

Social Welfare Department
Enrolled Nurse (General) Training Programme for the Welfare Sector 2024-25

Guide to Applications

This is a two-year full-time Training Programme (the Programme) targeted to meet the manpower demand for Enrolled Nurse (EN) (General) in the welfare sector¹. It is organised and subsidised by the Social Welfare Department (the SWD), which has commissioned Saint Francis University (SFU) (formerly known as Caritas Institute of Higher Education) 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) 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.
- This Programme plans to offer 15 training places and is to be provided by the SFU in respect of the Higher Diploma in Enrolled Nursing (General) (Programme code: HDEN-SWD). Please refer to the homepage of the SFU for the content of the Programme.
- The Programme will be conducted in the campus of the SFU in 2 Chui Ling Lane, Tseung Kwan O, N. T., Hong Kong. The SFU will also be responsible for the arrangement of relevant clinical practice.
- Medium of instruction is English supplemented by 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).

Course Commencement Date

- Successful applicants will be arranged for admission to the Programme. The commencement date for the Programme is 9 September 2024.

Entry Requirements

- The entry requirements for this Programme are –
 - (a) having attained the age of 18 or above by the time the Programme commences on 9 September 2024 and applicants must be permanent Hong Kong residents with the right of abode in Hong Kong;
 - (b)
 - (i) having obtained Level 2 or above in five subjects, including Chinese Language and English Language, Mathematics and any two other subjects in Categories A and B in the Hong Kong Diploma of Secondary Education (HKDSE) Examination²; or
 - (ii) having obtained Grade E or above in one AL / two ASL subjects in the Hong Kong Advanced Level Examination (HKALE) plus five passes in the Hong Kong Certificate of Education Examination (HKCEE) including Chinese Language and English

¹ Welfare sector refers to non-governmental organisations or private organisations which are recognised by the SWD for the purposes of this programme as providers of elderly, rehabilitation, family and child care, or correctional services.

² If one of the five HKDSE subjects is Citizenship and Social Development subject, the minimum entrance requirement would become "Attained" for Citizenship and Social Development subject and Level 2 in four other HKDSE subjects including Chinese Language, English Language and Mathematics.

- Language; or
 - (iii) have graduated from Diploma of Applied Education or Diploma Yi Jin and have successfully completed the Math Plus elective course; or
 - (iv) having obtained an equivalent qualification; and
 - (c) being fluent in Cantonese, and proficient in written Chinese and English.
- Priority will be accorded to applicants who have successfully completed the two-year Diploma Programme and obtained the diploma under the “Navigation Scheme for Young Persons in Care Services” (launched since 2015) or the “First-hire-then-train” Pilot Scheme (launched from 2013 to 2016) 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

- A trainee is responsible to pay the tuition fees by 8 installments (4 installments per year) before the respective deadlines as specified by the SFU.
- The tuition fees for the first normative 2-year study period of the Programme will be fully subsidised by the SWD on the condition that the trainee has successfully completed the Programme and qualified to be registered as EN.
- The first reimbursement of tuition fees will be arranged by the SFU to the trainee who has successfully completed the first academic year of the Programme with an annual GPA ≥ 2.0 and registered for the training in the second academic year.
- The second reimbursement of all remaining tuition fees of the Programme will be arranged by the SFU to the trainee who is qualified to be registered as an EN upon completion of the Programme.
- If a trainee retakes failed subject(s) or re-sit examination for failed subject(s), he/she has to pay the fee required to retake course(s) and re-sit examination(s) respectively. The SWD will not provide any additional subsidy.

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.

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 should achieve overall course attendance of $\geq 80\%$ and a passing score in order to receive a pass grade of the course.

Retake of course/re-sit of examination

- Trainees who fail in the course assessment but achieve overall course attendance of $\geq 80\%$ will receive a fail grade for the course. The trainees who are marginal failure in a course may apply for a reassessment once only. If the trainees fail to pass a required course following the reassessment, they are required to retake the course.
- However, trainees who fail to achieve overall course attendance of $\geq 80\%$ will receive a fail grade for the course. The trainees are required to re-take the course.

- The trainees are required to pay the school fee for the retake course(s) by themselves (school fee based on the intake academic year).

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 of the SFU (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, tentatively scheduled to be held between April and May 2024.
- Based on the applicants' academic qualifications, working experience and interview performance, the SWD and the SFU will select and arrange suitable trainees for admission to the Programme.
- Successful applicants who are selected for admission will successively receive notification from July 2024.
- Applicants who do not receive any replies by late September 2024 may consider their applications unsuccessful.

Undertaking and Indemnity to the SWD

- Each applicant selected for admission to the Programme is **required to sign an undertaking to the SWD to undertake, acknowledge and agree the following -**
 - (a) to complete the Programme to the satisfaction of the SWD and the SFU;
 - (b) **to be employed as EN (General) in the welfare sector for a continuous period of no less than 3 years after satisfactory completion of the training;**
 - (c) to lose the right to be reimbursed the tuition fee if he/she is in breach of the undertaking in (a) above; and
 - (d) **to repay the SWD the tuition fee in full or in part under the following conditions -**
 - (i) to repay the SWD 100% of the **exact** tuition fee if he/she is not employed to work as EN (General) in the welfare sector within 6 months after satisfactory completion of the training or if the period of employment as EN (General) in the welfare sector is less than 1 month; or
 - (ii) to repay the SWD 90% of the **exact** tuition fee if the period of employment as EN (General) in the welfare sector is 12 months or less but no less than 1 month; or
 - (iii) to repay the SWD 75% of the **exact** tuition fee if the period of employment as EN (General) in the welfare sector is more than 12 months but not more than 24 months; or
 - (iv) to repay the SWD 50% of the **exact** tuition fee if the period of employment as EN (General) in the welfare sector is more than 24 months but less than 36 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.
- Each applicant selected for admission to the Programme must submit the completed and signed undertaking, indemnity and related documents in person on the date specified by the SWD and the SFU. Applicant failing to do so may be considered as giving up the admission to the Programme.

The SWD may arrange the replacement to fill up the training place.

How to Apply

- Applicant is required to complete the application online via the SFU Online Admission Application System **on or before 4 March 2024 (Closing Time 5:00 pm)** (Programme code: HDEN-SWD).
- 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; and
 - (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 SFU documentary proof of its Hong Kong equivalent; otherwise, the SWD and the SFU will not be able to consider that education attainment.
- Applications **will not be processed** under any of the following circumstances -
 - (a) not submitting the application via the SFU Online Admission Application System;
 - (b) applicant has not attained the age of 18 on 9 September 2024, or applicant is not a Hong Kong permanent resident with the right of abode in Hong Kong;
 - (c) application with no attachment of copies of academic certificates; or
 - (d) late application.

Enquiries

- For enquiries, please contact Registry, Saint Francis University
Telephone No. : 3702 4388
Address : 2 Chui Ling Lane, Tseung Kwan O, N. T., Hong Kong

Social Welfare Department
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