Guidance for Applicants

Recognised Training Providers (RTP)

AMDRAS
BOARD

Acknowledgement of Country

Introduction

AMDRAS Vision - RTPs

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

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Today's Purpose

To outline the requirements and process for becoming a Recognised Training Provider (RTP) under AMDRAS.

- Relevant AMDRAS Board Committees

- What is a Recognised Training Provider?

- Key Requirements for RTP Status

- Specific Requirements for the Training Team

- RTP Application Processes & Key Documents To Provide

- Application tips

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Relevant AMDRAS Committees

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- **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

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What is a Recognised Training Provider (RTP)?

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What is a Recognised Training Provider (RTP)?

- A training provider who offers training that is <u>recognised</u> by the AMDRAS board as meeting the relevance AMDRAS requirements
- A RTP may seek to be recognised for any or all of the Certificate of Training (COT), Certificate of Assessment (COA) or Practicum Certificate.
- The list of recognised certificate courses may expand when specialisations are approved.

Recognition for the new courses is required: Former Recognised Mediator Accreditation Bodies (RMABs) must apply for recognition before training under AMDRAS

Benefits of Recognition as a RTP

- **Enhanced Credibility** – Industry recognition boosts trust and reputation.
- **Increased Marketability** – Appeal to students seeking accredited training.
- **Access to AMDRAS Networks and Resources** – Access to industry updates and AMDRAS events and initiatives.
- **Career Pathway Support** – Graduates gain a streamlined route to AMDRAS registration.
- **Quality Assurance and Continuous Improvement** – Ongoing compliance ensures high training standards.

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Key Requirements for RTP Status

Key Requirements for RTP Status

- Overview of the AMDRAS standards and expectations.
  - Your curriculum must have alignment with AMDRAS-approved frameworks.
- The training team must all be **Currently Registered Practitioners.**
  - Trainers and coaches must be named and their qualifications and experience noted on the application.
- Attach a list with the required information if you need more space.
  - Training including the ethical and professional obligations under AMDRAS.
- Complaint handling policy for training
- Selection of the courses being trained – Certificate of Training, Certificate of Assessment and/or Practicum

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Specific Requirements for the Training Team

Specific Requirements for the Training Team

Your training team must be currently accredited

- **Lead Trainer** – 4 years registered practitioner (RP), 150 hours RP, 150 hours training experience
- **Assistant Trainer** – 2 years RP, 150 hours as a RP, 40 hours practice
- **Coach** - 2 years RP, 150 hours as a RP, 40 hours practice
- **Assessors** – 3 years RP, 100 hours as a RP
- **Practicum Trainer** – 4 years RP, 150 hours practice

Guest presenters are acceptable but all mentoring of practical training must be done by qualified trainers and coaches
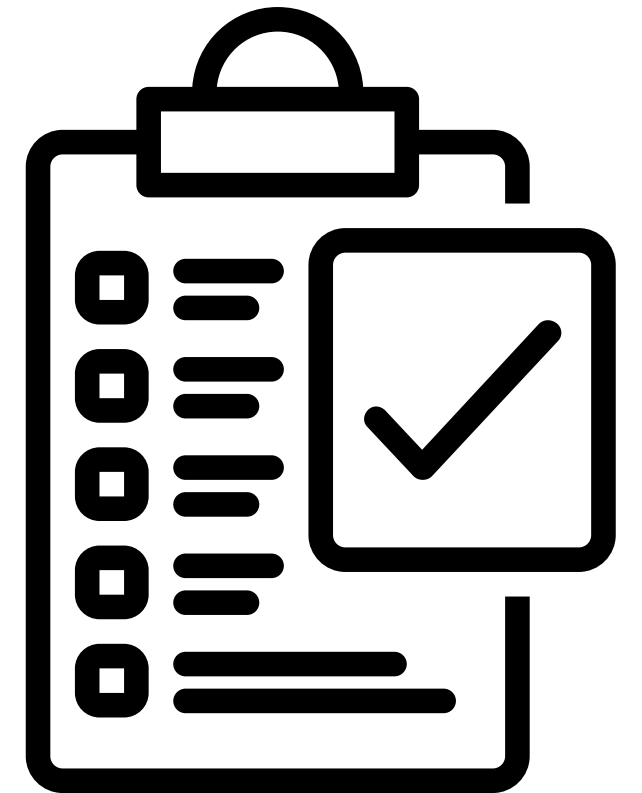
Application Process
& Approval Documents

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Application Process Overview

1. **Preliminary Review by Applicant**
   Ensure your eligibility and readiness.

2. **Formal Application Submission**
   Completing the required forms and required supporting documentation.

3. **Assessment & Review**
   Evaluation of training programs, policies, and trainer qualifications.

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
- COT program structure, syllabus and mapping against professional domains.
- Confirmation of Trainers, Coaches and Assessors experience as currently Registered Practitioners (mediators) and trainers.
- Policies on assessment, feedback, and complaints handling.
- COA Assessment Tool
- Practicum Delivery Approach
- Logos
- Other required attachments based on the specific application.

Tips for Applications

Tips for a Successful Applications

- Show how your curriculum aligns with AMDRAS guidelines.
- Name your trainers, coaches and assessors and their experience
- Ensure assessment practices meet the requirements set out in the standards.
- Provide a copy of your assessment tool.
- Provide a copy of your complaint handling policy and procedures.
- Be prepared for review and feedback.
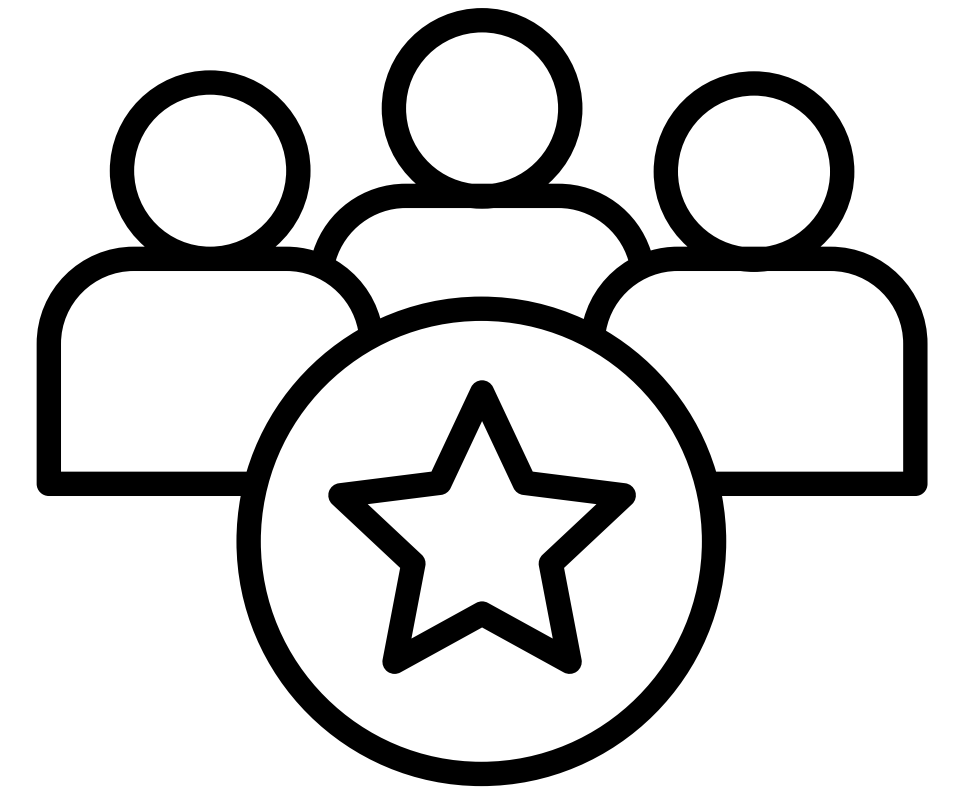
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Exemptions from Meeting All Requirements

- 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
- Where training is being provided by two different organisations information about the arrangements must be provided for us to consider your application
- 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.

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The end date for NMAS Training

NMAS Training End Date

- The transition period from NMAS to AMDRAS ends on the 30th June 2025
- No new NMAS training may commence after that date
- Students who were enrolled before the 30th June 2025 may complete their training and assessment under NMAS according to the timelines permitted

- There may be a delay in processing your Recognised Training Provider Applications under AMDRAS if you and others leave your applications to the last minute so get your applications submitted as soon as you can.

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Support &
Contact Information

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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

Resources HELP

Australian Mediator and
Dispute Resolution
Accreditation Standards

https://amdras.au/resources/

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Questions and Answers

About AMDRAS

RTP **FAQ Search**

KeyWord Found in Question Titles? true

(Press Enter or Return key to find next Match)

Did Recognised Accreditation Providers (RAPs) need to action anything [by the] Operative Date on 1 July 2024?

Do Recognised Accreditation Providers (RAPs) need to action anything [by the] Transition Date of 1 July 2025?

When will AMDRAS become operative?

Will the Board be providing any guidance to assist Recognised Training [Providers] (RTPs) and Recognised Accreditation Providers (RAPs) to manage their

https://amdras.au/resources/faq/