

Turkish Psychological Counseling and Guidance Association

TRAINING AND INFORMATION COMMITTEE DIRECTIVE

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TRAINING AND INFORMATION COMMITTEE DIRECTIVE

Article 1: Basis, Purpose and Scope

This directive is the “Psychological Counseling and Guidance Education Programs Evaluation and Accreditation Unit (PDR-EPDAB)” It has been prepared in accordance with the Working Regulation. Its purpose is to determine the structure, selection of members, term of office and working principles of the PDR-EPDAB Education and Information Committee to be established to organize PDR-EPDAB trainings.

Article 2: Definitions and Abbreviations

In this directive:

- a. PDR-EPDAB, Psychological Counseling and Guidance Education Programs Evaluation and Accreditation Unit,
- b. EBK refers to the PDR-EPDAB Education and Information Committee,
- c. Evaluation of psychological counselor education programs on behalf of AÜK, PDR-EPDAB and the Accreditation Supreme Council, which carries out the necessary work for its accreditation,
- d. Standards/criteria, Counselor Counselor Education Evaluation Criteria to be used in the accreditation of counselor education programs,
- e. Institution, the institution to which the program for which accreditation application is made is affiliated defines it.

Article 3: Education and Information Committee

Psychological Counselor Education and Information Committee, Psychological Counselor Education to all counseling and psychological counseling officers (members of counseling and psychological counseling boards, program evaluators and student evaluators) who will carry out the work required for the evaluation and accreditation of their programs and to apply for evaluation.organizes training and information activities for the members of the institutions that consider and to ensure the execution of the training program.

Article 4: Duties, Authorities and Responsibilities of the Education and Information Committee

- a. PDR-EPDAB policies and the structure, functioning and accreditation process of PDR-EPDAB To ensure that new PDR-EPDAB members are informed about,
- b. Ensure that all new members of the PDR-EPDAB Accreditation Steering Committee are informed about the policies and functioning of PDR-EPDAB,
- c. Necessary trainings for evaluators to be included in the program evaluator pool to arrange it,
- d. Organizing informative meetings for members of institutions that are considering applying for evaluation to PCR-EPDAB,
- e. Prepare any materials related to the training or information mentioned in (a) and (d) above,
- f. Planning the schedule and location of these training events and workshops for at least one year

Accreditation Supervisor to make and publish on the PCR-EPDAB web page To submit it to the approval of the Board,

- g. Identify the trainers who will actively carry out the training activities and determine the details of the activities to be carried out with them,
- h. To submit a report summarizing and evaluating the activities of the Education and Information Committee to the Board of Directors, i. To carry out other duties that may be assigned by the Accreditation Executive Committee in relation to PCDR-EPDAB trainings.

Article 5: Appointment and Term of Office of the Members of the Education and Information Committee

- a. The Training and Debriefing Committee consists of three (3) members appointed by the EAC from among EAC members or experienced assessors. The term of office of the Training and Information Committee members is two (2) years and members whose terms of office expire may be reappointed to the Training and Information Committee. In the event that a member of the Training and Disclosure Committee is dismissed for any reason before the end of his/her term of office, the AÜK shall appoint a new member to the Training and Disclosure Committee in accordance with (a). The Committee shall appoint a new member by taking into account the principles.

Article 6: Working Principles of the Education and Information Committee

The Chair of the Education and Information Committee is responsible for the functioning of the Committee. The Chairperson of the Education and Information Committee shall be responsible for all communication between the AÜK and the Committee members. provides. The Training and Information Committee meets at least once before each training event requested by the AÜK. The Training and Information Committee shall report its annual activities to the AUC at the end of each year.

Article 7: Debriefing and Training of New PDR-EPDAB Boards Members

The Training and Information Committee develops and implements orientation/information programs to ensure that all new PCDR-EPDAB board and commission members are informed about PDR-EPDAB policies and functioning.

Article 8: Program Evaluator and Student Evaluator Training

To inform program evaluator candidates about the structure, functioning and accreditation process of the AÜK, to develop evaluator skills and behaviors, to ensure consistency between evaluations and evaluation report.organizes Evaluator Training Workshops to improve writing skills. Prospective evaluators who have attended program evaluator training but have not worked as an evaluator for three years are required to attend Evaluator Training Workshops to update their knowledge, skills and behaviour before taking part in evaluation teams. The Training and Information Committee is entrusted with the task of organizing the Evaluator Training Workshop and is given the list of participants created by the AÜK. The Training and Information Committee oversees the identification of workshop trainers, the development of the workshop program, the preparation of all materials to be used in the workshop and the conduct of the workshop in accordance with the program.

Article 9: Informing and Training Institutions

Counselor education program administrators and related instructors who plan to apply for counselor education program evaluation or to make improvements in their programs according to counselor education program standards/criteria in the accreditation process. The Training and Information Committee organizes events, such as workshops and seminars, to inform and educate on the subject. The task of organizing a training event is assigned to the Training and Information Committee by the AÜK. The Training and Information Committee oversees the determination of the trainers who will conduct the event, the creation of the event program, the preparation of all materials to be used in the event and the execution of the event in accordance with the program.

Article 10: Financial and Logistic Transactions

The expenditures and all kinds of logistical and financial applications required by the Education and Information activities are made according to the principles set out in the PDR-EPDAB Working Regulation and PDR-EPDAB Budget and Financial Affairs Regulation documents.

Article 11: Amendments to the Directive

Proposals for amendments to this directive should be submitted to the AÜK by the Education and Information Committee.

or by a committee to be appointed by the AÜK. The proposals shall be included in the agenda of the first meeting of the AUC and shall be decided upon.

Article 11: Enforcement

This directive enters into force as of the date of its approval by the AUC.