

Professional Reference

Provide this information sheet to your referee. Without this reference, your application cannot proceed. Your referee must send their reference directly to the SWRB.

This information sheet is provided to assist people to prepare a reference for an applicant for registration as a social worker with the SWRB.

Under the Social Workers Registration Act 2003 the SWRB must satisfy itself that an applicant is a fit & proper person to be registered as a Social Worker

To assist the Board, referees should comment to the best of their knowledge on:

- The capacity and length of time in which you have known the applicant
- What reasons relating to the character, integrity, reliability and diligence, in your opinion, makes the applicant suitable for registration
- Whether there are any factors known to you that would or might make the applicant unsuitable for registration as a social worker
- Whether you believe that the applicant is competent against the SWRB core competence standards to be registered as a social worker
- Are you supportive of the applicant becoming a registered social worker (if not, please provide a detailed explanation)
- To your knowledge can the applicant communicate effectively for the purpose of practising social work
- To your knowledge has the applicant ever been convicted of any offense in New Zealand or another country (if you answer yes, please provide a detailed explanation)
- To your knowledge has the applicant ever suffered from a health concern that had a direct impact on their ability to practice social work (if you answer yes, please provide a detailed explanation)

Who can supply a professional reference?

If you are in social work employment your reference should be from one of the following:	If you are a new graduate, your reference should be from one of the following:
<ul style="list-style-type: none"> • Your supervisor (must have known you for at least 12 months); 	<ul style="list-style-type: none"> • Your final placement supervisor
<ul style="list-style-type: none"> • Your direct line manager (must have known you for at least 12 months) 	<ul style="list-style-type: none"> • Your direct line manager (must have known you for at least 3 months)

If you are unable to supply a reference that meets this criteria, you may be required to submit additional references.

Please make sure that the name and date of birth of the applicant you are providing a reference for is clearly stated on the reference and that the reference is written on letter head where possible.

Please include your contact details.

Please email your completed reference to applications@swrb.govt.nz

Ngā mihi nui
Paul Kirby, Registrar