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| **Application to be Accredited or Re-accredited as a Family Mediator** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Please read the guidance on our website before completion** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **PLEASE TYPE OR PRINT WHEN COMPLETING APPLICATION FORM** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1st Accreditation | | | | | | | | | | | | | Re-accreditation | | | | | | | | | | |  | | |  | | |  |  | | |  | | |
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| 1. **Applicant’s Details** | | | | | | | | | | | | | | | | | |  | | | | | |  | | |  | | |  |  | | |  | | |
| Full Name | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Employer/Business name | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Email | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Address | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | |  | | | | | Postcode: | | | | | | | | | | | | | | | | | DX no. | | | | | | | | | | | |
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| Telephone No: | | | | | | | | | Mob: | | | | | | | | | | | | | | | | Work: | | | | | | | | | | | | |
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| 1. ID Number | | | | | | | | | |  | |  | | |  | |  |  | |
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| 1. What is your present position (e.g. associate, assistant, in-house counsel)? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1. Please provide a brief CV listing qualifications and positions in the last 5 years relevant to this application. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Please provide the name and address of two referees to whom you have sent reference checking forms (note these can be sent by email): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name: | | | | | | | | | | | | | | | | | | | | | Name: | | | | | | | | | | | | | | | | |
| Position: | | | | | | | | | | | | | | | | | | | | | Position: | | | | | | | | | | | | | | | | |
| Firm/  Organisation: | | | | | | |  | | | | | | | | | | | | | | Firm/  Organisation: | | | | | | |  | | | | | | | | | |
| Email: | | | | | | | | | | | | | | | | | | | | | Email: | | | | | | | | | | | | | | | | |
| Address: | | | | | | | | | | | | | | | | | | | | | Address: | | | | | | | | | | | | | | | | |
| **Section 2: Fitness** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | | | |
| 1. Are you currently or have you ever been the subject of: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | | | |
| * 1. Disciplinary action by the Law Society of Scotland (‘the Society’)? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes/No | | | | |  |
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| * 1. Have you been the subject of a prosecution before the Scottish Solicitors’ Discipline Tribunal? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes/No | | | | |  |
|  | | |
| * 1. Are you currently or have you ever been the subject of disciplinary action by any other professional body of which you are a member? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes/No | | | | |  |
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| * 1. Any claim in which you have personally been involved under the Master Policy within the last 5 years? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes/No | | | | |  |
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| If you answered ‘yes’ to any of the questions above, please give details below: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  |
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| 1. Are there any adverse matters bearing on your fitness to act as an Accredited Mediator of which the Society should be aware? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Yes/No | | | |
| If you answered yes to question 7, please give details below: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Section 3: Competence and Relevant Experience** | | | | | |
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| 1. Please set out details of the experience and training gained by you in the **three years** preceding the date of this application in the Schedules attached to this application. | | | | | |
| **Training Requirements** | | | | | |
|  | 1. **First Accreditation**   For your first application you require to have completed within the last 3 years a foundation mediation training course lasting more than thirty hours and which satisfies the requirements for training set down by the Lord President for family mediation training. Please add details of the course you have completed in the table below.  You must also include with your application a report about your mediation skills from the mediation trainer who observed you in role plays during your training.  If you completed a foundation mediation training course more than three years prior to making your application, without proceeding to accreditation, then you will need to undertake a further foundation family mediation training course lasting no less than fifteen hours and to also include with your application a report about your mediation skills from the mediation trainer who observed you in role plays during that course. If this applies to you, please provide details of **both** foundation courses completed in the table below  **Foundation Course details:**   |  |  |  | | --- | --- | --- | | **Provider** | **Course completed** | **Date completed** | |  |  |  | |  |  |  |   Please note that we may request additional information from you on the content of the of the course or courses completed if the Panel requires additional information. | | | | | |
| 1. **Re-accreditation:**   To be eligible for re-accreditation you require to have undertaken training and CPD in each of the last 3 years. This must be no less than **fifteen hours** of continuing professional development completed annually and must include:   * A minimum of six hours mediation training * A minimum of five hours Family Law black letter law training of which two hours require to be on financial provisions. * The balance of four hours should be made up of either family law training, mediation training or a combination of both.   In addition, you must complete one peer review in co-mediation each year in each of the last 3 years.   * You must also include with your application one assessment of competence report prepared by an approved assessor in completed within the last three-years.   If you are applying to be re-accredited, please enter details of your compliance with the training requirements in the table in the **Schedule** to this application.  **Eligibility for re-accreditation is dependent on completing the required training listed above. If for any reason you have not met any of the requirements in any of the last 3 years, please explain why in the table in the schedule.** | | | | | |
| 1. Are there any other matters bearing on your competence or relevant experience to act as a Mediator in this area of law which you wish the   Panel to consider? | | | Yes/No | |
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| If you answered yes to question 9, please provide details below: | | |
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| 1. Please give details of membership of any relevant bodies on which you have served in the last 5 years. | | | | |
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| 1. In what other areas of practice do you hold specialist accreditation, if any? | | | | |
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| **4. Declaration** | | | |
| I hereby apply for accreditation in the Mediation specified in this application.  I understand that such accreditation will be for a period of not more than three years and will required to be renewed thereafter.  I declare that the information contained in this application is a full and true account of the matters referred to in it to the best of my knowledge, information and belief. I understand that any willful omission or mis-statement made in this application is likely to lead to the refusal or withdrawal of an accreditation, and may be treated as professional misconduct by the Society for the purposes of the disciplinary provisions of the Solicitors (Scotland) Act 1980.  I declare that I have complied with the special requirements in the guidance notes for applications for accreditation as a specialist in Family or Commercial Mediation.  I understand that the Society may, and I grant authority to, seek confirmation from third parties of any matters pertinent to a proper consideration of my application (including the  seeking of information from any other professional or similar body of which I am or have  been a member).  I undertake to notify the Society of any significant change in the information provided in this application whether it arises before or after the grant of any accreditation.  I understand that my complaint record will be considered by the Panel.    I understand that although the Society may issue a renewal reminder the primary obligation to reapply rests with me to seek renewal of accreditation no later than 6 weeks before the expiry of my accreditation.  I undertake to provide the statistics on cases etc. if required by the Lord President in terms of the Civil Evidence (Family Mediation) (Scotland) Act 1995. | | | |
| I confirm I have read the [**Code of Conduct and Statement of Principles** **for Family Mediators**](https://www.lawscot.org.uk/members/career-growth/specialisms/accredited-mediators/)and confirm that if accredited I will abide by its terms.  **Please cross:** | | | |
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| Signed |  | | |
|  | |
| Date |  | | |
|  | | |
| GDPR, Data Protection Act 2018. For information about how we use your personal data see our [privacy policy](https://www.lawscot.org.uk/website-terms-and-conditions/privacy-policy/) at [www.lawscot.org.uk](http://www.lawscot.org.uk). Fees and Practice Rules see [www.lawscot.org.uk](http://www.lawscot.org.uk/) | | | |
| Please submit the application form by email to: [**specialistaccreditation@lawscot.org.uk**](mailto:specialistaccreditation@lawscot.org.uk)**.**  This application attracts a non-returnable fee of **£270 plus vat (£324).** To arrange to pay by BACS or credit card please contact [**specialistaccreditation@lawscot.og.uk**](mailto:specialistaccreditation@lawscot.og.uk)  **When saving your completed application, please do not enable macros in the document as this will delay email delivery of the completed application.** | | | |

# SCHEDULE: Re-accreditation applications

Please complete the following table setting out your **Training and CPD** completed in each of the last 3 years in reverse chronological order. This should include details of any organised CPD, and training undertaken, any teaching you have conducted, and details of any relevant authorship. **Please refer to “Training Requirements” paragraph 2. “Re-accreditation” above to ensure you list sufficient training to meet these requirements**

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| **Year 1** | | | |
| **Mediation (minimum 6 hours per year)** | | | |
| Date | Provider | Course content | Hours undertaken |
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| **If you did not undertake a minimum of 6 hours mediation CPD in year 1, please give reasons below:** | | | |
| **Family law and Financial Provision (minimum of 5 hours per year to include at least 2 hours on Financial provision)** | | | |
| Date | Provider | Course content | Hours undertaken |
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| **If you did not undertake a minimum of 5 hours family law including at least 2 hours on financial provision in year 1, please give reasons below:** | | | |
| **Total Hours for all mediation and family law CPD undertaken (minimum 15)** | | |  |

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| **Year 2** | | | |
| **Mediation (minimum 6 hours)** | | | |
| Date | Provider | Course content | Hours undertaken |
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| **If you did not undertake a minimum of 6 hours mediation CPD in year 2, please give reasons below:** | | | |
| **Family law and Financial Provision (minimum of 5 hours per year to include at least 2 hours on Financial provision)** | | | |
| Date | Provider | Course content | Hours undertaken |
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| **If you did not undertake a minimum of 5 hours CPD on family law, including at least 2 hours on financial provision in year 2, please give reasons below:** | | | |
| **Total Hours for all mediation and family law CPD undertaken (minimum 15)** | | |  |

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| --- | --- | --- | --- |
| **Year 3** | | | |
| **Mediation (minimum 6 hours per year)** | | | |
| Date | Provider | Course content | Hours undertaken |
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| **If you did not undertake a minimum of 6 hours mediation CPD in year 3, please give reasons below:** | | | |
| **Family law and Financial Provision (minimum 5 hours of which at least 2 hours on financial provision)** | | | |
| Date | Provider | Course content | Hours undertaken |
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| **If you did not undertake a minimum of 5 hours family law, including at least 2 hours on financial provision in year 3, please give reasons below:** | | | |
| **Total Hours** **for all mediation and family law CPD undertaken (minimum 15)** | | |  |

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| **Checklist** | | | |  | | |  |
| Before you send your application please check the following.  **Please note If your application is incomplete it will be sent back to you for full completion, which will delay your application being decided by the Accreditation Panel** | |  | **Please**  **cross** | | |
| * Have you signed the application form? | |  |  | |
|  | |  |  | |
| * Have you included an Assessment of Competence? | |  |  | |
|  | |
|  | **If you have not included an Assessment of Competence, please give reasons below:** |  |  | |
|  | |  |  | |
| * Have you included your brief CV? | |  |  | |
|  | |  |  | |
| * Have you sent out the Reference Request Forms? | |  |  | |
|  | |  |  | |
| * Have you organised payment of the fee? | |  |  | |
|  | |
| * Do your CPD hours for each year match the requirements? | |  |  | |
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| * Have you competed the declaration re [**Code of Conduct and Statement of Principles for Family Mediators**](https://www.lawscot.org.uk/members/career-growth/specialisms/accredited-mediators/)**?** | |  |  | |
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