



APPLICATION FOR A SOCIAL WORKER'S WARRANT

Date: _____

The Chairperson Social Work Profession Board

I, the undersigned, hereby apply for a Social Worker's Warrant in terms of Article 3 of the Social Work Profession Act (2003), as amended within Legal Notice 427 (2007) and Act XXIV of 2016.

I declare that I have read the Social Work Profession Act (2003), Chapter 468 of the Laws of Malta, and the notes in Section D of this application form and that the information contained in my application form and attached documents is true and correct.

Signature of Applicant

SECTION A: PERSONAL DETAILS

1. Given Name _____
2. Surname _____
3. Title (Mr., Ms., Dr., etc.) _____
4. Maiden Surname
(If applicable) _____
5. Nationality¹ _____
6. Identity Card Number² _____
7. Postal Address _____

¹ Non-Maltese nationals applying for a Warrant are requested to produce a document indicating that they are permitted to work in Malta under any law, in terms of Article 3(3)(a) of the Social Work Profession Act, Chapter 468 of the Laws of Malta.

² Non-Maltese nationals are to include their Passport Number here and indicate this.

| | | |
|----------------------------------------------------|--------|-------|
| 8. Email | <hr/> | |
| 9. Present Workplace (including the specific area) | <hr/> | |
| 10. Telephone Numbers | Home | <hr/> |
| | Work | <hr/> |
| | Mobile | <hr/> |

SECTION B: QUALIFICATIONS³

| TABLE 1 - SOCIAL WORK QUALIFICATIONS⁴ | | | | |
|-----------------------------------------------------------|---------------------------------|-------------|----------------------|-----------------|
| QUALIFICATIONS (Full Title & Brief Description) | AWARDING INSTITUTION | DATE | MQF Level | COMMENTS |
| | | | | |
| | | | | |
| | | | | |

Recent qualification shall be written on top. If local Maltese awarding body, detailed Transcript must be attached with this application. True Copy of Original must be signed by a warranted Social Worker.

If non Maltese awarding educational setting, a detailed Transcript must be attached with this application, including the number of credits and the modules comprising such course. True Copy of Original must be signed by a warranted Social Worker, including his/her warrant details.

| TABLE 2 - OTHER GRADUATE QUALIFICATIONS | | | |
|-----------------------------------------------------------|---------------------------------|----------------------|-------------|
| QUALIFICATIONS (Full Title & Brief Description) | AWARDING INSTITUTION | MQF Level | DATE |
| | | | |
| | | | |
| | | | |

| TABLE 3 - OTHER ACADEMIC QUALIFICATIONS | | | | |
|------------------------------------------------|----------------|--------------------------------------|-------------|--------------|
| LEVEL | SUBJECT | EXAMINING BOARD/INSTITUTE | DATE | GRADE |
| | | | | |
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³ If the applicant is in possession of a social work qualification, he/she is to complete Table 1 and proceed to Section C. If the applicant is not in possession of a social work qualification, Tables 2 and 3 are to be completed.

⁴ For the first social work qualification, the duration of the course and whether it was taken on a full-time or part-time basis is to be included in the Comments section.

Section C: Experience⁵

| SOCIAL WORK EXPERIENCE | | | | | |
|-------------------------------|-----------|---------------|-----------------------------------------|----------------------------------------------|---------------------------------|
| Dates | | Agency | Official Designation⁶ | Average number of hours worked weekly | Confirmation⁷ |
| From | To | | | | |
| | | | | | |
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⁵ Should more space be required in this section, a photocopy of the necessary page is to be made.

⁶ If the applicant's official designation is not that of "Social Worker", a Job Description is to be submitted with this application. If the agency does not have an official job description, a description of the applicant's role is to be written and signed and rubber stamped by the Director or Human Resources Manager of the agency.

⁷ Confirmation of employment should either include the signature of the Director or Human Resources Manager of the agency, which should be rubber stamped, or else documentation needs to be provided to validate the claim.

| SUPERVISION | | | | | | |
|--------------------|-----------|---------------|------------------|-----------------|-------------------|-----------------------|
| Dates | | Agency | Frequency | Duration | Supervisor | Warrant Number |
| From | To | | | | | |
| | | | | | | |

I _____ confirm that _____ supervision sessions were held with _____.

Name of Supervisor
Number
Name of Supervisee

Date
Signature

Declaration:

As a supervisor, I am declaring that to the best of my knowledge, the person in question have the attributes to be awarded the Social Work Warrant. In addition, there has not been any professional misconduct, gross negligence, or incompetence, or is in breach of the code of ethics established under the mentioned Social Work Act.

Date
Supervisor Signature

Section D: Important Notes

1. Persons may qualify for the issue of a warrant on the basis that:
“such person:
 - (a) is a Maltese citizen, or is otherwise permitted to work in Malta under any law⁸; and
 - (b) is of good conduct; and
 - (c) is in possession of the Honours Degree in Social Work conferred by the University of Malta or of another professional qualification as the Board may deem equivalent; and
 - (d) satisfies the Board that he has received adequate experience in the practice of the profession of social work for an aggregate period of at least two years full-time or its equivalent in part-time following the completion of such degree or such other professional qualification under the supervision of a registered social worker.” (Social Work Profession Act, 2003, Article 3(3)).

Article 3 (3)(c) and (d) will be deemed to be satisfied if “any person satisfies the Board that he has pursued social work on a professional basis as his main occupation for at least ten years immediately prior to the coming into force of this Act” (Social Work Profession Act, 2003, Article 19 (3)). In the latter case, persons have to apply for a warrant under this Act within one year from its coming into force, that is, the 1st of June 2004, and have to successfully undertake a proficiency test set by the Board within six months from the date of such application (Social Work Profession Act, 2003, Article 19 (4)).

As regards supervision, this is only required for practice undertaken after the coming into force of this Act, that is 1st June 2004 (Social Work Profession Act, 2003, Article 19 (2)).

2. The Ministry for Social Policy and Children’s Rights, uses the information submitted in this application form for the issue of a social worker’s warrant in accordance with the relevant provisions of the Social Work Profession Act 2003. This information is accessed by the Board and any personnel involved in such processing to evaluate the application. The Board may also get information about the applicant from certain third parties including other government departments and authorities to prevent or detect crime or to protect public funds in other ways as permitted by law. The Board will not disclose information about the applicant to anyone outside the Ministry for Social Policy and Children’s Rights, unless the law permits it to do so.
3. All data is collected and processed in accordance with the Data Protection Act 2001 as emended in 2018 and other subsidiary legislation.

⁸ Applicants are advised to contact the Citizenship and Ex-Patriate Affairs Office and/or the Employment and Training Corporation in order to verify their citizenship or permission to work in Malta. The Board will contact the relevant authorities to verify this.

4. The application together with the relevant documents is to be submitted to: The Secretary, Malta Social Work Profession Board, Department for Social Welfare Standards, 469, Bugeia Institute, St. Joseph High Road, St. Venera.
5. A fee of €25 will be charged for each application. Payment can be made in cash or by cheque. Cheques are to be made payable to: Ministry for Social Policy and Children's Rights. (MSPC)
6. The application should include:
 - A Police Conduct Certificate covering the last six months;
 - Photocopies⁹ of any certificates of qualifications included in the application;
 - Proof of any social work warrant/licence/registration acquired abroad, where applicable;
 - A completed Consent Form¹⁰;
 - €25 payment in cash or by cheque.

⁹ Any photocopies must be authenticated by an authorised professional. If the authorised professional is not resident in Malta, his/her signature is to be legalised through the Ministry of Foreign Affairs in the country of issue. If the social work qualification certificate does not specify the social work element, a transcript must also be produced.

¹⁰ To be found on page 8 of this application.

CONSENT FORM

I, the undersigned, hereby give my consent for the release of any information regarding my Maltese citizenship and permission to work in Malta by the Employment and Training Corporation and/or by the Citizenship and Ex-Patriate Affairs Office to the Malta Social Work Profession Board for the purposes of Article 3 (3) (a) of the Social Work Profession Act (2003), as amended within Legal Notice 427 (2007) and Act XXIV of 2016

Signature

Name in full

Identity Card Number¹¹

Date

¹¹ Non-Maltese citizens are to include their passport number here and indicate this.

SUBMISSION OF DOCUMENTS

| Type of Document | Specific Description | Submitted¹² | Received |
|---------------------------------------------------------------------|-----------------------------|-------------------------------|-----------------|
| Police Conduct Certificate (6 months receipt from Application date) | | | |
| Social Work Qualification Certificate | | | |
| Transcript | | | |
| Other Graduate Qualification/s Certificate/s ¹³ | | | |
| Other Academic Qualification/s Certificate/s ¹⁴ | | | |
| Job Description | | | |
| Consent Form | | | |
| Social Work Warrant/Licence/Registration Acquired Abroad | | | |
| Any other documents ¹⁵ | | | |
| | | | |
| | | | |
| | | | |

¹² Please mark only those documents which are necessary for your application and which have been submitted.

¹³ Please specify what type of certificates are being submitted in the next column.

¹⁴ Please specify what type of certificates are being submitted in the next column.

¹⁵ Please specify what type of documents are being submitted in the next column.

Section E: FOR OFFICE USE ONLY

Preliminary Recommendation

Having considered the merits of the application in hand, the Malta Social Work Profession Board assesses that:

The application meets the requirements of the Social Work Profession Act and, therefore, a warrant may be issued.

OR

The applicant needs to undergo a proficiency test before meeting the requirements of the Social Work Profession Act.

Proficiency Test undertaken Yes/No Date _____

Pass Mark obtained Yes/No

OR

The applicant needs to fulfill the following requirements before a warrant can be issued:

Requirements fulfilled Yes/No Date _____

Recommendation

The Hon. Minister for the Family, Children's Rights and Social Solidarity,

Having considered the merits of the application in hand, the Malta Social Work Profession Board recommends the issue of a Social Worker's Warrant to cover the period from _____ to _____.

| | | |
|-------------------------------|-------|-------------|
| Warrant Number (Rubber Stamp) | _____ | Chairperson |
| | _____ | (Member) |
| | _____ | (Member) |

Date _____