Bachelor of Social Work [Level 7]  
Bachelor of Social Work (Honours) [Level 8]

Make a difference in your community. With a degree in social work you will be ready to help empower individuals, families and diverse groups to create positive change.

Through inquiry-based learning, you will develop the skills, knowledge and expertise to be a professional social worker in Aotearoa New Zealand and beyond.

<table>
<thead>
<tr>
<th>Campus</th>
<th>EIT Hawke’s Bay, EIT Tairāwhiti and Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starts</td>
<td>February</td>
</tr>
<tr>
<td>Length</td>
<td>Four years full-time or equivalent part-time</td>
</tr>
</tbody>
</table>
| Contact      | Hawke’s Bay  Maree Leatherby | Phone: 06 830 1108 | Email: mleatherby@eit.ac.nz  
              | Tairāwhiti Rosie Recter | Phone: 06 869 3074 | Email: rrecter@eit.ac.nz    |
Make a positive difference in the lives of others

The Bachelor of Social Work (BSW) supports people from the Tairāwhiti and Hawke’s Bay communities in becoming competent social work practitioners within their communities, Aotearoa New Zealand and beyond. It enables registration as a social work practitioner in Aotearoa New Zealand.

The objective of this programme is to produce graduates that:

▶ Are empathic, non-judgmental, respectful, resilient and self-aware.
▶ Demonstrate integrity, authenticity and professionalism.
▶ Take a critical, reflective approach to social work practice that includes the use of supervision, continuous professional development, ongoing learning and personal wellbeing.
▶ Are able to promote social justice and social change and to uphold the principles of human rights in both the Aotearoa New Zealand and global contexts.
▶ Are able to work collaboratively and in partnership with individuals and groups from diverse backgrounds.
▶ Understand the significance and implications of Te Tiriti o Waitangi and integrate this understanding into social work practice.
▶ Have an extensive knowledge base, skills and professional attributes to work across a range of diverse social work contexts and communities.
▶ Are proficient in professional literacies, including academic and research literacy, information literacy, numeracy and digital literacy.

Please feel free to make an appointment to discuss your study options. You can meet with our staff in person at our Hawke’s Bay campus, or simply give us a call on 0800 22 55 348. And you’re most welcome to visit EIT to view our facilities at any time.

YOUR FUTURE CAREER OPPORTUNITIES

Social workers are an integral part of today’s society and you could find yourself assisting in a range of areas from setting up programmes and giving guidance to people and communities, to working with government agencies at a policy level.

This programme will provide you with the knowledge, skills and attributes required for social work practice in a variety of settings such as schools, hospitals, community groups or government agencies.

Possible agencies and/or fields of practice where you could find employment as a social worker include: Oranga Tamariki, District Health Boards, DOVE, Birthright, Presbyterian Support Services, Family Works, schools, Community Mental Health Services, Disability Resource Centres, Age Concern, Iwi social services, Directions, prisons and a range of other social service agencies.


WHAT YOU NEED TO KNOW

Bachelor of Social Work

<table>
<thead>
<tr>
<th>Level</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>BSW Levels 5 - 7</td>
<td>BSW (Hons) Levels 5 - 8</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Length</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Four years full-time or longer for part-time study</td>
<td>$6,300 approximately per year</td>
</tr>
<tr>
<td></td>
<td>$790 approximately per 15 credit course</td>
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</tbody>
</table>

This is a guide only based on the previous year. All costs quoted include GST and student services levy. Fees apply to New Zealand citizens and New Zealand permanent residents only.

INDUSTRY-BASED TRAINING

In your third and fourth years of the Bachelor of Social Work you will be required to undertake placement in local social service agencies. Each placement is 60 consecutive full-time days. Information regarding these requirements will be provided in the programme handbook and by the various lecturers upon commencement of the programme.

KEY DATES 2021

<table>
<thead>
<tr>
<th>INTAKE ONE</th>
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<tbody>
<tr>
<td>Programme starts</td>
</tr>
<tr>
<td>Year One ends</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>EIT TERM / SEMESTER HOLIDAYS</th>
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<tbody>
<tr>
<td>19 April - 30 April</td>
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</table>
**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**
Classes are scheduled between 8.00 am and 5.00 pm, Monday through Friday.

60 credits per semester for full-time students - one credit generally equals ten student learning hours. Learning hours include both class and out-of-class hours.

In practice, full-time students are expected to complete an average of 120 credits per year. Typically, a full-time student will take eight 15 credit courses in their first year, eight in their second year (or equivalent of 120 credits), eight in their third year (or equivalent of 120 credits) and eight courses in their final year of study (or equivalent of 120 credits).

This programme of study includes holidays or study breaks during which there are no scheduled classes. These breaks usually align with school holidays, but this is not always the case. You may find it necessary to spend time during non-teaching weeks working on assignments and other study-related tasks set during the teaching weeks.

For a current timetable for each campus, please refer to eit.ac.nz/students/timetable.

**ADDITIONAL COSTS**
- $400 approximately (per year) for textbooks (book lists will be distributed when you have been accepted on to the programme).
- $100 approximately (per year) for stationery (full-time student).
- There may be other equipment needed as you progress in the degree e.g. USB/headset.

**TECHNOLOGY SUPPORT**
If you know how to send an email and access sites on the internet, you will have the basic skills needed to participate in blended activities. We will ensure you receive all support necessary to attain the skills you will need.

Those who have the necessary technology available at home will be able to undertake some of their study from home. This will require:
- Computer with broadband internet access (dial up access is not recommended).
- Any operating system (preferably less than five years old and has sound).
- Software (Microsoft Office or similar, Adobe Acrobat reader, Adobe flash player, modern internet browser such as Firefox or Chrome).
- Extras – USB stick (4GB recommended).
- If technology is not available at home, it is available at EIT.

**BLENDDED DELIVERY**
Most courses are taught using blended (on-campus and online) delivery. Facilities for completing online work are available at EIT.

**ENTRY CRITERIA**

**Standard Entry**
- A minimum of University Entrance

**Non-Standard Academic Entry**
- Sixty credits of successful study at an approved Level 4 or above programme at an accredited tertiary institution, or
- Where applicants do not meet all entry requirements, they may gain special admission if EIT is satisfied the applicant is capable of meeting the academic requirements of the BSW. You may be asked to complete a written test to demonstrate your ability to study at this level.

**Age Requirement**
Applicants must be 17 years of age or older at the time of the commencement of the programme.

**Health and Professional Requirement**
ALL applicants are required to provide a completed Vetting Service Form and a Personal Declaration Form (these forms are included in this application pack).

EIT reserves the right to decline entry to the programme should an applicant’s police record, safety check or health difficulties be such that they would be considered unsuitable for social services work. The guidelines on which this decision will be based are the relevant professional association, legislative and registration requirements. The requirement applies to each subsequent year of enrolment.

**ALL APPLICANTS MUST ALSO MEET THE FOLLOWING REQUIREMENTS**

**Professional Requirements**
- Be free from criminal convictions which would preclude them from working with vulnerable clients. (For Social Work Registration Board (SWRB) Policy refer to http://www.swrb.govt.nz/policy then open the ‘Fit and Proper’ policy for further information about the Social Workers Registration Board’s policy. Also refer to the Children Act 2014)
- Provide evidence of the personal and professional qualities appropriate for undertaking a BSW by furnishing two references from persons who are not related to the applicant, using the prescribed Referee Forms. One of the referees must be someone who has observed the applicant interacting with other people.
- Provide a brief CV (no more than three pages) outlining past education and work, and voluntary experiences. (Please do not use a plastic sleeve for this.)
- Successfully complete the internal selection process. (The degree is not open entry)

**ENGLISH LANGUAGE ENTRY REQUIREMENT**
Applicants need to meet SWRB requirements:
Any applicant, who does not have English, Māori or New Zealand Sign as their first language, or who did not undertake their secondary schooling in English, is required to have achieved scores of 6.5 or higher in all academic bands of the International English Language Testing System (IELTS).

These must have been achieved in one sitting within the previous two years.

**INTERNAL SELECTION PROCESS**
If the written application is successful then the applicant is required to participate in an internal selection process. This is the first step to ensure the graduating social worker has the qualities and dispositions which enable them to meet the criteria of the relevant professional bodies and the SWRB.

The selection process consists of either a group or individual interview.

The interview will be conducted in an equitable, professional manner with every endeavour to make applicants feel at ease. Areas considered by the interviewers are:
- Personal and interpersonal qualities
- Professional qualities
- Other work and community experience

**ENTRY WITH CREDIT**
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 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 or Recognition of Prior Learning.

- Cross Credit is based on the equivalency of courses or qualifications. You would apply for Cross Credit if you have passed a very similar course at the same level. There are a number of considerations applied, significantly, confirmation that a minimum of 80% of learning outcomes match and that the course was completed within the last five years. Practicum completed at another institution cannot be cross credited to the BSW.
- Recognition of Prior Learning (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 to be considered as credit toward your intended programme of study, as part of your application. An original transcript or notice of results from the institute at which you previously studied (or verified copies) will be required for all applications.

You must apply for RPL and Cross Credit for the relevant course/courses prior to enrolment. RPL and Cross Credit cannot be awarded for a course if you are already enrolled in that course.

For further information please contact the BSW Programme Coordinator, Charlotte Chisnell on 06 830 1159.

This qualification has been approved by the New Zealand Qualifications Authority, and the Social Workers Registration Board.

This programme leads to the award of a nationally approved qualification. Similar qualifications may be delivered at a number of other tertiary institutes around New Zealand.

If you were to transfer to one of those other institutes you may be granted academic credit for some of the courses completed but this is at the discretion of the other institute.

Please note: Fees are not transferable between institutes.

**FACILITIES**

Facilities provided at both campuses include recording and play-back rooms. In addition, both the Hawke’s Bay campus and Tairāwhiti campus provide purpose-built facilities necessary for skills practice.

**ASSESSMENTS**

Assessments include but are not limited to:
- A range of written work (e.g. essay, journals, blogs, reports)
- Practical assignments (e.g. oral presentations, group presentations, online presentations, case and client work)

**DEGREE ELECTIVES**

A list of electives from other EIT degree programmes is available. Please call the EIT Infoline on 06 974 8918 or 0800 CALL EIT (0800 22 55 348).

**THE EXPERIENCE YOU NEED & THE SUPPORT TO SUCCEED**

When you study at EIT 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.

**DEGREE SCHOLARSHIP**

EIT offers a limited number of Year 13 Degree Scholarships.

The Year 13 Degree Scholarship covers one year of full-time study and is available to Hawke’s Bay, Tairāwhiti (Gisborne) and Taupō based students who are beginning an undergraduate degree in 2021. It is also open to Diploma applicants intending on entering Year 2 of a corresponding degree in their second year of consecutive study.

NOTE: Scholarships for the Bachelor of Māori Visual Arts | Te Toi o Ngā Rangi, Bachelor of Viticulture and Wine Science and Bachelor of Veterinary Nursing degrees are open to students nationwide.

For more information about the Year 13 Degree Scholarship check out scholarships.eit.ac.nz, email scholarships@eit.ac.nz or text your name, address and the word YR13 to 4631 and we will send you a Year 13 scholarship pack.
# Bachelor of Social Work Pre-Requisites

The rationale for having pre-requisites is to allow students to study on either a full-time or part-time basis. The pre-requisites support students to undertake the learning needed to successfully complete the programme of study.

## COURSES WITH PRE-REQUISITES

<table>
<thead>
<tr>
<th>Year One</th>
<th>NO. OF CREDITS</th>
<th>NZQA LEVEL</th>
<th>SEMESTER OFFERED</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSW5.07 Stepping into Practice 2</td>
<td>15</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Pre Requisite: BSW5.02 Stepping into Practice 1</td>
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<table>
<thead>
<tr>
<th>Year Two</th>
<th>NO. OF CREDITS</th>
<th>NZQA LEVEL</th>
<th>SEMESTER OFFERED</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSW6.01 Developing the Professional Self</td>
<td>15</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Pre Requisite: BSW5.04 Who Am I in the World</td>
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<td></td>
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<tr>
<td>BSW6.02 Te Tiriti in Action</td>
<td>15</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Pre Requisite: BSW5.03 Trail of Te Tiriti</td>
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<td></td>
<td></td>
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<tr>
<td>BSW6.03 Theories into Action 1</td>
<td>15</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Pre Requisite: BSW5.07 Stepping into Practice 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSW6.04 Fields of Practice</td>
<td>15</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Pre Requisite: BSW5.08 Knowledge for Social Work</td>
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<td></td>
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<tr>
<td>BSW6.05 Biculturalism</td>
<td>15</td>
<td>5</td>
<td>1</td>
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<tr>
<td>Pre Requisite: BSW5.06 Who Am I in the World</td>
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<tr>
<td>BSW6.06 Legislation and Policy</td>
<td>15</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Pre Requisite: BSW5.03 Trail of Te Tiriti</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>BSW6.07 Understanding Community Needs</td>
<td>15</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Pre Requisite: BSW5.06 Introduction to Community Development</td>
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<tr>
<td>BSW6.08 Groups</td>
<td>15</td>
<td>5</td>
<td>1</td>
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<tr>
<td>Pre Requisite: BSW5.03 Theories into Action 1</td>
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## Bachelor of Social Work (Honours) Pre-Requisites

<table>
<thead>
<tr>
<th>Year Four</th>
<th>NO. OF CREDITS</th>
<th>NZQA LEVEL</th>
<th>SEMESTER OFFERED</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSW8.14 Social Work Practicum 2 (Honours)</td>
<td>15</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Pre Requisite: BSW8.11 Social Work Inquiry (Honours) and the Elective</td>
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**Whakamata Foundation** - This course develops a strong foundation on which the students can build their social work learning and knowledge. The history and origin of social work are explored which will support students to position themselves within this field. This course will introduce students to the tools for successful study and involvement in a programme wide learning community.

**Stepping into Practice 1** - This course will introduce students to both interpersonal communication skills and reflective practice skills relevant to social work. The course will provide opportunities for students to develop these initial practice skills. The social work process of engagement, assessment, intervention and closure will be explored. The ANZASW Code of Ethics and the SWRB Code of Conduct will be explored.

**Trail of Te Tiriti** - This course will provide an introduction to the journey of Te Tiriti o Waitangi. Students will explore the events leading up to and the developments since the signing of Te Tiriti o Waitangi in 1840 in relation to Aotearoa’s social history and social service provision. Students will be introduced to the principles of Te Tiriti o Waitangi making reference to both the Māori and English versions.

**Who Am I in the World?** - This course will engage students in a number of structured activities to increase their understanding of themselves. They will critically reflect on their own life stage and their values and beliefs, the value of reflection; how they impact on others and the alignment of their own values and beliefs with the values of the social work profession.

**Biculturalism** - This course will examine Māori and Tāuiwi cultures. The history and impact of the development of biculturalism in Aotearoa New Zealand will be considered. What it means to be bicultural is investigated and biculturalism and its relevance to social work will be explored.
<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>BRIEF DESCRIPTION</th>
<th>NO. OF CREDITS</th>
<th>NZQA LEVEL</th>
<th>SEMESTER OFFERED</th>
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</thead>
<tbody>
<tr>
<td>BSW5.06</td>
<td>Introduction to Community Development - This course will introduce students to the community development model of practice and the concepts of social justice and human rights which underpin it. This will provide students with the knowledge and skill to consider the composition and development needs of specified community groups.</td>
<td>15</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>BSW5.07</td>
<td>Stepping into Practice 2 - This course will introduce simulated authentic work scenarios which will support students to develop basic interpersonal and social work knowledge, processes and skills. The concept and role of supervision in social work practice is introduced and a reflective approach to practice will be supported.</td>
<td>15</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>BSW5.08</td>
<td>Knowledge for Social Work - This course will explore and develop an understanding of the theory and knowledge base upon which social work is premised and reflect on the relationship between theory and practice within the social work environment. In this course students also navigate briefly both informal and formal theories and knowledge that have the potential to affect and/or explain a client’s world.</td>
<td>15</td>
<td>5</td>
<td>2</td>
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</table>

**Year Two**

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>BRIEF DESCRIPTION</th>
<th>NO. OF CREDITS</th>
<th>NZQA LEVEL</th>
<th>SEMESTER OFFERED</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSW6.01</td>
<td>Developing the Professional Self - This course will explore students' emerging professionalism in relation to developing collaborative social work practice. Through analysis of their own and others' power positioning, they will articulate practices which respond to power positioning and social exclusion.</td>
<td>15</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>BSW6.02</td>
<td>Te Tiriti in Action - This course will provide opportunities for students to explore and consider research and current perspectives on biculturalism in the context of social work. They will apply their knowledge of Te Tiriti o Waitangi in different social work scenarios and across bicultural settings. The links between the principles and articles of Te Tiriti o Waitangi and social work practice will be investigated and articulated.</td>
<td>15</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>BSW6.03</td>
<td>Theories into Action 1 - This course will support students to continue to develop their interpersonal skills using strengths based approach. It will provide an overview of the theory underpinning a range of social work models or approaches with particular relevance to Aotearoa New Zealand and its bicultural context. It will enable students to integrate theory and practice and to develop a reflective approach to their work.</td>
<td>15</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>BSW6.04</td>
<td>Fields of Practice - This course will develop a student's understanding of the place of social work in their own communities as well as within national and international contexts. They will also be enabled to consider and analyse society's perspective on social issues and social work practice as well as the relationships between client populations and their contexts and social work responses (fields of practice).</td>
<td>15</td>
<td>6</td>
<td>1</td>
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<tr>
<td>BSW6.06</td>
<td>Legislation and Policy - This course will enable students to be conversant with the process of making legislation in Aotearoa New Zealand. It will also enable students to explore the concept of well-being and the role of legislation in social work practice. Students will have the opportunity to develop an understanding of social policy as well as consider the relationship between policy and legislation and social work practice.</td>
<td>15</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>BSW6.07</td>
<td>Understanding Community Needs - This course will enable students to engage with a current local community issue, researching and identifying the effects for a particular population, and investigating possibilities for advocacy. It will also enable students to explore research methodologies and tools to develop their understanding of the relevance and application of research in social work practice.</td>
<td>15</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>BSW6.08</td>
<td>Groups - This course will introduce students to the dynamics and functioning of people in groups and they will learn to apply knowledge and skills in designing and delivering an interactive psycho-educational programme. They will have opportunities to apply theories about group work to their own practice.</td>
<td>15</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>BSW7.01</td>
<td>Theories into Action 2 - This course will support students to develop social work practice skills which they will apply to complex local and global scenarios. They will analyse their own practice using the lens of radical emancipatory approaches/models to their practice.</td>
<td>15</td>
<td>7</td>
<td>2</td>
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**Year Three**

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<thead>
<tr>
<th>COURSE NO.</th>
<th>BRIEF DESCRIPTION</th>
<th>NO. OF CREDITS</th>
<th>NZQA LEVEL</th>
<th>SEMESTER OFFERED</th>
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<tbody>
<tr>
<td>BSW7.02</td>
<td>Social Work Practicum 1 - This course will enable students to gain a deeper understanding of social work in practice. They will integrate theoretical knowledge and research with practice experience, and gain further insight into social work practice. They will develop their understanding of the roles and functions of social workers and agencies within our communities and begin to develop their professional network.</td>
<td>45</td>
<td>7</td>
<td>1</td>
</tr>
<tr>
<td>BSW6.05</td>
<td>Exploring Diversity - This course will articulate the concept of diversity in relation to social work within both the Aotearoa New Zealand context and internationally. Diverse populations with differences in aspects such as age, religious beliefs and practices and abilities are explored. Research specifically relevant to diversity and anti-oppressive practice both within Aotearoa New Zealand and internationally will be considered and utilised to inform learning.</td>
<td>15</td>
<td>6</td>
<td>2</td>
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### Bachelor of Social Work (Honours)

Students who achieve a B+ average over all Level 7 core compulsory social work courses in the third year may be offered entry to the Bachelor of Social Work (Honours) for their fourth year of study. Acceptance into the Bachelor of Social Work (Honours) is at the discretion of the Head of School.

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>BRIEF DESCRIPTION - HONOURS</th>
<th>NO. OF CREDITS</th>
<th>NZQA LEVEL</th>
<th>SEMESTER OFFERED</th>
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</thead>
<tbody>
<tr>
<td>BSW8.11</td>
<td>Social Work Inquiry - This course will explore different approaches to research within the field of social work in Aotearoa New Zealand with consideration being given to ethical implications. Students will conduct an in-depth original inquiry into a chosen social work question. Research skills will be applied including analysing results and communicating findings.</td>
<td>45</td>
<td>8</td>
<td>1 &amp; 2</td>
</tr>
<tr>
<td>BSW8.12</td>
<td>Responding to Abuse - This course will enable students to critically examine the field of abuse and family violence including both its short and long-term impacts on individuals, families and communities. Relevant and current research is considered in relation to both the Aotearoa New Zealand and the international social work context. The course provides the opportunity for students to become familiar with strategies for working alongside those who have inflicted abuse and those who have suffered abuse as well as considering the role of legislation, ethics and professional practice.</td>
<td>15</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>BSW8.13</td>
<td>Working with Life Transitions: Trauma, Grief and Loss - This course will develop knowledge and insight into key theories of life transitions as well as the short and long term impacts of loss, grief and trauma. Students will learn to appraise research, both national and international, in this field and apply key learning to practice scenarios including individuals, families and communities. They will also learn strategies for working alongside those experiencing these significant life changes, strategies for wider contexts, and how to consider their role to influence social work practice.</td>
<td>15</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>BSW8.14</td>
<td>Social Work Practicum 2 - This course will provide students with social work experiences that will enable them to undertake casework and to further develop their own social work practice. The practicum offers opportunities to integrate research, theory and practice, demonstrate critical thinking and reflective practice and to develop a coherent personal practice framework. Students will also demonstrate their ability to evaluate practice using research as an evaluative lens.</td>
<td>45</td>
<td>8</td>
<td>2</td>
</tr>
</tbody>
</table>
HOW TO ENROL

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

STEP 1
Check out the programmes online to see the programmes available for you to study. A copy of the course information for each programme is available online.

STEP 2
You can now use your RealMe verified identity to apply for study at EIT. 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. Your enrolment cannot progress until you have sent this back to us. Please return this quickly along with any documentation we request from you.

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.

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 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.

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 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. The levy is to contribute to the provision of quality student services that support learning. The funds received by EIT 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.
Complete, sign and return your enrolment form WITH all the necessary forms as stated on the checklist. Please indicate on your enrolment form if you are enrolling for the HAWKE’S BAY or the TAIRĀWHITI programme. **Proof of Identity:** you are required to enclose a witnessed birth certificate or passport and another form of ID e.g. drivers licence, firearms licence, 18+ card, Community Services Card, School Photo ID card etc. Photocopies must be witnessed by a Justice of the Peace or equivalent, or any registry staff or secretary at the EIT campus in Taradale or by the receptionist at Tairāwhiti, Hastings EIT or Maraenui EIT. If you have any queries about this please call the BSW Programme Secretary on 06 830 1108.

Full-time study **over a full year:** EIT expects students to take eight [15 credit] courses across the whole academic year. **Note:** to qualify for Student Allowances, a minimum of seven courses (or 105 credits) are required across the whole academic year.

Full-time study **over one semester:** students must take four [15 credit] courses to meet the criteria for eligibility for a Student Allowance. Please **CHECK FIRST** with StudyLink on 0800 88 99 00 as criteria can change from year to year.

Students are expected to progress from Year One to Year Two to Year Three to Year Four. Students intending to complete the BSW should take the eight core Year One papers before progressing to Year Two courses.

You may apply for Cross Credit for previous study relevant to the social work degree but no credit transfer or Recognition of Prior Learning will be awarded for successful study that was undertaken more than five years ago.

Please contact the Bachelor of Social Work Programme Secretary on 06 830 1108 if you have any queries.

Thanks
The BSW Team

Thank you for enrolling at the Eastern Institute of Technology.
We look forward to studying with you in 2021.
Please Note

When you return all of the following documents (unless already supplied), your enrolment will be processed by EIT registry staff.

YOU CANNOT BE ENROLLED WITHOUT THE FOLLOWING DOCUMENTS

- Enrolment Form (signed) and campus of study indicated
- Certified copy of Birth Certificate/Passport, Certified copy of Marriage Certificate (if applicable)
- Another form of ID e.g. drivers licence, firearms licence, 18+ card, Community Services Card, School Photo ID card etc
- Transcript of academic results/entry qualifications
- Course Selection – completed appropriately for either the Hawke’s Bay or the Tairāwhiti campus (form attached)
- NZ Police Vetting Service Request and Consent Form (form attached)
- Personal Declaration Form (complete) (form attached)
- Brief CV of two to three pages (no folder)
- Two confidential referee reports (forms attached)
- Confirmation of English, Māori or New Zealand Sign as first language or IELTS score 6.5 in each band or TOEFL test score of 85 or higher with a writing score of 22
Please COMPLETE AND return this page with your application/enrolment form

HAWKE'S BAY CAMPUS ONLY
(PTO for Tairāwhiti Campus)

BACHELOR OF SOCIAL WORK
YEAR ONE COURSE SELECTIONS

Name: ..........................................................................................................................

YEAR ONE COURSES OFFERED IN 2021

It may not be possible to have the tutorial of your choice. There are limits to numbers in tutorials. Tutorial lists will be compiled from your course selection(s).

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>Credits</th>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSW5.01 WHAKAMATA - FOUNDATION</td>
<td>15</td>
<td></td>
<td>Not Available</td>
</tr>
<tr>
<td>BSW5.02 STEPPING INTO PRACTICE 1</td>
<td>15</td>
<td></td>
<td>Not Available</td>
</tr>
<tr>
<td>BSW5.03 TRAIL OF TE TIRITI</td>
<td>15</td>
<td></td>
<td>Not Available</td>
</tr>
<tr>
<td>BSW5.04 WHO AM I IN THE WORLD?</td>
<td>15</td>
<td></td>
<td>Not Available</td>
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<tr>
<td>BSW5.05 BICULTURALISM</td>
<td>15</td>
<td>Not Available</td>
<td></td>
</tr>
<tr>
<td>BSW5.06 INTRODUCTION TO COMMUNITY DEVELOPMENT</td>
<td>15</td>
<td>Not Available</td>
<td></td>
</tr>
<tr>
<td>BSW5.07 STEPPING INTO PRACTICE 2</td>
<td>15</td>
<td>Not Available</td>
<td></td>
</tr>
<tr>
<td>BSW5.08 KNOWLEDGE FOR SOCIAL WORK</td>
<td>15</td>
<td>Not Available</td>
<td></td>
</tr>
</tbody>
</table>

It is the student's responsibility to ensure courses and tutorials do not clash in their weekly timetable of classes.

If you have any queries completing the selection form, please contact the Programme Secretary.
Please COMPLETE AND return this page with your application/enrolment form

TAIRĀWHITI CAMPUS ONLY
(PTO for Hawke's Bay Campus)

BACHELOR OF SOCIAL WORK
YEAR ONE COURSE SELECTIONS

Name:

YEAR ONE COURSES OFFERED IN 2021

It may not be possible to have the tutorial of your choice. There are limits to numbers in tutorials. Tutorial lists will be compiled from your course selection(s).

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It is the student’s responsibility to ensure courses and tutorials do not clash in their weekly timetable of classes.

If you have any queries completing the selection form, please contact the Programme Secretary.
BACHELOR OF SOCIAL WORK
PERSONAL DECLARATION

It is important that people entering the social services demonstrate their fitness for such work. Applicants will be assessed over a range of criteria and saying yes to any of these questions does not necessarily result in non-acceptance to the programme.

It is important you complete each part of this declaration form accurately.

Should you be accepted on to this programme an annual declaration will be required. If your personal information changes during the course of your study you must inform the Programme Coordinator.

Please answer all of the following sections:

1. Offences Against the Law:
   Have you been convicted, discharged without conviction, or experienced police diversion as a result of any criminal charges, or have any criminal charges pending? The clean slate legislation does not apply in police checks for social workers and therefore you must declare all convictions.
   Yes ☐ No ☐ (please tick).
   If convictions are listed, you MUST provide, in a sealed envelope, a brief explanation about:
   • the nature of the offending
   • the sentence received
   • the changes you have made that would ensure your suitability for study in the programme and for social services work.
   Address your explanation to the Programme Coordinator.
   The decision regarding your application for the degree will not be made until this letter is received.

2. Involvement with Agencies:
   Have you or your wider family members been previously, or are currently, a client, caregiver, employee or service user of an agency in Hawke’s Bay/Tairāwhiti? Please specify. (e.g. when, who, what?)

3. Use and Abuse of Addictive Substances:
   I have a history of abuse of substances
   Yes ☐ No ☐ (please tick)
   I have a history of problems involving addictions (e.g. alcohol, gambling, using illegal substances)
   Yes ☐ No ☐ (please tick)
   If Yes you will need to provide the following information:
   A written attestation from an appropriate health professional, e.g. GP, counsellor or social worker that your condition has been stable and the period of time it has been stable.
   A relapse plan which identifies early signs and symptoms of a relapse and which provides a name and contact number of your primary health professional whom we could contact if it should become necessary.

Continued over page
I have been in recovery and clean for at least two years.

☐ Yes  ☐ No  ☐ Not Applicable (please tick)

Written attestation statement from an appropriate professional provided:  ☐ Yes  ☐ No

4. Mental Health Status:

Current

Are you currently experiencing a psychological or psychiatric condition? E.g. depression, anxiety, bipolar disorder. The condition may have developed recently or may be a longer term condition.

☐ Yes  ☐ No  ☐ (please tick)

Are you in recovery or have you recovered from a psychological or psychiatric condition within the last seven (7) years? e.g. depression, anxiety, bipolar disorder.

☐ Yes  ☐ No  ☐ (please tick)

If yes you will need to provide the following information:

A written attestation from an appropriate mental health professional that your condition has been stable and the period of time it has been stable.

A relapse plan which identifies early signs and symptoms of a relapse and which provides a name and contact number of your primary health professional whom we could contact if it should become necessary.

(a) Are you currently on medication for this condition?

☐ Yes  ☐ No  ☐ (please tick)

(b) Are you currently receiving support from a professional? E.g. counsellor, psychotherapist, psychiatrist.

☐ Yes  ☐ No  ☐ (please tick)

Details:

..........................................................................................................................
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Do you have any physical, medical or other difficulties that may affect your ability to study at EIT, undertake placement and work in the social services?

☐ Yes  ☐ No  ☐ (please tick)

Details:

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I confirm that all the information contained in this document is true and correct.

I understand that giving a false declaration or failing to disclose information may -

• prevent me from being accepted onto the programme
• impact on placement
• if accepted, prevent me from continuing on the programme

If your personal information changes during the course of your study you must inform the Programme Coordinator.

Name of applicant: ..........................................................................................................................

Signature of applicant: ..........................................................................................................................

Date: ...........................................................................................................................................
NAME:

My first language is:

- [ ] English
- [ ] Māori
- [ ] NZ Sign Language
- [ ] Other: (Please provide details)

If English, Māori or NZ Sign Language are not your first language you will be required to undertake an IELTS or TOEFL test to demonstrate you have attained an acceptable level of English language fluency to succeed in the programme. The minimum IELTS score specified for entry is 6.5 in each band. The minimum TOEFL test score of 85 or higher with a writing score of 22.
CONFIDENTIAL TO THE FACULTY OF EDUCATION, HUMANITIES AND HEALTH SCIENCE

Referees must NOT be a family member. One of the references must be from a person with whom the applicant has a formal relationship e.g. employer, teacher, work colleague, church minister etc. The other reference must be from someone who you know from a different area of your life (e.g. one referee may be an employer and the other a teacher or one may be a teacher and the other a friend/acquaintance).

Thank you for taking time to complete this report. Your comments on the suitability of the applicant for studying and working in the field of social work will be carefully considered. Your frank replies will be appreciated. I provide this reference on the understanding that it will remain confidential to those concerned with considering applications and that it will not be used for any other purpose.

Please return this report to EIT promptly. Applications cannot be processed until all referee reports are received. Thank you.

Applicant’s name:

Referee’s name:

Telephone: Day ................................................................. Night .................................................................

Referee’s address:

1. I am confident I know the applicant well enough to complete this form. ☐ YES ☐ NO

   (If the answer is NO please return this form to the Programme Coordinator, Bachelor of Social Work (BSW), Faculty of Education, Humanities & Health Science, Eastern Institute of Technology, Private Bag 1201, HBMC, NAPIER 4142 or email mleatherby@eit.ac.nz)

1.1 Please indicate the length of time you have known the applicant.

1.2 Describe the capacity in which you have known the applicant.
   (E.g. personal, colleague, community leader, employer, volunteer etc.)

2. Describe the applicant’s interests, skills, abilities and activities

3. Please tick the area which best explains the personal and professional qualities of the applicant. Please leave blank if you are not sure.

<table>
<thead>
<tr>
<th>Qualities and Skills</th>
<th>Strongly Evident</th>
<th>Evident</th>
<th>Minimal Evidence</th>
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<tbody>
<tr>
<td>Open minded</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Respect for others</td>
<td></td>
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<tr>
<td>Enthusiasm</td>
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<tr>
<td>Cultural sensitivity</td>
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</table>

Continued over page
4. Please tick the boxes which best describe the following skills of the applicant. If you are not sure please leave it blank.

<table>
<thead>
<tr>
<th>Skills</th>
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5. Are there any special circumstances which the interview panel needs to be aware of before selecting this person for study and work in the social work profession?

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6. **RECOMMENDATION**

☐ This candidate has the potential to be a satisfactory social worker.

☐ I have concerns about this candidate as a social worker (please list below).

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7. Further comments:

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Signed:  

Date:  

Thank you

Please return this form in the envelope provided directly to:

The Programme Coordinator  
Bachelor of Social Work (BSW)  
Faculty of Education, Humanities & Health Science  
Eastern Institute of Technology  
Private Bag 1201  
HBMC, Napier 4142  
Or email mleatherby@eit.ac.nz
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Referee’s name: ..............................................................................................................................................................................................................................
Telephone: Day ........................................................................................................ Night ..........................................................................................................................
Referee’s address: ..............................................................................................................................................................................................................

1. I am confident I know the applicant well enough to complete this form. □ YES □ NO

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4. Further comments:

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Signed:................................................................. Date:..................................................

Thank you

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   Eastern Institute of Technology
   Private Bag 1201
   HBMC, Napier 4142
   Or email mleatherby@eit.ac.nz
**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:

Eastern Institute of Technology - E70352

Name of Applicant to be vetted:

Description of Applicant’s role:

Trainee Social Worker

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 Children’s Act 2014 (CA)?

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

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

- [ ] New Children’s Worker
- [ ] Existing Children’s Worker
- [ ] CA 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: Maree Leatherby

Signature: [Signature]

Date: [Date]

Electronic Signature: [X]
Name of Approved Agency submitting vetting request:
Eastern Institute of Technology - E70352

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:

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.

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<th>Middle names</th>
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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 investigations, 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 Children’s 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 __________