

Version 8

Revised and Approved
by: Val March OAM, Director
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**BOOROONGEN DJUGUN COLLEGE
QUALITY ASSURANCE
STUDENT NURSE INFORMATION AND ENROLMENT
APPLICATION**

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bdc p&p manual
QPM-0
Form: QSNER-1N

Booroongen Djugun Limited trading as

**Booroongen Djugun College
Diploma of Nursing**



**Student Nurse Information
and Enrolment Application**

**Booroongen Djugun College
RTO ID: 6673**

337-351 River Street Greenhills NSW 2440

Locked Mail Bag 2, Kempsey NSW 2440

Email info@booroongendjugun.com.au

Web page www.booroongendjugun.com.au

CONSIDERING A CAREER IN NURSING?

Please read the following information before your enrolment at Booroongen Djugun

College.

Booroongen Djugun College (RTO ID: 6673) advises students considering enrolling in the Diploma of Nursing HLT54115 there are Nursing and Midwifery Board of Australia (NMBA) English language requirements for registration as an Enrolled Nurse. Applicants are informed of the NMBA requirements for specific applicants to demonstrate the achievement of an International English Language Testing System (IELTS) score of 7 across all bands or equivalent approved English language test prior to enrolling in the Diploma of Nursing. Applicants are directed to the NMBA website for further information:

<https://www.nursingmidwiferyboard.gov.au/Registration-Standards/English-language-skills.aspx>

Additionally, more detailed information is provided at the end of this document.

Booroongen Djugun College Entrance Requirements:

- Photo identification
- Confirmation of citizenship
- Confirmation of previous qualifications (if applicable)
- Year 12 Maths and English (if applicable)
- Police Check and Working with Children Check: All students must maintain a current Police Check and Working with Children Check for the duration of the program
- Attend an interview to access suitability to undertake the course.

This course requires up-to-date evidence of immunisations. If you are not able to provide up-to-date evidence, you will not be able to attend the 400 hours mandatory workplace experience component of this course and meet the requirements of the course. For more information regarding the minimum immunisation requirements please visit the www.health.nsw.gov.au website. Additional immunisations may be required in response to any changes in Government policy or the specific requirements of the organisation you attend for your workplace experience. Further information will be provided at the commencement of the course.

Applicants without formal qualifications but with significant relevant work experience are encouraged to apply.

Further information will be supplied on application.

BDC will make every effort to ensure it can accommodate a student's needs which may include: language, literacy, numeracy. However, the College may not be able to assist with some student needs such as difficulties with speaking, listening, reading, writing, etc.

Booroongen Djugun College will, under the National Law, register students with the Australian Health Practitioner Regulation Agency (AHPRA) and will notify the AHPRA if a student has an impairment that may place the public at substantial risk of harm. An impairment is defined in the *Health Practitioner Regulation National Law Act 2009*, as in force in each state and territory (can be viewed at: www.ahpra.gov.au/Legislation-and-ublications/Legislation.aspx).

Students will have access to appropriate support services, including counselling, health care and academic advisory services. Prior to, or at the enrolment stage, College staff identify areas where individual learners may need additional support (eg. literacy, numeracy, English language, physical capabilities, assistive technology, mentoring and tutoring services) and to identify whether learners' physical attributes may influence their ability to complete the training and assessment.

Student counselling and support procedure QA-CCS-01 is in place for students requiring additional support, advice or assistance while training. Booroongen Djugun College is committed to providing students requiring additional support, advice or assistance while training. To achieve this and to ensure quality delivery of training and education, we provide reasonable adjustment.

Reasonable adjustment. Where students are unable, due to physical or mental disabilities, ill health or family emergency, to undergo assessment as outlined in each training session, alternative forms and times of assessment may be negotiated with a trainer prior to the assessment date. In the event that illness is the reason why an assessment cannot be completed a doctor's certificate must be supplied.

HLT54115 Diploma of Nursing

- This course provides the knowledge and skills to work as an enrolled nurse under the direction and supervision of a Registered Nurse, according to the Nurses and Midwifery Board of Australia (NMBA) Enrolled nurse standards for practice. in a range of settings including aged care, acute care, rehabilitation, and mental health. The duration of the program is 2 years, which includes a mandatory 400 hours supervised workplace experience.

There are six (6) steps to complete for your enrolment application.

STEP 1: Completion of the enrolment form. After reading the full content of this document complete the enrolment application. You must provide two (2) written references.

STEP 2: Literacy and numeracy test. All applicants are required to complete a literacy and numeracy test to provide evidence of competence in the Australian Core Skills Framework (ACSF) in both reading and numeracy. This test must be a Commonwealth approved language, literacy and numeracy (LLN) online assessment test. The test will be undertaken at Booroongen Djugun College.

STEP 3: Initial eligibility. Once your results of the LLN test is received, Booroongen Djugun College will undertake an initial eligibility and assessment. Be sure you have completed all sections of your enrolment application correctly.

STEP 4: Interview. You will be advised if you have been selected to proceed to the interview stage. At interview you will be given an opportunity to tell us about your skills and knowledge and why you want to be a nurse. At the interview you will be asked a number of questions to assist the interview panel with making their selection. You will be expected to bring to the interview your original documents and information: A copy of your completed enrolment application; proof of accredited qualifications and/or Statement of Attainment; proof of the English language requirements; proof of Australian Citizen / Identification (100 points).

STAGE 5: Reference checks. Two (2) written references are to be sent with you completed enrolment application. One (1) must be completed by your most recent employer or high school principal or senior teacher; and the other can be by a person who is able to report on your experience or character. The written references cannot be completed by a family member. Your referees will be contacted and asked some questions and will be asked to verify the content of the reference.

STAGE 6: Notification and acceptance of a place. You will be advised by letter of email whether you have been successful in being offered a place in the course. Decisions are final and no correspondence will be entered into.

About the course

The duration of the Diploma of Nursing is 50 weeks (1688 Hours) over 2 years. A total of 388 hours has been dedicated to self-directed and online study. In addition, students will be required to attend 400 hours of supervised workplace experience in a variety of health service providers. Booroongen Djugun College will organise workplace experience for students. Students can apply for Recognition of Prior Learning (RPL) which, if eligible, may shorten the length of the course.

Fees and Charges and refund policy.

Fees paid in advance shall be placed in the Booroongen Djugun College's Training Transactions account at the first banking opportunity. The refund of course fees will only occur if Booroongen Djugun College is compelled to cancel a program and an acceptable alternative cannot be offered. If a student withdraws from a course, after the cooling-off period of 10 working days, Booroongen Djugun College, will refund the student's fee less the administration charge which is non-refundable (provided all courseware supplied to the student has been returned); otherwise full course fees apply. Requests for refunds must be submitted in writing. You may be eligible for a VET Student Loan. Please ask College staff for information about the VET Student Loan process and repayment obligations.

Reminder:

Workplace experience consolidates the students' knowledge within the real nursing environment, linking theory to practice. All applicants are required to complete the 400 hours of workplace experience in a health care facility during the program. Students are required to organise their own travel to and from these facilities and may be required to undertake placement in regional areas.

Before commencing workplace experience placements, as arranged by the Booroongen Djugun College, students are required meet the following mandatory requirements:

- Have a current Australian First Aid Certificate (included in semester 1 classes)
- Have current competency in Cardio-Pulmonary Resuscitation (CPR) - this must be updated annually and is included in the program
- Evidence of vaccinations- information is provided at information sessions before enrolment
- Provide an Australian Federal Police Certificate indicating that the student has passed the Australian Federal Police (National) Check.
- A Working with Children Check

Student Nurse Enrolment Information	
Information session and Enrolment Procedure	You are asked to attend the Information Session that Booroongen Djugun College will conduct prior to you completing your enrolment application. Fill out the enrolment application form provided by Booroongen Djugun College and await application acceptance.
Orientation Procedure	Please attend the course orientation that Booroongen Djugun College will conduct prior to commencement of studies. Students will be provided with information that will assist them in the successful completion of studies and achievement of industry competency.
Course Content	Booroongen Djugun College will provide training and assessment that leads to the achievement of competency in your choice of course. The course units of study are outlined in the Course information and Unit Study Guides, and other course documents that you will be given prior to your enrolment.
Fees and Charges and refund policy.	Fees paid in advance shall be placed in the Booroongen Djugun College's Training Transactions account at the first banking opportunity. The refund of course fees will only occur if Booroongen Djugun College is compelled to cancel a program and an acceptable alternative cannot be offered. If a student withdraws from a course, after the cooling-off period (10 working days from signing the enrolment form, Booroongen Djugun College will refund the student's fee less the administration charge which is non-refundable (provided all courseware supplied to the student has been returned); otherwise full course fees apply. Requests for refunds must be submitted in writing. You may be eligible for a VET Student Loan. Please ask College staff for information about the VET Student Loan process and repayment obligations.
Special learning needs including Language Literacy and Numeracy	All students who advise Booroongen Djugun College staff of their special learning needs will be provided with the appropriate support and guidance with the aim of assisting the student to obtain competency in the course undertaken. This assistance provided by Booroongen Djugun College staff will be within the principles of fairness and flexibility of workplace assessment and will be offered in a discrete manner.
Welfare and Guidance	Students experiencing any difficulty or concerns about their training experience should make contact with the trainer or Booroongen Djugun College Management. A range of solutions can be discussed and explored.
Appeals and Complaints	The complaints and appeals policy of Booroongen Djugun College provide an avenue for students to address their complaints and appeals to Booroongen Djugun College Management and have them dealt with in a constructive and timely manner.
Disciplinary Procedures	Students who are unruly, offensive or conduct themselves in a disrespectful manner toward Booroongen Djugun College staff or fellow students will be offered one warning to stop their behaviour after which continued unruly behaviour will result in their enrolment being cancelled.
Access and Equity	Booroongen Djugun College is committed to providing training and assessment services to all students regardless of race religion sex socio-economic status, disability, language, literacy or numeracy.
Legislative Compliance	Booroongen Djugun College Management and staff conducts periodic reviews to ensure that it is compliant with all state and federal legislative requirements for RTOs including but not limited to WHS, Harassment, Discrimination, Equal Opportunity and Vocational Education and Training legislation/s.
RPL (Recognition of Prior Learning)	Booroongen Djugun College recognises qualifications and statements of attainment issued by other RTOs. Where sufficient documentation is provided, Booroongen Djugun College will provide credit transfer to enrolling students. Booroongen Djugun College recognises all current competencies held by students regardless of how, where or when these competencies were learned. RPL will not be applied to specific nursing units (HLTENN) unless the prior learning was in a nursing discipline. There will be no reduction in workplace experience hours if an RPL is granted. All students are required to complete 400 hours of workplace experience.

Course Title Course ID

USI No: Course start.....Course finish.....

Family Name (surname)

Given name/s

* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want [name of RTO] to apply for a USI on your behalf, **you must write your name, including any middle names, exactly as written in the identity document** you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.

Male Female Other

Date of birth Place of birth

Address
.....

Town State Postcode

Phone:
Home.....Mobile.....Work.....

Email: Home.....Email: Work.....

Emergency contact name.....Relationship:.....

Address:.....Phone No:

Do you consider yourself to have a disability or impairment? Yes No If 'yes' please tick below:

Visual impairment Hearing impairment Physical disability Intellectual disability

Medical condition Mental illness Acquired brain impairment Learning Other

Have you studied previously with Booroongen Djugun College Yes No

Do you wish to apply for 'Recognition of Prior Learning', 'Current Competencies' or 'Credit Transfer'. If yes, please contact us for further information and/or the application form. Yes No

Are you Aboriginal? Yes No Are you Torres Strait Islander? Yes No

Were you born in Australia? Yes No If 'No' specify country of birth

Do you speak a language other than English at Home? Yes No If 'Yes', please specify

Will you need help with English? Yes No

What was your highest completed school level:

Year 12 11 10 9 8 or lower Never attended

In which year did you complete that level of schooling? 19..... 20.....

Are you still enrolled in Secondary or Senior Secondary education? Yes No

Do you currently have paid employment? Please tick one:

- | | |
|--|---|
| <input type="checkbox"/> Yes, full time (35 or more hours per week) | <input type="checkbox"/> Yes, part time (less than 35 hours per week) |
| <input type="checkbox"/> Yes, I am self-employed, not employing others | <input type="checkbox"/> Yes, I am self-employed, employing others |
| <input type="checkbox"/> No, but I am looking for full time work | <input type="checkbox"/> No, but I am looking for part time work |
| <input type="checkbox"/> No, I am an unpaid family worker | <input type="checkbox"/> No, I am unemployed and not seeking work |

PRIOR EDUCATION

Since leaving school, have you **SUCCESSFULLY** completed any qualification? Yes No
If 'Yes', please tick the appropriate box(es),

- Bachelor Degree or higher Degree
- Advanced Diploma and Associate Degree
- Diploma (or associate diploma)
- Certificate IV (or advanced certificate/technician)
- Certificate III (or trade certificate)
- Certificate II
- Certificate I
- Other education (including certificates or overseas qualifications not listed above)

Are you registered with jobactive? No Yes If 'Yes', please provide information

jobactive name

Contact person Phone number

Study reason- please tick ONE box:

- | | |
|--|---|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> To develop my existing business |
| <input type="checkbox"/> To start my own business | <input type="checkbox"/> To try for a different career |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> It was a requirement of my job |
| <input type="checkbox"/> I wanted extra skills for my job | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> For personal interest or self-development | <input type="checkbox"/> To get skills for community/voluntary work |
| <input type="checkbox"/> Other reasons | |

CLIENT DECLARATION

I am: An Australian citizen or A New Zealand citizen
 A permanent Australian citizen A temporary resident
 None of the above – please specify

Enrolment Conditions

1. I must comply with the policies and rules of Booroongen Djugun College
2. I must complete set assessments and meet the requirements of the program
3. All fees are payable in advance
4. I understand that the course fees do not include resources and stationary
5. I have supplied identification as required
6. A \$50 fee will be incurred for reissue of a Certificate / Statement of Attainment
7. All student information collected will be used for statistical data to improve learning outcomes for students.

The refund of course fees will only occur if Booroongen Djugun College is compelled to cancel a program and an acceptable alternative cannot be offered. If a client withdraws from a course within 15 working days from signing this form for Distance Education students and 10 working days for all other students, the College will refund the client's fee less the administration charge. Requests for refunds must be submitted in writing. Notice to withdraw must be given to the College in writing also.

I, declare that:

- a) I have read, understood and agree to the conditions of the enrolment, and
- b) The information I have provided is true and correct to the best of my knowledge.

Your signature Date

PRIVACY NOTICE

Under the *Data Provision Requirements 2012*, Booroongen Djugun College is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by Booroongen Djugun College for statistical, administrative, regulatory and research purposes. Booroongen Djugun College may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information;
- and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

UNIQUE STUDENT IDENTIFIER (USI)

From 1 January 2015, we, Booroongen Djugun College, can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi/> on computer or mobile device.

Enter your Unique Student Identifier (USI) (if you already have one) _____

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faws/i-have-forgotten-my-usi/>.

USI application through your RTO (if you do not already have one)

APPLICATION FOR UNIQUE STUDENT IDENTIFIER (USI)

If you would like us, **Booroongen Djugun College**, to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME]authorise **Booroongen Djugun College** to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf. I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

Town/City of Birth _____
(Please write the name of the Australian or overseas town or city where you were born)

We will also need to verify your identity to create your USI. Please provide details for one of the forms of identity below (numbered 1 to 8).

Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.

1. Australian Driver's Licence

State: _____ Licence Number: _____

2. Medicare Card

Medicare card number _____

Individual reference number (next to your name on Medicare card): _____

Card colour: (select which applies)

Green Expiry date ____/____/____ (month/year)

Yellow Blue Expiry date ____/____/____ (day/month/year)

3. Australian Birth Certificate

State/Territory _____

Details vary according to State/Territory (see note above)

4. Australian Passport

Passport number _____

5. Non-Australian Passport (with Australian Visa)

Passport number _____ Country of issue _____

6. Immicard

Immicard Number _____

7. Citizenship Certificate

Stock number _____ Acquisition date ____/____/____
(day / month / year)

8. Certificate of Registration by Descent

Acquisition date ____/____/____ (day/month/year)

In accordance with section 11 of the *Student Identifiers Act 2014*, Booroongen Djugun College will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose.

OFFICE USE ONLY

Enrolment fee \$ Date paid Record No.

Preferred payment option: Course in full Per package payment

Weekly payment

Identifying document type Document number

Enrolling officer's signature Date

Notes:

Disability supplement

Introduction

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

'11 — Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

'12 — Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

'13 — Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

'14 — Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

'15 — Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

'16 — Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

'17 — Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

'18 — Medical condition'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

'19 — Other'

A disability, impairment or long-term condition which is not suitably described by one or several

NMBA Registration Standards: English Language Skills (effective 1 March 2019)

Registration standard: English language skills

The Nursing and Midwifery Board of Australia (Board) requires all applicants for **initial registration**¹ to demonstrate English language skills to be suitable for registration.

This registration standard sets out how an applicant for registration can demonstrate to the Board that their competency in speaking and communicating in English is sufficient to practise nursing and/or midwifery.

Does this standard apply to me?

This standard applies to all applicants for **initial registration**.

It does not apply if you are applying for non-practising registration or if you are a **student**.

What must I do?

If you are applying for **initial registration** you must demonstrate your English language competency in one of the following ways:

1. English is your **primary language** and:
 - a. you have attended and satisfactorily completed at least **six years of primary and secondary education** taught and assessed solely in English in a **recognised country**, including at least two years between years 7 and 12, **and**
 - b. your tertiary qualification in the relevant professional discipline, which you are relying on to support your eligibility for registration under the **National Law** was taught and assessed solely in English in a **recognised country** and:

In the case of an enrolled nurse, you must provide evidence of having successfully completed at least a one year full-time equivalent pre-registration program of study approved by the recognised nursing and/or midwifery regulatory body in a **recognised country**.

3. Enrolled nurses

If you are applying for registration as an enrolled nurse, you must provide evidence that you have successfully completed at least **five (5) years (full-time equivalent)** continuous education taught and assessed solely in English, in a **recognised country**, which includes **vocational** qualifications in the relevant professional discipline which you are relying on to support your eligibility for registration under the **National Law**.

The Board will only accept the successful completion of **five (5) years (full-time equivalent)** continuous education that is a combination of:

- a) vocational and secondary education taught and assessed in English; or
- b) tertiary and vocational education taught and assessed in English; or
- c) combined tertiary, secondary and vocational education taught and assessed in English; or
- d) tertiary education taught and assessed in English

The last period of education must have been completed no more than five years prior to applying for registration.

¹ Bolded terms are defined in the *Definitions* section of this registration standard

OR

4. You achieve the required minimum scores in one of the following English language tests and meet the requirements for **test results** specified in this standard:
- the IELTS (academic module) with a minimum overall score of 7 and a minimum score of 7 in each of the four components (listening, reading, writing and speaking).

NOTE:

We will only accept test results:

- from one test sitting, or
- a maximum of two test sittings in a six month period only if:
 - you achieve a minimum overall score of 7 in each sitting, and
 - you achieve a minimum score of 7 in each component across the two sittings, and
 - no score in any component of the test is below 6.5
- the OET with a minimum score of B in each of the four components (listening, reading, writing and speaking).

NOTE:

We will only accept test results:

- from one test sitting, or
- maximum of two test sittings in a six month period only if:
 - you are tested in all four components in each sitting, and
 - you achieve a minimum score of B in each component across the two sittings, and
 - no score in any component of the test is below C.
- the **PTE Academic** with a minimum overall score of 65 and a minimum score of 65 in each of the four communicative skills (listening, reading, writing and speaking).

NOTE:

We will only accept test results:

- from one test sitting, or
- a maximum of two test sittings in a six month period only if:
 - a minimum overall score of 65 is achieved in each sitting, and
 - you achieve a minimum score of 65 in each of the communicative skills across the two sittings, and
 - no score in any of the communicative skills is below 58
- the **TOEFL iBT** with a minimum total score of 94 and the following minimum score in each section of the test:
 - 24 for listening,
 - 24 for reading,
 - 27 for writing, and
 - 23 for speaking.

NOTE:

We will only accept test results:

- i. from one test sitting, or
 - ii. a maximum of two test sittings in a six month period only if:
 - a minimum total score of 94 is achieved in each sitting, and you achieve a minimum score of 24 for listening, 24 for reading, 27 for writing and 23 for speaking across the two sittings, and
 - no score in any of the sections is below:
 - 20 for listening
 - 19 for reading
 - 24 for writing, and
 - 20 for speaking
 - e. other English language tests approved by the Board from time to time and published on the Board's website with the required minimum scores.
5. In other defined circumstances/cases where there is compelling evidence demonstrating English language proficiency at least equivalent to the other pathways in this standard set out in a policy published by the Board.

Test results

The following requirements apply to the English language test results:

1. **Test results** will be accepted if they were obtained:

- 1.1 within the two years before the date you lodge your application for registration

OR

- 1.2 more than two years before the date you lodge your application for registration if, in the period since the test results were obtained, you:
 - a. have been in **continuous employment** as a registered health practitioner in the nursing and/or midwifery profession (which commenced within 12 months of the date of the test) in one of the **recognised countries** where English was the primary language of practice, and
 - b. lodge your application for registration within 12 months of finishing your last period of employment

OR

- 1.3 more than two years before the date you lodge your application for registration if, in the period since the test result was obtained, you:
 - a. have been continuously enrolled in a **Board approved program of study**, which commenced within 12 months of the date of the test result and undertook subjects in each semester, with no break from study apart from the education provider's scheduled holidays, and
 - b. lodge your application for registration within 12 months of completing the **Board approved program of study**.

2. For the purposes of calculating time, if an applicant relies on **test results** from two sittings, time begins to run from the date of the earlier sitting.

Exemptions

1. The Board may grant an exemption to this standard when you apply for limited registration in the following circumstances:
 - a. to perform a demonstration in clinical techniques
 - b. to undertake research that involves limited or no patient contact, or
 - c. to undertake a period of postgraduate study or supervised training while working in an appropriately supported environment that will ensure patient safety is not compromised.

2. Conditions will generally apply to these exemptions, which will require supervision by a registered health practitioner and may also require the use of an interpreter.
3. The Board reserves the right at any time to revoke an exemption and/or require an applicant to undertake a specified English language test.

Definitions

Board approved program of study means an accredited program of study approved by the Nursing and Midwifery Board of Australia under section 49(1) of the National Law and published in the Board's list of approved programs of study on the Board's website

Continuous employment means working the equivalent of at least 26 weeks per year.

Five years (full-time equivalent) continuous education means education over a period of five consecutive calendar years without a break from study apart from the education institution (e.g. school, university or vocation education provider) scheduled holidays

IELTS means the International English Language Testing System

Initial registration means:

- a practitioner applying for registration in Australia in nursing and/or midwifery for the first time; **or**
- a practitioner applying for registration (including moving from non-practising to another registration type) who has not used English as their **primary language** for a period of greater than five years; **or**
- a practitioner who currently holds limited registration on the basis that they were granted an exemption from this standard in the limited circumstances described under *Exemptions* and who is applying for another type of registration.

Initial registration otherwise does not include a practitioner who has had continual registration in nursing and/or midwifery and is applying for a different category or division of registration in that profession, for example, a practitioner who holds provisional registration and is applying for general registration; or a practitioner who holds general registration and is applying for specialist registration.

National Law means the *Health Practitioner Regulation National Law Act* (as in force in each state and territory).

OET means Occupational English Test

Practising registration means provisional, general, specialist or limited registration

Primary language means the language primarily used for reading, writing, listening, and speaking and the language known best and most comfortable with.

PTE Academic means the Pearson Test of English Academic

Recognised country means one of the following countries:

- Australia
- Canada
- New Zealand
- Republic of Ireland
- South Africa
- United Kingdom
- United States of America.

Secondary education means Australian school years 7 through to 12, even where year 7 is classified as part of primary school in a particular state or territory.

Six years primary and secondary education means six years of Australian school years 1 through to 12 or the equivalent in a recognised country with two of the years being between 7 and 12.

Student means a student currently registered under the National Law

Test results means the official results provided by the English language test provider. If you are providing test results from two test sittings as defined, the results from both sittings must meet the requirements of this standard.

TOEFL iBT means the Test of English as a Foreign Language internet-based test

Two test sittings in a six month period means that the dates of the sittings must not be more than six months apart. For example, if your first test sitting was on 1 March, the second sitting must be no later than 30 August. If you are providing test results from two sittings, you may provide results of any two tests taken within a six month period as defined.

Vocational education for the purpose of this standard is education that is taught and assessed solely in English in a recognised country where:

- The level of vocational education was at the Australian Qualifications Framework Level 3 or Certificate III or higher, and
- The vocational education was delivered primarily face to face and required students to use English speaking, writing, reading and listening skills.

English language skills registration standard pathways

Nursing and midwifery



Updated March 2019

The NMBA *English language skills registration standard* lists pathways that you can use to demonstrate English language competence. This diagram is a guide for you to determine which pathway is best for you.

You will need to make an application for registration and provide the evidence of which pathway you meet. Your application will be assessed against the evidence you provide.

Primary language means the language you primarily use and the language that you know best and are most comfortable with.

Recognised countries means the following countries: Australia, Canada, New Zealand, Republic of Ireland, South Africa, UK and USA.

Approved pre-registration program of study means a program of study approved by the recognised nursing and/or midwifery regulatory body in a recognised country.

