Selection criteria summary for applicants: Expression of interest   
to deliver Board-approved supervisor training

July 2018

This is a summary of the application requirements and selection criteria for the expression of interest (EOI) to deliver Board-approved supervisor training on behalf of the Psychology Board of Australia (the Board).

Applicants will be asked to provide the following information and responses to selection criteria in their online application. Applicants must provide a response to all questions in the application.

This summary is intended as a reference document for applicants, and **is not** an application form for this EOI process. To submit an application, applicants must register [on AHPRA’s *eProcure* portal](https://www.eprocure.com.au/ahpra/) and complete an application online.

1. Applicant information
   1. Provide the following details about the organisation that will conduct the training program. If several organisations are involved in a consortium, provide the below details for every associated organisation. The selection advisory panel (SAP) will assume that the first applicant organisation is the lead organisation.

* full legal name
* trading name
* entity status (e.g. partnership, company, etc)
* Australian Business Number (ABN) and/or Australian Company Number (ACN)
* registration for GST
* number of full-time employees in the organisation
* place of incorporation
* postal address
* principal office address
* details of key contact person for the application:
* full name
* position/title
* telephone number
* mobile number
* email address
  1. Provide details of any actual or perceived interests, relationships or clients which may cause a conflict of interest during this application process, and describe your actions to prevent or manage the conflict/s of interest.

1. Program features
   1. List all courses that the organisation is proposing for Board-approval. Approved providers are only permitted to deliver courses that have been approved by the Board, so it is important to list all courses intended for delivery in the online application.

Applicants may choose to apply to deliver any one or more components of supervisor training:

* full training part one: knowledge assessment
* full training part two: skills training
* full training part three: competency-based assessment and evaluation, and/or
* master class training

For master class training, list the names of all of the master class workshops intended to be offered and indicate whether each workshop is going to be delivered face-to-face, online, or in both formats.

* 1. Specify whether the training is open to participants from both within and outside your own organisation.
  2. Specify the minimum and maximum number of participants that the organisation proposes to enrol per workshop (skills training workshops and/or master class workshops).
  3. List the metropolitan locations (major cities, suburban areas, and large regional cities) and regional locations (regional areas and towns, rural and remote areas) where the organisation intends to offer skills training workshops and/or master class training workshops.
  4. Specify the frequency of delivery of each workshop in metropolitan locations and in regional locations.

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| Type of workshop | Workshops delivered in metropolitan locations | | Workshops delivered in regional locations | | Master classes delivered online |
| **Skills training workshops** | *List metropolitan locations* | *Specify frequency of delivery per year in metro locations (e.g. 4 per year, metro)* | *List regional locations* | *Specify frequency of delivery per year in regional locations (e.g. 1 per year, regional)* | ***Online delivery of skills training is not applicable. Skills training must be delivered in person.*** |
| **Master  class workshops** | *List metropolitan locations* | *Specify frequency of delivery per year in metro locations (e.g. 5 per year, metro)* | *List regional locations* | *Specify frequency of delivery per year in regional locations (e.g. 2 per year, regional)* | *Specify frequency of master class delivery per year via online delivery (e.g. 5 master classes per year via video conference)* |

* 1. Specify when your organisation anticipates commencing the delivery of training.

1. Selection criteria

The selection criteria for this EOI process have been written with reference to both the new *Guidelines for supervisor training providers* and the new *Guidelines for supervisors*, which [come in to effect on 1 August 2018](http://www.psychologyboard.gov.au/News/2018-06-08-revised-guidelines-for-supervisors-and-supervisor-training-providers-published-today.aspx). These documents are available on the Board’s website and will be made available to registered applicants in the eProcure portal. Applicants should read these guidelines carefully and ensure they understand the Board’s requirements for supervision and supervisor training before submitting an application.

All selection criteria are classified as mandatory and every question must be answered. A brief description of each criterion has been provided.

* 1. Selection criteria one: Experience in competency-based training

Applicants must demonstrate experience and expertise in the successful operation of competency-based training or similar training programs. Applicants must also demonstrate their understanding of the field of supervision, and the Board’s approach to supervision **within the context of regulation** of the psychology profession.

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| No. | Question |
| 3.1.1 | Describe your organisation and its commitment to the development and delivery high-quality training.  Demonstrate your organisation’s experience and expertise in the development and delivery of competency-based training, or in the development and delivery of training that is similar to the Board’s supervisor training program. |
| 3.1.2 | Provide explanation/evidence to demonstrate your understanding of the field of supervision, and your understanding of the Board’s approach to supervision within the context of regulation of the psychology profession. |

* 1. Selection criteria two: Financial capability

In the following questions, the applicant must demonstrate that they have the financial capacity to provide all of the requirements specified in the application over the five-year 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).

The applicant must propose a pricing and cost structure that is competitive and provide value for money to participants without adversely affecting the ongoing operation of the applicant.

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| No. | Question | | |
| 3.2.1 | Provide a proposed budget for the approval period. Include the following information:   * expected costs, including consideration of: * development of course content * training delivery * trainer expenses * travel and accommodation * premises * rent/acquisition of equipment * administration overheads * office expenses. * expected revenue from the training, including consideration of: * the type of training (i.e. each part of full training versus master classes) * the location/delivery method of workshops (i.e. metro, regional, or videoconference) * estimated participant attendance. | | |
| 3.2.2 | In the attached table in eProcure, provide a pricing structure (price per participant) for all components of the training you are proposing to provide (charge per participant, including GST).  If applicable, provide a description and pricing for any package deals for combined training services (e.g. full training package including components 1, 2 and 3 for a combined price of $\_\_\_\_\_ incl. GST.) | | |
| Full training | | | Cost incl. GST |
| Full training part one: knowledge assessment | | | $ |
| Full training part two: skills training | | | $ |
| Full training part three: competency-based evaluation | | | $ |
| Master class training | | Brief description of master class (topic, mode of delivery, etc.) | Cost incl. GST |
| Master class title  *e.g. ‘Competency-based supervision’* | |  | $ |
| *More rows can be added* | |  | $ |
| **Packages and deals** | | **Description of package/deal and its inclusions and conditions etc.** | **Cost incl. GST** |
| Package / deal title  *e.g. ‘Full training package’* | | *e.g. ‘Full training package including parts 1, 2 and 3’* | $ |
| *More rows can be added* | |  | $ |

* 1. Selection criteria three: Operational processes, policies and procedures of your organisation

The applicant must demonstrate that they have adequate operational processes, policies and resources to deliver, monitor and manage supervisor training courses. Relevant policies and process documentation must be provided to demonstrate operational capabilities.

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| No. | Question |
| 3.3.1 | Describe how you will manage any intended consortium or collaborative relationships.  (If you are applying to provide supervisor training as a sole provider or a single organisation, please do not answer this question and proceed to the next question.) |
| 3.3.2 | Describe the customer service processes you will undertake with participants before, during and after completion of supervisor training. Provide details on the following:   * acceptance and processing of payments, including confirmation of payment and receipts * cancellation and refund processes * opportunity for participants to provide feedback on the course and trainers, and * distribution of completion certificates to participants.   Include any formal policy statements of process documents as additional support. |
| 3.3.3 | How will you verify the identity of people registering for your supervisor training? |
| 3.3.4 | Outline the administrative processes and facilities you will use to collect and store the following:   * participant registration details * invoicing and payments, including cancellations and refunds * attendance records * outcomes of training (pass/fail) and notification of outcomes to participants * feedback on the workshop and trainer for each course * course outlines and presentation materials   Include any formal policy statements or process documents as additional support. |
| 3.3.5 | Describe how you will manage regular data collation and reporting of training outcomes to the Board (see outcome reporting requirements set out in the *Manual for supervisor training providers* (the manual)). |
| 3.3.6 | Describe how you will manage the selection and booking of facilities, equipment and amenities. |
| 3.3.7 | Describe how you would manage closing operations if necessary, for example:   * at the end of the approval period, should you not wish to re-apply for approval * in the event that your status as a Board-approved training provider is revoked. |
| 3.3.8 | In the attached table in eProcure, provide the names and contact details of two referees who can speak to your expertise as a provider of supervisor training workshops. Referees must have direct service experience with you/your organisation, and should be able to speak to the six criteria in this application.  Referees must not be current members of the Board or AHPRA. Referees must not be current staff members, employees or supervisees of the applicant organisation.  Include the following details for each referee:   * company name * postal address * contact person * position/title * direct telephone number * email address * nature of training provided for this referee. |

* 1. Selection criteria four: Course development and delivery

During course development, applicants should consider the specific requirements for each component of training they propose to deliver, such as IT requirements, the purpose/focus of the training component and an appropriate mode of delivery. Applicants should also consider the ‘Supervisor competencies’ and the ‘Board-approved supervisor training provider requirements’ sections of the Guidelines for supervisor training providers, and the ‘Board-approved supervisor requirements’ section in the Guidelines for supervisors.

When answering the following questions, the applicant must demonstrate how the course content and presentation materials will be developed, kept current and maintained at a consistent, high quality.

Applicants must demonstrate clear understanding of:

* the role of supervision in the registration and endorsement of practitioners within the context of the [National Regulation and Accreditation Scheme](http://www.ahpra.gov.au/About-AHPRA/What-We-Do/FAQ.aspx), and
* the overall objective of the Board’s approach to supervisor training, as outlined in the *Guidelines for supervisor training providers* and the *Guidelines for supervisors*.

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| No. | Question |
| 3.4.1 | Describe the process used to develop the course/s that you propose to deliver, including:   * who is/was involved in their development * the curriculum design principles being applied * the framework and methods of supervision practice being applied.   Include references as evidence in your response. |
| 3.4.2 | Describe how your proposed training is competency-based, of high quality and how it addresses the key needs of the *Guidelines for supervisors* and the *Guidelines for supervisor training providers.* |
| 3.4.3 | Attach to the application the course outline for each component of full training and/or for each master class you propose to deliver. Course outlines must be 2-6 pages in length and should include the following (where applicable):   * component / workshop overview including description of topics covered * learning objectives / outcomes * component / workshop structure and activities * readings list and/or reference list * description of method/s of assessment. |

* 1. Selection criteria five: Course quality assurance

Demonstrate how your organisation intends to deliver a competency-based training program consistently across different trainers and workshops and maintain the training quality required to meet Board standards.

In answering the following questions, consider the Board’s requirements for evaluation and reporting outlined in the *Guidelines for supervisor training providers* and in the *Manual for supervisor training providers.*

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| No. | Question |
| 3.5.1 | Describe your processes for monitoring, review and improvement of your training programs. In your response, refer to:   * scheduled formal and informal reviews * how you capture and utilise participant and staff/professional feedback, including steps to protect confidentiality * how you incorporate advancements in supervisor research, training and practices * how you incorporate changes to the Board’s standards, policies and guidelines.   Attach any relevant quality assurance policies and procedures. |
| 3.5.2 | Describe the process you will undertake to maintain the consistency and quality of course content across locations and across trainers. |
| 3.5.3 | Describe how you plan to manage confidentiality and conflicts of interest that arise from providing training and assessment of participants. Include any formal policy statements or process documents as additional support. |
| 3.5.4 | Provide your complaint / dispute handling policies and procedures (refer to the manual for the Board’s complaints handling processes and requirements in the supervisor training program). Include any formal policy statements or process documents as additional support. |
| 3.5.5 | Detail how you plan to select, induct and manage the performance of trainers, including ongoing training to reflect updated curriculum. Include any formal policy statements or process documents as additional support. |
| 3.5.6 | Describe the process you will follow to remove a poorly functioning trainer. Include any formal policy statements or process documents as additional support. |

* 1. Selection criteria six: Qualifications and experience of proposed trainers

Any staff that will be developing course content[[1]](#footnote-2), delivering training or assessing competencies of participants must receive Board-approval as a trainer for the applying organisation. Only those trainers that have been approved by the Board can be used by your organisation to develop course content and assessments, deliver training or grade assessments. Trainer approval is limited to providing Board-approved supervisor training within your organisation (i.e. an approved trainer loses their approval should they leave your organisation).

Trainers proposed for Board-approval must have the appropriate credentials and/or experience to develop and deliver high-quality course content and assess training participant competencies, as outlined in the guidelines. At least one trainer from the organisation must hold general registration as a psychologist and be a Board-approved supervisor.

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| No. | Question |
| 3.6.1 | Complete the table attached in eProcure outlining the credentials and experience of each proposed trainer for your organisation’s supervisor training program (consider the role descriptions and requirements set out in the manual).  Your organisation's program lead must be a Board-approved trainer, a Board-approved supervising psychologist and must be in a role of appropriate seniority with your organisation. |
| 3.6.2 | Attach to your application the curriculum vitae for each proposed trainer. Curricula vitae should:   * be no longer than five pages * be up to date * provide information relevant to the role of a Board-approved supervisor trainer * include qualifications, research and publications particularly in supervision * demonstrate knowledge, experience and competence as described below.   Proposed trainers must clearly demonstrate in their curricula vitae:   * a theoretical and practical knowledge of: * competency-based training * current developments in the delivery of supervision, and * the Board’s standards, codes, guidelines and policies * qualification and/or experience in training * skills and competence in providing high-quality supervision, with a minimum of five years of experience as a Board-approved supervisor * general registration as a psychologist\*, and * experience in research and publication in the field of supervision or psychology supervision (desirable).   \*In exceptional circumstances, the Board may approve non-psychologist trainers to deliver master classes where supervision and/or training skills are exemplary. Refer to the *Guidelines for supervisor training providers* and the manual for further details. |

1. Excluding work developed in preparing an expression of interest application to the Board for approval as a training provider. [↑](#footnote-ref-2)