



Application form

Level 4 social services accreditation

Last updated: July 2021

Applying for social services accreditation

Te Kāhui Kāhu assesses service providers against the [Social Sector Accreditation Standards](#). This assures government and communities that providers can deliver safe, quality services on behalf of government.

Further information can be found on our [website](#). Please read and become familiar with the standards that will be applied to your organisation.

Accreditation is a two-part process:

1. An organisation submits a complete application, including supporting documentation.
2. Accreditation assessors check routine business operations and service delivery, to ensure the organisation is applying its organisational policies and procedures. This often includes a site visit.

Completing and submitting this application

For a complete application, ensure that you:

- complete all parts and sections of the application form
- fill out the final declaration
- include all required documentation, which is identified throughout the form.

Email the complete application, including documentation, to: [✉ accreditation@tekahuikahu.govt.nz](mailto:accreditation@tekahuikahu.govt.nz). We will acknowledge within 10 working days that we have received it.

If you can't submit the application by email, contact us for alternative ways of submitting it.

Incoming emails have a 10Mb size restriction. If your application exceeds this limit, you can send the files via multiple emails. Zipping files is recommended.

If you submit your application without all required documentation, we will inform you that it is incomplete. You will have 20 working days to submit any outstanding documentation before the application is declined.

Privacy statement

Te Kāhui Kāhu meets the requirements of the Privacy Act 2020.

We apply the principles of the Privacy Act to all personal information we collect. Visit our [website](#) for more information about how we adhere to the privacy principles.

We ask for personal information for accreditation purposes. If personal information submitted with this application form requires validation, we will contact your organisation for clarification.

Te Kāhui Kāhu will not collect personal information about the individuals, families, and whānau your organisation delivers services and programmes to. Their confidentiality and privacy are important to us.

We acknowledge the right that your staff members have to request access to their personal information, and to ask for its correction or amendment.

If your assessment requires a site visit, our accreditation assessors will ask to look at additional documentation. This may include personal, or individually identifiable, information. This information helps us to confirm that your organisation meets the criteria of the accreditation standards, and will never be collected or recorded.

Next: [Part A](#)

Part A: General information

1. What is your organisation's legal name?

2. Does your organisation trade or advertise under any other name?

Yes No

If Yes, list all other names your organisation is known as:

3. What is your organisation's New Zealand Business Number (NZBN)?

If you are not sure if your organisation has an NZBN, please visit nzbn.govt.nz.

4. What is your organisation's legal status? Indicate all options that apply:

Charitable trust

Incorporation number:

Incorporated society

Incorporation number:

Registered charity

Registration number:

Limited liability company

Company number:

Named individual operating as a sole trader

with staff

without staff

Partnership

Organisation set up under statute

Other

Please detail:

Include documentation that supports your organisation's legal status. For example, certificate of incorporation, trust deed, constitution, charter, or organisational rules.

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5. Is your organisation an iwi community services provider?

Yes No

For accreditation as an iwi community services provider, please review the [Iwi community services standard](#), and complete the relevant section at the end of Part B.

6. Is your organisation a franchise, or affiliated with any other organisation?

Yes No

If Yes, please detail below the name and nature of the affiliation:

7. What is your organisation's street address?

| | |
|------------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| Number and street name | Suburb |
| <input type="text"/> | <input type="text"/> |
| City | Postcode |

Programmes and/or services delivered from this site

8. If different to the street address, what is your organisation's postal address?

| | |
|--------------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| Street address or PO Box | Suburb |
| <input type="text"/> | <input type="text"/> |
| City | Postcode |

9. If your organisation delivers programmes or services from more than one site, list each site below:

Additional site

| | |
|------------------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| Site name and street address | Suburb |
| <input type="text"/> | <input type="text"/> |
| City | Postcode |

Programmes and/or services delivered from this site

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Additional site

Site name and street address

Suburb

City

Postcode

Programmes and/or services delivered from this site

Additional site

Site name and street address

Suburb

City

Postcode

Programmes and/or services delivered from this site

If your organisation delivers programmes and services from further sites, attach a document with all site details.

10. What is your organisation's website?

11. What is your organisation's primary email address?

12. Who are the main contacts managing your organisation's accreditation?

Primary contact

Name

Role

Contact number

Email address

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Secondary contact

Name

Role

Contact number

Email address

13. Provide a brief outline of the services that you require accreditation for:

Include a copy of your *Outcome Agreement*, confirmation email, or tender outcome.

14. Do your services include those for children and/or young people?

Yes

No

If Yes, include a copy of your child protection policies and procedures.

15. Please indicate the size of your workforce:

Paid staff

Contractors

Volunteers (including governance)

16. List all current contracted services funded by government agencies:

Funding agency

Programme/service name

Brief service description

Contract manager or key contact

Key contact email address

If your organisation is contracted by multiple government agencies, and/or for multiple programmes or services, include a document with all additional agency details and programmes/services.

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17. Does your organisation hold accreditation or certification with another external monitoring agency, or agencies?

Yes No

If Yes, please provide contact details for the agencies, below:

External monitoring agency

Agency name

Contact email address

Type of accreditation or certification

External monitoring agency

Agency name

Contact email address

Type of accreditation or certification

External monitoring agency

Agency name

Contact email address

Type of accreditation or certification

If your organisation is evaluated by more agencies, include documentation that includes agency names and contact email addresses, and the types of accreditation or certification granted to your organisation.

Next: [Part B](#)

Part B: Meeting the standards

Please read, and familiarise yourself with the current [Level 4 Social Sector Accreditation Standards](#), including all criteria and guidance.

How to fill out this part

Prompts for completing Part B are included under each section below. Please include as much information as possible to show your organisation's alignment to the accreditation standards.

If any section is unanswered, the application may be considered incomplete.

Use your organisational knowledge and judgement for which documents best meet the accreditation standards. If a document is included as evidence for more than one standard, reference it under each section but include only one copy of the document.

For guidance on what evidence to include, please refer to the respective standard.

If you have a specific question that cannot be answered by referring to the standards themselves, [email us](#).

Client-centred services

The organisation treats people with respect, and delivers services in a manner that has regard for their dignity, privacy, and independence.

How does your organisation demonstrate client-centred practices in service development and delivery?

Include any relevant documentation to evidence how you meet the *Client-centred services* standard.

Staffing

The organisation has the staffing capability and capacity to safely deliver services.

The definition of *staff member* is anyone the organisation relies on to deliver its services. This includes caregivers, volunteers, contractors, and paid staff members. Refer to criterion 2 of the *Staffing* standard.

Sole traders with no staff members

The following section is for sole traders with no staff members. This includes a named individual, owner/operator, or director.

If you are applying on behalf of a standard business, or are a sole trader with staff members, please go to the next section, *Standard businesses or sole traders with staff members*.

If you are a sole trader with no staff members, you must agree to the following declarations:

I have obtained a vetting result for myself from either the NZ Police (Ngā Pirihimana o Aotearoa) vetting service, or the Ministry of Justice, Tāhū o te Ture. Any convictions have been considered with regard to the services I am providing.

I understand my responsibility to meet the requirements of the Children's Act 2014.

Evidence of my vetting result and consideration of risk are available to be viewed on request.

Sole traders with no staff members should go to the next standard, *Health and safety*.

Standard businesses or sole traders with staff members

How does your organisation ensure it has the staffing capability and capacity to safely deliver services?

Supporting documentation for the *Staffing* standard must include the following:

- Human resource policies and procedures, including:
 - definitions of staff and volunteers (including members of governance and management committees)
 - recruitment and vetting
 - identification of children's workers under the Children's Act 2014 (this includes safety checks and risk assessments for children's workers), if applicable
 - use of vetting agencies (including the New Zealand Police Vetting Service, NGO Caregiver vetting, and Ministry of Justice), and the process for considering the results of vetting.
- Templates used for employment agreements and position descriptions.

Is there any further information you would like to provide in relation to the *Staffing* standard?

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Health and safety

The organisation ensures clients, staff and visitors are protected from risk.

How does your organisation ensure clients, staff, and visitors are protected from risk?

All places of work and service locations must be covered by the organisational documentation.

Supporting documentation for the *Health and Safety* standard must include the following:

- Health and safety policies and procedures, including:
 - hazard identification
 - maintenance inspections
 - worker engagement and participation in health and safety matters
 - safety and emergency plans.
- A copy of the organisation's business continuity and disaster recovery plan.

Is there any further information you would like to provide in relation to the *Health and Safety* standard?

Governance and management structure and systems

The organisation has a clearly defined and effective governance and management structure and systems.

Describe your organisation's governance and management structure and systems, and what is in place to ensure they are effective:

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Supporting documentation for the *Governance and management structure and systems* standard must include the following:

- Confirmation of legal status (as required under Part A of this form).
- Organisational structure.
- Governance and management policies and procedures, including identifying and managing conflicts of interest.
- Information management and record-keeping policies and procedures, including:
 - the collection, use and retention of personal information
 - having appropriate information technology and cyber-security safety measures in place to protect the privacy and security of information
 - ensuring staff members understand privacy requirements.

Is there any further information you would like to provide in relation to the *Governance and management structure and systems* standard?

Financial management and systems

The organisation is financially viable and manages its finances competently.

Supporting documentation for the *Financial management and systems* standard must include the following:

- Financial management procedures.
- Evidence of current financial viability.
- Evidence of current budget and financial planning.
- A copy of the latest financial statements.
- Evidence of current insurance coverage and insurer.

Is there any further information you would like to provide in relation to the *Financial management and systems* standard?

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Resolution of complaints related to service provision

The organisation uses an effective process to resolve complaints about service provision.

Supporting documentation for the *Resolution of complaints related to service provision* standard must include the following:

- Evidence of how people are kept safe through the complaints process, and complaints are resolved in a reasonable timeframe.
- Evidence of how complaints procedures are made known to clients and staff.
- Evidence of how complaints will inform or lead to service improvements.

Is there any further information you would like to provide in relation to the *Resolution of complaints related to service provision* standard?

Iwi community services standard (if applicable)

The organisation ensures it meets all requirements to operate as an iwi community service.

Supporting documentation for the [Iwi community services standard](#) must include a formal, written mandate from the iwi authority to operate and provide community services.

Is there any further information you would like to provide in relation to the *Iwi community services* standard?

Next: [Part C](#)

Part C: Declaration

By ticking the boxes and signing below, you agree to meet the obligations on behalf of your organisation:

I have read, and understand, the [Level 4 Social Sector Accreditation Standards](#); and, if applicable, the [lwi community services standard](#).

I have read and understand the obligations for meeting and maintaining accreditation, found [here](#).

I understand my responsibility to [let Te Kāhui Kāhu know](#) about changes to my organisation that could affect its accreditation status.

I have completed parts A and B, answered all of the questions that apply to my organisation's situation, and include evidence to support my answers.

I have read and understand the [Privacy Statement](#).

The information I have provided is true and correct to the best of my knowledge.

I have the authority to complete and sign this application on behalf of my organisation.

Name

Role

Signature

Date

Email the complete application, including documentation, to: ✉ accreditation@tekahuikahu.govt.nz