



## **NEW ZEALAND ASSOCIATION OF COUNSELLORS PARTICULAR CIRCUMSTANCES Upgrade to Member Request 2010**

A person of good character who has:

- a) Met the Particular Circumstances Provisional Membership criteria.
- b) Been a Provisional Member for a minimum of 2 years.
- c) A knowledge and understanding of NZAC's bicultural requirements.
- d) Undertaken a minimum of 20 (minimum of 1 hour) individual supervision sessions with an NZAC supervisor who should not be in a position of power over the counsellor such as a line manager or trainer.
- e) Undertaken professional development as required by NZAC.
- f) Undertaken personal development as required by NZAC.
- g) Attended a minimum of 3 NZAC activities. For example: NZAC conference, local branch meetings, NZAC professional development activities.
- h) Agreed to work within the NZAC Code of Ethics and be accountable to the Association.
- i) Submitted a recent satisfactory report from an NZAC Supervisor who is a current, full Member of NZAC. Has been a Member for at least three years and has been their supervisor for a minimum of twelve months.
- j) Completed a minimum of 3 Case Studies with accompanying videos / audios which have been presented in supervision for discussion, reflection etc, one of which will be submitted to the Assessment Committee when upgrading to Membership status.
- k) Been interviewed by a panel of Members on behalf of the Membership Committee and have their suitability for Membership confirmed by the Assessment Committee and ratified by National Executive.

Detailed information and evidence must be provided.

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

Friday: 29<sup>th</sup> January  
Monday: 24<sup>th</sup> May  
Monday: 13<sup>th</sup> September  
Friday: 10<sup>th</sup> 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

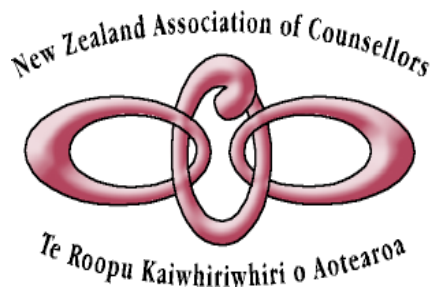
**Auckland                      Hamilton                      Christchurch                      Dunedin**

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

1. Monday 15<sup>th</sup> March - Friday 26<sup>th</sup> March
2. Monday 12<sup>th</sup> July - Friday 23<sup>rd</sup> July
3. Monday 8<sup>th</sup> November - Friday 26<sup>th</sup> 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](http://www.nzac.org.nz)



Date received	
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**PARTICULAR CIRCUMSTANCES UPGRADE TO MEMBER STATUS**

**Pack valid until 10<sup>th</sup> December 2010**

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

<b>Date of Birth</b>	
<b>Nationality</b>	
<b>Hapu/lwi (if applicable)</b>	

<b>MAIN EMPLOYER:</b>	
<b>WORK ADDRESS</b>	
<b>WORK PHONE</b>	

<b>SECONDARY EMPLOYER: (If applicable)</b>	
<b>WORK ADDRESS</b>	
<b>WORK PHONE</b>	

**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:**

<b>Training Provider</b>	
<b>Level of training completed</b>	
<b>Field of training (counselling, psychotherapy, etc)</b>	

**External Supervision:**

<b>Name of Supervisor</b>	
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**Name 2 theoretical frameworks that you use in your practice.**


**Personal Information:**

<b>Criminal Convictions</b>	Circle	One
1. Have you any criminal convictions, or are any charges pending, other than minor traffic infringements? ○ If <b>“Yes”</b> please provide a statement outlining your conviction details. <i><b>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.</b></i> ○ Complete the “Consent to Disclosure of Information” form included with this pack.	Yes	No
<b>Professional Association</b>		
2. Have you ever been declined membership of a kindred professional association? If <b>“Yes”</b> 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 <b>“Yes”</b> please give details on a separate sheet of paper.	Yes	No
<b>Consent Information</b>		
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:

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 in 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 to a minimum of 3 NZAC activities

### **2. Face-to-Face experience as a Counsellor**

- a) A statement from you employer(s) confirming the above.
- b) A counselling log of the last 12 months of your practice is required (No confidential details are required – initials, dates, number of sessions).
- c) Total number of face-to-face Counselling hours undertaken in the last 2 years.
- d) Total number of Supervision sessions undertaken in the last 2 years.

### **3. Face to Face Counselling Experience - Focus of Counselling / key tasks**

- a) Outline your face-to-face counselling experience over the last 2 years.
- b) Explain what your key tasks have been within your job in the last 2 years.

### **4. Counselling Training Information update – last 2 years**

Professional Counselling Training undertaken.  
Only put down training information that is relevant to Counselling.

### **5. Professional Development.**

- a) Ongoing Professional Development undertaken in the last 2 years.
- b) Outline your plans for ongoing professional development over the next 2 years.

### **6. Personal Development**

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 within the last 2 years.

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.

### **7. Your experience of ethics in practice:**

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.

### **8. 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.

**9. Your strengths in relation to your professional practice:**

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

**10. 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?

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

## **12. Case Study**

Please present a written case study of 3000 words or less, and a 10-15 minute video segment of work with a client. Use the same client for both pieces of work.

### **Case study instructions**

Be sure to include the following points in your case-study write-up, as these will form the basis of the Committee's assessment of your work:

- a) How was the client referred?
- b) How was the initial contract negotiated?
- c) Talk about how you have included cultural considerations.
- d) What were your initial impressions of the client?
- e) Discuss the social/historical context of the client.
- f) Describe some of the concerns that your client came with.
- g) How were these concerns explored?
- h) What was/were the context/goals of the counselling?
- i) What strategies did you employ for achieving these?
- j) Comment on the usefulness of the strategies.
- k) Which modality(ies) did you use in the work?
- l) On what basis did you choose the modality(ies), and how useful was it/were they?
- m) What is your sense of the client's experience of themselves?
- n) What is your sense of how the client experienced you as a counsellor?
- o) Talk about how you have experienced yourself in working with this client.
- p) What were your "learning edges" in this work?
- q) Discuss what worked well, what did not, and how you knew.
- r) How are you addressing what did not work well?

### **13. Video segment instructions**

Please provide a 10 -15-minute video segment of work with this client, supported by:  
A verbatim transcript of the segment, with each interaction numbered (use “Th” to denote your part, and “Cl” for that of the client).

A commentary on process in the segment.

Here you are asked what you experience about the client’s reactions, and yours as well.  
An analysis of your interventions and the client’s responses.

A written summary of the overall segment.

A self-assessment of how the core counselling micro-skills have been demonstrated in the segment. Please use the following template to structure your self-assessment.

#### **Video Segment Self-Assessment**

Assess your use of the following core counselling micro-skills in the video segment you have provided. For each skill below, indicate which intervention(s) in your video demonstrate(s) its use, and discuss the appropriateness and competence with which you used it/them. Reflect on your use of:

- a) Encouragers.
- b) Appropriate paraphrasing.
- c) Summarising.
- d) Open/closed questioning.
- e) Focusing.
- f) Consider purposefulness, appropriateness, deepening, and the managing of intensity.

How did you use focusing on:

- a) The client’s feelings.
- b) The client’s thoughts.
- c) The client’s issue(s).
- d) Others in the client’s life.
- e) Yourself as counsellor.
- f) The client’s environment.
- g) Immediacy (the ability to meet the client where s/he is at the moment).
- h) Attending (the capacity to be fully available to the client).
- i) Empathy (being able to communicate your understanding of the client).
- j) Re-framing (the ability to facilitate a more expansive view for the client).
- k) Challenge (skilfulness with facilitating client awareness of any lack of congruence).
- l) Rapport.

Please comment on your genuineness and congruence with this client, as demonstrated in the video segment.

**SUPERVISOR'S REPORT – MEMBER REQUEST**  
**PARTICULAR CIRCUMSTANCE UPGRADE**  
**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 at least  
2 counselling sessions and case studies 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 in the last 2 years.

Number of external supervision hours undertaken in the last 2 years.

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.

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: \_\_\_\_\_

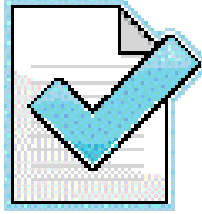
\_\_\_\_\_

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

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.
- An assessment fee of \$100 if granted Provisional Member status since beginning of 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](mailto:membership@nzac.org.nz)**



## Payment Options:

(Circle which option)

Assessment Fee: if granted Provisional Member status after January 1 2009      **\$100**

Or re-assessment fee      **\$50**

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

<b>FIRST NAME</b>	
<b>FAMILY NAME</b>	

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 <b>FULL NAME</b> 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:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiry Date:    

--	--	--	--	--

AMOUNT TO CHARGE    \$ \_\_\_\_\_

Name on Card:    \_\_\_\_\_

Signature:    \_\_\_\_\_

Tick the box if require a receipt: