



# **Victorian Graduate Nursing & Midwifery Program (GNMP)**

**2024/25**

**Candidate Handbook**

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**This handbook is for graduates from a Bachelor's or Master's degree who will be eligible to register as a Registered Nurse or Registered Midwife with the Nursing Midwifery Board of Australia and wishes to commence employment in 2025.**

# Glossary

<b>Allocation</b>	When the match algorithm is run, it allocates candidates to a Health Service based on the candidate preference and Health Service ranking, along with the number of available positions.
<b>APS</b>	Allocation & Placement Service (aka Applicant Portal)
<b>Australian Trained Temporary Resident</b>	Australian Trained Temporary Residents are international students that have undertaken their training in Australia.
<b>Border Town Communities</b>	Towns located over the Victorian border that are considered close enough for candidates to work in Victoria. See listing on GNMP website under Essential Reading.
<b>Candidate</b>	Person applying to the GNMP Match for a graduate position.
<b>Distance Education</b>	Candidates living in Victoria but studying at an interstate university online.
<b>GNMP</b>	Graduate Nursing & Midwifery Program
<b>Intake Month</b>	The anticipated month that training will commence.
<b>Multi-site</b>	Graduate programs offered at a number of Health Service locations, usually a sister site of the main Health Service.
<b>Video Interview</b>	An interview coordinated by PMCV, viewed by Health Services you preference. The questions appear on your screen, there will be no other person in the interview.
<b>Preference</b>	The action of you nominating Health Service graduate programs where you wish to work as part of a Match application.
<b>PMCV</b>	Postgraduate Medical Council of Victoria, delegated responsibility by the Department of Health to administer the Graduate Nursing & Midwifery Program Match.

# Looking for a graduate position?

## Congratulations on reaching your final year of studies!

As an upcoming graduate, you may be wondering what your next steps might be. Why not consider undertaking a graduate year in nursing, specialising in aged care or mental health or continue your midwifery education.

Graduate nursing and midwifery programs provide a supportive environment for graduates during their first year of practice, as they work towards becoming confident and accountable nursing and midwifery professionals.

We encourage you to take advantage of your graduate year by exploring different settings to gain a better understanding of your long-term career goals.

All public Health Services and two private Health Services participate in the GNMP Match, as their main source of recruitment for 2025 positions.

## Sign on bonus

The Department of Health have a sign on bonus available to Graduate Nurses that sign on to work at public health services for two years. For further information please go to their website <https://www.health.vic.gov.au/nursing-and-midwifery/nursing-and-midwifery-graduates>

Graduate year opportunities also exist with private health care and aged care providers who do not participate in this Match. A graduate year is not mandatory but highly recommended.

# PMCV and the GNMP Match

## What is the Postgraduate Medical Council of Victoria (PMCV)?

PMCV are responsible for the administration of the Graduate Nursing & Midwifery Program (GNMP) match on behalf of the Victorian Department of Health. Together with the Department of Health, the GNMP Governance Committee and our stakeholders, the PMCV Workforce Unit delivers a streamlined recruitment process for graduate nurses and midwives, as well as work to improve the workforce planning and policy.

## What is the GNMP Match?

The GNMP Match is the process undertaken to assist final year nursing and midwifery students find a graduate year position. PMCV provides comprehensive resources on the GNMP website and we encourage you to visit the website on a regular basis for updates during the match period.

The GNMP Match is a competitive environment. It is important that you take the time to read the information provided and ensure all aspects of your application have been completed in full. PMCV's GNMP team is dedicated to supporting candidates and health services throughout the matching process.



[Learn more  
about PMCV](#)



[Visit the GNMP  
Website](#)

# Key Dates

The matching process is conducted in stages and will take many months due to the number of candidates to be assessed.

A complete and detailed timeline is available on the GNMP website <https://gnmp.pmcv.com.au/key-dates/>.

## March

- Opt in to GNMP mailing list for newsletters
- Read the Candidate Handbook, Match Rules etc.

## April

- Attend the Australian College of Nursing Expo 20th of April
- Research Health Service Directory for employment opportunities

## May

- Talk to your referees before Match open date
- Research Health Services
- GNMP Match & Health Service applications open 27th of May

## June

- GNMP Match & Health Service applications close 21st of June

## July

- PMCV Video interviews
- Health Service Assessments commence 8th of July and close 23rd of August

## Sept

- Match results published 4th of September
- Acceptance and onboarding processes



# Eligibility

To be eligible to apply for a registered nursing or registered midwifery position in the 2024 GNMP Match, you must satisfy the following criteria:

- ✔ Will qualify for registration as a Registered Nurse (RN) and/or Midwife (RM) with the Nursing and Midwifery Board of Australia.
- ✔ Completed all course requirements between 1st of January 2024 and before 30th of June 2025.
- ✔ Be an Australian/NZ citizen OR temporary resident who holds a visa that gives them the "Right to Work" in Australia.

AND

- ✔ Meet one of the following criteria:
  - Victorian resident studying at an approved Victorian education provider (see [Match Rules for a full list](#))
  - OR
  - Victorian resident studying on-line at an Interstate University (via Distance Education)
  - OR
  - Interstate residents living in a Victorian border community on the approved list (see [GNMP website for full list of towns](#)).
  - OR
  - Interstate/New Zealand residents relocating to Victoria in 2025. Statutory declaration mandatory requirement.

# Ineligible applicants

The following candidates are not eligible to participate in the GNMP Match:

- ⊗ **Previously participated in a RN/RM nursing or midwifery graduate program**
- ⊗ **Postgraduate Diploma in Midwifery – Employment model**
- ⊗ **Completed their training prior to January 2024.**
- ⊗ **Interstate (excluding border communities) or New Zealand candidates not relocating to Victoria in 2025 OR fail to provide the mandatory Statutory Declaration.**
- ⊗ **Undertaking a Diploma or Advanced Diploma in Nursing, qualifying as an EN or EEN**
- ⊗ **Candidates on a Holiday Visa**
- ⊗ **PMCV has the discretion to refuse to include or remove an applicant in the GNMP match pursuant to its Code of Conduct and approved policies.**

## Exceptions

- Candidates with a delayed course completion from 2023 Match can re-apply.
- Postgraduate Diploma in Midwifery - clinical placement model. These candidates are eligible but must only preference midwifery positions.
- Special circumstances to be approved by PMCV e.g., parental leave.
- Ineligible Interstate and New Zealand candidates are welcome to participate in the Late Vacancy process commencing 9th of September.

## Special consideration

There may be circumstances that exclude you from the eligibility criteria e.g., parental leave.

If you don't meet the eligibility criteria due to special circumstances, contact the PMCV Workforce Unit on [allocations@pmcv.com.au](mailto:allocations@pmcv.com.au) to discuss and see if you qualify for an exemption.



# Specific candidate groups

## Distance Education

Distance Education students are Victorian residents who are undertaking a Bachelor of Nursing and/or Midwifery and studying online via Distance Education at an interstate university.

## Victorian Border communities

These are towns that are not far from the Victorian border, so it's possible that candidates could work in Victoria.

The list of eligible towns in NSW and South Australia is available on the GNMP website. Evidence of your residence will be requested by Health Services.

## Interstate/NZ trained candidates

Interstate or New Zealand candidates must sign a Statutory Declaration to declare that they intend to live and work in Victoria in 2025 to be eligible for the Match.

Candidates who are **not** genuinely moving to Victoria in 2025, are welcome to join the Late Vacancy process if they have an unsuccessful outcome from their own State's match.

## Aboriginal & Torres Strait Islanders

PMCV supports the goal of the Victorian Government's Aboriginal workforce strategy 2021 – 2026 to help improve recruitment outcomes for Aboriginal and Torres Strait Islander healthcare professionals. As such, Aboriginal and Torres Strait Islander candidates can choose to be identified within the GNMP match.

This will assist health services to identify Aboriginal and Torres Strait Islanders in the match, allowing them to consider prioritising these candidates in their recruitment processes.

## Candidates with Visa Requirements

Victorian, interstate or New Zealand Trained Temporary Resident and New Zealand permanent resident candidates must have the appropriate Visa that allows them the Right to Work in Australia.

Candidates with student visas will need to indicate that they intend to apply for another visa with the Right to Work in Australia.

Candidates on holiday visas are not eligible.

Failure to be able to provide valid supporting documentation to the Health Services will result in the withdrawal of a matched offer.

## English Language Skills Reporting

Candidates must be able to pass the English Language Skills standard necessary for registration with the Nursing and Midwifery Board of Australia (NMBA) prior to commencing their graduate year. Candidate's will be required to confirm their status during the Match Application Process.

- All applicants should check the level of evidence required to apply for initial registration as a nurse and/or midwife well in advance of applying to AHPRA.
- We recommend applicants allow plenty of time to undertake an English language test if this is required to secure your registration.
- You can confirm now if you meet the English language requirements for registration by going to the Nursing and Midwifery Board of Australia website [NMBA](#).
- The PMCV application will ask your status only. You do not have to have completed the assessment prior to the Match. You will not need to upload any evidence to PMCV, but you will need provide it to the Health Service when requested.

# Preparing for the Match

## 1 Research



Visit the  
GNMP website  
[gnmp.pmcv.com.au](http://gnmp.pmcv.com.au)  
to learn about the  
Match.

Research where you  
can work in the Health  
Service Directory.

The GNMP Match has its own dedicated website where all your research and interactions can be undertaken.

When required you can log in through the GNMP website to be taken to the PMCV Applicant Portal (APS).

To understand the Match process, you must take the time to read the Candidate Handbook, Match Rules and Code of Conduct. All of these documents are available on the GNMP website.

Put in your calendar the Key Dates, as the closing dates for activities cannot be extended.

You also need to put time into researching graduate programs. Where would you like to work? Can you travel to the location? Do you want a tree/sea change?

Visit the Health Service websites for specific information about their programs and application requirements.

# Where can I work?

The GNMP [Health Service Directory](#) provides details of health services that participate in the GNMP match. The directory shows an initial summary of each program.

By clicking on 'More Details' you will be able to see:

- Health service program information
- Number of positions
- Contact details - where to send your Health Service application.
- Location map including other associated site locations
- Health service website (click link to see application requirements)
- Information session details
- Health service interview format (if undertaken)
- Intakes dates
- Link to tourism video, to provide context to where you may choose to live. Imagine no commute times!

## Preferences

Candidates are required to put in a minimum of one (1) and a maximum of four (4) preferences. PMCV strongly advises that you maximise your chances of receiving a Match by putting in four (4) preferences. However, only preference Health Services where you are prepared to work.

Review your selections carefully, some Health Services have multiple streams, ensure you have only selected streams applicable to your qualifications. e.g. do not select a midwifery stream if you are not qualified to do so.

### **Final date to add preferences - 21st of June**

You may change your preferences in your online match application any time up until the applications close date by logging back into your application via the Application Portal.

### **Final date to reorder preferences or withdraw - 23rd of August**

After the match applications close, you can only re-order or delete preferences or withdraw from the match process. You will not be able to add new preferences.

# Exploring your options

Deciding where you want to work is one of the most important elements of the match process. Each health service may have several programs, so you need to consider not only the health services you wish to preference but also the program and commencement date.

You may be considering private Health Services opportunities, it is important that you decide between private and public as early as possible. It is not possible to hold a private offer and remain in the Match. You **MUST** withdraw if you intend to accept a private offer.

**The Department of Health sign on bonus is only applicable to public Health Services.**

The Victorian GNMP match is very competitive, so we advise you to consider all options to increase the likelihood of allocation, including rural opportunities. Your chances of success in these locations are significantly higher.

Rural health services offer a diversity of experiences and smaller teams, providing support and often broader exposure to different fields of nursing.

While many applicants may not have experienced a rural lifestyle before, experience has shown they tend to adjust quickly and enjoy the freedom from traffic and new beautiful surrounding scenery.

Take the time to look at the tourism videos linked to some of the Rural Health Services and consider a tree or sea change.

Do not preferences Health Services where you are not prepared to work.

**Ensure you consider your career aspirations, qualifications, the physical location of the health service, the program details and requirements before deciding if the program is right for you.**

# Referees

**Referee reports are essential to support your application. You must ask permission from your referee before nominating them.**

It is not just a professional courtesy, but referees may not complete your reports if they haven't been asked first. You also need ensure that they are available during the time the referee portal is open.

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## Ask your referee



Ask your referee if they will complete a report when the Match opens.

Ensure you double check all their contact information.

## Who to ask

**Two clinical referees are mandatory, at a minimum one must be working in a clinical supervisor role from a student placement, such as:**

- Nurse/Midwife Unit Manager
- Clinical Nurse/Midwife consultants
- Clinical Nurse/Midwife Educator
- Clinical facilitator
- Clinical support nurse/midwife
- Clinical preceptor

Only if you cannot supply a second referee from a student placement can you nominate:

- A Nurse/Midwife Unit Manager or Clinical Nurse/Midwife Educator or clinical supervisor when you were a RUSON/RUSOM.

A third referee is not required and should only be submitted if specifically requested by a Health Service in their advertisement.

## What to ask your referee

- Title, First and last name
- Preferred email address
- Current job title
- Current health service of the referee

- **Apply early! So your referees have enough time to submit their report.**
- Ensure referee's information is 100% correct before entering it.
- **Check if the referees have been submitted their reports before the referee submission closing date. No extensions available.**



# Match Rules & Code of Conduct

## Important

**The Match Rules and the Code of Conduct documents are two documents that must also be read.**

**These are important to understand the rules and your responsibilities for participating in the Match.**

When you apply for the Match, you will be declaring that you have read both documents and agree to the terms and conditions. There may be consequences if you do not comply, these can be found in the Code of Conduct Policy.

These documents also provide more in-depth detail of the Match process, than this handbook.

The documents can be found on the GNMP Website, access via the links below.

[View the Match Rules](#)

[View the Code of Conduct](#)



# How to apply

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Apply to the  
GNMP Match

APPLY NOW



When the Match is  
open go to  
[gnmp.pmcv.com.au](http://gnmp.pmcv.com.au)

Click the How to  
Apply circle on the  
GNMP home page.

Create your  
account, login and  
click Apply on  
GNMP Match

## When the Match opens

Visit the **GNMP website** and click the **How to Apply** circle on the home page.

After you create your account, login and click the **Apply** button on the **GNMP Match**.

Candidates will be required to complete a GNMP match application within the Applicant Portal with the following details:

- Your Contact details
- University name
- Course name and completion date
- Eligibility category
- Health service preferences
- Referee details
- Australian Trained Temporary Residents students have additional requirements. Refer to applicable sections in this handbook.

**Press Submit once you've completed steps 1 to 6, BEFORE the Video Interviews. You will get an email to confirm the submission.**

**You don't need to resubmit after the interviews or if you edit your application.**

## 4 Apply to Health Services



Also apply directly to Health Services in your preferences.

Health Services will specify their requirements on their website, such as cover letter, CV, transcripts etc.

## AND Apply to Health Service preferences

Health services have additional requirements which will be specified on their individual websites. It is important to check these (links are on the Health Service Directory).

Items they may require include:

- Cover letter
- Resume/Curriculum Vitae (CV)
- Academic results with matrix key
- Recent placement reports
- Vaccination status

Contact the Health Services with any queries regarding their application requirements.

Most Health Service applications will be open for the same period as the GNMP Match applications.

**Your application will only be complete if you apply to both PMCV and the Health Services you have preferred.**

Feeling a little overwhelmed, don't worry PMCV have created checklists for the various stages of the Match, to help you keep track of what needs to be done when.

Please refer to the GNMP website on The Match, How to Apply page to view the [checklists](#), which are able to be printed.

# Video Interview

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**Complete your video interview**



Save the date to ensure you complete your PMCV video interview.

Health Services view this as part or all of your assessment.

Candidates applying to the GNMP match must complete a short video recording in which they will respond to a set of questions that appear on the screen. The recorded video interview is an essential component of the selection process. It will be assessed in conjunction with your direct application, CV, cover letter and referee reports.

Many health services will not consider a candidate if there is no video to view. The interview only requires access to a laptop (preferred) or mobile phone and Wifi.

The interview questions will vary depending on the health service streams a candidate has selected in their preferences. There will be different question sets relating to:

- General nursing
- Midwifery
- Dual degree nursing and midwifery
- Mental health nursing
- Regional / rural locations

The questions presented will be randomised so each candidate may answer different questions compared to a fellow student, even if they are both applying for the same type of position. Further information and instructions on how to access the video can be found on the GNMP website.

- 1. Undertaking your interview from a laptop looks more professional than using your phone.**
- 2. Ensure you have "enabled pop ups" on your device.**
- 3. Check your technology, lighting and background.**
- 4. Wear appropriate attire suitable for a job interview.**
- 5. Take your time, you can take a break between questions.**
- 6. Don't give up, finish all the questions, even if you feel a question didn't go well, as showing resilience is important.**

# Health Service Interviews

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## Health Service interviews



Some Health Services may contact you for an interview.

Not all undertake additional interviews, so don't worry if you aren't asked.

Not all Health Services hold additional interviews, but some do, particularly the larger metropolitan health services.

The GNMP Health Service directory will contain this information on whether a health service will require an additional interview/s.

It will also state what format the interview will be in e.g. online, face-to-face or a panel/group interview.

If you haven't heard from a Health Service, it doesn't necessarily mean you are not being considered, they may use the Video Interview as their only assessment tool.

As mentioned previously it is important when preferencing not to "put all your eggs in one basket".

We understand that you may have up to four interviews plus the PMCV video interview to undertake as part of the application process, but this is the case when applying for any job.

**Ensure you have read the Health Services website or letter to get a list of the documents you need to take to an interview. Prepare these documents in advance.**

Dress professionally, plan your route so you arrive on time and bring documentation with you to the interview. It is essential that you take along everything requested.



# Matching process

## Re-ordering preferences

Following your interviews, it's important that you put the Health Services that you applied to in the order of where you would most like to work.

If you no longer wish to consider a Health Service, you can delete their preference.

**However, you cannot add any new preferences after 21st of June 2024.**

**The final date to re-order your preferences is Friday 23rd of August 2024.**

## Withdrawing from the Match

As the Match results are binding, if you wish to withdraw from the Match you must do so, as soon as possible and it must be before Friday the 23rd of August 2024.

If you are considering or have been offered a position by a private provider not participating in the Match or an interstate offer, you must withdraw from the Match.

**All candidates remaining in the Match after this date, their Match results are binding.**

# The algorithm

To determine the Match outcomes, an algorithm is used.

A mathematical matching algorithm is used to allocate candidates to available positions. This algorithm uses three parameters to allocate a candidate to a position. There is only one round of allocations, without any priority groups.

## 1 Candidate health service preference order

The order the candidate has given preference to Health Services in their GNMP Match application.

## 2 Health service candidate ranking order

The health services review and score the applications they have received and rank candidates accordingly.

## 3 Number of positions

Each health service will have a set number of positions available for each nursing/midwifery stream (quota). Once the quota is full, no further allocations can be made.

# Results

**The Round 1 match results will be published on the 4th of September from 10am. All match outcomes are binding.**

All candidates will be notified by the match outcome by email as well as being accessible via login to their GNMP match account from 10am. Emails may take a while to receive due to the number of applicants in the Match.

**Candidates who are matched will not be eligible to apply for unmatched positions or change positions. They are obliged to commit to the full duration of the graduate program contract.**

Health services are responsible for contacting matched candidates, as well as issuing contracts and onboarding information after the 6 September.

Health services will not actively pursue or make an offer of recruitment to candidates who have been matched to another health service for the duration of the GNMP year.

**Candidates will only receive ONE allocation in any GNMP year.**

**Exception: Extenuating circumstances, please refer to the Match Rules.**





# Matched candidates

## Accepting your allocation

- Candidates have 48 hours to accept their allocation. The acceptance period is from Wednesday 4th of September at 10am to Friday 6th of September at 10am.
- **Candidates who fail to accept their allocation or decline the allocation will not be allowed to apply to or accept another position with Health Services who participate in the Match.**

If you have a situation where you are not sure how to respond e.g. delayed placements, speak to the Health Service directly as they may be able to assist your decision making.

Candidates may need to decline an offer in the case of Special Circumstances. It is important to understand the ramifications of doing so.

If an applicant declines the allocation they could otherwise have commenced, they will not receive any further offers of graduate positions in Victoria during this match period. It is not acceptable to decline a position simply because a candidate has changed their mind e.g. too far to travel. It is a candidate's responsibility to ensure they are familiar with the health service, their location and program requirements.

For further information please see the Special Circumstances and the Acceptance Process in the Match Rules.

Any changes to a candidate's response after 10am Friday the 6th of September must be notified via the Health Service and email to [PMCV at allocations@pmcv.com.au](mailto:PMCV_allocations@pmcv.com.au).



# APHRA registration

Before you commence employment as a registered nurse or midwife, you must be registered with the Nursing and Midwifery Board of Australia (NMBA). Registration is completed through the Australian Health Practitioner Regulation Agency (AHPRA).

You can start your application for registration 4-6 weeks before completing your studies by visiting AHPRA. It is important to commence this process as soon as you have completed your course requirements. NMBA must have received all your documentation for your registration to commence and it can take 2-8 weeks to process.

## Employment Contracts

Health services will undertake onboarding of their allocated candidates and organise employment contracts. Conditions regarding your employment should be discussed with the health service before they send out your contract.

There may be barriers which may mean the job offer is withdrawn, such as failing to engage in the onboarding process, delays in achieving or supplying evidence of your APHRA registration or evidence of your English Language Skills, within the required timeframe specified by your employer.

You must advise your employer immediately if any delays are anticipated.

**Best wishes for your graduate year!**

# Unmatched candidates

## Late Vacancy stage

Following the outcomes of the Match there may still be unmatched candidates and health service positions. PMCV will display the list of these vacancies with their contact details and application process in the GNMP website Health Service Directory. Unmatched candidates can apply directly to the health services for these positions.

An unmatched candidate list will be circulated to health services.

Please note, you must advise PMCV if you wish to opt-out of being included on this list and withdraw from the Match.

Matched candidates must not apply, as they receive one offer only. All Health Services have the matched candidates list that they must check prior to communicating with candidates.



# Disclaimer

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[allocations@pmcv.com.au](mailto:allocations@pmcv.com.au)**