

For NZ Citizens and
Permanent Residents

**FEES
FREE**

NZ Certificate in Health and Wellbeing [Level 4]

Social and Community Services with a strand in Mental Health
and Addiction Support

In this certificate you'll be supporting and assisting people who are consumers of a range of services, both residential and community services based.

When you've completed this certificate you'll have the knowledge and confidence to care for a range of people in the community. EIT's teaching staff live and breathe compassion and kindness, and will introduce you to ideas and theories within supportive learning environments.

Campus EIT Hastings Learning Centre (full-time option) and EIT Maraenui Learning Centre (part-time working group option)

Starts February

Length One year full-time (three days per week) or part-time working group option (one day per week)

Contact Raewyn Ashby | Phone: 06 830 1860 | Email: rashby@eit.ac.nz

EASTERN INSTITUTE OF TECHNOLOGY

eit.ac.nz | 0800 22 55 348 |   

Te Aho a Māui





Make a difference in your community

The NZ Certificate in Health and Wellbeing (Social and Community Service) [Level 4] with a strand in Mental Health and Addiction Support is a full-time, one-year programme, which offers you stimulating studies. This qualification provides a pathway towards a career in many aspects of mental health and addictions.

This certificate is an initial qualification if you wish to enter mental health or addiction support work, assisting consumers/tangata whai ora to develop and implement individual lifestyle or support plans. This programme is open to all who fulfil the entry criteria.

Part-time options will be considered following discussion with the Programme Coordinator.

In this application pack you will find information about the programme, descriptions for each of the subjects covered and any costs associated with this programme.

You are welcome to make an appointment to discuss your study options with our staff and to view our facilities.

YOUR FUTURE CAREER AND STUDY OPPORTUNITIES

In the diverse mental health and addiction environment, support workers provide a variety of services to clients within a range of health and community settings.

Possible job and career opportunities exist within:

- ▶ Community-based support services
- ▶ Day programmes
- ▶ Iwi health providers
- ▶ Mental health and addiction support services
- ▶ Peer support
- ▶ Residential support services
- ▶ Volunteer sector

Further your study with the NZ Diploma in Health and Wellbeing (Applied Practice) [Level 5] and the NZ Diploma in Addiction Studies (Applied) [Level 6].

WHAT YOU NEED TO KNOW

NZ Certificate in Health and Wellbeing (Social and Community Services) with a strand in Mental Health and Addiction Support

Level	Level 4	Credits	A minimum of 120
Length	34 weeks full-time or part-time equivalent	Fee*	FREE

* 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

Practical work experience in mental health and addiction organisations form an integral part of this qualification. Student placement is regarded as a key part of the learning experience. Students attend on average 14 hours per week (a minimum of 200 total hours) in various practicum venues.

PARTNERSHIPS

Local mental health, addiction services and other health providers.

2022 KEY DATES

PROGRAMME STARTS

Monday, 14 February

PROGRAMME ENDS

Friday, 25 November

EIT SEMESTER HOLIDAYS

15 April - 29 April

27 June - 15 July

3 October - 14 October

TIMETABLE

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

Contact Time

On-campus classes are usually scheduled between 9.00am - 3.00pm, Tuesday to Thursday at the Hastings Learning Centre (full-time option) and Monday at the Maraenui Learning Centre (part-time working group option).

The programme consists of a minimum of 120 credits which includes 200 hours of placement experience.

Access to a computer and the internet is required to complete this programme.

ADDITIONAL COSTS

- ▶ \$250 approximately for stationery and any travel costs incurred getting to practicum venues.

ENTRY CRITERIA

- ▶ Meet the NCEA Level 1 Literacy and Numeracy requirements, or provide evidence of achievement at an equivalent level; or
- ▶ Attend an information session with a member of the academic staff **and** successful completion of the alternative academic entry test.

Information Session

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

Alternative Academic Entry Assessment

The alternative academic entry assessment will measure applicant's Literacy and Numeracy ability to ensure that it is of a level to cope with the demands of the programme.

Professional Criteria

All applicants are required to:

- ▶ Sign a NZ Police Vetting Service Request and Consent form.

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

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

ENGLISH LANGUAGE ENTRY REQUIREMENT

Applicants for whom English is not their first language must have an acceptable level of English language fluency prior to enrolment in the programme. This may be demonstrated in a variety of ways, including successful study of a programme in which English was the language of instruction, completion of a New Zealand Certificate in English Language (Level 3), approved scores on IELTS tests (5.5 Academic with no band score lower than 5), completion of accepted international equivalents, or completion of an EIT assessment.

ENTRY WITH CREDIT

You may already have some knowledge or skills that can be recognized as part of your intended study. This may take a number of different forms including previous study, workplace training, life experiences or voluntary work. If you think you may qualify you are welcome to apply for Cross Credit (CC) or Recognition of Prior Learning (RPL).

- ▶ CC is based on the equivalency of courses or qualifications. You would apply for CC if you have passed a very similar course at the same level.

- ▶ RPL is based on the assessment of your current knowledge and skills. You would apply for RPL if you had gained the relevant knowledge and skills through life experiences and informal learning situations.

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

For further information and enquiries about CC and RPL please contact the Programme Secretary, Raewyn Ashby, on 06 830 1860.

ASSESSMENTS

Assessments include essays, written reports, assignments, and practical demonstration of skills.

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.



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.

It may also include course selection forms which you need to complete and return to EIT. 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**.



THE EXPERIENCE YOU NEED
& THE SUPPORT TO SUCCEED



EASTERN INSTITUTE OF TECHNOLOGY

EXPERIENCED LECTURERS

You can be confident in the quality of our teaching and your learning experience at EIT.

EIT is one of the top ITPs in New Zealand for research excellence due to the quality of our community centred research, and associated publications and level of government and external grant income. This means that 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 mental health. Staff maintains contact with other professionals in the health and education sectors.

NAME	QUALIFICATION	NAME	QUALIFICATION
Les Blair Programme Coordinator Phone: 06 830 1378 Email: lblair@eit.ac.nz	RN, DipAdEd	Rochelle Clark Practicum Liaison Manager Phone: 06 830 1798 Email: rclark@eit.ac.nz	BSW, PGDipHSc

COURSE DESCRIPTIONS

NB: Courses are offered subject to sufficient numbers applying.

COURSE NO.	BRIEF DESCRIPTION - CORE / COMPULSORY COURSES	NO. OF CREDITS	NZQA LEVEL	SEMESTER OFFERED
	Culture, Identity and Engagement			
HW4.110	Aims to develop learners' ability to engage with and communicate with service users in a manner which respects their socio-cultural identity, experience and self-knowledge.	15	4	Full Year
	Context, Community and Safety			
HW4.120	Enable learners to explore the New Zealand, regional, community and social contexts of health and wellbeing (mental health and addiction) services; the availability and accessibility of community networks and resources; and factors influencing safety for service users, their whānau and others involved in those services.	15	4	Full Year
	Issues and Interventions: Mental Health and Addictions			
HW4.130	Introduces learners to models, tools, strategies and interventions used in mental health and addiction settings to work alongside people and their whānau to support autonomy, build resilience, foster hope and support recovery.	15	4	Full Year
	Reflecting on Practicum Experience			
HW4.140	Provides the learner with an experience of applying and reflecting on their knowledge, values, strategies and skills with service users and their whānau (in a mental health and/or addiction setting), with a focus on fostering hope, building resilience, supporting autonomy and recovery.	15	4	Full Year
	Foundation Concepts in Hauora			
HW4.250	Introduces the learner to foundation concepts in Māori world-view; fosters an understanding of the history of Māori as tangata whenua and knowledge of person-whānau interconnectedness; and enables the learner to relate these to their own role in a health and wellbeing setting.	15	4	Full Year
	Extending Knowledge and Resources			
HW4.260	Introduces learners to issues relating to: human development (life stages); medications and medication handling; and at least one other topic of interest chosen by the learner within a health and wellbeing/mental health and addiction setting.	15	4	Full Year
	Ethics and Professional Practice			
HW4.270	Explores roles and role boundaries of support workers in health and wellbeing/mental health and addiction settings; and familiarises learners with legal, ethical and exploratory frameworks by which the learner is able to reflect on their professional practice, personal and professional boundaries and their professional development.	15	4	Full Year
	Integrating Practicum Learning			
HW4.280	Application and consolidation of learners' knowledge, strategies and role-specific skills (in a mental health and/or addiction setting), with service users and their whānau. With a focus on fostering hope, building resilience, supporting autonomy and recovery.	15	4	Full Year



Te Kura Kaupapa Hauora, Hākinakina
School of Health and Sport Science

**NZ CERTIFICATE IN HEALTH AND WELLBEING
(SOCIAL AND COMMUNITY SERVICES) [LEVEL 4]
with a strand in Mental Health and Addiction Support**

DOCUMENTATION / FORMS

Please Note

**The following documents need to be completed and returned
with your application/enrolment.**

**Without these documents we are unable to proceed with
your application.**

- ▶ Brief Personal Statement including brief CV/Work History
- ▶ NZ Police Vetting Service Request and Consent Form*

*** Please note: If you are employed by a health industry provider you are not required to undergo a Police check.**



**NZ CERTIFICATE IN HEALTH AND WELLBEING
(SOCIAL AND COMMUNITY SERVICES) [LEVEL 4]
with a strand in Mental Health and Addiction Support**

BRIEF PERSONAL STATEMENT

Please also include a brief CV/ Work History

Applicant's Name:

1. What do you believe are your personal strengths?

.....
.....
.....
.....

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

.....
.....
.....
.....

3. Why are you interested in studying for a qualification in addiction and mental health support?

.....
.....
.....
.....

4. If you have worked / volunteered within this industry, please describe your experience and the number of hours involved

.....
.....
.....
.....

5. Have you ever had a criminal conviction?

Yes No

As part of this programme, you may have practical experiences with agencies or organisations who require this and/or other personal information. A prior conviction may not necessarily exclude you from acceptance into the programme, but we may need to discuss it with you.

If you are currently working in the health sector you are **not required** to submit a Police check.

6. If you have any health or disability issues that may affect your ability to successfully complete this programme, that could affect your safety or those for whom you are providing care, please outline this:

7. If you care for dependents or others and this may affect your ability to successfully complete the programme, please explain the nature of this and how it may affect your study.

Applicant's Signature: _____ Date: _____

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 - E70351

Name of Applicant to be vetted:

Description of Applicant's role:

Student of the NZ Certificate in Health and Wellbeing (Social & Community Services) with a strand in Mental Health and Addiction Support

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: _____ Date: _____

Signature: _____ Electronic Signature

Name of Approved Agency submitting vetting request:

Eastern Institute of Technology - E70351

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:
(dd/mm/yyyy)

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.

Family name	First name	Middle names
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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