

## Renewal of Accreditation - Guidance Notes



Please read these notes carefully before completing the re-accreditation form and sending it to [fmsb@familymediationcouncil.org.uk](mailto:fmsb@familymediationcouncil.org.uk)

Mediators need to renew their accreditation status once every three years (a different period may apply in the first instance if you transferred in to FMCA). Mediators who are PPCs also need to apply to renew their PPC status at the same time as applying for re-accreditation.

The FMSB operates the re-accreditation process on behalf of the FMC. To renew FMCA status through the FMC, a mediator needs to complete the [re-accreditation form](#) and send it to [fmsb@familymediationcouncil.org.uk](mailto:fmsb@familymediationcouncil.org.uk)

Upon receipt, the FMSB will consider your application and can decide to

- renew your accreditation for three years
- ask you for further information before making a decision on your application
- require you to take further steps in order to renew your accreditation or
- withdraw accreditation.

If you do not agree with the FMSB's decision you may appeal; your decision will be passed to the FMSB's Re-accreditation Appeals Panel.

The requirements to renew accreditation and PPC status are summarised below along with notes on how to complete this form. The requirements are set out in full in the [FMC Manual of Professional Standards and Self-Regulatory Framework](#).

### Completing the form

#### Part 1 – to be completed by all mediators and their PPCs

##### Section A - Continuing professional development

The mediator should demonstrate keeping up-to-date with the following, as relevant to his or her practice:

- Changes in family law
- Changes in pensions, benefits and personal taxation
- Developments in family mediation practice and theory.

Development activities may of course cover other areas such as acquiring new skills, learning about particular aspects in greater depth, gaining knowledge of complementary fields, and advancing practice and theory.

Continuing development can be achieved through a wide range of means, including accredited and non-accredited courses and conferences, practice-based activities such as co-mediation, observation and action-based learning, on-line learning and research, reading, research, and higher education programmes.

There are no restrictions on the kind of activities that can count, but it is important that they are relevant to the mediator's practice, result in relevant learning and benefits, and taken together provide an adequate level of updating. There are no requirements for development activities to total to a particular number of hours, although for guidance it is unlikely that less than ten hours per year engaged in specific development activity will be sufficient. Development should be timely, for instance when changes in family law are announced mediators will be expected to update themselves sufficiently quickly so that they are able to continue to provide accurate information to clients.

Activities would normally be expected to be spread across the three-year period (if the period includes a substantial career break or other period of absence from practice, the mediator will need to explain how s/he has ensured that s/he is sufficiently up-to-date on returning to practice).

The mediator is encouraged to discuss development activities with his or her PPC. However, the activities that are chosen and undertaken are the responsibility of the mediator, and do not need to be endorsed by the PPC. Mediators are strongly advised to record and evaluate activities as they take place rather than waiting until the point of reapplication.

### **Section B - Professional Practice Consultant Support**

The mediator must provide a record of adequate support from a PPC. This will normally not be less than four hours per year, at least two of which must be individual sessions (the remaining hours can be through a small-group session, but not a lecture or seminar). It is the responsibility of mediators to ensure that their PPC support is sufficient for the needs of their practice; this may require more than four hours of contact per year.

### **Section C - Minimum Hours of Practice**

A minimum level of practice is expected in order for the mediator to maintain his or her face-to-face mediation skills. This should normally be not less than fifteen hours per year of direct mediation, excluding information and assessment meetings or work involved in preparation and recording.

### **Section D – Mediator general declaration where levels of activity meet the recommended minimum**

The mediator must sign the form and date the form, and in doing so certify the validity of its contents.

### **Section E – Mediator declaration where levels of activity fall below the recommended minimum**

If the levels of PPC contact or mediation are below those stated above or there are any years with little or no continuing development activity, the mediator should provide an explanation and a proposed action plan to ensure that an acceptable level of competence is maintained. Other than where there is a valid reason such as maternity or paternity leave, illness, bereavement, or a planned career break, activity below the recommended minimum will be followed up; mediators should note that it is their responsibility to find the minimum level of work.

Levels of activity should match each other, so that for instance while PPC support and development activities will not be compulsory during a break from work, the mediator should show how s/he has ensured that s/he is sufficiently prepared and up-to-date before starting to practise again.

### **Section F – PPC endorsement**

This section must be completed and signed by the mediator's PPC. If the PPC does not endorse the application for re-accreditation, the FMSB will require more information about the reasons for this before considering whether to renew the mediator's accreditation.

## **Part 2 – to be completed by all mediators who are registered PPCs**

### **Section i)**

PPCs must normally comply with minimum updating requirements of at least one updating event specifically for PPCs each year, which may be a national, regional or synchronous online event, and undertake a minimum of five hours' updating annually that is directly relevant to their role as a PPC (including the event).

### **Section ii)**

PPCs must also carry out at least twelve hours of PPC activity, equivalent to acting as a PPC to one mediator, over the three years.

### **Section iii)**

This declaration must be completed by PPCs who have met the requirements above.

**Section iv)**

This declaration must be completed by PPCs who have not met the requirements above, but have agreed an action plan with their own PPC and wish to continue in the role of PPC. The explanation for not meeting the requirements and the action plan should be submitted with the form.

**Section v)**

Confirmation is required from a PPC's own PPC that s/he still supports the mediator continuing in the PPC role.