SOUTH AFRICAN COUNCIL FOR SOCIAL SERVICE PROFESSIONS

APPLICATION FOR REGISTRATION

STUDENT SOCIAL WORKER

To be completed by persons registering as student social workers as contemplated in section 17A of the Social Service Professions Act 110 of 1978 and the Regulations regarding the registration of student social workers and the holding of disciplinary inquiries (Government Notice No. 102 of 2011 published in Government Gazette No. 34020 of 18 February 2011).

A. PERSONAL PARTICULARS

Title* (mark ONE only with X)
Prof Dr Rev Mr Mrs Ms Miss

First names* (as on ID)

Maiden name* (if applicable)

Surname* (as on ID)

ID number*

Passport No1 (if applicable)

Date of birth* (YYYY/MM/DD)

Gender* (mark with X)
Male Female

Marital status* (mark with X)
Never married Married Divorced Widow Widower

Population group* (mark with X)
African Coloured Indian White Other

Disability* (mark with X)
Yes No If YES, specify

Title*
Prof Dr Rev Mr Mrs Ms Miss

B. CONTACT DETAILS

Postal address*

Residential address*

Town*

Province* (mark with X in block)
EC FS GA KZ LP MP NW NC WC

Email* (write clearly)

Mobile / Cel number*

Telephone (work)*

Telephone (home)

Fax number

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1 Only complete if you do not have an ID number
2 Information for equity and statistical purposes
INSTRUCTIONS:
SECTION C-1: First qualification
- Must be completed by all applicants.

SECTION C-2: Subjects
- Must be completed by all applicants.
- Mark in the box for each year you have taken and passed a subject e.g. if you took a subject for 2 years then mark the first 2 boxes or if you have taken a subject only for one year then only mark box 1.
- Indicate the subjects/modules in the appropriate spaces.

SECTION C-3: Other qualifications
- Only complete if applicable.
- Date conferred refers to date when qualification was conferred upon you by the training institution.

SECTION C-2: Subjects
- Mark in the box for each year you have taken and passed a subject e.g. if you took a subject for 2 years then mark the first 2 boxes or if you have taken a subject only for one year then only mark box 1.
- Indicate the subjects/modules in the appropriate spaces.

SECTION C-3: Other qualifications
- Only complete if applicable.
- Date conferred refers to date when qualification was conferred upon you by the training institution.
- NB: Certified copies of documentary proof of the qualifications in Section C-3 must be attached to this application (FORM R.1.SW.3).

C. ACADEMIC PARTICULARS

C-1. Qualification in social work enrolled for

Particulars of training institution (University, college, accredited training provider, etc)

Name of Institution
Contact person
Telephone (work)
Country (if not in South Africa)

Academic information of applicant (mark with X)

Highest scholastic qualification e.g. Grade 12/matic

Qualification you are enrolled for
Degree
Diploma
Other

Duration of course
2 years
3 years
4 years

Name of qualification
Bachelor of Social Work

Date on which you registered as a student for this qualification

Current academic year (mark with X in block)

C-2. Subjects related to qualification you are enrolled for* (COMPULSARY to complete by all applicants)

Name of subject
Social work modules / subjects

1.

2.

3.

4.

5.

Other subjects:

Other(specify):

Other(specify):

Other(specify):

Other(specify):

Other(specify):

Other(specify):

C-3. Academic particulars of other qualification(s) in other fields of study which you possess

Qualification
Training institution
Date conferred

1

2

3

Surname
First name
Middle initial(s)
Address
City
Country
Postal code
Telephone (work)
Fax
Telephone (home)
Email

SECTION D:
Proceed to SECTION D on the next page
D. TO BE COMPLETED BY THE TRAINING INSTITUTION

This part should only be completed where the applicant is a student social worker

Name of Institution

It is hereby certified that

is enrolled for the following qualification related to social work

since

day
of
month
year

a. I have read the relevant provisions of the Social Service Professions Act 110 of 1978 and Regulations regarding the registration of student social workers and the holding of disciplinary inquiries (Government Notice No. 102 of 2011 published in Government Gazette No. 34020 of 18 February 2011) and understand the requirements related to the education and training student social workers.

b. I understand that no student may undergo field instruction or experiential learning as part of the course in the subject Social Work without being registered as a student social worker.

c. I recommend him/her for registration as a student social worker with the SACSSP.

Signature: Head of Department

Date

E. GENERAL

All of the following questions must be answered (mark with X)

1. Have you ever been found guilty of unprofessional or improper conduct by the SACSSP? If YES, complete the rest (mark with X in applicable block)

   - were you reprimanded or cautioned? Y N
   - was your registration suspended? Y N
   - was your registration cancelled? Y N
   - was the imposition of a penalty postponed? Y N
   - was the execution of your penalty suspended? Y N

2. Have you ever been found guilty of an offence by a court of law? If YES, specify the nature of the offence which you were convicted, the year in which it took place and the sentence passed:

   Nature of offence
   Year
   Sentence

3. Are any legal steps pending against you at present? If YES, specify what steps below.

   YES  NO

DISCLOSURE OF CRIMINAL OFFENCES

Any person who apply to be registered as a student social worker and who has been convicted of a criminal offence must disclose to Council such offence as stipulated in regulation 11 of the Regulations regarding the registration of student social workers and the holding of disciplinary inquiries (Government Notice No. 102 of 2011 published in Government Gazette No. 34020 of 18 February 2011). Training institutions must inform the SACSSP of the outcome of any criminal offence that led to a disciplinary hearing during which the person was found guilty and convicted (see regulation 11(2)).

F. REGISTRATION HISTORY

F-1. Have you previously applied for registration with the SACSSP? (mark with X)

   YES  NO  If YES, what was the result? (mark with X) Approved  Declined  Incomplete

If APPROVED, were you registered as: (mark with X)

   Social worker  Child & youth care worker
   Social auxiliary worker  Auxiliary child & youth care worker
   Student social worker  Student child & youth care worker
   Student social auxiliary worker  Student auxiliary child & youth care worker

Indicate SACSSP registration number (see Registration Certificate)

-
G. EMPLOYMENT PARTICULARS

G-1. Mark ONE most appropriate option (mark ONE only with X)

- Full time employed
- Part-time employed
- Self-employed
- Unemployed
- Retired
- Full time student
- Other (specify)

G-2. Current employment (if full time or part time employed as a student social worker)

Name of employer*

Street address*

Town*  Postal code

Postal address* (if different)

Telephone

Email (write clearly)

Fax number

Date started with present employer

Post/designation* e.g. student social worker

Nature of employer (mark ONE only with X):

- National Government
- Provincial Government
- Local Government
- Government entity
- Industry
- Academia
- NPO or CBO
- Training organisation
- Other
  If Other, specify

G-3. Previous employment (only complete if applicable)

Name of employer

Address

Postal code

Post/designation*

Period of employment with PREVIOUS EMPLOYER*:

From  TO

Telephone

Email (write clearly)
**H. DOCUMENTARY PROOF THAT MUST ACCOMPANY THIS APPLICATION**

This application must be accompanied by the following documents to be regarded as a complete and valid application:

- **H-1**
  - Proof of payment (see Section I)
  - Proof of payment to the value of the following prescribed fees in South African Rand:
  - H-1.1 Registration fee as student social worker.
  - H-1.2 Prescribed annual fee as student social worker.

- **H-2**
  - Proof of identity (see Section A)
  - A certified copy of your identity document (ID) or passport or residence permit indicating your:
    a. full names and surname;
    b. date of birth or age; and
    c. identity number/passport number acceptable to the SACSSP

- **H-3**
  - Proof of marital status (if married) (see Section A)
  - A certified copy of the marriage certificate of a person who is married (should you wish to register in your married surname).

- **H-4**
  - Proof of qualifications (RSA) (see Section C)
  - H-4.1 A certified copy of documentary proof of the the highest school grade (e.g. grade 12) you have passed.
  - H-4.2 A certified copy of documentary proof that you are registered with an accredited training institution for education and training in social work.
  - H-4.3 Certified copies of another degree/diploma/certificate which you have obtained and which you wish to submit to the Council.
  - H-4.4 Original of documentary proof of your academic record on the date of this application (not a copy) issued by the training institution in which an indication is given of -
    a. ALL the subjects or modules and the year course/level in each subject or module you have already passed; and
    b. the subjects or modules and year course in each subject or modules for which you are enrolled in the year of application from the university of origin

- **H-5**
  - Additional information and documentary proof (as applicable)
  - H-5.1 Any student who has abandoned his/her studies for longer than THREE years, will have to apply for a new registration and again pay the prescribed registration fee as prescribed in regulation 3 (3)(a) of the Regulations relating to the registration of student workers and the holding of disciplinary inquiries (Government Notice 102 published in Government Gazette No 34020 of 18 February 2011).
  - H-5.2 A person who cannot register as a social worker in terms of the Social Service Professions Act 110 of 1978 and who wishes to enrol for a post basic qualification in social work must register as a student social worker in the first year of his or her study and pay the prescribed fees.
  - H-5.3 A student in social work that studies outside South Africa who wishes to do his or her field instruction or experimental learning in the Republic of South Africa to be registered with the SACSSP as a student social worker subject to the submission of the following documentary proof as prescribed in regulation 2(2) of the Regulations relating to the registration of student workers and the holding of disciplinary inquiries (Government Notice 102 published in Government Gazette No 34020 of 18 February 2011):
    a. A letter from the training institution confirming that the field instruction/experiential learning is to be undertaken in the Republic of South Africa, the duration thereof and the placement agreement with an organisation in South Africa.
    b. The original academic record/transcript issued by the training institution concerned, in which an indication is given of all the subjects or modules and the year course/level in each subject or module the student has already passed and the subjects and modules and year course in each subject or modules for which student are enrolled in the year of application from the university of origin. Placement letter from organisation in the Republic of South Africa where the field instruction/experiential learning will be undertaken and the duration thereof. This shall include an indication who will be responsible for the supervision of such field instruction/experiential learning.
    c. Any document accompanying this application that is not drawn up in English must be accompanied by a translation in English prepared by a certified translator as well as a certified copy of the original document. It is the responsibility of the applicant to have such document(s) translated.
    d. Proof of payment to the value of the prescribed registration fee in the South African Rand. (i.e. the Rand value).

Please keep a copy of this form and all the supporting documents for your own records.

**I. FEES PAYABLE & BANKING DETAILS**

Please consult the Regulations relating to the fees payable by social workers, child and youth care workers, social auxiliary workers, auxiliary child and youth care workers, student social workers and student child and youth care workers made under the Social Service Professions Act 110 of 1978 to ascertain the applicable fee on the date of application for registration as a student social worker. These Regulations are available on Councils website www.sacssp.co.za

Fees are to be paid into the bank account of the SACSSP

<table>
<thead>
<tr>
<th>Account name:</th>
<th>SACSSP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank:</td>
<td>NEDBANK</td>
</tr>
<tr>
<td>Account number:</td>
<td>1190739410</td>
</tr>
<tr>
<td>Branch:</td>
<td>MENLYN MAINE</td>
</tr>
<tr>
<td>Branch Code:</td>
<td>198765</td>
</tr>
<tr>
<td>Reference:</td>
<td>A reference number must be provided for every deposit.</td>
</tr>
</tbody>
</table>

**IMPORTANT**

Proof of payment must accompany this application
INSTRUCTIONS:

SECTION J: Declaration
- Read all parts of the declaration in Section J carefully.
- Sign FORM R.1.SW.3 and append the date of completion in the provided spaces.
- Complete the check list below before you submit the application.

FINAL CHECK LIST FOR APPLICANT:
Before submitting your application check the following:
- FORM R.1.SW.3 is completed correctly
- All applicable fields and pages are completed and I have double checked
- Section D is completed and signed
- FORM R.1.SW.3 is signed on page 6 (Section J)

Attachments
- Proof of payments (see Section H-1)
- Certified copy of ID (see Section H-2)
- Proof of marital status - if applicable (see Section H-3)
- Certified copy of highest school qualification (see Section H-4.1)
- Certified copy of documentary proof of registration for education and training in social work with a training institution or provider (see Sections H-4.2 & H-4.3).
- Additional information required (see Section H-5)
- Certified copies of qualifications (see Sections H-4.2 & H-4.3)
- Proof of subjects - original (see Section H-4.4)
- Proof of previous registration with the SACSSP (if applicable)

IMPORTANT
Incomplete applications cannot be processed and will be referred back to the applicant. This will cause an unnecessary delay in the processing and finalisation of your registration.

An additional fee will apply for incomplete applications that were referred back upon the resubmission of such an application.

J. DECLARATION

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 my registration as a student social worker in terms of section 17A of the Social Service Professions Act 110 of 1978 and the Regulations regarding the registration of student social workers and the holding of disciplinary inquiries (Government Notice No. 102 of 2011 published in Government Gazette No. 34020 of 18 February 2011) made under the Social Service Professions Act 110 of 1978.

Furthermore, I, the undersigned, -
(a) understand that I may only practise as a student social worker and use the title student social worker while undergoing any field instruction or experiential learning as part of the course in the subject Social Work under the direct supervision and guidance of a registered social worker, subject to being registered as a student social worker with the South African Council for Social Service Professions as contemplated in section 17A of the Social Service Professions Act 110 of 1978 and the Regulations regarding the registration of student social workers and the holding of disciplinary inquiries (Government Notice No. 102 of 2011 published in Government Gazette No. 34020 of 18 February 2011) made under the Social Service Professions Act 110 of 1978 and upon entry of my name into the Register for Student Social Workers as contemplated in section 18 of the Act;

(b) understand as contemplated in section 15(1) of the Act, subject to the provisions of paragraphs (a) above, that no person may practise as a student social worker or pretend to be a student social worker without being registered as a student social worker under this Act. Any person who contravenes any provision of section 15(1), shall be guilty of an offence and on conviction be liable to a fine, or to imprisonment for a period not exceeding six months as contemplated in section 18 of the Act;

(c) may only, in terms of the Act, practise any act, subject to the provisions of paragraphs (a) and (b) above, related to social work while I am a student social worker subject to the payment of my required fees as prescribed on or before 1 January of every year. Failure to pay such fee or any other fee within three months after the due date will result in my name being removed from the Register for Student Social Workers in accordance with section 20(1)(d) of the Act;

(d) understand that it is my responsibility to keep my particulars in the Register for Student Social Workers up to date and that I need to notify the Registrar of the South African Council for Social Service Professions as prescribed in the Regulations regarding the registration of student social workers and the holding of disciplinary inquiries (Government Notice No. 102 of 2011 published in Government Gazette No. 34020 of 18 February 2011) (regulation 9) within three months of any name change with supporting evidence and within six weeks of any change in my residential or postal address or other contact details as indicated in this form as to enable the Registrar to update my details in the Register for Student Social Workers as contemplated in section 19 of the Social Service Professions Act 110 of 1978. (This to be done through FORM-RR.1);

(e) studied the provisions of the Social Service Professions Act 110 of 1978, the Regulations regarding the registration of student social workers and the holding of disciplinary inquiries (Government Notice No. 102 of 2011 published in Government Gazette No. 34020 of 18 February 2011) and other relevant Regulations (available from the Government Printers or can be downloaded at www.sacssp.co.za) and

(f) agree that if the Registrar receives a request in terms of section 17(2)(b) for access to the Register for Student Social Workers kept in terms of section 19 of the Act for purposes of research that the following additional personal information (information not already available to the public from the Register), i.e. postal address and email address, may be made available to accredited/approved researchers/students registered with a recognised higher education institution under such conditions as Council may impose to prevent the misuse of such information. I do understand that notwithstanding the aforementioned, that I may opt out by informing the Registrar in writing that the aforementioned additional personal details may not be made available to anyone for the purpose of research.

Signed at __________________________ (date)

[Applicant's Signature]

Signature: Applicant

Send this ORIGINAL application form with all supporting documents:
- by registered mail to:
  - The Registrar
  - SACSSP
  - Private Bag X12
  - Pretoria
  - 0003

- or by courier to:
  - The Registrar
  - SACSSP
  - Riviera
  - Pretoria
  - 0084

- Only if postal address is not a residential/street address

FOR OFFICE USE ONLY

Do not complete

INTERNAL CHECK LIST
- Applicant informed about outcome on __________________________ (date)
- Application and supporting documents filed on applicant’s file
- Applicant’s details updated on the Register for Student Social Workers against his or her name
- Registration certificate issued, if approved
- Registration card issued, if approved
- If applicant indicated an opt out in terms of Section J, it is recorded on the Register against applicant’s name.

Registration number allocated, if approved

INTERNAL REVIEW

COMMENTS:

Name & Surname

[Applicant’s Name and Surname]

Signature Date

Aplication is [ ] APPROVED

[ ] INCOMPLETE and is referred back to the applicant to provide the missing information.

[ ] DECLINED and the reasons for the decision provided to the applicant.

South African Council for Social Service Professions

Application for Registration: STUDENT SOCIAL WORKER

FORM R.1.SW.3

NON NOBIS - Not for ourselves