

## Te Tai o Poutini Application Process for Postgraduate Funding

### 1. With your manager(s)\*:

- Discuss your career pathway and complete the standardised **Career Plan**
  - Complete the Te Tai o Poutini West Coast **Training & Travel Form**
- **Submit all documentation to: Workforce Admin** at: [workforce.admin@wcdhb.health.nz](mailto:workforce.admin@wcdhb.health.nz)

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



### 2. Discuss your study and career pathway with the Nurse Director- Workforce Development

- **Make an appointment** to discuss your career/study plans and learn how the 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 Frequently Asked Questions leaflet
- 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 Workforce Admin** at: [workforce.admin@wcdhb.health.nz](mailto:workforce.admin@wcdhb.health.nz)



**3. After the meeting, a link will be sent to you to complete the electronic application**  
**You will also need to enrol with your tertiary provider - these are two separate processes**



**You will receive email confirmation that your application has been received**



**Your application will be processed and confirmation of funding will be sent out**  
**Please note: INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

## Te Tai o Poutini West Coast Decisions regarding postgraduate funding

### If funding for your application is confirmed:

- You will receive an official Te Tai o Poutini letter stating that your application has been approved
- Once your study block dates are known, please complete another Te Tai o Poutini **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. Please send to **Workforce Admin – [workforce.admin@wcdhb.health.nz](mailto:workforce.admin@wcdhb.health.nz)**
- Toward the end of each semester you will be asked to provide **study results** and complete a compulsory **survey**. This is a requirement as part of our outcomes-based reporting.

**If changes to your study status should occur at any stage, you MUST inform the Nurse Director 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 Nurse Director Workforce Development