

# The NSW College of Clinical Pastoral Education HANDBOOK

## Section 5

### **Requirements for Accreditation of Supervisors**

Supervision is the name given in CPE to the process by which people are trained in Pastoral ministry. Learning to supervise is a process that can begin after pastors have developed a strong sense of their own pastoral identity as well as being highly effective pastors. It is a process that is expected to take a number of years.

There are three levels of accreditation granted by the NSWCCPE Inc. They are Level I Supervisor, Level II Supervisor and Level III Supervisor. Accreditation in supervision is granted by the NSWCCPE Inc based on a recommendation from a review committee that is organised for that purpose. That committee will review the materials presented by the applicant to substantiate the claim as well as interview the applicant. For all levels of accreditation documents shall be presented professionally at a standard befitting the accreditation sought. The applicant is responsible for compiling all necessary documentation into a single report and forwarding a copy to each member of the review committee at the address provided by the accreditation convener. All materials shall respect the constraints of confidentiality.

Applicants for accreditation as CPE Supervisors are encouraged to explore different models of supervision during the period of their training. Training in other Programs will be considered in assessing applicants for accreditation.

#### **4.2 Level I Supervisor**

##### **4.2.4 Role of a Level I Supervisor.**

Within the NSWCCPE Inc. Level I supervisor is the first level of accreditation. They are expected but not required to build on this level of accreditation by continuing to train and become Level II Supervisors.

Level I Supervisors work with Level II or III Supervisors in the running of CPE programs. This enables them to concentrate on their supervisory development and not be concerned with the organisational responsibilities of the program.

#### 4.2.5 Procedure to function as an Acting Level I Supervisor.

Before a person can become a Level I supervisor they must seek permission to function as an Acting Level I Supervisor from the NSWCCPE Inc. Those seeking to function as Acting Level I supervisors will meet the following criteria:

- completion of at least three Units of CPE, at least one of which is Advanced.;
- a well developed sense of pastoral identity;
- a high level of proficiency as a pastor;
- an openness to learning and growth;
- completion of a minimum of two units of theological studies toward a bachelor or master's degree in theology, the two units to comprise **an introduction to biblical studies and a unit of foundational theology**, and be actively pursuing further theological studies at a tertiary level.
- Where the candidate for supervisory training comes from a major world faith other than Christianity, she or he, prior to commencing to act as a CPE Acting Level I supervisor, shall have successfully completed study in that faith and practice equivalent to the number of hours of two units of a bachelor of theology. The peak body of that faith tradition must recognise the form and content of the study. The candidate shall be actively pursuing further studies in that tradition.
- Successful presentation to a NSWCCPE Review Committee which has affirmed the achievement of these requirements.

#### 4.2.6 Review Committee.

- 5.2.6.1 The Review Committee shall be organised by the NSWCCPE Accreditation Convenor(s).
- 5.2.6.2 The Review Committee shall consist of five (5) members appointed by the Accreditation Convenor(s) and shall include, where possible, at least one Level 1 Supervisor, one Level II supervisor and one Level III supervisor. The Director of the CPE Centre at which the candidate will be working shall be a member of the Review Committee but shall not chair the committee.
- 5.2.6.3 The chair and members of the Review Committee shall be appointed by the Accreditation Convenor(s).
- 5.2.6.4 The Review Committee members shall be supervisors accredited by the NSWCCPE Inc and preferably shall come from a diversity of centres. The selection of the committee shall take into account denominational and gender issues. The applicant shall be consulted in the formation of the committee and in the accepting of

the final selection.

- 5.2.6.5 The location of the Review Committee shall be determined by the Accreditation Convenor(s) in consultation with the applicant and with the Director of the CPE Centre at which the applicant will be working.
- 5.2.6.6 At the conclusion of the review the committee shall compile a report and make a recommendation to the NSWCCPE Inc in accordance with the guidelines set out in Section 8.10. of this handbook. The report shall be endorsed in writing by each member of the Review Committee and shall be forwarded to the Accreditation Convenor(s) by the chair of the Review Committee. The Review Committee's recommendation concerning acceptance as an Acting Level 1 supervisor shall be presented to a meeting of the NSWCCPE Inc Council or Executive for endorsement.

#### **4.2.7 Materials.**

The applicant shall prepare the following materials for the Review Committee:

- 5.2.7.1 An autobiography in which the themes that arise in their life journey shall be understood from a theological perspective.
- 5.2.7.2. A verbatim that is a fair sample of the applicant's current work. The verbatim will be fully evaluated and give evidence of the applicant's understanding of the psychological, sociological and spiritual/theological issues that arise in the pastoral conversation.
- 5.2.7.3 A comprehensive report and critical evaluation of the applicant's pastoral ministry to one particular person to whom ministry was offered over an extended period. The report shall include:
  - 4.2.7.3.1 An assessment of the applicant's ministry based upon clinical materials such as verbatim reports of conversation or counselling sessions, critical incident reports.
  - 4.2.7.3.2 A statement of the manner in which particular pastoral issues were negotiated.
  - 4.2.7.3.3 Delineation of limits established by the applicant in ministry.
  - 4.2.7.3.4 An evaluation of the extent to which the applicant was successful in staying within the limits set.
  - 4.2.7.3.5 The outcome(s) of this ministry for the person being served by the applicant.
- 4.2.7.4 Provide a reflection on their experience of supervision in the Programs undertaken and since their completion.
- 4.2.7.5 Trainee and Supervisor evaluations of Advanced Level Unit(s).
- 4.2.7.6 An essay of 1500 words on a pastoral subject demonstrating the applicant's capacity to integrate pastoral theory and practice. The essay shall fulfil the standard required of an academic program at bachelor level or above.

#### **4.2.8 Requesting to commence Training as a CPE Supervisor**

When applicants recommended by a Review Committee are desirous of commencing training they shall write to the Accreditation Convener requesting permission to commence training as an Acting Level I supervisor. At the same time, they shall enter into negotiations with a Level III supervisor who is willing to train them subject to their being given approval to function.

The Applicant's letter of request shall provide:

- a copy of the review committee's recommendation and report.
- evidence of good standing with their faith authority.
- evidence that they are members of NSWCCPE Inc
- evidence that they have completed at least three units of CPE, one of which is Advanced.
- evidence that they have completed a unit of CPE within the last three years
- evidence that they have a contract with a Level III Supervisor for training.
- declaration of any written or other complaints against the applicant and the outcome of any investigation.

Permission to act will be granted for two years full time or the equivalent part time and shall commence from the date of the meeting that grants the permission.

On receipt of the written advice that the applicant has been given permission to function, the Acting Level I Supervisor may begin to work with a Level II or Level III Supervisor in an approved Program in a registered CPE Centre.

#### **5.3.6 Role of an Acting Level I Supervisor.**

The Acting Level I Supervisor shall:

- 4.2.8.3 be in supervision with a Level III Supervisor.
- 4.2.8.4 receive at least ten hours of individual supervision during each unit in which the Acting Level I Supervisor has supervised.
- 4.2.8.5 participate in the selection of trainees.
- 4.2.8.6 share in the conduct of the orientation program.
- 4.2.8.7 share in the conduct of Clinical Seminars.
- 4.2.8.8 provide individual supervision to six trainees during the period of functioning as an Acting Level I Supervisor.
- 4.2.8.9 share in the conduct of mid-unit and final evaluation seminars.
- 4.2.8.10 participate in the Supervisors' Professional Development Days and other NSWCCPE Inc activities.
- 4.2.8.11 participate in any in-service training programs provided by the NSWCCPE Inc .

- 4.2.8.12 write an evaluation of each unit of CPE in which the applicant has participated (to be presented for supervision and with the materials in the accreditation presentation).
- 4.2.8.13 complete Introductory Supervisory Practice, Educational Theory and Practice in Supervision and Theological Reflection in Supervision with a Level III Supervisor

### **4.3 Standard for Level I Supervisor**

#### **5.3.7 Administrative Awareness and Competence.**

- 4.3.4.3 An ability to organise and manage the learning covenant with the supervised trainees.
- 4.3.4.4 An awareness of the distinction between administrative and supervisory issues and how they can be creatively managed.

#### **4.3.5 Interpersonal Awareness and Competence.**

- 4.3.5.3 An ability to reflect on group and interpersonal interactions and how to creatively use them for learning.
- 4.3.5.4 An ability to reflect on the function of the supervisory alliance and its use in the process of supervision.

#### **4.3.6 Intrapersonal Awareness and Competence.**

- 4.3.6.3 An ability to reflect on the supervisory relationship and to acknowledge their own contribution to the supervisory events.
- 4.3.6.4 An ability to reflect on and learn from the supervisory process and use those learnings for self-growth.

#### **4.3.7 Educational Competence.**

- 4.3.7.3 An ability to draw from trainees what is necessary for the development of their pastoral identity and professional self-worth and to use trainees' written materials and other presentations in this process.

#### **4.3.8 Theological Awareness and Competence.**

- 4.3.8.3 An ability to think theologically about pastoral events and to respond as a member of the community of faith.

#### **5.3.6 Application for Accreditation as a Level I Supervisor**

Application for review for Level I Supervisor shall be in writing to the Accreditation Convener of the NSWCCPE Inc.

When applicants have the required materials completed they are to write to the Accreditation Convener requesting permission to present to a review committee. The Accreditation Convener will then commence organising a Review Committee in accordance with the NSWCCPE Inc's Guidelines and notify the applicant of the date time and place of the committee and the date by which the materials shall be submitted to the convener.

The review will focus on the applicant's professional competence as a Level I Supervisor. The applicant is to demonstrate that competence to the committee in the professional manner in which the written materials are presented and in the interview with the Review Committee.

The applicant's application materials shall include:

- 5.3.7.1 Documented evidence that the applicant has had the experience required before presentation for review at Level I. (Please see 5.1.6 Role of Acting Level I CPE Supervisor)
- 5.3.7.2 A cheque for the required fee.
- 5.3.7.3 A copy of the letter giving the applicant permission to function as an Acting Level I supervisor.
- 5.3.7.4 Documented evidence of the applicant's standing and relationship to ecclesiastical authority.
- 5.3.7.5 Documented evidence of the applicant's membership in NSWCCPE Inc .
- 5.3.7.6 A letter of support from the CPE Centre Director where the applicant has been supervising.
- 5.3.7.7 A cover sheet containing such information as name, address, age, present employment, church denomination, degrees, diplomas and certificates obtained, professional occupational background, and CPE experience.
- 5.3.7.8 A statement of the applicant's request to this Review Committee.
- 5.3.7.9 An autobiography in which the themes that arise in applicant's life journey are understood from their current perspective. This shall include the integration of the theological, spiritual, sociological and psychological aspect of the applicant's life.
- 5.3.7.10 Copies of previous review committee decisions and reports.
- 5.3.7.11 A copy of any Supervisor's evaluations of the applicant outside of the Supervisory Units undertaken during the functioning period.
- 5.3.7.12 A copy of the applicant's Evaluations and the Level III Supervisors' Evaluations for the units of Supervisory CPE undertaken during the functioning period.
- 5.3.7.13 Documented evidence of the completion of Supervisory Units:
  - Introductory to Supervisory Practice,
  - Education Theory and Practice, and
  - Theological Reflection in SupervisionRecords of your attendance at Supervisory training events (Mulgoa and Professional Development Days) can be obtained from the College Office.
- 5.3.7.14 Where the candidate does not have an undergraduate or graduate degree in Theology then documentary evidence that they have completed the Graduate Diploma (leading to a specialization in Pastoral Supervision)

- 5.3.7.15 A copy of the applicant's evaluation of each unit of CPE in which she/he has co-supervised.
- 5.3.7.16 An assessment by the applicant of her/his achievement of the Standard for Level I Supervisor. Please see 5.2
- 5.3.7.17 A comprehensive report and critical evaluation of the supervision of one trainee engaged in a Basic unit of CPE. The report shall include:
  - 5.3.7.17.1 The applicant's description of the trainee, including a biographical sketch.
  - 5.3.7.17.2 A description and evaluation of the goal-setting process.
  - 5.3.7.17.3 Contribution to planning of the trainee's ministry placement and educational process and the supervisory stances and attitudes anticipated to be important in supervising the trainee.
  - 5.3.7.17.4 A description and evaluation of the supervision of the trainee.
- 5.3.6.17.5 An assessment of the trainee's development personally and in ministry as demonstrated by clinical materials, and excerpts from supervisory sessions.
- 5.3.7.18 Summary description and evaluation (limited to one page each) of the applicant's supervision of two trainees.
- 5.3.7.19 Copies of the final evaluations written by the trainees referred to in paragraphs 5.3.17 and 5.3.18 above.
- 5.3.7.20 An integrative essay on their theory and practice of Pastoral Supervision.
- 5.3.7.21 An evaluation of the applicant's venture into supervision, including an assessment of the developing relationship with the applicant's Supervisor and supervisory peers, with the Director of the Centre and NSWCCPE Inc.
- 5.3.7.22 declaration of any written or other complaints against the applicant and the outcome of any investigation.

### **5.3.8 Presentation of Materials for Level I Review.**

- 5.3.8.1 The applicant's materials, excluding the supervisor's and trainees' final evaluations and the cover sheet shall not exceed 15,000 words, in a font no smaller than 12 points. Copies shall be sent by the applicant to the members of the review committee not later than 21 days before the date of the review committee meeting.

### **5.3.9 Level I Review Committee.**

- 5.3.9.1 The committee shall consist of five (5) members appointed by the Accreditation Convener after consultation with the applicant and allowing the applicant to indicate an objection to a proposed member.
- 5.3.9.2 The Review Committee shall include where possible two Level I Supervisors, one Level II Supervisor and one Level III Supervisor. The Director of the Centre where the applicant has been supervisor shall be a member of the committee.

5.3.9.3 The Review Committee shall operate in accordance with Sections 7 and 8 of this Handbook.

**5.3.10 Continuation of Acting Level I Status.**

5.3.10.1 An applicant who has met a review committee and was not accredited as a Level I Supervisor may be permitted to continue to function within approved programs of CPE as an Acting Level I Supervisor for such periods as the Executive Committee shall determine on the recommendation of the review committee.

**5.3.11 Responsibilities and accountability of an Accredited Level I Supervisor.**

5.3.11.1 Level I Supervisors are authorised to work under the supervision of a Level II or Level III Supervisor.

5.3.11.2 Level I Supervisors work to assist trainees to develop their pastoral identity and become competent pastors. This involves the development of those qualities and abilities that enable trainees to enjoy their work and feel competent to minister. Level I Supervisors are free of the administrative responsibilities of running Units to enable them to concentrate on their supervision.

**5.3.12 Level I Supervisors can provide:**

5.3.12.1 Supervision of Basic trainees.

5.3.12.2 Leadership in Clinical Seminars and other presentations, and

5.3.12.3 generally assist the Level II or Level III Supervisor in conducting the Unit.

5.3.12.4 Level I Supervisors **shall write a one page report** of their supervision of each trainee they supervise which shall be held in the Centre files.

5.3.12.5 The Level I supervisor is accountable to the Centre Director for the way they function in the courses in which they supervise.

**5.3.13 The responsibilities of the Level II or Level III Supervisor conducting the Unit.**

5.3.13.1 The Level II or Level III Supervisor shall:

5.3.13.2 be recognised by the management of the institution in which the trainees are placed as responsible for the conduct of the program.

5.3.13.3 conduct the opening seminar to welcome the trainees and orient them into the CPE group.

5.3.13.4 attend both the Mid Unit and the Final evaluation seminars.

5.3.13.5 consult with the Level I Supervisor regularly about the progress of the program.

5.3.13.6 ensure that the Level I Supervisor writes the one page report on the their supervision of trainees.

5.3.13.7 ensure that the Level I Supervisor is in supervision and is undertaking the required Education program.



#### **5.3.14 Level I Reaccreditation.**

Accreditation is for five (5) years. It is the responsibility of Level I Supervisors to ensure that their accreditation is current. Before the end of the five year period, the supervisor shall seek reaccreditation from the NSWCCPE Inc. It is expected that the supervisor shall have supervised in at least one Unit of CPE during the five year period and if the supervisor has not supervised in the last ten years the reaccreditation will not be considered.

#### **5.3.15 Application for reaccreditation - Level I.**

A Level I Supervisor shall write to the Accreditation Convener seeking permission to present for reaccreditation.

The reaccreditation review committee shall be organised by the Accreditation Convener in consultation with the applicant. It shall consist of five members at least one of which shall be a Level III Supervisor and shall operate in accordance with Sections 6,7and 8 of this Handbook.

#### **5.3.16 Materials for reaccreditation.**

- 5.3.16.1.1 A cover sheet containing name, address, present employment, church denomination, degrees, diplomas, certificates and CPE experience.
- 5.3.16.1.2 Recommendations and reports of previous review committee presentations.
- 5.3.16.1.3 An evaluation of the salient features of the applicant's work as a Level I Supervisor during the past five (5) years including the enjoyable and the difficult experiences with trainees, peers and authorities. This report shall not exceed 2,000 words.
- 5.3.16.1.4 Two one page reports of the applicant's supervision of trainees, one of which was challenging and difficult.
- 5.3.16.1.5 The final evaluations and supervisors' reports for these two trainees.
- 5.3.16.1.6 A 500 word or less statement of the applicant's plans for the future.
- 5.3.16.1.7 A paper relevant to the supervisory issues of a standard for publication and of not more than 3000 words.
- 5.3.16.1.8 A declaration of any written or other complaints against the applicant and the outcome of any investigation.
- 5.3.16.1.9 A letter attesting to the applicant's good standing in her/his denomination.

## **5.4 Level II Supervisor.**

The NSWCCPE Inc recognises Level II Supervision as the achievement of the expected professional standard in Pastoral Supervision.

### **5.4.1 Role of a Level II Supervisor.**

Accreditation at Level II qualifies a supervisor to conduct programs independently and to hold the position of Centre Director. They may supervise Basic and Advanced trainees and direct and coordinate the work of one or more Level I Supervisors. They are not authorized to provide Supervisory CPE.

### **5.4.2 Procedure to function as an Acting Level II Supervisor**

Level I Supervisors wishing to become Level II Supervisors shall consult with a Level III Supervisor. If the decision is to proceed then the Level I Supervisor shall write to the accreditation convener indicating that decision and supporting it with the following:

- 5.4.2.1 a letter of agreement from the Level II Supervisor or Director of the Centre where the courses will be conducted.
- 5.4.2.2 a letter of agreement from a Level III Supervisor who will provide the Supervisory CPE.
- 5.4.2.3 evidence of completion of the Introductory Practice in Supervision, Educational Theory and Practice in Supervision and Theological Reflection in Supervision and enrolment in Advanced Supervisory Practice.

Following acknowledgment of the decision by the Executive Committee, the applicant can function as an Acting Level II Supervisor for a period of two years full time or the equivalent part time. If an extension beyond that period is desired the applicant shall write to the accreditation convener stating clearly the grounds on which an extension is requested. After due consideration the Executive Committee may grant an extension of one year.

During the period since the applicant was accredited as a Level I Supervisor and the application for accreditation as a Level II Supervisor, Advanced Supervisory Practice must be completed.

5.4.2.4 During the period of functioning as an Acting Level II Supervisor the applicant shall:

- 5.4.2.4.1 plan, conduct and evaluate at least two (2) units of CPE in a satisfactory manner. Each Unit shall include at least three trainees. These units shall be under the oversight of the Centre Director and shall be conducted in accordance with the standards for such units. They shall be conducted to the satisfaction of the Centre Director.
- 5.4.2.4.2 supervise trainees at the Basic level of training.
- 5.4.2.4.3 coordinate and direct one or more Level I Supervisors including their supervision but not their training in supervision. Where this has not been possible, the applicant will need to demonstrate the skills and sensitivity necessary for that task.

### **5.4.3 STANDARDS AND PROCEDURES FOR ACCREDITATION AS SUPERVISORS IN ANZACPE.**

(Revised July, 2007)

The Standard for Supervisor Level II.

In order to be accredited at the second level of supervision, a candidate shall demonstrate the following minimum requirements:-

Candidates will have practised supervision in and belong to a C.P.E. Centre, registered under the standards of their member organisation.

Within this organisation the candidates will have previously demonstrated pastoral and supervisory competence in individual and group supervision and have gained accreditation/certification as Level 1/Associate Supervisor/Pastoral Supervisor.

ie. Candidates will have acquired the ability to supervise individual students giving attention to unique patterns of personal and professional development and assisting in the movement towards pastoral identity.

Candidates shall have knowledge of and adhere to a Code of Ethics, accepted by the member organisation.

Candidates shall have reached a minimum theological qualification accepted by the organisation.

It is recommended that candidates shall have conducted a minimum of four units of CPE as an Acting level II Supervisor, individually supervising a minimum of eight (8) students in total. NSW candidates are recommended to have supervised a minimum of two (2) units, individually supervising a minimum of (5) students.

Where a candidate has not met these recommendations, the member association shall give reasons, eg citing potential equivalence in learning, and attest to the person's readiness to present for accreditation review. This shall be included in the member association's letter of support for application for review to the ANZACPE Professional Standards Committee.

The candidate needs to ensure that the integration of any claims to such prior or contextual learning is clearly demonstrated to the review committee through written materials and engagement in the review process.

#### **5.4.3.1 Administrative Awareness and Competence**

5.4.3.1.1 Ability to plan, implement conduct and evaluate units of C.P.E. This ability will be in regard to:

- creation of a Program,
- recruitment, selection and placement of students,
- budgeting,

- negotiation with management and professional organisation,
- awareness of the philosophy and policies of the institution/agency,
- timetabling
- recording and maintenance of records
- ethical and professional standards of practise

#### **5.4.3.2 Interpersonal Awareness and Competence.**

- 5.4.3.2.1 Ability to relate empathetically and professionally as a caring person with colleagues, peers, students, authorities and church organisations/ communities of faith, in the context of individual and group situations.
- 5.4.3.2.2 Ability to be articulate about these relationships.
- 5.4.3.2.3 Ability to recognise and value the culture and faith traditions in relationships and willingness to use consultants in the clarification of issues.
- 5.4.3.2.4 Ability to relate to supervisory colleagues and professionals from other disciplines within the training context.
- 5.4.3.2.5 Develop within the CPE program, the integration of resources present within the institution and beyond eg interdisciplinary staff, library and administrative structures, community resources and theological consultants.

#### **5.4.3.3 Intrapersonal Awareness and Competence.**

- 5.4.3.3.1 Emotional and spiritual integration
- 5.4.3.3.2 Personal integrity.

#### **5.4.3.4 Supervisory Awareness and Competence**

- 5.4.3.4.1 Ability to appropriately use personal qualities, experience and self awareness in supervision.
- 5.4.3.4.2 Ability to utilise awareness of individual histories, psychological patterns and learning styles to facilitate students' taking of responsibility for engagement with and development of their learning process and claiming of personal resources and pastoral identity.
- 5.4.3.4.3 Ability to define and evaluate students' pastoral and personal resources including the ability to utilise a variety of supervisory strategies and interventions.
- 5.4.3.4.4 Ability to facilitate the development of group interpersonal interaction.
- 5.4.3.4.5 Ability to attend to and distinguish between the differences in individual and group needs addressing these and other such boundary issues.
- 5.4.3.4.6 Ability to co-ordinate, supervise and direct the work of other supervisors supervising in the C.P.E. unit.

#### **5.4.3.5 Educational Awareness and Competence.**

- 5.4.3.5.1 Ability to conceptualise one's own philosophy of C.P.E. as a learning theory, recognising the contribution of other educational theorists.
- 5.4.3.5.2 Ability to integrate theories with supervisory practice.
- 5.4.3.5.3 Ability as an experiential educator, to use all elements of the C.P.E. experience as opportunities for learning and education.

#### **5.4.3.6 Theological Awareness and Competence**

- 5.4.3.6.1 Ability to articulate clearly the candidate's own theology.
- 5.4.3.6.2 Ability to conceptualise a theology of ministry as expressed in the candidate's supervisory practice.
- 5.4.3.6.3 Ability to reflect theologically on experience and demonstrate the integration of theology in supervisory practice.
- 5.4.3.6.4 Ability to help others reflect theologically on experience and to experience theology in the practice and context of ministry.

#### **5.4.4 Materials required for an Application for Level 2.**

A Review committee is concerned with the candidate's ability to demonstrate the personal and professional competence essential for the supervision of ministry. It is expected that all materials will clearly demonstrate the level of functioning required of a senior professional discipline and respect the confidentiality of all persons who might otherwise be identified through the material.

Candidates' materials shall reflect and report evidence from current supervisory practice conducted during their period of acting at level 11. Candidates seeking accreditation are required to submit the following:

Written materials shall not exceed 25,000 words in length, excluding the materials described in paragraphs 5.5.4.5, 5.5.4.6 and 5.5.4.9. Materials shall be written in Times New Roman or Verdana script, font 12 with 1.5 spacing and minimum margin of 2 cms.

- 5.4.4.1 A cover sheet containing name, address, age, present position, church denomination/faith community, degrees, diplomas and certificates, professional occupational background, experience in supervised pastoral education and results of previous reviews.
- 5.4.4.2 A statement of request by the candidate of the review committee
- 5.4.4.3 An autobiographical statement.
- 5.4.4.4 A statement of, and theological reflection upon, the candidate's spiritual pilgrimage.
- 5.4.4.5 Copies of all previous review committee findings.
- 5.4.4.6 A copy of the evaluation(s) by the candidate's Supervisor(s) of the units of C.P.E. that the candidate has conducted since the previous accreditation.

From ASPEA and SANTACPE members and other candidates who have completed a unit of Education in Supervision, a copy of the evaluation by the candidate's educator of the unit of "Education in Supervision".

- 5.4.4.7 A detailed evaluation report (not exceeding 3500 words) of the candidate's supervision as an acting Level II supervisor of one student engaged in a unit of C.P.E. conducted during the past two years. The report shall include:
    - 5.4.4.7.1 The candidate's description of the student including a biographical sketch.
    - 5.4.4.7.2 The candidate's description and evaluation of the goal setting process.
    - 5.4.4.7.3 The candidate's plans for the student's ministry placement and educational process.
    - 5.4.4.7.4 The candidate's supervisory stances and attitudes anticipated to be important in supervising the student.
    - 5.4.4.7.5 A description and evaluation of the supervision of the student, including:
      - 5.4.4.7.5.1 An assessment of the student's development demonstrated by clinical materials;
      - 5.4.4.7.5.2 The candidate's comments on the clinical materials;
      - 5.4.4.7.5.3 Excerpts from supervisory conferences;
      - 5.4.4.7.5.4 The manner in which particular issues or incidents were addressed in supervision, with reference to standard 5.5.3.4
      - 5.4.4.7.5.5 A description and evaluation of the peer group process particularly as it contributed to and/or interfered with the candidate's supervision and the student's development
- The candidate may choose to illustrate his/her evaluation report with audio or video tape vignettes.
- Where audio or video tapes are being presented the following shall apply:
- The selected vignettes are no more than 5 minutes duration;
  - Transcripts of the material on the tapes be provided;
  - The candidate gives clear indication of what aspect of his/her supervisory qualities/stances the material illustrates and
  - A copy of the tape and transcript be provided to each member of the committee with the written materials.
- 5.4.4.8 A summary description and evaluation (limited to one page each) of the candidate's supervision of five students while acting as a Level II supervisor.
  - 5.4.4.9 Copies of the final evaluations written by the students referred to in 5.3.4.7 and 5.3.4.8 above, having due regard to issues of confidentiality.
  - 5.4.4.10 An essay on a pastoral subject demonstrating the integration of clinical pastoral data, sensitivity to the social sciences and theological competence.
  - 5.4.4.11 A paper on the candidate's methodology and philosophy of supervision within the context of C.P.E.

- 5.4.4.12 A comprehensive report of the candidate's acting as a Level II supervisor, addressing the following specific areas:
  - 5.4.4.12.1 A description of the clinical setting(s) in which the Program(s) took place, with particular reference to the implications of these settings for the student's learning.
  - 5.4.4.12.2 A description and evaluation of Programs the candidate has supervised with reference to specific students, issues, themes and incidents.
  - 5.4.4.12.3 An evaluation of relationships with the C.P.E. centre director(s) or equivalent where applicable – and the candidate's supervisor(s) and mentors.
- 5.4.4.13 A statement demonstrating the way the candidate has addressed the issues relating to professional identity and function as Level II supervisor including plans/goals for the future.
- 5.4.4.14 For ASPEA and SANTACPE applicants and other candidates who have completed a unit of "Education in Supervision" an evaluation of the candidate's participation in that unit including the relationships with the Level III supervisor, and an evaluation of the peer group course in supervision.
- 5.4.4.15 A statement by the candidate and co-signed by the Centre Director(s), verifying that a release form giving permission for the candidate to use students' taped vignettes and written materials in their accreditation process, has been signed by the student(s) concerned, and is stored in the Centre with the student(s') materials.

#### **5.4.5 Provisional Accreditation**

- 5.4.5.1 In the event of the candidate being unable to satisfy the ANZACPE standards for accreditation, the review committee may decide to recommend to the member association that provisional accreditation be granted for the period of one year.
- 5.4.5.2 The candidate shall undertake to fulfil the committee's recommendations in his/her supervisory practice and demonstrate the same to a subsequent review in twelve months
- 5.4.5.3 The member association shall retain the right to grant provisional accreditation.
- 5.4.5.4 The member association shall oversee and support the candidate's supervisory practice during the provisional period and shall be responsible for requesting the subsequent review.
- 5.4.5.5 Should the subsequent review not occur in the required time frame, accreditation shall lapse. The member association shall be responsible for notifying the ANZACPE registrar.
- 5.4.5.6 In the event of an extension to the period of provisional accreditation being required an appeal may be made to the member association in the first instance and to the ANZACPE professional standards committee in the second giving reasons for the request.

5.4.5.7 Any extensions will not exceed 24 months from the date of the first review.

#### **5.4.6 Re-accreditation at Level 11**

Re-accreditation reviews are to be held after every five (5) years with a maximum period of seven (7) years between reviews. A candidate seeking re-accreditation is required to clearly demonstrate and give evidence of functioning at a professional level of supervision in accordance with Standards 5.5.3.1-5.5.3.6 above.

##### **Re-accreditation materials shall include:**

- 5.4.6.1 A cover sheet containing name, address, age, present position, church/faith community, degrees, diplomas and certificates, professional occupational background, experience in supervised pastoral education and results of previous reviews.
- 5.4.6.2 A statement of request by the candidate of the review committee.
- 5.4.6.3 A copy of the previous review committee's recommendations and a statement limited to one page focusing on the candidate's addressing of the same, making reference to professional development opportunities taken up and issues addressed in the candidate's own supervision.
- 5.4.6.4 An evaluation (limited to four A4 typed pages) of the salient features of the supervisor's work as a Level II supervisor during the past five years, highlighting the high and low point in the supervisor's relationships with students, supervisory colleagues, peers, Level I and Level III supervisors, the Clinical Pastoral Education organisation, Institution, church authorities and/or faith community.
- 5.4.6.5 An evaluation (limited to five A4 typed pages) of the supervisor's professional development in supervision undertaken since the last review. This should address challenges and insights gleaned from reflection on the supervisor's engagement in the supervisory process through his/her supervisory interventions, the supervisor's experience of receiving professional supervision and reading or study within the field.
- 5.4.6.6 A statement addressing the Level II supervisor's plans for the future (limited to one A4 typed page).
- 5.4.6.7 A paper relevant to supervisory issues of a standard suitable for publication and of not more than 3000 words.
- 5.4.6.8 A letter of support for the candidate's request from his/her supervisor indicating the contractual agreement and areas of focus for the candidate's supervision since the last review.



#### **5.4.7 Level II Review Committee.**

The committee will be organised according to the rules of ANZACPE and reference should be made to the current ANZACPE Manual.

## ANZACPE CONSENT FORM

Clinical Pastoral Education Trainee's Consent Form.

This consent form refers to and gives permission for the release of trainee's materials from the designated unit of Clinical Pastoral Education. Any release will be for the sole purpose of inclusion in the materials required by the trainee's supervisor, for her/his accreditation or reaccreditation process with ANZACPE (Australia and New Zealand Association for Clinical Pastoral Education) and its member associations.

I \_\_\_\_\_  
\_\_\_\_\_

of \_\_\_\_\_  
\_\_\_\_\_

as a trainee in the Clinical Pastoral Education unit conducted from

\_\_\_\_\_

date

to \_\_\_\_\_ at

\_\_\_\_\_

date

Name of Registered Centre.

have been requested by my supervisor

\_\_\_\_\_

of

\_\_\_\_\_

to permit her/him to use and make reference to any of my presented materials, tape recorded sessions, information about me received and discussed during the above Clinical Pastoral Education Unit and her/his confidential supervisory report for the purpose of her/his presentation before a Review Committee.

I understand that

1. my materials and information about me will be used as described to me by my supervisor.
2. My name will be removed and replaced with a code or pseudonym in every place where there is a reference to me.
3. The five members will receive copies of the supervisor's presentation 21 days before the review committee meets.
4. The members of the review committee shall not retain any of the materials used in the presentation but shall return them to the supervisor at the conclusion of the review process.
5. My supervisor may retain a copy for his records and all spare copies shall be confidentially shredded.
6. The focus of the review process is on the assessment of my supervisor's professional development and supervisory competence.
7. The review process is strictly confidential and the members sign a statement to that effect.

8. My supervisor has described fully this review process and answered all my questions to my satisfaction.
9. I have been given time to consider this request.
10. I have been informed that this review will be conducted under the auspices of and according to the Standards of ANZACPE to determine her/his accreditation or reaccreditation as a Supervisor at Level \_\_\_\_\_.

Having considered all the above information, I hereby freely give my consent to my supervisor permitting him to use the materials and information as described to me for the purpose of her/his accreditation or reaccreditation as a Clinical Pastoral Education supervisor only.

\_\_\_\_\_  
Trainee's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness' signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness' signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Centre Director's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness' signature

\_\_\_\_\_  
Date



## **5.5 Level 3 Supervisor.**

Level 3 Supervisors are accredited by the NSWCCPE Inc as senior professionals who are competent to provide training for those who are desirous of becoming CPE Supervisors at Levels 1, 2 and 3.

### **5.5.1 Role of a Level 3 Supervisor.**

A Level 3 Supervisor is authorised to conduct CPE programs at Basic, Advanced and Supervisory levels. Level 3 Supervisors may direct or coordinate the work of Level 1 and Level 2 Supervisors.

### **5.5.2 Procedure to function as an Acting Level 3 Supervisor.**

5.5.2.1 A Level II Supervisor who wishes to function as an Acting Level 3 Supervisor shall consult with colleagues who are Level II and 3 Supervisors before writing to the Accreditation Convener notifying of the intention to function as an Acting Level 3 Supervisor. This notice will include a letter of support from the Level 3 Supervisor who will supervise the applicant. The Convener shall notify the Executive Committee which shall accept or reject the notification. The applicant shall not commence to function as an Acting Level 3 Supervisor until the receipt of a letter from the Executive Committee indicating its agreement.

5.5.2.2 The applicant shall on receipt of the letter of agreement be able to function as an Acting Level 3 Supervisor for a period of two years full time or equivalent part time from the date of the meeting.

### **5.5.3 Required practical experience.**

5.5.3.1 The applicant shall experience the following during the period of functioning as an Acting Level 3 Supervisor:

5.5.3.1.1 supervision of both Level I and Level 2 Supervisors.

5.5.3.1.2 conducting of Units of Supervisory CPE.

5.5.3.1.3 the publication of a paper on a subject related to Pastoral Ministry or Pastoral Supervision in the period since accreditation as a Level 2 Supervisor. The Paper shall be published in a recognised Journal.

### **5.5.4 Standard for Level 3 Supervisor.**

Applicants for accreditation at Level 3 shall demonstrate the achievement of the following standards:

#### **5.5.4.1 Administrative Awareness and Competence.**

5.5.4.1.1 Ability to teach the planning and organisation of units of Supervisory CPE.

5.5.4.1.2 Ability to lead and coordinate Supervisory CPE programs with due regard for the accountability to the NSWCCPE Inc, the management of the Institution and religious authorities.

#### **5.5.4.2 Interpersonal Awareness and Competence.**

- 5.5.4.2.1 Ability to relate pastorally and administratively with the trainees and supervisors to whom responsibility is delegated.
- 5.5.4.2.2 Ability to be accountable to the NSWCCPE Inc for the maintenance of standards in the conduct of programs.
- 5.5.4.2.3 Ability to coordinate multiple courses of CPE.
- 5.5.4.2.4 Ability to be accountable to the management of the institution(s) within which CPE programs are conducted.
- 5.5.4.2.5 Ability to reflect upon these issues and be intentional in response to the situations that arise.

#### **5.5.4.3 Intrapersonal Awareness and Competence.**

- 5.5.4.3.1 Ability to be self reflective about the experiences of supervision.
- 5.5.4.3.2 Ability to seek supervision or consultation at appropriate times with appropriate people.
- 5.5.4.3.3 Ability to use new experiences and learning as a means of growth, enrichment and self awareness.

#### **5.5.4.4 Educational Competence.**

- 5.5.4.4.1 Ability to use resources and people of different levels of understanding and different disciplines in a creative educational experience
- 5.5.4.4.2 Ability to keep up to date with developments relevant to Pastoral ministry and Pastoral Supervision and to introduce them to others.
- 5.5.4.4.3 Ability to interpret and apply research outcomes relevant to CPE.
- 5.5.4.4.4 Ability to explore and use different educational methods to facilitate learning.
- 5.5.4.4.5 Ability to write and publish in the area of pastoral ministry and pastoral supervision.

#### **5.5.4.5 Theological Awareness and Competence.**

- 5.5.4.5.1 Ability to think creatively about society from a theological perspective.
- 5.5.4.5.2 Ability to integrate theology and the human sciences within the practice of pastoral ministry and pastoral supervision.
- 5.5.4.5.3 Ability to relate faith development, theological thought and spirituality in pastoral and supervisory formation.

### **5.5.5 Application for accreditation as a Level 3 Supervisor.**

An Acting Level III Supervisor shall apply in writing for accreditation. That application shall include the following:

- 5.5.5.1 Written documentation that the applicant has had the experience required during the period of functioning as an Acting Level 3 Supervisor.
- 5.5.5.2 A cheque for the amount of the fee for accreditation.
- 5.5.5.3 A copy of their Level II Supervisor Certificate.

5.5.5.4 Evidence of current ecclesiastical position and good standing.

5.5.5.5 Evidence of current membership of NSWCCPE Inc.

### **5.5.6 Materials required to be submitted for accreditation as a Level 3 Supervisor.**

A review committee is concerned with the applicant's ability to demonstrate the personal and professional competence essential for the training of supervisors who train people in pastoral ministry. It is expected that all materials will demonstrate the level of functioning of a senior professional discipline and respect the confidentiality of all persons who might otherwise be identified through the materials. The following written materials which shall not exceed 15,000 words in length, excluding the materials described in paragraphs 5.6.6.2., 5.6.6.6., 13., and 14., below. The materials required are:

- 5.5.6.1 A cover sheet containing name, address, age, present position of employment, church denomination, degrees, diplomas and certificates, professional occupational background, experience in supervised pastoral education and results of previous reviews.
- 5.5.6.2 Copies of previous review findings.
- 5.5.6.3 A Statement of request by the applicant of the review committee.
- 5.5.6.4 An autobiography in which the themes that arise in applicant's life journey are understood from their current perspective. This shall include the integration of the theological, spiritual, sociological and psychological aspect of the applicant's life.
- 5.5.6.5 A statement of and theological reflection upon the applicant's spiritual pilgrimage.
- 5.5.6.6 A report from the Level 3 Supervisor(s) with whom the applicant trained during the period as a functioning Level 3 Supervisor.
- 5.5.6.7 A detailed evaluation report of the applicant's education of one supervisor during the time of functioning as a Level 3 supervisor. The report will include:
  - 5.5.6.7.1 The applicant's description of that supervisor including a biographical sketch and giving attention to the applicant's assessment of the supervisor's faith development, learning style, orientation in spirituality and theology and capacity for conceptual understanding at the commencement of the education contract.
  - 5.5.6.7.2 The applicant's description of the supervisory alliance, the process and the issues encountered during the supervision.
  - 5.5.6.7.3 The applicant's description and evaluation of the negotiations involved in the establishment of the supervisory contract with particular reference to:-
    - 5.5.6.7.3.1 clarification of the boundaries surrounding the delegation of authority and responsibility to the supervisor being trained to conduct a Program within the Registered Centre by that Centre Director;
    - 5.5.6.7.3.2 details of negotiations for a fee paid to the applicant for the provision of the supervisory Unit.

- 5.5.6.7.4 In the case where the applicant is providing the supervisory education within the applicant's own Centre the report shall include:-
- 5.5.6.7.4.1 a description and evaluation of the planning and 'stepping back' process by the applicant for the supervisor being trained to plan and conduct the Program;
- 5.5.6.7.4.2 an evaluation of the tensions experienced by the applicant and how they were addressed in either allowing the supervisor to function freely or follow established procedures in the Centre.
- 5.5.6.7.5 A description and evaluation of the education of the supervisor, including:-
- 5.5.6.7.5.1 an assessment of the supervisor's development in the supervision demonstrated by clinical materials;
- 5.5.6.7.5.2 the applicant's comments on the supervisor's written reports;
- 5.5.6.7.5.3 excerpts from supervisory conferences.
- 5.5.6.7.5.4 the manner in which particular issues or incidents were addressed in education;
- 5.5.6.7.5.5 an assessment of the capacity of the supervisor to appropriate the supervisory education.
- 5.5.6.7.6 Evaluation of the applicant's style and method of education and the curriculum covered.
- 5.5.6.7.7 A description of the supervisor's capacity to move towards peership with other supervisors of the level for which the supervisor is functioning and continue to relate personally and professionally with current peers as well as an evaluation of the functioning taken to help the supervisor to understand and make the transition.
- 5.5.6.7.8 A summary description and evaluation (limited to five A4 typed pages) of the applicant's supervision of a supervisor at another level while functioning as an Acting Level 3 Supervisor.
- 5.5.6.7.9 Copies of an evaluation of the supervisory relationship written by the supervisors referred to in paragraphs 5.6.6.7.5 and 5.6.6.7.8.
- 5.5.6.7.10 A report from the Registered CPE Centre Director on the quality of the service delivered by the applicant to the supervisor(s) of the students and the student's service delivery to clients, patients and parishioners
- In the event that the applicant is the Centre Director, a report addressing the quality of service delivery shall be sought by the applicant from a responsible person in the institution qualified to express such an opinion.
- 5.6.6.7.11 A paper of a standard suitable for publication on a subject demonstrating the applicant's possession of:-
- 5.6.6.7.11.1 a clear theory of education and supervision.
- 5.6.6.7.11.2 an appreciation of a significant theological writer, or the exegesis of a passage of Scripture;



- 5.6.6.7.11.3 the ability to practice the provision of supervisory education in the context of pastoral ministry within the Church.
- 5.6.6.7.12 report by the applicant of her/his functioning as a Level 3 supervisor including:
  - 5.6.6.7.12.1 an evaluation of the applicant's relationship(s) with the consultant(s) engaged during the period of functioning Level 3.
  - 5.6.6.7.12.2 an evaluation of the applicant's transition from a Level 2 to Level 3 supervisor including an assessment of significant peer relationships.
- 5.6.6.7.13 a statement regarding completion of the issues surrounding the applicant's functioning as a Level 3 supervisor and plans for the future.
- 5.6.6.7.14 declaration of any written or other complaints against the applicant and the outcome of any investigation.
- 5.6.6.7.15 a letter attesting to the applicant's good standing in her/his denomination.

#### **5.6.7 Presentation of Materials.**

The applicant's written papers excluding evaluations and cover sheet material shall not exceed the equivalent of 15,000 words, 12 point font. Copies shall be provided to each member of the review committee at least fourteen (21) days prior to the scheduled day of the review.

#### **5.6.8 Review Committee.**

Each review committee shall consist of a majority of Level 3 Supervisors together with a member of a Theological Faculty and or a senior representative of a discipline where supervision plays an integral part in professional formation.

The committee shall normally comprise five members, drawn wherever possible from different accredited centres and shall comply with the guidelines in Sections 7 and 8 of this Handbook.

#### **5.6.9 Continuation of Acting Level 3 Status.**

An applicant who has met a review committee and was not accredited as a Level 3 Supervisor may be permitted to continue to function within approved Programs of CPE as an Acting Level 3 Supervisor for such periods as the Executive Committee shall determine on the recommendation of the review committee. Alternatively, they can recommend that the applicant continue as a Level II Supervisor.

Reaccreditation as a Level 3 CPE Supervisor

Accreditation at Level 3 is subject to ongoing review after five years or review at such other periods as the Executive Committee shall from time to time determine in particular instances. It is expected that the applicant shall have supervised in at least one accredited unit of CPE within the period under review. Reaccreditation will not be granted to a supervisor who has not fulfilled this requirement within a ten year period.

#### **5.6.10 Application for Reaccreditation.**

Written application for review of accreditation shall be made to the Convener of the Accreditation Committee six months before the five years has expired. The review shall take place before the five years is completed.

#### **5.6.11 Reaccreditation Committee.**

The Reaccreditation Committee shall be organised by the Accreditation Convener in accordance with the guidelines in Sections 7, and 8 of this Handbook.

#### **5.6.12 Materials for Reaccreditation.**

The following materials are required.

- 5.6.12.1 A cover sheet and recommendations from previous committees. An evaluation (limited to five (5) A4 typed pages) of the salient features of the applicant's work during the past five years, highlighting the high and the low points in the supervisor's relationships with trainees, Level 1, Level 2 and other Level 2 Supervisors, the NSWCCPE Inc, Institution where the Applicant works and Church authorities.
- 5.6.12.2 A statement addressing the Level 3 Supervisor's plans for the future (limited to one A4 typed page).
- 5.6.12.3 A paper relevant to supervisory and/or educational issues of a standard suitable for publication.
- 5.6.12.4 declaration of any written or other complaints against the applicant and the outcome of any investigation.
- 5.6.12.5 A letter attesting to the good standing of the applicant in her/his denomination.