



# S A Council for Social Service Professions

## SACSSP

Private Bag X12, Gezina, 0031  
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### APPLICATION FOR REGISTRATION AS A NEW SOCIAL WORKER

THIS APPLICATION FORM MUST BE COMPLETED IN PRINT OR TYPING BY QUALIFIED SOCIAL WORKERS ONLY

Study the application form carefully before completing it. Answer all questions fully, clearly and correctly. Questions which do not apply to you must be clearly deleted. Should you have to make any corrections to your answers, initial them in the margin.

**PLEASE NOTE:** To avoid delay of your registration, your **proof of payment** and **documents as prescribed on page two MUST** accompany this application form.

1. **PERSONAL PARTICULARS**

1.1 Title

<i>Prof</i>		<i>Dr</i>		<i>Rev</i>		<i>Mr</i>		Mrs		Miss		Ms	
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1.2	Surname:												
1.3	Maiden Name												

1.4	Full first Names												
		(Additional initials)											

1.5	Registration number as student social Worker (see Registration Certificate)	40	-				
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2. **PLEASE NOTE:** *This application must be accompanied by the following:*

- 2.1 A **Certified copy** of documentary proof of your names, identity or residence permit number and date of birth or age, acceptable to the Council.
- 2.2 A **certified copy** of the marriage certificate of a woman who is or was married.

- 2.3 **Original academic transcript/record** as documentary proof issued by the training institution in which an indication is given of – study record /transcript/modules report
- 2.4 A **certified copy** of documentary proof of the qualification(s) on the basis of which you apply for registration – i.e the degree /diploma /certificate
- 2.4.1 **ALL** the subjects/modules you have passed during all four years of study in social work and the year level in each subject.
- 2.4.2 **ALL** the subjects/modules credited or exempted having been obtained from another university.
- 2.5 If your qualification(s) was/were obtained outside the R S A, also an **original** of -
- 2.5.1 documentary proof from the training institution where you received tuition and training in Social Work of the content of theoretical tuition and both the nature and duration of field instruction you received in each subject;
- 2.5.2 documentary proof that the training institution where you received tuition and training in Social Work is accredited, specifying the body with which the training institution is accredited or, if the training institution is not accredited, proof of any other form of recognition that the training institution has; and
- 2.5.3 in the case of a training institution that is accredited, documentary proof from the accrediting body that the qualification(s) is/are or was/were the accepted tuition and training for social work in the country concerned.
- 2.6 The Council may order that an evaluation interview be conducted with applicants who obtained their qualification(s) in a country outside the R S A.
- 2.7 Any document accompanying this application that is not drawn up in English or Afrikaans, must be accompanied by a translation prepared by a sworn translator in English or Afrikaans, as well as a **certified** copy of the original document, and the onus shall be on you to have such document so translated.
- 2.8 A **bank deposit slip** or **electronic payment slip** as proof of payment to the value of the prescribed registration fee.
3. Post your application to the Registrar, S A Council for Social Service Professions, Private Bag X12, Gezina, 0031.

#### 4. **REGISTRATION PARTICULARS**

- 4.1 Have you previously applied for registration as a social worker/student social worker in the R S A?

Yes  No

- 4.2 If yes, what was the result? Approved  Rejected  Incomplete

4.3 

Registration number as a social worker (see Registration Certificate)	1	0	-					
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- 4.4 Registration date  
(see Registration Certificate)

Y M D

-   -

- 4.5 If you apply for restoration, state the date on which your name was removed from the Register:

Y M D

-   -





Other

14 Does not practise S.W.	17 Unemployed	31 Living abroad	34 Pensioner
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**6. TRAINING INSTITUTION WHERE YOU OBTAINED YOUR BASIC (PRE-REGISTRATION) QUALIFICATION(S) IN SOCIAL WORK**

6.1 Training institution in the R.S.A.:

6.1.1 University

1 UDW	2 UCT	3 NATAL	4 NORTH	5 UOFS
6 UPE	7 POTCH	8 UP	9 RAU	10 RHODES
11 US	12 UNISA	13 UWC	14 WITS	15 Z-LAND
16 N-WEST	17 FORT HARE	18 UNITRA	19 VENDA	

6.1.2 College

21 HUGUENOT

6.1.3 Other:

22.

6.2 Training institution outside the R.S.A.:

6.2.1 Country		6.2.2 University/ College	
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**7. ACADEMIC PARTICULARS OF BASIC (PRE-REGISTRATION) QUALIFICATION(S) IN SOCIAL WORK**

7.1 Qualification	1. Degree	2. Diploma	3. SW Certificate (NDP)
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7.1.1 Duration of course	2 years	3 years	4 years
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7.1.2 Date on which you initially registered as a student for this qualification:

Y
M
D  
    -   -

7.1.3 Name of qualification	(Eg BA (SW) or B Soc Sc (SW))
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7.1.4 Date on which this qualification was/will be conferred upon you:

	Y		M		D				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>

7.2 **Only applicable to persons with a 3 + 1 year qualification:**

7.2.1 Qualification	1. Degree	2. Diploma	3. SW Certificate (NDP)
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7.2.2 Duration of course	1 Year	2 Years
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7.2.3 Date on which you initially registered as a student for this qualification:

	Y		M		D				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>

7.2.4 Name of qualification	<i>(Eg B Soc Sc Hons (SW) or Advanced Dip in SW)</i>
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7.2.5 Date on which this qualification was/is to be conferred upon you:

	Y		M		D				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>

7.2.6 Subjects: **\*This section is compulsory**

SUBJECT		YEAR COURSES			
1	Social Work	1	2	3	4
2	Sociology	1	2	3	4
3	Psychology	1	2	3	4
4	Other (specify):	1	2	3	4
5	Other (specify):	1	2	3	4

**\* PLEASE NOTE: Original academic transcript** as documentary proof issued by the training institution in which an indication is given of ALL the subjects you have passed during all four years of study and the duration of the course in each subject if the subjects and the duration of the course in each subject have not been stated on the degree/diploma certificate, must be attached in order to be entered into the Register. If a qualification has not yet been conferred upon you, you must attach a certificate, acceptable to the Council, **issued by a person acting on the authority of the training institution, certifying that the qualification will be conferred upon you and on what date.**

**7.3 SOCIAL WORK MODULES ONLY\* MUST BE COMPLETED****7.3.1 NAME OF SUBJECT: SOCIAL WORK - YEAR LEVEL - 1**

NAME OF MODULE	CODE
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	

**7.3.2 NAME OF SUBJECT: SOCIAL WORK - YEAR LEVEL - 2**

NAME OF MODULE	CODE
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

**7.3.3 NAME OF SUBJECT: SOCIAL WORK - YEAR LEVEL - 3**

NAME OF MODULE	CODE
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	

**7.3.4 NAME OF SUBJECT: SOCIAL WORK - YEAR LEVEL - 4**

NAME OF MODULE	CODE
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	

**TOTAL SOCIAL WORK MODULES LISTED IN 7.3 ONLY :.....**

**7.4 ALL OTHER SUBJECTS NOT MENTIONED IN 7.3:-**

**e.g.: Psychology; Communication; etc.**

**NAME OF SUBJECT: \_\_\_\_\_ YEAR LEVEL: \_\_\_\_\_**

NAME OF MODULE	CODE
1.	
2.	
3.	
4.	
5.	

**NAME OF SUBJECT: \_\_\_\_\_ YEAR LEVEL: \_\_\_\_\_**

NAME OF MODULE	CODE
1.	
2.	
3.	
4.	
5.	

**NAME OF SUBJECT: \_\_\_\_\_ YEAR LEVEL: \_\_\_\_\_**

NAME OF MODULE.	CODE
1.	
2.	
3.	
4.	
5.	



NAME OF SUBJECT: \_\_\_\_\_ YEAR LEVEL: \_\_\_\_\_

NAME OF MODULE	CODE
1.	
2.	
3.	
4.	
5.	

NAME OF SUBJECT: \_\_\_\_\_ YEAR LEVEL: \_\_\_\_\_

NAME OF MODULE	CODE
1.	
2.	
3.	
4.	
5.	

NAME OF SUBJECT: \_\_\_\_\_ YEAR LEVEL: \_\_\_\_\_

NAME OF MODULE	CODE
1.	
2.	
3.	
4.	
5.	

NAME OF SUBJECT: \_\_\_\_\_ YEAR LEVEL: \_\_\_\_\_

NAME OF MODULE	CODE
1.	
2.	
3.	
4.	
5.	

NAME OF SUBJECT: \_\_\_\_\_ YEAR LEVEL: \_\_\_\_\_

NAME OF MODULE	CODE
1.	
2.	
3.	
4.	
5.	

TOTAL MODULES IN 7.4 ONLY: .....

**8. ACADEMIC PARTICULARS OF ADVANCED (POST-REGISTRATION) QUALIFICATION(S) IN SOCIAL WORK \*\***

	Qualification	Training institution	Date conferred upon you
8.1			
8.2			
8.3			

**9. ACADEMIC PARTICULARS OF ADVANCED (POST-REGISTRATION) QUALIFICATION(S) IN OTHER FIELDS OF STUDY WHICH YOU POSSESS\*\***

	Qualification	Training institution	Date conferred upon you
9.1			
9.2			
9.3			

**\*\* PLEASE NOTE: Certified copies** of documentary proof of the qualifications in sections 8 and 9 must be attached in order to be entered into the Register.

**10. GENERAL QUESTIONS**

		Yes	No
10.1	Have you ever been found guilty of unprofessional or improper conduct by the Council?		
10.2	If yes -		
10.2.1	were you reprimanded or cautioned?		
10.2.2	was your registration suspended?		
10.2.3	was your registration cancelled?		
10.2.4	was the imposition of a penalty postponed?		
10.2.5	was the execution of your penalty suspended?		
10.3	Have you ever been found guilty of an offence by a court of law?		
10.4	If yes, specify the nature of the offence of which you were convicted, the year in which it took place and the sentence passed		
10.5	Are any legal steps pending against you at present?	Yes	No
10.6	If yes, specify what steps:		

**DISCLOSURE OF CRIMINAL OFFENCES**

- 11. Training institutions to inform the Council of the outcomes of any criminal offence that led to a disciplinary hearing which the person was found guilty and convicted

I, the undersigned, declare that the information furnished in this application form is true and correct in all respects and that I am unaware of anything which would serve as an impediment to the registration of my name to the *Register for Social Workers*.

Signed at ..... on this .....day  
of ..... 20.....

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**SIGNATURE OF APPLICANT**