

Health/Wellbeing Additional Requirements

Programme code: **NZ2992**
 Programme name: **NZ Certificate in Health and Wellbeing Level 4 (Social and Community Services)**

Applying for: Full time Part time
 Strands: Social Services Mental Health and Addiction Community Facilitation

Supporting documentation to be supplied

You must complete this in addition to the Admission and Enrolment form. Your application will not be processed until you have submitted the Admission and Enrolment form and this additional requirements form.

| Academic | Evidence provided (certified copy) | Yes/No | |
|------------------------------|---|--------|----|
| Additional Requirements | Have included work/life history for previous five years | Yes | No |
| | TWO referee reports from relevant people have been requested (in priority order)* (download Referee Report 1) (download Referee Report 2) One referee should be a recent social services employer/manager for paid or voluntary work OR a recent employer OR a personal reference (not a family member) who can speak to issues of character. One referee should be a reference from the programme leader of a social services programme at Certificate, Diploma or Degree level OR the Dean (or equivalent) of a school in the past 5 years OR a personal reference (not a family member) who can speak to issues of character. <i>*Please prioritise references from voluntary or paid work or study within the health and social services sector; you can only use one personal reference.</i> | Yes | No |
| English Language Requirement | If English is not your first language you are also required to provide evidence of your English language skills as below: IELTS 5.5 Academic (no lower than 5.0 in any subtests) For acceptable alternatives refer to the English Proficiency Outcomes Chart Evidence attached? | Yes | No |

Life/work experience

Please provide an account of all experience for at least the last five years – part time, full time and voluntary, including care of own children, or attach a CV.

| Employer/Place of Work | Nature of Work/Responsibilities | Year and Length of Employment |
|------------------------|---------------------------------|-------------------------------|
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What would you say are your main strengths? What are you good at?

Do you have any personal issues that might impact on you while studying?

What helps you cope with these?

Are you currently employed and/or volunteering with a Health & Wellbeing service. If so, where? Outline one positive learning from this experience.



Convictions against the law

If you are accepted onto the programme, you must complete and return a New Zealand Police Consent to Disclosure of Information form with your application. If you are offered a place on the programme your consent to disclosure form will be sent by Ara to the Police Licensing and Vetting Service and returned in confidence to the Social Work and Human Services Manager. Once the information has been received and assessed, your place on the programme will be confirmed. The Criminal Records (Clean Slate) Act 2004 does not apply for this process.

It is important that this initial declaration is correct. If an applicant provides information that proved to be false/misleading, the application/enrolment may be declined/withdrawn.

Information on the Police Vetting Service is available from: www.police.govt.nz/service/vetting

Have you ever been convicted of any offence against the law Yes No If YES, please give details

Safety Check (Children's Act 2014) Questionnaire

Introduction:

The Children's Act requires safety checking of all those who are engaged in work with children, including students on placement. Due to the field education component of the programme being applied for, safety checking occurs as part of the application process.

Applicant's name

You must answer all these questions.

- | | | | |
|---|---|-----|----|
| 1 | Have you ever been subject to a workplace complaint or disciplinary process? If yes, what was the context, how did you respond and what was the outcome? | Yes | No |
| | | | |
| 2 | Have you ever been convicted of any criminal offences? If yes, what was the nature, frequency and recency of the offending? | Yes | No |



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|---|-----|----|
| 3 Have you ever left any employment under negative circumstances? If yes, what was the context, how did you respond, and what was the outcome? | Yes | No |
| 4 Have you previously worked with children or vulnerable adults? If yes, what was the context? | Yes | No |
| 5 How would you respond to a child behaving aggressively? | | |
| 6 How would you respond to a child who has disclosed abuse? | | |
| 7 How do you think children should be disciplined? | | |

| | | | |
|---|--|-----|----|
| 8 | Is there anything else that might impact on your suitability to work with vulnerable people? If yes, please provide more detail | Yes | No |
|---|--|-----|----|

Health status

Have you, or anyone who you have responsibility for and/or are the main carer for, had any physical or mental health problems which could affect your ability to meet the requirements of a demanding programme with a significant practice component?

Yes

No

If so, please state the problem and outline support/strategies needed.

During the last three years have you been absent from school or work, or unable to work for a period of three weeks or more because of a health related condition?

Yes

No

If YES, please explain

Referee contacts

Please provide name, telephone and email contact details for two referees

| | | |
|------|-----------|-------|
| Name | Telephone | Email |
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| Name | Telephone | Email |
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Declaration

I certify that all the information in this application is true and correct. I understand that the material I have supplied becomes the property of the Department of Applied Sciences and Social Practice but that, as personal information, it is protected by the Privacy Act 1993 and that the Criminal Records (Clean Slate) Act 2004 does not apply for this procedure.

I understand that as part of my application process I will be subject to safety checking as per requirements of the Vulnerable Children's Act (2014).

| | | |
|------|--------|-------|
| Name | Signed | Dated |
|------|--------|-------|