



ABN 78 009 717 739

Office use only	
Date approved:	
Approved by:	
Payment date:	

APPLICATION FOR ACCREDITATION OR RE-ACCREDITATION AS A MEDIATOR

Australian National Mediator System

Before completing this form you need to familiarise yourself with:

- ▶ National Mediator Accreditation System, Practice Standards, effective 1 July 2015; and
- ▶ National Mediator Accreditation System, Approval Standards, effective 1 July 2015.

These documents are available on the websites of the Mediator Standards Board (MSB) at www.msb.org.au/ and the Bar Association of Queensland at www.qldbar.asn.au/.

The information requested on this form will be used to process your application for Accreditation or Re-Accreditation under the Australian National Mediator System. If your application is successful, your name will be listed on the Bar Association of Queensland's (the Association) website as a Nationally Accredited Mediator, and on the National Mediator Register maintained by the MSB.

If you are applying for **Accreditation** - please fill in Sections **A, B, D, E and F**.

If you are applying for **Re-Accreditation** - please fill in Sections **A, C, D, E and F**.

A PERSONAL DETAILS

ALL applicants for **Accreditation** or **Re-Accreditation** must complete section A.

Title First Name Middle Name(s) Family Name Post Nominals

*Chambers Address / Business Address:

City / State / Postcode:

*Please note that while you may indicate a PO Box as a business address for publication, you must also advise a business address of the place at which you practise.

Chambers Ph: Mobile: Fax:

Direct Ph: Email:

B TRAINING AND ASSESSMENT

If you are applying for **Accreditation**, please fill in **either** B.1 or B.2:

B.1 TRAINING AND ASSESSMENT

Have you met the training and assessment requirements prescribed in sections 2.3 and 2.4 of the Approval Standards?

If so, please complete the section below. Please also **attach** copies of your Certificates of Completion and any other relevant supporting documentation as evidence of your training and assessment.

- Yes, I have completed a mediation training programme and assessment which meets the requirements in sections 2.3 and 2.4 of the Approval Standards, including:

- A mediation training programme of at least 38 hours in duration, and which otherwise meets the requirements in section 2.3 of the Approval Standards; and
- A skills assessment, including mediation simulation of at least 1.5 hours in duration, within 6 months preceding the notification to me of my assessment competency, and which otherwise meets the requirements in section 2.4 of the Approval Standards.

OR

B.2 ALTERNATIVE TRAINING AND ASSESSMENT

Have you met the requirements of any of the alternative training and assessment options, as prescribed in section 2.5 of the Approval Standards?

If so, please complete the applicable section below.

Please also **attach** a written statement and any other relevant supporting documentation, including certification, assessment forms and references as evidence.

1. Comparable training and assessment

- I have provided to the Association:
 - evidence of having completed a mediator training course which is at least comparable to the training course described in section 2.3 of the Approval Standards; and
 - evidence of having been found competent in the assessment described in section 2.4 of the Approval Standards.

OR

2. Experience, education and assessment

- I have provided to the Association:
 - evidence of having conducted at least 100 hours of mediation, and of otherwise having met the continuing accreditation requirements described in section 3 of the Approval Standards (see **Section C** of this form) within the two years prior to today's date; and
 - two references attesting to my competence as a mediator; and
 - evidence of having completed mediator training, supervision or education, for consideration by the Association; and
 - evidence of having been found competent in the assessment described in section 2.4 of the Approval Standards.

NB: if you are completing this section, you must also complete **Section C** of this form.

OR

3. Culturally and Linguistically Diverse (CALD) knowledge, experience and assessment

- I have provided to the Association:
 - evidence that I possess appropriate mediation experience and knowledge of the unique values and traditions within the culturally and linguistically diverse (CALD) community with which I identify; and
 - two references attesting to my competence as a mediator; and
 - evidence of having been found competent in the assessment described in section 2.4 of the Approval Standards.

C CONTINUING ACCREDITATION REQUIREMENTS

Please fill in section C if you are applying for **Re-Accreditation**, or, if you have selected 'option 2' of the Alternative Training and Assessment in B.2 of this form.

Mediators who seek to be re-accredited must demonstrate that they have, within the two years prior to today's date:

- ▶ Obtained sufficient practice experience; and
- ▶ Completed at least 25 hours of continuing professional development which complies with section 10 of the Practice Standards.

A mediator must meet those requirements within two months of the due date for renewal of accreditation, or their accreditation automatically lapses.

C.1 PRACTICE EXPERIENCE

- I have conducted a minimum of 25 hours of mediation, co-mediation or conciliation in the last two years.

Evidence of Practice Experience

Please attach evidence, in a separate schedule, of the 25 hours of mediations, co-mediations or conciliations undertaken in the last 2 years, including the dates, approximate length of mediation, and descriptions of the dispute/s. If you do not provide sufficient evidence the Association may contact you and require you to provide further evidence.

Pursuant to section 3.3 of the Approval Standards, if you have conducted less than 25 hours of mediation, co-mediation or conciliation, but more than 10 hours, you may be able to use any excess hours of CPD (see the 'Important' note in section C.2 below) in lieu thereof.

A template schedule is attached.

OR

- I have conducted at least 10 hours of mediation, co-mediation or conciliation in the last two years **AND** undertaken sufficient 'top-up' training or reassessment (in addition to the minimum 25 CPD hours set out in C.2) to make up a total of 25 hours of mediation, co-mediation or conciliation. Please attach evidence of the 'top-up' training or reassessment:

Reason/s for not undertaking at least 25 hours of mediation, co-mediation or conciliation in the last two years:

- Lack of work opportunities
- Career circumstances
- Health circumstances
- Residence in non-urban / CALD communities

AND

C.2 CONTINUING PROFESSIONAL DEVELOPMENT

- I have undertaken at least 25 hours of Continuing Professional Development in the last two years that contributes to the Knowledge, Skills and Ethical principles contained in the Practice Standards, in the following areas:

- **Participating in Education (up to 20 hours):** This means participating in formal structured activities such as training seminars and workshops (up to 20 hours) or attending conferences (up to 15 hours).
- **Reflecting on Practice (up to 15 hours):** This means receiving professional supervision or coaching or participating in structured peer-based reflection on mediation cases.
- **Providing Professional Development (up to 15 hours):** This means delivering presentations on mediation or related topics, including 2 hours of preparation time for each hour delivered, or providing professional supervision, assessment, coaching or mentoring of mediator trainees and mediators.

- **Credit for related professional CPD (up to 10 hours):** This means hours of CPD completed to maintain professional licensing or accreditation related to their mediation practice, such as in law or in the behavioural or social sciences or in the professional field in which they mediate, such a building or engineering.
- **Learning from Practice (up to 8 hours):** This means participating in up to four mediations as a client representative or in a formal learning capacity (up to 2 hours per mediation) or role-playing for trainee mediators and candidates for mediator assessment (up to 2 hours per simulation).
- **Self-directed Learning (up to 5 hours):** This means private study such a reading, listening to or viewing pre-recorded content such as podcasts, or writing articles or books relevant to mediation that are published in recognised journals or by recognised publishers.
- **Other (up to 5 hours):** This means such other activities as may be approved by the MSB on application by an RMAB.

Evidence of CPD

Please provide evidence of the CPD undertaken in a separate schedule, including by specifying which CPD events have been counted towards the hours claimed in the above categories of CPD. If you do not provide sufficient evidence the Association may contact you and require you to provide further evidence.

A template schedule is attached.

Important: if you are relying on ‘top-up’ training or reassessment under section C.1 in order to qualify for Re-Accreditation, the total number of hours of CPD must equal 25 hours, plus the number of hours you are short of practice experience; for example:

- ▶ Barrister A conducted 20 hours of mediations during the previous two years due to a lack of work. In order to qualify for re-accreditation, Barrister A would need to complete at least 30 hours of CPD (25 hours of CPD, plus 5 hours ‘top-up’ training).
- ▶ Barrister B conducted 9 hours of mediations during the previous two years due to health circumstances. In order to qualify for re-accreditation, Barrister B would need to complete an additional hour of mediation and 40 hours of CPD (25 hours of CPD, plus 15 hours ‘top-up’ training).

D APPROVAL REQUIREMENTS

ALL applicants for **Accreditation** or **Re-Accreditation** must complete section D.

D.1 GOOD CHARACTER

To be accredited by the Association, you must provide the following declarations in relation to good character.

- | | | |
|--|-----|----|
| 1. Are you of good character and possess the appropriate personal qualities and experience to conduct the process of mediation independently, competently and professionally? | YES | NO |
| 2. Have you ever been disqualified from practising by another professional association relating to any other profession (for example, a Law Society or a Medical Association)? | YES | NO |
| 3. Do you have any impairment that could influence your capacity to discharge your obligations as a mediator in a competent, honest and professional manner? | YES | NO |
| 4. Do you have criminal convictions? | YES | NO |
| 5. Have you ever been refused NMA Accreditation or accreditation renewal or had your accreditation suspended or cancelled? | YES | NO |

If you answered No to Question 1 or Yes to any of Questions 2 to 5, please **attach** a statement to this application form explaining in detail the background facts for such answer.

I declare that the answers to the above questions are true and correct.

Signed:

Date:

AND

D.2 MEMBERSHIP AND EXPERIENCE

I am a member of the Bar Association of Queensland:

Type: A Class B Class Associate

I hold a current practising certificate issued by the Bar Association of Queensland:

Yes Type: A Class / Private Practice B Class / Employed

No, I am an Associate Member.

Years practising as a legal practitioner (whether as a solicitor and/or barrister):

..... : Solicitor

..... : Barrister

..... : Total

AND

D.3 INSURANCE OR STATUTORY IMMUNITY

The NMAS requires applicants to be covered by relevant professional indemnity insurance or have statutory immunity.

I have professional indemnity insurance:.....

Name of insurer or broker

Expiry date of policy

OR

I rely on my statutory immunity. Please **attach** a letter from your employer confirming your statutory immunity.

E UNDERTAKINGS AND DECLARATIONS

ALL applicants for **Accreditation** or **Re-Accreditation** must complete section E.

The Association requires applicants to bring to its attention any 'adverse circumstances', including circumstances that do or that may reasonably be expected to adversely affect an applicant's professional or community standing and good repute, including any adverse findings by any disciplinary body, convictions or bankruptcy proceedings or bankruptcy debt arrangements since the date of admission to practice. You do not need to notify the Association of matters which you have already brought to the Association's attention.

I have read and understood my obligations under the Australian National Mediator System: Approval Standards and Practice Standards, for mediators seeking approval under the National Mediator Accreditation System.

I undertake to comply with the Approval Standards, the Practice Standards and any relevant legislation and professional standards. In particular, if I use a 'blended' mediation process, such as advisory or evaluative mediation or conciliation, I undertake to comply with the requirements set out in section 10.2 of the Approval Standards, including to obtain the consent of participants to use the blended process, and to hold professional membership and professional indemnity insurance coverage.

I understand that if my application for accreditation or re-accreditation is successful, my accreditation for a period of two years is dependent upon my holding a practising certificate and professional indemnity insurance during that entire period.

I understand that accreditation as a mediator under the Australian National Mediator System is for a period of two years. I understand that after that period I have the right to apply for re-accreditation.

I agree to the Association making enquiries about me concerning my fitness to be an accredited mediator. I undertake to notify the Association in writing if my name is included on the Association's list of accredited mediators, if and when I become aware of any adverse circumstances, within the meaning referred to above.

I consent to the Association providing my name/contact details to courts, tribunals, organisations or persons for referral for mediations.

I consent to the Association providing my name and contact details to the MSB for the purpose of including those details on the National Mediator Register. I acknowledge the Association can disclose information about me to the MSB and the MSB can release it to other RMABs upon request.

I,.....ofdeclare the information and particulars set out in this application are true in substance and in fact to the best of my knowledge.

Signed: Date:

F REGISTRATION FEE

ALL applicants for **Accreditation** or **Re-accreditation** must complete section F.

There is a registration fee of \$130 (GST inclusive) for mediators seeking National Mediator Accreditation. This fee is collected by the Association for each two year period of National Mediator Accreditation.

I am not currently accredited with another RMAB, and I **attach** payment:

Credit card: Amex Mastercard Visa Amount: \$130 (incl. GST)

Card Number: Expiry Date (MM/YY):

CCV Number: Name on card:

Signature of cardholder: Date:

TAX INVOICE: This document will become a tax invoice for GST purposes upon receipt of payment. Please keep a copy for your records.

I am currently accredited with another RMAB and **attach** a copy of my Certificate of Accreditation.

RMAB:

BEFORE SUBMITTING THIS FORM, PLEASE CHECK THE FOLLOWING:

1. FOR ALL ACCREDITATION APPLICANTS:

Have you filled in:

- Section A Personal Details
- Section B Training and Assessment
- Section C Continuing Accreditation Requirements (only relevant if you have completed option 2 of the Alternative Training & Assessment section under B.2 of this form)
- Section D Approval Requirements
- Section E Undertakings and Declarations
- Section F Registration Fee (if you have not paid the registration fee to another RMAB)

and attached relevant supporting documentation (as applicable) in respect of:

- B.1 Certificates of completion of training and assessment
- B.2 All documentation, including certificates of completion of training and assessment, references, evidence of 100 hours of mediation and of otherwise having met the continuing accreditation requirements
- D.1 Response to good character requirements
- D.3 Statutory immunity
- F Certificate of Accreditation from another RMAB

2. FOR ALL RE-ACCREDITATION APPLICANTS:

Have you filled in:

- Section A Personal Details
- Section C Continuing Accreditation Requirements (mediation hours and CPD undertaken)
- Section D Approval Requirements
- Section E Undertakings and Declarations
- Section F Registration Fee (if you have not paid the registration fee to another RMAB)

and attached relevant supporting documentation (as applicable) in respect of:

- C.1 Evidence of mediation, co-mediation or conciliation practice experience (25 hours minimum)
- C.2 Evidence of relevant CPD undertaken (25 hours minimum)
- D.1 Response to good character requirements
- D.3 Statutory immunity
- F Certificate of Accreditation from another RMAB

C.2 EVIDENCE OF RELEVANT CPD UNDERTAKEN – TEMPLATE SCHEDULE

Details of Continuing Professional Development undertaken (25 hours minimum):

Name/subject of course/ seminar/ workshop etc.	Date (approx.)	Provider/ supervisor/ other	Actual no. of hrs	No. of your actual hrs allowed
<p>Participating in education - formal structured activities such as training seminars and workshops (Hours allowed: up to 20) or attending conferences (Hours allowed: up to 15)</p>				
<p>Reflecting on practice – receiving professional supervision or coaching or participating in structured peer-based reflection on mediation cases (Hours allowed: up to 15)</p>				
<p>Providing Professional Development – delivering presentations on mediation or related topics, including two hours of preparation time for each hour delivered, or providing professional supervision, assessment, coaching or mentoring of mediator trainees and mediators (Hours allowed: up to 15)</p>				
<p>Credit for related professional CPD – hours of CPD completed to maintain professional licensing or accreditation related to their mediation practice, such as law or in the behavioural or social sciences or in the professional field in which they mediate, such as building or engineering (Hours allowed: up to 10)</p>				

Learning from Practice – participating in up to four mediations as a client representative or in a formal learning capacity (up to 2 hours per mediation) or role playing for trainee mediators and candidates for mediator assessment (up to 2 hours per simulation)
(Hours allowed: up to 8)

Self-directed Learning – private study such as reading, listening to or viewing pre-recorded content such as podcasts, or writing articles or books relevant to mediation that are published in recognised journals or by recognised publishers
(Hours allowed: up to 5)

Other activities as may be approved by the MSB on application by the Bar Association of Queensland
(Hours allowed: up to 5)

			Total number of hours	