

INSTRUCTIONS:

Please ensure that you complete the correct section:

Section C-1: Persons with a basic qualification in child and youth care work within the professional category of registration.

Section C-2: Persons with a basic qualification in humanities as contemplated in regulation 16(1)(c) of the *Regulations for child and youth care workers, auxiliary child and youth care workers and student child and youth care workers.*

SECTION C-1a: First qualification

- Must be completed by all applicants.
- **NB:** A certified copy of documentary proof of the qualification indicated in Section C-1a must be attached to this application (FORM R.1.CYC.1).

SECTION C-1b: NQF

- Must be completed by all applicants.
- Attach completed Portfolio of Evidence (PoE) assessment at level 8, if your qualification is at NQF level 6 or 7.

SECTION C-1c: Subjects

- Must be completed by all applicants.
- Write name of each subject per academic year in the appropriate space plus the subject code of each (the latter are allocated by the training institution and can be found on your academic record or in the Academic Year Book of the Institution).
- If you need additional space (more than 5 subjects), please add a page to FORM R.1.CYC.1 and mark it clearly (on top of the page) "SECTION C-1c" with an indication of the academic year.
- **IMPORTANT:** Original (not copy) of 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.

C. ACADEMIC PARTICULARS

C-1a. Information on your first qualification (pre-registration) in child & youth care work

Particulars of training institution (University, college, etc)

Name of Institution_R

Contact person

Telephone (work) -

Country (If not in South Africa)

Academic information of applicant* (mark with **x**)

Qualification Degree Diploma NHC Child & Youth Care

Duration of course 2 years 3 years 4 years

Name of qualification_R e.g. B.Tech (CYCW)

Date on which you initially registered as a student for this qualification

- -

Date on which this qualification was/will be conferred upon you:

- -

C-1b. NQF level - indicate the NQF level of the abovementioned qualification

NQF level 6 NQF level 7 NQF level 8

Post graduate or advanced qualifications in child and youth care work need to be indicated in section C-3

C-1c. Subjects related to above qualification (COMPULSARY to complete by all applicants)

	Name of subject or module	Subject code
YEAR 1	1. <input type="text"/>	<input type="text"/>
	2. <input type="text"/>	<input type="text"/>
	3. <input type="text"/>	<input type="text"/>
	4. <input type="text"/>	<input type="text"/>
	5. <input type="text"/>	<input type="text"/>
YEAR 2	1. <input type="text"/>	<input type="text"/>
	2. <input type="text"/>	<input type="text"/>
	3. <input type="text"/>	<input type="text"/>
	4. <input type="text"/>	<input type="text"/>
	5. <input type="text"/>	<input type="text"/>
YEAR 3	1. <input type="text"/>	<input type="text"/>
	2. <input type="text"/>	<input type="text"/>
	3. <input type="text"/>	<input type="text"/>
	4. <input type="text"/>	<input type="text"/>
	5. <input type="text"/>	<input type="text"/>

SECTION C-1c continues on the next page

INSTRUCTIONS:
SECTION C-1c: Subjects

- See previous page

SECTION C-2a: Qualification in humanities

- **Must be completed** by applicants. with a qualification in humanities e.g. Bachelor of Arts with sociology/ psychology/development studies/elective modules related to humanities (see as contemplated in regulation 16(1)(c) of the Regulations for child and youth care workers, auxiliary child and youth care workers and student child and youth care workers).
- **NB:** A certified copy of documentary proof of the qualification indicated in Section C-1a must be attached to this application (FORM R.1.CYC.1).

YEAR 4	1.	<input type="text"/>	<input type="text"/>
	2.	<input type="text"/>	<input type="text"/>
	3.	<input type="text"/>	<input type="text"/>
	4.	<input type="text"/>	<input type="text"/>
	5.	<input type="text"/>	<input type="text"/>

C-2a. Information on your first qualification (pre-registration) in humanities
see regulation 16(1)(c)

Particulars of training institution (University, college, etc)

Name of Institution_R

Contact person

Telephone (work) -

Country (if not in South Africa)

Academic information of applicant* (mark with x)

Qualification Degree Diploma NHC Child & Youth Care

Duration of course 2 years 3 years 4 years

Name of qualification_R

Date on which you initially registered as a student for this qualification

- -

Date on which this qualification was/will be conferred upon you:

- -

C-2b. Subjects related to above qualification (COMPULSARY to complete by all applicants)

SECTION C-2b: Subjects

- **Must be completed** by applicants.
- Write name of each subject per academic year in the appropriate space plus the subject code of each (the latter are allocated by the training institution and can be found on your academic record or in the Academic Year Book of the Institution.
- If you need additional space (more than 5 subjects), please add a page to FORM R.1.CYC.1 and mark it clearly (on top of the page) "SECTION C-2b" with an indication of the academic year.
- **IMPORTANT:** Original (not copy) of 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.

	Name of subject or module	Subject code
YEAR 1	1.	<input type="text"/>
	2.	<input type="text"/>
	3.	<input type="text"/>
	4.	<input type="text"/>
	5.	<input type="text"/>
YEAR 2	1.	<input type="text"/>
	2.	<input type="text"/>
	3.	<input type="text"/>
	4.	<input type="text"/>
	5.	<input type="text"/>
YEAR 3	1.	<input type="text"/>
	2.	<input type="text"/>
	3.	<input type="text"/>
	4.	<input type="text"/>
	5.	<input type="text"/>

SECTION C-2b continues on the next page

INSTRUCTIONS:

SECTION C-2b: Subjects

- See previous page.

SECTION C-3: Advanced 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.CYC.1).

SECTION C-4: Other qualifications

- Only to be completed if applicable.
- **NB:** Certified copies of documentary proof of the qualifications in *Section C-4* must be attached to this application (FORM R.1.CYC.1 in order to be entered into the Register.

SECTION D: Higher Education Institutions

- This section only applies if a qualification has not yet been conferred upon you and must be completed and signed by a person acting on the authority of the training institution, certifying that the qualification will be conferred upon you and on what date.
- This part **must** contain the official date stamp of the institution to be valid.
- The applicant may not complete this part.

YEAR 4	1.	<input type="text"/>	<input type="text"/>
	2.	<input type="text"/>	<input type="text"/>
	3.	<input type="text"/>	<input type="text"/>
	4.	<input type="text"/>	<input type="text"/>
	5.	<input type="text"/>	<input type="text"/>

C-3. Academic particulars of advanced qualification(s) in child and youth care work

	Qualification _R	Training institution _R	Date conferred
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>

C-4. Academic particulars of advanced (post-registration) qualification(s) in other fields of study which you possess

	Qualification	Training institution	Date conferred
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>

NOTE TO APPLICANTS WHO COMPLETED SECTION C-1a:

- If your qualification was not conferred upon you by the training institution at the time of this application, you may ask them to complete Section D.

D. TO BE COMPLETED BY THE UNIVERSITY/TECHNIKON/COLLEGE

This part should only be completed where the applicant is a student in his or her final year

Name of Institution

It is hereby certified that

full names and surname of student

complied with all the requirements for the Degree/Diploma/Certificate

of this institution

on day of month 20 year

to be issued at a graduation ceremony on day of month 20 year

We recommend him/her for registration as a **child and youth care worker** (*within the professional category of registration*) with the SACSSP

Signature: Head of Department/School

Date

Signature: Dean or designated faculty administrator

Date

ORIGINAL OFFICIAL DATE
STAMP OF INSTITUTION

The completion of the Section D does not exempt the applicant from the requirements indicated in section H-4

Proceed to SECTION E continues on the next page

INSTRUCTIONS

SECTION I: Bank details

- See Section H-1 on fees payable
- **ALWAYS use your registration number as DEPOSIT REFERENCE.** If not available, in exceptionally cases, use ID number or passport number.
- The reference number is the only way in which your payment can be traced in Council bank account.
- **Keep a copy** of your proof of payment for your own records.

SECTION J: Declaration

- Read **all parts** of the declaration in Section J carefully.
- Sign FORM R.1.CYC.1 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.CYC.1 is completed correctly
- All applicable fields and pages are completed and I have double checked
- FORM R.1.CYC.1 is signed on page 7 (Part J)

Attachments

- Proof of payments (see Section H-1)
- Certificated copy of ID (see Section H-2)
- Proof of marital status - if applicable (see Section H-3)
- Certified copies of qualifications (see Section H-4.1)
- Proof of subjects - original (see Section H-4.2)
- Portfolio of evidence (PoE) - if applicable. (see Section H-4.3)
- Proof of previous registration as student child and youth care worker with the SACSSP (see Section H-5)

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.

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 child and youth care worker within the professional category of registration. These Regulations are available on Councils website www.sacssp.co.za

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

Account name: SACSSP
 Bank: NEDBANK
 Account number: 1190739410
 Branch: MENLYN MAINE
 Branch Code: 198765
 Reference: A reference number must be provided for every deposit.

IMPORTANT
 Proof of payment must accompany this 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 child and youth care worker within the professional category of registration.

Furthermore, I, the undersigned, -

(a) understand that I may only practise as a child and youth care worker³ and use the title child and youth care worker, subject to being registered as a child and youth care worker within the professional category of registration with the South African Council for Social Service Professions as contemplated in sections 15 and 18A of the Act and upon entry of my name into the Register for Child and Youth Care Workers (professional category) as contemplated in section 19 of the Act;

(b) understand, as contemplated in section 15(1) of the Act, that no person may practise as child and youth care worker or pretend to be a child and youth care worker (professional category) if he or she is not registered as a child and youth care worker within the professional category of registration 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 16 of the Act;

(c) may only, in terms of the Act, practise as a child and youth care worker subject to the payment of my annual 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 Child and Youth Care Workers (professional category) 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 Child and Youth Care Workers (professional category) 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 for child and youth care workers, auxiliary child and youth care workers and student child and youth care workers (Government Notice No. 838 of 2014 published in Government Gazette No. 38135 of 31 October 2014) (regulation 27) 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 Child and Youth Care Workers (professional category) 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 for child and youth care workers, auxiliary child and youth care workers and student child and youth care workers (Government Notice No. 838 of 2014 published in Government Gazette No. 38135 of 31 October 2014) 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 18A(6)(b) for access to the Register for Child and Youth Care Workers (professional category) 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 address⁴ 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 afore-mentioned, 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 _____ place on _____ day of _____ month 20____ year

Signature: Applicant

Send this ORIGINAL application form with all supporting documents:

by registered mail to:

The Registrar
 SACSSP
 Private Bag X12
 Gezina
 Pretoria
 0031

OR by courier to:

The Registrar
 SACSSP
 37 Annie Botha Avenue
 Riviera,
 Pretoria
 0084

³ Child and youth care worker in this section means a child and youth care worker within the professional category of registration
⁴ 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 inserted and/or updated on the Register for Child and Youth Care Workers against the name of the applicant
- Registration certificate issued, if approved
- Registration card issued, if approved
- If applicant indicated an opt out in terms of Section J(f) record on the Register against applicant's name.

Registration number allocated, if approved

7 0 - _____

INTERNAL REVIEW

Name & Surname

Signature

Date

Application is (mark with X)

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.

COMMENTS: