**Alternative Pathway – Certificate of Training (COT) Tick Sheet & Evidence Collection Form**

**Applicant Name:**

**Date of Application:**

**Recognised Provider (RTP):** Mediation Institute

Please review the table on the next page and complete all required fields, (shaded) and attach the relevant evidence.

**Eligibility Checklist**

**Supporting Documentation**

1. **Prior Training Certificate(s)** – you must provide a copy of your training certificates.   
   *Note: Informal training and mentoring are not considered equivalent under the AMDRAS Alternative Pathway Protocol*
2. **Feedback Reports (Mediation Role Plays) –** Upload 3 Mediation Role Play Feedback Sheets   
   *Note: If the role plays were more than 12 months ago they may not be able to be considered.*
3. **Training Log / Simulation Records –** Upload a log showing 9 mediation role plays undertaken and the name of the trainer
4. **Course Syllabus / Outline** – Evidence that the course syllabus meets the requirements of the AMDRAS Domains [Guiding\_Info](#Guiding_Info)
5. **Trainer Qualifications –** Names and CVs or other evidence that the trainers are experienced mediators
6. **AMDRAS Equivalency Report – completed by the trainer undertaking the evaluation**

| **Requirement** | **Yes/No** | **Details/Evidence Provided** |
| --- | --- | --- |
| Prior training is in mediation, part of a VET or Higher Education qualification (in Australia) |  | Course Name: |
| Prior training is in mediation and undertaken outside of Australia |  | Course Name: |
| Training was a minimum of 45 hours duration of mediation training |  | *Attach evidence e.g. Transcript or Certificate* |
| Applicant acted as mediator in at least 3 simulations with structured feedback |  | *Feedback reports / log attached* |
| Training included a minimum of 9 simulations of 1.5 hours each (excluding debrief) |  | *Attach log or supervisor confirmation* |
| The course included professional knowledge, skills, and ethics aligned with AMDRAS domains |  | *Course outline/syllabus attached with commentary related to the AMDRAS Professional Domains (see Appendix 1)* |
| The trainers were appropriately qualified (see clause 24 of AMDRAS) |  | *Trainer CVs or declarations attached* |
| The original training completed within last 12 months.  *Refresher training will be required if older* |  | Date:  Additional training: Yes/No |

**Guiding Information: Alignment with AMDRAS Professional Domains**

To satisfy this requirement, the course must cover learning outcomes and practical training aligned with the four AMDRAS Professional Practice Domains:

**1. Professional Knowledge**

Includes understanding of:

* Conflict dynamics and behaviour of people in conflict
* Theories and models of dispute resolution, particularly facilitative mediation
* Principles of fairness, safety, inclusion, and the non-determinative role of the mediator
* Ethical, professional, and legal obligations

✅ Evidence could include:

* Course content outline of conflict theory, models of mediation (e.g. interest-based, transformative)
* Learning outcomes referencing fairness, safety, and neutrality
* Assessment tasks that test understanding of mediator scope and ethics

**2. Professional Skills**

Skills expected of a competent mediator:

* Conducting intake and suitability screening
* Managing process stages (e.g. opening, agenda setting, exploration, option generation)
* Facilitating participation and self-determination
* Managing risks and power imbalance
* Maintaining neutrality and process control

✅ Evidence could include:

* Structured observation or feedback sheets of staged simulations
* Coaching records focused on mediator conduct and skills

**3. Professional Ethics and Responsibilities**

Focus on values and ethical practice:

* Respect for self-determination, fairness, safety, and cultural sensitivity
* Transparent presentation of skills and qualifications
* Understanding confidentiality, limits of competence, and when to refer

✅ Evidence could include:

* Coursework or discussion modules on ethical dilemmas
* Case studies involving confidentiality or consent
* Evaluation criteria referencing ethical behaviour in simulations

**4. Professional Development**

Commitment to growth and reflective practice:

* Reflective journaling or discussion on learning experiences
* Feedback and review from trainers and peers
* Identification of areas for further development
* Evidence of understanding of the AMDRAS and obligations as an AMDRAS Accredited Mediator

✅ Evidence could include:

* Journal assignments or reflective essays
* CPD plan to meet AMDRAS renewal requirements once accredited
* Summary of feedback received and acted upon
* Reflection on how their mediation style aligns with the AMDRAS Code of Ethics

**AMDRAS Alignment Reflection and CPD Planning Task**

**Applicant Name:**

**Submission Date:**

**Purpose:**

To demonstrate your readiness for AMDRAS accreditation by reflecting on your mediation approach in relation to the AMDRAS Code of Ethics and outlining your plan for ongoing Continuing Professional Development (CPD), as required for accreditation renewal.

**Part 1: Reflective Submission – AMDRAS Code of Ethics**

**Task:**   
Write a short reflective piece (approx. 500–700 words) that explores how your current or intended mediation practice aligns with the principles and expectations in the **AMDRAS Code of Ethics**.

**Your response should:**

1. Identify 3–4 key values or obligations from the Code of Ethics (e.g. fairness, party self-determination, neutrality, confidentiality).
2. Reflect on how your personal mediation style supports or incorporates these values.
3. Describe a situation (real or hypothetical) that demonstrates your ethical approach in practice.
4. Note any areas where you anticipate challenges and how you will address them as a Registered Practitioner AMDRAS.

**Part 2: Draft CPD Plan for AMDRAS Renewal**

**Task:**   
Using the AMDRAS renewal requirements (Clause 47), prepare a draft **CPD Plan** for your first 2-year accreditation cycle.

**Your plan should include:**

* A table outlining proposed CPD activities (minimum 25 hours total), such as:
* Workshops, webinars, peer discussion groups
* Reading or research
* Mentoring or receiving supervision
* Formal or informal training sessions
* The **Professional Attribute(s)** each activity supports (refer to AMDRAS Part 5).
* A brief explanation (1–2 sentences per activity) of how it supports your development as a mediator.

📎 *You may use the AMDRAS CPD Log template (Appendix 2 of the Standards) or your own format.*

**Submission Checklist:**

* Reflective essay (500–700 words)
* Draft CPD Plan with at least 25 hours of activities
* Your name and date on all documents

**Support:**

Refer to: [Key Forms, Documents & Guidelines - AMDRAS](https://amdras.au/key-documents-amdras-guidelines/)

<https://amdras.au/wp-content/uploads/2025/04/AMDRAS-Standards-Master-February-2025.pdf>

* AMDRAS Code of Ethics (Appendix 3)
* AMDRAS Professional Practice Domains (Part 5, Clauses 59–61)
* CPD Requirements (Clause 47 and Appendix 2)

**OFFICE USE ONLY: Declaration by Mediation Institute Assessor**

**Assessor Name:**

**Applicant Name:**

**Date of Review:**

**1. Summary of Submitted Evidence**

|  |  |  |
| --- | --- | --- |
| **Evidence Item** | **Attached** | **Notes** |
| Course Certificates |  |  |
| Simulation Records (min. 9, 1.5 hrs each) |  |  |
| Role Plays as Mediator (min. 3) |  |  |
| Feedback Records |  |  |
| Trainer Qualifications |  |  |
| Syllabus / Curriculum |  |  |
| Evidence of AMDRAS Understanding |  |  |
| Additional Training/Assessment completed |  |  |

**2. Evaluation Against AMDRAS Requirements (Division 5 & Appendix 1)**

|  |  |  |
| --- | --- | --- |
| **COT Requirements** | **Met?** | **Comments** |
| Minimum 45 hours total training |  |  |
| 9 x 1.5 hr simulations |  |  |
| 3 simulations as mediator with feedback |  |  |
| Coverage of professional knowledge, skills, ethics |  |  |
| Trainers qualified per clause 24 |  |  |
| Completed within past 12 months (or refresher evidence provided) |  |  |
| Demonstrated understanding of AMDRAS (cl. 22, 23.2) |  |  |

**3. Summary of Assessor Findings**

* The applicant’s prior training **is / is not** substantially equivalent to an AMDRAS Certificate of Training (COT).
* The training meets the core standards in content, delivery, simulation structure, and reflective learning.
* Additional training/assessment **was / was not** required
* If additional training/assessment was required it has now been satisfactorily completed.
* The applicant has shown an understanding of AMDRAS domains, ethics, and responsibilities.

**Recommendation**

☐ Approve issuance of **Certificate of Training via Alternative Pathway**  
☐ Decline at this time – further training/assessment required  
☐ Approve conditionally – subject to completion of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assessor Declaration**

I confirm that the assessment was conducted in accordance with AMDRAS clause 35 and the June 2025 Alternative Pathway Protocol. The evidence provided is sufficient to support my recommendation.

**Signature:**

**Date:**

**Additional Training Requirement**

If additional training or assessment is required due to AMDRAS equivalency not being fully met

Description and Duration: