**
Family Mediation Council**

**FMCA Portfolio Application Form and Template**

Mediator name:

URN:

Address for correspondence:

Email:

Telephone:

Organisation(s) portfolio work undertaken with: (name, address & tel.):

Name of current PPC:

Tel:

Email:

Names of any previous PPCs since training and periods covered:

**Declarations:**

I confirm that my portfolio is all my own work.

I confirm that all contents have been fully anonymised in accordance with the anonymisation guidance (see p.28 of the Portfolio Guidance) and that client permission has been sought, where possible and where practicable, for their inclusion.

I confirm that there are no past, current or known future reasons why I should not be practising as a mediator.

I confirm that I will comply with and practise in accordance with the FMC Code of Conduct and with the organisational procedures of the organisation of which I am a member **(B1.1)**.

I confirm that I will operate within the law, following any legal requirements and processes **(B1.2)**.

Mediator signature .............................................. Date .............................

**Portfolio checklist**

Please complete the table below and ensure that all relevant documentation has been included with the portfolio. Your signature at the end signifies your confirmation of experience and compliance with the guidelines for submitting your portfolio for assessment. Your portfolio should be submitted in 4 sections (please refer to the guidelines (5.1) for additional information.)

|  |  |
| --- | --- |
| **Documentation – Section 1** | **Page Number** |
| Application form |  |
| Contents page (i.e. this page, completed) |  |
| Completed FMC Competences Grid |  |
| Three or four case commentaries covering your three or four main submitted cases. |  |
| Responses to three of the five case study questions |  |
| Reflective account (between 1,500 – 2,000 words) |  |
| Your Personal Training and Development Plan |  |
| **Documentation – Section 2** |  |
| Copies of certificates of relevant training undertaken (must include certificate of your family mediation Foundation Training and confirmation of attendance at CIM Awareness and Understanding Course) |  |
| Statement from your PPC  |  |
| Account of session observed by the mediator |  |
| Feedback from PPC of observed mediation session |  |
| Mediator account of feedback and reflection of session observed by PPC |  |
| PPC log |  |
| (If relevant) Correspondence with the FMC confirming an extension of time to submit your portfolio and/or any adjustments made to portfolio requirements |  |
| **Documentation – Section 3** |  |
| Outcome statements for each of the case commentaries submitted, including an MOU and OFS for at least 2 financial cases |  |
| **Documentation – Section 4** |  |
| Full case paperwork for an AIM case (or P&F where 4 case commentaries are being submitted) and two MIAM records. |  |

Mediator’s signature: ………………….……………….. Date: …………………………..

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| --- | --- | --- | --- |
|  | **FMC Competence Grid****It’s a good idea to give a least 2 (but no more than 4) examples for each competence except C7.1 where an example of each skill should be provided** | **Evidence page number(s)\*** | **Section Number** |
|  | **SECTION A: THEORETICAL UNDERPINNINGS** |
| **A1** | **Understand and draw on theories-in-use that inform the practice of mediation** |
| A1.1 | Theories concerning the impact of separation, loss and conflict on families and individuals  |  |  |
| A1.2 | Theories of child development and the impact of separation and other family changes on children and young people  |  |  |
| A1.3 | Theories of conflict, co-operation and competition |  |  |
| A1.4 | Theories of communication and engagement |  |  |
|  | **SECTION B: PROFESSIONALISM AND ETHICS** |
| **B1** | **Work within legal and professional guidelines and the limits of personal capability** |
| B1.1 | Working in accordance with the FMC Code of Practice and with the organisational procedures of the organisation(s) of which the mediator is a member |  |  |
| B1.2 | Operating within the law and following any legal requirements and processes  |  |  |
| B1.3 | Only undertaking work within the mediator’s competence and capacity, seeking guidance or recommending alternative sources of support where necessary |  |  |
| B1.4 | Understand the impact of the mediator’s personal beliefs, values and style |  |  |
| **B2** | **Maintain the ability to practise competently and ethically** |  |
| B2.1 | Maintaining an adequate and up-to-date understanding of legislation, policy developments, research and practice relating to the field of family mediation |  |  |
| B2.2 | Maintaining an adequate level of support from a Professional Practice Consultant (PPC) |  |  |
| B2.3 | Taking responsibility for personal learning and development, including identifying areas for development, acting to meet learning objectives and learning from practice |  |  |
| **B3** | **Respect the needs and individuality of participants** |  |
| B3.1 | Maintaining sensitivity to the individual needs of participants |  |  |
| B3.2 | Acting in accordance with the principles of equality and diversity; for example responding to and addressing cultural and gender issues effectively and sensitively  |  |  |
| B3.3 | Taking into account, and acting with sensitivity towards, any issues of mental health, learning disability or other potential barriers to participation in mediation |  |  |
| **B4** | **Balance the need for confidentiality with that for safeguarding** |
| B4.1 | Applying and upholding the principle of confidentiality and respecting the privileged nature of family mediation, other than where there are overriding and ethically sound reasons to do otherwise |  |  |
| **B5** | **Act with integrity and fairness** |
| B5.1 | Acting in an even-handed manner |  |  |
| B5.2 | Acting with openness, transparency and integrity |  |  |
|  | **SECTION C: MEDIATION PRACTICE** |
| **C1** | **Provide appropriate information to participants (includes C5 competence standards)** |
| C1.1 | Being clear about the difference between an initial consultation or assessment meeting and a mediation session, explaining the principles, potential and limitations of mediation as well as the different methods of mediation that are available and how they would work |  |  |
| C1.2 | Providing information about family law and its processes |  |  |
| C1.3 | Understanding and providing unbiased information about other relevant means of family dispute resolution |  |  |
| C1.4 | Providing information about sources of assistance for parents, children and families and signposting as appropriate |  |  |
| C1.5 | Explaining (and maintaining) to the participant, the distinction between information and advice and ensuring they are aware of their right to seek independent legal advice |  |  |
| **C2** | **Assess the suitability of mediation for participants (includes C4 competence standards)** |
| C2.1 | Assessing, initially and on an on-going basis, suitability for mediation in respect of (a) the dispute, (b) the participants and (c) all the circumstances of the case |  |  |
| C2.2 | Screening effectively with each participant separately for domestic abuse, harm to themselves, children or others or threat of harm whether reported or not |  |  |
| C2.3 | Providing appropriate information on sources of assistance and protection from harm, including emergency remedies |  |  |
| C2.4 | Notifying appropriate outside agencies, and the mediator’s PPC, where necessary of any safeguarding/domestic abuse issues |  |  |
| C2.5 | Helping the participants to decide on the appropriateness of mediation for their situation |  |  |
| **C3** | **Check eligibility for financial support** |
| C3.1 | Identifying any public or other funding that is available and carrying out and recording financial checks (capital and income) for onward signposting to an appropriate provider |  |  |
| **C4** | **These standards have been incorporated into Section C2 above** |
| **C5** | **These standards have been incorporated into Section C1 above** |
| **C6** | **Establish the environment, agenda and ground rules for mediation** |
| C6.1 | Setting up and creating a safe and neutral environment for mediation as appropriate for participants’ needs  |  |  |
| C6.2 | Identifying and agreeing the issues that will form the agenda for discussion |  |  |
| C6.3 | Establishing the principle of balanced participation, and agreeing how this balance will be maintained throughout the process |  |  |
| **C7** | **Use effective skills and interventions during the mediation process** |
| C7.1 | Understanding and using appropriately different types of intervention e.g. questioning, acknowledging, active listening, mutualising, normalising, reframing, summarising, responding to non-verbal behaviour/body language to enhance communication, aid mutual understanding and rapport and help participants to move forward |  |  |
| C7.2 | Understanding and using appropriately different ways of bringing the perspective of children and young people into the mediation process |  |  |
| **C8** | **Maintain progress towards resolving issues** |
| C8.1 | Managing the discussion of matters in a way that facilitates effective progress |  |  |
| C8.2 | Managing effective financial disclosure |  |  |
| C8.3 | Facilitating participants’ lateral thinking, problem solving and option development |  |  |
| C8.4 | Understanding and using appropriate techniques for dealing with conflict, power imbalance and impasse to avoid detriment to either participant |  |  |
| C8.5 | Managing strong emotions and conflict sufficiently to allow the mediation process to move forward |  |  |
| **C9** | **Produce an appropriate and agreed outcome statement** |
| C9.1 | Ensuring that all mediated outcomes use appropriate language and drafting formats, follow a clear rationale, are reality tested, approved by both participants and set out any matters that have not been resolved (as appropriate) |  |  |
| C9.2 | Ensuring congruence between ‘without prejudice’ mediation summaries and open financial statements and ensuring that only appropriately open facts are included in open financial statements |  |  |
| C9.3 | Drafting financial settlements that are capable of legal implementation where appropriate and in accord with current legislation |  |  |
| **C10** | **Record decisions and maintain participant files** |
| C10.1 | Recording assessment as to the suitability of mediation |  |  |
| C10.2 | Recording participant’s agreement to mediation including any ground rules that are established  |  |  |
| C10.3 | Recording the location, timetable and practicalities of mediation |  |  |
| C10.4 | Recording details and outcomes of each session, including any proposed actions (for participants and the mediator) and matters to be taken forward to the next session |  |  |
| **C11** | **Review individual cases and overall practice** |  |
| C11.1 | Identifying any significant personal learning points from cases and initiating case discussions with PPC(s) |  |  |
| C11.2 | Contributing as needed to reviews of individual cases and to overall service provision |  |  |

**Please note these two MIAMs records are ONLY to be completed if you do not provide records of two**

**MIAM(s) as part of your case commentaries.**

**MIAM Commentary 1**

**Case Reference:**

**Date of meeting:**

**Participant(s):**

**This MIAM was: co/solo conducted (delete as appropriate)**

**Status of co-mediator (where relevant): FMCA/Working Towards Accreditation**

**I confirm that this commentary has been fully anonymised in accordance with the Rules for Anonymisation of Portfolios, which is attached as Appendix 2 to the FMC Guidance on Accreditation Scheme (FMCA): Yes/No**

|  |  |
| --- | --- |
| **How you managed the process** | **Self-reflection on your interventions** |
|  |  |

**MIAM Commentary 2**

**Case Reference:**

**Date of meeting:**

**Participant(s):**

**This MIAM was: co/solo conducted (delete as appropriate)**

**Status of co-mediator (where relevant): FMCA/Working Towards Accreditation**

**I confirm that this commentary has been fully anonymised in accordance with the Rules for Anonymisation of Portfolios, which is attached as Appendix 2 to the FMC Guidance on Accreditation Scheme (FMCA): Yes/No**

|  |  |
| --- | --- |
| **How you managed the process** | **Self-reflection on your interventions** |
|  |  |

**Case Commentary 1** (It is expected that the Case Commentaries shall not be longer that 11 -12 pages in total in font no smaller than 11)

**Case Reference:**

**Dates (MIAMs and mediation):**

**Participants:**

**Issues:**

**Mediation Type:**

**Fee Status:**

**This case was: co/sole mediated (delete as appropriate)**

**Status of co-mediator (where relevant): FMCA/Working Towards Accreditation**

**Number of sessions:**

**In separate rooms: Yes/No/In part**

**This case was conducted: in person/online/a mixture of in person and online**

**I confirm that this commentary has been fully anonymised in accordance with the Rules for Anonymisation of Portfolios, which is attached as Appendix 2 to the FMC Guidance on Accreditation Scheme (FMCA): Yes/No**

|  |
| --- |
| **Case History: (**no more than two paragraphs outlining the case background and the parties’ key issues, whether the case was co-mediated and if so the role your co-mediator played) |

|  |  |
| --- | --- |
| **How you managed the process** | **Self-reflection on your interventions** |
| Establishing the arena (include MIAM if one of two examples)  | Establishing the arena (include MIAM if one of the two examples)  |
| Identifying the issues | Identifying the issues |
| Exploring the issues | Exploring the issues |
| Developing options | Developing options |
| Securing agreement | Securing agreement |

**Case Commentary 2**

**Case Reference:**

**Dates (MIAMs and mediation):**

**Participants:**

**Issues:**

**Mediation Type:**

**Fee Status:**

**This case was: co/sole mediated (delete as appropriate)**

**Status of co-mediator (where relevant): FMCA/Working Towards Accreditation**

**Number of sessions:**

**In separate rooms: Yes/No/In part**

**This case was conducted: in person/online/a mixture of in person and online**

**I confirm that this commentary has been fully anonymised in accordance with the Rules for Anonymisation of Portfolios, which is attached as Appendix 2 to the FMC Guidance on Accreditation Scheme (FMCA): Yes/No**

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| --- |
| **Case History:** (no more than two paragraphs outlining the case background and the parties’ key issues, whether the case was co-mediated and if so the role your co-mediator played) |

|  |  |
| --- | --- |
| **How you managed the process** | **Self-reflection on your interventions** |
| Establishing the arena (include MIAM if one of two examples)  | Establishing the arena (include MIAM if one of the two examples)  |
| Identifying the issues | Identifying the issues |
| Exploring the issues | Exploring the issues |
| Developing options | Developing options |
| Securing agreement | Securing agreement |

**Case Commentary 3**

**Case Reference:**

**Dates (MIAMs and mediation):**

**Participants:**

**Issues:**

**Mediation Type:**

**Fee Status:**

**This case was: co/sole mediated (delete as appropriate)**

**Status of co-mediator (where relevant): FMCA/Working Towards Accreditation**

**Number of sessions:**

**In separate rooms: Yes/No/In part**

**This case was conducted: in person/online/a mixture of in person and online**

**I confirm that this commentary has been fully anonymised in accordance with the Rules for Anonymisation of Portfolios, which is attached as Appendix 2 to the FMC Guidance on Accreditation Scheme (FMCA): Yes/No**

|  |
| --- |
| **Case History:** (no more than two paragraphs outlining the case background and the parties’ key issues, whether the case was co-mediated and if so the role your co-mediator played) |

|  |  |
| --- | --- |
| **How you managed the process** | **Self-reflection on your interventions** |
| Establishing the arena (include MIAM if one of two examples)  | Establishing the arena (include MIAM if one of the two examples)  |
| Identifying the issues | Identifying the issues |
| Exploring the issues | Exploring the issues |
| Developing options | Developing options |
| Securing agreement | Securing agreement |

**Case Commentary 4** (only necessary if no All Issues case is used)

**Case Reference:**

**Dates (MIAMs and mediation):**

**Participants:**

**Issues:**

**Mediation Type:**

**Fee Status:**

**This case was: co/sole mediated (delete as appropriate)**

**Status of co-mediator (where relevant): FMCA/Working Towards Accreditation**

**Number of sessions:**

**In separate rooms: Yes/No/In part**

**This case was conducted: in person/online/a mixture of in person and online**

**I confirm that this commentary has been fully anonymised in accordance with the Rules for Anonymisation of Portfolios, which is attached as Appendix 2 to the FMC Guidance on Accreditation Scheme (FMCA): Yes/No**

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| --- |
| **Case History:** (no more than two paragraphs outlining the case background and the parties’ key issues, whether the case was co-mediated and if so the role your co-mediator played) |

|  |  |
| --- | --- |
| **How you managed the process** | **Self-reflection on your interventions** |
| Establishing the arena (include MIAM if one of two examples)  | Establishing the arena (include MIAM if one of the two examples)  |
| Identifying the issues | Identifying the issues |
| Exploring the issues | Exploring the issues |
| Developing options | Developing options |
| Securing agreement | Securing agreement |

**Case Study Questions**

Please select **three** of the following five case study questions and write your responses in the box below the question. You may delete the two you do not answer or put N/A in the relevant box. The case studies raise a number of issues for the mediator and offer a range of opportunities to meet gaps in your evidence if required.

1. You are approached by Annie who wishes to mediate with Paul about property & finance. From the range of process issues this case might raise for the mediator, please **identify three and write up to 100 words for each point** about how you might approach each of the issues you identify and why.

Scenario

At her MIAM Annie volunteers that she has heart disease, that she has been assessed as eligible for DLA and PIP, that as part of the process she has been identified as being at 30 in the scale of disability caused by illness and that 32 on this scale is the end stage of the illness.

Paul and Annie were married for 20 years prior to their separation 8 years ago when Annie left the family home with their daughter, Claire, and moved back home to her Mum’s. The move was triggered by the relationship between Claire and Paul deteriorating to the point that she could not stay in the house. Annie says Paul and Claire had lots of arguments and the then 13-year-old Claire was threatening to leave home and live rough. Claire’s older brother Sam who was just about to go to University at the time remained in the family home with Paul.

Annie’s mother has recently died and left Annie her house. Claire is now in her final year of university.

In his MIAM Paul says he has been living in the joint owned family home and paying the mortgage for last eight years. Although he has a new partner he does not live with her. He wants to keep his pension, which he says he will not disclose, and divide the house 75:25 in his favour reflecting the mortgage payments he has made over last eight years.

Paul and Annie’s son Sam would like to buy the family home, where he still lives with his Dad, but now also with his wife and their baby, who has a heart problem.

Annie wants to split the assets 50:50 and claim spousal maintenance as he Paul has a good job and Annie is on benefits.

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2. Adel and Zoe wish to mediate about arrangements for their children. From the range of process issues this case might raise for the mediator, please **identify three and write up to 100 words on each point** about how you might approach each of the issues you identify and why.

Scenario

Adel and Zoe each have two children with the same donor and separated when Zoe went off with a man.

There was a single violent incident at the time of separation when Adel hit Zoe. This happened when Adel found out about Zoe’s new relationship. At her MIAM Adel said it had been a one off, whilst at her MIAM, Zoe said there was a pattern of controlling behaviour that had never previously progressed to physical violence.

The two sets of children are not currently seeing each other.

The two women want to attend mediation about the children spending time with the other female parent and their siblings. Zoe also wants to introduce the children to their biological father who was a personal friend to both, but Adel is opposed this.

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3. You were approached by Freda who wishes to mediate with Pablo about their future needs and arrangements for their 2 year old daughter Zoe. From the range of process issues this case might raise for the mediator, please **identify three and write up to 100 words for each point** about how you might approach each of the issues you identify and why.

 Scenario

 Both Freda and Pablo have seen the mediator for separate initial mediation information and assessment meetings.

 Freda explained that until recently, she and Pablo had been trying to make their relationship work and had separated and got back together on and off over the last 6 months. She was finding it very difficult now knowing whether he wanted her back or not. She admitted that she still loves him but that she also finds it impossible to live with him. They last lived together 3 weeks ago.

 Freda explained that Pablo is a cannabis addict and has been hooked on cannabis since he was 13. She described him as a functioning addict but demonstrated heightened concern when he recently asked to drive Zoe to toddler group having smoked cannabis that lunchtime. Freda is very keen to ensure that Pablo retains a relationship with Zoe if they are not together.

 They own a property jointly that Freda lives in and there is £20,000 equity in it. Freda earns £35,000 per annum. Pablo does not work but says that he has savings of £10,000.

 Pablo acknowledged that he smokes cannabis but not as much as Freda thinks. He feels that he can stop and start when he likes and is not addicted. Pablo was concerned however, that Freda was mentally unstable and he described how she would text him over 200 times if she was cross with him. He described Freda as someone who becomes hysterical and tearful for no reason and he thinks she has a personality disorder. That is why they can’t stay together. They are not able to communicate and he feels that mediation would assist them both to move forward.

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4. Chris and Monica want to come to mediation to sort out arrangements for their son, Junior. From the range of process issues this case might raise for the mediator, please **identify three and write up to 100 words on each point** about how you might approach each of the issues you identify and why.

Scenario

Monica, who is Black South African and Chris, who is Black British, separated when their son, Junior now aged 8 years, was 6 months old.

Just before October the previous year, Monica successfully sought an attachment of earnings from the Child Maintenance Service for £750 per month.

Subsequently Monica returned to South Africa for three weeks when a family member died and Junior stayed with his father. Monica says Chris bought him a laptop and iPad and did not enforce boundaries. When Junior returned to Monica’s care he was “a different child”, described as rude and disrespectful. Monica also reports that school have noticed a difference in Junior’s behaviour.

After an argument with his Mum, Junior rang his dad and said he was going to run away. Chris called the police who took no action.

There was an incident where Junior was rude and Monica smacked his bottom. She says that in her culture this is normal and appropriate for a badly behaving child of his age. Junior went to school and told a teacher, children’s services were called and Junior was moved to his father’s care. Monica has not seen Junior for five weeks.

Monica says Chris is manipulative, whilst Chris says Monica is a bad mother.

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5. Agata and Jacob are Polish parents who want to use mediation to make arrangements for their children. From the range of process issues this case might raise for the mediator, **please identify three and write up to 100 words for each point** about how you might approach each of the issues you identify and why.

Scenario

Agata and Jacob have come to their first joint session with you. At her MIAM Agata attended with her friend who interpreted for her. You realised that she could understand what you were saying but found it difficult to express herself. Jacob’s English is very good but he accepted, when you saw him, that Agata would need an interpreter. You have found someone independent. During the session there are long answers from Agata and the interpreter only gives you short summaries. At times Jacob joins in discussing matters in Polish and you feel superfluous in the room.

Agata and Jacob have been married for 10 years and have been in England for 5 years. They have two sons, Stanislaw and Bartosz, aged 7 and 3 and a daughter, Beatta, aged 5. Jacob works and Agata has been a stay at home Mum. Since the separation 6 months ago, at Agata’s insistence, Jacob has been seeing the children once a week in the presence of her sister. Jacob would like unsupervised and increased time with the children.

At their first joint session, Jacob says that he is very concerned about Agata’s depression. During the marriage there have been times when she needs medication and has found it difficult to cope with the three children. She has relied heavily on her sister who is returning to Poland shortly. Agata says that she is fine and that she is no longer taking anti-depressants. If anything it was the marriage that was getting her down and Jacob can’t really have a problem with her looking after the children as he has left them with her for six months now. She says she always looked after the children and in her culture it is not acceptable for a man to have care of a child without a woman being there.

As the session progresses you decide that as little progress is being made you will meet with them in separate rooms. When you meet with Jacob he tells you that he has a new girlfriend, that Agata is not aware of this and the reason he wants unsupervised time with the children is that he wants his new girlfriend to meet the children.

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**Reflective Account (between 1500 – 2000 words)**

Please insert your reflective account here: It is recommended that you revisit the guidance to ensure that all required elements are covered in this section.

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**Training and Development Plan**

***PLEASE NOTE THAT ALL SECTIONS OF THIS FORM MUST BE COMPLETED IN CONSULTATION WITH YOUR PPC***

**Your Training and Development Plan must focus, as a minimum, on the areas listed below**. If you undertook a wide range of other activities, you do not need to include them all, but may wish to list any additional training you found useful under Section 1 (D) ‘Other’, and briefly state why they were of benefit to you and your clients.

**Please list below the specific relevant learning you have undertaken with regard to each of Sections 1A – D.**

**SECTION 1. WHAT YOU HAVE ACHIEVED SO FAR:**

|  |
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| **A. EVIDENCE OF TRAINING IN, AND ESSENTIAL UNDERSTANDING OF, THE THEORY AND PRACTICE OF FAMILY MEDIATION.** Your evidence may include – but is not limited to - evidence of learning from sources such as reading and reflection on key texts, online study, attendance at courses, training, observation, group discussion and PPC attendance. |
| **Date/s and activity/activities***Please complete a row per activity, adding rows as appropriate* | **Relevance of learning to your family mediation practice, including the benefit/s of this training for your work with the parties***Please complete a row per activity, adding rows as appropriate* |
|  |  |
|  |  |
| **B. EVIDENCE OF TRAINING IN, AND ESSENTIAL UNDERSTANDING OF, FAMILY LAW IN RELATION TO (i) and (ii) below.**Your evidence may include – but is not limited to - evidence of learning from sources such as reading and reflection on key texts, online study, attendance at courses, training, observation, group discussion and PPC attendance. |
| **(i) Children’s issues in mediation:** |
| **Date/s and activity/activities***Please complete a row per activity, adding rows as appropriate* | **Relevance of learning to your family mediation practice, including the benefit/s of this training for your work with the parties***Please complete a row per activity, adding rows as appropriate* |
|  |  |
|  |  |
| **(ii) Property and finance issues in mediation as a result of separation, divorce/dissolution of civil partnerships/TOLATA in the case of co-habitees.** |
| **Date/s and activity/activities***Please complete a row per activity, adding rows as appropriate* | **Relevance of learning to your family mediation practice, including the benefit/s of this training for your work with the parties***Please complete a row per activity, adding rows as appropriate* |
|  |  |
|  |  |
| **C. EVIDENCE OF TRAINING IN, AND ESSENTIAL UNDERSTANDING OF ADDITIONAL FINANCIAL MATTERS INCLUDING: PENSIONS, BENEFITS AND PERSONAL TAXATION.**Your evidence may include – but is not limited to - evidence of learning from sources such as reading and reflection on key texts, online study, attendance at courses, training, observation, group discussion and PPC attendance. |
| **Date/s and activity/activities***Please complete a row per activity, adding rows as appropriate* | **Relevance of learning to your family mediation practice, including the benefit/s of this training for your work with the parties***Please complete a row per activity, adding rows as appropriate* |
|  |  |
|  |  |
| **D. OTHER (if relevant).**Your evidence may include – but is not limited to - evidence of learning from sources such as reading and reflection on key texts, online study, attendance at courses, training, observation, group discussion and PPC attendance. |
| **Date/s and activity/activities***Please complete a row per activity, adding rows as appropriate* | **Relevance of learning to your family mediation practice, including the benefit/s of this training for your work with the parties***Please complete a row per activity, adding rows as appropriate* |
|  |  |
|  |  |

**SECTION 2. AREAS IN WHICH YOU WOULD BENEFIT FROM FURTHER TRAINING AND DEVELOPMENT:**

|  |  |  |
| --- | --- | --- |
| **A. TRAINING IN, AND ESSENTIAL UNDERSTANDING OF, THE THEORY AND PRACTICE OF FAMILY MEDIATION:** *please complete, adding rows as appropriate* | **ACTION TO BE TAKEN:***please complete, adding rows as appropriate* | **TIMEFRAME:** *target date(s)* |
|  |  |  |
|  |  |  |
| **B. UNDERSTANDING OF RELEVANT FAMILY LAW IN MEDIATION RELATING TO:***please complete, adding rows as appropriate* | **ACTION TO BE TAKEN:***please complete, adding rows as appropriate* | **TIMEFRAME:** *target date(s)* |
| **(i) Children’s issues in mediation** |  |  |
|  |  |  |
| **(ii) Property and finance issues in mediation** |  |  |
|  |  |  |
| **C. PENSIONS, BENEFITS AND PERSONAL TAXATION ISSUES IN MEDIATION** | **ACTION TO BE TAKEN:***please complete, adding rows as appropriate* | **TIMEFRAME:** *target date(s)* |
|  |  |  |
| **D. OTHER (IF RELEVANT):***please complete, adding rows as appropriate* | **ACTION TO BE TAKEN:***please complete, adding rows as appropriate* | **TIMEFRAME:** *target date(s)* |
|  |  |  |

**Post-training PPC Log**

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| --- |
| **Specific FMC requirements for portfolio** **NB These must all be individual sessions and must add up to 10 hours, in sessions of a minimum of 30 minutes each.** |
| **Date** | **Purpose of session** | Hours |
|  | Post training review (for those that trained post 1.1.15) |  |
|  | Pre case discussion with PPC before sole or leading first case/assessing suitability for mediation (for those that trained post 1.1.15) |  |
|  | Post case review (for those that trained post 1.1.15) |  |
|  | PPC written feedback on observed mediation session(s) and mediators comments on feedback |  |
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|  |  |  |
|  |  | Total |  |

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| **FMC PPC REQUIREMENTS Sessions should be a minimum of 30 min**  |
| **4 hours per year PPC consultation between training and portfolio submission** |
| **Date**  | **KEY POINTS COVERED**  | Hours | Group or individual |
| Year 1  |  |  |  |
|  |  |  |  |
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| Year 2 |  |  |  |
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| Year 3 |  |  |  |
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|  |  |  |  |
|  | MUST BE 4h per year  | Total |  |  |

Signed: ……………………………………… Date: …………………………

 (Mediator)

Signed: ……………………………………… Date: …………………………

 (PPC)

**Template PPC Statement**

**Consultee name:**

**Consultee URN:**

Please complete this following table to the best of your knowledge and belief.

|  |
| --- |
| **Confirmation that requirements have been met** |
| My consultee has an established PPC relationship with me and has met the requirements of both their mediation membership organisation and the FMC in relation to time spent in consultation/supervision. | Yes/No |
| My consultee is a current member in good standing with an FMC member organisation.  | Yes/No |
| The log of time spent with you as their PPC (provided by the applicant as part of their portfolio) is accurate. | Yes/No |
| I observed my consultee OR Another PPC/FMCA mediator with three years post qualification experienced observed the consultee.  | Yes/NoYes/No |
|  | *ONLY COMPLETE IF THE OBSERVATION OF YOUR CONSULTEE WAS CONDUCTED BY ANOTHER MEDIATOR*  |
| *Observer’s details* | *Name**URN**FMCA Date* |
| *I confirm this mediator conducted the observation with my agreement* | *Yes/No* |
| *The reason for the substitution was* |  |
| *I believe that I have sufficient knowledge of my consultee to make a statement in support of them* | *Yes/No* |
| *The reason for this is*  |  |
| *I confirm I have discussed the observation notes and my consultee’s feedback with my consultee.* | *Yes/No* |
| I endorse my consultee’s competence to practise independently in accordance with the FMC’s Standards of Competence.  | *Yes/No* |
| My consultee has fulfilled the requirement for professional learning and development/CPD in line with the FMC standards  | *Yes/No* |
| My consultee’s PPC log is accurate  | *Yes/No* |
| My consultee’s level of experience of mediation practice exceeds the minimum three cases and includes e.g. high conflict or particular complexity  | *Yes/No* |
| The portfolio is my consultee’s own work (including submitted client documents) and relates to cases where the applicant has had sole or majority conduct of the case reported.  | *Yes/No* |
| Permission for inclusion of case commentaries has been sought wherever possible and practicable to do so from clients.  | *Yes/No* |
| The portfolio accurately represents the practice of my consultee as observed by me and discussed by me with my consultee.  | *Yes/No* |

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| **FEEDBACK REGARDING CANDIDATE’S PROGRESS AND DEVELOPMENT** Please provide your own reflection of the learning and development of your consultee/supervisee during the time you have worked with them, including commentary on their practice that you have directly observed, giving examples where possible You may also use this section to expand on answers given above. Please provide your reflections in no more than 750 words.  |
|  |

PPC Name:

PPC URN:

Date: