

# Professional Certificate in Pastoral Supervision

## PARTNERSHIP IN TRAINING USING IPCS COURSE MATERIALS IN A LOCAL GROUP

This document describes what is involved in a Partnership in Training Scheme. When you have read it you may wish to arrange a scheme with the Institute of Pastoral Counselling and Supervision, or you may need to clarify certain things. No two schemes are alike and we enjoy working with prospective partners to ensure that you get the greatest benefit out of what we have to offer. This document describes the process of setting up a partnership with the Institute of Pastoral Counselling, initial questions for you to consider, and the respective responsibilities of both parties should we enter into an agreement.

You may like to meet with one of our Directors, Dr. Ruth Layzell or Margaret Bazely, to discuss your ideas, or perhaps you would prefer to come to the Sherwood Institute, Nottingham, to have a look at our training in progress and review some of our materials. The Partnership Coordinator is the person who will deal with your day-to-day enquiries and supply study materials and so on. Please contact us by email, letter or telephone - the details are at the end.

## 1 The process of arranging a partnership

### 1.1 Initial approach

When you first inquire about a possible partnership in training, we will send you our initial scoping document (this document), inviting you to consider its contents and to raise any further questions with the Partnership Coordinator.

### 1.2 Putting your proposal together

Before going further we ask you to consider the questions in this document and come back to us with concrete proposals which are appropriate to your context.

### 1.3 Discussion and review of the Certificate in Pastoral Supervision and Reflective Practice course

You may like to meet with one of our Directors (Dr Ruth Layzell or Margaret Bazely) to discuss your ideas or you may prefer to come to the Sherwood Institute, Nottingham, to have a look at our training in progress and review

some of our materials.

## 1.4 Formal agreement

If you decide to proceed with a scheme, we ask you to give us some idea of the scale of operations which you expect (e.g. about 15 students per year for two years). This can of course be adjusted as time goes on, but an early estimate will help us with our administration. Once you have indicated to us the kind of scheme you wish to arrange, we will ask you to sign a simple Partnership in Training Agreement. When you respond to that, all the detailed arrangements will go ahead.

## 1.5 Payment of fees

When we receive your Course Participants List, we will send an invoice (partnership fee + fee per student enrolled + fee per IPC facilitator if used), requesting payment by the time the students are expecting to begin their course.

## 1.6 Monitoring and Mentoring visits

During the first year of a franchise we require three points of contact in order to offer support as you get to know the material and also to monitor the quality of teaching. The timing of these would be negotiable, but our proposal is for one of the IPCS staff to participate in a taster day, thereby enabling them to view the premises and facilities, a further visit part way through the course to observe teaching, and a debrief at the end to include viewing a sample of work. Travel expenses will be charged for these visits.

# 2 Preliminary Questions for you to consider

## 2.1 Who are your participants going to be?

This will affect your marketing, delivery method, venue, facilitators and the timing of the course in the year. We have run the course for a single organisation (an Anglican diocese with solely clergy participants) and for mixed groups (of clergy, counsellors, chaplains, spiritual directors, pastoral coordinators and supervisors of mission partners) recruited by us, but consider that it could be run in various contexts and for different groups, e.g. in a college, for a group of faith based counselling organisations, as a ministerial development training.

In order for the course material to work, we consider that you need to be able to recruit a minimum number of nine with a maximum of eighteen.

## 2.2 What will your delivery model be?

The course as we run it consists of twelve days of study arranged as six self-contained two-day modules, timetabled on consecutive days. This has the advantage that the course can be accessed by people from a wider geographical area, that all learning is done in the context of the whole group and that skills demonstrated on one day can be practised on the second when they are still fresh in the mind. However, we are happy to explore different models which may produce the same result. Take into account, however, that trainings that include a personal development element, as this one does, require time for integration of learning.

You will need to consider the timing of the course in the light of the participants that you expect to recruit. Are you, for example, planning to work to an academic timetable, with students beginning to study in September/October and finishing in June/July? Or does it make more sense to work to a calendar year? Either way, as we want to model a reflective approach to pastoral ministry, and anticipate that those interested in the course will be active ministers or members in their congregations, we set dates which avoid the major Christian festivals of Christmas and Easter. Our recommendation for a calendar year model would be to start in February rather than January and complete in November.

You also need to plan for some method of assessing the suitability of potential participants and enabling them to make an informed choice about taking up a place. The course relies heavily on group work and carries a minimum commitment of 80% attendance, so it is important to get a sense of how prospective participants function in a group and their motivation for undertaking the course. We usually recruit via a free, four-hour Taster Day which includes information about the course, a practice exercise in case work in a group, an individual writing exercise to elicit self exploration and interview time, followed by questions. Such a day provides an opportunity for you to get to know possible recruits and for them to meet you. It can include interviews or these can be arranged separately, according to local needs. We can provide you with the materials for this day.

### 2.3 Who are to be the Facilitators?

We require the course to be team taught with a minimum of two facilitators for 90% of the training sessions. You may decide to appoint your own facilitators, although you also have the option of using our own and we would charge for this. To ensure that standards remain consistent we would want to see facilitators' CVs and would expect them to be people with some theological, psychological and process competence and educational experience, and an ability to relate theory to the practice of Christian ministry. They would need to have had training and experience in supervision and ideally be accredited as a

pastoral supervisor with APSE.

One additional element to consider in terms of staffing is that the larger the group the more facilitators you will need to monitor skills work. One possibility is to bring in additional facilitators for the skills element of the training and this would need to be costed in.

## 2.4 How will the costs be covered?

You need to consider that there will be initial start-up costs which will be incurred whether or not the course recruits successfully. Do you have pre-existing funds which will cover these nonrefundable costs? Once a course is up and running, the costs will be an annual registration fee plus a percentage of the fee of each student recruited (royalties relating to the intellectual rights of the course). The full costs are outlined at the end of this document.

## 3 Your responsibilities and ours

Under a Partnership in Training Scheme, you use our course materials for the Professional Certificate in Pastoral Supervision as described in our Course Handbook to contribute to the study and training of people in your area (e.g. local church, college, diocese, district, other organization), but we retain the intellectual copyright and assure the quality of delivery.

### 3.1 Course Administration

You (or someone appointed by you) act as the Course Administrator. You, market the course, set and collect course fees (ensuring that costs of administration, marketing, copying, office costs etc. are covered through those fees), enroll participants, ensure that participants understand circumstances and procedures where it might be necessary to require a participant to leave the course, communicate regularly with them, prepare them for and assess assignments and issue evaluation forms and partnership certificates of achievement. If, as part of this agreement, the course is to be offered residentially, you also identify and administer suitable accommodation for the training.

### 3.2 Your liaison with IPCS

You provide us with a list of your proposed facilitators and a copy of their CVs (in order that we can assure the quality of delivery) and, once agreed by us, appoint and pay facilitators. (If it helps you, we can tell you how much we currently pay our facilitators; but how much you pay is a matter for your local decision.) You pay IPCS the costs involved on receipt of an invoice from us, send us a list of students about two months before the beginning of their course,

issue and collect evaluation forms at the middle and end of the course and send us completed evaluations and a completed Mark Sheet for each participant at the end of the course.

### 3.3 Administrative templates and course materials

Included in the partnership agreement is permission to use our logo in your marketing of the course for the duration of the partnership. We simply ask that you give us sight of your publicity material before it goes out. We keep your preparation work to a minimum by providing electronic copies of all the pre-course administration documents (templates of Participant Application Forms and for the Taster Day if requested, Invitation Letters, Employer / Sponsor Invoice Requests, pre course participant programmes, book lists, and student attendance, presentation and assignment result records) and learning materials (powerpoint presentations, student handbooks, facilitators' manuals and marking guidelines) in good time for the beginning of the appropriate study period for you to duplicate as needed. These are issued for an agreed fixed period after which we expect you to destroy them unless our partnership agreement has been renegotiated.

### 3.4 Support and quality monitoring

We provide general support and advice to the Course Administrator and support and monitor the work of facilitators during the first year of their appointment in order to ensure that their facilitation and assessing conform to our normal standards. This ensures consistency of standards in all training offered under the auspices of IPCS and as participants go on to work towards accreditation as pastoral supervisors.

## Partnership in Training Scheme Costs

### IPCS Certificate in Reflective Practice and Pastoral Supervision

Initial Partnership Registration Fee £

Year 1 Monitoring and Mentoring Fee £

Annual Partnership Fee (for subsequent years) £

Per Student Fee 10% of the student fee

IPC tutor fee (if an IPC tutor is requested to teach) £ per teaching day

IPC facilitator Travel Expenses related to monitoring and mentoring (variable according to venue of meeting)

The Institute of Pastoral Counselling, Nottingham, 2017