

3 **ANZACPE**
4 **Clinical Pastoral Educator (Level 2)**
5 **(CPEd)**
6 **Accreditation and Review of Accreditation**

7 Prior to reading this document please view the
8 **Preface to ANZACPE's Accreditation Standards for CPSup, CPEd and Ed-Consult.**

9 **Your responsibilities** (in brief) **as a CPEd** are to: 1) assist CPE students/participants achieve the
10 competencies of both Foundational and Advanced CPE; 2) to support CPSups in their supervision of
11 students/participants; and 3) to provide or facilitate pastoral/spiritual-care education for CPE students/
12 participants. A primary focus for you as a CPEd is the facilitation/supervision of groups of CPE
13 students/participants (being mindful of group-functioning and group-dynamics). For a fuller description
14 of your responsibilities see the Competencies expected of a CPEd described within these Standards.

15 **Application and Preparation for a CPEd Accreditation Review**

16 When you, and your Member Association, believe that you are ready to claim accreditation as a CPEd,
17 you need to make that claim by first requesting an ANZACPE Review Committee. You do this through
18 your Member Association.

19
20 Your Member Association shall forward your request (using the '*Request Form for Accreditation*
21 *Review*' found on the ANZACPE Website) to the Chairperson of the ANZACPE Professional Standards
22 Committee.

23
24 If you are requesting a Review immediately prior to an annual ANZACPE Conference, your Member
25 Association shall write to the Chairperson of the ANZACPE Professional Standards Committee no later
26 than 1 April, requesting the formation of a Review Committee on your behalf.

27
28 If you are requesting a Review at a time other than prior to an annual ANZACPE Conference, your
29 Member Association shall write to the Chairperson of the ANZACPE Professional Standards Committee
30 no later than four months prior to the requested time of review requesting the formation of a Review
31 Committee on your behalf.

32
33 Your Association's letter of request and support shall contain:

- 34 1) your name and contact details
- 35 2) verification that you have participated as a Provisional CPEd under the Standards of your
36 Member Association, taking the primary supervisory/educational role in at least 2 Units of CPE,
37 with a minimum of 8 students in total
- 38 3) verification that you have received at least 10 hours of supervision from a CPEd or Ed-Consult
39 during each CPE Unit that you have supervised as a Provisional CPEd
- 40 4) participated in 30 hours of peer-group supervisory education (or an equivalent) whilst you have
41 been a Provisional CPEd
- 42 5) verification that your Member Association holds a written statement from a person in leadership
43 within your spiritual/religious/faith/philosophical affiliation attesting to your good standing
- 44 6) verification that you have achieved the minimum academic qualification in the area(s) of
45 theology/spirituality/philosophy/education/supervision accepted by your Member Association

- 46 7) the names and contact details of up to 3 Accredited CPEd or EdConsults from your Member
47 Association (excluding your current Supervisor/Educator or Centre Director) to be potential
48 members of your Review Committee (having first obtained agreement from these people to be
49 members of that Review Committee)
50

51 It is an ANZACPE requirement that CPEd Accreditation Reviews involve CPEd and EdConsults from
52 other Member Associations.
53

54 During the process of forming your Review Committee, you shall be notified and given the opportunity
55 to express reservations in relation to any proposed committee member. Should you have reservations,
56 you need to express them and provide your reason(s) for reconsideration directly to the Chairperson of
57 the Professional Standards Committee, who will give serious regard to your reservations.
58

59 You and the 5 members of your Review Committee shall be notified (6 weeks prior to the Review) of
60 the names and contact details of the members of your Review Committee, with the date, time and
61 venue of the Review.
62

63 Your written materials shall be received by your Committee members at least 3 weeks prior to the
64 Review date.
65

66 You shall forward to the ANZACPE Treasurer the cost for the Review at least 3 weeks prior to the
67 Review date.
68

Accreditation as a CPEd

69 Your Review Committee will be concerned with your ability to demonstrate the personal and
70 professional competence essential for a CPEd. Therefore you will need to demonstrate, both in the
71 professionalism of your written materials and in your engagement with your Review Committee,
72 evidence of your claims regarding your identity and competency as a CPEd.
73

74 To recommend that you be accredited as a CPEd, your Review Committee will be looking to see if you
75 have consistent and integrated capacity in the following competencies:

Administrative Awareness and Competence

77 This means demonstrating a consistent and integrated capacity to:

- 78 1) initiate and administer a CPE Unit e.g. create a programme; recruit, select and ministry-place
79 students/participants; budget; negotiate with ministry-placement management; negotiate with
80 professional associations; timetable; record and maintain records
- 81 2) integrate, within a CPE Unit, the resources present both within the ministry-placement(s) and
82 beyond e.g. inter-disciplinary staff, administrative structures, community resources and
83 theology/spirituality consultants
- 84 3) practise ethically and professionally, within the Code of Ethics accepted by your Member
85 Association

Interpersonal Awareness and Competence

87 This means demonstrating a consistent and integrated capacity to:

- 88 1) relate empathically and professionally with colleagues, peers, students/participants, authorities
89 and church associations/communities of faith; and to be articulate about these relationships
- 90 2) recognise and value cultural and faith traditions in relationships, and to seek the advice of
91 consultants in the clarification of issues
- 92 3) relate to supervisory colleagues and professionals from other disciplines within the CPE training
93 context
- 94 4) engage with your Member Association and ANZACPE colleagues

95 **Intrapersonal Awareness and Competence**

96 This means demonstrating a consistent and integrated capacity to:

- 97 1) be self-reflective about your own experience of receiving supervision
- 98 2) seek supervision or consultation at appropriate times with appropriate people
- 99 3) use new experiences and learning as a means of your growth, enrichment and self-awareness

100 **Supervisory Awareness and Competence**

101 This means demonstrating a consistent and integrated capacity to:

- 102 1) utilise your personal qualities, experiences and self-awareness within the art of supervision
- 103 2) be aware of each of your students'/participants' individual histories, psychological patterns and
- 104 learning styles in order to facilitate their learning
- 105 3) challenge your students/participants to take responsibility for their own learning and to claim
- 106 their own pastoral and personal identity and resources
- 107 4) utilise a variety of supervisory strategies and interventions
- 108 5) facilitate the development of group inter-personal interaction
- 109 6) distinguish between differences in individual and group needs, addressing these and other such
- 110 issues
- 111 7) co-ordinate, supervise and direct the work of other supervisors (e.g. CPSups) supervising within
- 112 a CPE Unit

113 **Educational Awareness and Competence**

114 This means demonstrating a consistent and integrated capacity to:

- 115 1) conceptualise your own philosophy of CPE as a learning theory, whilst recognising the
- 116 contribution of other educational theorists
- 117 2) integrate educational and supervisory theories within your supervisory practice
- 118 3) demonstrate an ongoing commitment to professional formation throughout the various CPE
- 119 course components

120 **Theological Awareness and Competence**

121 This means demonstrating a consistent and integrated capacity to:

- 122 1) conceptualise and articulate your theology/spirituality/philosophy of ministry as expressed in
- 123 your supervisory/educational practice
- 124 2) help others reflect theologically/spiritually on their experience within the practice and context of
- 125 their ministry

126 **In preparation for your Accreditation Review**

127 **you need to assemble a Dissertation consisting of six professionally presented Papers.**

128 As you assemble your 6 Papers, bear in mind that your Review Committee will be looking for evidence
129 that you have a consistent and integrated capacity in all the Competencies (see above) expected of a
130 CPEd.

131
132 In each of the 6 Papers respect issues of confidentiality, and provide footnotes plus a bibliography if
133 you use secondary resources.

134
135 Your Dissertation is to be typewritten, in Font 11, with a 2 cm margin, and with each page numbered; it
136 is to be presented in the following order, and one copy circulated to each member of your Review
137 Committee at least 3 weeks prior to the day of your Review. You may ask the members of your Review
138 Committee if any would prefer to receive your materials in digital form.

139
140 Your Dissertation should include a **Front Page** containing:

- 141 1) your name and contact details, your spiritual/religious/philosophical/faith affiliation,
- 142 theology/spirituality/ philosophy/education/supervision degree(s) / diploma(s) / certificate(s), or

143 subjects completed towards a theology/spirituality/philosophy/education/supervision
144 qualification

145 2) a summary list of all CPE Units in which you have participated in a supervisory/educational
146 capacity since being granted Provisional CPEd status

147 3) a declaration of any written or other formal complaints in regard to yourself, and the outcome of
148 any investigation

149 4) your Statement of Request of your upcoming Review Committee
150

151 **Paper One - Your Autobiography:** (3000 words max) in which you give an account of your life and
152 spiritual journey from birth until now. Out of your own subjective experience, select episodes from your
153 life experience in such a way that will assist the members of your Review Committee to understand
154 your personal and professional values, attitudes and assumptions.
155

156 **Paper Two - Your Evaluation of one CPE Unit:** (3000 words max) in which you report on and critically
157 evaluate your supervision/education as a Provisional CPEd of one CPE Unit (that preferably had no
158 less than 4 students/participants).

159 Your report needs to be evidenced by clinical episodes and to include:

160 1) a summary description of each student/participant and your selection process

161 2) an account of your plan and placement of each student/participant for their pastoral practice, or
162 your understanding of their pastoral setting

163 3) a summary description and evaluation of your individual supervision of each student/participant
164 in the Unit (excluding any student/ participant supervised by another supervisor)

165 4) should you have co-worked with another supervisor (e.g. a CPSup) within the Unit, a description
166 of the issues that you attended to (in a collaborative manner)

167 5) a description and evaluation of your leadership and supervision of the group process, including
168 the following:

169 a) a description and assessment of the group's first meeting

170 b) your leadership and supervision of a presentation by one student/participant in the early part
171 of the Unit

172 c) your recommendations to each student/participant at Mid-Term Evaluations

173 d) your leadership and supervision of a presentation by one student/participant in the latter
174 part of the Unit

175 e) your leadership and supervision of a challenging group meeting

176 f) your leadership and supervision of the group's Final Evaluations and concluding meeting
177

178 **Paper Three - Your Work as a Provisional CPEd with Five Students/Participants:** (3000 words
179 max) in which you select 5 CPE students/participants (other than the students/participants that you
180 have written about in Paper Two). Write a 600-word report and critical evaluation of your supervision of
181 each of these 5 students/participants; include as a footnote to each report the sections from the Final
182 Evaluation written by the student/participant where they evaluated their own learning, plus their
183 evaluation of their relationship with you as supervisor/educator.
184

185 **Paper Four** (3000 words max) in which you reflect on a pastoral subject demonstrating your integration
186 of clinical pastoral data, the social sciences and theology/spirituality/philosophy/education/supervision.
187

188 **Paper Five - Your Methodology and Philosophy of CPE Supervision** (3000 words max) in which
189 you describe your methodology and philosophy of supervision within the context of CPE.
190

191 **Paper Six - Your Learning as a Provisional CPEd:** (3000 words max) in which you describe your
192 experience of being a Provisional CPEd in at least 2 CPE Units, plus your own experiences of receiving
193 both supervision and training as a Provisional CPEd. In particular you need to address the following
194 specific areas:

195 1) a description of the clinical setting(s) in which the 2 CPE Units took place, with particular
196 reference to the implications of these settings for the students'/participants' learning

- 197 2) a description and evaluation of the CPE Units you supervised with reference to specific
198 students/participants, issues, themes and incidents
199 3) a summary of the constructive feedback about your supervision that you have received from the
200 students/participants of each of the 2 CPE Units, plus a description of how you elicited the
201 feedback, and how you have worked with it
202 4) your evaluation of your relationship with your Lead CPEd or EdConsult
203 5) a statement demonstrating the way you have addressed the issues named by any previous
204 Consultation/ Review Committees relating to your professional identity and function as a
205 Provisional CPEd
206 6) a statement describing your plans/goals for the future
207 7) a statement that addresses why you believe that you have sufficiently addressed the learning
208 requirements of a CPEd
209

210 **Attach – a Portfolio of Various Documents, namely:**

- 211 1) a copy of the report(s) written by your CPEd(s) regarding your supervisory involvement in the 2
212 most recent CPE Units in which you contributed as a Provisional CPEd
213 2) copies of all Consultation/Review Committee recommendations sent to you since you were
214 granted Provisional CPEd status
215 3) a declaration that you hold consents from all the students/participants who you have written
216 about in your six professional Papers
217

218 Following your Review, your Review Committee will make its recommendations to the ANZACPE
219 Professional Standards Committee, who will then in turn make its recommendations to your Member
220 Association.

221
222 Ultimately it is your Member Association that will accredit you.

223 **Extension of Provisional Status**

224 In the event of you being unable to fully meet the ANZACPE Standards for Accreditation, your Review
225 Committee may decide to recommend to your Member Association that you be granted continuing
226 Provisional Status as a CPEd for a further period of no more than 2 years.

227
228 You then need to undertake to fulfil your Review Committee's recommendations in your ongoing
229 supervisory practice and demonstrate the same to a subsequent Review Committee.

230
231 Should the subsequent Review not occur in the required two years, your Provisional Accreditation shall
232 lapse. In this event, your Member Association shall be responsible for notifying the ANZACPE
233 Registrar.

234
235 Your Member Association may grant you a dispensation from the two year requirement, but only for
236 very exceptional and extenuating circumstances e.g. life threatening or serious physical/mental health
237 illness; unemployment or financial situations which threatens loss of home; death of an immediate
238 family member within 9 months prior to a scheduled review.

239 **Review of your Accreditation as a CPEd**

240 Your accreditation as a CPEd is subject to ongoing review every 5 years. In the period under review,
241 you are expected to have supervised in at least one CPE Unit, or have participated as a Provisional
242 Ed-Consult in a supervisory education programme authorised by either your Member Association or by
243 ANZACPE. Your accreditation will lapse if you have not fulfilled this particular requirement within a 5-
244 year period. Your Member Association may grant you a dispensation from this requirement, but only for

245 very exceptional and extenuating circumstances e.g. life threatening or serious physical/mental health
246 illness; unemployment or financial situations which threatens loss of home; death of an immediate
247 family member within 9 months prior to a scheduled review.

248 **Application and Preparation for a Review of your Accreditation as a CPEd**

249 You need to apply to your Member Association requesting a Review of your Accreditation.

250
251 Your Member Association shall forward your request (using the *'Request Form for a Review of*
252 *Accreditation'* found on the ANZACPE Website) to the Chairperson of the ANZACPE Professional
253 Standards Committee.

254
255 If you are requesting a Review immediately prior to an annual ANZACPE Conference, your Member
256 Association shall write to the Chairperson of the ANZACPE Professional Standards Committee no later
257 than 1 April, requesting the formation of a Review Committee on your behalf.

258
259 If you are requesting a Review at a time other than prior to an annual ANZACPE Conference, your
260 Member Association shall write to the Chairperson of the ANZACPE Professional Standards Committee
261 no later than 4 months prior to the requested time of review requesting the formation of a Review
262 Committee on your behalf.

263
264 Your Association's letter of request and support shall contain:

- 265 1) your name and contact details
- 266 2) verification that you have met the minimum requirements for an ANZACPE Review
- 267 3) your spiritual/religious/philosophical affiliation
- 268 4) a declaration of any written or other formal complaints in regard to yourself, and the outcome of
269 any investigation
- 270 5) the names and contact details of up to 3 Accredited CPEds or EdConsults from your Member
271 Association to be potential members of your Review Committee (having first obtained
272 agreement from these people to be members of that Review Committee)

273
274 It is an ANZACPE requirement that Reviews of CPEd Accreditation involve CPEds and EdConsults
275 from other Member Associations; the Review Committee shall comprise of a majority of EdConsults.

276
277 During the process of forming your Review Committee, you shall be notified and given the opportunity
278 to express reservations in relation to any proposed committee member. Should you have reservations,
279 you need to express them and provide your reason(s) for reconsideration directly to the Chairperson of
280 the Professional Standards Committee, who will give serious regard to your reservations.

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282 You and the 5 members of your Review Committee shall be notified (6 weeks prior to the Review) of
283 the names and contact details of the members of your Review Committee, with the date, time and
284 venue of the Review.

285
286 Your written materials shall be received by your Committee members at least 3 weeks prior to the
287 Review date.

288
289 You shall forward to the ANZACPE Treasurer the cost for the Review at least 3 weeks prior to the
290 Review date.

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292 **you need to assemble a Dissertation consisting of six professionally presented Papers.**

293 In each of the 6 Papers respect issues of confidentiality, and provide footnotes plus a bibliography if
294 you use secondary resources.

295

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298 theology/spirituality/ philosophy/education/supervision degree(s)/diploma(s)/certificate(s)
- 299 2) a declaration of any written or other formal complaints in regard to yourself, and the outcome of
300 any investigation
- 301 3) your Statement of Request of your upcoming Review Committee

302

303 **Paper One** (1000 words max) in which you evaluate the salient features (the high points and low
304 points) of your professional experience since your last Accreditation Review. Include your previous
305 Review Committee's recommendations; describe how you have addressed those recommendations;
306 make reference to professional development opportunities that have extended you; and describe issues
307 that you have addressed in your own supervision.

308

309 **Paper Two** (3000 words max) in which you evaluate the salient features of your work as a CPEd during
310 the past five years, highlighting the high and low points in your relationships with students/participants,
311 CPSup, CPEd and EdConsult colleagues, CPE organizations, institutions, church authorities and
312 religious/faith communities.

313

314 **Paper Three** (3000 words max) in which you evaluate your professional development in supervision
315 undertaken since your last Review. Your evaluation should address challenges and insights gleaned
316 from reflection on your engagement in the supervisory process through your supervisory interventions,
317 your experience of receiving professional supervision, and any reading, study or training undertaken
318 within the field.

319

320 **Paper Four** (500 words max) documentary evidence of professional supervisory contracts and any
321 courses or training completed since the last Review. Include a letter of support for your request for
322 Reaffirmation of Accreditation from your current supervisor indicating your contractual agreement and
323 the areas of focus for your supervision since the last Review.

324

325 **Paper Five** (500 words max) in which you describe your future plans as a CPEd.

326

327 **Paper Six** (3000 words max) a paper relevant to supervisory issues, of a standard suitable for
328 publication.

329

330 Should your Review Committee not recommend you for Reaffirmation of CPEd Accreditation at the time
331 of your Review, and should you wish to continue to seek Reaffirmation of CPEd Accreditation, you need
332 to re-present to a Review Committee within 2 years.