

Application for Upgrade to full Membership

Applicant Criteria

To upgrade from Provisional to full Membership of NZAC you need to:

Be a counsellor who:

- 1 Participates in the mahi with the values of tika, pono and aroha.
- 2 Has an ongoing practice in Aotearoa New Zealand as a Provisional Member for the previous 18 months minimum, 5 years maximum.
- 3 Has a minimum of 300 hours of counselling practice as a Provisional Member.
This can be with individuals, couples, family, whanau.
Up to 150 hours can be tele-counselling, e-counselling and facilitation and/or co-facilitation of therapeutic groups.
- 4 Has a minimum of 30 supervision hours with an external supervisor, who has been a Member of NZAC for at least five years and has been the Applicant's Supervisor for at least 12 months prior to application. This includes discussion of a recording of at least two client sessions (refer Supervisor's Report).
- 5 Has had kōrero with a Puawānanga Kaitiaki for Puawānanga.
- 6 Completes all other criteria outlined in the application.

Definition: Tele-counselling/E-counselling.

Where the counsellor and client are not physically present in the same space and utilize electronic means for synchronous communication, where each person's response is responded to immediately.

This does not include asynchronous communication where there is a delay between sending a message and receiving a response e.g. email.

Application Dates

Closing dates for applications

1st July

1st November

All applications must be submitted by the closing dates.

Fees

Assessment fee \$174.57 (incl GST)

(non-refundable if application unsuccessful)

An Invoice will be emailed to you when your application has been submitted.

Panel fee \$476.10 (incl GST)

The Panel fee will be invoiced after your application has been assessed.

Fees can be reviewed at any time by National Executive.

Panel Hui

Panels will be via zoom October and March.

General Information

- 1 Applications are assessed by the Assessment Team and if successful will meet with a Membership Panel. Membership is then confirmed by the Membership Committee and ratified by National Executive.
- 2 Refer to the website for the Power Point “NZAC Upgrade to Full Membership.”
- 3 Your Supervisor needs to read and discuss your application with you.
- 4 Your qualification is to be sighted and verified by your Supervisor or Employer.
- 5 A Police Vetting Report must have a clearance from the Police.
- 6 If you have had any complaint(s) about your practice, full disclosure is required in your application. This will be discussed by the Membership Committee before assessment takes place.
- 7 If you have had a criminal conviction(s) full disclosure is required in your application. This will be discussed by the Membership Committee before assessment can take place.
- 8 Where any criminal conviction raises concerns in relation to the People with Convictions Policy an Applicant may be required to attend a Special Interview Panel before the application is processed. This will be at your own cost.
- 9 The information gathered in this application will be kept on file.
- 10 Keep a copy of your application.
- 11 For assistance contact applications@nzac.org.nz

Application Checklist

- Report from Supervisor
- Letter from employer(s)
- Support letter(s) from NZAC Member(s) or other
- Report from Puawānanga Kaitiaki
- Letter from other professional associations (if applicable)
- Verified copy of counselling qualification
- Completed Police Vetting form



Section 1

Upgrade to Full Membership

First Names	
Family Name	
Your preferred name	
Date of Birth	
NZ Citizenship status	
Ethnicity	
Iwi/Hapu (if applicable)	
Postal Address	
Town / City / Post Code	
Mobile Number	
Email Address	
Website (if applicable)	
NZAC Branch	
Current Employer	
Length of employment	
Date of Provisional Membership	
NZAC Te Roopu Māori member	Yes / No

Counselling Education

Education/Training Provider	
Name of qualification	
Date when qualification completed	

External Supervision Contract with an NZAC Supervisor

Name of Supervisor(s)	
Length of contract	

Puawānanga Kaitiakitanga

Puawānanga Kaitiaki Ingoa	
Number of hours	

Section 2

Please circle responses as applicable.

Criminal Conviction or Charges Declaration

Do you have any criminal convictions, or are you under investigation, or have any charges pending in Aotearoa New Zealand or in any other country, other than minor traffic infringements?

Yes	No
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If "Yes" attach a detailed statement of explanation.

NOTE: Where any criminal conviction raises concerns in relation to the People with Convictions Policy an Applicant may be required to attend a Special Interview Panel before the application is processed. This will be at your own cost.

Professional Conduct Declaration

1. Are you or have you ever been the subject of formal professional disciplinary proceedings that have been upheld in Aotearoa New Zealand or another country?
2. Are you or have you ever been the subject of a complaint that was upheld to the NZ Health and Disability Commissioner, or an equivalent officer in another country?
3. Have you ever applied, withdrawn or been declined for registration as a health practitioner?
4. Are you currently a member of any other professional association representing counselling, psychotherapy, health or social services field?

Yes	No
Yes	No
Yes	No
Yes	No

Name of professional association: _____

You are required to supply a letter from this association to say that you were/are not subject to any concern(s) / complaint(s) about your practice.

5. Have you previously been a member of any other professional association representing counselling or psychotherapy?

Yes	No
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Name of professional association:

You are required to supply a letter from this association to say that you were/are not subject to any concern(s) / complaint(s) about your practice.

If you have answered "Yes" to any of the questions above, attach a detailed statement outlining the issues and any sanctions.

Applicant Declaration

I declare that the information provided in this application is true and correct and I will uphold the NZAC Code of Ethics. I authorise NZAC to contact any person or organisation named in this application about any matter relevant to my application.

I also confirm that I have fully discussed in supervision:

- a. Any previous criminal convictions, or any charges pending that I have, other than minor traffic infringements
- b. Any complaint/s or concern/s raised by any other professional associations.
- c. Any complaint/s or concern/s raised in current or former employment.

Applicant's name:

Applicant's signature:

Date:

____ / ____ / ____

If you do not disclose all information, or are dishonest in the information given, your application may be declined.

[NZ Police Vetting Guide](#)

[Police Vetting form](#)

Section 3

Puawānanga

Tahia te ara kia kite ai te huarahi
Ahu atu te mata ki te ao marama
Kei kona nga uri whakatipu
Kahore ano i whanau mai
E tatari mai ana ki a koe

*Clear away the obstacles so that
the pathway forward may be seen.
Turn your face to the world of light,
for there the unborn generations
are waiting for you.*

Puawānanga the white Clematis plant known to Māori as a child of two stars of heaven.

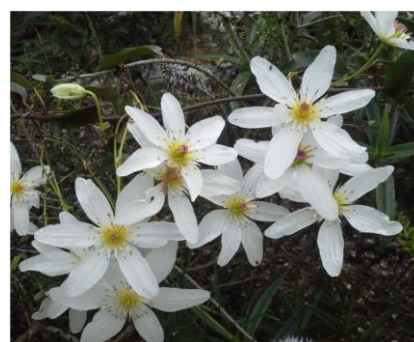
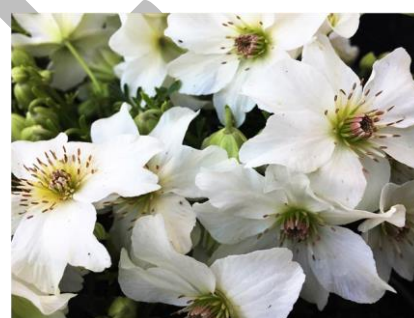
Rehua the father star, whose appearance is a sign of summer coming.

Puanga the mother star, whose twinkling foretold the kind of season we are about to have. Twinkles to the North indicates a prosperous year; an abundance of food. Twinkles to the south, a leaner year.

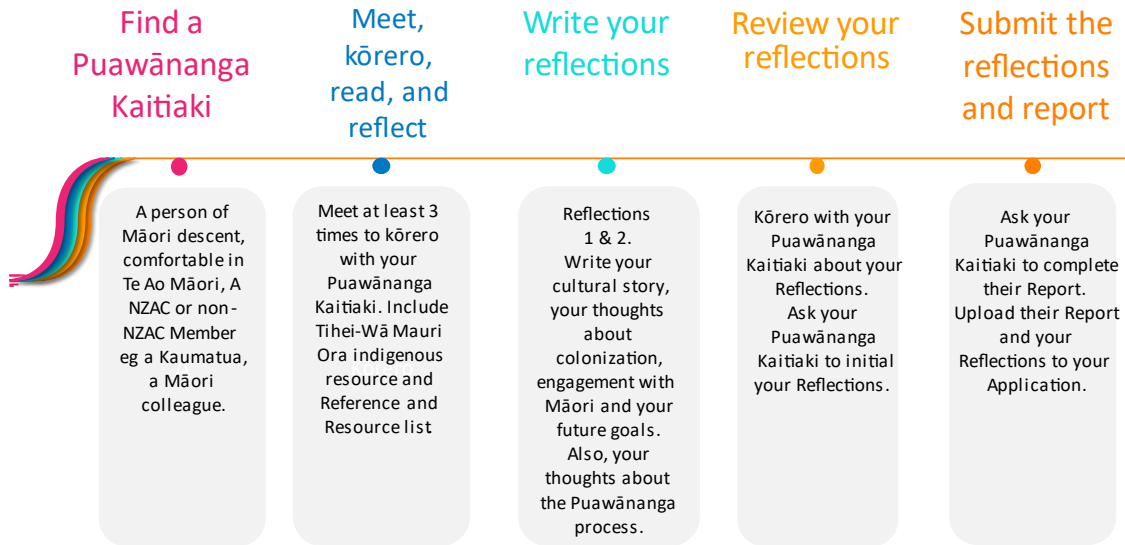
When Puawānanga star shaped flowers appeared, Tohunga would start their school of learning. People would also take this as a sign to become active again, a time for feeding and preparing the grounds ready for spring.

In this context it is about bringing to fruition, to blossom and growing our learning, our own understanding of identity and relationship to tangata whenua in Aotearoa, as NZAC members and applicant members.

We acknowledge Vivienne Body for the koha of this kōrero, the Puawānanga name, and both Vivienne Body and Teina iripi for the koha of Tihei-Wa Mauri Ora to be used in this application process.



Puawānanga Kaitiakitanga



First Written Reflection (minimum of two pages)

Write reflections on the following using kōrero from engagement with the “Tihei-Wā Mauri Ora Indigenous Resource” and any other resources.

Māori Applicants

Write reflections on the following:

1. My Cultural Identity

- What do you know and understand of your own cultural identity?
- How does that inform your current cultural values and principles?
- How are these reflected in your counselling practice?
- Create a future goal which will enable you to strengthen your cultural identity.

2. Colonisation

- What is the impact of colonisation on you and your whānau?
- What actions do you take to counter systemic racism in Aotearoa?
- Create a goal for future actions you might take to counter systemic racism in Aotearoa?

3. Engagement with Māori

- Provide specific examples of your counselling mahi with Māori clients and whānau.
- Create a goal for your future counselling mahi with Māori clients and their whānau.

Tauīwi Applicants

1. My Cultural Identity

- What do you know and understand of your own cultural identity?
- How does that inform your current cultural values and principles?

- c) How are these reflected in your counselling practice?
- d) Create a future goal which will enable you to strengthen your cultural identity.

2. Colonisation

- a) What is the impact of colonisation on tangata whenua?
- b) What is your understanding of white privilege within the context of Aotearoa?
- c) What actions do you take to counter systemic racism in Aotearoa?
- d) Create a goal for future actions you might take to counter systemic racism in Aotearoa?

3. Engagement with Māori

- a) How do you actively engage with Māori clients and their whanau? What specific practices achieve positive engagement with Māori?
- b) Provide specific examples of your counselling mahi with Māori clients and whānau.
- c) Create a goal for your future counselling mahi with Māori clients and their whanau.

Second Written Reflection (minimum of two pages)

Write a reflection on your personal experience and professional practice of engaging in the Puawānanga process.

Include reflections/comments on your kōrero with your Puawānanga Kaitiaki and your use of the “Tihei-Wā Mauri Ora Indigenous Resource”, and other resources from the Reference list and recommendations from your Puawānanga Kaitiaki.

Important Information:

- Puawānanga is a process created by Te Rōpū Māori, based on a relationship with your Puawānanga Kaitiaki which supports the first Object of the Te Rōpū Kaiwhiriwhiri o Aotearoa NZAC Constitution and Members responsibility to Te Tiriti o Waitangi.
- NZAC encourages building an ongoing relationship with your Puawānanga Kaitiaki and/or another Māori Kaupapa/Cultural Supervisor/Advisor post the upgrade to full Membership.
- Te Rōpū Māori acknowledges tangata whenua and tauwiwi will have different knowledge and understanding of Te Ao Māori but both aspire towards achieving cultural understanding and competence.

Resources and References

Tihei-Wā Mauri Ora – Indigenous Resource



Tihei-Wā Mauri Ora
Indigenous Resource.

Puawānanga References and Resources



Puawānanga
Resources and Refere

Puawānanga Kaitiaki Report

Applicant's Ingoa (Name)	_____
	<i>please print</i>
Puawānanga Kaitiaki Ingoa (Name)	_____
	<i>please print</i>
Puawānanga Kaitiaki Iwi	_____
	<i>please print</i>

Puawānanga Kaitiaki needs to complete their report in consultation with the applicant.

Please confirm:

- Three or more Puawānanga Kaitiakitanga sessions were held.
- Engagement with "Tihei-Wā Mauri Ora Indigenous Resource" (Piripi & Body 2010, 2013) to enhance their experience of Te Ao Māori, and to demonstrate their bi - cultural counselling practice.
- You have sighted and signed the Applicant's written reflections.
- You support the Applicant's application to Full Membership.

Puawānanga Kaitiaki Comments:

Puawānanga Kaitiaki signature: _____

Date: _____

Section 4

Counsellor Education

To be completed by Counsellors who have graduated from the University of Auckland Master of Counselling programme.

Attach a copy of your Master of Counselling qualification. This document must be verified and signed either by your employer or Supervisor as a true and correct copy.

Section 5

Supporting Material

These must be dated within the last six months.

If you are in paid or voluntary work attach; ☐

- A letter from your employer(s) which describes your position and confirms whether or not, you are, or have been, the subject of any ethical complaints that have been upheld.

OR

- If you are in private practice provide references from 2 professional colleagues well known to you and can attest to your competency and integrity.

Section 6

NZAC Activities

- Be involved in 3 NZAC activities where you connect with NZAC and other members within the last 2 years.
- The activity includes attending Branch hui, Te Rōpū Māori hui, robust conversations with NZAC colleagues, sharing of resources and discussion on the NZAC Facebook website and webinars (or other means)..
- Evidence may include a paragraph of your learning, a screenshot or acceptance email that you have participated in an on-line activity.

Section 7

Ongoing Professional Development

- List any professional development you have undertaken since completing your counsellor education. This includes wānanga and marae based programmes. Only the course title, name of professional development provider, date and duration are required.

Section 8

Personal Beliefs, Philosophy, Values and Development

- Describe your personal beliefs, philosophy and values which have come from your life experiences and may include personal counselling. (*approximately one page*).
- How do these beliefs, philosophy and values influence your mahi? (*approximately two pages*).

- Describe an experience as a participant in a group process where you have gained knowledge and insight of yourself and others and reflect on the value of this experience. (*approximately one page*).
- How do you develop self-awareness and personal efficacy in your counselling practice/mahi. (*approximately one page*).

Section 9

Counselling Theories

- Name and describe two counselling theories. How have you developed these theories and applied them to your practice/mahi? (*approximately one page per theory*).

Section 10

Ethics in Practice

Working out ethical sensitivities is part of everyday practice/mahi for counsellors (Crocket, 2011, p. 13). Inevitably, situations arise when we need to examine the ethical complexities that emerge during counselling work/mahi. Using a practice example demonstrate how you resolved an ethical consideration in your practice/mahi.

The Task

Choose a specific example of ethical concern you have encountered in your practice/mahi. A good example will have presented some challenges for you, involved some ethical complexity and supervision conversation/s and will demonstrate your ability to think deeply and clearly through a process and know the value of consulting others. The process will start with a difficult issue/dilemma arising in your practice/mahi and lead to some place of resolution and going forward.

Refer to the NZAC Code of Ethics (Code), and relevant literature, throughout your example. You will find it helpful to make use of chapters in the book:

Crocket, K., Agee, M. & Cornforth, S. (Eds.). (2011). *Ethics in practice: A guide for counsellors*. Wellington, New Zealand: Dunmore. *Chapter 1.5 Making decisions for ethical action* has particular relevance.

Introduce the issue

- Briefly introduce the ethical concern.
- State why you chose this ethical concern.
- Why was this concern an ethical issue.

Describe the process

Describe the process you undertook.

- a. How did you use the Code as a guide to decide on possible responses and courses of action? Identify the relevant values, principles and clauses from the Code and explain why they are relevant.
- b. The options you considered, and the potential benefits and potential harm involved in these options.
- c. Any conflicts that you encountered between parts of the Code.
- d. The option/s and action/s you *took* and your reasons for choosing this/these.
- e. How you involved the client/s in the process.
- f. Your own personal values and process.
- g. How conversations you had with your Supervisor helped you work through the concern.

- h. Identify the learning that came about for you.
- i. Any other people or resources you consulted and how these contributed to the process and your understanding.
- j. Any legislation, organizational policies, contracts or other guidelines you needed to consider.
- k. How your decision or action affected your client/s, the counselling relationship and you - at first and/or later?

Reflection for the future

How might this experience inform your future practice/mahi?

Section 11

Future Development

What are some of the challenges in your work/mahi with clients (*approximately one page*).

- What steps are you taking to address these challenges and further develop your practice/mahi (*approximately one page*)

Supervisor's report

Complete Parts A & B in collaboration with the Applicant.
 The external Supervisor must be a Member of NZAC for at least five years and has been the Applicant's Supervisor for at least 12 months prior to application.

Part A

Name of Applicant: _____

Name of Supervisor: _____

I have been a Member of NZAC for more than 5 years Yes / No

1	Frequency of supervision.	
2	Start and end date of supervision contract.	Start date:
		End date:
3	Total hours of supervision undertaken to date (min 30 hours required).	

4 Do you have administrative or statutory responsibility for the Applicant's work?

Yes	No
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If "Yes" please explain this relationship.

5 Number of supervised counselling hours completed. (min 300 hours)

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6

- a. Number of hours as a facilitator and/or co-facilitator of therapeutic group(s)
- b. Number of telephone counselling hours.
- c. Number of online counselling hours.

NOTE: a., b. and c. together cannot exceed 150 hours.

Yes	No
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7 Counselling log seen.

8 The Supervisor is required to discuss with the Supervisee at least two recordings of the Supervisee's work/mahi with clients. One recording needs to be from the past six months.

Your experience of the Applicant's work has been from:

- Video
 Audio
 Observing counselling session(s)

9 To your knowledge has the Applicant been or are they currently, the subject of a concern or complaint about unethical or unprofessional conduct?

Yes	No
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If "Yes" please explain.

Part B

The Membership Committee strongly advises you to complete the Supervision Report as a Word Document and then upload to the on-line application format, hence retaining a copy.

Te Rōpū Kaiwhiriwhiri o Aotearoa NZAC invites you as the Applicant's Supervisor to contribute to the Counsellor's application by completing a Report, done in a collaborative kōrero with the Applicant.

As the Applicant's Supervisor you are the person most familiar with their practice/mahi, having observed their practice/mahi over time and discussed recording/s of their mahi with their clients. Therefore, you are in a unique position to comment on the Applicant's qualities as a Counsellor.

NZAC wants an accurate picture of the Applicant and their mahi so we can adequately assess their suitability for membership. Please comment on the following. You are welcome to include other information.

1. Is the Applicant a safe and competent Counsellor? How is this demonstrated?
2. What do you know about the Applicant's level of self-awareness in their mahi. This includes their cultural awareness. How do they reflect on, critique and articulate their mahi? And respond to change and self-correct when required?
3. A Counsellor's mahi needs to be sustainable, delivering a high standard of practice to the clients they are working with. How does the Applicant manage and maintain their fitness to practice and their self-care in order to do this?
4. Do you believe the Applicant is suitable to be a Member of NZAC?

As a guide, please write a paragraph about each.

Supervisor Declaration

This application confirms my experience of this Applicant and their work/mahi. I have discussed with the Applicant two recordings or observations of their work/mahi.

I have sighted the Applicant's completed application form, log of face-to-face practice and their professional development record.

To the best of my knowledge, the information contained is true and correct and this person is of good character and is fit to practice as a Member.

Supervisor's name _____

Supervisor's signature _____

Date _____

Please contact the Membership Manager (membership@nzac.org.nz) for assistance if you have any queries or concerns.