



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 whole communities to create positive change.

Social workers are employed in areas of community development, health and education, child protection, family work, drug and alcohol, domestic violence, probation and reintegration, and more. This inquiry-based degree will prepare you to practice within the bicultural social work context of Aotearoa.

As part of your training you'll be assigned to social work placements in agencies. You will also gain the skills to reflect on your own perceptions, actions, and processes, as well as the ability to promote social justice. Upon graduating, you will be able to apply for provisional registration as a social worker with the Social Workers Registration Board.

If you receive high grades in your third year of study, you may be invited to enrol on the Honours programme in your fourth year enabling you to graduate with a Bachelor of Social Work (Honours).

Location	Hawke's Bay and Tairāwhiti
Start	February
Length	Four years full-time*
Contact	Maree Diamond Phone: 06 830 1108 Email: mdiamond@eit.ac.nz

* Part-time study available.
For NZ Citizens and Permanent Residents



TE AHO A MĀUI

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, continuing professional development, on-going 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.
- Work in accordance with the Aotearoa New Zealand Association of Social Workers (ANZASW) Code of Ethics and the Social Work Registration Board (SWRB) Code of Conduct.
- 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.

Career and Study 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, Te Whatu Ora, 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.

The following websites offer further information:

- Social Work Registration Board: swrb.org.nz
- ANZASW: anzasw.org.nz

Industry-based Placement

In your third and fourth years of the BSW you will be required to undertake placement in local social service agencies. Each placement is 60 consecutive full-time days.



Bachelor of Social Work
Bachelor of Social Work (Honours)
Level 7-8, 480 credits



Hawke's Bay and Tairāwhiti



Full-time: 4 years

Part-time: equivalent



Fee: Visit fees.eit.ac.nz to see the fees for this programme



2026 Key Dates

Programme Starts

Monday, 16 February

Year One Ends

Friday, 27 November

Semester Breaks

6-17 April

29 June - 17 July

28 September-9 October

Timetable

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

Contact Time

Classes are usually scheduled between 8.00am-5.00pm, Monday to Friday.

Full-time students will complete 60 credits per semester (one credit generally equates to ten learning hours). Learning hours include both in-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.

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 internet access
- Any operating system (preferably less than five years old and has sound)

- Software (Microsoft Office or similar, Adobe and modern internet browser)

If technology is not available at home, it is available at EIT.

Blended Delivery

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

Entry Requirements

Standard Academic Entry Requirement

- A minimum of University Entrance (UE)

Non-standard Academic Entry Requirements

- 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 Police 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:

- Be free from criminal convictions which would preclude them from working with vulnerable clients. (For the Social Work Registration Board (SWRB) Policy refer to: swrb.govt.nz/policy then open the 'Fit and Proper' policy for further information. 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, work and voluntary experiences.
- Successfully complete the internal selection process. (The degree is not open entry.)

English Language Entry Requirements

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 (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. 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.
- 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 CC and RPL for the relevant course/ courses prior to enrolment. CC and RPL 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 SWRB.

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.

Assessments

Assessments include but are not limited to:

- A range of written work (e.g. essays, journals, blogs, reports)
- Practical assignments (e.g. oral presentations, group presentations, online presentations, case and client work)

Facilities

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

Degree Electives

A list of degree electives from other degree programmes as elective courses is available from our website eit.ac.nz or by calling us on 0800 22 55 348.

Scholarships

Scholarships are a way to help financially support your study. They can make life easier by helping to cover your fees and living expenses while you complete your qualification. You don't always need to be an academic high-flyer to qualify.

Find out what's available at scholarships.eit.ac.nz or for general scholarship information please contact scholarships@eit.ac.nz.

Year 13 Scholarship

Our Year 13 Scholarship supports school leavers across the Hawke's Bay region to study any one of our degrees or selected diploma programmes that lead into a degree by providing 1 year FREE* study.

Live outside these regions? No problem, there are some programmes that are available for applications from Year 13 students nationwide, so if you are Year 13 and want to study one of these, you can apply for this scholarship too.

The Year 13 Scholarship covers one year of tuition fees including any course related costs which have been approved to be included as part of the scholarship. When combined with the Government Fees Free initiative, some Year 13 Scholarship recipients are studying fees free for two years of their degree.

For full information about the Year 13 Scholarship check out year13.eit.ac.nz or email yr13@eit.ac.nz.

** Conditions apply.*

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.

Experienced Lecturers

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

EIT 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 trained professionals with particular areas of expertise in social work. Staff also maintain contact with other professionals through organisations such as ANZASW (Aotearoa New Zealand Association of Social Workers) and SWRB (Social Work Registration Board).

Name	Qualification
Sue Hanna <i>Programme Coordinator</i>	PhD SW, MArts (Applied) SW, BA, DipTchg, Reg. Social Worker
Deanna Hollis <i>Hawke's Bay Campus</i>	M SW (Applied) Honours, PG Dip Social Service Supervision (Distinction), PG Dip Health Sciences - Endorsed in Addiction and Coexisting Disorders, BA (Psychology), Reg. Social Worker
Charlotte Chisnell <i>Hawke's Bay Campus</i>	MMHL, PGCertPCEd, Reg. Social Worker
Cheryl Newman <i>Hawke's Bay Campus</i>	PGCertSW, BSc (Hons) (SW), DipSW, Reg. Social Worker
Nicole Sattler <i>Hawke's Bay Campus</i>	MSW, Reg. Social Worker



Programme Information

Pre-requisite Course Requirements

A pre-requisite is a course which must be completed successfully in order to progress to other courses. It is very important when planning progression through the degree programme that students understand the pre-requisite structure.

Pre-requisite requirements are built into the degree so that students progress in a way that ensures they are adequately prepared at each level in the degree.

Generally it is expected that students will complete the progression of the degree according to year level and the semester.

Pre-requisite requirements will impact on students who:

- Are studying on a part-time basis.
- Fail to successfully complete one or a number of pre-requisite courses.

In both of these situations, a student may be limited in terms of their eligibility to enrol in subsequent courses if they have not gained the necessary pre-requisites.

This may have an impact on the time it will take to complete the degree, and on eligibility for student loans and allowances.

It is the responsibility of the student to plan their progression of study taking into account pre-requisite requirements.

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

Year One

BSW5.06 Introduction to Community Development

Pre-requisite: BSW5.01 Whakamata - Foundation

BSW5.07 Stepping into Practice 2

- Pre-requisite: BSW5.01 Whakamata - Foundation and BSW5.02 Stepping into Practice 1

BSW5.08 Knowledge for Social Work

- Pre-requisite: BSW5.01 Whakamata - Foundation

Year Two

BSW6.01 Developing the Professional Self

- Pre-requisite: BSW5.04 Who Am I in the World

BSW6.02 Te Tiriti in Action

- Pre-requisite: BSW5.03 Trail of Te Tiriti and BSW5.05 Biculturalism

BSW6.03 Theories into Action 1

- Pre-requisite: BSW5.07 Stepping into Practice 2

BSW6.04 Fields of Practice

- Pre-requisite: BSW5.08 Knowledge for Social Work

BSW6.06 Legislation and Policy

- Pre-requisite: BSW5.03 Trail of Te Tiriti

BSW6.08 Groups

- Pre-requisite: BSW6.03 Theories into Action 1

Courses with Pre-requisites

Year Three

BSW6.07 Understanding Community Needs

- Pre-requisite: BSW5.06 Introduction to Community Development

BSW7.01 Theories into Action 2

- Pre-requisite: BSW6.03 Theories into Action 1 and BSW5.06 Introduction to Community Development

BSW7.02 Social Work Practicum 1

- Pre-requisite: All courses at levels 5 and 6, as well as BSW7.01 Theories Into Action 2, with the exception of BSW6.05 Exploring Diversity

BSW7.04 Family Work

- Pre-requisite: BSW7.01 Theories into Action 2

BSW 7.05 Whakakoha Rangatira - Working with Whānau

- Pre-requisite: BSW6.02 Te Tiriti in Action

Year Four

BSW7.11 Social Work Inquiry

- Pre-requisite: All Year Three courses

BSW7.12 Responding to Abuse

- Pre-requisite: All Year Three courses

BSW7.13 Working with Life Transitions - Trauma, Grief and Loss

- Pre-requisite: All Year Three courses

BSW7.14 Social Work Practicum 2

- Pre-requisite: All courses except for BSW7.11 Social Work Inquiry and the Elective

Bachelor of Social Work (Honours) Pre-requisites

Courses with Pre-requisites

Year Four

BSW8.14 Social Work Practicum 2 (Honours)

- Pre-requisite: All courses except for BSW8.11 Social Work Inquiry (Honours) and the Elective

Course Descriptions

Bachelor of Social Work

Course No.	Brief Description	NZQA Level	No. of Credits
Year One - Level 5			
	Whakamata Foundation		
BSW5.01	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.	5	15
	Stepping into Practice 1		
BSW5.02	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.	5	15
	Trail of Te Tiriti		
BSW5.03	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.	5	15
	Who am I in the World?		
BSW5.04	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.	5	15
	Biculturalism		
BSW5.05	This course will examine Māori and Tauīwi 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.	5	15
	Introduction to Community Development		
BSW5.06	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.	5	15
	Stepping into Practice 2		
BSW5.07	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.	5	15
	Knowledge for Social Work		
BSW5.08	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.	5	15
Year Two - Level 6			
	Developing the Professional Self		
BSW6.01	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.	6	15
	Te Tiriti in Action		
BSW6.02	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.	6	15
	Theories into Action 1		
BSW6.03	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.	6	15

Course No.	Brief Description	NZQA Level	No. of Credits
	Fields of Practice		
BSW6.04	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).	6	15
	Exploring Diversity		
BSW6.05	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.	6	15
	Legislation and Policy		
BSW6.06	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.	6	15
	Groups		
BSW6.08	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.	6	15
	Theories into Action 2		
BSW7.01	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.	7	15
Year Three - Level 7			
	Understanding Community Needs		
BSW6.07	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.	6	15
	Social Work Practicum 1		
BSW7.02	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.	7	45
	Mental Health and Addictions		
BSW7.03	This course will develop students knowledge and skills for working with mental health concerns and addictions, and develop an awareness of the services that are available. Examination of research will contribute to the development of students knowledge and learning in these fields.	7	15
	Family Work		
BSW7.04	This course will develop students knowledge and skills to work with a diversity of families within Aotearoa New Zealand by including the broader historical, social, political and cultural contexts which impact on families.	7	15
	Whakakoha Rangatira: Working with Whānau		
BSW7.05	This course will both enhance and develop students' knowledge and skills to work competently and effectively with Māori. The necessary tikanga will be integrated enabling students to practise with Māori across an extensive range of situations.	7	15
Year Four - Level 7			
	Social Work Inquiry		
BSW7.11	This course will enable the student to apply research skills through conducting and reporting on an in-depth inquiry into a chosen social work practice question.	7	45
	Responding to Abuse		
BSW7.12	This course will enable students to critically examine and research the field of abuse and family violence including both its short and long-term impacts on individuals, families and communities. The course will enable students to explore 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.	7	15

Course No.	Brief Description	NZQA Level	No. of Credits
	Working with Life Transitions: Trauma, Grief and Loss		
BSW7.13	This course will enable students to draw on research to develop their knowledge about significant life transitions and changes involving loss, grief and trauma within both the national and international context. The course will cover both short and long-term impacts on individuals, families and communities. Students will research strategies for working alongside those experiencing these significant life changes.	7	15
	Social Work Practicum 2		
BSW7.14	This course will provide students with social work experiences that will enable them to undertake casework and further develop their own social work practice. The practicum offers opportunities to integrate theory and practice, engage with research, demonstrate critical thinking and reflective practice and provide evidence of a coherent personal practice framework.	7	45

Level 8 - 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.

Course No.	Brief Description	NZQA Level	No. of Credits
	Social Work Inquiry		
BSW8.11	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.	8	45
	Responding to Abuse		
BSW8.12	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.	8	15
	Working with Life Transitions: Trauma, Grief and Loss		
BSW8.13	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.	8	15
	Social Work Practicum 2		
BSW8.14	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.	8	45



How to Enrol

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

Step 1

Check out 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. 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.

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 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.



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Bachelor of Social Work

Please Note

These forms are to be returned with your completed enrolment form.

You cannot be enrolled without these.

Please complete and return the following:

- ☐ Enrolment Form, signed with campus of study indicated
- ☐ Certified copy of Birth Certificate or 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
- ☐ Brief CV of two to three pages (no folder)
- ☐ Course Selection Form - completed appropriately for either the Hawke's Bay or the Tairāwhiti campus (form attached)
- ☐ Personal Declaration Form (form attached)
- ☐ English Language Form with 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 (form attached)
- ☐ Two confidential referee reports (forms attached)
- ☐ NZ Police Vetting Service Request and Consent Form (form attached)

Please **COMPLETE AND RETURN** this page with your Enrolment Form

Hawke's Bay Campus only
(PTO for Tairāwhiti Campus)

Bachelor of Social Work
Year One Course Selection Form

Applicant name: _____

Year One courses offered in Hawke's Bay 2025

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).

Course Code	Course Title	Credits	Please tick the semester you wish to be enrolled in	
			Semester 1	Semester 2
BSW5.01	Whakamata - Foundation	15	<input type="checkbox"/>	Not Available
BSW5.02	Stepping Into Practice 1	15	<input type="checkbox"/>	Not Available
BSW5.03	Trail of Te Tiriti	15	<input type="checkbox"/>	Not Available
BSW5.04	Who Am I in the World?	15	<input type="checkbox"/>	Not Available
BSW5.05	Biculturalism	15	Not Available	<input type="checkbox"/>
BSW5.06	Introduction to Community Development	15	Not Available	<input type="checkbox"/>
BSW5.07	Stepping into Practice 2	15	Not Available	<input type="checkbox"/>
BSW5.08	Knowledge for Social Work	15	Not Available	<input type="checkbox"/>

It is your responsibility to ensure courses and tutorials do not clash in your weekly timetable of classes.

If you have any queries completing the course selection form, please contact the Programme Administrator.

Please **COMPLETE AND RETURN** this page with your Enrolment Form

Tairāwhiti Campus only
(PTO for Hawke's Bay Campus)

Bachelor of Social Work
Year One Course Selection Form

Applicant name: _____

Year One courses offered in Tairāwhiti 2025

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).

Course Code	Course Title	Credits	Please tick the semester you wish to be enrolled in	
			Semester 1	Semester 2
BSW5.01	Whakamata - Foundation	15	<input type="checkbox"/>	Not Available
BSW5.02	Stepping Into Practice 1	15	<input type="checkbox"/>	Not Available
BSW5.03	Trail of Te Tiriti	15	<input type="checkbox"/>	Not Available
BSW5.04	Who Am I in the World?	15	<input type="checkbox"/>	Not Available
BSW5.05	Biculturalism	15	Not Available	<input type="checkbox"/>
BSW5.06	Introduction to Community Development	15	Not Available	<input type="checkbox"/>
BSW5.07	Stepping into Practice 2	15	Not Available	<input type="checkbox"/>
BSW5.08	Knowledge for Social Work	15	Not Available	<input type="checkbox"/>

It is your responsibility to ensure courses and tutorials do not clash in your weekly timetable of classes.

If you have any queries completing the course selection form, please contact the Programme Administrator.

Bachelor of Social Work

Personal Declaration Form

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 one)

If Yes, 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? Please specify (e.g. when, who, what?).

3. Use and abuse of addictive substances:

a. I have a history of abuse of substances

☐ Yes ☐ No (please tick one)

b. I have a history of problems involving addictions (e.g. alcohol, gambling, using illegal substances)

☐ Yes ☐ No (please tick one)

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.

c. I have been in recovery and clean for at least two years.

☐ Yes ☐ No ☐ Not applicable (please tick one)

Written attestation statement from an appropriate professional provided:

☐ Yes ☐ No ☐ Not applicable (please tick one)

4. Mental health status:

a. 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 one)

b. 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 one)

If Yes to either of the above, 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.

c. Are you currently on medication for this condition?

☐ Yes ☐ No (please tick one)

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

☐ Yes ☐ No (please tick one)

If Yes, please provide details:

5. 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 one)

If Yes, please provide details in a sealed envelope.

6. Have you ever been investigated for harassment or abuse?

☐ Yes ☐ No (please tick one)

If Yes, please provide details in a sealed envelope.

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.

Applicant name:

Applicant signature:

Date:

Bachelor of Social Work

English Language Form

Applicant 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.

Bachelor of Social Work

Referee Report

Confidential to the School of Education and Social Sciences

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 name:

Referee name:

Phone: Day Night

Referee address:

.....

.....

1. I am confident I know the applicant well enough to complete this form and am not related to the applicant.

☐ Yes ☐ No

If the answer is NO please return this form to the Programme Coordinator, Bachelor of Social Work, School of Education and Social Sciences, EIT Hawke's Bay, Private Bag 1201, Hawke's Bay Mail Centre, NAPIER 4142 or email mdiamond@eit.ac.nz.

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

.....

.....

b. 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.

Qualities	Strongly Evident	Evident	Minimal Evidence
Open minded			
Respect for others			
Enthusiasm			
Punctuality			
Confidence			
Patience			
Common sense			
Warmth			
Initiative			
Honesty			
Interest in learning			
Communication			
Cultural sensitivity			

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

Qualities	Strongly Evident	Evident	Minimal Evidence
Listening skills			
Clarity of speech			
Works well with others			
Ability to express ideas			
Perseverance			
Ability to build and maintain relationships			

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?

6. RECOMMENDATION

- ☐ This applicant has the potential to be a satisfactory social worker.
- ☐ I have concerns about this applicant as a social worker (please explain below).

7. Further comments:

Referee signature:

Date:

Thank you.

Please email to mdiamond@eit.ac.nz or post in the envelope provided directly to:

The Programme Coordinator
Bachelor of Social Work
School of Education and Social Sciences
EIT Hawke's Bay
Private Bag 1201
Hawke's Bay Mail Centre
NAPIER 4142

Bachelor of Social Work

Referee Report

Confidential to the School of Education and Social Sciences

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

Applicant name:

Referee name:

Phone: Day Night

Referee address:

.....

.....

1. I am confident I know the applicant well enough to complete this form and am not related to the applicant.

☐ Yes ☐ No

If the answer is NO please return this form to the Programme Coordinator, Bachelor of Social Work, School of Education and Social Sciences, EIT Hawke's Bay, Private Bag 1201, Hawke's Bay Mail Centre, NAPIER 4142 or email mdiamond@eit.ac.nz.

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

.....

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.....

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Respect for others			
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Punctuality			
Confidence			
Patience			
Common sense			
Warmth			
Initiative			
Honesty			
Interest in learning			
Communication			
Cultural sensitivity			

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

Qualities	Strongly Evident	Evident	Minimal Evidence
Listening skills			
Clarity of speech			
Works well with others			
Ability to express ideas			
Perseverance			
Ability to build and maintain relationships			

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5. RECOMMENDATION

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- ☐ I have concerns about this applicant as a social worker (please explain below).

6. Further comments:

Referee signature:

Date:

Thank you.

Please email to mdiamond@eit.ac.nz or post in the envelope provided directly to:

The Programme Coordinator
Bachelor of Social Work
School of Education and Social Sciences
EIT Hawke's Bay
Private Bag 1201
Hawke's Bay Mail Centre
NAPIER 4142

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>)

This form refers to the [Policing \(Police Vetting\) Amendment Bill](#) ("Vetting Bill"), which is expected to amend the Policing Act 2008

1.1 Name of agency submitting vetting request

EIT / Te Pūkenga - E70352

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 Trainee Social Worker

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 – 04/25

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?

This is the title of the job they are being vetted for.

Student trainee Social Worker

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

[See the 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 of 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 the [consent form guide](#) for further information)

In making this request, I confirm that:

- ✓ I have complied and will comply with the [Approved Agency Agreement](#) and the [Vetting Bill](#).
- ✓ 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 2.4 of this form.
- ✓ For vetting requests on individuals aged 14 or 15, I have obtained the authorisation of a parent or guardian.

Agency Representative:

Full name:	Maree Diamond	Date: (dd/mm/yyyy)	
Signature:		Electronic signature: *	<input checked="" type="checkbox"/>

* If applicable, ticking this box constitutes an electronic signature and your consent for its use in this form.

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

This form refers to the [Policing \(Police Vetting\) Amendment Bill](#) (“Vetting Bill”), which is expected to amend the Policing Act 2008

The purpose of this form is to allow the New Zealand Police Vetting Service to confirm who you are using Police records, carry out a Police vet, and obtain your consent to share any relevant information with the agency that requested the vet.

What you are consenting to. You are agreeing that the Police Vetting Service can share relevant information they hold about you (if any) with the requesting agency. This information will be used to help the agency decide whether you are suitable for the role they are considering you for or that you are engaged in.

The information that may be shared is outlined in [section 2.4](#) of this form. For further details, you should refer to the [Vetting Bill](#) or visit the [Police vetting website](#).

Who collects your consent. The agency requesting the Police vet will collect your signed consent.

The law that applies. Your consent is required by law. We are asking for your consent under the [Vetting Bill](#).

Your rights under the Privacy Act 2020 include: you may request a copy of the Police vet report provided to the agency by contacting the agency. You can withdraw your consent to a Police vet at any time before the vetting process is complete by contacting the agency. The agency may keep the Police vet only for as long as required for vetting purposes.

You may request correction of your personal information at any time at police.govt.nz -> [requesting information](#).

How long the information is valid for. The information in the Police vet is correct only at the time it is shared. It is up to the agency to decide how often they ask for updated vetting.

2.1 Personal information

*Mandatory field

Family/ last name *		(that you are most commonly known by)	
Given/ first and middle name(s) *			
Gender *		Date of birth * (dd/mm/yyyy)	(must be 14 years of age or over)
Place of birth (Town/ City/ State)			
Country of birth *			
NZ Driver Licence number			
Name of parent or guardian		(if person being vetted is 14 or 15 years old *)	

2.2 Other names

Please include all other names you are or have been known by. Including, but not limited to: previous legal names (eg. maiden names, or due to divorce or adoption), aliases used, name changes by deed poll. Include ALL names - first, middle and last.

Family name	First name	Middle names

Continued on following page...

2.3 Permanent residential address

*Mandatory field

Flat/ number - and street name *			
Suburb		Post Code	
Town/ City *			

2.4 Your consent to share information

1. **A Police vet will include the following information, if held by New Zealand Police.** Please refer to the [Police vetting website](#) for more information regarding the [Clean Slate Scheme](#), what may be released, and the vetting process.

Either:

- a. A result indicating that no information is held or relevant to the purpose of the vetting request,

Or, one or both of:

- b. The vetting subject's criminal record (if any), unless the Clean Slate Scheme applies.
- c. A summary of other information that is readily retrievable, relevant to the purpose of the vetting request, and deemed accurate.

This may include pending charges, charges without conviction, youth court charges, infringement offences, demerit points, arrest warrants, involvement in family violence, overseas convictions, police investigations without charges, interactions with Police, and other information held by Police.

Information may also be released where it is subject to a suppression order or statutory prohibition, involves offences by individuals under 18, or relates to mental health or substance abuse issues.

2. If you are vetted as a Children's Worker, and you continue to hold that role, the Police Vetting Service may release any newly obtained relevant information to the requesting agency at any time.

The Police Vetting Service will take reasonable steps to:

- a. confirm that the purpose of the Police vet remains valid – for example, that you are still employed or engaged as a Children's Worker, and
- b. notify you before any information is disclosed.

3. Information provided in this consent form may be used to update New Zealand Police records.

Authorisation of person being vetted:

- ✓ I confirm that the information I have provided in this form is about me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information relevant to this application (as described above) to the agency making this request.

Full name:		Date: (dd/mm/yyyy)	
Signature:		Electronic signature: *	<input type="checkbox"/>

If you are 14 or 15 years of age (as at the date of the application) please provide consent from a parent or guardian.

Parent/Guardian's full name:		Date: (dd/mm/yyyy)	
Parent/Guardian's signature:		Electronic signature: *	<input type="checkbox"/>

* If applicable, ticking this box constitutes an electronic signature and your consent for its use in this form.