

Renewal of Accreditation - Guidance Notes



Please read these notes carefully before completing the renewal of accreditation form and sending it to fmsb@familymediationcouncil.org.uk

Mediators need to renew their accreditation status **once every three years**. Mediators who are CIM registered or who are a PPC also need to apply to renew these at the same time as applying for re-accreditation.

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 Renewal of Accreditation Appeals Panel.

The requirements to renew accreditation 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

Type your details directly onto the form, rather than attaching documents or tables. This

- Ensures it is in the correct format and is easy to read
- Is quicker to process
- Means we are less likely to come back to you with queries

Section A - Continuing professional development

The current standards require mediators to demonstrate keeping up-to-date with the following, as relevant to their practice:

1. Changes in family law
2. Changes in pensions, benefits and personal taxation
3. Developments in family mediation practice and theory
4. Safeguarding knowledge and skills, to include domestic and child abuse*
5. Developments in children's issues, the impact of parental conflict, available resources and support services*
6. Issues of diversity & inclusivity*
7. [CIM qualified mediators only] CIM
- 8a. [PPCs only] Supervision theory and practice

- 8b. [PPCs only] Understanding the FMC standards framework
- 8c. [PPCs only] Supporting consultees in practice
- 8d. [PPCs only] Supporting consultees in particular areas e.g. CIM, portfolio building, legal aid contracts, where relevant

The form asks you to confirm whether these areas have been covered and then to list details of your CPD activities.

Development activities may 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 and these can also be entered on the form, under code 9 'Other.'

*CPD requirements changed at the end of 2021/beginning of 2022 to introduce numbers 4-6 above. The requirements are not retrospective.

Continuing development can be achieved through a wide range of means, including accredited and non-accredited courses and conferences, practice-based activities, 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*. It is expected that mediators carry out **30 hours** mediation specific CPD over each three-year period. 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.

CIM qualified mediators must have at least **10 hours** CIM specific professional development every 3 years, 5 hours of which should normally be by attending a course advertised as suitable for CIM professional development. The remaining 5 hours professional development can be acquired in a number of ways, according to what a Mediator decides is most appropriate for their own development.

PPCs must undertake **5 hours per year** of CPD that is directly relevant to their role as a PPC.

Please note that activities cannot be double counted. If a day's conference covered several areas, break them down in to those areas and the hours they covered.

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, mediators will need to explain how they ensured that they are sufficiently up-to-date on returning to practice).

Mediators are encouraged to discuss development activities with their 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.

Please add up the total hours of CPD activities and note this where requested.

Mediators who have not had the required levels of development must note this on the form and confirm they have an action plan to address this. The action plan should usually include making up any missed CPD in the next 6-12 months.

Section B - Professional Practice Consultant Support

You 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. It is expected that PPC support will be regular (on at least two separate dates each accreditation year) and substantive (e.g., including at least one session of a minimum of 1 hour).

Small group support should be targeted, relevant and led by your PPC.

Dates should be listed within the table in chronological order and the length of each session should be clear, with the total time noted where requested underneath the table.

Please be clear whether support was individual or small group by using the columns to note the number of hours of each.

If you are a CIM qualified mediator, you must state if your primary PPC is CIM qualified. If your primary PPC is not CIM qualified, you must provide the name of the secondary PPC who provides you CIM support.

Please add up the total hours of PPC support and note this where requested.

Mediators who have not had the required levels of PPC support must note this on the form and confirm they have an action plan to address this. The action plan should usually include making up any missed PPC support in the next six to twelve months.

Section C - Minimum Hours of Practice

A minimum level of practice is expected in order for mediators to maintain their mediation skills. This should normally be not less than **15 hours per year** of direct mediation, excluding information and assessment meetings or work involved in preparation and recording.

Please add up the total hours of practice and note this where requested.

PPCs must have at least **12 hours** acting as a PPC over a three-year period.

Please add up the total hours of practice and note this where requested.

Mediators who have not had the required levels of practice or hours acting as a PPC must note this on the form and confirm they have included an explanation and/or an action plan.

CIM qualified mediators must have at least **3 CIM cases over 3 years**. These should be discussed in supervision with their PPC, who will confirm for registration purposes whether the requirement has been met. If this is not possible, then mediators should attend refresher training in CIM to ensure their practice is up to date. Such training can be counted towards their specific CIM professional development requirement

Section D – Safeguarding

All mediators must have appropriate safeguarding policies in place (see [here](https://www.familymediationcouncil.org.uk/safeguarding-policies-and-procedures-for-family-mediators/) <https://www.familymediationcouncil.org.uk/safeguarding-policies-and-procedures-for-family-mediators/>).

CIM mediators must continue to ensure they have appropriate safeguarding policies and procedures in place.

Section E – Mediator’s declaration

The mediator should tick the check boxes for each section to confirm when levels of each activity meet the recommended minimum.

If any of 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. The FMSB usually expects that any missed hours of activity are made up during the subsequent year.

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.

The mediator must sign and date the form, and in doing so certify the validity of its contents. If the mediator signs the form by typing their name, the mediator should make sure the form is e-mailed to the FMC from the e-mail address the FMC holds.

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.

Where a typed signature is included, the mediator should copy the PPC in to the e-mail sending the completed and already signed form to the FMSB.

Incorrectly Completed Forms

Forms that are incomplete – for example that are missing benefits to mediation clients in Section A, or missing a PPC's signature in Section F will be returned and you will be asked to resubmit this.