

Clinical Training Agency (CTA) Frequently Asked Questions (FAQs)

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1. What is CTA funding?

- Ministry of Health (MoH) Clinical Training Agency (CTA) funding distributed to District Health Boards (DHBs).
- CTA funding assists Registered Nurses (RNs) undertaking Postgraduate (Level 8) Nursing Council of New Zealand (NCNZ) & New Zealand Qualifications Authority (NZQA) approved papers towards a formal Postgraduate qualification.
- The application process is undertaken in September-November each year.
- Want to know more?
Go to:
 - a) WDHB intranet link:
 - b) WDHB internet link (external) <http://www.wairarapa.dhb.org.nz>

2. When do I apply for CTA funding?

- **The close off date for applications for 2010 is 31 October 2009** - late applications will not be accepted. You need to supply all required information with your application.
NB: This application covers the **ENTIRE** 2010 academic year, Semesters 1,2 and summer school. Therefore this is your **ONLY** opportunity to gain CTA funding for post graduate study in 2010.
- Generally we encourage RNs to be considering their academic career pathway for the following year during the current year so as to be prepared for submitting their CTA application by ***close off date on 31 October 2009.***
- *Academic advice is available through WDHB Director of Nursing, WDHB Nurse Educators or Educational Institution (programme providers). This gives applicants six weeks to prepare their CTA application.*
- *For first time students this also gives time to complete a university/tertiary provider student enrolment application form prior to the tertiary institutions' closure for Christmas break. This will assist timely processing and delivery of your student ID card which you will require by the commencement of your course.*

3. Who is eligible for CTA funding in Wairarapa?

Wairarapa Nurses who:

- Are registered as a Registered Nurse or Nurse Practitioners under the Health Practitioners Competence Assurance Act (2003)
- Have a current Annual Practicing Certificate (APC) with no restrictions on that APC that would negatively impact on their ability to participate in the programme.
- Be a New Zealand citizen or hold a New Zealand residency permit as conferred by the New Zealand Immigration Service.
- Are currently employed as a RN by a health service that is funded by WDHB or MoH from Vote Health
- Meet the entry criteria required by the education provider

- Participate in a course of study that is at post graduate level (level 8 on the National Qualifications Framework) informing advancing nursing practice and the course of study applied for is accredited by New Zealand Qualifications Authority and approved by the Nursing Council of New Zealand.
- Please review the WDHB check list for CTA funding approval
Go to: <http://www.wairarapa.dhb.org.nz> then click on Nursing/Midwifery and scroll down to go to Funding Options and click on check list for CTA funding approval
- for more information see <http://www.moh.govt.nz/cta>

4. Will I still have to pay any of my fees or related costs on top of my CTA allocation?

Yes, you will need to pay your course costs and related fees yourself. Before applying you need to be sure that you will be able to meet the costs.

CTA funding covers **all** your course fees (upon successful completion) and contributes to your travel and accommodation costs (if applicable). Please note there is **additional funding** available for Maori and Pacific trainees for cultural supervision.

Reimbursement of costs – Non DHB Nurses:

- Organisations have different processes for reimbursing costs, please discuss this with your organisation prior to completing the CTA funding application form.
- Wairarapa District Health Board will only liaise with organisations, not individuals.
- Papers and qualifications will not be funded retrospectively

5. What will CTA funding give me and what will I have to pay?

- Once you've been approved to be funded through CTA your fees, are to be paid in full by you directly to the Tertiary Institute. Nurses are entitled to apply for a student loan to pay for these fees through the normal process. When confirmation of pass is obtained, this together with initial receipt for course fees, and receipts for any other approved funding for example accommodation and/or travel expenses should be presented to the Nursing Directorate for reimbursement.
- If the number of nurses applying for the funding exceeds the total amount allocated then a rationalising process will occur.

The specific amounts allocated for study days, your paper(s), travel and accommodation will be outlined in your CTA application approval letter. These amounts will be reviewed prior to the 2009 applications being received; however they are currently allocated as follows:

		You pay	CTA funding Reimburses
FEES	15 point paper	For Paper	The entire fee to you
	30 point paper	For Paper	The entire fee to you
	Full Post Grad Certificate	For Paper	The entire fee to you
	Full Post Grad Diploma	For Paper	The entire fee to you
	Final year of Masters	For Paper	The entire fee to you

		You pay	CTA funding Reimburses
TRAVEL & ACCOMM	Travel from Wairarapa to Wellington or Palmerston North	The balance (see notes in first column)	The amount paid is discretionary based on cost of fees and back filling. <i>(It is up to the applicant to decide how to split this between travel and accommodation, however <u>accommodation is funded at a maximum of \$80.00 per night</u>)</i>
BACKFILL (NON DHB Employees)	Backfill if applicable is available to be claimed by your employer	Discuss this with your manager but it is likely you will need to take annual leave to cover the balance of your study days	
CULTURAL SUPPORT	Māori support funding applies to actual and reasonable costs associated with <ul style="list-style-type: none"> • Mentoring, • Cultural Supervision • Cultural Development 	Go to: http://www.wairarapa.dhb.org.nz then click on <i>Nursing/Midwifery</i> and scroll down to go to CTA – postgraduate study and click on CTA cultural support for eligibility criteria and more information	Support funding is up to a maximum of \$2,000 (excluding GST) per trainee programme Training Unit, but may be less depending on factors such as available budget. Funding is on a prorated basis for part-time study.

The papers delivered regionally are recommended as a convenient and cost effective starting place to study.

6. What happens if I do not complete the course?

In all instances seek assistance well before this eventuates. Contact your Tertiary Institute Course Coordinator, or WDHB Director of Nursing or Nurse Educator to discuss. You will not be refunded for any papers not completed. Therefore it is important to discuss this with appropriate support personnel.

7. How do I apply for CTA funding?

- WDHB has an **Annual Clinical Training Agency funding process** – Applications for 2010 **close on 31st October 2010**. This application covers the ENTIRE 2010 academic year, Semesters 1, 2 and summer school. Therefore this is your **ONLY** opportunity to gain CTA funding for post graduate study in 2010.
- Registered Nurses: go to WDHB website or intranet/Forms/Nursing Midwifery and scroll down to **Clinical Training Agency Programmes - Funding Options – CTA funding Application Form** and check you and the paper/s are eligible for CTA funding (see **Checklist for CTA funding Approval**).
- **Clinical Training Agency (CTA) Funding - Application Form**

NB: Incomplete forms will not be considered by the nursing directorate

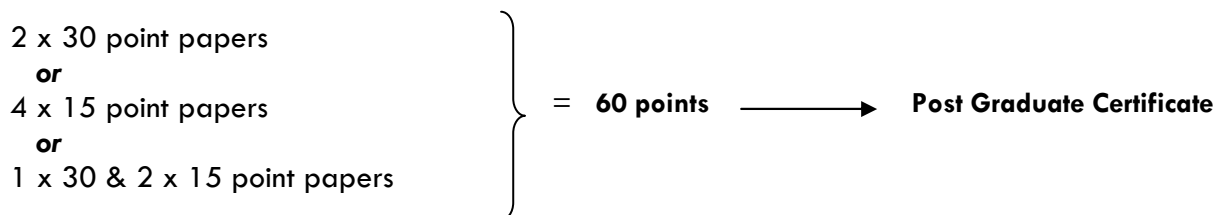
Please complete **ALL REQUIRED FIELDS** - it is most important to **fully complete** your application before submitting it to:

- Ensure that you have provided all additional information outlined in your application including:
 - A copy of course information from the tertiary institution (including dates and fees and exact paper details for all semesters you are planning to study in. Contact your tertiary institution directly or visit their website for this information.
 - Your letter supporting your application.
 - Ensure signatures are obtained and additional information is attached e.g. course outline, professional development/career plan, evidence of PDRP attainment etc.
- RNs employed elsewhere please go to: <http://www.wairarapa.dhb.org.nz> then click on Nursing/Midwifery and scroll down to the CTA Application Form.
- Applications will be considered against the specified criteria (Checklist for CTA Funding Approval).

8. What does a postgraduate qualification mean?

- Postgraduate means Level 8 papers studied through a tertiary institution such as a University e.g. *Massey University* or *Victoria University of Wellington* plus some Polytechnics offer Level 8 papers e.g. *Whitireia Community Polytechnic*.
- A formal postgraduate qualification is made up of 15 and/or 30 point papers which total 60 points. This full qualification is completed over 1-2 years giving a Postgraduate Certificate (PGCert).
- A Postgraduate Diploma and Masters follow on from a PG Cert for those wishing to continue with their studies.
- Undergraduate is study at Level 7 e.g.: a Bachelor of Nursing degree.

9. How many papers must I successfully complete to receive my first postgraduate qualification?



All course work requirements and marking criteria must be met successfully as per tertiary institution specifications.

10. What does semester mean?

- The academic year is made up of a first and a second semester.
- First semester is from March - June.
- Second semester is from July- November.

- Summer semester is from November to January

11. How many papers do I have to enroll in for each semester?

A minimum of one 15 point paper per semester, whilst studying for your qualification to meet the required study timeframes.

12. What postgraduate papers are offered locally and will it be applicable to my advancing practice as a RN?

- WDHB encourages nurses to review the papers on offer at Nursing Council approved regional tertiary education institutes. The papers delivered regionally are recommended as a convenient and cost effective starting place to study.

Go to: <http://www.wairarapa.dhb.org.nz> then click on *Nursing/Midwifery* and scroll down to go to CTA – Postgraduate Study and click on **NCNZ approved regional tertiary education programmes**.

- The purpose of post graduate nursing papers is to offer RNs an opportunity to facilitate advancing nursing practice which will aim to improve health outcomes for the population of Wairarapa.

13. How do I get an official cost and outline for my paper/s to attach to my CTA application?

- Directly from tertiary provider by mail post or fax.
- Accessing the tertiary provider's website, *locate the paper and print off course outline and cost, or email Key Contact on University Homepage requesting the official cost (or at least an indicator for the current year), study dates and venues, and course/paper outline.*

14. Does CTA fund standalone papers?

The CTA Funding specifications recommend and support applications which indicate study towards a formal qualification rather than standalone papers. However other applications will be considered.

15. What options do I have if I miss the CTA cut off date and still wish to undertake Postgraduate study?

- For RNs not employed by WDHB please discuss other funding options with your manager. You can also find further information at: <http://www.wairarapa.dhb.org.nz> then click on *Nursing/Midwifery* and scroll down to go to **“Other Funding Options for Ongoing Nurse Education”**

16. What else do I need to do if I am interested but have not studied at postgraduate level before?

- Understand and accept that you will incur some course related costs and that approved CTA funding assists you financially but does not cover all your costs.
- Discuss your Academic Pathway with your Nurse Manager.
- Contact the WDHB Nurse Educators for advice.
- Attend the annual WDHB Postgraduate Educational Expo to discuss options directly with regional tertiary institution providers and obtain current information. Next due **23rd September 2009**, 2-6pm rolling session (just pop in anytime) at WDHB Board Room

17. I have studied Level 8 papers in the past, can I claim CTA funding for these papers now?

No, there is no retrospective funding.

18. Can I change my papers after I have received CTA funding?

Only in exceptional circumstances.

In exceptional circumstances beyond your control, e.g. the tertiary institution cancelled the paper/course, please contact:

Helen Pocknall - Director of Nursing
Phone: 06 9469885 Extn:5885

Note that funding granted and not used (e.g. due to withdrawal from studies or not beginning studies) cannot be carried over to a future year. You will incur the costs if you withdraw.

19. I am not a NZ citizen - can I apply for CTA Funding?

No, you must be a New Zealand citizen or hold a New Zealand residency permit as conferred by the New Zealand Immigration Service.

20. I do not have NZ residency- can I still apply?

No, you must hold a New Zealand residency permit.

21. Can I book annual leave during the on campus block course study days?

- You are strongly advised **not to** book annual leave during semester study days as valuable course information is given by lecturers; also sometimes the study days are compulsory.
- CTA funding also gives some financial assistance to students to travel outside Wairarapa to attend lectures at their tertiary institution.
- There is an expectation that course paper study days will be attended.

22. I am employed as a RN doing shift work at an Aged Care Facility - can I apply for CTA funding to study at postgraduate level?

Yes, we would welcome your application, go to: <http://www.wairarapa.dhb.org.nz> then click on Nursing/Midwifery and scroll down to **Funding Options** and click on the **CTA funding Application Form** or phone Dianne Mazey on Ph: 06-9469800 Extn:5845 for further information.

23. I am currently permanently employed part time at Wairarapa Community Primary Health Organisation (WCPHO) and I also pick up casual extra shifts as a practice nurse - can I apply for CTA funding?

Yes. Go to, <http://www.wairarapa.dhb.org.nz> then click on Nursing/Midwifery and scroll down to **Funding Options** and click on the **CTA funding Application Form**.

24. I have been working part time on the WDHB casual list for 13 months, whilst looking for a permanent job, can I apply for CTA funding?

No.

25. I've heard there are support mechanisms in place for Maori and Pacific Island Registered Nurses – can you tell me more?

- a) Yes, we have assistance available for Maori and Pacific Island Registered Nurses. Please note there is additional funding available for mentoring, cultural supervision and cultural development. Information is available from Wairarapa DHB website. Go to <http://www.wairarapa.dhb.org.nz> then click on Nursing/Midwifery and scroll down to **CTA Post Graduate Study** then click on **CTA Cultural Support**.

26. I am working in Mental Health and have heard if I do a Post Graduate Certificate or other Mental Health paper I can get funding from another agency. Can you tell me more?

Yes, there is funding assistance available (similar to CTA) through Te Pou for post graduate certificate papers only. This funding supports Registered Nurses working in Mental Health with their post graduate study costs. Te Pou must have a contract with the tertiary provider in the first instance. CTA funds Mental Health Papers at a higher level.

Further information can be obtained via www.skillsmatter.co.nz – click on Te Pou.

27. Will my application be confidential?

Yes, your manager is required to endorse and sign your application and the Nursing Directorate and CTA Advisory Group will process and consider your application.

Personal details such as Date of Birth, Ethnicity etc. are required by Ministry of Health Clinical Training Agency Postgraduate Nursing Training funding body for data collection. Information is held securely and confidentially.

28. Is there a process to ensure the funding allocation is fair?

Yes, the Nursing CTA Advisory Group meets in November to consider applications and the CTA terms of reference are used to guide the allocation of funds. The committee also relies on true and accurate information being entered on the CTA application form by the applicant.

- Review the WDHB checklist for funding approval at <http://www.wairarapa.dhb.org.nz> then click on *Nursing/Midwifery* and scroll down to **Funding Options** then click on **check list for CTA funding approval**

29. Enrolling with your Tertiary Institution

1. Once you have been advised that your CTA funding application has been successful **YOU** must enrol with your tertiary provider. If you have not heard anything please contact the Nursing Directorate for confirmation.
2. It is **YOUR** responsibility to enrol with your chosen tertiary institution in a timely manner. Please ascertain the enrolment deadlines to ensure your registration will be accepted.

30. Do I 'pay up front' and then get reimbursed later?

Yes

WDHB (Provider Arm)

- Your fees, travel and accommodation are to be paid in full by you.
- Nurses are entitled to apply for a student loan to pay for these fees through the normal process.
- When hard-copy confirmation of pass is obtained from the tertiary institution, this together with initial receipts for course fees and accommodation should be presented to the WDHB Nursing Directorate for reimbursement.

Primary Healthcare Applicants - e.g. PHO, Aged Care Sector, Practice Nurses

- Primary healthcare applicants also pay for their fees, travel and accommodation costs up-front. Some primary healthcare employers are willing to pay on behalf of their employees but this is up to you to discuss with your employer.
- If your funding application is accepted, WDHB will send details of your claimable costs to both you and your employer.
- At the end of each paper, reimbursement of fees, travel, accommodation, and study leave will be made to your employer after you have successfully completed your studies and upon the Wairarapa District Health Board receiving an invoice for the above costs from your employer and official confirmation that your paper/s have been passed. We will not reimburse you directly, nor should you invoice us directly.
- Further information can be obtained by contacting
Helen Pocknall, Director of Nursing
Phone: 06 9469885 Ext:5885

31. I am new to postgraduate study; can I enroll for two papers each semester?

Yes this is an option but if you are new to postgraduate study, then please discuss your study plans with your tertiary provider, the WDHB Nurse Educators or Helen Pocknall - Director of Nursing.

This is important as some students who are not familiar with postgraduate study requirements may find themselves over committed. If you change or withdraw from study, especially after the cut-off date you will not receive any funding from CTA.

32. Can I change my current paper part way through?

NO, make sure you are well informed by contacting your Course Coordinator at the tertiary institution you are studying at.

33. Can I change tertiary providers after one or two papers?

This is not recommended at all. There may be some instances where this is justified, however other tertiary institutions do not generally give recognition of prior academic achievement on individual papers.

34. What do I do if I am struggling to meet my assignment deadlines?

- Contact the Course Co-ordinator at the tertiary institution you are studying at to discuss.
- Access online student learning centre at the tertiary institution you are studying at.
- Discuss with another student or form a study group.
- Discuss with a WDHB Nurse Educator or the WDHB Director of Nursing

35. Where else can I apply for funding if I do not receive CTA funding?

- b) Nurses are entitled to apply for a student loan to pay for these fees through the normal process.
- c) Discuss other funding options with your manager.
- d) Go to <http://www.wairarapa.dhb.org.nz> then click on *Nursing/Midwifery* and scroll down to **Funding Options** then click on **Other Funding Options For Ongoing Nurse Education**.

36. Can I use CTA funding for postgraduate study outside of New Zealand?

No.

37. What if I resign from WDHB whilst I am studying, but remain employed locally, can I still continue to receive CTA funding?

Yes, providing your employer is funded by the DHB or Vote Health and supports your study plans.

It is very important that *you notify us immediately* of any change of employers so we can confirm that they support your study plans and advise them of their responsibilities within the funding process.

38. What if I leave the district before I have completed my current paper(s) for the year?

Many of the papers have capabilities to be studied and completed on line, or you may be able to attend lectures in other centers. If you transfer to another DHB then the Nursing Directorate can negotiate a transfer of fees to that DHB.

39. Who do I send my completed application to?

Forward all documentation to the:

Director of Nursing
Wairarapa DHB
P.O. Box 96
Masterton

40. Who do I inform once I have completed my paper?

Provide the Nursing Directorate Administrator of your successful or otherwise completion of each paper funded. Indicate whether you passed or not and provide evidence from your tertiary institution.

If sending by e-mail, do not send a link to your online information, as it requires your password for access.

Post to:

Director of Nursing
Wairarapa DHB
P.O. Box 96
Masterton

This information is also clearly set out on the [Clinical Training Agency \(CTA\) Funding - Application Form](#).

41. What happens if I do not pass the course assignments?

Liaise with your Course Coordinator at the tertiary institution you are studying at to discuss.

You must also notify:

Helen Pocknall, Director of Nursing
Phone: 06 9469885 Extn:5885

42. How can I find out who else is doing the paper I am enrolled in?

Contact your Course Coordinator to request a distribution list for the paper you are enrolled in or check the blackboard site and relevant paper links provided by the tertiary institution you are enrolled with. You may be the only person studying certain papers at certain times. If you do not want others to know what paper you are studying please specify this on your application form.

43. Can I have a break in-between papers?

- **You must complete a Postgraduate Certificate within two years.**
- You absolutely must contact the university or tertiary provider for advice regarding timeframes if your circumstances change during your study.

44. How do I find out more?

- WDHB RNs: Internal site:
 - External site: <http://www.wairarapa.dhb.org.nz> then click on *Nursing/Midwifery* and scroll down to relevant topic heading
 - Discuss with peers/colleagues/manager/others who have studied at Postgraduate level
 - Navigating tertiary provider websites
 - Contact WDHB Nurse Educators or Director of Nursing Office
-

Acknowledgements:

CTA Postgraduate Nursing Training Specification (2007)

WDHB Nursing Clinical Training Agency Application for Funding Policy for Registered Nurses (2004)

WDHB Nursing Clinical training Agency Fund Advisory Group Terms of Reference (2009)

Taranaki DHB CTA Frequently Asked Questions