



Psychotherapy & Counselling
Federation of Australia

Position Description

CONSULTANCY TITLE: Course Accreditation Adviser

REPORTS TO: Chief Executive Officer

SALARY: Hourly rate - negotiable depending on experience

HOURS: Variable hours initially, expected to increase to 1 to 2 days per week as the role develops

CONSULTANCY: Fixed Term contract of 1 year initially. Subject to satisfactory performance, a further appointment on a permanent part-time basis will be made once the role is fully developed

PACFA MISSION

The Psychotherapy and Counselling Federation of Australia (PACFA) is the leading peak body for the counselling and psychotherapy profession in Australia and a professional association for practitioners, educators, students and related professionals.

PACFA's mission includes:

- Providing a national voice for the profession
- Accrediting psychotherapy and counselling education programs
- Undertaking and disseminating research to support the development of the profession and to demonstrate the effectiveness of counselling and psychotherapy
- Setting professional standards for training and ethics
- Regulating the profession through the PACFA National Register of qualified practitioners
- Providing Professional Development for practitioners

PACFA's Education Program Accreditation Committee (EPAC), which is made up of volunteers with expertise in counselling and psychotherapy education, is currently responsible for PACFA's course accreditation scheme. EPAC accredits counselling and psychotherapy training programs for PACFA with the professional support of the Course Accreditation Adviser.

In 2021, EPAC is to be redeveloped with the role of the Course Accreditation Adviser to grow as PACFA course accreditation is further professionalised. Under the redevelopment plans, the policy framework for PACFA course accreditation will be the responsibility of a new Committee to be formed in 2021 but decisions on accreditation applications will continue to be the responsibility of Accreditation Panels made up of course accreditation experts.

POSITION PURPOSE

The Course Accreditation Adviser will support the process for PACFA to professionalise its course accreditation scheme. The Course Accreditation Adviser will work closely with EPAC to accredit counselling and psychotherapy training programs. The Adviser will review course accreditation applications and liaise with training providers in the Higher Education and VET sectors, as well as private providers outside the government accredited system. This will include applications to PACFA to accredit counselling and psychotherapy training programs, applications to accredit specialist courses, applications to re-accredit training programs and specialist courses, as well as mid-cycle accreditation reviews. The Course Accreditation Adviser will provide written advice to the Panel considering each accreditation application.

In the first half of 2020, the Course Accreditation Adviser will also work with the PACFA CEO and liaise with members of EPAC to prepare for the changes to the Committee structure and to support implementation of any changes required to the accreditation process.

Routine administrative functions to support course accreditation are provided by a dedicated staff member in the PACFA Office.

KEY RESPONSIBILITIES

ACCREDITATION AND RE-ACCREDITATION OF COUNSELLING AND PSYCHOTHERAPY TRAINING PROGRAMS

- Review all applications for accreditation to assess whether they are ready to proceed through the process to be accredited by PACFA as a training program
- In conjunction with EPAC, form expert Panels from the pool of accreditation experts to consider the applications
- Provide written advice on applications to the appointed Panels
- Provide feedback to applicants where applications are not ready to proceed

ACCREDITATION AND RE-ACCREDITATION OF SPECIALIST COURSES IN COUNSELLING AND PSYCHOTHERAPY

- Review all applications for accreditation to assess whether they are ready to proceed through the process to be accredited by PACFA as a specialist course
- In conjunction with EPAC, form expert Panels from the pool of accreditation experts to consider the applications
- Provide written reports on applications to the appointed Panels
- Provide feedback to applicants on applications which are not ready to proceed

REVIEWING AND AUDITING ACCREDITED COURSES

- Undertake desk reviews of training programs and specialist courses when required for the mid-cycle review process or when concerns are raised that conditions may have been breached
- Provide advice and recommendations to EPAC on the review outcomes

COURSE ACCREDITATION POLICY AND STRATEGY

- In consultation with EPAC and the CEO, provide policy advice on the policy framework for PACFA's course accreditation scheme
- Review and update accreditation policies, procedures and criteria, or draft new policy documents when required in consultation with the EPAC and the CEO

- Support the process to redevelop EPAC and form a new Committee which will be responsible for course accreditation policy in the future

COMMUNICATIONS AND RELATIONSHIPS

- Build effective relationships with stakeholders in the counselling and psychotherapy education sector, including PACFA-accredited training providers and other providers seeking accreditation
- Report to EPAC on accreditation issues or concerns and to the CEO on policy matters
- Operate in accordance with PACFA policy, including the Course Accreditation Guidelines

PROFESSIONAL DEVELOPMENT

- Participate in regular meetings with the CEO for support to undertake the role
- Work with the CEO and EPAC to contribute to the development of the Course Accreditation Adviser's role as the re-development of PACFA's course accreditation scheme progresses.

SELECTION CRITERIA

Mandatory:

1. Relevant tertiary qualifications in counselling or psychotherapy
2. Knowledge and/or experience of education in counselling or psychotherapy
3. Knowledge and/or experience of the Higher Education and VET education sectors in Australia
4. Knowledge and/or experience of the TEQSA and/or ASQA accreditation schemes
5. High-level written and verbal communication skills
6. Demonstrated strategic relationship building skills
7. Experience writing policy documents to a very high standard
8. Demonstrated computer literacy skills and proficiency using the Microsoft Office suite

Desirable:

1. Experience of PACFA's course accreditation scheme
2. A higher degree in counselling, psychotherapy or education

Other Requirements:

1. Applicants may be located in any part of Australia
2. Applicants must have a reliable broadband connection and their own computer equipment