



Lonsdale Education Centre (LEC) programme process

Complete the application form and upload all documents as requested. Should any documents not be correctly attached, incomplete or illegible the administration team will seek additional information. Do not apply until you have a letter asking you to complete a CAP course, by the Nursing Council of New Zealand (NCNZ).



The outcome of the application will be notified via email within 10 business days.

Should the applicant be successful they will receive a link to enter the first component of LEC's programme; theory assessment. LEC call this New Zealand Specific Nursing Theory. Once there, the applicant will purchase the suite of modules as named above and start their online adult learning. This learning can be completed offshore at a time to suit the applicant.

Hence forth the applicant is referred to as candidate in respect to their existing professional qualifications.

From the date of the first payment, the candidate will have one calendar year to complete the entire Competence Assessment Programme with LEC.

Should the candidate have not completed the New Zealand Specific Nursing Theory online learning and associated testing within six weeks of their payment, LEC will send a reminder email to them about this.

After the New Zealand Specific Nursing Theory modules and testing are completed, the candidate will receive an agreement of this via email. At this point they will have met the first criteria of the programme; theory assessment.

After this, candidates will be provided with a link to enter the second component of the course (New Zealand Nursing Practice) and be required to purchase it prior to access being granted. Once payment is received, they will be allowed entry into the New Zealand Nursing Practice modules, in order that they may prepare for their New Zealand based Observed Structured Clinical Examination (OSCE) testing. This testing occurs only in New Zealand. Planning and booking your OSCE is essential at this point as there is substantial competition for OSCE testing appointments and those who wait have less choice.

When the candidate is ready, they book their OSCE testing as instructed and attend. Should they successfully demonstrate that they meet the New Zealand nursing standards their entry into the register will progress. A period of time in clinical placement maybe felt appropriate and this will be discussed with individual candidates. This decision will be based upon a range of matters such as any stipulations placed upon their practice, their training, experience, and testing outcomes with LEC.

Should they fail to demonstrate competence they will be allowed to book a second OSCE attempt. This is the final attempt they will be offered. If for a second time they are unable to demonstrate safe and competent nursing practice that meets the New Zealand nursing standards their programme with LEC will cease. Nurses who do not meet LECs testing criteria are free to seek other competence assessment or training elsewhere.

Candidates have a total of one calendar year to complete all of the testing that is appropriate to meet LECs testing requirements.

Should at any point of the process a candidate feels the need to appeal a decision or make a formal complaint they are welcome to and should review the appeal and complaint documents. See the following section for more information:

Important documents associated with the process:

Rules and information

Consents and agreements

Appeals and complaints

Disciplinary Procedures

If a candidate does not comply with LEC's rules and the laws of New Zealand, LEC reserves the right to suspend or dis-enrol the candidate. Candidates will normally be given one verbal warning and one written warning in an attempt to remedy the problem prior to disenrollment. In any case where a candidate is in breach of New Zealand law, and/or safe working practice their disenrollment is immediate. No refund of fees will be due.

Liability and Pastoral Services

LEC will take every care to ensure your well-being, however they will not be liable for any loss, damage or injury incurred while attending LEC, clinical placement, or social activities. The candidate is responsible for insuring their property and health and having sufficient financial support in place to live and thrive in New Zealand. If you have particular health needs such as pregnancy or long-term disease management, it is worth considering if relocating your life to a new country is appropriate. If you need specialist services, they will not be free until you are a permanent resident or citizen of New Zealand. This can be a surprise and is usually financially draining. Employers in New Zealand are reasonably concerned with the health of women who are in advanced stages of pregnancy and sometimes make decisions based on risk mitigation in the first instance. LEC acknowledge the content of the The Education (Pastoral Care of Tertiary and International learners) Code of Practice 2021, and although not a signatory nor legally liable to work within it, they do work within the spirit of the document as much as is reasonably possible.

Applicants are professionals with substantial intellectual capacity and a high degree of training. If they pay for the New Zealand Specific Nursing Theory modules, they are acknowledging they have read, understood, digested, and taken onboard all of the information provided to them, to help keep them safe and professionally protected.

Fees and Refund Process

LEC CAP is described in two components, and each attracts a separate fee:

New Zealand Specific Nursing Theory: \$ 5095.00 NZD ex GST

New Zealand Nursing Practice: \$5960.00 NZD ex GST

Entry into each component will not be granted until payment has been made, see the payment portal for further information. Should for some reason the candidate not attend testing as planned LEC will engage in reasonable efforts to reschedule the testing or work with the candidate to meet a mutually agreeable outcome or plan.

Should the candidate change their mind after payment has been made a refund will not be provided. LEC recommends the candidate considers their decision to come to New Zealand carefully before dedicating funds to this. Candidates are managing their own work life balance, domestic tensions, and financial obligations. LEC is not party to candidates' personal decision making and are therefore not responsible for buyer's remorse.

Should an exceptional situation occur it is possible to appeal the above. Please follow the appeal process and fill out the document with as much detail as possible and supporting written evidence. The General Manager will review all of the relevant information and advise you of her decision within 20 working days of your appeal application.

Should a refund be agreed a 10% administration charge and reasonable bank fees will be applied. The funds will be returned to the candidates nominated bank account or directly returned through the stripe payment portal. Should a bank transfer be necessary it is the responsibility of the candidate to provide the appropriate banking information for this transfer to be completed. LEC will return funds in NZD or USD equivalent at the time of the refund. The Centre is not responsible for any fluctuations in the daily exchange rate nor fees applied by the receiving bank.