

# Application and Assessment Committee (AAC)

## Terms of Reference

### 1. Purpose

This committee continues the work of the former Accreditation and Assessment Committee (AAC).

The purpose of the Application and Assessment Committee (AAC) is:

- a. To review and make recommendations to the Board regarding the approval of applications under the Standards. These include applications for:
  - authorisation as RTPs (Recognised Training Providers), RAPs (Recognised Accreditation Providers), and RPs (Recognised Providers);
  - approval of alternative pathways to the Certificate of Training (COT), the Certificate of Assessment (COA), and the Practicum Certificate;
  - approval of a framework for assessment for qualification for Leading Mediator status;
  - recognition as an Honorary Leading Mediator under the final sub-paragraph of cl 16(a);
  - recognition of criteria for a Specialist Dispute Resolution Practitioner program; and
  - waiver of any requirements for initial accreditation under cl 19.
- b. To answer queries around the process for applications under the Standards from members and where appropriate from mediators and external stakeholders wanting to offer mediation training.
- c. To issue any guidelines or protocols relevant to the Standards, and to answer queries around alternative pathways from members and, where appropriate, from mediators and external stakeholders wanting to offer mediation training.

Note: This committee differs to the Training and Accreditation committee which creates content, materials, guidelines, forms to guide and /or assist member organisations around course design and delivery under the Standards (training and assessment).

### 2. Membership

- d. The AMDRAS Chair will be an ex-officio member and there shall be 3-4 Board members, including a Convenor, appointed as members after each Annual General Meeting of the Board.
- e. Non-Board members may be appointed by the Board to sit on the Committee.

### 3. Meeting Schedule

The AAC must convene a meeting at least once in any three-month period, and at other times as required. During AMDRAS implementation, it may be necessary to meet more regularly to provide guidance, templates, and other materials to support the members.

#### **4. Authority**

- f. The Board's authority to delegate any of the directors' powers to a committee or committees can be found in clause 10.18 of the AMDRAS Constitution.
- g. The Board's authority to assess applications can be found in the AMDRAS constitution 3.2(b) which states AMDRAS "supports, complements and encourages members in their efforts to meet their objectives in relation to the Standards."

#### **5. Responsibility**

The ACC will:

- h. answer queries and receive feedback from members on matters regarding the approval of applications under the Standards and will respond in a timely fashion.
- i. review and make recommendations to the Board regarding the approval of Applications under the Standards
- j. be responsive and proactive in providing necessary guidelines and documentation in the implementation of Applications under the Standards.
- k. seek advice on matters if an application matter requires the engagement of other committees.

#### **6. Reporting Obligations**

- l. the Committee will report to each meeting of the Board of Directors, including the Annual General meeting if required.
- m. seek Board approval for a response to be sent to member organisations, mediator members, and/or outside stakeholders in a timely manner and as soon as practicable.
- n. where Board approval may not be able to be obtained in a timely manner, then the Committee Convenor will consult with the Chair of AMDRAS as to the appropriate timely action.