



New Zealand  
Association of  
Counsellors

Te Roopu Kaiwhiriwhiri o Aotearoa

## Guidelines for the 2020 Application for NZAC Provisional Membership for a New Zealand Counselling Qualification awarded prior to 1 January 2019

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

To be eligible to become a Provisional Member of NZAC you need to:

Be a person of good character who:

1. Has completed an Aotearoa New Zealand professional counselling education programme. This qualification is at least NZQA approved Level 7 or above. Check eligibility by consulting the 'Becoming a Provisional Member of NZAC – 2019 Policy', found on NZAC website under Membership, Information and Guidelines.
2. Has completed a minimum of 200 hours of face-to-face counselling. 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. Has completed the following Provisional Membership supervision requirements:
  - a. A minimum of 20 supervision hours.
  - b. At least 10 supervision hours are to be external to the counsellor education programme. The external supervisor to be a member of NZAC or a similar professional association.
  - c. The counsellor education programme can provide up to 10 supervision hours. This supervision can be small facilitated groups, of up to 6 people.
  - d. The current external supervisor is to complete the Supervision Report.
  - e. The Programme Supervisor will confirm Programme Supervision has been completed (if applicable) in the Education Provider letter (refer to Supporting Information page 5, number 1).
4. Agrees to work within the NZAC Code of Ethics and to be accountable to the Association while working towards Member status.

### **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 80.00
Police Vetting Fee (compulsory):	\$NZ 10.00
<b>Total fee (incl GST):</b>	<b>\$NZ 90.00</b>

### **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.
- All documentation needs to have a consistent font, size 12 or 14, 1.5 spacing with standard margins.
- 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 – not when you complete your counsellor education programme.
- 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](mailto:membership@nzac.org.nz) or refer to the information under  
<http://www.nzac.org.nz/membership.cfm>

## Section 1 – Applicant’s Personal information

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

### Supporting Information (Please tick each box as you complete it)

- A letter from your Education Provider to confirm that you have met the programme requirements for Provisional Member status to NZAC, including programme supervision requirements if applicable.
- A letter of support from your current employer (if applicable) and last placement. The letter to outline any counselling related work you have undertaken. Also to state that you were not, or currently are not, subject to any concern / complaint about your practice.
- A letter from any other professional association that you may belong to confirming your status, length of membership and that you were not or currently are not subject to any concern or complaint about your practice.
- If you have any personal disclosure statements or other advertising material such as business cards, enclose copies.
- If you are not a New Zealand Citizen provide evidence of either New Zealand residency or 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 full Member.
- If you are including any group related counselling work in these totals then outline the details of:
  - a. Name of the group
  - b. Role you had within the group
  - c. Outline the therapeutic nature of the group

NB: You do not need to provide in your counselling log. Show your log to your supervisor. When they sign your supervisor’s report they are confirming they have sighted it.

Once you are granted Provisional membership, you must have a NZAC Supervisor.

## 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.

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### **Police Vetting**

The link to 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

### **External 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 10 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 the 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?