

COMPETENCE ASSESSMENT CHECK LIST

FULL COMPETENCE ASSESSMENT	RECERTIFICATION COMPETENCE ASSESSMENT
Social workers applying for full competence must complete the following:	Social workers applying for full competence must complete the following:
1. Application Forms <ul style="list-style-type: none"> • Part 1: your contact details • Part 2: include payment details • Part 3: declarations 	1. Application Forms <ul style="list-style-type: none"> • Part 1: your contact details • Part 2: include payment details • Part 3: declarations
2. Self Reflection (signed & dated)	2. Continuing Professional Development (CPD) Log (signed & dated)
3. Practice Study (signed & dated)	3. Request and Consent Vetting Form

MOVING FROM PROVISIONAL TO FULL WITH GRADUATE COMPETENCE	MOVING FROM PROVISIONAL TO FULL WITH OVERSEAS COMPETENCE
Social workers who are currently registered with graduate competence and want to move to full registration must complete the following:	Social workers who are currently registered with overseas competence and want to move to full registration must complete the following:
1. Application Forms <ul style="list-style-type: none"> • Part 1: your contact details • Part 2: include payment details • Part 3: declarations 	1. Application Forms <ul style="list-style-type: none"> • Part 1: your contact details • Part 2: include payment details • Part 3: declarations
2. Continuing Professional Development (CPD) Log (signed & dated)	2. Self Reflection based on NZ practice (signed & dated)
http://swrb.govt.nz/moving-from-provisional-to-full-registration/	3. Practice Study based on NZ practice (signed & dated)
	4. Continuing Professional Development (CPD) Log (with specific CPD) (signed & dated)
	5. Request and Consent Vetting Form

* All templates can be download from our website at <http://swrb.govt.nz/for-social-workers/competence-assessment/>

Please email your completed (signed & dated) competence application to comp@swrb.govt.nz. We do not require hard copies to be posted.

WHAT HAPPENS NEXT?

Once we have checked that your application is complete, it will be given to our Competence assessor for assessment. For those already registered, your competence certificate will be emailed to you. For those just applying to become registered. Your competence certificate will be in your registration pack once your registration has been confirmed.

If your application is incomplete, we will contact you to request the relevant information. Please note: this will delay your application.

**** Your competence assessment will not be processed until payment is received.***

Part 1: PERSONAL AND CONTACT DETAILS

Family name / Surname:

Given / First name/s:

Date of birth: / /

Registration number?

CONTACT DETAILS

Mailing address:

Postcode:

Phone number:

Email:

Part 2: FEES AND REMITTANCE ADVICE

Please refer to the current SWRB fee schedule for competence assessment application fees. I AM APPLYING FOR FULL COMPETENCE ASSESSMENT I AM APPLYING FOR RECERTIFICATION COMPETENCE ASSESSMENT Please invoice my employer (an invoice will be emailed directly to you) I enclose cheque / bank cheque for the sum of NZ\$ including GST Please debit my: MasterCard / Visa for the sum of NZ\$ including GST

CREDIT CARD NUMBER:

Card number: Expiry: /

Name on card:

Signature:

Date:

 I have paid by direct credit / internet banking with my initials and surname as the reference and COMP as the code. (Please note that not including the reference and code may delay your application being processed).

Social Workers Registration Board Bank Account Number: ANZ Bank: 06 0507 0040722 00

Payment Date:

Part 3: DECLARATIONS

All applicants to complete

APPLICANT DECLARATION – The applicant completes this

I,

declare that I am competent to practise social work in accordance with the Social Workers Registration Board's ten core competence standards. I affirm that I have undertaken/will continue to undertake a range of professional development activities and have/will have evidence of this in my Continuing Professional Development log. I confirm the enclosed application to be an honest and true reflection of my practice.

Have you failed a competence assessment in the past five years?

- Yes – write to the SWRB Registrar explaining the circumstances and enclose in a sealed envelope with your application
 No

Have you been the subject of a disciplinary investigation / complaint investigation in the past five years?

- Yes – write to the SWRB Registrar explaining the circumstances and enclose in a sealed envelope with your application
 No

Are you currently the subject of a disciplinary investigation / complaint investigation?

- Yes – write to the SWRB Registrar explaining the circumstances and enclose in a sealed envelope with your application
 No

Workplace:

Signature:

Date:

MANAGER/SUPERVISOR EVALUATION DECLARATION

The manager/supervisor to whom the applicant reports completes this

I believe the applicant to be COMPETENT against the Social Workers Registration Board's ten core competence standards.

Supervisor/Manager full name:

Registration number (if applicable):

Workplace:

Job title:

Signature:

Date:

STATEMENT OF ENDORSEMENT

A New Zealand Registered Social Worker or qualified social worker with a current New Zealand competence certificate completes this

I have observed the social work practice of the applicant and endorse the Supervisor/Manager recommendation that the applicant is COMPETENT against the Social Workers Registration Board's ten core competence standards.

Endorser's full name:

SWRB registration number:

Qualification:

Endorser's Competence Certificate expiry date:

Workplace:

Job title:

Signature:

Date: