

New South Wales College of Clinical Pastoral Education

Professional Development Policy

Updated May 1, 2020

An essential part of a pastoral supervisor's role is to remain in ongoing professional development and education in order to be up-to-date in their functioning as a supervisor and to be professionally accountable. The following policy will facilitate this professionalism for all NSWCCPE Supervisors.

6 Supervisors' Professional Development

NSWCCPE requires all CPE supervisors to undertake at least **twenty (20) units** of Professional Development annually.

- 6.1 Each CPE supervisor will submit to the Accreditation, Registration & Professional Standards (ARPS) Convenor **by 1st March** each year a Professional Development Record for the previous (calendar) year
- 6.2 Continuing registration and accreditation with NSWCCPE is dependent upon evidence of completed professional development and the supervisor declaration that documents hours of supervision received.
- 6.3 Supervisors may apply for an exemption from professional development on the grounds of extended sickness or leave of absence from supervisory practice. The request for exemption shall be made in writing to the ARPS Convenor, stating the reasons and the period of time for which the exemption is requested. The NSWCCPE Executive shall determine the granting of exemption and the pro rata determination of professional development hours required for the remainder of the year.
- 6.4 **Professional Development activities can include:**
 - 6.4.1 Attendance at the Russell Fowler Memorial Oration and Workshop day (3 units)
 - 6.4.2 NSWCCPE Supervisor Education Weekends (5 units)
 - 6.4.3 Member of Accreditation Review Committee (2 units); as Presenter or Chair (3 units)
 - 6.4.4 Attendance and participation in a one-day workshop or seminar related to supervision, education and/or theology (3 units)
 - 6.4.5 Attendance and participation in a two-day workshop (5 units)
 - 6.4.6 Attendance at an annual ANZACPE Supervisors' Conference (6 units)
 - 6.4.7 Attendance and participation in an online Supervisor Education Workshop (3 units)
- 6.5 **Provider of Professional Development**
 - 6.5.1 Presentation/teaching session on Pastoral Supervision (3 units)
 - 6.5.2 Doctoral Studies or Research (8 units per year of study)
 - 6.5.3 Journal publication (10 units)
- 6.6 **Professional Development in Broader Supervisory Profession**

Supervisors are encouraged to seek professional development from the broader professional pastoral supervisory community. Certificates of attendance at supervisory seminars and workshops can be provided as evidence.

7 Professional Pastoral Supervision

Each CPE Supervisor will submit to the Accreditation, Registration & Professional Standards (ARPS) Convenor by 1st March each year a **Supervisor Declaration Form** signed by their Supervisor stating the number of supervision hours received.

- 7.1 All supervisors-in-training will contract for ten (10) hours of individual supervision for each Supervisory Training Unit (or a SCD 9 point Subject) they undertake (minimum of 10 hours per year) with a CPE Educational Consultant or Provisional CPE Educational Consultant. At the completion of their four SCD supervisory subjects they will contract for 10 hours of supervision per year.
- 7.2 Accredited CPE Educators and CPE Educational Consultants shall have at least eight (8) hours of individual supervision each year on their supervisory practice with a senior CPE Educational Consultant.
- 7.3 Supervisors-in-training who have completed the NSWCCPE Supervisory Educational Units but have not presented for CPE Educator (Level 2) accreditation shall attend and present for group supervision at one supervisor Education Weekend or one Education Day each year
- 7.4 Supervisors accredited as CPE Educators (L2) or CPE Educational Consultants (L3) shall present for at least one hour of peer supervision each year, at a Supervisor Education Weekend or Education Day.
- 7.5 Senior CPE Educators and CPE Educational Consultants who do not conduct a Foundational Unit nor supervise a CPE Supervisor or CPE Educator who is conducting a Unit within the calendar year are not obliged to have eight (8) hours of personal pastoral supervision.
- 7.6 CPE Educators and CPE Educational Consultants who conduct only Introductory CPE programs during the year are required to have **at least** two supervision sessions with a senior CPE Educational Consultant.
- 7.7 Professional Pastoral Supervision hours cannot be claimed as Professional Development Units.

8 Professional Education

Supervisors-in-training engaged in the NSWCCPE Supervisory Education program under the auspices of the Sydney College of Divinity can claim 10 Units of PD **after** the completion of each SCD 9 point subject.

9 Professional Indemnity Insurance Cover

- 9.1 Reporting of Professional Development is mandatory for all NSWCCPE Supervisors. Supervisors who have not submitted their report by the due date of March 1 are reminded that the NSWCCPE Professional Indemnity Policy can no longer cover their supervisory practice.
- 9.2 A supervisor who fails to submit an annual Professional Development Record and a Supervisor Declaration Form signed by their Supervisor without a valid reason will be deemed to be non-compliant.
- 9.3 The supervisor will be referred to the College Council/Executive who could decide to withdraw his or her permission to function as a CPE Supervisor.