

**THE ASSOCIATION FOR CLINICAL PASTORAL EDUCATION
IN WESTERN AUSTRALIA INC.**

**ACPEWA Inc.
Registration and Standards for CPE Centres in Western Australia
May 2020**

Based on ACPEWA Inc. Standards for CPE Centres 2016
and ANZACPE Common Standards for Foundation & Advanced November 2017
and ANZACPE Common Standards for Level 2 Supervisor – Clinical Pastoral Educator -
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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. The Standards address the delivery of certifiable CPE programmes within ACPEWA Inc. registered CPE Centres. They also address requirements for good governance under the ANZACPE Insurance Policy with AON Insurance.

1. Standards for Registered CPE Centres

A Registered CPE Centre shall:

1.1 develop and maintain written documents that:

- 1.1.1 describe the administrative structure and lines of authority within the Centre.
- 1.1.2 address ACPEWA Centre and CPE programme standards and learning competencies.
- 1.1.3 describe 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 and Clinical Pastoral Education 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 fulfil programme goals and comprised of persons authorized by ACPEWA Inc.
- 1.3.2 a Centre's faculty must include at least one supervisor accredited by ACPEWA Inc. Standards as a CPE Educator or CPE Educational Consultant.
- 1.3.3 a Provisional CPE Educator may function in the role of a CPE Educator but his/her functioning to include the oversight of an Accredited CPE Educator or an Accredited or Provisional CPE Educational Consultant, who is ultimately responsible for maintaining the Centre Standards.
- 1.3.4 participant to supervisor ratio is as follows:
 - a) Accredited CPE Educators may supervise no more than 13 full-time equivalent participants in a Foundational/Advanced CPE programme in any one period.
 - b) Provisional and/or Accredited CPE Supervisors may supervise no more than three participants in any one period.
 - c) Provisional CPE Educators may supervise no more than six full-time equivalent participants in any one period.

- 1.3.5 a curriculum plan designed to meet the learning needs of the proposed participants.
 - 1.3.6 interdisciplinary consultation and teaching within the programme(s) provided by adjunct faculty and/or guest lecturers.
 - 1.3.7 individual and group supervision by a CPE Educator authorized by ACPEWA Inc.
 - 1.3.8 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.
 - 1.3.9 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.
 - 1.3.10 access to library and educational facilities adequate to meet the CPE standards.
 - 1.3.11 access to current ACPEWA Inc. CPE Standards for CPE programmes and current policies and procedures.
 - 1.3.12 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 as per 2.7.1, and financial and legal records for seven years, which addresses confidentiality, access, content, and custody of participant records should the Centre be without a CPE Educator.
 - 1.4.5 a procedure for providing a process for the CPE participant and/or educators to discuss any aspect of their learning in the CPE program.

- 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 CPE Educator be unable to continue.
- 1.5 Provide consultation and programme evaluation, including:**
- 1.5.1 the Centre Director submits the Notification of Intention to Conduct a CPE programme 30 days prior to its commencement
 - 1.5.2 an on-going process of consultation with a designated professional advisory group is recommended.
 - 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
 - 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.
 - 1.5.4 the Centre Director will engage in processes of periodic review of the CPE programme in the Registered Centre [see 2.4 in this document].

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. Standards for the Registration of CPE Centres in Western Australia ¹

2.0 Director of Clinical Pastoral Education Centres

In each ACPEWA Inc. Registered Centre there shall be one Supervisor accredited as a CPE Educator or provisional or accredited CPE Educational Consultant, accredited and authorised by ACPEWA Inc. 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 an alternate title that the employing body assigns. A Registered Centre shall not be duplicated in any one campus of a corporate body or structure.

2.01 ACPEWA Inc. retains the right to define the qualifications required of a CPE Centre Director for the purpose of registration by ACPEWA Inc.

2.02 A provisional CPE Educator may be appointed as an Acting CPE Centre Director providing they have previously supervised at least two CPE programmes as a provisional CPE Educator and have a clear contract for ten hours of individual supervision with a provisional or accredited CPE Educational Consultant for each CPE programme conducted in the Centre.

2.03 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.

2.04 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.

¹ ACPEWA Inc. recognises and thanks ASACPEV Inc. for permission to use ASACPEV Inc. Standards upon which these Draft Standards are based.

2.1 Application for Registration

A CPE Educator accredited by ACPEWA Inc. as a CPE Educator or CPE Educational 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:

- 2.1.1 A written report demonstrating how the prescribed Standards² will be met within the proposed ACPEWA Inc. Centre.
- 2.1.2 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.
- 2.1.3 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.
- 2.1.4 In the absence of an accredited CPE Centre Director, the Centre may remain registered for up to six months.
- 2.1.5 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:
 - 2.1.5.1 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 ACPEWA Inc. Standards for CPE Centres in Western Australia Draft December 2018

- 2.1.5.2 Provision of institutional identification and access to regular staff facilities, if available to participants – e.g. cafeteria, library, parking, photocopying.
- 2.1.5.3 Should the CPE Centre Director not be employed or contracted by the Institution or organisation, the Centre Director will negotiate professional recognition by the Institution administration.
- 2.1.5.4 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.

2.2 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 Centre Director. When the decision is ratified by the Management Committee, the Association Secretary shall forward a letter of registration to the CPE Centre Director.

2.3 Renewal of Registration

Registration of the Centre shall be renewed following each successful review of the accreditation of the CPE Centre Director, within a period not exceeding six months. The CPE Centre Director shall provide suitable documentation that the Centre continues to meet the stipulated requirements.

2.4 Centre Boundaries

A Registered Centre without a clearly defined institutional or organisational base wishing to place participants for pastoral practice with an institution or organisation, shall have the written approval of the CPE Centre Director of the CPE Centre functioning within that institution.

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

2.5.1 Centre Director accountability

The authorised CPE Centre Director (or the alternate title that the employing body assigns) shall be accountable to ACPEWA Inc. for maintenance of ACPEWA Inc. Standards for all CPE programmes conducted in the Registered Centre. All CPE Supervisors, CPE Educators and CPE Educational Consultants 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 CPE education personnel practising within the Centre, 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 may maintain written material of participants for two years following completion of a CPE unit. The initial applications, participants' final evaluations and any supervisory reports need to be maintained for five years. Financial and legal records need to be kept for seven years.

2.7 Privacy

The Centre Director is responsible for ensuring the CPE Centre has a policy for the management of personal Information for CPE participants, Provisional and Accredited CPE Supervisors, Provisional and Accredited CPE Educators and Provisional and Accredited Advanced CPE Educational 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, if available, is 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 2.9.1 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 the Centre Director is to reconcile to the Association any outstanding monies.

2.9 Completion Review

Upon the closure of a CPE Centre or the resignation or retirement of a Centre Director, 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.

3.0 Admission to CPE

An applicant's suitability for admission to a CPE programme is a matter of professional judgment by an accredited ACPEWA Inc. supervisor and according to the CPE Centre admission policies. Requirements for admission to a CPE programme include but are not limited to:

- 3.1 a completed written application addressing the CPE Centre admission requirements;
- 3.2 an admission interview with a qualified interviewer for persons applying for an initial CPE unit at the Centre to determine readiness for clinical learning and exploration of learning goals and to offer pastoral care within the clinical context
- 3.3 For admission to supervisory CPE, participation in theological studies is required with studies aimed at completing a BTH or its equivalent by the time of accreditation as a CPE Educator.
- 3.4 Fulfilment of education or experience requirements established by the CPE Centre.
- 3.5 Acceptance by an ACPEWA Inc. CPE Centre registered for the type of CPE programme requested.

4.0 Foundational and Advanced CPE Programme Standards

CPE Programme Standards include:

- 4.1 specific time period for a programme unit of Clinical Pastoral Education or a half unit of Clinical Pastoral Education.
 - a) A unit of CPE is at least 400 hours comprising of no less than 90 hours of structured group supervision, 10 hours of individual supervision, 200 hours of clinical placement consisting of 100 hours of face to face pastoral care and 100 hours of other pastorally related activity. 100 hours of reading, reflection and preparation of written /videoed/oral material.
 - b) A half unit of CPE is at least 240 hours combining no less than 60 hours of structured group and 5 hours of individual education with supervised clinical practice in ministry.

- 4.2 supervised pastoral care within the clinical context and the detailed reporting and evaluation of pastoral practice.
- 4.3 supervision and programme management by a person accredited and authorised by ACPEWA Inc.
- 4.4 an individual contract for learning developed collaboratively by the participant and supervisor.
- 4.5 a relational learning environment that fosters growth in pastoral formation, pastoral and theological reflection and pastoral competence; such an environment involves mutual trust, respect, openness, challenge, conflict, and confrontation.
- 4.6 an instructional plan that employs a relational model of education, the clinical method of learning and an action-reflection cycle of learning including:
 - a) delineation and use of participant goals.
 - b) core curriculum appropriate to the CPE setting.
 - c) clearly written syllabus.
 - d) evidence of congruence between programme goals and the mission of the institution or Centre.
 - e) programme evaluation by the participants.
- 4.7 presentation and use of literature and instruction appropriate to the participants' learning goals.
- 4.8 evaluations of a CPE participant or a supervisory candidate may be written by the Educator for the purposes of Certification of Foundational, Advanced or Supervisory Candidate Learning Outcomes.
 - 4.8.1
 - a) Supervisor's evaluation may be available to the participant at the time negotiated with the Supervisor.
 - b) Educator's evaluation reflects professional judgment about the CPE participant engagement with their learning goals, professional practice, reflective ability, strengths, limitations and recommendations
 - c) Educator certifies completion of a unit or half unit of CPE (Foundational / Advanced CPE).
 - d) Participant may attach a written response to the Educator's evaluation, which then becomes part of the evaluation.
 - e) If a sending body requests of a CPE Educator a written evaluation on the learning of a CPE participant, to be written by the CPE Educator, this will be negotiated with relevant stakeholders at the commencement of the CPE programme and the parameters will be in writing at this time.
 - f) A one page report for the participant records may be written by the Educator. This report is to focus on the supervision offered, the participants' learning goals; significant learning points or impasses; a summary sentence regarding learning, integration and recommendations.

- 4.8.2
- a) Educator's evaluation may be available to the supervisory candidate at the time negotiated with the supervisor at the completion of the unit.
 - b) Educator's evaluation reflects professional judgment about the supervisory candidate's engagement with their learning goals, professional practice, reflective ability, strengths, limitations and recommendations. The evaluation becomes part of the supervisory candidate's own record.
 - c) The supervisory candidate may attach a written response to the Educator's evaluation, which then becomes part of the supervisory candidates own record.

5.0 Learning Objectives and Learning Outcomes of an ACPEWA Registered Centre for Foundational and Advanced CPE Programmes

Please find in the separate document on ACPEWA Inc. website