

New Zealand Association of Counsellors Upgrade Request 2010 Overseas Counselling Qualification

**To complete this application you must have been granted
Provisional Member status
with NZAC from the beginning of 2008 onwards.**

Completed a professional counselling training programme to a minimum of Diploma level. This must be equivalent to a New Zealand Diploma in Counselling level 6. Refer to the following website for guidance: www.nzqa.govt.nz. You need to have completed minimum of a Diploma in Counselling from a New Zealand Counselling programme NZQA approved Level 6, and meet the following requirements.

Each application is taken on an individual basis.

Counselling face-to-face Practice

NZAC requires you to complete a minimum of 500 hours of face-to-face practice with clients. Up to 10% of these hours can be in leadership of therapeutic groups as outlined in the Introduction of the NZAC Code of Ethics.

(Practise labs, telephone, therapeutic letters and group counselling sessions, can't be counted towards these hours). At least 300 hours must be completed after you finish training, eg: So if you have completed 100hrs during training then you need to do at least 400hrs after training.

Supervision Requirements

You may have multiple supervision arrangements in place (group, peer, cultural) but for your application to NZAC you must complete a minimum of 30 hours of individual, external supervision once you have completed training.

The supervisor must be a full current active Member of NZAC for at least 3 years.

You must complete at least 12 months with your current supervisor before making an application. Your supervisor must have seen, heard, or sat in on your counselling practice in order to go ahead with your application. NZAC see this as vital feedback to your professional practice.

Bi-cultural requirements

To become a member of NZAC, counsellors must have knowledge and understanding of NZAC's bicultural requirements.

Close off dates for all written applications in 2010
Applications after the dates below will not be considered

Friday: 29th January
Monday: 24th May
Monday: 13th September
Friday: 10th December

Assessment Costs:

As you **are** already a Provisional Member of NZAC there is no further assessment cost unless this is a resubmission of a previous application at this level.

Re assessment cost is (if applicable) \$50.

Interview Fee

If you are granted an Interview you will be invoiced for the amount of **\$275** after the assessment meeting. Do **NOT** send this in with your written submission.

The Police Vetting form takes approximately 28 working days to be processed and returned to National Office. All decisions made are subject to a satisfactory Police report.

The Assessment Committee then assesses your file. If the Committee grants you an Interview you will be informed in writing.

Interview Rounds – Main Centres

At this point in time only 3 areas are set up to run the new interview process in March 2010

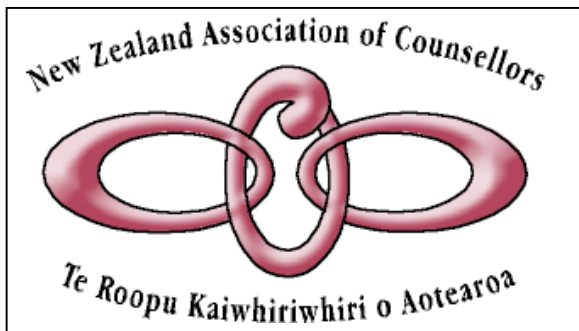
Auckland Hamilton Christchurch Dunedin

We hope that Palmerston North, and Wellington will be available later in the year

1. Monday 15th March - Friday 26th March
2. Monday 12th July - Friday 23rd July
3. Monday 8th November - Friday 26th November
4. Feb 2010 – dates yet to be set

Interview dates are set by local panels within each region but will fall into the scheduled dates above wherever possible. Dates may be subject to change.

Full details about membership criteria are on our website: www.nzac.org.nz



Date received	
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**UPGRADE REQUEST
 NZAC PROVISIONAL MEMBERS with OVERSEAS QUALIFICATIONS
 Who were granted Provisional Member status from 2008 onwards
 Pack valid until 10TH December 2010**

FIRST NAMES:	
FAMILY NAME:	
NAME YOU WISH TO BE KNOWN AS: (this will be on all documentation you receive)	
POSTAL ADDRESS	
POST CODE:	
HOME PH:	
MOBILE:	
CONTACT EMAIL:	

Date of Birth	
Nationality	

MAIN EMPLOYER:	
WORK ADDRESS	
WORK PHONE	

SECONDARY EMPLOYER: (If applicable)	
WORK	ADDRESS
WORK PHONE	

Current professional approvals held (eg. ACC, WINZ etc):

Membership to other counselling professional bodies (eg. ANZASW, NZAP etc):

List what you see as your clinical specialities (eg. school counsellor, mental health, sexual abuse etc):

Languages:

If you are able to provide counselling in a language other than English, please name the language including NZSL, Te Reo:

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Counselling Training:

Training Provider	
Level of training completed	
Field of training (counselling, psychotherapy, etc)	

External Supervision:

Name of Supervisor	
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Name 2 theoretical frameworks that you use in your practice.

Personal Information:

Criminal Convictions	Circle	One
1. Have you any criminal convictions, or are any charges pending, other than minor traffic infringements? ○ If “Yes” please provide a statement outlining your conviction details. <i>NB: Please note that all candidates with previous convictions that incur custodial sentences may be required to be interviewed by a Special Interview Panel in accordance with the good character policy at your cost.</i> ○ Complete the “Consent to Disclosure of Information” form included with this pack.	Yes	No
Professional Association		
2. Have you ever been declined membership of a kindred professional association? If “Yes” please give details on a separate sheet of paper.	Yes	No
3. Have you ever been, or are you currently, the subject of a concern or complaint about unethical or unprofessional conduct? If “Yes” please give details on a separate sheet of paper.	Yes	No
Consent Information		
If accepted as a Member of NZAC I consent to my details being made available to organizations promoting counselling services details and my name being published on NZAC website.	Yes	No

Declaration

**If accepted as a Member of NZAC I agree to work within the
NZAC CODE OF ETHICS – A FRAMEWORK FOR ETHICAL PRACTICE**

I have read and understood the practical implications of this Code.

I understand that the entry requirements for membership may change in the future and any application will be assessed against the criteria at the time of assessment.

I declare that the information provided in this application is true and correct and hereby authorise NZAC to contact any person or organisation named in this application about any matter relevant to my application.

I consent to any of the people named below and/or any other relevant people being contacted about my application.

Candidate’s name: _____

Signature: _____

Date: _____

Supervisor’s Name: _____

Signature: _____

Date: _____

Please provide the following information in a separate typed document (12pt)

You may have been asked to provide other information as requested by the Assessment Committee at the time of being granted Provisional status. Please refer to this when submitting your application for upgrade.

1. Letters support of your application:

- a) A letter from your **employer(s)** supporting your application and confirming that you have not been or currently are subject to any ethical complaints.
- b) One letter of support from a full **Member** of NZAC who supports your application.
- c) If you are in **Private Practice** please provide a further letter from a full **Member** of NZAC who supports your application.
- d) Letter from cultural consultant/supervisor.
- e) Evidence of attending a minimum of 3 NZAC activities.

2. A record of face-to-face counselling and supervision experience

Minimum requirement of Face to face practice in total is: **500hrs**
 Minimum requirement of supervision post training is: **30 hours**

Face-to-face counselling and supervision practice	Total
Face-to-face counselling hours completed during training.	
Individual Supervision sessions attended during training.	
Face-to-face counselling hours completed since completing training.	
Individual Supervision sessions attended since completing training.	

3. Describe the main focus of your counselling experience since arriving in New Zealand.

4. Professional Development undertaken since arriving in New Zealand

- a) Course Title:
- b) Trainer:
- c) Duration:
- d) What are your current plans for Professional Development?

5. Personal Development undertaken since arriving in New Zealand

It is expected that you will have:

- *Experienced and have an understanding of being a client in a therapeutic relationship with a counsellor.*
- *Experienced and have an understanding of being a participant in a group therapeutic process.*
- *And are able to demonstrate an ongoing commitment to personal growth.*

a) Please detail and provide evidence of, any personal development you have completed since completing your counsellor training:

Provide course title/s, name of trainers/providers and the duration of the course.

b) What are you currently doing to address your growth in self-awareness and personal growth generally, especially as it relates to your counselling practice?

c) Describe what you have learned or gained through personal work, either during your course or other personal work you have completed. This may have been gained from personal counselling, or from reflection and learning from significant life events or experiences.

6. Your experience of ethics in practice since arriving in New Zealand.

In this section you need to **fully** demonstrate how you have integrated your knowledge of NZAC Code of Ethics into your practice.

- a) Describe your understanding of an ethical dilemma and how you resolved it. It is important that you link the details of the event by identifying and cross-referencing to aspects of the Code of Ethics.
- b) Describe how you adhere to NZAC ethical standards in your current practice.

7. Bicultural Awareness

Under the current Membership Criteria it is expected that candidates will have established an ongoing relationship with a cultural advisor/consultant/supervisor from the rohe. Please refer to "Cultural Safety Practice" for guidance.

The cultural advisor/consultant/supervisor must support the application with a written statement.

Integrating knowledge with practice.

What is your understanding of the following?

- Te Tiriti o Waitangi / Treaty of Waitangi
- Marae protocol
- tikanga
- whanaungatanga
- manaakitanga
- kotahitanga
- wairuatanga
- Have completed a noho Marae experience.
- Colonisation / De-Colonisation discourses.
- Biculturalism.
- How to apply knowledge and understanding to work safely and effectively with Maori.
- How to apply these concepts into current and future practice

Cultural Safety Practice

Cultural safety practice is with a person of Maori descent, who has ancestral / whakapapa knowledge and who has a clear understanding of working with Maori in culturally safe ways.

This person must be a Member of NZAC or a similar professional body, and/or needs to hold a position of responsibility in iwi, hapu, and/or a position of responsibility within their marae, and/or a position of responsibility in the wider community.

This can occur in individual, peer or small groups.

Please note that this is an interim policy, which can be subject to change on advice from the Maori Roopu.

8. Your strengths in relation to your professional practice:

Describe the special strengths and qualities you bring to your work.

9. Your and your personal challenges/growing edges in relation to your professional practice

a) What are some of the challenges/growing edges you face in relation to your professional practice?

b) What steps are you taking to address these?

10. What other comments would you like to make in relation to your application?

SUPERVISOR'S REPORT
Candidate who has Provisional Status with NZAC
Overseas Counselling qualifications – NEW CRITERIA

To be completed in consultation with the candidate

**The Supervisor must be a full Member of NZAC for at least 3 years
Or have a letter of waiver from the Membership Committee.**

Name of Supervisor: _____

Relevant Experience and Training as a Supervisor:

2. Frequency of Supervision:

Monthly Three Weekly Fortnightly Weekly

3. How long has the Supervision Contract been in place? (Minimum of 12 months)

4. Do you have administrative or statutory responsibility for the Candidate's work?

Yes No

If 'Yes' please explain this relationship on a separate sheet of paper.

5. Your experience of this Candidate's work has been from: [Tick relevant boxes]

Supervision Audio
Video Sitting in on counselling session(s)
Transcripts Other _____

The Membership Assessment Committee expects that you will have viewed/heard tapes of counselling sessions for this candidate.

8. To your knowledge has the Candidate ever been, or is currently the subject of a concern or complaint about their unethical or unprofessional conduct?

Yes No

(If 'Yes' please comment on a separate sheet.)

Number of face-to-face counselling hours undertaken since practicing in NZ.

Number of external supervision hours undertaken since practicing in NZ.

In total the supervisee should have completed a minimum of 500 hrs face-to-face practice. The supervisee is responsible for producing a log for you to see of the above hours. They are also responsible to provide you with evidence of having completed the professional and personal development that they have indicated in their application.

Counselling Log sighted Yes No

In having read this application of the candidates work, it reflects my experience of the supervisee and their work. I have sighted the candidate's log of face-to-face practice. To the best of my knowledge, the information contained in it is correct, and this person is of good character and is fit to practice.

Supervisor's Signature: _____ Date: _____

Candidate's Signature: _____ Date: _____

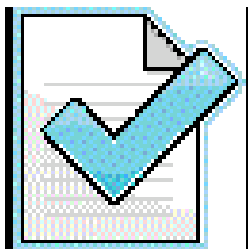
On a separate sheet of paper please comment on the following:

(Please respond to the below in as much depth as possible so that the Assessment team can make a better informed decision regarding this candidate.)

1. Comment on the Candidate's ability to establish and maintain a close empathic therapeutic / counselling relationship with clients.
2. Comment on the extent to which the Candidate demonstrates effective practice as a counsellor.
3. Comment on the Candidate's integrated understanding of the NZAC Code of Ethics.
4. Comment on the extent to which the candidate demonstrates effective use and understanding of their main theoretical framework.
5. Comment on the extent to which the Candidate demonstrates knowledge and understanding of another theoretical framework.
6. Comment on the Candidate's ongoing commitment to the development of self awareness and self understanding.
7. Comment on the Candidate's commitment to the supervision process.
8. What percentage of the Candidate's client base is Maori?
9. How does the Candidate demonstrate an integrated understanding of Bi-culturalism in his/her practice? Please be as specific as possible.
10. What Professional Development training has the candidate undertaken in the last 6 months?
11. Recommendations for further training and/or development.
12. Further comments you wish to make.

CHECKLIST

This is your checklist for sending in your completed application.



**Please make sure you have enclosed the following.
Do not staple anything, use clips, do not bind it.
I only need one copy of your application.
We need to make copies of your application.
Just put everything into a one plastic sleeve**

Please arrange them in the following order:

- One** recent passport sized photo with my application.
- Your written application.
- Your Supervisors report.
- Letter(s) from your employer.
- Support letter(s) from NZAC Member(s).
- Letter from cultural supervisor/consultant.
- Police Vetting form.
- Assessment fee of \$100 – if you came on board as a Provisional Member after January 1 2009.
- Further Assessment fee of \$50 as this is a resubmission. (If applicable)

You do not need to send in your counselling log or evidence (i.e. certificates of attendance) of ongoing professional and personal development. Show everything to your supervisor. When they sign off your supervisors report they are confirming that they have sighted them.

Send your application to:
NZAC
PO Box 165
Hamilton 3240

Need help!!!!
Then contact Pauline Marshall by email: membership@nzac.org.nz



Please send
this back in
with your
application

P O Box 165 Hamilton, Telephone (07) 834 0220 Fax (07) 834 0221, Email: membership@nzac.org.nz

Licensing & Vetting Service Centre
Office of the Commissioner
P O Box 3017
Wellington

I,
(Surname) (First Names)

.....
(Maiden or any other names used)

Sex.....(M/F) Date of birth

Place of birth Nationality

Residential Address

Suburb..... City.....

NZ Drivers Licence number.....

I hereby consent to the disclosure by the New Zealand Police of any information they may have pursuant to this application, to **New Zealand Association of Counsellors**. I understand that any record of criminal convictions I might have will automatically be concealed if I meet the eligibility criteria stipulated in Section 7 of the Criminal Records (Clean Slate) Act 2004.

Signed..... Date.....

COMMENTS OF THE NEW ZEALAND POLICE

NZAC – N30077

Payment Options: if applicable

Assessment Fee:

If you came on board as a Provisional Member after January 1 2009 **\$100**

Re-assessment fee (if applicable) **\$50**

Please complete the form below and send it in with your application.

FIRST NAME	
FAMILY NAME	

There are 3 Options for payment:

	Payment Options	Reference Code	Tick which option chosen
You can pay by direct debit to:	NZAC National Bank Account Number: 060569 0127620 00	Write your FULL NAME in the reference code	
Cheque	Made out to "NZAC"		
Credit card	Fill out the section below		

Credit Card

Please debit my: Visa MasterCard American Express card (circle one)

My Card number is:

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Expiry Date:

--	--	--	--	--

AMOUNT TO CHARGE \$ _____

Name on Card: _____

Signature: _____

Tick the box if require a receipt: