

NSW COLLEGE OF CPE HANDBOOK

STANDARD 10

CPE CENTRES

Revised November 2018, updated August 2020.

Endorsed by College Council September 29, 2020. To be reviewed as necessary and at least every 3 years

Preamble

The NSWCCPE Inc. Centre Standards have not been updated for possibly twenty years, so there are significant differences between the old and the new documents. These new Standards are written to provide a supervisor intending to become a Centre Director with the detail required to seek registration, set up and operate a CPE Centre. In drafting these Standards the Accreditation, Registration and Professional Standards Committee (ARPS Com) has used the resources of the Association for Supervised and Clinical Pastoral Education in Victoria (ASACPEV) and is mindful of the increased expectations of the general community around education, professional behaviour and accountability of CPE Centre Directors and their supervisors. We have also kept in mind the professional and regulatory institutions that support the educational work of NSWCCPE Inc.

The Tertiary Education Quality Standards Agency (TEQSA) is an Australian government agency that regulates and assures the quality of Australia's higher education sector. In this capacity TEQSA has endorsed the Sydney College of Divinity's (SCD) educational activity, and NSWCCPE Inc., as a Member Institute of SCD, is authorised to offer SCDs courses of study at undergraduate level (CPE 1 P7277, CPE 2 P7373) and graduate level (CPE 1 P8577, CPE 2 P8578 and CPE 3 P9688).

This quality assurance oversight by TEQSA and the SCD means the Civil Chaplaincies Advisory Committee endorses NSWCCPE Inc. as a registered educational provider for civil chaplains and pastoral care practitioners in NSW. This regulatory framework and constant quality assurance of pastoral education in CPE 1, CPE 2 and CPE 3, ensures students can be employed in NSW government institutions and the possibility of funding made available to churches accordingly.

NSWCCPE Inc. relationship with these professional and regulatory institutions not only fosters our quality education it also means the academic manual together with the standards and policies of the NSW College of CPE are aligned with the requirements of these authorities. Accordingly, the updated Centre Standards and required documentation for Centre registration reflects these expectations.

1. SETTING UP A CPE CENTRE

A proposed Centre Director will write a formal letter of request to the Accreditation, Registration & Professional Standards (ARPS) Convener seeking permission to set up a CPE Centre in a specific institution or geographical area. This request will need to be endorsed by the College Council or Executive Committee.

2. PERMISSION TO FUNCTION

Permission to set up a CPE Centre will be given in writing, and will grant the applicant permission to function as the Interim Centre Director and state a period of time in which the Centre can function as a provisionally registered Centre before needing to seek full registration.

3. REGISTRATION

The ARPS Committee shall organise the Registration Review Committee and make recommendation to the NSWCCPE Inc. Council/Executive for the CPE Centre to be registered.

Following ratification of the decision to register a Centre by the College Council/Executive, the Executive Secretary shall write a letter to inform the Centre Director of the decision. The Administrative Secretary will produce a formal registration certificate and send it to the CPE Centre Director.

4. MAINTAINING REGISTRATION

To maintain current Registration a Centre shall prepare and present to a Registration Review Committee every five years. In the event of circumstances preventing presentation for registration a letter of request to function needs to be written to the ARPS committee who will put a recommendation to the Council. The Centre Director is required to explain what time frame he/she will need.

5. BACKGROUND INFORMATION

Rationale

The Centre shall exist in a location where there is evidence of need for trained pastoral and spiritual care workers.

History

The Centre shall provide a brief written history of the Centre since inception, stating significant transition points.

Setting

The Centre shall be situated in a milieu, which encourages human growth and dignity, and provides an atmosphere for learning, so that students are engaged in multidisciplinary contact and have adequate support from theological, church and community resources.

Culture

The Centre shall provide an atmosphere that actively recognizes and facilitates human dignity and growth.

6. STRUCTURE

Authority

A CPE Centre is granted authority to function by NSWCCPE Inc.

A CPE Educator or CPE Educational Consultant accredited by NSWCCPE Inc shall be Administrator of the Centre. This person shall be called the Centre Director and will plan, organize and lead the CPE programs of the Centre.

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

Registration

CPE Centres shall obtain and maintain registration with the NSW College of CPE every five years. After five years registration will lapse unless an extension of registration is granted by the NSWCCPE Inc.

Advisory Committee/Professional Consultation Committee

NSWCCPE requires a Centre establish an Advisory Committee /Professional Consultation Committee for the purpose of professional community consultation and support and abide by the NSWCCPE Centres Terms of Reference.

Agreement/s

The Centre shall operate under a written agreement with the host entity/entities.

The Centre shall enter into written agreements with all entities where students are placed for their pastoral practice. This includes satellite facilities used by the CPE Centre.

The Centre shall enter into a written agreement with the Chaplaincy/ Pastoral Care/Spiritual Support Services Department of the host entity/entities specifying the relationship and responsibilities of the two departments, their administrators and the management of student placements and activities. The agreement will include the time available for student placement, the accountability process for student visits, and the administrative person in the placement to whom the student is accountable. The agreement will differentiate between the supervisor's role and the site coordinator / manager's support role.

7. ADMINISTRATION

Director

The Centre shall have a Centre Director who is an accredited CPE Educator or CPE Educational Consultant authorised by the NSWCCPE Inc. to function in the role of Centre Director.

Pastoral Practice

The Centre shall have access to a pastoral context that is adequate for the number of students and enables them to gain the depth of experience and understanding appropriate to their professional development.

Facilities

The Centre shall have access to adequate administration facilities, meeting places and education equipment for the CPE programs and students.

The Centre shall facilitate access to library facilities and copying services.

Records

The Centre shall maintain a database of contact details for all students.

The Centre shall maintain a file of each student and supervisory evaluations for a period of 7 years containing:

- Application materials
- Institutional/entity registration details
- Assessment materials
- Supervisory evaluations and reports

The Centre shall maintain a file of all AGM Reports of the Centre's activity.

Finances

The Centre shall maintain the finances necessary for the function of the Centre and engage an independent person to provide an annual review of the Centre's finances.

The Centre shall draw up an annual budget.

The Centre shall maintain a financial institution account into which all student fees are paid and from which Centre expenses and supervisors' remunerations are paid.

The Centre shall pay the annual Centre registration fee to the NSW College CPE and pay the Administrative Secretary for the cost of producing NSWCCPE certificates.

The Centre Director, in consultation with the Centre Advisory Committee/Professional Consultation Committee, shall determine the disbursement of funds from the Centre account.

Risk Management

The Centre Director shall ensure all appropriate insurance policies are maintained; a regular risk assessment process is engaged, and a complaints procedure is updated and effectively used.

The Centre Director will have a backup plan for sick leave for all supervisory staff and a well-defined succession plan for future leadership of the Centre.

Website

The Centre shall provide up-to-date information about Centre personnel and educational programs on the NSWCCPE Inc website.

8. EDUCATIONAL PROGRAMS AND CURRICULUM

Basis

The programs offered by the Centre shall be based on the definition of CPE as stated in the Constitution of the NSWCCPE Inc.

CPE units 1, 2 and 3 shall have a minimum of three and a maximum of six students unless otherwise authorised by the College.

Standard

The programs of the Centre shall follow a curriculum that meets the standards as set out in the NSWCCPE Inc. Handbook and that complies with the Course Unit Outlines specified in the NSWCCPE Academic Manual.

The aims and objectives of each course and unit shall be those stated in the NSWCCPE Inc. Handbook and the outcomes shall be those specified in the Course Unit Outlines for CPE 1,2 and 3 as set out in the NSWCCPE Academic Manual

For each unit of CPE (1, 2, or 3) a Course Unit Booklet conforming to the Sydney College of Divinity requirements as stated in NSWCCPE Inc. Academic Manual shall be developed and issued to each student participating in that unit.

Student Handbook

The aims and objectives of each program shall be published in the Student Handbook and copies provided to each student.

The Student Handbook shall indicate the respective responsibilities of student and supervisor for student learning.

In addition to the Student Handbook, each student undertaking a level of CPE (1, 2 or 3) shall be provided with a Course Unit Booklet containing a detailed outline of the course content and a course timetable.

Curriculum

The curriculum for each unit of CPE (1, 2, or 3) shall be as stated in the NSWCCPE Inc. Academic Manual. This curriculum forms the basis of the Course Unit Booklet given to each student.

The implementation of the curriculum shall consider the individual student's goals or learning needs as well as the needs of placement entities.

The implementation of the curriculum shall adhere to the adult learning model of action-reflection

The development of didactics in each course or unit of CPE (1, 2, or 3) shall be in relation to the students learning needs, the course outcomes, and the available professionals/individuals in the community context of the Centre.

Assessment

The assessment of each unit shall be in accordance with the assessment requirements of the Course Unit Outline for each unit of CPE as stated in the NSWCCPE Inc. Academic Manual.

For each level of CPE (1, 2, 3) assessment criteria shall be established for each assessment requirement. These criteria will discriminate assessment of levels of achievement from High Distinction to Fail. A copy of the criteria will be included in the Course Unit Booklet given to each student.

At the completion of the unit, the supervisor shall write a report for each student supervised stating: the details of the clinical placement; the goals set by the student and level of achievement of those goals, evidence being provided from the student's Pastoral Encounter Review materials; supervisor's observations of participation in the group process; the student's level of competency in theological/spiritual reflection and spiritual assessment as evidenced in the student's written materials.

Students shall be given a student survey form to be completed anonymously at the end of the course. Feedback from the student survey shall be considered for development and implementation of future units.

The Centre Director will ensure that the supervisor responsible for a unit shall write an evaluation of the unit to be kept in the Centre files for seven years.

9. STUDENT SELECTION AND PLACEMENT

The Centre shall develop a policy concerning the student selection and placement process, which will include:

- a. The application process, and how potential students are informed concerning requirements of the CPE Unit and pastoral placement
- b. Engagement of initial contact
- c. Documentation required for application
- d. The interview process and questions
- e. Selection of interviewers
- f. How successful or unsuccessful students are informed
- g. Student allocation to individual supervisor and placement
- h. Orientation to host entity requirements

The Centre shall provide significant opportunities for pastoral practice and enable participants to function as student pastoral practitioners at a level appropriate to their experience and professional development.

10. CENTRE DIRECTOR

Accountability

The authorised CPE Centre Director is accountable for the maintenance of NSWCCPE Inc. Standards for all CPE programmes conducted in a Centre.

The Sydney College of Divinity expects the Centre Director to undergo an annual appraisal. The ARPS Committee in conjunction with the Executive of the NSWCCPE will use the following responsibilities as a basis for this appraisal.

The CPE Centre Director shall:

1. Liaise with the accommodating entity concerning programs and student placements.
2. Ensure the programs offered by the Centre comply with the NSWCCPE Inc. and the Sydney College of Divinity curriculum and academic standards.
3. Consult with all Centre Supervisors concerning the programs to be offered each year and decide in consultation who will supervise each program.
4. Notify the NSWCCPE Inc. of the programs to be offered each year and ensure that dates are available on the College website and other relevant locations.
5. Arrange for student interviews prior to the commencement of a program.

6. Oversee the work of the supervisors in the Centre, facilitate supervisors' professional development and ensure that supervisors-in-formation attend NSWCCPE supervisory education
7. Oversee the progress of each supervisor-in-formation towards accreditation at Level I and Level II.
8. Encourage supervisors to consider research projects and grant leave-of-absence to enable opportunities for research or the awarding of a scholarship.
9. Provide an annual report to the Annual General Meeting of the College that includes details of changes in personnel.
10. Regularly update information on the College website.
11. Develop relationships within the wider community including church/faitn/spiritual communities.
12. Ensure that students are registered with the NSWCCPE Inc's Administrative Secretary.
13. Ensure that all policies, stipulated by NSWCCPE Inc. and the host institution, are adhered to and are available to the students.
14. The Centre Director will complete and sign a NSWCCPE Inc. form confirming that the necessary consents have been obtained or that a written statement has been received from a supervisory accreditation candidate declaring that the personal information of supervisees, patients, or parishioners have been de-identified.

11. CENTRE STAFF

The Centre shall have:

1. One or more accredited CPE Supervisors, CPE Educators or CPE Educational Consultants except with special permission from NSWCCPE Executive / Council
2. Access to such theologians, psychologists, and interdisciplinary staff as necessary for the education of students
3. Access to secretarial services as required
4. Supervisors working within the Centre are accountable to the Centre Director for maintenance of NSWCCPE Inc. Standards.

Supervisor(s) attached to a Centre shall:

1. Uphold the standards and policies of the Centre in the selection of students and implementation of the curriculum
2. Accept the number of students viable in the setting and circumstance. A minimum of three (3) and a maximum of six (6) is currently prescribed in the standards

3. Uphold the collective decisions pertaining to the dismissal of students
4. Respect the philosophy of the entity providing the pastoral placement
5. Attend the NSWCCPE Inc. Supervisor Professional Development Days and present regularly for peer supervision.
6. Adhere to the NSWCCPE Professional Development Policy

12. POLICIES AND PROCEDURES

The Centre shall develop and adhere to the following policies and procedures to ensure professional functioning

- Interview and Selection
- Student Clinical Pastoral Placement
- Education: networking with Allied Professionals
- Dismissal
- Refunding of Fees
- Exit Interview and Quality Control of Program
- Harassment, Victimization, & Discrimination
- Privacy and Filing
- Library Access
- Grievance and Complaints
- Structure & Function of CPE Advisory Committee
- Adherence to the Policies of the Host Institution, e.g. Volunteers
- Risk Management

13. CHANGES AND CLOSURE OF A CPE CENTRE

Notification

The CPE Centre Director is responsible for advising the Convenor of the Accreditation, Registration & Professional Standards Committee of changes in supervisory personnel practising within the Centre, and any variations of the Centre's programmes with the Standards. Further, all planned changes to the physical and organisational structure of a Centre, which includes, the facilities in which a Centre is situated, the agreement of a supporting entity, closure or relocation of a Centre and resignation of a Centre Director are to be made only after notification and/or negotiation with the ARPS Committee who will then make recommendations to the College Council/Executive.

Closure of a Centre

The retiring Centre Director is to forward details of the financial situation of the Centre to the NSWCCPE Inc Executive and shall negotiate with the NSWCCPE Inc. the reconciliation of any outstanding debts and the disbursement of any remaining funds.

The Centre is to ensure that any outstanding fees shall be paid to the College.

The records of a closed Centre will be archived by the Administrative Secretary for seven years.

Resignation of a Centre Director

Upon being notified of the resignation or retirement of a Centre Director the ARPS Committee will invite that Director to meet with a Committee of peers to discuss and attend to issues of completion. The Chair of the ARPS Committee in discussion with the Director will establish the agenda for this completion review.

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**CENTRE REGISTRATION REVIEW REQUIREMENTS**

**REGISTRATION RENEWAL**

Within five years of the last Centre Registration review make application to the Convenor of the Accreditation, Registration and Professional Standards Committee for a Registration Review Committee to meet with the Centre personnel.

**BACKGROUND INFORMATION**

**Rationale**

Provide evidence that justifies your Centre’s existence

**History**

Provide a brief written history of the Centre since inception stating significant transition points that may have impeded or facilitated Centre development.

**Setting**

Describe how the setting of the centre provides opportunity for learning professional pastoral practice, with opportunity for multidisciplinary contact.

**Culture**

Give evidence of the way in which the Centre actively recognises and facilitates human dignity and growth.

**STRUCTURE**

**Authority**

Provide a copy of the letter of authority from the NSWCCPE Inc. granting the Centre permission to function, or the certificate of registration from the last review. In the latter case, also provide a response to the recommendations of that review.

**Registration**

Provide the letter of registration from NSWCCPE Inc. received following the last registration review and a detailed response to any recommendations made during this review.

**Advisory Committee / Professional Consultation Committee**

Describe and evaluate the role played by any Advisory body attached to the Centre and provide the Terms of Reference

### **Agreement/s**

Provide the written agreement/s from the host entity/entities, which grants permission for the CPE Centre to function in the context of that entity.

Provide evidence of support from the host entity/entities indicating that the Centre is operating within the required standards and policies of those entities e.g. an interview with the administrator of the host entity, or a letter which specifically states the ongoing support of the role and functioning of the CPE Centre in the context of the entity.

Give evidence of the written agreements with other host entities providing clinical placement. Provide evidence of support from any affiliated institution(s).

Provide the written agreement with the Chaplaincy and/or Pastoral Care/Spiritual Services Department of the host entity specifying the relationship and responsibilities of the two departments and their administrators. Evaluate how this agreement is working and the quality of the relationship between the leaders and personnel of these two departments.

### **ADMINISTRATION**

#### **Director**

Provide a copy of the letter of permission to function as a Centre Director from the NSWCCPE Inc.

#### **Pastoral Practice**

Give evidence of the pastoral practice opportunities provided for the students and relate this to the different professional competencies of students.

#### **Facilities**

Describe the administration facilities, meeting place and education facilities of your Centre.

Describe the student's and supervisor's access to library facilities and copying services provided by your Centre.

#### **Records**

Give evidence of the maintenance of the student database.

Provide three (3) samples of de-identified student final evaluations and their respective supervisor's statement or report.

Provide opportunity to inspect the student files and database.

Provide the Centre's AGM Reports for the last two years.

#### **Finances**

Provide a signed independently reviewed financial statement for the previous financial year.

Provide a copy of the last annual budget. (This may be a short statement indicating income and expenses which ensures viable programs)

Provide details of this account.

Provide a copy of the current receipt for payment of the CPE Centre registration.

Provide evidence of Advisory Committee decisions on disbursements of funds.

### **Risk Management**

Give evidence of the appropriate insurance policies, risk assessment processes, and any complaint processes that have been engaged in the last five years, which also includes the outcomes.

Provide details of sick leave backup plans and of succession plans.

### **Website**

Provide evidence of the information provided to update College website.

## **EDUCATIONAL PROGRAMS AND CURRICULUM**

### **Basis**

Provide evidence of the Centre's functioning within the standards as outlined in the NSWCCPE Inc. Handbook.

### **Standard**

Provide a copy of all appropriate Centre documents for policies and procedures, (handbooks and manuals)

NSWCCPE standards and SCD Course Unit Outlines are stated for each level of CPE (1,2,3)

### **Student Handbook**

Provide a copy of the Student Handbook.

### **Curriculum**

Provide a Course Unit Booklet for each CPE course and unit offered by the Centre.

How are individuals other than the supervisors engaged in this process?

### **Assessment**

Provide details of the assessment requirements for CPE 1, 2 and 3 and provide a copy of the assessment criteria used for each assessment task, if these are not included in the CUB.

Provide de-identified copies of the supervisor's report for the three students whose materials are available to the Review Committee members.

Provide a copy of the student survey form. State how this form is used for supervisor self-evaluation, professional development, and future course implementation.

Provide copies of supervisors' evaluations for each CPE unit for the past two years. Provide access to the supervisors' evaluation file.

Self-evaluation of Centre in past five years – include an analysis of the student enrolments and population and include and respond to the past registration report.

### **STUDENT SELECTION AND PLACEMENT**

Provide the letters of agreement or contracts from all supporting entities that provide facilities for CPE programs and or pastoral placement for students. These documents will provide:

- The name of the contact person in the entity
- Details of the facilities provided
- Description of the client base requiring pastoral care by students
- Evidence students are integrated into the pastoral/spiritual care team, provided with access to information on client base, and issued with student identification
- Details of who supports students in the context and how issues with students are resolved and by whom
- Information about who chooses the pastoral placement
- How is supervision and support delineated
- Who provides the cover for professional indemnity insurance
- Evidence of how the Centre Director and pastoral placement provider coordinates the evaluation of a student's overall performance during the CPE program.

Provide evidence of the communication pattern between the Centre Director and the Manager of the affiliated institution or the Coordinator of Chaplains/ Spiritual Carers of that institution.

### **CENTRE DIRECTOR**

#### **Accountability**

Give evidence of the administrative method of assessing a course or unit is conducted within the standards.

Provide the Centre Director's annual appraisal for the last two years.

1. Provide documentary evidence that indicates the ongoing relationship the Centre Director has with the accommodating entity
2. Provide details of each of the programs offered by this Centre in the form of Course Unit Booklet for each CPE Unit and a program for the Introductory Course. This includes the timetable for each program and the didactics, program details of didactics, assessment and assessment criteria.
3. Discuss the process whereby decisions are made concerning the allocation of courses to Centre supervisors.
4. Provide evidence of the notification to NSWCCPE Registrar of the programs offered by the Centre during the past year and the evidence of the updated Centre website on the College Website.

5. Provide the Centre's interview policy and process.
6. Provide the evidence of your oversight of the Centre supervisors, your facilitation of their professional development and of supervisors-in-information attendance at NSWCCPE supervisor education.
7. Give evidence of the processes in place to develop the progress of the supervisors-in-information in your Centre. How do you facilitate and support their process toward accreditation?
8. How do you facilitate opportunities for research in your Centre.
9. Give evidence of these reports.
10. When do you normally update the College website?
11. Give evidence of the Centre's relationships to the wider community which includes church/faith/spiritual groups
12. Provide records that give evidence that students have been registered with NSWCCPE Inc.
13. Give evidence of how students have access to the policies stipulated by NSWCCPE Inc. and the host institution. How are these policies administered?
14. Provide the declaration form an accreditation candidate uses to declare information has been de-identified.

**CENTRE STAFF**

Provide a brief statement of the accreditation levels of the Centre's supervisors, and the expected time frame for the supervisors in training to meet their respective review committees.

Provide evidence of how visiting theologians, psychologists and interdisciplinary staff are used and integrated into the education of students.

**POLICIES AND PROCEDURES**

Provide copies or access to policies and procedures.

**CHANGES IN A CPE CENTRE'S OPERATION**

**Notification**

Provide a written statement that outlines all changes made in the last five years to the Centre's:

- a. Administrative structure
- b. Available facilities
- c. Centre personnel
- d. Programs offered

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