

The Australian Mediator and Dispute Resolution Accreditation Standards (AMDRAS) - Guidelines for Accreditation Renewal

Purpose

This Guideline provides a checklist to enable Recognised Providers¹ to provide for accreditation renewal of AMDRAS Registered Practitioners

Only a Recognised Accreditation Provider (RAP) or equivalent body or organisation approved by the Board², can grant accreditation renewal under the AMDRAS.

Please check Part 4- Training and Accreditation Framework (TAF), Division 10 - Accreditation renewal of the AMDRAS for full details.

Renewal requirements for all Registered Practitioners

Registered Practitioners must renew their accreditation each 2 years. If not renewed, their accreditation lapses, and they will be removed from the AMDRAS Accredited Mediator list.

A Registered Practitioner may seek renewed accreditation for the same or at a different level of accreditation.

Example: An Advanced Mediator could seek accreditation as an Accredited Mediator, or (if appropriately qualified) as a Leading Mediator.

To qualify for renewed accreditation, a Registered Practitioner, must within the 2-year period since their previous accreditation or renewal have met:

- the practice requirements in clause 46(c) of the AMDRAS. The requirements are at least 20 hours for Accredited Mediators and at least 40 hours for Advanced Mediators, Leading Mediators and Specialist Dispute Resolution Practitioners.

Note: 'Practice can include:

- up to 5 hours of intake and preparatory work to set up the dispute resolution process.
- up to 5 hours of observing a more experienced practitioner.
- the continuing professional development (CPD) requirements in clause 47 of the AMDRAS. The requirement is 25 hours over the 2-year renewal period.

Note:

- to be allowable, the CPD must be directed at developing or maintaining the

¹ A Recognised Provider is a generic term that includes either or both a Recognised Training Provider and a Recognised Accreditation Provider.

² s41(b) of AMDRAS stipulates that an equivalent body or organisation approved by the Board must have an appropriate ethical code or standard and a complaints and disciplinary procedure that adequately addresses complaints against dispute resolution practitioners.

- Professional Attributes³.
 - CPD hours relied on for renewal of accreditation cannot be relied on for any later renewal of accreditation.
- If asked, provide the record to the accrediting RAP, equivalent body or organisation approved by the Board, or to the Board.

Click the ▶ beside each Mediator Accreditation level to display the renewal requirements.

Renewal requirements for an Accredited Mediator:

Accredited Mediator renewal requirements (calculated over the 2-year renewal period) and outlined in clause 46 (c) of AMDRAS are:

- at least 20 hours of dispute resolution-related practice (e.g. as a mediator, co-mediator, or third-party resolver.)
- 25 hours of continuing professional development (CPD) calculated over the 2-year renewal period.

Renewal requirements for an Advanced Mediator:

Advanced Mediator renewal requirements (calculated over the 2-year renewal period) and outlined in clause 46 (c) of AMDRAS are:

- at least 40 hours of dispute resolution practice (e.g., as a mediator, co-mediator, or third-party dispute resolver.)
- 25 hours of continuing professional development (CPD) calculated over the 2-year renewal period.

Renewal requirements for a Leading Mediator:

Leading Mediator renewal requirements (calculated over the 2-year renewal period) and outlined in clause 46 (c) of AMDRAS are:

- at least 40 hours of dispute resolution practice (e.g., as a mediator, co-mediator, or third-party dispute resolver)
- 25 hours of continuing professional development (CPD) calculated over the 2-year renewal period.

Note: Leading Mediators with 25 or more years of practice as Registered Practitioners have their practice requirements and CPD requirement reduced by half.

Renewal requirements for a Specialist Dispute Resolution Practitioner:

Specialist Dispute Resolution Practitioner renewal requirements (calculated over the 2-year renewal period) and outlined in clause 46 (c) of AMDRAS are:

³ See Appendix 1, Table 2: The Professional Knowledge Domain: attributes, focus areas, and indicative levels of attainment, of the AMDRAS

- at least 40 hours of dispute resolution practice with at least 25% being within their area of specialised practice which shall also be sufficient to satisfy the renewal requirements under any other accreditation level in these Standards.
- 25 hours of continuing professional development (CPD) calculated over the 2-year renewal period.

Specialist Dispute Resolution Practitioners will not be required to complete more than 25 CPD hours for each 2-year cycle of accreditation.

Adjusted renewal requirements in certain circumstances

A Registered Practitioner (RP) who fails to meet the practice requirements or CPD requirements may apply to their RAP for adjusted renewal requirements matching their level of accreditation and particular circumstances. These are set out in 48(b) of the AMDRAS.

For these requests to be allowable the request must outline:

The circumstances that prevented the RP from meeting the renewal requirements. To be allowable the circumstances must include at least one of the following which have occurred during the relevant renewal period⁴:

- lack of work opportunities
- health or career circumstances
- residence in non-urban areas
- other barriers, including socio-cultural, to accessibility or inclusion
- parental leave
- leave due to family circumstances
- other matters considered relevant

If the application is successful, the RAP may adjust the renewal requirements for the renewal period subject to any conditions the RAP considers appropriate which may include:

- reducing the hours of required practice down to the allowed minimum of 10 hours
- a change to the required content or duration of the CPD
- supplementary training, coaching or assessment

Note: The Practitioner must comply and demonstrate compliance with the conditions (set by the RAP) within 2 months of their reaccreditation otherwise the accreditation lapses. See clause 57 Re-instatement of accreditation for suspended, lapsed or cancelled RPs

The RAP must not grant adjusted renewals to the same Registered Practitioner for more than 2 consecutive renewal periods.

The RAP must keep records of any adjusted renewals granted and provide data to the Board on adjusted renewals they have negotiated with Registered Practitioners.

⁴ See clause 48(b)(i) of the AMDRAS

