

# Resolution Institute Advanced Mediation Accreditation Policy and Framework

Updated August 2023

## **1. Introduction**

- 1.1 This version replaces all previous versions of the advanced mediation accreditation policies and guidelines, and commences on 1<sup>st</sup> September 2023.

## **2. Levels of accreditation**

Resolution Institute offers two levels of accreditation:

- (a) (a) accreditation; and
  - (b) (b) advanced accreditation.
- 2.2 Resolution Institute operates the following framework for the accreditation of advanced mediation. Members who currently hold accreditation under the National Mediator Accreditation System (NMAS) can continue to hold NMAS accreditation and add Resolution Institute Advanced Mediator Accreditation to their credentials. If you currently hold accreditation under the Resolution Institute Mediator Accreditation Scheme, Advanced Accreditation replaces it.
- 2.3 All mediators with accreditation or advanced accreditation current at a 1 September 2023, 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 Framework and Policy.
- 2.4 To obtain and/or retain Resolution Institute Advanced Mediation Accreditation, members will be required to be a current financial membership in the categories Professional or Fellow of Resolution Institute.
- 2.5 The responsibility for setting and maintaining the professional standards for accreditation rests with the Board. The CEO and staff are to give effect to this Policy.

## **3. Requirements for Advanced Mediation Accreditation**

- 3.1 Any member applying for Advanced Accreditation must:
- a) Hold Resolution Institute Mediation Accreditation or NMAS accreditation (if you don't have either of these, we may be able to recognise wholly or in part your other mediation training, assessment and/or experience. To apply for recognition of prior learning and/or experience, [contact us](#))
  - b) Complete an Resolution Institute Advanced Accreditation Programme covering the Advanced Mediation Accreditation competencies
  - c) With your application you will need to provide:
    - Adequate proof of completion of 250 hours of mediation in the 3 years prior to this application.
    - Written evaluations of at least 10 parties, or their advisers, showing that your mediation demonstrated a high level of competency in the process; You can use your own feedback form or ours: or
  - d) You will need to complete a professional conversation assessment with a Resolution Institute assessor where you will provide evidence about how you demonstrate the competencies for advanced accreditation
  - e) pay the non-refundable application fee of \$150

#### **4. Requirements for retention of Resolution Institute Advanced Mediation Accreditation:**

- 4.1 To retain, your accreditation you must during the six months following the expiration of each three-year period after the initial advanced accreditation meet the following requirements.
- Retain your professional or fellow membership with Resolution Institute (Resolution Institute accreditations lapse if membership lapses.)
  - Meet the following Continuing Professional Development (CPD) requirements:
    - mediated at least 75 hours; or
    - attended workshops, courses or e-learning relating to mediation of at least 25 hours; or
    - attended workshops, courses or masterclasses relating to mediation for at least 12.5 hours and taught mediation for at least 12.5 hours.
  - evidence of at least 4x 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
  - 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.
- 4.2 All Resolution Institute accredited practitioners are required to commit in writing to observe and to adhere to the Resolution Institute Code of Ethics, every three-year period.  
(<https://www.resolution.institute/documents/item/7>)
- 4.3 All CPD points shall be recorded in the online Resolution Institute CPD tracker which will be used for accreditation retention purposes, noting that any Resolution Institute CPD events, courses, webinars, masterclasses and webinars will automatically be uploaded to the CPD tracker once completed. Practice hours and any externally completed CPD points or hours should be entered into the online CPD tracker by the accredited member to ensure all accreditation requirements are up to date.
- 4.4 Should the requirements in section 5.2, 5.3 and 5.4 not be met, accreditation may be revoked, or conditions be placed on any recommended retention.
- 4.5 All requirements required for retention of the advanced mediation accreditation will be subject to audit by Resolution Institute

#### **5. The Board and the CEO in relation to accreditation**

- 5.1 The Board may, of its own motion, determine that the accreditation of a member should be

removed or reviewed at any time, if the circumstances require, including if a complaint has been made. Prior to making a removal determination, the member is to be provided with sufficient information about the circumstances to enable the member to make a written submission. Reasons are not required to be supplied to the member on the making of a determination under this section.

- 5.2 The Board will consider any submissions and make such decisions or resolutions as it sees fit. Reasons are not required to be supplied to the member on the making of a decision or resolution by the Board under this section.
- 5.3 As soon as reasonably practicable after any decision or resolution by the Board relevant to a member in relation to their accreditation, the CEO shall advise the member of that decision or resolution.
- 5.4 A member's accreditation is to be revoked if:
  - (a) Any of the requirements are not met and Resolution Institute has not exercised its discretion to modify or waive such requirements. The member may re-apply for accreditation, upon demonstrating compliance with the requirements of the framework.
  - (b) The Board of its own motion has so determined under section 7.1; or
- 5.5 The Board in its sole discretion may withdraw the accreditation of a Resolution Institute advanced accredited mediator and will provide the member with reasons for the withdrawal of the accreditation.

## **6. Appeal Panel Procedures**

- 6.1 Any member the subject of an adverse decision by the Board under sections 7.4(b) or 7.5 may lodge an appeal in writing with the CEO, setting out fully the grounds of the appeal. The member's identity is to be treated as confidential.
- 6.2 The CEO shall convene an appeal panel comprising of three senior accredited members (the Appeal Panel). If possible one panel member shall reside in a state different to the appealing member's state of residence
- 6.3 Appeal Panels should conduct themselves in accordance with the principles of natural justice including:
  - (a) Providing the appellant with all written assessments, reports or determinations in relation to the appellants application and circumstances;
  - (b) Providing an opportunity to make submissions and be heard by video conferencing by the Panel; and
  - (c) The appellant and the Resolution Institute shall bear their own costs of the Appeal
- 6.4 At the conclusion of an appeal the Appeal Panel shall produce a formal determination that must be provided to the Appellant and the Board.
- 6.5 So far as possible, regardless of the outcome of any appeal, the Board, the CEO and each member of the Appeal Panel are to keep confidential the deliberations of the Appeal Panel and the outcome and circumstances of any appeal, unless the Board, acting reasonably, determines the contrary.

## **7. Board Decision Final**

- 7.1 Subject to section 8, the decisions of the Board on any matter under this Policy is final and

binding, and the Board is not required to give a reason or reasons for any such decision.

## 8. Approval and Review Process

Approval and Review	Details
Approval Authority	Resolution Institute Board
Responsible Person	CEO
Original Approval Date	
Amendment and Review Date	
Scheduled Review Date	
Version	2.2