



New Zealand
Association of
Counsellors

Te Roopu Kaiwhiriwhiri o Aotearoa

Guidelines for the 2020 NZAC Application for Provisional Member request Overseas Counselling Qualifications

The online application can be found under <https://www.nzac.org.nz/membership/application-packs-provisional-membership/>

The following shall be eligible for Provisional Member status:

A person of good character who has:

1. Completed a Bachelor Degree or a higher level qualification in a professional counselling education programme. This qualification has both theory and supervised practice as core components and is at least NZQA approved Level 7 or above. This will need to be assessed by NZQA. Provide evidence that NZQA have assessed the qualification.
2. Completed a minimum of 200 hours of counselling practice. This can be with individuals, couples, family, whanau. Up to 100 hours can be facilitation and / or co-facilitation of a therapeutic group. *Telephone, online counselling, therapeutic letters and course-related practice skills hours cannot be counted towards the total hours.*
3. Completed a minimum of 20 hours of supervision with an external supervisor or provide an independent reference from a line manager or employer who can attest to your practice competence and good character.
4. Agrees to work within the NZAC Code of Ethics and to be accountable to the Association while working towards Member status.

These are the minimum professional criteria required. Other criteria are outlined in the application pack.

Please note:

NZAC Provisional Member status may be held for 5 years from date of confirmation. If holders of Provisional Member status have not upgraded to full Member status at the end of the 5-year period their Provisional Member status will cease, unless an extension is approved.

Fees:

Assessment fee: (Non-refundable even if the application is unsuccessful)	\$NZ 250.00
Police Vetting Fee (compulsory):	\$NZ 10.00

Total (incl GST):	\$NZ 260.00
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Further Information

- Applications are accepted at any time of the year. This form is valid until 30 November 2020.
- Assessment time frame: Please note that it can take approximately 2 months from the time all material is received at National Office for the application to be assessed.
- All decisions made are subject to a satisfactory Police Report.
- Ensure your application is complete to enable the process to proceed.
- If your application meets all requirements the Membership Committee will recommend to the National Executive that Provisional Membership status be granted.
- The steps for upgrade to member begin once you are granted Provisional Member status. If you have had any complaint(s) about your practice, full disclosure is required when you present your application. This will be discussed by the Membership Committee before any assessment can take place.
- If you have had any complaint(s) about your practice, full disclosure is required when you present your application. This will then be discussed by the Membership Committee before any assessment can take place.
- If you have any criminal conviction(s) full disclosure is required when you present your application. This will be discussed by the Membership Committee before assessment can take place.
- Where a Police vetting raises concerns in relation to the Good Character Policy for membership a candidate will be required to attend a Special Interview Panel before the application is processed. This will be at your own cost.
- If you are not a New Zealand Citizen please provide evidence of either New Zealand Residency or of a valid New Zealand Work Visa. As a Provisional Member you need to be able to work in New Zealand to complete the requirements for upgrade to member.
- The information gathered in this application pack will be used for the purposes of assessing your suitability to be a NZAC Provisional Member. The information will be kept on file until you become a full Member or if you resign. Contact details will be used to send you material (newsletters, updates etc) from the National Office or from delegated representatives of NZAC (e.g. Branch Secretaries).

If assistance is required please contact the Membership Manager: membership@nzac.org.nz or refer to the information under <http://www.nzac.org.nz/membership.cfm>

Submission of your application

- All applications to be single sided with consistent font, size 12 or 14, 1.5 spacing with standard margins.
- Read the guide about how much to write on each topic.
- The application is to be fully read and discussed with your supervisor.
- Each page of your application needs to be initialled by your supervisor.
- Do not provide us with your counselling log as your supervisor report confirms that they have seen it.

- Do not send any original copies of qualifications or certificates. Take the originals to your supervisor or Justice of the Peace to verify and sign the copies.
- Ensure you keep a copy of your application.

Checklist: (Please tick each box as you complete it)

- Your written application.
- Supervisor's report.
- Letter from your employer(s).
- Support letter(s) from NZAC Member(s).
- Any personal disclosure statements or other advertising material such as business cards. Enclose copies.
- Letter from other professional association (if applicable) confirming there are no complaints about your practice.
- A verified copy of counselling qualification.
- Sealed academic transcript.
- Evidence of police clearance from your country of origin or residency here in New Zealand.
- Evidence of a valid working visa if you do not hold New Zealand residency.

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Section 1 – Applicant's Personal information

Asks personal and demographic information including educational provider, placement / counselling and supervision information

Section 2

Criminal Conviction or Charges Declaration

Do you have any criminal convictions or are you under investigation, or have any charges pending in New Zealand or in any other country, other than minor traffic infringements?

If "yes" attach a detailed statement explaining the above.

Professional Conduct Declaration

Are you or have you ever been the subject of formal professional disciplinary proceedings (including complaints, membership or declined membership of another professional association) that have been upheld in New Zealand or another country?

If you have answered "yes" to any of the questions above attach a detailed statement outlining the issues and any sanctions.

Candidate Declaration

Declaring 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.

If you do not disclose all information or are dishonest in the information given, your application may be declined.

Section 3 - Counselling Education

Provide the following:

- a. A verified transcript from your education provider.
- b. Verified copy of your qualification.
- c. Evidence of NZQA assessment that the qualification has New Zealand equivalence.

Section 4 – Membership to your Professional Counselling Association

Provide the following:

- a. Verified evidence of current membership of your professional association.
- b. A letter from your professional association to confirm that you have not been, nor are currently are subject to any complaint about your professional conduct.

Section 5 - Employment Details

Provide the following:

- a. A letter from your employer(s) supporting your application and confirming that you have not been nor currently are subject to any ethical complaints. This includes paid and/or voluntary work undertaken.
- b. A brief job description of your current or previous employment.

Section 6. Counselling Practice

Provide the following with a brief description of the work for context verified by an employer or supervisor:

- a. The number of counselling practice hours completed during training.
- b. Number of counselling practice hours completed since completing training.
- c. The number of therapeutic group hours completed where you have been either the facilitator or co-facilitator of the group.
- d. If you have any material advertising your practice enclose this with your application.

Section 7. Supervision

Provide a letter of support from previous supervisor. This needs to include:

- a. Name of Supervisor and Professional Association of Supervisor.
- b. Confirmation of the supervision arrangement, frequency and length of contract. Ensure your supervisor includes the total hours.
- c. A brief report about their knowledge of your practice.

Section 8. Te Tiriti o Waitangi

Write a statement about Te Tiriti o Waitangi and your understanding of the significance it has in Aotearoa New Zealand today (Guide: one page).

Section 9. Police Clearance

Provide a Police clearance from the country where you have lived and evidence of permanent residency to New Zealand or a valid New Zealand Work Visa.

Section 10. Further Comments

Are there any other comments you would like to make in relation to your application?

Police Vetting

The link to the Police vetting request and consent form can be found via this online application

Payment of application

The payment of the application can be found via this online application

Supervisor's report

Part A

To be completed in collaboration with the candidate.

The supervisor must be a full Member of NZAC or similar professional association, who has been a Member for three years and who has been the candidate's supervisor for at least the past 12 months. A minimum of 20 hours of individual supervision sessions is required before application.

Name of Supervisor:

Professional Association:

1. Frequency of supervision.
2. Start and end date of supervision contract.
3. Total number of hours of supervision undertaken to this point (min 30 hours required)
4. Do you have administrative or statutory responsibility for the candidate's work?

If "yes" please explain this relationship.

In total the supervisee needs to have completed a minimum of 200 hours counselling practice.

5. Total number of hours counselling clients undertaken by the candidate.
6. Total number of hours as a facilitator and/or co-facilitator of therapeutic group(s) undertaken by the candidate.
7. Counselling Log seen

It is a requirement that at least 2 recordings (audio and/or video) of the candidate's work with clients are made available to the supervisor for discussion before an application is submitted.

8. Your experience of the candidate's work has been from:
- Video Audio Observing counselling session(s)
9. To your knowledge has the candidate been or is currently, the subject of a concern or complaint about unethical or unprofessional conduct? If "yes" please explain

Supervision Declaration

Confirmation of supervision including sighting the candidate's log of face-to-face practice and professional development record.

Part B

Respond in a separate document to each of the following with sufficient details to enable the Assessment Team to make an informed decision regarding the candidate.

1. The extent to which the candidate demonstrates core-counselling skills, e.g. The ability to establish and maintain a therapeutic counselling relationship with clients.
2. The candidate's commitment to development of self-reflection.
3. The candidate's engagement with the supervision process.
4. The candidate's knowledge of the impact of colonisation and the principles of Te Tiriti o Waitangi Aotearoa New Zealand. How is the candidate developing their understanding of these issues?
5. Do you believe the candidate understands the implications of the NZAC Code of Ethics? What evidence supports this belief?