

Provisional Membership Application for Particular Circumstances

This pathway to Membership is for people in the health sector who have been practicing counselling for a minimum of eight years' full-time equivalent. It recognises professional development, learning and experience from a variety of sources, including extensive supervised counselling practice, which the Applicant has integrated into their counselling practice.

The Applicant must demonstrate they have the awareness, theoretical knowledge, skills and experience equivalent to a counsellor education programme, achieved appropriate levels of competency and integrated different sources of learning.

Applicant Criteria

To be a Provisional Member of NZAC you need to:

Be a counsellor who:

- 1 Participates in the mahi with the values of tika, pono and aroha.
- 2 Has completed a minimum of 600 hours of education/training and professional development. This must include a minimum of 100 hours of core counselling skills education/training.
- 3 Has completed a minimum of 2,000 hours of supervised counselling. This can be with individuals, couples, family and whanau. Up to 1,200 of these hours can be Tele-counselling, E-Counselling and facilitation and/or co-facilitation of therapeutic groups.

Definitions: 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.

- 4 Has undertaken a minimum of 50 hours supervision, at least 10 sessions within the last 12 months.
- 5 Has submitted a recent satisfactory report from a supervisor who is a current, full Member of NZAC or a similar professional association, who has been a Member for five years and who has been the Applicant's supervisor for the past 12 months.
- 6 Has had a minimum of three hours of Puawānanga provided by someone of Māori descent comfortable with Te Ao Māori and can therefore assist the Applicant in their reflection process – see Section 5.
- 7 Has demonstrated an ongoing commitment to both personal and professional development.
- 8 Agrees to work within the NZAC Code of Ethics and be accountable to the Association while working towards Member status.
- 9 Has completed a case study and video of their practice for review by the Assessment Team.

Application Dates

Applications for Provisional Membership are accepted at any time of the year.

Please note however, applications are assessed at regular intervals. This means it can take up to three months from the time it is submitted for the application to be processed.

Fees

Assessment fee \$1,190.25 (incl GST)

(non-refundable if application unsuccessful)

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

Fees can be reviewed at any time by National Executive.

General Information

- 1 If your application meets all requirements Provisional Membership be granted.
- 2 Your Supervisor needs to read your application and discuss it with you.
- 3 Your qualifications and certificates need to be sighted and verified by your Supervisor or Employer.
- 4 A Police Vetting Report must have a clearance from the Police.
- 5 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.
- 6 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.
- 7 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.
- 8 If you are not a New Zealand Citizen, provide evidence of either New Zealand Residency or of a valid New Zealand Work Visa. As a Provisional Member, you need to be able to work in New Zealand to complete the requirements for upgrade to Member.
- 9 The information gathered in this application will be kept on file.
- 10 NZAC Provisional Membership may be held for a minimum of 18 months, a maximum of five years from date of confirmation. If a Provisional Member has not upgraded to Member at the end of five years, their Provisional Membership will cease unless an extension has been approved.
- 11 The steps for upgrade to Member begin once you are a Provisional Member.
- 12 For the duration of Provisional Membership, you are required to have a NZAC Registered Supervisor who has been a Member for a minimum of 5 years.
- 13 Keep a copy of your application.
- 14 If assistance is required contact applications@nzac.org.nz

Applicant Checklist

- Video and transcript of your practice
- Report from Supervisor
- Letter from employer(s)
- Report from Puawānanga Kaitikai
- Letter from other professional associations (if applicable)
- Verified copy of your qualification/s
- Completed Police Vetting Report

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New Zealand
Association of
Counsellors
Te Roopu Kaiwhiriwhiri o Aotearoa

Section 1

Provisional Membership Application for Particular Circumstances

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	
NZAC Te Roopu Māori member	Yes / No

Counselling Education

Education/Training Provider	
Name of qualification	
Level of Education/Training completed	
Date when qualification completed	
Field of Education/Training (Counselling, Psychotherapy, etc)	

External Supervision with an NZAC Supervisor or Supervisor from a similar professional association

Name of Supervisor(s)	
Professional Association of Supervisor	
Length of contract	

Puawānanga Kaitiki

Puawānanga Kaitiaki Ingoa	
Number of hours	

Section 2

Please circle responses as applicable.

Criminal Conviction or Charges Declaration

Yes	No
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Do you have any criminal convictions, or are you under investigation, or have any charges pending in New Zealand or in any other country, other than minor traffic infringements?

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 New Zealand or another country?

Yes	No
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- 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?

Yes	No
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- 3 Have you ever applied, withdrawn or been declined for registration as a health practitioner?

Yes	No
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- 4 Are you currently a member of any other professional association representing counselling, psychotherapy, health or social services field?

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.

Yes	No
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- 5 Have you previously been a member of any other professional association representing counselling or psychotherapy?

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.

Yes	No
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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 my Counsellor Education Provider.
- c. Any complaint/s or concern/s raised within my placements/employment.
- d. 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.

Section 3

Counsellor Education

- List the core counselling skills education/training undertaken and outline the learning outcomes from each course.

Example:

Course Title	Course Facilitator	Date	Total Hrs	Key Learning Outcomes
Person Centred Counselling Skills	Lifeline	Sept – Nov 2015	30hrs	
Couples Counselling	Weltec	Feb - May 2019	60hrs	
Treaty of Waitangi	Massey University Paper	2020	120 hrs	
Family Therapy - Theory and Practice	Youthline	Ongoing during 2022	80 hrs	

Attach copies of your counselling qualifications, including academic transcripts. These documents must be verified and signed either by your employer or Supervisor as a true and correct copy.

Section 4

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 5

Puawānanga

Have a minimum of three hours of Puawānanga Kaitiakitanga provided by someone of Māori descent comfortable with Te Ao Māori and can therefore assist the applicant in their reflection process.

The kōrero needs to include;

- Te Tiriti o Waitangi and the significance it has in Aotearoa New Zealand today.
- The impact of colonisation on Māori.

Write a statement which reflects on your kōrero with your Kaitiaki.

Write about your commitment to take the learning into your everyday counselling practice. (*Guide: one page*).

Kaitiaki to complete form found on NZAC website: Professional Development, Puawānanga Kaitiakitanga.

Section 6

Ongoing Professional Development

- List any professional development you have undertaken in the last two years. This includes wānanga and marae based programmes.
Only the course title, name of professional development provider, date and duration are required.

Section 7

Personal Development

- On reflection of significant life events and experiences what have been your learnings. This may include personal counselling. (*guideline: one page*)
- Describe what motivated you to become a counsellor (*guideline: one page*).

Section 8

Counselling Experience and Theories

- Outline your counselling experience over the last eight years. Clearly identify what counselling is as opposed to any other role you may have (*guideline: one page*).
- Name and briefly describe two theoretical frameworks that you use in your practice (*guideline: one to two pages*).

Section 9

Case Study

Complete a written case study of 3,000 words or less, and a 15–20 minute video segment of mahi with a client. Use the same client for both pieces of work. This study is about work undertaken with a client who has come to you for counselling.

Case study instructions

Be sure to include the following in your case study, as these will form the criteria for the assessment of your work:

- a. How was the client referred?
- b. How was the initial contract negotiated?
- c. What were your initial impressions of the client?
- d. What cultural considerations were present and how did you take them into account?
- e. Discuss the social/historical context of the client.
- f. Describe some of the concerns that your client brought to counselling.
- g. What informed/influenced your thinking as you responded to the clients concerns and formulated a plan for the work in collaboration with your client?
- h. How were these concerns explored and what strategies were used?
- i. Comment on the usefulness of the strategies.
- j. What counselling theories did you use in the work?
- k. On what basis did you choose the theories, and how useful were they?
- l. Talk about how you have experienced yourself in working with this client.
- m. What were your challenges in this work?
- n. Discuss what worked well, what did not, and how you knew.
- o. How did you address what did not work well?

Video segment instructions

Provide a 15–20 minute video segment of work with the client. Provide a verbatim transcript of the segment, number each interaction and use “Th” to denote your part, and “Cl” for the client. Example

Speaker	Transcript Verbatim	Observation of Client	Counsellor Process	Commentary	Theory used
1. Cl					
2. Th					
3. Cl					

Provide a summary of the overall segment. In your summary, include the core counselling skills used and the appropriateness and competence with which you used them. Comment on your authenticity and congruence with this client.

External Supervisor's Report

Complete Parts A & B in collaboration with the Applicant

The Supervisor must be a Member of NZAC or similar professional association, who has been a Member for five years and who has been the Applicant's Supervisor for the past 12 months. 50 hours of supervision are required before application, including at least 10 within the last 12 months.

Part A

Name of Applicant: _____

Name of Supervisor: _____

External Supervisor: _____

Professional Association: _____

1 Frequency of supervision

2 Start and end date of supervision contract

Start date:	End date:
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3 Total hours of supervision undertaken to date (min 50 hours required).

4 Do you have administrative or statutory responsibility for the Applicant's work? Yes No

If "Yes" explain this relationship.

In total, the Applicant needs to have completed a minimum of 2,000 hours counselling practice.

5 Number of face to face counselling hours

6 Number of hours as a facilitator and/or co-facilitator of therapeutic group/s

7 Number of telephone and online counselling hours

NOTE: 6. and 7. together cannot exceed 1200 hours.

- 8 Counselling Log seen

Yes	No
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- 9 The Supervisor is required to discuss with the Supervisee at least two recordings or observations of the Supervisee's work with clients.

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

- Video Audio Observing counselling session/s

- 10 To your knowledge has the Applicant ever been or is 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, having observed their practice 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 needs 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 may include their cultural awareness. Can 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 takes care of 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. I have recently viewed/heard recordings of the Applicant's work. 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.

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.

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