

Applicant Information

NSW Health Nursing and Midwifery Education Scholarship Program Graduate Certificate Courses

The information outlined below will guide you through the Nomination and the Enrolment process to your selected graduate certificate course.

Once your Nomination form has been approved and signed, you will be advised if you are successful by your manager and invited to enrol by the education provider.

You will have up to two years (2) years to complete the Graduate Certificate program of study. However, it is at the discretion of the LHD/SHN if there is a requirement to complete the course over one (1) year.

IMPORTANT NOTE: Do not apply to the Education Provider until advised by your Local Health District/ Specialty Health Network (LHD/SHN) that Step 1 is approved.

All applicants will require to complete Step 1 – Nomination:

1. Nomination

To apply for a Graduate Certificate Scholarship, you must do the following:

1. Select your preferred Graduate Certificate course from the list provided by your LHD/SHN.
2. Complete the NSW Health Nursing and Midwifery Education Scholarship Program - Graduate Certificate Course **Nomination Form**. Please note that you **must** complete **all** fields on the form.
3. Submit your completed Nomination Form to your Manager to begin the approval process.

If your application is approved by LHD/SHN, your nomination will be forwarded to HETI so that the selection panel can determine whether your application is successful.

NOTE: The Nomination Form is not an enrolment form and does not guarantee you will be successful in applying for a Graduate Certificate scholarship.

When your application is successful, you will be advised of the outcome and invited to enrol by the Education Provider. Please proceed to below Step 2 and Step 3.

2. Enrolment

The course enrolment can begin as soon as you are informed of your successful application. You will be invited by the Education Provider to enrol once it has been confirmed that your Nomination Form is approved and you have been deemed successful by the selection panel.

When enrolling with the Education Provider, you must include:

- Completed and signed **Nomination Form**
- Completed **Student Agreement** – signed by your Manager.
- Certified copies of documents, which need to be certified as true copies of the original documents by a person authorised to do so. For example, Justice of the Peace, Legal Practitioner, Medical Practitioner.
- Any other documentation or information as requested by the Education Provider.

The Education Provider may supply a unit code or link to a webpage to enrol – this may vary based upon the graduate certificate course you are undertaking. You will not incur an enrolment fee as part of the enrolment process.

3. Accepting Your Offer

Once you have enrolled, you will be directly contacted by the Education Provider regarding an offer of a placement to your selected course. In order to accept the offer, you must complete all requirements and provide information as required by the Education Provider.

Your employer will also be notified that you have successfully enrolled.

If further information is required to support your enrolment application, you will need to contact the nominated Education Support Officer at the Education Provider.