



AMDRAS Certificate of Training – Course Overview

Mediation Institute delivers the AMDRAS Certificate of Training fully online, combining self-paced theory modules with structured live learning sessions. You will have six months of access to the online materials from your enrolment date, allowing you to complete the course on a flexible schedule while meeting the required standards.

The program balances approximately 15 hours of guided online theory with 45 hours of compulsory live practical learning. Live components include weekly tutorials, Friday check-ins, skills drills, and structured role-plays, ensuring you build both the knowledge base and the applied skills required for professional mediation practice.

Attendance at live sessions is mandatory to meet AMDRAS standards. While recordings are available if you miss a session, you must accumulate 45 hours of live participation. The course is designed to allow you to achieve this within six weeks comfortably; however, you have up to six months to complete the requirements if your circumstances require more time. Live participation offers real-time practice, peer interaction and direct trainer support.

Each Friday Check-In is followed by a weekly email with links to the upcoming webinars and activities. You can also view all scheduled events in the [course calendar on Canvas](#).

Role-Play Progression

Role plays follow a structured process to build capability steadily:

- Week 1: Observation
- Week 2: Client role
- Week 3: Pre-mediation
- Weeks 4–6: Additional client and mediator roles

Allow two hours per role play and follow the etiquette and professional standards outlined in the online modules. This progression prepares you for the final assessment, the next step after completing the Certificate of Training.

To help you monitor your progress, please take a look at the Role Play Record Sheet Process Tracker table below. This tracker provides a clear record of each role play you complete and ensures you meet the required sequence and hours.

Course Dates

01.09.2025 - 10.10.2025

13.10.2025 - 21.11.2025

24.11.2025 - 23.01.2026 (End of Year Break 20.12.2025 - 12.01.2026)

02.02.2026 - 13.03.2026

16.03.2026 - 01.05.2026 (Easter Break 02.04.2026 - 13.04.2026)

If you have any questions or concerns, do not hesitate to contact student-hub@mediationinstitute.edu.au.

Days	Time*	Duration	Activity	Attended
Week 1				
Role Play: Observe a role play (2 hours)				
Monday	12 - 1pm	1 hour	Tutorial: Welcome & Orientation	
Tuesday	12 - 1pm	1 hour	Tutorial: AMDRAS Standards	
Friday	12 - 1pm	1 hour	Student Check In: Reflection session	
Week 2				
Role Play: Client (Role Player) (2 hours)				
Monday	12 - 1pm	1 hour	Tutorial: Facilitative Mediation Process	
Thursday	12 - 2pm	2 hours	Tutorial: The Mediation Process - Review and Demo	
Friday	12 - 1pm	1 hour	Student Check In: Reflection session	
Week 3				
Role Play: Pre-mediation (2 hours)				
Monday	12 - 2pm	2 hours	Tutorial: Pre-mediation Process and Practice Preparation	
Thursday	12 - 2pm	2 hours	Role Play: Pre-mediation (mediator and client role)	
Friday	12 - 1pm	1 hour	Student Check In: Reflection session	
Week 4				
Role Play: Client (Role Player) x2 & Mediator x1 (6 hours)				
Monday	12-2pm	2 hours	Skills Drills: Parties Opening Statement and Agenda	
Friday	12 - 1pm	1 hour	Student Check In: Reflection session	
Friday	2 - 3pm	1 hour	Tutorial: COA Assessment information and Preparation	
Week 5				
Role Play: Client (Role Player) x2 & Mediator x1 (6 hours)				
Monday	12 - 2pm	2 hours	Skills Drills: Exploration	
Friday	12 - 1pm	1 hour	Student Check In: Reflection session	
Week 6				
Role Play: Client (Role Player) x1, Observer x1, & Mediator x1 (6 hours)				
Monday	12 - 2pm	2 hours	Skill Drills: Negotiation and Documenting Agreements	
Friday	12 - 1pm	1 hour	Student Check In: Reflection session	

*Queensland Time Zone (Eastern Standard Time)

Australian Time Zone Conversion

Midday (12:00 pm) Brisbane time from 6th October, 2025 - 5th April, 2026

Time Zone Converter – Time Difference Calculator

Location	Local Time
Brisbane (AEST)	12pm
Sydney / Melbourne (AEDT)	1pm
Adelaide (ACDT)	12.30pm
Darwin (ACST)	11.30am
Perth (AWST)	10am
Hobart (AEDT)	1pm

A Guide to Online Modules

Week	Module	Title
1	1,2 & 3	<ul style="list-style-type: none">• Introduction• Preparation for Role Plays• The AMDRAS standards• Annexure 1 - Online Mediation Techniques and Technology
2	4 & 5	<ul style="list-style-type: none">• The Dynamics of Conflict• Ethical Dispute Resolution
3	6	<ul style="list-style-type: none">• Pre-mediation
4	7	<ul style="list-style-type: none">• The Mediation Process
	8	<ul style="list-style-type: none">• Mediation Practical (role plays), fill it in as you complete your role plays
	Annexure 2	<ul style="list-style-type: none">• A deeper dive into Mediation Skills
	Annexure 3	<ul style="list-style-type: none">• Mediator's Tool Kit
	Annexure 4	<ul style="list-style-type: none">• NLP Questioning Techniques

The Role Play Record Sheet Process Tracker

Everyone begins at Week 1, starting with observation in Week 1, practising in Weeks 2–5, and completing the final mediator role play in Week 6 to prepare for your Certificate of Assessment. Even if you need more than six weeks to finish, avoid leaving your mediator role plays until the very end.

Before your first mediator role-play, please make sure you have read all the online modules to be fully prepared. For your mentor-mediator sessions, you may work with the same mentor for two of the three sessions, but at least one session must be with a different mentor to receive balanced and well-rounded feedback.

Week	Role	Date	Time	Scenario/Mentor	Potential/ Completed
1	Observer				
2	Client (Role Player)				
3	Pre-mediation				
4	Client (Role Player)				
4	Client (Role Player)				
4	Mediator (you pick the scenario)				
5	Client (Role Player)				
5	Client (Role Player)				
5	Mediator (you pick the scenario)				
6	Client (Role Player)				
6	Observer				
6	Mediator (you pick the scenario)				
Ready for Certificate of Assessment once you have also met all requirements					