

Guidance for Context-Based (Full-Time Non-Residential) Training

- 1) Setting up the placement
 - a. The TEI must ensure that the placement will provide appropriate training opportunities for the ordinand.
 - b. The sponsoring diocese may wish to be involved in the selection of the placement context. If so, it is desirable that there should be consultation with the TEI at an early stage.
 - c. Where sponsoring dioceses seek financial contributions towards the cost of the training (or equivalent, such as the provision of housing) from the placement context, and the ability or willingness of the context to make such contributions may affect the decision on whether or not the student will train there, the diocese must operate a clear policy and procedure for making its judgement on these matters.
 - d. The diocese in which the placement is located (if different from the sponsoring diocese) may wish to be involved in the identification of appropriate contexts for such placements, and may take into account in this such factors as where it might wish to place a curate for a title post. Any placement must have at least the goodwill of the diocese in which it is located.
 - e. Diocesan decisions must respect the fact that the primary factor in selection of the context is its appropriateness for the ordinand's learning and development, which the TEI is responsible for assuring, not any needs of the placement context.
 - f. The TEI must have a statement of expectations of what the context needs to provide for the ordinand. This must make clear that though the ordinand is expected to contribute significantly to mission and ministry in the context, the primary goal of the placement is the ordinand's learning and development.
 - g. Processes need to bear in mind the need and wishes of the candidate. However ultimately the decision on whether a proposed placement is appropriate is made by the TEI in consultation with the diocese.
- 2) Supervision
 - a. The TEI is responsible for ensuring that the ordinand has an appropriate supervisor for their placement.
 - b. The TEI must have a person specification against which to assess the suitability of a potential supervisor.
 - c. The TEI must have a statement of the supervisor role, and require the supervisor to indicate in writing their acceptance of this.
 - d. The TEI must ensure the supervisor receives appropriate training in order to undertake the role.
 - e. The TEI must provide ongoing support for the supervisor.
 - f. The TEI must ensure there are clear channels of communication between the TEI and supervisor, including formal reporting processes, other scheduled contact, and awareness by the supervisor of who they should contact over any concerns they may have at any point.
- 3) TEI oversight of placement
 - a. The TEI must communicate clear expectations for the placement, including both general ongoing expectations and particular expectations relating to certain areas of ministry and particular modules being taught.
 - b. The TEI should ensure appropriate development in the level of responsibility expected of the ordinand during the placement.
 - c. There must be a clear learning agreement agreed by the ordinand, context and TEI, and reviewed at least annually.

- d. There must be clarity over responsibility for safeguarding, insurance and health and safety in relation to placement activity.
 - e. The TEI must ensure appropriate disciplinary and complaint procedures cover the student's placement activity.
- 4) Placement within the programme
- a. The TEI is responsible for the coherence of the ordinand's programme.
 - b. The TEI must ensure that activity outside the placement (e.g. taught classes, private study activities, assignments) builds on and resources engagement with the placement.
 - c. If the ordinand is to receive pooled maintenance, the TEI must ensure the student is committed to doing the equivalent of full-time employment (e.g. an average 40 hours per week for 45 weeks per year). This includes appropriate time for study.
- 5) Changes
- a. If the TEI believes the placement or supervision is unsatisfactory, or likely to become so, it must take appropriate remedial action. On occasion, the ordinand may need to be moved to a different context; if the TEI formally advises the sponsoring diocese that this is necessary, the diocese must co-operate in seeking to find an appropriate new placement.