



Application for Accreditation

Levels 1, 2 and 3

These details are required for all organisations applying to be approved by Social Services Accreditation at Level 1, Level 2 or Level 3.

I am applying for:

Level 1 Accreditation

Level 2 Accreditation

Level 3 Accreditation

Your Organisation's Details

Organisation's name

Legal name of
organisation:

Other names your
organisation commonly
uses:

Main office street address

Number:

Street name:

Suburb or RD no:

Town or city:

Postcode:

Main office postal address (if different from above)

Number:

Street name:

Suburb or RD no:

PO Box/Private Bag:

Town or city:

Postcode:

Main office phone number

Phone number:

Fax number:

Website and email address

Website:

Email address:

Key contact details

Contact person's name:

Contact person's
position:

Business phone number:

Home phone number:

Website:

Email address:

Name of service approval is sought for

Service:

Legal status of your organisation

- | | |
|--|---|
| <input type="checkbox"/> Charitable Trust | <input type="checkbox"/> Organisation set up under statute |
| <input type="checkbox"/> Incorporated Society | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Unincorporated Body |
| <input type="checkbox"/> Named Individual:
<input type="text"/> | <input type="checkbox"/> Registration Number:
<input type="text"/> |

Declaration

I declare that:

- all the details contained in this declaration are true and correct to the best of my knowledge and belief; and
- I have the authority of my organisation to sign this declaration and provide the required information.

Details

Signature:

Date:

Name:

Position:

Complete the application form and attach all required documents (refer to checklist on the next page) and email to: Social_Services_Accreditation@msd.govt.nz.

If you would prefer to post your application through please see the contact details on our website: www.msd.govt.nz/accreditation

Checklist of documents that must be included with the application form

- Copies of all policies and procedures as outlined in the guidelines for approval
- Abuse recording/reporting forms
- Any agreement with other parties regarding facilities/responsibilities
- Company/trust/groups/rules/deeds
- Copy of company registration certificate
- Employment agreement form
- Enrolment forms (where applicable to your service)
- Police vets for staff and governance members
- Position description/s
- Programme plan/brochures/intake and assessment forms/client planning forms as applicable to the service you will be providing
- Proposed budget
- Registration with Police Licensing and Vetting Service
- Registration/attendance form/packs (where applicable to your service)
- Completed risk assessment management (RAMS) form (if there is documentation this will be viewed on site)
- Staff code of behaviour
- Latest set of annual audited accounts and Annual General Meeting minutes with associated annual reports
- If Level 1, CYRAS vets for relevant staff/roles