



Guidance for Applicants

Recognised Accreditation Providers (RAP)



Acknowledgement of Country

Introduction

AMDRAS Vision - RAPs



- AMDRAS Chair, Stephen Dickenson
- Fostering high standards
- Professional excellence

Today's Purpose

To outline the requirements and process to apply to be a Recognised Accreditation Provider (RAP) under AMDRAS.

- Reminder that all RMABs and RAPs must apply under AMDRAS
- Relevant AMDRAS Board Committees
- What is a Recognised Accreditation Provider?
- Key Requirements for RAP Status
- Specific Requirements regarding Complaint Handling
- RAP Application Processes & Key Documents To Provide
- Application tips

Relevant AMDRAS Committees

Relevant AMDRAS Committees

- **Training and Accreditation Committee** – Convenor
Joanne Law, AMDRAS Secretary
- **Application and Assessment Committee** –
Convenor, Jodie Grant, AMDRAS Co-Deputy chair
- **Member Engagement and Complaints Committee**
– Convener Amber Williams, AMDRAS Treasurer
- **Promotions and Marketing Committee** - Convener
Kirsten Eades, Co-Deputy Chair



AMDRAS Committees


Meet the AMDRAS Executive
2024 - 2025


Stephen Dickinson
AMDRAS CHAIRMAN


Kirsten Eades
AMDRAS
CO-DEPUTY CHAIR


Jodie Grant
AMDRAS
CO-DEPUTY CHAIR


Joanne Law
AMDRAS SECRETARY


Amber Williams
AMDRAS TREASURER



- **Application and Assessment Committee**
 - Convenor Jodie Grant,
- **Member Engagement and Complaints Committee**
 - Convenor Amber Williams
- **Standards Committee**
 - Convenor Stephen Dickinson
- **Training and Accreditation Committee**
 - Convenor Joanne Law
- **Promotions and Marketing Committee**
 - Convenor Kirsten Eades

What is a Recognised Accreditation Provider (RAP)?



Recognised Accreditation
Provider



What is a Recognised Accreditation Provider (RAP)?

- A person or body authorised to grant accreditation under the AMDRAS Training and Accreditation Framework.
 - **Process** - applications for accreditation, level changes and re-accreditation.
 - **Complaint handling** - provide complaints handling and disciplinary procedures.
 - **Professional development** - provide or refer to relevant CPD activities.
 - **Administer** - Collect the AMDRAS registration fees from accredited mediators and work with the Board to administer standards.

Benefits of Recognition as a RAP

- **Authority and Credibility** – shows you meet rigorous standards and are trusted to uphold professional integrity.
- **Industry Influence** – RAPs have a say in shaping policies, practices and standards.
- **Increased Membership** – Mediators require a RAP to be registered practitioners AMDRAS.
- **Professional Development Services** – Providing CPD may provide revenue for your organisation.

Key Requirements for RAP Status

General Requirements for RAP Status

- **Financial Membership** of the AMDRAS Board.
- **Governance and Resources** - sound governance structures, financial viability and adequate administrative resources for data collection and retention.
- **Compliance Systems** - to meet all obligations outlined in the AMDRAS Training and Accreditation Framework (TAF)
- **Complaint Handling Policy** - that meets the AMDRAS minimum standards (use the model policy or obtain approval for an alternative)

Specific Requirements for RAP Status

- **Accreditation Process** - capacity and expertise to establish processes to assess whether applicants meet the TAF requirements for accreditation, progression between different accreditation levels and renewal.
- **Continuing Professional Development** - provide or facilitate access to CPD activities for Registered Practitioners to ensure ongoing professional growth.
- **Practitioner Base** - have at least 10 Registered Practitioners accredited under the TAF who are bona fide members, panellists, or employees of your organisation.

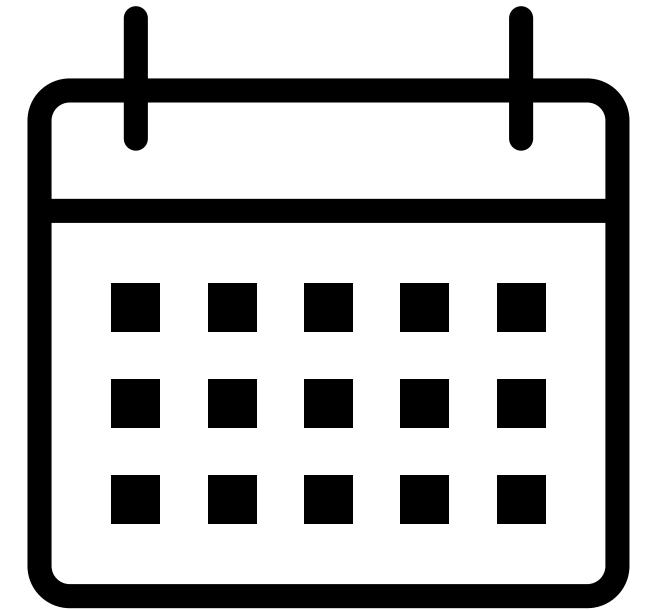
See AMDRAS Part 6 - Recognised Providers.

Specific Requirements for the Complaint Handling

Specific Requirements for Complaint Handling

AMDRAS Appendix 5: Complaint Handling by Recognised Providers: Model Policy

- **Adopt or Provide** – adopt the model policy or provide a copy of your complaint handling policy for approval.
- **Complaint Handling management system** – ensure that you have in place all policies, procedures, practices, personnel, hardware and software used in the management of complaints.
- **Guiding principles** - fairness, accessibility, responsiveness, efficiency and integration into organisational culture.




Application Process & Approval Documents

Application Process Overview

- 1. Preliminary Review by Applicant**
Ensure your eligibility and readiness.
- 2. Formal Application Submission**
Complete the required forms filling in all information boxes. Provide any required supporting documentation.
- 3. Assessment & Review**
Evaluation of your application by the Applications Assessment Committee AAC.
- 4. Committee Decision & Feedback or Recommendation to the AMDRAS Board**
Board approval, conditional approval, or feedback with guidance for resubmission.
- 5. Ongoing Compliance & Reporting**

Key Documentation Required

- Application form fully completed, signed and dated.
- Ensure you list 10 AMDRAS Registered Practitioners who are members, panellists or employees of your organisation.
- Attach your Complaint Handling Policy.
- Your Logo.
- Other required attachments based on the specific application.



1. Please download and save this document.
2. Open and complete on your computer.

**Application to become an AMDRAS Recognised Provider:
Registered Accreditation Provider (RAP)
pursuant to the AMDRAS Standards Part 6 Clauses 66-71.¹**

Full name of Organisation making application:

and Trading Name (if different):

Website Address:

Address of Organisation making application

Street Address:

City: State: Postcode:

Name of Authorized Representative:

If contact details are different to above, please provide these here

Phone:

Email:

Is the organisation a member of the MSB or AMDRAS?² ☐ Yes ☐ No

If your answer to the previous question is "Yes", how many registered practitioner members do you have? ☐ <100 ☐ >100

If your answer to the previous question is "No", this application will also become an application for membership of Australian Mediator and Dispute Resolution Accreditation Standards Board Limited, ACN 145 829 812 (the company)

Complete the following application form, which will be submitted via email.

Supporting documents can be attached when this form is submitted.

☐ The RAP logo (where available) must also be attached when this form is submitted.

¹ Please see Clause 3c of the Transition Rules:
c. All NMAS RMAB's will become Recognised Accreditation Providers:
I. until the Transition Date; and
II. without having to meet the requirements prescribed by Part 6 of AMDRAS.

² If your organisation is not a financial member of AMDRAS you will need to seek approval from the Board to become a member. You can use this application to become a financial member.

Clause 16 Amendments (February 2025)

1. **Framework for Leading Mediator Applications**

The standard pathway would mean a number of years before leading mediators could be accredited

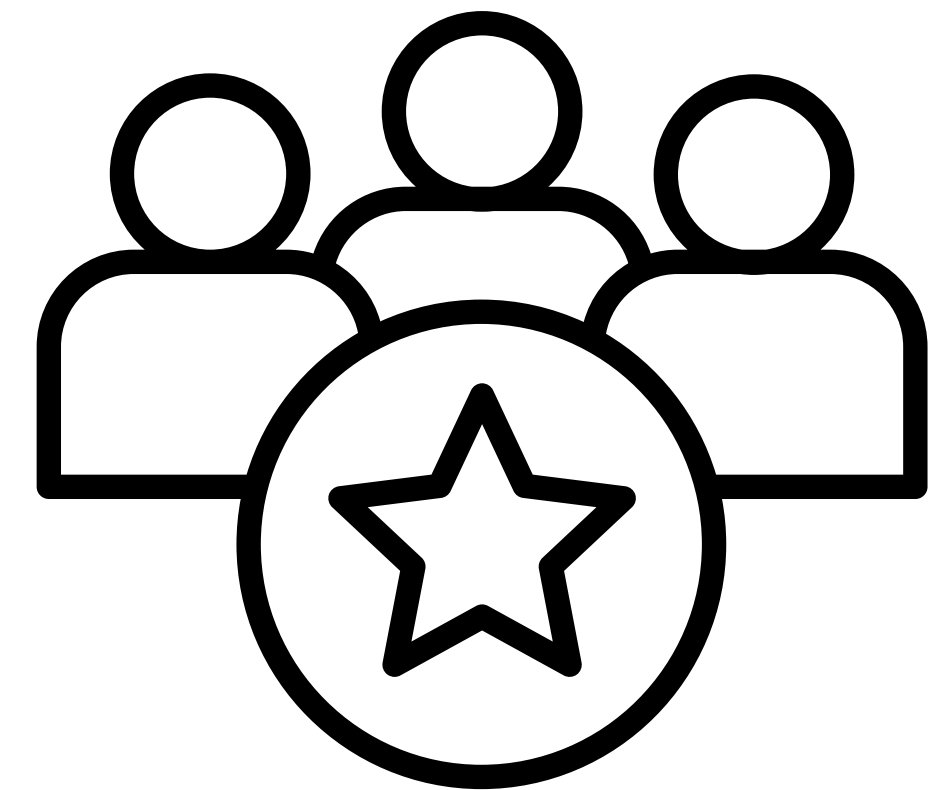
2. **Submit a framework to establish an alternative pathway for accreditation as a Leading Mediator AMDRAS**

The pathway must identify practice hours and professional development including professional development that is comparable to the Practicum Certificate.

Tips for Applications

Tips for a Successful Applications

- Comment in all boxes. Incomplete applications may be delayed if we have to seek additional information.
- Name 10 accredited practitioners who are members, panellists or employees.
- Provide a copy of your complaint handling policy and procedures.
- Provide a copy of your Clause 16 Leading Mediator Alternative Pathway
- Be prepared for review and feedback.



Exemptions from Meeting All Requirements

- Evaluated on a case by case basis
- Complete the application and clearly specify what aspects of the AMDRAS you can't or won't be able to comply with
- We have the ability to grant exemptions as long as they do not undermine the quality and clarity of what AMDRAS is seeking to achieve.

NMAS End Date

- The transition period from NMAS to AMDRAS ends on the 30th June 2025
- RAPs must have their approvals to operate under AMDRAS in place to continue processing accreditation applications.
- A buffer period for Accredited Mediators is build into the transition guidelines.
- They will remain accredited up to the 31st December 2025 if their former Recognised Mediator Accreditation Body (RMAB) is not a compliant RAP on the 1st July 2025.
- There may be a delay in processing your Recognised Accreditation Provider (RAP) Applications under AMDRAS if you and others leave your applications to the last minute so get your applications submitted as soon as you can.



Support & Contact Information



Support & Contact Information

Resources available for applicants (guidelines, sample applications, FAQs).

Contact details for enquiries and assistance – info@amdras.au

The deadline for submission –
30th June 2025



<https://amdras.au/resources/>

Questions and Answers



