

# GradStart Handbook 2023

Applying for a graduate  
nursing and midwifery  
position in NSW Health

[health.nsw.gov.au/GradStart](https://health.nsw.gov.au/GradStart)



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# Welcome

A very warm welcome to the 2023 edition of the GradStart Handbook.



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Congratulations on reaching this important step in your career. I want to acknowledge your resilience as students navigating study during the COVID-19 pandemic over the last two years. Now it is time to consider the incredible opportunities that are available to you as nurses and midwives entering your respective professions.

NSW Health's Nursing and Midwifery Office coordinates GradStart. This is the annual state-wide process to recruit graduate nursing and midwifery positions. The GradStart Handbook is filled with useful information designed to help you navigate the application process.

Nursing and midwifery can take you anywhere in location and health care settings. These include positions in community health, mental health and rural and remote areas. More than a third of new graduate nurses and midwives in NSW complete their graduate year in rural and regional settings. My suggestion is to keep your mind open to the opportunities available to you.

Congratulations on your decision to enter these very rewarding careers. Your commitment and compassion as nurses and midwives are at the heart of health care and makes every difference to the health and wellbeing of the people of NSW.

This is just the beginning and I wish you well for the exciting future that awaits you.

A handwritten signature in black ink that reads "J Cross".

Jacqui Cross  
Chief Nursing and Midwifery Officer

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# Key Recruitment Dates in 2022



## April

- > Information about 2023 GradStart available on NSW Health Nursing and Midwifery Office web site

## May

- > Attend University and Employer information days (these may be face to face or virtual format)
- > New videos supporting application and recruitment process are released on NSW Health Nursing and Midwifery Office web site
- > Research your employment options
- > Apply for a NSW Working With Children Check for paid work

## June

- > Applications Open 9am  
**Wednesday 22 June**

## July

- > Applications Close  
**4pm Wednesday 6 July**
- > Employers send interview invitations to applicants on  
**Thursday 28 July**

## August

- > Applicants must accept/decline their interview invitation as outlined in the interview email by  
**Thursday 4 August**
- > Interviews held state-wide from **Monday 8 August to Friday 9 September**

## October

- > All applicants notified of recruitment outcome  
**Tuesday 25 October**
- > Successful applicants must respond to conditional offers online by **Monday 31 October**

# Introduction

NSW Health Nursing and Midwifery Office coordinates recruitment for graduate nurses and midwives. NSW Health Local Health Districts and Specialty Networks (LHD/ SN) recruit to their health facilities through the GradStart process.

GradStart offers employment to graduates with initial registration as a nurse or a midwife. GradStart is competitive and more people will apply than there are positions available. It is important to be well prepared and organised. This handbook will assist you to apply for employment as a graduate registered nurse or midwife in NSW Health in 2023.



## Important points

The recruitment process described in this handbook applies to 2023 GradStart Campaign.

Download and read the 2023 GradStart Handbook before applications open in June. It is recommended that you visit NSW Health Nursing and Midwifery GradStart web site on a regular basis to check for notices and updates during the campaign period.

<https://www.health.nsw.gov.au/nursing/employment/Pages/recruit.aspx>

It is recommended that you also research non-government organisations, private health care providers and aged care providers for employment opportunities.

# Eligibility

Are you eligible to apply for graduate employment in NSW Health in 2023? You must be able to answer “yes” to these questions:

## 1. Are you completing your nursing or midwifery degree between 1 June 2022 and 31 May 2023?

Note: completion means final result received that leads to initial registration as a Registered Nurse (RN) or Registered Midwife (RM).

and;

## 2. Will you meet all the requirements to be registered as a RN or RM with the Nursing and Midwifery Board of Australia (NMBA) prior to the agreed date of your employment commencing?

and;

## 3. Are you an Australian Citizen or hold a visa that allows ongoing full-time employment in Australia?

Check your eligibility to apply for a GradStart position by completing the following [survey](#).

### Important points

- Applicants who have completed their nursing or midwifery degree prior to **1 June 2022** are not eligible to apply.
- Applicants who are completing their degree after **31 May 2023** are not eligible for 2023 GradStart recruitment and should wait for the 2024 GradStart recruitment.
- Priority is given to Australian Citizens, Australian Permanent Residents and New Zealand Citizens. Please refer to page 12 for information.

Note: Students completing postgraduate studies in midwifery are not eligible to apply to GradStart.

## Meeting English Language Requirements

- The English language skills registration standard (2019) came into effect on 1 March 2019. This registration standard applies to all nurses and midwives applying for initial registration, regardless of whether they qualified in Australia or overseas.
- All applicants should check the level of evidence required to apply for initial registration as a nurse and/or midwife well in advance of applying to AHPRA.
- If you are required to undertake an English language test in order to gain registration, you are encouraged to investigate this as soon as possible.
- **All applicants should immediately check that you meet English language requirements for registration with the NMBA by visiting:**

[www.nursingmidwiferyboard.gov.au/registration-standards/english-language-skills.aspx](http://www.nursingmidwiferyboard.gov.au/registration-standards/english-language-skills.aspx)



# Recruitment Requirements

As part of the NSW Health recruitment process, you are required to provide 6 key items.

## At time of completing online application:

### 1. Curriculum Vitae

- Outlining your educational qualifications and work experience.
- This is uploaded in your online application.
- A cover letter is not required.

### 2. Academic Transcript

- Upload your academic transcript (unofficial version is acceptable) or enrolment advice
- This document will be reviewed to verify expected completion of studies.

### 3. Working With Children Check

- A NSW Working With Children Check (WWCC) clearance number for paid work.
- Applicants are required to enter their WWCC clearance number or, at a minimum, application number for a WWCC into the online application. Offers made to successful applicants is subject to verifying a NSW WWCC clearance. See FAQs on page 15 for further information.
- Volunteer checks and clearance checks from interstate will not be accepted.

## Prior to interview and on day of interview:

### 4. Identification

Evidence of identification and permanent residency, such as passport, Australian birth certificate, and citizenship certificate and visa information.

### 5. Immunisation

Evidence of current immunisation in accordance with NSW Health policy, including evidence of COVID-19 vaccination.

### 6. Referees

Only domestic candidates will be invited to nominate referees prior to interview. International candidates will be asked to nominate referees if they are made a verbal offer to fill a vacant position. Please see page 12 for more information about priority selection of candidates.

- You will need to seek permission from two people to be a referee on your application. You will be sent a link to provide names and contact details of your referees prior to interview.
- One referee must be a clinical referee.
- The second referee is to be either an employer (paid or unpaid work) or another clinical referee.
- A clinical referee must be a person working in a clinical supervisor role, such as a NUM/MUM, CNC/CMC, CNE/CME or clinical facilitator.

## Are you thinking about studying Honours in 2023?

If you are considering studying Honours in 2023 you are welcome to apply to GradStart. To study full-time, withdraw from GradStart prior to interview to remain eligible for GradStart 2024.

To combine part-time study as an Honours student with part-time employment in a new graduate program, discuss your options with the GradStart Coordinator at the interviewing facility.

## Are you expecting to initially register as both a nurse and midwife in 2023?

Dual registrant RN/RM new graduate positions are not offered in NSW public hospitals.

If you are a dual registrant graduate and wish to apply to both nursing and midwifery within GradStart, please contact a team member at Nursing and Midwifery Office in advance of applications opening, via email: [MOH-GradStart@health.nsw.gov.au](mailto:MOH-GradStart@health.nsw.gov.au). We can organise this with you.

## Preparation is key

Gather all the information you need in preparation for applying to GradStart and in advance of applications opening on 22 June 2022. There are a number of resources to assist you, listed here:

[NSW Working With Children Check](#)

[NSW Health Policies Working With Children Checks and Other Police Checks](#)

[NSW Health Policy Occupational Assessment, Screening and Vaccination Against Specific Infectious Diseases](#)

[NSW Health Nursing and Midwifery GradStart web site](#)

GradStart nursing and midwifery [employer contacts and links](#)

GradStart Nursing and Midwifery [Application videos](#)

Note: All NSW Health workers are required to have completed a primary course of a COVID-19 vaccine. You will be asked about your COVID-19 vaccination status in your application and you will be required to upload your vaccination evidence during the pre-employment checks process.

## Choosing your employment preferences

**Only choose preferences you are prepared to accept.** If you decline your position offer, no further offers will be made. Try to enter all eight preferences. You may enter the same preference more than once, however, this does not increase your chances of gaining a position with this employer.

# Employment Preferences

## Research Your Options

Applicants are required to select a minimum of six and a maximum of eight employment preferences in the online application. We suggest you research your options in advance by visiting individual employers' careers pages. Links to these careers pages can be found on the NSW Nursing and Midwifery GradStart website: [health.nsw.gov.au/nursing/employment/Pages/recruit.aspx](http://health.nsw.gov.au/nursing/employment/Pages/recruit.aspx) Go to 'Contacts and Links'.

A vast range of employment options are available across more than 150 facilities in metropolitan, regional, rural and remote settings. Working in rural and remote communities can provide a broad range of clinical experiences not always available in larger metropolitan areas.

Find out more about working in rural and regional NSW by visiting [NSW Health Imagine Rural](#).

Pay special attention to where, in NSW, individual facilities are located and whether you would be prepared to live and work there. Consider the types of positions offered, clinical specialties, full-time or part-time employment opportunities and the time frames for new graduate intakes. This last point is important to consider if you are completing your degree mid-year.

Starting employment depends on the completion of your degree and ability to gain registration with AHPRA. If you complete your course before December 2022 and gain AHPRA registration in January 2023, you are available to start employment from February 2023. If you complete your course by April 2023, you are available to start employment from mid-year 2023.

## Exchange Programs

Some hospitals offer aged care and/or mental health nursing exchanges. These exchanges provide six months clinical practice in an aged care or mental health setting and six months clinical practice within a general nursing setting. The opportunity to rotate within these specialty areas will allow for broad development of skills and knowledge.

The Metro-Rural Exchange Program allows graduates to gain valuable nursing or midwifery experience in two very different clinical environments by working in both a rural facility and a metropolitan facility throughout the new graduate year. This is a great opportunity to see two different perspectives on healthcare environments.

For a list of participating employers, see page 18.

## Changing Your Employment Preferences

You may change your preferences in your online application any time up until applications close by logging back into your application via the Career Portal.

**Note:** a small number of applicants may have already applied to GradStart and withdrawn in the previous year. In this instance, employment preferences chosen last time may have pre-populated into this year's application. You must delete these preferences and choose again from the current list.



# Selection Criteria

As part of your application, you will be asked to address **each of the six (6) selection criteria** demonstrating your ability to meet each one. Address each selection criterion in 150 words or less. While the Recruitment and Onboarding system allows space to provide a greater word limit, the GradStart Campaign limits responses to 150 words only.

During recruitment your responses will be reviewed as part of the selection process. It is important that you give each selection criteria thoughtful consideration. If you do not respond to each of the selection criteria, your application will not progress.

The online application may time out before you have an opportunity to save your work. It is recommended that you prepare your responses in advance using a word document, then copy and paste these into the online application.

## The selection criteria are:

1. Demonstrated high level interpersonal, verbal and written communication skills.
2. Demonstrated clinical knowledge and clinical problem solving abilities.
3. Demonstrated ability to work within a team.
4. Demonstrated understanding of the professional, ethical and legal requirements of the role.
5. Demonstrated understanding of the role in applying continuous improvement to quality and safety.
6. Demonstrated understanding of NSW Health's CORE Values, Collaboration, Openness, Respect and Empowerment.



# Applying for a GradStart Position

## Applying Online

Applications for the NSW Health 2023 GradStart program will be open from **9am Wednesday 22 June** and close at **4pm Wednesday 6 July 2022**.

**Late applications will not be accepted.**

You will be able to access the Career Portal directly from [here](#) when applications open. Please bookmark or save this web site as we make regular updates.

For assistance using our Career Portal please watch the Nursing and Midwifery Office GradStart and MidStart Annual Recruitment Career Portal [video](#).

**Please be sure to use a supported web browser such as Chrome or Firefox on a Windows or MAC device to complete your application.**

## Instructions

- Go to Apply Online
- Click onto the Job Title to review the job description then click on Apply. Review and accept the privacy agreement.
- On the Log in page you will be presented with instructions depending on whether you are a current NSW Health employee, a previous NSW Health employee, or an external applicant (either with an existing account or as a new user). Follow the instructions carefully.
- Only new users will need to set up an account. Do not register a new account if you already have one. If you have forgotten your username or password, use the links below the Password field to re-set.
- In the application form itself you will be required to enter the NSW Health StaffLink ID you have been allocated as a student. If you are applying as a NSW Health employee, the StaffLink ID will be pre-populated in your application form.
- To return to a saved, incomplete application or update an application (prior to close date), log back into the Career Portal and click on My Applications.

## Attention to detail is important

**GradStart consists of jobs for both nurses and midwives. Check that you are applying to the right job.** If you are completing your studies and expect to register as a nurse, apply to the new graduate nurse positions. If you apply to the wrong job by mistake, withdraw your application, even if it is incomplete, before applying to the other job.

If you are a dual registrant and wish to apply to both jobs, please go to page 6 for more information about applying.

**Ensure you enter your personal details correctly.** This includes the first and last name you are known by. This information is used for employment screening purposes.

Existing NSW Health employees can change personal information through StaffLink. External applicants can do so by updating your general profile on the ROB Career Portal.

**Check the information you have supplied in the application carefully.** Providing incorrect information could prevent your application from being considered.



## Providing a valid email address

You can nominate up to two email addresses in your application. All communication sent via the NSW Health Recruitment system is sent to both email accounts. It is important that you check all your in-boxes regularly during key times of the campaign.

Email is the primary communication employers will use to contact you during the recruitment process. Employers may continue to contact you via email throughout 2022 and into 2023. If you supply your university email address, check that it will remain valid during this time.

**Hotmail** and **@live.com.au** email addresses are blocked by some employers. It is strongly recommended that you supply an alternative email address.

It is your responsibility to contact the Coordinator at the interviewing facility if you did not receive correspondence as outlined in 'Key Recruitment Dates' on page 3. This includes invitation to interview and recruitment outcome.

## Submitting your application

Your online application must be submitted to be considered. Ensure you complete each section of the application as prompted and submit the completed application prior to recruitment closing. Following the submission of your application, you will receive an email confirmation of your completed application. Applicants are encouraged to save this email for your own records.

## Editing your application

You can edit your online application as many times as you like until applications close at **4pm Wednesday 6 July 2022**.

To edit your application, go to the **NSW Health Career Portal** where you first applied to GradStart and log into 'My Applications'.

Once applications close, you will be able to view your application but no longer able to edit.

## Important information

As your application is being progressed through the NSW Health Recruitment system, you may notice that you have two applications in your profile related to GradStart. These are both current and are an expected function of this campaign.

Do not delete either application.



# Interviews

- All GradStart applicants are interviewed during the state-wide interview period, between Monday **8 August – Friday 9 September 2022**.
- Specific interview dates and times vary between sites. Applicants are interviewed once only. Applicants are interviewed by the employer the applicant nominated as their first employment preference.
- Eligible applicants are invited to interview via email on **Thursday 28 July 2022**.
- If you do not receive an email inviting you to interview, please contact the Coordinator at the interviewing facility (your first employment preference) as soon as possible.
- Applicants must accept or decline their interview attendance by **Thursday 4 August 2022**.
- Applicants will receive a separate email titled '**Pre-Employment Checks**'. Please click on the link within the email to complete this information.

Applicants must be available during the state-wide interview period. Interview schedules will vary between sites.

If you cannot attend the scheduled interview, contact the Coordinator as soon as possible to reschedule.

If you do not respond to the invitation to interview, your application will be withdrawn.

If you do not attend the interview as scheduled, your application will be withdrawn.

Interviews are routinely attended in person. However, if you would like to attend the interview in another capacity, such as phone or video conference, please contact the coordinator to organise.

## Interview Preparation

Interviews can be nerve-racking and stressful even for people with many years' experience. Being confident at interview comes with practice.

**These tips can help you practise and prepare for an interview.**

- Interview questions are based around the selection criteria and follow the [Standards for Practice](#) for Registered Nurses and Registered Midwives.
- Interviews are also about building a relationship with your potential employer. Consider what your employer might want in a graduate nurse or midwife, such as:
  1. **Being interested in patients' care and welfare**
  2. **Being person-centred**
  3. **An ability to reflect on your clinical placements during your undergraduate program**

4. **Knowing when and where to seek guidance at work**
5. **Displaying professionalism**
6. **Being a safe practitioner**
7. **Demonstrated enthusiasm for the profession of nursing or midwifery**
8. **Indicating a commitment to life-long learning**

- You can practise interviews by creating your own questions and answers. It is important that you can explain your knowledge and understanding as well as demonstrate your skills and attributes.
- Practise together with friends, taking turns being the interviewer and being the applicant.
- Use examples from your own clinical experiences to support your responses to the interview questions.

- Practise answering questions without your notes is important too.
- Check with your university about providing mock interview practice and resources. A couple of suggested websites are: [www.seek.com.au](http://www.seek.com.au) and [www.careerone.com.au/career-advice/](http://www.careerone.com.au/career-advice/)

## What to bring to the interview

Your invitation to interview letter will advise you to bring several documents with you to the interview. This will include your:

- Identification and residency documentation.
- WWCC clearance number.
- Immunisation documentation.

The list of documents included in your invitation letter are essential requirements for recruitment. If you are unable to provide these at the requested time, you may not be invited to proceed to interview.





# Priority Selection

Selection of applicants are considered on a merit basis in the following order:

## 1. Domestic candidates

Applicants who are either: **Australian Citizens, Australian Permanent Residents, or New Zealand Citizens**

## 2. International candidates

Applicants who do not currently hold Australian Citizenship/Australian Permanent Residency/New Zealand Citizenship. These applicants are international students who are studying/working in Australia on temporary study/work visas at the time they are completing their studies.



# Recruitment Outcomes

Applicants will be advised of their recruitment outcome by email on **Tuesday 25 October 2022**.

There are two recruitment outcomes:

- 1. Successful** – offered a position from one of the preferences in your application and receive a ‘Conditional Offer’ subject to screening checks.
- 2. Eligible but no position available** – placed on Eligible Applicants’ Bank.

## Successful Applicants

On **Wednesday 26 October 2022** successful applicants will receive an email containing a link to accept or decline their offer. This must be completed by **Monday 31 October 2022**.

## Eligible Applicants’ Bank

NSW Health employers use the Eligible Applicants’ Bank to fill vacant positions. This may be due to other GradStart applicants declining offers or withdrawing from the recruitment process during first round selections.

The Eligible Applicants’ Bank is available to employers from **Monday 7 November 2022** to fill any remaining vacancies. Your name will remain on the Eligible Applicants’ Bank unless

- You decline an offer from one of your eight preferences

OR

- You decline two offers from facilities which are not included in your preferences.

The Eligible Applicants’ Bank will remain open until the **end of May 2023** or until all positions are filled, whichever occurs first.

## Seeking Interview Feedback

All applicants are encouraged to seek feedback. If you are placed on the Eligible Applicants Bank, we encourage you to seek feedback on your interview performance from your interviewing facility. Contact details will be included in your recruitment outcome letter.

Remember, recruitment is highly competitive so seeking feedback will assist you to improve your performance in the future and assist you to apply to other organisations, such as private hospitals/health care facilities, aged care and disability care facilities, as well as positions interstate. Nurses and midwives who work in these sectors often work in NSW Health across their careers.

## Accepting or declining your offer

**You must accept the offer by the due date.**

Simply accepting an offer verbally or written is not a valid acceptance and will not be processed. The only way to accept the offer is to do so online via the link emailed to successful applicants.

If you did not receive the email to accept or decline your offer, you can accept or decline your offer by navigating to the NSW Health Career Portal: NSW Health Employees [here](#).

Candidates External to NSW Health [here](#).

Go to ‘My Applications’, entering your username and password to access your job profile. Click on the Tasks tab to open the offer.

If you decline an offer you will be ineligible for any further campaign offers.

If you neither accept or decline the offer, it will be assumed that you are declining the offer and will be ineligible for future campaign offers.

If you are concerned about completing your studies in time to commence employment, contact the Coordinator for advice.

# Withdrawing from GradStart

## Prior to Interview

If you wish to withdraw from the 2023 GradStart program prior to interview you may do so by logging in to your application and selecting 'Withdraw' next to the role you have applied for. Please be aware that your application cannot be reinstated after you have withdrawn.

If you had previously received or accepted an invitation to interview, please contact the Local Health District GradStart Coordinator to let them know you have withdrawn your application.

## After Interview

If you wish to withdraw your application after you have been interviewed, please contact the GradStart Coordinator at the LHD/ SN or facility at which you were interviewed. Their contact details can be found on the email you received inviting you to interview.

The Coordinator will document reasons for your withdrawal at this stage of the campaign to be considered for eligibility to next year's GradStart campaign.

If you have been delayed in completing your course until after 31 May 2023, withdraw your application and re-apply next year to 2024 GradStart.

“What surprised me the most about working in a small rural hospital was the opportunities I saw and the ability to learn and grow and take responsibility for not only myself but for my patients.

This was a lot more than I expected and what I experienced when working in a metro hospital. I loved both experiences but decided that rural nursing was my calling.”

**New Graduate Nurse**

# Planning for Employment

## Registration

You must be registered with the Nursing and Midwifery Board of Australia (NMBA) before commencing employment as a registered nurse or midwife with NSW Health. This registration is completed through the Australian Health Practitioner Regulation Agency (AHPRA).

You can start your application for registration 4-6 weeks before completing your studies by visiting: <https://www.ahpra.gov.au/Registration/Graduate-Applications.aspx>

The majority of GradStart positions commence in February each year. It is important not to delay your application for registration. The registration process can take between 2-8 weeks to process.

Your registration will not be complete until you have successfully completed your course requirements and the NMBA have received all documentation.

## Employment Contracts

Following satisfactory employment screening of successful applicants, employers will send employment contracts by **December 2022**. The employment contract will contain relevant information about your start date, specific location and terms and conditions of employment.

If you need to change your agreed start date due to unforeseen circumstances, or you need to discuss any component of your employment, please contact the relevant person detailed in your employment contract as soon as possible.

Note: If you are unable to supply evidence of your registration within the required timeframe specified by your employer, and prior to commencement of employment, your job offer may be withdrawn.

If your registration with AHPRA is delayed, contact your employer immediately to discuss.

# Frequently asked questions

## How can I check if I am eligible for GradStart 2023?

Go to the following link to check your eligibility to apply to GradStart [www.surveymonkey.com/r/GradStart2023](http://www.surveymonkey.com/r/GradStart2023).

## Can I start preparing my application before GradStart applications officially open?

Yes. Applications open online **Wednesday 22 June 2022**.

All applicants should prepare their application in advance of this date. When preparing your application there are several things to consider including recruitment requirements, employment preferences, and addressing the selection criteria. See the Applicants' Checklist on **page 17** of the GradStart Handbook for guidance.

## I am completing a dual degree and I am not sure if I want to complete GradStart in Nursing or Midwifery. Can I apply to both?

Yes. You can apply to both nursing and midwifery within GradStart if you expect to register both as a nurse and midwife with AHPRA. You will need to contact the Nursing and Midwifery Office via email [MOH-GradStart@health.nsw.gov.au](mailto:MOH-GradStart@health.nsw.gov.au) to organise submission of separate applications.

## This is the first time I have used the NSW Health Career Portal for a job application. Is there a resource to assist me to use this system?

Yes. For assistance using the Career Portal for your GradStart application, please access the Nursing and Midwifery Office GradStart and MidStart Annual Recruitment Career Portal video found [here](#).

## How can I check that I meet English language requirements for registration?

The English language skills registration standard (2019) applies to all nurses and midwives applying for initial registration, regardless of whether they qualified in Australia or overseas. If you do not meet the standard you may not be able to register with AHPRA, impacting on your employment opportunities. All applicants should check the level of evidence required to apply for initial registration as a nurse and/or midwife well in advance of applying to AHPRA. For more information, go to [www.nursingmidwiferyboard.gov.au/Registration-Standards/English-language-skills.aspx](http://www.nursingmidwiferyboard.gov.au/Registration-Standards/English-language-skills.aspx)

## I have a Working With Children Check (WWCC) clearance number for volunteer employment. Can I use this when applying for GradStart

GradStart recruits new graduate nurses and midwives into paid employment. A volunteer check is not valid for paid work. You will need to enter a WWCC clearance number or, at a minimum, application number for a WWCC into the online application. Offers made to successful applicants is subject to verifying a NSW WWCC clearance. To update your volunteer WWCC clearance for paid employment, go to <http://www.ocg.nsw.gov.au/>

## I already have a Working With Children Check (WWCC) clearance number for paid employment. Can I use this in my GradStart application?

A NSW WWCC clearance number is valid for five years. The expiry date of your Check is included in the email notification you received when your WWCC clearance number was issued. Your WWCC must be renewed before it expires to remain valid. For more information and to renew your WWCC, go to <http://www.ocg.nsw.gov.au/>

## What type of documentation do I need to provide evidence in my application that I comply with NSW Health immunisation requirements?

For more information about complying with NSW Health immunisation requirements as a registered nurse or midwife, go to [https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2020\\_017.pdf](https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2020_017.pdf)

It is recommended that you take the relevant sections of this policy directive (including the checklist in Attachment 4) to your immunisation provider and discuss your screening and vaccination requirements.

The most preferred form of documentation as proof of immunisation compliance is signed records by your immunisation provider, for example, your doctor or nurse immuniser. If you are enrolled in Medicare, you can also apply for an immunisation history statement by contacting the Australian Immunisation Register. For more information, go to <https://www.servicesaustralia.gov.au/australian-immunisation-register>

For evidence of compliance with COVID-19 vaccination, you will be asked to upload into your application either your COVID-19 digital vaccination certificate OR your Immunisation History Statement.

## I have missed the application closing date. Can I still apply?

No. GradStart is a once yearly state-wide application and recruitment process. Applications close 4pm **Wednesday 6 July 2022**.

Late applications will not be received.

### **Can I request to be employed on reduced hours?**

Requests to be employed at reduced hours must be discussed with your local GradStart Coordinator and prior to interview. Once a candidate is employed any position changes or requests are managed on an individual basis with the employing facility.

### **Can I enter the same preference more than once?**

Yes. The online application portal will not prevent you from entering the same preference more than once. It is important to note that entering the same preference more than once does not increase your chances of gaining employment at that facility.

### **Do I need to nominate all eight preferences for employment in my application?**

Applicants must nominate at least six employment preferences.

### **I have forgotten my password. How can I gain access to the system to complete my application?**

If you are a paid employee or paid contractor with NSW Health, your password can be re-set by contacting the **Statewide service desk on 1300 285 533**. If you are not a paid employee or paid contractor with NSW Health, your password can be re-set either via the “forgot your password” link at account login or, by contacting the **Customer Experience Team on 1300 679 367**.

### **I can no longer access my email account to receive emails – I am worried I will no longer receive emails about GradStart. How can I update my email account?**

You can update personal information, including your email address, by logging into [NSW Health Careers Portal](#) and accessing ‘My Profile’. If your email address is no longer valid and is needed to reset a password, the Customer Experience Team can assist by contacting them on 1300 679 367. Also advise your GradStart Coordinator that your contact details have been updated.

### **I received a letter from the Local Health District advising I am successful for a position in their GradStart program. The letter stated I would receive an email the following day from ROB with a link to accept my position – but I did not receive this email. What can I do?**

If you did not receive the email, you can accept or decline your offer by navigating to the NSW Health Career Portal. Follow instructions outlined for both internal and external candidates on page 13.

### **I have been placed on the Eligible Applicants’ Bank. How long will I remain there?**

The Eligible Applicants’ Bank will remain open until the end of May 2023 or until all positions are filled, whichever occurs first. Your name will remain on the Eligible Applicants’ Bank during this time unless you decline an offer from one of your eight preferences, or if you decline two offers from facilities which are not included in your preferences.

### **Can I apply to GradStart again?**

To be eligible to apply to GradStart, candidates must have completed their degree within 12 months of commencing in a new graduate position. If you are completing your nursing or midwifery degree between **1 June 2022 and 31 May 2023** you are eligible for **2023 GradStart**.

### **Can I take unplanned leave or defer my GradStart program?**

Discuss any unplanned leave or deferral from the GradStart program with your local GradStart Coordinator. Once a candidate is employed any position changes or requests are managed on an individual basis at the employing facility.





# GradStart Application Checklist

Tick	Action
<b>Prior to applications opening, I have:</b>	
<input type="checkbox"/>	Downloaded and read GradStart Handbook.
<input type="checkbox"/>	Checked that I am eligible to apply to GradStart 2023 <a href="http://www.surveymonkey.com/r/GradStart2023">www.surveymonkey.com/r/GradStart2023</a>
<input type="checkbox"/>	Marked all key dates in my diary
<input type="checkbox"/>	Researched participating health services and hospitals offering new graduate positions <a href="http://www.health.nsw.gov.au/nursing/employment/Pages/Recruit.aspx">www.health.nsw.gov.au/nursing/employment/Pages/Recruit.aspx</a>
<input type="checkbox"/>	Confirmed I meet the Nursing and Midwifery Board of Australia English Language Registration Standard by checking <a href="https://www.nursingmidwiferyboard.gov.au/registration-standards/%20english-language-skills.aspx">https://www.nursingmidwiferyboard.gov.au/registration-standards/%20english-language-skills.aspx</a>
<input type="checkbox"/>	Updated my Curriculum Vitae.
<input type="checkbox"/>	Checked that I have a valid NSW Health Working With Children Check (WWCC) for paid work <a href="http://www.kidsguardian.nsw.gov.au/">www.kidsguardian.nsw.gov.au/</a>
<input type="checkbox"/>	Checked my compliance with NSW Health Immunisation requirements, including COVID-19 vaccination <a href="https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2020_017.pdf">https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2020_017.pdf</a>
<input type="checkbox"/>	Appropriate evidence of identification <a href="https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2019_003.pdf">https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/PD2019_003.pdf</a>
<input type="checkbox"/>	Permission from my two referees to provide contact details in my application. One referee must be a clinical reference
<input type="checkbox"/>	Drafted my responses in how I meet each selection criterion (max. 150 words) into a word document
<input type="checkbox"/>	Checked my supplied email address is not Hotmail or @live.com.au
<b>When applications open, I have:</b>	
<input type="checkbox"/>	Applied online to GradStart recruitment from <b>Wednesday 22 June 2022</b> . Watch the video <a href="#">here</a> to learn how to apply through the GradStart Career Portal
<input type="checkbox"/>	My documents available to refer to when completing my application, such as WWCC clearance number
<input type="checkbox"/>	Saved my incomplete application so that I can return to it later
<input type="checkbox"/>	Submitted my completed application by <b>4pm Wednesday 6 July 2022</b>
<input type="checkbox"/>	Received an auto-generated email from NSW Health recruitment system, confirming successful submission of my application
<input type="checkbox"/>	Checked my availability to attend interview at my preferred location (preference 1) between <b>Monday 8 August - Friday 9 September 2022</b>
<b>If successful in gaining an interview, I have:</b>	
<input type="checkbox"/>	Confirmed my attendance at interview by <b>Thursday 4 August 2022</b>
<input type="checkbox"/>	Reviewed the selection criteria and prepared for interview
<input type="checkbox"/>	Gathered employment screening documents, evidence of identification and other supporting documents ready to take along to interview
<b>On offer of employment, I have:</b>	
<input type="checkbox"/>	Accepted or declined offer of employment online by <b>Monday 31 October 2022</b>



# Participating Employers

Local Health Districts (LHD)	Nursing	Midwifery
Central Coast (CCLHD)	●	●
Far West (FWLHD)	●	●
Hunter New England (HNELHD)	●	●
Illawarra Shoalhaven (ISLHD)	●	●
Mid North Coast (MNCLHD)	●	●
Murrumbidgee (MLHD)	●	
Nepean Blue Mountains (NBMLHD)	●	●
Northern NSW (NNSWLHD)	●	●
Northern Sydney (NSLHD)	●	●
South Eastern Sydney (SESLHD)	●	●
Southern NSW (SNSWLHD)	●	●
Sydney (SLHD)	●	●
South Western Sydney (SWSLHD)	●	●
Western NSW (WNSWLHD)	●	●
Western Sydney (WSLHD)	●	●
Specialty Networks (SN) and Affiliated Health Organisations (AHO)		
Calvary Healthcare, Kogarah (CHCK)	●	
Calvary Mater, Newcastle (CMN)	●	
Justice Health and Forensic Mental Health Network (JHFMHN)	●	
St Vincent's Health Network, Sydney (SVHN)	●	
Sydney Children's Hospitals Network (SCHN)	●	
Uniting War Memorial Hospital, Sydney (UWMH)	●	
Metro Rural Exchange		
Far West LHD with Central Coast LHD	●	
Far West LHD with South Eastern Sydney LHD	●	
Southern NSW LHD with North Sydney LHD	●	
Western NSW LHD with Sydney LHD	●	



Working as a Registered Nurse or Registered Midwife offers many and varied employment opportunities and experiences.

This is just the beginning.

Good luck!

NSW Ministry of Health

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Further copies of this document can be downloaded from the NSW Health website [www.health.nsw.gov.au/GradStart](http://www.health.nsw.gov.au/GradStart)

March 2022