Guide to Applications

This is a two-year full-time Enrolled Nurse (EN) Training Programme targeted to meet the manpower demand for EN (General) and EN (Psychiatric) in the welfare sector. It is organised and funded by the Social Welfare Department (SWD), which has commissioned The Open University of Hong Kong to provide the training.

Programme Aims, Structure and Mode of Study
- Health care services have been extended from hospitals to the community with an ageing society. There has been an ever-increasing demand for ENs, in particular in the welfare sector. This Programme aims to prepare trainees for employment as ENs (General or Psychiatric) through instruction of professional nursing knowledge and skills.
- This Programme targets to prepare graduates to become competent and caring professional nurses with an understanding of the holistic nature of health and the ability to apply the principles and demonstrate proficiency in providing health care for clients in particular in the welfare sector.
- It is divided into two streams, namely EN (General) stream and EN (Psychiatric) stream with a plan to offer 200 and 30 training places respectively. The EN (General) Training Programme is to be provided by The Open University of Hong Kong in respect of the Higher Diploma in Nursing Studies (General Health Care) (Programme code: HDNSGF1). The EN (Psychiatric) Training Programme is to be provided by The Open University of Hong Kong in respect of the Higher Diploma in Nursing Studies (Mental Health Care) (Programme code: HDNSMF1). (Please refer to the homepage of The Open University of Hong Kong for the content of the respective programme.)
- The Programmes will be conducted in the campus of The Open University of Hong Kong in Homantin. The Open University of Hong Kong will also be responsible for the arrangement of relevant clinical practice.
- Medium of instruction is mainly Chinese.

Assessment
- Each trainee’s performance will be assessed by coursework, examinations as well as field assessments.

Professional Recognition
- On successful completion of this Programme, graduates are eligible to apply for enrolment with the Nursing Council of Hong Kong as EN (General) or EN (Psychiatric).

Course Commencement Date
- Successful applicants will be arranged for admission to either the EN (General) Training Programme or EN (Psychiatric) Training Programme. The commencement date for both Programmes is 4 September 2017.

Entry Requirements
- The entry requirements for this Programme are –
  (a) having attained the age of 18 or above by the time the Training Programme commences on 4 September 2017 and applicants must be Hong Kong residents;

Note: Welfare sector refers to non-governmental organisations or private organisations which are recognised by the Social Welfare Department for the purposes of this training programme as providers of elderly, rehabilitation, family and child care, or correctional services.
(b) (i) having obtained Level 2 or above in 5 subjects, including Chinese Language, English Language, Mathematics and any two other subjects in Categories A and B in the Hong Kong Diploma of Secondary Education Examination; or
(ii) completion of a Pre-Associate Degree programme, or an equivalent qualification; and
(c) being fluent in Cantonese, and proficiency in written Chinese and English.

• Priority will be accorded to applicants who have successfully completed the two-year Diploma Programme under the “First-hire-then-train Pilot Scheme” or “Navigation Scheme for Young Persons in Care Services” of the SWD or those who are currently working full time in non-governmental organisations or private organisations providing elderly, rehabilitation, family and child care, youth or correctional services, and who aspire to continue serving in the welfare sector as ENs after graduating from the Programme. Although trainees from the welfare sector are joining the Programme in their personal capacity, their employers are encouraged to work out future employment arrangements with them in order to retain them as ENs upon their completion of the training.

• Individuals not working in the welfare sector but aspiring to start a career as ENs in the welfare sector will also be considered.

Tuition Fee
• The tuition fee for the first normative 2-year study period of the Training Programme will be fully subsidised by the SWD on the condition that the trainee has successfully completed the Training Programme and attained the graduation requirements.
• If a trainee is required to retake failed subject(s) or re-sit examination for failed subject(s), he/she has to pay the tuition fee for the retake course(s) and/or the re-sit examination(s) fee. The SWD will not provide any additional subsidy.
• If a trainee is unable to complete the Training Programme and attain the graduation requirements, the SWD will not provide any subsidy.
• No training allowance or monetary reward will be paid to the trainees by the SWD or The Open University of Hong Kong during the Training Programme.

Study Period, Retake and Deferment

Study period
• The normative period of the study is 2 years. The maximum period of the study should be the normative period of the study plus 2 years (i.e. 4 years) and shall include any periods of leave of absence and suspension of studies. Trainees who have deferred/failed course(s) within the Programme are required to take/retake the deferred/failed course(s) within the study period. Trainees who cannot pass all the courses within the Programme within 4 years are not eligible for graduation.

Requirements for passing a course
• Each course comprises of continuous assessment and final examination, scores from both items will contribute to the overall course score. Trainees must achieve a passing score in both items in order to receive a pass grade of the course.

Retake of course/re-sit of examination
• Trainees who fail in the continuous assessment items or final examination of the course(s) or are absent from the assessment of the course(s) will receive a fail grade for the course. The trainees are required to retake the course and go through the full set of assessment as if they were taking the course at the first time. The trainees are required to pay the school fee for the retake course(s) by themselves (school fee based on the intake academic year).
• But if trainees who marginally fail in final examination and receive a fail-re-sit grade in a course, they are only required to re-sit the examination in the next academic year. The trainees are required
to pay the re-sit examination fee for each course and each examination by themselves.

Deferment of studies/examination

- Trainees who encounter special circumstances that make them unable to study temporarily must apply deferment of studies.
- The trainees have to submit written application with supporting documents to the Registry for assessment and approval. The approval is based on two criteria: (1) illness or medical emergency; (2) family crisis or other special circumstances which constitute compassionate grounds. Upon resumption of studies, the trainees have to finish the deferred course(s).
- Trainees who encounter medical circumstances when sick leave is granted, or with special personal reasons that make them unable to attend an examination can apply deferment of the examination. The trainees have to submit an application form and the related medical certificate or appropriate supporting documents to the Registry for approval. Trainees who have been approved for the deferment are required to sit the examination in the next academic year.

Shortlisting and Selection of Applicants

- Applicants who meet the entry requirements will be preliminarily screened. Only those shortlisted will be arranged for selection interview.
- Based on the applicants’ academic qualifications, working experience and interview performance, the SWD and The Open University of Hong Kong will select and arrange suitable trainees for admission to the Programme.
- Successful applicants who are selected for admission will receive notification in August 2017.
- Applicants who do not receive any replies by end of October 2017 may consider their applications unsuccessful.

Undertaking and Indemnity to the SWD

- Each applicant selected for admission to the Training Programme is required to sign an undertaking to the SWD to indicate the following -
  (a) readiness to complete the Training Programme to the satisfaction of the SWD and The Open University of Hong Kong;
  (b) readiness to be employed as EN (General) or EN (Psychiatric) in the welfare sector for a continuous period of no less than 2 years after satisfactory completion of the training;
  (c) agreement to repay the SWD the tuition fees under the following conditions -
    (i) to repay the SWD HK$140,000 if he/she is not employed to work as EN (General) or EN (Psychiatric) in the welfare sector within 6 months after satisfactory completion of the training or if the period of employment as EN (General) or EN (Psychiatric) in the welfare sector is less than 1 month; or
    (ii) to repay the SWD HK$105,000 if the period of employment as EN (General) or EN (Psychiatric) in the welfare sector is 6 months or less but no less than 1 month; or
    (iii) to repay the SWD HK$70,000 if the period of employment as EN (General) or EN (Psychiatric) in the welfare sector is more than 6 months but no more than 12 months; or
    (iv) to repay the SWD HK$35,000 if the period of employment as EN (General) or EN (Psychiatric) in the welfare sector is more than 12 months but less than 24 months.
- An indemnity is required to be signed by a party who undertakes to indemnify the SWD against all losses, costs and expenses suffered or incurred in the event that the trainee is in breach of any of the terms of the undertaking signed.

How to Apply

- Each applicant should only apply for admission to either the EN (General) Training Programme or the EN (Psychiatric) Training Programme.
• Applicant is required to complete the application online via The Open University of Hong Kong Online Admission Application System on or before 30 June 2017.
• Upon submitting the applications online, the applicant must also provide the following documents -
  (a) A copy of HKID Card / Passport;
  (b) A copy of academic transcript(s) with examination results;
  (c) A copy of certificate(s) to prove that the applicant has fulfilled the entry requirements;
  (d) Additional document(s) including the proof of working experience in the welfare sector or recommendation letter(s) from the welfare organisations (if applicable).
• Applicant who is currently a full time staff in the welfare sector in the time of application should provide documentary proof showing the name of the employing organisation, the name of the service unit where the applicant is working, the position held and the full time nature of the employment. Applications without the above documentary proof will not be accorded priority in the shortlisting and selection process.
• For education attainment obtained outside Hong Kong, applicant is required to submit to The Open University of Hong Kong documentary proof of its Hong Kong equivalent; otherwise, the SWD and The Open University of Hong Kong will not be able to consider that education attainment.
• Applications will not be processed under any of the following circumstances -
  (a) application with no indication of which Training Programme, namely either EN (General) Training Programme or EN (Psychiatric) Training Programme, the applicant is applying for;
  (b) application indicating admission to both EN (General) Training Programme and EN (Psychiatric) Training Programme;
  (c) not submitting the application via The Open University of Hong Kong Online Admission Application System;
  (d) applicant has not attained the age of 18 on 4 September 2017;
  (e) application with no attachment of copies of academic certificates;
  (f) late application.

Enquiries
• For enquiries, please contact Division of Nursing and Health Studies, School of Science and Technology, The Open University of Hong Kong.
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Social Welfare Department
June 2017