

FRAMEWORK TO APPROVE PROVIDERS OF CONTINUING PROFESSIONAL DEVELOPMENT

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1. Introduction

Mediation services and independent training providers may apply to become Recognised Training Providers of Continuing Professional Development Training (CPD) and be listed on our Training Register.

CPD is developmental training that is undertaken after attending a basic foundation course in mediation in order to keep skills refreshed and knowledge updated. Mediators who are members of the College are required to demonstrate a certain level of CPD annually in order to retain their membership.

The aim of the approval process is to satisfy the College of Mediators that prospective providers offer appropriate CPD that meets agreed criteria. This framework provides a template against which a CPD supplier can submit a sample course to be assessed and approved by the College. The successful submission of one course enables the supplier to provide a range of different CPD courses which will be monitored annually by the College. This procedure requires payment of a one off authorisation fee.

Once approved, details of the provider and any CPD training will be listed on the College website. Training providers will be requested to submit an annual list of CPD courses held within the previous twelve months, together with an annual registration fee and a fee per CPD course actually delivered. Members account for their CPD hours over the preceding 12

months when applying for membership renewal and so this information also provides a check for the College.

Continued authorisation may be subject to routine monitoring by the College of satisfactory mediator feedback and continued compliance with terms and conditions. You should be able to demonstrate that you have a complaints procedure in place in order to deal with issues at a local level initially. However, in the event that the College receives a complaint or has concerns about any CPD provision/provider, the Professional Standards Committee (PSC) CPD sub-committee will investigate promptly and may take action, which may include withdrawal of College authorisation, where necessary.

2. Fees

The Costs of registering as an approved CPD supplier and maintaining this are as follows:

- Application Fee: a one off payment of £110
- Annual Registration Fee of £110
- Fee per CPD course actually delivered of £20 to be paid on re-registration

3. Approving Courses

Applicants are requested to send in the application form included in this document together with supporting information to the College of Mediators for assessment.

- a) If the course has not been run previously and it is assessed as satisfactory, provisional approval status is awarded to deliver **one** course. Evaluations of the course by trainees and trainers are to be sent to the College within two weeks of the completion of the first run of the course. Final approval will be subject to a good standard of participant evaluation.
- b) If the course has been run previously for delegates who are trained mediators, within the six month period prior to the application, providers may submit the participants' evaluation forms and, as long as they are of a good standard, may be approved immediately.

4. The Approval Process

Step 1: Please send an initial e-mail, marked 'College CPD Training Approval', to the College of Mediators indicating your wish to apply:

College of Mediators: admin@collegeofmediators.co.uk

Step 2: You will receive a response within one week acknowledging your wish to apply.

Step 3: Two assessors will be appointed from our panel within two weeks of your initial enquiry. You will be notified of this and requested to send your application electronically to the College.

Step 4: Please send a copy of the application form, with the relevant documents, by email to the College, together with your cheque or invoice request.

Step 5: Your application will be checked by each assessor individually against the requirements for approval. The assessors will then confer to decide on a recommendation.

Step 6: A recommendation will be made within four weeks of the submission of your material and you will receive notification.

Options for recommendation are:

- A. Approval
- B. Approval after meeting stipulated conditions
- C. No approval (with reasons clearly stated)

Applicants may appeal to the Chair of the College of Mediators (or Vice-chair if Chair is unavailable) if they are unhappy with the decision. The Chair's decision, which shall be final, will be delivered within two weeks.

The assessor panel will monitor approved mediation training courses and may require further specific evidence, on a random basis, that quality is being maintained.

5. Submission Criteria

In order to gain approval as a CPD supplier applicants are requested to submit details of one course which can demonstrate the following criteria:

1. Overall aims and objectives of courses must be stated explicitly and must show the relevance and applicability to mediation practice and professional development
2. There should be clear learning outcomes detailing the knowledge that will be gained and what should be achieved on completion,
3. There should be a clear indication of any entry criteria and the level of expertise required to attend and whether this course is:
 - a. **Introductory** (with no expected prior knowledge or expertise i.e. Mediation linked with another subject, such as Transactional Analysis, which is new)
 - b. **Intermediate** (with an indication of the level of experience and expertise required)
 - c. **Advanced** (with an indication of the level of expertise and experience required)
 - d. **Refresher** and whether open to all comers or requires certain level of priorknowledge or experience.
 - e. **Informative**, knowledge building
4. The course content must be clearly outlined and demonstrate its relevance to mediation. There should be a detailed programme showing length, timings for activities, exercises, input and breaks.
5. The number of CPD points attracted must be stated. The minimum length of an event is one hour and normally one point is awarded per hour of CPD attended excluding registration and meal breaks.
6. Names, qualifications and experience of trainers must be clearly stated.
7. Courses must state clearly whether they attract CPD points from any other body [e.g. Law Society] and, if so, the number of points and from which body.
8. There should be a clear indication as to whether the course requires any level of assessment, or any pre or post course work to achieve completion.

6. Additional Requirements for the delivery of CPD Training

There are further practical requirements necessary for the delivery of CPD training listed below. Please indicate in your application how you will implement these requirements and include samples where this is relevant (e.g. sample registers, evaluation forms, certificates etc.):

CPD providers must -

1. Keep a record of the attendees of each course ensuring that any names of non-attendees are not included

2. Provide and ensure collection of course evaluation forms, which can evidence the achievements of the course aims and learning outcomes.
3. Provide evidence of the analysis and monitoring of these forms on a regular basis, a summary of which should be submitted to the College of Mediators annually. (If the CPD event is a one off then this analysis should be provided for that event.)
4. Provide written evidence of participants' attendance e.g. a CPD certificate for each participant signed by an approved person who can verify that the training was provided and that the participant attended the complete programme. This should include the date of the event and number of CPD points awarded for attendance.
5. Demonstrate the use of a range of training methods.
6. Provide a venue conducive to learning
7. Provide training material which is factually accurate and of high quality presentation. Proper attribution of the handouts to source/author and evidence that permission has been given for reproduction/use.
8. Provide evidence of the means of assessment, where this is appropriate.
9. Show evidence that the main learning points are covered during the training and backed up in any written materials/handouts (for example, by providing a trainer plan).
10. Provide evidence of the complaints procedure in place in order to respond to issues that arise at a local level.

7. APPLICATION FORM TO APPROVE PROVIDERS OF CONTINUING PROFESSIONAL DEVELOPMENT.

Name:

Address:

Tel:

E-mail:

The applicant is *(please circle)*:

Mediation Service

Training Organisation

Independent Trainer

Other *(please describe)*:

Status *(please tick)*:

- A first application for a new course yet to run
- A first application for a course that has previously been delivered

Fee enclosed:

The Fee for training approval is £110.

- I enclose a cheque for £110 (Cheques payable to College of Mediators)
- I would like to pay by BACS
- Please invoice for £110, quoting Purchase Order No._____

Checklist

Please confirm you have included the following for the course you are submitting:

- A list of the course aims, objectives and learning outcomes.
- A copy of the course programme
- Details of the learning levels and the number CPD points provided
- Details of trainers/speakers names and relevant qualifications
- Details of any specific entry criteria and/or assessment procedures
- Set of course materials including exercises, handouts, trainer plans
- Sample forms including registers, evaluation forms, certificates etc.
- Details of venues, accessibility and training methods used
- Details of your complaints procedure

Confirmation

The provider agrees to comply with these requirements for this and any subsequent courses

Signed

Date
