

The NSW College of Clinical Pastoral Education HANDBOOK

Section 10

Centres

10.1 The Standards Required for Centres.

10.1.1 Facilities.

- 10.1.1.1 The Centre shall have an accredited Level II or III Supervisor with expertise in ministering to the client population to provide trainees with an effective educational experience in ministry.
- 10.1.1.2 The Centre shall have a ministry function integrated with the services of the institution, agency or parish of which it is part.
- 10.1.1.3 The Centre shall have adequate office and meeting spaces, library facilities, secretarial services and educational equipment to carry out CPE
- 10.1.1.4 The Centre shall be situated in a milieu, which encourages human growth and dignity, and provides an atmosphere for learning, so that trainees are engaged in multidisciplinary contact with adequate support from theological, church and community resources.
- 10.1.1.5 The Centre shall provide significant opportunities for ministry (patients, clients, inmates or parishioners) adequate for the number of trainees, enabling them to gain a depth of experience and understanding appropriate to their professional development
- 10.1.1.6 The Centre shall have the necessary finances for the fulfilment of its educational function. Provision shall be made for the financial records to be audited annually - a copy of which shall be sent to the NSWCCPE Inc.
- 10.1.1.7 The Centre shall have an administrative structure which authorises the CPE Programs to exist and which is responsible for providing all other essential components.
- 10.1.1.8 The Centre shall maintain a file of trainees and supervisory evaluations. Should a Centre cease operation, placement of these records shall be at the direction of the NSWCCPE Inc.
- 10.1.1.9 The Centre shall pay any necessary Certification and Registration fees to the NSWCCPE Inc.
- 10.1.1.10 The Centre shall register certified trainees with the NSWCCPE Inc's Registrar.

10.1.1.11 The Centre shall reapply for registration every five(5) years with the NSWCCPE Inc according to the specified regulations.

10.1.2 Curriculum.

10.1.2.1 The curriculum shall be based on the definition of CPE as stated under the Constitution of the NSWCCPE Inc.

10.1.2.2 The curriculum shall have a Program which meets the standards set by the NSWCCPE Inc.

10.1.2.3 The curriculum shall state clearly its aims and objectives.

10.1.2.4 The curriculum shall state how the aims and objectives stem from the purpose of the institution or centre and how these relate to the aims of the NSWCCPE Inc.

10.1.2.5 The curriculum shall state how the trainee is to assume responsibility for learning.

10.1.3 Centre Staff.

10.1.3.1 The Centre shall have one or more accredited Level II or Level III Supervisor(s) except with special permission.

10.1.3.2 The Centre shall have access to such theologians, psychologists and interdisciplinary staff as necessary for the education of trainees.

10.1.3.3 The Centre shall have access to secretarial services as required.

10.1.3.4 The Centre shall appoint a representative to the NSWCCPE Inc.

10.1.3.5 The Supervisor(s) shall:

- uphold the standards of the Centre in its selection of trainees and in its implementation of the curriculum;
- accept the number of trainees viable in the setting and circumstance, a minimum of three (3) is prescribed;
- uphold the collective decisions pertaining to the dismissal of trainees;
- respect the philosophy of the institution providing the clinical placement, and;
- attend the "Supervisor Consultation Group" and present regularly for peer review of standards.

10.2 The Registration, Administration and Direction of CPE Centres.

10.2.1 Direction of CPE Centres.

10.2.1.1 In each NSWCCPE Inc registered Centre there shall be one Level II or Level III Supervisor accredited by the NSWCCPE Inc to plan, organise and lead CPE Programs within the centre. This person shall be called the CPE Centre Director.

10.2.1.2 The NSWCCPE Inc retains the right to define the qualification required of a CPE Centre Director for the purpose of registration by the NSWCCPE Inc.

- 10.2.1.3 An employing body shall consult with the NSWCCPE Inc regarding the name of the person who, meeting these qualifications, shall be recognised by the NSWCCPE Inc as the CPE Centre Director.
- 10.2.1.4 In the event of a conflict arising when two different employing bodies recommend qualified persons working within the one public institution or organisation, the Executive of the NSWCCPE Inc would make itself available to the Institution as a consultant and adviser.

10.3 Application for Registration.

10.3.1 The CPE Centre Director shall apply to the Executive Committee of NSWCCPE Inc requesting that the Centre be registered within a particular institution, organisation or region. This application shall include:

- 10.3.1.1 A report stating the aims and objectives, with an outline of levels of training to be offered: introductory, basic, advanced, supervisory, full time or part time.
- 10.3.1.2 A document demonstrating the approval by the employer of the CPE Centre Director designate regarding the time and duty commitment required by the CPE Centre Director and other Supervisory Staff.
- 10.3.1.3 A document demonstrating the understanding and approval by the management of the institution(s) or organisation(s) in which trainees shall be assigned to provide pastoral ministry. This document shall indicate management support for:
 - 10.3.1.3.1 the access of trainees to patients, clients, parishioners and employees;
 - 10.3.1.3.2 provision of institution identification and access to regular staff facilities e.g. cafeteria, library, parking and photocopying;
 - 10.3.1.4 the authority of the CPE Director (should the CPE Centre Director not be employed or contracted by the institution or organisation, the person should receive honorary recognition as a member of staff);
 - 10.3.1.5 provision of the prescribed registration and application fee (A cheque for the prescribed application fees for the first year of operation shall be included. The registration fee will be refunded in full if registration is not effected).

10.3.2 Process for Registration and Reregistration.

- 10.3.2.1 A committee appointed by and accountable to the Executive Committee will process the application.
- 10.3.2.2 The appointed committee should include a representative of the supervisors, and may include consultants from other disciplines and a friend of the Centre (who shall not be a member of staff).
- 10.3.2.3 In processing the application this committee will;

- make a site visit;
- report to the executive committee with a recommendation.

10.3.3 Accountability for the CPE Program.

10.3.3.1 All Supervisors working within a NSWCCPE Inc Centre are accountable to the Centre Director in association with the “Supervisors’ Consultation Group” for maintenance of NSWCCPE Inc standards.

10.3.4 Notification of Changes in Centres.

10.3.4.1 The Centre Director will promptly notify the Executive Committee;

10.3.4.1.1 When there is to be change of supervisory personnel. A member of the Executive Committee or Council shall be designated to be a member of the employing bodies’ interviewing committee. Also, note that;

10.3.4.1.2 Level II Supervisors with ANZACPE accreditation in another organisation seeking appointment to a centre should include in their application a statement of their current standing within their denomination;

10.3.4.1.3 Supervisors with other than ANZACPE accreditation prior to appointment need to demonstrate equivalent standards, and include a statement of their current standing within their denomination.

10.3.4.2 The Executive Committee will respond to the Centre Director’s report in one of the following ways;

- receive the report and take no action;
- receive the report and take action or make recommendations;