



# Health/Wellbeing Additional Requirements

Programme code: **NZ2992**

Programme name: **NZ Certificate in Health and Wellbeing Level 4 (Social and Community Services)**

Applying for: **Full time** **Part time** (please circle)

Strands: **Social Services** **Mental Health and Addiction** **Community Facilitation** (please circle)

## Supporting documentation to be supplied

**You must complete this in addition to the Admission and Enrolment form. Your application will not be processed until you have submitted the Admission and Enrolment form and all additional requirements.**

Academic	Evidence provided (certified copy)	Yes/No
Additional Requirements	Have included work/life history for previous <u>five</u> years	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Two referee reports from relevant people have been requested	<input type="checkbox"/> Yes <input type="checkbox"/> No
English Language Requirement	If English is not your first language you are also required to provide evidence of your English language skills as below: IELTS 6.0 Academic (no lower than 6.0 in the listening and speaking subtests and no lower than 5.0 in reading and writing subtests). For acceptable alternatives refer to the English Proficiency Outcomes Chart. Evidence attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Life/work experience

Please provide an account of all experience for at least the last five years – part time, full time and voluntary, including care of own children, or attach a CV.

Employer/Place of Work	Nature of Work/Responsibilities	Year and Length of Employment

## Convictions against the law

If you are accepted onto the programme, you must complete and return a New Zealand Police Consent to Disclosure of Information form with your application. If you are offered a place on the programme your consent to disclosure form will be sent by Ara to the Police Licensing and Vetting Service and returned in confidence to the Social Work and Human Services Manager. Once the information has been received and assessed, your place on the programme will be confirmed. The Criminal Records (Clean Slate) Act 2004 does not apply for this process.

It is important that this initial declaration is correct. If an applicant provides information that proved to be false/misleading, the application/enrolment may be declined/withdrawn.

Information on the Police Vetting Service is available from: [www.police.govt.nz/service/vetting](http://www.police.govt.nz/service/vetting)

Have you ever been convicted of any offence against the law  Yes  No If YES, please give details.

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## Health status

Do you have an illness or personal problems that may impair your ability to fully participate in the programme?  Yes  No

(Note: this does not exclude you from selection but you will need to demonstrate at the interview, management of your illness or issue to a level that allows you to function adequately in support worker roles.

## Referee contacts

Please provide name, telephone and email contact details for two referees.

Name  Telephone  Email

Name  Telephone  Email

## Declaration

I certify that all the information in this application is true and correct. I understand that the material I have supplied becomes the property of the Department of Nursing, Midwifery & Allied Health but that, as personal information, it is protected by the Privacy Act 1993 and that the Criminal Records (Clean Slate) Act 2004 does not apply for this procedure.

I understand that as part of my application process I will be subject to safety checking as per requirements of the Vulnerable Children's Act (2014).

Name  Signed  Dated

# Report on Applicant - New Zealand Certificate in Health and Wellbeing

## Supporting documentation to be supplied

Full name

Address

Date of birth

**The above details are to be completed by the applicant.**

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.

## Personal qualities

Honest	<input type="text"/>	Dishonest
Mature	<input type="text"/>	Immature
Reliable	<input type="text"/>	Unreliable
Well presented	<input type="text"/>	Untidy
Tolerant	<input type="text"/>	Intolerant
Accepts responsibility	<input type="text"/>	Avoids responsibility
Open	<input type="text"/>	Not Open

Comments:

## Interpersonal relationships

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

Comments:

## Attitudes to work/study

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

Comments:

## General

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


Is attendance pattern acceptable?

Yes  No If NO, comment


Do you consider the applicant able to undertake a this programme of intensive study and a significant practice component?

Yes  No Comments


Please indicate any factors which you think could interfere with this applicant's ability to undertake or complete this programme


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

Yes  No

Signature:

Date:

Name:

Position:

Address:

Mobile phone:

Email:

Relationship to applicant  
(eg employer, teacher etc)

Ara may initiate further contact with referees as per the requirements of the Vulnerable Children's Act (2014).

## For school principals (please tick)

Recommend this applicant

Recommend with reservation

Not recommend

Signed:

## Notes

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 ENROLMENTS AT ARA INSTITUTE OF CANTERBURY (UNLESS IT IS TO BE KEPT CONFIDENTIAL) OR HANDED IN WITH THEIR APPLICATION.

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