

facebook



like us



ACE 
advanced choice of employment

ACE Nursing
Health/Medical/Pharmaceuticals

 Sign Up

 Liked ▼

 Message

...



ACE Nursing Student Information

*Quentin Campbell
Recruitment Consultant, ACE*

ACE Nursing Presentation

- Introduction to ACE recruitment
- Information sources
- Eligibility criteria
- Application process overview
 - Registration
 - Documentation
 - Resume and cover letter preparation
 - Employer preferences and practice settings
 - Requesting referees
 - After applications close
- Scoring and selection criteria
- Employer interviews and assessments
- Interview preparation
- ACE match algorithm
- Mid-Year and End of Year timelines
- Questions & Answers

What is ACE?

- ACE is the ONLY way to apply for a Nurse Entry to Practice (NETP) or New Entry to Specialist Practice (NESP) graduate training programme in NZ
- ACE Nursing was established in November 2012 after 20 DHBs collectively agreed to implement a centralised recruitment strategy for the national recruitment of new graduate nurses
- ACE serves as a single application tool that allows graduate nurses throughout the country to submit 1 application which is then distributed to up to 3 employers that you have indicated you would most prefer to work with
 - You can apply to both NETP and NESP through the ACE process
- The ACE system has been in place for RMOs for the last 14 years and has now been operating for nursing graduates since November 2012, successfully running through eight intakes so far
- The ACE Nursing programme is not the only way to apply for a Registered Nursing position

ACE Information Sources



ACE Website

<http://nursing.acenz.net.nz>



ACE Nursing Facebook Page



ACE Contact Centre

0800 223 236

nursing@acenz.net.nz



Kiwi Health Jobs Website

www.kiwihealthjobs.com

Regional DHB Career Websites

Eligibility Criteria

1. Either be a New Zealand Citizen, Australian Citizen or hold a Permanent Resident Visa (Or Returning Resident Visa)
2. Be in the final year of a Bachelor of Nursing degree approved by the Nursing Council of New Zealand (NCNZ) leading to registration as a registered nurse or be awarded a Bachelor of Nursing degree approved by the NCNZ leading to registration as a registered nurse, no longer than 24 months before starting on a NETP/NESP programme
3. You must have completed your Bachelor of Nursing degree in New Zealand and have not passed your state final exam more than 2 years prior to starting on a NETP/NESP programme. You therefore have up to four opportunities to apply via ACE provided you still meet all three criteria each time you apply
4. You must have not practised as a registered nurse continuously (full time 0.8FTE or more) for longer than six months before starting on the NETP programme.

Eligibility Criteria

- Australian Citizens are eligible to apply to Nursing ACE however they do not meet the Health Workforce New Zealand (HWNZ) [criteria](#) for a funded NETP or NESP position.
- In the case that a graduate with an Australian Passport, who does not hold a Permanent Resident Visa, is successfully employed via ACE, their position could be funded directly by the employer or the employer could apply to [Health Workforce NZ](#) for an exemption to the residency status policy for trainee funding.
- International students who may have practised as an RN overseas are eligible to apply providing that they have completed at least two years of their BN degree in New Zealand before Graduating in New Zealand. These students MUST have a Permanent Resident Visa by the time that applications close for any intake. No other variations of visa's will be accepted, for example: Resident, Student or Working Visas.
- Graduates that do not meet these basic ACE criteria should apply directly to individual employers. We recommend checking the Job Search page on the Kiwi Health Jobs website as a first point to see which employers may be looking for registered nurses.
- For further information about [Permanent Resident Visa's](#) and information about Health Workforce NZ funded positions and FTE requirements please visit the ACE Nursing Website.
- Applicants must be able to commence employment on the specified start date of the employer they are matched to.

Overview of the ACE Process



ACE Application Process

- Go to <http://nursing.acenz.net.nz> to register
- You will register a log-in on the ACE application site and complete a series of application forms. This includes submitting the following documents
 - Resume & up to 3 Cover Letters
 - Residency documents
 - Academic Transcript
 - Health & criminal history declarations
- You will then nominate up to 3 employers and up to 3 Practice Settings in preference order
- You will also nominate two referees - 1 from a Clinical Tutor and 1 from your Nurse Preceptor

Checklist Starting Application

Not sure if your application can be considered? Ensure it reads complete prior to applications closing

The screenshot displays the ACE Nursing application checklist interface. On the left, a sidebar contains navigation links: 'CHANGE LOGIN DETAILS', 'YOUR PROFILE', 'YOUR APPLICATION APP NUMBER: A2E2292A', and a 'Check List' section. The 'Check List' section lists ten items, each with a red circle icon containing a white 'i': 'Eligibility for ACE Nursing', 'Personal Details', 'Education', 'Declaration', 'Preferences', 'Documents', 'References', 'Workforce Questionnaire', and 'Consent'. The main content area is titled 'Check List' and features a section for 'Mid-Year 2017 Nursing ACE Intake'. It states 'Your Application is Incomplete' and 'Application Number : A2E2292A'. A note explains that there is no submit button and that the application will be taken through the next stage of the ACE process. Below this, a list of ten items is shown, each with a red circle icon containing a white 'i' and a right-pointing arrow: 'Eligibility for ACE Nursing', 'Personal Details', 'Education', 'Declaration', 'Preferences', 'Documents', 'References', 'Workforce Questionnaire', and 'Consent'. The footer of the page is dark blue and contains social media icons for Facebook and Email, along with the phone number '0800 223 236'.

ACE+
Nursing

CHANGE LOGIN DETAILS

YOUR PROFILE

YOUR APPLICATION
APP NUMBER: A2E2292A

Check List

- Eligibility for ACE Nursing
- Personal Details
- Education
- Declaration
- Preferences
- Documents
- References
- Workforce Questionnaire
- Consent

Check List

Mid-Year 2017 Nursing ACE Intake

Your Application is Incomplete

Application Number : A2E2292A

Note: There is no submit button. Provided your application status is complete at the time applications close your application will automatically be taken through to the next stage of the ACE process.

- Eligibility for ACE Nursing
- Personal Details
- Education
- Declaration
- Preferences
- Documents
- References
- Workforce Questionnaire
- Consent

0800 223 236

Documentation

Verified Documents

- **New Zealand Citizens:** The photo page of New Zealand Passport or New Zealand Driver's Licence plus New Zealand Tertiary Student Identification Card or New Zealand Driver's License
- **Australian Citizens:** The photo page of Australian Passport or New Zealand Driver's Licence plus New Zealand Tertiary Student Identification Card or New Zealand Driver's License
- **Permanent Resident Visa Holders:** The photo page of an Overseas Passport plus the relevant Visa Document plus New Zealand Tertiary Student Identification Card or New Zealand Driver's License
- For New Zealand Citizens in lieu of a New Zealand Passport, ACE will accept a New Zealand Citizenship Certificate or New Zealand Full Birth Certificate that is issued on or after 1 January 1998 and that carries a unique identification number.

Other Documents

- Resume
- Cover Letters
 - You must submit a minimum of 1 generic Cover Letter or you can submit separate Cover Letters for each employer that you preference

Resume & Cover Letter Preparation

- Ensure that your resumes and cover letters are clear, succinct and structured
 - Maximum 3 pages for resumes
 - Passport sized photos are ok
 - Maximum 1 page for each cover letter
- Make sure that your resumes and cover letters are free of spelling errors and grammar mistakes
- Make sure that you communicate your nursing philosophy, short to mid-term clinical aspirations and make it clear why you have selected the areas of specialty in your application
- Also make it clear why you want to work for each employer you apply to
- Research your employers! Go to their career webpages and gain an insight into their culture and what RN positions they currently have on offer
- Have a friend or a colleague proof read your documents! You only have one chance to impress nurse coordinators, educators, preceptors, ACNM's and other clinical staff members

Selecting your Preferences

- Select up to 3 employers: Select minimum 1, maximum 3
 - You are able to change your employer preferences up until the Match date
 - All employers participate in the End of Year intakes, only 9-12 participate in the Mid-Year
- Choosing 3 Practice Settings: Select minimum 1, maximum 3
 - After applications close you will not be able to change these preferences
- You can apply to both NETP and NESP programmes through ACE
 - Applying to NESP will be indicated by choosing Mental Health & Addictions via your practice settings
- You can apply for Primary Care, Aged Residential Care and Community Care positions through ACE

Practice Settings

- Aged Residential Care
- Assessment, Treatment & Rehabilitation
- Cardiac Care includes Coronary Care Units and Cardiothoracic
- District Nursing
- Emergency & Trauma
- Health of Older People within the DHB
- Intensive Care and High Dependency
- Medical
- Mental Health and Addictions
- Neonatal
- Oncology
- Paediatrics/ Child Health/ Youth Health
- Perioperative Care (Theatre)
- Primary Health Care including Practice Nursing, Iwi Providers, School Nursing and Hospice
- Public Health Nursing
- Surgical

Requesting Referees

- Make sure you ask your referees for permission BEFORE you send the ACE electronic reference request
- Nominate your 2 referees one at a time

Reference 2
Referee Name

Designation

Phone

Email

Repeat Email

Requesting References

- Once submitted, you will see the details appear for your referee

INCOMPLETE

Reference 2

Name

Quentin Campbell

Designation

Nursing Preceptor

Phone

0800 223 236

Email

nursing@acenz.net.nz

Status

Incomplete

EDIT REFERENCE REQUEST

DELETE REFERENCE REQUEST

COMPLETE

Reference 1

Name

Quentin Campbell

Designation

Clinical Tutor

Phone

0800 223 236

Email

nursing@acenz.net.nz

Status

Completed Thursday, 19 January 2017

Checklist Completing Application

Not sure if your application can be considered? Ensure it reads complete prior to applications closing

The screenshot shows the ACE Nursing application checklist interface. The top navigation bar includes the ACE logo, a 'FAQS' link, and a 'QUENTIN - LOG OFF' button. The main content area is titled 'Check List' and shows the user is editing the application for 'Quentin Campbell'. The application number is 54444216. The checklist items are:

- CHANGE LOGIN DETAILS
- YOUR PROFILE
- YOUR APPLICATION (APP NUMBER: 54444216)
- Check List
 - Eligibility for ACE Nursing
 - Personal Details
 - Education
 - Declaration
 - Preferences
 - Documents
 - References
 - Workforce Questionnaire
 - Consent

The 'References' item is highlighted in red, indicating it is incomplete. The 'Mid-Year 2017 Nursing ACE Intake' section states: 'Your Application is Complete' and 'Application Number : 54444216'. A note mentions that there is no submit button and that the application will be taken through the next stage of the ACE process. A secondary checklist on the right shows the status of each item, with 'References' marked as incomplete with a red arrow.

0800 223 236

Checklist Completed Application

Not sure if your application can be considered? Ensure it reads complete prior to applications closing

Reference 1

Name

Quentin Campbell

Designation

Clinical Tutor

Phone

0800 223 236

Email

nursing@acenz.net.nz

Status

Completed Thursday, 19 January 2017

Reference 2

Name

Quentin Campbell

Designation

Nursing Preceptor

Phone

0800 223 236

Email

nursing@acenz.net.nz

Status

Completed Friday, 17 February 2017

Checklist and Submitting Applications

The screenshot displays the ACE+ application portal interface. On the left is a sidebar with navigation links: CHANGE LOGIN DETAILS, YOUR PROFILE, YOUR APPLICATION (APP NUMBER: 54444216), and a Check List. The Check List shows a progress bar with green checkmarks for Eligibility for ACE Nursing, Personal Details, Education, Declaration, Preferences, Documents, References, Workforce Questionnaire, and Consent. The main content area is titled 'Check List' and shows the user is editing the application for Quentin Campbell. It includes the application number 54444216 and a note about the application status. A table lists the application components, all of which are marked as complete with green checkmarks.

ACE+
ADVANCED CARE EDUCATION

CHANGE LOGIN DETAILS

YOUR PROFILE

YOUR APPLICATION
APP NUMBER: 54444216

Check List

Eligibility for ACE Nursing ✓

Personal Details ✓

Education ✓

Declaration ✓

Preferences ✓

Documents ✓

References ✓

Workforce Questionnaire ✓

Consent ✓

Check List

You are currently editing the application for **Quentin Campbell** [cancel](#)

Username: Quentin Campbell Email: nursing@acenz.net.nz

FAQS

QUENTIN LOG OFF

NURSING

Mid-Year 2017 Nursing ACE Intake

Your Application is Complete

Application Number : 54444216

Note: There is no submit button. Provided your application status is complete at the time applications close your application will automatically be taken through to the next stage of the ACE process.

Eligibility for ACE Nursing	✓
Personal Details	✓
Education	✓
Declaration	✓
Preferences	✓
Documents	✓
References	✓
Workforce Questionnaire	✓
Consent	✓

0800 223 236

Applications Close

- Following the closure of the application portal ACE creates Excel spreadsheets listing all the applicants who ranked each employer as one of their preferred employers
 - Note that you will only be included in this spreadsheet if your application was complete at application close time of 5pm Tuesday 9th May 2017
- ACE then generates a “ranked score” for each candidate by assessing your application against the nationally agreed criteria and adds this score to the excel spreadsheets
- ACE then sends this spreadsheet to only the employers you have ranked as a preference
 - Remember, employers do not know where you ranked them. It is a BLIND match
- Employers then review your application together with Primary Care, Aged Residential Care and Community Care facilities etc and create short lists based on their own local criteria and processes

Scoring and Selection Criteria

- Referee Scores [70 points each]
 - Carry a maximum weight score of 70%
- Fit to Practice [5 points]
 - Carry a maximum weight score of 10%
- Verified Transcript [3 points]
 - Carry a maximum weight score of 10%
- Verified Scholarship [3 points]
 - Carry a maximum weight score of 10%

Overall score out of 151 points weighted to 100%

Don't worry, it's not all about the score!

ACE Scoring of References

- We use a standardised reference check form.
- Questions are divided into the 4 Registered Nursing competencies and these questions were constructed by the DON's
 - Professional Responsibility [25 points]
 - Management of Nursing Care [25 points]
 - Interpersonal Relationships [10 points]
 - Inter-professional Relationships [10 points]
- Each question is graded on a likert scale of 1 – 5 across nationally agreed ratings of performance for a 3rd year student
- Maximum score is 70 points per referee
- 140 points carries a weighting of 70%

Referee Scorecard Example

		1	2	3	4	5	N/O
Professional Responsibility	Professional knowledge (knowledge of professional responsibilities, policy, legal aspects understanding of RN role)						
	Reliability (demonstrates punctuality, reliability, honesty, fulfils obligations, meets deadlines)						
	Self-awareness (accurate assessment of own skills & knowledge and actively seeks feedback & assistance to improve)						
	Work organisation (organises and prioritises nursing practice in an effective manner, works under pressure)						
	Willingness to learn (self directed learner, able to pick up new technical and nursing practice skills)						

Employer Interviews

- Please note Not Everyone will be interviewed
- Applicants who meet the locally applied criteria are interviewed and employers can then use their own interview or assessment process to determine which graduates to employ
- You have right up until 9am 3rd July 2017 to change the order of your employer preferences if you wish
- Employers confirm their selections & rankings of applicants back to ACE along with a confirmed number of vacancies
- If you are not interviewed please do not call the ACE Consultant to ask why. They do not have this information. The ACE Consultant is not privy to the shortlist of applicants as this is an employer process

Interview Preparation

- Each employer has their own interview and selection process
- If you are invited for an interview, ask the NETP/NESP coordinators what you can expect and whether you should come with additional documents like portfolios etc
- Interviews may be conducted by panel members or be one on one
- Assessments may be conducted in groups
- Your NETP coordinator will know the process
- Be prepared to talk about your clinical knowledge and your experience as a undergraduate nurse
- Be prepared to talk about your nursing philosophies and what drives you
- Be prepared to also answer behavioural questions or any psychometrical question
- Research interview techniques online and practice with friends, family or colleagues

ACE Match Algorithm

The ACE Match Algorithm operates based on 4 main principles

1. The employer ranking of an applicant takes highest priority
2. An applicant's employer preference takes second priority
3. The algorithm will only match applicants to a NESP position if the employer has preferenced them for a NESP position. The same applies for NETP positions
4. Each applicant can only be matched to 1 employer

ACE Match Algorithm

- The algorithm captures the highest ranked applicants for each employer and all of those highest ranked applicants will get matched to one of their 3 preferred employers
- If you are highly ranked by all 3 employers, you will automatically get matched your 1st preferred employer and you will be removed from the list of the other employers who ranked you
- However, if your first preferred employer did not rank you but your second preferred employer did, you'll get matched to your 2nd preferred employer. This way, ALL the highest ranked applicants will get matched
- The algorithm effectively runs twice, first for all the NESP applicants and then for all the NETP applicants. The algorithm will fill the NESP vacancies first because typically these are harder to fill
- The algorithm will match you to one employer, it won't take into account your practice setting preferences
- Only once you have been matched to an employer, will they get in touch with you and try their best to place you into one of your preferred practice settings, provided they have vacancies in that area

Post Offer – What Happens Next?

- Successfully Matched
 - ✓ Receive notification email from ACE
 - ✓ Receive offer letter from employer
 - ✓ Go back to employer with acceptance/decline
 - ✓ Start work on programme start date
 - Mid-Year - August/September
 - End of Year - January/February
- Not Initially Matched
 - ✓ Receive notification email from ACE
 - ✓ Go on to talent pool sent to all employers
 - ✓ Email your “expressions of interest” to employers
 - ✓ Submit updated resumes, cover letters and practice setting preferences direct to the NETP/NESP coordinators
 - ✓ If still eligible applicants can re-apply in next intake

Mid-Year 2017 Timeline

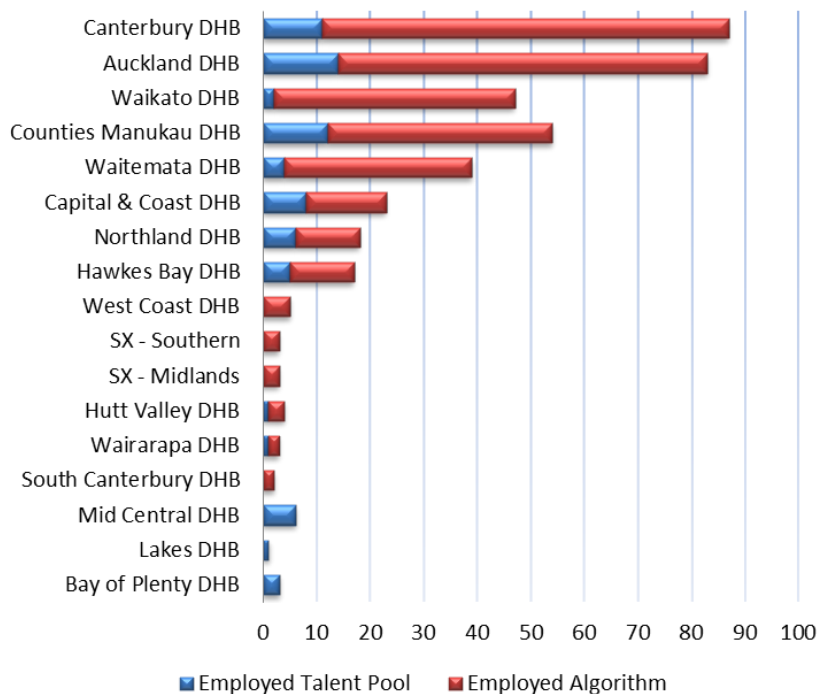
Milestone	Date
Applications open on ACE website	Wednesday 12 th April
Applications close	Tuesday 9 th May
ACE applications sent out to employers	Friday 19 th May
Interview and selection process starts	Monday 22 nd May
Nursing Interviews finish and number of hires and applicant rankings made via ACE administration website	Friday 30 th June
Match and audit completed	From Monday 3 rd July to Friday 14 th July
ACE Nursing match completed and sent to employers	From 7 th July
Nursing State Exams	Tuesday 18 th July
ACE Nursing and Employer Offers sent out to successfully matched graduates	Wednesday 19 th July
Students accept or decline offers	Wednesday 26 th July

End of Year 2017 Timeline

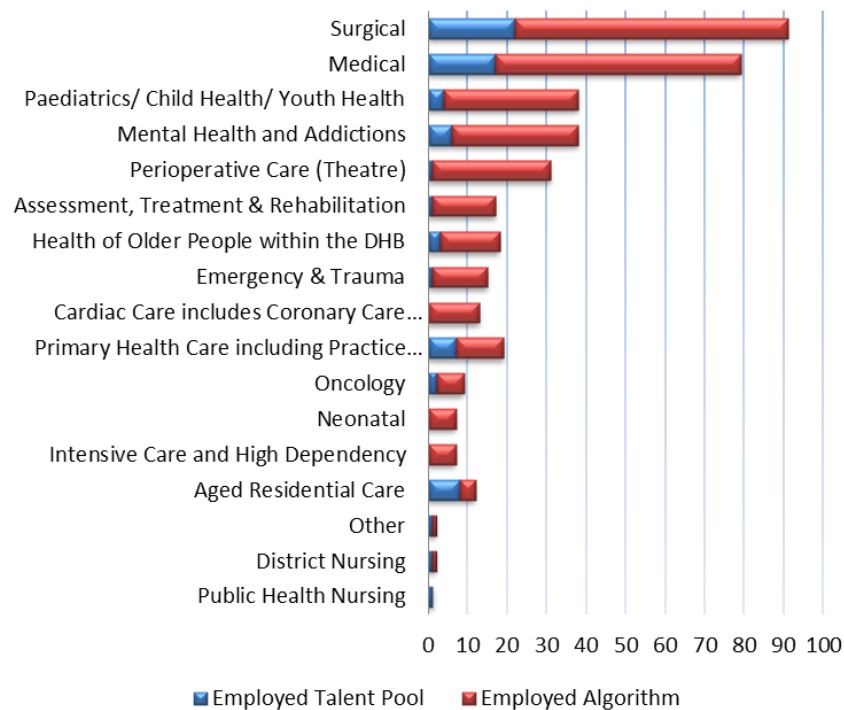
Milestone	Date
Applications open on ACE website	Wednesday 16 th August
Applications close	Tuesday 12 th September
ACE applications sent out to employers	Friday 22 th September
Interview and selection process starts	Monday 19 th September
Nursing Interviews finish and number of hires and applicant rankings made via ACE administration website	Friday 2 nd November
Match and audit Completed	From Monday 6 th November to Friday 17 th November
NACE ursing match completed and sent to employers	From 10 th November
Nursing State exams	Tuesday 21 st November
ACE Nursing and Employer Offers sent out to successfully matched graduates	Wednesday 22 nd November
Students accept or decline offers	Wednesday 29 th November

Mid-Year 2016 Employment Statistics

Employed DHB

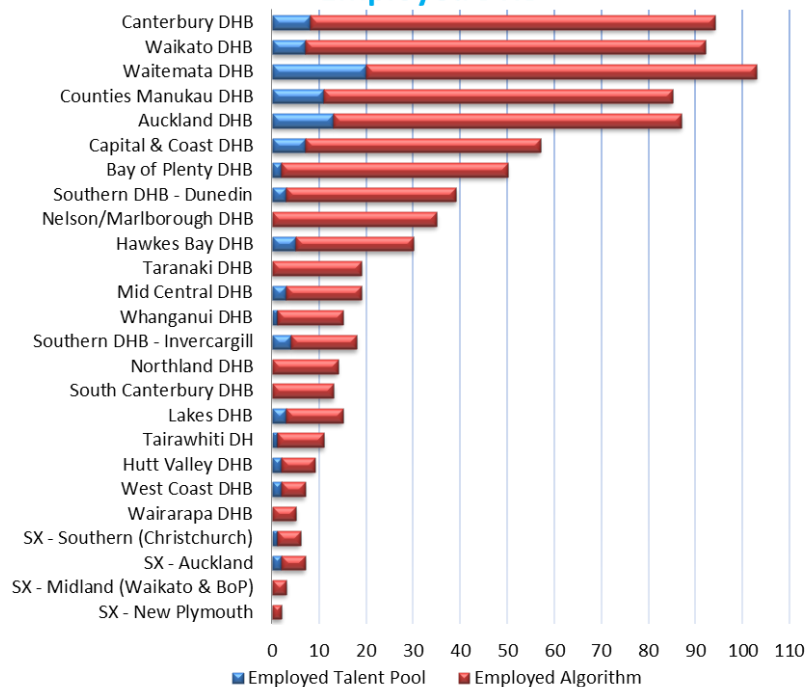


Employed Practice Settings

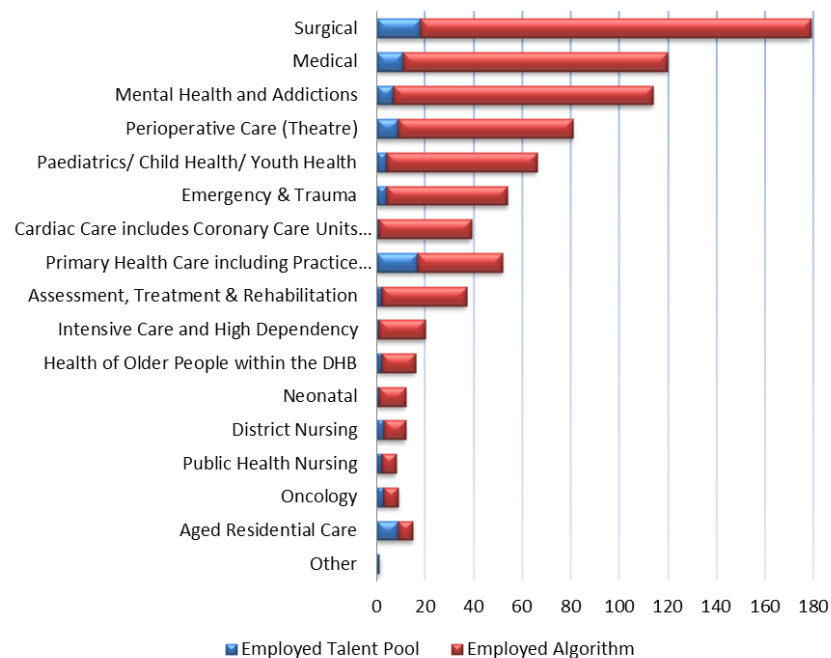


End of Year 2016 Employment Statistics

Employed DHB



Employed Practice Settings



ACE Nursing Historical Data

[illegible]

Any Questions?

ACE

advanced choice of employment

