

## FAMILY MEDIATOR FOUNDATION TRAINING PROGRAMME

### Why Train with the ADR Group and the Family Mediators' Association?

ADR and the FMA are the longest established mediation training providers in the independent sector – quite simply experience counts. This year ADR Group celebrates its 21<sup>st</sup> year and the FMA its 22<sup>nd</sup>. We have delivered mediation training to in excess of 2500 professionals and are at the forefront of development and excellence in a wide range of conflict resolution training. Additionally, ADR Group is the only mediation organisation to be a member of both the Civil and Family Mediation Councils.

With such a wealth of experience, we are uniquely placed to offer the very best in family mediation training and can offer a completely updated family mediator foundation training programme – complying with Law Society and Family Mediation Council (FMC) competence standards and incorporating the Legal Service Commissions' Preparation for Practice.

Family mediation is challenging work requiring skill, an ability to reflect upon and enter into critique and ability to produce professional documents to tight timescales. Family Mediation requires personable, articulate and assertive individuals who have good listening skills and practical experience of working with individuals and couples.

### Programme Objectives:

- Understanding of the theory and practice of family mediation
- Introducing conflict management strategies and family dynamics with particular emphasis on the effects of separation and divorce on both adults and children
- Introducing key skills and techniques for family mediation. Understanding of key legal, capital & finance and legislative issues for family mediation
- Developing listening, probing and evaluation skills. Incorporating non-verbal communication and developing options and addressing impasse
- Considering the influences of extended family, associates, kinship, tribes and incorporating anti-discriminatory practice and equal opportunities
- Incorporating the above to provide trainees with the skills and training they need to begin working as a professional family mediator for private clients

### ADR/FMA Family Training Faculty:

All of our Family Training Faculty is highly experienced professional mediators and leaders in the field of family mediation training.

Henry Brown  
Robin ap Cynan  
Neil Robinson  
Beverley Sayers  
Ruth Smallacombe  
Colin Smith  
Gaynor Walsh  
Adrian Wright

Training is usually carried out in our well established facilities in Bristol, London and Manchester but can be delivered on an in-house basis, subject to minimum numbers.

**Programme Overview:**

In order to minimise time out of a busy schedule, this intensive and interactive course covers 52 hours and set over an option of either two or three separate modules. Unfortunately it is not possible to select modules from different courses and you will therefore be required to be available for all of the days of the course you select.

Preparation for Practice

Trainees wishing to go on to be assessed as competent to undertake publicly funded mediation are given the opportunity to undertake an optional session during the course – Preparation for Practice – registration on this scheme entitled the trainee to immediately begin putting together their LSC Practice Portfolio.

Successful completion of the course leads to a nationally recognised qualification and is a requirement of anyone wishing to offer publicly funded mediation.

**Quality Standards:**

This course is accredited by the Law Society of England and Wales, the Bar Council and Family Mediation Council and has been designed to comply with the proposed European standards on mediation.

ADR Group was the first mediation provider to receive ISO9002 accreditation.

**Continuing Professional Development:**

This course carries 52 CPD hours

## 2010 Family Mediator Foundation Training

### **OPTION 1**

**Fast Track Six-day course set over two weekend modules with long days starting from 09.00 and running through to 19.00.**

Course No. & Location	Dates	Module	Venue	Daily Timings *	Cost
FL210510	18-20 June 2010	I	London	09.00-19.00	£1995.00 + VAT
	16-18 July 2010	II	Athenaeum Hotel		

**Module I – Three Days Intensive Training followed by a written assignment**

**Module II – Three Days Intensive Training followed by two written assignments**

Successful completion of Module II and the two written assignments, enables trainees to begin co-mediating\* and to apply for membership of the Family Mediators Association.

### **OPTION 2**

**Eight-day course set over three modules and with the opportunity to observe or co-mediate before completion of your training**

Course No. & Location	Dates	Module	Venue	Daily Timings *	Cost
FM200410	20-22 April 2010	I	Manchester Kenworthy Chambers	09.30-17.00	£1875.00 + VAT
	11-13 May 2010	II			
	13-14 July 2010	III			
FL051010	5-7 October 2010	I	London Landmark Chambers	09.30-17.30	£1875.00 + VAT
	20-22 October 2010	II			
	6-7 December 2010	III			

**Module I – Three Days Intensive Training followed by a written assignment**

**Module II – Three Days Intensive Training followed by two written assignments**

Successful completion of Module II and the two written assignments, enables trainees to begin co-mediating and to apply for membership of the Family Mediators Association before completing Module III. This enables the trainee to gain some practice, either by way of observation or co-mediation\* whilst training and to incorporate that experience in to their learning.

**Module III – Two Days Intensive Training**

The content of the final two days is tailored to meet the training needs of the trainees as determined by the trainers following the performance of the trainees during the first two Modules and the written assignments.

*\* Newly qualified mediators may be required to complete a minimum of 10 hours co-mediation before being able to practice solely as a family mediator.*

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\* Timings may vary - It is usual for the first day of each Module to start an hour later than the other days in order to assist with travel arrangements. Notification of start and finish times will be provided in your joining instructions. Timings may also be varied by the trainers following discussion with trainees during the course.

## ELIGIBILITY FOR TRAINING

### Selection for Mediation Training – Professional and Discretionary Routes

ADR Group and the Family Mediators Association (FMA) primarily select candidates for training from the family law, social science or therapy/counselling professions. All disciplines must be educated to degree level or equivalent and hold a recognised qualification. Candidates must have been qualified for at least three years in one of the above areas and at least 50% of their workload must have been working within family law or working with families and/or couples.

Candidates who do not meet the above criteria may also be eligible via our 'discretionary route'. This route is aimed at those who can demonstrate sufficient and appropriate evidence of suitability for family mediator training. Suitability may be through past professional activity, particular responsibilities held, experience and/or training in another area of mediation practice, but must be within a professional capacity.

Discretionary candidates should submit a full and detailed application supported by a short statement indicating and/or evidencing their reasons why they feel they are suitable for family mediation training and what their relevant experience entails.

All delegates are required to provide details of two referees, who can comment on professional knowledge and competence, as well as personal and professional suitability and attributes. One of your referees may be a personal referee, but must not be a relative.

For discretionary candidates, if you are evidencing your suitability for training through a particular position held, at least one of your referees must have knowledge of and be in support of this particular evidence.

All candidates should complete the section on the Application Form detailing how they anticipate establishing a family mediation practice.

For any applications that are unsuccessful, full feedback will be given as to the training panel's decision. Advice will be given on alternative training courses or work experience that the delegate may benefit from, in order to improve their chances of any further application for family mediation training being accepted.

These courses are often over subscribed, therefore candidates **must** fulfil the above criteria to be considered for a training place.

## YOUR QUESTIONS ANSWERED

### **What does Family Mediation Training Cover?**

The course is designed to give an introduction to the theory and practice of family mediation.

- History and theory of mediation and its place within the wider field of alternative dispute resolution
- conflict management strategies
- family dynamics with particular reference to those who are ending relationships.
- The importance of the effect of separation and divorce on children.
- the place of family finance issues (including property and pensions)

In addition to the above issues, which are studied throughout the course, we also look at the current legal framework and Legal Services Commission requirements.

In addition the course:

- provides an introduction to the popular practice models in family mediation
- opportunities to develop mediation practice

By the end of the course, trainees will be familiar with these theories and able to competently consider their application in the context of different styles, techniques, skills and the practical process of mediation.

### ***How is it Taught?***

Courses have up to 24 participants with a team of experienced and qualified family mediation trainers using a range of teaching techniques and learning aids ranging from distance learning, lectures, videos, workshops, pair and group exercises, role-plays and case discussion to individual and group presentations. All ADR trainers are highly experienced mediators and training professionals. Participants are encouraged to develop their skills, knowledge, aptitude and understanding of the mediation process and theory via interactive role-play and exercises designed to give a full understanding of the various models of mediation practice.

### ***Why is the course assessed?***

ADR Group and FMA actively support the need to establish high standards in the training and practice of their mediators. The purpose of assessment is to monitor the candidate's progress and to ensure as much learning input as possible is provided to each individual. Where delegates require individual information or assistance to ensure their successful completion of the course, our trainers and tutors can be 'on the spot' to ensure it. Individuals are not admitted to FMA membership unless the training team assesses that they have appropriate knowledge, skill and confidence to begin their practice.

### ***How am I assessed?***

Via tutor observation of your active participation in all exercises & sessions and ability to demonstrate the acquisition of skills & techniques taught on the course. In addition there are 2 written assignments set. Video recording of exercises may also be used for informal assessment/learning support purposes.

### ***Why is there written work set?***

The written assignments are seen as an essential part of the course. They help the trainers' gauge how well information has been disseminated to individuals and we hope that it assists delegates to think through some of the theory and practice they have heard and in which they have played a part during the training modules.

### ***Do I have to complete all the days?***

Yes - the course is very intensive and also relies on the participation of the whole group. Anyone missing even part of a day will be affected – subjects are not covered twice and material missed cannot easily be made up. Your training certificate will be withheld if you do not complete your course in its entirety.

***What qualification do I receive after I have successfully completed the foundation course?***

You will receive a recognised qualification in Family Mediation. A certificate will be sent to you confirming that you have successfully completed foundation training in family mediation. You will then immediately be able to start work as a mediator with privately paying clients and also to consider aiming for legal services commission competence as a recognised mediator able to conduct publicly funded mediations with an LSC contracted family mediation supplier.

***What is Professional Practice Consultancy ("PPC")?***

The purpose of Consultancy is to assist with delegates' continued professional development, looking at practice, discussing ways in which it can be built upon and identifying areas where the delegate may wish to seek further training or assistance. On successful completion of Module II, delegates will be invited into membership of the Family Mediators Association. Those who join will be allocated a Professional Practice Consultant (PPC). This will be a highly experienced mediator and specially trained family mediation consultant. Members will then be encouraged to meet with their PPC to receive feedback from the first six days of training and to start planning their practice as mediators. Consultancy is seen as a 'life-long' professional activity and mediators continue in consultancy towards and beyond qualifying. Mediators are also required to be in receipt of Consultancy as required by the Family Mediation Council. FMA members are not required to stay with their appointed PPC but may choose an alternative PPC from our extensive Register or choose a PPC from another Family Mediation Council member organisation. (All our ADR/FMA PPC's are recognised by the Family Mediation Council and by the Legal Services Commission).

***Please note***

*It is not the responsibility of PPCs to find or organise work for mediators. This includes providing opportunities to observe and mediate. Mediators are responsible for their own development, however PPC's are expected to enthusiastically guide, support and provide links and introductions to others who may help. Most PPC's charge a fee for consultancy.*

***How much does membership of the FMA cost?***

FMA membership costs just £155 per year and the membership year runs from 1 December – 30 November. Pro-rata membership is available to pre-trained or returning mediators from June and September of each year.

Newly trained mediators are required to pay the full fee regardless of the month of joining due to the provision of a debriefing PPC session and attendance at the FMA's annual Conference at no charge. Benefits to all members include; the provision, advice and guidance of a PPC, promotion of the member's service via the FMA website, referrals via the Family Mediation Helpline, access to precedent documents, discounted CPD training, quarterly newsletters and a free to members' annual conference which is a great opportunity to network and find out the latest news in the world of family mediation.

***What work opportunities are available once I have successfully completed the training?***

ADR Group and FMA cannot guarantee you work. Successful completion of the training is one part of building up a successful career in family mediation. Many trainees join forces and develop practices together, others use the skills in their 'normal' job to change career direction. Some who have already done their research, link in with publicly funded suppliers in their area. Effort is required on the individuals' part to market themselves as a service. Whether your intention is to practice as an independent family mediator, or link in with a mediation supplier or franchise in your area, you will need to conduct some research particular to your location as to the work opportunities available.

You will also need to make contacts within your local area. Eg, legal firms, counselling services, Citizens Advice Bureau and the local courts. Membership of a renowned family mediation organisation such as FMA can provide support through the benefits mentioned previously. The support of such an organisation can be essential to starting you on the road to becoming a successful family mediator.

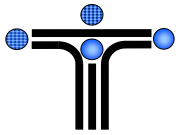
It is important you consider the cost and time implications of making the move to professional Family Mediator and of developing your family mediation practice. This can be challenging and needs careful thought. It may be some time before you can recoup the cost of your training. Questions to ask yourself might include... Where will my clients come from? How will I let them know about my practice? What about premises? Additionally, you will need to consider the cost of FMA or other professional body membership, professional indemnity insurance, supervision and ongoing CPD training. Whilst this can seem daunting, by training as a Family Mediator you are entering a new profession which, with hard work, careful planning and realistic expectations, can be a highly rewarding and enjoyable career choice.

***Do I have to do anything else after the completion of the Foundation Training?***

No but it is important to realise that the Foundation Course is just the beginning of your training as a mediator. Our training will qualify you to conduct privately funded mediations but you are likely to have to undertake on average 10 hours of co-mediation before being signed off by your PPC as a sole mediator. You will need to consider how to find this co-mediated work and co-mediator.

You may also wish to begin working towards LSC recognition for publicly funded mediation. After a year or so in practice you may wish to go on to become an Accredited FMA Member, this is a 'badge of honour' awarded following submission of a portfolio of work for assessment. We believe that all professional mediators will wish to ensure their continued education and practice and that they will continue to be supported by their PPC. Both ADR and FMA actively promote the continuing training of their mediators. To this end FMA membership requires a minimum of 10 hours CPD (intermediate/advanced) course training a year in addition to minimum supervision and practice requirements.

We hope the above has answered your questions however, if you have further queries or would like to discuss any particular issue, please contact ADR Group's Training Department on 0117 9467180 or [training@adrgroup.co.uk](mailto:training@adrgroup.co.uk)



Family Mediators' Association

**FOUNDATION TRAINING PROGRAMME  
APPLICATION FORM**

Thank you for your interest in training with us. So that we may process your application and in order to allow sufficient time to take up your two references, please return your completed Application Form as soon as possible.

<b>OFFICE USE ONLY</b>	
Agreed:	

<b>COURSE APPLIED FOR:</b> <i>(DELETE AS APPROPRIATE)</i>	<i>Please tick to select</i>
	<input type="checkbox"/> London      18-20 June & 16-18 July 2010 £1995 plus VAT
	<input type="checkbox"/> Manchester      20-22 April, 11-13 May and 13-14 July 2010 £1875 plus VAT
	<input type="checkbox"/> London      5-7, 20-22 October and 6-7 December 2010 £1875 plus VAT
	<input type="checkbox"/> Later course date

<b>NAME:</b>	
<b>FIRM/PRACTICE:</b>	
<b>ADDRESS:</b>	
<b>DX ADDRESS:</b>	
<b>DAYTIME PHONE NO:</b>	
<b>MOBILE PHONE NO:</b>	
<b>FAX NO:</b>	
<b>E-MAIL:</b>	

<b>Are you applying as a discretionary candidate? Please see guidance notes in training flyer.</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Are you linked with a firm or practice?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**If you have been offered a place within a franchise subject to your successful completion of this training, please enclose a letter of support from the franchise.**

No       Yes and I have enclosed a letter of support from the Franchise



**WHAT PROMPTED YOU TO SEEK TRAINING AS A FAMILY MEDIATOR?**


**WHAT DO YOU FEEL YOU WOULD BRING PROFESSIONALLY AND PERSONALLY TO THIS FIELD OF PRACTICE?**


**HOW DO YOU PLAN SETTING UP AS A FAMILY MEDIATOR, FINDING CLIENTS AND DEVELOPING YOUR FAMILY MEDIATION PRACTICE?**


**ANY OTHER INFORMATION YOU WOULD LIKE TO BRING TO OUR ATTENTION?**


*Please continue on a separate sheet if required*

**REFERENCES:**

Please list below two people to whom we can apply for a reference. These individuals should be able to comment on your professional and personal attributes and on your aptitude to train as a mediator. ***Please ensure at least one reference is from a professional with whom you have worked or who has experience of Family Mediation or from a recent employer.*** References from relatives are not acceptable.

NAME:			
FIRM/PRACTICE:			
ADDRESS:			
EMAIL:		WORK PHONE:	
OCCUPATION:		MOBILE PHONE:	
	<b>Qualification to comment upon your skills/aptitude/attributes:</b>	Friend/Work Colleague/Other <i>Please delete as required</i>	

NAME:			
FIRM/PRACTICE:			
ADDRESS:			
EMAIL:			
OCCUPATION:			
	<b>Qualification to comment upon your skills/aptitude/attributes:</b>	Friend/Work Colleague/Other <i>Please delete as required</i>	

**DECLARATION**

- I confirm that to the best of my knowledge and belief, the information given is correct.  
 I acknowledge and agree to the cancellation requirements as overleaf

**Both of the above boxes must be ticked in order for your Application to be processed.**

Signed: \_\_\_\_\_ Name: (Please print) \_\_\_\_\_ Date: \_\_\_\_\_

**Please tell us how you heard about ADR Group:**

- |   |   |
|---|---|
| <input type="checkbox"/> ADR Group Website<br><input type="checkbox"/> The Times Advert<br><input type="checkbox"/> Other Newspaper/Magazine:<br>_____<br><input type="checkbox"/> ADR Group Mailshot | <input type="checkbox"/> Other Website: _____<br><input type="checkbox"/> Recommendation<br><input type="checkbox"/> Other: _____ |
|---|---|

# ADR GROUP TERMS AND CONDITIONS

*Receipt of your duly completed and signed Booking Form by ADR Group denotes your acceptance of these terms and conditions.*

## **Acceptance**

Your place on the course is subject to approval of your Application by ADR Group's Training Committee, receipt of a signed and fully completed application form and full payment of the appropriate course fee. ADR Group's decision is final. Your acceptance will be confirmed in writing.

## **Payment**

Course fees are payable in Pounds Sterling and all are exclusive of VAT unless otherwise stated.

## **Attendance and Participation**

When you register to attend the course you make a commitment to complete all necessary course work to the best of your ability. Attendance on all course dates is compulsory. Delay in completing or submitting any required coursework or assignments may result in delay of the final assessment.

## **Joining Instructions**

Joining instructions and full course information will be sent to the contact address or email contained in the application form.

## **Course Materials**

At the commencement of the course you will be provided with course materials. Where appropriate you will also be provided with advance/pre-course learning through distance learning, CD-rom or web-based programmes. Ownership of all intellectual property rights in the course materials belongs to IDR Europe Limited. Although all necessary care and attention has been taken by ADR Group to ensure accuracy, neither we nor the course tutors can in any circumstances accept responsibility for any errors, omissions or advice given in the course materials or during the delivery of the course itself. Course materials are intended for general training purposes only and independent professional advice should be sought before applying any information to specific circumstances.

## **Transfers**

After acceptance on a course delegates may transfer to a later course subject to availability. Notice to transfer must be in writing. If notice to transfer is received at least 21 days prior to the commencement of the course, no transfer fee will apply. If notice to transfer is received less than 20 days prior to the commencement of the course an administrative charge of 15% of the course fee will be levied. If the transfer is subsequently cancelled or the delegate fails to attend, the full course fees including the transfer charge will remain payable.

## **Cancellation**

Notice to cancel must be in writing. If notice to cancel is received at least 21 days prior to the commencement of the course, a cancellation charge of 10% will be levied. If notice to cancel is received less than 20 days prior to the commencement of the course, we regret that we cannot refund the course fee. ADR Group will accept a 'replacement' delegate subject to an administrative charge of 15% of the course fee. If the transfer is subsequently cancelled or the delegate fails to attend, the full course fees including the transfer charge will remain payable. ADR Group reserves the right to make amendments to the course (including dates, programmes, tutor and/or materials) or to cancel the course without liability. Should the course be cancelled by us, delegates will be offered a place on an alternative programme, or a credit or full refund of the course fees only will be given.

## **Data Protection**

ADR Group acknowledges that data supplied to it for the purposes of this agreement may comprise personal data. The delegate hereby appoints ADR Group as a data processor in relation to the personal data. For the purposes of this clause, 'personal data' will have the meaning given it in the Data Protection Act 1998. ADR Group undertakes that it will:

- i) use the personal data solely for the purposes of this agreement and solely in accordance with the instructions of the delegate; and
- ii) act only on instruction from the delegate; and
- iii) ensure that appropriate technical and organisational measures are taken against unauthorised or unlawful processing of personal data and against accidental loss, or destruction of, or damage to such personal data.

## **Force Majeure**

ADR Group will be released from its obligations under this agreement to the extent that performance of such obligations is delayed hindered or prevented by an event of force majeure provided that:

- i) on becoming aware of any event of force majeure which gives rise, or which is likely to give rise, to any failure or delay in the performance of its obligations under this agreement, it notifies the delegates by the most expeditious method available, giving details of the event of force majeure, the obligations on its part which are affected and its reasonable estimate of the period for which such failure or delay shall continue; and
- ii) it takes all reasonable steps to prevent, avoid, overcome and mitigate the effects of such event of force majeure.

## **General**

The agreement and the provision of training services shall be governed and construed according to English Law.