

Certificate in Chaplaincy: Placement Agreement

Certificate in Chaplaincy applicants: Please use this completed form as evidence of your practical chaplaincy placement, in support of your study application. Attach a description of your chaplaincy role.

This agreement is between _____, (hereafter “the applicant”), and _____ (hereafter “the placement provider”).

(Collectively hereafter, “the parties”).

The parties acknowledge:

- The applicant is applying to study a Certificate in Chaplaincy with the South Pacific Bible College (SPBC).
- Practical experience working in a chaplaincy role is a compulsory requirement of the study programme, and applicants are required to arrange such experience as part of their application to study.
- The minimum placement requirements, for the purposes of completing the programme of study, are:
 - The student completes a minimum of 110 hours’ experience in a chaplaincy role, over the length of the programme (February to December).
 - The student has a placement supervisor, who provides regular supervision debriefs.

The placement provider agrees, while the applicant is studying the Certificate in Chaplaincy:

- to provide work experience opportunities to the applicant that meet the minimum placement requirements (as above);
- to provide a placement supervisor, who will:
 - undertake regular supervision debriefs and reflect on practice;
 - provide an end-of-year report, summarizing the students’ undertakings. (A template will be provided by SPBC. No confidential information will be required.)

The applicant agrees, while they are studying the Certificate in Chaplaincy:

- to undertake the practicum with the provider, and
- to meet regularly with the supervisor to reflect on practice.

The parties agree:

- This is neither a volunteer nor employment agreement for the purposes of the Employment Relations Act. Any such agreement will be separate from this placement agreement.
- This agreement is not made with SPBC. SPBC does not accept any liability related to this placement agreement.
- Either party may terminate this agreement by giving a two week notice in writing. (In this case, the applicant is aware it is a condition of their enrolment that they advise SPBC of this change).

Overview of chaplaincy role is attached. (e.g. Position description, or letter from placement mentor).

Signed:

_____	_____	_____
Applicant Name	Applicant Signature	Date
_____	_____	_____
Authorised Person (for placement provider)	Authorised Person’s Signature	Date