

THE ASSOCIATION FOR CLINICAL PASTORAL EDUCATION IN WESTERN AUSTRALIA INC.

**ACPEWA Inc.
Standards for the Registration, Administration and Direction
of CPE Centres in Western Australia**

September 2022

Based on ACPEWA Inc. Standards for Registration of CPE Centres 2016 and ASACPEV
Standards 2018

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Preamble:

The use of the term 'Registration' is substituted for the previous term 'Accreditation'. This document sets out the Standards for the initial registration of an ACPEWA Inc. CPE Centre and Standards for maintaining the CPE Centre as registered with ACPEWA Inc.

1.0 Standards for a Registered CPE Centre

A registered CPE Centre shall:

- Offer Clinical Pastoral Education (CPE) programmes only under ACPEWA Inc. Standards
- Participate in and pay the ACPEWA Inc. Insurance levy
- Pay the ACPEWA Inc. annual Centre registration fee and participant levies

In addition, ACPEWA Inc. registered CPE Centres shall

1.1 Develop and maintain written documents that:

- 1.1.1 describes the administrative structure and lines of authority within the Centre.
- 1.1.2 addresses ACPEWA Centre and CPE programme standards, learning competencies
- 1.1.3 describes how commitments to participants will be met in the event of substantial change within the institution or Centre.

1.2 Provide the following components:

- 1.2.1 financial, human and physical resources sufficient to support the units of CPE offered by the Centre.
- 1.2.2 a context that provides participants with significant opportunities for pastoral practice, Clinical Pastoral Education and education enabling participants to function as staff members in the clinical practice at a level appropriate to their experience and professional development.
- 1.2.3 a written agreement that specifies the contractual relationship and operational details between the Centre and any agency(ies) when a CPE programme uses elements from any agency(ies) external to itself.

1.3 Provide these educational resources:

- 1.3.1 a faculty of sufficient size to fulfill programme goals and comprised of persons authorized by ACPEWA Inc.
- 1.3.2. In each ACPEWA Inc. Registered Centre there shall be one Clinical Pastoral Educator accredited as a ACPEWA Inc. Clinical Pastoral Educator or provisional or accredited ACPEWA Inc. Clinical Pastoral Education Consultant, to plan, organise, lead, and direct Clinical Pastoral Education programmes within the Centre. This person shall be called the Director of the Clinical Pastoral Education Centre [DCPE], or by a title designated by their employing body.
- 1.3.3 A Centre's faculty must include at least one Educator accredited by ACPEWA Inc. Standards as a Clinical Pastoral Educator or Clinical Pastoral Educator Consultant.
- 1.3.4 A Provisional Clinical Pastoral Educator may function in the role of a Clinical Pastoral Educator but his/her functioning to include the oversight of an Accredited Clinical

Pastoral Educator or an Accredited or Provisional Clinical Pastoral Educator Consultant, who is ultimately responsible for maintaining the Centre Standards

1.3.5. Participant to Educator ratio is as follows:

- a) Accredited Clinical Pastoral Educators may supervise no more than 12 full-time equivalent participants in a Foundational/Advanced CPE programme concurrently.
- b) Supervisors in training - Provisional Clinical Pastoral Supervisors may supervise no more than three participants concurrently.
- c) Supervisors in training – Provisional Clinical Pastoral Educators may supervise no more than 5/6 participants concurrently.

1.3.6. a faculty development plan.

1.3.7 interdisciplinary consultation and teaching within the programme (s) provided by adjunct faculty and/or guest lecturers.

1.3.8 individual and group supervision by an Educator authorized by ACPEWA Inc.

1.3.9 a peer group of at least three CPE (Foundational/Advanced) participants engaged in small group process and committed to fulfilling the requirements of the educational programme.

1.3.10 numbers of participants in a CPE peer group be limited to a maximum of 6 group members to one CPE supervisor. Peer group numbers for clinical seminars be limited to a maximum of 8 persons to allow sufficient time for the learning needs of each participant and opportunity for each participant to present clinical work to a group. When a CPE peer group has 8 participants two supervisors should be present for all group work and the number of hours for group work may need to be extended to accommodate this Standard.

1.3.11 access to library and educational facilities adequate to meet the CPE standards.

1.3.12 access to current ACPEWA Inc. CPE standards for CPE programmes and current policies and procedures.

1.3.13 Access to participant support services including, but not limited to, orientation, a process for educational guidance and recommendations for counselling resources.

1.4 Provide all policies and procedures in writing and inform all participants and programme staff of their content. These include:

1.4.1 an admission policy that clearly states this accredited centre does not discriminate against persons because of race, gender, age, faith group, national origin, sexual orientation, or disability.

1.4.2 a financial policy that clearly states fees, payment schedules, refunds, stipends, and benefits.

- 1.4.3 a complaint policy and procedure consistent with ACPEWA Standards.
- 1.4.4 a procedure for maintaining participant records for five years, and financial records for seven years, which addresses confidentiality, access, content, and custody of participant records should the centre be without a supervisor.
- 1.4.5 a procedure for providing consultation for CPE participants who seek a consultation
- 1.4.6 a procedure for discipline, dismissal and withdrawal of participants.
- 1.4.7 a policy for ethical conduct of participants and programme staff consistent with the ACPEWA Ethical Code of Conduct.
- 1.4.8 a signed Agreement between the CPE participant and the CPE Supervisor that states the CPE participants' rights and responsibilities to the CPE programme and the pastoral placement.
- 1.4.9 an agreement for CPE programmes at the pastoral practice site that includes but is not limited to:
 - a) authorisation of CPE participants to provide pastoral support to patients, parishioners and clients
 - b) access of CPE participants to appropriate clinical records.
 - c) informed consent with regard to the use of CPE participants materials for the use of their written materials by supervisory members for the purposes of the supervisor's accreditation.
 - d) agreement by the participants to conform to the Centre policies protecting confidentiality and rights of clients, patients or parishioners
- 1.4.10 A policy and procedure that details how the registered centre will provide for completion of a unit or programme in process should the Supervisor be unable to continue.

1.5. Provide consultation and programme evaluation, including:

- 1.5.1 the Centre Director submits to the Secretary R&C the Notification of Intention to
 - a) conduct a CPE programme 30 days prior to its commencement
 - b) where CPE Educator/Consultant conducting a CPE program in an ACPEWA Inc. registered Centre is accredited/certified with a CPE Association other than ACPEWA Inc., the Centre Director shall notify ACPEWA Inc. R&C Secretary at least 3 months prior to commencement of that CPE unit.
 - c) in the event of an emergency the Centre Director may negotiate the 3 month time frame with the R&C.
- 1.5.2 an on-going process of consultation with a designated professional advisory group.
- 1.5.3 on-going programme evaluation sufficient to promote the continuous quality improvement of the educational programme(s) including:

- a) course content and materials
- b) success with respect to participant achievement, including course completion, certification rate and job placement
- c) educational methods and supervisory relationships
- d) participant to supervisor ratio
- e) appropriate level of challenge in individual learning contracts
- f) assessment of participants' use of CPE.

1.6 accurately describe the Centre, its pastoral services and educational programmes.

- 1.6.1 All statements in advertising, catalogues, publications, recruiting, and academic calendars shall be accurate at the time of publication.
- 1.6.2 Publications that advertise a centre's programmes shall include the type(s) and level(s) of education offered, with the CPE Centre contact details included.

2.0 Standards for the Registration of CPE Centres in Western Australia

2.1 Director of Clinical Pastoral Education Centres

In each ACPEWA Inc. Registered Centre there shall be one CPE Educator accredited as an ACPEWA Inc. Clinical Pastoral Educator or provisional or accredited ACPEWA Inc. CPE Education Consultant, to plan, organise, lead, and direct Clinical Pastoral Education programmes within the Centre. This person shall be called the Director of the Clinical Pastoral Education Centre [DCPE]. A Registered Centre shall not be duplicated in any one campus of a corporate body or structure.

- 2.1.1 ACPEWA Inc. retains the right to define the qualifications required of a CPE Centre Director for the purpose of registration by ACPEWA Inc.
- 2.1.2 A provisional ACPEWA Inc. Clinical Pastoral Educator may be appointed as an Acting CPE Centre Director providing they have previously supervised at least two CPE programmes as a provisional Clinical Pastoral Educator and have a clear contract for ten hours of individual supervision with a provisional or accredited Clinical Pastoral Educator/Consultant for each CPE programme conducted in the Centre.
- 2.1.3 An employing body shall advise ACPEWA Inc. of the name of the person who, meeting these qualifications, shall be recognised by ACPEWA Inc. as the CPE Centre Director.
- 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 Management Committee of ACPEWA Inc. will make itself available to the management of the institution or organisation as a consultant and advisor.

2.2 Application for Registration

A Supervisor accredited by ACPEWA Inc. as a Clinical Pastoral Educator or Clinical Pastoral Educator/Consultant shall apply to the ACPEWA Inc. Registration and

Certification Committee [R&C] by writing to the Chairperson, requesting that a CPE Centre within a particular institution, organisation or region be registered.

The application for Registration shall include:

- 2.2.1 A written report demonstrating how the prescribed Standards will be met within the proposed ACPEWA Inc. Centre.
- 2.2.2 Details of the Centre's aims and objectives, with an outline of levels of training to be offered – Foundational, Advanced, Supervisory, full-time and part-time.
- 2.2.3 A document demonstrating the appointment by the employer of the CPE Centre Director designate with a copy of the position description including the time and duty commitment of the DCPE.
- 2.2.4 In the absence of an accredited CPE Centre Director, the Centre may remain registered for up to six months.
- 2.2.5 A document [Service Agreement] demonstrating the understanding and approval by the management of the institution(s) or organisation(s) in which participants shall be assigned to provide pastoral practice. The document shall indicate management support for:
 - 2.2.5.1
 - a. the access of participants to patients, clients, parishioners and employees for the purposes of professional pastoral practice.
 - b. access to relevant information about patients, clients, parishioners and employees for the purposes of professional pastoral practice whilst ensuring appropriate confidentiality.
 - c. the amount of time the participant will devote to activities at the placement.
 - d. the pastoral responsibilities the participant is expected to carry out in the placement.
 - e. the person in the placement to whom the participant is accountable
 - f. the provision for regular consultation and communication between the Registered CPE Centre and the placement, both to facilitate placement contract and to review the participants functioning in the placement setting.
 - 2.2.5.2 Provision of institutional identification and access to regular staff facilities – e.g. cafeteria, library, parking, photocopying.
 - 2.2.5.3 Should the CPE Centre Director not be employed or contracted by the Institution or organisation, the person shall receive honorary recognition as a member of staff.
 - 2.2.5.4 Provision of the prescribed initial registration fee. A cheque or online payment for the prescribed registration fee for the first year of operation should be included. This will be refunded in full if registration is not effected.

2.3 Letter of Registration

The Registration and Certification Committee shall make recommendation to the Management Committee of ACPEWA Inc. that a CPE Centre be registered under the

name of a Clinical Pastoral Educator or Clinical Pastoral Educator/Consultant. When the decision is ratified by the Management Committee, the Association Secretary shall forward to the CPE Centre Director a letter of Registration.

2.4 Centre Boundaries

A Registered Centre wishing to place participants for pastoral practice with an institution or organisation where there is an ACPEWA Inc. Centre Director, shall have the written approval of that CPE Centre Director.

2.5 Centre Director's authority and accountability over the CPE Programme

2.5.1 Centre Director accountability

The authorised CPE Centre Director shall be accountable to ACPEWA Inc. for maintenance of ACPEWA Inc. Standards for all CPE programmes conducted in the Registered Centre. All Supervisors working in an ACPEWA Inc. Centre are accountable to the Centre Director for maintaining ACPEWA Inc. Standards.

2.5.2 Notification of Changes in Centres

The CPE Centre Director is responsible for advising the Chairperson of the ACPEWA Inc. Registration and Certification Committee of changes in supervisory personnel practising within the Centre, and or any other major changes or variations in the Centre's programmes.

2.6. Keeping of Records

The Centre Director undertakes to inform the Secretary of the Management Committee ACPEWA Inc. of its CPE graduates at the completion of each unit. The required form is to be completed and forwarded to the Secretary for each graduand at the end of each unit.

- 2.6.1 The CPE Centre Director will maintain all material of participants for two years following completion of a CPE unit. After two years, only the initial applications, participants' final evaluations and any supervisory reports need to be maintained for a further three years. After five years no records are required to be kept. Financial records need to be kept for seven years.

2.7 Privacy

The Centre Director is responsible for ensuring the Centre has a Policy for the Management of personal Information for CPE participants, Provisional and Accredited Clinical Pastoral Supervisors, Provisional and Accredited Clinical Pastoral Educators and Provisional and Accredited Clinical Pastoral Educators/Consultants in compliance with the requirements of the National Privacy Principles of the Privacy Act 1988 and the Privacy Amendment (Private Sector) Act 2000.

- 2.7.1 For the Supervisory Accreditation Review materials, the Centre Director will complete and sign an ACPEWA Inc. form confirming that either the necessary consents have been obtained or that a statement has been received in writing from the supervisory candidate declaring that the personal information of supervisees and patients / parishioners has been de-identified.

2.8 Closure of Centre

- 2.8.1 The Employing Body and the Centre Director to notify the Management Committee of ACPEWA Inc. about the closure of the Centre as soon as practicable
- 2.8.2 The retiring Centre Director to advise ACPEWA Inc. R&C of arrangements [if applicable] for the placement and supervisory oversight of CPE participants and supervisors in training as soon as practicable.
- 2.8.3 The retiring Centre Director to forward records in accordance with Standard 2.9 to the Chair of R&C ACPEWA Inc. for archiving for the duration of the required five year period for participant records and seven years for financial records.
- 2.8.4 The Employing Body and Centre Director to reconcile to the Association any outstanding monies.

2.9 Completion Review

Upon the closure of a CPE Centre, the resignation or retirement of a Centre Director, Clinical Pastoral Educator or Provisional Clinical Pastoral Supervisor, the ACPEWA Inc. Registration and Certification Committee will invite the relevant persons to meet with a Committee of peers to discuss and attend to issues of completion. The agenda for such a completion review will be established by the Chair of the Registration and Certification Committee in discussion with the relevant persons. There will be no fee charged for a completion review.