



ACCREDITATION RENEWAL FORM – MEDIATOR

Please sign either Statement A or B below:

Statement A

I confirm that I continue to meet the SCMN standards. I also confirm that I have participated in 5 mediations totalling no less than 6 hours of mediation of which at least 2 are mediation meetings in the past twelve months. I list my Continuing Professional Development below (minimum 12 hours per year):

Signed by Candidate: _____ Print Name: _____ Signed by line manager: _____ Print Name: _____
Date: _____

Statement B

I confirm that I continue to meet the SCMN standards but have not done 5 mediations in the past twelve months and list my Continuing Professional Development (CPD) below - minimum 12 hours per year, or pro rata for people on maternity/long term sickness:

Signed by Candidate: _____ Print Name: _____ Signed by line manager: _____ Print Name: _____
Date: _____

Statement by line manager - to include an explanation of why the candidate has not matched the 5 mediations standard, how they continue to meet the Standards and in what way they have kept skills and continued understanding of mediation issues up to date

Type of CPD	Date	Number of hours	How has this developed your mediation skills and knowledge?



Title of event	Date	Number of hours	How has this developed your mediation skills and knowledge? (If need more space please continue overleaf)

ASSESSORS' SECTION - Assessors' Notes from questions asked:

Question	Response

Assessor: Recommend a Pass: YES / NO(delete as appropriate) Assessor Name: _____ Signature: _____

Assessor Comments:



SCMN Accreditation – Mediator Renewal Guidance Notes

Mediator Accreditation

SCMN's Mediator Accreditation is valid for one year. You can renew it annually by submitting an *Accreditation Renewal Form*. After 6 years the mediator will be required to provide two case studies that substantively match all the Specific Standards in part 2 in addition to the renewal form (Appendix 6). These case studies will have led to full mediation meetings within the past two years. Thereafter renewal will be annually as above until the twelfth anniversary from the original accreditation is due, when two more case studies will be required. Further guidance on both of these processes is provided below.

Although you will be sent a reminder when your accreditation is about to lapse, it is your responsibility to make sure your accreditation is still valid. If you fail to renew your accreditation within 6 months your name will be removed from the register, and a lapse of a further 6 months means you will be required to submit a fresh full portfolio under the Mediator Accreditation Scheme.

In exceptional cases the Standards Committee have the power to vary accreditation requirements in the light of an individual's circumstances.

Accreditation Renewal Form

The form asks you to provide evidence of CPD (see CPD section below) and asks you and your line manager to complete one of two *Statements*.

Statement A – asks you to confirm that in the last 12 months you have *participated in 5 mediations totalling no less than 6 hours of mediation of which at least 2 are mediation meetings*. If you have done so, and your CPD is sufficient, then renewal of your accreditation will normally be automatic.

Statement B – is for mediators who haven't carried out the necessary level of mediation practice. It requires a statement by your line manager explaining how you continue to meet the Standards and in what way you have kept skills and continued understanding of mediation issues up to date. This may be appropriate in a number of circumstances – e.g. if you have been seconded or were on maternity leave for part of the year.

You may be contacted by two assessors who will assess your application following a discussion with you (either face to face or remotely). You will still need to satisfy CPD requirements although the assessors may decide these can be less rigorous due to your circumstances.



CPD

The Accreditation Renewal Form has a section where you should list sufficient examples of relevant Continuing Professional Development. Included in the list must be a minimum of two sessions of one hour practice supervision per 12 months (this may include peer supervision).

Below is a list of what the assessors are likely to consider relevant – it is not exhaustive, and if there is something that is not listed that you think may be CPD please contact us.

Relevant CPD

- Support and supervision meetings
- Peer supervision meetings
- SCMC/SMN Practice Forums
- Training events run specifically for community mediators
- Case or practice reviews
- Relevant background reading
- Attendance at any mediation-based conference
- Attendance at SCMN thrice-yearly meetings and SCMN working groups
- Other training events with a demonstrable link to community mediation (see below)
- Team Meetings

CPD Table

The table within Appendix 6 has 4 headings. For simplicity sake, here is a list of explanations for each heading:

Title of Event:

If a training session, the formal title, if Support and Supervision then title would simply be “Support and Supervision”

Date:

Date of event

Number of hours:

This should indicate the actual number of hours you attended and participated in the event, excluding lunches and travel. What the assessors are looking for is the direct relationship between the CPD and **your** own personal development as a mediator.



Please state how the recorded training + learning has contributed to your professional development and helped/informed you in your role:

Care needs to be made in how you phrase your description here. What the assessors are looking for is the direct relationship between the event and your development as a mediator. Examples are:

Event Title: First Contact Telephone Skill Training. Link to CPD: "I learnt about how the initial conversation can influence further conversations, made me review how I carry out that first conversation - things such as tone, language, pace"

Event Title: SCMN Practitioners forum. Link to CPD: "One day training to discuss evading questions and dialogues. Gave me the opportunity to practice re-framing, summarising and other skills used in client visits/meetings"

Event title: Team Meetings. Link to CPD: "Met with the full team and shared practice issues positively, discussed training events attended and shared case studies."

Example of Accreditation Renewal

Annie is a mediator with Brigadoon Mediation Service which gained Service Accreditation in 2009. She successfully submitted her portfolio and became an Accredited Mediator in 2012.

- *In 2013 she completed the Accreditation Renewal Form signing Statement A and was automatically re-accredited.*
- *In 2014 she completed the Accreditation Renewal Form signing Statement A and was automatically re-accredited.*
- *In 2015 she was on Maternity Leave for part of the year so completed the Accreditation Renewal Form with a completed Statement B from her line manager. Following a telephone discussion with the assessors she was re-accredited.*
- *In 2016 she completed the Accreditation Renewal Form signing Statement A and was automatically re-accredited.*
- *In 2017 she completed the Accreditation Renewal Form signing Statement A and was automatically re-accredited.*
- *In 2018 she submitted two case studies describing cases she'd worked on in the last two years and which demonstrated all of the necessary standards. Following a meeting with two assessors she was re-accredited.*