



**ASSOCIATION
FOR
SUPERVISED PASTORAL EDUCATION
IN AUSTRALIA INC.**

**STANDARDS FOR CLINICAL PASTORAL
EDUCATION**

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1. CLINICAL PASTORAL EDUCATION

Level 1 Clinical Pastoral Education Unit

1.1 Programme Rationale

Clinical Pastoral Education (CPE) is a programme of education and formation for the ministry of pastoral care. The programme's methodology utilises the action reflection model of learning. The action component entails the actual provision of pastoral care within a ministry setting. This care acknowledges and attends to the human condition, particularly life's religious and spiritual dimensions. The reflection component entails the exploration of the ministry experience, the dynamics present, and the theological and spiritual dimensions. This action reflection process is integral to the participants' understanding and the formation of their pastoral identity and competence. CPE is "learning theology from the living human document" (Boisen).

The goal of the programme is that the participant will be acknowledged first hand as the bearer of the sacred and the distinctive provider of spiritual and pastoral care.

1.2 Requirements and assessment

A CPE Supervisor or Clinical Pastoral Educator (or acting supervisors at these levels) is authorised to co-ordinate, plan and conduct a CPE programme. This supervisor will evaluate and accredit a participant's satisfactory completion of a CPE unit. The peer group of no fewer than three and normally no more than six participants, contracts for the duration of the unit. With an equivalent ratio of peer group supervisory hours (a minimum of eight hours for each additional participant over six), the peer group may be increased to a maximum of eight CPE participants. Foundational to the CPE process is a relational learning environment, based on the development of mutual trust, respect, openness and challenge.

1.3 Required Hours

A CPE unit can be completed over a minimum of ten weeks or a maximum period of forty-four weeks. The course co-ordinator shall ensure that each CPE unit includes a minimum total of 400 hours of supervised learning in pastoral ministry. This includes at least:-

1.3.1 ten hours of individual supervision,

1.3.2 sixty hours of peer group supervision,

1.3.3 two hundred hours in a clinical placement of which at least one hundred hours is the actual practice of pastoral ministry to people,
The clinical placement hours may include research and preparation for ministry and worship services, interdisciplinary meetings, handover and statistical recording.

1.3.4 sixty hours for personal written reflection on experience and written course requirements.

1.4 Practical, written, supervisory and assessment requirements.

The following are guidelines for the course co-ordinator in accrediting a CPE unit. Participants shall be given credit for completing one unit of Clinical Pastoral Education if they have demonstrated that they have satisfactorily:

- 1.4.1 completed the required hours of pastoral ministry, individual and peer group supervision as set out in 1.3,
- 1.4.2 established a contract with the individual centre and fulfilled its requirements so that both participant and Centre Director are clear about issues of authorisation and accountability,
- 1.4.3 identified and worked towards strategic learning goals mutually acceptable to the participant and the supervisor,
- 1.4.4 within the supervisory process, critically reflected upon their experience of providing pastoral care. This care primarily occurs in the pastoral conversation and engagement with individuals and groups. It may also include preaching, conducting rituals, administration and education within a pastoral context.

1.4.5 Requirements to be completed during the unit include:

- 1.4.5.1 a minimum of eight reports of their pastoral ministry to people
- 1.4.5.2 the participant's CPE goals
- 1.4.5.3 a faith/spirituality and ministry story
- 1.4.5.4 case study
- 1.4.5.5 mid term and final evaluations
- 1.4.5.6 participants may be asked to complete other papers, presentations, and
journals as required.

Each participant is required to make at least eight presentations from the above, for peer feedback in the learning group. Requirements 1.4.5.2 to 1.4.5.5 are to be presented in the learning group. The remaining requirements will be presented for written supervisory annotation and discussion in individual supervision.

1.5 Objectives of CPE Level 1

This level requires competency in each of the following dimensions.

1.5.1 Actual Ministry As A Pastoral Carer

This means demonstrating:-

- 1.5.1.1 the ability to engage in actual ministry to people with varied experiences;
- 1.5.1.2 a capacity to listen reflectively, identify the person's agenda and attend appropriately;

- 1.5.1.3 the ability to initiate pastorally caring relationships;
- 1.5.1.4. a developing capacity to engage with the inter-disciplinary staff;
- 1.5.1.5 a capacity to consider and experiment with varied approaches to pastoral practice.

1.5.2 Reflective Observations On Ministry

This means demonstrating:-

- 1.5.2.1 an ability to articulate, evaluate and reflect in writing on their ministry and its effect on others;
- 1.5.2.2 the capacity to engage in reflective conversation about their ministry with peers and supervisor;
- 1.5.2.3 growing awareness of how their assumptions, attitudes, values, story, strengths and limitations affect their pastoral care;
- 1.5.2.4 a capacity to evaluate their relationships with their peers, supervisors and inter-disciplinary staff;
- 1.5.2.5 some demonstration of their capacity to use the action reflection model and to evaluate progress towards their goals and objectives;
- 1.5.2.6 an ability to engage in self and peer supervision, that is, the ability to hear, engage and reflect upon the support and feedback offered by the CPE peer group.

1.5.3 Theological/Spiritual Reflection

This means demonstrating:-

- 1.5.3.1 the capacity to reflect upon particular encounters and pastoral experience within a theological/spiritual framework;
- 1.5.3.2 the capacity to reflect upon and evaluate the meaning of the pastoral role in relation to the participant's theology/spirituality and identity as a pastoral carer;
- 1.5.3.3 the ability to explore how the insights gained from the participant's theological/spiritual reflection on pastoral experience can be incorporated into subsequent practice.

2.0 ADVANCED CLINICAL PASTORAL EDUCATION: GUIDELINES

To gain certification as having completed a unit of Clinical Pastoral Education at an Advanced Level the Candidate will be required to meet with a selected panel

of professional people including representatives of pastoral, supervisory and theological traditions. The panel's task is to ensure the candidate for Advanced Level Certification is competent at all four phases of the experiential cycle of learning. The Candidate for CPE Advanced Certification is required to engage in pastoral ministry in such ways as demonstrate competence in each phase of the cycle of learning at an Advanced Level. At this meeting the Candidate will be required through prepared documents and personal interview to demonstrate concrete experience, reflective observation, pastoral and theological conceptualisation and active experimentation. At the Advanced Level freedom to depart responsibly from a level one format is important, as is the Candidate's personal security in the absence of well defined roles and boundaries.

2.0.1 Pre-requisites

2.0.1.1 At least one certified CPE unit in programmes recognised by ASPEA Inc.

2.0.1.2 The intention to undertake an Advanced CPE Unit must be negotiated with the Centre Director prior to the commencement of the Unit.

2.1 Concrete Experience As A Competent Pastor

This means:-

2.1.1 the ability to provide written documentation of an effective ministry to a wide range of people experiencing both life and developmental crises within themselves, their families and their communities;

2.1.2 a capacity to listen, identify the person's agenda and clarify the pastoral opportunities in any given situation;

2.1.3 the ability to attend to emergencies, to make appropriate decisions and confront the hard choices of truth and power;

2.1.4 competence to move in and be accepted by inter-disciplinary staff, security of identity, personality and authority and capacity when stressed to care for self and others.

2.2 Reflective Observations On Ministry

This means:-

2.2.1 the ability to evaluate and articulate the quality of ministry to people, relationships with peers and supervisors, progress towards goals and objectives;

2.2.2 an ability to engage in self and peer supervision;

2.2.3 competence in knowing and articulating a preferred ministry style, naming the skills used and assessing their appropriateness.

2.3 Abstract Theological And Pastoral Conceptualisations

This means:-

- 2.3.1 the capacity to develop general pastoral principles from the detail of individual conversations and case studies;
- 2.3.2 the capacity to extrapolate from particular encounters insights into general theological concepts;
- 2.3.3 the capacity to consider and explore in what way the particular challenges or reframes a general theological theme or concept;
- 2.3.4 the ability to explore in what way the particular situation has value for future ministry to the person concerned, or in ministry to others, or for the ministry of the Church in general.

2.4 **Active Experimentation and Integration**

This means:-

- 2.4.1 ability to incorporate new learning into subsequent ministry practice and professional relationships;
- 2.4.2 ability to consider alternative approaches to ministry, a variety of stances with people, and a range of strategies.

2.5 **Committee Arrangements**

The Candidate, in consultation with their Supervisor, who will Chair the Committee, will be required to invite five professional people to be members of the Committee and make the necessary arrangements. It is recommended that Candidates pay an honorarium of twenty dollars to each member of the Committee to cover travelling and out of pocket expenses.

2.6 **Written Requirements**

The Candidate will be required to provide the following materials typed double spaced on no more than twenty A4 pages, (plus Appendix) securely bound, and delivered to each member of the Committee, two weeks before the meeting. Final Evaluation can be presented three days prior to the meeting.

- 2.6.1 A brief statement of request to the Committee.
- 2.6.2 A verbatim report of a pastoral conversation including any prayer or other religious resources used with a person or persons, and evaluation of that ministry.
- 2.6.3 A comprehensive case study and evaluation of a pastoral ministry with one particular person or family, including a report of an inter professional contact with a pastoral purpose.
- 2.6.4 An essay, not exceeding 1,500 words on a subject demonstrating the ability to reflect upon a single case or selection of cases, in a way that shows integration of theology and ministry.
- 2.6.5 Final Evaluation for the CPE Unit.
- 2.6.6 Appendix
 - (a) Include Final Evaluations of other CPE Units.

- (b) An updated autobiographical statement, including an account of your faith journey and development.
- (c) A copy of this document.
- (d) Should the Candidate have conducted their ministry in a context other than the Centre, a letter of support from their Pastoral Administrator.

PASTORAL SUPERVISOR

3.0 ACCREDITATION FOR SUPERVISORY RESPONSIBILITIES FOR - PASTORAL SUPERVISOR

The Association for Supervised Pastoral Education in Australia Inc.(ASPEA Inc.) recognizes the role of the Pastoral Supervisor as integral to the discipline of Clinical Pastoral Education (CPE). Pastoral Supervision is the foundation upon which succeeding levels of clinical pastoral supervision are built. The emphasis of the Pastoral Supervisory level is to assist the CPE participant gain a sense of pastoral identity and professional self-worth.

Pastoral supervision aims to develop in CPE participants qualities and abilities which facilitate the enjoyment of, competence in, and satisfaction with, their pastoral ministry.

3.0.1 In being free from the administrative responsibilities of supervision associated with CPE Supervisors and Clinical Pastoral Educators, the Pastoral Supervisor provides individual supervision for level one and where appropriate, post level one and advanced CPE participants.

3.0.2 Pastoral Supervisors provide leadership within the context of clinical seminars and case conferences as specified by the course coordinator (Acting CPE Supervisor and above).

3.1 Entry into Supervisory CPE: Requirements

The candidate seeking to commence acting as a Pastoral Supervisor shall:-

3.1.1 be ordained, professed, commissioned, licensed or attested as in good standing by a recognized Religious/Faith Community for pastoral ministry;

3.1.2 hold current full membership with ASPEA Inc., under the provision of By-Law 5 section 1;

3.1.3 have successfully completed at least one additional unit of CPE subsequent to receipt by the Chairperson of the Membership Committee of the candidate's application for full membership of ASPEA Inc. One of the three CPE units must be completed at an Advanced level.

3.1.4 have completed a unit of CPE within three years of application, or be actively involved in the life of the Association;

3.1.5 demonstrate an awareness of the current practices of clinical pastoral supervision and the supervisory responsibilities required by ASPEA Inc. standards;

3.1.6 Have completed a minimum of four units, only two of which may be CPE, towards a bachelor degree in theology or studies recognized as

equivalent by the Melbourne College of Divinity (MCD) 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 pastoral 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 in Australia must recognize the form and content of this study. The candidate shall be actively pursuing further studies in that tradition.

- 3.1.7 Have gained the recommendation “readiness to act as a Pastoral Supervisor” by an Ad Hoc Committee of Review.
- 3.1.8 The Ad Hoc Committee shall be organized and chaired by the ASPEA Inc. CPE Centre Director of the Centre in which the candidate negotiated to act.
 - 3.1.8.1 The Committee shall include not more than two Pastoral Supervisors and at least two CPE Supervisors, all of whom shall receive an honorarium from either the CPE Centre or the Candidate.
- 3.1.9 The candidate shall provide written materials to the Committee two weeks prior to the meeting. The required materials should include the following:
 - 3.1.9.1 A cover sheet containing such information as name, address, present position, religious or faith affiliation, relevant degrees, diplomas and certificates, relevant professional occupational background and experience in Clinical Pastoral Education.
 - 3.1.9.2 A statement of request by the candidate of this Review Committee.
 - 3.1.9.3 An updated autobiographical statement.
 - 3.1.9.4 A statement of, and theological reflection upon, the candidate’s personal spiritual pilgrimage.
 - 3.1.9.5 A copy of the findings and recommendations from the candidate’s presentation to any previous committees, for example Advanced and Ad Hoc.

The candidate shall also provide either:

- 3.1.9.5.1 A comprehensive report and critical evaluation of the candidate’s functioning as a minister over a seven-day period. The report should include:-
- 3.1.9.5.2 The criteria by which daily pastoral priorities were established and how they were carried through.

- 3.1.9.5.3 An evaluation of any tensions experienced between pastoral, administrative, priestly, prophetic and preaching responsibilities.
- 3.1.9.5.4 Delineation of limits established by the candidate in ministry.
- 3.1.9.5.5 An evaluation of the extent to which the candidate was successful in staying within the limits set.
- 3.1.9.5.6 A journal and evaluation of the interpersonal relationships engaged in during one eight hour day.
- 3.1.9.5.7 A report and assessment of one pastoral conversation of particular note.

OR

- 3.1.10 A comprehensive report and critical evaluation of the candidate's pastoral ministry to one particular person to whom ministry was offered over an extended period. The report should include:
 - 3.1.10.1 An assessment of the candidate's ministry based upon clinical materials such as reports of pastoral conversations or critical incident reports
 - 3.1.10.2 A description of the manner in which particular pastoral issues were negotiated.
 - 3.1.10.3 Delineation of limits established by the candidate in ministry.
 - 3.1.10.4 An evaluation of the extent to which the candidate was successful in staying within the limits set.
 - 3.1.10.5 The outcome(s) of this ministry for the person being to whom ministry was offered by the candidate.

AND

- 3.1.11 An essay of no more than 1500 words addressing the candidate's understanding of CPE supervision, why the candidate seeks to enter supervisory CPE training and what the candidate brings to the practice of CPE supervision.
 - 3.1.12 A copy of the candidate's most recent CPE final evaluation.
- 3.2 Entry into Supervisory CPE: Application**
 The Applicant to commence as an Acting Pastoral Supervisor shall apply by letter to the Chairperson of the Registration and Certification Committee. The letter of application shall include:-
- 3.2.1 Evidence of fulfilment of 3.1.1 to 3.1.5.
 - 3.2.2 A copy of the recommendations from the Ad Hoc Committee of Review, which met to assess readiness to act as a Pastoral Supervisor.

3.2.3 A supporting letter from the Director of the CPE Centre in which the applicant has negotiated to act as a Pastoral Supervisor.

3.3 Entry into Supervisory CPE: Approval and Registration

When the application to act as a Pastoral Supervisor has been approved by the Registration and Certification Committee and ratified by the Executive of ASPEA Inc. the Chairperson of the Registration and Certification Committee shall notify the applicant that Acting Supervisory status has been registered with the Association.

3.4 Entry into Supervisory CPE: Beginning to act as a Pastoral Supervisor

The Acting Pastoral Supervisor on receipt of written advice of registration may begin to act as a Pastoral Supervisor on behalf of ASPEA Inc. in a registered programme of CPE.

3.5 Apprenticeship in Pastoral Supervision: Concrete Experience and Active Experimentation in Pastoral Supervision

Following the preceding negotiations, Acting Pastoral Supervisors may act for no more than four units or for up to three years in the Centre(s) that has/have accepted them in this role. Those acting as a Pastoral Supervisor shall do so:-

3.5.1 under the coordination of an accredited supervisor authorized to conduct units of CPE at the relevant centre

3.5.2 under the supervision of a CPE Supervisor or Clinical Pastoral Educator

3.5.3 during the acting period the candidate's experience in Pastoral Supervision should include the following:-

3.5.3.1 participation in the selection of CPE participants

3.5.3.2 the conduct of orientation seminars and institution tours

3.5.3.3 the leading of selected seminars in the presence of an acting or accredited Clinical Supervisor or Clinical Pastoral Educator

3.5.3.4 the provision of actual individual supervision in at least three units of CPE

3.5.3.5 the provision of individual supervision for a minimum of six participants over three or more units of CPE

3.5.3.6 individual supervision of no more than two thirds of the participants in a group and in no case exceeding three participants in any one unit,

3.5.3.7 conjoint leadership of mid-unit and final evaluation seminars,

3.5.3.8 participation in the life of ASPEA Inc.

3.5.3.9 ongoing applied pastoral ministry in a parish, institution, or community agency

3.5.3.10 participation in in-service training and conferences for Supervisors.

3.5.4 If after the completion of one or more CPE Units an Acting Pastoral Supervisor decides to discontinue their training as a Pastoral Supervisor, they and the Centre Director, will notify the R&C Chairperson of the Acting Pastoral Supervisor's decision to cease supervisory training.

3.5.5 If after the completion of one or more CPE units an Acting Pastoral Supervisor ceases to act but intends to return to their training, the acting supervisor will write to the R&C Chairperson requesting temporary leave. This request needs to include a supporting letter from the Centre Director.

3.5.5.1 If the leave exceeds 24 months and the supervisor on leave wishes to resume their acting status, they will write to the R&C Chairperson for an interim review. This request needs to include a supporting letter from the Centre Director. This committee will be arranged by the R&C Chairperson.

The review materials will include:

3.5.5.2 Written evaluation of each unit as an Acting Pastoral Supervisor (as per **3.6.3**)

3.5.5.3 Written one page report of their supervision of each participant supervised (see **3.6.3.4**)

3.5.5.4 A draft of the essay required for **3.9.11**

3.5.5.5 A statement of the salient features of their pastoral ministry, pastoral supervision and future directions.

3.6 Apprenticeship in Pastoral Supervision Reflective Observation in Pastoral Supervision

The candidate's supervision should include the following:

3.6.1 ten hours of individual supervision in each unit as an Acting Pastoral Supervisor. This supervision is to be provided by the Centre Director or a Clinical Supervisor or Clinical Pastoral Educator as delegated by the Centre Director;

3.6.2 appropriate involvement in post seminar and group reviews with supervisory colleagues participating in the unit of CPE;

3.6.3 written evaluations of each unit as an Acting Pastoral Supervisor as required in 3.5.1-3.5.3.10. Each evaluation should include:

- 3.6.3.1 an evaluation of the Acting Pastoral Supervisor's relationship with the Centre Director, their supervisor, the Course Coordinator and course peer supervisors;
- 3.6.3.2 an evaluation of their supervisory relationship with each CPE participant individually supervised as distinct from the one page report of their supervision of the participant (see 3.6.3.4);
- 3.6.3.3 demonstration of their aptitude to function with respect to selected standards, outcomes and objectives for a Pastoral Supervisor as set out in 3.12.1-3.12.6.
- 3.6.3.4 a written one page report of their supervision of each participant supervised which will be maintained for five years in the files of the Centre Director.

3.7 Apprenticeship in Pastoral Supervision: Abstract Conceptualisation in Pastoral Supervision

In addition to the apprenticeship in supervision prescribed in 3.5 and 3.6 Acting Pastoral Supervisors are required to gain the following Education in Supervision within ASPEA Inc. prior to presentation for accreditation at this level:

- 3.7.1 Completion, with a peer group, of a course of supervisory education. It is suggested that such a course include a minimum peer group of three Acting Pastoral Supervisors and be of 15 hours duration. An accredited or Acting Clinical Pastoral Educator shall conduct the course. The course curriculum shall provide the opportunity for supervisors in training to begin the process of conceptualizing their supervisory acts and share reporting of supervision. The course shall address the issues of the philosophy of pastoral supervision, the setting and evaluating of goals and objectives and explore different models of leading clinical and case study groups. It shall give attention to the study of the standards set by ASPEA Inc. It is recommended that the course where possible involve participants from different centres to enhance collegiality and peership within ASPEA Inc.
- 3.7.2 Completion of a unit of ten hours of individual supervision with an accredited or Acting Clinical Pastoral Educator. This supervision would focus upon the education of the Acting Pastoral Supervisor with regard to the standards and tradition of ASPEA Inc., the process of application for review and the preparation of written materials. This supervision would also explore a candidate's relationship with the Association especially the Registration and Certification Committee.

3.8 Application for Accreditation as a Pastoral Supervisor

Reviews will be held in April/May and October. Written application by the candidate to the Registration and Certification Committee for permission to present for Review as a Pastoral Supervisor should be in

the hands of the Committee Chairperson on the 1st day of the month three months prior to the review. The following information should accompany the written application:

- 3.8.1 Written documentation and supporting evidence that the candidate has fulfilled the experience required under clauses 3.5.3.1 to 3.5.3.10, and clauses 3.7.1 and 3.7.2. Each clause should be addressed individually, including dates of units and names of CPE participants supervised.
- 3.8.2 A cheque for the prescribed fee for the review and an additional non-refundable application fee.
- 3.8.3 A copy of the letter from the Registration and Certification Committee giving notice of the candidate's registration as an Acting Pastoral Supervisor.
- 3.8.4 Evidence of current good standing in a Faith/Religious Community.
- 3.8.5 Evidence of current ASPEA Inc. membership.
- 3.8.6 Letter of support from CPE Centre Director/s.

3.9 Accreditation Process: Preparation of Documentation

A Review Committee is concerned with the candidate's ability to demonstrate the personal and professional competence essential for the supervision of ministry. ASPEA Inc. recognizes supervision as a senior professional discipline and expects all materials to demonstrate that level of functioning. The following written materials are required:

- 3.9.1 A cover sheet containing such information as name, address, present position, religious or faith affiliation, relevant degrees, diplomas and certificates, relevant professional occupational background and experience in CPE.
- 3.9.2 A statement of request by the candidate of this Review Committee.
- 3.9.3 An updated autobiographical statement.
- 3.9.4 A statement of, and theological reflection upon, the candidate's personal spiritual pilgrimage.
- 3.9.5 Copies of previous review committee findings.
- 3.9.6 A copy of the evaluation written by the candidate's supervisor of the concrete experience, active experimentation and reflective observation in supervision as required in 3.5 and 3.6.
- 3.9.7 A copy of the evaluations written by the candidate's Educator(s) of the "Education in Supervision within ASPEA Inc." as required in 3.7.

- 3.9.8** The candidate's written evaluations of each unit as an Acting Pastoral Supervisor as required in 3.6.3 and written evaluation of their "Education in Supervision within ASPEA Inc", as required in 3.7.
- 3.9.9** A comprehensive report and critical evaluation of the supervision of one CPE participant engaged in a Level One CPE Unit. The report should include:
- 3.9.9.1** The candidate's description of the participant, including a biographical sketch.
- 3.9.9.2** A description and evaluation of the candidate's own goal-setting process for their supervision and the supervision involved in assisting the CPE participant to set clear, realistic and achievable goals. A description of any contribution by the candidate to planning of the CPE participant's ministry placement and/or definition of the work to be supervised; the planning of the educational programme to be undertaken in the group; and the supervisory stances and attitudes anticipated to be important in supervising the CPE participant.
- 3.9.9.3** A description and evaluation of the supervision the candidate provided for the CPE participant and an assessment of the CPE participant's development personally and in ministry as demonstrated by clinical materials, the candidate's comments on verbatim reports and excerpts from supervisory conferences.
- 3.9.10** A summary description and evaluation (limited to one page each) of the candidate's supervision of one CPE participant from each unit in which the candidate has supervised.
- 3.9.11** An essay of no more than 2000 words that indicates the supervisor's theoretical perspective in pastoral theology as it applies to their individual of CPE participants. The essay offers the opportunity for the candidate to describe a vignette from their supervisory experience and explore how their theology informs, enlightens or challenges this experience in supervision or vice versa. The following may be used as guidelines:-
- How does the candidate's theology help in understanding the supervisory relationship?
 - How does the candidate understand people as creatures of God and how does that understanding inform supervision?
 - What theologians or theological resources inform the candidate's theological position?
- 3.9.12** An Appendix which includes:
- 3.9.12.1** Copies of the final evaluations written by the CPE participants referred to in 3.9.9 and 3.9.10.

3.9.12.2 A letter from the Centre Director/s which declares that consent forms from those CPE participants whose evaluations are included with this document are held in the Centre/s files.

3.10 Accreditation Process: Presentation of Documentation

The candidate's written documentation, excluding final evaluations of CPE participants 3.9.9 and 3.9.10 and cover sheet, shall not exceed 40,000 words. Copies shall be provided by the candidate to the five Review Committee members at least fourteen (14) days prior to the scheduled review day.

3.11 Accreditation Process: Review Committee

Each Review Committee appointed by the Registration and Certification Committee shall consist of two Pastoral Supervisors and at least one CPE Supervisor and one Clinical Pastoral Educator. The Director of the Clinical Centre in which the Acting Pastoral Supervisor has worked or the Director's delegated CPE Supervisor shall be a member of the Committee.

3.11.1 The committee shall normally comprise five (5) members drawn wherever possible from different accredited centres, gender and faith traditions. One member shall be appointed presenter and shall provide a written review and evaluation of the candidate's materials. Copies of this report shall be provided for each member of the committee. Another member shall be appointed committee chairperson and shall provide a written report and recommendation to the next meeting of the Registration and Certification Committee. Copies of the Presenter's and Chairperson's report shall be available to the candidate on request to the R & C Committee.

3.11.2 The candidate ensures that the centre be responsible for arranging a venue and hospitality, eg refreshments for the review committee, in consultation with the Centre Director.

3.11.3 The Candidate to include with the materials a covering letter indicating date, time, including directions to the location of the committee and the cost and availability of parking or travel arrangements.

3.12 Accreditation Process: Presentation of Documentation

In order to be accredited as Pastoral Supervisor, a Candidate shall demonstrate aptitude in the following:-

3.12.1 Basic Supervision

Ability to evoke in the CPE participant a sense of pastoral identity and professional self-worth.

3.12.2 Clarity of Boundaries

Ability to discuss the pastoral role and professional identity. Ability to assist the participant to clarify priorities and establish boundaries in their

ministry. Capacity to assist the participant to adjust to a variety of stressful circumstances in ministry.

3.12.3 Ministry Competence

Ability to model competence in Pastoral Ministry and demonstrate qualities and abilities that reflect enjoyment and satisfaction in ministry.

3.12.4 Review of Written Work

Ability to review the written work of participants, and discuss the participant's intervention with clients, patients and/or parishioners.

3.12.5 Understanding of Professional and Ethical Conduct

Ability to assist participants to demonstrate within their practice of ministry the level of professional and ethical conduct in compliance with the ASPEA Inc. Code of Ethics.

3.12.6 Understanding of the Christian Faith

Ability to communicate an understanding of the Christian Faith and demonstrate sensitivity to other faiths in the context of pastoral ministry and supervision.

3.13 Post Accreditation responsibilities and accountability

Following accreditation the Pastoral Supervisor is authorized to function under clearly defined supervision within a CPE programme conducted by an accredited or Acting CPE Supervisor or Clinical Pastoral Educator. This involves a complex network of responsibilities and accountability. The following sections are intended to provide guidelines for Pastoral Supervisors, Course Conductors and Centre Directors:-

3.13.1 Responsibilities of an Accredited Pastoral Supervisor

The emphasis for the Pastoral Supervisor is to assist the participant in gaining a sense of pastoral identity and professional self-worth. Pastoral Supervision aims to develop in participants' qualities and abilities, which facilitate the enjoyment of, competence in and satisfaction with their pastoral ministry. In being free from the responsibilities for administration, group co-ordination, direction and education associated with accreditation as a CPE Supervisor and/or Clinical Pastoral Educator, the Pastoral Supervisor provides:-

3.13.1.1 individual supervision for selected level one and where appropriate, post level one and advanced CPE participants,

3.13.1.2 supervision of no more than two thirds of the participants in a group and in no case exceeding three selected participants in any one unit,

3.13.1.3 leadership within the context of clinical seminars and case conferences as specified by the course co-ordinator,

3.13.1.4 general assistance to the acting or accredited CPE Supervisor or Clinical Pastoral Educator conducting the course,

3.13.1.5 a one page report of their supervision of each participant supervised to be maintained for five years in the files of the Centre Director.

3.13.2 Accountability of the Pastoral Supervisor

3.13.2.1 Accountability to the Centre Director

At all times the Pastoral Supervisor will be accountable to the Centre Director for functioning in the courses of CPE within the Centre.

3.13.2.2 Accountability for Professional Development

Within the five year review period, the pastoral supervisor must complete 100 points of professional development for supervisors, of which at least 25 points shall be conducted within ASPEA Inc. and related to supervisory practice. Usually this would reflect a variety of Professional Development Activities. See Appendix III for ASPEA Inc Professional Development Points.

3.13.3 Responsibilities of the Course Conductor

Whilst the Pastoral Supervisor assists in supervision in the course the Course Conductor (accredited or Acting CPE Supervisor or Clinical Pastoral Educator) shall:-

3.13.3.1 be recognized by the management of the institution in which the CPE participants are placed as responsible for the conduct of the CPE programme.

3.13.3.2 attend and have oversight of all clinical seminars and case conferences in the unit.

3.13.3.3 conduct the opening seminar to welcome CPE participants to the programme and orientate them to the CPE group.

3.13.3.4 lead all groups conducted to develop the relationships between the group membership or study the ongoing life of the group.

3.13.3.5 direct the work of the Pastoral Supervisor and consult directly with the Pastoral Supervisor on at least three occasions during each unit to plan, monitor and evaluate the CPE unit.

3.13.3.6 ensure that the Pastoral Supervisor writes a one page report of their supervision of each participant, to be maintained for five years in the files of the Centre Director, and the records of the acting or accredited CPE Supervisor or Clinical Pastoral Educator conducting the course.

3.13.3.7 ensure that the Pastoral Supervisor receives ongoing individual and/or peer group supervision appropriate to their professional development, and encouragement to undertake pastoral, theological, and supervisory education.

3.14 Continuation of Acting Status

A candidate not accredited as a Pastoral Supervisor following review may be permitted to continue to act within approved programmes of CPE for such periods as the Registration and Certification Committee shall determine.

3.15 Review of accreditation

Accreditation as a Pastoral Supervisor is subject to ongoing review after five years or review at such other periods as the Executive of ASPEA Inc. 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 and completed the Association's Professional Development requirements for a pastoral supervisor, within the period under review. Accreditation will lapse for a supervisor who has not fulfilled these requirements within a five year period. Pastoral supervisors who are unable to meet this requirement must appeal in writing to the R&C Committee, detailing reasons to support their request for an extension of their accreditation. This request must be accompanied by a letter of support from their Centre Director.

3.15.1 Application for Review of accreditation

Written application for review of accreditation shall be made to the Chairperson of the Registration and Certification Committee by July 1 of the year in which the fifth year of accreditation is completed. This application will include a copy of the Supervisor's Professional Development Log Book, together with a cheque for the prescribed review fee. The review shall take place in the first half of the following year. It is understood that application for review provides conditional extension of accreditation up to the review date.

3.15.2 Review of Accreditation Committee

The Review Committee shall be organized by the Chairperson of the Registration and Certification Committee in consultation with the President of the Association and the Supervisor to be reviewed, and shall consist of a majority of Supervisors accredited as Pastoral Supervisors and other Consultants as required. The Review Committee shall be chaired by the President or delegated representative, who shall present a report and recommendation to the Registration and Certification Committee.

3.15.2.1 The Candidate ensures that the centre be responsible for arranging a venue and hospitality, eg refreshments for the review committee, in consultation with the Centre Director.

3.15.2.2 The Candidate to include with the materials a covering letter indicating date, time, including directions to the location of the committee and the cost and availability of parking or travel arrangements.

3.16 Materials for Review of Accreditation

The following materials are required:

- 3.16.1** A cover sheet and recommendations from the previous Committee. An evaluation (of no more than 5,000 words) of the salient features of their pastoral ministry, pastoral supervision, and relationships with CPE participants, CPE Supervisors, Clinical Pastoral Educators, other Pastoral Supervisors, the Association, Institution and Church authorities since their last accreditation.
- 3.16.2** Evaluations of the applicant's supervision of two CPE participants, ensuring that they include contrasting supervisory experiences, limited to one page, not exceeding 500 words each.
- 3.16.3** An evaluative statement attesting to the impact of professional development undertaken according to Standard **3.13.2.2** on the supervisor's practice.
- 3.16.4** A statement addressing the Pastoral Supervisor's plans for the future. (Limited to one page, not exceeding 500 words).
- 3.16.5** A report from the Centre Director, which addresses the professional supervisory practice of the Pastoral Supervisor within the CPE Centre.
- 3.16.6** Final Evaluations of each of the two CPE participants referred to in 3.16.2, included as an Appendix.

4.0 ACCREDITATION FOR SUPERVISORY RESPONSIBILITIES AS A CPE SUPERVISOR

The Association for Supervised Pastoral Education in Australia Inc. recognises CPE supervision as a senior professional discipline. Accreditation as a CPE Supervisor is the accreditation required to conduct an independently registered programme.

4.1 Functions of the CPE Supervisor

The CPE Supervisor is authorised to conduct and may be the Centre Director of an independently registered programme of CPE maintaining the Standards of the Association, and in dialogue and fellowship with supervisory colleagues. The CPE Supervisor may

supervise the work of level one, post level one and advanced students singly or in small groups. The CPE Supervisor may direct and co-ordinate the work of one or more Pastoral Supervisors, but is not authorised to provide "education in supervision" (See Sections 3.5, 3.6 and 3.12 of the Association Standards).

4.1.1 Supervisory experiences at this level follow the decision to begin to act as a CPE Supervisor. Such a decision shall be taken in consultation with a supervisor accredited or acting as a Clinical Pastoral Educator.

4.1.2 Candidates intending to act as a CPE Supervisor will have completed a bachelor degree in Theology. Prospective candidates who believe they have equivalent theological competence will need to demonstrate that to a Committee appointed by the Registration and Certification Committee before proceeding to act. Exception is made for candidates who were accredited as Pastoral Supervisors prior to 1st January, 1993. The theological competence of these candidates will be assessed at the time of review as a CPE Supervisor.

4.2 Period of Education

A candidate may, after due notification to the Registration and Certification Committee, act as a CPE Supervisor for a period of up to three years. Any extension beyond this period would require the application to, and the specific approval of, the Registration and Certification Committee.

4.3 Education in Supervision

"Education in supervision" implies the specific education of the candidate in the philosophy and methodology of supervision by a Clinical Pastoral Educator or person acting at that level as distinct from the candidate being supervised in supervision. It should be noted that if the CPE Supervisor is acting as a Clinical Pastoral Educator and providing the "education in supervision", the CPE Supervisor shall present for accreditation as an Educator within three years or within six months of completing the required units of education in supervision referred to in 5.6.

4.4 Peer group courses in Supervisory Education

Prior to presentation for certification as a CPE Supervisor, it is considered desirable that candidates take a course of supervisory education. It is suggested that such a course include a minimum peer group of three accredited Pastoral Supervisors and be of thirty hours duration. The course curriculum shall attempt to integrate the theory and practice of supervision. The course shall study relevant papers on the methodology, philosophy, spirituality, theology and practice of clinical pastoral supervision. It shall give attention to the study of the

standards set by the Association (ASPEA Inc.) and shall provide the opportunity for supervisors in training to review the written brief and/or detailed accounts of their supervision and evaluate their progress.

4.5 Intention to Act

The Chairperson of the Registration and Certification Committee should be notified of the supervisor's intention to act as a CPE Supervisor with a supporting letter from the Centre Director in which the courses will be conducted and from the Clinical Pastoral Educator who will be conducting the "education in supervision".

4.6 Required practical experience

Following the preceding negotiations, the candidate may act for a minimum of two and no more than four CPE units within three years. During the acting period the candidate's experiences in supervision should include the following:

4.6.1 Planning, Conducting and Evaluating

Actual planning, conduct and evaluation of at least two courses, each of ten weeks duration or longer (or the equivalent in part-time courses) in a satisfactory manner and involving a minimum of three different students in each course (see 1.2) and under the oversight of the Director of the Registered CPE Centre in which the courses are being conducted. A written evaluation of each unit of Acting as a CPE Supervisor

4.6.2 Changes to Acting Supervisory Status

- 4.6.2.1** If after the completion of one or more CPE Units an Acting CPE Supervisor decides to discontinue their training as a CPE Supervisor, they and the Centre Director, will notify the R&C Committee Chairperson of the Acting CPE Supervisor's decision to cease supervisory training.
- 4.6.2.2** If after the completion of one or more CPE units an Acting CPE Supervisor ceases to act but intends to return to their training, the acting supervisor will write to the R&C Committee Chairperson requesting temporary leave. This request needs to include a supporting letter from the Centre Director.
- 4.6.2.3** If the leave exceeds 24 months and the supervisor on leave wishes to resume their acting status, they will write to the R&C Chairperson for an interim review. This request needs to include a supporting letter from the Centre Director. This committee will be arranged by the R&C Chairperson. The review materials will include:

4.6.2.3.1 Written evaluation of each unit as an Acting CPE Supervisor (as per

4.6.1)

- 4.6.2.3.2 Written one page report of their supervision of each participant supervised (as per **4.8.9**)
- 4.6.2.3.3 A draft of the essay required for **4.8.11**
- 4.6.2.3.4 A statement of the salient features of their clinical supervision and future directions (as per **4.8.13.2 and 4.8.13.4**).

4.6.3 Integrating Education in Supervision

One of the courses (4.6.1) shall be under the supervision of a Clinical Pastoral Educator for the purpose of further "education in supervision". It is recommended where possible that this supervision be independent of the clinical centre context in order that the focus is clearly upon integrating "education in supervision".

4.6.4 Level One and Post Level One Units

Actual supervision of participants in CPE Level One as well as participants undertaking units of CPE beyond the initial unit of training.

4.6.5 Co-ordination of Pastoral Supervisors

Actual co-ordination, direction and oversight of the work of one or more pastoral supervisors and/or acting pastoral supervisors. A candidate seeking accreditation as CPE Supervisor who has not co-ordinated, directed or had oversight of the work of one or more Pastoral Supervisor/s, is eligible for accreditation but shall demonstrate the possession of the skills and sensitivity needed for this task, as part of the review. (see **3.12.3**.)

4.7 Application for Review

Reviews will be held in April/May and October. Written application by the candidate to the Registration and Certification Committee for permission to present for Review as a CPE Supervisor should be in the hands of the Committee Chairperson on the 1st day of the month three months prior to the review.

Checklist of Requirements to Accompany Review Application:

- 4.7.1** Written demonstration that each of the requirements in 4.6 has been met.
- 4.7.2** A cheque for the prescribed fee for the review and an additional non-refundable application fee.
- 4.7.3** Copy of Pastoral Supervisor Certificate.

- 4.7.4 Evidence of current ecclesiastical status or faith affiliation.
- 4.7.5 Evidence of current ASPEA Inc. membership.
- 4.7.6 Copy of certificate for one unit of "peer group education in supervision" and a letter or certificate confirming that Standard 4.6.3 has been met.
- 4.7.7 Letter(s) from the Director(s) of the Registered CPE Centre(s) where the two (or more) courses of CPE were conducted.

4.8 Guidelines for Candidates Preparing Materials for Review Committee as a CPE Supervisor

A review committee is concerned with the Candidate's ability to demonstrate the personal and professional competence essential for practice as a CPE Supervisor. This includes, in addition to the supervision of individuals, the planning, conduct and evaluation of a CPE unit and the supervision of a CPE group and its processes. It is expected that all materials will demonstrate the level of functioning of a senior professional discipline. The following written materials are required:

- 4.8.1 A cover sheet containing name, address, present position, faith, tradition and/or spiritual affiliation, degrees, diplomas and certificates, professional occupational background, experience in supervised pastoral education, and outcomes of previous ASPEA Inc. reviews.
- 4.8.2 A statement of the request by the Candidate of the review committee.
- 4.8.3 An updated autobiographical statement combined with a statement of, and theological reflection upon, the Candidate's spiritual pilgrimage.
- 4.8.4 Copies of previous ASPEA Inc review committee findings.
- 4.8.5 A copy of the evaluation by the Candidate's Supervisor of their review and evaluation of the Candidate's conduct of CPE unit/s. Where the Candidate functioned under different Supervisors, a report from each Supervisor is to be included.
- 4.8.6 A copy of the evaluations by the Candidate's Educator/s for the units of individual (4.3) and peer group (4.4) "Education in Supervision".
 - 4.8.6.1 A copy of the evaluation by the Centre Director, in which the course/s were conducted, of the functioning of the Candidate within the Centre.
- 4.8.7 A detailed reflective report including evaluation of the Candidate's supervision as an Acting CPE Supervisor of one actual CPE Group. The report will include:

- 4.8.7.1** The Candidate's description of each participant included in the Unit and the selection process. The group selected for this write up should include no less than four participants and no more than six. The description of each participant will be limited to 50 words.
- 4.8.7.2** An account of the Candidate's goals for each of the individual participants, including how and why these goals were derived. This account is to include the Candidate's plans and placement of the participants for their ministry or the Candidate's understanding of their ministry setting. The account for each participant will be limited to 50 words.
- 4.8.7.3** A summary description and evaluation of the Candidate's individual supervision of the participants in the CPE Unit under review. The description and evaluation of your supervision of each participant will be limited to 500 words and must include clinical evidence. (This excludes participants supervised by another supervisor.)
- 4.8.7.4** Should the Candidate coordinate a supervisor within the unit under review, a description of the issues attended to in this coordinating role. (Limit 500 words)
- 4.8.7.5** A description and evaluation of the Candidate's leadership and supervision of group process, including the following, each limited to 500 words,
- i. a description and assessment of the group's first meeting;
 - ii. the Candidate's leadership and supervision of a Seminar Presentation by one participant in the early part of the unit;
 - iii. the Candidate's recommendations to each participant at Mid Term Evaluations;
 - iv. the Candidate's leadership and supervision of a challenging group meeting;
 - v. the Candidate's leadership and supervision of a Seminar Presentation by one participant in the latter part of the unit;
 - vi. the Candidate's leadership and supervision of the final group of the unit.
- 4.8.8** An essay on a pastoral subject demonstrating the integration of Supervisory issues, sensitivity to the social sciences or personality theory and theological competence. (Limit 2,000 words)
- 4.8.9** A paper on the Candidate's methodology and understanding of Supervision and Educational Philosophy within the context of CPE. (Limit 2,000 words)
- 4.8.10** An evaluation of the Candidate's relationship with the Director of the Registered CPE Centre and Supervisors responsible for the Candidate's supervision with reference to specific participants, issues, themes, incidents, and the changes that have taken

place in the relationship over the period of training. (Limit 1,000 words)

4.8.11 A statement regarding completion of the issues surrounding the Candidate's acting as a CPE Supervisor, including how they have addressed recommendations from their previous committee and their plans for the future. (Limit 1,000 words)

4.8.12 In an appendix the Candidate will include:

4.8.12.1 A copy of the evaluations tabled by the Candidate at the completion of their individual and peer group courses of "education in supervision".

4.8.12.2 Copies of the final evaluations written by the participants who participated in the CPE unit presented by the Candidate being reviewed.

4.9 Presentation of Materials

The candidate's written papers excluding evaluations and cover sheet material shall not exceed the equivalent of fifty (50) A4 single spaced typed pages. Copies shall be provided to each of the review committee members at least fourteen (14) days prior to the scheduled review day.

4.10 The Review Committee

Each review committee, appointed by the Registration and Certification Committee, shall consist of a majority of supervisors accredited as CPE Supervisors.

4.10.1 The committee shall normally comprise five (5) members drawn wherever possible from different accredited centres. One member shall be appointed presenter and shall provide a written review and evaluation of the candidate's materials. Copies of this report shall be provided for each member of the committee. Another member shall be appointed committee chairperson and shall provide a written report and recommendation to the next meeting of the Registration and Certification Committee. Copies of the Presenter's and Chairperson's report shall only be available to the candidate on the agreement of the review committee.

4.10.1.2 The candidate ensures that the centre be responsible for arranging a venue and hospitality, eg refreshments for the review committee, in consultation with the Centre Director.

4.10.1.3 The Candidate to include with the materials a covering letter indicating date, time, including directions to the location of the committee and the cost and availability of parking or travel arrangements.

4.11 The Standards, Outcomes, and Objectives for a CPE Supervisor

In order to be accredited as a CPE Supervisor, a candidate shall demonstrate the following minimum requirements:-

4.11.1 Administrative Awareness

Ability to plan, implement and evaluate a unit of CPE. This ability will be in regard to creation of a programme timetable, budget, recruitment, placement of participants, negotiation with management, awareness of the philosophy of the institution and maintenance of records.

4.11.2 Interpersonal Awareness and Competence

4.11.2.1 Ability to relate pastorally to peers, participants, ecclesiastical and institutional authorities in the context of individual and group situations.

4.11.2.2 Ability to recognise and value the cultural differences in relationships and willingness to use consultants in the clarification of issues.

4.11.2.3 Ability to relate to other disciplines within the training context.

4.11.3 Intrapersonal Awareness and Competence

4.11.3.1 Emotional and spiritual maturity.

4.11.3.2 Personal integrity.

4.11.3.3 Ability to use personal qualities, experience and self awareness in supervision.

4.11.4 Educational Competence

4.11.4.1 Ability to conceptualise a personal philosophy of CPE as a learning theory, recognising the contribution of other educational theorists.

4.11.4.2 Ability as an experiential educator, who recognises all aspects of the CPE experience as opportunities for learning and education.

4.11.5 Theological Awareness

4.11.5.1 Ability to articulate clearly a personal theological identity.

4.11.5.2 Ability to conceptualise a theology of ministry as that theology is expressed in the candidate's supervisory practice.

4.11.5.3 Ability to reflect theologically on experience, and experience theology in supervisory practice.

4.11.5.4 Ability to help others reflect theologically on experience, and experience theology in the "practicum" of ministry.

4.11.5.5 Ability to draw together theory and practice in such a way that each informs the other.

4.12 Continuation of Acting Status

A person not accredited as a CPE Supervisor following review may be permitted to continue to act within approved programmes of CPE for such periods as the Registration and Certification Committee shall determine.

4.13 Ongoing professional accountability

4.13.1 Accountability for Professional Development

Within the five year review period, the CPE Supervisor must complete 100 points of professional development for supervisors, of which at least 25 points shall be conducted within ASPEA Inc. and related to supervisory practice. Usually this would reflect a variety of Professional Development Activities. See Appendix III for ASPEA Inc. Professional Development Points and Log Book.

4.14 Review of Accreditation

Accreditation as a CPE Supervisor is subject to ongoing review after five years or review at such other periods as the Executive of ASPEA Inc. shall from time to time determine in particular instances. It is expected that the applicant has conducted at least one accredited unit of CPE and has met the Association's Professional Development requirements for a CPE Supervisor (**4.13.1**), within the period under review. Accreditation will lapse for a supervisor who has not fulfilled this requirement within a five year period. CPE Supervisors who are unable to meet this requirement must appeal in writing to the R&C Committee, detailing reasons to support their request for an extension of their accreditation. Where appropriate, this request must be accompanied by a letter of support from their Centre Director.

On completion of 15 years of practice as a CPE Supervisor and the completion of two accreditation reviews following accreditation as a CPE Supervisor, a supervisor shall not be required to present for Review of Accreditation unless they or ASPEA Executive, request a review. The CPE Supervisor will report to R&C every five years of the professional development completed according to ASPEA Inc. Standards.

The Registration and Certification Committee may recommend to the Executive that the CPE Supervisor be awarded an Honorary Fellowship.

A review will be requested by ASPEA Executive if this body or the R&C Committee, have received written complaints from a Centre Director, or supervisory colleagues, or supervisees. The R&C Committee will recommend to the Executive whether the complaint can be appropriately addressed by either a review committee or the Ethical Standards Committee.

4.14.1 Application for Review of Accreditation

Written application for review of accreditation shall be made to the Chairperson of the Registration and Certification Committee by July 1 of the year in which the fifth year of accreditation is completed. This application will include a copy of the Supervisor's Professional Development Log Book, together with a cheque for the prescribed review fee. The review shall take place in the first half of the following year. It is understood that application for review provides conditional extension of accreditation up to the review date.

4.14.2 Review of Accreditation Committee

The Review Committee shall be organised by the Chairperson of the Registration and Certification Committee in consultation with the President of the Association and the supervisor to be reviewed, and shall consist of a majority of supervisors accredited as a CPE Supervisor. The Review Committee shall be chaired by the President, or delegated representative, who shall present a report and recommendation to the Registration and Certification Committee.

4.14.2.1 The Candidate ensures that the centre be responsible for arranging a venue and hospitality, eg refreshments for the review committee, in consultation with the Centre Director.

4.14.2.2 The Candidate to include with the materials a covering letter indicating date, time, including directions to the location of the committee and the cost and availability of parking or travel arrangements.

4.15 Materials for Review of Accreditation

The following materials are required:

4.15.1 A cover sheet and recommendations from the previous Committee. An evaluation of the salient features of the candidate's work as a CPE supervisor during the past five years highlighting the high and low points in the candidate's relationship with participants, Pastoral Supervisors, other CPE Supervisors, Clinical Pastoral Educators, the Association, Institution and Church authorities. (The evaluation is to be limited to five A4 typed pages, not exceeding 2,500 words)

- 4.15.2** Evidence of professional development undertaken according to Standard 4.13 and a statement attesting to the impact of this professional development on the supervisor's practice.
- 4.15.3** A statement addressing the CPE supervisor's plans for the future (limited to one A4 typed page, not exceeding 500 words).
- 4.15.4** A paper relevant to supervisory issues of a standard suitable for submission in a peer reviewed journal. (Limited to 3,000 words)

5.0 ACCREDITATION FOR SUPERVISORY RESPONSIBILITIES AS A CLINICAL PASTORAL EDUCATOR

The Association for Supervised Pastoral Education in Australia Inc. recognises education in supervision as a senior professional discipline. Accreditation as a Clinical Pastoral Educator is the accreditation required to provide education in supervision according to the standards and constitution of the Association.

5.1 Functions of the Clinical Pastoral Educator

The Clinical Pastoral Educator is authorised to conduct an independently registered programme of CPE maintaining the Standards of the Association, and in dialogue and fellowship with supervisory colleagues. The Clinical Pastoral Educator may supervise the work of level 1, post level 1 and advanced students singly or in small groups. The Clinical Pastoral Educator may direct and co-ordinate the work of one or more Pastoral Supervisors and CPE Supervisors, and may provide education in supervision for Supervisors acting as a Pastoral or CPE Supervisor; or Clinical Pastoral Educator.

5.2 Consultation

Supervisory experiences at this level follow the decision to begin to act as a Clinical Pastoral Educator. Such a decision shall be taken in consultation with fellow Supervisors in the Association. The candidate aspiring to be an educator shall present for accreditation as a Clinical Pastoral Educator within three years of notifying the Registration and Certification Committee of their intention to so act or within six months of completing the required units of education in supervision referred to in 5.6.

5.3 Intention to Act

The Chairperson of the Registration and Certification Committee shall be notified of the CPE Supervisor's intention to act as a Clinical Pastoral Educator. Notification shall include a supporting letter from the Clinical Pastoral Educator who will be consultant to the candidate during the period of acting as Clinical Pastoral Educator.

5.4 Period of Education

A candidate may, after due notification to the Registration and Certification Committee, act as Clinical Pastoral Educator for a period of up to three years. Extensions beyond this period of acting shall be determined by the availability of supervisors seeking education in supervision and by application to, and the approval of the Registration and Certification Committee. The candidate shall demonstrate active pursuit of opportunities to conduct units of education in supervision

and shall undertake to present for accreditation within six months of completing the required units (5.6).

5.5 Education in Supervision

"Education in supervision" implies the specific education of Supervisors in the philosophy and methodology of supervision by a Clinical Pastoral Educator or person acting at that level. This education in supervision takes place both in the course work (5.6.3) and in the individual sessions with the Clinical Pastoral Educator (5.6.2).

5.6 Required Practical Experience

Following the preceding negotiations, the candidate may act for a period of up to two years. During the acting period the candidate's experiences in supervision and education should include the following:-

5.6.1 Supervision of a Pastoral Supervisor

Actual planning for, conduct and evaluation of the education in supervision of at least one Acting Pastoral Supervisor leading to and including review as a Pastoral Supervisor. A written evaluation of each unit of Acting as an Clinical Pastoral Educator.

5.6.2 Education of a CPE Supervisor

Actual planning for, conduct and evaluation of education in supervision provided for an acting CPE Supervisor proceeding towards meeting the requirements of 4.6. The period of education in supervision shall be a minimum of thirty (30) hours. A written evaluation of each unit of Acting as a Clinical Pastoral Educator.

5.6.3 Peer Group Courses in Supervisory Education

Prior to their presentation for certification as an educator it is advised that candidates share in the leadership of a course of supervisory education with an accredited Clinical Pastoral Educator. Refer to 4.4. The details of this course to be conducted for Acting CPE Supervision can be found in 4.4.

5.7 Application to Review as a Clinical Pastoral Educator

Reviews will be held in April/May and October. Written application by the candidate to the Registration and Certification Committee for permission to present for Review as a Clinical Pastoral Educator should be in the hands of the Committee Chairperson on the 1st day of the month three months prior to the review.

Checklist of Requirements to accompany Review Application:

- 5.7.1 Written demonstration that the candidate has met each of the requirements in 5.6.
- 5.7.2 A cheque for the prescribed fee for the review and an additional non-refundable application fee.
- 5.7.3 Copy of CPE Supervisor Certificate.
- 5.7.4 Evidence of current ecclesiastical status.
- 5.7.5 Evidence of current ASPEA Inc. membership.

5.8 Guidelines for Candidates preparing materials for Review Committee as a Clinical Pastoral Educator

A review committee is concerned with the candidate's ability to demonstrate the kind of personal and professional competence essential for the education of supervisors of people engaged in pastoral ministry. It is expected that all materials will demonstrate the level of functioning of a senior professional discipline.

- 5.8.1 A cover sheet containing such information as name, address, age, present position, church denomination, degrees, diplomas and certificates, professional occupational background, experience in supervised pastoral education and results of previous reviews.
- 5.8.2 Copies of previous review committee findings.
- 5.8.3 A statement of the request by the candidate of the review committee.
- 5.8.4 An updated autobiographical statement.
- 5.8.5 A statement of, and theological reflection upon, the candidate's spiritual pilgrimage.
- 5.8.6 (A) report(s) from the Clinical Pastoral Educator(s) engaged as consultant(s) during the period of acting as an educator.
- 5.8.7 A detailed evaluation report of the candidate's education as an Acting Clinical Pastoral Educator of one supervisor engaged in the process of acting as a CPE Supervisor. The report should include:-
 - 5.8.7.1 Candidate's description of the Acting CPE Supervisor, including a biographical sketch, and giving attention to the candidate's assessment of the Acting CPE Supervisor's faith development, learning style, orientation in spirituality and theology, and capacity for conceptual understanding at the commencement of the educational contract.
 - 5.8.7.2 Candidate's description and evaluation of the negotiations towards the establishment of a contract for learning, with particular reference to:-

- i. clarification of the boundaries surrounding the delegation of authority and responsibility to the acting CPE Supervisor to conduct a programme within the Registered Centre by that CPE Centre Director;
- ii. details of the negotiations for a fee paid to the candidate for the provision of "education in supervision".

5.8.7.3 In the case where the candidate is providing education of an Acting CPE Supervisor within the candidate's Centre the report shall include:-

- i. a description and evaluation of the planning and stepping back process by the candidate for the Acting CPE Supervisor to plan and conduct a programme;
- ii. an evaluation of the tensions experienced by the candidate and how they were addressed in either allowing the Acting CPE Supervisor to function freely or follow established procedures in the Centre.

5.8.7.4 A description and evaluation of the education of the Acting CPE Supervisor, including:-

- i. an assessment of the supervisor's development in supervision demonstrated by clinical materials;
- ii. the candidate's comments on the supervisor's written reports;
- iii. excerpts from educational conferences;
- iv. the manner in which particular issues or incidents were addressed in education;
- v. an assessment of the capacity of the Acting Clinical Supervisor to appropriate the "education in supervision".

5.8.7.5 Evaluation of the Clinical Pastoral Educator's style and method of education and curriculum covered.

5.8.7.6 A description and assessment of the Acting CPE Supervisor's capacity to move towards peership with CPE Supervisors and continue to relate personally and professionally with Pastoral Supervisors, as well as an evaluation of the action taken by the candidate to help the Acting CPE Supervisor to understand and make the transition.

5.8.8. A summary description and evaluation (limited to five A4 typed pages) of the candidate's supervision of an Acting Pastoral Supervisor, while acting as a Clinical Pastoral Educator.

5.8.9 Copies of an evaluation of the educational relationship written by the Supervisors referred to in **5.8.7.** and **5.8.8.** above.

5.8.10 A report from the Registered CPE Centre Director focusing on the quality of the service delivered by the candidate to the Supervisor(s) of the students and the students' service delivery to clients, patients, and parishioners.

In the event that the candidate is the Centre Director, a report addressing the quality of service delivery shall be sought by the candidate from a responsible person in the institution qualified to express such an opinion.

5.8.11 A paper of a standard suitable for publication on a subject demonstrating the candidate's possession of:-

5.8.11.1 a clear theory of education;

5.8.11.2 an appreciation of a significant theological writer, or the exegesis of a passage of scripture;

5.8.11.3 the ability to practise the provision of "education in supervision" in the context of pastoral ministry within the Church.

5.8.12 A report of the candidate's acting as a Clinical Pastoral Educator, including:-

5.8.12.1 an evaluation of the candidate's relationship(s) with the consultant(s) engaged during the period of acting as an Educator.

5.8.12.2 an evaluation of the candidate's transition from a CPE Supervisor to a Clinical Pastoral Educator, including an assessment of significant peer relationships.

5.8.12.3 a statement regarding completion of the issues surrounding the candidate's acting as a Clinical Pastoral Educator and plans for the future.

5.9 Presentation of Materials

The candidate's written papers excluding evaluations and cover sheet material shall not exceed the equivalent of fifty (50) A4 single spaced typed pages. Copies shall be provided to each member of the review committee at least fourteen (14) days prior to the scheduled day of review.

5.10 The Review Committee

Each review committee appointed by the Registration and Certification Committee shall consist of a majority of Supervisors accredited as Clinical Pastoral Educators, 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.

5.10.1 The Committee shall normally comprise five members, drawn wherever possible from different accredited centres. One member shall be appointed presenter and shall provide a written review and evaluation of the candidate's materials. Copies of this report shall be provided for each member of the Committee. Another member shall be appointed Committee Chairperson and shall provide a written report and recommendation to the next meeting of the Registration and Certification Committee. Copies of the Presenter's and Chairperson's reports shall only be available to the Candidate on the agreement of the Review Committee.

5.10.1.1 The candidate ensures that the centre be responsible for arranging a venue and hospitality, eg refreshments for the review committee, in consultation with the Centre Director.

5.10.1.2 The Candidate to include with the materials a covering letter indicating date, time, including directions to the location of the committee and the cost and availability of parking or travel arrangements.

5.11 The Standards, Outcomes, and Objectives for a Clinical Pastoral Educator

In order to be accredited as a Clinical Pastoral Educator, a candidate shall demonstrate the following minimum requirements:-

5.11.1 Administrative Awareness

Ability to teach the planning, organisation, leading, co-ordination and control of CPE programmes with particular focus upon the relationship and accountability to the Association, and to management structures in an institution, organisation or region.

5.11.2 Interpersonal Awareness and Competence

5.11.2.1 Ability to relate pastorally and with authority to students and supervisors to whom responsibility for pastoral ministry, pastoral supervision, and clinical supervision is delegated.

5.11.2.2 Accountability to the Association to ensure the standards of the Association are maintained in the conduct of CPE programmes.

5.11.2.3 Ability to co-ordinate multiple courses conducted simultaneously in one centre, region or organisation.

5.11.2.4 Accountability to the employer for time management and ministry priorities, and to the employer or manager of a secular institution or organisation for the quality of pastoral and supervisory services for which the candidate is responsible, and for the demarcation of roles.

5.11.3 Intrapersonal Awareness and Competence

Capacity to take appropriate responsibility for ongoing intrapersonal development.

5.11.4 Educational Competence

5.11.4.1 Ability to co-ordinate and complement the work of people at various levels of training in pastoral ministry and supervision as opportunities for experiential education.

5.11.4.2 Ability to disseminate state of the art information to students, supervisors and peers in the areas of pastoral ministry, theology, pastoral and clinical supervision.

5.11.4.3 Ability to apply the findings of research relevant to Clinical Pastoral Education.

5.11.4.4 Ability to conceptualise the theological conflicts experienced in the demands by contemporary society for measurements of effectiveness in the fields of pastoral care and educational programme evaluation.

5.11.5 Theological Awareness

5.11.5.1 Ability to conceptualise and synthesise propositions from the theological disciplines with the findings of social science and the practice of Clinical Pastoral Education.

5.11.5.2 Awareness of the critical interrelatedness of faith development, theological orientation and indigenous spirituality in pastoral and supervisory formation.

5.12 Continuation of Acting Status

A person not accredited as a Clinical Pastoral Educator following review may be permitted to continue to act within approved programmes of CPE for such periods as the Registration and Certification Committee shall determine.

5.13 Review of Accreditation

Accreditation as a Clinical Pastoral Educator is subject to ongoing review after five years or review at such other periods as the Executive of ASPEA Inc. 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 and undertaken a minimum of twenty hours of professional development per annum. Accreditation will lapse if a supervisor has not sought a review of accreditation within a five year period since the last review.

On completion of 15 years of practice as a CPE Supervisor and as a Clinical Pastoral Educator, and the completion of one accreditation review following accreditation as a Clinical Pastoral Educator, the person may apply to the R & C Committee for recommendation to the Executive that they be awarded an Honorary Fellowship. Having attained Honorary Fellowship in this way, the Educator shall not be required to present for Review of Accreditation unless the Educator requests a review. The Clinical Pastoral Educator with honorary status will report to R&C each five years of the professional development completed according to ASPEA Standards.

A review will be requested by the Registration and Certification Committee if it has received written complaints from a Centre Director, or supervisory colleagues, or supervisees. The R&C committee will determine whether the complaint is addressed by a review committee or the Ethical Standards Committee.

Completion Review

Upon the resignation of a Centre Director, the closure of a CPE Centre, or the retirement of a Centre Director, Clinical Pastoral Educator or CPE Supervisor, the Registration and Certification Committee will invite the Supervisor 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 Supervisor. There will be no fee charged for a completion review.

5.13.1 Application for Review of Accreditation

Written application for review of accreditation shall be made to the Chairperson of the Registration and Certification Committee by July 1 of the year in which the fifth year of accreditation is completed. The review shall take place in the first half of the following year. It is understood that application for review provides conditional extension of accreditation up to the review date.

5.13.2 Review of Accreditation Committee

The Review Committee shall be organised by the Chairperson of the Registration and Certification Committee in consultation with the President of the Association and the Supervisor to be reviewed. The committee shall consist of a majority of Supervisors accredited as Educators and other consultants as required. The Review Committee shall be chaired by the President, or delegated representative who shall present a report and recommendation to the Registration and Certification Committee.

5.13.2.1 The candidate ensures that the centre be responsible for arranging a

venue and hospitality, eg refreshments for the review committee, in consultation with the Centre Director.

- 5.13.2.2** The Candidate to include with the materials a covering letter indicating date, time, including directions to the location of the committee and the cost and availability of parking or travel arrangements.

5.14 Materials for Review of Accreditation

The following materials are required:

- 5.14.1** A cover sheet and recommendations from the previous Committee. An evaluation (limited to five A4 typed pages) of the salient features of the work as a Clinical Pastoral Educator during the past five years, highlighting the high and low points in the Supervisor's relationship with students, Pastoral Supervisors, CPE Supervisors, other Clinical Pastoral Educators, the Association, Institution and Church authorities.
- 5.14.2** Evidence of professional development undertaken according to Standard **5.13** and a statement attesting to its impact on the Educator's supervisory practice.
- 5.14.3** A statement addressing the Clinical Pastoral Educator's plans for the future (limited to one A4 typed page).
- 5.14.4** A paper relevant to supervisory and/or educational issues of a standard suitable for publication.

6.0 REGISTRATION, ADMINISTRATION AND DIRECTION OF CPE CENTRES

6.1 Direction of Clinical Pastoral Education Centres

In each ASPEA Inc. Registered Centre there shall be one supervisor accredited as a CPE Supervisor or Clinical Pastoral Educator authorised by ASPEA Inc. to plan, organise, lead, and control clinical pastoral education programmes within the centre. This person shall be called the CPE Centre Director. A Registered Centre shall not be duplicated in any one campus of a corporate body or structure.

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

6.1.2 An employing body shall advise ASPEA Inc. the name of the person who, meeting these qualifications, shall be recognised by ASPEA Inc. as the CPE Centre Director.

6.1.3 In the event of a conflict arising when two different employing bodies recommend qualified persons working within the one public institution or organisation, the Executive of ASPEA Inc. would make itself available to the management as a consultant and advisor.

6.2 Application for Registration

A Supervisor accredited by ASPEA Inc. as a CPE Supervisor or Clinical Pastoral Educator, shall apply to the Registration and Certification Committee by writing to the Chairperson, requesting that an ASPEA Inc. CPE Centre be registered within a particular Institution, Organisation or Region. The application for Registration shall include:-

6.2.1 A written report demonstrating how the prescribed standards will be met within the proposed Centre.

6.2.2 Details of the Centre's aims and objectives, with an outline of levels of training to be offered – level one, advanced, supervisory, full-time and part-time.

6.2.3 A document demonstrating the approval by the employer of the CPE Centre Director designate regarding the time and duty commitment required by the CPE Centre Director and this to be included in their position description.

6.2.4 A document demonstrating the understanding and approval by the management of the institution(s) or organisation(s) in which students shall be assigned to provide pastoral ministry. The document shall indicate management support for:-

6.2.4.1 the access of participants to patients, clients, parishioners and

employees.

- 6.2.4.2 provision of institutional identification and access to regular staff facilities - eg. cafeteria, library, parking, photocopying.
- 6.2.4.3 access to relevant information about patients, clients, parishioners, and employees, whilst ensuring appropriate confidentiality.
- 6.2.4.4 the authority of the CPE Centre Director (should the CPE Centre Director not be employed or contracted by the Institution or Organisation, the person should receive honorary recognition as a member of staff).
- 6.2.4.5 provision of the prescribed registration fee. (A cheque 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).

6.3 Centre Director's authority over CPE Programme

All Supervisors working in an ASPEA Inc. Centre are accountable to the Centre Director for maintaining ASPEA Inc. standards.

6.4 Renewal of Registration

Registration of the Centre shall be renewed following each successful re-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.

6.5 Centre Boundaries

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

6.6 Letter of Registration

The Registration and Certification Committee shall make recommendation to the Executive of ASPEA Inc. that a CPE Centre be registered under the name of a CPE Supervisor or Clinical Pastoral Educator. When the decision is ratified by the Executive the Association Secretary shall forward to the C.P.E Centre Director a letter of Registration.

6.7 Accountability of the CPE Centre Director

The authorised CPE Centre Director shall be accountable to ASPEA Inc. for maintenance of ASPEA Inc. Standards for all CPE programmes conducted in the Registered Centre.

6.8 Notification of Changes in Centres

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

6.9 Keeping of Records

The Centre Director undertakes to inform the Registrar of its CPE graduates at the completion of each unit. The required form is to be completed and forwarded to the Registrar for each candidate at the end of each unit.

- 6.9.1.** 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.

6.10. Privacy

The Centre Director is responsible for ensuring the Centre has a Policy for the Management of Personal Information for CPE students, Pastoral Care Interns, Acting Pastoral Supervisors, Pastoral Supervisors and Acting CPE Supervisors in compliance with the requirements of the National Privacy Principles from the Privacy Amendment (Private Sector) Act 2000 and or the Health Records Act 2001 (Vic).

- 6.10.1.** For the Supervisory Accreditation Review materials the Centre Director will complete and sign an ASPEA 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 in accordance with the standard proposed by the Department of Human Services, Victoria, Australia: De-identifying personal Information (www.dhs.vic.gov.au/privacy/ippg/concept/deidentpi/htm).

6.11 Closure of Centre

- 6.11.1** Employing body to notify R&C of ASPEA Inc

- 6.11.2.** The retiring Centre Director to advise R&C of arrangements for supervisory personnel
- 6.11.3.** Forward records in accordance with Standard 6.9.1. to the Chair of R&C for archiving for the duration of the required five year period.
- 6.11.4.** The employing body to reconcile to the Association any outstanding fees.

7.0 STANDARDS FOR REGISTRATION OF CENTRES FOR CLINICAL PASTORAL EDUCATION

- 7.1** The Centre has a Director recognised through ordination, commissioning or profession by an appropriate church body, who is also accredited by the Association for Supervised Pastoral Education in Australia Inc., as a CPE Supervisor or Clinical Pastoral Educator. In special circumstances on the recommendation of the Registration and Certification Committee, the Association may appoint an Acting CPE Supervisor as Acting Director of a CPE centre on the understanding that there is a clear contract for ten hours of individual supervision with a Clinical Pastoral Educator or Acting Educator or for each programme conducted in the Centre.
- 7.2** The Centre has a programme of ministry integrated with the services of the institution, agency or parish of which it is a part, and the demonstrated commitment should include responsible support of the programme and its students, for example, by providing participant stipends, adequate secretarial services, meeting space, library facilities, and other means by which the Centre can carry on its educational function and the Supervisor fulfil the relevant professional obligations.
- 7.3** The Centre operates within a milieu that encourages human growth and dignity and engages the participant in interdisciplinary contact or team functioning, making provision for professional interchange, consultation and/or teaching in relation to persons representing other helping disciplines.
- 7.4** The Centre is able to provide significant opportunities for ministry, and enables participants to function as staff members in the clinical practice of ministry at a level appropriate to their experience and professional development.
- 7.5** The Centre is large enough to support at least three participants so that both peer group and individual supervisory learning can take place.
- 7.6** The Supervisors of the Centre shall engage in regular consultation with their immediate supervisory peers and with appropriate professional peers in their institution or organisation.
- 7.7** The Centre has a Privacy Policy that is made available to all participants accepted into the Centre for Level One, Advanced and Supervisory CPE. The Centre maintains a file of participant and any supervisory evaluations of each participant in the Centre's programme. Should a Centre cease operation, placement of these records shall be at the direction of the Registration and Certification Committee of the ASPEA Inc.
- 7.8** Should staff currently employed in an institution/organisation enter into supervisory practise their position description and/or employment agreement needs to be modified to include their supervisory responsibilities.
- 7.9** The Centre Director will negotiate with the institution/organisation the status and recognition of supervisors who are not employed by the institution/organisation.
- 7.9.1** The CPE Centre Director is responsible to ensure that all people within the Centre adhere to the institution/organisation's policies and procedures.

7.11 Participant Assignment Under Separate Administration

When a Centre has participants placed in assignments which are under separate administration from the Registered Centre e.g. placement in an area which could not by itself meet the minimum standards for registration as a Centre, the following additional requirements shall be met:-

- 7.11.1** there shall be evidence of clear communication between the Director of the Registered Centre and an appropriate representative of the affiliated institution and the chaplains of that institution;
- 7.11.2** it shall be demonstrated that there is in the placement, e.g. parish, organisation or other institution, opportunity for ministry and education which will contribute sufficiently to the total education of the participant.
- 7.11.3** There shall be a contract between the Registered Centre and its affiliate which shall take into account:-
 - 7.11.3.1** the amount of time the participant will devote to activities at the Registered Centre and at the placement;
 - 7.11.3.2** the ministry functions that the participant is expected to carry out in the placement;
 - 7.11.3.3** the administrative person or committee in the placement to whom the student is accountable, and how this administrative oversight will be exercised;
 - 7.11.3.4** the provision for regular consultation and communication between the Registered Centre and the placement, both to facilitate the placement contract and to review the participant's performance in the placement setting;
- 7.11.4** participants shall only be placed in an institution where there is a Registered CPE Centre with the written approval of the Centre Director of that CPE Centre.

7.12 Supervisory CPE

All Centres shall meet the basic standards listed above. In addition, Centres which conduct supervisory CPE shall:-

- 7.12.1** provide a peer group at least on a regional level meeting on a regular basis;
 - 7.12.2** have access to a Clinical Pastoral Educator or Acting Educator for "education in supervision";
 - 7.12.3** offer didactic instruction appropriate to the learning of supervision;
 - 7.12.4** provide sufficient CPE participants for the training requirements of each Acting Supervisor.
- 7.13 Fees:** An annual registration fee and a participant levy shall be paid by the Centre to the Treasurer of the ASPEA Inc. no later than 31st January each year.

APPENDIX I

Guidelines for Review Committees

The purpose of the following guidelines is to assist committee members in their engagement with the candidate's materials.

All committees of review within ASPEA Inc. are appointed by the Registration and Certification Committee, which is a sub committee of the Executive of the Association. All decisions and recommendations of a review committee are processed by the R&C committee which then forwards its recommendations and commendations to the Executive for consideration and decision. The Executive of the Association then communicates to the Candidate the outcome of the review.

Review Committees within the Association

Ad Hoc Committee

An Ad Hoc Committee is organised by the Chairperson of the R&C Committee and chaired by the ASPEA Inc. CPE

Centre Director of the Centre in which the candidate negotiated to act. The Committee shall include not more than two Pastoral Supervisors and at least two CPE Supervisors all of whom shall receive an honorarium from either the CPE Centre or the Candidate. (Standards 3.1.5.1 and 3.1.5.2)

Assessment Tool for Accreditation

Guidelines for Committee Members for the Review of a Pastoral Supervisor

3.12 The Standards, Outcomes, Objectives for a Pastoral Supervisor: In order to be accredited as Pastoral Supervisor, a Candidate shall demonstrate aptitude in the following:-	Does not meet the Standard	Meets the Standard	Exceeds the Standard
<i>Ability to read, understand and address the written requirements as set out in the Standards;</i>			
<i>Ability to describe and evaluate both in detail and in summary form, the actual supervision of a selection of participants;</i>			
<i>Ability to demonstrate the integration of actual supervision, theological understanding and supervisory theory;</i>			
<i>Ability to discuss in writing and/or discussion the completion of the recommendations from previous Review Committees.</i>			
3.12.1 Basic Supervision Ability to evoke in the CPE participant a sense of pastoral identity and professional self-worth.			
3.12.2 Clarity of Boundaries Ability to discuss the pastoral role and professional identity. Ability to assist the participant to clarify priorities and establish boundaries in their ministry. Capacity to assist the participant to adjust to a variety of stressful circumstances in ministry.			
3.12.3. Ministry Competence Ability to model competence in Pastoral Ministry and demonstrate qualities and abilities that reflect enjoyment and satisfaction in ministry.			
3.12.4 Review of Written Work Ability to review the written work of participants, and discuss the participant's intervention with clients, patients and/or parishioners.			
3.12.5 Understanding of Professional and Ethical Conduct Ability to assist participants to demonstrate within their practice of ministry the level of professional and ethical conduct in compliance with the ASPEA Inc. code of ethics.			
3.12.6 Understanding of the	Does not	Meets the	Exceeds

Christian Faith Ability to communicate an understanding of the Christian Faith and demonstrate sensitivity to other faiths in the context of pastoral ministry and supervision.	meet the Standard	Standard	the Standard
3.12.7 Understanding of Personal History and Identity in Supervision Ability to use his/her pastoral identity and personal history in the practice of supervision.			
Engagement with the Committee	Comments		

Please note this document will be forwarded with the Chairperson's report to R&C where it will be kept for 5 years.

Assessment Tool for Accreditation

Committee Members Guidelines for the Review of a CPE Supervisor

4.11 The Standards, Outcomes, Objectives for a CPE Supervisor: In order to be accredited as a CPE Supervisor, a candidate shall demonstrate the following minimum requirements:-	Does not meet the Standard	Meets the Standard	Exceeds the Standard
<i>Ability to read, understand and address the written requirements as set out in the Standards;</i>			
<i>Ability to describe and evaluate both in detail and in summary form, the actual supervision of a selection of participants;</i>			
<i>Ability to demonstrate the integration of actual supervision, theological understanding and supervisory theory;</i>			
<i>Ability to discuss in writing and/or discussion the completion of the recommendations from previous Review Committees.</i>			
4.11.1 Administrative Awareness Ability to plan, implement and evaluate a Basic unit of CPE This ability will be in regard to creation of a programme timetable, budget, recruitment, placement of students, negotiation with management, awareness of the philosophy of the institution and maintenance of records.			
4.11.2 Interpersonal Awareness and Competence 4.11.2.1 Ability to relate pastorally to peers, students, ecclesiastical and institutional authorities in the context of individual and group situations.			
4.11.2.2 Ability to recognise and value the cultural differences in relationships and willingness to use consultants in the clarification of issues.			
4.11.2.3 Ability to relate to other disciplines within the training context.			
4.11.3 Intrapersonal Awareness and Competence 4.11.3.1 Emotional and spiritual maturity.			
4.11.3.2 Personal integrity.			
4.11.3.3 Ability to use personal qualities, experience and self awareness in supervision.			
4.11.4 Educational Competence 4.11.4.1 Ability to conceptualise a personal philosophy of CPE as a learning theory, recognising the contribution of other educational theorists.			
4.11.4.2 Ability as an experiential educator, who recognises all aspects of the CPE experience as opportunities for learning and education.			
4.11.5 Theological Awareness 4.11.5.1 Ability to articulate clearly a personal theological identity.			
4.11.5.2 Ability to conceptualise a theology of ministry as that theology is expressed in the candidate's supervisory practice.			
4.11.5.3 Ability to reflect theologically on experience, and experience theology in supervisory practice.			
4.11.5.4 Ability to help others reflect theologically on experience, and experience theology in the "practicum" of			

ministry.			
4.11.5.5 Ability to draw together theory and practice in such a way that each informs the other.			
Engagement with the Committee	Comments		

Please note this document will be forwarded with the Chairperson's report to R&C where it will be kept for 5 years.

Assessment Tool for Accreditation
Committee Members for the Review of a Clinical Pastoral Educator

5.11 The Standards, Outcomes, Objectives for a Clinical Pastoral Educator: In order to be accredited as a Clinical Pastoral Educator, a candidate shall demonstrate the following minimum requirements:-	Does not meet the Standard	Meets the Standard	Exceeds the Standard
5.11.1 Administrative Awareness Ability to teach the planning, organisation, leading, co-ordination and control of CPE programmes with particular focus upon the relationship and accountability to the Association, and to management structures in an institution, organisation or region.			
5.11.2 Interpersonal Awareness and Competence 5.11.2.1 Ability to relate pastorally and with authority to students and supervisors to whom responsibility for pastoral ministry, pastoral supervision, and clinical supervision is delegated.			
5.11.2.2 Accountability to the Association to ensure the standards of the Association are maintained in the conduct of CPE programmes.			
5.11.2.3 Ability to co-ordinate multiple courses conducted simultaneously in one centre, region or organisation.			
5.11.2.4 Accountability to the employer for time management and ministry priorities, and to the employer or manager of a secular institution or organisation for the quality of pastoral and supervisory services for which the candidate is responsible, and for the demarcation of roles.			
5.11.3 Intrapersonal Awareness and Competence Capacity to take appropriate responsibility for ongoing intrapersonal development.			
5.11.4 Educational Competence 5.11.4.1 Ability to co-ordinate and complement the work of people at various levels of training in pastoral ministry and supervision as opportunities for experiential education.			
5.11.4.2 Ability to disseminate state of the art information to participants, supervisors and peers in the areas of pastoral ministry, theology, pastoral and clinical supervision.			
5.11.4.3 Ability to apply the findings of research relevant to Clinical Pastoral Education.			
5.11.4.4 Ability to conceptualise the theological conflicts experienced in the demands by contemporary society for measurements of effectiveness in the fields of pastoral care and educational programme evaluation.			
5.11.5 Theological Awareness 5.11.5.1 Ability to conceptualise and synthesise propositions from the theological disciplines with the findings of social science and the practice of Clinical Pastoral Education.			
5.11.5.2 Awareness of the critical interrelatedness of faith development, theological orientation and indigenous spirituality in pastoral and supervisory formation.			

Engagement with the Committee	Comments
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Please note this document will be forwarded with the Chairperson's report to R&C where it will be kept for 5 years.

Presenter's Written Report: A Working Document Only

A copy provided for each member of the committee

1. A statement as to the candidate's fulfilment of the written requirements according to the standards, noting any exclusions.
2. Locate in the Candidate's materials that previous recommendations have been addressed.
3. A brief appraisal of the Candidate's strengths and weaknesses in their professional practice.
4. List issues for discussion by the committee.
5. A preliminary recommendation re accreditation may be made.

Duties of the Committee Chairperson

These are the things that need to be considered in the normal process of the committee: -

1. Ensure appropriate hospitality is afforded to the candidate and the committee.
2. Determine the manner in which the committee will proceed.
3. Facilitate the discussion and the determination of the appropriate time arrangements.
4. Inform the candidate of the time arrangements.
5. Facilitate communication within the committee and interaction between the candidate and committee members.
6. Complete assessment tool for accreditation (if the assessment of individual members differ indicate the split by numbers)
 - i. determine the vote of each committee member as to the candidate's accreditation.
 - ii. Work with the committee to formulate recommendations. (See guidelines)
 - iii. If necessary, arrange for debriefing of committee members.
 - iv. If necessary, arrange for debriefing of the candidate.
7. Ensure all candidate's materials are returned and all copies of the presenter's working document are shredded.
8. Compile a report to be forwarded to the Chairperson of the Registration and Certification Committee. The Report will include:
 - i. A brief summary of the proceedings
 - ii. A brief summary of the issues discussed with the candidate and the interchange between the candidate and the members of the Committee.
 - iii. The decision of the Committee and the voting pattern
 - iv. The commendations and recommendations of the Committee
9. Forward to the Chairperson of the Registration and Certification Committee
 - i. The Chairperson's report
 - ii. The completed Assessment Tool for Accreditation

Proposed Process and Time Frame

It is suggested that three hours be allocated for an Accreditation Review Committee and that Review of Accreditation committees are more likely to take two to two and a half hours.

A Suggested Time Frame:

5-10 minutes	The committee gathers. Agreement is reached on the way the committee will operate, including the use of presenter's report and approximate time frame required. The chairperson communicates this time frame to the candidate.
40-45 minutes	The presenter's report is read. The committee identifies and clarifies the issues to be explored with the candidate.
Up to 60 minutes	The committee engages with the candidate.
30 - 40 minutes	The committee generally meets without the candidate to vote on their decision regarding accreditation and to formulate commendations and recommendations.
5 minutes	The recommendations to be made to the Registration and Certification Committee are communicated to the candidate.
If required	Arrange for debriefing of the candidate and/or the committee.

Formulation of Recommendations

Recommendations made by Review Committees will be according to the Standards, of the appropriate level of accreditation.

Recommendations

1. The first recommendation will state clearly the decision of the Review Committee in relation to the request of the candidate.
2. Recommendations will:

Be consistent with the post Accreditation responsibilities and accountability of the Level at which the supervisor is seeking accreditation.

Focus on professional development.

Be expressed in a language that is understandable to the candidate, by those outside C.P.E., by members of future review committees and by persons/professionals consulted by the candidate. Particular care needs to be taken if the candidate's own words are used.

Be stated in the third person.

APPENDIX II

**CONFIRMATION OF INCLUSION OF NECESSARY CONSENT FORMS OR A
STATEMENT BY THE SUPERVISOR IN TRAINING THAT PERSONAL
INFORMATION HAS BEEN
DE-IDENTIFIED**

I, _____, CONFIRM THAT

CENTRE DIRECTOR

SUPERVISOR IN TRAINING IN THIS CENTRE

HAS INCLUDED THE REQUIRED CONSENT FORMS FROM CPE STUDENTS WHOSE EVALUATIONS ARE INCLUDED WITH THESE MATERIALS ALONG WITH A CONSENT FORM FROM THE PARTICIPANTS REPORTED UPON IN SUPERVISION

OR

HAS DECLARED IN WRITING THAT THE SUPERVISORY CANDIDATE HAS DE-IDENTIFIED THE EVALUATIONS AND SUPERVISORY REPORTS OF CPE PARTICIPANTS INCLUDED WITH THESE MATERIALS.

CPE Centre Director

Date

APPENDIX III

Guidelines for ASPEA Inc Professional Development Points:

How many points can I claim per PD activity?

The majority of PD activities are calculated on the simple formula of one hour of PD activity equals one PD point, with a maximum of seven points per day.

PD Activity	Point allocation
Workshop, Professional courses, ANZACPE Supervisors Conference, Overseas conferences & seminars Symposium/lecture/conference	1 pt per hour of professional development activity
Video, DVD and audio resources	1 pt per hour
Internet-based learning	1 pt per hour
Reading (articles or book chapters)	1 pt per hour
Relevant graduate studies	50 points per degree
Relevant diploma studies	30 points per diploma
Relevant certificate studies	20 points per certificate
Relevant postgraduate studies	50 points per degree
Supervision	1 pt per hour
Member of Accreditation Committee	3 points per Committee
Presenter or Chair of Accreditation Committee	7 Points per Committee
Member of an Advanced or Ad Hoc Committee	2 Points per Committee
Registration & Certification Committee member	3 Points per Meeting
Executive Committee member	1 Point per Meeting
Peer group supervision	1 pt per hour
PD provider	
Teaching, lectures, seminars, workshops in Pastoral Supervision or CPE Supervision (preparation and presentation time, first presentation only)	1 pt per hour
Conference/poster presentation	5 pts per presentation
Journal Publications	10 pts per publication

ASPEA Inc

Supervisor's Professional Development Log Book

Accreditation date:

Year since Accreditation: 1 2 3 4 5 (Please circle)

Name (Please print): _____

Date	Title of Activity	Duration	Activity Type	Points

THIS FORM MAY BE PHOTOCOPIED IF ADDITIONAL SHEETS ARE REQUIRED TOTAL POINTS: _____

Supervisor's signature: _____ **Date:** _____

- Duration:** e.g., 2 hours, half a day, full day, etc
- Activity Type:** seminar, lecture series, conference, workshop, supervision, etc
- Points:** number of points being claimed (see PD Information Guide)

ASPEA Claim for Professional Development Record

Name : _____

Contact phone number: _____ (wk) _____ (ah)

Email _____

Type of activity: _____
(e.g. reading, audio-visual, internet learning, supervision, Committee membership, Publication, Workshop/Lecture Presentation)

Title of activity/resource: _____

Name of presenter/author/website: _____

Date activity completed: _____

Duration of activity: _____

Please give a brief outline of the content of the activity:

Briefly explain how this activity was relevant to your professional development:

Signed: _____ **Date:** _____