

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

Purpose

This Guideline provides a checklist to assist Recognised Providers¹ who are Recognised Accreditation Providers (RAPs) to review their processes to accredit Registered Practitioners under AMDRAS.

Please check Part 4 - Training and Accreditation Framework (TAF), Division 3 - Levels of accreditation, Division 8 - Alternative pathways to Certificates, and Division 9 - Applications for accreditation of the AMDRAS.

Note: Only a RAP is authorised to grant accreditation under the AMDRAS Training and Assessment Framework.

Universal Requirements for Accreditation of Registered Practitioners

Please check Part 4, Division 9 - Applications for Accreditation of the AMDRAS which governs additional requirements for accreditation under AMDRAS². Note that Division 10 – 12 of this Part contain provisions relating to renewal, fees, absence, cancellation, suspension, re-instatement and resultant imposition of conditions respectively. Division 13 concerns waiver of re-accreditation requirements.

Character, references, and disclosures

A first-time applicant for accreditation must, in the RAP's opinion:

- be of good character; and
- possess personal qualities and experience appropriate to conducting mediations or other dispute resolution processes independently, competently, and professionally.

The applicant must:

- provide written references that attest to the applicant's good character, from two members of the applicant's community who have known the applicant for at least 3 years; or
- satisfy the RAP that the applicant has already satisfied this requirement under comparable accreditation standards.

The applicant must disclose any:

- disqualification from any type of professional practice.

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

² Clause 36-43 of AMDRAS

- unspent criminal conviction.
- impairment that could influence their capacity to discharge their obligations in a competent, honest, and professional manner.
- previous refusal of accreditation or accreditation-renewal.
- previous suspension or cancellation of accreditation.

The character, references and disclosure requirements can be satisfied by the applicant by providing a declaration to the RAP in the appropriate terms that they have satisfied the accreditation and/or renewal requirements.

Payment

An applicant for accreditation must pay the registration fee for listing on the National Register.

Membership of Recognised Accreditation Provider or equivalent organisation

An applicant for accreditation must become and remain:

- a member, or employee, of a Recognised Accreditation Provider; or
- a member or employee of an equivalent body or organisation approved by the Board that has:
 - an appropriate ethical code or standard, and
 - a complaints and disciplinary procedure that adequately addresses complaints against dispute resolution practitioners.

Privacy consents

An applicant for accreditation is taken to (and if requested, must expressly) consent to:

- their personal information being disclosed to the Board or relevant AMDRAS-related entity; and
- their name, registration status and accreditation body released on the AMDRAS National Register; and
- the Board or entity releasing the information to other AMDRAS-related entities (but to no-one else without the consent of all parties concerned).

Insurance

An applicant for accreditation or renewal of accreditation must:

- be covered by professional indemnity insurance commensurate with their level of accreditation under AMDRAS; or
- have statutory immunity from liability or
- have been granted a non-practising certificate.

If the abovementioned criteria have been satisfied, a RAP can issue an accreditation certification.

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

ACCREDITED MEDIATOR SPECIFIC REQUIREMENTS

To qualify for accreditation as an Accredited Mediator, a RAP must be satisfied that a person:

- has completed the Certificate of Assessment (COA) within the previous 6 months; and
- met the requirements of the Certificate of Training (COT) and COA; or
- met the requirements of an alternative pathway in accordance with Part 4, Division 8 of the AMDRAS.

Time limits

An applicant for initial accreditation as an Accredited Mediator must apply within 6 months of obtaining a Certificate of Assessment.

ADVANCED MEDIATOR SPECIFIC REQUIREMENTS

To qualify for accreditation as an Advanced Mediator, a RAP must be satisfied that a person:

- has been listed as an Accredited Mediator for at least the previous 4 years on the National Register (2 complete renewal cycles as per Division 10) and has 150 hours of practice hours since initially accredited.
- has satisfactorily completed the Practicum Certificate course within the previous 12 months; or
- has met the requirements of an alternative pathway in accordance with Part 4, Division 8 of the AMDRAS.

If the abovementioned criteria have been satisfied, a RAP can issue Advanced Mediator certification.

Time limits

An applicant for accreditation as an Advanced Mediator must apply within 12 months of obtaining a Practicum Certificate and they shall be moved to the Advanced level in the next renewal cycle.

LEADING MEDIATOR SPECIFIC REQUIREMENTS

To qualify for accreditation as a Leading Mediator, a RAP must be satisfied that a person:

- is an Advanced Mediator

- has 6 years' experience and 250 practice hours as an Advanced Mediator; in addition to the 150 practice hours to become an Advanced Mediator.
- as part of their ongoing Continuing Professional Development (CPD) commitments, provide mentoring, coaching and related services to Registered Practitioners; or
- be recognised by the Board as an Honorary Leading Mediator (AMDRAS) for their past and continuing contributions to the dispute resolution sector and leadership in the field and who additionally, may be exempted from meeting all or part of their practice and/or CPD requirements.

If the abovementioned criteria have been satisfied, a RAP can issue Leading Mediator certification.

SPECIALIST PRACTITIONER SPECIFIC REQUIREMENTS

To qualify for accreditation as a Specialist Practitioner, a RAP must be satisfied that a person:

- be listed on the National Register as a current Accredited Mediator, Advanced Mediator, or Leading Mediator
- has met the criteria for specialist accreditation specified from time to time by the Board. The criteria, including CPD and practice requirements, once set by the Board will be published as an addendum to the AMDRAS.

If the abovementioned criteria have been satisfied, a RAP can issue AMDRAS Specialist Dispute Resolution Practitioner certification.

Renewal Requirements

See AMDRAS Guidelines for Accreditation Renewal.