

Accreditation and Specialist Endorsements

A guide to the accreditation system and
accreditation assessment

Restorative Justice

Resolution Institute Accreditation



Resolution
Institute



Contents

THE RESTORATIVE JUSTICE ACCREDITATION SYSTEM	3
THE ACCREDITATION SYSTEM	3
MINISTRY OF JUSTICE RESTORATIVE JUSTICE STANDARDS	4
MINISTRY OF JUSTICE REQUIRES FACILITATORS TO BE ACCREDITED	4
TRAINING AND ACCREDITATION PATHWAY	4
RECOGNITION OF PRIOR LEARNING	5
ACCREDITATION COSTS	5
ABOUT ACCREDITATION	6
ASSESSORS	6
FEEDBACK	6
REVIEWS	6
WHO WILL SEE INFORMATION ABOUT MY ACCREDITATION	6
RESTORATIVE JUSTICE FACILITATOR – TRAINED STATUS	8
WHO CAN APPLY	8
WHAT TRAINING ASSESSMENT INVOLVES	8
NEXT STEPS	8
RESTORATIVE JUSTICE FACILITATOR ACCREDITATION	9
WHO CAN APPLY	9
HOW TO APPLY	9
WHAT THE ASSESSMENT INVOLVES	9
SPECIALIST ENDORSEMENT – WORKING WITH FAMILY VIOLENCE	12
WHO CAN APPLY	12
HOW TO APPLY	12
WHAT THE ASSESSMENT INVOLVES	12
SPECIALIST ENDORSEMENT – WORKING WITH SEXUAL VIOLENCE	15
WHO CAN APPLY	15
HOW TO APPLY	15
WHAT THE ASSESSMENT INVOLVES	15
RESTORATIVE JUSTICE FACILITATOR ADVANCED ACCREDITATION	17
WHO CAN APPLY	17
HOW TO APPLY	17
WHAT THE ASSESSMENT INVOLVES	18
RESTORATIVE JUSTICE RENEWALS	19
CRITERIA FOR RENEWAL	19
HOW TO RENEW	21
RENEWING SPECIALIST ENDORSEMENTS	21
EXPIRED ACCREDITATIONS	22
PROFESSION CONVERSATION ASSESSMENT – HOW TO PREPARE	23
WHAT IS A PROFESSIONAL CONVERSATION?	23
WHAT TO EXPECT?	23
PREPARING FOR A PROFESSIONAL CONVERSATION	24
FREQUENTLY ASKED QUESTIONS	26

The Restorative Justice Accreditation System

The accreditation system

Resolution Institute is contracted by the Ministry of Justice to provide training and accreditation for restorative justice facilitators.

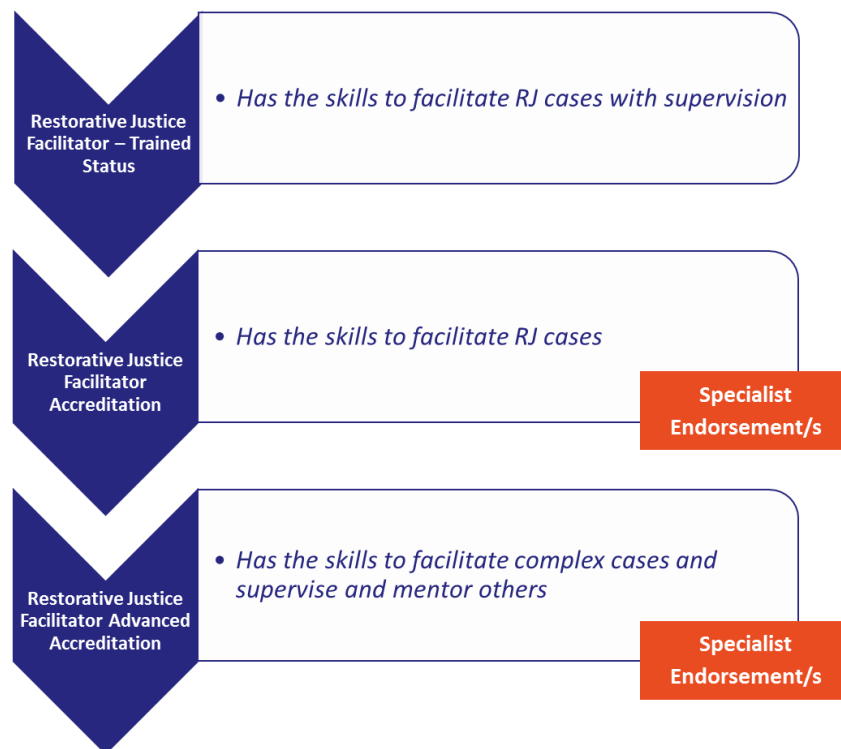
The Resolution Institute restorative justice accreditation system has three levels of restorative justice facilitator accreditation:

1. Restorative Justice Facilitator – Trained Status
2. Restorative Justice Facilitator Accreditation
3. Restorative Justice Facilitator Advanced Accreditation

Accredited facilitators can also be endorsed for specialist expertise:

1. Specialist Endorsement for working with Family Violence cases
2. Specialist Endorsement for working with Sexual Violence cases

Resolution Institute Restorative Justice Accreditation System



Ministry of Justice restorative justice standards

The Accreditation framework is based on Ministry of Justice Standards for restorative justice. Criteria for accreditation and endorsement are aligned with these.

Ministry of Justice Restorative Justice Best Practice Framework

Ministry of Justice Restorative Justice Practice Standards for Family Violence Cases

Ministry of Justice Restorative Justice Practice Resources for Family Violence Cases.

These documents are available via <https://www.resolution.institute/restorativejustice/resources>

Ministry of Justice requires facilitators to be accredited

Ministry of Justice Outcome Agreements with Providers require that:

- All Facilitators delivering Pre-Conferences or Conferences must be Restorative Justice Accredited by the Purchasing Agency (or its agent) or working towards Restorative Justice Accreditation.
- All Facilitators delivering Pre-Conferences or Conferences relating to Family Violence cases must be Family Violence Accredited or Family Violence Endorsed by the Purchasing Agency (or its agent).
- All Facilitators delivering Pre-Conferences or Conferences relating to Sexual Violence cases must be Sexual Violence Accredited or Sexual Violence Endorsed by the Purchasing Agency (or its agent).

Facilitators who are not Restorative Justice Accredited, do not have the required endorsement or not working towards Restorative Justice Accreditation cannot provide services unless supervised by a fully accredited or endorsed Facilitator.

“Supervised” means the observation and directing of a trainee Facilitator by another fully accredited or endorsed Facilitator. This shall be an intensive form of oversight that includes that the fully accredited or endorsed facilitator must remain present with the trainee at all times during any Pre-conference, Conference or similar engagements.

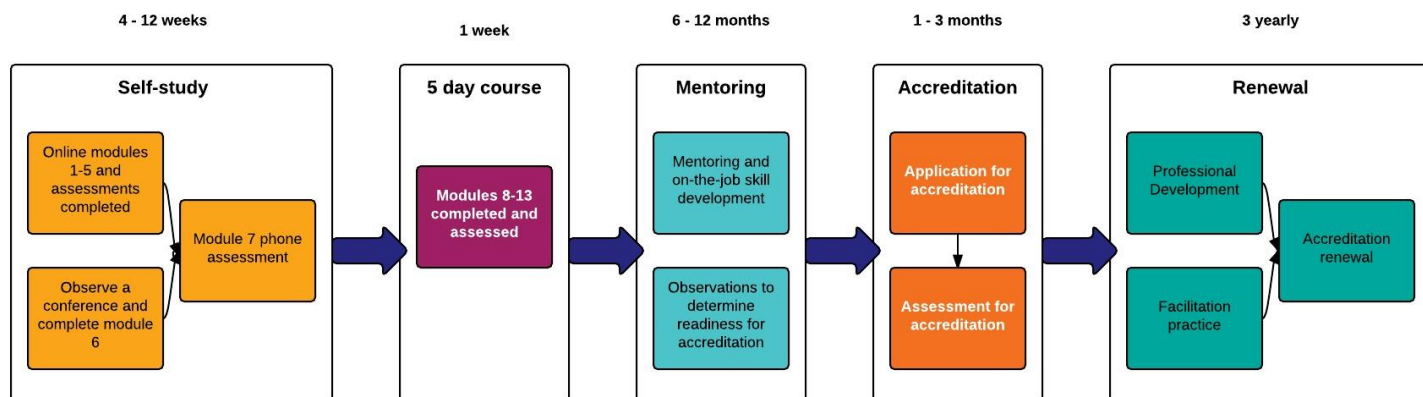
“Working towards restorative justice accreditation” means a facilitator:

- has successfully completed the restorative justice training course provided by the Purchasing Agency (or its agent); and
- has in place a plan agreed with the Provider manager which specifies the number of cases to be completed, and the date by which the accreditation application will be submitted to the Purchasing Agency (or its agent) within 18 months of attending the restorative justice training course provided by the Purchasing Agency (or its agent). An application can be assessed three times in an 18-month period before a facilitator is no longer considered to be working towards accreditation.

Training and accreditation pathway

The diagram on the next page shows the usual path for training and accreditation as a restorative justice facilitator, along with usual timeframes to complete each stage. Some facilitators will move more quickly or more slowly through the pathway. This should be in discussion with their Provider manager.

Training and Accreditation Pathway



Recognition of prior learning

Accreditation assessment is designed to assess the knowledge, skills and judgement candidates have, so in some situations candidates do not need to follow the full training path outlined above.

Some candidates will have prior experience or training that means they do not need to complete the 5 day course. Generally this will be where the candidate has completed other training (for example overseas) or has very significant experience.

Depending on their training and experience, candidates may be asked to complete training modules 1-5, 1-6 or 1-7 prior to assessment.

Recognition of prior learning (RPL) will exempt a facilitator from some, or all, of the facilitator training. They will however need to complete full accreditation assessment prior to accreditation.

All candidates who have not completed pre-course modules 1-5 as part of their training will be asked to complete the assessments for these modules as part of their accreditation assessment. This is because the module assessments test their knowledge related to restorative justice that is not covered elsewhere in the assessment process.

To apply for recognition of prior learning contact rj@resolution.institute or 0800 453 237.

Accreditation costs

The Ministry of Justice funds Resolution Institute to provide training and accreditation for restorative justice facilitators working with Ministry of Justice contracted Providers. This means there is no charge for accreditation of restorative justice facilitators working with Providers.

About Accreditation

Assessors

Accreditation assessment is carried out by Resolution Institute. Some components of assessment are completed by staff in the Resolution Institute office. All observation assessments and professional conversation assessments are carried out by an assessor who is appointed by Resolution Institute. Resolution Institute appoints assessors who:

- Are accredited and experienced restorative justice facilitators
- Have a NZQA assessor qualification
- Hold specialist endorsements for those doing specialist assessments

Resolution Institute also ensures that Police Checks are carried out at least 2 yearly on all assessors.

Resolution Institute is responsible for allocating an assessor. Contact us on 0800 453 237 or rj@resolution.institute:

- If you would like to be assessed by a Māori assessor
- If you believe a particular assessor has a conflict of interest in conducting your assessment
- If you are not comfortable with a proposed phone/online assessment
- If at any stage the assessor allocated to you is not available, especially when you have a conference that could be used for an observation assessment. We will allocate an alternative assessor if possible.

Feedback

We value feedback about our accreditation process and ask facilitators to complete feedback after assessment - you will be sent a link to an online survey.

Reviews

If a candidate is not satisfied with the assessment of their competence they can request that the decision be reviewed. Resolution Institute will review the assessment report, discuss it with the candidate and determine if a second opinion on the result is warranted. If a second opinion is completed the outcome of the second assessment will be the final outcome of the accreditation/endorsement application.

Who will see information about my accreditation

It is important to be aware that Resolution Institute will share information about your accreditation application and accreditation status with your Restorative Justice Provider (Provider) and the Ministry of Justice. This could include:

- Advising your Provider and the Ministry of the outcome of your accreditation application
- Including your Provider manager in email notification of the outcome of your application with the assessment feedback worksheet completed by your assessor attached.

- Letting your Provider and the Ministry know if your accreditation or endorsement is due to expire and you haven't renewed it

The Ministry of Justice also requires us to publish a list of accredited facilitators on our website. To protect your privacy this list will not provide contact details for you other than your Provider.

When published, the list of accredited facilitators will show:

- Your first name and last name
- Your region
- The restorative justice Provider you work with
- The current accreditation/endorsement(s) you hold

Restorative Justice Facilitator – Trained Status

Who can apply

This accreditation is automatically granted to all facilitators who successfully complete the restorative justice facilitator induction training programme (self-study and course modules). See <http://www.resolution.institute/restorative-justice/training> for more information on the training programme.

What training assessment involves

Successful completion of:

- The online assessments for modules 1-5
- Marking of a written report for module 6
- A phone communication skills assessment for module 7
- Observation assessment of facilitation skills at the five day induction course

Next steps

Restorative Justice Facilitator – Trained Status is valid for 18 months. After training it is important you get facilitation experience working with a mentor. We strongly encourage trained facilitators to apply for full accreditation within 18 months of successfully completing the training course. You will be sent reminders to apply for accreditation 12 months after you complete training.

Restorative Justice Facilitator Accreditation

Who can apply

- Facilitators who have successfully completed the restorative justice facilitator induction training programme and have co-facilitated at least 5 conferences
- Facilitators who have been granted recognition of prior learning by Resolution Institute being exempted from some or all components of the facilitator induction training programme and have co-facilitated at least 5 conferences

It is expected that most facilitators will need 6-12 months of experience and mentoring before proceeding to accreditation assessment. However, facilitators with significant relevant experience can proceed to accreditation sooner. This should be discussed with the Provider manager first.

Applications for Restorative Justice Facilitator Accreditation expire if not able to be assessed, including a conference observation assessment, within 9 months of application.

How to apply

You can apply for accreditation by completing the form on <http://www.resolution.institute/restorativejustice/accreditation>.

You will need to submit

- A brief description of your case and conference experience
- A conference report that you have written for a conference that you facilitated or co-facilitated in the last six months, along with the Police Summary of Facts for the case

If you have appropriate experience and skills you can also apply for specialist endorsement/s at the same time. If you are also applying for specialist endorsement, the conference report you submit should be for a specialist conference.

What the assessment involves

There are three parts to restorative justice facilitator accreditation assessment:

1. Report writing and application information assessment
2. Observation assessment
3. Professional conversation assessment

Note: If you have not completed facilitator induction training you will need to also complete the online assessments for facilitator induction training modules 1-5.

Report writing and application information

The first part of the assessment is based on information provided in your application. The assessor checks:

- If the candidate has sufficient experience and training for accreditation

- That the conference report submitted is written to standard

Assessment criteria

See the *Restorative Justice Facilitator Accreditation: Report writing worksheet* for report writing standards. Please also review carefully the *Ministry of Justice Restorative Justice Best Practice Framework*.

Standards relate to both report writing and conference facilitation. For restorative justice facilitator accreditation your conference report needs to meet the standards for report writing. The assessor will provide feedback on any issues relating to the conference facilitation standards – these will be assessed in the conference observation.

What to expect:

- The assessor who has been allocated your assessment will send you an assessment of the conference report you provided with your application.
- If you have not demonstrated all the report writing standards it may be possible to continue to the observation assessment and either make corrections to the report submitted (for instance correct spelling) or provide another conference report later in the assessment process (this could be for the conference the assessor observes).

Observation assessment

Your assessor will observe (sit in on) a conference that you facilitate and will assess your skills against set criteria.

Assessment criteria

See the *Restorative Justice Facilitator Accreditation: Assessment worksheet* for assessment criteria. Please also review carefully the *Ministry of Justice Restorative Justice Best Practice Framework*.

What to expect:

- After providing feedback on your report, the assessor will contact you by email and/or phone to arrange observation assessment, ideally within the coming eight weeks.
- The assessor will discuss the assessment process with you and answer any questions you have
- Prior to the conference you will need to provide case documentation:
 - For standard cases the conference risk management plan
 - For family violence cases the
 - risk assessment for the victim and for the offender
 - lethality/dangerousness assessment
 - safety plan for the offender (or evidence that they are in place and up to date with a DV provider)
 - safety plan for the victim (or evidence that they are in place and up to date with a DV provider)
 - conference risk management plan
- Prior to the observation assessment you will have another phone conversation with the assessor to go through plans for the conference that is being observed
- You will be asked to facilitate the conference fully. This means a co-facilitator will not be facilitating although they are welcome to take notes.
- At the end of the conference the assessor will observe your debriefing with a co-facilitator and/or other panel members.

Timeframes for observation assessment

- When you apply for accreditation talk to your provider manager about allocating you some cases that could be used for observation assessment
- The aim is for observation assessment to be within eight weeks of your initial discussion with the assessor
- Don't be too selective, or worry too much about which case to be used for observation assessment. Your next conference is probably the best option. More complicated conferences can be great for demonstrating skills and the conferences that seem like they will be straightforward can end up being the most complex anyway!
- If you have a conference that your assessor can't attend contact Resolution Institute – we may be able to allocate an alternative assessor.
 - Please do give us as much notice as possible.
 - Generally we need 2 weeks' notice to organise an assessor and their travel, although we'll do our best to get an assessor there if you have a conference come up at short notice.

Applications for Restorative Justice Facilitator Accreditation expire if not able to be assessed, including a conference observation assessment, within 9 months of application. If your application expires you can apply again but should only do so when you are confident that you will be able to have a conference observation assessment well within 9 months.

Professional conversation

The observation assessment will be followed by a professional conversation. A professional conversation is a structured conversation between a candidate and an assessor.

The first part of the professional conversation will follow up on the conference the assessor has observed – this will be a conversation about the conference and will assess the judgements you made in the conference and your ability to self-reflect. For the remaining professional conversation criteria you will need to provide examples of how you meet the criteria.

Assessment criteria

See the *Restorative Justice Facilitator Accreditation: Assessment worksheet* for assessment criteria. Please also review carefully the *Ministry of Justice Restorative Justice Best Practice Framework*.

What to expect:

- It is important that you prepare for the professional conversation so that you have examples and evidence that you can take the assessor through – see *Profession Conversation Assessment – How to prepare*
- The first part of the professional conversation that relates to the conference observed will usually happen after the conference observation assessment
- The remainder of the professional conversation may take place after the conference, or at a later time. You can choose. This can be done face to face, by Zoom (online) or by phone. Allow around 1.5-2 hours for this
- You will get feedback from the assessor on your strengths and areas for further development
- Resolution Institute will notify you on the outcome of your accreditation application, usually within 2 weeks of assessment completion

Specialist Endorsement – working with family violence

Who can apply

- Accredited restorative justice facilitators with significant experience and training in working with family violence - see guidelines following
- Facilitators who have successfully completed the facilitator induction training programme (or been granted recognition of prior learning) and are applying for restorative justice facilitator accreditation at the same time

How to apply

You can apply for specialist endorsement by completing the form on <http://www.resolution.institute/restorativejustice/accreditation>.

You will need to submit

- A description of your training, education and experience working with family violence (you will discuss this further with an assessor)
- Details of two referees who can attest to your experience and skills working with family violence
- For a family violence case you have facilitated or co-facilitated in the last 6 months:
 - A conference report which you have written
 - The Police Summary of Facts for the case
 - The risk assessment for the case
 - The lethality/dangerousness assessment
 - Documented safety plans
 - The conference risk management plan

(If you are also applying for facilitator accreditation the same case and written report can be used for both applications – you don't need to provide two conference reports)

Assessors may also ask you to provide documentation for other cases as part of gathering evidence about how you meet the criteria for endorsement.

What the assessment involves

The assessment for Specialist Endorsement in working with Family Violence involves:

1. Assessment of a specialist conference report against report writing standards
2. Training and work experience
3. A professional conversation - a structured conversation between a candidate and an assessor

Report writing

The first part of the assessment is based on information provided in your application. The assessor checks:

- If you have sufficient experience and training for accreditation
- That the conference report submitted is written to standard

Assessment criteria

See the *Restorative Justice Facilitator Renewal of FV Endorsement: Report writing worksheet* for report writing standards. Standards relate to both report writing and conference facilitation.

Please also review carefully the *Ministry of Justice Restorative Justice Practice Standards for Family Violence Cases*, and the *Ministry of Justice Restorative Justice Practice Resources for Family Violence Cases*.

What to expect:

- The assessor who has been allocated your assessment will send you an assessment of the conference report you provided with your application.

Training and work experience

Assessors will determine if you have sufficient training and work experience with family violence. General guidelines for this are:

- You need to have a mix of education/training and experience
- As a general guideline a minimum would be:
 - 40 hours training; and
 - 2 years or 160 hours of experience with victims or offenders in groups or individually, and a minimum of 4 family violence restorative justice conferences with an experienced and family violence endorsed mentor; or
 - 16 family violence restorative justice conferences co-facilitating with an experienced and family violence endorsed mentor
- You need to have experience and education/training related to both victims and offenders

Please note that this is a guideline only and is best seen as a pre-requisite. You will also need to provide evidence through the professional conversation that you have sufficient knowledge and judgement to work safely with family violence on each of the criteria.

Professional conversation

A professional conversation is a structured conversation between a candidate and an assessor.

The first part of the professional conversation will follow up on the training and experience information you have provided with your application. For the remaining professional conversation criteria you will need to provide examples of how you meet the criteria. This can include the documentation you provided with your application. You will need to talk through your process in family violence cases and how you ensure safe practice and comply with the *Ministry of Justice Restorative Justice Practice Standards for Family Violence Cases*.

Assessment criteria

See the *Specialist Endorsement for Working with Family Violence: Assessment worksheet* for assessment criteria. Please also review carefully the *Ministry of Justice Restorative Justice Practice Standards for Family Violence Cases*.

What to expect:

- Your assessor will contact you prior to assessment to discuss the process and arrange a convenient time for assessment
- It is important that you prepare for the professional conversation so that you have examples and evidence that you can take the assessor through. See *Profession Conversation Assessment – How to prepare*

- Professional conversations are usually done by Zoom (online) or by phone. Allow around 1.5-2 hours for a professional conversation.
- If you are applying for specialist endorsement along with restorative justice facilitator accreditation you will have two professional conversations (one for facilitator accreditation and one for family violence endorsement) and the time will total 3-4 hours. Talk to your assessor about how you'd like to do these.
 - The professional conversation for accreditation and endorsement will usually be done separately so that it isn't too tiring
 - You will usually do your restorative justice facilitator accreditation assessment first and then go on to assessment for specialist endorsement for working with family violence. Occasionally (for example if you don't have a suitable conference for assessment) it will make sense to do the assessment for specialist endorsement first. You won't be able to be granted specialist endorsement for working with family violence until you have also gained restorative justice facilitator accreditation.
- You will get feedback from the assessor on your strengths and areas for further development
- Resolution Institute will notify you on the outcome of your accreditation application, usually within 2 weeks of assessment completion

Specialist Endorsement – working with sexual violence

Who can apply

- Accredited restorative justice facilitators *with* significant experience and training in working with sexual violence
- Facilitators who have completed the full restorative justice facilitator induction training programme (or facilitators who have been granted recognition of prior learning by Resolution Institute and exempted from some or all components of the facilitator induction training programme) and are applying for Restorative Justice facilitator accreditation at the same time
- Specialists who are not restorative justice facilitators

Working with sexual violence specialist endorsement without facilitator accreditation

Generally specialist endorsements are only granted alongside facilitator accreditation. An exception is people who work with sexual violence cases who are not facilitators - they are specialists who participate in conferences facilitated by a restorative justice facilitator.

Requirements for sexual violence specialist endorsement without facilitator accreditation

1. Complete modules 1-5 and pass the assessments
2. Apply for specialist endorsement for working with sexual violence
3. Assessment for specialist endorsement for working with sexual violence

How to apply

You can apply for specialist endorsement by completing the form on <http://www.resolution.institute/restorativejustice/accreditation>.

You will need to submit

- A brief description of your training, education and experience working with sexual violence (you will discuss this further with an assessor)
- Details of two referees who can attest to your experience and skills working with sexual violence

What the assessment involves

A professional conversation is a structured conversation between a candidate and an assessor.

The first part of the professional conversation will follow up on the training and experience information you have provided with your application. For the remaining professional conversation criteria you will need to provide examples of how you meet the criteria. This can include the documentation you provided with your application. You will need to talk through your process in sexual violence cases and how you ensure safe practice and comply with the *Ministry of Justice Restorative Justice standards for sexual offending cases*.

Assessment criteria

See the *Specialist Endorsement for Working with Sexual Violence: Assessment worksheet* for assessment criteria. Please also review carefully the *Ministry of Justice Restorative Justice standards for sexual offending cases* and the *Ministry of Justice Restorative Justice Practice Standards for Family Violence Cases*.

What to expect:

- Your assessor will contact you prior to assessment to discuss the process and arrange a convenient time for assessment
- It is important that you prepare for the professional conversation so that you have examples and evidence that you can take the assessor through – see *Profession Conversation Assessment – How to prepare*
- Professional conversations are usually done by Zoom (online) or by phone. They can be done face to face if this works better for you and the assessor
- Allow around 1.5-2 hours for a professional conversation
- If you are applying for specialist endorsement along with restorative justice facilitator accreditation you will have two professional conversations (one for facilitator accreditation and one for family violence endorsement) and the time will total 3-4 hours. Talk to your assessor about how you'd like to do these
 - The professional conversation for accreditation and endorsement will usually be done separately so that it isn't too tiring!
 - You will usually do your restorative justice facilitator accreditation assessment first and then go on to assessment for specialist endorsement for working with sexual violence. Occasionally (for example if you don't have a suitable conference for assessment) it will make sense to do the assessment for specialist endorsement first. You won't be able to be granted specialist endorsement for working with sexual violence until you have also gained restorative justice facilitator accreditation.
- You will get feedback from the assessor on your strengths and areas for further development
- Resolution Institute will notify you on the outcome of your accreditation application, usually within 2 weeks of assessment completion

Restorative Justice Facilitator Advanced Accreditation

Who can apply

Facilitators who have:

1. current restorative justice facilitator accreditation
2. significant restorative justice facilitation experience, generally this would be more than 5 years of experience

Purpose of advanced accreditation

An accreditation pathway (a series of accreditation levels) encourages people to continue to develop their skills and recognizes those that have developed more advanced skills. Resolution Institute is committed to promoting ongoing quality improvement and encouraging and recognizing excellence in all forms of conflict/dispute resolution.

Advanced accreditation is not a requirement - facilitators can *choose* to apply for advanced accreditation if they (and their provider manager) believe they meet the criteria and they would like this recognition.

What do I get out of advanced accreditation

Different things will be important for different people. These could include:

- An opportunity to test your skills and get independent feedback
- Recognition of your skills
- An external credential or qualification (including access to an accreditation certificate)
- Feedback from an assessor on your skills and areas for development

Candidates who are involved in professional conversations tend to find them both challenging and affirming, in that they receive valuable feedback on both the skills and experience they have demonstrated and also on areas for development.

How to apply

You can apply for advanced accreditation by completing the form on <http://www.resolution.institute/restorativejustice/accreditation>.

You will need to submit

- A summary of your restorative justice and other relevant experience
- Details of two referees who can attest to your experience and skills as a restorative justice facilitator
- Documentation for 3 cases you have facilitated Police Summary of Facts, conference report, conference risk management plan, and risk assessment and safety plans if applicable
- 3 case reflections*
- A personal reflection on your facilitation journey*

* These can be on the Resolution Institute templates or your own format using the templates as a guide to content

What the assessment involves

Professional conversation

Advanced accreditation will be assessed by a professional conversation - a structured conversation between a candidate and an assessor. Candidates provide evidence showing how they meet each of the criteria for Advanced Accreditation. See *Profession Conversation Assessment – How to prepare*.

Assessment criteria

See *Restorative Justice Facilitator Advanced Accreditation Assessment Worksheet*

Applicants for advanced accreditation will be expected to be familiar with, comply with in their own practice and promote in other best practice values, principles and standards. See:
Ministry of Justice Restorative Justice Best Practice Framework
Ministry of Justice Restorative Justice Practice Standards for Family Violence Cases
Ministry of Justice Restorative Justice Practice Resources for Family Violence Cases

What to expect:

- Most professional conversations for restorative justice facilitator advanced accreditation will be conducted via phone or online meeting
- Your assessor will contact you prior to assessment to discuss the process and arrange a convenient time for assessment
- Professional conversations are usually done by Zoom (online) or by phone
- Allow around 1.5-2 hours for a professional conversation
- Resolution Institute will notify you on the outcome of your accreditation application, usually within 2 weeks of assessment completion

Expectations for advanced accreditation assessment

As an advanced accreditation we expect that candidates will prepare for accreditation assessment and lead the assessor through demonstrating how they meet each of the criteria.

The assessment worksheet for advanced accreditation outlines the criteria and instead of sample questions (as in the other assessment worksheets) it has examples of the types of evidence that could be used to meet each of the criteria.

It is important that facilitators applying for advanced accreditation prepare examples and evidence against each of the criteria. See *Profession Conversation Assessment – How to prepare*

Restorative Justice Renewals

All restorative justice accreditations and endorsements expire after 3 years and need to be renewed. This is to ensure that restorative justice skills are maintained and developed.

Skills are built through a combination of practice (experience) and professional development (learning), so these are the key requirements for renewal.

Criteria for Renewal

To renew a restorative justice facilitator accreditation, facilitators must:

- Have facilitated a minimum of 15 restorative justice conferences over the last three years; and
- Completed a minimum of 30 hours of Continuing Professional Development (CPD) over the last three years.

Additional requirements apply for those who also hold specialist accreditations – see Page 5.

To renew your accreditation you will need to:

Complete a renewal application including:

1. Information about your CPD – see below
2. Information about your practice – see below
3. A personal declaration
4. An authorisation from your Provider Manager

Changing to the new system:

Facilitators originally accredited by the Ministry of Justice also needed to be assessed against standards for report writing for their first Resolution Institute renewal. As most of these accreditations have now been renewed, most renewals will not now require report writing assessment.

Continuing Professional Development (CPD)

Informal and Formal CPD

There are a wide variety of ways to undertake CPD and a mix of professional development is the best approach. We would expect to see that at least 15 of the 30 hours of CPD over a three year period are formal learning.

The table on the next page gives some examples of what we might consider formal and informal CPD.

Formal	Informal
<ul style="list-style-type: none"> • Study at a tertiary institution • Attending training such as seminars, courses or workshops • Conferences • Group sessions where an expert delivers or facilitates on a relevant topic • Participating in webinars <p><i>We would expect that if requested you could provide evidence of this CPD – a certificate or attendance confirmation</i></p>	<ul style="list-style-type: none"> • Participating in professional supervision (not management supervision)* • Providing professional development – delivering presentations, training, assessment, coaching or mentoring of restorative justice facilitators • Practice or discussion groups • Self-directed learning such as reading articles, books or viewing podcasts etc <p><i>*Professional supervision is a requirement for those with specialist accreditations/endorsements so will not also be counted as CPD.</i></p>

Relevant CPD

Professional development for restorative justice facilitators can cover a wide variety of topics. The key question to ask yourself is ‘Will this professional development assist me to be a better facilitator?’ As with formal and informal CPD, a mix is best. We would expect to see a mix of CPD with some directly focused on restorative justice and some on other relevant areas. The table below gives you an indication of ‘other’ areas that are likely to be considered relevant CPD.

Likely to be considered relevant CPD	Less likely to be considered relevant CPD (may still be valuable for other reasons!)
<ul style="list-style-type: none"> • A seminar on understanding how the brain responds to stress • A workshop on communication skills • A te reo Māori course to assist in working with Māori participants • Mediation training • Legal topics which are relevant to restorative justice 	<ul style="list-style-type: none"> • Completing a first aid course • Spanish night classes • A seminar on commercial law

Practice

To renew accreditation facilitators are required to have facilitated a minimum of 15 restorative justice conferences over the last three years. In some situations other relevant practice may be able to be considered to contribute to meeting this requirement. For example mediation practice, supervising/mentoring/assessing others facilitating cases.

Recording CPD and Practice

CPD tracker

You can use our online CPD tracker to record your CPD activities and practice as you complete them – this makes it much easier than trying to remember what you have done over the last three years when your renewal is due!

You can access the CPD tracker anytime on <https://www.resolution.institute/cpd-tracker>. You will need to login to our Member’s area.

CPD and Practice Form

If you prefer not to use the CPD tracker you can record your CPD and practice on the CPD form. The form will be available on our website and a link to this will be provided in the renewal reminder emails you are sent.

How to Renew

You will receive an email from our computer system two months before the accreditation expiry date, letting you know that you need to renew your accreditation.

You will need to complete an application form available on our website <http://www.resolution.institute/restorativejustice/accreditation>. The link and instructions will be in the email you receive.

Checking your accreditations

You can check the status of your accreditations and when they are due to expire anytime. To check when your accreditation is due to expire go to <http://www.resolution.institute/membership/mymemberships>. You will see your accreditations and the date they are due to expire.

Renewing Specialist Endorsements

Where possible your specialist endorsement expiry date(s) will be aligned with your Restorative Justice Facilitator accreditation expiry date so that all your accreditations can be renewed at the same time. If you have different expiry dates we will renew all your accreditations when the first expires and then align the expiry dates.

To renew a specialist endorsement, facilitators must:

- Have facilitated 9 restorative justice conferences in the specialist area over the last three years; and
- Have completed 12 hours of CPD relevant to the specialist area over the last three years; and
- Have participated in regular professional supervision* with an experienced professional supervisor with relevant expertise, and have ongoing professional supervision in place.

**Requirements for professional supervision are in the Ministry of Justice Restorative Justice Practice Standards for Family Violence cases. 'Regular' professional supervision will vary according to the frequency of facilitation. A general guideline is that we would expect most facilitators to have monthly professional supervision.*

If you are applying to renew a restorative justice facilitator accreditation at the same time as a specialist endorsement you can include the specialist practice and CPD in your facilitator accreditation practice and CPD.

This means you must:

- Have completed a total of 15 conferences in the last three years, 9 of which must be in the specialist area
- Have completed a total of 30 hours of CPD in the last three years, 12 of which must be relevant to the specialist area; and
- Have participated in regular professional supervision with an experienced professional supervisor with relevant expertise, and have ongoing professional supervision in place.

To renew an endorsement for working with sexual offending, specialists who are not facilitators must:

1. Have participated as a specialist in 15 restorative justice conferences* over the last three years
2. Completed 30 hours of CPD relevant to the specialist area over the last three years
3. Have participated in regular professional supervision with an experienced professional supervisor with relevant expertise and have ongoing professional supervision in place (usually monthly)

*other relevant experience may be considered to contribute to the practice requirement

Expired accreditations

To maintain your accreditation you need to renew it before it expires. In some circumstances people may let an accreditation lapse (when no longer doing restorative justice work) and then want to renew it a later date.

Timeframe	Renewal process
If it is within 12 months of the accreditation expiry...	Renewal application
Between 1 and 3 years since the accreditation expiry...	Renewal application and a professional conversation assessment
More than 3 years since the accreditation expiry...	A new application for accreditation and a full assessment

Criteria for renewal professional conversation assessment

A professional conversation with an assessor will be required to renew restorative justice facilitator accreditations that have been expired for more than 12 months but not more than 3 years.

Assessment criteria

See the *Restorative Justice Facilitator Renewal: Assessment worksheet* for assessment criteria.

What to expect:

- Your assessor will contact you prior to assessment to discuss the process and arrange a convenient time for assessment
- It is important that you prepare for the professional conversation so that you have examples and evidence that you can take the assessor through – see *Profession Conversation Assessment – How to Prepare*
- Professional conversations are usually done by Zoom (online) or by phone.
- Allow around 1.5-2 hours for a professional conversation
- You will get feedback from the assessor on your strengths and areas for further development
- Resolution Institute will notify you of the outcome of your renewal application, usually within 2 weeks of your professional conversation assessment

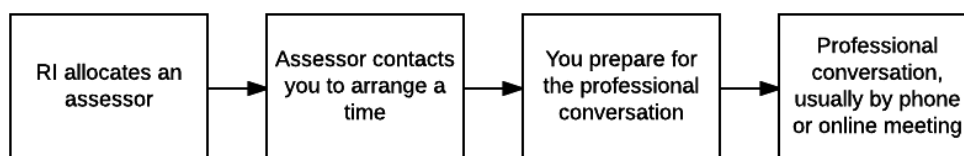
Profession Conversation Assessment – How to prepare

What is a professional conversation?

A professional conversation is a structured conversation between a candidate and an assessor. It is an opportunity for you, the candidate, to provide the assessor with evidence that you meet the criteria for accreditation.

The **assessor's job** is to ensure they have the information to assess you against the criteria and **your job** is to prepare for the conversation and ensure that you have examples relevant to each of the assessment criteria.

What to expect:



When

- If an assessor has come out to observe you facilitate a conference:
 - you and the assessor can sit down together afterwards and have a professional conversation; or
 - the conversation can be carried out via phone or online meeting at a later time. It's up to you.
- Most other professional conversations are carried out by phone or online meeting (skype or zoom) at a time that suits you and the assessor

Time

- Allow around 1.5 to 2 hours for a professional conversation. Sometimes they do take longer.
- If you are having two professional conversations (for example one for facilitator accreditation and one for family violence endorsement) the time will total around 3-4 hours. You can choose how long you want the conversation to last – you might prefer 3 one hour sessions or 1 three hour session. It's up to you.

Questions you may be asked

- In the professional conversation there are 8-11 criteria assessed (depending on the accreditation or endorsement). The criteria for each assessment and some possible questions that could be asked relating to the criteria are in the worksheets.
- Candidates can lead the professional conversation process, taking the assessor through their examples of how they meet each of the criteria. In this case the assessor will only need to ask any follow up questions or questions about any gaps. It is possible that an assessor will not need to ask any questions at all.

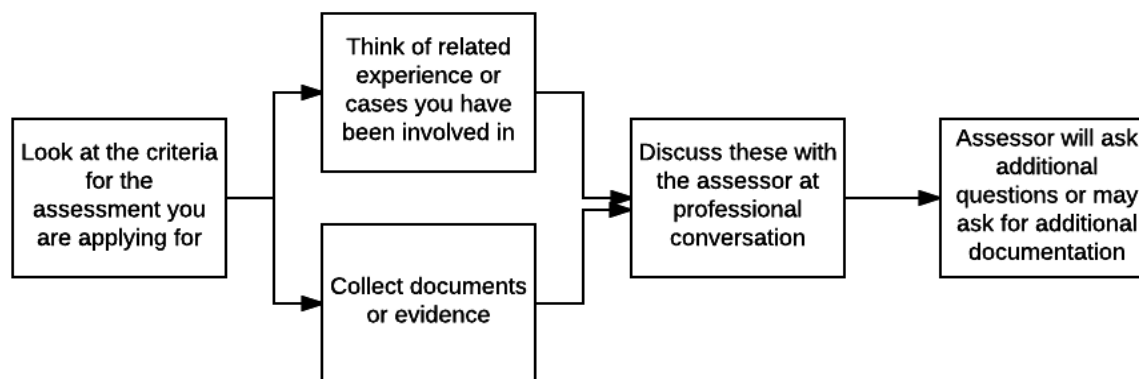
- If required, assessors will assist you to demonstrate that you meet the criteria by asking questions on the criterion. *For example, the criterion, “Makes sound judgement about acceptance of referrals” the assessor may ask, “Tell me about a referral you have turned down?” and depending on your answer may ask, “What sort of referrals would you not agree to take on?” The assessor is looking for evidence that you accept only referrals you are qualified to handle, in other words that you demonstrate sound judgement when it comes to taking referrals.*
- If the assessor is unclear as to whether they have enough evidence on a criterion they may ask you to give more examples or may ask you to email additional documented evidence, or provide referees who can attest that you meet criteria. Because providers and courts are different the evidence provided by one facilitator may be quite different to that provided by another. The assessor’s job is to ensure they have enough evidence to make the decision.

Preparing for a professional conversation

The aim of a professional conversation is to provide evidence that you meet the criteria for accreditation. To prepare, look carefully at each criterion and jot down examples to illustrate your good practice.

So, for example the criterion, “Makes sound judgement about acceptance of referrals”, you could think of cases you have turned down and jot down your reasons for turning the cases down. You want to show that you have good judgement when it comes to accepting referrals. Similarly, for the criterion, “Makes sound judgment relating to safety”, think of one or more cases where you assessed the risk to be high and prepare to discuss this case, or even better, bring up the conference plan for this case which shows the strategies you implemented to mitigate each risk.

Preparing beforehand will make the professional conversation easier for you and for the assessor.



Understanding the criteria

The criteria for each assessment and some possible questions that could be asked relating to the criteria are in assessment worksheets, so reviewing these prior to assessment will help you prepare. You should also make sure you are familiar with the Ministry of Justice documents that assessors will use to make judgements:

Ministry of Justice Restorative Justice Best Practice Framework

Ministry of Justice Restorative Justice Practice Standards for Family Violence Cases

Ministry of Justice Restorative Justice Practice Resources for Family Violence Cases

These documents can all be found on <http://www.resolution.institute/restorativejustice/resources>.

Examples of evidence

- **Restorative justice cases you have had**
 - where you had a situation that relates to one of the criteria
 - that show your experience
 - that show the skills and experience you used to manage the situation

- **Other relevant work experience**
 - where you had a situation that relates to one of the criteria
 - that show your experience
 - that show the skills and experience you used to manage the situation

- **Documents** – that provide further evidence (please remember to de-identify documents). These could include:
 - case records, case notes or conference plans
 - conference reports
 - risk assessments and safety plans
 - performance reviews
 - supervisor verification
 - peer reviews or self-reviews
 - client feedback or other direct feedback
 - references
 - qualifications, certificates or evidence from training

Frequently Asked Questions

- 1. How do I know when my current accreditation is due to expire?**
You can login to the Resolution Institute website to see your record in our Member's area.
- 2. I've been facilitating restorative justice conferences for years without being accredited. What has changed?**
Ministry of Justice contracts with Restorative Justice Providers now require that all facilitators are accredited or working towards accreditation. Restorative justice is important work and accreditation is a way of recognizing the skill and expertise that facilitators bring.
- 3. Am I a member of Resolution Institute?**
Some restorative justice facilitators are and we certainly welcome restorative justice facilitators as members. Holding a Resolution Institute restorative justice facilitator accreditation does not necessarily mean you are a member though. The contract we hold with the Ministry of Justice means that we provide accreditation and training services to restorative justice facilitators regardless of membership. It also means that you can access some information, such as your accreditation information, in the Member's area of our website.
- 4. What conferences can an assessor observe?**
Any conference that you are facilitating or co-facilitating where the victim and offender agree to have an assessor present as an observer. Don't be concerned about the complexity of the case for assessment – sometimes simple cases turn out to be complex anyway and in reality sometime complex cases are the best way to show your facilitation skills. The assessor will talk to you more about this when they first make contact.
- 5. My restorative justice facilitator accreditation expired several years ago. Can I renew it or do I have to reapply for accreditation?**
You only need to have a full assessment for accreditation if your accreditation expired more than 3 years ago. If your accreditation expired more than 12 months ago we will usually ask you to have a professional conversation with one of our assessors to renew your accreditation.
- 6. I already have restorative justice facilitator accreditation, how do I get endorsed for working with family violence cases?**
You can apply for specialist endorsement. You will need to demonstrate that you have sufficient experience and training in family violence and generally this will mean either training or experience from outside of restorative justice work as well as experience in co-facilitating restorative justice conferences with an experienced family violence facilitator. As you already have restorative justice facilitator accreditation you will only need to be assessed for specialist endorsement by professional conversation.
- 7. I have worked in the family violence sector for many years, why do I need to do restorative justice facilitator accreditation as well as specialist endorsement?**
Facilitator accreditation assessment checks that you have the knowledge and skills with the restorative justice process, as well as the specialist skills for working with family violence/sexual violence.

8. Why do I have to submit a conference report to become accredited as a restorative justice facilitator?

Report writing is an important part of restorative justice. Reports are what judges see as the result of a restorative justice referral, so it is important that they are professional. A good idea is to review training *Module 6: Restorative justice conference reports; Te Tuhinga* which is available on the Resolution Institute website. You could also talk to your provider manager about what support or professional development will assist you to develop your report writing skills.

9. My colleagues and I get together each month for a team meeting. Does this count as CPD for renewal?

This would depend on the purpose of getting together and what you cover at the meetings. If you discuss practice issues and use it as an opportunity to share practice learning then it might be appropriate informal CPD.

10. My provider is organising a discussion session on the impact of family violence on children. Can I count this as CPD for renewal?

Yes. If it is a discussion and information sharing session it would be informal CPD. If an expert was coming in to present or run an interactive workshop it would be considered formal CPD.

11. I'm no longer working with the Provider that I worked with when I was accredited. Am I able to renew my accreditation?

If you don't intend to continue as a restorative justice facilitator then you don't have to renew. If you are working with another provider or thinking about this then you are able to (and should) renew your accreditation.

12. I haven't facilitated enough conferences to renew my accreditation. What do I do?

You could talk to your Provider manager about getting more opportunities to facilitate conferences. You can also talk to us about other experience that is directly relevant that we could consider to be practice hours. For instance if you have been doing other restorative work, are an assessor and are involved in conferences that way, or you also mediate and gain relevant experience through mediation work.