



**North Tec**  
TAI TOKERAU WĀNANGA

NorthTec Social Services Department

**BACHELOR OF APPLIED SOCIAL WORK**

**Enrolment  
Form Pack**

**2020**



**North Tec**  
TAI TOKERAU WĀNANGA



**Programme Name: Bachelor of Applied Social Work**

**Programme code: NT5012**



**NorthTec**  
TAI TOKERAU WĀNANGA

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[www.northtec.ac.nz](http://www.northtec.ac.nz)

Kia ora

Thank you for your enquiry about studying for a Bachelor of Applied Social Work at NorthTec. We hope that you will choose to enrol and start on a journey which will change many lives, including your own.

Undertaking a bachelor's degree is a major investment in yourself. Completing the programme will require hard work and commitment, but will also be very rewarding.

The Bachelor of Applied Social Work is a four-year programme for full-time students. Part-time study is also possible as is a combination of full-time and part-time.

Before embarking on this programme, we know that you will need to consider the impact on your own life and that of your family/whānau. You will need to be sure that you have the time, the resources and the support to enable you to study effectively. This will be thoroughly discussed at your selection interview.

It will also be helpful for you to have a support person or mentor in your life – someone outside your family who you trust and can turn to when you need help or encouragement.

At NorthTec we are committed to supporting all our students throughout their learning journey. We want to see all our students succeed, and our tutors and support staff are skilled at working with you to help you achieve your academic potential.

We look forward to receiving your application and working with you on the next step of your educational journey.

Regards

**The Teaching Team**

**Bachelor of Applied Social Work**

# Enrolment Form Pack

## ENROLMENT FORM PACK FOR BACHELOR OF APPLIED SOCIAL WORK

Use this checklist to ensure that you have completed all the correct forms and attached all the required documentation.

### Registration Form

**Supporting documentation required:**

- Documents to verify Identity and Citizenship
- NZQA or National Student Number
- IRD Number (if applicable)
- Evidence of your marks/grades or NZQA record of learning

### Declaration Forms

**Applicant to sign all four forms:**

- Social Services Programme Declaration Form
- Agreement Regarding Information Disclosure Form
- Fieldwork Education / Counselling Practicum Declaration Form
- Permission to Retain a Copy of Assignments for Moderation Form

### Report on Applicant

Forms to be given to TWO referees to support application.

If the referees want the report to remain confidential, please post directly to NorthTec Enquiries and Enrolments

### Vulnerable Children Act 2014

- Assessment of Risk form (**applicant to complete and sign**)
- Referee Check (**referee to complete and sign**)

### Police Vetting Consent Form

**Supporting documentation required:**

- A copy of your Driver's Licence to verify identification

### Additional Information Form

**Supporting documentation required:**

- English Language testing results (if applicable)

### Curriculum Vitae

*Brief resumé detailing previous professional and/or educational experience/achievements*

#### **Please note:**

#### **When you complete and submit all forms you are NOT FULLY ENROLLED until**

- you have received formal written notification that your application has been successful
- you have returned the 'offer of place' acceptance document to confirm your place on your programme of study. You will receive this 'offer of place' with your formal notification.

Please refer to the attached guide before you complete this registration form

**1. Name of the qualification you wish to enrol in:** (Please refer to guide)

Year of study:

**1A. Place of study:** (Please refer to guide)

- Raumanga    ASB Centre, Kensington    Future Trades, Dyer Street  
 Bay of Islands (Kerikeri)    Kaitiaki    Kaitiaki    Kawakawa  
 Auckland    Extramural    Online    Other

Please specify if "Other"

**2. If you wish to apply for another qualification at NorthTec i.e. your second choice, please detail:**

**3. Print your full legal name:** (Please refer to guide)

- Mrs    Ms    Miss    Mr    Other - specify

Family name: \_\_\_\_\_

First name(s): \_\_\_\_\_

Preferred first name: \_\_\_\_\_

**3A. Are you currently (this year) a NorthTec staff member**  Yes  No

**4. Have you studied at NorthTec before?**  Yes  No

If you answered "Yes", what was your student ID Number

**5. Have you previously enrolled at NorthTec under another name, or are you known by another name?**

Please detail:

**6. Date of birth:** Day   Month   Year

Age

**7. Gender:**  Male  Female  Diverse

**8. NZQA or National Student Number (NSN):** (Please refer to guide)

**9. Address and contact details:**

Please advise promptly of any changes to the postal address given.

Permanent postal address: \_\_\_\_\_

\_\_\_\_\_

Postal code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Home Email: \_\_\_\_\_

Address while studying: \_\_\_\_\_

\_\_\_\_\_

Postal code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Home email: \_\_\_\_\_

**10. Completion:** (Please refer to guide)

Do you expect to complete the academic requirements in order to complete your programme of study in this year of enrolment?  Yes  No

**11. Payments:** (Please refer to guide)

How do you intend to pay for your study?

- Student loan    Self    Employer    Fees free  
 Training Incentive Allowance (T.I.A.)    Other

Please specify if "Other"

Fees differ for International students. If domestic status students do not provide verification of identity (see Guide Question 3) they will be considered to be full fee paying students.

**12. Citizenship and residency:** (Please refer to guide)

Tick the box which best describes your citizenship or permanent residency status.

- New Zealand citizen    New Zealand permanent resident  
 Australian citizen    Australian permanent resident (living in NZ)    Other

Please specify if "Other"

(For students with dual citizenship, specify the country of citizenship on the passport used to enter New Zealand).

If you ticked "Other", please also specify your fee/assistance status.

- 01  NZAID scholarship (incl. Aotearoa, short-term training and post-graduate)  
 03  Full fee paying foreign student (including those on current work visa)  
 04  Exchange scheme approved by Ministry of Education  
 08  Military personnel, diplomatic staff/family, or persons associated with Antarctic programmes  
 12  International ITO off-job trainee

**13. During your time studying in this qualification will you be resident in New Zealand or overseas?**

- In New Zealand  Overseas

**14. Which area do you currently live in OR if you have moved to study at NorthTec, which area did you live in before you moved?**

- Whangārei    Far North    Bay of Islands    Hokianga    Mid North  
 Kaipara    Rodney District    Auckland - North Shore    Auckland region  
 Other North Island    South Island    Overseas  
 Other - Specify

**15. Ethnicity:** (Please refer to guide for codes)

What ethnic group(s) do you belong to? Please enter the three digit code from the guide. You may enter up to three different ethnic groups; Selection 1 is the group you most identify with.

Selection 1                      Selection 2                      Selection 3

                                            

Please specify if "Other"

**15A. Iwi:** (Please refer to Guide for codes)

If you identified as New Zealand Māori in any of the 3 selections in question 15, with which Iwi do you identify? Please enter the four digit code from the guide. You may enter more than one Iwi:

Selection 1                      Selection 2                      Selection 3

                                             

**16. Secondary grades:**

What is the highest level of achievement you hold from a secondary school? Your highest achievement may be a "traditional" award such as School Certificate, or you may have achieved a number of credits or a National Certificate at a certain level on the National Qualifications Framework. Your NZQA Record of learning shows you how many credits you have. Tick only one box.

- 00  No formal secondary qualification  
 11  14 or more credits at any level  
 12  NCEA Level 1 or School Certificate  
 13  NCEA Level 2 or 6th Form Certificate

- 14  University entrance  
 15  NCEA Level 3 or bursary or scholarship  
 09  Overseas qualification (includes International Baccalaureate & Cambridge exams)  
 98  Other  
 99  Not known

Please specify if "Overseas qualification"

**17. What was the name of the last secondary school you attended?**  
 State "overseas" if applicable. (Please refer to guide)

**17A. What was your last year at secondary school? (e.g. 1999)**

**18. Please give your marks/grades/unit standards:** (Please refer to guide)

Required for programmes longer than 2 weeks full-time

- Please attach a copy of your marks/grades or NZQA record of learning

**19. Tertiary Study:** (Please refer to guide)

Have you ever enrolled in a tertiary education institution (university, polytechnic, college of education, private training establishment, or wānanga) either in New Zealand or overseas since leaving school? Do not include enrolments in STAR, community or hobby classes.

- Yes  No

If you answered "Yes", please complete the following details:

Year you first enrolled in any tertiary study:

Title of latest qualification completed:

Name of organisation you studied at:

Year of completion:

(Please attach copies of complete qualifications)

**20. Prior activity:** (Please refer to guide) You may tick only one box.

What was your MAIN activity or occupation in New Zealand last year?

- |  |  |
|--|--|
| 01 <input type="radio"/> Secondary school student                        | 08 <input type="radio"/> House-person or retired               |
| 02 <input type="radio"/> Unemployed or other beneficiary (excl. retired) | 09 <input type="radio"/> Overseas (irrespective of occupation) |
| 03 <input type="radio"/> Wage or salary worker                           | 11 <input type="radio"/> Private training institute student    |
| 04 <input type="radio"/> Self-employed                                   | 12 <input type="radio"/> Wānanga student                       |
| 05 <input type="radio"/> University student                              |  |
| 06 <input type="radio"/> Polytechnic student                             |  |

**21. Disabilities/health:** (Please refer to guide)

This information is confidential to NorthTec but it could be used by the Student Advisors to obtain further resources and support that will assist you in your studies.

Do you live with the effects of significant health, injury, long term illness or disability?

- Yes  No

If you answered "Yes" above, indicate which of the following is affected:

- |  |  |
|--|--|
| <input type="radio"/> Vision (serious impairment)  | <input type="radio"/> Hearing (serious impairment) |
| <input type="radio"/> Concentration/learning       | <input type="radio"/> Communication/speech/written |
| <input type="radio"/> Physical mobility impairment | <input type="radio"/> Other (please state)         |

Please specify other

Would you like to discuss your support needs or any specific requirements with the Student Advisors?

- Yes  No

If you answered "Yes" above, please make an appointment to see a Student Advisor.

**22. Emergency contact details:** (Please refer to guide)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Address if different from study address (stated in Question 9):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postal code \_\_\_\_\_

**23. STUDENT DECLARATION AND CONDITIONS** (Please refer to guide)

**Privacy** - NorthTec collects and stores information from this form to comply with the requirements of the Ministry of Education and other Government agencies. The information is also used for internal processes such as student selection, surveys, marketing and administration. Information about students may be supplied to, and sought from, other educational organisations for the purpose of verifying academic records and providing information on student progress. When required by law, NorthTec releases information to Government agencies. You will find details of the agencies that may be supplied with information in the NorthTec Registration guide.

In signing this Registration Form you authorise such disclosure on the understanding that NorthTec will observe the general conditions governing the release of information, as set out in the Privacy Act 1993, the Education Act 1989 and other relevant legislation. You may see any information held about you and amend any errors in that information. To do so, contact the Registry.

Please note that your name, date of birth and residency as entered on this Registration Form will be included in the National Student Index, and will be used in an Authorised Information Matching programme with the New Zealand Birth Register. For further information please see <http://www.nsi.govt.nz/ima>

**Fees** - In signing this Registration Form you undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. NorthTec's policy on withdrawal and refund of fees may be obtained from the Enquiries office.

**Rules** - In signing this Registration Form you undertake to comply with the statutes, regulations, rules and policies of NorthTec. (Refer to the Academic Calendar on [www.northtec.ac.nz](http://www.northtec.ac.nz))

**Health and Safety** - In signing this Registration Form you undertake to disclose, prior to enrolment, all health information that might affect your ability to complete the programme or the health and safety of yourself or others. If you do not disclose all relevant information staff will be unable to advise you appropriately and you may enrol on a programme that you are unable to complete.

**Declaration - I declare that to the best of my knowledge all the information supplied on and with this Registration Form is true and complete. I agree to abide by the conditions described above, and I consent to the disclosure of personal information as described above.**

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

Date: \_\_\_\_\_

**If you are under 18 years of age a parent/guardian must complete and sign the section below to acknowledge acceptance of this declaration.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**24. Further Information**

For assistance freephone 0800 162 100.

- NorthTec reserves the right to cancel or postpone any course for any reason.
- NorthTec does not guarantee that these courses/qualifications are suitable to any individual student and their particular requirements.
- Each prospective student should make their own investigation as to whether the course/qualification is suitable for their requirements.
- Fees differ for International Students.
- Fees must be paid in full either personally, by StudyLink or other third parties before the commencement of your study.
- Your enrolment cannot be confirmed until we have sighted complete documentary evidence of your full legal name, date of birth and citizenship.

**OFFICE USE ONLY - STUDENT ID**

Entered ARTENA / /

Signed: \_\_\_\_\_

Passport no/BC no./NSN no.

Documentation sighted:

Invoice no. (Checked/date/signature)

# Registration Guide 2020



NorthTec is the registered trading name of Northland Polytechnic

## Guide to Registration and Terms and Conditions

Remember ... there are 3 ways to Register.

1. Go to our website [www.northtec.ac.nz](http://www.northtec.ac.nz) and click on 'APPLY NOW' at the top of the page
2. Fill in the attached form and, together with any attachments, post to:  
NorthTec Registry, Private Bag 9019, Whangārei Mail Centre, 0148.
3. Visit us at one of our campuses or Learning Centres.

Please read this Guide carefully. It is intended to help you through the process of registration.

For assistance freephone 0800 162 100.

### CHECKLIST TOWARDS ENROLMENT

*Once you have completed your Registration Form, use this checklist to ensure that you have completed all sections and attached all required documents.*

- Question 3: Documents to verify your Full Legal Name
- Question 12: Documents to verify Citizenship
- Question 18: Evidence of school grades (if applicable)
- Question 23: Signatures (Student Declaration and Conditions)
- Completed all sections
- Tear off completed Registration Form, attach documents, and return to:

NorthTec Registry, Private Bag 9019,  
Whangārei Mail Centre, 0148

Please note: When you complete and submit a Registration Form, you are **NOT FULLY ENROLLED** until:

- you have received formal written notification that your application has been successful
- you have returned the 'offer of place' acceptance document to confirm your place on your programme of study. You will receive this 'offer of place' with your formal notification.

### QUESTION 1 - QUALIFICATION YOU WISH TO ENROL IN

Please write the full name of the qualification you will be studying e.g. New Zealand Diploma in Business.

PLEASE NOTE: Programmes are offered subject to final approval and/or sufficient enrolments being received.

### QUESTION 1A - PLACE OF STUDY

Please tick the campus or learning centre that you intend to study at:

**Extramural includes:**

- by correspondence
- distance learning (web-based/on-line)

**Other includes:**

- any other site of delivery not listed above

### QUESTION 3 - PRINT YOUR FULL LEGAL NAME

You must use the same name that is on your legal identification e.g. birth certificate or passport, (or provide proof that it has changed e.g. marriage certificate/deed poll papers). Please copy exactly from your birth certificate or passport.

The Ministry of Education requires us to establish your identity by collecting and verifying (proving) your full legal name.

If this is the first time you have registered with NorthTec (or you have never supplied documents in the past) you need to provide a **verified copy of evidence of your full legal name and age**. If you have enrolled with us before, and your name has changed since your last enrolments, you will need to send us **verified documentation** to confirm that change. A verified copy of an original document is acceptable.

A verified copy is a photocopy that has been confirmed and signed by an authorised person who has sighted the original document. An authorised person is listed in the Oaths and Declarations Act of 1957. Examples include: Barrister or solicitor of the High Court, Justice of the Peace (JP), Court Registrar or Deputy Registrar, Notary Public or Member of Parliament. When a learner is in a remote community, a School Principal, Minister of the Church, General Practitioner or member of the New Zealand Police is acceptable.

Alternatively you can take the **original documents** and Registration Form to any NorthTec Campus or Learning Centre and a copy will be taken for you.

The following are examples of acceptable documents: **(Do not send originals)**

- Birth Certificate, Passport or Certificate of Citizenship (with place of birth stated as New Zealand, Cook Islands, Tokelau, Niue, or Australia). If you need to obtain a birth certificate, contact Births, Deaths and Marriages on 0800 22 52 52. If you have a credit card, you can order copies of certificates at that number.
- Overseas Passport with residency stamp, work permit or student permit for international students.
- Certificate of Identity (from the New Zealand Immigration Service).
- Marriage Certificate or Deed Poll declaration (for change of legal name only).
- Statement of Whakapapa: A verified copy of a whakapapa statement is acceptable **only** when a birth certificate cannot be obtained. Both the learner and a kaumātua must sign the whakapapa as evidence of identity and citizenship, and include date of birth. Please request a template from Registry.

**Note:** Your enrolment cannot be confirmed until we have sighted complete documentary evidence of your full legal name, date of birth and citizenship.

### QUESTION 8 - NZQA or NATIONAL STUDENT NUMBER

Have you ever had a NZQA ID number (New Zealand Qualification Authority Identification Number), or ROL Number (Record of Learning Number), or NCEA (National Certificate of Education Achievement)? If you have, fill in this box. If you are unsure of your ROL number leave the box blank. NorthTec will then register your name with the MOE (Ministry of Education) and request a NSN (National Student Number).

Please note that your name, date of birth and residency as entered on this enrolment will be included in the National Student Index, and will be used in an Authorised Information Matching programme with the New Zealand Birth Register. For further information please see: <http://nsi.education.govt.nz/home.aspx>

### QUESTION 10 - COMPLETION

If your programme of study is one year or less, and you are expecting to complete the qualification this year, tick Yes. If your programme will take you longer than one year to complete, or if you do not expect to finish in this year of enrolment, tick No.

### QUESTION 11 - PAYMENTS

Please tell us how you intend paying for your study. If you are applying for a Student Loan through StudyLink, they can be contacted by phoning 0800 88 99 00 or Freepost 113907, StudyLink Centre, Private Bag 11070, Palmerston North, 4442 or [www.studylink.govt.nz](http://www.studylink.govt.nz)

If you intend to enrol on a NorthTec course, full or part-time, it is your obligation to inform your WINZ Case Manager if you are currently in receipt of a benefit, as you may not be entitled to continue to receive WINZ income assistance. The contact phone number is 0800 559 009.

Fees are payable before your programme of study official start date. NorthTec regards all students as valued clients, but also has a responsibility to students who have paid their fees. Non-payment

of fees is regarded seriously and NorthTec will take steps to obtain the required payment, including prohibiting students from class, not releasing academic results, and referring unpaid debts to a debt collection agency for recovery action.

**Note:** Applicants who have not provided evidence of their status as a domestic student could be invoiced at full cost fees.

### QUESTION 12 - CITIZENSHIP AND RESIDENCY

Please tick the box that best describes your citizenship or residency status. This question asks which country you are allowed to live in, i.e. if you were born in New Zealand tick NZ Citizen. If you were born in another country, and can prove you are a resident of NZ, tick NZ Permanent Resident.

### QUESTION 15 - ETHNICITY

Which ethnic group or groups do you belong to? You may tick or write the codes for up to 3 groups that you have a family connection to.

Your first choice (Selection 1) should be the group you most identify with.

111 NZ European/Pakeha	121	British/Irish
122 Dutch	123	Greek
124 Polish	125	South Slav
126 Italian	127	German
128 Australian	129	Other European
211 New Zealand Māori	311	Samoan
321 Cook Island Māori	331	Tongan
341 Niuean	351	Tokelauan
361 Fijian	371	Other Pacific Peoples
411 Filipino	412	Cambodian
413 Vietnamese	414	Other Southeast Asian
421 Chinese	431	Indian
441 Sri Lankan	442	Japanese
443 Korean	444	Other Asian
511 Middle Eastern	521	Latin American
531 African	611	Other
999 Not Stated		

### QUESTION 15A - IWI CODES

Refer to Iwi codes on opposite page



## QUESTION 15A - Iwi

If you identified as 'New Zealand Māori' in the Ethnicity section, the Ministry of Education requires that you specify your Iwi. This list of Iwi codes has been compiled by Statistics New Zealand. Please select up to three Iwi codes from this list and enter the four digit code(s) in the Iwi section.

### 01 Te Tai Tokerau/Tāmaki-makaurau (Northland/Auckland) Region

0101	Te Aupōuri
0102	Ngāti Kahu
0103	Ngāti Kurī
0104	Ngāpuhi
0105	Ngāpuhi ki Whaingaroa-Ngāti Kahu ki Whaingaroa
0106	Te Rarawa
0107	Ngāi Takoto
0108	Ngāti Wai
0109	Ngāti Whātua (not Ōrākei or Kaipara)
0110	Te Kawerau ā Maki
0111	Te Uri-o-Hau
0112	Te Roroa
0113	Ngāti Whātua o Kaipara
0114	Ngāti Whātua o Ōrākei
0115	Ngāi Tai ki Tāmaki
0116	Ngāti Hine (Te Tai Tokerau)
0117	Te Paatu
0118	Ngāti Manuhiri
0119	Ngāti Rēhua

### 02 Hauraki (Coromandel) Region

0201	Ngāti Hako
0202	Ngāti Hei
0203	Ngāti Maru (Hauraki)
0204	Ngāti Paoa
0205	Patukirikiri
0206	Ngāti Porou ki Harataunga ki Mataora
0207	Ngāti Pūkenga ki Waiau
0208	Ngāti Rāhiri Tumutumu
0210	Ngāti Tamatera
0211	Ngāti Tara Tokanui
0212	Ngāti Whanaunga

### 03 Waikato/Te Rohe Pōtae (Waikato/King Country) Region

0301	Ngāti Haua (Waikato)
0302	Ngāti Maniapoto
0303	Raukawa (Waikato)
0304	Waikato
0305	Ngāti Te Ata
0306	Ngāti Hikairo
0307	Rereahu
0308	Ngāti Tiipa
0309	Ngāti Korokī Kahukura
0310	Ngāti Tamaoho
0311	Te Ākitai-Waiohua

### 04 Te Arawa/Taupō (Rotorua/Taupō) Region

0401	Ngāti Pikiao (Te Arawa)
0402	Ngāti Rangiteaorere (Te Arawa)
0403	Ngāti Rangitīhi (Te Arawa)
0404	Ngāti Rangiwewehi (Te Arawa)
0405	Tapuika (Te Arawa)
0406	Ngāti Tarāwhai (Te Arawa)
0407	Tūhourangi (Te Arawa)
0408	Uenuku-Kōpako (Te Arawa)
0409	Waitaha (Te Arawa)
0410	Ngāti Whakaue (Te Arawa)
0411	Ngāti Tūwharetoa (ki Taupō)
0412	Ngāti Tahu-Ngāti Whāoa (Te Arawa)
0413	Ngāti Mākino
0414	Ngāti Kearoa / Ngāti Tuarā
0415	Ngāti Rongomai (Te Arawa)

### 05 Tauranga Moana/Mātaatua (Bay of Plenty) Region

0501	Ngāti Pūkenga
0502	Ngāi Te Rangī
0503	Ngāti Ranginui
0504	Ngāti Awa
0505	Ngāti Manawa
0506	Ngāi Tai (Tauranga Moana/Mātaatua)
0507	Tūhoe
0508	Whakatōhea
0509	Te Whānau-ā-Apanui

0510	Ngāti Whare
0511	Ngā Pōtiki ā Tamapahore
0512	Te Upokorehe
0513	Ngāti Tūwharetoa ki Kawerau

### 06 Te Tairāwhiti (East Coast) Region

0601	Ngāti Porou
0602	Te Aitanga-a-Māhaki
0603	Rongowhakaata
0604	Ngāi Tāmanuhiri
0605	Te Aitanga ā Hauiti

### 07 Te Matau-a-Māui/Wairarapa (Hawke's Bay/Wairarapa) Region

0701	Rongomaiwahine (Te Māhia)
0702	Ngāti Kahungunu ki Te Wairoa
0703	Ngāti Kahungunu ki Heretaunga
0704	Ngāti Kahungunu ki Wairarapa
0706	Rangitāne (Te Matau-a-Māui/Hawke's Bay/Wairarapa)
0707	Ngāti Kahungunu ki Te Whanganui-a-Orotu
0708	Ngāti Kahungunu ki Tamatea
0709	Ngāti Kahungunu ki Tamakinui a Rua
0710	Ngāti Pāhauwera
0711	Ngāti Rākaipaaka
0712	Ngāti Hineuru
0713	Maungaharuru Tangitū
0714	Rangitāne o Tamaki nui ā Rua
0715	Ngāti Ruapani ki Waikaremoana
0716	Te Hika o Pāpāuma

### 08 Taranaki (Taranaki) Region

0801	Te Atiawa (Taranaki)
0802	Ngāti Maru (Taranaki)
0803	Ngāti Mutunga (Taranaki)
0804	Ngā Rauru
0805	Ngā Ruahine
0806	Ngāti Ruanui
0807	Ngāti Tama (Taranaki)
0808	Taranaki
0809	Tangāhoe
0810	Pakakohi

### 09 Whanganui/Rangitīkei (Wanganui/Rangitīkei) Region

0901	Ngāti Apa (Rangitīkei)
0902	Te Ati Haunui-a-Pāpārangi
0903	Ngāti Haua (Taumarunui)
0904	Ngāti Hauiti (Rangitīkei)
0905	Ngāti Whitikaupēka (Rangitīkei)
0906	Ngāi Te Ohuake (Rangitīkei)
0907	Ngāti Tamakōpiri (Rangitīkei)
0908	Ngāti Rangī (Ruapehu, Whanganui)
0909	Uenuku (Ruapehu, Waimarino)
0910	Tamahaki (Ruapehu, Waimarino)
0911	Tamakana (Ruapehu, Waimarino)

### 10/11 Manawatū/Horowhenua/Te Whanganui-a-Tara (Manawatū/Horowhenua/Wellington) Region

1001	Te Atiawa (Te Whanganui-a-Tara/Wellington)
1002	Muaūpoko
1003	Rangitāne (Manawatū)
1004	Ngāti Raukawa (Horowhenua/Manawatū)
1005	Ngāti Toarangatira (Te Whanganui-a-Tara/Wellington)
1006	Te Atiawa ki Whakarongotai
1007	Ngāti Tama ki Te Upoko o Te Ika (Te Whanganui-a-Tara/Wellington)
1008	Ngāti Kauwhata
1009	Ngāti Tukorehe

1101	Te Atiawa (Te Waipounamu/South Island)
1102	Ngāti Koata
1103	Ngāti Kuia
1104	Kāti Māmoa
1105	Moriōri
1106	Ngāti Mutunga (Wharekauri/Chatham Islands)
1107	Rangitāne (Te Waipounamu/South Island)
1108	Ngāti Rārua
1109	Ngāi Tahu / Kāi Tahu
1110	Ngāti Tama (Te Waipounamu/South Island)
1111	Ngāti Toarangatira (Te Waipounamu/South Island)
1112	Waitaha (Te Waipounamu/South Island)
1113	Ngāti Apa ki Te Rā Tō

### 20/23 Iwi Not Named, but Waka or Iwi Confederation Known

2001	Tainui, iwi not named
2002	Te Arawa, iwi not named
2003	Tākitimu, iwi not named
2004	Aotea, iwi not named
2005	Mātaatua, iwi not named
2006	Mahuru, iwi not named
2007	Māmari, iwi not named
2008	Ngātokimatawhaōrua, iwi not named
2009	Nukutere, iwi not named
2010	Tokomaru, iwi not named
2011	Kurahaupō, iwi not named
2012	Muriwhenua, iwi not named
2013	Hauraki / Pare Hauraki, iwi not named
2014	Tūrangāni a Kiwa, iwi not named
2015	Te Taihū o Te Waka a Māui, iwi not named
2016	Tauranga Moana, iwi not named
2017	Horouta, iwi not named
2018	Mōkai Pātea, iwi not named
2101	Te Atiawa, region not known
2102	Ngāti Haua, region not known
2103	Ngāti Maru, region not known
2104	Ngāti Mutunga, region not known
2105	Rangitāne, region not known
2106	Ngāti Raukawa, region not known
2107	Ngāti Tama, region not known
2108	Ngāti Toa, region not known
2109	Waitaha, region not known
2110	Ngāti Apa, region not known
2111	Ngāi Tai, region not known
2112	Ngāti Kahungunu, region not known
2113	Ngāti Tūwharetoa, region not known
2201	Hapū Affiliated to More Than One Iwi
2301	Te Tai Tokerau/Tāmaki-makaurau Region, Iwi not named
2302	Hauraki Region, Iwi not named
2303	Waikato/Te Rohe Pōtae Region, Iwi not named
2304	Te Arawa/Taupō Region, Iwi not named
2305	Tauranga Moana/Mātaatua Region, Iwi not named
2306	Te Tai Rāwhiti Region, Iwi not named
2307	Te Matau-a-Māui/Wairarapa Region, Iwi not named
2308	Taranaki Region, Iwi not named
2309	Whanganui/Rangitīkei Region, Iwi not named
2310	Manawatū/Horowhenua/Te Whanganui-a-Tara Region, Iwi not named
2311	Te Waipounamu/Wharekauri Region, Iwi not named

### 50/99 Other

5000	Do not know name of Iwi
5555	Refused to Answer
6000	Unidentifiable response
8888	Response outside scope
9999	Not Stated

## QUESTION 17 and 17A - SECONDARY SCHOOL STUDY

The Ministry of Education requires us to collect information on the last New Zealand secondary school you attended as well as the last year you attended school.

You must supply these details, otherwise we will be unable to confirm your enrolment.

## QUESTION 18 - MARKS, GRADES, UNIT STANDARDS AND PREVIOUS EMPLOYMENT EXPERIENCE

(only required for programmes longer than 2 weeks full-time).

To carry out the selection process, it is advisable to supply us with a copy of your school grades and NZQA record of learning. If you are a mature student, and you do not have copies, a current Curriculum Vitae is acceptable.

## QUESTION 19 - TERTIARY STUDY

Tertiary study is study taken after you have left secondary school (but excludes STAR, community or hobby courses). If you have enrolled in tertiary study before, answer 'Yes' to the question asked and complete the remainder of the section. If you have completed more than one qualification, please provide details on a separate sheet and attach to the form, together with copies of these qualifications.

## QUESTION 20 - PRIOR ACTIVITY

The Ministry of Education requires us to report on your MAIN occupation or activity in New Zealand on 1 October of the year prior to your first year of study with NorthTec.

## QUESTION 21 - DISABILITIES/HEALTH

The Ministry of Education requires us to report on the numbers of students with disabilities who enrol with us. If you tell us that you have a disability, we may be able to assist you with your studies. For enquiries, contact Registry on (09) 470 3893 or 0800 808 856 ext 3893 who will put you in contact with our Student Success team for more information.

## QUESTION 22 - EMERGENCY CONTACT DETAILS

NorthTec needs to have the name, address and phone numbers of a person who can be called in case there is an emergency. This can be your partner, family member or a close friend.

## QUESTION 23 - STUDENT DECLARATION AND CONDITIONS

Students 18 years of age and older must date and sign the declaration to accept the conditions of registration.

Students under 18 years of age are required to obtain a parent/guardian to sign and date the declaration on the student's behalf.

Students under 16 years of age, at the time of enrolment, need to provide Ministry of Education documentation to exempt attendance at secondary school (MOE Exemption).

## PRIVACY ACT (IN RELATION TO STUDENT DECLARATION)

NorthTec is required to collect and maintain student personal information in a way that is consistent with the principles outlined in the Privacy Act 1993, the Education Act 1989 and other relevant legislation.

### NOTE:

The information collected during the registration process will only be released to any of the following potential users on a "need to know" basis. You have the right to see and correct, if necessary, the information provided.

1. The personal information collected at the time of your final enrolment will be held on the student administration database and will be made available only to staff of NorthTec, i.e. those responsible for:
  - the selection of applicants
  - your enrolment
  - establishing and maintaining your academic records
  - providing tuition, appropriate academic advice and support
  - providing student services
  - maintaining order and discipline
  - graduation
  - library services
  - institutional research
  - marketing

If you wish to be excluded from any printed graduation material or advertisement, please advise the Academic Registrar in writing.

2. Some personal information from this database may be made available to the following external organisations upon legitimate request, or when required by law:
  - The Ministry of Education
  - Tertiary Education Commission (TEC)
  - New Zealand Qualifications Authority
  - Ministry of Social Development (Student Loans & Allowances)
  - IRD (Student Loans)
  - Department of Immigration (for non-New Zealand citizens/permanent residents)
  - Agencies that support particular students through scholarships and prizes, payment of fees and other awards (e.g. tribal trusts)
  - Industry Training Organisations
  - Education and Training Support Agency
  - Special Education Services (for Manaaki Tauria applicants)
  - Other tertiary institutions (conjoint programmes or transfer of academic records)
  - Ministry of Foreign Affairs and Trade (Ministry funded international students)
  - Foreign institutions (for exchange students)
  - Professional registration/licensing agencies (e.g. Teacher Registration Board)
  - New Zealand Vice Chancellors' Committee
  - The media (if lists of graduates are published)
  - NZ Police, Department of Justice, Inland Revenue Department, National Students Services Centre, Work and Income New Zealand and Accident Compensation Corporation (for approved data matching and the maintenance of law and order as defined in the Privacy Act)
  - Employers, provided that a privacy waiver has been signed by you, the student
  - Your last Secondary School.

## BACHELOR OF APPLIED SOCIAL WORK

### **Declaration Process**

During the application process, all applicants for the Bachelor of Applied Social Work will be asked to confidentially disclose any history which may impact on their ability to complete the qualification (eg. medical, mental illness, criminal convictions).

Where disclosure is made, the Pathway Manager will where necessary, negotiate and establish a personalised risk management plan with the student which may include permission to discuss the student's wellness with key informants including family members, health professionals etc.

### **HEALTH & SAFETY POLICY & REGULATIONS**

- In accordance with The Human Rights Act 1993, any individual who has a physical, sensory, intellectual or other impairment or mental health illness may not be discriminated against on the grounds of their impairments. Discrimination occurs if someone is treated unfairly or less favourably than someone else in the same situation. The organisation must provide an inclusive environment such as teaching practice, support services, the provision of enrolment information or course material.
- Nothing in section 57 of this Act makes it unlawful to refuse admission to an education establishment to a person whose disability is such that, that person requires special services or facilities that in the circumstances cannot reasonably be made available (being services or facilities that are required to enable the person to participate in the educational programme of that establishment or to enable the person to derive substantial benefits from that programme).
- Subject to subsection (3) of this section, nothing in section 57 of this Act shall apply where the person's disability is such that there would be a risk of harm to that person or to others, including the risk of infecting others with an illness, if that person were to be admitted to an educational establishment and it is not reasonable to take that risk.
- Nothing in subsection (2) of this section shall apply if the person in charge of the educational establishment could, without unreasonable disruption, take reasonable measures to reduce the risk to a normal level.
- In accordance with this legislation Northland Polytechnic has available to all students Student Success Services which includes Disability Support, Kaitakawaenga Māori, Learning Assistance, Mentor Programmes and a variety of other supports for students. The tutors within the programmes also are aware of the provisions of the legislation and accordingly make adjustments when required regarding course material.

## ENTRY REQUIREMENTS 2020

- Northland Polytechnic student application process includes the requirement for applicants to make confidential disclosure of possible risk factors, including health information which may affect student's ability to complete the programme or the health and safety of self or others. (ref. Northland Polytechnic Registration Form - Student Declaration and Conditions)
- Bachelor of Applied Social Work entry procedures include confidential disclosure of potential risk factors including disabilities, medical conditions, criminal convictions, substance abuse, addictive behaviours and past use of social services. Disclosures are considered on a case by case basis and where necessary an agreed risk management plan is established as a condition of entry to the programme.
- Applicants who disclose risk factors during the application process are informed that while disclosures will not necessarily exclude students from selection this information will be disclosed to agreed potential placement agencies as part of placement negotiations and may prevent Northland Polytechnic being able to provide fieldwork placement opportunities in such situations. This will be noted in an applicant's letter of offer.
- In order to keep our students, agencies and client group safe whilst on fieldwork placement, the students have regular clinical supervision from within the agency and also fortnightly external group supervision. The students are also monitored by Social Services Fieldwork Education Coordinators, by visits, phone and email contact, who also maintain contact with the agencies to ensure safe and ethical practice standards are adhered to.
- If at any stage during the programme a student is deemed unsafe to themselves, others or is displaying unsafe practice, a meeting with the student will be convened to discuss the situation and if it is deemed appropriate they will be stood down from the programme for a defined period. (In accordance with consent form completed upon enrolment and every other subsequent year enrolled in the programme). As per the Human Rights Act 1993, if an individual is deemed a risk to health and safety then an institute is not bound by the sections.

## BACHELOR OF APPLIED SOCIAL WORK

I (Student's name) \_\_\_\_\_ understand that if at any stage during the programme I become

- a risk to myself and/or
- a risk to others and/or
- display unsafe practice and/or
- display unethical practices,

the Pathway Manager has the right to stand me down from the Social Services programme in order to ensure the safety of myself and others involved.

This process will involve my being notified and consulted about the concerning situation and/or behaviour and the resultant course of action.

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

Programme Staff: \_\_\_\_\_



BACHELOR OF APPLIED SOCIAL WORK

# AGREEMENT REGARDING INFORMATION DISCLOSURE

*In accordance with the Privacy Act 1993 the information provided below will not be made available to anyone other than Northland Polytechnic staff and agreed potential fieldwork placement agency managers without your written permission.*

In order for the Social Services Programme staff to be able to fully support you as a student within the Social Service courses a current knowledge of your personal situation is of assistance.

Please indicate any **past** or **current** situations which may impact on your participation within the programme. (These may include but are not limited to medical conditions, mental illness, disability, substance abuse, addictive behaviour, involvement with social services MVCOT, criminal involvement and/or conviction).

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

*Please print your name here*

Programme Staff: \_\_\_\_\_ Date: \_\_\_\_\_





**NorthTec**  
TAI TOKERAU WĀNANGA

# FIELDWORK EDUCATION / DECLARATION FORM

BACHELOR OF APPLIED SOCIAL WORK

I (Student's name) \_\_\_\_\_ understand that I accept this place on the Bachelor of Applied Social Work programme fully aware that I may not complete the year / degree if:

- Agencies refuse to accept me because of my criminal record
- Fieldwork Education Coordinators cannot place me.

I am also aware that my convictions may exclude / preclude me from registration with professional boards.

I understand that placement / registration is not guaranteed by NorthTec.

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

Programme Staff: \_\_\_\_\_



BACHELOR OF APPLIED SOCIAL WORK

# PERMISSION TO RETAIN A COPY OF ASSIGNMENTS FOR MODERATION PURPOSES

I, (Student's Name) \_\_\_\_\_

a student at NorthTec, hereby give permission for the Social Services programme area to copy any assignments submitted and to hold these and use them for moderation purposes.

Moderation is a process where tutors are assessed. The purpose is to ensure that student learning outcomes are consistently, accurately, effectively and fairly assessed against programme and course criteria, and to ensure you as the student are made aware of your progress.

Criteria that we assess tutors against are:

- Level of assessment conforms to learning outcomes
- Assessment requirements are clearly stated
- Assessment type is appropriate to learning outcomes
- Marking schedules are adequate
- Marking conforms to the marking schedule

I understand that I will not be identified except by student number and that the information contained therein will be kept confidential.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Witnessed \_\_\_\_\_

Dated \_\_\_\_\_





# REPORT ON APPLICANT

*This form must be completed by two professional or educational referees to support the applicant's enrolment in Bachelor of Applied Social Work Programme*

Applicant's Full name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

**Please see notes over page before completing this form.**

Please place a cross (X) on the scale to indicate your assessment of the applicant in relation to each of the qualities listed below.

**PERSONAL QUALITIES**

Honest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dishonest
Mature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Immature
Reliable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unreliable
Positive regard for individuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Intolerant of some people
Culturally aware	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Culturally insensitive
Leadership ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No leadership ability

Comments: \_\_\_\_\_

**INTERPERSONAL RELATIONSHIPS**

<b>Relationships with peers:</b> Friendly, supportive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Domineering or withdrawn
<b>Relationships with people with authority:</b> Open, constructive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tense, defensive
<b>Consideration for others:</b> Accepting, considerate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Self-centred, judgemental
<b>Communication skills with others:</b> Effective, clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vague, inconsistent

Comments: \_\_\_\_\_

**ATTITUDES TO WORK/STUDY**

<b>Perseverance:</b> Appropriately persistent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Easily distracted
<b>Cooperation with others:</b> Participative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isolated
<b>Application to work/study:</b> Excellent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Poor
<b>Acceptance of correction:</b> Accepting questions appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Resistant, defensive
<b>Initiative:</b> Motivated, appropriately independent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Awaits direction
<b>Information seeking:</b> Enquiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Uninterested

Comments: \_\_\_\_\_



**GENERAL**

Please add any general comment about the applicant’s performance at work/school.

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Is attendance acceptable? YES  NO  (Please tick) If NO, please explain:

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Do you consider the applicant able to undertake a fulltime 4 year programme of intensive study and a significant clinical component? YES  NO  (Please tick)

Comments: \_\_\_\_\_

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Is the information in this “Report on Applicant” to be kept confidential from the applicant?

YES  NO  (Please tick)

Signature \_\_\_\_\_

Full name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to applicant (employer, teacher etc.) \_\_\_\_\_

**NOTES**

- The statement which schools provide for school leavers is an acceptable alternative to this reference form.
- The information and opinion provided in this report constitute “personal information” in terms of the Privacy Act 1993. The person about whom this information and opinion are provided (the applicant) is entitled to have access to this report under IPP6 and to seek correction of this report under IPP7. Information or opinion provided in this report may be disclosed under IPP11 to the applicant and members of the Selection Committee.

**PLEASE RETURN THIS FORM AFTER COMPLETION TO THE APPLICANT WHO IS RESPONSIBLE FOR ITS RETURN TO NORTHTEC ENQUIRIES & ENROLMENTS (UNLESS IT IS TO BE KEPT CONFIDENTIAL). IF CONFIDENTIAL, PLEASE POST TO: ENQUIRIES AND ENROLMENTS, PRIVATE BAG 9019, WHANGĀREI, 0148**

ADMINISTRATION ONLY:

RECEIVED:	VIEWED:
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# REPORT ON APPLICANT

*This form must be completed by two professional or educational referees to support the applicant's enrolment in Bachelor of Applied Social Work Programme*

Applicant's Full name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

**Please see notes over page before completing this form.**

Please place a cross (X) on the scale to indicate your assessment of the applicant in relation to each of the qualities listed below.

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Honest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dishonest
Mature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Immature
Reliable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unreliable
Positive regard for individuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Intolerant of some people
Culturally aware	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Culturally insensitive
Leadership ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No leadership ability

Comments: \_\_\_\_\_

**INTERPERSONAL RELATIONSHIPS**

<b>Relationships with peers:</b>	Friendly, supportive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Domineering or withdrawn
<b>Relationships with people with authority:</b>	Open, constructive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tense, defensive
<b>Consideration for others:</b>	Accepting, considerate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Self-centred, judgemental
<b>Communication skills with others:</b>	Effective, clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vague, inconsistent

Comments: \_\_\_\_\_

**ATTITUDES TO WORK/STUDY**

<b>Perseverance:</b>	Appropriately persistent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Easily distracted
<b>Cooperation with others:</b>	Participative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isolated
<b>Application to work/study:</b>	Excellent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Poor
<b>Acceptance of correction:</b>	Accepting questions appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Resistant, defensive
<b>Initiative:</b>	Motivated, appropriately independent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Awaits direction
<b>Information seeking:</b>	Enquiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Uninterested

Comments: \_\_\_\_\_



**GENERAL**

Please add any general comment about the applicant's performance at work/school.

---

---

Is attendance acceptable? YES  NO  (Please tick) If NO, please explain:

---

---

Do you consider the applicant able to undertake a fulltime 4 year programme of intensive study and a significant clinical component? YES  NO  (Please tick)

Comments: \_\_\_\_\_

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---

Is the information in this "Report on Applicant" to be kept confidential from the applicant?

YES  NO  (Please tick)

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

Full name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to applicant (employer, teacher etc.) \_\_\_\_\_

**NOTES**

- The statement which schools provide for school leavers is an acceptable alternative to this reference form.
- The information and opinion provided in this report constitute "personal information" in terms of the Privacy Act 1993. The person about whom this information and opinion are provided (the applicant) is entitled to have access to this report under IPP6 and to seek correction of this report under IPP7. Information or opinion provided in this report may be disclosed under IPP11 to the applicant and members of the Selection Committee.

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ENQUIRIES AND ENROLMENTS, PRIVATE BAG 9019, WHANGĀREI, 0148**

ADMINISTRATION ONLY:

RECEIVED:

VIEWED:



# ASSESSMENT OF RISK FOR BACHELOR OF APPLIED SOCIAL WORK APPLICANT

During your programme of study it is expected that you will be working with children. The Vulnerable Children Act, 2014 requires us to undertake a risk assessment of you with respect to the safety of children. This assessment is mandatory for all NorthTec Social Work students. Failure to complete and return this form may jeopardize further study.

Applicant's Name: \_\_\_\_\_

Please answer the questions below:

1. Is there any reason, including past events, you might be perceived to pose a risk to children?

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2. Can you tell us about your experience with children. Through this experience have you encountered any particular challenges or difficulties? What were these challenges and how did you respond to them?

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3. Do you have any convictions that would preclude you from working with children?

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4. Is there any historical or current involvement with MVCOT or social service agencies that may be disclosed in the safety checking process?

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I \_\_\_\_\_ have answered all the questions on this form honestly and have not omitted any information.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_ Contact Phone: \_\_\_\_\_



# REFEREE CHECK FOR BACHELOR OF APPLIED SOCIAL WORK APPLICANT

Applicant's Name: \_\_\_\_\_

has applied for a position on the Bachelor of Applied Social Work programme at NorthTec. In order to meet the requirements of the Vulnerable Children Act 2014 we are required to seek information from you to determine if the applicant poses a risk to the safety of children.

Please answer the questions below:

1. In what capacity do you know the applicant?

\_\_\_\_\_

2. How long have you known the applicant? \_\_\_\_\_

3. Do you have any concerns about the applicant's suitability to work with children?

\_\_\_\_\_

\_\_\_\_\_

4. Would you be happy for the applicant to take care of your children?

\_\_\_\_\_

5. Are you aware of any reason why the applicant may be perceived as unsafe to work with children?

\_\_\_\_\_

\_\_\_\_\_

6. Are there any other comments you would like to make?

\_\_\_\_\_

\_\_\_\_\_

7. Are there any matters you would like to discuss by phone?

\_\_\_\_\_

I \_\_\_\_\_ have answered all the questions on this form honestly and have not omitted any information.

Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Relationship to the applicant: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions, please call Michelle Lee on 09 470 3783

**Section 1: Approved Agency to complete** (For more information please see the [Guide to Completing the Consent Form](#) - <http://www.police.govt.nz/advice/businesses-and-organisations/vetting/forms-and-guides>)

**Name of Approved Agency submitting vetting request:**

Northland Polytechnic (Trading as NorthTec)

**Name of Applicant to be vetted:**

**Description of Applicant's role:**

Student Social Work

**Applicant's purpose**

- Employee     
  Contractor/Consultant     
  Volunteer     
  Prosecution  
 Vocational Training     
  Licence/Registration     
  Visa/Work Permit     
  Other

**What group(s) will the applicant have contact with in their role for your agency?**

- Children/Youth     
  Elderly     
  Other Vulnerable Adults     
  Other

**What is the applicant's primary role for your agency?**

- Caregiving (Children)     
  Caregiving (Vulnerable adults)     
  Healthcare     
 Education     
 Other

**Will the role take place in the applicant's home?**

- Yes     
 No

**Will the applicant be a volunteer or paid for their role?**

- Paid     
 Volunteer

**Is this request mandatory under the Vulnerable Children Act 2014 (VCA)?**

- Yes: Core childrens worker     
 Yes: Non-core childrens worker  
 No (mandatory under other legislation/optional/standard Police Vet)

**If this is a mandatory Vulnerable Children Act request, please specify the check reason below:**

- New Children's Worker     
 Existing Children's Worker     
 VCA Renewal

**Evidence of Identity** (to be completed by agency representative/delegate or identity referee - see [guide](#) for details)

- A primary ID has been sighted (Mandatory)     
 A secondary ID has been sighted (Mandatory)  
 One form of ID is photographic (Mandatory)     
 Evidence of name change has been sighted (if applicable)

OR: If your organisation is able to accept a verified RealMe identity then:

- An assertion of a RealMe identity has been received (see [guide](#) for further information).

In making this request, I confirm that:

- ✓ I have complied and will comply with the [Approved Agency Agreement](#)
- ✓ I am satisfied with the correctness of the applicant's identity
- ✓ I have obtained the Applicant's authorisation to submit this vetting request as set out in section 3 of this form

Approved Agency Authorised Representative:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Name of Approved Agency submitting vetting request:**

Northland Polytechnic (Trading as NorthTec)

**Section 2: Applicant to complete and return to Approved Agency**

*\*Denotes a mandatory field*

**Personal Information**

Details (note: the name you are most commonly known by is your primary name)

\*Family name (Primary):

Given name(s):

\*Gender: (M) (F) (Other)

\*Date of birth:  
(dd/mm/yyyy)

Place of birth:  
(Town/City/State)

\*Country of birth

NZ Driver Licence  
number:

**Previous names:** If applicable, please include other alias or alternate names; married name if not your primary name; previous/maiden/name changed by deed poll or statutory declaration.

Family name	First name	Middle names

**Permanent Residential Address**

\*Number/Street:

Suburb:

Post Code:

\*City/Town/  
Rural District:



## Section 3: Applicant to complete and return to Approved Agency

### Consent to release information

1. The New Zealand Police may release **any** information they hold if relevant to the purpose of this vetting request. This includes:
  - Conviction histories and infringement/demerit reports
  - Active charges and warrants to arrest
  - Charges that did not result in a conviction including those that were acquitted, discharged without conviction, diverted or withdrawn
  - **Any** interaction I have had with New Zealand Police considered relevant to the role being vetted, including investigations that did not result in prosecution
  - Information regarding family violence where I was the victim, offender or witness to an incident or offence, primarily in cases where the role being vetted takes place in a home environment where exposure to physical or verbal violence could place vulnerable persons at emotional or physical risk.
  - Information subject to name suppression where that information is necessary to the purpose of the vet

2. If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released **unless**:
  - a. Section 19(3) of the Clean Slate Act applies to this request (exceptions to the clean slate regime)
  - b. Section 31(3) of the Vulnerable Children Act 2014 applies to this request (safety checks of core children's workers).
  - c. The vetting request is made by an individual for the purpose of an overseas Visa/Work Permit as a Privacy Act request authorising the vetting result to be provided directly to the relevant embassy, high commission or consulate.

Please see the [guide](#) for more information regarding the Clean Slate legislation.

3. The Police Vetting Service may disclose newly-obtained relevant information to the Approved Agency after the completion of the Police Vet in the following circumstances:
  - The disclosure of the newly-obtained information is considered to be justified under the Privacy Act 1993 (if it had existed or been available at the time of the Police vet, it would have been disclosed); and
  - The Police Vetting Service has taken steps to confirm that the purpose of the Police vet still exists – e.g. that I got the role which required a Police vet and am still employed or engaged in it.

The Vetting Service will endeavour to notify you prior to the disclosure.

4. Information provided in this consent form may be used to update New Zealand Police records.
5. I am entitled to a copy of the vetting result released to the Approved Agency (to be provided by the agency) and can seek a correction by contacting the Vetting Service.
6. The Approved Agency will securely dispose of this consent form, copies of identification documents and the vetting result within 12 months of receiving the result unless a longer retention period is required by legislation.
7. I may withdraw this consent, prior to Police's disclosure of the vetting result, by notifying the Approved Agency.

For further information, please see the [Guide to Completing the Consent Form](#).

#### **Applicant's Authorisation:**

- ✓ I confirm that the information I have provided in this form relates to me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to the Approved Agency making this request for the purpose of assessing my suitability at any time.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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

Electronic  
Signature

# HOW TO ENROL

## PĒHEA TE RĒHITATIA

### STEP 1 Complete an Enrolment form

Enrol **online** application at [www.northtec.ac.nz/apply](http://www.northtec.ac.nz/apply) - it's so easy! *or*

Pick up a form **in person** at the Enquiries and Enrolments Centre at our Raumanga campus in Whangārei, or at our ākonga/student hubs in Kerikeri, Kaitaia, Kaikohe and Dargaville, *or*

**By post** Call 0800 162 100 or email [study@northtec.ac.nz](mailto:study@northtec.ac.nz) to request an enrolment pack.

Fill in the Registration form and, together with any attachments, post to:

NorthTec Enquiries and Enrolments Centre, Private Bag 9019, Whangārei Mail Centre, 0148.

Note: You will need to provide proof of your identity and residency. If you are applying in person, please bring your birth certificate or passport with you. If you are applying by post, please send verified copies of your documents. We will let you know if you need to complete any other paperwork specific to your study programme.

### STEP 2 Interview

### STEP 3 We will assess your application

We will assess your application, let you know if further documentation is required and contact you to arrange a date and time should you be required to attend an interview. When your application is approved, we will send you a letter confirming your place on the programme.

### STEP 4 Accept your place on the course

Check and sign our Offer of Place Form and return to the Enquiries and Enrolments Centre, Raumanga Campus, in person or post to: NorthTec Enquiries and Enrolments Centre, Private Bag 9019, Whangārei Mail Centre, 0148; or call in to your nearest NorthTec centre; or scan and email to: [enrolments@northtec.ac.nz](mailto:enrolments@northtec.ac.nz)

### STEP 5 Pay your fees [www.northtec.ac.nz/payment-options](http://www.northtec.ac.nz/payment-options)

If applicable, we will send you an invoice. Your fees must be paid before you start studying at NorthTec, *or*

If you are planning to pay by student loan, contact StudyLink at [www.studylink.govt.nz](http://www.studylink.govt.nz) as soon as possible to check your eligibility, *or*

NorthTec programmes are fees-free for eligible first-time tertiary students. Find out whether you are eligible at [www.feesfree.govt.nz](http://www.feesfree.govt.nz)

# KIA ORA WELCOME TO NORTHTEC



## QUESTIONS

If you are unsure of anything in this ENROLMENT FORM PACK our friendly Enquiries team make enrolling at NorthTec easy. If you need help organising your enrolment contact them today.

Call 0800 162 100 or email [enquiries@northtec.ac.nz](mailto:enquiries@northtec.ac.nz)



**North Tec**  
TAI TOKERAU WĀNANGA

**Raumanga, Whangārei**

51 Raumanga Valley Road, Whangārei, 0110  
Private Bag 9019, Whangārei, 0148, New Zealand  
Telephone 09 470 3555  
Facsimile 09 470 3556  
Freephone 0800 808 856

**Future Trades, Whangārei**

19 Dyer Street, Raumanga, Whangārei, 0110  
Private Bag 9019, Whangārei, 0148, New Zealand  
Telephone: 09 470 3980  
Facsimile: 09 459 7218

**Kerikeri**

135 Hone Heke Road, Kerikeri, 0230  
PO Box 332, Kerikeri, 0245, New Zealand  
Telephone 09 407 5855  
Facsimile 09 407 5669

**Kaikohe**

22 Memorial Ave, Kaikohe, 0405  
Telephone 09 470 4162  
Facsimile 09 405 3493

**Kaitaia**

6 Oxford Street, Kaitaia, 0410  
P O Box 622, Kaitaia, 0441, New Zealand  
Telephone 09 408 6117  
Facsimile 09 408 6118

**Dargaville**

52 Murdoch Street, Dargaville, 0310  
Telephone 0800 162 100

For more information:

visit: [www.northtec.ac.nz](http://www.northtec.ac.nz)

or freephone: 0800 162 100

