

Assessment Worksheet

Advanced Accreditation



Candidate Name:

Assessor Name:

Date of Assessment:

Summary

Competency	Competent	
	Yes	No
1. Facilitate mediation processes to assist parties to reach agreements across a range of situations and contexts		
2. Facilitate mediation processes to assist parties to reach agreements in complex mediation environments		
3. Demonstrate advanced mediation skills including using a range of communication and interpersonal skills that maximise engagement and assist parties to reach optimal outcomes		
4. Knowledge of conflict dynamics and theory		
5. Apply specialty knowledge of relevant areas to mediation practice		
6. Comply with professional and ethical principles and practices		
7. Contributes to the development of the mediation profession		

Candidate Assessment Recommendation

- Meets all the competencies for accreditation
- Meets some but does not meet all the competencies for accreditation, at this stage
- Does not yet meet the competencies for accreditation

Assessor:

Date:

Competency 1: Facilitate mediation processes to assist parties to reach agreements across a range of situations and contexts

Judgment/Performance criteria	Competent		Notes	Supporting Evidence
	Yes	No		
<ul style="list-style-type: none"> • Dispute resolution practice in more than one area • Responds to the needs of parties effectively • Determines and facilitates appropriate mediation practice for the parties adapting practice model to the parties and situation 				

Competency 2: Facilitate mediation processes to assist parties to reach agreements in complex environments

Judgment/Performance criteria	Competent		Notes	Supporting Evidence
	Yes	No		
<ul style="list-style-type: none"> • Mediates in a range of environments including some of: <ul style="list-style-type: none"> - Multi-party disputes - With professional advisors for parties - Co-mediation • Addresses the diversity of parties to mediation • Adapts mediation process to cater for significant levels of high emotion, behaviour, language, posturing and conflict • Manages high emotion and power imbalances 				

Competency 3: Demonstrate advanced mediation skills including using a range of communication and interpersonal skills that maximise engagement and assist parties to reach optimal outcomes

Judgment/Performance criteria	Competent		Notes	Supporting Evidence
	Yes	No		
<ul style="list-style-type: none"> Identifies readiness and capacity of parties to engage in mediation Assesses and manages for risk factors Uses highly effective listening, communication and questioning skills Assimilates, interprets and processes complex and detailed information quickly and accurately Draws on knowledge and experience of a diverse range of techniques and methods to assist parties to reach agreement Effective at bringing mediation to a close with an appropriate agreement. 				

Competency 4: Knowledge of conflict theory

Judgment/Performance criteria	Competent		Notes	Supporting Evidence
	Yes	No		
<ul style="list-style-type: none"> Demonstrates an understanding of conflict and applies this in mediation practice 				

Competency 5: Apply specialty knowledge of relevant areas to mediation practice

Judgment/Performance criteria	Competent		Notes	Supporting Evidence
	Yes	No		
<ul style="list-style-type: none"> • Understands relevant law • Applies industry/sector or professional knowledge and understanding to practice 				

Competency 6: Comply with professional and ethical principles and practices

Judgment / Performance criteria	Competent		Notes	Supporting Evidence
	Yes	No		
<ul style="list-style-type: none"> • Is aware of and reflects on ethical issues in own practice • Operates within applicable codes of conduct • Operates within the boundaries of the role • Operates within personal levels of expertise and seeks advice where required • Demonstrates self-management skills to ensure personal health and well-being including: <ul style="list-style-type: none"> – Recognising the potential personal impact of the mediator’s personal circumstances, values and beliefs when undertaking mediation – Undertaking regular supervision or other self-reflection on practice • Participates in relevant professional development 				

Competency 7: Contributes to the development of the mediation profession

Judgment/Performance criteria	Competent		Notes	Supporting Evidence
	Yes	No		
<ul style="list-style-type: none"> • One or more of: <ul style="list-style-type: none"> - Shares knowledge and experience in his/her fields of expertise - Mentors or supports less experienced mediators - Coaches, trains or provides professional development for mediators - Co-mediation - Contributes to the development of mediation processes, practices or research - Contributes to the development of awareness of mediation and or ADR 				

Candidate Feedback

(to be completed and discussed with the candidate at the end of the Professional Conversation)

Candidate:

Assessment Date:

Further Evidence Required:

Likely assessment outcome subject to confirmation through referee checks or any further evidence:

Meets all the competencies for accreditation

Meets some but does not meet all the competencies for accreditation, at this stage

Does not meet the competencies for accreditation

Recommendations for further professional learning and development: