



Policy and Guidance on extensions to submit portfolio for mediators who trained post 1.1.15

The FMC Manual of Professional Standards and Self-Regulatory Framework ('the Standards Framework' sets out (at p.6) that:

Mediators who wish to gain FMC accreditation will need to do so within three years of completing initial training. In exceptional circumstances this may be extended to up to five years with endorsement from the mediator's Professional Practice Consultant (PPC). Mediators who have not gained accreditation within this period will need to undertake further training as advised by the FMC.

Exceptional and other circumstances in which a PPC can grant an extension of up to two years **include**, for example, extended periods of time taken off work, or working fewer hours because of maternity or paternity, illness, bereavement or carers' responsibilities. PPCs should satisfy themselves that the reason for the extension is legitimate.

These circumstances **do not include**, for example, not being able to find suitable cases for inclusion in a portfolio. Extensions on these grounds should be sought from the FMSB in accordance with the below.

The length of the extension should reflect the amount of time off and may include an additional 4 months to allow a reasonable period for the mediator to re-establish themselves.

The FMSB will also grant extensions to other mediators unable to submit their portfolios by their deadline on the following basis:

Category 1

Mediators who have made a reasonable start on their portfolios, that is, as a minimum they have:

- a. drafted at least 1 case commentary and
- b. have at least an average of 10 hours of mediation practice per year since their training date, and
- c. had at least one mediation session observed by their PPC

- d. have met their CPD requirements as set out by the Standards Framework

The mediator's application must be supported by their PPC.

Extension and conditions: If granted, an extension of 12 months will be given, without any further training required (subject to a maximum deadline of five years post-training for a mediator to submit their portfolio). If a mediator is still unable to complete his or her portfolio within this time, he or she will need to apply to the FMSB for a further extension, providing an explanation as to why it has not been possible to submit the portfolio in time. Further training (most probably a refresher course) will be required.

A mediator in this category may use cases that he or she would have been able to use if the portfolio had been submitted at the time he or she made an application for an extension. (This gives a mediator up to a year's extension on the age of cases he or she may use).

Category 2

Mediators who have not yet had sufficient mediation practice to enable them to make a start on their portfolio (that is, they are not able to meet the requirements in Category 1 above) OR any mediator who wishes to attend a refresher training course in any event. The mediator's application must be supported by their PPC.

Extension and conditions: If granted, mediators will have a further 2 years to complete their portfolio on condition that they undertake a mediation refresher course of 3 days (and which meets the FMSB's requirements) within a year of the extension being granted (subject to a maximum deadline of five years post-training for a mediator to submit their portfolio).

Category 3

Mediators who do not have exceptional circumstances and do not fall into one of the two categories above.

Extension and conditions: Applications for extensions will be considered and decided on a case-by-case basis.

Logging an extension granted by PPC or applying for an extension

If a PPC grants an extension in the circumstances described above, this should be logged by the mediator use form [Ac4.1F](#).

To apply to the FMSB for an extension under one of the additional categories, use form [Ac4.2F](#).

In either case, the form should be:

- properly completed including being signed by the mediator's PPC
- submitted to the FMSB before the mediator's original deadline for submitting their portfolio has passed (the original deadline would be the date of completion of training + 3 years)
- e-mailed to fmsb@familymediationcouncil.org.uk