

**Gestalt Education Processes Committee
Oversight of Course Development and Delivery**

Gestalt Education Processes Committee (GEP)

The GEP Committee holds responsibility for the educational process, including student progress, assessment and appeals policies and processes, approval of course documentation and delivery arrangement and course monitoring and review arrangements. This committee is comprised of all teaching faculty of the campus and two non staff who have experience in delivering academic courses. Students will be offered the opportunity to have a student representative on the GEP.

Both Gestalt Therapy Brisbane and Gestalt Therapy Sydney will have their own GEP committee. They will work within the following Terms of Reference.

Terms of Reference

GEP provides internal direction for the delivery and evaluation of its courses. GEP takes a pragmatic and practical focus to ensure the day to day delivery of the programme is met in a professional and proficient manner and that the delivery is reviewed and inspected.

The formulation of this committee acknowledges the demands made upon GTB in maintaining accreditation for the Graduate Certificate in Gestalt Therapy and the Master of Gestalt Therapy. Where necessary, its meetings will be in sub-committees and focus on the issues for a particular element of the training.

GEP identifies the educational issues and challenges that face GTS/GTS within the upcoming semester and makes recommendations for additions and adjustments to curriculum and course delivery. It deals with the issues that may be in the field from the last semester of training. It ensures that student progress is recorded and monitored.

It oversees the collation of feedback processes and prepares reports on the results of these processes. It also gives direction as to elements of the courses that need to be inspected by the Academic Governing Body. It reports in writing twice a year to the Academic Governing Body.

Composition

- Chair: appointed from the committee members
- The Director of the relevant campus
- Contracted Academic Faculty
- Student Representative
- External Members

Current members are set out in the attached schedules.

Meetings

The Committee shall meet at least twice per year but more usually three to four times a year.

The Terms of Reference of the Gestalt Education Processes Committee shall be reviewed every three years.

Roles & Responsibilities

Members will take responsibility for actioning the following:

- Considering and make recommendations to the Academic Governance Body & Director in relation to the structure of the courses and their relevance of content to the counselling/therapy industry;
- Recommending to the Director the making, amending and repealing of academic-related processes;
- Feedback to Gestalt Therapy Brisbane on its courses particularly with regard to developments within the profession of counselling;
- Considering and reporting on any matter referred to them by the Academic Governing Body or the Director.
- Monitoring issues relating to quality in relation to the courses and make recommendation to the Academic Governing Body as to the quality of curriculum development and assessment;
- Inspecting the progress of students;
- Moderating the correction of assessment work;
- Monitoring appeal policies and processes for academic work;
- Monitoring the outcomes of review processes;
- Inspecting student review of learning and teaching obtained through student feedback tools;
- Exploring how courses are being delivered;
- Inspecting educational processes as these are representing in the Strategic Plan;
- Receiving evaluations of course effectiveness and student feedback;
- Ensuring the quality improvement cycle as described in the Gestalt Therapy Brisbane Governance Framework is implemented;
- Reporting on relevant issues to the Academic Governance Body twice each year;
- Reviewing the implementation of FEE-HELP and individual students requests for review; and,
- Advising the Director on any other matters of an academic nature on which the Director may wish to seek advice.

Each GEP will also establish a **Health and Safety Committee(s)**. This will be formed as a standing item of their agenda and will be discussed by the Director and employees. The GEP Health and Safety Committee will be the principal forum wherein management consults with employees on broad health and safety and policy issues. The responsibilities of the Committee are to:

- Assist in the development, monitoring and review of health and safety policies and procedures;
- Consider any proposal for, or changes to the work, teaching and learning place, policies, practices or procedures which may affect the health and safety of employees or students;
- Promote the importance of health and safety amongst management, employees and students;
- Monitor GTB/GTS health and safety performance;
- Monitor the rehabilitation of injured employees and provision of support to injured students;
- Assist in the resolution of health and safety disputes.

Schedule 1

**Current Members 2013
Gestalt Education Processes Committee
Gestalt Therapy Brisbane (GTB)**

The Director of GTB	Dr Greer White
Contracted Academic Faculty of GTB	Paddy O'Regan Rachel Apelt Sharon Gray Zjamal Xanitha Tracy Santos Angela Shaw
Student Representative	vacant
External Members	Reg Anderson Phil Davison Alan Meara Darren Cuskelly

Schedule 2

**Current Members 2013
Composition of Gestalt Education Processes Committee
Gestalt Therapy Sydney (GTS)**

The Directors of GTS	Ashleigh Woolridge Forrest James
Contracted Academic Faculty of GTS	Linda Feldstein Susanna Goodrich
Student Representative	Sammie Grantham
External Members	Curt Mason Gina ONeill Jane Daisley-Snow Peter Burge