



# How to apply

**Mater Graduate Nursing and Midwifery  
Transition to Professional Practice**

[mater.org.au](https://mater.org.au)

Thank you for your interest in working at Mater and being a part of our graduate nursing program. You are almost at the end of your journey as a student and about to embark on a new journey into your nursing and midwifery career.



At Mater our midwives and nurses are foremost carers. Care underpins a value set held both by the Mater Mission and by our staff, and our midwives and nurses are proud and privileged to deliver care to the community. Care describes the way we connect with patients, families and the wider community in a therapeutic and personal way, demonstrating a genuine concern and compassion. But, care can be more than something that defines our relationship with our community.

Our aim is for midwifery and nursing at Mater to be known as an iconic team within our industry that deeply cares for each other within our professions and also our colleagues outside our professions.

We want the care we show to be a source of pride, support, teamwork and professionalism that makes us ambassadors of Mater and each other.

As graduates, Mater is a place to start and progress your career, with unparalleled clinical diversity, a variety of facilities, world class education, professional development and support, backed by high quality research and evidence.

Working at Mater provides you with career opportunities within and beyond the clinical environment, with clear pathways, support and inspiration to take Mater further.

We want you to excel in excel in your career. Excellence in your nursing and midwifery care will only happen by providing you with education, strong support, coaching and mentoring. We want to equip, enable, empower and encourage you to drive a culture of innovation and exceptional care at Mater.

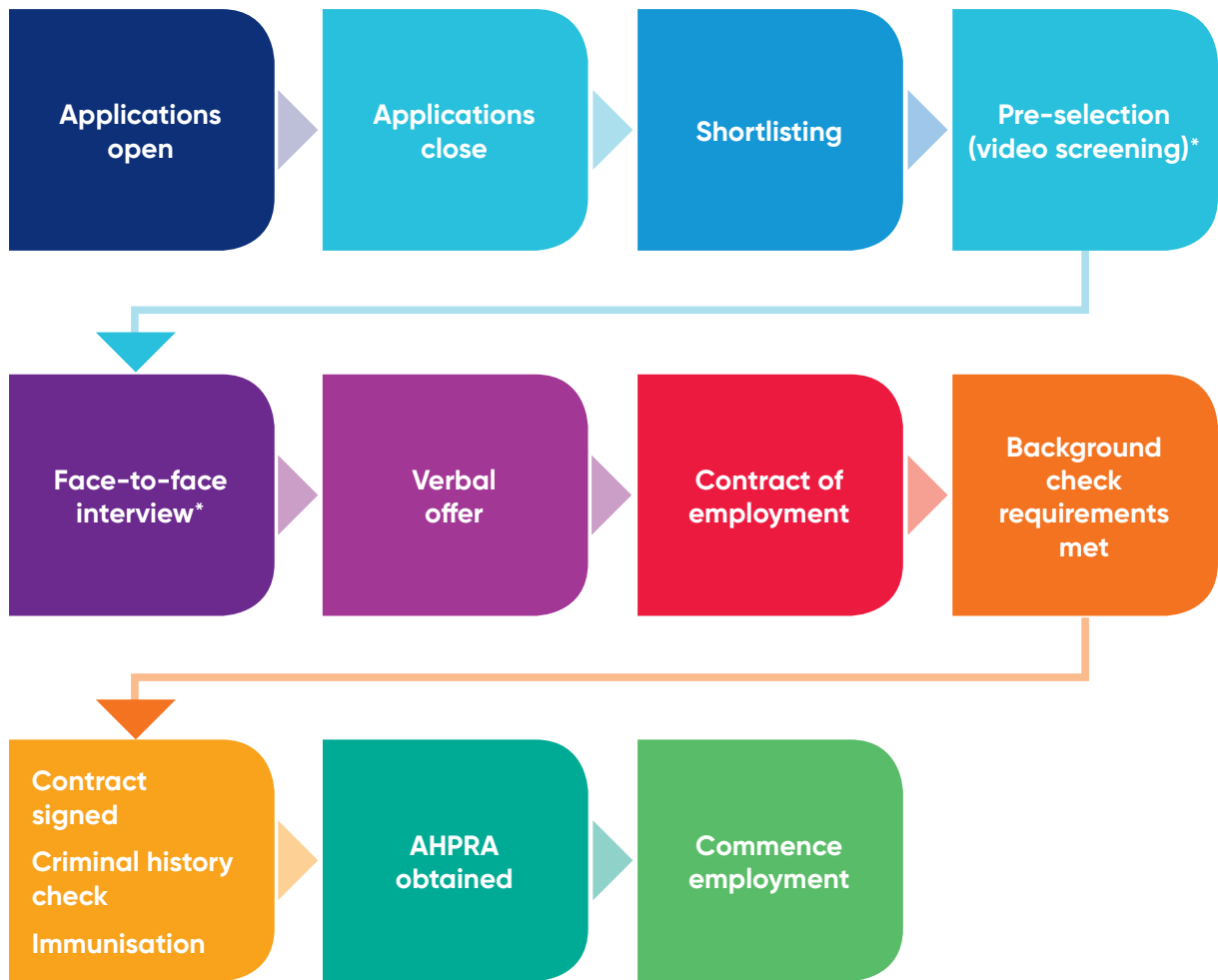
We don't see you as graduates. We see you as the leaders of the future. Our future.

**Callan Battley,**  
*Chief Nursing and Midwifery Officer*

# Contents

Recruitment	3
Eligibility	4
Application tiering	5
Application	6
Interviews	8
Frequently asked questions	9
Key contacts	11

# Recruitment



# Eligibility

To be considered for Mater's graduate program you must meet the following criteria:

<b>1. Qualification</b>	<ul style="list-style-type: none"><li>• Have completed a qualification in nursing and/or midwifery within 12 months of the program start date<ul style="list-style-type: none"><li>» Applicants who have completed their qualification more than 12 months prior to the start date of the graduate program are not eligible to apply</li><li>» Applicants who will not complete their qualification until after the start date are not eligible for this intake and should apply to a future intake</li></ul></li></ul>
<b>2. Work experience</b>	<ul style="list-style-type: none"><li>• Have no more than six months full time work experience as a nurse or midwife since graduation</li></ul> <p><b>OR</b></p> <ul style="list-style-type: none"><li>• Have worked no more than 900 hours since graduation if employed part time or casually</li></ul>
<b>4. Registration</b>	<ul style="list-style-type: none"><li>• Meet all requirements and eligibility to obtain AHPRA registration</li></ul> <p><b>AND</b></p> <ul style="list-style-type: none"><li>• Hold registration prior to the employment date of commencement<ul style="list-style-type: none"><li>» If you require an International English Language Testing System (IELTS) to satisfy AHPRA registration requirements these test results must be submitted with your application</li></ul></li></ul>
<b>5. Working rights</b>	<ul style="list-style-type: none"><li>• Be an Australian citizen or hold a working visa that allows full-time ongoing permanent employment in Australia<ul style="list-style-type: none"><li>» Sponsorship is not available for graduate positions.</li></ul></li></ul>

# Application tiering—registered

Mater has a responsibility to place Queensland graduates first to fill available positions. Therefore non-Queensland students will only be considered if we are unable to fill positions with Queensland applicants.

<b>Tier 1</b>	<p>Applicants who are:</p> <ul style="list-style-type: none"> <li>• undertaking their studies at a Qld university, <b>AND</b></li> <li>• Australian Citizens/Australian Permanent Residents/ New Zealand Citizens</li> </ul>
<b>Tier 2</b>	<p>Applicants who are:</p> <ul style="list-style-type: none"> <li>• are undertaking their studies at an interstate or New Zealand university, <b>AND</b></li> <li>• Australian Citizens/Australian Permanent Residents/ New Zealand Citizens</li> </ul>
<b>Tier 3</b>	Temporary visa holders and international applicants

## Commencing at Mater

Mater undertakes multiple commencement dates for graduates as part of each intake. Commencement dates will be discussed at interview with all applicants and will depend on business requirements and candidate preferences.

<b>Program</b>	<b>Commencement date</b>
New Year Graduate Program	<ul style="list-style-type: none"> <li>• February</li> <li>• April</li> </ul>
Mid Year Graduate Program	<ul style="list-style-type: none"> <li>• Late July/early August</li> <li>• Late September/early October</li> </ul>

# Application

## For your application to be considered you must submit in full:

- Resume
- Completed cover letter
- Final clinical Placement Reports for each of your clinical placements
- Details of two (2) referees

## Application submission

### Submitting your application

- Applications can only be accepted by online application, emailed applications cannot be considered
- Ensure you have the entire required documentation ready at the time of submission as incomplete applications will not be considered
- Ensure you have completed and attached your cover letter
- Please ensure you read all required questions closely to ensure you are not accidentally disqualified from being considered
- Make sure your application is submitted as early as possible and do not wait until the closing date to apply
- An influx of applications on the final closing date could result in high level system demands and there is a risk of your application not being received

### After submitting your application

- Once you have submitted all of the required documentation, you will receive an automated email acknowledgment of your application (please check your spam/junk folder)
- **If you do not receive an email notification this mean we *have not* received your application, contact the Recruitment Team to confirm if your application has been received**
- Applicants will not be contacted regarding their application until after the closing date
- If you do not meet the minimum eligibility requirements (outlined on Page 5), you will receive an automated acknowledgement that your application has been disqualified
- If you are not short listed for an interview, you will be notified via email

## What to bring to your interview

- Two (2) references
- Final Clinical Placement Reports (if not already provided)
- Recent practical reports from your university clinical placement portfolio with evidence of your clinical experience and skills and comments from clinical supervisor and preceptor
- SPOT feedback reports (only applicable for those who have completed placements at Mater)
- Evidence of Australian residency status (if not an Australian citizen)
  - » **Failure to bring this documentation with you will result in you being unable to progress with your interview.**

## References

All applicants are required to nominate two referees and it is your responsibility to have your nominated referees complete the reference.

You must provide:

- One professional working reference\*
- One clinical reference
  - » Referees can be:
    - Your employers (current or previous if not currently employed)
    - Clinical supervisor
    - A preceptor/manager, nurse unit manager/midwifery unit manager or nurse/midwife who had a direct supervisory role (within the past two years)

The referee cannot be a university or Registered Training Organisation employee unless directly involved in your clinical practice in a supervisory capacity (e.g. preceptor, clinical facilitator)

**\*If you have not been employed you can provide a second clinical reference**





# Interviews

## Video screening

Video screening (or “asynchronous”) is a new form of pre-screening interview in which you, the applicant, are guided through a short online interview process through a user friendly online portal.

This video pre-selection screen can be completed at any time within the dates provided, that is suitable to you via any camera enabled device (i.e. smart phone, tablet, computer).

You will be asked questions and your answer is recorded in front of your webcam. You will have one attempt at all the questions similar to that of a face-to-face interview. In order to prepare, there will be practice questions available to you so you feel comfortable with the process before completing your screen.

## Face-to-face interviews

Interviews will be conducted by members of the recruitment and Mater clinical teams and last approximately 30–40 minutes.

Where possible you will be interviewed by a manager from one of your preference areas.

# Frequently asked questions

<p><b>Do I need to have completed clinical placements at Mater to be considered for a graduate position?</b></p>	<p>No, we do not require applicants to have completed placements at Mater.</p>
<p><b>Whom should my cover letter be addressed to?</b></p>	<p>Address your cover letter to the Graduate Nurse Coordinator</p>
<p><b>Is Mater a part of Queensland Health's Graduate Nurse/ Midwives Online Recruitment program (GNOR)?</b></p>	<p>Mater's graduate program is not associated with Queensland Health's Graduate Nurse Online Recruitment program (GNOR), and is a private organisation founded by the Sisters of Mercy.</p>
<p><b>I graduated more than six months ago, can I still apply?</b></p>	<p>Yes, to be eligible you must have recently completed or completed within the past 12 months a qualification in nursing and/or midwifery; or are due to complete the same prior to the start date for the graduate program.</p>
<p><b>Since graduating I have worked as a nurse and/or midwife, can I still apply?</b></p>	<p>Providing you have no more than six months' (or 900 hours) work experience as a registered nurse or midwife since graduation you can still apply.</p>
<p><b>I applied for the last graduate program at Mater, can I still apply?</b></p>	<p>Yes, if you graduated within the past 12 months with a qualification in nursing and/or midwifery; and have no more than six months' (or 900 hours) work experience as a registered nurse or midwife since graduation you can apply.</p>
<p><b>What happens if I submit a late application?</b></p>	<p>Applications lodged after the closing date cannot not be accepted.</p>

<p><b>What happens if I am unable to attend an interview?</b></p>	<p>As the face-to-face interview is an essential component of the Mater interview process, if you are unable to attend an interview, we are unable to proceed with your application. If you are applying from overseas or interstate you will need to be in Brisbane at the time of the interview. The recruitment team will endeavour to contact you at the earliest possible time so that you can organise travel arrangements.</p>
<p><b>How are preferences allocated?</b></p>	<p>We endeavour to allocate candidates to their preferred programs or clinical area, but due to limited places in some areas this is not always possible.</p> <p>Your offer of employment will include the graduate program to which you have been allocated.</p>
<p><b>Can I accept an offer prior to having registration?</b></p>	<p>We are aware that you may require some time to obtain registration prior to starting on the graduate program and the recruitment process is timed to allow registration to be in place prior to the start date.</p> <p>Please note that you would not be able to commence at Mater without AHPRA Registration.</p>
<p><b>What are pre-commencement requirements?</b></p>	<p>All new starters at Mater are required to meet requirements prior to commencement. These are:</p> <ul style="list-style-type: none"> <li>• return a signed full copy of your employment contract</li> <li>• undertake and complete a criminal history and working rights check (this is paid for by Mater through CV Check)</li> <li>• meet your Mater Safety Health and Wellbeing (SHAW) requirements—return a medical history form and meet immunisation requirements.</li> </ul>



## Key contacts

If you have any questions about Mater's nursing and midwifery graduate programs please contact the Graduate Support Team by emailing

**[graduates@mater.org.au](mailto:graduates@mater.org.au)**

We look forward to receiving your application. Thank you and good luck.

---

**Mater Misericordiae Ltd,**  
Raymond Terrace, South Brisbane Qld 4101  
P 07 3163 8511

© 2019 Mater Misericordiae Ltd. ACN 096 708 922.

**[mater.org.au](http://mater.org.au)**