

Resolution Institute Adjudication Master Class Policy

Adopted RI Board 16 June 2020

- 1 Master Classes will be held for accredited adjudicators.
- 2 Adjudicators can satisfy the master class requirement in the RI Policy on the Accreditation and Register of Adjudicators by either:
 - a) attending 2 2-hour adjudication master classes within a 3 year period or
 - b) attending 1 4-hour adjudication master class within a 3 year period.
- 3 At least one Master Class is to be held in each state every year.
- 4 Attendance at a Master Class and a satisfactory assessment are mandatory requirements for re-accreditation in accordance with the Resolution Institute Policy on the Accreditation and Register of Adjudicators.
- 5 The topics for the Master Class shall comprise the following:
 - i) relevant legislative requirements
 - ii) relevant judgments of superior courts
 - iii) Resolution Institute Rules, if any
 - iv) adjudication practice and procedure
 - v) topics adopted from suggestions by practitioners.
- 6 The standard of the Master Class is to be targeted to the standards required for a competent adjudicator and beyond the standard required for accreditation as an adjudicator in the relevant jurisdiction.
- 7 The procedure for conduct of a Master Class should be generally as follows:
 - i) there will not be any set talks/papers/presentations
 - ii) all intending participants will be requested to suggest topics for discussion at the Master Class
 - iii) topics will be grouped and allocated to sessions
 - iv) at least two (2) weeks prior to the Master Class, a program for the Master Class, specifying the topics for each session and who is required to present on those topics, shall be provided to each participant, together with a copy of the assessment criteria and objectives of the Master Class.

- 8 A facilitator will be appointed for each session of the Master Class. The facilitator shall be deemed to have satisfactorily completed the session or sessions for which he or she acts as facilitator.
- 9 Two assessors will be appointed by the Chairperson of the Professional Development Group.
- 10 The assessors will assess the competence of each participant against the assessment criteria of:
 - i) Participation in discussion
 - ii) Clarity of participation
 - iii) Understanding of Issues
 - iv) Understanding of role of adjudicatorA copy of the assessment shall be provided to each participant as soon as reasonably practicable after the Master Class.
- 11 A participant dissatisfied with his or her assessment may apply for review of that assessment. The review shall be attended by the applicant, and shall be conducted:
 - i) as soon as reasonably practicable.
 - ii) by a sub-committee comprising the assessors (or if only one of them is available, that assessor), and up to three persons appointed by Resolution Institute. The sub-committee shall select a chairperson who, on completion of the review, shall communicate the results of the review to the Board for consideration. A copy of the review shall also be provided to the applicant.