

WCDHB Application process for HWNZ postgraduate funding

1. With your manager(s)*:

- Discuss your career pathway and complete the standardised **Career Planning Worksheet** located [here](#).
- Ensure that you have a **current PDRP**. If you do not hold a current PDRP, please arrange to meet with a Nurse Educator and discuss the PDRP application process: [View the Process Flowchart](#).
- Complete the **WCDHB Training & Travel Form**: [Open the WCDHB Training & Travel Form](#)
- **Submit all documentation to:** julie.bell@westcoastdhb.health.nz

**ALL documents MUST be signed by your manager(s) - operational and professional.*



2. Discuss your study and career pathway with the ADON - Workforce Development

- **Make an appointment** to discuss your career/study plans and learn how the HWNZ funding can be used.
 - **BEFORE your appointment:**
 - Prepare a copy of your career plan.
 - Explore your study options with accredited tertiary providers.
 - Read through the WCDHB's HWNZ funding Frequently Asked Questions leaflet [located here](#).
- If your paper requires you to complete 60-160 hours of clinical supervision, you will need to discuss your plan for how you will receive this.
- **Appointments can be made by contacting Julie Bell** at: julie.bell@westcoastdhb.health.nz, or (03) 769-7483.



3. Complete the electronic HWNZ application

AND

enrol with your tertiary provider

HWNZ applications can be accessed from [this link](#) using a web browser **other than Internet Explorer**.



You will receive email confirmation that your application has been received in early October.



Your application will be processed and confirmation of funding will be sent out from Mid-November to mid December.

Please note: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

WCDHB Decisions regarding HWNZ postgraduate funding

If funding for your application is confirmed:

- You will receive an official WCDHB letter indicating that your application has been approved.
- Once your study block dates are known, please complete another **WCDHB Training/Travel Form**. This will need to be signed by your manager(s) and will serve as the request for any travel or accommodation required to attend your study blocks.
- Toward the end of each semester you will be asked to provide **study results** and complete a compulsory **electronic survey**. This is an HWNZ requirement as part of our outcomes based reporting.

If changes to your study status should occur at any stage, you MUST inform the ADON-Workforce Development as soon as possible.

If funding for your application is not confirmed:

- You will receive a letter confirming placement on a prioritised waiting list.
- You will need to remain enrolled with the school in case of any withdrawals from the funding pool.
- You are encouraged to discuss your study options with the ADON-Workforce Development.