

Onboard

Newsletter of the Social Workers Registration Board

ANNUAL PRACTISING CERTIFICATES 1 JULY 2010 – 30 JUNE 2011

Annual Practising Certificate (APC) Renewal forms will be sent out to all Registered Social Workers on the SWRB database on Monday 24 May 2010. If you wish to practise as a Registered Social Worker from 1 July 2010 you must have a valid APC for the new practising year.

CHANGE OF ADDRESS NOTIFICATION

If you have changed your mailing address within the last 12 months and have not advised the SWRB then you need to do so now. Simply email office@swrb.org.nz or freephone 0508 SWRB NZ (0508 7972 69) and give us your name, registration number and new address and we will update this for you. Alternatively download the 'Change of Residential, Mailing or Work Address' form from our website www.swrb.org.nz, fill it in and post or fax [(04) 931 2651] it to us.

» You need to do this by Friday 21 May 2010

DISCIPLINARY LEVY FOR 2010/2011

The Board has decided not to charge a disciplinary levy for the 2010/11 practising year in an effort to reduce the cost of maintaining registration for social workers. The Board intends to cover any costs associated with complaints from the small accumulated disciplinary reserve that remains from previous years.

APC FEE FOR 2010/2011

The APC Fee for the 2010/2011 practising year remains at \$360.00 inclusive of GST. By not implementing a disciplinary levy the Board is reducing the total fee from \$450.00 to \$360.00 for the 2010/2011 practising year. The Board is committed to reducing fees as the number of Registered Social Workers increases.

NOT PRACTISING IN 2010/2011?

If you are currently not practising or plan not to practise between 01 July 2010 and 30 June 2011 you still need to complete your APC Renewal Form so we can register you as 'not practising' during this time.

If you have not been practising but have changed your mailing address we still need to have your updated contact details and would appreciate it if you could advise us of the change of address **by Friday 21 May 2010**. Simply email office@swrb.org.nz or freephone 0508 SWRB NZ (0508 7972 69) and give us your name, registration number and new address and we will update this for you. Alternatively download the 'Change of Residential, Mailing or Work Address' form from our website www.swrb.org.nz, fill it in and post or fax [(04) 931 2651] it to us.

RETURNING TO PRACTICE DURING 2010/2011?

If you are currently not practising but plan to return to practice between 01 July 2010 and 30 June 2011 you need to contact us just prior to your return to work so we can update your status on the register as 'practising' and issue you with an APC for the remainder of the practising year.

MORE ANNUAL PRACTISING CERTIFICATE
INFORMATION INSIDE FOR REGISTERED SOCIAL
WORKERS AND THEIR EMPLOYERS

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ANNUAL PRACTISING CERTIFICATES RENEWAL INFORMATION

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AN UPDATE FROM TONI HOCQUARD, CHAIRPERSON OF THE SOCIAL WORKERS REGISTRATION BOARD

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Social Workers
Registration Board
Kāhui Whakamana Tauwhiro

New Zealand Government

FROM THE SWRB OFFICE

The focus of this OnBoard newsletter is very much on the Annual Practising Certificate (APC) renewal process as with over 2,500 Registered Social Workers this is now becoming a very large part of the SWRB office workload.

Like many of your professional colleagues it is that time of the year that your registration board issues APC renewal notices. We would like to acknowledge the Physiotherapy Board's "Focus on Annual Practising Certificates" newsletter as the source for our update.

RENEWING YOUR ANNUAL PRACTISING CERTIFICATE

If you currently hold an APC you will already be aware that all current APCs (i.e. for the year 1 July 2009 to 30 June 2010) expire on **30 June 2010**.

The Board is pleased to note that already many social workers are contacting us to advise of changes of address or that they have changed employers prior to the renewal notices being sent out.

The Board would appreciate your assistance in reminding your social work colleagues of the APC timeframe.

It is important that you and your employer are aware that the Board needs to receive your completed APC renewal form prior to 1 July 2010 to ensure that you are legally able to practise from this date. As long as we have your completed form in our office you are deemed to hold an APC for the practising year. Your APC card will follow soon after but it is best to send in the form as soon as possible after you receive it to be sure you have your new APC card for 1 July 2010.

To ensure that there are no delays in processing your APC renewal or disruption to your practice, please ensure that your renewal form is complete. A completed APC renewal form has:

- All sections supplied (and any relevant documentation provided, if applicable)
- Responses to the competence and fitness to practise questions
- A signed declaration by you supported by a signed declaration by your nominated referee
- Applicable fee paid in full

It is your responsibility to submit your APC renewal form. If you would like confirmation of your APC renewal completion or you are unsure of your renewal status, please contact the Board by phone or email.

WHY HOLD AN APC?

Section 25 of the Social Workers Registration Act 2003 (SWR Act) requires all registered social workers employed or engaged as a social worker to hold a current APC.

Your Annual Practising Certificate (APC) is a public statement by the Board of its confidence in your competence and fitness to practise social work.

If in doubt as to whether you are required to have a current APC, please contact the SWRB office for advice.

CHANGED YOUR RESIDENTIAL OR WORK ADDRESS?

If you do not receive an APC Renewal Notice form in May, it is probably because the Board does not hold your current postal address.

As soon as any part of your contact details change, please give written notice to the Board. For your convenience you can do this by simply emailing office@swrb.org.nz or freephone 0508 SWRB NZ (0508 7972 69) and give us your name, registration number and new address and we will update this for you. Alternatively download the 'Change of Residential, Mailing or Work Address' form from our website www.swrb.org.nz, fill it in and post or fax [(04) 931 2651] it to us.

FROM THE BOARD



Toni Hocquard,
SWRB
Chairperson

It is a pleasure to write to you in my new role as Chair of

the Social Workers Registration Board.

This is a busy time of the year for the SWRB as we deliver our Statement of Intent to the Minister for Social Development, draft the budget for 2010/11 and prepare for the Annual Practising Certificate renewal process.

All three of these activities are connected in that they are key determinants of how the Board is to operate over the following three financial years.

At the beginning of this month I had my first, of what will be many regular and ongoing meetings with Minister Bennett and one of the key messages I was able to give to the Minister was that the Board had reduced much of the complexity associated with applying for and maintaining registration and we continue to actively work to reduce costs.

In 2009/10 the Board reduced the cost of applying for registration from \$450 to \$360.

The Board has worked hard to contain expenditure over the last year and I am happy to advise that that the Board does not need to charge a Disciplinary Levy this year which will reduce the cost of maintaining registration by \$90 and additionally will reduce the cost of applying for registration by \$90.

The Board has worked hard to increase the number of registered social workers over the last five and a half years as well as ensuring that we manage our financial performance while meeting our legislative responsibilities.

This has meant that the Board has been able to reduce the cost of applying for registration by \$90 in 09/10 and another \$90 in 10/11 = \$180 over two years plus we are reducing the cost of maintaining registration by another \$90 so in total we have reduced the cost of applying for and maintaining registration by \$270.

This reduction in cost does not include the reduced cost of undertaking competence assessment and recertification as a result of the Board implementing its paper based assessment late in 2009. As the numbers of Registered Social Workers increases the Board is committed to continue to reduce costs.

Did you know that Section 125 of the SWR Act requires that Registered Social Workers must give the SWRB written notice of any change in their postal, residential or work address within 1 month of the change?

CHANGED YOUR NAME?

Section 126 of the SWR Act requires that if a Registered Social Worker has changed his or her name that the entry in the register for that person is also required to be changed. If you have changed your name we require you to download the 'Change of Name' form from our website www.swrb.org.nz, fill it in and attached a certified copy of relevant documentation (e.g. marriage certificate, statutory declaration) and send this to the Board by mail.

HEADING OVERSEAS?

Where possible, please inform the Board before you go overseas. The date you finish practising is key information that the Board records in case of fraudulent use of your APC.

You are required to update your status annually while you are registered with the Board. Annual Practising Certificate renewal forms are sent to your last known address. The forms are also available to be emailed to you anywhere in the world, so

there should not be a delay in sending your documentation wherever you reside. While you are away and still registered as a social worker in New Zealand, you will be required to keep your contact and address details up-to-date – download the change of address form on the Board's website, complete and mail or fax it to the SWRB office.

If you are unsure of your status in the register: first check the public register on the website (the online public register records those practitioners who hold a current APC, those who do not and the reason why they do not); or email the Board with any further enquiries regarding your status on the New Zealand register: office@swrb.org.nz

NON-PRACTISING SOCIAL WORKERS

Once registered you will remain registered in New Zealand unless you or the Board cancel your registration. As a Registered Social Worker you must advise the Board **annually** whether or not you are practising. You are required to apply annually to remain on the register as a non-practising registered social worker.

If you remain on the register as a non-practising registered social worker in New Zealand in the practising year 1 July 2010 to 30 June 2011, or will be ceasing practise in New Zealand by 30 June 2010, you do not need to apply for an APC but instead should

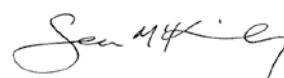
inform the Board using the non practising section on the Annual Practising Certificate Renewal 2010/2011 form.

For social workers who intend to return to practise in New Zealand at a future date, remaining on the register has the advantage of being kept up-to-date by the Board with important information including any legislative changes pertaining to social work.

You may remain on the Board's register as 'non-practising in New Zealand' by completing the required details and there is no fee associated with this.

IMPORTANT MESSAGE TO EMPLOYERS OF REGISTERED SOCIAL WORKERS

It is good practice to sight the original APC prior to any employee commencing practise on, or prior to, the beginning of the 2010/2011 practising year. This will provide certainty that the employee has an APC for the new practising year which commences on 1 July. There may be implications for employers if their employees practise without a current APC.



Sean McKinley, Chief Executive and Registrar

The Board was pleased to be advised by the Aotearoa New Zealand Association of Social Workers (ANZASW) that they also were to provide a paper based competence assessment in 2010 at a similar cost.

The ANZASW also recently advised that they would accept the SWRB competence assessment as part of the requirements for membership of the ANZASW which is again a saving to social workers that also allows them to access the indemnity insurance and many other benefits provided by ANZASW for members.

Registration is becoming more important to the social work profession as employers and the public require more accountability of those in positions of trust.

The Board is also very aware that as the regulatory authority it is charged with

protecting the public by ensuring that Registered Social Workers are competent to practise and accountable for the way in which they practise. As such the Board will be ensuring that Registered Social Workers practising in New Zealand adhere to the requirements of the Social Workers Registration Act 2003 in that they –

1. Have a valid competence assessment certificate,
2. Hold a current Annual Practising Certificate

The Board, as a first stage in improving the number of practitioners renewing APCs, will work supportively with employers and individual Social Workers (eg via reminders, etc), to action outstanding APC renewals. This will be accompanied by information on

the legislative obligations of both individual social workers and their employers.

The SWRB will list individual registered social workers, who have not responded to the APC renewal notice, on the SWRB website in an effort to encourage them to contact the SWRB as in some instances they may not have updated their contact details. We encourage colleagues to advise those registered social workers to contact the Board as we want to ensure that everyone complies with the requirements of the Act and maintains the professional standards that we all strive to uphold.

Best wishes for the 2010/2011 practising year.





INTERNATIONAL UPDATE: The SWRB has been invited to run two workshops on standard setting for social work education and social work regulation at the 2010 Joint World Conference of the International Federation of Social Workers (IFSW), the International Association of Schools of Social Work (IAASW) and the International Council on Social Welfare (ICSW).

The first workshop on standard setting for social work education will concentrate on finding ways to benchmark current practice against the IFSW/IAASW international standards and consider ways to manage recognising the variation in qualifications and levels of specialisation across international jurisdictions.

The second workshop recognises that social work is an internationally mobile profession and that there is a need to develop an understanding of the challenges and opportunities for social work and social service regulatory frameworks internationally.

We look forward to updating you on the outcome in our next newsletter.

COMPETENCE ASSESSMENT

The SWRB is pleased to have secured the professional assistance of approximately 20 experienced, long standing members of the social work profession to provide assessment services for the SWRB Competence Assessment Programme. We are ready to receive and process your competence assessment now to ensure you are able to apply for and/or maintain registration.

ANZASW Members: The SWRB Competence Assessment is recognised by the ANZASW as part of the requirements for membership for those wishing to join or retain membership of this organisation.

Application Information is available to download off our website – www.swrb.org.nz

FULL COMPETENCE ASSESSMENT – for any social worker who has not previously completed an SWRB-recognised competence assessment. This includes social workers provisionally registered as a result of graduating from an SWRB-recognised social work programme after 1 August 2008. Cost \$250.00 incl. GST

You must provide:

- your personal and contact details
- a Self Reflection Assessment of your practice
- a Practice Study of your own work that demonstrates the integration of the core competence standards in your practice
- a Core Competence Standards Declaration, in which:
 - you fill in and sign the Self Reflection Assessment Declaration

- your manager or supervisor fills in and signs the section attesting to your competence against the SWRB core competence standards
- a New Zealand registered or qualified social worker with a current New Zealand Competence Certificate fills in and signs the section endorsing your manager's or supervisor's assessment of your social worker competence.

RECERTIFICATION – for any social worker who holds a current competence certificate but who needs to recertify their competence. Cost \$150.00 incl. GST

You must provide:

- your personal and contact details
- a Self Reflection Assessment of your practice
- a Core Competence Standards Declaration, in which:
 - you fill in and sign the Self Reflection Assessment Declaration
 - your manager or supervisor fills in and signs the section attesting to your competence against the SWRB core competence standards
 - a New Zealand registered or qualified social worker with a current New Zealand Competence Certificate fills in and signs the section endorsing your manager's or supervisor's assessment of your social worker competence
- a log of your Continuing Professional Development.

Note: You do not need to provide a Practice Study.