



**OTAGO**  
POLYTECHNIC  
Te Kura Matatini ki Otago

# Te Taketake Diploma in Applied Addictions Counselling (Level 7)

## APPLICANT INFORMATION

Otago Polytechnic and Moana House Training Institute

**Please complete all sections of the application.**

In addition to completing the Otago Polytechnic standard Application Form, the Moana House Training Institute requires additional information from applicants to the Te Taketake Diploma in Applied Addictions Counselling Programme. This information is described below.

We will not look at your application until all the information is received. To avoid the possibility of places being filled before your application is assessed, please ensure you send all the required information. Applications are preferred by 30<sup>th</sup> November 2018. Acceptable applications received after this date will be added to our waitlist.

**Are you applying for Direct Entry into Year 2? (please tick)**

Yes

No

*(Please note: places are only available in Dunedin for this option)*

**Please email this form and supporting documents to the following email address:**

Email - [ebsSOS@op.ac.nz](mailto:ebsSOS@op.ac.nz)

**Alternatively, you can post this Freepost (no stamp required) address:**

Otago Polytechnic  
Freepost  
Private Bag 1910  
Dunedin 9054  
Attn: Student Administration

Preferred Name: \_\_\_\_\_

Legal Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email address: \_\_\_\_\_

### INTERVIEWS

Applicants will be required to undertake a phone interview before being offered a place on the Programme and in some circumstances may be invited to attend an interview. The applicant must meet any costs of attending an interview. Whānau support is welcome.



**WRITTEN STATEMENT**

1. Briefly describe your reasons for wanting to undertake this Programme of study, including significant life experiences and personal learning (up to 500 words).
2. Describe your experience/involvement in the Social Sector, AOD, Mental Health or Criminal Justice work, or other work for the community. (Personally and Professionally). If you are applying for the RPL option please state why you believe direct entry should be considered in your case.
3. Give an example of how the Treaty of Waitangi might underpin your work in the Social Sector (up to 350 words).
4. Identify what you see as the main social issues facing New Zealanders today (up to 350 words).
5. Please detail your current supervision arrangements. (Supervisors name, frequency of contact etc.)
6. Are you a member of any professional association? (e.g. DAPAANZ)  Yes  No

(Please provide details about your membership) We recommend joining DAPAANZ as a member so you have membership of a professional body. This is considered essential whether you are in employment or on placement in an agency.

.....  
.....

7. Is there anything else we should know about you?

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

**ACADEMIC TRANSCRIPTS**

Applicants for the Te Taketake Diploma in Applied Addictions Counselling Programme must meet the academic entry criteria, which include:

- A minimum of 60 credits at NCEA Level 3, preferably in English-rich subjects OR equivalent experience or qualifications.

Please attach copies of your qualification(s) and achievement summary from NZQA (if possible). Please also attach any other additional transcripts from other educational institutions.

- If you do not meet this criteria an attestation is required that you can study at this level.

**CURRICULUM VITAE**

Please enclose full curriculum vitae. To save expense and handling – please do *not* present your CV in a folder.

## REFEREE REPORTS (TWO REQUIRED)

Please supply the **name, address and contact details of two referees** who are willing to give a confidential report.

A trusted referee must be over 16, not be related, or a partner/spouse, or a co-resident of the applicant.

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

## COMPUTER SKILLS

These Programmes are partially delivered online; therefore it is important that all students are able to access this material. Please rate your computer skills:

No computer knowledge		Limited computer knowledge		Have basic computer knowledge		Comfortable using computers		Very competent	
1	2	3	4	5	6	7	8	9	10

If you have rated yourself in 1-4, we would suggest contacting Otago Polytechnic (0800 762 786) for basic computer training (ask for the Community Learning Centre).

## PERSONAL INFORMATION

Please answer all of the following sections:

### 1) Use and Abuse of Addictive Substances

If you have an addiction history, we need an attestation statement that you have been substance free and in recovery for at least two years.

I have a history of abuse of substances (*please tick*)  Yes  No

If Yes, then:

I have been in recovery for at least two years (*please tick*)  Yes  No

The below person can be contacted to attest to my recovery:

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Contact details: \_\_\_\_\_

## 2) Mental Health Status

Are you in recovery from a psychological or psychiatric condition (*please tick*)  Yes  No

If **yes**, you will need to provide the following information:

- (a) An attestation that your condition has been stable for at least two years
- (b) A relapse plan which identifies early signs and symptoms of a relapse and which provides a name and contact number of your primary health professional whom we could contact if it should become necessary
- (c) Are you currently on medication for this condition? (*Please tick*)  Yes  No

The below person can be contacted to attest to my Mental Health Status:

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Contact details: \_\_\_\_\_

## PREVIOUS CONVICTIONS AND MINISTRY OF JUSTICE VETTING PROCESS

For **entry** to the Te Taketake Diploma in Applied Addictions Counselling Programme, you are required to:

1. **Make a declaration as to any previous convictions** (other than minor traffic offences) you may have, and
2. **Provide Ministry of Justice vetting** to be fully accepted into the Programme. You will be required to apply for this yourself online. The final (2) pages of this application pack explains how to go about this. The outcome of this vetting will be confidentially returned to Claire Aitken at Moana House Training Institute, and your acceptance may be revoked if details are discovered to have been omitted.
  - Please note that this vetting report must be current (within six months of submitting this application).
  - The vetting process can take up to 21 days to process by Ministry of Justice so please take this into account.
  - Some offences may affect our decision to accept your application for enrolment. We also need to assure placement providers of your suitability for working in their service.
  - A criminal record (with convictions over two years old) does not mean automatic exclusion, all applications are considered. If convictions disclosed as a result of this process are significant, then Moana House Training Institute may need to inform placement providers of these details.
  - Applicants with criminal convictions less than two years old will not be accepted into the programme.

By signing the following **Offences Against the Law** section, you authorise the Otago Polytechnic and the Moana House Training Institute to advise any potential providers of work placements of the results of the disclosure.

**Please answer all of the following sections:**

**1. Offences Against the Law:**

Have you ever been convicted, discharged without conviction, or experienced police diversion as a result of any criminal charges? (traffic offences, other than drink driving, do not apply).

Please tick  Yes  No

**Do you have any current or pending charges against you?**

Please tick  Yes  No

If you have answered yes to either of the above questions, please provide further details in a separate confidential letter to the Selection Committee, Moana House Training Institute when submitting this application.

You are required to inform the Moana House Training Institute of any charges that are laid against you while you are a student on this Programme. Failure to inform the Moana House Training Institute may result in you being withdrawn from the Programme.

Name \_\_\_\_\_  
(Legal surname) (Given names)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**WAITLISTING**

Given the increased demand for those wanting to access Te Taketake, we now operate a waiting list for positions on the course. It is not uncommon for people to withdraw at the start of the year and this means we are then in a position to offer a place to the next person on the list.

Priority on the waitlist will be given on the basis of evidence of:

1. Support from your employer for you to study
2. Support from your employer to provide you with supervision
3. Your track record of achievement – not necessarily academic but a proven ability to complete tasks
4. Your contribution to your community
5. Academic ability and literacy
6. Your ability to access work with whaiora for your clinical hours.

## COURSE COSTS

### **\$3451.00 Course Fees** (Indicative – based on 2018 fees)

All course fees must be paid prior to course commencement.

Fees are invoiced by and payable to Otago Polytechnic via the following methods:

- Student loan – applicants can apply to StudyLink of their intentions to study – no need to wait until you secure a place
- Sponsor – either your workplace or scholarship (Contact Otago Polytechnic for an Authorisation form)
- Cash or credit card (details on invoice – provided once enrolled)
- Payment plan directly with Otago Polytechnic (establishment fee and conditions apply)

### **\$ 951.50 Text Book Fees**

Unfortunately, because Te Taketake is a part-time Programme, text books and other course-related costs cannot be borrowed against any StudyLink student loan. A full list of text books required for the Programme will be sent to students after successful enrolment. Purchasing books for the Programme is the responsibility of each student. Books can be purchased at most online retailers and many of the books can be found in your local library.

Moana House Training Institute also offers the option of purchasing books from the University Book Shop on behalf of students, and allowing them to pay back the total cost over a 9 month period, with a minimum payment of \$30 per week. Further information regarding this will be made available to taura upon successful acceptance into the Programme.

All students will need textbooks for Waananga 1.

### **Other costs include:**

#### **Travel to Waananga Venue**

Taura are expected to make their own travel arrangements to and from each Waananga; and at their expense. In the past, students have often car-pooled or shared shuttle transport from the airport. Please let Moana House Training Institute know if you are interested in connecting with other students to travel together to Waananga.

#### **Accommodation**

Moana House Training Institute offers taura the option of marae-style accommodation at the Waananga venue for a cost of \$40 + GST for the entire weekend (Thursday, Friday, Saturday nights inclusive). Students may also choose to seek accommodation elsewhere. Moana House Training Institute will provide further information to taura upon successful enrolment into the Programme.

#### **\$40 Suggested Koha for Kai (food)**

Moana House Training Institute will fully cater morning tea, lunch, afternoon tea, and dinner meals for each Waananga. Students are asked to contribute towards this cost as Moana House Training Institute is a non-profit organisation and they are not reimbursed in any other way for the food and catering provided. They are grateful for any amount of koha that taura can contribute. Moana House Training Institute makes every endeavour to meet special dietary requirements if notified at time of enrolment. Cash payments will be accepted at each Waananga. Students may also make payments for koha through online banking to Moana House directly (if desired) - further information to follow.

## 2019 WAANANGA DATES

### Te Taketake North:

March 8,9,10  
April 12, 13, 14  
May 10, 11, 12  
June 7, 8, 9  
July – NO WAANANGA  
August 9, 10, 11  
September 6, 7, 8  
October 11, 12, 13  
November 8, 9, 10

### Te Taketake South:

March 22, 23, 24  
April 26, 27, 28  
May 24, 25, 26  
June 21, 22, 23  
July – NO WAANANGA  
August 23, 24, 25  
September 20, 21, 22  
October 25, 26, 27  
November 22, 23, 24

## DECLARATIONS

### Privacy Act 1993

The personal information collected in this application is held by Otago Polytechnic and Moana House Training Institute for the purpose of determining your fitness to practice, and possible subsequent applications for registration as a counsellor.

You are entitled to ask the Otago Polytechnic or the Moana House Training Institute for access to, and correction of, personal information.

If you do not wish to provide all the information requested on the application form, then please inform the Otago Polytechnic and Moana House Training Institute in writing and the possible consequences will be explained to you.

I consent to Otago Polytechnic and Moana House Training Institute storing my enrolment information on the condition that it is not passed on to any other organisation without my knowledge.

Otago Polytechnic and the Moana House Training Institute holds all unsuccessful applications for two years; after this time, they are destroyed.

I agree that the course tutor can contact my employer or placement supervisor to discuss study progress and enrolment coordination.

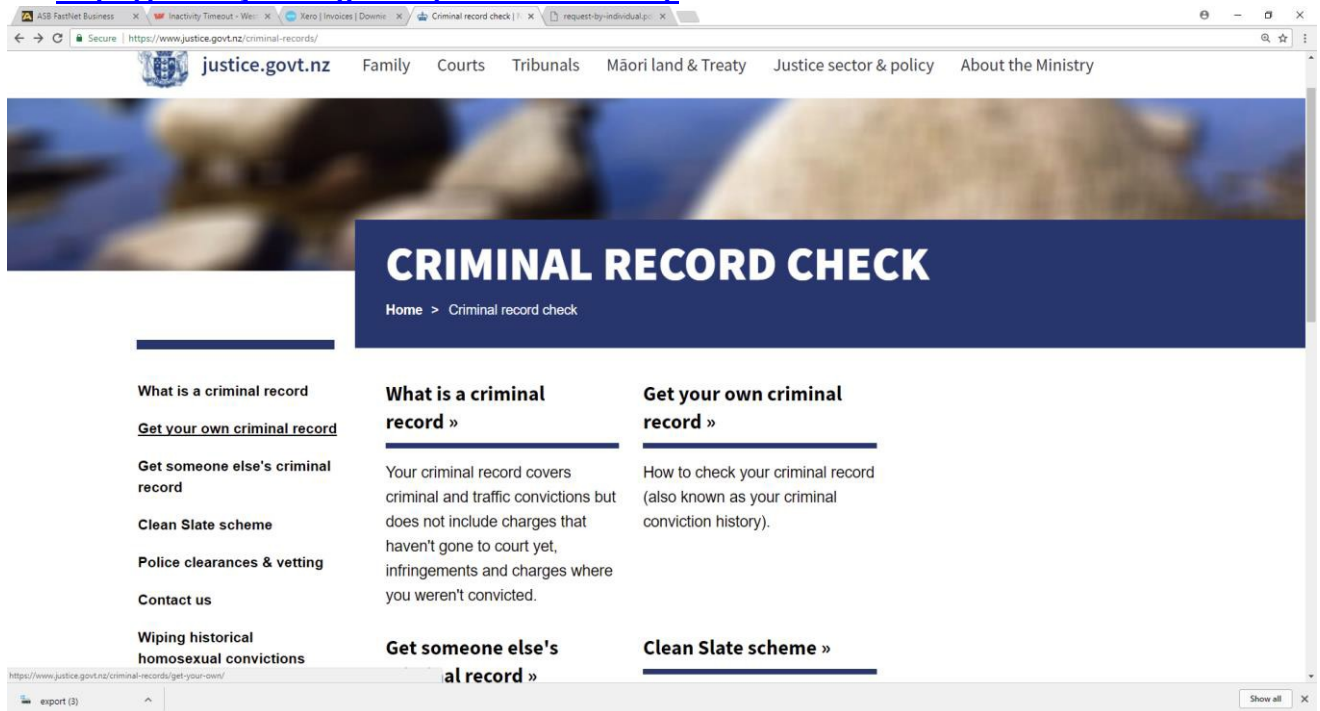
I declare that, to the best of my knowledge, the answers in this application are correct and that I have no known physical or mental condition that will impact on my ability to practice safely as a student in the Moana House Training Institute. I understand that if any false or deliberately misleading information is given, or any material facts suppressed, my enrolment may be terminated. I also understand that any false information given in relation to my medical history may result in my loss of entitlement for any compensation from ACC.

Signed: \_\_\_\_\_

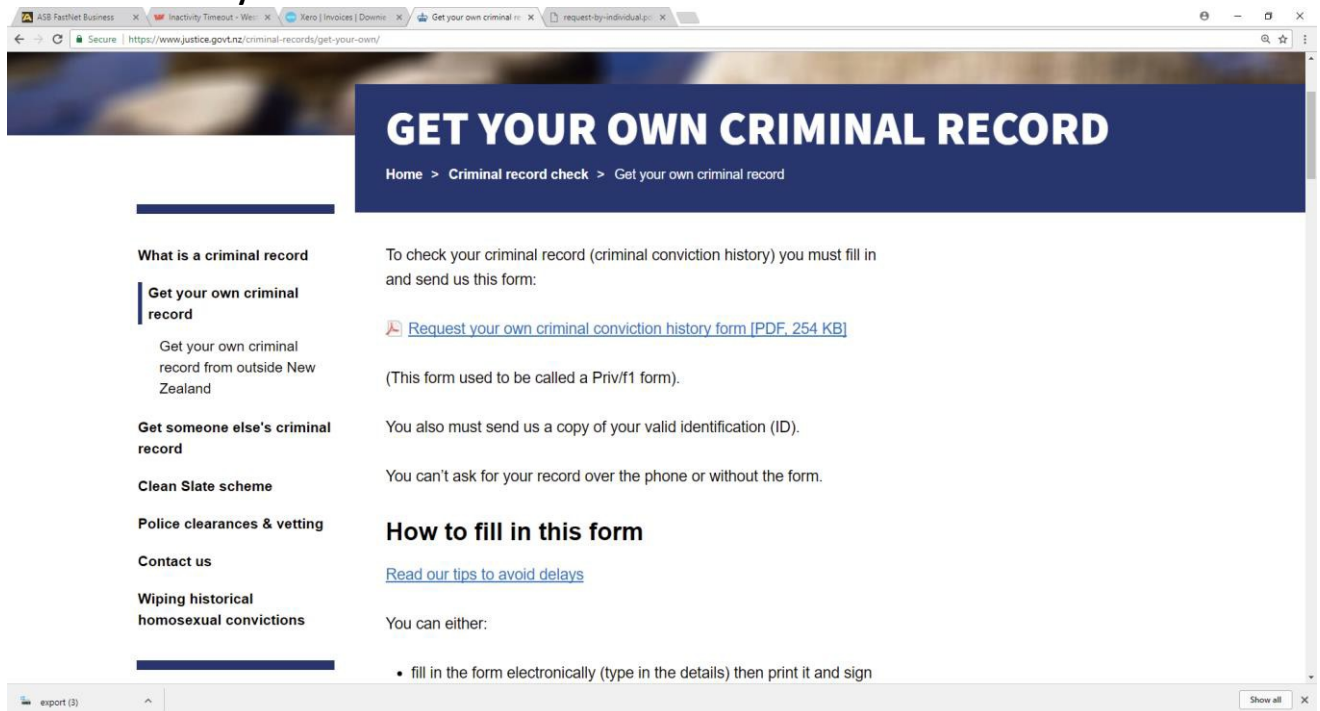
Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# How to apply for your own Criminal Record from the New Zealand Ministry of Justice Website

1. There is no cost to get your criminal record. It is free. Go to <https://www.justice.govt.nz/criminal-records/>



2. Click on “Get your own criminal record”

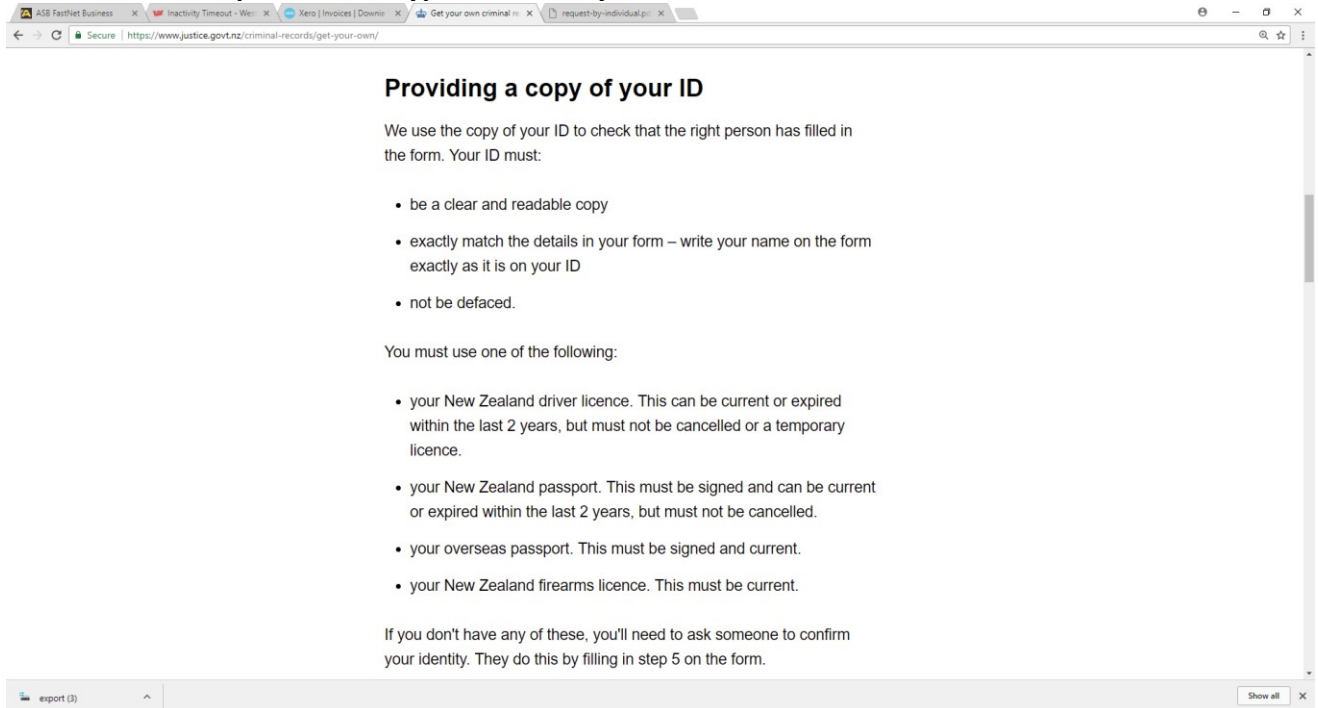


3. Read and follow the instructions on this page. There is a pdf form that you will need to download, print, complete and sign.



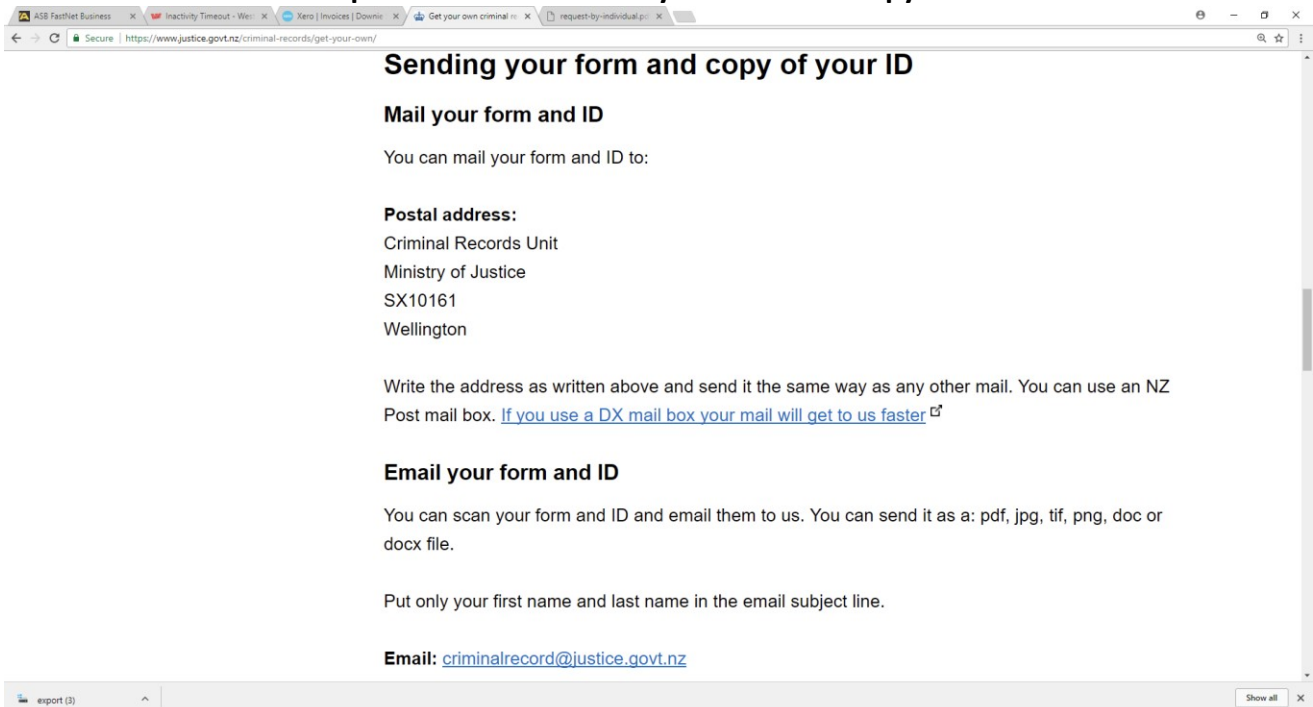
4. You will have to send this form back along with a copy of valid identification.

5. The website specifies the type of ID that you must use:



The screenshot shows a web browser window with the URL <https://www.justice.govt.nz/criminal-records/get-your-own/>. The page title is "Providing a copy of your ID". The text on the page reads: "We use the copy of your ID to check that the right person has filled in the form. Your ID must:" followed by a bulleted list: "• be a clear and readable copy", "• exactly match the details in your form – write your name on the form exactly as it is on your ID", and "• not be defaced." Below this, it says "You must use one of the following:" followed by another bulleted list: "• your New Zealand driver licence. This can be current or expired within the last 2 years, but must not be cancelled or a temporary licence.", "• your New Zealand passport. This must be signed and can be current or expired within the last 2 years, but must not be cancelled.", "• your overseas passport. This must be signed and current.", and "• your New Zealand firearms licence. This must be current." At the bottom, it states: "If you don't have any of these, you'll need to ask someone to confirm your identity. They do this by filling in step 5 on the form."

6. The website also specifies where to send your form and copy of ID:



The screenshot shows a web browser window with the URL <https://www.justice.govt.nz/criminal-records/get-your-own/>. The page title is "Sending your form and copy of your ID". The text on the page reads: "You can mail your form and ID to:" followed by a section titled "Postal address:" with the address: "Criminal Records Unit", "Ministry of Justice", "SX10161", "Wellington". Below this, it says: "Write the address as written above and send it the same way as any other mail. You can use an NZ Post mail box. [If you use a DX mail box your mail will get to us faster](#)". Then, a section titled "Email your form and ID" says: "You can scan your form and ID and email them to us. You can send it as a: pdf, jpg, tif, png, doc or docx file." and "Put only your first name and last name in the email subject line." At the bottom, it says: "Email: [criminalrecord@justice.govt.nz](mailto:criminalrecord@justice.govt.nz)".

7. The website states that you should receive your record within 20 working days from the date they receive your form. This does not include mail delivery time.

8. Once you receive your criminal record, please post it to:

Moana House Training Institute, PO Box 619, Dunedin 9054. Attn: Claire Aitken - Confidential

Or email it directly to Claire Aitken, [claire@moanahouse.org.nz](mailto:claire@moanahouse.org.nz)