



Thank you for your interest in undertaking a traineeship in the Certificate IV in Nursing (Enrolled/Division 2) HLT43407 with Mayfield Education.

If you have any questions, please do not hesitate to contact us via email at nursing@mayfield.edu.au or phone (03)9882 7644.

INFORMATION ABOUT 2009 PROGRAM

Mayfield is offering the third intake of the Nursing program for 2009 commencing on 27th July 2009.

An initial time commitment of two weeks (Monday-Friday) is required. The theory will then be one day per week for a two year period. (Wednesday).

Classes are generally from 8.30am until approximately 4.30p.m.

Classes will be held at Mayfield Education, Caulfield Campus. We are located at Caulfield Hospital 260-294 Kooyong Road, Caulfield 3162.

You will also be required to work a minimum of 13 hours per week in an appropriate aged care facility.

At the end of the two year period, you will be eligible to receive a nationally accredited Certificate IV in Nursing and registration as a Division 2 Nurse with the Nurses Board of Victoria. You will be medication endorsed.

Further information about the course content can be accessed from www.mayfield.edu.au

DIFFERENT TYPES OF TRAINEESHIPS

In 2009 Mayfield will be offering state government funded traineeships. However, not everyone will be eligible for these, depending on their individual circumstances. Below is a brief overview of the different types of traineeships and their eligibility criteria.

STATE FUNDED TRAINEESHIP

No doubt, this is the type of traineeship that most people want to access. The main benefit to the trainee is a significant reduction in the tuition fee that must be paid prior to commencing training.

If a student enrolls in a state funded traineeship, the maximum that can be charged per year for a continuous enrolment is \$877.00. This is based on how many hours are delivered in that particular year (i.e. April 2009 until April 2010). A second year tuition will then be charged.

Important: If you receive any government assistance, such as a low income or disability pension you are entitled to a tuition fee reduction. This would take your tuition fee to \$55.00 per continuous enrolment year period.

The employer who takes you on as a trainee also benefits with a financial incentive of around \$4,500.00 available to them.

***Please Note: New rules regarding funding will be coming in as of 1 July 2009. The above information may vary. Once this information is provided to us by the Government we will advise all applicants prior to enrolment.**

FEE FOR SERVICE TRAINEESHIP

This type of traineeship is available to people who do not meet eligibility requirements for a funded traineeship. This is generally people who have previous qualifications higher than a Certificate II level that have been obtained in the last seven years.

The traineeship fee is approximately \$10,500.00 and there is the availability to pay by instalments.

ELIGIBILITY CRITERIA

FUNDED TRAINEESHIPS

To be eligible for a state funded traineeship, applicants must meet the following criteria:

- No qualification higher than a Certificate II obtained in the last seven years.
- If already working, preferably not at the same employer for more than 3 months full time or 12 months part time.
- If not employed at time of application, must be employed in an appropriate aged care facility by the commencement of the program.
- Must be a resident of Victoria.
- Must be a permanent resident or citizen of Australia.

You will be asked to provide proof of Australian Citizenship or Residency at the time of enrolment.

**Please take the time to fill in the “Am I Eligible” form at the end of this document.
This will help us ascertain whether you are eligible for a funded position.**

AM I PAID A SALARY WHILST WORKING AS A TRAINEE?

Yes, you do earn a wage. For further information, please visit Wagenet or contact an Australian Apprenticeship Centre.

MISCELLANEOUS COSTS

In addition to your tuition fees, there are other costs associated with commencing the program. You will need to ensure you are adequately financially prepared for these.

Materials Fee: \$350.00 payable with your tuition fee

Uniform Costs: \$25.00 (approx) payable directly to the uniform retailers

Book Costs: \$798.75 (approx) payable directly to the bookseller

Nursing Calculations CD: \$30.45 payable directly to the bookseller

SELECTION PROCESS AND CRITERIA

You will need to undertake a Language Literacy & Numeracy Test as part of the selection process.

Mayfield uses its own test to evaluate applicants. Testing is held at our Caulfield Campus.

Dates for the next information and testing sessions are:

Friday 22 May 2009 at 0900

Wednesday 27 May 2009 at 0900

Friday 29 May 2009 at 0900

Wednesday 3 June 0900

There is a cost of \$25.00 to sit this test which is paid to Mayfield, Student Services prior to sitting the test. Student Services can be contacted on (03)9882 7644.

Please ensure you allow at least 3 -4 hours at Mayfield on these days.

Mayfield does accept VETASSESS results that are no more than three months old. However, you are still required to come to an information session and also be interviewed.

Acceptance into our program is dependant on the four following steps.

- Attending the Information Session
- Passing the Literacy/Numeracy Test at 65% in each area
- Passing the interview
- Obtaining appropriate employment

If you follow the following steps in order, you will maximise your chances of being selected into our program.

1. Fill in an application form available from our website and post to Mayfield, Hawthorn East Campus. (2-10 Camberwell Road, Hawthorn East Vic 3123). **Be sure to attach your Eligibility Form.** At this point, we will contact you to confirm your attendance at the information/testings session.
2. Ensure that you have filled in all parts correctly and have provided a statement of reason for wanting to undertake this course.
3. Once we have marked your paper, we will notify you of your results, Mayfield Education will contact you to come back for a brief interview with our Nursing Staff.
4. At this point, if you have been successful in both your test and interview, Mayfield will commence the process of organising job interviews for you to attend at aged care facilities throughout Melbourne.
5. Once a job has been obtained, you are then offered a position as a Nursing Trainee.

*If you do not attend the information session, your application will be not considered.



AM I ELIGIBLE FOR A VICTORIAN STATE GOVERNMENT TRAINEESHIP

NAME: _____

DATE OF BIRTH: _____

DO YOU HAVE ANY OF THE BELOW QUALIFICATIONS

- Certificate III
- Certificate IV
- Graduate Certificate
- Diploma or Higher

What year did you **complete** this course of study. _____

Are you currently working in an Aged Care Facility? _____

If so

- How long have you been working in the Aged Care Facility?
- Are you Full Time or Part Time
- Employer's Contact Name/ Number

Do they support you in undertaking this program and would they be interested in taking you on as a trainee if you are eligible?
