

Application pack: Expression of Interest for Master Class training

3 October 2016

How to apply to become a Board-approved provider of supervisor training

This application pack includes: a) background information about applying to become a Board approved provider of supervisor training for the psychology profession, and b) an application form.

The Psychology Board of Australia (the Board) has determined to hold an Expression of interest (EOI) process to become a Board-approved supervisor training provider every five years. The Board has stated that a mid-cycle EOI will be conducted only if further supervisor training providers are needed. The current approval cycle is 2013-2018.

This is a mid-cycle EOI and is focused on approving providers to deliver **master class training only**. In order to manage a potential shortfall of master class training workshops and providers for the cohort of Board approved supervisors who require refresher training by 2018, the Board has determined to hold this EOI for Board- approved training providers mid-approval period (i.e. before 2018). There are currently sufficient providers delivering the full training.

For this application round, Board-approved supervisor training provider status will be granted until December 2018. This approval period is less than the usual five years in order to align with the current approval cycle. The Board is committed to ensuring national coverage of workshop delivery in both metropolitan and regional areas, and is particularly interested in applicants who can provide master class training in regional locations.

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Part A:

Information for applicants

1. Purpose

The Psychology Board of Australia (the Board) is inviting applications from suitably qualified and experienced individuals and organisations to deliver supervisor training programs across Australia.

This training is to be delivered within the context of the regulation of the profession in the public interest.

The Board is committed to protecting the public by ensuring that only practitioners who are suitably trained and qualified to practise in a competent and ethical manner are registered. The Board is also committed to facilitating the provision of high quality education and training of health practitioners. Under the Health Practitioner Regulation National Law (the National Law), as in force in each state and territory, the Board establishes the standard of psychological competencies required for registration as a psychologist and for area of practice endorsement.

The Board introduced a supervisor training framework in 2013 that is consistent with best-practice regulation, consistent with the Board's standards, and takes a competency-based approach. The aim is to ensure that psychologists and provisional psychologists receive quality supervision, and the public receive quality psychological services.

The purpose of Board-approved supervisor training is to equip supervisors with the necessary knowledge and skills to provide competency-based supervision to supervisees undertaking:

- 4+2 internship programs
- 5+1 internship programs
- accredited higher degree programs
- work in addition to placements for higher degree students, and/or
- registrar programs leading to area of practice endorsement.

The general supervisory competencies required of supervisors apply in all pathways, regardless of the specific pathway that their supervisees are enrolled in.

The [Guidelines for supervisors and supervisor training providers](#) (the Guidelines) outline the Board's framework and requirements for:

- the competencies required for Board-approved supervisors
- the role of supervisors in training and assessing these competencies, and
- the requirements for course content and course delivery for Board approved supervisor training providers.

The Guidelines set a consistent, high quality standard for supervisors and the training providers for teaching and assessing registered practitioners on supervisor competencies. Supervisors play a key role in training and assessing these competencies. Supervision is a critical mechanism in the quality of training of provisional psychologists and the ongoing safe practice of psychology in Australia.

All Board-approved training providers must act in accordance with the Board's registration standards, guidelines, policies and other relevant documents, including the [Guidelines for advertising of regulated health services](#) and the ethical standards adopted by the Board and set out in the [Australian Psychological Society's \(APS\) Code of ethics](#).

For more information on:

- supervisor training (including web links to the current approved providers)
- requirements for Board approved supervisors, and
- supervisor FAQ

go to the [Supervisor page](#) on the Board's website.

2. Rationale for a mid-cycle EOI

Board-approved training programs provide both:

- initial supervisor training (full training) for psychologists wishing to become a Board-approved supervisor for the first time (new supervisors), and
- master class training for Board-approved supervisors who wish to maintain their Board-approved supervisor status (required every five years).

The Board has determined to hold an Expression of Interest (EOI) process every five years (current cycle is 2013-2018), and more often only if needed. The recent annual review of the supervisor training program indicates that there are sufficient workshops and Board-approved supervisor training providers for training needs at this time, particularly for the full training.

However, there are over 8000 Board-approved supervisors (BAS) who transitioned and became BAS in 2010-2013. All of these supervisors need to update their training by doing a master class (at minimum) by June 2018.

An analysis of supply and demand for master class workshops for this '2018 cohort' suggests that there may be a shortage of master class workshops in 2017-2018.

The Board is implementing the following mitigations to manage this potential shortage:

- encouraging BAS to enroll in refresher training early (e.g. 2016-2017)
- allowing refresher training to include components of the full training instead of only allowing a master class to count as refresher training. See [Supervisor FAQ](#) for more information.
- encouraging Board-approved supervisor training providers to increase the number of master classes offered, particularly in regional locations, and
- holding a targeted EOI in late 2016 for additional supervisor training providers to provide master class training (only) with an approval period of January/February 2017 to December 2018 (to align with the current approval period).

In monitoring the numbers of workshops and providers, the Board is mindful of a number of factors, including the following:

- it is unclear how many of the 8000 BAS will need master class training in 2017-2018 as:
 - some BAS will have chosen to update training earlier (2013-2016)
 - some BAS will choose to undertake components of the full training instead of undertaking a master class, and
 - some BAS may choose not to maintain their supervisor status beyond the expiry date of 30 June 2018 and will not complete the training.
- there is currently additional capacity for participant places in master classes (some workshops are being cancelled due to low enrollment, particularly in regional areas; workshops are not full; there are no reports of waiting lists), and
- current Board-approved training providers have indicated that they will increase provision of master class training in 2017-2018.

The Board is committed to ensuring that the supervisor training program is working well and is fit for purpose. As part of the Board's continuous improvement process for the supervisor training program, the Board has determined to hold an additional mid-cycle EOI. This will ensure that there are sufficient master class workshops to meet demand for refresher training for the 2018 cohort of Board-approved supervisors.

In addition, the Board is committed to ensuring national coverage of workshop delivery in both metropolitan and regional areas, and is particularly interested in applicants who can provide master class training in regional locations. This includes both applicants who are located in regional areas and applicants who can deliver workshops in regional locations.

3. Responsibilities

For more detailed information on the responsibilities of various parties, please see [Attachment A](#). A summary of the responsibilities is provided below.

3.1 The Psychology Board of Australia

The Psychology Board of Australia is the National Board for the psychology profession and is established under section 31 of the National Law. Details about the functions of the Psychology Board of Australia are available on the Board's website¹:

The Board establishes the standard of psychological competencies required for registration as a psychologist and for area of practice endorsement.

The Board will grant Board-approved supervisor training status to suitable applicants in this application process, after reviewing the reports and recommendations from the supervisor training evaluation panel. In addition, the Board will monitor approved provider status throughout the approval period.

3.2 The Australian Health Practitioner Regulation Agency (AHPRA)

The Board and AHPRA work in partnership to implement the National Scheme, each with specific roles, powers and responsibilities that are set down in the National Law.

The Board sets the standards and policy direction for psychology regulation in Australia; AHPRA helps the Board implement these across the country². AHPRA is responsible for coordinating and administering the implementation of the supervisor training program.

AHPRA has a national office based in Melbourne and offices in every state and territory. The application process to become a Board-approved supervisor training provider will be conducted from the national office of AHPRA.

3.3 The supervisor training evaluation panel

Applications are assessed by the supervisor training evaluation panel (the evaluation panel), and the evaluation panel's recommendation reports are submitted to the Board for consideration.

Members of the supervisor training evaluation panel come from both the Governance Work Group, a committee of the Board, and representatives from the AHPRA national office. The evaluation panel includes subject matter experts in psychology supervision, competency-based training and regulation. The supervisor training evaluation panel has a probity process that provides for objective assessment against the selection criteria.

3.4 The applicant

A prospective supervisor training provider (the 'applicant') is required to comply with the Guidelines and demonstrate their capacity to become a successful Board-approved training provider in their application.

4. General application information

This application pack has been written with reference to the Guidelines. Applicants should read the Guidelines carefully and ensure they understand the Board's requirements before submitting their application. The Guidelines are available on the Board's website – www.psychologyboard.gov.au.

The Board will assess and approve applicants based on their:

- ability to meet Board standards and requirements of the Guidelines, and
- the selection criteria in the *Request for proposal application form* in part 3 of this application pack.

¹ www.psychologyboard.gov.au/About/Board

² The services provided by AHPRA to the Board are outlined in the [Health Profession Agreement \(HPA\)](#) that is published on the Board's website.

Multiple training providers will be selected to facilitate delivery of supervisor training nationally (in both urban and regional areas) and ensure a complete range of training components.

The supervisor training programs will be delivered after the Board has approved each program, and will commence no earlier than January 2017 and no later than December 2018. Board approval will be limited until 2018 to align with the current five year approval cycle (2013-2018). All approved providers will need to re-apply after this time if they wish to maintain approval.

Please note that the Board reserves the right to change the Guidelines. The Board intends to review the supervisor training arrangements and Guidelines every three to five years, and may instigate a different arrangement for Board approval after any review that is undertaken.

Applicants must provide all the information that is specified in the application form. Incomplete applications will be assessed by the evaluation panel on the information submitted. Due to tight timeframes, there will be no opportunity to clarify or add information to your application, and the evaluation panel will not request further details should the application be incomplete. It is important that all information is submitted at one time, and that the information is correct, clear, and complete

4.1 Program provider requirements

The Board will approve training providers and quality training programs that meet the requirements specified in the Guidelines.

The Board may approve multiple providers if they meet the requirements.

Approved programs must be, and remain, compliant with the Guidelines, or the Board may revoke its approval. The [Policy on the revocation of Board-approved supervisor training provider status](#) is available on the Board's website.

Information on the ongoing management of approved providers, including details of the reporting requirements, is made available to approved providers.

4.2 Status of entity

The applicant must be a legal entity and provide their Australian Business Number (ABN) and/or their Australian Company Number (ACN).

The applicant may be a sole trader, private or public organisation or consortium.

While applications may include collaboration between or amongst organisations, subcontracting arrangements will not be accepted. The Board will not approve subcontracting where the responsibility for the intellectual content and delivery of the program is 'subcontracted' by an applicant to an independent group who have not been approved by the Board and have no relationship to the Board.

4.3 Exclusivity

The Board is aware that there are various continuing professional development workshops and seminars offered by both local and international presenters on the topic of supervision.

However, the only providers who will be Board approved are those who:

- follow the process that is outlined in this document
- receive Board approval through this process (in writing), and
- maintain Board-approval (i.e. do not have their approval revoked, or provide supervisor training outside of the approval agreement or timeframes).

Any supervisor training that is provided outside of this process will not be considered to be Board-approved training. A psychologist attending supervisor training that is not Board-approved will not be able to use this training as the basis for becoming a Board approved supervisor (of course, they can count this training towards general CPD hours).

4.4 Understanding the Guidelines

The applicant must demonstrate that they understand the Guidelines and the selection criteria of the application.

The applicant must demonstrate that they understand the field of supervision, and the Board's approach to supervision within the context of regulation of the profession.

Applicants should provide adequate information relevant to the program type and geographical reach that they are applying to provide. Sufficient detail must be provided to satisfy the evaluation panel about the quality of the training offering.

The Board expects applicants to have a demonstrated commitment to high quality training for both the content development and course delivery.

4.5 Key staff qualifications and experience

The application must describe the academic and professional credentials in training, psychology theory and practice, supervision and competency-based training for key developers and trainers (if they are different than those developing the course content) and policies to maintain competency over the period of approval.

4.6 Course development and delivery capability

The applicant must provide sufficient supporting documentation to enable the evaluation panel to establish whether the credentials of trainers and course developers meet its requirements. The applicant must describe the course content, and how the course content and presentation materials will be developed and kept current and at a consistent, high quality.

4.7 Organisational capability

The applicant must provide documentation to support their overall operational capability in monitoring and managing a training program.

The applicant must demonstrate their experience in operating training programs.

The applicant must describe how they intend to deliver a competency-based training program consistently amongst trainers and maintain the quality required to meet Board standards.

Applicants should provide information about their operational capability in customer service, reporting outcomes (both course-based and summarised annual reports), and how they will manage any intended consortium or collaborative operations.

References will assist the evaluation panel to assess the applicant's level of relevant experience. Referees must not be current members of the evaluation panel, the Board or AHPRA staff. Referees must not be current staff members of the applicant organisation.

4.8 Monitoring of approved providers

Board-approved supervisor training providers will be monitored throughout the approval timeframe by the Board. The Board will monitor the performance of the training provider and any changes that an approved provider wishes to make to the supervisor training program.

The general reporting requirements for supervisor training providers have been provided in the Guidelines.

Approved providers are required to report after each workshop, and to submit an annual report. Further detail of reporting and ongoing requirements for approved providers will be included in more detail in the letter granting Board-approved status.

4.9 Financial capability

Board-approved supervisor training providers must be financially viable businesses (having a legal name, trading name, ABN and/or ACN, and being a legal entity), as well as having an ability to provide the proposed services for the five year approval period.

No monies will be paid to the successful applicant. This is an administrative approval process, not a contracting agreement.

The Board is using the term 'approved' rather than 'endorsed' to ensure that there is no confusion with area of practice endorsement.

The cost of development, delivery and operations are to be fully borne by the supervisor training provider. Different training providers may have different cost structures and pricing. The applicant will provide quoted fees for each participant undertaking the various components of the supervisor training. Fees should be competitive and commensurate with the costs to provide training. It is expected that for most providers the pricing will remain relatively constant over the approval period in line with general increases such as the consumer price index. While the Board does not set, nor control the pricing of supervisor training, it is expected that the Board would be informed by successful applicants of any changes in pricing.

The Board does not intend to seek or hold intellectual property rights in the new training material.

4.10 Renewal of Board approval

For this application round, Board-approved supervisor training provider status will be granted until December 2018.

Please be aware that typically Board approval is granted for a period of five years. The current approval cycle is 2013-2018. Since this EOI process is occurring mid-approval cycle, the approval period will be shorter. All approved-providers will need to re-apply if they wish to remain Board approved after December 2018.

The Board may revoke its approval when a training provider does not meet the requirements in the guidelines or as outlined in this document. The *Policy on revocation of Board approved training provider status* is available on the Board's website.

5. Terms

The application process ("**Application Process**") will be managed in accordance with the terms set out below.

5.1 Applicant acknowledgements

The applicant acknowledges and agrees that:

- a) it is responsible for all costs and expenses incurred in connection with the preparation and lodgement of its application, any subsequent negotiation and any future process connected with or relating to the Application Process; and
- b) AHPRA shall not be liable for any claim in respect of any cost, expense, loss or damage on the basis of any contractual, promissory or restitutionary grounds whatsoever as a consequence of any matter relating to the Applicant's participation in the Application Process, including, without limitation, instances where:
 - i. the applicant is not successful in its application ; or
 - ii. AHPRA exercises any rights under this EOI or at law.

5.2 AHPRA's rights

Notwithstanding anything else in this EOI, and without limiting its rights at law or otherwise, AHPRA reserves the right, in its absolute discretion at any time, to:

- a) cease to proceed with or suspend the Application Process;
- b) alter the structure and/or timing of this EOI or the Application Process;
- c) vary or extend any time or date specified in this EOI for all or any applicants or other persons;

- d) terminate the participation of any applicant or any other person in the Application Process;
- e) require additional information or clarification from any applicant or any other person or provide additional information or clarification;
- f) engage a third party to assess a applicant's financial, technical, planning and other resource capability;
- g) contact an applicant's referees directly and without notifying the applicant;
- h) negotiate with any one or more applicants and allow any applicant to alter its application;
- i) call for new applications;
- j) reject any application received after the closing time;
- k) reject any application; and
- l) reject any application that does not comply with the requirements of this EOI.

5.3 Applicant must notify probity problems

Should any applicant consider that the application process has failed to accord it fair right to be considered as a successful applicant or that it has been prejudiced by any breach of these terms or other relevant principle affecting the application or their evaluation, the applicant must notify AHPRA immediately of the alleged failure or breach. Notification must set out the issues in dispute, the impact on the applicant's interests, any relevant background information and the outcome desired.

5.4 Conflict of interest

An applicant must not, and must ensure that its employees and consultants do not, place themselves in a position that may or does give rise to actual, potential or perceived conflict between the applicant's and AHPRA's interests during the Application Process.

If a conflict of interest arises, or is likely to arise, after the applicant submits an application, the applicant must notify the AHPRA contact specified in this application as soon as practicable.

5.5 Confidentiality of AHPRA information

All persons (including applicants) obtaining or receiving this EOI and any other information provided by AHPRA in connection with this EOI or the Application Process must:

- a) keep the contents of this EOI and such other information confidential;
- b) not disclose or use this EOI or such other information except as required for the purpose of developing an application or to deliver the training specified in this EOI; and
- c) securely destroy copies of the EOI and such other information when advised of the outcome of the application or after the delivery of the training, unless required by law to retain it.

5.6 Confidentiality of applications

AHPRA will treat applications as confidential and will not disclose the contents of an application except:

- a) as required by law (including, for the avoidance of doubt, as required by the Freedom of Information Act 1982 (Cth);
- b) for the purpose of investigations by the Australian Competition and Consumer Commission or other government authorities having relevant jurisdiction; or
- c) to consultants or advisers to AHPRA engaged to assist with the Application Process.

5.7 Licence to use the EOI and Intellectual Property Rights in the EOI

Persons obtaining or receiving this EOI and any other documents issued in relation to the Application Process may use and copy this EOI and such documents only for the purpose of preparing an application or to deliver the training specified in this EOI.

Such Intellectual Property Rights as may exist in this EOI and any other documents provided to applicants by or on behalf of AHPRA in connection with the Application Process are owned by (and will remain the property of) AHPRA except to the extent expressly provided otherwise.

5.8 Ownership and use of applications

All applications and any accompanying documents become the property of AHPRA. Applicants will retain all intellectual property rights contained in an application. However, by submitting an application, an applicant licenses AHPRA to reproduce and use the application for the purpose of evaluating it.

6. Evaluation and assessment of applications

The evaluation panel will assess completed applications on their quality and ability to achieve, and maintain, the Board's requirements.

All selection criteria must be met.

Mandatory selection criteria will be weighted more heavily in the scoring than those selection criteria designated as highly desirable.

Applications with a passing score will be recommended for Board approval. The decision of the Psychology Board of Australia is final.

Applications will be assessed using the following scale.

Evaluation	Score
Exceeds all aspects of the selection criterion	4
Exceeds some aspects of selection criterion (and meets all other aspects of the selection criterion)	3
Meets the selection criterion	2
Fails some aspects of the selection criterion	1
Fails all aspects of the selection criterion	0

All applicants will be informed of whether they have been selected or rejected by the Board.

7. Questions

For fairness and transparency, all individual questions about the application process and the answers provided will be made available to all applicants. All questions and the answers will be published on the Board's website seven days after the close of the allocated question time.

Questions about the application process should be made in writing and can be directed to:

Supervisor Training Evaluation Panel, at: psychologychair@ahpra.gov.au

Applicants may submit requests for additional information or clarification for the first three weeks after the release of the application (from 3 October 2016 until 21 October 2016). The deadline for submission of any questions is **21 October 2016**. No questions can be answered after this date. Questions and answers will be published on the Board's website within 7 days of the closing date for questions. Applicants will have until 10 November to submit their applications.

8. Submission of application

Applications must be made in writing by completing the application form in this application pack, attaching all supporting documentation and submitting via email to psychologychair@ahpra.gov.au.

The deadline for submission of the application is Close of Business **10 November 2016**.

The deadline for submission of any questions is Close of Business **21 October 2016**.

Late applications to this application round will not be accepted. The application process to become a Board-approved supervisor training provider is akin to a tender process. For the purpose of fairness and transparency for all applicants in the application process, late applications to become a Board-approved training provider cannot be accepted.

Incomplete applications will be evaluated as submitted. Although AHPRA has the right to ask for additional details (see 5.2(e) above), due to tight timeframes for this application, the evaluation panel **will not** be requesting further detail, explanation or clarification for any confusing or incomplete applications. It is important that all information is submitted at one time, and that the information is correct and complete.

Key dates for this round of applications are indicated below. These dates are advised as a guide only to projected timelines. AHPRA will attempt to maintain this schedule, but reserves the right to vary dates.

Milestone	Applicant deliverable	Date / Timeframe
Application pack published on the Board's website	N/A	3 October 2016
Last day for questions/clarification (17 days after publication of Application pack)	Email queries to: psychologychair@ahpra.gov.au	21 October 2016
Responses to questions published on website	N/A	28 October 2016
Closing date for submission of applications	Completed application form and supporting documentation demonstrating compliance with the Board standards	10 November 2016
Applicants notified of application outcome	Applicants who are granted/not granted Board approval will receive a signed letter from the Chair, Psychology Board of Australia	Between January and February 2017
Implementation of Board approved courses	Approved applicant to deliver course	Board approval date through until December 2018
	Approved applicant to report the outcomes of each course	Within 30 days of course being held
Implementation of annual reporting	Approved applications to submit annual reports	1 December every year of approval

Part B

Application form: Becoming a Board approved supervisor training provider

Please provide all information with your application. Incomplete applications will not be assessed by the evaluation panel.

Please submit only Part B of this *Application pack* for assessment.

Part 1: Applicant information

Please provide the name of the individual or organisation that will conduct the training program.

If several organisations are involved in a consortium please repeat the table below for every associated organisation. The supervisor training evaluation panel will assume that the first applicant organisation is the lead organisation.

Full legal name	
Trading name	
Entity status (such as partnership, company, etc)	
Australian Business Number (ABN)	
Australian Company Number (ACN)	
Registration for GST	(Yes or No)
Place of incorporation	
Postal address	
Principal office	
Key contact person	
Position/title	
Telephone number	
Mobile number	
Facsimile number	
E-mail address	
Number of full time employees in the organisation	

Part 2: Program features

Please list all master class courses that are being put forward for Board approval. Applicants may apply to provide one or more master class using this application form. **Approved providers are only permitted to deliver courses that have been approved by the Board, so it is important to list all courses on this application.**

For more information on the Boards requirements for the structure, length and delivery of supervisor training please review the [Guidelines for supervisors and supervisor training providers](#).

Note: all sections in the table below that are the color 'grey' must be answered.

For master class training	
1. Specify the name of the master class workshop/s you intend to offer. If you intend to offer two or more different master class workshops then list all titles here. (Note: examples of workshop titles are: 'Parallel process in the supervisory alliance', 'Dealing with difficult supervision situations'.)	
List all master class workshop titles here	
2. Specify the kind of assessment you plan to use to assess competency throughout the master class workshop measured through either multiple choice, short answer examination, interview or exercises. (Note: the assessment component should be relevant to the specific topic that has been presented in the knowledge and skills training component of the master class training.)	
List all master class workshop titles here	List assessment measures
3. Specify which of the following groups you intend to train	
4+2 internship program supervisors	yes/no
5+1 internship program supervisors	yes/no
Supervisors of registrar programs leading to endorsement in an approved area of practice	yes/no
Higher degree practicum placements supervisors	yes/no
4. Specify where you intend to offer training	
Metropolitan areas (e.g. major cities, outer suburban, large regional cities)	List the town/s, postcode, state/territory here
Regional areas (e.g. outlying suburban, regional areas and towns, outer regional and remote areas)	List the town/s, postcode, state/territory here

5. Specify the frequency of delivery of each master class (Note: the Guidelines specify that master class training must be offered at least annually). Specify the frequency of the workshops at x location (in either metro or regional areas)		
Master class workshop title #1	<i>List location of workshop here</i>	<i>List frequency of workshop here</i>
Master class workshop title #2		
6. Specify whether the training is open to participants from both within and outside your own organisation		
Will accept participants from <i>within</i> the applicant's organisation		yes/no
Will accept participants from <i>outside</i> the applicant's organisation		yes/no
7. How many participants can you enrol per workshop?		<i>Please list range here (e.g. 10-25 participants)</i>

Part 3: Selection criteria

To assist applicants, the weighting of each criteria and a brief description of the criteria has been provided.

Note: all sections in the table below that are the color 'grey' must be answered. Except where indicated, applicants should include all responses in the space provided.

Selection Criteria One: Understanding the Board's approach to supervision
Weighting: Mandatory
Description: The applicant must demonstrate that they have a clear understanding of the role of supervision in the registration of practitioners and the national regulation and accreditation scheme, including the overall objective of the Board's approach to supervisor training outlined within the Guidelines.
1. Outline your understanding of the national accreditation and regulation scheme and where supervision training intersects with the regulation of psychology
<i>Provide your answer here</i>
2. Describe how your proposed training is competency-based, of high quality and is consistent with the Guidelines
<i>Provide your answer here</i>
3. Provide a detailed and considered discussion of the proposed explicit framework and methods of supervision practice (include references) and how this framework addresses the key needs of the Guidelines
<i>Provide your answer here</i>

Selection Criteria Two: Qualifications and Experience of Key staff						
<p>Weighting: Mandatory</p> <p>Description: The applicant must demonstrate that they have the appropriate credentials and experience to develop and deliver high quality course content consistent with the Guidelines.</p> <p>It must be clear that the course developer/s and trainer/s have a theoretical and practical knowledge of competency-based training, the delivery of supervision and of the Board's requirements for supervisor competencies as outlined in the Guidelines.</p> <p>Key staff members must demonstrate competence in providing both training and supervision. At least one trainer from the organisation must be a psychologist who is a Board-approved supervisor. All psychology trainers must hold general registration as a psychologist.</p> <p>Where possible key trainers must demonstrate that they have training, research and publication experience and a minimum of five years supervisory experience.</p> <p>Only those trainers and key contacts that have been approved by the Board can be used by your organisation to write, develop, train or grade any assessments. Therefore it is important to list all trainers who are seeking approval.</p> <p>Trainer approval is limited to providing Board-approved supervision workshops within your organisation (i.e. an approved trainer loses their approval should they leave your organisation).</p>						
<p>1. Please complete the table below providing information about the qualifications and experience of key staff (add additional rows if required)</p>						
Name	Position/title (e.g. director psychologist, administrator)	Role (e.g. key contact/lead, trainer, course content developer)	AHPRA registration number (if a health practitioner)	Registration type (general, provisional, non-practicing)	Registration status (good standing, with conditions, any current notifications)	Board approved supervisor
			PSY000.....			yes/no
<p>2. Please attach curriculum vitae for each key trainer, assessor and course content developer. The CV must include: qualifications, supervision experience, research and publications (particularly in supervision), and experience in providing training (particularly in supervision)</p>						
<p><i>Attach CVs to application</i></p>						

Selection Criteria Three: Course content development
<p>Weighting: Mandatory</p> <p>Description: The applicant must demonstrate how the course content and presentation materials will be developed and kept current and at a consistent, high quality. Applicants are encouraged to review the following sections of the Guidelines for Criteria Three: <i>Summary of requirements for supervisors, supervisor competencies, general requirements of supervisors and specific requirements of supervisors.</i></p>
<p>1. Provide the course outline for each master class training you are proposing</p> <p><i>Provide your answer here(or attach separate document)</i></p>
<p>2. Provide a description of the curriculum design principles that sit behind the course/s you are proposing</p> <p><i>Provide your answer here</i></p>
<p>3. Provide a timeline for the development activities for each of the courses</p> <p><i>Provide your answer here</i></p>
<p>4. Describe the process you will undertake to maintain the consistency and quality of course content across locations and across trainers</p> <p><i>Provide your answer here</i></p>
<p>5. Describe the quality assurance processes you propose to engage to ensure continuous improvement to the course content (including advancements in supervisor training and practices, and any changes to the Board's guidelines)</p> <p><i>Provide your answer here</i></p>

Selection Criteria Four: Course delivery
<p>Weighting: Mandatory</p> <p>Description: The applicant must demonstrate how they intend to deliver a competency-based training program consistently amongst trainers (or for one trainer across workshops) and maintain the quality required to meet Board requirements.</p>
<p>1. Provide details on how you plan to select, induct and manage the performance of trainers (including ongoing training to reflect updated curriculum)</p>
<p><i>Provide your answer here. Please include any formal policy statements or process documents as additional support.</i></p>
<p>2. Describe the process you will follow to remove a poorly functioning trainer</p>
<p><i>Provide your answer here. Please include any formal policy statements or process documents as additional support.</i></p>
<p>3. Describe how you plan to manage the selection and booking of facilities, including equipment and amenities?</p>
<p><i>Provide your answer here.</i></p>
<p>4. How to you propose to verify the identity of people registering for your workshop?</p>
<p><i>Provide your answer here.</i></p>
<p>5. How do you plan to manage on-going continuous improvements to the operational delivery of the course?</p>
<p><i>Provide your answer here.</i></p>

Selection Criteria Five: The proposed training organisation
<p>Weighting: Highly desirable</p> <p>Description: For criteria five the applicant must demonstrate that they have adequate resources and processes to deliver, monitor, manage and report on supervisor training courses. This criteria will be assessed on the following elements:</p> <ul style="list-style-type: none"> • Overall capability and professionalism of the organisation • Demonstrated previous experience in the operation of similar training programs • Customer service i.e. giving participants a positive impression when they relating their experience to others interesting in becoming supervisors) • Reporting outcomes on a course basis as well as a summarised annual basis • Management of intended consortium or collaborative relationships
<p>1. Outline your approach to advertisement and public statements about the proposed training (note the Guidelines for advertising regulated health services)</p>
<p><i>Provide your answer here</i></p>
<p>2. Describe how you plan to manage confidentiality and conflict of interests that arise from providing training and assessment of participants</p>
<p><i>Provide your answer here. Please include any formal policy statements or process documents as additional support.</i></p>
<p>3. Outline the processes and facilities will you use to collect and store the following: registration details, invoice and payments, attendance records, course outlines, presentation materials, the outcome of training (pass/fail), the notification of outcomes to participants, and feedback on the course/trainer for each course</p>
<p><i>Provide your answer here. Please include any formal policy statements or process documents s additional support.</i></p>
<p>4. Describe how you will manage any intended consortium or collaborative relationships</p>
<p><i>Provide your answer here. If you are applying to provide training as a sole provider or a single organisation, please mark as NA (not applicable)</i></p>
<p>5. Describe the customer service processes you will undertake with participants before, during and after completion of the workshop. Provide details on the following:</p> <ul style="list-style-type: none"> • Mechanisms to provide information on the workshop to prospective and enrolled participants • Acceptance and processing of participant's payments including confirmation of payment and receipts • Cancellation and refunds • Opportunity for participants to provide feedback on course, trainers • Distribution of completion certificates to participants
<p><i>Provide your answer here. Please include any formal policy statements of process documents as additional support.</i></p>

6. Provide your complaint handling and dispute/conflict handling policies and procedures		
<i>Provide your answer here. Please include any formal policy statements or process documents as additional support.</i>		
7. Provide your approach to collecting feedback from participants about workshops (including steps to protect confidentiality), and your willingness to provide reports to the Board on the evaluation of trainers, the course, and any complaints encountered (and their resolution). (note details on the Board's requirements for evaluation and reporting are outlined in the Guidelines and in Part A of this document. Further details about these requirements will be provided to successful applicants)		
<i>Provide your answer here</i>		
8. Describe how you would manage winding up operations if necessary: <ul style="list-style-type: none"> at the end of the approval period (should you not wish to re-apply for approval) in the unfortunate event that your Board-approved supervisor status is revoked 		
<i>Provide your answer here</i>		
9. Please provide the names of two referees who can speak to your expertise as a provider of supervisor training workshops. Referees must have direct service experience with you and/or your organisation, and must be able to speak to the six criteria as outlined in this <i>Application pack</i>. Referees must not be current staff members, employees or supervisees of the applicant organisation. Referees must not be current members of the evaluation panel, the Board or AHPRA staff.		
Details to be provided	Referee #1	Referee #2
Company name		
Postal address		
Contact person		
Position / title		
Telephone number		
Email address		
Nature of training provided to this referee		

Selection Criteria Six: Financial capability		
<p>Weighting: Mandatory</p> <p>Description: The applicant must demonstrate that they have the financial capacity to provide all the requirements specified in the application over the term of Board approval. The applicant must be a financially viable business (having a legal name, trading name, ABN and/or ACN, and being a legal entity).</p> <p>The applicant must propose a pricing and cost structure that is competitive and provide value for money to the participants without adversely affecting the ongoing operation of the applicant.</p>		
<p>1. Provide a pricing structure for all components of the training you are proposing to provide</p>		
Type of training	Title of Master class	Cost to each participant
Master class #1		
Master class #2		
<p>2. Provide a proposed budget for the approval period. Include the following information:</p> <ul style="list-style-type: none"> • Expected revenue from the training (including metro and regional locations, frequency of workshops, estimated participant attendance and type of training) • Expected costs (including development costs for course content; training costs, administration overheads, cost for premises, trainers, rental/acquisition of equipment, travel and accommodation, and office expenses) 		
<p><i>Provide your answer here.</i></p>		

Attachment A: Responsibilities and accountabilities

This section outlines the respective responsibilities and accountabilities of each of the parties involved in the development and the delivery of the supervisor training.

National Psychology Board

- Develop the Guidelines covering the approval of supervisors and supervisor training providers
- Establish and review the policy for revocation of supervisor training provider status and Board-approved supervisor status
- Develop and make ongoing improvements to the Guidelines to reflect developments in psychology and supervisory training
- Maintain supervisor training standards
- Develop and improve guidelines relating to psychology training pathways where Board approved supervisors are required (e.g. 4+2, 5+1, registrar program)
- Approve or deny recommendations of supervisor training providers' status on advice from the evaluation panel, and
- Approve revocation of supervisor training provider status on advice from evaluation panel.

Regional Psychology Boards

- Individual approvals and revocation of Board-approved supervisor status.

National AHPRA Office

- Receive and process new applications to act as Board-approved supervisor training providers
- Coordinate the administration of the evaluation process
- Receive and store regular outcome data and annual reports from supervisor training providers
- Prepare reports for the National Board regarding annual supervisor training data
- Maintain and manage additions, deletions and changes to Board-approved supervisor training provider information on the website
- Receive correspondence, requests for information and requests for changes from Board-approved supervisors and Board-approved supervisor training providers and coordinate subject matter experts to provide responses and return responses to sender
- Monitor compliance of Board-approved supervisor training providers (through complaints received about trainers or providers), and
- Coordinate the revocation process for Board-approved supervisor training providers.

State AHPRA Offices (Notifications Officers/Registration Officers/Professional Officers)

- Individual approvals and revocation of Board-approved supervisor status, and
- Handle correspondence with individual supervisors.

Supervisor Training Provider

- Develop the content of competency-based training courses that they nominate and deliver and the support mechanisms to deliver
- Report participants outcome data after each workshop and complete and submit annual reports, and
- Accept and adhere to the requirements of set out in the Guidelines and revocation policy.