



## 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 6-10 of this document)**. **Return your application within 10 working days.** Note that your application will go to the bottom of the wait list if we do not receive your details within this timeframe. Places are limited and we cannot hold these open indefinitely. We encourage you to be prompt in your response. Note that applications are processed on a first-in, first-served basis.

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

**Shannon Booth: College Administrator**

DD: +64 3 972 7041

Email: [Shannon.Booth@op.ac.nz](mailto:Shannon.Booth@op.ac.nz)

### SECTION 1) PREFERRED STRAND

The New Zealand Certificate in Health and Wellbeing (Social and Community Services) (Level 4) offers three strands. These include:

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

All students complete generic courses plus one strand.

***Complete Section 1 of the Applicant Details Form (Page 6) to indicate your preferred specialty. 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 meetings in small groups
- Students who are currently residing outside of Dunedin will be interviewed by phone
- 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.

The meet and greet interviews are an essential part of our programme. We use this time to talk you through each of the courses, provide you with an overview of assessments, outline the programme delivery structure and timetable, and generally ensure that you have a good idea of what to expect. You will be given an Orientation Pack at the interview (or posted one if you are interviewing by phone).

Following the programme overview, we spend time talking to each of you individually to check that the programme still feels right for you, and that your specialty choice is the right option given your life experiences and career aspirations.

After the meet and greet interviews, 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 really important to us that students do not set themselves up to fail. If you have any doubts about the programme 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 7) 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:**

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 groups
- Organise your own suitable placement with support from staff.

***Complete Section 3 of the Applicant Details Form (Page 7) to indicate your preference for blended or distance study.***

## **SECTION 4) REFEREES FOR DISTANCE STREAM**

**The distance option is available for applicants who are able to provide two appropriate referees.**

Appropriate referees may be a teacher, employer, doctor or someone in your community with some standing who is able to testify that:

- You are capable of independent study
- You have sufficient interpersonal skills to forgo the face-to-face classroom sessions.

If necessary, one referee can be a family member or a friend.

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 7) if you are interested in studying via the distance stream. Provide contact details for two referees. If you are wanting to study via the blended stream, please skip to Section 5.***

## **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<br>- Self and Culture       | 30      | - Aotearoa NZ            | 15      | - Self and Culture   | 15      |
| 2     | - Specialty Strand<br>- Community Project | 30      | - Specialty Strand       | 15      | - Community Project  | 20      |
| 3     | - Theory, Models & Tools                  | 15      | - Theory, Models & Tools | 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 7) 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. Any information you *do* provide is treated with regard for your right to privacy, and will not interfere with your application. We are an 'open entry' programme. We are very supportive, and wherever possible, we like to know in advance how we can best support you to succeed.

**Complete Section 6 of the Applicant Details Form (Page 8) to let us know your support needs.**

## SECTION 7) WRITTEN STATEMENT

Use this section to explain why you want to complete this qualification. What attracts you to social services in general 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 8).**

## SECTION 8) DECLARATION REGARDING CRIMINAL OFFENSES AGAINST THE LAW

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

All applicants are required to:

- **During enrolment:** Complete, sign and return the attached: Declaration Regarding Offences Against the Law
- **During orientation:** Provide consent for the College of Community Development and Personal Wellbeing to access your Criminal Conviction History, or carry out a full Police Vetting process and supply two referees (should you want to work with children or youth)
- **During study:** Inform your Programme Leader of any criminal charges or pending charges arising.

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

Some offences may affect our decision on whether or not to accept your application for enrolment. In this case, we will make every effort to advise you in person and offer alternative study options.

Please also note that it is becoming increasingly difficult to secure social and community work experiences for students with **recent** criminal convictions. If **we** have concerns, we will discuss these in person at individual interviews. If **you** have concerns, please feel comfortable to raise these with us. Criminal convictions will not necessarily prevent you from completing the Certificate, but they may restrict work experience placements we can offer you and impact on your employability.

***Complete Section 8 of the Applicant Details Form (Page 9) to provide information about offence history.***

## SECTION 9) PRIVACY AND SIGNATURE

***Sign and date section 9 of the Applicant Details Form (Page 10) 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 the **Applicant Information** within 10 working days of the day it was sent
- 2) Return your Applicant Information form in person, via email, or in the freepost envelope supplied
- 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 **Acceptance of Place Offer**.

### PERSONAL INFORMATION

|            |        |
|------------|--------|
| Full Name: | Phone: |
| Email:     | Cell:  |

### SECTION 1) PREFERRED SPECIALTY

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

| Mental Health and Addiction |     |     |
|-----------------------------|-----|-----|
| 1st                         | 2nd | 3rd |

| Disability |     |     |
|------------|-----|-----|
| 1st        | 2nd | 3rd |

| Social Service Support |     |     |
|------------------------|-----|-----|
| 1st                    | 2nd | 3rd |

## SECTION 2) MEET AND GREET INTERVIEWS

All applicants are required to attend a meet and greet interview in person or on the phone 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).**

|                     |                      |                    |                    |                    |
|---------------------|----------------------|--------------------|--------------------|--------------------|
| 9.00am –<br>10.30am | 11.00am –<br>12.30pm | 1.30pm –<br>3.00pm | 4.00pm –<br>5.30pm | 6.00pm –<br>7.30pm |
|---------------------|----------------------|--------------------|--------------------|--------------------|

## 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 in the <b>Blended Stream</b> | If the Blended Stream fills up, I would like to be offered a place in the Distance Stream. I understand that I need to meet the criteria. | If I do not meet the criteria for the Distance Stream, I would like to be offered a place in the Blended Stream, if there is a space | I want to study in the <b>Distance Stream</b> |
|--|---|--|---|

## SECTION 4) REFEREES

If you intend to study as a distance student, please provide the name and contact details of **two** referees who can confirm that:

- 1) You are capable of independent study
- 2) You have sufficient interpersonal skills to forgo the face to face classroom practice sessions.

|                      |                      |
|----------------------|----------------------|
| 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 8) DECLARATION REGARDING CRIMINAL OFFENCES

All applicants are required to:

- **During Enrolment:** Complete, sign and return the Declaration Regarding Criminal Offences
- **During Orientation:** Provide consent for the School of Social Services to access your Criminal Conviction History or carry out a full Police Vetting process and supply two referees (should you want to work with children or youth)
- **During Study:** Inform your Programme Leader of any criminal charges or pending charges you receive

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

|   |     |    |
|---|-----|----|
| Have you been convicted, discharged without conviction, or experienced police diversion as a result of any criminal charges? Traffic offences other than drink driving do not apply (please circle or highlight one). | YES | NO |
| Do you have any current or pending charges against you? (please circle or highlight one)  | YES | NO |

If you have ticked **YES to either of the above**, please provide details below:

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By signing this form, you authorise the Polytechnic to make further enquiries into the matter disclosed above, and to advise any potential providers of work placements with the results of that investigation and/or of this disclosure.

**Name:**

(Legal Surname)

(Given Names)

**Signature:**

**Date:**

## 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.**

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

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