

# Psychodrama Australia

## Policies and Procedures for Campuses

### Preamble

These policies set out the principles that guide the strategic decisions for the local Psychodrama Australia campuses. They also clarify key procedural matters to guide the administration of training priorities, staffing and staff requirements, standards, inter-group relationships and responsibilities, governance, succession, ownership and copyright. These policies and procedures are designed to be congruent with AANZPA ethics and values. This document will be updated, and expanded as required with input from institute staff, local executive committees and other interested parties. These policies and procedures are a principles-based guide rather than a set of administrative rules. The details are designed to be determined through discussions, dialogue and engagement amongst the staff and individuals concerned, and applied to specific contexts or events. This policies and procedures document is designed to be easy to update and work with and is directly referred to in the Psychodrama Australia Policies and Procedures document.

### Guiding principles

The guiding principles, listed hereunder, are congruent with the AANZPA constitution and strategic plan, and they inform and direct the policies and procedures contained herein.

**Our vision (What we aim to create):** Able men and women expressing themselves relevantly in the ordinary here and now situations in which they live and work. This expression is responsive, creative, brings joy to the human spirit, uplifts the soul and makes people feel part of the universe again.

**Our mission (Our unique contribution to our vision):** To provide professional development and training which builds the capacities for spontaneity, creativity, and the

## **Psychodrama Australia Policies and Procedures for Campuses**

co-creation of progressive relationships, using the methods and philosophy of life collectively known as the psychodrama method.

### **Objects of Each Campus:**

- To be the local body for AANZPA accredited training
- To deliver coordinated psychodrama training in locations around Australia
- To achieve the standards of training set out in the AANZPA Training and Standards Manual
- To identify trends and educational developments that are relevant to psychodrama training
- To sustain contact and constructive working relationships with other Psychodrama Australia campuses, AANZPA, the AANZPA Board of Examiners, FITNZ and its member psychodrama training institutes
- To communicate and liaise with local individuals and organisations on behalf of Psychodrama Australia
- To make psychodrama training known to a wide range of professionals
- To deliver a service that is financially, socially and environmentally viable.

## **Psychodrama Australia Policies and Procedures for Campuses**

### **Legal Ownership and Legal Responsibility**

Psychodrama Australia is a not for profit company, limited by guarantee, under Australian Federal regulations. Local campuses are owned and operated by Psychodrama Australia.

### **Expanding Legal Ownership (Succession)**

The only people who can be members or directors, of the Institute are AANZPA qualified TEPs, or TEPITs. New TEPs and TEPITs will join each Psychodrama Australia campus in the manner laid out in the AANZPA Training and Standards manual. Legal ownership of Psychodrama Australia is designed to be taken up by AANZPA accredited TEPs or TEPITs who join the staff by becoming guarantors, and hence members of Psychodrama Australia.

### **Resources of the Institute**

The campus uses resources that have diverse ownership status. The Institute libraries are treated differently from campus to campus. For instance, the Brisbane campus has a library presently owned by Macquarie House Pty Ltd but managed for the exclusive use of the campus. The curriculum resources created by Psychodrama Australia itself are copyrighted with unlimited rights to use and publish given to FTINZ institutes.

Staff members have individual resources (e.g. meeting rooms), which they make available to the Institute from time to time at no charge. A fee is usually charged for venues for ongoing training.

Websites are continuing to be built by Psychodrama Australia that have both a local and an overall strategic focus. Local management includes the updating of workshop and other details. Overall strategic focus includes updating national details and continuing to support the functionality of the website.

## Psychodrama Australia Policies and Procedures for Campuses

### Management and Decision Making

A campus is managed and run by a local Director of Training and a range of staff, as required by, and set out in, the AANZPA Training and Standards Manual. Members of the Psychodrama Australia faculty make all the decisions regarding:

- The design, delivery and evaluation of training;
- The monitoring of trainees and their progress;
- The professional development of staff

The campus administers, manages and is responsible for its work within the following organisational structure:

#### 1. **Executive Committee**

An executive committee for a campus is optional and is brought into existence if the campus determines that it would suit its needs by providing assistance to the campus training staff. If set up, it is designed to be operated along the general lines below, with further guidance provided by the document Code of Governance and Principles for the Operation of the Executive Committee.

The Executive committee comprises between two and six committee members. The Executive Committee's job is keeping a strategic vantage point of the campus, its progress and direction in alignment with Psychodrama Australia's vision, mission and objects above. The staff appoint the initial Executive Committee members, and subsequent members are appointed by the Executive Committee and staff together. The executive committee, in general, attempts to have non-trainees appointed to the executive. When trainees are involved there may be certain circumstances when the trainees will be required to exclude themselves from discussions and decisions due to possible conflicts of interest. The Executive Committee members are appointed for three years and may resign with notice from one meeting to the next. The Executive Committee meets a minimum of two times annually and up to twelve times, at its discretion. The Executive Committee determines how it functions. Each Executive Committee member agrees to these Policies and Procedures as well as E: The Code of

## **Psychodrama Australia Policies and Procedures for Campuses**

Governance and Principles for the Operation of the Executive Committee. The Executive Committee serves the moral owners as well as the legal owners of the Institute. The Director of Training (see below) is appointed to the Executive ex officio; and has full Executive Committee status. Campus training staff may attend as part of the Executive Committee.

### **2. Director of Training**

The campus Director of Training, has responsibility for the oversight of curriculum; staffing, including professional development; liaising with the Board of Examiners; and administrative responsibility for trainee systems, including records of hours of supervision and training, enrolment systems, etc; financial and other management policy, strategic planning, systems, structure; oversight implementation of administrative arrangements, including the regular conduct of staff meetings, requisite insurances, and the compliance with Occupational Health and Safety standards and other standards as required by law. The Director of Training must be a TEP and is appointed to the Executive, ex officio, if there is one operating in the local context.

### **3. Campus Administrator**

A campus administrator, if appointed, has responsibility for day-to-day operation of the budget: issuing tax invoices, payment of bills; day-to-day operation of trainee systems; enrolments, recording hours of training and supervision; monthly reporting on expenditure and income vis-à-vis the annual budget. The administrator may be a trainer, or if local funds permit, can be in a paid position, depending on local conditions and context.

### **4. Training Staff**

A campus training staff is responsible for the design and conduct of training, supervision, keeping of records, good relationships with other staff, other campuses, and other training Institutes such as those in New Zealand; undertaking tasks as agreed at campus meetings; contributing to and benefiting from: Psychodrama Australia faculty meetings, AANZPA conferences, practitioner and TEP currency,

## **Psychodrama Australia Policies and Procedures for Campuses**

trainer training and other professional development events; supporting their local Region of AANZPA; hosting events for visiting staff and trainers of Psychodrama Australia. The work of this group is the primary output of the campus and includes:

- Promoting the development of psychodrama training and the campus
- Developing and overseeing the training programs of the campus.
- Running psychodrama and related training programs.
- Taking leadership in areas of concern regarding standards, other staff, staff health and wellbeing, and related areas.
- Expanding training opportunities or encouraging others to do so.
- Supporting other faculty and colleagues from other institutes in providing training and supervision.
- Developing curricula and syllabus.
- Presenting at conferences such as AANZPA, PACFA, SCAPE and other comparable conferences.
- Promoting the local development of psychodrama, in collaboration with the local AANZPA Region.
- Maintaining adequate professional development.
- Collaborating with Psychodrama Australia campus staff, wider faculty and other AANZPA accredited Institutes.
- Maintaining an oversight of trainees' development as appropriate.
- Professional development and article writing.

### **Succession, winding up or disposal**

**Succession** has a number of different elements. The primary element is that of the development and employment of new trainers. This is an ongoing element and is largely trainee dependant. That is; if there are no trainers in training then it may not be possible to have an effective succession process. The secondary element of succession is that of legal ownership. New trainers or trainers-in-training are required to become members of Psychodrama Australia and encouraged to be directors as well. The requirement for taking up either of these two legal positions is that the person is a current AANZPA member and is qualified to do so.

## **Psychodrama Australia Policies and Procedures for Campuses**

When a staff member (who is a member and director of Psychodrama Australia) ceases to be on staff of a campus, either through stopping practice, retirement, moving away, illness or death, they are required to relinquish their membership, and Directorship of the Psychodrama Australia. In the event of the untimely death of a staff member who is a member or Director in Psychodrama Australia, their membership is relinquished automatically. As Psychodrama Australia is a Company Limited by Guarantee, the owners (members) do not have a shareholding so that in the event of their untimely death there is no consequence regarding the assets of the institute. As this is a not-for-profit organisation any accrual of organisational value stays with the Psychodrama Australia.

If the situation arises where all members, directors and staff of a campus die together in an accident then the determination of the campus assets, and facilitation of ongoing work, falls to the other directors of Psychodrama Australia; until such times as they can delegate this to other appropriately certificated local AANZPA TEPs or TEPITs.

If the campus is being wound up then the disposal of the assets will be determined in such a way as to be aligned with the objects through discussions between the retiring trainers and other directors of Psychodrama Australia, having regard for the moral owners and legal owners. The continuity of psychodrama training for any current trainees at that time in the region will be the primary concern.

### **Staffing**

1. All training staff are either TEPs or TEPITs and continue to comply with the requirements for ongoing development and certification set out in the AANZPA Training & Standards Manual.
2. TEPs obtain regular supervision and ongoing development – as part of ensuring that training is of an acceptable standard.
3. TEPITs have a contract with a primary trainer. The primary trainer is selected from within Psychodrama Australia if at all possible.

## **Psychodrama Australia Policies and Procedures for Campuses**

4. One-off training events may be led by a visiting teacher who may be selected to provide specific training. Visiting teachers may be a TEP or TEPIT from another institute or other appropriately qualified persons.

### **Guidelines for accepting staff members onto the training staff**

Trainers are accepted onto the campus training staff if they fulfill three or more of the following criteria:

1. An experienced practitioner who has a commitment to completing their TEP training.
2. There is a need for a trainer who has specific expertise in an area for which there is a clear or future demand for and which current staff do not have.
3. An experienced practitioner who has training capability and who is warmed up to training in a particular area of psychodrama training.
4. Trainers bring with them a wide network of contacts, such that they are likely to build the absolute number of trainees rather than simply working with existing trainees. For instance an education specialist who is connected into the local Education system.
5. The succession plan requires the development of a TEP realising that the lead-time for a TEP to develop is three plus years.

### **Ongoing requirements for campus trainers: TEPs, and TEPITs**

1. All training staff maintain good esteem with AANZPA and stay actively connected through taking part in events such as the AANZPA conference and AGM, regional AANZPA Branch meetings, Psychodrama Australia working parties, consultations and workshops, relevant training events, taking up AANZPA organisational roles and contributing to the AANZPA journal.
2. TEPs and TEPITs use the AANZPA Training and Standards Manual as the basis for their course development. In general terms this is reflected in the use of the AANZPA Curriculum Document which was developed for the PACFA training course accreditation of the Australian College of Psychodrama.



## **Psychodrama Australia Policies and Procedures for Campuses**

3. Trainers get regular individual or group supervision of their practice.
4. Trainers take an active part in staff meetings and work inclusively and consensually in developing and implementing training and supervision policies and procedures. Trainers collaborate in providing excellent psychodrama training through open, reciprocal and effective communications.
5. The campus Director of Training is an ex officio member of the Executive Committee if there is one operating in the local context.
6. Trainers are invited to attend and contribute to Executive meetings, if there is one operating in the local context, and may be invited to accept an appointment to the Executive.
7. If a trainer is not able to fulfill a commitment to provide training for the Institute, they notify the campus Director of Training and consulting with them and their colleagues to see that an adequate replacement is made.
8. All training staff are active in reading and evaluating the written work of trainees.
9. Training staff are active in improving a wide range of capacities, for example, as trainers, supervisors, group workers, researchers, practitioners, writers and psychodrama theorists.

### **Guidelines for accepting trainees into campus programs**

Trainees at Psychodrama Australia campuses come from a range of professional backgrounds. Many are already proficient in some field of endeavour as a result of their training and life experience. For example they may have an undergraduate degree (or equivalent) in a relevant field such as psychology, social work, nursing, psychiatric nursing, medicine, psychiatry, occupational therapy, youth work, community development, counselling, teaching, welfare, pastoral care arts therapy, drama therapy, human resources and management.

## Psychodrama Australia Policies and Procedures for Campuses

### ENTRY CRITERIA

Applicants for the training are required to:

- Possess relevant professional qualifications.
- Demonstrate the presence of some fundamental human capacities as a pre-requisite for beginning training in psychodramatic methods, such as:
  - A relational capacity in one-to-one and group settings.
  - Being able to see the world through another's eyes.
  - Being able to reflect on their relationships with others.
  - Being able to reflect on and learn from experience, including being open to positive and challenging feedback.

These capacities can be demonstrated through one to one interviews, observing the applicant's participation in an experiential group and through written references.

- Understand and practice ethical behaviour and be prepared to follow a code of ethics, which is an integrated part of the training program.
- Have relevant employment or community experiences and contexts outside the training group that will assist them to integrate the learning.
- Be willing to work with their own life experiences as part of the training and take personal responsibility for the level of their interactions and self-disclosure.
- Provide confirmation of suitability from personal and professional referees.

The process of trainee selection is non-discriminatory on the grounds of gender, class, ethnicity, sexuality, culture, religion or any disability or belief that does not directly interfere with the capacity of trainees to competently fulfill their trainee role.

Acceptance into training requires a satisfactory initial interview with one, or preferably two staff members. The interviewee may be charged for this initial interview depending

## **Psychodrama Australia Policies and Procedures for Campuses**

on campus practice. In addition, the trainee must read and understand the material in the Trainee Handbook, specifically with regards the training contract and code of ethics.

Trainees are accepted into training if they will derive benefit from undertaking the training and will hold AANZPA in good stead. In the initial stages of a person's training in psychodrama, it is not required that they have a determination, in themselves, that they will complete certification.

If the trainee has come from another campus or AANZPA Institute then the trainee must be prepared for the campus to communicate with their earlier campus training staff to determine the hours and the details of training. If the trainee has trained at an overseas institute then they must be prepared to have the campus communicate with their earlier overseas training staff to determine the extent and type of training they have done. This may also require some discussion with the AANZPA Board of Examiners to establish equivalency.

### **Guidelines for continuing acceptance of trainees**

The primary requirement for continuing acceptance of existing trainees into training is that the campus can contribute to their learning, the program they are entering fits with their training needs, and the trainee continues to present AANZPA in good repute. This in most cases, except for shorter-term programs, will require an interview with staff members. An important factor in these considerations is the ongoing development in the trainee of a love of the method as well as a willingness to engage with and fulfill the requirements of the Training and Standards Manual. After 300 – 600 hours of training a commitment by the trainee to complete the certification process is highly desirable. Becoming an Associate member of AANZPA Inc. is also required.

### **Informing all trainees of basic requirements**

The Campus Handbook, which includes the AANZPA Ethics Guidelines, Complaints Procedures, details of the required Training Agreement, as well as the program structure

## **Psychodrama Australia Policies and Procedures for Campuses**

and outline, will be given to each trainee upon enrolment. Each new trainee is required to sign a training agreement that informs them of their rights and obligations while training, and sets out the expectations and responsibilities of Psychodrama Australia's trainers. This process does not take the place of tailored and detailed training agreements between primary trainers and trainees.

### **Assessment of papers**

1. When a trainer is supervising a trainee who is completing a paper towards certification, the paper is circulated for campus staff to comment and to confirm the directions of the supervising trainer. If the trainer is from another campus or from outside Psychodrama Australia, then one of the campus staff will be selected to liaise with the supervising trainer regarding campus considerations and responses. The campus trainers make a consensual decision that the paper is adequate or otherwise.
2. Every fourth social and cultural atom paper or equivalent is to be presented for external moderation to another campus or AANZPA institute.
3. The Administrator keeps a register and a copy of completed papers.

### **Enrolments and refunds**

1. All fees are to be paid in full to the Administrator before the course starts. Those enrolling and paying for the year in advance may receive a discounted fee. Deposits are refundable up to two weeks before the start of the training event. In the event of withdrawal an administration fee may be charged or such other fee as determined to be appropriate by the campus Director of Training. Any special request for a refund must be made in writing and is considered by the campus Director of Training. Trainees may request in writing, a different method of payment, which must be agreed by the campus Director of Training prior to training beginning.
2. It is the policy of Psychodrama Australia that a trainee be paid up for past years before they are able to undertake new training. Other arrangements can be made under exceptional circumstances if applied for in writing and agreed by the campus Director of Training.

**Psychodrama Australia Policies and Procedures  
for Campuses**

## **Travel / Fees / Professional Development**

1. Training staff may claim cost for tea, coffee, biscuits, fruit and photocopying etc. in relation to training events.
2. Training staff may claim travel costs. This includes: home to venue – economy airfare - shuttle (when available) or taxi – venue to home.
3. Pay rates per hour: Rates are determined on a campus by campus basis according to local conditions and charges and negotiated with the campus Director of Training.
4. Professional development: Up to \$800 per year may be approved by the Director of Training (this includes AANZPA conference and Psychodrama Australia faculty meeting attendance). This amount may vary as available funds expand or shrink. Training staff may elect to receive further payment for professional development in lieu of pay for professional training services. This can be done with the agreement of the campus Director of Training.

## **Trainee Supervision**

1. The fee for supervision in writing for certification or in the application of the psychodramatic method is usually paid direct to the supervisor rather than the campus.
2. Hours of supervision are to be recorded by the campus. Providing records to enable compliance with this is the responsibility of the training staff.
3. The supervisor generally determines the fees charged for supervision unless negotiated differently with the campus Director of Training.
4. Trainee supervision is an essential element in training and is conducted in alignment with the requirements of the AANZPA Training and Standards Manual.