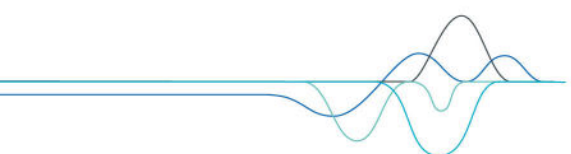


ADDENDUM TO APPLICATION FORM

Bachelor of Social Work



CPT | DUR | JHB | PTA | ONLINE

Head Office: 5th Floor Sunclare Building, 21 Dreyer Street, Claremont, Cape Town,
7708, South Africa 0860 77 11 11 www.sacap.edu.za

BEFORE COMPLETING THIS ADDENDUM, PLEASE READ THE FOLLOWING CAREFULLY:

APPLICATION SUBMISSION AND DEADLINES

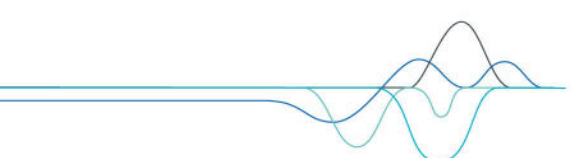
- All information on this form must be completed, including all required documentation (e.g., referee reports).
- Once completed, upload your addendum to the “My Documents” section of your online application.
- Please do not submit any password-protected documents in the application process.
- Applicants may only apply and attend the selection process for a single campus.
- THE APPLICATION CLOSING DEADLINE IS 1 February 2026. It is the applicant’s responsibility to ensure that all documentation, including the online referee reports, are submitted by the referees directly to SACAP by the closing deadline.
- Incomplete and/or late applications will not be considered.
- Before applying, it is the applicant’s responsibility to ensure that they can fund their studies. For information on fees or any other queries, please:
 - Call SACAP and ask to speak to an Admissions Officer: **0760 77 11 11**
 - Or, complete the contact form: <https://www.sacap.edu.za/contact/>

SELECTION PROCESS

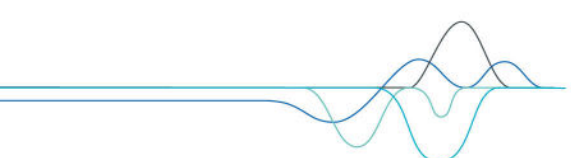
- STAGE 1: Applications are paper-screened, and candidates will be notified of the outcome.
- STAGE 2: Shortlisted candidates are invited to schedule an interview with the programme coordinator to determine suitability for the programme.
- The selection committee will deliberate, and final outcomes will be sent to candidates via email.

CERTIFICATION

- Students who are successful in their application will be 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:
 - Police Clearance Certificate
 - National Child Protection Register (Part B) clearance
 - Children’s Act 38 of 2005 (Form 30)
 - Register of persons convicted of abuse of older persons (Older Persons Act 13 of 2006)
- 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.



- However, 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.
- Our placement sites will be restricted to the following major cities in all 9 provinces, to ensure that all students are placed at accredited sites:
 - **Eastern Cape** – Port Elizabeth and East London
 - **Free State** – Bloemfontein
 - **Gauteng** – Johannesburg and Pretoria
 - **KwaZulu-Natal** – Pietermaritzburg and Durban
 - **Limpopo** – Polokwane
 - **Mpumalanga** – Mbombela
 - **North West** – Mahikeng
 - **Northern Cape** – Kimberley
 - **Western Cape** – Cape Town
- 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.
 - All students accepted into the BSW programme will undergo a compulsory progress review at the end of every term.
 - If concerns arise regarding professional conduct, fitness, and propriety to practice within the social work professional scope, SACAP reserves the right to withhold certification until all requirements for certification have been satisfactorily fulfilled, subject to the existing qualification and registration maximum timeframes.



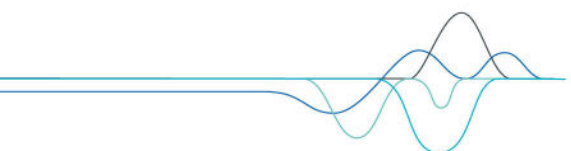
Name and Surname	
Campus	
Age	
Race¹ (tick one)	African ☐ Coloured ☐ Indian ☐ White ☐ Other ☐
Gender	
Language proficiency (tick as applicable)	English ☐ IsiXhosa ☐ IsiZulu ☐ Afrikaans ☐ Other African Language (specify) _____ Other Language (specify) _____
Disability	
Nationality	

1. Academic Particulars

1.1. Please tick the box to indicate if:

☐	A National Senior Certificate with a minimum of 50% in English, as certified by the Council for General and Further Education and Training (Umalusi), coupled with an achievement rating of 4 (Adequate Achievement 50-59%) or better in five recognised 20-credit NSC subjects (Life Orientation not included).
☐	A Senior Certificate (Pre-2008) with Endorsement, with English and Mathematics/Mathematical Literacy passed at Standard Grade or better, or an equivalent school-leaving certificate.
☐	A Higher Certificate (NQF level 5), a SAQA verified equivalent qualification, Advanced Certificate, or Diploma in a cognate field.
☐	Applicants 24 years of age and older who do not meet the above requirements should provide a portfolio of evidence demonstrating formal, informal, and non-formal knowledge, training, work experience, and/or learning equivalent to a National Senior Certificate (NQF level 4) to support admission into the programme on the basis of Recognition of Prior Learning (RPL).

¹ Racial demography is collected in compliance with the Employment Equity Act of South Africa, No. 55 of 1998.



1.2. Please provide a brief description of your academic record if you have undergone any further education or training.

YEAR COMPLETED /CURRENT	INSTITUTION	QUALIFICATION	MAJORS/SPECIALISATION

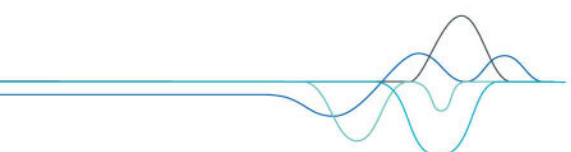
2. Prior Work Experience

2.1. Do you have any prior experience in community work, social work, or a social work-related field? This may include paid or volunteer roles in advocacy and fundraising work, counselling-related work, tutoring, childcare, or youth work, etc.

DATES	NAME AND PLACE OF ORGANISATION	DESCRIPTION OF YOUR ROLE

2.2. Do you have any research experience? This may include research undertaken for educational purposes, as well as academic and independent research, publications, and other related activities.

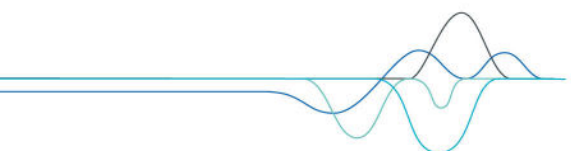
YEAR	DESCRIBE THE NATURE OF YOUR RESEARCH EXPERIENCE	SUBJECT AREA/TOPIC	METHODOLOGY



3. Interest in and knowledge of the Bachelor of Social Work Programme

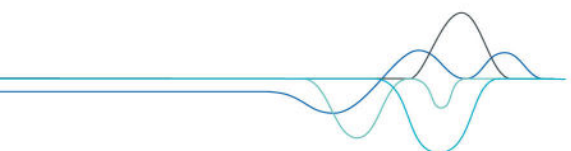
3.1. Why do you want to study the Bachelor of Social Work programme? (Maximum of 200 words)

3.2. What is your understanding of the role Social Workers play in South Africa? (Maximum of 200 words)



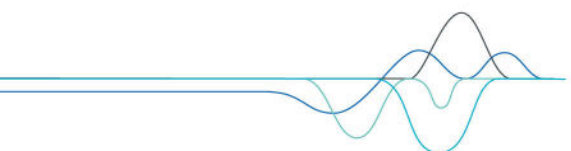
3.3. The Bachelor of Social Work programme prepares students to work in South African community settings, often in under-resourced areas. Do you possess a genuine interest and passion for community-oriented work? Please provide specific examples to support your answer where relevant. **(Maximum of 200 words)**

3.4. What are your career aspirations as a social worker? In what settings do you hope to work, and with which client populations and challenges do you expect to engage? **(Maximum of 200 words)**



4. **Personal**

4.1. Provide a brief personal reflection of the key experiences that have shaped you as an individual. **(Maximum of 300 words).**



5. References

A link to the online referee form has been included for you to send to TWO individuals who have the professional and academic knowledge to provide meaningful responses about you. Please note that family members and friends are not considered suitable referees. Those you know from a professional or educational environment are best suited to complete the attached reference reports.

Please supply the following particulars:

Referee name 1	
In what capacity do they know you?	
Referee name 2	
In what capacity do they know you?	

Please send this link to your referees: <https://forms.office.com/r/iHpyw52SS8>

It is essential that your referees include your name and surname exactly as you provided in your application. Failure to do so may result in the references not being accurately matched to your application, which could render it incomplete and unsuccessful.

