

GUIDELINES FOR PROVISIONAL MEMBERS APPLYING FOR UPGRADE TO FULL MEMBERSHIP

For Applicants in conversation with Supervisors

The Membership Committee of NZAC has produced the following guidelines to help you in preparing your application for upgrade to full membership. The information pack outlines the information and answers to questions that you need to provide.

In addition, the Committee would like you to understand more about the expected standards and qualities that are expected to be demonstrated in the material you present. This paper also offers some advice on how to approach the whole exercise.

Please give your supervisor a copy of these guidelines and discuss them together.

Getting started, keeping going and completing

The Committee is aware that preparing and collecting all of the elements of an application can be a challenging task, made more onerous if you try to undertake this task in a short time to meet a looming deadline.

Suggestion 1.

Start this process as soon as you have your application pack. You do not need to wait until you have completed the required hours before starting. The only items that need to be completed close to the time you send in your application are the Supervisor's report and any letters from employers or other supporters.

You can start preparing your responses to the topics and questions early and then review over time.

The style, standard and the quality of your responses

The Assessment Team is interested to know that you have a sound knowledge base, but are more interested in: what that knowledge means to you, what you support and what you question, what you have gained, what you apply and how you evaluate.

Suggestion 2.

Frame the material you write in response to questions, as much as you can, in your own words, with any quotes correctly referenced; more like an article or a prepared talk and less like an essay for a university course. Be cautious about rewriting or cutting and pasting chunks from assignments you have written during your course of study.

You will notice that many of the questions focus on your personal experience and your personal reflections. You can, of course, choose the level of disclosure that is comfortable. More importantly it is expected that, as a result of your own experiences, your learning, your personal growth and your self-examination, you will have insight into your vulnerabilities, weaknesses, personality features, gifts and strengths and areas for development.

Suggestion 3.

Whatever question or topic you are writing about, even when you are asked primarily for information and knowledge, include your responses and reflections on that information and knowledge.

As professional counsellors, we are called on to communicate in writing as well as face-to-face. While occasional mistakes in spelling and grammar can be accepted in any situation, repeated and frequent errors and poor expression raise barriers in the communication both with other professionals and, indeed, with anyone we are relating to. We have varying levels of skill in this area and are not expected to be professional writers.

Suggestion 4.

If you have any doubt about your writing skill, and before showing your application material to your supervisor, ask a friend or colleague who is good at proof reading if they would kindly read and edit your material. This is as well as, not instead of, using spell check and grammar check.

Suggestion 5.

It helps the processing and easy reading of your application if you follow these instructions:

Please:

- Start each of the numbered Sections on a new page.
- Use 1.5 spacing
- Single sided
- No staples.

Responding to the question about Ethics in Practice

You are asked in this section to focus on an issue that relates to your work with a client or clients, when you were faced with a situation that made you pause, consider options and choose which action/s to take. There are a number of steps and questions which you are asked to describe or address.

You may find that you might not be able to answer all of the questions because you did not go through that particular stage in the process. For example, you might find you were not able to consult anyone because of an urgent situation, or you may have taken an action that stopped any further contact with a client or clients. This does not mean that you are not able to demonstrate your ethical decision making for the purpose of this section of your application.

Suggestion 6.

Even if you are not able to answer each question completely please explain what the circumstances were and what made you take the steps you took.

For some questions a short account or explanation will suffice.

The supervision process

Your supervisor is adding extra work and responsibility to their usual set of roles in helping you make an application for full membership.

Suggestion 7.

You can make their job easier by making a plan and working gradually through the various steps and stages, keeping them informed about the requirements and your progress, providing accurate logs throughout the period of supervision, good quality recordings and showing them your drafts in good time.

The Assessment Team reads each supervisor's report with attention and especially values those reports which give some detail on the ways in which you demonstrate each of the criteria. They also value honest evaluation and any comments about the challenges you faced in the process of developing your skills, knowledge and awareness to reaching the standards expected of a full member of NZAC.

Question 8 of the supervisor's report invites the supervisor to add further comments.

Suggestion 8.

Ask your supervisor to respond to question 8 by

- *identifying any areas of challenge that arose during the process of supervision and how they were resolved*
- *including any recommendations they might make about your further personal and professional development.*