must accompany your completed application form.**

#### 3. Current work details

Employing hospital or agency .....

Address .....

Ward/Unit/Department.....

Category/position title (e.g. RN/EN/CNS) .....

Length of time in current position ..... Number of previous applications for this course .....

Ward/Unit or facility (Briefly describe the size, work and operation of the unit)

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Applicant – Complete this section

**4. Nursing qualifications** (Certificates, Diplomas, Degrees etc)

Course Name	Institution	Date Completed
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**5. Other qualifications** (e.g. Bachelor of Arts)

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Are you currently enrolled in a tertiary program? (include those on deferment) .....  Yes  No  Deferred

Have you ever enrolled in a graduate certificate, other program of study or distance education course at the College of Nursing?  
 Yes  No

Did you successfully complete this course? .....  Yes  No

Name of course and date of completion .....

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**6. Application for recognition of prior learning (RPL)** NB. Please see the College's Policy Statement on RPL at the end of this form (Section 3)

Are you seeking RPL towards this course on the basis of previous learning, life and/or work experiences?

Yes  No

If yes, please provide the following details:

Name of subject successfully completed	Institution where the study was undertaken	Date completed	Name of College subject for which you seek credit

**Please provide certified copies of course transcripts with your application. If the study for which you seek credit was not undertaken with the College of Nursing please provide a copy of the subject outline, learning outcomes and assessment requirements.**

**7. Relevance of this course to your work**

Write a brief description of your current role and responsibilities.

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**8. Employment history (Last 5 years ONLY)**

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Start with present position highlighting nursing employment history relevant to this course. Use only the space provided and do not attach additional sheets.

<b>Employer</b>	<b>Ward/Unit/Department</b>	<b>Position</b>	<b>From</b>	<b>To</b>
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**9. Course fees**

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**Course fees**

Course fees are payable on acceptance of a position in the course. You have the option of paying in full or two instalments. The second option incurs a non-refundable accounting fee of \$125.00. Failure to pay the second instalment will result in cancellation of course services. For further information please contact Customer Service Centre, The College of Nursing.

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**10. Applicant's declaration**

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Details of the course you are applying for are available in the current Student Handbook which is located on the College website [www.nursing.edu.au](http://www.nursing.edu.au)

I consent to a criminal record check if I am required to undertake a clinical placement in a NSW Department of Health facility as a compulsory component of this course (if applicable).

I give consent for the College to discuss my progress in this course with the health care facility liaison person.

I have attached a copy of my current Authority to Practise.

I have attached supporting documentation for my application for Recognition of Prior Learning (if applicable).

I understand that my application will not be processed if I have not supplied appropriate documentation.

I have read and understand my obligations as a student. I agree to arrange release from work to attend any compulsory on-campus or clinical components (if applicable).

I have read and understand my obligation regarding payment of course fees.

Applicant's signature ..... Date .....

**Privacy Issues**

The College of Nursing collects your personal information for administrative use, for the purposes of course evaluation (up to 5 years after the completion of a course) and to provide you with information about our activities and promotions. Please let us know if you do not wish to receive such information. You can gain access to your personal information by contacting the College's Privacy Officer on 9745 7500.

**Section 2**

**11. Director of Nursing or Nursing Unit Manager’s recommendation**

(To be completed if being supported by employer for course fee and/or study leave)

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Signature ..... Date .....

Name (please print).....

**12. Payment by employer (Complete this section ONLY if the employer is paying course fees)**

If course fees are to be paid by the employer, the authority below must be signed by the hospital administration/agency. Enrolment cannot be confirmed unless the total fee payable is authorised. An invoice will be sent on offer of placement in the course.

N.B. The College refund policy is outlined in the current Student Handbook or on the College website: [www.nursing.edu.au](http://www.nursing.edu.au)

Course fees in full will be paid by ..... Purchase order no. ....

Manager’s name (please print).....

Signature ..... Contact no. ....

Postal address for invoice ..... Postcode .....

**Selection and notification procedures**

**Selection of Students**

You must send your completed application form to The College of Nursing by the advertised closing date. Selection is made by a committee to ensure applicants meet the course entry criteria.

**Notification of Selection Results**

You will be notified directly of the selection outcomes. Should your application be successful, you will need to notify the College of your acceptance of a course place within the time specified.

**PLEASE NOTE**

**Applications must reach the College by the advertised closing date which is in the Student Handbook available on the college website [www.nursing.edu.au](http://www.nursing.edu.au)**

**Please forward your completed application form to:**

Customer Service Centre  
The College of Nursing  
Locked Bag 3030  
BURWOOD NSW 1805  
fax: 02 9745 7501

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

## Section 3

### **Recognition of prior learning**

Recognition of prior learning (RPL) may be sought for previous learning, life and/or work experiences.

Requests for RPL must be made in writing on application to the course. Applications for RPL must include supporting documentation. Requests for RPL from courses other than those conducted by The College of Nursing will incur a fee. Please contact the Manager, Post Graduate Education Services for further information about RPL that may lead to credit transfer or advanced standing.

Privately-funded students who have been granted credit transfer or advanced standing may be eligible for a reduction in course fees. Specific details will be provided on the successful granting of the credit.

## Information for Students undertaking Graduate Certificate Courses

### Why study at the College?

- The College of Nursing is the largest, longest established (since 1949) and most innovative provider of quality clinical specialty development and postgraduate nursing education in Australia
- The College is registered as a Higher Education Provider (under the Higher Education Act 2001) and all graduate certificate courses are accredited by the Department of Education and Training in a number of states and territories of Australia
- Accredited courses are recognised as equivalent to those offered by universities, allowing graduates to articulate into and gain credit towards higher degrees
- Unlike fees paid under HECS, The College of Nursing's course fees are tax deductible
- Some courses offer funded positions to NSW Health employees
- Courses are continually reviewed in consultation with educational, clinical and professional experts in the field to ensure clinical and professional relevance
- Each course is reviewed by appropriate professional bodies which helps to ensure their recognition by educational and service providers
- Staff with expertise in a wide range of specialty areas facilitate your learning
- There is choice and flexibility in learning activities to meet individual learning needs
- Many courses are offered in the distance education mode, allowing you to study at home in your own time
- Many courses use electronic technology as an adjunct to other teaching/learning modes.

### What skills do I need?

- *Academic writing skills*<sup>1</sup> – as an organisation offering post graduate education for professional nurses, the College has a responsibility to promote the development of academic writing skills. It is important for registered nurses to be able to communicate effectively in writing, and to that end it is expected that you are proficient in basic writing skills (that is, be able to apply the accepted rules and conventions of grammar and spelling).

The responsibility for attaining an acceptable level of writing skills rests primarily with the individual, however the educators will provide feedback and assistance where appropriate.

- *Referencing skills* – academic writing draws on the work of others and it is essential that you acknowledge the information and ideas of others that you use in preparation of any written work. The College of Nursing provides a Student Guide which provides step-by-step instruction on how, when, where and why to reference the materials that you read, the people that you talk to, the Web pages that you access and any other ideas that you want to use in writing your assignments. This is an important aspect of academic writing and, again, the educators will provide feedback and assistance where appropriate.
- *Study skills* – getting organised, planning, reading, note taking and assignment writing requires time and concentration from you over the period of the course. The College Student Guide and General Course Regulations provides a number of handy hints on these features of the course for you, especially if you have not studied for a while.
- *Information access skills* – in post graduate studies it is expected that students will be familiar with doing library searches, in particular, using electronic databases and the internet.
- *Basic computer skills* – you will be required to participate in on-line discussions. While the College acknowledges that students may have varying levels of skills in this area, it is anticipated that individuals will further develop their level of proficiency throughout their studies.

### How much time will I need to spend on the coursework?

It is estimated that you will need to spend between 10 and 14 hours per week involved in course study. The amount of self-directed study will be determined by your individual learning needs and will vary according to the size of the classroom component in the course. For example, for a course conducted entirely by distance education, you will need to put aside approximately 12–14 hours per week.

The College offers a number of workshops to help you prepare for the challenge of studying at the College. You will be notified of these workshops when you are offered a place in the course of your choice.

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<sup>1</sup> Higgins, L. 1998 Student Academic Writing: Standards, Expectations and Proficiency Enhancement Strategies. Faculty of Nursing, University of Sydney.