



Terms of Reference

Purpose of the College of Counselling and Psychotherapy Educators (ACCAPE)

The ACCAPE was established in July 2015 as a forum to support members and to advance their professional interests.

Vision

ACCAPE will promote the development and recognition of counselling and psychotherapy education, advocate for educators and academics, and represent their necessary input to maintain the experiential and relational focus as a professional requirement essential to the education and training of counselling and psychotherapy practitioners.

Mission

In order to promote the development and recognition of the professions of counselling and psychotherapy, ACCAPE's mission is to:

- Represent and build dialogue between counselling and psychotherapy educators in diverse educational settings and contract arrangements while respecting the diversity of instructional approaches and strategies
- Be a critical voice in relation to quality, design and content of counselling and psychotherapy education programs, by contributing to the PACFA's Training Standards and accreditation requirements as members of PACFA's Professional Standards and Course accreditation committees
- Promote excellence in education and training for counsellors and psychotherapists
- Advocate for the professional interests and work conditions of educators, including to maintain the relational and experiential focus of counselling and psychotherapy trainings in an era of standardisation
- Engage educators around the role of ACCAPE and to seek their input around ACCAPE initiatives
- Generate active engagement that will be effective in influencing students, graduates and educators to join PACFA.

Objectives

- advancing quality assurance in counselling and psychotherapy education and training
- respecting the diversity of instructional approaches and strategies
- promoting equality and diversity for students and staff in training and education settings
- encouraging program improvement and best practices
- serving as leaders and advocates for the profession of counselling and psychotherapy education, bridging educators, managers and heads of various training organisations
- maintaining the relational and experiential focus of counselling and psychotherapy trainings
- strengthening understanding of counselling and psychotherapy in universities and training organisations
- creating networks of counsellor and psychotherapy educators.

Strategies

The Leadership Group will:

1. Nominate ACCAPE representatives for Board approval to sit on PACFA's Professional Standards Committee and Education Program Accreditation Committee;
2. In consultation with the PACFA Office, prepare an Annual Plan of activities using the standard template (or such other appropriate format as developed by the Leadership Group) each calendar year;
3. In consultation with the PACFA Office prepare budgets for the planned activities using the standard template as appropriate;
4. Appoint representatives to participate in PACFA Council meetings;
5. Develop and maintain practice standards and guidelines for members over and above PACFA's standards; and
6. Promote the work and professional identity of members.

The Leadership Group's Annual Plan may include the following activities

1. Engage with members and other educators and academics in order to:
 - identify markers of quality in counselling and psychotherapy education;
 - undertake mapping of competency across a range of courses; and
 - promote dialogue about the outcome of courses.
2. Provide professional development opportunities, both in person and via webinar;
3. Provide opportunities for networking and peer support;
4. Appoint representatives to participate in the College and Branch Liaison Group;
5. Produce news and other member communications;
6. Produce articles for PACFA journals, website resources and other professional resources ;
7. Sponsor and foster research; and
8. Other activities as appropriate consistent with the vision and aims of ACCAPE.

Membership

Leadership Group composition and eligibility

- The Leadership Group will ideally have a minimum of four and a maximum of eight members from amongst the members of the ACCAPE.
- The Leadership Group will ideally have a Convenor, a Deputy-Convenor, and ordinary members.
- Eligibility to sit on the Leadership Group is defined in the PACFA By-laws.

Process to appoint New Leadership Group members

- Prospective Leadership Group members may volunteer to join the Leadership Group at any time or may be identified and invited to join by the Leadership Group. Prospective members are required to submit a Curriculum Vitae to express interest in joining the Leadership Group.
- New Leadership Group members require Board approval. Expressions of Interest are submitted to the Board for approval.

Elections

- Elections for Leadership Group members take place every two years in August in accordance with the PACFA By-laws.
- All sitting members of the Leadership Group are required to re-nominate at election time and other prospective members may also nominate.

Accountability

- These Terms of Reference delegate responsibilities to the Leadership Group of ACCAPE once approved by the PACFA Board.
- Leadership Group members will adhere to all applicable PACFA policies, procedures and guidelines.
- The Leadership Group will keep the PACFA Office informed of College activities by submitting meeting Minutes and Notes for filing by the PACFA Office.
- The Leadership Group will seek advice from the PACFA CEO on any matters that impact on PACFA staff, which are beyond these Terms of Reference, or which require Board consideration.

Meetings

- Meetings will be monthly or as necessary via Zoom web-conference with one meeting per year face-to-face.
- The quorum for meetings is 50% of the Leadership Group.
- Meetings are chaired by the Convenor or other Leadership Group member in the Convenor's absence.
- Leadership Group members will participate in most meetings with allowance being made for reasonable absences due to other commitments.
- Between meetings, discussions may take place via email to make decisions in a timely manner.
- Taking the meeting Minutes or Notes will be shared by members of the Leadership Group. Minutes are to be sent to the PACFA Office for filing.

Review

- These Terms of Reference will be reviewed annually by the Leadership Group.
- Changes to the Terms of Reference are to be approved by the PACFA Board.