



GPO Box 127, Melbourne, Victoria 3001  
President: Deborah Macfarlane  
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## APPLICATION FOR NATIONAL RE-ACCREDITATION

This application form is for financial VADR members who have already been accredited through VADR.

Please note that the re-accreditation requirements are set out in section 6 of the *NMAS Approval and Practice Standards* (1 July 2015), a copy of which can be downloaded from VADR's home page ([www.vadr.asn.au](http://www.vadr.asn.au)).

Contact Details		
Prefix/Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other(specify):		
Family Name:		Given Name(s):
Name for certificate:		
Address:		
Suburb:	State:	Postcode:
Phone:	Fax:	Mobile:
Email:		

## Criteria for re-accreditation as a mediator

### Part A: Good character

I, the undersigned, undertake that I (*tick all*):

- am without any serious conviction or impairment that might influence my capacity to discharge my obligations in a competent, honest and appropriate manner;
- am not disqualified to practise by another professional association relating to any other profession; and
- do not come into the category of a 'prohibited person' or its equivalent as defined in a particular jurisdiction.

### Part 2: Professional indemnity insurance

- I confirm that I continue to hold relevant private professional indemnity insurance (please attach a copy of your certificate of currency)

Name of insurance company:

Name and number of policy:

Policy expiry date:

OR

- I confirm that I have employee status

Name of employer:

Address:

Telephone:

OR

- I confirm that I have statutory indemnity

Name of organisation:

Address:

Telephone:

**Criteria for re-accreditation as a mediator**

**Part 3: Evidence of at least 25 hours (or in some circumstances 10 hours) of mediation**

I confirm that I have completed at least 25 hours of mediation, co-mediation or conciliation in the two years since accreditation by VADR.

**OR**

I confirm that for the following reason, I have completed only at least 10 hours of mediation, co-mediation or conciliation in the two years since accreditation by VADR.

Have been working mainly as dispute manager, facilitator, conflict coach or related area

*Please provide details of this work:*

**OR**

I have taken a family, career or study break

*Please provide details of this break:*

**OR**

I have suffered illness or injury

*Please provide details of your illness or injury:*

Please provide details of at least 25 hours (or 10 hours where relevant) of mediation, co-mediation or conciliation practice. You may provide evidence of all requisite number of hours if you wish. If you wish to provide a separate document, please attach to this application.

<i>Date</i>	<i>Area of mediation/conciliation: (family, commercial, workplace, community, etc.)</i>	<i>No of hours</i>

## Criteria for re-accreditation as a mediator

### Part 3: Evidence of at least 25 hours (or in some circumstances 10 hours) of mediation

Date	Area of mediation/conciliation: (family, commercial, workplace, community, etc.)	No of hours

### Part 4: Evidence of 25 hours of CPD in the two years since accreditation

Please attach your VADR Mediation & CPD Log or other document which provides this information. The VADR Mediation & CPD Log can be downloaded from the Home Page of the VADR website ([www.vadr.asn.au](http://www.vadr.asn.au)).

### Part 5: 'Blended' process members

This section is to be completed only by those who use a 'blended' process such as conciliation or advisory or evaluative mediation.

I was/was not initially accredited as using a blended process.

**NB.** If you have begun to use a 'blended' process since your initial accreditation, you will need to supply evidence of:

- (a) completion of an appropriate degree, or equivalent qualification in the area of your expertise from a university or former college of advanced education, of at least four years equivalent full-time duration, or a VET-approved organisation to a National Framework Level 6 standard; and
- b) a minimum of five years' experience in the professional field in which you are providing advice.

**AND**

I confirm my continuing registration, membership or equivalent within the professional area in which I give advice.

## Declaration

**I declare that the information I have provided is correct. I agree to provide supporting documentation relating to my accreditation as may be requested from time to time by the VADR Accreditation Sub-Committee. I have also read the notes below and agree to comply with the conditions as set out.**

**Signature:**

**Date:**

## Please Note

As in your initial accreditation application:

- (1) If a formal complaint is received, you agree to work with VADR and abide by any decision by VADR to rectify your conduct in relation to the complaint.
- (2) You agree to the publication of your name and accreditation details in the VADR register of accredited practitioners.
- (3) You confirm that:
  - (a) you will act professionally and in an unbiased manner;
  - (b) where relevant you will disclose any conflict of interest to a client;
  - (c) you will not discuss or disclose information relating to mediation, other than as required by law; and
  - (d) you will not act in a way that would prejudice the reputation of VADR or the accreditation process and will cooperate fully with an enquiry in the event of any alleged breach.