

## Resolution Institute Mediator Accreditation Scheme

1 September 2019

Resolution Institute operates the following Scheme for the accreditation of mediators. Resolution Institute also accredits mediators under the Australian National Mediator Accreditation System, the International Mediation Institute scheme and other schemes that Resolution Institute considers appropriate.

All mediators with accreditation or advanced accreditation current at at 1 October 2019, gained and maintained under a previous LEADR, IAMA or Resolution Institute scheme for mediator accreditation shall retain their accreditation subject to their compliance with the requirements of this Resolution Institute Scheme.

### **1. Accreditation**

Resolution Institute accreditation will be given to those mediators who demonstrate that they have achieved and maintain competence consistent with the skills and understandings of the Resolution Institute mediation training course.

### **2. Levels of accreditation**

There are two levels of accreditation:

- (a) accreditation; and
- (b) advanced accreditation.

### **3. Fees payable by Resolution Institute accredited practitioners**

To retain Resolution Institute accreditation, mediators will be required to be a current financial Professional or Fellow member of Resolution Institute.

### **4. Applications for accreditation**

Applications for accreditation must be made by completing the current prescribed form(s).

### **5. Discretionary power**

At its discretion, Resolution Institute may waive all or any of the requirements below and extend any of the time limits under the Scheme.

Resolution Institute will particularly consider the needs of applicants who have completed other mediator training and assessment, or who have significant mediator past and current experience and education, or who are part of a culturally and linguistically diverse community (CALD).

Resolution Institute will consider acceptance of other suitable evidence of mediator competency including references and/or as necessary will set appropriate training and assessment to satisfy itself of the mediator's competency.

### **6. Requirements for Resolution Institute mediator accreditation**

- (a) completion of a Resolution Institute five-day mediator workshop or such other workshop approved by Resolution Institute as providing an adequate standard of training for mediator accreditation; and
- (b) successful completion of an assessment, which will require the candidate to demonstrate mediator competency in a role play of at least 1.5 hours duration and

such other tasks (eg a written or oral test) that Resolution Institute may require. The candidate will be assessed for competence in the skills and understandings of the Resolution Institute mediation training course. Assessors may watch the role play live and/or as a video recording. Candidates will receive feedback that includes:

- (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.

### **7. Requirements for retention of Resolution Institute accreditation:**

To retain Resolution Institute accreditation practitioners must in each three-year period after initial accreditation meet the following requirements, whether or not information about completion is requested from Resolution Institute:

- a) conducted mediation for periods of no less than 75 hours in total; or
- b) attended workshops, courses or e-lectures relating to mediation for at least 12.5 hours and taught mediation for at least 12.5 hours; or
- c) participated in 25 hours of continuing professional development including;
  - (i) Role playing for trainee mediators and candidates for mediation assessment or observing real mediations
  - (ii) Coaching, instructing or mentoring of trainee and/or less experienced mediators
  - (iii) Mentoring of less experienced mediators and enabling observational opportunities as part of a mentoring relationship
  - (iv) Receiving professional supervision or coaching or participating in structured peer-based reflection on mediation cases
  - (v) Representing Clients in up to four mediations
  - (vi) Attending continuing professional development courses, educational programs, seminars or workshops on mediation or related areas
  - (vii) Giving presentations at mediation seminars or workshops including up to two hours of preparation time for each hour delivered.

### **8. Requirements for advanced Resolution Institute accreditation**

- a) compliance with the requirements set out paragraphs 6, 7 (b) or 7 (c) and
- b) in the three years immediately prior to the application for advanced accreditation, the candidate must,
  - (i) complete a minimum of 250 hours of practice in mediation
  - (ii) demonstrate:
    - by written evaluations of not less than 10 parties or their advisers that the mediator has demonstrated a high level of competence in conducting mediation; or
    - by the written assessment of a suitably experienced and qualified supervisor or assessor that the mediator, in a session in which s/he conducts mediation, has demonstrated a high level of competence. Prior approval of the supervisor or assessor must be obtained from Resolution Institute.
- c) complete a professional conversation assessment with a Resolution Institute assessor where you will provide evidence about how you demonstrate the competencies for advanced accreditation.

## **9. Requirements for retaining advanced accreditation:**

In order to retain advanced accreditation a mediator must during the six months following the expiration of each three-year period after the initial advanced accreditation meet the following requirements, whether or not information about completion is requested from Resolution Institute:

- a) ten written evaluations of the mediator's conduct of mediation which demonstrates a high level of competence; or
- b) evidence of at least 4 x one-hour long supervision sessions per year in the three years prior to renewal of accreditation by a supervisor who is approved by Resolution Institute and who provides Resolution Institute with a written assessment of the mediator's high level of competence; /or
- c) a written assessment by a suitably experienced and qualified supervisor or assessor that the mediator, in a session in which s/he conducts a mediation, has demonstrated a high level of competence. Prior approval of the supervisor or assessor must be obtained from the Resolution Institute.

Continuing professional development requirements in each three-year period:

- mediated at least 75 hours; AND
- attended workshops, courses or e-learning relating to mediation of at least 25 hours; or
- attended workshops, courses or e-lectures relating to mediation for at least 12.5 hours and taught mediation for at least 12.5 hours.

## **10. Code of Ethics**

All Resolution Institute accredited practitioners are required to observe the Resolution Institute Code of Ethics (<https://www.resolution.institute/documents/item/7>)

## **11. Evaluation of competency of Resolution Institute accredited practitioners**

- a) Whenever it sees fit to do so, the Board of Resolution Institute may institute a review of the competence or conduct of any Resolution Institute accredited mediator and determine whether or not the Resolution Institute accredited mediator should retain Resolution Institute accreditation.
- b) In any review instituted under sub-paragraph (a) of this paragraph, the Board shall inform the Resolution Institute accredited mediator why it has instituted the review, and the substance of the concerns.
- c) The Board may invite the Resolution Institute accredited mediator in respect of whom a review has been commenced, to discuss the Board's concerns and may make recommendations to that Resolution Institute accredited mediator.
- d) The Board in its sole discretion may withdraw the accreditation of a Resolution Institute accredited mediator and will provide the mediator with reasons for the withdrawal of the accreditation.
- e) The Board may in its absolute discretion without any obligation to do so, at the request of the mediator concerned, review its decision to withdraw accreditation, and subject to the outcome of any such review, the assessment or decision to withdraw accreditation will be final and binding upon the mediator

## **12. Lapsing of accreditation**

Accreditation will lapse if any of the requirements are not met and Resolution Institute has not exercised its discretion to modify or waive such requirements, provided that the mediator may apply for further accreditation upon demonstrating compliance with the requirements of the Scheme.