Diploma of Nursing (Enrolled Nursing)

Frequently Asked Questions

Ramsay Health Care is Australia's largest private hospital operator and a well-recognised brand in the industry. The Company leads the way in developing the role of private health care in Australia's balanced health care system. It is also recognised as a leader in teaching and research with an emphasis in its hospitals on both undergraduate and postgraduate training of the future medical and nursing workforce.

FAQ's – Please click on a question to take you directly to the response for that enquiry

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What is the Diploma of Nursing?

The Diploma of Nursing is a course provided to train people who wish to become an Enrolled Nurse. This course has superseded the Endorsed Enrolled Nurse qualification and includes medication assessment modules.

Is the Diploma of Nursing suitable for me?

If you are looking for a change in career or are looking to start your career in Nursing, this course is for you. The Diploma of Nursing assumes no prior knowledge of Nursing, and therefore no nursing background is required. The course is also appropriate for those who have been working as an AIN/PCA/HSA and wish to move to the next level.

What are the entry criteria and am I eligible to apply?

English Language Requirements

The English Language requirements for the Diploma of Nursing have been determined by AHPRA (The Australian Health Practitioner Registration Agency). AHPRA is the governing health professional body and as such, you must meet their registration requirements before you will be eligible to register as an Enrolled Nurse. For more information from AHPRA please use the link below -

AHPRA Nursing and Midwifery English Language Skills Registration Standard effective 19 Sept 2011
Please read the following information carefully as you will be required to provide this evidence at the time of applying for the course

**English Language Requirements:** Applicants who have completed their education in Australia, OR in one of the countries listed below

If an applicant is able to provide sufficient evidence that they have completed their education at either secondary level, tertiary or vocational level within Australia or in one of the countries listed (for a total of 4 years full time) they are not required to undertake a test of English language proficiency.

Evidence of secondary education may include documentation that states the name of the secondary education provider, the years in which an applicant attended their secondary education and the final year of secondary education completed.

In circumstances where an applicant is unable to provide the necessary documentary evidence of their secondary education, a statutory declaration is required, however the statutory declaration should be used only when all avenues to obtain evidence were exhausted such as below:

- Letter from secondary school confirming completion of at least four years of education in English from one of the listed countries *(in English means, that the subjects or course was taught in English)*
- Copies of school reports to support four years of secondary education in English in one of the listed countries ie year 9, 10, 11 and 12 or years 7,8,9,10
- Letters from a vocational and/or tertiary college attended, from a listed country, to confirm length of time completed *(you may wish to include studies you completed after secondary school to make up the 4 years full time equivalence)*
- Copies of qualifications obtained from vocational and/or tertiary college, from a listed country, with semester results to confirm length of time
- **NOTE:** Copies of qualifications alone do not provide evidence of the length of full time education
- If the above avenues are exhausted a Statutory Declaration may be accepted

**List of recognised countries**
The National Board recognises the following countries where the applicant was taught and assessed in English at either vocational and tertiary or combined secondary, vocational and/or tertiary education levels:
- Australia
- Canada
- New Zealand
- Republic of Ireland
- South Africa
- United Kingdom
- United States of America

**English Language Requirements:** Applicants who have not completed their education in Australia, OR in one of the countries listed above

If you have not completed 4 years full time study in English in either of these countries listed you will be required to provide the following at the time of application:

a). International English Language Testing System (IELTS) examination (Academic) with a minimum score of 7 in each of the four components of listening, reading, writing and speaking; or

b). Occupational English Test (OET) with an overall pass, and with grades A or B only, in each of the four components of listening, reading, writing and speaking.

Results from any of the above mentioned English language proficiency tests must be obtained in one sitting. The applicant is responsible for the cost of English language proficiency tests.

**Education or Academic Requirements**
Satisfactory completion of the NSW Higher School Certificate or equivalent **OR** Satisfactory completion of a Certificate III (AQF level 3) qualification or equivalent
How long will the course take to complete?

The Diploma of Nursing is a 12-16 months full time course and will run over 3 full days per week. *Please note: This may vary at some TAFE institutes and will be advertised at the time of application.*

When will the course commence and what days each week will the course be?

Unfortunately, we are unable to advise prior to confirmation of the course as to what date exactly a course will commence or which days per week you will be required to attend classes. However you can keep an eye on our website for regular updates. [CLICK HERE](#)

If you wish to join our mailing list to be notified of the next intake, please fill in an “expression of interest” application and we shall add you to our data base to ensure you don’t miss out on any future programs. [CLICK HERE](#) to complete an expression of interest application.

What is the cost of the course?

Vet FEE Help is available for eligible Australian Citizens. For non-citizens or permanent residents you will need to fund the costs of the course yourself.

The price for the commercial program will be approximately $14000 but may vary from one TAFE to the next and depending on number of students. Enquiries can be made at time of advertising.


What if I didn't complete Year 12 in Australia?

If you didn't complete high school in Australia you will need to make sure you meet the following criteria –

- Do you meet the English language requirements? [Click here for more information regarding the English Language requirements](#)
- Do you meet the Academic requirements? [Click here for more information regarding the Education requirements](#)

I am on a Student Visa, am I eligible to apply?

If we are running a full fee paying course, you are eligible to apply as long as you meet the English Language and Academic / Education Requirements. [Click here for more information regarding entry requirements](#)

Can I do the theory components of the course by correspondence?

Ramsay Health Care and TAFE NSW & Wodonga TAFE only run a face to face course. Successful applicants will be expected to attend face to face classes at the TAFE institute that they are accepted to study at. Please consider personal travel times and requirements as these can often impact on your ability to successfully partake in the course.

Ramsay Health Care and Gold Coast Institute TAFE do run some of the course online with some residential schooling in Qld. For more information please contact [workforceplanningnsw.rhc@ramsayhealth.com.au](mailto:workforceplanningnsw.rhc@ramsayhealth.com.au)

Will I need to find my own clinical placements?

Ramsay Health Care’s partnership with TAFE NSW / Wodonga TAFE & GCIT means that all of your clinical placements have been set for you within a Ramsay Health Care facility. During the application process you are given the opportunity...
to select your preferred hospital for clinical placements so it is important to do some research on Ramsay Health Care Hospitals when selecting your preferences.

Can I get Recognised Prior Learning (RPL) for previous courses that I have completed?

In some circumstances, the TAFE will be able to grant students with some Recognised Prior Learning (RPL) if you have completed previous nursing studies. You will need to discuss this with the TAFE Institute to determine whether or not they may be able to assist you with RPL.

Where can I get an application form?

Our application process is an entirely online process. Applications will only be made available when we have vacant positions for students. We will not accept paper based applications or late submissions at any stage.

Online applications can be made through www.ramsayjobs.com.au (follow the links to the Diploma of Nursing) or via our www.seek.com.au advertisements. If you wish to be informed of when our next intakes are, you can complete an online “expression of interest” application and we will ensure to email you once applications open. CLICK HERE to complete.

What is the application process?

**Phase 1 - Online Application**
All applications MUST be submitted online via the links to the Diploma of Nursing on www.ramsayjobs.com.au or through www.seek.com.au. Paper applications will not be accepted. You will be notified that we have received your application via email. Please note – As we often receive a vast number of applications, selection often comes down to grammar, spelling and how well you address your cover letter. All applications can be addressed to Karina Kiely, NSW Workforce Learning and Development Manager. You will also be required to attach evidence of your secondary schooling, and any other qualifications you may have completed to prove you meet both the English and Academic requirements. Applicants must also have a current National Police Check.

**Phase 2A - Literacy and Numeracy Test (not applicable for all institutes – please check at time of application)**
If you are successful after Phase 1, you will be invited via email to sit a Literacy & Numeracy Test at the TAFE Institute you have applied to. If you are unsuccessful after Phase 1, you will be notified via email. Please note this Phase may not be applicable to all TAFE’s - check the course advertisement at time of application to see whether or not this phase applies.

**Phase 2B - Interview**
If you are successful after Phase 2A (in some cases Phase 1), you will be notified via email and invited to attend an interview. The email will ask you to select your own time slot for your interview from a list of available times. The interview panel will consist of hospital representatives and a TAFE representative. You will need to bring with you JP signed certified copies of any certificates you have, Identification and any other relevant documentation. If you are unsuccessful after Phase 2A (in some cases Phase 1), you will be notified by email.

**Phase 3 - Offer of position**
If you have been successful after Phase 2B, you will be offered a position to study the Diploma of Nursing by phone. This will then be followed up with an email outlining information about TAFE enrolment. You will be required to attend a full day registration session at the TAFE Institute which will provide further information about requirements of the course etc.

If you are unsuccessful after Phase 2B, you will be notified by email.

When will I find out if my application was successful?

**Phase One – Online Application**
You will be notified as to whether or not you have been successful for interview no later than 2 weeks after the application
closing date. An application timeline will be made available on our website when we open up applications.

**Phase Two – Interview**

The interview process and Reference Checks can take several weeks to complete. Please allow sites two weeks to notify you of their decision after an interview.

**Phase Three – Offer of Position**

Successful applicants will be notified by phone. Unsuccessful applicants will be notified via email. Please remember the interview process and Reference Checks can take several weeks to complete. Please allow sites two weeks to notify you of their decision after an interview.

If you have not received any emails at all (i.e. to confirm receipt of your application or to notify you of the processing of your application), please email workforceplanningnsw.rhc@ramsayhealth.com.au and we will follow up on your application.

**What do I do if my application is unsuccessful?**

We understand that it is always difficult when your application has not been successful. Due to the limited number of placements, we are unable to offer all of our applicants positions, and for this reason, we encourage you to apply again during our next intake.

If you would like any feedback on your application, we would be happy to assist you. Please email workforceplanningnsw.rhc@ramsayhealth.com.au. If you feel that you could benefit from other Nursing related studies whilst waiting for the next intake, please contact your local TAFE Institute.

**Can I apply to more than one institute?**

If you wish to apply to several different TAFE Institutes, you will need to complete separate applications for each institute. Whilst we are happy for you to complete multiple applications for one intake (e.g. February 2013), if you are successful for interview, you will only be eligible to be interviewed by one Institute during that intake.

**What are my job prospects on completion of the course?**

Ramsay Health Care is dedicated to training students and our facilities are always looking to employ ENs on successful completion of their study. We also offer a graduate program for EN's called GradPlus. This program is a fully supported 12 month program with 2-3 study days included. Our graduate program will be offered to exceptional Student Enrolled Nurses on successful completion of their course of study if vacancies are available at that hospital. For more information regarding GradPlus, please visit www.gradplus.com.au.

**What Support will be available to me throughout the Course?**

Ramsay Health Care offers a high level of support whilst you are on placement within our facilities. On each rotation you will receive a ward or unit orientation, giving you a better understanding of the work environment. You will also be allocated a Preceptor who will be your support person and assist you with any questions you may have. In the absence of your Preceptor, you can also go to any senior staff member, your Nurse Unit Manager (NUM) or the hospital Student Enrolled Nurse (SEN) Coordinator for assistance. Our team at Sydney Head Office is also here to assist in any situation. Additional support services are also available through your TAFE Institute. For all TAFE support facilities please contact your TAFE institute directly.

**On completion of the course is there anything else I will need to do before commencing work as an Enrolled Nurse?**

On successful completion of the course, you will need to register to work as an Enrolled Nurse with AHPRA – more information can be found on the AHPRA website http://www.ahpra.gov.au/Registration.aspx. You should also receive
guidance from the TAFE and your Clinical Placement Hospital regarding your registration.

**Will I be required to have any specific immunisations prior to commencing my clinical placements?**

Students will be undertaking clinical placements in the healthcare environment and as such must comply with policies that have been set out by the governing bodies.

All students must have evidence of the following vaccinations
- Diphtheria, Tetanus, Pertussis (whooping cough)
- Hepatitis B
- Measles, Mumps, Rubella (MMR)
- Varicella (Chickenpox)
- Tuberculosis (TB)*
- Influenza **

If for some reason you foresee an issue with these requirements, please contact the TAFE Institute or Ramsay Health Care’s NSW Workforce Learning and Development Department for further information.

*TST screening is required if the person was born in a country with a high incidence of TB, or has resided for a cumulative time of 3 months or longer in a country with high incidence of TB as listed at: [http://www.health.nsw.gov.au/publichealth/infectious/a-z.asp#T](http://www.health.nsw.gov.au/publichealth/infectious/a-z.asp#T)

**Annual Influenza vaccination is not required, but is strongly recommended**


Please visit www.ramsayhealth.com.au for more information about our hospitals and facilities.