



AVATAR INSTITUTE
OF LEARNING

Competency Assessment Programme Applicant Information Booklet

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About Avatar

Avatar Institute of Learning (Avatar) is a private training provider registered with the New Zealand Qualifications Authority. Avatar is located within the grounds of the Maida Vale Retirement Village, Bell Block, Taranaki.

Avatar's experienced tutors facilitate delivery of the Competency Assessment Programme. Please don't hesitate to contact an Avatar staff member with your pre-enrolment queries.

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Avatar's Competency Assessment Programme (CAP) is approved by the Nursing Council of New Zealand (NCNZ). The programme provides education, support and assessment to overseas registered nurses wanting to gain nursing registration in New Zealand.

It is **important to note** that completion of CAP does not guarantee employment. CAP graduates must seek employment independently of their study with Avatar. Employment in New Zealand is a separate process and is governed by New Zealand's employment legislation.

Enrolment Eligibility

To be accepted onto the programme, **applicants must:**

- have written notification from the Nursing Council of New Zealand of the requirement to complete a Competence Assessment Programme.
- meet English requirements laid down in the NCNZ'S registration policy for overseas nurses prior to entry to the Competency Assessment Programme. Such as:
 - ❖ the International Language Testing System (IELTS) with a score of at least 7.0 in reading, writing and speaking retrospectively;
 - or**
 - ❖ the Occupational English Test (OET) with a B band in each section.
- have verified documented evidence of a **minimum of two years** clinical experience as a registered nurse in a ward environment, including having worked in this setting within two years.
- be able to demonstrate their ability to communicate effectively for the purpose of practicing in the New Zealand setting.
- provide current evidence of a Police clearance from the country where the applicant holds current registration.

Please Note: If applicants are unable to attend a face-to-face interview they will be required to have a telephone or online interview with the Training Coordinator.

General Information

Programme fees

Competency Assessment Programme fee is **NZ \$10,250** (including GST).

A deposit of **NZ \$3000.00** (including GST) is required by the 20th of the month following the date the application to enrol is accepted.

The balance of **NZ \$7250.00** (including GST) is required by the 20th of the month after the deposit has been paid.

Fees must be paid prior to commencement of the programme and places are not confirmed until fees are paid. Fees will be held in a separate account for the duration of the eight (8) week programme.

Related costs

The following costs will be incurred once enrolment has been confirmed. The costs are approximate and will depend on the options you choose:

- Work uniform (either navy blue or black pants/skirt; flat black or navy blue shoes with closed toe; 2 scrub tops will be provided by Avatar for use) **\$150.00 (approx)**
- MRSA test (if requested by the Training Coordinator) **\$ 65.00 (approx)**
- Shared accommodation per week per person **\$185.00 (approx)**
- Food (recommended weekly allowance) **\$ 80.00 (approx)**
- Medical, death, repatriation and expatriation insurance **\$155.00 (approx)**

Visas

If you're planning to study in New Zealand full time for more than three months you will need a student visa.

Student visa requirements include:

- an offer of place from an educational institution approved by the New Zealand Qualifications Authority.
- a written guarantee from an institution or person that suitable accommodation is available to you in New Zealand (if you're under 18 years).
- evidence of sufficient funds to live on while you are studying.
- a return air ticket to your country, or evidence of sufficient funds to buy one.
- This is just a summary. You should make sure you get the full details at Immigration New Zealand.

If you are planning to study in New Zealand for less than three months you may do so on a Work Visa or a Visitor Visa.

Please note: International students will only be enrolled at Avatar if their visa remains current for the entire duration of the programme.

For Visa information and to apply for a visa online, go to the below weblink: <https://www.immigration.govt.nz/new-zealand-visas/options/study>

Insurance

All International Students must have appropriate insurance before arriving in New Zealand that covers all of the below items:

- (a) The student's travel**
 - (i) to and from New Zealand; and
 - (ii) within New Zealand; and
 - (iii) if the travel is part of the course, outside New Zealand; and
- (b) Medical care in New Zealand**, including diagnosis, prescription, surgery, and hospitalisation; and
- (c) Repatriation or expatriation** of the student as a result of serious illness or injury, including cover of travel costs incurred by family members assisting repatriation or expatriation; and
- (d) Death of the student**, including cover of
 - (i) travel costs of family members to and from New Zealand; and
 - (ii) costs of repatriation or expatriation of the body; and
 - (iii) funeral costs
- (e) Indemnity insurance** (if you choose Avatar's provider) **\$45.00 (approx)**

Avatar recommends to students they use Uni-Care's New Zealand Student Plan. Uni-Care is a division of Crombie Lockwood and provides insurance packages specially designed to meet the needs and requirements of international students in New Zealand. Avatar provides students with Uni-Care's information on their NZ student Plan.

Uni-Care's link if you would like to view is <https://www.uni-care.org/documents/brochures.aspx>

Your may choose your own insurance provider but must provide proof by emailing a scanned copy of your insurance policy and what it covers **before commencing this course**.

On-site accommodation

Avatar has an agreement with Maida Vale Retirement Village and can provide limited share-twin accommodation on site or within a short walking or driving distance to the Training School. Go to Avatar's website for the most up-to-date information.

Off-site accommodation

Accommodation Providers

Airbnb or New Plymouth Backpacker, Budget and Hostel Accommodation

https://www.airbnb.co.nz/s/New-Plymouth-Taranaki/homes?allow_override%5B%5D=&s_tag=l8DiwhOD

New Plymouth Backpackers

www.hostelworld.com/Backpackers/New_Plymouth

Rental Accommodation

If you are in rental accommodation, you need to become familiar with the information in the following websites:

Tenancy Services

<https://www.tenancy.govt.nz/starting-a-tenancy/new-to-tenancy/key-rights-and-responsibilities/>

Disputes Tribunal

<https://www.disputestribunal.govt.nz/>

Transport

Clinical Placements

Clinical placement providers are located in Bell Block, New Plymouth, Stratford and Hawera. Where possible, the Training Coordinator will place students who do not have their own transport in Bell Block. This cannot be guaranteed therefore students are encouraged to bring their own car.

Public transport is limited between Bell Block, New Plymouth, Stratford and Hawera as per the bus links indicated on our website. This may be a concern for you when you are required to attend workplace training. For your convenience we suggest that you bring your own vehicle as you will also want to explore what New Plymouth has to offer during your free time. Students sharing the same work placements may be able to agree to car share. There is free car parking available onsite at the training school.

Taxi Service

There is a 24 hour taxi service available for those completing their duty late at night and this is paid for by Avatar Institute. There is no additional cost to the student. The contact details of the taxi company is Energy City Cabs 06 757 5580.

Taxi's are a great way to go if you are sharing it with another 3 people as you can share the cost to have a day out in the CBD of New Plymouth. New Plymouth's taxi service charge around \$50-\$60 from Bell Block to the centre of New Plymouth (Taxi seat up to 4 passengers).

Note: There are a limited number of Uber drivers now available in New Plymouth.

Bus Service

Bus service from Bell Block to New Plymouth - runs Monday to Friday only. Cash \$4.20 per ride.

Smart Card \$3.09. Purchase Smart Card from: Puke Ariki i-Site. Main bus stop in centre of town. The initial cost is \$15 — \$5 for the card and \$10 worth of travel to get you started. The minimum recharge amount is \$5. They can be recharged on the bus (cash only) or at Puke Ariki i-SITE, Ariki St Bus Centre, Waitara Library, Bell Block Library or Transit Coach lines.

Programme Details

Programme aim and outcomes

The programme has been designed to enable CAP students to demonstrate their ability to meet NCNZ competencies for their scope of practice to gain NCNZ registration.

On successful completion of the programme students will:

- demonstrate competency in clinical/technical skills pertinent to the area and within their scope of practice as evidenced by the clinical skills assessments.
- have acquired the skills and confidence to practice in a safe and competent manner.
- practice effectively as a member of a multidisciplinary team.
- practice in a culturally safe manner.
- be able to apply the principles of the Treaty of Waitangi.
- have an understanding of the legislation impacting on the practice of nurses in New Zealand evidenced by their practice.
- have met Nursing Council of New Zealand competencies for the registered nurse scope of practice as evidenced by the assessments.

Programme delivery and content

The programme is delivered fulltime over eight (8) weeks in two parts:

Part One: Tutorials and self-directed learning

The first part is delivered over three (3) weeks and equates to approximately 95 learning hours over 14 days. The following topics are included:

- Nursing Council of New Zealand Competencies.
- Nursing Council of New Zealand Code of Conduct and Professional Boundaries.
- Legislation, Documentation and Reflection.
- Leadership and Delegation.
- Head to Toe Assessment.
- Safe Manual Handling.
- Treaty of Waitangi, Maori Health and Cultural Safety.
- Medication Management.
- Infection Control.
- Wound Management.
- Mental Health.
- Dementia, Delirium and Depression.
- Health and Disability Consumers' Rights.

Tutorials are held in Avatar’s Training Room located at Maida Vale Retirement Village, Bell Block. Practical activities are carried out in the Clinical Skills Lab also located onsite at Maida Vale Retirement Village. Self-directed learning activities are assigned by the tutor. Students must self-manage completion of these activities in their own time. Students have access to Avatar’s Training Room 24 hours a day to use laptops and other resources such as textbooks and nursing journals.

Part Two: Clinical placement

The second part is delivered over five (5) weeks of clinical placement and requires a minimum of 200 work-based hours. Clinical placements are arranged by the Training Coordinator. Placements are organised on a 40hr week, including weekends.

Clinical placements

Important Note: It is not logistically possible to arrange clinical placements with multiple providers because of the short duration of the work placement component. Students would not have time to become familiar enough with the work placement’s operations to achieve all of the required competencies.

Clinical placements take place at sites approved by NCNZ including:

- Mountain View facility located on site at Maida Vale Retirement Village, Bell Block.
- Woodrow Grove facility located on site at Maida Vale Retirement Village, Bell Block.
- Sunhaven Home and Hospital, located in Bell Block.
- Molly Ryan Life Care, located on Mangorei Road, New Plymouth.
- Riverside Home and Hospital, location on Mangorei Road, New Plymouth.
- Thornleigh Park Rest Home and Hospital, located on Heta Road in New Plymouth.
- Heatherlea Care Centre, Vivian Street, New Plymouth.
- Summerset Mountain View, Fernbrook Drive, New Plymouth.
- Maryann Home and Hospital, Brecon Road, Stratford.
- Elizabeth R Lifecare, Elizabeth Grove, Stratford.
- Annie Brydon Lifecare, Glover Road, Hawera.

On placement you will work rostered shifts. The hours are typically:

Maida Vale: Morning shift	(0655 – 1530)	Afternoon shift	(1530 - 0015)
Other sites: Morning shift	(0700 - 1530)	Afternoon shift	(1500 - 2300)

During clinical placements, students work with residents who have been assessed as requiring hospital-level care. This means they may present as very frail, dependent on two people for the majority of their cares and often have multiple co-morbidities and/or poly-pharmacy. These residents may range in age from those classed as “young disabled” to over 101yrs old. These residents may be at the facility to convalesce or rehabilitate after an acute event. Some will have cognitive decline or dementia, while others may be dying and needing palliative care.

You will be assigned a placement and a preceptor. Preceptors are approved by NCNZ. They are registered nurses with a minimum of three years’ work experience. Your assigned preceptor supervises you throughout your clinical placement. They guide and support you as you apply the skills and knowledge necessary to be assessed against the required competency standards.

Assessment

Assessment of competencies takes place at scheduled intervals throughout the duration of the programme. Assessment methods include practical demonstration of skills and written assignments.

Your tutor(s) and preceptor will provide you with ongoing feedback about your progress. This will include what you are doing well and where you need to improve.

Assessment schedule

Assessment tasks	Due	Description
Head to Toe Assessment	Week 1	Achieved or non/achieved
Medication Administration Assessment	Week 2	Achieved or non/achieved
Assignment	Monday Week 4	Achieved or non/achieved
Clinical Placement Assessment	Week 8	To be completed by the preceptor who has frequently worked with the student.
Learning outcomes	Weekly	Preceptor and tutor to review weekly
Praxis Log	Weekly	Candidate, preceptor, and the programme coordinator are to document areas of achievement, areas for development, and comment on achievement of weekly goals.
Nursing Council Competencies Self-Assessment	Week 8	All domains have to be successfully completed to pass this course.

Extensions

In exceptional circumstances an extension of three days may be approved by the Training Coordinator. Students need to apply at least two (2) days before the assessment due date.

Reassessment

Students are provided with two attempts at any assessment activity. If competency is not demonstrated on the second attempt, the assessment is graded "Competency Not Met".

Before a reassessment is attempted, the tutor will discuss the assessment with the student and provide additional guidance and learning support.

Programme completion

On successful completion of the programme, the Training Coordinator submits a competency report to NCNZ with a recommendation to award registered nurse status in New Zealand.

- ❖ NCNZ notifies CAP graduates in writing of their registration status.
- ❖ Avatar provides each successful student with a certificate of completion.

Withdrawals and Refunds

The following text is an extract from the International Students Withdrawals and Refunds policy. The full policy is available on request.

Withdrawals

- 6.1 A student has the right to withdraw from a programme at any time and must complete the official Withdrawal and Refund form.
- 6.2 Withdrawal from a programme will be recorded in the student management system and reported on a student's academic record.

Refunds

- 6.3 A student is eligible to a 75% refund of the fees paid if the withdrawal occurs up to the end of the fifth day after the start of the course.
- 6.4 Deposits paid upon acceptance of enrolment will be fully refunded where a student withdraws from the programme before full programme fees have been paid.
- 6.5 Deposits will be fully refunded if the full programme fee has not been paid by the due date and the enrolment will be cancelled.
- 6.6 A student may be eligible for a refund of 90% of the full fee paid, only if they complete the Withdrawal and Refund Form at least 28 days before the programme's start date.
- 6.7 In exceptional circumstances refunds may be paid after the refund period if a request is made in writing to the Managing Director and includes supporting evidence.
- 6.8 There is no automatic right to a refund of fees if a student changes his or her mind about studying at Avatar outside the refund period.
- 6.9 Students will receive a full refund if Avatar cancels the offering or is unable to proceed with delivery of the programme.

Professional Conduct

Confidentiality

Confidentiality is a legal requirement and you will be required to sign a confidentiality form acknowledging this. You must not reveal to unauthorised persons any information gained during clinical placements. There is to be no written information whatsoever regarding clients/residents are to be taken from the clinical area.

Attendance

Students must maintain 100% attendance. Attendance is monitored daily and records maintained in accordance with NCNZ requirements.

If you are unable to attend the Training School or your practicum placement, you must contact both the Training Coordinator and the placement provider as soon as possible.

Where possible, additional tuition and/or clinical placement hours may be rostered at the clinical placement site at their convenience.

Dress code

Name badge and tidy dress wear are required while at the Training School.

Professional dress code is required for all practicum placements. You will be required to wear:

- either navy blue or black long slacks/pants or skirt.
- a “scrub” top provided by Avatar for the duration of the programme only.
- either navy blue or black closed toe/flat shoes.
- ID Name Badge (provided by Avatar).
- Hair must be secured back off face and neck.
- No jewellery, other than a plain wedding band or single ear studs.
- Finger nails trimmed and no nail polish is to be worn.
- Professional conduct is required at all times in both classroom and on clinical placements.

How to Apply

