



SOUTH AFRICAN COUNCIL FOR SOCIAL SERVICE PROFESSIONS

APPLICATION FOR REGISTRATION

SOCIAL WORKER

with a qualification obtained outside the Republic of South Africa

To be completed by persons registering for the *first time* and/ or who are newly qualified as a *social worker with a qualification obtained outside the Republic of South Africa* as contemplated in section 17D of the Social Service Professions Act 110 of 1978

SACSSP
37 Annie Botha Avenue
Riviera,
Pretoria
0084

SACSSP
Private Bag X12
Gezina
Pretoria
0031

ENQUIRIES:

Email: reghelpdesk@sacssp.co.za

Telephone: (012) 356 8300

www.sacssp.co.za

GENERAL INSTRUCTIONS:

- FORM R.6.SW.1 needs to be completed by a person who registers for the **FIRST time as social worker with a qualification obtained outside the Republic of South Africa** with the SACSSP in terms of sections 17 and 17D of the Social Service Professions Act 110 of 1978.
- NOTE: 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 must complete FORM R.1.SW.3 to register with the SACSSP as student social worker
- FORM R.6.SW.1 must be completed **personally by the applicant** - in print or typed.
- Study FORM R.6.SW.1 carefully before completing it.
- Read the instructions with each section and answer all questions fully, clearly and correctly.
- Fields that do not apply to you must be clearly deleted. *Draw a line through such field.*
- If you have to make any corrections to your answers - *initial* next to the correction made in the right margin.
- Incomplete and/or non-compliant applications **will not be processed** and will be referred back to the applicant. Therefore, make sure that the application is completed correctly and submitted with **all the required supporting documents**.
- See **Section G** for the documents that must accompany FORM R.6.SW.1.
- Complete the **checklist** at the end of FORM R.6.SW.1 before you submit it.
- Print and return this original FORM R.6.SW.1 to the SACSSP by registered mail or courier mail services for ease of tracking. *Address is on page 6.*
- Council is required to keep a Register of persons registered in terms of section 19 of the Act and the fields marked with an _R will be visible to the public.

INSTRUCTIONS

SECTION A: Personal Particulars

- ALL fields in **Section A** marked with an _R must be completed.

SECTION B: Contact details

- ALL fields in **Section B** marked with an _R must be completed.

A. PERSONAL PARTICULARS

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

First names*_R (as on ID)

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Maiden name* (if applicable)

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Surname*_R (as on ID)

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ID number¹ (if applicable)

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Passport No* (if applicable) Country of origin

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Residency permit No* (if applicable) Valid until* (date)

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Date of birth* (YYYY/MM/DD)

					-					-				
--	--	--	--	--	---	--	--	--	--	---	--	--	--	--

Gender²*_R (mark with X) Male Female Home language*

Marital status²* (mark with X) Never married Married Divorced Widow Widower

Population group² (mark with X) African Coloured Indian White Other

Disability² (mark with X) Yes No If YES, specify

B. CONTACT DETAILS

Postal address*

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Postal code

Residential address*

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Town*_R Postal code

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

Email* (write clearly)

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Mobile / Cel number*

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Fax number

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Telephone (home)

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Telephone (work)*

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¹ Only complete if you have a South African ID number

² Information for equity and statistical purposes

Proceed to SECTION C on the next page

INSTRUCTIONS:

SECTION C-1: First qualification

- **Must be completed** by all applicants
- **NB:** A certified copy of documentary proof of the qualification indicated in *Section C-1* must be attached to this application (FORM R.6.SW.1).

SECTION C-2: 3 + 1 Qualification

- Only to be completed by persons with a 3 + 1 qualification.
- **NB:** A certified copy of documentary proof of the qualification indicated in *Section C-2* must be attached to this application (FORM R.6.SW.1).

SECTION C-3: Subjects

- **Must be completed** by all applicants.
- Mark in the box for each year you have taken a subject e.g. if you took a subject for 4 years then mark all 4 boxes or if you have taken a subject only at 1st year and 2nd year level only mark boxes 1 and 2.
- Add additional subjects in the appropriate spaces.
- **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-1. Information on your first qualification in social work

Particulars of training institution (*University, college, etc*)

Name of Institution_R

Contact person

Telephone (work) -

Email* (*write clearly*)

Country (*If not in South Africa*)

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

Qualification Degree Diploma SW Certificate (NDP)

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-2. ONLY applicable to persons with a 3 + 1 year qualification: (*mark with X*)

Qualification Degree Diploma SW Certificate (NDP)

Duration of course 1 year 2 years 3 years

Name of qualification_R

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

- -

C-3. Subjects related to qualification* (*COMPULSARY to complete by all applicants*) (*mark with X*)

Subject	Year courses			
	1	2	3	4
Social work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sociology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Psychology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other 2 nd majors e.g. <i>communication (specify):</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other 2 nd majors e.g. <i>criminology (specify):</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (<i>specify</i>):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (<i>specify</i>):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (<i>specify</i>):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (<i>specify</i>):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (<i>specify</i>):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (<i>specify</i>):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (<i>specify</i>):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (<i>specify</i>):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION C continues on the next page

INSTRUCTIONS:

SECTION C-4: Advanced qualifications

- Only complete if applicable.
- Date conferred refers to date when the qualification was conferred upon you by the training institution.
- **NB:** Certified copies of documentary proof of the qualifications in *Section C-4* must be attached to this application (FORM R.6.SW.1).

SECTION C-5: Other qualifications

- Only to be completed if applicable.
- **NB:** Certified copies of documentary proof of the qualifications in *Section C-5* must be attached to this application (FORM R.6.SW.1) in order to be entered into the Register.

SECTION D: General

- Must be completed by all applicants.
- Answer all questions honestly.
- If you need additional space, please add a page to FORM R.6.SW.1 and mark it clearly (on top of the page) "SECTION D" with the number of the question.

SECTION E: Registration History

- Must be completed by all applicants.

C-4. Academic particulars of advanced qualification(s) in social work

	Qualification _R	Training institution _R	Date conferred
1			
2			
3			

C-5. Academic particulars of advanced (post-registration) qualification(s) in other fields of study which you possess

	Qualification	Training institution	Date conferred
1			
2			

D. 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 a Professional Council? If **YES**, complete the rest (mark with **X** in applicable block)
- YES NO
- 1.1 - were you reprimanded or cautioned? Y N
- 1.2 - was your registration suspended? Y N
- 1.3 - was your registration cancelled? Y N
- 1.4 - was the imposition of a penalty postponed? Y N
- 1.5 - 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 of which you were convicted, the year in which it took place and the sentence passed:
- YES NO

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 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 social workers* (Government Notice No. 101 of 2011 published in Government Gazette No. 34020 of 18 February 2011)

IMPORTANT: A recent *police clearance certificate* from the country of origin/ where you obtained your qualification must be attached to this application.

E. REGISTRATION HISTORY

E-1. Were you registered with a professional council in your country of origin? (mark with X)

YES NO If **YES**, please complete the applicable sections below

Name of professional body

Your registration number

E-2. 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 | <input type="checkbox"/> | Child & youth care worker | <input type="checkbox"/> |
| Social auxiliary worker | <input type="checkbox"/> | Auxiliary child & youth care worker | <input type="checkbox"/> |
| Student social worker | <input type="checkbox"/> | Student child & youth care worker | <input type="checkbox"/> |
| Student social auxiliary worker | <input type="checkbox"/> | Student auxiliary child & youth care worker | <input type="checkbox"/> |

Indicate registration number (see Registration Certificate) -

INSTRUCTIONS:

SECTION F-1: Employment status
Must be completed by all applicants.

SECTION F-2: Current employment
Must be completed by all applicants,
EXCEPT persons who are fulltime students, unemployed or retired.

SECTION F-3: Employment history
Must be completed by all applicants for the last three (3) employers, if you were employed after obtaining your qualification. If you had less than three (3) employers, only complete as applicable.

F. EMPLOYMENT PARTICULARS

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

Full time employed Part-time employed Self-employed Unemployed
Retired_R Final year student Other* (specify)

F-2. Current employment (if applicable)

Work permit No* (if applicable) Valid until (date)

Name of employer*_R

Street address*

Town*_R

Postal code

Postal address* (if different)

Postal code

Telephone -

Email (write clearly)

Fax number -

Date started with present employer* - -

Post/designation* e.g. social worker

Nature of employer (mark ONE only with X):

National Government Provincial Government Local Government Government entity
Industry Private Practice Academia NPO or CBO
Other If Other, specify

F-3.1 Previous employment #1

Name of employer

Town

Country

Post/designation*

Period of employment as a social worker with PREVIOUS EMPLOYER*:

- - TO - -

Contact person (write clearly)

Telephone -

Email (write clearly)

SECTION F continues on the next page

INSTRUCTIONS

SECTION F-3: Previous employment
Continue from previous page.

F-3.2 Previous employment #2

Name of employer

Town

Country

Post/designation*

Period of employment as a **social worker** with PREVIOUS EMPLOYER*:

- - TO - -

Contact person (write clearly)

Telephone -

Email (write clearly)

F-3.3 Previous employment #3

Name of employer

Town

Country

Post/designation*

Period of employment as a **social worker** with PREVIOUS EMPLOYER*:

- - TO - -

Contact person (write clearly)

Telephone -

Email (write clearly)

SECTION G: Documentary proof

- Read this part carefully as it will guide you on the documents that must accompany your application (FORM R.6.SW.1).
- Please number each Annexure

G. DOCUMENTARY PROOF THAT MUST ACCOMPANY THIS APPLICATION

Please study the Social Service Professions Act 110 of 1978, the relevant regulations as well as the SACSSP *Assessment of international qualifications and registration policy for social workers and social auxiliary workers (2019)*.

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

- G-1 Proof of payment**
Proof of payment to the value of the following prescribed fees in **South African Rand**:
G-1.1 Registration fee as social worker with a qualification obtained outside the Republic of South Africa; and
G-1.2 Prescribed assessment fees, as applicable; and/or
G-1.3 Any other prescribed fee
G-1.4 It is the responsibility of the applicant to ascertain the correct amount payable prior to the submission of this application.
- G-2 Proof of identity (see Section A)**
A certified copy of your identity document (ID) or passport indicating your:
a. full names and surname;
b. date of birth or age; and
c. identity number/passport number acceptable to the SACSSP
- G-3 Residency and work permit (for non South African citizens only)**
G-3.1 A certified copy of your residence permit.
G-3.1 A certified copy of your South African work permit.
- G-4 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).
- G-5 Proof of qualifications (outside RSA) (see Section C)**
G-5.1 A *certified copy* of documentary proof of the qualification(s) in social work on the basis of which you apply for registration.
G-5.2 SAQA certificate obtainable from the South African Qualifications Authority (SAQA) for the academic benchmarking of your existing qualification obtained outside South Africa
G-5.3 **Original** of documentary proof (*not a copy*) issued by the training institution in which an indication is given of –
a. ALL the subjects you have passed during all years of study and the duration of the course in each subject.
b. ALL the subjects/modules credited or exempted having been obtained from another university of the learning programme over a study period of four years.
G-5.4 A *certified copy* of any other qualifications (e.g. Masters or Doctorate) in social work and/or any other field (if applicable). See Sections C-4 and C-5.
- G-6 Proof of registration and/or licensing to practice (see Section E)**
G-6.1 Certified copy of proof of registration with a professional council in your country of origin.
G-6.2 Certified documents that provide proof that you were allowed to practise social work or were license to practise in your country of origin.
- G-7** A recent **police clearance certificate** from the country of origin/ where you obtained your qualification.
- G-8 PLEASE NOTE:** The SACSSP reserves the right, in accordance with section 17D of the Act, to require that any applicant with a qualification obtained outside the Republic of South Africa who applies for registration with the SACSSP:
a. pass an oral or written examination by the Professional Board for Social Work for the purpose of determining whether such person possesses adequate professional knowledge and skill to be registered; and/or
b. be assessed through the completion of assignments and/ or a portfolio of evidence prescribed by the Professional Board for Social Work; and/or
c. be assessed to be proficient in any of the official languages of the Republic of South Africa
- G-7** 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.

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

Proceed to SECTION J on the next page

INSTRUCTIONS:

SECTION H: Bank details

- See Section G-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 I: Declaration

- Read **all parts** of the declaration in *Section I* carefully.
- Sign FORM R.6.SW.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.6.SW.1 is completed correctly
- All applicable fields and pages are completed and I have double checked
- FORM R.6.SW.1 is signed on page 6 (Part J)

Attachments

- Proof of payments (see *Section G-1*)
- Certificated copy of ID/ passport (see *Section G-2*)
- Residence permit (see *Section G-3.1*)
- SA work permit (see *Section G-3.2*)
- Proof of marital status - if applicable (see *Section G-4*)
- Certified copies of qualifications (see *Section G-5.1*)
- SAQA certificate (see *Section G-5.2*)
- Proof of subjects - original (see *Section G-5.3*)
- Proof of registration with a professional council in your country of origin (see *Section G-6.1*)
- Proof that you were allowed to practise social work or were license to practise in your country of origin (see *Section G-6.2*)
- A recent police clearance certificate from the country of origin (see *Section G-7*)
- All documents not in English are translated as indicated in *Section G-9*

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.

H. 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 social worker with a qualification obtained outside the Republic of South Africa. 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

I. 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 social worker.

Furthermore, I, the undersigned, -

(a) *understand* that I may only practise as a social worker and use the title *social worker*, subject to being registered as a social worker with the South African Council for Social Service Professions as contemplated in sections 15 and 17 of the Act and upon entry of my name into the *Register for Social Workers* 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 social worker or pretend to be a social worker if he or she is not registered as a 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 16 of the Act;

(c) *may only*, in terms of the Act, practise as a social 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 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 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 social workers* (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 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) *understand* that any information provided in this application related to my qualification obtained outside the Republic of South Africa and related professional registration and practice may be verified by the SACSSP;

(f) *studied* the provisions of the Social Service Professions Act 110 of 1978, the Regulations regarding the registration of social workers and other relevant Regulations (available from the Government Printers or can be downloaded at www.sacssp.co.za); and

(g) *agree* that if the Registrar receives a request in terms of section 17(2)(b) for access to the Register for 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 address³ 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: **OR** by courier to:
- The Registrar SACSSP Private Bag X12 Gezina Pretoria 0031
- The Registrar SACSSP 37 Annie Botha Avenue Riviera, Pretoria 0084

³ 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)
- Where applicable, information provided was verified.
- Application and supporting documents filed on applicant's file
- Applicant's details updated on the *Register for Social 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 I(g)* record on the Register against applicant's name.

Registration number allocated, if approved

1 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:
