|  |  |
| --- | --- |
| Application for accreditation as an FDR Provider | Resolution-Institute_Logo_Horizontal_RGB |

##### Please complete this form and appendix 1 digitally, save and attach along with references (appendix 2 and 3) to an email and send to info@resolution.institute

##### Part 1: Personal details

Resolution Institute requires the following information for our records and for reporting to the Ministry of Justice. This information will be published on the Resolution Institute and Ministry of Justice website if you are accredited as an FDR Provider. You will be responsible for contacting the Ministry of Justice when your details change.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | | | |
|  |  | | | |
| Preferred Name  (If different) |  | | | |
|  |  | | | |
| Ethnicity |  | | | |
|  |  | | | |
| Gender |  | | | |
|  |  | | | |
| Date of Birth |  | | | |
|  |  | | | |
| Service Address |  | | | |
|  |  | | | |
| Town/City |  | | | |
|  |  | | | |
| Service Region |  | | | |
|  |  | | | |
| Service Numbers |  |  | | |
|  | Work/Agency Telephone | Mobile | | |
| Email |  | | | |
|  |  | | | |
| Agency/work Email | This will be displayed on the Ministry of Justice website | | | |
|  |  | | | |
| Agency/work Website | This will be displayed on the Ministry of Justice website | | | |
|  |  | | | |
| Languages spoken  (proficient level) |  | | | |
|  | | | | Yes | No |
| I am a Lawyer (required by the Ministry of Justice for statistical purposes only) | | | |  |  |

##### Part 2: Application type

#### FDR Provider application

I am:

|  |  |
| --- | --- |
|  | A Resolution Institute accredited mediator 🡺 complete Parts **3** & 6-8 of this form |

|  |  |
| --- | --- |
|  | Applying for Resolution Institute accreditation **and** for FDR Provider accreditation 🡺 complete Parts **4** & 6-8 |

|  |  |
| --- | --- |
|  | Accredited by another ADRO 🡺 complete Parts **5** & 6-8 of this form |

#### Membership

I am:

|  |  |
| --- | --- |
|  | Already a Resolution Institute Professional member |

|  |  |
| --- | --- |
|  | Also applying for Resolution Institute Professional membership |

##### Part 3: Resolution Institute Accredited Mediators

A *Professional Conversation* with a Resolution Institute assessor is required to demonstrate you meet FDR Provider competencies. Please refer to ‘*FDR Provider Professional Conversation Guide’* to prepare.

#### Background Information

|  |  |
| --- | --- |
|  | Year in which you were accredited as a mediator |
|  |  |
|  | Number of hours of experience as mediator (approximately) |
|  |  |
|  | Number of mediations completed (approximately) |
|  |  |
| Please list your main types of ADR work (eg workplace, family, commercial, restorative justice practitioner, conflict coach etc) | |

##### Part 4: Also applying for Resolution Institute Mediation Accreditation

You will complete a mediator accreditation assessment (a role play mediation) and a *Professional Conversation* with a Resolution Institute assessor to demonstrate you meet FDR Provider competencies. Please refer to ‘*FDR Provider Professional Conversation Guide’’* to prepare for your professional conversation.

#### Background Information

|  |  |
| --- | --- |
|  | Year in which you completed the 5 Day Mediation Workshop |
|  |  |
| Please describe briefly your experience working with families in conflict | |

|  |
| --- |
| Please describe briefly other relevant training and experience |

##### Part 5: Accredited by another ADRO

If you have been accredited by another ADRO we are still required to ensure you meet the requirements of the FDR Regulations 2013. We may be able to assess this based on information you provide on this application. Further assessment such as mediation accreditation assessment or a professional conversation against the FDR competencies may be required.

**Mediation Accreditation**

|  |  |
| --- | --- |
| Please describe your mediation training and accreditation  *(If you have Resolution Institute mediation accreditation you do not need to complete this)* |  |

**Family Dispute Resolution Accreditation**

|  |  |  |
| --- | --- | --- |
| Yes | No |  |
|  |  | Prior to the introduction of FDR I was appointed as a Family Court Counsellor |

|  |  |  |
| --- | --- | --- |
|  |  | Prior to the introduction of FDR I was appointed as a Family Court EIP Mediator |

|  |  |  |
| --- | --- | --- |
|  |  | I have been accredited by another ADRO as an FDR Provider |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | If *Yes, which* ADRO: | NZLS |  | AMINZ |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | If *Yes,* date accredited: |  | Date last renewed: |  |

**FDR Practice and CPD**

|  |  |  |
| --- | --- | --- |
| How many FDR mediations have you completed in the last 12 months? | |  |
|  |  | |
| Please list CPD completed in the last 12 months |  | |
|  |  | |
| Please give name and contact details of your professional supervisor, noting frequency of sessions |  | |

#### Evidence

|  |  |
| --- | --- |
| I attach: | |
|  | Evidence of accreditation/renewal by another ADRO |
|  |  |
|  | Evidence of mediation training and accreditation |
|  |  |
|  | Two references commenting on my professional competence for FDR |
|  |  |
|  | Evidence of relevant CPD completed in the last 12 months |

##### Part 6: Declaration – all applicants

*Please tick*

|  |  |
| --- | --- |
|  | I authorise Resolution Institute to contact my referees if necessary, as part of the FDR assessment process. I consent under the Privacy Act 1993 to Resolution Institute making any enquiry it considers reasonably necessary of my referees to determine my suitability for membership/accreditation with Resolution Institute. |
|  |  |
|  | I have read and agree that I will abide by the provisions of the Resolution Institute Constitution, its By-laws and the Code of Ethics as they are or as they may be altered. See <http://www.resolution.institute/about-us/governance>  <https://www.resolution.institute/resources/code-of-ethics> <https://www.resolution.institute/resources/all-policies-and-documents> |
|  |  |
|  | I agree to participate in regular professional supervision with an independent supervisor while accredited as an FDR Provider. |
|  |  |
|  | I agree to undertake relevant continuing professional development as set out in the scheme for Resolution Institute accreditation (20 hours over two years). |
|  |  |
|  | I consent to being listed on the Resolution Institute website as an FDR Provider and to my information being provided to the Ministry of Justice for required ADRO reporting and to be listed on their website as a FDR Provider. |
|  |  |
|  | I agree to inform Resolution Institute in writing if I have committed a serious criminal offence or been disqualified to practice from any profession or trade or been declared bankrupt. |
|  |  |
|  | I agree to receive emails about Resolution Institute events, activities and member services. |

I certify that the information I provide in this application and in any other supporting documentation provided as part of FDR accreditation is true and correct to the best of my knowledge. I acknowledge that if any of the information given is not correct my accreditation as an FDR Provider with Resolution Institute may be terminated.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |
|  |  |
| Name - printed |  |  | |

##### Part 7: References – all applicants

Please provide two references on the forms - Appendix 2 and 3. These should be from independent referees who can comment on your professional competence for FDR. One referee should be your professional supervisor if you have one. Resolution Institute may contact one or both of your referees.

|  |  |  |
| --- | --- | --- |
| Yes | No | I have attached two written references and give consent to Resolution Institute to contact the following referees |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Phone number | Professional Relationship |
| Referee 1 |  |  |  |
|  |  | |  |
| Referee 2 |  |  |  |

##### Part 8: Application Fee for Resolution Institute FDR Accreditation

#### Fees and payment

**FDR Provider Application**

|  |  |  |
| --- | --- | --- |
| Tick | |  |
|  | Already Resolution Institute mediation accredited and applying for FDR Provider accreditation | $680 incl GST |
|  |  |  |
|  | Applying for Resolution Institute mediation accreditation and FDR Provider accreditation | $1,120 incl GST |

|  |  |  |
| --- | --- | --- |
|  | Applying for FDR Provider accreditation – already accredited by another ADRO. *If an assessment is required an additional fee will be applicable* | $150 incl GST |
| ***We will send you an invoice upon receipt of your application.*** | | |

**Membership**

|  |  |  |
| --- | --- | --- |
| Tick | |  |
|  | Already a Professional member | No additional fee |
|  |  |  |
|  | Applying for Professional membership | Fee to be calculated based on pro rata annual membership of $465 (we will invoice you) |

#### Cancellations

Where an assessment is scheduled, a cancellation fee of $300 including GST will apply for cancellations received within 10 working days of your scheduled assessment.

##### Appendix 1: Evidence against the FDR Provider Criteria

Please provide evidence against the FDR requirements / competencies in the table below. Draw this evidence from 3 - 5 case studies/work situations that provide evidence for as many of the competencies as possible. It can be useful to also include challenging situations you have faced, as often the richest learning is from those situations which were difficult or did not go well. During the professional conversation you can then offer further detail from these chosen case studies.

* Consider the ways your previous experience contributes to you demonstrating how you meet the requirements. Possiblequestions to consider are:
* What did you do?
* How did you do it?
* Why did you do what you did?
* What models, theories, people etc. informed your actions?
* What happened?
* What feedback did you receive?
* What did you learn?

If there are gaps in your experience, your assessor will include recommendations about your training and development needs.

| **FDR Requirements/ Competencies** | ***Notes in italics* and**  **Judgment/Performance criteria** | **Meet the require-ments?**  **Yes No** | | **Your notes on comments you can make, case studies/work situations and documents you can use to show the ways in which you demonstrate the FDR requirements.** |
| --- | --- | --- | --- | --- |
| Must have enough experience of resolving disputes using mediation to provide reasonable assurance of competence in providing dispute resolution services in the context of Family Court processes | * Can apply knowledge and skills of mediation to FDR |  |  |  |
| 1. Be able to determine and facilitate an appropriate process to assist parties to reach agreements that promote the welfare of children | *Parties including parents, guardians, grandparents and whānau).*  *“Welfare and best interests of children” is set out in the principles relating to children’s welfare and best interests in Section 5 of the Family Court Proceedings Reform Bill*   * Determines an appropriate mediation process for the parties *(Effective mediation process may include but is not limited to: preparation, openings, agenda setting, issue exploration, identification of interests, problem-solving, private and joint sessions, option generation, negotiation, reality testing, clarification of outcomes and closings)* * Ensures the welfare and best interests of children are kept paramount during FDR processes * Conducts the mediation process to maximise optimal outcomes for the parties * Ensures children’s views are appropriately included in the mediation |  |  |  |
| 1. Be able to help people to participate effectively in mediation | * Establishes guidelines and boundaries for conduct of the mediation * Selects and applies relevant mediation strategies and techniques for the situation * Creates an inclusive environment to enable full participation of parties * Uses a range of communication and interpersonal skills that maximise engagement and assist parties to reach optimal outcomes *(includes empathetic and active listening, building rapport, body language, questioning, reflection and feedback, summarising, reframing)* * Facilitates individual and joint meetings of parties * Facilitates parties to explore issues fully and move from positions to uncovering interests * Manages high emotion, power imbalances and capacity of parties effectively * Uses impasse breaking strategies * Ensures outcomes are reality tested and accurately recorded |  |  |  |
| 1. Be able to help parties to the mediation to develop skills and strategies for managing future disagreements. | * Models desirable conflict resolution behaviours at all times * Provides coaching on strategies for resolving future disagreements * Encourages reflection * Provides information on support services and how to access them |  |  |  |
| 1. Must have knowledge and understanding of Family Court processes and family law, particularly –   (i) The Care of Children Act 2004 and the effect of sections 4, 5 and 6 of the Act; and  (ii) The Family Dispute Resolution Act 2013 | * Complies with laws relating to COCA * Explains the laws to parties clearly and correctly and in a way that parties can understand |  |  |  |
| 1. Be able to apply and communicate laws, rules, and functions of the Family Justice System. | * Identifies and applies FDR processes in accordance with the law * Communicates to parties the Family Justice Scheme (FJS) process & how FDR operates within it * Complies with laws relating to mediation * Complies with reporting requirements |  |  |  |
| 1. Must have adequate knowledge and understanding of child development and its relevance to day-to-day care and contact issues | * Explains the impact of family separation on children at different ages and stages of development * Suggests age-appropriate and development stage appropriate day-to-day care and contact strategies |  |  |  |
| 1. Must be culturally aware, in particular of Māori values and concepts | * Provides a culturally safe and inclusive environment * Includes relevant whānau members in decision-making where agreed by all parties |  |  |  |
| 1. Must be able to address the diversity of parties to the mediation | * Identifies and considers diversity of the parties in selecting an appropriate process   *(Diversity refers to consideration of differences including gender, sexual identification, race, ethnicity, culture, religion, age, disability)*   * Manages the mediation to ensure fairness and inclusiveness |  |  |  |
| 1. Must be able to:   (i) Assess parties to mediation, and their circumstances and history, for factors (particularly in relation to possible domestic violence) indicating risks that may arise during, or in the context of, mediation sessions; and  (ii) Manage any risks likely to arise | *(Risk refers to factors such as violence including domestic violence, mental health, intellectual disability, impact of drugs and alcohol)*   * Identifies and mitigates potential risks for all parties to the FDR processes * Assesses parties for evidence of domestic violence using approved screening tools prior to and during mediation * Identifies suitability of parties for mediation and takes appropriate action in accordance with legal and ethical obligations |  |  |  |
| 1. Must comply with professional and ethical principles and practices. | * Operates within applicable codes of conduct * Explains ethical responsibilities of FDR practitioners to parties * Operates within the boundaries of the mediator’s role * Operates within personal levels of expertise and seeks advice where required * Demonstrates self-management skills to ensure personal health and well-being including:   + Recognising the potential impact of the mediator’s personal circumstances, values and beliefs when undertaking mediation   + Undertaking regular supervision   + Participating in relevant professional development |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed by applicant |  | Date |  |

##### Appendix 2: Reference for Application for Accreditation as an FDR Provider

*Send this to your referee to complete and attach with your application*

|  |  |
| --- | --- |
| **Applicant’s Name** |  |

Personal details of referee providing evidence

The referee needs to be an individual who has knowledge and/or understanding of how the applicant practises family mediation (eg co-mediator, colleague, supervisor, mentor, client, legal advisor, etc)

|  |  |  |
| --- | --- | --- |
| Name: |  | |
|  |  | |
| Address: |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  |  |
|  | Telephone | Mobile |
| Email: |  | |
|  |  | |
| Occupation: |  | |
|  |  | |
| How I know about the applicant’s mediation practice |  | |

Reference

*Please tick*

|  |  |
| --- | --- |
|  | My understanding is that the applicant is suitably skilled, experienced and appropriate to be accredited as a Family Dispute Resolution Provider. The competencies required of an FDR Provider can be found in the Family Dispute Resolution Regulations 2013 and on <https://www.resolution.institute/accreditations/family-dispute-resolution-new-zealand> |

|  |
| --- |
| Please briefly describe what you consider to be the applicant’s suitability for accreditation as a Family Dispute Resolution provider. *(up to 150 words)* |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed by referee |  | Date |  |

##### Appendix 3: Reference for Application for Accreditation as an FDR Provider

*Send this to your referee to complete and attach with your application*

|  |  |
| --- | --- |
| **Applicant’s Name** |  |

Personal details of referee providing evidence

The referee needs to be an individual who has knowledge and/or understanding of how the applicant practises family mediation (eg co-mediator, colleague, supervisor, mentor, client, legal advisor, etc)

|  |  |  |
| --- | --- | --- |
| Name: |  | |
|  |  | |
| Address: |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  |  |
|  | Telephone | Mobile |
| Email: |  | |
|  |  | |
| Occupation: |  | |
|  |  | |
| How I know about the applicant’s mediation practice |  | |

Reference

*Please tick*

|  |  |
| --- | --- |
|  | My understanding is that the applicant is suitably skilled, experienced and appropriate to be accredited as a Family Dispute Resolution Provider. The competencies required of an FDR Provider can be found in the Family Dispute Resolution Regulations 2013 and on <https://www.resolution.institute/accreditations/family-dispute-resolution-new-zealand> |

|  |
| --- |
| Please briefly describe what you consider to be the applicant’s suitability for accreditation as a Family Dispute Resolution provider. *(up to 150 words)* |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed by referee |  | Date |  |