

2024

# NZ Certificate in Health and Wellbeing (Social and Community Services)

## Mental Health and Addiction Support strand Level 4

Mental health and addiction support workers provide a variety of services in a diverse range of residential and community settings, working with people who experience addictions, mental illness or disability, as well as their families and whānau.

This qualification provides the first step towards a career in mental health and addiction support.

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

**Location** Tairāwhiti and Maraenui Learning Centre

**Start** February

**Length** One year

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



TE AHO A MĀUI



TePūkenga

For NZ Citizens and Permanent Residents

# 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 addiction support.

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

In this application pack you will find information about the programme and descriptions for each of the subjects covered.

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

## 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
- Whānau family support
- 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) or the Bachelor of Social Work.

## Industry-based training

Practical work experience in mental health and addiction organisations form an integral part of this qualification. Learner placement is regarded as a key part of the learning experience.

Learners attend on average 14 hours per week (a minimum of 200 total hours) in various practicum venues.

Options for these placements will be arranged in discussion with your lecturer and our local providers.

## Partnerships

Local mental health, addiction services and other health providers.



## NZ Certificate in Health and Wellbeing (Social and Community Services) with a strand in Mental Health and Addiction Support Level 4, 120 credits

 Tairāwhiti and Maraenui Learning Centre

 1 year

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

### 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 at our Maraenui Learning Centre are usually scheduled between 9.00am-3.00pm on Wednesday, Thursday and Friday for learners needing to do work placements. Learners who are already working in industry are required to attend 9:00am-3:00pm on Wednesdays.

On-campus classes at our Tairāwhiti campus are spread over eight weekend blocks throughout the year. These classes are available to learners who are already working in the industry.

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 placement venues.

### Entry requirements

#### Academic requirements

- 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.

#### Alternative entry assessment

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

#### Professional requirements

Applicants may be required to:

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

### 2024 Key dates

**Programme starts** Wednesday, 21 February

**Programme ends** Friday, 29 November

**Semester breaks** 15-26 April  
1-19 July  
30 September-11 October

### \* If you are employed by a health industry provider you are not required to undergo a Police check.

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

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

### Other requirements

Some workplaces/providers may still require workers to be vaccinated due to their responsibilities under health and safety legislation. (Please take this into consideration for practical work experience.) For more information contact the Programme Administrator, Raewyn Ashby, on 06 830 1860.

### Information session

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

### English language entry requirements

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

- Successful study of a programme in which English was the language of instruction
- Completion of a New Zealand Certificate in English Language (Level 3)

- IELTS Academic score of 5.5, with no band score lower than 5.0, achieved in a single test within the two years preceding enrolment
- Completion of accepted international equivalents
- Completion of an EIT | Te Pūkenga 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 Administrator, Raewyn Ashby, on 06 830 1860.

### Assessments

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

### EIT is now part of Te Pūkenga

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

### The experience you need & the support to succeed

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

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

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

### Experienced lecturers

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

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

Our lecturers are highly trained professionals with particular areas of expertise in mental health. Staff maintains contact with other professionals in the health and education sectors.

Name	Qualification
<b>Les Blair</b> Programme Coordinator and Lecturer Phone: 06 830 1378 Email: <a href="mailto:lblair@eit.ac.nz">lblair@eit.ac.nz</a>	RN, Dip/CertAdEd, NatCertALNE
<b>Claudia Maaka</b> Lecturer Email: <a href="mailto:cmaaka@eit.ac.nz">cmaaka@eit.ac.nz</a>	MEd, PGDipClinSup, BA (Counselling/Addiction)
<b>Chris Malcolm</b> Lecturer Phone: 06 830 1840 Email: <a href="mailto:cmalcolm@eit.ac.nz">cmalcolm@eit.ac.nz</a>	MTh (Oxford), PGDipHSc (CBT), BTheol (Akl), BA (Victoria)

## Course descriptions

NB: Courses are offered subject to sufficient numbers applying.

Course no.	Brief description	NZQA level	No. of credits
	<b>Culture, Identity and Engagement</b>		
HW4.110	Develops learners' ability to engage with and communicate with service users in a manner which respects their socio-cultural identity, experience and self-knowledge.	4	15
	<b>Context, Community and Safety</b>		
HW4.120	Enables 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.	4	15
	<b>Issues and Interventions: Mental Health and Addictions</b>		
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.	4	15
	<b>Reflecting on Practicum Experience</b>		
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.	4	15
	<b>Foundation of Hauora</b>		
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.	4	15
	<b>Extending Knowledge and Resources</b>		
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.	4	15
	<b>Ethics and Professional Practice</b>		
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.	4	15
	<b>Integrating Practicum Learning</b>		
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.	4	15



# How to enrol

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

## Step 1

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

## Step 2

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

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

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

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

## Step 3

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

**Fees-free government scheme:** Tertiary education is fees-free for eligible domestic tertiary students. To check if you are eligible, go to [FeesFree.govt.nz](http://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](http://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](http://studylink.govt.nz) to find out more about StudyLink.

## Student services levy

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

## Student loans and allowances

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

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



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



**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 are to be returned with your completed enrolment form.

Without these we are unable to process your application.

Please complete and return the following:

- Enrolment Form
- Brief Personal Statement (including brief CV/Work History)
- NZ Police Vetting Service Request and Consent Form\*
- Please provide **two** of the following as evidence of your identity:
  - NZ Full Birth Certificate
  - NZ Driver Licence
  - Community Services Card
  - 18+ Card

\* 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 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?

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

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

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.....  
5. Have you ever had a criminal conviction? (If you are currently working in the health sector you are not required to submit a Police check.)

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.

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 below.

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.....  
.....

7. If you care for dependants 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.

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

8. Some workplaces/providers may still require workers to be vaccinated due to their responsibilities under health and safety legislation. Please take this into consideration for practicum/placement. For more information contact the Programme Administrator, Raewyn Ashby, on 06 830 1860.

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

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

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

Applicant signature: .....

Date: .....

## Section 1: Agency to complete

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

### 1.1 Name of agency submitting vetting request

EIT/Te Pukenga

### 1.2 Name of the person being vetted

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

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

Student - Health & Wellbeing

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

Children/ Young People

Vulnerable Adults

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

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

Yes

No

### 1.6 Is the person being vetted:

A paid worker

A volunteer

Undertaking vocational or educational training

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

*If the person being vetted is not working with children/ young people (Q 1.4), tick 'No' then skip to question 1.11.  
If the person being vetted IS working with children (Q 1.4) AND is a volunteer (Q 1.6), tick 'No' then skip to question 1.9.*

Yes

No (skip to question 1.9)

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

Core worker

Non-core worker

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

Yes

No (skip to question 1.11)

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

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

Yes

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

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

Student

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

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

A primary ID has been sighted (mandatory)

A secondary ID has been sighted (mandatory)

One form if ID is photographic (mandatory)

Evidence of name change has been sighted (if applicable)

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

An assertion of a RealMe identity has been received (see [consent form guide](#) for further information)

**In making this request, I confirm that:**

- ✓ I have complied and will comply with the [Approved Agency Agreement](#).
- ✓ I am satisfied as to the identity of the person being vetted.
- ✓ I have obtained the authorisation of the person being vetted to submit this vetting request as set out in section 3 of this form.

Agency Representative:

Name:		Date:	
Signature:		Electronic signature	<input type="checkbox"/>

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

*\* Denotes a mandatory field*

### 2.1 Personal Information

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

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

### 2.2 Previous names if applicable

*Please include other alias or alternate names; married name if not your primary name; previous/ maiden/ name changed by deed poll or statutory declaration. Please include ALL names (first, middle and last) for each alias/previous name.*

Family name	First name	Middle names

### 2.3 Permanent residential address

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

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

### 3.1 Consent to release information

1. The New Zealand Police may release **any** information they hold if relevant to the purpose of this vetting request. This includes:
  - a. Conviction histories and infringement/demerit reports.
  - b. Active investigations, charges and warrants to arrest.
  - c. Charges that did not result in a conviction including those that were acquitted (not guilty), discharged without conviction or withdrawn.
  - d. **Any** interaction I have had with New Zealand Police relevant to the role being vetted, including investigations that did not result in prosecution or were resolved by an alternative resolution programme.
  - e. Information regarding family violence where I was the victim, offender or witness to an incident or offence. This is particularly relevant where the role being vetted for takes place in a home environment where exposure to physical or verbal violence could place vulnerable persons at emotional or physical risk.
  - f. Information subject to name suppression where that information is necessary for the purpose of the vet.
2. If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released **unless**:
  - a. Section 19(3) of the Clean Slate Act applies to this request (exceptions to the clean slate regime).
  - b. Section 31(3) of the Children’s Act 2014 applies to this request (safety checks of core children’s workers).
  - c. The vetting request is made for the purpose of an overseas visa/work permit and authorises the vetting report to be provided directly to the relevant embassy, high commission, or consulate.

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

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

The Police Vetting Service will take reasonable steps to notify you prior to the disclosure.

4. Information provided in this consent form may be used to update New Zealand Police records.
5. I am entitled to a copy of the vetting report released to the agency (to be provided by the agency) and can request a correction of any personal information by contacting the Police Vetting Service.
6. Please notify the agency or the Police Vetting Service if you wish to withdraw your consent.

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

#### Authorisation of person being vetted:

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

Name:		Date:	
Signature:		Electronic signature	<input type="checkbox"/>