



THE UNIVERSITY
OF AUCKLAND

FACULTY OF EDUCATION

School of Counselling,
Human Services and Social Work

2014

The Faculty of
Education

Bachelor of Social Work Programme Handbook



Head of School

Christa Fouché
N501 ext 48648
c.fouche@auckland.ac.nz

Director of Social Work (Qualifying Programmes)

Barbara Staniforth
Office N406 ext 48349
b.staniforth@auckland.ac.nz

Schools Manager

Keran Pocklington
Office A103 ext 48626
k.pocklington@auckland.ac.nz

School Administrator

Deb Allen
Office N401 ext 48673
deb.allen@auckland.ac.nz

School's Administration Office

N Block, Level 4, Room N401
Phone 09 623 8899 ext 48673
Fax 09 623 8903

Staff email addresses, telephone extensions and office numbers

Christa Fouché : Head of School	c.fouche@auckland.ac.nz	48648	N501
Carole Adamson	c.adamson@auckland.ac.nz	48561	N405
Cherie Appleton - Fieldwork Co-ordinator	c.appleton@auckland.ac.nz	48556	N402
Allen Bartley	a.bartley@auckland.ac.nz	48140	N411
Liz Beddoe	e.beddoe@auckland.ac.nz	48559	N512
Shirley-Ann Chinnery	s.chinnery@auckland.ac.nz	48560	N409
Irene de Haan	i.dehaan@auckland.ac.nz	48614	N502
Jenny Hare	j.hare@auckland.ac.nz	48674	N414A
Ian Hyslop	i.hyslop@auckland.ac.nz	46439	N507
Jinling Lin	jinling.lin@auckland.ac.nz	4331	N403
Jay Marlowe	jm.marlowe@auckland.ac.nz	48248	N504
Phil Harington	p.harington@auckland.ac.nz	48562	N411C
Mike O'Brien	ma.obrien@auckland.ac.nz	46368	N405
Hong-Jae Park	hj.park@auckland.ac.nz	48690	N410
Vaiolesi Passells	v.passells@auckland.ac.nz	48557	N511
Matt Rankine	m.rankine@auckland.ac.nz	48500	N414A
Matt Shepherd	m.shepherd@auckland.ac.nz	46368	N503
Barbara Staniforth: Director of Social Work	b.staniforth@auckland.ac.nz	48349	N406
Andrew Thompson	a.thompson@auckland.ac.nz	48318	N407
Mike Webster	m.webster@auckland.ac.nz	48528	N510

Social Work Administration

Keran Pocklington – Schools Manager	k.pocklington@auckland.ac.nz	48626
Deb Allen – Administrator	deb.allen@auckland.ac.nz	48673

Website - www.auckland.ac.nz

E nga iwi o te motu, tena koutou
E rau rangatira ma, tena koutou
E nga kaumatua, nga koroua, nga whaea, tena koutou
E nga tamariki, mokopuna, tena koutou
E nga tangata o nga tau e wha o te Ao,
tena koutou, tena koutou, tena koutou katoa.

Piki mai, Kake mai.
Nau mai, Haere mai
ki tenei pukapuka matauranga

'Social work involves entering into the lives of people who are in distress, conflict or trouble. To do this requires not only technical competence but also qualities of integrity, genuineness and self awareness'. Lishman, J. (2002). Personal and professional development. In R. Adams, L. Dominelli, & M. Payne (Eds.). (2nd ed.). *Social work themes, issues and critical debates*. (pp. 95-118). London: Macmillan.

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Introduction

Welcome to the Bachelor of Social Work. We hope you will all enjoy your studies. In this handbook you will find the Regulations and the schedules of courses needed to complete your degree. Please note you need to complete your BSW within the time allowed, four years full time or up to eight years part time.

This booklet is designed to provide students with information specific to students in the Bachelor of Social Work. It covers useful information about University services and policies of the Social Work and Human Services programmes. Further information about the University can be found in the University Calendar. You must read the calendar for other important matters relating to being a student at The University of Auckland. It is important that you become familiar with these policies.

Communication

There are a number ways that we will communicate with you about important matters:

The most important method is via your University of Auckland e-mail address in CECIL. All students must activate this account by using their NetID (UPI) and your password. Important information about lectures, room changes assessment tasks, lecture notes and readings may be advised via this email. Your lecturers and the Programme Leader may also send you emails about important matters.

Staff will not be responsible for any disadvantage to you if you do not access messages this way. Please also ensure that your postal address remains current. You can change this on line in Student Services online.

The notice board in the foyer of N Block Level 4, School of Counselling, Human Services and Social Work will be used to post notices about class venues and any changes. Please check it daily.

Support and Advice

Early in Semester One you will be appointed an Academic Advisor from the BSW staff. They may contact you. Your Academic Advisor can assist you with programme planning and other academic advice. Their time is limited so you will need to make an appointment to see them. For assistance with your study skills and academic writing you will need to use the excellent services of the Student Learning Unit.

2014 Academic year dates

Semester One - 2014

Semester One begins	Monday 03 March
Mid semester break/Easter	Monday 14 April – Saturday 26 April
ANZAC Day	Friday 25 April
Graduation	Monday 05 May, Wednesday 07 May, Friday 09 May
Queen's Birthday	Monday 02 June
Lectures end	Friday 06 June
Study break	Saturday 07 June - Wednesday 11 June
Examinations	Thursday 12 – Monday 30 June
Semester One ends	Monday 30 June

Semester Two - 2014

Semester Two begins	Monday 21 July
Mid-semester break	Monday 01 September – Saturday 13 September
Graduation	Tuesday 30 September
Lectures end	Friday 25 October
Study break/exams	Saturday 26 – Wednesday 29 October
Examinations	Thursday 30 October – Monday 17 November
Labour Day	Monday 27 October
Semester Two ends	Monday 17 November

Semester One – 2015

Semester One begins	Monday 02 March 2015
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General Information

Enrolments, withdrawals and course changes

You must **enrol** in a timely manner and there may be penalties for late enrolment or late course changes.

Students may withdraw from courses should their situation change, however this should not be done without discussion with the Academic Advisor or Head of Programme. Neither your academic advisor nor the programme leader can formally withdraw you from courses this is a task that you must do yourself.

Late deletions are usually only allowed for medical or serious personal reasons and you must go to the Student Health Centre to get the correct procedure followed.

Fees

The payment of fees is your responsibility. Fees remain **a personal debt** if they are unpaid and you have started the course. Failure to pay fees within the required time means that CECIL and library access will be removed and you may need to pay a penalty fee to be reinstated. You will not be able to graduate until all responsibilities have been met.

You must formally withdraw from courses within the first two weeks of the Semester to avoid debts. Students need to keep up to date at all times with the status of their enrolments. Deletions are stressful and impact on your study.

See the 2014 Calendar for detailed rules regarding enrolment and withdrawal.

Study space

Most study space is provided in the Library. Many more study places and computers are provided in the Information Commons on the City campus. You are encouraged to make use of these facilities, as regular study habits will prevent overloaded work commitments and stress. Students may request access to classrooms for study groups/seminar practices at times when classrooms are not scheduled. You **must** make a booking to guarantee access. Discuss your request with the School office.

Texts and resources

Many required texts are available through University Book Shop. It is possible to order these books online from www.ubsbooks.co.nz or Phone 09 306 2700 (test inquiries). There is a free courier service within the Auckland area and a cost of \$6.00 freight for elsewhere in NZ. There is a 10% discount for University of Auckland students.

You will be provided with readings in several different ways. Basic readings are provided electronically free of charge. These will be provided to you mainly through Voyager or CECIL. Hard copy readings will be charged at cost recovery. Your individual course lecturer will inform you how you can access your readings. In addition some hard copies may be available on short term loan in the Library.

The School uses a range of assessment methods including: journals, photo projects, multi task assignments, reports, case studies, seminars, essays presentations, group projects and tests. The cost of materials required for the preparation of assignments will be the responsibility of students unless otherwise specified.

Accreditation

The Bachelor of Social Work was approved by the Committee for University Academic Programmes under the provisions of the Education Act 1989. The Bachelor of Social Work is recognised by the Social Workers Registration Board for purposes of registration. www.swrb.org.nz.

Student feedback

The Course Lecturer will provide an opportunity for written feedback from students at the end of each course. In addition all courses delivered at The University of Auckland are regularly reviewed in a centralized, anonymous student review process. The results of these processes are provided to programme administrators who are responsible for action on student concerns. The University has a

Quality Management System which ensures that all courses and programmes are subject to monitoring and review.

General Education

The regulations of The University of Auckland require students enrolled in undergraduate degrees to complete 30 points (two courses) from the General Education Schedules. Students in the Bachelor of Social Work may take two courses from the schedules A, C, E, F, G, and H.

Please see the brochure General Education, available from the Education Student Centre.

Year One

In 2014 we recommend that you take a General Education course in Semester Two. You may take your second General Education course whenever you like but we strongly recommend that you do this before Year Three due to placement requirements.

Year Two

In 2014 we recommend that you take a General Education course in Semester One.

Summer School

A limited range of General Education courses are available in Summer School. Check the General Education schedule for the BSW.

Please note carefully the location and the time of the course you choose as it may be taught on the City or Tamaki campus.

Assignment Process



Announcing the Faculty of Education's new assignment service

- Your coversheet for every assignment generated on line
- Each assignment's coversheet is unique to you and barcoded accordingly
- Automated confirmation of assignment receipt by email
- Convenient central 'hand-in' and 'pick-up' assignment centre for Epsom campus at A114a (opposite the Education Student Centre)

For more information & FAQs go to:

<http://www.education.auckland.ac.nz/uoa/home/for/current-students/assignments>



Supervised field practice: Guidelines

Students in the Bachelor of Social Work go on placement in Years Three and Four. The following information is intended as a brief overview only. Full information will be provided in the semester preceding first placement.

Note: it is **essential** that students have a full driving licence for both manual and automatic cars by the December preceding their Year Three placement.

Year III field placement (2014)

You must enrol in the course **SOCWORK 317 Supervised Field Practice and Professional Development 1**. The first placement is designed as a block placement and is a 60 day placement, and students will need to work some days in the vacation to complete the time. A **minimum** of 125 days over two years is required. The first placement is designed so that students are provided with the opportunity to observe a good range of social work practice situations and undertake some social work activity as appropriate.

Year IV field placement (2014)

You must enrol in the course **SOCWORK 415 Supervised Field Practice and Professional Development 2**. The second placement is designed so that students are provided with the opportunity to work at a more advanced level than at their first placement and may take more responsibility. It is required that the second placement will be in a different setting. It is strongly recommended that one placement have a community focus and one be in a larger organisational setting. Placements will be approved by your Academic Advisor and the Placement Co-ordinator.

General requirements (duration, hours etc)

Placements are designed to meet national and international professional expectations. The NZ Social Workers Registration Board also has set requirements for placements. Our requirement is that 125 days supervised field practice must be completed. These requirements are also important for any graduates who may wish to seek work overseas. It is a national and international expectation that social work graduates will have undertaken two placements in different agency settings.

Attendance – students must attend their placement daily. Absences must be notified in advance and negotiated with the agency supervisor. Students must ring in if they are sick. Failure to meet these basic professional requirements will be considered unsatisfactory conduct and may lead to a review.

Please keep a careful record of your placement attendance including significant after hours work and/or weekend work, relevant conferences, training events, hui, etc. Students are expected to work agency hours unless negotiated individually. Students must attend their placement agency for a minimum of six hours per day. If you have special needs e.g. transport, childcare, financial problems, other commitments, please inform your Academic Advisor as soon as possible.

Students will be placed in agencies where staff consider their learning needs will be best met. There is considerable demand for social work placements in the Auckland region as there are at least six programmes requiring supervised practice opportunities. Staff of the Social Work programme will act to ensure that sufficient quality placements are available. Students do not have the right to turn down placements unless there are exceptional circumstances. Students can assist the Field Education coordinator by being well prepared. It is vital that students have:

- a current valid full Drivers Licence able to be produced immediately unless excused on medical grounds
- made adequate arrangements for childcare and family responsibilities during placement
- notified staff of any transport difficulties/requirements
- an up to date, concise Curriculum Vitae (the Fieldwork Co-ordinator may assist you in preparing this)
- participated fully in developing a statement of learning needs and preferences for your placement
- informed the programme of any issues that could impact on your placement in a timely and professional manner

Placements cannot proceed without the approval of the BSW Head of Programme. If a student's academic progress or conduct is unsatisfactory, placement may be postponed or withheld.

Part time students: Supervised field practice

Please note that all students must undertake two field placements. The only exceptions will be where a student has gained a complete or partial credit for the Year I programme e.g. transfer from another tertiary institution. Placements must be in two different agency settings.

- SOCWORK 317 - a minimum of 60 days must be completed
- SOCWORK 415 - a minimum of 65 days must be completed

In most circumstances part time students will be expected to complete two block placements.

Part time placements may be negotiated but the full number of days must be completed.

It is the responsibility of students enrolled part time to negotiate with their employers regarding time off to complete placement requirements. Part time students need to ensure the degree of support being offered by their employers is clarified prior to engaging in any negotiation with potential host agencies, in order to avoid disappointment and frustration.

While social work programme staff may assist students to negotiate some aspects of time off for placements the programme cannot be held responsible if the student is held back in their course of study by circumstances determined by employers.

NB Agency placements

Where a practitioner/ student undertakes a placement within their current employment, organisation policy should require that learning goals, related to the integration of new knowledge and skills are in place. A subsequent placement must be in a different organisation. There is no exception to this, as it is a requirement of the Social Workers Registration Board.

Support services

A full range of support services are available on the campus. You will be advised about these during orientation week.

They include:

- disability liaison
- health
- counselling
- parent support centre
- student learning unit
- chaplain
- IT services
- Maori/Pasifika academic support staff
- AUSA Students Association

In certain circumstances grants are available through the student counselling service to assist with situations involving financial hardship.

These services are described in the University Calendar, which is available in the library and on the University website www.auckland.ac.nz.

Student Learning Services

We strongly advise you to seek support from the Student Learning Services to assist you in your study. They have some very useful pamphlets on essay writing and referencing, and offer regular seminars on study skills, time management and essay writing. Staff in the Student Learning Services are very helpful – seek help early, don't leave it until your course of study feels overwhelming.

The Library

The greatest source of your information and research efforts will be found in the Library. It is essential that you attend the Orientation Programme for the Library. You will be required to be a confident user of electronic resources and databases. We have subject liaison librarians who can assist you.

Library hours

Term hours	
Monday – Thursday	8am – 8pm
Friday	8am – 6pm
Saturday & Sunday	10am – 4pm
Term break hours	
Monday – Friday	9am – 6pm
Saturday & Sunday	10am – 4pm

Short Term Loan

You will find that within the reading lists of most of your courses, an indication that some of the books will be placed on short term loan. This means that items of heavy demand are placed behind the lending desk as **short term loan**. The items are for use within the library only, but most may be borrowed as overnight loans. An overnight loan is issued **half an hour** before closing time and **must** be returned within half an hour of opening.

Further information on the library is available in the University Calendar and in the library services booklet. Many course readings may also be available as an electronic resource accessed through the Library system.

Computers

In general, students are expected to complete all their assignments on a computer. Information technology is an integral part of social work practice, and all students should be computer literate at the time of their graduation.

Students have access to computers in the library, both for library use and for casual use for the completion of assignments as well as research. The Epsom campus also offers to students a range of network services such as internet access, email services and printing.

Policies of the Social Work programme

Please read carefully

Attendance

Regular attendance is a professional requirement of BSW courses, especially those which do not have a final examination. An unsatisfactory attendance record may lead to failure to be credited with a pass in course components where attendance is required and stated in the course outline booklet, and failure to qualify for the awarding of the degree. The course outline booklet will explain the requirements for each course.

Should students not be able to fulfil the attendance requirements for medical or family reasons, then **the onus is on the student** to meet with the lecturer concerned to establish their ability to continue with the course. In some cases extra work may be set.

Students are considered to be in attendance if they are present at any place approved by the University of Auckland as being appropriate for the pursuance of their training, including placement.

Appointments with staff

Staff are available to speak with students during non teaching hours but not on demand. Please be professional in your approach, and make appointments face-to-face or by phone or e-mail.

Leave of absence procedures

Absence from lectures

Students absent because of sickness or for any other reason, should advise the lecturer by phone or e-mail. *A medical certificate is required for an absence of five or more days.* Where leave is required for other than sickness, please lodge a request in writing to the BSW Programme Leader.

Any student who, through illness, may put others at the University at risk, should consult a doctor and act on the advice of that doctor. Prolonged leave is not commensurate with study and students are encouraged to withdraw in situations involving extended illness or family crises. An application form for late deletion for medical reasons is available from the Contact Centre.

Absence on placement - Attendance on placement

When students are on placement they will be required to attend for the **normal agency hours**, with a minimum attendance of 6 hours per day excluding breaks.

Students who are unable to attend because of illness or any other reason, are expected to notify the agency before 8.30am or as soon as possible. On returning to the campus students should complete an absence form. *Absence for more than five days requires a medical certificate. Longer absences while on placement must be discussed with your professional development lecturer.* A total of 125 days on placement must be completed successfully in order for you to meet the requirements of a professional qualification in social work.

Lateness

The social work programme has developed a policy on lateness for the following reasons:

- 1 Lateness is unprofessional and incompatible with the development of a professional approach to work with future clients and colleagues.
- 2 Lateness inhibits the development of effective time management skills and an organised approach to work.
- 3 Lateness disrupts the learning process and demonstrates a lack of courtesy and consideration for staff and the needs of other students.

Guidelines on lateness

- 1 Lectures and tutorials will begin at the designated time. Both lecturers and students have a responsibility to ensure classes start on time.
- 2 Some BSW courses will contain **an 80% attendance requirement**. If students do not meet this requirement they will not gain a pass grade. The course co-ordinator may set extra work for students with poor attendance and deduct marks from student's overall grade
- 3 Where there is an attendance requirement rolls will close 15 minutes after the beginning of a class.
- 4 Attendance records for all students will be assessed by staff on a regular basis and prior to students going on placement. Any failure to achieve the required attendance could lead to the student being asked to undertake additional work or it could be judged to have put their graduation at risk.

Drivers licences

All students are required to have a full drivers licence by the end of the second year. **If you do not have a full drivers licence by this time you will not be able to proceed on placement.** There will be no exception unless you are unable to drive for disability/ medical reasons.

It is a general expectation of the social work profession that all practising social workers are able to drive both a manual and automatic car. Placement agencies also expect all students to have this ability, and may not accept students without a full licence.

Examinations

The exam timetable is posted out to your mailing address. Keep it up-to-date. Please read the information carefully. If you are unable to attend an examination because of illness, personal crisis or any other unpredictable reason you must go to the Student Health Centre and seek assistance. The general recommendation is that you try to sit the exam. The Student Health Service can provide you forms and certificates to support you, should you feel your performance may have been impaired.

Please note

Do not delay in making contact with the Student Health Centre if you believe your examination performance may have been impaired by illness or other problems.

Do not leave messages regarding exam attendance on lecturers' voice mail. This is not a safe strategy for managing exam problems.

POLICY

ASSESSMENT OF STUDENT LEARNING



Academic Integrity

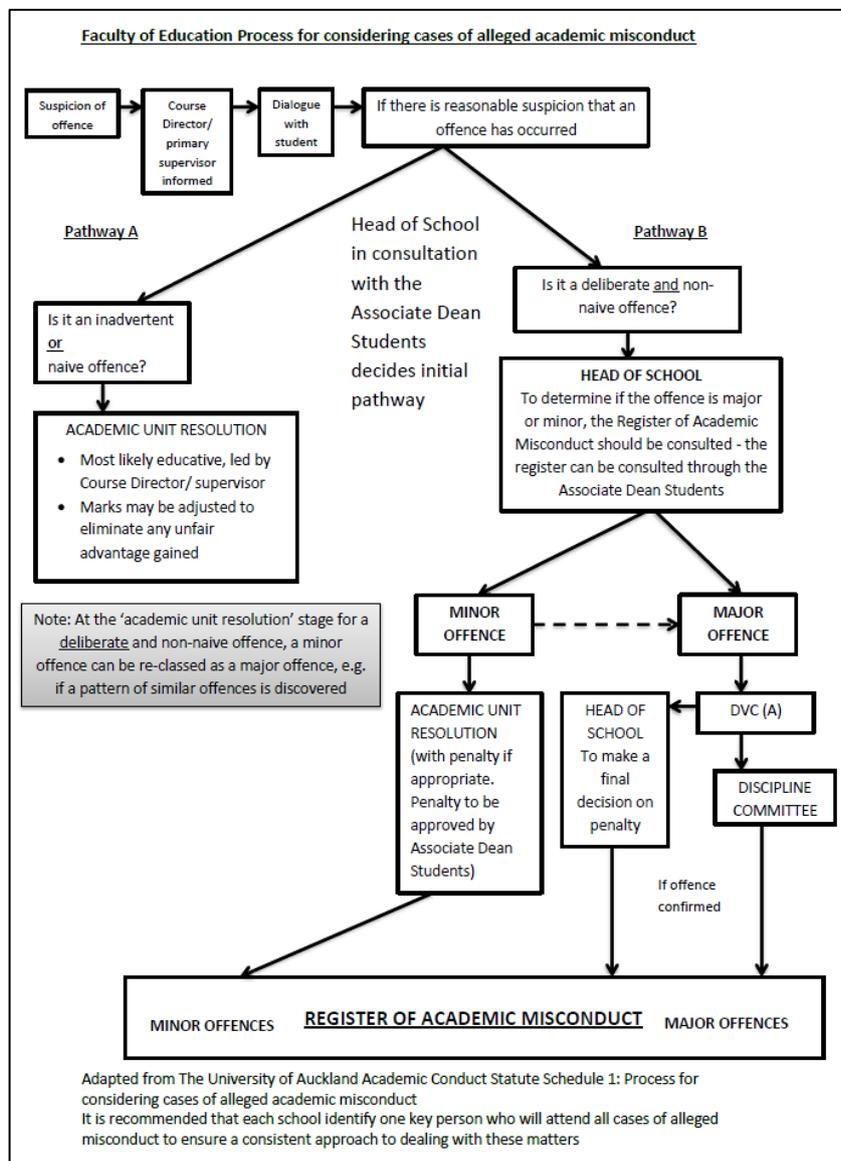
All students admitted to an undergraduate or postgraduate degree, diploma or certificate are required to complete a compulsory, online Academic Integrity Course (see University of Auckland 2014 Calendar, p.22). This online course, comprised of 5 modules, asks students to explore the concept of academic integrity. Students will learn how to demonstrate academic integrity in their study and research, improve their knowledge about University rules relating to academic conduct, and understand the consequences of academic misconduct. For more information visit this link: www.auckland.ac.nz/uo/home/about/teaching-learning/academic-integrity

Academic Misconduct

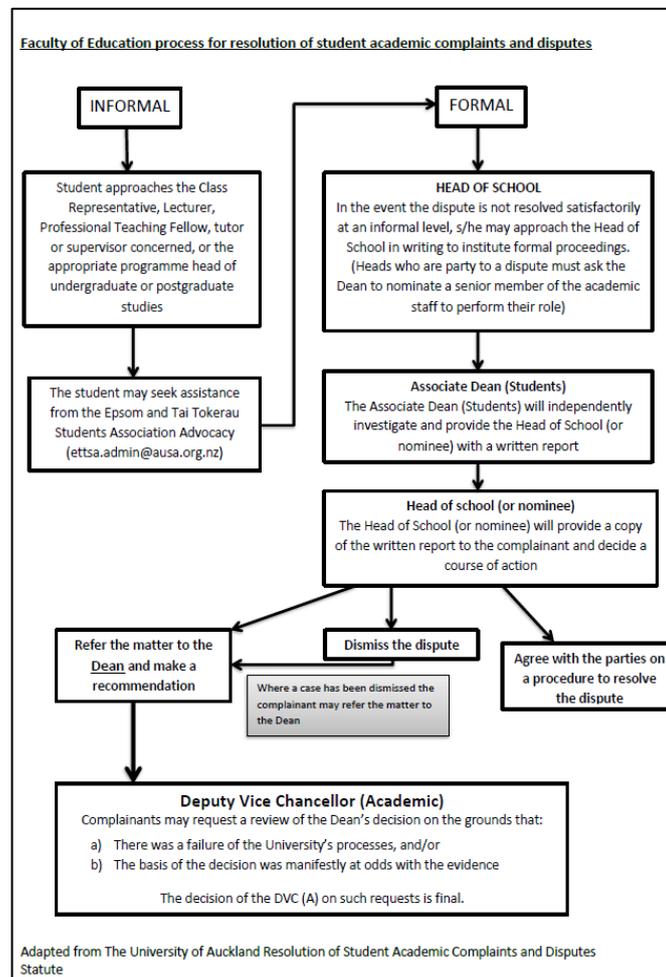
The University has a statutory responsibility to encourage the development of intellectual independence in its students. It assesses the achievement of this goal through coursework and examinations. The University expects all students to complete coursework and examinations with integrity and honesty.

The University of Auckland will not tolerate cheating, or assisting others to cheat. It views cheating as a serious academic offence. To ensure that the standard of all University qualifications is maintained, students and staff have a responsibility to prevent, discourage and report cheating.

Allegations of academic misconduct at the Faculty of Education shall be dealt with by the following process:



The University of Auckland's full guidelines on procedures and penalties for academic dishonesty are detailed in the University's "Guidelines: Conduct of Coursework" available at www.auckland.ac.nz/honesty



Aegrotat and Compassionate Consideration

This is a University process that applies only to University Examinations (and Tests). Full details are in *The University of Auckland Calendar Examination Regulation 11*.

Appeal of Marks

A student who is concerned about a mark for an assessment can appeal in writing to the Course Director for a reconsideration of the mark stating the reasons why they consider the mark is inconsistent with the assessment criteria. The written appeal must be received within one week of the work being available for return. The course director reviews the mark in relation to the stated reasons or seeks a second opinion if they were the original marker. If the appeal is not upheld and the student is still concerned a written appeal, restating the nature of the concern in relation to the assessment criteria, needs to be made to the Head of School.

Conceded passes

Conceded passes can only be granted in undergraduate degrees consistent with the university regulations. For full details see *The University of Auckland Calendar Examination Regulation 18*.

Course Deletions and Withdrawals

- A course deletion means that the course will be removed from your academic record and fees are fully refunded. There are specified timeframes within which course deletions can occur. Specific dates at which deletions can occur can be obtained via the following link: www.calendar.auckland.ac.nz/regulations/academic/enrolment-and-programme.html
- Withdraw means that you are withdrawing from a course after the deadline for deletion and before the last day to withdraw. Withdrawn courses remain on your academic record with a withdrawn grade and all fees remain owing. A withdrawn grade counts as a fail for Grade Point Average (GPA) calculations. Specific dates at which withdrawals can occur can be obtained via the following link: www.calendar.auckland.ac.nz/regulations/academic/enrolment-and-programme.html

DELNA (Diagnostic English Language Needs Assessment)

The University requires that all students reach a minimum 'satisfactory' standard with regard to English language competence. In professional programmes, it is also important that students have well-developed English language skills to meet the graduating standards of their particular programme. In order to ensure that students meet a minimum standard of satisfactory English, all undergraduate students in the Faculty as well as Graduate Diploma of Teaching and Education Foundation students are required to complete the DELNA screening, and if necessary, the DELNA diagnostic assessment, so that support can be given to students with English language needs.

EC Mail

All students enrolled at the university are provided with a student email account called EC Mail. At the time of enrolment, students are provided with an email address. This address includes a student's NetID characters plus a generic address e.g. jbon007@aucklanduni.ac.nz. Students are able to access EC mail through the following link <http://webmail.ec.auckland.ac.nz>.

EC mail is the main way in which the university communicates with students so it is vital that students access their email account on a regular basis. Failure to do means that students miss out on important information such as communications relating to coursework and academic progress, graduation, student financials and the library. Urgent and unexpected communications are also sent through this email e.g. what will happen if a natural disaster strikes the university / the city of Auckland.

Students can forward their university email to a private address if they wish to do so and this can be completed by signing into your account and providing the appropriate details.

Group assessment

There may be times when students are required to complete a group assessment task or team based project. Details of such tasks, including group work expectations will be published in course materials to ensure students are clear about what is being assessed and the allocation of marks to the various components of the assessment. Students should also refer to Module 2 of the Academic Integrity Course (Avoiding Academic Dishonesty) to clarify responsibilities when collaborating with peers. For more information visit this link: www.auckland.ac.nz/uoahome/about/teaching-learning/academic-integrity

Partial Resits

Partial resits are not permitted. A student who has failed a course is required to complete all assessment requirements for the course in which they re-enrol.

Storage and Disposal of Student Work

Examination scripts will be retained in secure storage until at least six months after the examination and thereafter be destroyed. Thesis, dissertation or research portfolios will be retained until six months after the assessment has been completed.

Assignments will be retained in secure storage until five weeks into the start of the following semester and thereafter destroyed.

Student Services Online (SSO)

Student Services Online is The University of Auckland's comprehensive online system, which enables students to apply for admission to the university and once accepted into a programmed, enrol in courses. Students can access SSO via the following link: www.studentservices.auckland.ac.nz/uoahome

SSO also provides students with access to a range of relevant academic information including:

- Course advice and information;
- Enrolment advice;
- Fees advice;
- Timetables, grades and course history advice;
- Graduation;

Course advice and information includes programme requirements and the course catalogue for your programme

Enrolment advice includes closing dates for enrolment into courses. Students can enrol in their required / selected courses and if necessary apply for a course concession. Changes to programmes can be made such as the deletion and addition of courses.

Fees advice

This link enables students to check their account details for fees, charges, payments, credits and

refunds. Students can also create an account statement and invoice and make payments online using a credit card.

Timetables, grades and course history advice enable students to view their programme and examination timetables. Grades, course history and unofficial academic transcripts can also be viewed. A request for an official academic transcript can also be made.

Graduation

At the successful completion of a programme students must apply to graduate. This link also provides information pertaining to dates and times of graduation ceremonies as well as advice about academic regalia.

The SSO website is the place where students can update their **personal details** such as email address (if that is used to redirect university mail), contact address and phone number. It is vital that students ensure their personal details are current to enable effective communication.

Submission in Māori

Assignments and examinations in courses that do not use Te Reo as the medium of instruction, may be submitted in Māori provided the Course Director has been consulted within the first two weeks of the course and confirmed the availability of a suitably qualified person with linguistic and subject expertise to mark the work.

Third party assistance

While it is expected that at all levels of study students work independently producing work that is their own, there may be times when help is needed in regard to the improvement of written communication skills. The University of Auckland encourages students to improve their writing skills and permits students to seek assistance from third parties to do so. However, there are limits to the type and level of assistance that third parties can provide. The following link provides full details regarding the type of advice and support that third parties can offer
www.auckland.ac.nz/ua/home/about/teaching-learning/academic-integrity/tl-uni-regs-statutes-guidelines

Unsatisfactory Progress

In undergraduate programmes, students' academic standing is assessed each semester. To maintain the status of 'good' academic standing a student is required to pass at least 50% of points enrolled in any one semester. Failure to meet the 50% threshold will mean that a student's academic status in their next semester of study is amended and s/he will be reviewed. Continued failure to meet the criteria to attain 'good' academic standing will result in a student's status being revised to 'academic restriction' and finally 'enrolment terminated'.

Conduct and ethics

Plagiarism (copying) and cheating

Copying and cheating are not tolerated. Misconduct or breach of rules relating to assessment.

A student who:

- a during an examination or assessment
 - i copies from or inappropriately communicates with another person
 - ii is found in possession of books or any printed or written paper or electronic material or any other unauthorized material
 - iii uses any other unfair means
- b during assessed course work
 - i plagiarises the work of another without indicating that the ideas was not the student's own
 - ii collaborates with others in the preparation of material, except where this has been approved as an assessment requirement
 - iii resubmits prior work without prior approval of the Programme Leader

shall be in breach of these regulations. Students found cheating or plagiarising will be referred via the Programme Leader to the appropriate Faculty of Education disciplinary committee.

Cheating

What is cheating?

To portray work as being your own when it is not is cheating.

What are the penalties for cheating?

You **may have up to 100 percent of marks deducted** for this assignment if it includes someone else's unattributed or less than fully attributed work or ideas. In serious cases disciplinary action may be taken.

How can I avoid cheating?

You can avoid cheating by:

1. Being honest, with appropriate referencing, about all sources you have used and the level of indebtedness to those sources.
2. Not copying any part of any other student's work.
3. Not using material from previously submitted assignments
4. Not making up or fabricating data.
5. Not using material from commercial essay or assignment services, including web-based sources.

You can help others avoid cheating, and avoid being accused yourself, by:

6. Not letting any other student copy any part of your work.

Please note that Penalties can apply for allowing other students to copy your work.

What can I do to help demonstrate that the work is my own?

In addition to the points listed above you should keep all preparatory notes and assignment drafts.

Can I get help with my work?

There is a difference between 'getting help' and cheating. 'Getting help' is directed towards assisting you to understand the material and assignment questions so that you are in a better position to **create your own answers** – this is acceptable. "Getting help" could be obtained through a

discussion with a student group, academic staff or tutors in preparation for doing an individual assignment. Talking about an assignment and methods of solving problems with other students is an acceptable form of collaboration in the learning process. Cheating arises, for example, if a student copies another student's answers or ideas, or someone else writes some or all of a student's assignment.

If you have any doubts about what is an acceptable level of collaboration or discussion with other students you should talk about this with the course coordinator BEFORE you hand in the work for grading.

What should I do if I am under pressure to manage my workload?

If you are having difficulty with, for example, the course content, the language of the course, your abilities to manage your time, and/or pressures from overall workload or stress, talk to someone about it or seek assistance. The same applies to a situation where a fellow student is pressuring you to share your work with them. The temptation to cheat can arise from any or all of these types of circumstances. It is much better to deal with those issues as they arise, rather than to be accused of cheating.

Source: *these guidelines have been developed from The University of Auckland Policy on the Guidelines: Conduct of Coursework. The full policy is available from <http://www.auckland.ac.nz/uaa/about/teaching/plagiarism/plagiarism.cfm>*

Turnitin

You will be expected to **ALSO** submit an electronic copy of your assignments into a plagiarism detection website called Turnitin.com (www.Turnitin.com). Turnitin compares your submission with the content of over 2 billion other papers, books, journal articles and websites. Turnitin creates a report that highlights similarities and allows your lecturer to examine the original source. Your assignments become a permanent part of the Turnitin database so that others can't recycle them. This is being done to discourage those few students who might be tempted to borrow inappropriately from other writers past or present. **Please remember, in order to receive a grade, you will also need to hand in a paper copy of your assignment. Assignments will not be marked from Turnitin.**

Student conduct

Students are bound to the Policies and Procedures published in the Faculty of Education transitional regulations. All students should have access to a Calendar in the Library or may purchase one. It is your responsibility to read the calendar carefully in conjunction with this handbook.

Staff and students in the social work programme are expected to abide by the Aotearoa New Zealand Association of Social Workers Code of Ethics/Bicultural Code of Practice and the SWRB Code of Conduct. These will be supplied to students at the commencement of classes.

Professional conduct is required at all times including work on field placement, research, field trips and during attendance at University. Consumption of alcohol and/or illegal drugs on campus is not permitted. You must not come to classes if your behaviour is impaired by alcohol and you will be asked to leave the campus. Students whose conduct is impaired by alcohol or drugs compromise professional standards and the safety of others and as such may face disciplinary action.

Smoking is not permitted in classrooms or internal public areas. **Please note:** The University of Auckland Epsom campus is smoke free except for designated areas.

Members of Epsom campus, except for the vision impaired or otherwise permitted, may not bring dogs onto the campus.

Criminal convictions

In accepting a place in the Bachelor of Social Work you have been obliged to declare any criminal convictions. Should you face criminal charges during the course of your studies at The University of Auckland you must report this as a matter of urgency to the **Head of School**. Failure to report such matters may lead to disciplinary action. Criminal convictions may impact on eligibility for placements and registration. You will be Police checked again by placement agencies.

NB Agencies may insist on a recent police clearance prior to acceptance on placement or employment. The Registration Board will also require a new Police clearance prior to registration.

Personal files

All student information held by The University of Auckland is subject to the Privacy Act (1993). See The University of Auckland Calendar for the full The University of Auckland Privacy Policy. Social work students can ask to see their personal file and may request photocopies. Files remain the property of The University of Auckland and may not be removed from the University site. Students may ask the Head of School for a review of any Personal File documents and may ask to place a written response on their file.

Grievances

If a student has any problems with a course, he/she must discuss these with the lecturer concerned in the first place. The lecturer and the student must try to resolve the problem. If the problem is not resolved and the student wishes to take the matter further, then he/she must inform the lecturer accordingly.

The student then must take the matter in writing to the Head of Programme. Anonymous letters are not considered. If not resolved then the matter should be taken to the Head of School. The Head of School may request the parties to undertake a mediation process.

Procedures for dealing with Sexual Harassment are covered in The University of Auckland Calendar. Please refer to it.

Teaching rooms

Please keep rooms tidy and dispose of rubbish before leaving for the day.

Please do not leave valuables, books or any other property unattended. The campus cannot be made secure at all times and thefts do occur. Other groups of students may use the teaching rooms in the evenings and weekends. Please consider all room users.

Parking

All parking spaces at the Faculty of Education are reserved for The University of Auckland staff. Your car will be clamped and you will be required to pay an unclamping fee for parking illegally on campus. Student parking is available in the Student Car Parking Building at Gate 2 in Epsom Ave. This applies to all students.

Kitchen

In general terms the staff room/kitchen is available for **staff only**. The cafeteria is open until 3pm during term time and full time students are expected to use it for drinks/food. There is a communal area in A201 for use by students.

Kohia Resource Centre

Stationery, colour copying, laminating and photo processing are available at the Kohia Resource Centre at very competitive prices.

Appendix 1

Referencing policy

Correct referencing is **essential** to good essay writing. Poor referencing and use of the literature impacts on grades for written assessments. The University of Auckland uses the APA 6th referencing style.

Using APA

APA style referencing involves in-text citation using parentheses. You must also include a full reference list at the end of the document. Citations, including author's surname and date of publication, are included in the text. As a rule, page numbers should also be present when referencing direct quotations or specific ideas. The form of in-text citation varies depending upon context.

In-text citations

General:

- This argument was first put forward in the early 19th century (Hulme, 1998)
- The argument was first put forward by Hulme (1998).

Quotations:

- Smith (1987) noted that "such conduct was largely counter-productive". (p. 245)
- "Such conduct was largely counter-productive" (Smith, 1987, p. 245).

Large quotes: Quotes over 40 words should be indented and the quotation marks left off

- A passive learner is a person who:
 - sits and lets the information come to them without doing anything to it. They sit and listen to a talk and let the information go into their ears without questioning it, thinking about it or making notes. (James & Brooks, p. 7)

Secondary sources:

- Ngu (as cited in Larson, 1991, p. 51) reported that such conclusions were generally invalid.
- Such conclusions are generally invalid (Ngu, as cited in Larson, 1991, p. 51).

The Reference List

A reference list is a list of all the sources you quoted or referred to, to prepare your assignment. The format used in the reference list varies depending upon the type of source being referred to (see examples below). You should arrange the reference list in alphabetical order by the author's last name, if there is no author, by the main word of the title. You can ignore A, And and The in a title. Double space all entries.

Books

Surname, Initials. (Date). *Title*. Edition. Place of Publication: Publisher.

Example 1: Book with a single author:

Comfort, A. (1997). *A good age*. London, England: Mitchell Beazley.

Example 2: Book with 2 or 3 authors:

Hogan, T., & Madden, R. (1997). *The definition of disability in Australia: Moving towards national consistency*. Canberra, ACT, Australia: Australian Institute of Health and Welfare.

Book Chapters

Surname, Initials. (Date). Chapter title. In Editor initial(s), Editor surname (Ed.), Book Title, (pp. page numbers). Place of Publication: Publisher.

Example:

Blaxter, M. (1976). Social class and health inequalities. In C. J. Carter (Ed.), *Equalities and inequalities in health* (pp. 120-135). London, England: Academic Press.

Journal Articles

Surname, Initials. (Date). Title of article. *Title of Periodical*, volume(issue number), page numbers.

Example:

Wharton, N. (1996). Health and safety in outdoor activity centres. *Journal of Adventure Education and Outdoor Leadership*, 12(4), 8-9.

Journal Articles with a Digital Object Identifier (DOI)

Surname, Initials. (Date). Title of article. *Title of Periodical*, volume(issue number), page numbers.
doi: XXXXXXXX

Example:

Gibbs, L., & Gambrill, E. (2002). Evidence-based practice: Counterarguments to objections. *Research on Social Work Practice*, 12(3), 452-476. doi: 10.1177/1049731502012003007

Journal Articles in Press

Journal articles in press are articles that are in the process of being published but have not yet appeared as such. Simply to replace year of publication with "(in press)", and you don't provide details of which issue the article is in or page numbers (since that is unknown until publication!).

Surname, Initials. (in press). Title of article. *Title of Periodical*.

Example:

Tristan, P. L., & Morris, J. L. (in press). Natural selection and cognitive appraisal: Survival of the fittest thoughts? *Journal of Cognition*.

Online Resources

Surname, Initials. (date of publication). *Title*. Retrieved from URL.

Example:

Pfeffer, J., & Sutton, R. I. (2006). *Evidence based social work*. Retrieved from http://www.evidence-basedmanagement.com/movements/social_work.html

Need more information?

For a complete referencing guide see the Publication Manual of the American Psychological Association. The Sylvia Ashton-Warner Library holds copies of this.

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author. **Call no. 808.02 PUB 2010**

Referencecite is the official University of Auckland website which offers assistance on all aspects of referencing. Visit it at www.cite.auckland.ac.nz

Also consider:

Szuchman, L. T., & Thomlison, B. (2008). *Writing with style: APA style for social work* (3rd ed.). Belmont, CA : Brooks/Cole--Thomson Learning. **Call no. 808.066301 SZU 2008**

Appendix 2

Hints for interpreting assignment questions

When working out the what question really means, consider that a basic question comes in two parts:

- (a) What you have to do (eg discuss; 'explain')
- (b) What you do it to (eg topic, problem, case study)

'What you have to do' Words:

These are all verbs and, as definitions can vary, always check the exact meaning of them with your lecturers or in the dictionary, if you are in any doubt.

Analyse	Describe the various parts of x and explain how they work together or whether they work together.
Compare	Describe the major similarities between two or more things. Note: Compare can mean compare and contrast.
Contrast	Describe the major differences between two or more things.
Critically reflect	A combination of reflection and critique.
Critique	Give a critical analysis of x; point out faults/ merits; write a critical essay.
Define	Give the exact meaning of x.
Describe	Set out the features, qualities, or properties of what is asked, in detail.
Discuss	Write about the important aspects of the topic and the arguments for and against. Draw a conclusion.
Evaluate	Give an opinion, supported by evidence, on the worth of something.
Examine	Divide into parts and describe each part in a critical way.
Explain	Write out in detail, make clearer, examine reasons and causes.
Identify	Name.
Illustrate	Make clear; explain by means of description, examples, diagrams and figures.
Justify	Give reasons for conclusions or opinions.
Outline	Give the main general features, facts or principles.
Reflect	Think deeply about; look back on. Note: Some courses and lecturers use this word in a special way. You must check exactly what is required here.
Show	Give reasons and causes.
State	Set out the facts clearly and concisely.
Summarise	Give a concise account of the main points.

Critical thinking means thinking logically and applying sound intellectual standards to your work. It is important for most academic tasks, including reading, discussions, written assignments and exam answers.

Critical thinking includes such 'higher-order' thinking tasks as reasoning, problem-solving, analysis, synthesis and evaluation. The skills or tasks involved in critical thinking will vary, but may include:

- developing a logical argument
- identifying the flaws or weaknesses in an argument
- making relevant connections or links across disciplines, or from theory to practice
- analysing the material in a range of sources and synthesising it
- applying theory to particular cases

2014 Programme Overview: Bachelor of Social Work

Year 4	Free Choice From Major Schedule	SOCHLTH 431 Work With Grief & Loss <i>Or</i> SOCCHFAM 432 Child & Adolescent Mental Health <i>Or</i> SOCYOUTH 433 Youth Justice Issues & Strategies	SOCWORK 415 Supervised Field Practice & Professional Development 2 (30)		SOCWORK 411 Social Work Interventions For Best Practice	SOCWORK 414 Research And Evaluation In Social Practice	SOCWORK 356 Community Development	SOCWORK 413 The Social Work Discourse
Year 3	SOCHLTH 313 Mental Health In Social Practice	SOCHLTH 334 Effective Social Work in Health and Disability Services <i>Or</i> SOCHFAM 332 Work With Children & Families <i>Or</i> SOCYOUTH 333 Work With Challenging Behaviours	SOCWORK 317 Supervised Field Practice & Professional Development 1 (30)		SOCWORK 311 Social Work Process and Practice	SOCCHFAM 314 Child Protection Practice	SOCWORK 315 Organisations And Management	SOCWORK 312 Applied Social Research
Year 2	Gen Ed	SOCHLTH 231 Health SW Practice <i>Or</i> SOCHFAM 232 Child & Family Law In SW <i>Or</i> SOCYOUTH 233 Working Young People	SOCHFAM 215 Whanau/ Family/ Aiga Practice	SOCWORK 212 Bicultural Social Work Practice	SOCWORK 213 Social Work Practice Skills (15) & SOCWORK 214 Social Work Practice Theories (15) [Concurrent]		SOCWORK 216 Law And The State In Social Work	SOCWORK 211 Social Policy Development
Year 1	Gen Ed	SOCWORK 113 Culture And Diversity	SOCWORK 114 Treaty Of Waitangi In Human Services	HUMSERV 102 Lifespan Development For Human Services	SOCWORK 111 Professional Communication Skills	HUMSERV 101 Psychology For Human Services	SOCWORK 115 The Social Work Environment	SOCWORK 112 Sociology For Human Services

Practitioner Specialization Schema

Bachelor of Social Work Year 3 entry for those holding an approved 2 year Diploma in Social Work and *in current practice* and at least two years experience (240 points)

Year 4	Elective	Professional Practice Project 45 Points (Stage 4)	Community Development	Social Work Interventions For Best Practice	Research And Evaluation In Social Work	The Social Work Discourse
Year 3	Elective	Professional Practice Portfolio 45 Points (Stage 3)	Elective	Elective	Social Work Approaches And Interventions	Applied Social Research

Entry Criteria

- Hold an approved diploma in social work recognised by the SWRB in the 2004 Schedule
- Meets UoA entry criteria for the programme
- Evidence of ability to study at stage 3& 4
- Subject to interview and references
- Meets Fit and Proper requirements SWRB
- Currently engaged in supervised practice

Non – Practitioner Specialization Schema

Bachelor of Social Work Year 3 entry for those holding an approved 2 year Diploma in Social Work *who is not in practice* (240 points) eg Coming straight from year 2 of a diploma course

Year 4	Elective	Elective	Elective	Elective	Community Development	Social Work Interventions For Best Practice	Research And Evaluation In Social Work	The Social Work Discourse
Year 3	Elective	Elective	Social Policy Development	Child Protection Practice	Mental Health In Social Work	Social Work Process and Practice	Organisations & Management In Human Services	Applied Social Research

Entry Criteria

- Hold an approved diploma in social work recognised by the SWRB in the 2004 Schedule
- Meets UoA entry criteria for the programme
- Evidence of ability to study at stage 3& 4
- Subject to interview and references
- Meeting Fit and Proper requirements SWRB

Overview of the BSW Programme

For all course prerequisites please see **The University of Auckland Calendar 2014** - <http://www.calendar.auckland.ac.nz/>

Year One BSW

Year one provides you with papers in key foundational knowledge for social work practice, looking at society and responses to social problems and challenges. Alongside students in the Bachelor of Human Services you will discover how sociology, psychology and understanding human communication can assist social workers to make sense of the complex social world we live in. You will think about the importance of the Treaty of Waitangi and our diverse cultural environment in social services in New Zealand. You will do one course from the General Education schedules, the schedules for the BSW are A, C, E, F, G and H.

HUMSERV 101 Psychology for Human Services	HUMSERV 102 Lifespan Development for Human Services	SOCWORK 111 Professional Communication Skills	SOCWORK 112 Sociology for Human Services	SOCWORK 113 Culture and Diversity	SOCWORK 114 Treaty of Waitangi in Human Services	SOCWORK 115 The Social Work Environment
An introduction to the study of psychology and its application to working in human services. A central theme is an understanding of human behaviour in social settings.	An introduction to the theories of lifespan development. Key issues affecting human development and its relevance and application to the work of human service practitioners will be explored.	An introduction into effective personal and professional communication in human services.	Introducing the traditions of sociological analysis and its application to the human services. Key ideas and debates within sociology, and their relevance to practitioners will be explored.	An introductory exploration of notions of culture and diversity that critically examines impacts on individuals, whanau and communities in Aotearoa.	Examines the Treaty of Waitangi and its significance in regard to historical events, trends and theories of social, economic and political change in Aotearoa New Zealand society.	An introduction to the history and practice of social work and the wider policy environment that will be encountered while working in the profession.

Year Two BSW

Year Two provides you with courses that start to build your knowledge and skills for social work practice, as well as exploring society, law and social policy. You will also have the chance to do one course to begin your specialisation. If you don't want to specialize you can just pick a course that you are interested in from the schedule. You will do one course from the General Education schedules, the schedules for the BSW are A, C, E, F, G and H.

SOCWORK 211 Social Policy Development	SOCWORK 212 Bicultural Social Work Practice	SOCWORK 213 Social Work Practice Skills	SOCWORK 214 Social Work Practice Theories	SOCCHFAM 215 Whanau-Family-Aiga Practice	SOCWORK 216 Law and the State in Social Work
Consideration of the contexts where policy review and development occur, the procedures involved, the role and preparation of submissions outlining a case for change.	An introduction to study of the personal and professional impact of the Treaty of Waitangi in social work practice and social workers' obligations to bi-cultural practice.	Development of the key skills of practice including: engagement, assessment, intervention, referral and evaluation.	An introduction to a range of theories and models of practice in social work and their application to a variety of social work settings, including personal and professional values, relevant codes of ethics, cultural practice and professional supervision.	An exploration of the structural, emotional, social and cultural dimensions of families encompassing the relevance of cultural knowledge and appropriate interventions in diverse family practice.	A sociological exploration of the issues presented by the legal framework that impact on social workers' mandate to practice.

Options (pick one)

SOCHLTH 231 Health Social Work Practice (Health Specialisation)	SOCCHFAM 232 Child and Family Law and Social Work (Child and Family Practice Specialisation)	SOCYOUTH 233 Working with Young People (Youth Services Specialisation)
An examination of the social work role both within a community and institutional setting, key health strategies, the structure and funding of health, and core skills in facilitating family meetings and working with issues of grief, loss and recovery.	An in-depth exploration of legislation that impacts on children, young people and their families.	An exploration of the role of social work with young people in Aotearoa. An introduction to youth services with reference to legal, policy and practice dimensions.

Year Three BSW

Year Three provides you with theory and practice courses to build on the knowledge and skills for practice and explore how research skills can help you to become an excellent reflective social work practitioner. You will examine the importance of understanding in mental health and child protection another course in your specialisation. If you don't want to specialize you can just pick a course that you are interested in from the schedule. You will also get out of the classroom and into the field do a twelve week supervised placement in a social services agency learning from experienced social workers.

SOCWORK 311 Social Work Process and Practice	SOCWORK 312 Applied Social Research	SOCHLTH 313 Mental Health in Social Practice	SOCCHFAM 314 Child Protection Practice	SOCWORK 315 Organizations and Management	SOCWORK 317 Supervised Field Practice and Professional Development 1
Students are required to integrate a defined range of approaches to practice comprising work with individuals, families and small groups. Knowledge, skills, values and ethics associated with direct practice will be extended. Students will apply the social work process of reflection and use of self in preparation for becoming a mindfully reflexive practitioner.	Social workers are reclaiming the research agenda in social work. Sound social work practice relies on evidence to inform theoretical frameworks, intervention decisions and practice evaluation. A practical introduction to the principles, theories and approaches that inform social research, with a particular emphasis on social work contexts.	An exploration of the dynamics of social practice with service users and their whanau/family with mental health issues.	An examination of the theoretical frameworks for understanding child abuse and neglect, and an investigation of strategies for safe professional practice in child protection.	Examines the variety of organizational frameworks from which human services are practised and the impact of these contexts on professional identity and practice in the workplace.	A practicum course which focuses on developing a professional identity and a philosophy of practice that is shaped by integrating personal experience and professional knowledge, values and skills gained from the first two years of the Bachelor of Social Work programme. Includes a period of 12 weeks supervised agency-based placement.

Options (pick one)

SOCHLTH 334 Effective Social Work in Health and Disability Services	SOCCHFAM 332 Working with Children and Families (Child and Family Practice Specialisation)	SOCYOUTH 333 Working with Challenging Behaviours (Youth Services Specialisation)
Explores the role of social work with people who have disabilities or experience disabling conditions through accident, illness and aging. Examines policy and strategies of support for recovery and rehabilitation. Develops skills to address the psychosocial impact of physical loss and change with individuals, carers and families.	An exploration of effective approaches, policies, practices to engage with children and their families This course will develop the skills and knowledge necessary for working with families including assessing family capacity, child development and the significant relationships that promote child and family wellbeing.	An application of skills, knowledge, strategies and interventions that enable successful engagement with people who present with behaviours and attitudes that may impede or challenge the establishment of effective working relationships.

Year Four BSW

Year Four provides you with advanced theory and practice courses to build on your knowledge and skills and the experience you have gained on your third year placement. You will examine the social work profession in greater detail, look at issues for indigenous development and learn how to utilise research skills and research findings in your practice. You take a stage 4 course in your specialisation and have a free choice of electives. Again, if you don't want to specialize you can just pick a course that you are interested in from the open courses. You will also get out of the classroom and into the field to do your final sixteen week supervised placement in a social services. If you are specializing, it is most likely that this placement will be in a relevant agency context.

SOCWORK 411 Social Work Interventions for Best Practice	SOCWORK 356 Community Development	SOCWORK 413 The Social Work Discourse	SOCWORK 414 Research and Evaluation in Social Practice	SOCWORK 415 Supervised Field Practice and Professional Development 2
An in-depth examination of contemporary issues in social work practice, focusing on evidence-based practice and intervention skills that have direct application to complex practice situations.	An in-depth examination of the historical and theoretical framework of community development and community work with reference to strategies for the development of diverse and indigenous communities. Skills, strategies and models of community work, advocacy, networking and development work are explored.	An exploration of the professional discourse of social work is framed and how major social trends impact on that discourse in practice and the public domain.	An exploration of relevant social work research literature and formulation of a research or service evaluation proposal. Develops confidence and skills in the application of research principles, the design and implementation and critique of research strategies and the utilization of research outcomes in social services.	An advanced practicum course which provides an exposition of the relationship between critical reflection, professional supervision and ethical practice to the knowledge, skills and practice experience of the social work profession. Includes a 16 week placement.

Options (pick two)

SOCCHFAM 431 Child and Adolescent Mental Health Issues (Child and Family Practice Specialisation)	SOCHLTH 432 Working with Grief and Loss (Health Specialisation)	SOCYOUTH 433 Youth Justice Issues and Strategies (Youth Services Specialisation)
A critical examination of specific diagnoses and disorders of childhood and adolescence that impact on their mental health and wellbeing, with emphasis on the current successful treatments for severely emotionally distressed children and young people within Aotearoa New Zealand.	An in-depth examination of theoretical and cultural perspectives of grief and loss that includes loss associated with trauma, terminal and chronic illness and suicide. Personal experience of loss will also be explored.	An in-depth examination of contemporary literature, research and cutting edge strategies in youth offending and recidivist behaviours, with an emphasis on the skills necessary for working successfully with this client group.

Additional Electives (available according to student numbers)

SOCWORK 353 Counselling in Social Practice

An exploration of theories and models of practice in counselling in social services settings. Includes preparation for work with individuals and whanau in a range of settings and with clients from different social and cultural backgrounds.

Regulations for the Degree of Bachelor of Social Work - BSW

The regulations for this degree are to be read in conjunction with all other relevant statutes and regulations including the Academic Statutes and Regulations.

Admission

- 1 To be admitted to this programme a student must
 - a meet University entry criteria
 - and
 - b have personal qualities suitable for becoming a social worker. Personal references and an interview will normally be required.

Note: The applicant will be required to consent to a Police check to ensure they meet the requirements of the Social Workers Registration Act 2003.

- 2 A student may apply for up to 240 points credit towards this programme who

either

 - a (i) holds a social work diploma at Level 6 that is recognized by the Social Workers Registration Board
 - and*
 - (ii) has practised for at least two years post qualification in a context approved by Senate or its representative

or

 - b holds a social work diploma at Level 6 that is recognized by the Social Workers Registration Board

Duration and Total Points Value

- 3 A student enrolled for this degree must follow a programme of the equivalent of eight full-time semesters and pass courses with a total value of 480 points, unless credit is granted under the Admission Regulations and/or the Credit Regulations.
- 4 The requirements for this degree must be completed within sixteen semesters of initial enrolment for students admitted under Regulation 1 and within eight semesters of initial enrolment for students enrolled under Regulation 2a or 2b.

Structure and Content

- 5 Of the 480 points required for this degree, a student must pass:
 - a at least 450 points from one of the majors or specializations listed in the Bachelor of Social Work Schedule
 - b at least 30 points from courses offered in the General Education Schedule approved for this degree.
- 6
 - a Students who are admitted under Regulation 2a, who have applied for and been awarded up to 240 points credit, must pass at least 240 points as listed in the Practitioners specialization
 - b Students who are admitted under Regulation 2b, who have applied for and been awarded up to 240 points credit, must pass at least 240 points as listed in the Non-Practitioners specialization
- 7 The programme for each student must be approved by the Head of School.

General Education Exemptions

- 8
 - a A student is exempted from the requirement to pass courses offered in the General Education Schedule who has

either

 - (i) completed an undergraduate degree at a tertiary institution
 - or*
 - (ii) commenced study for this degree at a tertiary institution before 1 January 2006
 - or*
 - (iii) been admitted to this degree with credit from another tertiary institution of 240 points or more.

- b A student who has been exempted from the requirement to pass courses offered in the General Education Schedule must substitute 30 points from courses approved by the Dean of Faculty of Education.
- c A student admitted to this degree with credit from another tertiary institution of between 120 points and 235 points must pass:
 - (i) 15 points from courses offered in the General Education Schedule
 - and*
 - (ii) a further 15 points from courses available for this degree.

Practical and professional requirements

- 9 a At the discretion of Senate or its representative, a student who does not pass a Professional Practice course (SOCWORK 213, 317, 411, 415) may be declined permission to re-enrol for this degree.
- b Re-enrolment in any of SOCWORK 213, 317, 411 or 415 after failing that course requires the permission of the Dean of Faculty of Education.
- c A student must continue to meet the requirements for registration throughout the duration of enrolment in the programme.

Termination of Enrolment

- 10 a If the behaviour of a student in a learning or practice environment is found, after due and fair inquiry, to be offensive, disruptive or likely to give rise to a risk of harm to the welfare of any person, the enrolment of the student in the programme may be terminated by Senate or its representative and any application to re-enrol may likewise be declined.
- b A student who is subject to any such inquiry may be suspended by Senate or its representative from lectures, classes and any practice placement pending the outcome of the inquiry.
- c A student whose enrolment is terminated under Regulation 10a may appeal from that decision to the Council or its duly appointed delegate.

Variations

- 11 In exceptional circumstances Senate or its representative may approve a personal programme which does not conform to these regulations.

Commencement

- 12 These regulations came into force on 1 January 2008 for all students enrolling for this degree for the first time. The 2001 regulations for the Degree of Bachelor of Social Work offered by the former Auckland College of Education were thereby repealed except for those former students of the Auckland College of Education who have been studying continuously for this degree for whom the regulations will be repealed on 1 December 2011.

General Social Work Major

Core Courses – 390 points

pts	Alpha	number	Title	Restriction
15	HUMSERV	101	Psychology for Human Services	ACE 962.507
15	HUMSERV	102	Lifespan Development for Human Services	ACE 990.506
15	SOCWORK	111	Professional Communication Skills	ACE 962.501, 990.604
15	SOCWORK	112	Sociology for Human Services	ACE 990.606
15	SOCWORK	113	Culture and Diversity	
15	SOCWORK	114	Treaty of Waitangi in Human Services	
15	SOCWORK	115	The Social Work Environment	
15	SOCWORK	211	Social Policy Development	ACE 990.607
15	SOCWORK	212	Bicultural Social Work Practice	ACE 990.502
15	SOCWORK	213	Social Work Practice Skills	ACE 990.504
15	SOCWORK	214	Social Work Practice Theories	ACE 990.503
15	SOCCHFAM	215	Whanau-Family-Aiga Practice	ACE 991.604
15	SOCWORK	216	Law and the State in Social Work	ACE 991.602
15	SOCWORK	311	Social Work Approaches and Interventions	ACE 990.603
15	SOCWORK	312	Applied Social Research	ACE 990.605
15	SOCHLTH	313	Mental Health in Social Practice	ACE 992.702
15	SOCCHFAM	314	Child Protection Practice	ACE 992.703
15	SOCWORK	315	Organizations and Management	ACE 991.601 ACE 990.608, 991.603
15	SOCWORK	356	Community Development Supervised Field Practice and Professional Development I	ACE 990.501
15	SOCWORK	411	Social Work Interventions for Best Practice	ACE 990.703
15	SOCWORK	413	The Social Work Discourse	ACE 990.701
15	SOCWORK	414	Research and Evaluation in Social Practice Supervised Field Practice and Professional Development II	ACE 990.601

plus at least 60 further points from:

pts	Alpha	number	Title	Restriction
15	SOCHLTH	231	Health Social Work Practice	ACE 992.701
15	SOCCHFAM	232	Child and Family Law and Social Work	
15	SOCYOUTH	233	Working with Young People	ACE 535.503
15	YOUTHWRK	354	Rangatahi: Taonga Tuku Iho	ACE 535.704
15	YOUTHWRK	353	Enhancing Pasifika Development Effective Social Work in Health and Disability Services	ACE 535.705
15	SOCHLTH	334		
15	SOCCHFAM	332	Working with Children and Families	
15	SOCYOUTH	333	Working with Challenging Behaviours	
15	SOCWORK	351	Working with Pasifika Communities	
15	SOCWORK	353	Counselling in Social Practice	ACE 992.705
15	SOCCHFAM	431	Child and Adolescent Mental Health Issues	
15	SOCHLTH	432	Working with Grief and Loss	
15	SOCYOUTH	433	Youth Justice Issues and Strategies	

This is the course of study for those not selecting a major.

Child and Family Practice major*Core Courses – 435 points*

pts	Alpha	number	Title	Restriction
15	HUMSERV	101	Psychology for Human Services	ACE 962.507
15	HUMSERV	102	Lifespan Development for Human Services	ACE 990.506
15	SOCWORK	111	Professional Communication Skills	ACE 962.501, 990.604
15	SOCWORK	112	Sociology for Human Services	990.604
15	SOCWORK	113	Culture and Diversity	
15	SOCWORK	114	Treaty of Waitangi in Human Services	ACE 990.606
15	SOCWORK	115	The Social Work Environment	
15	SOCWORK	211	Social Policy Development	ACE 990.607
15	SOCWORK	212	Bicultural Social Work Practice	ACE 990.502
15	SOCWORK	213	Social Work Practice Skills	ACE 990.504
15	SOCWORK	214	Social Work Practice Theories	ACE 990.503
15	SOCCHFAM	215	Whanau-Family-Aiga Practice	ACE 991.604
15	SOCWORK	216	Law and the State in Social Work	ACE 991.602
15	SOCCHFAM	232	Child and Family Law and Social Work	
15	SOCWORK	311	Social Work Approaches and Interventions	ACE 990.603
15	SOCWORK	312	Applied Social Research	ACE 990.605
15	SOCHLTH	313	Mental Health in Social Practice	ACE 992.702
15	SOCCHFAM	314	Child Protection Practice	ACE 992.703
15	SOCWORK	315	Organizations and Management	ACE 991.601
30	SOCWORK	317	Supervised Field Practice and Professional Development I	ACE 990.501 ACE 990.608, 991.603
15	SOCWORK	356	Community Development	
15	SOCCHFAM	332	Working with Children and Families	
15	SOCWORK	411	Social Work Interventions for Best Practice	ACE 990.703
15	SOCWORK	413	The Social Work Discourse	ACE 990.701
15	SOCWORK	414	Research and Evaluation in Social Practice	
30	SOCWORK	415	Supervised Field Practice and Professional Development II	ACE 990.601
15	SOCCHFAM	431	Child and Adolescent Mental Health Issues	

plus at least 15 further points from:

pts	Alpha	number	Title	Restriction
15	SOCWORK	351	Working with Pasifika Communities	
15	SOCWORK	353	Counselling in Social Practice	ACE 992.705
15	SOCHLTH	432	Working with Grief and Loss	

Health Social Work Practice major*Core Courses – 435 points*

pts	Alpha	number	Title	Restriction
15	HUMSERV	101	Psychology for Human Services	ACE 962.507
15	HUMSERV	102	Lifespan Development for Human Services	ACE 990.506
15	SOCWORK	111	Professional Communication Skills	ACE 962.501, 990.604
15	SOCWORK	112	Sociology for Human Services	
15	SOCWORK	113	Culture and Diversity	
15	SOCWORK	114	Treaty of Waitangi in Human Services	ACE 990.606
15	SOCWORK	115	The Social Work Environment	
15	SOCWORK	211	Social Policy Development	ACE 990.607
15	SOCWORK	212	Bicultural Social Work Practice	ACE 990.502
15	SOCWORK	213	Social Work Practice Skills	ACE 990.504
15	SOCWORK	214	Social Work Practice Theories	ACE 990.503
15	SOCCHFAM	215	Whanau-Family-Aiga Practice	ACE 991.604
15	SOCWORK	216	Law and the State in Social Work	ACE 991.602
15	SOCHLTH	231	Health Social Work Practice	ACE 992.701
15	SOCWORK	311	Social Work Approaches and Interventions	ACE 990.603
15	SOCWORK	312	Applied Social Research	ACE 990.605
15	SOCHLTH	313	Mental Health in Social Practice	ACE 992.702
15	SOCCHFAM	314	Child Protection Practice	ACE 992.703 ACE 990.608, 991.603
15	SOCWORK	356	Community Development	
15	SOCWORK	315	Organizations and Management	ACE 990.601
30	SOCWORK	317	Supervised Field Practice and Professional Development I	ACE990.501
15	SOCCHFAM	334	Effective Social Work in Health and Disability Services	
15	SOCWORK	411	Social Work Interventions for Best Practice	ACE 990.703
15	SOCWORK	413	The Social Work Discourse	ACE 990.701
15	SOCWORK	414	Research and Evaluation in Social Practice	
30	SOCWORK	415	Supervised Field Practice and Professional Development II	ACE 990.601
15	SOCCHFAM	432	Working with Grief and Loss	

plus at least 15 further points from:

pts	Alpha	number	Title	Restriction
15	SOCWORK	351	Working with Pasifika Communities	
15	SOCWORK	353	Counselling in Social Practice	ACE 992.705
15	YOUTHWRK	354	Rangatahi: Taonga Tuku Iho	ACE 535.704
15	YOUTHWRK	353	Enhancing Pasifika Development	ACE 535.704
15	SOCHLTH	432	Working with Grief and Loss	

Youth Services Practice major*Core Courses – 435 points*

pts	Alpha	number	Title	Restriction
15	HUMSERV	101	Psychology for Human Services	ACE 962.507
15	HUMSERV	102	Lifespan Development for Human Services	ACE 990.506
15	SOCWORK	111	Professional Communication Skills	ACE 962.501, 990.604
15	SOCWORK	112	Sociology for Human Services	990.604
15	SOCWORK	113	Culture and Diversity	
15	SOCWORK	114	Treaty of Waitangi in Human Services	ACE 990.606
15	SOCWORK	115	The Social Work Environment	
15	SOCWORK	211	Social Policy Development	ACE 990.607
15	SOCWORK	212	Bicultural Social Work Practice	ACE 990.502
15	SOCWORK	213	Social Work Practice Skills	ACE 990.504
15	SOCWORK	214	Social Work Practice Theories	ACE 990.503
15	SOCCHFAM	215	Whanau-Family-Aiga Practice	ACE 991.604
15	SOCWORK	216	Law and the State in Social Work	ACE 991.602
15	SOCHLTH	233	Working with Young People	ACE 535.506
15	SOCWORK	311	Social Work Approaches and Interventions	ACE 990.603
15	SOCWORK	312	Applied Social Research	ACE 990.605
15	SOCHLTH	313	Mental Health in Social Practice	ACE 992.702
15	SOCCHFAM	314	Child Protection Practice	ACE 992.703
15	SOCWORK	315	Organizations and Management	ACE 990.601 ACE 990.608, 991.603
15	SOCWORK	356	Community Development	
30	SOCWORK	317	Supervised Field Practice and Professional Development I	ACE990.501
15	SOCYOUTH	333	Working with Challenging Behaviours	
15	SOCWORK	411	Social Work Interventions for Best Practice	ACE 990.703
15	SOCWORK	413	The Social Work Discourse	ACE 990.701
15	SOCWORK	414	Research and Evaluation in Social Practice	
30	SOCWORK	415	Supervised Field Practice and Professional Development II	ACE 990.601
15	SOCCHFAM	433	Youth Justice Issues and Strategies	

plus at least 15 further points from:

pts	Alpha	number	Title	Restriction
15	YOUTHWRK	354	Rangatahi: Taonga Tuku Iho	ACE 535.704
15	YOUTHWRK	353	Enhancing Pasifika Development	ACE 535.705
15	SOCWORK	351	Working with Pasifika Communities	
15	SOCHLTH	432	Working with Grief and Loss	

Practitioner Entry specialization**165 points**

<i>pts</i>	<i>Alpha</i>	<i>number</i>	<i>Title</i>	<i>Restriction</i>
15	SOCWORK	311	Social Work Approaches and Interventions	ACE 990.603
15	SOCWORK	312	Applied Social Research	ACE 990.605
45	SOCWORK	316	Professional Practice Portfolio	
15	SOCWORK	411	Social Work Interventions for Best Practice	ACE 990.703
15	SOCWORK	413	The Social Work Discourse	ACE 990.704
15	SOCWORK	414	Research and Evaluation in Social Practice	
45	SOCYOUTH	416	Professional Practice Project	

plus at least 75 further points from:

<i>pts</i>	<i>Alpha</i>	<i>number</i>	<i>Title</i>	<i>Restriction</i>
15	YOUTHWRK	354	Rangatahi: Taonga Tuku Iho	ACE 535.704
15	YOUTHWRK	353	Enhancing Pasifika Development	ACE 535.705
15	SOCWORK	3334	Effective Social Work in Health and Disability Services	
15	SOCCHFAM	332	Working with Children and Families	
15	SOCYOUTH	333	Working with Challenging Behaviours	
15	SOCWORK	351	Working with Pasifika Communities	
15	SOCWORK	353	Counselling in Social Practice	ACE 992.705
15	SOCCHFAM	431	Child and Adolescent Mental Health Issues	
15	SOCHLTH	432	Working with Grief and Loss	
15	SOCYOUTH	433	Youth Justice Issues and Strategies	

People are admitted to this specialisation under the BSW regulations 2. a:

- 2 A student may apply for up to 240 points credit towards this programme who Either
 - a (i) holds a social work diploma at Level 6 that is recognized by the Social Workers Registration Board
 - and
 - (ii) has practised for at least two years post qualification in a context approved by Senate or its representative

Non-Practitioner Entry specialization**135 points**

pts	Alpha	number	Title	Restriction
15	SOCWORK	211	Social Policy Development	ACE 990.607
15	SOCWORK	311	Social Work Approaches and Interventions	ACE 990.603
15	SOCWORK	312	Applied Social Research	ACE 990.605
15	SOCWORK	313	Mental Health in Social Practice	ACE 992.702
15	SOCWORK	314	Child Protection Practice	ACE 992.703
15	SOCWORK	315	Organizations and Management	ACE 991.601
15	SOCWORK	411	Social Work Interventions for Best Practice	ACE 990.703
15	SOCWORK	413	The Social Work Discourse	ACE 990.704
15	SOCWORK	414	Research and Evaluation in Social Practice	

plus at least 105 points from:

pts	Alpha	number	Title	Restriction
15	YOUTHWRK	354	Rangatahi: Taonga Tuku Iho	ACE 535.704
15	YOUTHWRK	353	Enhancing Pasifika Development	ACE 535.705
15	SOCHLTH	334	Effective Social work in Health and Disability Services	
15	SOCCHFAM	332	Working with Children and Families	
15	SOCWORK	333	Working with Challenging Families	
15	SOCWORK	351	Working with Pasifika Communities	
15	SOCWORK	353	Counselling in Social Practice	ACE 992.705
15	SOCCHFAM	431	Child and Adolescent Mental Health Issues	
15	SOCHLTH	432	Working with Grief and Loss	
15	SOCYOUTH	433	Youth Justice Issues and Strategies	

People are admitted to this specialisation under the BSW regulations 2. b:

- 2 A student may apply for up to 240 points credit towards this programme who either
- a (i) holds a social work diploma at Level 6 that is recognized by the Social Workers Registration Board
- and
- (ii) has practised for at least two years post qualification in a context approved by Senate or its representative
- or
- b holds a social work diploma at Level 6 that is recognized by the Social Workers Registration Board

If you have not practised social work please discuss your study options with the Head of Programme.