

# Postgraduate Nursing Education (PGNE)

## Funding Information 2025

**Postgraduate Nursing Education Office**

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**Health New Zealand**  
Te Whatu Ora

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# Postgraduate Nursing Education (PGNE)

## Funding Information 2025

The Postgraduate Nursing Education Coordinator and Administrator manages the funding provided for registered nurses within the Southern area for the purpose of accessing Nursing Education, leading to a postgraduate qualification.

The PGNE Office is located within the Practice Development Unit in Dunedin. This is based on the First Floor of the Fraser Building, on Cumberland Street.

To contact the PGNE office, please email [PGNEfunding@southerndhb.govt.nz](mailto:PGNEfunding@southerndhb.govt.nz) or call DDI 03 470 96763 or for internal calls, extension 59673.

For associated documents: [www.southernhealth.nz/postgradnursing](http://www.southernhealth.nz/postgradnursing)  
Southern Staff: see Ka Tuhika Ki Te Toka: Southern Documents

## Planning for Postgraduate Study

Before making any decisions or undertaking postgraduate study, it is advisable 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 funding support covers fees and some release time – there may be other costs including, course material, textbooks, travel, parking, and extra leave etc.

## Funding Eligibility Criteria

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

***To be eligible to apply for funding for postgraduate nurse education each trainee needs to meet the following requirements.***

- Whilst it is not yet mandatory, it is preferred that Health New Zealand | Te Whatu Ora nurses be working towards successfully completing the Professional Development & Recognition Programme (PDRP).

All Applicants must:

- 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 Homes, 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 their current Line Manager to meet the training requirements.
- Have an up-to-date career plan (within the last 12 months)
- Submit a completed application form within the stated application timeframe (funding round).
- 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 Prescribing in primary and specialty teams.
- 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 PGNE Funding Covers

Unfortunately, PGNE Funding does not cover 100% of all costs associated with postgraduate study, however PGNE funding will cover the following:

- **Course Fees:** PGNE funding provides full payment of tuition fees and compulsory fees charged by the tertiary education provider. These will be paid directly to the tertiary education provider after the last date of withdrawal without penalty has passed by the PGNE office.

*Please note this does not include fees incurred for late enrolment.*

- **Trainee Release Time:** An allocation of trainee release time will be supported by PGNE 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 days, applicants will also need to use some Study days, Annual Leave or Leave without Pay from their compulsory requirements.

Release time for Health New Zealand | Te Whatu Ora Southern staff will be coded onto OneStaff and the internal Time and Attendance software. For all external applicants, their employer can claim the allocated funded release time back at the end of the semester.

## PGNE Funding Does Not Cover

Whilst PGNE funding does cover your fees and some release time, the following course related costs are not covered.

- Consumable items
- 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 workforce during normal work roles/hours.

## Application Process: How to Apply

**Registered nurses can apply for PGNE funding each year within the Annual Application Funding Round, which is held September of the year prior to study commencement.** I.e. To apply for study in 2025, the funding round will be held in September 2024. **There is only one funding round per year.**

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

If you have any questions regarding the funding application/process, please email the PGNE office [PGNEfunding@southerndhb.govt.nz](mailto:PGNEfunding@southerndhb.govt.nz)

**Step 1:**      **Criteria:** Ensure that you meet the PGNE funding eligibility criteria.

**Step 2:**      **Discussion:** Prior to submitting your application discuss your intended study pathway with your Line Manager and Nurse Educator and if applicable your Director of Nursing/Nurse Lead.

**Step 3:**      **Apply:** Complete the online Application form, ensure all fields are completed, and all relevant documents attached.

*Incomplete applications will not be processed. If clarification is required then you will receive communication from the PGNE office requesting the additional information, this could result in a late application and may not be processed. **It is recommended that applications be submitted early within the funding round.***

**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 11<sup>th</sup> October 2024**, please contact the PGNE Office. **Please do not email prior to this date as we will still be processing applications.**

**The Online Application form will open on Sunday 1<sup>st</sup> September and will close at midnight on Tuesday 1<sup>st</sup> October 2024. No applications will be able to be submitted after this date.**

**Step 4:**      **Enrol:** It is very important that you enrol for your chosen course of study with your chosen Tertiary Provider.

To be able to accept PGNE 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 with a tertiary provider is the trainee's responsibility.**

The PGNE office does not enrol or withdraw students. If you need help with enrolment, contact the Tertiary Providers help desk or course administrator.

**Step 5:**      **Application Outcome:** All applicants will be informed of their application outcome by the PGNE Office in early December. Please do not email the PGNE 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 may not be responded to.

However, if you have not heard of your funding outcome by **Monday 16<sup>th</sup> December 2024**, please contact the PGNE Office.

**Step 6:**      **Confirm Acceptance:** If you have been granted PGNE funding, please 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 **Friday 24<sup>th</sup> January 2025** your funding may be reallocated.

**Waitlisted:** If you have been unsuccessful in your application for funding at this stage, your details will be automatically added to the PGNE Waitlist. If you wish to opt off the waitlist and no longer wish to be considered, please advise the PGNE Office.

If you decide to self-fund your postgraduate studies, please email the PGNE Office to advise [PGNEfunding@southerndhb.govt.nz](mailto:PGNEfunding@southerndhb.govt.nz) this helps us manage our waitlist.

## Change in Circumstances

It is imperative that you remain in contact with the PGNE Coordinator and/or PGNE Administrator during the course of your study. Failure to notify the PGNE Office of any changes could have a negative impact on your funding application.

Therefore, it is important that applicants advise the PGNE office if:

- You have any paper/qualification changes (any changes need to be discussed and approved by the PGNE Coordinator in conjunction with your Line Manager and at times your Director of Nursing/Nurse Lead)
- You have any plans to withdraw/transfer semesters.
- There is a change in your place of work, situation, hourly rate, FTE, Line Manager.
- If you are on/or planning to go on maternity leave
- You have changed your contact details (i.e. Name, address, email)
- There is a change for your study release dates. All funded nurses are also required to communicate releases changes to their Line Manager.
- You have any changes to travel and accommodation requirements/dates.
- There are any changes to your eligibility to accept funding.

## 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.

Please contact the PGNE Coordinator for further information.

## Information for Declined Applicants

There are various reasons why funding may have been declined, more often the number of applicants exceeds the available funding; however other reasons could include: funding priorities, ineligible application, Line Manager/Director of Nursing/Nurse Lead support etc.

**Should you wish to pursue study but have been declined funding the following options are available.**

### **Waitlist**

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

Applicants will then be contacted by the PGNE Coordinator, by email in the first instance, if any funding becomes available. This can only be accepted if you have enrolled and been accepted for your chosen course of study.

**Please notify the PGNE Office if:**

- You wish to 'opt off' the waitlist and no longer wish to be considered for funding.
- You have decided to postpone your study until the following year so that your details can be removed from the waitlist.
- If you have received funding from another source (this includes your employer) and funding is no longer required.
- If you have decided to self-fund your postgraduate studies.

### **Self-funding**

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

**Please inform the PGNE Office if you are planning to self-fund.**

It is strongly recommended that you choose to stay on the wait list – in the event of funding becoming available through withdrawals, you are then maybe 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 [StudyLink](#)

Again, if you are applying for a student loan it is recommended that you remain on the waiting list in the event of funding becoming available.

## **Other Sources of Funding**

There are a few other sources of funding you could consider if you are unsuccessful in obtaining PGNE funding in the first instance.

These include:

- **New Zealand Nurses Organisation (NZNO):** There are a range of scholarships and grants available to NZNO members. There are also education funds available via NZNO colleges and sections from members; check the NZNO website for details. <http://www.nzno.org.nz/groups>
- **Employer/Service Specific Funds:** Funds may be available in your workplace – check with your Charge Nurse Manager/Line Manager or Nurse Lead 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)
- **Dunsmore Trust (Otago site):** support may also be available through the Dunsmore Trust. Refer to: [Criteria for Distribution of Dunsmore Trust Funds.docx \(sharepoint.com\)](#) (18961)

## **Travel and Accommodation Subsidy**

Each semester there is limited amount of funding that can contribute towards travel and accommodation. A 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 and accommodation funding a trainee's place of work must be  $\geq 100$ km from their place of study.

If granted a Travel and Accommodation subsidy, the maximum amount that can be claimed, per semester with proof of purchase will be communicated via your training agreement or via email.

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.

### **Travel Information**

Road travel may be claimed at the IRD approved mileage reimbursement amount (see Ka Tuhika Ki Te Toka – Southern Documents 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 vehicles.

Air travel claims are for ticket cost. Airports cannot be reimbursed. The claim must include names, dates, destinations, and evidence of payment (i.e. Include invoice and copies of tickets). If you have used a credit for a previous flight, please also include the original flights details.

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 of 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.

## Travel and Accommodation 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 claims.** We advise doing this even if you have not received a travel and accommodation subsidy from the start as at times funding does become available and we are able to advise this during the semester.

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

All documentation must be sent directly to the PGNE Administrator, electronically (pdf format) is preferred to [PGNEfunding@southerndhb.govt.nz](mailto:PGNEfunding@southerndhb.govt.nz)

Claims can be sent once during the semester, once costs have been incurred, (note: mileage cannot be claimed in advance) and will be processed after the last study block date.

- Usually, one claim per semester will be accepted from the trainee.
- 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 department 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 that you submit a bank slip or formal bank documentation indicating the correct bank account, with your name, address and bank logo with the claim form for reimbursement payments. This is to ensure that reimbursement funds are paid into the correct account.

## Information for Health New Zealand | Te Whatu Ora Southern Line Managers

Study release days need to be coded in OneStaff to reflect what was agreed upon in the Trainee Release Plan. Only the number of hours/days that have been funded are to be coded to the Postgraduate Funding cost code. The PGNE Administrator checks all Time and Attendance timesheets, and amends if coded to the PGNE cost code incorrectly.

### OneStaff 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 PGNE funded study days. Any days that are not PGNE funded, are planned in discussion with the Line Manager and RN and are taken under the ward cost code as either study days, annual leave etc.

PGNE Funded study days are to be taken within the normal rostered FTE, not as extra days or on weekends or public holidays.

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

**PGNE Funded Study release days only** should be coded as per below in OneStaff:

V: sdon Dir of Nursing

G: HWD

}: HWDFUND

### Time and Attendance

The PGNE Administrator conducts daily checks of all coding to the PGNE Cost Code and has the authorisation to make changes where necessary. If you see that one of your RNs is coded to PGNE Funding, please do not make changes without consulting the PGNE Administrator or Coordinator. Line Managers may be contacted by the PGNE Administrator if changes need to be made.

**PGNE Funded Study release days only** should be coded as per below in Time and Attendance:

 	<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

PGNE Study Release days funded to RNs from Community Employers are required to be claimed back by the Employer (not the Employee).

- Employers must claim for the approved hours/days as per the Trainee Release Plan.
- Claim forms can be downloaded from [southernhealth.nz/postgradnursing](https://southernhealth.nz/postgradnursing)
- Claim forms are to be submitted electronically to the PGNE Administrator [PGNEfunding@southerndhb.govt.nz](mailto:PGNEfunding@southerndhb.govt.nz)
- Once the claim is approved and authorized, the claimant will be advised of the purchase order number to invoice against.
- Invoices should be made out to Health New Zealand | Te Whatu Ora Southern and submitted to Finance at [accountspayable@southerndhb.govt.nz](mailto:accountspayable@southerndhb.govt.nz) with copies being sent to the PGNE Administrator for our records.
- The invoice must match the purchase order details and authorized 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 PGNE allocation of 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. We can not reimburse these costs to the Employer.

## Reporting Requirements

As part of our contract with the Ministry of Health, it is a requirement 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.

## Postgraduate Study in 2025 – PGNE Funding Application Process



