

NGO
Social Work
Study Awards

APPLICATION FORM

UPDATED JULY
2011

NOTES FOR APPLICANTS, EMPLOYERS AND EMPLOYEES

Making an application

This is a joint application process requiring employers and employees to work together on the application form. For your use and convenience a screening criterion has been provided at the front of the application form, and a checklist at the back. Please use these to ensure that your application is complete, as this application process is the main basis for selection. Note that the application form needs to be completed and signed by both the NGO employer and the employee intending to study.

Employees (please read with care and attention)

As a part of the application process you must (see questions 28 & 30) provide proof of birth and proof of citizenship and / or residency - your application cannot be processed without this information. This evidence can be provided by your: birth certificate; passport; certificate of citizenship or residency; refugee documentation; or a letter from the New Zealand Immigration Service. If your name is different to the one on your birth certificate or passport you will need to provide additional documentation (e.g. marriage certificate) to provide the link to the name you are currently using.

Please note that for evidence of birth and citizenship or residency we need to see the original document, or a certified copy of the original. An uncertified photocopy of an original is not sufficient. If requested we will return original documents to you by courier. Photocopies can be provided, if certified, by an authorised person such as a Ministry of Social Development (MSD) staff member, a school principal or a Justice of the Peace, who has seen the original. They must print their name and title on the copy, write that it is a 'true and accurate copy' and sign the document. The copy you supply must have the original certifying signature on it, not a photocopy.

Please attach your curriculum vitae (CV), copies of any qualification certificates and your latest study results/transcript. If you have provisional or full social work registration, please provide evidence as part of your application.

Applicants will need to consent to a check of:

- records to ensure that there are no outstanding issues of concern in any of their current or prior dealings with the Ministry (see applicant declaration).
- police records by Family and Community Services to assess whether award recipients are likely to meet the "fit and proper" requirements for social work registration (complete attachment 1).

Applications close on the first Friday in October each year

Applications must be made using the application form.

Application forms can be downloaded at www.familyservices.govt.nz. Forms will also be available at the pre-application workshops, from Family and Community Services' regional offices and from all Schools of Social Work. We will also send you application forms if you phone free on 0508 346 376.

The responsibility is with applicants to ensure their application is fully completed. Applications may be returned if incomplete. Please use the checklist at the back of this form to assist you.

Send applications to: **The Administrator
Social Work NGO Study Awards
Family and Community Services
PO Box 1556
Wellington**

Selections will be made by the end of November each year. Applicants will be advised in writing of the outcome in early December, with letters of offer and contract Agreements sent to successful applicants.

Further information

If you have questions please look at the information on our website - www.familyservices.govt.nz, or phone free 0508 346 376.

NGO SOCIAL WORK STUDY AWARDS

SCREENING CRITERIA

Before starting this application, the NGO employer should check to ensure that all screening criteria are met. If you cannot respond YES to all questions, it is less likely your application will be successful. (Please see the *Applicant Information Booklet* for the selection criteria).

If you are in doubt whether to proceed, please phone free 0508 346 376 to discuss.

		RESPONSE (Please circle if criteria is met)
NGO Employer		
1	Is a not-for-profit NGO with a government contract(s)	YES
2	Delivers social work services to vulnerable children and families?	YES
NGO Employee		
3	Is a New Zealand citizen or permanent resident (see applicant notes on page 2)?	YES
4	Is a practising social worker, or responsible for supervising the work of practising social workers?	YES
5	Is employed by an NGO on a full-time permanent or ongoing basis (ie 20 + hours per week)?	YES
6	Does not already hold a qualification that meets the educational requirements of social work registration, or is not already fully registered?	YES
7	Is enrolled or intending to enrol in a social work qualification that meets the educational requirements of social work registration?	YES
8	Does not have a conviction, in New Zealand or overseas, for an offence that is punishable by imprisonment for three months or more; or an offence where the nature and circumstances of the offence reflect adversely on a person's ability to practice social work?	YES
9	Does not have charges pending, or awaiting sentencing in New Zealand or overseas, for an offence that is punishable by imprisonment for three months or more; or for an offence where the nature and circumstances of the offence reflect adversely on a person's ability to practice social work?	YES
10	Is of good character with moral and ethical strength, including integrity, candour, honesty and trustworthiness?	YES

EMPLOYER APPLICATION

(EMPLOYER TO COMPLETE)

ORGANISATIONAL INFORMATION

We need information from you that identifies you, gives us information that we can use to contact you, and tells us to whom we would pay employer payments if this application is successful.

- Q1. Name of NGO employer
(Name that the NGO employing organisation is generally known as)
.....

- Q2. Postal address of NGO employer
.....

- Q3. NGO employer’s phone no *(The number that MSD can use to contact the NGO organisation)*
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- Q4. NGO employer’s email *(The e-mail address that MSD can use to contact the NGO organisation)*
.....

- Q5. Legal name of NGO employer *(The legal name of the entity to whom payments are to be made. Provide a copy of your Certificate of Registration with the Companies Office.)*
.....

PAYMENT INFORMATION

Tell us to whom we will be paying the Student Support and Final Placement Payments to (ie the payee). Please advise if payment is to be made to the NGO employer named above, or to the same organisation, but to a different location, such as to a regional or national office. This is required from all applicants.

- Q6. MSD Provider Number
(MSD Provider Number if the employer already has payment arrangements with MSD - this includes Family and Community Services, Work and Income, or Child, Youth and Family)
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If the Payee information is different to that provided above, please provide the following additional information

- Q7. Postal address of NGO Payee *(Business address of the NGO organisation to which payments will be made if different to the address of NGO employer in Q2 above)*
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- Q8. Phone number of Payee *(If different to the number of NGO employer in Q3 above)*
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Q9. Email address of Payee (If different to the address of NGO employer in Q4 above)

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GST Number (You must provide this information)

Q10. GST number of Payee (GST number of the NGO organisation to which payments will be made)

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Bank Account Deposit Slip

(You must provide an original bank account deposit slip for the account to which payments will be made if successful)

SUPPORTING INFORMATION

Q11. What Government contract(s) does your organisation hold?

(Name of funder and general description of services funded. Please provide evidence of these arrangements, such as a letter from the funder or relevant pages from a contract, etc. If you hold specific approvals, such as CYP 396 or 403 approval, please state and provide evidence.)

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Q12. What service(s) does your organisation provide/deliver?

(Detailed description of services with particular reference to the delivery of social services to support vulnerable children and their families, including early intervention/prevention services.)

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Q13. Briefly outline your organisation’s history and record of working with Maori and Pacific peoples and other ethnic communities

(ie Do you currently provide services to these communities and, if so, what is the nature of the services provided, and over what period of time have you delivered these services?)

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Q14. Please describe how this study award would help/support your organisation

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Q15. Employee's name
(ie The name of the employee who your organisation is supporting in this study award application.)
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Q16. Title of position held by the employee
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Q17. Briefly describe the employee's duties and responsibilities (Provide a copy of the Job Description/List of Duties, if available.)
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Q18. What is the nature of the position held by the employee?
(ie Is this full-time, and a permanent or fixed-term appointment? Please indicate.)

Permanent Not permanent (ie Fixed-term / Casual / Contract, etc)

Q19 Number of paid hours of employment per week
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Please provide any additional explanations or comments about these employment arrangements.
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Q20. What is the date the employee was appointed to this position?
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Q21. Outline/describe the employee's strengths and personal attributes in support of them being considered for this study award
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Q22. Organisational endorsement - briefly state why your organisation has chosen to support this particular applicant
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Q23. Describe what support your organisation will provide the employee to support them over the duration of their study *(describe type and level of support to be provided)*

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Q24. Name of nominating manager/supervisor

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Signature

.....

Date

.....

Phone

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Email

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NOTE: Have you provided your Certificate of Registration, your GST number, and a copy of your Bank Account Deposit slip?

EMPLOYEE APPLICATION

(Employee applicant to complete)

Personal Information

Q25. Surname/family name
.....

Q26. First name (in full, include any preferred name)
.....

Q27. Middle name(s)
.....

Q28. Date of birth
.....

Q29. Have you at any time used other names? If so, please provide details.
.....
Surname/family name
.....

First name
.....

NOTE: if a maiden name or similar provide linkage to current name (see applicant notes on page 2)

Q30. Citizenship (ie NZ Citizen, NZ Resident; if NZ Resident, the date that residency was granted)
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(Note: You must provide proof of birth and proof of citizenship - see applicant notes at the beginning of this application form.)

Q31. Gender
.....

Q32. Ethnicity (Optional)
.....

Q33. Postal address
(The address to where MSD can send you correspondence)
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Q34. Contact details

(The numbers and email address where MSD can contact you)

Private

Fax

Business

Email

Mobile

Q35. Are you currently in receipt of a benefit, or any other payment from the Ministry of Social Development (MSD)?

Yes No Work and Income Client Number

EMPLOYMENT HISTORY

Q36. Please outline your most recent employment history (ie over the last 5 years), beginning with current or latest employment

Start Date	Finish Date	Employer's Name	Position Held	Reason for Leaving

NOTE: Please enclose your Curriculum Vitae.

VOLUNTEER EXPERIENCE

Q37. Please outline any volunteer history, beginning with current or latest experience

Period	Employer's Name	Nature of Work/Position Held	Reason for Leaving

EDUCATIONAL QUALIFICATIONS

If you have:

Completed any tertiary level study (NZQA Level 4 and above) study, and are not currently studying, please complete section (Q 38) only. If you are also currently studying please complete Q 39 as well.

Commenced but not completed tertiary-level (NZQA Level 4 and above) study, please complete the partially completed/still studying section (Q 39) only.

For all completed or partially completed tertiary-level qualifications it is essential that you attach copies of any qualification certificates, or your latest study results/transcripts, as appropriate.

Q38. **Completed** tertiary qualifications (Please state any tertiary level qualification(s): NZQA Level 4 - certificate level and above you have completed, including the name of the programme, the education provider and the year completed. Please provide supporting evidence of completion, such as a certificate or final results/transcripts.)

Qualification	NZQA Level	Education Provider	Year
<i>eg Bachelor of Social Work</i>	<i>Level 7</i>	<i>Massey University</i>	<i>1985</i>

Q39. **Partially completed** tertiary qualifications and/or details of current study (Please state any tertiary level (NZQA Level 4 and above) credits/points you have passed as a part of a programme, including the name of the programme, the education provider, and the year undertaken. Please provide a copy of your academic results. (If you are currently studying, please provide details below and provide your academic results.)

Qualification	NZQA Level	No of Points / Credits Achieved	Education Provider	Year
<i>eg Bachelor of Social Work</i>	<i>Level 7</i>	<i>15 credits</i>	<i>CPIT</i>	<i>1985</i>

NOTE: Have you provided proof of birth and proof of citizenship (see applicant notes on page 2) and copies of any qualification certificates, or your latest results? If you are currently studying, please provide your academic results/transcripts.

PROPOSED SOCIAL WORK COURSE OF STUDY

Q40. Which social work qualification do you intend to complete? (Refer to the SWRB website - swrb.govt.nz - for recognized SW qualifications.)

Qualification	NZQA Level		Education Provider	
<i>eg Bachelor of Social Work</i>	<i>Level 7</i>		<i>Massey University</i>	

Study programme (coming academic year)

Q41. What is your proposed programme of study for the coming academic year? (Number of points, papers, credits etc that you plan to undertake in your next year of study - see Applicant Information.)

Paper/module Name	Points /Credits	Semester (1 or 2)	Cost (\$)

Totals		NA	

Q42. Course start date for the coming academic year *(Approximate course start date for you.)*

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Indicative study programme beyond the coming academic year

(Please refer to Applicant Information.)

Q43. What is your anticipated future study-load beyond the forthcoming academic year? *(Your best guess as to the number of points/credits you anticipate undertaking in each year beyond the year detailed above in Q.42.)*

Year	

Final Placement

Q44. In which month and year do you anticipate starting your final placement?

(You must complete this. If uncertain please give your best estimate. If you have already undertaken your Final Placement please provide date and details of your placement.)

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Qualification Completion

Q45. When do you anticipate completing your qualification?

(You must complete this. If uncertain please give your best estimate.)

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SUPPORTING INFORMATION

Q46. Briefly outline your history and record of working with Maori and Pacific peoples and other ethnic communities.

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Q47. Outline why you believe that you will be successful in this proposed programme of study?
(What leads you to believe that you will be successful - outline/describe factors such as your motivation, your support to study, previous study experiences and results?)

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Q48. Please describe/outline how the qualification you are seeking support for will enhance your career aspirations. *(Outline/describe factors such as your professional development, future roles that you aspire to, your commitment to social work, your commitment to your community)*

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STUDY SUPPORT

Q49. Describe the type and level of support you need from your employer if your application is successful.
(Assistance from your employer to support you to study or assistance to manage your workload)

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Q50. Do you have additional funding to help support your planned study?
(Do you have access to other funding such as scholarships or study awards to assist with study costs in 2007 or beyond? This includes any Work and Income support towards study)

Yes No

If yes, please provide further details

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NGO SOCIAL WORK STUDY AWARDS CHECKLIST

Before completing this application, the NGO employer should check that ALL required information is provided. If information is missing, this will delay the assessment of this application, or may invalidate the application. If you are in doubt whether to proceed or not please free phone 0508 346 376 to discuss.

NGO EMPLOYER		RESPONSE
1	Screening Criteria checklist completed (page 3)	
2	Name of organisation to whom payments will be made (Q1 or Q7)	
3	Certificate of Registration/evidence of charitable status attached (Q5)	
4	GST number of organisation to whom payment will be made provided (Q10)	
5	Bank account deposit slip (page 4)	
6	Evidence of contractual arrangements attached (Q11)	
7	Applicant's declaration (page 14) signed	
STUDENT		RESPONSE
1	Proof of birth (Q28)	
2	Proof of citizenship (Q30)	
3	Work and Income client number (if relevant - Q 35)	
4	CV attached (Q36)	
5	Evidence of academic achievement (Q's 38 - 40)	
6	Evidence of eligibility for registration if a level 6 applicant (Q41)	
7	Proof of registration if holding provisional or full social work registration (Q41)	
8	Period/duration of study programme stated (Q43)	
9	Final Placement information (Q47) provided	
10	Qualification completion date (Q48) provided	
11	Study funding support question answered (Q53)	
12	Consent to disclosure of information completed and signed (attachment 1)	
13	Applicant's declaration (page 14) signed	

APPLICANTS' DECLARATION

Employee

- I consent to the following checks:
 - Criminal history checks by the New Zealand Police or the Ministry of Justice
 - 'Benefit history' check by the Ministry of Social Development
 - 'CYF history' check by the Ministry of Social Development.
- I consent to the Ministry of Social Development accessing study details held by my current or previous education provider to help assess my eligibility for a study award, and in determining the fee payments that should be made as a part of this Study Award.

Employer and Employee

- We have read and understood our obligations as set out in this application.
- We certify that the information we have supplied in this application is true and correct. We understand that if we have supplied incorrect or misleading information, or have omitted any important information, we may be disqualified from receiving a study award, may have the award terminated and may have to repay any money already paid.
- We understand that the granting of a study award is conditional upon the:
 - employee successfully enrolling in a course of study meeting the educational requirements for social worker registration
 - employee satisfying Ministry of Social Development that they are a 'fit and proper person' to practise social work within the meaning of the Social Workers Registration Act
 - employer and the employee having no outstanding issues of concern relating to any of their current or previous dealings with Ministry of Social Development or arising from information held by Ministry of Social Development which would, in this organisation's view, make it inappropriate to support them with a study award
 - employer and the employee signing the Agreement offered by Family and Community Services.
- We understand that the decision to offer a study award is at the discretion of Family and Community Services and that no correspondence will be entered into.

Signatures

Signature on behalf of the employer

Date:.....

(day) (Month) (Year)

Signature of employee

Date:.....

(day) (Month) (Year)

ATTACHMENT ONE

CONSENT TO DISCLOSURE OF INFORMATION

Licensing & Vetting Service Centre
Office of the Commissioner
PO Box 3017
WELLINGTON

I,
(Surname) (Forenames)

Sex (M/F).....

(Maiden or any other names used).....

Date and place of birth.....

Nationality.....

Residential Address.....

Suburb.....

City

NZ Driver Licence number.....

I hereby consent to the disclosure by the New Zealand Police of any information they may have pursuant to this application, to the Ministry of Social Development. I understand that any record of criminal convictions I might have will automatically be concealed if I meet the eligibility criteria stipulated in Section 7 of the Criminal Records (Clean Slate) Act 2004.

COMMENTS BY THE NEW ZEALAND POLICE

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PRIVACY ACT 1993

Under the terms of the Privacy Act 1993 you need to know that:

- It is not compulsory to give Family and Community Services (part of Ministry of Social Development) or StudyLink the information requested in this application form - but you are informed that your application may be declined if you don't provide the information requested.
- The information will be held by Family and Community Services.
- You have the right to request access to all information held about you and to request corrections to that information.
- The information you give may be compared with information held by the Ministry of Education and the Tertiary Education Commission, in accordance with the Information Matching provisions of the Privacy Act 1993.
- The information you give either Family and Community Services or StudyLink may be compared with other information you have given the Ministry of Social Development in relation to your Student Allowance and Student Loan applications.
- The information you give us will be held and used for the functions and purposes of the Ministry of Social Development including:
 - Assessing the suitability of an applicant for a NGO Social Work Study Award
 - Administration and assessment of a NGO Social Work Study Award
 - Statistical and research purposes, including advice to Government.