



# Bachelor of Social Work (CH4051)

## Additional Requirements

Applicant's full name:

Date of birth:

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 all additional requirements with all sections of this form completed.

### Assignment for application

As part of the initial selection process you are required to write an assignment with a limit of approximately 500 words. Please ensure you use A4 paper, the assignment is typed in double spacing and references provided where appropriate. Complete the attached Assignment Cover Sheet and attach your assignment securely to your application form. (Your assignment must include the following question.)

Outline your understanding of the role of a social worker and describe why you want to be a social worker. Include in your answer personal qualities and relevant aspects from your life experiences which prepare you to address injustice and discrimination and work in a demanding profession that provides support to diverse cultural and ethnic groups. (approximately 500 words).

NB. Please be aware, you are asked to declare that this assignment is all your own original work.

### English Language requirements

Is English your first language? Yes      No

If NO, you are required to provide with your application evidence of your English Language skills being assessed at IELTS 6.5 Academic (no lower than 6.5 in all subtests).

### Life/work experience

Please provide an account of all experience – part time, full time and voluntary, including care of own children

Employer/Place of Work	Nature of Work/Responsibilities	Year and Length of Employment

## Convictions against the law

When students apply for social worker registration at the end of the Bachelor of Social Work they are required to make a declaration about whether they have ever been convicted of any offence against the law. It is our policy to alert applicants to this requirement and ask them to make a similar declaration when they first apply. This information is sought so that potential problems regarding registration as a social worker and access to placement experiences may be discussed with applicants before their application is processed. This will be discussed with you during the selection process.

If you are accepted onto the programme, you must complete and return a NZ Police Consent to Disclosure of Information form to complete 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 Academic 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 proves 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](http://www.police.govt.nz/service/vetting)

Have you ever been convicted of any offence against the law (apart from minor traffic convictions)? Yes No

If YES, please specify details with date of conviction.

Have you ever been refused enrolment by a tertiary provider in New Zealand or overseas? Yes No

If YES, please explain

Have you ever been enrolled in a social work programme in New Zealand or overseas? Yes No

If YES, please explain

Have you ever been refused registration as a health professional in New Zealand or overseas? Yes No

If YES, please explain

Have you been subject to a disciplinary investigation by any regulatory authority (eg SWRB, Teachers Registration Board etc) in New Zealand or overseas? or left any employment under negative circumstances? Yes No

If YES, please explain

## Children's Act 2014 Safety Check

The Children's Act 2014 requires all those who are engaged in work with children, including students on placement to complete a safety check. Due to the field education component of the programme being applied for, safety checking occurs as part of the application process.

Have you previously worked with children or vulnerable adults? Yes No

If YES, please explain

How would you respond to a child behaving aggressively?

How would you respond to a child who has disclosed abuse?

How do you think children should be disciplined?

Is there anything else we should know that might impact on your suitability to work with vulnerable people?      Yes      No  
If YES, please explain

**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?

If so, please state the problem and outline support/strategies needed      Yes      No  
If YES, please explain

During the last three years have you been absent form 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

## Drivers licence

You need to hold a current Class 1 (Full) Drivers Licence by the end of your second year of study unless you provide medical verification in relation to a disability or impairment that prohibits you from being able to drive.

What type of drivers licence do you currently hold:

Full (Class 1)      Restricted      Learner      No licence      Other

If you do not currently hold a full driver's licence are you working towards getting one by the end of your second year of study?      Yes      No

## Placement experience out of Christchurch

Within the Bachelor of Social Work programme students may be required to have clinical placements outside of Christchurch in locations such as Ashburton, Greymouth or elsewhere. I understand that I can expect to have a field education placement out of Christchurch in the Bachelor of Social Work programme. I agree to this requirement.

Signed:

Dated:

## Application checklist – I have attached:

- An Admission & Enrolment Form (or I have applied online)
- An assignment with cover sheet
- TWO referee report forms (in priority order)\*

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.

[\(download Referee Report 1\)](#)    [\(download Referee Report 2\)](#)

*\*Please prioritise references from voluntary or paid work or study within the health and social services sector; you can only use one personal reference.*

## 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.

I understand that as part of my application process I will be subject to checking as per the requirements of the Children's Act (2014) and that the Criminal Records (Clean Slate) Act 2004 does not apply for this procedure.

All applicants will be assessed against the Social Workers Registration Board (SWRB) Fit and Proper policy (available on the SWRB website).

Name:

Signed:

Dated:

# Assignment Cover Sheet

(to be completed and attached to your assignment with your Bachelor of Social Work application)

**Applicant to complete all sections**

Name:

Student ID Number: (if known)

Word Count:

Declaration:

I declare that this assignment is all my own original work.

Signed:

Date:

**Note: Penalties for dishonest academic practice are outlined in the Plagiarism, Cheating or Other Dishonest Practices policy – [http://www.ara.ac.nz/\\_data/assets/pdf\\_file/0004/131557/APP304-Academic-Misconduct.pdf](http://www.ara.ac.nz/_data/assets/pdf_file/0004/131557/APP304-Academic-Misconduct.pdf)**