



New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4)

With strands in:

- Community Facilitation (Disability)
- Mental Health and Addiction Support
- Social Services

Information for Applicants

COLLEGE OF COMMUNITY DEVELOPMENT AND PERSONAL WELLBEING

Thank you for your interest and enrolment in the New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4). We look forward to meeting you! Before we do, we need some additional information to further your application.

Please use the information here to help fill in the **Applicant Details Form (Pages 7-12 of this document)**. **Return your application within 10 working days.** If we do not receive your details within this timeframe, your application will go to the bottom of the wait list. Applications are processed on a first-in, first-served basis. Places are limited.

If you have any questions regarding the application requirements, please contact:

Diane McKenzie: College Administrator

DD: +64 3 479 6083

Email: Diane.McKenzie@op.ac.nz

SECTION 1) PREFERRED STRAND

The New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) includes six core courses that all students complete. There are three elective courses. You elect one from:

- Strand Course: Community Facilitation (Supporting people with disabilities)
- Strand Course: Mental Health and Addictions Support
- Strand Course: Social Services.

Complete Section 1 of the Applicant Details Form (Page 7) to indicate your preferred strand. We cannot guarantee your first choice, but the earlier your initial enrolment is completed and the earlier you return your Applicant Details Form, the more likely this will be.

Course outlines are available on the Otago Polytechnic Website at: <https://www.op.ac.nz/study/health-and-community/social-services/new-zealand-certificate-in-health-and-wellbeing-social-and-community-services-level-4/>

SECTION 2) MEET AND GREET INTERVIEWS

All applicants are required to attend a 'meet and greet' interview before being offered a place and before your strand option can be confirmed.

- Local applicants will attend face-to-face interviews in small groups.
- Distance students and those who are not currently residing in Dunedin will be interviewed in small groups online. We will provide a link to connect you to these groups.
- Some applicants may be required to attend a further individual interview.
- Please feel free to bring whānau or a friend as support if you wish.
- Please bring **two forms of ID** including a birth certificate or a passport. At least one must be photo ID.

At your meeting we will provide a thorough overview of the programme and our expectations. We will check that you fully grasp the commitment you are making and that you are a good fit for the programme. During the interview you can expect to participate in a reading and writing activity, a role play and a group activity. You will be given an Orientation Pack at the interview or posted one if you are interviewing by phone. This pack sets out all the information required to start the year, should you be successful.

After the meet and greet interviews, we will let you know if your application has been successful. If we have concerns about your readiness for the programme, we will invite you back for a second interview.

Some students decide that this programme isn't for them, or that they may need to do a foundation programme first. If this is the case for you, please let us know ASAP. It is important that students do not set themselves up to fail. If you have any doubts following your interview, let us know and we will refer you to a Careers Advisor or on to other programmes that might better suit your needs.

Complete Section 2 of the Applicant Details Form (Page 8) to indicate your preferred interview time slot(s). We cannot guarantee there will be free spaces in your preferred time slot, but we will do our best to accommodate you.

SECTION 3) STUDY PREFERENCE: BLENDED OR DISTANCE

The programme is delivered in two streams: Blended and Distance.

Blended Delivery:

This means that some courses are delivered in face-to-face classroom sessions, and other courses are delivered online. In the blended stream you will:

- Attend weekly classes and tutorials on campus on Thursdays and Fridays between 9am and 5pm
- Complete some course components online
- Participate in study groups
- Have the option to attend additional face to face assessment support tutorials
- Have placements organised on your behalf by staff

Note that there are limited places in the blended stream. If this stream fills up, applicants who meet the criteria will be given an option to complete the programme in the distance stream.

Distance Delivery:

The ability to work well with others is a core learning outcome for this programme. As such, much of the assessment work is group based. Consequently **we are only able to offer a distance stream if we have a minimum cohort of six students.** In the distance stream students:

- Access all their course material online at a time that suits them
- Attend weekly or fortnightly online tutorials on Monday following class sessions
- Attend several optional face-to-face classes throughout the year in Dunedin (dates will be provided in the orientation booklet which you will receive during or after your interview)
- Participate in distance study and assessment groups
- Organise your own suitable placement with support from staff

Complete Section 3 of the Applicant Details Form (Page 8) to indicate your preference for blended or distance study.

SECTION 4) REFEREES

Please include details for two referees with your application. Appropriate referees may be a teacher, employer, allied health professional, support worker, minister or someone with standing in your community. If necessary, one referee can be a family member or a friend. Referees must be able to testify that you are able to:

- manage the academic demands of inquiry, reading, comprehension and writing at level 4
- engage in warm, supportive relationships with vulnerable people
- cope with the emotional and mental engagement required in this intense full-time programme.

Social and Community Service work requires the ability to engage in warm and supportive relationships with vulnerable people. Consequently, the capacity to engage with others is an essential quality in graduates of this programme. Most people choosing to study and work in this area have this quality, but some need a little more practice than others. If you are socially anxious, or not so great at showing your warm, supportive and nurturing qualities, we encourage you to choose the blended format, as this will help you develop these skills.

Complete Section 4 of the Applicant Details Form (Page 8). Provide contact details for two referees.

SECTION 5) FULL-TIME OR PART-TIME STUDY

The New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) is delivered as both full-time and part-time options.

Most students find that they are able to manage the full-time course alongside part-time work and family commitments. If you are in doubt, tick full-time for now, and we can discuss this further at your interview.

Applicants enrolling in the full-time programme will be enrolled in all seven courses. Applicants enrolling in the part-time programme will be enrolled in specific Year One and Year Two courses as set out on the following table:

Full-time and Part-Time Programme Structure

Term	Full-time	Credits	Part-time, Year 1	Credits	Part-time, Year 2	Credits
1	- Aotearoa NZ - Self and Culture	30	- Aotearoa NZ	15	- Self and Culture	15
2	- Community Project - Theory, Models & Tools	30	- Theory, Models & Tools	15	- Community Project	20
3	- Specialty Strand	15	- Specialty Strand	15		
3 & 4	- Workplace Practice	25			- Workplace Practice	25
4	- Hauora	15	- Hauora	15		
	- Total Credits	120	- Total Credits	60	- Total Credits	60

Complete Section 5 of the Applicant Details Form (Page 8) to indicate your preference for full-time or part-time study.

SECTION 6) SUPPORT NEEDS

We encourage you to inform us if you might need additional support in any of the areas listed, or in any other areas that are important to you.

Please note that it is not compulsory to provide any information in this section however, where possible, we like to know in advance how we can best support you to succeed.

Complete Section 6 of the Applicant Details Form (Page 9) to let us know your support needs.

SECTION 7) WRITTEN STATEMENT

This section must be **hand-written by you**. Explain why you want to complete this qualification. What attracts you to the Certificate in Health and Wellbeing and why have you chosen your preferred strand? Outline any experience, strengths, qualities, attitudes and values you will bring to the work and to study.

Complete Section 7 of the Applicant Details Form (Page 10).

SECTION 8) DECLARATION REGARDING CRIMINAL OFFENSES AGAINST THE LAW

An important part of the programme you have applied for is work experience. In order to arrange work experience for you, we need to assure the employer of your suitability to be working in their service with vulnerable clients. Accordingly, we require information about any criminal offences that apply to you.

All applicants are required to:

1. Complete and return the *Declaration Regarding Criminal Offences* – **DO NOT** date or sign this form.
2. Provide consent for the College of Community Development and Personal Wellbeing to request a *New Zealand Police Vetting Report*
3. Provide consent for the College of Community Development and Personal Wellbeing to share your *New Zealand Police Vetting Report with a proposed organisation* for the purpose of them determining your suitability to carry out a placement in their organisation with their vulnerable clients.
4. Inform your Programme Leader of any criminal charges or pending charges you receive after completing the original declaration and throughout your year(s) of study.
5. Date and sign the declaration, prior to commencing placement and share this with your placement provider.

Failure to declare charges prior to enrolment or during study may result in you being withdrawn from the programme.

Criminal convictions will not necessarily prevent you from completing the Certificate, but they may severely restrict placement opportunities and impact on your employability upon completing the programme. If we believe that your criminal convictions will be problematic, we will advise you of this in a timely manner and suggest alternative study and /or career paths.

If **we** have concerns, we will discuss these in person at individual interviews. If **you** have concerns, please raise these with us during your interview

Complete Section 8 of the Applicant Details Form (Page 11) to provide information about offence history.

SECTION 9) PRIVACY AND SIGNATURE

Sign and date Section 9 of the Applicant Details Form (Page 12) so that we can continue processing your application.



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Applicant Details Form

COLLEGE OF COMMUNITY DEVELOPMENT AND PERSONAL WELLBEING

Thank you for your interest and enrolment in the New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4). We look forward to meeting you! Before we do, we need some additional information to further your application.

Please use the Information for Applicants (pages 1-5 of this document) to help fill in this form.

TO COMPLETE YOUR ENROLMENT YOU MUST

- 1) Complete and return this **Applicant Details Form** within 10 working days of the day it was sent
- 2) Return the **Applicant Details Form** in person, via email to ebsSOS@op.ac.nz, or to the Freepost address (Otago Polytechnic, Private Bag 1910, Dunedin 9054)
- 3) Attend a meet and greet interview in person (or by phone if you live outside Dunedin and surrounds)
- 4) Following your interview, confirm your speciality, sign and return your **Place Offer**.

PERSONAL INFORMATION

Full name:	Phone:
Preferred name:	Cell:
Email:	

SECTION 1) PREFERRED SPECIALTY

Please circle or highlight first, second and third to indicate your preferred speciality:

Mental Health and Addiction		
1st	2nd	3rd

Community Facilitation (Disability)		
1st	2nd	3rd

Social Service Support		
1st	2nd	3rd

SECTION 2) MEET AND GREET INTERVIEWS

All applicants are required to attend a small group, meet and greet interview in person or online before being offered a place and before your specialty option can be confirmed. Interviews are held Mid-November to Mid-December. When we receive your application material, we will send you an interview appointment. **Please circle or highlight your preferred time slot(s).**

10am to 12 noon

3pm to 5 pm

SECTION 3) STUDY PREFERENCE: BLENDED OR DISTANCE

Please circle or highlight **at least one** study preference and **at most two** study preferences from the below four options:

I want to study on campus in the
Blended Stream

I want to study off campus in the
Distance Stream

I am flexible. If the campus stream
fills up, I am happy to study in the
distance stream

SECTION 4) REFEREES

Please provide contact details for your **two** referees below.

Referee Name:	Referee Name:
Occupation:	Occupation:
Relationship to you:	Relationship to you:
Email:	Email:
Phone:	Phone:

SECTION 5) FULL-TIME OR PART-TIME STUDY

Please circle or highlight your preferred study option:

**Full-time
One year**

**Part-time
Two years**

SECTION 6) SUPPORT NEEDS

Please circle any support needs you have on the table below. It is not compulsory to provide information here but doing so can better help us to support you. Identify support or strategies that you have in place and outline any support that you anticipate receiving from us.

Support Needs	Support or strategies in place	Support you anticipate from us
Managing shyness or anxiety in group settings		
Reading, writing and comprehension computer skills		
Balancing employment, community or family alongside study		
Perfectionism and/or self-sabotaging		
Mood disorders and in particular seasonal affective disorder		
Any sensory or motor issues that may impact on your learning		
Staying focused and on track		
Recent mental health and/or substance use and/or related hospitalisations		
Anything else not mentioned		

SECTION 8) DECLARATION REGARDING CRIMINAL OFFENCES AGAINST THE LAW

1. Declaration Regarding Criminal Offences	Yes	No
Have you been convicted, discharged without conviction, or experienced police diversion as a result of any criminal charges?		
Do you have any current or pending charges against you?		
If you have ticked YES to either of the above , please provide full details. Use extra paper if required:		
<ul style="list-style-type: none"> I declare that the information provided here is true and correct. I understand that failure to declare charges prior to enrolment or during study may result in my being withdrawn from the programme. 	Signature:	
	Date:	

2. Consent for the College of Community Development and Personal Well-Being to request a New Zealand Police Vetting Report	Yes	No
<ul style="list-style-type: none"> I have completed the application form for the College of Community Development and Personal Wellbeing to request my <i>New Zealand Police Vetting Report</i>. I have included the completed form with my application to study at Otago Polytechnic. I agree that the College of Community Development and Personal Wellbeing should request a New Zealand Police Vetting Report on my behalf. 		
	Signature:	
	Date:	

3. Consent for the College of Community Development and Personal Wellbeing to share my New Zealand Police Vetting Report with a proposed placement provider.	Yes	No
<ul style="list-style-type: none"> I understand that placement providers have a responsibility to check my convictions history to determine my suitability for work placement within their services and with their vulnerable clients. I agree that the College of Community Development and Personal Wellbeing will share my <i>New Zealand Police Vetting Report</i> with a proposed placement provider so that they may assess my suitability. I accept that a placement provider may conclude that I am not suitable to be placed within their organisation and that the College of Community Development and Personal Wellbeing may have to share my <i>New Zealand Police Vetting Report</i> with several providers to secure a placement for me. I understand that the College of Community Development and Personal Wellbeing will do their best to secure a suitable placement for me. I understand that the College of Community Development and Personal Wellbeing may not be able to secure a suitable placement due to my conviction history and in this case I will not be able to complete my programme. 		
	Signature:	
	Date:	

4. This section will be completed prior to commencing placement: Do not complete now	Yes	No
At the time of commencing my placement, I confirm that I have declared all charges and/or pending charges.		
Date:	Signature:	

SECTION 9) PRIVACY AND SIGNATURE

In accordance with the Privacy Act, the personal information collected in this application is held by Otago Polytechnic for the purpose of determining your fitness for entry into the New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4).

You are entitled to ask the Otago Polytechnic for access to, and correction of, personal information.

If you do not wish to provide all the information requested on the application form, then please inform the Otago Polytechnic in writing and the possible consequences will be explained to you.

The College of Community Development and Personal Wellbeing holds all unsuccessful applications for two years; after this time they are destroyed.

I declare that to the best of my knowledge the answers in this application are correct.

I understand that if any false or deliberately misleading information is given, or any material facts suppressed, my enrolment may be terminated.

Signature: _____

Date: _____ / _____ / _____