

Appendix 2

CPD Schedule and Record Sheet

Overview

1. The AMDRAS requires all AMDRAS Registered Practitioners to undertake both Continuing Professional Development (CPD) activities and practice hours to meet the requirements of the Professional Development Domain and underlying attributes (see Part 5). The Professional Development domain includes the following Professional Attributes:
 - (a) Engaging in reflective practice.
 - (b) Engaging in continuing professional learning.
 - (c) Contributing to the field, including through mentoring and supervision of less experienced practitioners.
2. The required hours for each vary with the level of accreditation: see CPD Table 1, below.

The accreditation renewal period in all cases is 2 years. To prevent bunching towards the end of the 2-year period, Registered Practitioners should seek to complete a minimum one-third of the total number of hours in the first year of each renewal period.

Note: that the CPD and Practice Hours required are not cumulative through each level and with the Specialist Dispute Resolution Practitioner.

For Example, a Specialist Dispute Resolution Practitioner only has to complete 25 hours of CPD and 40 Practice Hours. A Leading Mediator only has to complete 25 hours of CPD and 40 Practice Hours.

Note: the CPD and Practice Hours required are not cumulative through each level.

For example, a Specialist Dispute Resolution Practitioner has to complete 25 CPD hours and 40 Practice Hours, not 100 CPD hours and 140 Practice Hours.

CPD Table 1: Hours required

Level of Accreditation	CPD Hours Required	Practice Hours Required
Accredited Mediator	25 hours	20 hours
Advanced Mediator	25 hours	40 hours
Leading Mediator	25 hours	40 hours
Specialist Dispute Resolution Practitioner	25 hours	40 hours

CPD element

3. To qualify for the required hours, CPD must contribute to the development or maintenance of the Professional Attributes and be relevant to the Registered Practitioner's level of accreditation.
4. The claimable CPD activities are divided into 10 categories, with varying allowable hours, as set out in Table 2, below.

Note: Leading Mediators are restricted in certain areas as to the hours they can claim (see Table 2).

5. In Table 2, the 'Claimable Maximum Hours' column indicates the maximum number of hours that can be claimed for the specified type of activity.

Example: A Registered Practitioner has attended and participated in 60 hours of training activities and conferences over the 2-year accreditation-renewal period. They can claim only up to 20 hours. If (as recommended) they keep a record sheet—see Table 3, below—they would mark on the sheet the actual number of hours they attended (60 hours) but would claim 20 hours.

6. To facilitate any audit required by the AMDRAS Board or an AMDRAS Member body, Registered Practitioners must keep documentary or other proof of their CPD activities.
7. A Registered Practitioner who has a query about the CPD requirements should, in the first instance, enquire of their Recognised Accreditation Provider.
8. If a dispute arises between a Registered Practitioner and an AMDRAS Member body about the CPD requirements, and they cannot resolve it, then either party may refer the dispute to the AMDRAS Board for determination. The Board's determination is final and binds the parties.
9. A Specialist Dispute Resolution Practitioner's CPD and practice requirements may be further provided for pursuant to section 17 of these Standards and criteria issued by the Board. In general, it is expected that Specialist Dispute Resolution Practitioners shall devote one-third of their CPD and practice hours to their specialisation.

CPD Table 2: Activities and CPD Hours Master Table

Type of CPD Activity	Activity Code	Claimable Maximum Hours	Definition/Description	Special Provisions
Education and Conferences	C1	20	<ul style="list-style-type: none"> Participating in formal structured activities such as training seminars and workshops (up to 20 hours). Attending conferences (up to 10 hours). 	
Structured Peer-Based Reflection	C2	7	Participating in structured peer-based reflection on dispute resolution cases.	
Professional Supervision or Coaching	C3	8	Receiving supervision in relation to practice issues.	
Providing Professional Development	C4	15	Includes: <ul style="list-style-type: none"> Preparation of presentations on dispute resolution or related topics Preparing presentations on dispute resolution or related topics – up to 5 hours. delivering presentations on dispute resolution or related topics providing professional supervision, assessment, coaching or mentoring of other RPs or trainees contributions to leadership in the field – up to 5 hours. 	Leading Mediators must provide a minimum of 10 hours.
Related Professional CPD	C5	5	CPD completed to maintain professional licensing or accreditation related to their practice, such as in: <ul style="list-style-type: none"> law behavioural or social sciences another professional field in which they practice 	
Role Playing in dispute resolution Training	C6	4	e.g., in the Certificate of Training, Certificate of Assessment, or other approved AMDRAS-related training provided by an RTP, RSP or RAP.	
Representing Clients in dispute resolution Processes	C7	4	e.g., as part of a lawyer-client relationship or as a support person to a party.	A maximum of 2 hours can be claimed for each separate process.
Self-directed learning	C8	5	Private study, such as: <ul style="list-style-type: none"> reading listening to or viewing pre-recorded content such as podcasts writing articles or books relevant to mediation and that are published in recognised journals or by recognised publishers. 	

Publications and Research Participation	C9	8	<ul style="list-style-type: none"> • Writing articles or other publication types such as blogs, reports, submissions, and the like. • Participation in dispute resolution-related research. 	A maximum of 4 hours can be claimed for any one activity.
Other	C10	5	Other activities as approved by the AMDRAS Board on application by an RAP.	

AMDRAS CPD and Practice Hours Self-Record

10. Table 3 is the recommended AMDRAS CPD and Practice Hours Self-Record. Completion of this record is not a mandatory element of the CPD requirements. However, it is designed to simplify the recording process, and to facilitate any audit of the CPD requirements.
11. Registered Practitioners must provide this completed record, or an equivalent, if requested by the AMDRAS Board, an AMDRAS Member body, or an authorised delegate.

Table 3: The AMDRAS CPD and Practice Hours Self-Record

Name:						
Accreditation Type:						
Registered Accreditation Provider (RAP):						
Please retain this for your records. Record of CPD activities for the two-year CPD period from						
					to	
Type of Activity	Activity Code	Supporting Documents Kept	Date/s of Activity	Place of Activity	Total Duration (hours) of Activity	Claimed CPD Hours
"Example #1": Supervision*	C3	Diary Notes and Zoom records	28/5/20...	Sydney	1	1
"Example #2": Research Article*	C9	Title of Article, citation, and link.	Date of Article	Brisbane	100-120	4

Total Number of CPD Hours Claimed						

* The examples can be deleted when completing the form.

Comments:

Signed:

Date: