

Resolution Institute Master Class Policy

- 1 Master Classes will be held for Grade 1 and Grade 2 Arbitrators.
- 2 Vacancies permitting, persons other than Grade 1 and Grade 2 Arbitrators may attend a Master Class in appropriate circumstances that will not affect the effectiveness of assessment of Grade 1 and Grade 2 Arbitrators, and that the Master Class will not need to be adapted to accommodate the attendance of other persons. Other persons who may attend include persons whose knowledge and understanding is considered to be at the level expected of Grade 1 or Grade 2 arbitrators or whose aspirations, training and experience demonstrate likely progression towards grading as a Grade 1 or Grade 2 Arbitrator.
- 3 At least one Master Class is to be held in each Chapter every two years, provided that numbers attending make it financially viable to do so. Members may attend Master Classes in other Chapters where numbers permit.
- 4 A Master Class shall be at least six hours duration and may be held in one or two sessions.
- 5 Attendance at a Master Class and a satisfactory assessment are mandatory requirements for re-grading or grading review in accordance with the Resolution Institute Policy on the Register of Practising Arbitrators, unless otherwise determined by the Board in any particular case.
- 6 The topics for the Master Class shall comprise the following:
 - i) relevant legislative requirements (e.g. Uniform Commercial Arbitration Act, Evidence Act, Court Acts, Acts including ADR provisions, etc);
 - ii) relevant judgements of superior courts;
 - iii) Resolution Institute Rules;
 - (iv) arbitration practice and procedure;
 - (v) topics adopted from suggestions by practitioners, required by the Board, or required by the Chapter Committee.
- 7 The standard of the Master Class is to be targeted to the standards required for grading as Grade 1 Arbitrator as set out in the Resolution Institute Policy on the Register of

Practising Arbitrators.

- 8 The procedure for conduct of a Master Class should be generally as follows:
- i) there will not be any set talks/papers/presentations;
 - ii) at least two months prior to the Class, all intending participants will be requested by Resolution Institute to suggest topics for discussion at the Master Class;
 - iii) topics will be grouped and allocated to sessions;
 - iv) at least two (2) weeks prior to the Master Class, a program for the Master Class, specifying the topics for each session, shall be provided to each participant, together with a copy of the assessment criteria and objectives of the Master Class.
- 9 A facilitator will be appointed for each session of the Master Class. Where the facilitator is a Grade 1 or Grade 2 Arbitrator, he or she shall be deemed to have satisfactorily completed the session or sessions for which he or she acts as facilitator.
- 10 Two assessors will be appointed by the Chairperson of the Education & Professional Development (E&PD) Committee for each Master Class. Where possible, one of the assessors shall be the Chairperson of the E&PD Committee. Where an assessor is a Grade 1 or Grade 2 Arbitrator, he or she shall be deemed to have satisfactorily completed the session or sessions for which he or she acts as an assessor.
- 11 The assessors will assess the competence of each participant against the assessment criteria referred to in paragraph 8(iv) above. A copy of the assessment shall be provided to each participant as soon as reasonably practicable after the Master Class.
- 12 A participant dissatisfied with his or her assessment may apply for review of that assessment. The review shall be attended by the applicant, and shall be conducted:
- i) as soon as reasonably practicable;
 - ii) by a sub-committee comprising the assessors (or if only one of them is available, that assessor), and up to three persons appointed by Resolution Institute.

The sub-committee shall select a chairperson who, on completion of the review, shall communicate the results of the review to the Board for consideration. A copy of review shall also be provided to the applicant.