

**BEFORE COMPLETING THIS ADDENDUM, PLEASE NOTE THE FOLLOWING:**

- All information on this form must be completed, including all required documentation (e.g., referee reports).
- Any item not responded to will be considered an incomplete application and will not be considered.
- Please also note that late applications will not be considered.
- The selection process involves the following steps:

The screening and selection processes for acceptance into the Bachelor of Social Work programme consists of the following three distinct rounds:

- Round 1: Paper-based Application and Screening
- Round 2: Selection Interviews and Presentation\*
- Round 3: Final Selection Panel Meeting

\*Eco-metrically valid tests may be conducted.

- The South African Council for Social Service Professions (SACSSP)'s Code of Ethics as mandated by the Social Service Professions Act 110 of 1978 and the Policy on the Fit and Proper Person Requirement provides guidelines on qualities that could indicate that a person is indeed a fit and proper person for the profession. One such guideline is that applicants presenting an unacceptable risk to the public should not be registered. Given this, please note that:
  - A mental health challenge does not disqualify you from entry into the social work education and training programme,
  - SACAP has a professional, ethical and moral obligation to ensure that our students who enter the BSW programme are adequately trained and are fit and proper to practice their profession safely and ethically in line with the SACSSP Code of Ethics and related regulations
  - Therefore, all applicants are encouraged to disclose any diagnosed or undiagnosed mental health challenges. Disclosure is not compulsory, but it is encouraged for SACAP to provide appropriate supportive services during their training.
- If you are accepted into the BSW programme, please take note that:
  - SACAP reserves the right to make decisions on students' fitness and propriety to graduate and practice as a registered social worker. As such, SACAP also reserves the right to determine who is not fit for practice;
  - SACAP reserves the right to determine whether students are conducting themselves in line with the values and standards for professional conduct or if they are not fit for practice;
  - If concerns arise, interventions and support will be provided where necessary and appropriate.



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- All students who are accepted into the BSW programme will go through a compulsory progress review at the end of every term.
- If concerns arise around professional conduct, and fitness and propriety to practice within the social work professional scope, SACAP reserves the right to withhold certification, until such time as all of the requirements for the certification have been satisfactorily fulfilled, subject to the existing qualification and registration maximum timeframes.

<b>Name of applicant</b>	
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## 1. Academic particulars

Please indicate (with an X) which Minimum Entry Requirement you have met:

<b>A. National Senior Certificate (Bachelors pass)</b>			<b>B. Senior Certificate</b>			<b>C. NQF5 or above</b>			<b>D. Recognition of Prior Learning (RPL) (24+ years of age)</b>		
A National Senior Certificate or National Certificate (Vocational) with an achievement rating of 4 (Adequate Achievement 50-59%) or better in 6 designated subjects and English			Senior Certificate (Pre- 2008) with Endorsement, with English and passed at Level 5 (Achievement 50-59%) or better, or an equivalent school-leaving certificate, OR			A Higher Certificate (NQF level 5), a SAQA verified equivalent qualification, Advanced Certificate, or Diploma in a cognate field, OR			Applicants 24 years of age and older who do not meet the Minimum Entry Requirements should provide a portfolio of evidence demonstrating formal, informal, and non-formal knowledge, training, work experience, and/or learning equivalent to an NQF level 5 qualification to support admission into the programme on the basis of Recognition of Prior Learning (RPL).		



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## 2. Training and employment:

2.1. If you have embarked on tertiary education in the past, briefly describe the nature and field of studies. Please provide the names of the institutions.

2.2. Are you currently employed? If yes, please state your current form of employment.

2.3. Specify what **related work experience**, if any, you have had: e.g., volunteer/institutional child care or youth work etc. Please provide a complete description and indicate where and when you obtained this experience.

2.4. Have you any previous academic research experience? If yes, please elaborate.



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### 3. Interest in the Bachelor of Social Work programme:

3.1. What has led you to want to study the Bachelor of Social Work programme, and what specific personal qualities do you think would make you a good candidate for this programme?

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3.2. What do you understand to be the role of a Social Worker in South Africa?




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#### 4. Community service and interest

4.1. Describe any and all involvement in community service activities to date.


4.2. Much of the focus of the Bachelor of Social Work Programme involves training students for work out in South African community settings in under resourced areas. Describe your passion and interest in working in such settings.


#### 5. Career path

When you cast your mind into the future, what does your career path look like? Where will you work? With what types of client populations and challenges will you work with?




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## 7. Financial

How are you expecting to fund your studies? (Self/Sponsor/Bursary)


## 8. References:

A confidential referee report form has been included for you to send to **two people** whose professional and academic knowledge of you is such that they will be able to respond meaningfully. Please note that family members and friends are not deemed suitable referees. People you know from a professional or educational environment are best suited to complete the attached reference reports.

### Please note:

Your applications will be considered incomplete and will not be processed if:

1. The referee reports are not received before the closing date.
2. This application is returned after the closing date.
3. A full academic transcript of all school leaving results (and subsequent studies, if any) is not enclosed.

Should you be successful, prospective students are required to produce documentation required by the South African Council for Social Services Professions (SACSSP) for registration at the time of BSW registration or by the time they apply for SACSSP student registration, in accordance with the SACSSP's Policy on the Fit and Proper Person Requirement (2017). This includes:

1. Police Clearance Certificate
2. National Child Protection Register (Part B) clearance
3. Children's Act 38 of 2005 (Form 30)
4. Register of persons convicted of abuse of older persons (Older Person's Act 13 of 2006)

*Please see attached the confidential referee report for completion by 2 separate referees.*



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### Confidential Referee's Report: Bachelor of Social Work

Dear Applicant,

Kindly forward this confidential referees report to your referees together with the request that they complete the second section and return it to us **as soon as possible**. Late applications will not be considered.

<b>Name of referee</b>	
<b>Position/profession</b>	
<b>Address</b>	
<b>Telephone No.</b>	
<b>Email address</b>	
<b>Name of applicant</b>	



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Dear Referee,

Would you kindly respond to the questions below, bearing in mind the applicant's suitability for training as a Bachelor of Social Work student? Your comments are strictly confidential and will not be divulged to the applicant. Please ensure that you cover both *the applicant's strengths and limitations*.

1. For how long and in what capacity, have you known the applicant?


2. Do you consider the applicant to be very suitable/adequate/unsuitable for training as a potential Bachelor of Social Work student? Please provide a motivation for your opinion.


3. Much of the focus of the Bachelor of Social Work Programme involves training students for work in South African community settings in under resourced areas. From your knowledge of the applicant, do they possess an interest and passion for community orientated work? Please elaborate on the reasons for your answer.




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4. How would you rate the applicant's ability/potential in the following areas? Please mark the appropriate column with an 'X'.

	Below Average	Average	Above Average	Outstanding	Insufficient Knowledge of applicant
Academic Ability					
Writing Ability					
Research Skills					
Warmth					
Self-assertiveness					
Emotional Stability					
Reliability					
Independence					
Initiative					
Verbal Ability					
Likeability					
Maturity					
Ability to cope under pressure					
Regard and respect for others					
Self-awareness					
Emotional availability					



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5. Please provide any qualifying statements or additional information with reference to the evaluations made above.


6. Please use the space below for any additional comments or reservations you may have concerning the candidate.


<b>Signature</b>	
<b>Date</b>	

**PLEASE SCAN AND EMAIL WITH THE SUBJECT 'CONFIDENTIAL REFEREE'S REPORT – [APPLICANT'S NAME AND SURNAME]' TO: [admissions@sacap.edu.za](mailto:admissions@sacap.edu.za)**



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