

Guidelines for Reclassification of Psychologists

1. Requirements of Committee

- 1.1. A Psychologists Classification Committee (referred to as the Committee) will be established in the following Departments:

Department of Corrective Services,

Department of Juvenile Justice,

Department of Community Services,

Department of Ageing, Disability and Home Care

NSW Police Force
- 1.2. The Committee will consider applications for reclassification as a Senior Psychologist, Specialist Psychologist or Senior Specialist Psychologist in accordance with the provisions of Clauses 3 and 4 of the *Crown Employees (Psychologists) Award* (referred to as the Award).
- 1.3. The Director of Human Resources (or equivalent) of the relevant Department is responsible for the establishment of the Committee in that Department.
- 1.4. Clause 4.3 of the Award provides that a Committee will consist of:
 - (a) The Departmental Principal or a Departmental Chief Psychologist (or equivalent)
 - (b) A Human Resources Manager (or equivalent) as designated by the Department and
 - (c) A Principal or Chief Psychologist (or equivalent) from another NSW Public Sector agency (to ensure equity of standards and processes)
- 1.5. The Committee will be convened at 6 monthly intervals between May 2007 and 30 June 2008 and at least every 12 months after this date.
- 1.6. The Award and full details of reclassification requirements and process (including these guidelines) will be posted on each Department's website. The Director of Human Resources shall ensure that the dates the Committee will meet for the ensuing year shall also be posted on the Department's website as well as details of a contact person available to answer queries relating to the reclassification process.
- 1.7. Applications for reclassifications will be considered at the first Committee convened after the receipt of the application. See 2.2 for details.

- 1.8. The Committee will examine the applications against the relevant classification's characteristics. Interviews may be face to face, or where appropriate, via teleconference or video conference. The Committee will make a recommendation to the Department Head whether or not to approve the reclassification.
- 1.9. A successful applicant's reclassification takes effect from the date of the approval of the relevant Department Head.
- 1.10. Applicants shall be advised in writing of the Department Head's decision.

2. Requirements of Applicants

- 2.1. An applicant for reclassification as a Senior Psychologist, Specialist Psychologist or Senior Specialist Psychologist is required to submit a written application detailing how he/she is currently performing the duties at the level of the higher classification as specified in Clause 3 of the Award and/or how he/she otherwise meets the criteria detailed in section 3 of these guidelines. The application must include a supporting reference from the applicant's professional and administrative supervisor(s).
- 2.2. Written applications are to be approximately 1000 words or 2-3 A4 pages in length. Additional supporting documentation should be attached to the application (including the compulsory supporting reference from the applicant's professional and administrative supervisor(s), and any relevant certificates).
- 2.3. Applications must be sent to the Human Resources Manager (or equivalent) of the applicant's Department no more than 6 weeks prior to the advertised date of the Committee meeting. The closing date for applications will be 2 weeks before the Committee meeting.
- 2.4. An applicant can only make one application for reclassification to the same classification within a twelve month period.

3. Minimum Requirements for Reclassification to Higher Classifications

3.1. Reclassification to Senior Psychologist

(a) Applicants performing the duties at the level of a Senior Psychologist

- (i) An applicant seeking reclassification to the position of Senior Psychologist shall have completed a minimum of one year at the 9th year of service on the salary scale for a Psychologist and satisfy the committee that he/she is currently performing the duties at the level of a Senior Psychologist.

3.2. Reclassification to Specialist Psychologist

(a) Applicants with post-graduate degree at masters level or higher

- (i) An applicant seeking reclassification to the position of Specialist Psychologist shall possess a post-graduate degree at the masters level or higher in a specialist area deemed relevant by the employing Department including, but not limited to, Clinical Psychology, Clinical Neuropsychology, Counselling Psychology, and Forensic Psychology. The post graduate degree must include components of professional training and supervised experience and must be of at least 2 years full time duration or its equivalent.

~~(b) Applicants without a post-graduate degree at masters level or higher up to 30 June 2008 (only applies to existing employees as at the date of effect of the Award)~~

- (i) The Committee shall consider applications for reclassification to the position of Specialist Psychologist by an applicant who does not possess a post-graduate degree at the Masters level or higher in a specialist area, provided the application is considered by the Committee before 30 June 2008.
- (ii) An applicant for reclassification who does not possess a relevant post-graduate degree must have completed a minimum of either one year at the 9th year of service of the Psychologists salary scale or the 3rd year of service of the Senior Psychologists salary scale.
- (iii) The applicant must provide other evidence of equivalence to a post-graduate degree in a specialist area in the application, for example membership of a relevant APS College such as Clinical Psychology, Clinical Neuropsychology, Counselling Psychology, or Forensic Psychology.
- (iv) The applicant must also demonstrate that he/she possesses relevant specialist experience and is applying that knowledge and experience at a level equivalent to a Specialist Psychologist.

3.3. Reclassification to Senior Specialist Psychologist

(a) Applicants with post-graduate degree at Masters level or higher

- (i) Senior Psychologists seeking reclassification to the position of Senior Specialist Psychologist shall possess a post-graduate degree at the masters level or higher in a specialist area deemed relevant by the employing Department including, but not limited to, Clinical Psychology, Clinical Neuropsychology, Counselling Psychology, and Forensic Psychology. The post graduate degree must include components of professional training and supervised experience and must be of at least 2 years full time duration or its equivalent.

(b) Applicants without a post-graduate degree at Masters level or higher up to 30 June 2008 (only applies to existing employees as at the date of effect of the Award)

- (i) The Committee shall consider applications from Senior Psychologists and Specialist Psychologists for reclassification to the position of Senior Specialist Psychologist by applicants who do not possess a post-graduate degree at the Masters level or higher in a specialist area, provided the application is considered by the Committee before 30 June 2008.
- (ii) A psychologist who does not possess a relevant post-graduate degree must have completed a minimum of one year at the 3rd year of service for a Senior Psychologist or a minimum of one year at the 5th year of service on the salary scale for Specialist Psychologist (or a previously equivalent classification).
- (iii) The applicant must provide other evidence of equivalence to a post-graduate degree in a specialist area in the application, for example membership of a relevant APS College such as Clinical Psychology, Clinical Neuropsychology, Counselling Psychology, or Forensic Psychology.
- (iv) The applicant must also demonstrate that he/she possesses relevant senior specialist experience and is applying that knowledge and experience at a level equivalent to a Senior Specialist Psychologist.

(c) Applicants performing the duties at the level of a Senior Specialist

- (i) Specialist Psychologists seeking reclassification to the position of Senior Specialist Psychologist shall have completed one year at the 5th year of service on the salary scale for a Specialist Psychologist (or a previously equivalent classification) and satisfy the committee that he/she is currently performing the duties at the level of a Senior Specialist Psychologist.

4. General

- 4.1. The above guidelines apply to psychologists eligible to make an application for reclassification in accordance clause 4 of the Award.
- 4.2. Grievance and dispute settling procedures shall be in accordance with clause 9 of the Award.
- 4.3. These guidelines shall be reviewed by the parties at the expiration of the Award.
