



## **New Zealand Association of Counsellors**

### **New Zealand Counselling Training/Education Programmes 2010 Upgrade to Member Request**

Thank you for requesting an upgrade request pack.

Below are a few key pieces of information that you need to know before making your application.

#### **Criteria for applying for Member status with NZAC**

**You need to have been granted Provisional Member status with NZAC  
Prior to 31<sup>st</sup> December 2008.**

## **OLD MEMBERSHIP CRITERIA**

**You need Completed an Aotearoa New Zealand professional counselling training programme to a minimum of NZQA Level 6.**

Each application is taken on an individual basis.

#### **Counselling – Face-to-face Practice**

NZAC requires you to complete a minimum of 400 hours of face-to-face practice with clients. (Practise labs, telephone, therapeutic letters and group counselling sessions, can't be counted towards these hours). Up to 10% of these hours can be in leadership of therapeutic groups as outlined in the Introduction of the NZAC Code of Ethics. At least 200 hours must be completed after you finish training, eg: So if you have completed 100hrs during training then you need to do at least 300hrs after training.

The only exemption to the above requirements is for those, mainly post graduate students, whose course has set requirements that are well above the minimum 400 hours required by NZAC. If you have completed more than 400hrs of face-to-face client hours during training, which has been fully supervised then you can seek "An exemption of post training requirements". Your training provider needs to support this request in writing.

## **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 20 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 6 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: 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**

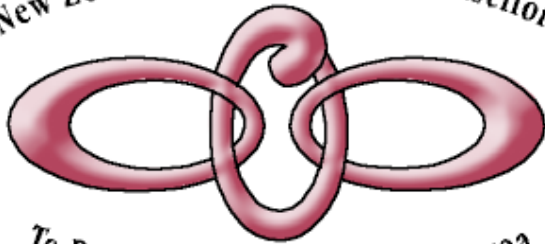
We hope that Palmerston North, and Wellington will be available later in the year

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)

New Zealand Association of Counsellors



Te Roopu Kaiwhiriwhiri o Aotearoa

Date received

**NZAC UPGRADE REQUEST 2010 – OLD CRITERIA**  
**FOR NZAC PROVISIONAL MEMBERS**  
**FROM A NEW ZEALAND COUNSELLING**  
**TRAINING/EDUCATION PROGRAMME**  
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> (this will be on all documentation you receive)	
<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/Iwi (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/Education Programme:**

<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? <b>If “Yes” please give details on a separate sheet of paper.</b>	Yes	No
3. Have you ever been, or are you currently, the subject of a concern or complaint about unethical or unprofessional conduct? <b>If “Yes” please give details on a separate sheet of paper.</b>	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 (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 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

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

Minimum requirement of Face to face practice in total is: **400hrs**  
Minimum requirement of supervision post training is: **20 hours**

<b>Face-to-face counselling and supervision practice</b>	<b>Total</b>
Face-to-face counselling hours completed <b>during</b> training.	
Individual Supervision sessions attended <b>during</b> training.	
Face-to-face counselling hours completed <b>since completing</b> training.	
Individual Supervision sessions attended <b>since completing</b> training.	
I am providing a <b>letter of waiver of post</b> training requirements from my Training Provider.	

**3. Describe the main focus of your counselling experience since completing training.**

**4. Details of your counselling education and further training and development:**

**a) Please detail, and provide evidence of, the following aspects of your counselling education:**

- The name of your training provider.
- The title of your qualification.
- The level of your completed training (degree, diploma etc).

- You need to attach photocopies of your counselling qualifications.
- You need to provide evidence of the completion date of your programme. This enables NZAC to verify the start point for counting of your post-training hours.
- These documents must be verified and signed by your supervisor as a true and correct record of your training.

**b) Please detail, and provide evidence of, any professional development you have undertaken since completing your counsellor training:**

- Provide course title/s, name of trainers/providers and the duration of the course.
- Detail any current plans for your professional development.

## **5. Theoretical frameworks you work from:**

Give an outline of **two** theoretical frameworks that you use when working with your clients. A minimum of a page on each is required.

## **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 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.

## **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.

**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?**

**SUPERVISOR'S REPORT – MEMBER REQUEST**  
**NZ Counselling Qualifications - OLD 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:

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2. Frequency of Supervision:

Monthly  Three Weekly  Fortnightly  Weekly

3. How long has the Supervision Contract been in place? (Minimum of 6 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.

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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.)**

NB: Post training begins when the Candidate has completed all training requirements, including case folio work, audit and internship unless they have a letter of **waiver** from their Training Provider under circumstances outlined in the NZAC Membership Criteria.

Number of post-training external Supervision sessions undertaken – minimum 20

Number of post-training face-to-face counselling hours undertaken – minimum 200

Total number of face-to-face counselling hours undertaken (including training).

This candidate is seeking a waiver of post training requirements.

**In total the supervisee should have completed a minimum of 400 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.**

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: \_\_\_\_\_

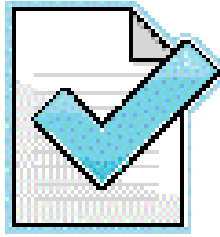
**On a separate sheet of paper please comment on the following:**

(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.
- Letter of waiver from Trainer (if applicable).
- A copy** of Counselling qualifications
- Police Vetting form.
- 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: if applicable

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:

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Expiry Date: 

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AMOUNT TO CHARGE    \$ \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

Tick the box if require a receipt: