



AUSTRALIAN
mediation
association
Specialists in Preventative Law

RECOGNISED MEDIATOR ACCREDITATION BODY

Application for Mediators Seeking Approval under the National
Mediator Accreditation System.

Accreditation Application Kit

Contents of this kit:

Application Form

Reference Form

Procedure

Resume of Practice **must** also be submitted at the time of application.

Please tick the boxes and insert details where relevant.

All other materials in response to other sections must be provided via a submission and documentary evidence format.

Applications will not be accepted unless accompanied by payment or proof of payment of the application fee of \$220.00 (inc GST).

Payment can be made by Electronic Funds Transfer (EFT) or cheque payable to the Australian Mediation Association.

Send the completed application form and payment to:

Post: Accreditation Panel
Australian Mediation Association
GPO BOX 1347, Brisbane Qld 4001

Email: panel@ama.asn.au

Fax: 07 3257 0054

Phone: 1300 MEDIATE (633 428)

Application for Accreditation under the Australian National Mediator Standards

Recognised Mediator Accreditation Body – Australian Mediation Association

NOTE: This application form should be read in conjunction with both the Approval Standards and the Practice Standards contained in the Australian National Mediator Standards.

Introduction

The Australian National Mediator Standards apply to any person who voluntarily seeks to be accredited under the National Mediator Accreditation System ('the system') to act as a mediator and assist two or more participants to manage, settle or resolve disputes or to form a future plan of action through a process of mediation. Practitioners who act in these roles are referred to in the Approval Standards as mediators.

The Approval Standards:

- a) specify requirements for mediators seeking to obtain approval under the voluntary national accreditation system; and
- b) define minimum qualifications and training; and
- c) assist in informing participants, prospective participants and others what qualifications and competencies can be expected of mediators.

As a condition of ongoing approval, mediators must comply with the Practice Standards and seek re-approval in accordance with the Approval Standards every two years. The Approval Standards should be read in conjunction with the Practice Standards that apply to mediators.

Mediation can take place in all areas where decisions are made. For example, mediation is used in relation to commercial, community, workplace, environmental, construction, family, building, health and educational decision making. Mediation may be used where there is conflict or may be used to support future decision making. Mediators are drawn from diverse backgrounds and disciplines. Mediation may take place as a result of Court or Tribunal referral, pre-litigation schemes, through industry schemes, community-based schemes as well as through private referral, agency, self or other referral. The Approval Standards set out minimum voluntary accreditation requirements and recognise that some mediators who practice in particular areas, and/or with particular models, may choose to develop or comply with additional standards or requirements. Mediators may practice as 'solo' mediators or may co-mediate with another mediator.

The Australian Mediation Association ('AMA') strongly supports and is committed to the application and implementation of the Australian National Mediator Standards. The AMA will be acting as an accreditation body under this scheme taking on the role of a Recognised Mediator Accreditation Body (RMAB).

APPLICATION FOR ACCREDITATION UNDER THE AUSTRALIAN NATIONAL MEDIATOR STANDARDS

Full Name	
Name to be displayed on Certificate	
Name of firm or organisation	
Mailing address (All general mail will be sent to this address)	
Telephone	
Email (email will be the main method of communication)	

1. I have read and understood my obligations under the Approval Standards Yes No
2. I have read and understood my obligations under the Practice Standards Yes No

3. Good Character

RMABs require mediators who apply to be accredited to provide evidence of 'good character'. With respect to the requirement to be of 'good character', please:

- a) Provide evidence that you are regarded as honest and fair, and that you are regarded as suited to practice mediation by reference to your life, social and work experience. Please provide written references from two members of the community who have known you for more than three years demonstrating your good character.

Referees

I will submit two written reference reports (annexure A) from persons listed below who can attest to my competence and my involvement in this area of practice. Yes No

Important

Applicants are urged to consider carefully when selecting referees. It is important that the referees can attest to the applicant's competent performance of tasks as outlined in the standards. See the Standards for more information.

1. Name:
Professional Title:
Firm/Employer:
Email:
Phone:

2. Name:
Professional Title:
Firm/Employer:
Email:
Phone:

- b) Do you meet the requirements of a police check in the State or States or Territory or Territories in which you practise? Yes No
- c) Are you without any serious conviction or impairment that could influence your capacity to discharge your obligations in a competent, honest and appropriate manner? Yes No
- d) Please demonstrate by way of documentary evidence that you are accredited with an existing scheme that has existing 'good character' requirements that you comply with (for example, by referring to an existing Professional Association, Law Institute, Law Society, Bar or Family Dispute Resolution Practitioner accreditation standards where relevant).
- e) Do you come into the category of a 'prohibited person' (or its equivalent) as defined in a particular jurisdiction? Yes No

- f) Have you been disqualified to practice by another professional association relating to any other profession (for example, a Law Society or a Medical Association)? Yes No

if 'Yes' please explain the circumstances under which you have previously been removed.

.....

- g) Have you been suspended from acting as a mediator under the standards? Yes No

- h) Do you undertake to comply with any relevant legislation, the Practice and Approval Standards and any other approval requirements that may relate to particular schemes?

Yes No

- i) Please provide evidentiary documentation of your current insurance status (please refer to section 3(4) of the Approval Standards for further information.)

4. Training and education

- a) Please provide documentary evidence that you have appropriate mediation competence, by reference to applicable practice standards, your qualifications, training and experience.

- b) Please indicate under which Threshold Training and Education Requirements section you are seeking approval under the Standards

- a. Yes Section 5 (1) & (2)
- b. Yes Section 5 (3) (a) – Experience Qualified – culturally diverse community
- c. Yes Section 5 (3) (b) – Experience Qualified – experience and continuing accreditation requirements
- d. Yes Section 5 (4) – Blended Process

- c) Unless 'experienced qualified' (see section 5(3) of the Approval Standards) from 1 January 2008, please provide the name of the mediation education and training course(s) you have undertaken and in what year the said course(s) were completed.

.....

Did the mediation education and training course(s) satisfy the following:

- i) was conducted by a training team comprised of a at least two instructors where the principal instructor[s] has more than three years' experience as a mediator and has complied with the continuing accreditation requirements set out in Section 6 of the Approval Standards for that period and has at least three years' experience as an instructor; Yes No and
- ii) has assistant instructors or coaches with a ratio of one instructor or coach for every three course participants in the final coached simulation part of the training and where all coaches and instructors are accredited; Yes No and

- iii) is a program of a minimum of 38 hours in duration (which may be constituted by more than one mediation workshop provided not more than nine months has passed between workshops), excluding the assessment process referred to in Section 5(2) of the Approval Standards; Yes No and
- iv) involves each course participant in at least nine simulated mediation sessions and in at least three simulations each course participant performs the role of mediator;
Yes No and
- v) provides written, debriefing coaching feedback in respect of two simulated mediations to each course participant by different members of the training team.
Yes No
- d) Unless 'experience qualified' (see Section 5(3) of the Approval Standards), from 1 January 2008, a mediator must also have completed to a competent standard a written skills assessment of mediator competence that has been undertaken in addition to the 38-hour training workshop, where mediator competence in at least one 1.5 hour simulation has been undertaken by either a different member of the training team or a person who is independent of the training team. The written assessment must reflect the core competency areas referred to in the Practice Standards. The final skills assessment mediation simulation may be undertaken in the form of a video or DVD assessment with role players, or as an assessed exercise with role players. The written report must detail:
- i) the outcome of the skills assessment (in terms of competent or not yet competent); and
 - ii) relevant strengths and how they were evidenced; and
 - iii) relevant weaknesses and how they were evidenced; and
 - iv) relevant recommendations for further training and skills development.

Have you completed to a competent standard a written skills assessment of mediator competence? Yes No

Experience Qualified Practitioners – this section applies to all those mediators requesting accreditation in accordance with section 5(3) of the Approval Standards as at 1 January 2008.

'Experience qualified' practitioners are those who have been assessed by an RMAB as demonstrating a level of competence by reference to the competencies expressed in the Practice Standards.

- e) Are you;
- (i) a resident in a linguistically and culturally diverse community for which specialised skills and knowledge are needed and/or from a rural/or remote community where there is difficulty in attending a mediation course or attaining tertiary or similar qualifications? Yes No or
 - (ii) have you worked as a mediator prior to 1 January 2008 and have experience, training, and education that will satisfy the Australian Mediation Association that

you are equipped with the skills, knowledge and understandings set out in the core competencies referred to in the Practice Standards, **and** you have met the continuing accreditation requirements as set out below (see part 5) in the 24 months prior to making an application? Yes No

Please provide and attach a brief submission demonstrating either that you are a resident in a linguistically and culturally diverse community for which specialised skills and knowledge are needed OR you worked as a mediator prior to 1 January 2008 and have experience, training, and education that will satisfy the Australian Mediation Association that you are equipped with the skills, knowledge and understandings set out in the core competencies referred to in the Practice Standards, **and** you have met the continuing accreditation requirements as set out below (see part 5) in the 24 months prior to making an application.

- f) Practitioners who seek to offer advice through the use of a 'blended' process such as conciliation or advisory or evaluative mediation must also provide evidence of:
- (i) your continuing registration, membership or equivalent within the professional area in which advice is to be given, and
 - (ii) completion of an appropriate degree, or equivalent qualification in the area of your expertise from a university or former college of advanced education, of at least four years equivalent full-time duration, or a VET-approved organisation to a National Framework Level 6 standards; and
 - (iii) Do you have a minimum of five years' experience in the professional field in which you seek to provide advice? Yes No

5. Continuing Accreditation Requirements – Experience Qualified Practitioners

Mediators who seek to be reaccredited must satisfy the AMA that they continue to meet the approval requirements set out in Section 3 of the Approval Standards. In addition mediators seeking re accreditation must, within each two-year cycle, provide evidence to the RMAB that they have:

- a) sufficient practice experience by showing that they have either:
- i) conducted at least 25 hours of mediation, co-mediation or conciliation (in total duration) within the two-year cycle; or
 - ii) where a mediator is unable to provide such evidence for reasons such as, a lack of work opportunities (in respect of newly qualified mediators); a focus on work undertaken as a dispute manager, facilitator, conflict coach or related area; a family, career or study break; illness or injury, an RMAB may require the mediator to have completed no less than 10 hours of mediation, mediation or conciliation work per two-year cycle and may require that the mediator attend 'top up' training or reassessment;
- and,
- b) have completed at least 20 hours of continuing professional development in every two-year cycle that can be made up as follows:

- i) attendance at continuing professional development courses, educational programs, seminars or workshops on mediation or related skill areas as referred to in the competencies (see the Practice Standards) (up to 20 hours);
- ii) external supervision or auditing of their clinical practice (up to 15 hours);
- iii) presentations at mediation or ADR seminars or workshops including two hours of preparation time for each hour delivered (up to 16 hours);
- iv) representing clients in four mediations (up to a maximum of 8 hours);
- v) coaching, instructing or mentoring of trainee and/or less experienced mediators (up to 10 hours);
- vi) role playing for trainee mediators and candidates for mediation assessment or observing mediations (up to 8 hours);
- vii) mentoring of less experienced mediators and enabling observational opportunities (up to 10 hours).

If applying as an Experience Qualified practitioner please provide and attach a brief submission demonstrating that you have satisfied the continuing accreditation requirements as outlined in section 6 of the Approval Standards in the previous 24 month cycle.

- c) If you are **not** applying for accreditation under the Experience Qualified practitioner clauses, do you undertake in seeking to be reaccredited to continue to meet the approval requirements set out in Section 3 of the Approval Standards. In addition mediators seeking re accreditation must, within each two-year cycle, provide evidence to the AMA that they have satisfied the continuing accreditation requirements. Do you agree to these terms? Yes No

AGREEMENT AND SIGNATURE

I, *(insert name)* being an applicant for accreditation by the Australian Mediation Association as a mediator under the Australian National Mediator Standards,

- Consent to the Australian Mediation Association in my area of mediation, making such enquiries as they see fit (including Professional Standards and Professional Indemnity Insurance enquiries), to determine my eligibility and suitability for accreditation.
- Agree to accept the terms and conditions for accreditation as set out in the Standards.
- If accredited, agree to comply with the Australian National Mediator Standards and any rulings of the Australian Mediation Association relating to accreditation or reaccreditation.
- Certify that the content of this application is true and correct to the best of my knowledge.

Signature:

Date:

PAYMENT - This application is **\$220.00 (including GST)**

Please tick one of the following:

Yes Cheque (please make cheque payable to the Australian Mediation Association)

Yes Electronic Funds Transfer (please provide proof of transfer)

Commonwealth Bank of Australia
Australian Mediation Association
BSB: 064 121
Account: 10 200 135

Tax Invoice

Australian Mediation Association A.B.N. 40 315 480 252
GPO BOX 1347, Brisbane Qld 4001

Application Fee \$220.00 (including GST)

This document will be a tax invoice for GST purposes when you make payment. Please retain a copy for your GST records.

Australian Mediation Register: Now Open for Registration

The [Australian Mediation Register \(AMR\)](http://www.amr.asn.au) will be open for mediators to apply to be registered. www.amr.asn.au The aim is to launch the Register to the public in January 2008 to coincide with the implementation of the National Mediator Accreditation System. The Australian Mediation Register is a web based listing of mediators who certify that they meet either the minimum national standards, accreditation as a Family Dispute Resolution Practitioner or have undertaken mediation training. These standards are for training, mediation, co-mediation and continuing practice development as well as adherence to an appropriate code of practice, complaints handling procedure and appropriate indemnity insurance. It will be possible for mediators who are certified by the Australian Mediation Association, as a Recognised Mediation Accreditation Body (RMAB), to have the AMR 'badge' or 'icon' on the mediator's entry to demonstrate these higher standards of practice. Mediators accredited by another independent regulatory body will also be able to have their profiles listed.

Benefits to mediators

- The AMR will be a highly visible and trusted place to find mediators. Mediator's listings can show either their service's contact details or their direct contact information. The AMR will become another source of direct referrals to mediators and mediation services.
- The AMR gives independent recognition of mediation practice standards which provides greater reassurance to our users, Government and Industry as well as other organisations.
- An AMR mediator, accredited through the Australian Mediation Association will be allowed to call themselves an "**Australian Mediation Registered Mediator**" and use the logo which is expected to develop as a brand that signifies quality in mediation in Australia.
- The AMR will demonstrate publicly that being a mediator in Australia is to be part of a coherent and valued occupation.
- With the requirement for annual updating of Continuing Professional Development records, the Register will encourage the systematic maintenance and development of mediation skills.

For complete details and to register, go to www.amr.asn.au

Seminar Groups

Seminar groups are intended to prepare candidates for assessment by getting together with others and studying on an informal basis and to serve as continuing professional development. Mediators interested in forming seminar groups will be sent a contact list of fellow mediators and are expected to form their own groups.

I am interested in joining a study group within my nominated area: Yes No

If you have indicated yes, please complete the below details

Name:
Work suburb & contact number:
Home suburb & contact number:
Email:

Important:

Should you have indicated your interest in joining a seminar group, your details as listed above will be distributed to other applicants for the purpose of the formation of a seminar group.

Annexure A:

AUSTRALIAN MEDIATION ASSOCIATION NATIONAL ACCREDITATION

REFERENCE FOR A DISPUTE RESOLUTION PRACTITIONER SEEKING ACCREDITATION UNDER THE AUSTRALIAN NATIONAL MEDIATOR STANDARDS

Applicant s Name: *(insert here)*

The practitioner named above has applied for accreditation under the Australian Mediation Association's Accreditation Program.

To become an accredited mediator a practitioner needs to be eligible and competent. The practitioner must enjoy standing and regard in the profession.

The applicant needs to provide evidence that they are regarded as honest and fair, and that they are regarded as suited to practice mediation by reference to their life, social and work experience. Please provide this written reference if you have known the applicant for more than three years demonstrating their good character.

Standards for competent practice have been developed in consultation with academics, practitioners and education consultants.

An assessment process has been put in place to assess those standards and it is a part of that process that an applicant's peer can attest to his/her competence.

The Referees report is to be based on their objective and direct knowledge of the Applicants competence. Please answer the questions below with care. As far as legally possible your response will be kept confidential.

Please return this form to:

National Accreditation Coordinator
Australian Mediation Association
GPO BOX 1347, Brisbane Qld 4001, marked **Private and Confidential**.
Email: panel@ama.asn.au
Facsimile: 07 3257 0054

Name of the referee:

Current Occupation (include name of firm if partner or employee):

1. How long have you known the applicant?

