

Licencing as an Entry Level Mediator with Mediation Northern Ireland

Dear Colleague,

Mediation Northern Ireland in its commitment to provide the best care for the users of the service is working to quality assure all its work. To this end Mediation Northern Ireland provides an annual licencing process for all practitioners.

Licencing assures the level of quality of the services on offer by paying attention to every stage of the intervention process and to the professional practice of mediators.

Licencing practitioners are required to:

- Hold a professional practice certificate for mediation
- Have a minimum level of experience in mediation (varies between Entry Level Mediator and Mediation Practitioner)
- Hold a valid Case Administration and Management Certificate for mediation – or be working towards this during first year of registration
- Attend monthly professional practice supervision
- Complete a minimum of 20 hours of structured Continuous Professional Development (CPD) per year

We are now inviting you to complete an Application Form.

There is an annual cost for licencing, currently £250. This can be paid as a one-off payment once your application has been approved, or as a monthly direct debit of £20.83.

Once issued, a licence is valid until the end of the current calendar year. If you apply mid-year and choose to pay as a one-off payment you will be charged a pro-rata amount equal to the remaining time in the year.



Licencing as an Entry Level Mediator with Mediation Northern Ireland

Entry Level Mediator Licence Application Form

Name:

Address:

Phone number:

Email address:

1. QUALIFICATIONS

Title of Professional Practice Qualification	Awarding Body	Date Awarded

Do you hold a valid Case Administration and Management Certificate for mediation?

Yes/No

(delete as appropriate)

If 'no' you must make a commitment to gain this certificate during the year by submitting your mediation casefiles.

2. PRACTICE

If applicable, how long have you been practicing mediation?

2.1 Please provide a short summary of your current practice over the past 12 months (if any).

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Include the types of mediation that you did, the volume of cases, the average duration of a case and if you co-mediated or worked alone.

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2.2 If you have begun practicing, what % of your cases over the past 12 months have been co-mediated?

3. PROFESSIONAL PRACTICE SUPERVISION

If you have been attending mediation supervision, please provide name of supervisor and dates you attended professional practice supervision. Please indicate if they were group or individual supervision sessions.

Date	Supervisor name	Group/individual

4. CONTINUOUS PROFESSIONAL DEVELOPMENT

Please provide details below of any CPD completed over the past 12 months.

Accredited/Structured CPD		
Date	Brief Description	Hours



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	Total Structured	
Unstructured CPD (e.g. Relevant reading material, seminar, talk, webinar)		
Date	Brief Description	Hours
	Total Unstructured	

What specific impact has CPD had on your mediation practice in the past year?

5. CASE ADMINISTRATION & MANAGEMENT

If applicable, please list the case administration paperwork that you used in the last 12 months period.

5.1 Please describe the current or intended management of your mediation cases including reference to other people involved in the cases (e.g case manager, intake, case consultation.)

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6. INSURANCE

In order to practice mediation you, or the organisation for whom you are mediating, must hold appropriate Professional Indemnity insurance. Please confirm you have appropriate Professional Indemnity cover (tick all boxes that apply):

The organisation I mediate for has Professional Indemnity Insurance

I hold my own Professional Indemnity Insurance

(We may ask you for details of your policy and insurer on request)

7. REFERENCE

Please provide one person who could speak about your practice

Name:

Role:

Contact Tel:

Contact Email:

In making this application I agree that my contact details can be used by Mediation Northern Ireland to communicate with me regarding all matters relating to being a Mediator, including licencing, supervision and CPD.

Date:

Signature:



Mediation
Northern Ireland

building capacity for change

Licencing as an Entry Level Mediator with Mediation Northern Ireland

Please send your completed application form to: licencing@mediationnorthernireland.org

Thank you

Licencing as a Mediation Practitioner with Mediation Northern Ireland

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Licencing as a Mediation Practitioner with Mediation Northern Ireland

Mediation Practitioner Licence Application Form

Name:

Address:

Phone number:

Email address:

1. QUALIFICATIONS

Title of Professional Practice Qualification	Awarding Body	Date Awarded

Do you hold a valid Case Administration and Management Certificate for mediation?

Yes/No

(delete as appropriate)

If 'no' you must make a commitment to gain this certificate during the year by submitting your mediation casefiles.

2. PRACTICE

How long have you been practicing mediation?

2.1 Please provide a short summary of your current practice over the past 12 months.

Include the types of mediation that you did, the volume of cases, the average duration of a case and if you co-mediated or worked alone.



Licencing as a Mediation Practitioner with Mediation Northern Ireland

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2.2 What % of your cases over the past 12 months have been co-mediated?

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3. PROFESSIONAL PRACTICE SUPERVISION

Please provide name of supervisor and dates you attended professional practice supervision. Please indicate if they were group or individual supervision sessions.

Date	Supervisor name	Group/individual

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Date	Brief Description	Hours
	Total Structured	

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Please list the case administration paperwork that you used in the last 12 months period.

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