

INTRODUCTION

Christchurch Polytechnic Institute of Technology (CPIT), the largest South Island Polytechnic and one of Canterbury's three major tertiary institutions, is located in the centre of Christchurch city with an additional campus in Opawa. Emphasis is on "applied" learning where theoretical education is combined with a hands-on approach. CPIT prides itself on the emphasis it places on excellence - such as the increasing number of teaching awards it attracts and its achievement of high levels of recognition in educational audits - and on the many diverse and dynamic partnerships it has with industry, the community and a wide range of interest groups in the city.

CPIT welcomes approximately 25,000 student enrolments each year including both full and part-time, domestic and international, professional, paraprofessional and trades focussed. Students and staff of a myriad nationalities attend throughout the year during the day, evening or weekend. Te Wānanga o Ōtautahi provides a place of belonging for those wanting to engage in te ao Māori or Fale Pasifika.

Over 1500 staff teach and support learning in vocational programmes and courses across a comprehensive range of career and subject areas at varying levels from foundation to degrees, graduate diplomas, diplomas and certificates to short term modules and courses customised for business, industry or special interest clients.

A challenging and exciting education environment demanding responsiveness to the diverse needs of students, employers and our region makes CPIT a dynamic and engaging place in which to work.

1. Tenders for Counselling Services

CPIT is calling for tenders for the provision of professional counselling services for enrolled students studying on its Christchurch Campuses.

The service is based in our Health Centre, which is located in HS block, on the corner of Ferry Road and Williams Street.

2. Health Centre

The Health Centre offers the following services to enrolled students:

- Nursing services and health education provided by nurses employed by CPIT.
- Medical services provided by a doctor contracted to CPIT.
- Counselling services provided by professional counselling staff contracted by CPIT.
- Other professional health services as deemed relevant and as required.

The health professionals are supported by a reception service as well as an associated clerical service, both provided by CPIT. The Health Centre is managed by the Learning Services Manager.

3. Student Services at CPIT

A variety of student services are provided by CPIT to support the well being of its students. The provision of free and confidential counselling services is recognition that student's emotional, psychological and behavioural needs may affect academic performance. However, while a range of counselling services will be required, CPIT does not accept responsibility for long term counselling.

4. Tenders for Counselling Services

CPIT is now calling for tenders for the provision of student counselling services in the Health Centre for a three year term commencing on 9 February 2009 (approximately 38 weeks, specific dates to be negotiated with the successful tenderer).

- The successful tenderer will be contracted to provide up to 15 hours of counselling each week for an agreed hourly rate (additional hours might be required, particularly around examination times, and would be negotiated).
- Accommodation and shared reception services will be provided free of charge by CPIT.
- The tender proposal should provide for emergency services for students who are in acute need.

5. Quality of Service

CPIT requires a high quality of service. As CPIT students come from a wide range of backgrounds the service provided must therefore be able to support the needs of this diverse student group as identified below. The professional staff providing the counselling service will need:

Professional

- To be appropriately qualified and have a wide range of clinical case experience.
- To belong to an appropriate professional body.
- To carry professional indemnity and liability insurance.
- To maintain high professional standards, including participation in regular professional supervision, and to comply with a code of ethics.
- To be accredited with a range of organisations, e.g. ACC, the Family Court.

Other

- To have the necessary training, experience and/or diversity to provide counselling services that best meet the needs of students from a diverse range of backgrounds, including socioeconomic status, gender, ethnicity and age.
- To provide critical incident debriefing as required and additional to the stated hours.
- To maintain confidential patient records
- To report on a quarterly basis to CPIT management, including identification of significant trends or patterns.
- To liaise with nursing and medical staff to facilitate optimum care for clients.

6. The Counselling Service

CPIT provides access to immediate (short term), free counselling sessions. Therefore the counselling service is utilised to address crisis situations rather than long term pre-existing conditions. Counsellors would therefore need to assess the treatment requirements and to identify long term options and appropriate referral for clients who require assistance beyond the scope of this service. Familiarity with issues arising for students within a learning environment would be an advantage.

7. Tender Process

Tenders are invited for the provision of counselling services as set out above.

Tenders should address:

- The commitment to CPIT requirements listed above.
- The qualifications, accreditation and clinical experience of the professional counselling staff.
- A proposal for the hourly rate, and for the provision of emergency services.

- Willingness to work co-operatively with CPIT management and the Health Centre staff.
 - Two referees as to the quality of the counselling services.
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Tenders close: 4.00 pm on Friday 14th November, 2008

**Address tenders to: Julie Batchelor
Library and Learning Services CPIT
PO Box 540
CHRISTCHURCH**

Please note: The lowest, highest or any tender not necessarily accepted

Clarification or further information can be obtained from:

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