**Application for Limited Entry Social Work Courses – BSW (Hons)**

This form is in addition to the information you have provided on [myUC](https://myuc.canterbury.ac.nz/login).

**IT IS IMPORTANT TO NOTE THE FOLLOWING PROGRAMME INFORMATION:**

Progression beyond Year 1 of the BSW (Hons) is dependent on students meeting the Social Workers Registration Board (SWRB) entry criteria which includes an assessment of fitness for registration.  This means that the person must be a ‘fit and proper person to practise as a social worker’ as stated in S.6(b) of the Social Workers Registration Act, 2003). Please read the [SWRB Fit and Proper policy](https://www.canterbury.ac.nz/media/documents/oexp-arts/social-work/SWRB-Fit-and-Proper-Policy-08-2021.pdf).

Level 300 courses are taught in a blended learning format comprising of a combination of face-to-face and online learning. The face-to-face learning occurs in four on-campus intensive Block Courses of one-week duration each term. These usually run in the 1st or 2nd week of each term. Attendance is compulsory to meet course and SWRB requirements, there is no online option. Non-attendance, without any prior notification and approval, may result in a fail grade for the course and/or a withdrawal from the programme. In the instance of illness or factors beyond the student’s control, evidence in the form of a doctor’s certificate or other relevant documentation will be required prior to the start of block course week. In these cases, the student is required to contact the BSW programme coordinator.

Level 400 is placement year, and students will be required to undertake two placements (including assessments), one in semester 1 and the 2nd in semester 2. The placement requirement is 60 days per placement and runs from Tuesday to Friday each week, starting in the first week of each semester. This placement is unpaid, and you are required to travel to and from the agency at your own expense. We endeavour to take in to account your home location when sourcing the placement for you and take into consideration your area of interest but cannot guarantee places in a specific area of interest. Alongside the placement there is a requirement to attend the Monday online lecture and complete associated coursework for SOWK490.

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| **PERSONAL INFORMATION** | | | |
| **Full Given Name**  **(First middle and last)** |  | | |
| **Your preferred Name**  **(optional)** |  | | |
| **Your pronouns**  **(optional)** |  | | |
| **Your ethnicity** | 1. | 2. | 3. |
| **Student ID number** |  | | |

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| **SUITABILITY CRITERIA: Convictions/Court Orders/Health** | | | |
| ***Answer yes or no to the following and give details as required.*** | | **Yes** | **No** |
| Have you ever been convicted by any court, in New Zealand or any other country, of any offence punishable by imprisonment of three months or longer or are you currently under investigation for such an offence? | |  |  |
| Are you currently (or have ever been) a respondent for a Protection Order, Non-molestation order, Non-violence order, or Trespass order? | |  |  |
| Have you ever been Discharged Without Conviction? | |  |  |
| Are you now (or have you ever been) the subject of any professional disciplinary proceedings in any country? | |  |  |
| Are you currently under investigation, examination or inquiry in New Zealand or in another country for any matter that may become the subject of professional disciplinary proceedings? And/or are you aware of any matter that that may give rise to such an investigation? | |  |  |
| Have you ever been the subject of an investigation into your care of children and young people by a child protection service and/or the Police? | |  |  |
| Have you ever had children or young people removed from your care (whether voluntary or against your wishes)? | |  |  |
| Do you have any current Police charges and /or any pending investigations? | |  |  |
| If you have answered Yes to any of the above, please provide details here: | | | |
| ***Answer yes or no to the following and give details as required.*** | | ***Yes*** | ***No*** |
| ***If you are, or have been, registered in New Zealand or any other country in any profession, have you been subject to:*** | | | |
| 1. Conditions on your registration/licence? | |  |  |
| 1. Conditions on your annual licence/practising certificate? | |  |  |
| 1. Refusal by a licensing authority to issue a practising certificate? | |  |  |
| If yes, to any of the above, please provide brief details | | | |
| Have you ever been denied entry into another social work or other professional programme (nursing, education, teaching, medicine etc) in a tertiary institution in New Zealand or overseas? | |  |  |
| If yes, when and where did you apply? | Date: | | |
| ***Note: If you previously applied to another programme (whether you were a student in that programme or not), you will be asked to sign a form authorising the Department of Social Work to obtain confidential progress and suitability related information from the provider of the programme to which you previously applied.*** | | | |
| Are you aware of any matters that may impact negatively on your suitability for professional social work training and or practice?  Examples may be a disability, illness or other health condition, dismissal from social service agency work; proven impropriety; substance dependency; any offences, charges or convictions; professional complaints that are still under investigation. For other examples, please see the [Social Workers Registration Board *Fit and Proper policy:*](http://swrb.govt.nz/about-us/policies/) | |  |  |
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| If yes, please provide brief details | | | |
| **Summarise your understanding of the Social Workers Registration Board Fit and Proper policy**  (1 paragraph, 100 words) | | | |
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| **DRIVERS LICENCE DETAILS** | | | |
| ***Answer yes or no to the following and give details as required.*** | **Yes** | **No** |
| If you **do not** hold a full driver’s licence now, then please note that this is a requirement unless you are unable to do so for medical reasons. | | | |
| Do you have a current clean full driver’s licence? (*Without convictions or demerit points)* |  |  |
| If you **do not** have a driver’s licence, will you have a full licence before undertaking your placement year? |  |  |
| If YES to a full licence, is it for both Manual and Automatic or Automatic Only?  Please specify. |  | |
| If you answered No to any of the above, please provide more detail: | | | |
| **PRIVACY ACT CLAUSE** | | | |
| This form and any material provided with it will remain confidential and be used by the University for the sole purpose of assessing your suitability for the course for which you are applying. If your application is successful, the information provided will form part of the University's student records held in the school.  The above statement is provided in accordance with the [Privacy Act 2020](https://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23223.html).  I have read and understood the above | | | |
| **DECLARATION** | | | |
| Check all boxes and sign to demonstrate you understand and agree to below:  Students are required to declare all matters that may have a bearing on their suitability for social work education and practice as soon as they become aware of them. This requirement exists at any time during the application process and persists whilst accepted into or enrolled in any course of study toward recognised social work qualifications. Where students do not declare such issues (i.e., the student wilfully and knowingly does not disclose their change in circumstances), and these are independently discovered or declared by a third party, failure to make a declaration may constitute grounds for their enrolment in the University or any course being declined or cancelled.  Enrolment in the University or any course may be declined or cancelled.  Refer to the [BSW (Hons) regulations](https://www.canterbury.ac.nz/content/dam/uoc-main-site/documents/pdfs/a-regulations/qualification-regulations/academic-regulations-health-BSWHons.pdf.) and the [UC Admission Regulations](https://www.canterbury.ac.nz/about-uc/corporate-information/regulations/general-regulations/admission-regulations) and the [UC Behavioural and Academic Misconduct Regulations](https://www.canterbury.ac.nz/about-uc/corporate-information/regulations/general-regulations/behavioural-misconduct-regulations) and the [Student Code of Conduct.](https://www.canterbury.ac.nz/support/concerns/students/student-code-of-conduct/)  **I have read the documents referred to on this application form in relation to suitability criteria** and I have answered all the above questions truthfully. I understand the non-disclosure of anything that may come up in a Police Check may affect my enrolment.  I understand that I may be exited from the programme where unsuitability to practice against the SWRB fitness to practise criteria and/or a breach of the Code of Conduct is indicated;  I understand that if my circumstances change in regard to character of suitability the BSW(Hons) Coordinator must be informed immediately. Changes in circumstances, whether notified by the student or others, may result in the student being required to undergo a reassessment of suitability, as defined by Regulation (8b). | | | |
| **Your Signature** | | | |
| **Date** | | | |