

# Fee free

Enrol now

2024

# NZ Certificate in Health and Wellbeing (Support Work)

## Level 3

Do you want to develop the skills to enable you to enable others?

In this programme you'll be learning to care for and support children, adolescents and the elderly when they need it most.

You could end up working in a hospital, or in a residential or community setting. When you've completed this certificate, you'll have the knowledge and confidence to care for a range of people in the community.

Our teaching staff live and breathe compassion and kindness, and will introduce you to ideas and theories within supportive learning environments.

Location	Hawke's Bay, Tairāwhiti and Central Hawke's Bay
Start	February and July
Length	17 weeks (Monday only or three days per week)*
Contact	Sue Jackson Phone: 06 830 1521 Email: <a href="mailto:sjackson@eit.ac.nz">sjackson@eit.ac.nz</a>

\* Monday only option, available in Hawke's Bay only, for learners from the health industry or appropriate workplaces will be offered subject to learner numbers.  
For NZ Citizens and Permanent Residents



TE AHO A MĀUI



Te Pūkenga

# Feel good about your career choice

The NZ Certificate in Health and Wellbeing (Support Work) (Level 3) is a programme which offers stimulating studies and provides a pathway to a career in many aspects of health care and community support in roles such as care associate, rest home and/or residential community support staff.

This programme is designed to:

- Enable you to pursue a professional career as support staff.
- Prepare community support workers who are safe, competent and accountable in assisting people of any age in a health and disability setting.

## Career and study opportunities

NZ Certificate in Health and Wellbeing (Support Work) (Level 3) introduces you to the health sector and provides an opportunity to work across a number of community providers and organisations. You can progress into other programmes including:

- NZ Certificate in Study and Career Preparation (Level 4) (Nursing/Health or Social Sciences Pathway)
- NZ Certificate in Health and Wellbeing (Advanced Care and Support) (Level 4)
- NZ Certificate in Health and Wellbeing (Social and Community Services) (Level 4) with a strand in Mental Health and Addiction Support

Graduate learners have been successful in gaining employment in a variety of settings including:

- Resthomes
- Disability providers
- Schools
- Vocational settings

## Industry-based training

Practical work experience in community based organisations form an integral part of EIT | Te Pūkenga. Learners often regard their placement as a key part of their learning experience.

## Timetable

Your study time will be made up of contact time (class times, tutorials, industry-based learning) and non-contact time (your own individual study time, online learning).

### Contact time

On-campus classes are usually scheduled between 9.00am-3.00pm.

You should plan to spend 10 learning hours per credit. Learning hours include both classroom hours and individual study time.



## NZ Certificate in Health and Wellbeing (Support Work)

Level 3, 70 credits



Hawke's Bay, Tairāwhiti and Central Hawke's Bay

17 weeks



Monday only OR three days per week.

Monday only option, available in Hawke's Bay only, for learners from the health industry or appropriate workplaces will be offered subject to numbers.



Fee:

Visit [fees.eit.ac.nz](https://fees.eit.ac.nz) to see the fees for this programme



## 2024 Key dates

### Intake one

*Hawke's Bay and Tairāwhiti only. Central Hawke's Bay as agreed.*

### Monday only (Hawke's Bay only)

Starts: Monday, 19 February  
Ends: Monday, 24 June

### Three days per week

Starts: Tuesday, 20 February  
Ends: Thursday, 27 June

### Intake two

*All locations.*

### Monday only (Hawke's Bay only)

Starts: Monday, 22 July  
Ends: Monday, 25 November

### Three days per week

Starts: Tuesday, 23 July  
Ends: Thursday, 28 November

### Semester breaks

15-26 April

1-19 July

30 September-11 October

## Entry requirements

### Academic requirements

- This is an open entry programme which means no formal qualifications are required. You must be aged 16 or over and you are required to have a reasonable reading level in order to cope with the programme and to carry out written instruction.

### Alternative entry assessment

- An alternative entry assessment will measure applicants' literacy and numeracy ability to ensure that it is of a level to cope with the demands of the programme.

### Professional requirements

Applicants who are not currently working within industry are required to:

- Sign a declaration and a request for personal information held by the NZ Police.\*

### \* This does not apply to the Monday only group.

This request is consistent with industry expectations and the type of work undertaken whilst on the programme or as a graduate of the programme.

If the declaration identifies any issue that may impact your ability to complete the programme, you can discuss this with the Programme Coordinator at an information session. EIT | Te Pūkenga reserves the right to decline entry to the programme should an applicant's Police record be such that they would be considered unsuitable for the type of work undertaken whilst on this programme or by graduates of this programme. The guidelines on which this decision is based are the relevant professional association or industry requirements.

### Other requirements

Some workplaces/providers may still require workers to be vaccinated due to their responsibilities under health and safety legislation. Please take this into consideration for practical work experience. For more information contact the Programme Administrator, Sue Jackson, on 06 830 1521.

## Information session

An information session is compulsory for those who do not meet the entry criteria and it is recommended for those who do meet the entry criteria. It will allow parties to exchange information about what the programme provides for learners and requirements of learners. Included will be discussion of possible career paths for the applicant, motivation and physical and emotional requirements, and applicant's abilities, background, experiences and interests. Attendance of whānau members and/or other support people is encouraged.

## English language entry requirements

All applicants must demonstrate an acceptable level of English language fluency prior to acceptance in the programme. Ways in which English language fluency may be demonstrated include the following:

- Successful study of a programme in which English was the language of instruction (subject to NZQA conditions)
- Completion of a New Zealand Certificate in English Language (Level 3 with any endorsement)
- IELTS Academic score of 5.0, with no band score lower than 5.0, achieved in a single test within the two years preceding enrolment
- Accepted international equivalents to the above IELTS scores
- Completion of an EIT | Te Pūkenga assessment

## Entry with credit

### First Aid

If you already have a valid First Aid Certificate (First Aid Certificates are valid for two years from issue date), which includes the NZQA unit standards 6401 and 6402, you will need to provide a witnessed copy of the certificate with your application. First Aid unit standards must be supplied at the time of applying or enrolling.

### NZQA unit standards

If you already have NZQA unit standards that are listed in this qualification and they are registered on the NZQA



Framework, the unit standard will be credited to you. Unit standards must be the same number. Verification must be provided in the form of a copy of your Record of Learning from NZQA before the credits are granted.

You may already have some knowledge or skills that can be recognised as part of your intended study. This may take a number of different forms including study while at high school, study at a private training establishment, workplace training, other tertiary study, life experiences or voluntary work. If you think you may qualify, you may want to apply for Cross Credit (CC) or Recognition of Prior Learning (RPL).

- CC is based on the equivalency of courses or qualifications. You would apply for CC if you have passed a very similar course at the same level.
- RPL is based on the assessment of your current knowledge and skills. You would apply for RPL if you had gained the relevant knowledge and skills through life experiences and informal learning situations.

You will be asked to provide details of anything that you would like considered as credit toward your intended programme of study, as part of your application.

**You must apply prior to enrolment.** CC and RPL cannot be awarded for a course if you are already enrolled in that course.

For further information and enquiries about CC and RPL please contact the Programme Administrator, Sue Jackson, on 06 830 1521 or email [sjackson@eit.ac.nz](mailto:sjackson@eit.ac.nz).

## Literacy and numeracy skills

A literacy and numeracy assessment is part of the preparation for all level one to three programmes. This is a national requirement from the Tertiary Education Commission (TEC). This information gives your tutors information on what you already know to help them provide the help that you may need in your studies.

There are two assessments. The first assessment will take place within the first three weeks of the programme. The second will be a week or two before you finish the

programme. This final assessment will show how you have improved with your Literacy and Numeracy skills.

There will always be a tutor to help you when doing the assessment. The most important thing to know about this assessment is that you cannot fail. You will merely get information on your literacy and numeracy skills. The result will not have an impact on any of your assessment marks in your course work.

## Assessments

Assessments include practical demonstration of skills, written workbooks and workplace experience.

## Facilities

Facilities include classrooms, workplaces and other community groups.

## EIT is now part of Te Pūkenga

Te Pūkenga brings together New Zealand's Institutes of Technology, Polytechnics, and Industry Training Organisations to build a network of on job, on-campus and online learning. The services we offer not only remain, they are strengthened by being part of the extensive Te Pūkenga network around the country. Your enrolment for study in 2024 will see you enrolling with Te Pūkenga and becoming part of the extensive Te Pūkenga network around the country.

## The experience you need & the support to succeed

When you study at EIT | Te Pūkenga you'll get the kind of experiences that will help you gain the knowledge and skills to get ahead.

You'll also be supported by lecturers and tutors who are here for you, within a learning environment where you are treated as an individual, not just a number.

They'll know your name and you'll receive one-on-one attention to make sure you get the support to succeed.

## Experienced lecturers

At EIT | Te Pūkenga, you can be confident in the quality of our teaching and your learning experience.

EIT | Te Pūkenga is highly regarded in New Zealand for research excellence due to the quality of our community centred research, our publications and our external grant income provided by funding institutions who have confidence in our research capability. You can be confident your lecturers use the latest knowledge and research in their field of expertise to inform their teaching, and many are at the forefront of knowledge creation within their discipline area.

Our lecturers are highly qualified health practitioners and educators. We value our partnership with learners and aim to provide quality education in a supportive environment, encouraging personal growth and professional development.

Name	Qualification
<b>Les Blair</b> <i>Programme Coordinator</i>	RN, Dip/CertAdEd, NatCertALNE
<b>Fiona Barrett</b>	EN, Workplace Assessor
<b>Verena Lyons</b>	EN, CertAdEd, Quality NZ Advisor and Workplace Assessor
<b>Sophie Simpson</b>	NZDiplomaBusLeadership&Mgmt, NZDipEmpSup

## Course descriptions

Course no.	Brief description	NZQA level	No. of credits	Version
<b>HW3.100</b>	<b>The Person and the Profession</b>	<b>3</b>	<b>15</b>	
US27459	Observe, describe and respond to changes in a person in a health or wellbeing setting.	3	4	4
US23387	Demonstrate the ageing process and its effects on a person's lifestyle and wellbeing.	3	7	4
US16871	Describe physical disability and the support needs of a person with a physical disability.	3	4	4
<b>HW3.101</b>	<b>The Person and Safe Practice</b>	<b>3</b>	<b>15</b>	
US28542	Demonstrate knowledge of, and apply professional and ethical behaviour in a health or wellbeing setting.	3	5	3
US1810	Provide information about resources and support services in a health and wellbeing setting.	3	2	9
US27458	Describe the development of a personal plan and support a person to achieve goals in a health or wellbeing setting.	3	3	4
US23388	Provide support to a person whose behaviour presents challenges in a health or wellbeing setting.	3	4	5
First Aid	First Aid Course – 6401 and 6402	1	1	
<b>HW3.102</b>	<b>The Practice, the Place and the People</b>	<b>3</b>	<b>15</b>	
US28521	Describe responses to vulnerability and abuse in a health and wellbeing setting.	3	5	3
US32419	Apply Māori values and evaluate their application, when supporting tāngata whai ora in a health or wellbeing setting.	3	4	1
US23391	Respond to loss and grief in a health or wellbeing setting.	3	3	5
US26971	Describe factors that contribute to mental health wellbeing and mental health challenges.	3	3	2
<b>HW3.103</b>	<b>The Place, Policies and Procedures</b>	<b>3</b>	<b>15</b>	
US28536	Apply health, safety and security practices in a health or wellbeing setting.	3	5	2
US23389	Describe risk management planning in a health or wellbeing setting.	3	3	5
US23385	Describe benefits of and demonstrate behaviours that support advocacy and self-advocacy in a health and wellbeing setting.	3	4	5
US23382	Support a person to participate as a member of the community in a health or wellbeing setting.	3	3	5
<b>HW3.104</b>	<b>The Place and the People</b>	<b>3</b>	<b>10</b>	
US23386	Support a person to meet their personal care needs in a health or wellbeing setting.	3	5	6
US27833	Support people to use assistive equipment and move in a health or wellbeing setting.	3	5	3



# How to enrol

There is an easy 3-step process to follow when enrolling at EIT | Te Pūkenga.

## Step 1

Check out [eit.ac.nz](https://eit.ac.nz) to see the programmes available for you to study. A copy of the course information for each programme is available on our website.

## Step 2

You can now use your RealMe verified identity to apply for study at EIT | Te Pūkenga. If you use your RealMe verified identity you will no longer be sent a copy of your application form to sign. You also will not need to provide us with a copy of your primary ID.

If you apply online without using RealMe then you will be sent a summary of your enrolment to check and sign. It will also include course selection forms which you need to complete and return. Your enrolment cannot progress until you have sent the summary and forms back to us.

You can also apply using a paper enrolment form. Please call us on **0800 22 55 348** and we will send you one out.

You will receive an acceptance letter from your Faculty with programme information. This will include the start date of your study and any special information regarding your programme. Depending on your chosen programme of study, you may be invited to attend an interview before you are accepted.

## Step 3

Arrangement for full payment of enrolment fees must be made before the start of your programme. You will receive an invoice with payment details.

**Fees-free government scheme:** Tertiary education is fees-free for eligible domestic tertiary students. To check if you are eligible, go to [FeesFree.govt.nz](https://feesfree.govt.nz) and enter your National Student Number (NSN). If you are not eligible you will be responsible for paying your fees.

**Scholarships and grants:** Scholarships and grants make life easier by helping to cover your fees, other costs and living expenses while you study. You don't always need to be an academic high-flyer to qualify. You can find out more about scholarships and other options for paying your fees at [eit.ac.nz](https://eit.ac.nz).

**StudyLink:** If you need to pay for your own study you can choose to apply for your Student Loan and Student Allowance with StudyLink. You should do this early, even if you haven't yet been accepted on your programme. You can change your details later if anything changes. Visit [studylink.govt.nz](https://studylink.govt.nz) to find out more about StudyLink.

## Student services levy

The student services levy is a compulsory non-tuition fee that is charged to students enrolled at EIT | Te Pūkenga. The levy is to contribute to the provision of quality student services that support learning. The funds received by EIT | Te Pūkenga from the levy are ring-fenced, meaning they can only be spent on student services.

## Student loans and allowances

StudyLink is a service of the Ministry of Social Development. Apply well before your programme begins (even if you haven't been accepted yet) so you'll be ready to get your payments when you need them most.

Check out what you qualify for at [studylink.govt.nz](https://studylink.govt.nz).



Disclaimer: The Eastern Institute of Technology Limited is a business division of Te Pūkenga - New Zealand Institute of Skills and Technology. All information in this publication pertains to New Zealand Citizens or Permanent Residents, and is correct at the time of printing but is subject to change. EIT | Te Pūkenga reserves the right to amend/withdraw programmes or courses. From 2023 programmes may be subject to review as part of the Reform of Vocational Education and Training. As the review is ongoing, this document is correct at the time of publishing but the courses outlined may change over time. For full programme entry requirements visit [eit.ac.nz](https://eit.ac.nz).

## NZ Certificate in Health and Wellbeing (Support Work) (Level 3)

### Documentation/Forms

# Please Note

The following documents are to be returned with your completed enrolment form.

Without these we are unable to process your application.

Please complete and return the following:

- ☐ Enrolment Form
- ☐ Brief Personal Statement / Study Selection Form (including brief CV/Work History)
- ☐ Unit Standard Selection Form
- ☐ NZ Police Vetting Service Request and Consent Form
- ☐ Please provide **two** of the following as evidence of your identity (not required if enrolling into the Monday only group):
  - Passport (NZ or Overseas)
  - NZ Full Birth Certificate
  - NZ Driver Licence
  - Community Services Card
  - 18+ Card





# NZ Certificate in Health and Wellbeing (Support Work) (Level 3)

## Brief Personal Statement / Study Selection Form

(Handwritten please - also include a brief CV/work history)

Applicant name: .....

Please tick the study option you wish to select:

- |                          |                                       |   |
|--------------------------|---------------------------------------|---|
| <input type="checkbox"/> | <b>Semester 1</b><br>Hawke's Bay only | Monday only - if currently working in the health sector (17 weeks)<br>Monday, 19 February to Monday, 24 June 2024 |
| <input type="checkbox"/> | <b>Semester 1</b>                     | Tuesday/Wednesday/Thursday (three days per week) (17 weeks)<br>Tuesday, 20 February to Thursday, 27 June 2024     |
| <input type="checkbox"/> | <b>Semester 2</b><br>Hawke's Bay only | Monday only - if currently working in the health sector (17 weeks)<br>Monday, 22 July to Monday, 25 November 2024 |
| <input type="checkbox"/> | <b>Semester 2</b>                     | Tuesday/Wednesday/Thursday (three days per week) (17 weeks)<br>Tuesday, 23 July to Thursday 28 November 2024      |

1. What do you believe are your personal strengths?

.....

.....

.....

.....

.....

2. How would you describe your attributes as a friend, a family member, or as a member of your community?

.....

.....

.....

.....

.....

3. Why are you interested in studying for a qualification in support work?

.....

.....

.....

.....

.....

4. As part of this programme you may have practical experiences with agencies or organisations who may require you to obtain a Police vetting of your personal information for any criminal convictions, criminal history, and details of fines and enforcements. A prior conviction may not necessarily exclude you from acceptance into the programme, but we may need to discuss it with you.

(This does NOT apply to the Monday only group.)

**Have you had a criminal conviction within the last five years?**

☐ Yes      ☐ No

5. Some workplaces/providers may still require workers to be vaccinated due to their responsibilities under health and safety legislation. Please take this into consideration for practicum/placement. For more information contact the Programme Administrator, Sue Jackson, on 06 830 1521.

**Please tick the box to confirm you have read and understood.**

☐ I have read and understood the possible vaccination requirement for some workplaces/providers.

Please provide evidence with your enrolment of any Cross Credits that you are entitled to. If not provided with your enrolment, you will not receive recognition of this.

Applicant signature: .....

Date: .....

## NZ Certificate in Health and Wellbeing (Support Work) (Level 3)

### Unit standard Selection Form

Applicant name: .....

Please tick the campus you wish to study at:

- ☐ Hawke's Bay campus
 ☐ Tairāwhiti campus
- ☐ Hawke's Bay campus (Monday only)
 ☐ Central Hawke's Bay Learning Centre

Please tick the courses you wish to study (all classes are from 9.00am-3.00pm):

Please DO NOT TICK unit standards you have already completed. Please supply evidence of this when you enrol (refer to the section on Entry with credit).

Course no.	Brief description	No. of credits	Tick
<b>HW3.100</b>	<b>The Person and the Profession</b>	<b>15</b>	
US27459	Observe, describe and respond to changes in a person in a health or wellbeing setting.	4	<input type="checkbox"/>
US23387	Demonstrate the ageing process and its effects on a person's lifestyle and wellbeing.	7	<input type="checkbox"/>
US16871	Describe physical disability and the support needs of a person with a physical disability.	4	<input type="checkbox"/>
<b>HW3.101</b>	<b>The Person and Safe Practice</b>	<b>15</b>	
US28542	Demonstrate knowledge of, and apply professional and ethical behaviour in a health or wellbeing setting.	5	<input type="checkbox"/>
US1810	Provide information about resources and support services in a health and wellbeing setting.	2	<input type="checkbox"/>
US27458	Describe the development of a personal plan and support a person to achieve goals in a health or wellbeing setting.	3	<input type="checkbox"/>
US23388	Provide support to a person whose behaviour presents challenges in a health or wellbeing setting.	4	<input type="checkbox"/>
First Aid	First Aid Course – 6401 v6 and 6402 v8	1	<input type="checkbox"/>
<b>HW3.102</b>	<b>The Practice, the Place and the People</b>	<b>15</b>	
US28521	Describe responses to vulnerability and abuse in a health and wellbeing setting.	5	<input type="checkbox"/>
US32419	Apply Māori values and evaluate their application, when supporting tāngata whai ora in a health or wellbeing setting.	4	<input type="checkbox"/>
US23391	Respond to loss and grief in a health or wellbeing setting.	3	<input type="checkbox"/>
US26971	Describe factors that contribute to mental health wellbeing and mental health challenges.	3	<input type="checkbox"/>
<b>HW3.103</b>	<b>The Place, Policies and Procedures</b>	<b>15</b>	
US28536	Apply health, safety and security practices in a health or wellbeing setting.	5	<input type="checkbox"/>
US23389	Describe risk management planning in a health or wellbeing setting.	3	<input type="checkbox"/>
US23385	Describe benefits of and demonstrate behaviours that support advocacy and self-advocacy in a health and wellbeing setting.	4	<input type="checkbox"/>
US23382	Support a person to participate as a member of the community in a health or wellbeing setting.	3	<input type="checkbox"/>
<b>HW3.104</b>	<b>The Place and the People</b>	<b>10</b>	
US23386	Support a person to meet their personal care needs in a health or wellbeing setting.	5	<input type="checkbox"/>
US27833	Support people to use assistive equipment and move in a health or wellbeing setting.	5	<input type="checkbox"/>





## Section 1: Agency to complete

For more information please see the [Guide to PVS Request & Consent Form](https://www.police.govt.nz/advice-services/businesses-and-organisations/nz-police-vetting-service/forms-and-guides)

(<https://www.police.govt.nz/advice-services/businesses-and-organisations/nz-police-vetting-service/forms-and-guides>)

### 1.1 Name of agency submitting vetting request

EIT/Te Pukenga

### 1.2 Name of the person being vetted

### 1.3 Description of the role of the person being vetted

*This is a brief description of the role (not the job title). This is used by Police to help decide what type of vet is conducted if it is unclear from the following questions.*

Student - Health & Wellbeing

### 1.4 Which groups will the person being vetted be working with (select all that apply):

☒ Children/ Young People

☒ Vulnerable Adults

### 1.5 Does the role involve caring for people in the home of the person being vetted?

*This is about whether the person being vetted is providing services out of their own home (that is, are vulnerable children or adults visiting the home of the person being vetted for support).*

☐ Yes

☒ No

### 1.6 Is the person being vetted:

☐ A paid worker

☐ A volunteer

☒ Undertaking vocational or educational training

### 1.7 Is the person being vetted a Children's Worker according to the Children's Act 2014, section 23(1)?

*If the person being vetted is not working with children/ young people (Q 1.4), tick 'No' then skip to question 1.11.*

*If the person being vetted IS working with children (Q 1.4) AND is a volunteer (Q 1.6), tick 'No' then skip to question 1.9.*

☒ Yes

☐ No (skip to question 1.9)

### 1.8 Is the role of the person being vetted a core or non-core worker role according to the Children's Act 2014, section 23(1)?

☐ Core worker

☒ Non-core worker

### 1.9 Has the person being vetted previously been Police vetted by your agency?

☐ Yes

☐ No (skip to question 1.11)

# Vetting Service

NZPVS – 07/23

## Request & Consent Form

**1.10 Is the person being vetted still working in the role for which your agency last obtained a Police vet?**

*If this request is a renewal of the person's previous vet for this role, please select Yes. Otherwise, answer no.*

☐ Yes

☐ No – the person being vetted is applying for a new role or position

**1.11 What is the job title of the person being vetted?**

Student

**1.12 Evidence of identity (to be completed by agency representative or identity referee)**

[See consent form guide for details on how to complete this section](#)

☐ A primary ID has been sighted (mandatory)

☐ A secondary ID has been sighted (mandatory)

☐ One form if ID is photographic (mandatory)

☐ Evidence of name change has been sighted (if applicable)

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

☐ An assertion of a RealMe identity has been received (see [consent form 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 as to the identity of the person being vetted.
- ✓ I have obtained the authorisation of the person being vetted to submit this vetting request as set out in section 3 of this form.

Agency Representative:

Name:

Date:

Signature:

Electronic signature

☐

## Section 2: Person being vetted to complete and return to agency

*\* Denotes a mandatory field*

### 2.1 Personal Information

*Note the name you are most commonly known by is your primary name*

* Family name (Primary)	
* First/Middle name(s)	
* Gender	
* Date of birth	
Place of birth (Town/ City/ State)	
* Country of birth	
NZ Driver Licence number	

### 2.2 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. Please include ALL names (first, middle and last) for each alias/previous name.*

Family name	First name	Middle names

### 2.3 Permanent residential address

* Flat/ Number/ Street			
* Suburb		Post Code	
* Town/ City			

## Section 3: Person being vetted to complete and return to agency

### 3.1 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:
  - a. Conviction histories and infringement/demerit reports.
  - b. Active investigations, charges and warrants to arrest.
  - c. Charges that did not result in a conviction including those that were acquitted (not guilty), discharged without conviction or withdrawn.
  - d. **Any** interaction I have had with New Zealand Police relevant to the role being vetted, including investigations that did not result in prosecution or were resolved by an alternative resolution programme.
  - e. Information regarding family violence where I was the victim, offender or witness to an incident or offence. This is particularly relevant where the role being vetted for takes place in a home environment where exposure to physical or verbal violence could place vulnerable persons at emotional or physical risk.
  - f. Information subject to name suppression where that information is necessary for 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 Children's Act 2014 applies to this request (safety checks of core children's workers).
  - c. The vetting request is made for the purpose of an overseas visa/work permit and authorises the vetting report to be provided directly to the relevant embassy, high commission, or consulate.

Please see the [vetting website](#) for more information regarding the Clean Slate legislation and what may be released.

3. The Police Vetting Service may disclose newly obtained relevant information to the requesting agency after the completion of the Police vet in the following circumstances:
  - a. The disclosure of the newly obtained information is justified under the Privacy Act 2020 (if it had existed or been available at the time of the Police vet, it would have been disclosed); and
  - b. The Police Vetting Service has taken steps to confirm that the purpose for the Police vet still exists – e.g., that I am employed or engaged in a role that required a Police vet.

The Police Vetting Service will take reasonable steps 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 report released to the agency (to be provided by the agency) and can request a correction of any personal information by contacting the Police Vetting Service.
6. Please notify the agency or the Police Vetting Service if you wish to withdraw your consent.

For further information about the vetting process, please see the [vetting website](#).

#### Authorisation of person being vetted:

- ✓ 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 relevant to my application (as described above) to the agency making this request for the purpose of assessing my suitability.

Name:

Date:

Signature:

Electronic signature

