

## Postgraduate Nursing Education HWD Funding Information 2023

**What is Health Workforce Directorate (HWD)?** - previously known as Health Workforce New Zealand (HWNZ).

Health Workforce Directorate Investment, Relationships and Purchasing is a funding agency of the Ministry of Health (MoH) – that provides funding for all workforce development via a contract process.

<https://www.health.govt.nz/our-work/health-workforce/investment-and-purchasing#nursing>

The Postgraduate Nursing Education office manages the HWD Investment, Relationships and Purchasing funding provided for registered nurses for the purpose of accessing Nursing Education, leading to a postgraduate qualification.

### **For HWD Funding assistance contact:**

Postgraduate Nursing Education District Office c/o Practice Development Unit (PDU) Otago:

Email: [HWDfunding@southerndhb.govt.nz](mailto:HWDfunding@southerndhb.govt.nz)

#### **Jo Dobson**

Coordinator - Postgraduate Nursing Education

DDI: (03) 470 9675 or internal extn 59675

8:30am-5:00pm – Mon & Tues (occasionally Tues & Wed)

#### **Kylie Legg**

Administrator - Postgraduate Nursing Education

DDI: (03) 470 9673 or internal extn 59673

8:00am-4:30pm Mon-Fri

c/o - Practice Development Unit (Otago)

PG Nursing Education Office

First Floor Fraser Building, Cumberland Street, Dunedin

Box 20, Dunedin Hospital

Private Bag 1921, Dunedin 9054

**For associated documents see:** [www.southernhealth.nz/postgradnursing](http://www.southernhealth.nz/postgradnursing)

**Southern staff** – visit MIDAS.

## Planning for Postgraduate Study

Before undertaking postgraduate study, it is important to discuss your options with others, including family, colleagues, educators, and line managers. It is important to consider the impact that postgraduate study will have on your work, your family, and your wellbeing. Postgraduate study takes time, for example one 30point paper is approximately 300hrs/semester – so this should be carefully considered when planning study. Postgraduate study will also have some financial implications for each student, although HWD funding support covers fees and some release time – there may be other costs including, course material, textbooks, travel, parking, extra leave etc.

## HWD Funding Eligibility

Meeting eligibility criteria and funding priority areas do not guarantee funding to individuals.

### **To be eligible for HWD funding for postgraduate nurse training each trainee needs to:**

- ⇒ Be registered as a nurse or a nurse practitioner under the [Health Practitioners Competence Assurance Act 2003](#).
- ⇒ Hold a current annual practicing certificate (APC) with no restrictions on that APC that would negatively impact on their ability to participate in the programme.
- ⇒ Be a New Zealand citizen or hold a New Zealand residency permit as conferred by the New Zealand Immigration Service.
- ⇒ Be currently employed in a permanent position as a registered nurse by a service that is funded by the MoH from Vote Health. This includes Rest Home, Residential Care, Palliative Care, Child Health and Primary Health Care Providers.
- ⇒ Be employed at least 0.4 FTE (preferred, will be considered on a case-by-case basis).
- ⇒ Have evidence of support by the current line manager to meet the training requirements.
- ⇒ Have a current career plan.
- ⇒ Submit a completed application form within the stated application time frame.
- ⇒ The qualification must be at Level 8 on the National Qualifications Framework and be accredited by the New Zealand Qualifications Authority (NZQA) and the Committee on University Academic Programmes.
- ⇒ The qualification must be approved by the Nursing Council of New Zealand (NCNZ) or be credited towards a NCNZ approved programme, where it leads to a qualification for NP or RN Nurse Prescribing.
- ⇒ Please check the NCNZ website for current information.  
[https://www.nursingcouncil.org.nz/Public/Education/Postgraduate\\_programmes/NCNZ/Education-section/Postgraduate\\_programmes.aspx?hkey=60e5df31-b082-4c63-97ce-6543cf243980](https://www.nursingcouncil.org.nz/Public/Education/Postgraduate_programmes/NCNZ/Education-section/Postgraduate_programmes.aspx?hkey=60e5df31-b082-4c63-97ce-6543cf243980)
- ⇒ Meet the entry criteria required by the Tertiary Provider.

## What Does Funding Cover?

- **Course fees**- HWD funding provides for full payment of tuition fees and compulsory fees charged by the tertiary education provider.  
This **does not** include fees incurred for late enrolment.

Fees are paid directly to the tertiary provider, which is paid via bulk invoice. However, under certain circumstances, such as if the trainee has been funded off the waitlist, it may be necessary to advise the PGNE Office of fee payment status for the office to either make payment arrangements with the training provider or reimburse the funded trainee.

- **Trainee release time** - An allocation of trainee release time will be supported by HWD Funding to attend/complete some compulsory components of study; (this may include compulsory online requirements).  
Because funded applicants cannot be supported for all compulsory study day, applicants will also need to use some MECA Study Days, Annual Leave or Leave without Pay for their compulsory requirements.

- **Trainee Release Plans (TRPs) and Funding Letter**

A Trainee Release Plan and Funding Letter will be forwarded to each funded applicant with the details of their funded release time allocation for Semester One and Two.

The applicant is required to meet with their line manager to discuss and document the trainee release plan for compulsory study days, compulsory online course components or access to clinical mentoring.

TRPs must be signed by the applicant and their manager and are used to identify and reimburse approved release days.

**A completed and signed copy of the plan must be forwarded to the HWD administrator or coordinator prior to commencement of study.**

## HWD Funding cannot be used for other course related costs, including:

- Consumable items or textbooks
- Postage/courier fees
- Prerequisite courses/papers
- Payment to friends/family for accommodation
- Meals and refreshment costs
- Situations where the trainee is mentored within the workplace during normal work roles/hours.

**Any claims without legible/legitimate receipts or adequate supporting documentation cannot be paid.**

## Application Process / How to apply for HWD Funding Support

**Registered nurses can apply for funding each year within the Annual Application Round which is held September of the year prior to study commencement.** E.g., in Sept 2022 apply for study in 2023.

Each funding round is widely publicised within the Southern locality of Te Whatu Ora, Health New Zealand.

**Step 1:** Ensure that you meet the criteria – see page 2.

**Step 2:** Download application form

HWD Funding application form can be found at: [www.southernhealth.nz/postgradnursing](http://www.southernhealth.nz/postgradnursing)

or

MIDAS doc 57109: [Postgraduate Training Funds for RNs HWD Application \(District\)](#)

**Step 3:** Discuss

Prior to submitting application discuss your intended study pathway with your line manager/nurse educator and if applicable your Director of Nursing.

HWD Funding Coordinator is available via email to make appointments for discussion.

**Step 4:** Complete Application and Career Plan.

Fill in the application form and career plan, ensuring that **all** fields are completed, and all relevant documents attached.

Incomplete application forms may be returned to the applicant for completion or clarification, which may result in a late application.

**Step 5:** Submit Application

Submit your application and other required documentation (as per the application form checklist) to

[HWDfunding@southerndhb.govt.nz](mailto:HWDfunding@southerndhb.govt.nz)

or to:

c/o- Practice Development Unit (Otago)

PG Nursing Education Office

First Floor Fraser Building, Cumberland Street, Dunedin

Box 20, Dunedin Hospital

Private Bag 1921, Dunedin 9054

**Receival of Application (ROA):** All applicants will receive an email acknowledging receipt of application.

If you do not receive confirmation that your application has been received via email by **Friday October 14<sup>th</sup>, 2022**, please contact the PGNE Office.

**Please do not email before this time as we will still be processing applications.**

**Applications received after the closing date will be automatically placed on the waitlist.**

**Step 6:** Enrol for your chosen course of study with your chosen Tertiary Provider

To be able to accept HWD funding – you **must be enrolled and accepted** in your chosen qualification, e.g., PG Certificate, PG Diploma or Masters.

Check tertiary provider websites for enrolment dates and requirements for supporting

documentation. This is important if you are a first-time student, as often the enrolment date is early.

Once accepted, you will then need to complete the enrolment process. Be aware that some providers require you to accept an offer of place as part of the enrolment process.

**It is important to enrol with your chosen tertiary provider early as numbers accepted onto some courses may be limited, or courses cancelled due to lack of enrolments.**

**Enrolment is the trainee's responsibility** - the PGNE Office does not enrol or withdraw students. If you need help with enrolment, contact the Tertiary Provider's help desk or course administrator.

**Step 7: Wait to hear of application outcome**

You will be informed by the PGNE Office of the outcome of your application for HWD Funding in mid Dec.

Please do not email the HWD Administrator or Coordinator prior to this time asking when you will be made aware of the funding outcome as it is an extremely busy time, and your email will not be responded to.

**However, if you have not heard of your funding outcome by Friday 16<sup>th</sup> December 2022, please contact the PGNE Office.**

**Step 8: Confirm your acceptance or opt on/off the Waitlist**

Confirm acceptance of funding by responding to the email sent to you by the PGNE Office as soon as possible.

If you do not respond in a timely manner, by **30<sup>th</sup> January 2023** your funding may be reallocated.

If you have been declined funding at this stage, your details will be added to the waitlist. If you wish to opt off the waitlist and no longer wish to be considered or if you decided to self-fund please let me know.

If your circumstances change and funding is no longer required, you **must** advise the HWD Administrator or Coordinator ASAP so that funding may be reallocated to another nurse who can benefit from the funding support.

**If your circumstances change – this may affect your funding status.**

**It is important that applicants contact the coordinator and/or the administrator if:**

- You have any paper/qualification changes – any changes need to be discussed and approved by the coordinator ahead of changes being made.
- You have any plans to withdraw/transfer semesters.
- There is a change in your place of work/situation/hourly rate/ FTE/ Line Manager Details.
- You have changed your contact details (i.e., Name, address, email).
- There is a change for your release dates. All funded nurses are also required to communicate release changes to their line manager.
- You have any changes to travel & accommodation requirements/dates.
- There are any changes to your eligibility to accept HWD Funding.

NB. HWD Funding may be transferable to another employer – so please get in touch with the HWD Administrator or Coordinator if you are changing employment.

## Information for Declined Applicants

There are several reasons for why funding may have been declined, more often the number of applicants exceeds funding; however other reasons include: funding priorities, ineligible, line manager/Director of Nursing support, etc.

**Options for funding, should you wish to pursue study but have been declined funding, include:**

### **Waitlist**

A waitlist will be developed so that any additional HWD funding can be allocated to trainees who have enrolled in and been accepted for their chosen course of study. If the original application is declined, applicants will be placed on the waitlist.

**Please notify the PGNE Office if you want to 'opt off' the waitlist.**

Applicants will then be contacted by the coordinator, by phone or e-mail, if any funding becomes available. Relevant documentation will follow.

### **Self-funding**

You may choose to self-fund your study by paying your own fees and expenses.

**Please inform the HWD Coordinator if you are self-funding.**

It is strongly recommended that you choose to opt on the waitlist - in the event of funding becoming available through withdrawals, you may be eligible to have some of your costs reimbursed.

### **Student Loan Scheme**

A student loan may be an option to consider. Information about student loans is available from - <http://www.studylink.govt.nz/>

### **Other Sources of Funding Include:**

- NZNO – there are a range of scholarships and grants available to NZNO members. There are also education funds available via NZNO colleges and sections for members; check the NZNO website for details: <http://www.nzno.org.nz/groups>
- Employer/service-specific funds may be available in your workplace – check with your charge nurse manager/line manager for information.
- Mental Health and Intellectual Disability (ID) services may access funding through Te Pou for specific papers – access via (workforce centre) [www.tepou.co.nz](http://www.tepou.co.nz)
- Support may also be available through the Dunsmore Trust (Otago site) – refer to: [Criteria for Distribution of Dunsmore Trust Funds \(Otago\)](#) (18960).

**If you decide to postpone your study until the following year, please let the HWD Administrator and Coordinator know ASAP, so that your details can be removed from the waitlist.**

## Māori and Pacific Support

There may be support funding available for Māori and Pacific Island nurses, aimed at providing mentoring, cultural supervision, and cultural development activities. This funding needs to be applied for separately.

Contact the HWD Coordinator for more details.

## Travel & Accommodation Subsidy

Each semester there is limited funding available to contribute towards travel and accommodation. Travel and Accommodation subsidy will be granted firstly to those whose courses are not available locally. Those needing to travel the furthest or most often will be prioritised.

To be eligible for travel/accommodation funding a trainee's place of work must be  $\geq 100$ km from their place of study.

If granted Travel and Accommodation subsidy, the maximum amount that can be claimed is \$910.00, per semester with proof of purchase.

The trainee is responsible for booking and paying for their travel and accommodation in the first instance. A claim is then submitted with receipts/tax invoices for reimbursement. Booking confirmation is not sufficient evidence of proof of purchase.

### Travel Information

Road travel may be claimed at the IRD approved mileage reimbursement amount (see MIDAS doc [12882](#)) from place of work to place of study. Mileage claims must be accompanied by petrol receipts as evidence of road travel.

The Travel and Accommodation Subsidy does not cover the use of Organisation/Business cars.

Air travel claims are for ticket cost (include names, dates, destinations, and evidence of payment).

AirPoints cannot be reimbursed.

Taxis/shuttles/parking can be claimed for travel to and from airport/training provider and for airport parking costs.

### Shared Costs

Trainees may want to share costs for travel and accommodation where it would be sensible use of funding to do so. If, for example, a cohort were travelling to the same training provider on the same dates, it would be financially beneficial to share a vehicle (if travelling by road) and accommodation. However, **transparency is essential**; there is an expectation that any claim documentation submitted reflects shared costs.

**Indicate clearly** on your claim where costs have been shared with another funded trainee. Each trainee should request their own separate documentation to assist with the claim process.

Please **do not** cover costs for other funded nurses, e.g., by paying for one block of accommodation each. If sharing costs, divide the cost of each stay, as claims should reflect the funded nurse's individual costs.

Mileage should not be claimed more than once for the same journey and copies of accommodation invoices should clearly indicate where accommodation has been shared and with whom if the other person is also a funded trainee.

To process these claims, it is helpful if claims are submitted at the same time.

## Reimbursement Process

**Please retain all supporting documentation for reimbursement claims, e.g. travel and accommodation receipts as proof of payment, and petrol receipts for mileage claims as evidence of road travel.**

A copy of submitted documentation should be held by the claimant for their records.

All documentation must be sent directly to the PGNE Administrator.



Claims can be submitted during the semester once costs have been incurred. (Note – mileage cannot be claimed in advance.)

- Usually, one claim per semester will be accepted from the trainee.
- Usually, one claim per semester will be accepted from non-DHB employers.
- It may be more convenient to submit one claim per year and this is also acceptable, please be aware that there can be processing delays at the end and beginning of each semester for several reasons.
- If consideration is needed for trainees indicating financial hardship and/or urgency; please contact the PGNE Coordinator.

The reimbursement process involves several people to check and sign off the claim so it may take a couple of weeks or possibly longer before you are reimbursed, depending on the workload and priorities of the PGNE office and Accounts Payable Service at the time. To claim your reimbursement, you will need to attach confirmation of proof of payment (preferably submit original GST tax invoices/receipts as evidence of payment).

Supporting documentation must include name of funded trainee and must show dates and evidence of payment.

**All claims should be submitted as soon as possible by the end of the semester/year and must be received by 31<sup>st</sup> March of the year following funding.**

Please be aware that incorrect or unclear reimbursement claims will be returned for correction and/or clarification.

### **Account details**

**It is essential to submit a bank slip or formal bank documentation indicating the correct bank account with the claim form for reimbursement payments.** This is to ensure that reimbursement funds are paid into the correct account.

## **Information for Line Managers with access to OneStaff/ T&A**

### **One-Staff Coding**

Trainee release is coded onto the OneStaff system by individual line managers. There is no financial transaction for release.

When coding on OneStaff please refer to the Trainee Release Plan to code the correct allocated HWD Funded Study days. Any days that are not HWD Funded, are planned in a discussion with the Line Manager and RN and are taken as either study days, annual leave etc. under the ward cost code.

HWD Funded Days are to be taken within the normal rostered FTE, not as extra days or on weekends.

Line managers are required to manage their staff entitlements to ensure that maximum funded release allocations are not exceeded.

Please Code HWD Funded Days to:

**v: sdon Dir of Nursing**

**G: HWD**

**} : HWDFUND**



## Time and Attendance

The Administrator does daily checks of all coding and has the authorisation to make changes where necessary. If you see that one of your RN's is coded to HWD Funding, please do not make changes without consulting the HWD Administrator or Coordinator. Line managers may be contacted by the HWD Administrator if changes need to be made.

Please code HWD Funded Days to:

<input type="checkbox"/> + <input type="checkbox"/> -	<input type="text" value="HWNZ Study Leave"/>	<input type="text" value="430-5215"/> HWD PG Nursing	<input type="text" value="2210"/> Registered Nurses	<input type="text" value="Morning"/>
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## Information for Community Employers

- Employers must claim for the approved trainee release time.
- Claim forms can be downloaded from [www.southernhealth.nz/postgradnursing](http://www.southernhealth.nz/postgradnursing)
- Claim forms are to be submitted to the PGNE Administrator.
- Once the claim is authorised, the claimant will be advised of the PO number to invoice against.
- Invoices should then be submitted to Finance at [accountspayable@southernhb.govt.nz](mailto:accountspayable@southernhb.govt.nz)
- The invoice must match the PO details and authorised amount.
- Invoices are required for employer claims only.
- See <http://www.ird.govt.nz/gst/work-out/work-out-records/records-tax/tax-info/> for tax invoice requirements.

As the HWD allocation for travel and accommodation, is to the named trainee. The trainee is responsible for the payment and therefore claiming for their own travel and accommodation. As a workplace please **do not** cover these costs without contacting the PGNE Administrator or Coordinator prior to booking.

If there are any queries or concerns regarding claims, please contact the HWD Administrator.

## Reporting Requirements

At the end of each semester, on completion of each funded paper – funded applicants must send a transcript copy of results to the PGNE office and may be asked to complete a short survey.

# 2023 Postgraduate Study HWD Funding Application Process

**HWD Postgraduate funding applications open Thursday 1<sup>st</sup> September 2022**



HWD Study Expo 2022  
Mon 29<sup>th</sup> August – Dunedin Hospital  
Tues 30<sup>th</sup> August – Southland Hospital



**All applications to be submitted to PGNE Office  
by 5 pm, Friday 30<sup>th</sup> September 2022**



Applicants will be sent an acknowledgment by email from the PGNE  
Office by Friday 14<sup>th</sup> Oct 2022



HWD coordinator to list applicants on mini spreadsheet – send lists  
to LM and DONs by Friday 21<sup>st</sup> October 2022



LM + DON priority list and comments must be emailed to HWD  
Coordinator by Tuesday 1<sup>st</sup> November 2022



Advisory Group meeting date TBA (November 2022)



All applicants will be advised of funding outcome by mid December