

## What happens next?

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Upon receipt of your letter of application and the required documentation the Accreditation Convenor will present a report to the next meeting of the Executive Committee.

The Executive Committee will then make the decision whether to grant you permission to function as an Acting Level I supervisor.

Their decision will be communicated to you by the College's Secretary.

If successful the Accreditation Convenor will create a file that will contain your letter of application and documentation.

## When can I commence Supervising?

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Upon receiving written advice from the College Secretary granting you permission to function as an Acting Level I supervisor you may begin to work with a Level II or Level III supervisor in a registered CPE Centre.

## For how long can I function as an Acting Level I Supervisor?

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Permission will be granted for two years full time or the equivalent part time, commencing from the date of the Executive Meeting that grants you permission to function as an Acting Level I supervisor.

## What is the role of an Acting Level I Supervisor?

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An Acting Level I supervisor will:-

- \* receive at least ten hours of supervision during each Unit in which you supervise
- \* complete PT485 Introduction to Pastoral Supervisory Practice, PT486 and PT487 student in Master of Arts (leading to a specialisation in Pastoral Supervision)
- \* complete any other academic studies required
- \* participate in the selection of trainees for the Units in which you supervise
- \* share in the conduct of the orientation program
- \* share in the conduct of clinical seminars
- \* provide individual supervision to at least six (6) trainees during their time as an Acting Level I supervisor
- \* share in the conduct of mid-unit and final evaluation seminars
- \* where possible participate in the Supervisors Professional development days including peer supervision.
- \* participate in any "in service" program provided by the College
- \* write an evaluation of each unit of CPE in which you have supervised.

**For more information contact,  
The Accreditation Convenors  
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**or  
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The New South  
Wales College  
for Clinical  
Pastoral  
Education Inc.

# A guide to commencing Supervisory Training

## Who may apply?

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Supervisory Training is available to a person who has completed four units of Clinical Pastoral Education, of which at least one unit is at Advanced Level and who has been assessed by a Review Committee to have:-

- \* a well developed sense of pastoral identity
- \* a high level of proficiency as a pastor, and
- \* an openness to learning and growth.

## When can I meet with a Review Committee?

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Assessment by a Review Committee can be made either :-

At the conclusion of a CPE Unit where you meet with a Review Committee to establish advanced standing. At this time you may also request that committee to assess your readiness to commence Supervisory training.

Or..

At anytime by making a request to a CPE Centre Director to arrange for a Review Committee to assess your readiness to commence Supervisory training.

## The Review Committee

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The Review Committee will be made up of four CPE Supervisor's accredited by the NSWCCPE. The Committee will:-

- \* be arranged and chaired by the Centre Director
- \* consist of Supervisors at each of the three levels
- \* be sensitive to your denomination and gender.
- \* will assess your readiness to commence training

## What do I present to a Review Committee?

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You will need to prepare the following material for the review committee:-

- 1 an autobiography in which you demonstrate a theological understanding of the themes arising in your life journey
- 2 a verbatim from your current pastoral work including an evaluation that shows your understanding of the psychological, sociological and spiritual/theological issues that arose in this conversation.

### 3 EITHER

A comprehensive report and critical evaluation of your functioning as a minister over a seven day period. The report will include:-

- \* the criteria by which you established your daily pastoral priorities and how they are carried through
- \* an evaluation of any tensions experienced between pastoral, administrative, priestly, prophetic and preaching responsibilities
- \* delineation of the limits you have established in your ministry
- \* an evaluation of the extent to which you were successful in staying within the limits set.
- \* a diary evaluation of your ministry relationships engaged in during one eight hour day.
- \* a verbatim and assessment of one pastoral conversation of particular note during this seven day period.

### OR

A comprehensive report and critical evaluation of your pastoral ministry to one particular person to whom ministry was offered over an extended period. The report will include:-

- \* an assessment of your ministry based on clinical materials such as verbatim reports of conversation or counselling sessions, critical incident reports.
  - \* a statement of the manner in which particular pastoral issues were negotiated
  - \* delineation of the limits you have established in your ministry
  - \* an evaluation of the extent to which you were successful in staying within these limits
  - \* the outcome(s) of your ministry to this person
- 4 a reflection on your experience of supervision in the programs undertaken and since their completion
  - 5 your evaluation and your Supervisor's evaluation of your Advanced Level Unit(s).

## How do I apply to commence supervisory training?

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If the Review Committee recommends that you be given permission to train as an Acting Level I supervisor you need to then send a letter of application to the Accreditation Convenor enclosing:-

- \* a letter of support from your current supervisor.
- \* a written agreement from a Centre Director for you to supervise in that Centre.
- \* a written contract with a Level III Supervisor or an Acting Level III Supervisor for supervisory training.
- \* Admission into the Master of Arts (leading to a specialization in Pastoral Supervision)
- \* an original letter attesting to your good standing with your denomination.
- \* An original declaration concerning complaints, if any, made against you.
- \* your Review Committee's report.